



PROPOSED BUDGET

Fiscal Year
2024-25



Proposed Budget Fiscal Year 2024/25



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

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**Tualatin Hills Park & Recreation District
Oregon**

For the Fiscal Year Beginning

July 01, 2023

Christopher P. Morill

Executive Director

TUALATIN HILLS PARK & RECREATION DISTRICT

Fiscal Year 2024/25 Proposed Budget

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Introduction

District Values and Budget Priorities

District History

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Budget Committee Information

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Budget Committee Work Session Agenda - April 18, 2024

Budget Committee Meeting Minutes - February 22, 2024





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

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



2024 Fact Sheet

THPRD by the Numbers



270,000+
Population



50
Square Miles
Area Served



4 Mobile
Recreation
Programs



120+
Volunteer Options



520
Community
Garden Plots



15
Public Art
Works

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



42
Pickleball
Courts and
Growing!



115
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: Alfredo Moreno (President), Barbie Minor (Secretary), Tya Ping (Secretary Pro-Tempore), Felicita Monteblanco, and Miles Palacios

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 2024/25 Budget Committee

Board of Directors

Tya Ping
Miles Palacios
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





MEMO

To: The Budget Committee
From: Doug Menke, General Manager
Date: April 8, 2024
Re: Proposed Budget Fiscal Year 2024/25

I am pleased to present the Fiscal Year 2024/25 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 2024/25 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 to help 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, and 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, and interact with THPRD, including participation in classes, activities, exercise, sports, and 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 remain 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 Award in the United States**. The judges singled out THPRD: "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 recently completed work to update our Comprehensive Plan and all functional plans that guide district operations.

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 based on the organizational values and updated budget priorities.

To prepare for this fiscal year, the board met in October 2023 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 that reach the most marginalized people. Therefore, we support leading with racial equity because the data informs us that race continues to be the largest differentiator in terms of impacting people's social, economic, and health outcomes.

- **Environmental Stewardship**

THPRD values the environment and demonstrates this through how we acquire, plan for, and maintain lands. Environmental stewardship extends to the way we build and maintain our facilities and the practices we use to procure goods and services. THPRD is committed to protecting and improving the environment and holding ourselves accountable for reducing our carbon footprint and addressing climate change. We commit to continuing to be an active ally and leader in environmental education, natural resource protection and by adopting practices

that uphold environmental stewardship to ensure we pass on a healthy environment to future generations.

- **Commitment to Community Vision**

We are committed to honoring and realizing the community feedback captured through the district's visioning process and see this work as foundational to our ongoing community engagement work. We will integrate the visioning feedback into our planning and operational efforts to honor the four visioning goals to be Welcoming and Inclusive, provide Play for Everyone, be Accessible and Safe, and practice Environmental Stewardship. The community vision serves as a beacon to illuminate our ongoing community engagement efforts, infused with a deep commitment to actively engage underserved and historically marginalized voices.

Budget Priorities

These are the confirmed budget priorities for developing the 2024/25 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 is 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 provide improved customer service to THPRD patrons.

- **Focus on Strengthening Programming Opportunities**

We will continue to focus on strengthening and innovating programming options. We will continue to work to break down barriers and actively welcome historically underserved and marginalized people. We will continue to provide FREE programming, expand our efforts through grant-supported partnerships and 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. We will actively pursue opportunities to expand and diversify revenue streams.

Local Option Levy – May 2024

The THPRD Board of Directors voted unanimously to place a local option levy before district voters at the May 21, 2024 election. The board followed the recommendation coming from the district's Levy Task Force, which analyzed the district's operational needs and determined a local option levy was the best option to maintain THPRD service levels.

Resolution 2024-02, which the board passed, directs staff to place a local option levy before the voters to fund district operations at \$0.50 per \$1,000 in assessed value for five years. The levy will maintain district operations and fund the development of a new registration system.

Passage of the levy would allow THPRD to:

- **Maintain park maintenance levels** – ensuring garbage collection, restroom cleanings, and park and trail maintenance are maintained at current service levels. Without the support of a levy, the district would need to scale back maintenance levels. Many restrooms throughout the district would be closed or cleaned less frequently. Parks and trails would see significantly reduced service, with garbage collection reduced greatly throughout the district.

- **Preserve staffing levels** – the levy would allow the district to retain up to 50 full-time positions and 250+ part-time positions that serve the community in a variety of ways, from park and trail maintenance to class instructors for programs such as aquatics, sports, arts, and more.
- **Preserve the district’s childcare programs** – the levy would ensure the district’s afterschool care and preschool programs continue.
- **Maintain facilities and service hours** – the levy would allow the district to keep three swimming pools open and two splash pads as well as maintain service hours at facilities. Without the levy, operational hours at facilities would be reduced and some facilities would have to close.
- **Maintain programs and events** – the levy would allow the district to continue to offer programs such as Mobile Recreation, Camp Rivendale, and free community events such as the district’s Concerts in the Park.

If approved by district voters, the local option levy would increase taxes on the average home in the district by about \$12.68 per month or \$152.12 per year. The funding would go to maintain district operations and fill a projected \$16 million dollar shortfall in the district’s annual operating budget.

The district has a robust public information effort underway to inform district voters about the levy, which includes attending approximately 120 meetings/events/activities, social media messages, fliers, banners, and more. In mid-2023, the district completed public opinion research that indicated district voters were likely to support a five-year local option levy at \$0.50 per \$1,000 in assessed value, when informed about the district’s budget shortfall and the impact on district operations.

Budget Process

The district’s public budgeting process begins in earnest at the district’s midyear budget review meeting, which was held on February 22, 2024. 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 18, 2024, 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 16, 2024, when the budget committee is expected to formally vote to approve the proposed budget.

The 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 16, 2024, the budget committee will be asked to approve THPRD’s 2024/25 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 12, 2024. Once again, an opportunity for public comment will be provided at both the budget committee meetings and the budget hearing.

One very important difference in terms of the budget process this year is that the FY 2024/25 budget had to be prepared before the outcome of the May election is known. We have prepared the budget under the assumption that the levy will be approved by the voters. However, if the levy is not approved, we will provide the board with a reduced budget amount for their adoption.

General Fund Resources and Appropriations

You will find that the proposed amount to fund the FY 2024/25 General Fund budget is \$108,606,453. This is an increase of 30.8 percent from the 2023/24 fiscal year budget, which is attributable to increases in property taxes related to the operating local option levy, carryforward of grant funds and capital projects, and increased cash carryforward.

General Fund Resources

Beginning Cash on Hand for the 2024/25 fiscal year is estimated at \$25,302,950, which represents a 47.2 percent increase from the prior year. The Balance Forward from Prior Year Projects is estimated at \$3,697,050. The Reserve for Future Expenditures also represents an additional \$3,000,000 of the beginning balance in the General Fund.

Property Tax Revenue

THPRD's overall assessed valuation is estimated to increase by 3.3 percent. This represents the 3 percent allowed under the statute for those properties where the assessed value is below the real market value, plus 0.3 percent of exception-based growth from new development. Accordingly, the overall assessed value is estimated to increase from \$31.2 billion to \$32.7 billion.

The FY 2024/25 property tax rate per \$1,000 of assessed value for General Fund operations is \$1.3073, \$0.50 for the operating local option levy, and the estimated tax rate per \$1,000 for general obligation bonded debt is \$0.2733, resulting in a combined property tax rate per \$1,000 of \$2.0806. The FY 2023/24 property tax rates for General Fund operations and bonded debt were \$1.3073 and \$0.2766, respectively.

In FY 2023/24, 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 2023/24, due to Measure 5 compression, were insignificant. It is anticipated in FY 2024/25 that if the combined rates again exceed \$10 per \$1,000, 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 detailed 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 2024/25 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 2024/25 General Fund appropriations, 44.0 percent supports Personnel Services, 13.9 percent supports Materials & Services, 12.1 percent supports Capital Outlay, 1.0 percent supports Debt Service, 3.2 percent supports the Contingency appropriation, 2.8 percent supports the Reserve for Future Expenditure fund and 23.0 percent represents the unappropriated ending fund balance.

The General Fund Capital Outlay appropriations of \$13,142,619 comprise 12.1 percent 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, \$11,116,119, is included in the Capital Projects section which is divided into the following six categories: (1) carryover projects, (2) athletic facility, (3) building, (4) park and trail, (5) facility challenge projects, and (6) Americans with Disabilities Act improvements. Capital Projects include almost \$6.2 million in

grant-funded projects and \$3.7 million in carryforward projects. The remaining \$1.2 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.

Combined Personnel Services

The FY 2024/25 proposed budget reflects a 5.9 percent overall increase in Personnel Services costs. This increase is due to merit increases and a cost-of-living adjustment (COLA) for full-time staff and a six percent COLA for part-time employees. Overall, budgeted full-time FTEs increased by three, from 207.00 FTE for FY 2023/24 to 210.00 FTE for FY 2024/25.

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 \$55.7 million. The project carryover commitment to FY 2024/25 is approximately \$35.0 million, leaving \$20.7 million of the carryover available for new project commitments. In addition, THPRD is projecting to generate approximately \$10.0 million of new SDC fund revenues in FY 2024/25. As shown in the SDC budget tab, these combined resources are being used as follows:

- To provide \$2.2 million of additional funding for carry-over projects, \$5.7 million of new funds for land acquisition, and \$6.2 million of development funds for new projects.
- This leaves approximately \$17.4 million available for appropriation to new projects in FY 2025/26 once the receipt of the SDC revenue is assured.

The board of directors program 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 2024, was based on the Parks Functional Plan, which created a project list for the SDC fund, with priority projects identified for funding through FY 2028/29. The project list designates funding for North Bethany, Bonny Slope West, and non-overlay areas based on anticipated SDC revenues in each of these areas. The updated CIP reflects an updated cash flow projection based on the rates resulting from the revised SDC methodology and anticipates total available SDC resources over the five years of between \$48.1 million and \$58.8 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 2024/25, 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 percent. 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 27 cents per \$1,000 of assessed value, well under the projected rate of 37 cents used in the bond levy information.

The FY 2024/25 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, 2024, 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 the contract being awarded for these bond projects.

The estimated cumulative project expenditures from the Bond Capital Projects Fund through June 30, 2024, 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, 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 structure of the state's taxation system, 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. With this in mind, the board voted unanimously to place a local option levy before district voters at the May 21, 2024 election.

Should the levy not pass in May, the board has directed staff to take a two-year approach to reduce spending to sustainable levels. The first year reduction will approximate \$5.4 million, and the second year will approximate another \$3.4 million in reductions. In choosing these reductions the district will focus on our district values and priorities to guide us in this process.

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 in his second year with the district. I greatly appreciate the efforts of the Finance Department staff, who work tirelessly and support staff throughout the district along the way.

We look forward to meeting with you and sharing the Fiscal Year 2024/25 Proposed Budget.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doug Menke', with a stylized flourish at the end.

Doug Menke
General Manager

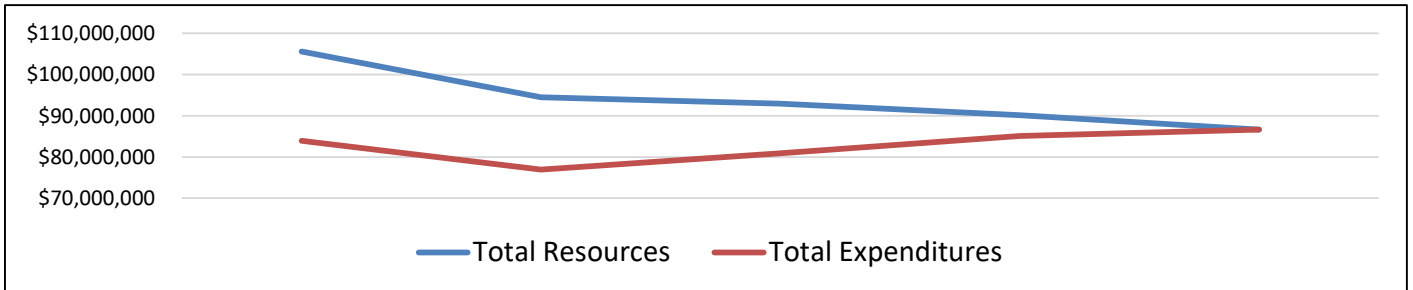
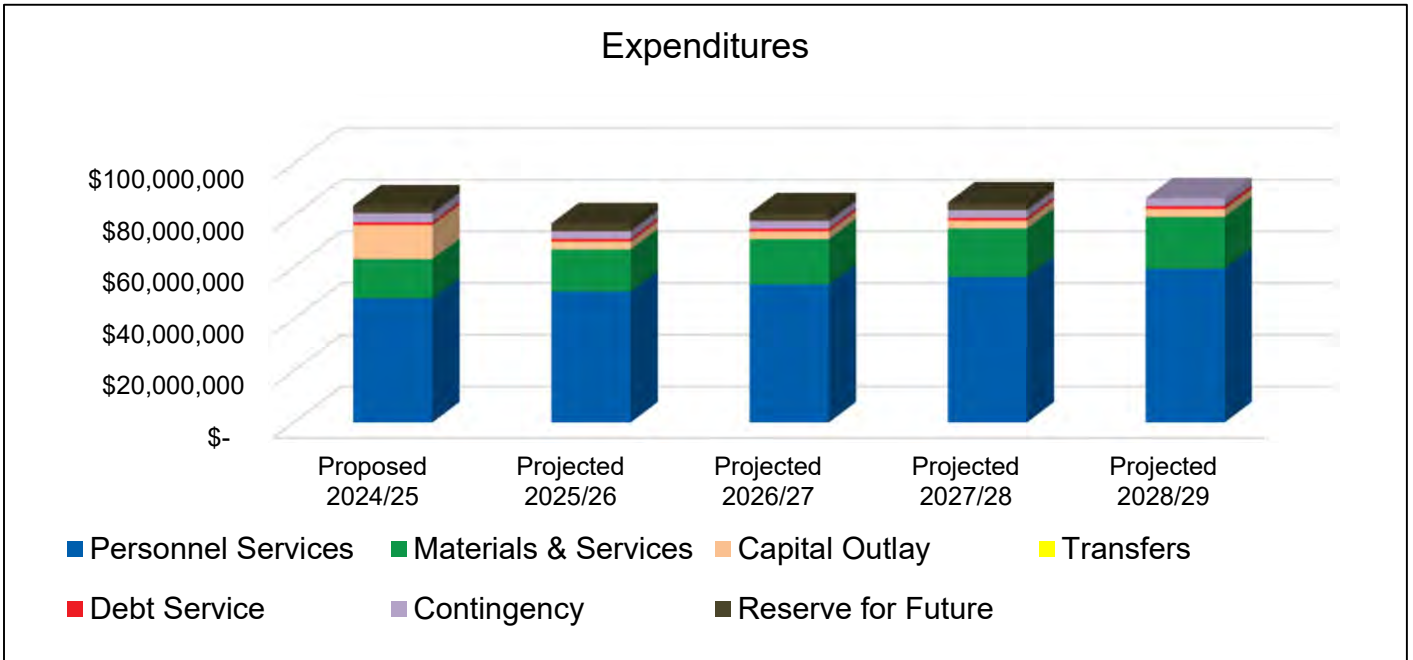
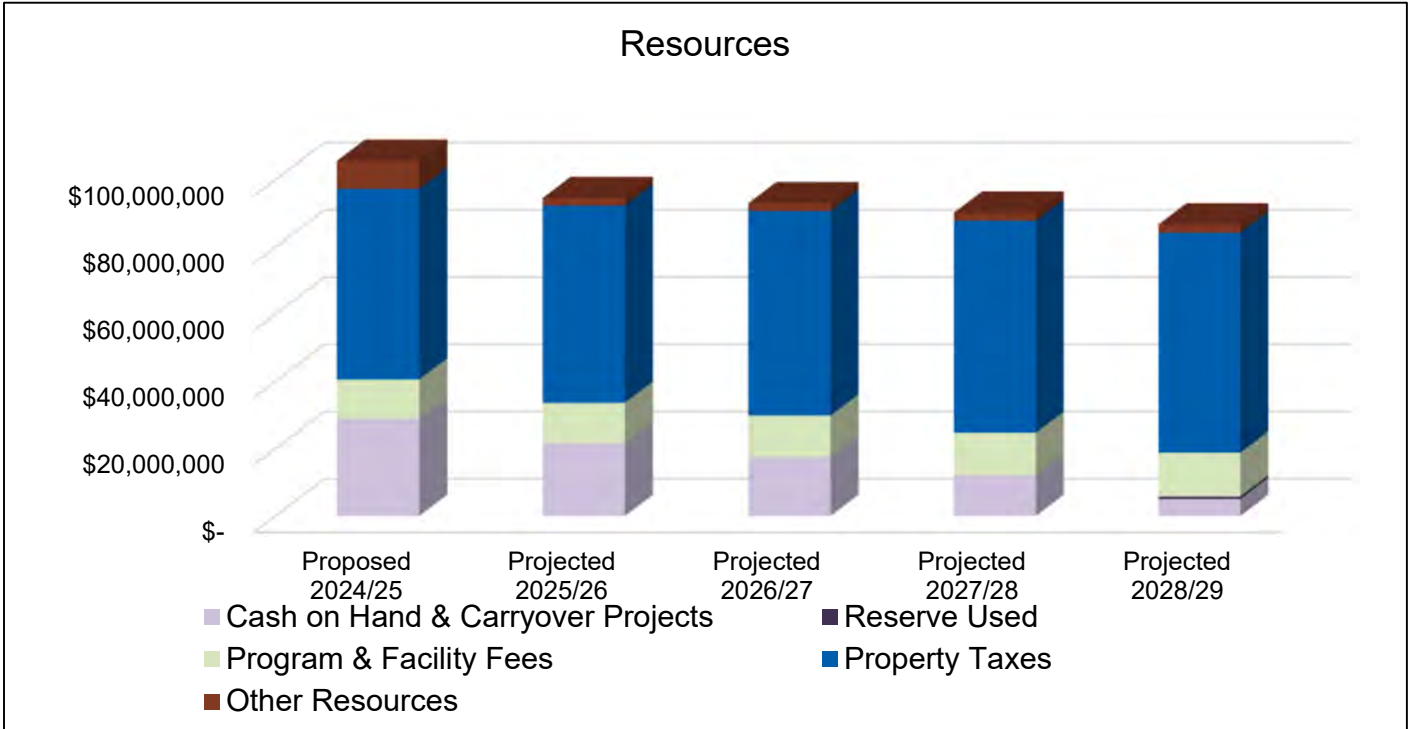
Tualatin Hills Park & Recreation District

General Fund Five-Year Fiscal Projection FY 2024/25 through FY 2028/29

	Current Budget 2023/24	Proposed Budget 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Cash on Hand	\$ 17,185,700	\$ 25,252,950	\$ 21,704,804	\$ 17,555,539	\$ 12,055,435	\$ 5,046,839
Reserve Used	2,000,000	-	-	-	-	743,630
Program & Facility Fees ¹	13,830,042	11,605,921	11,954,099	12,312,722	12,682,103	13,062,566
Other Resources ²	8,517,213	8,327,815	2,223,925	2,290,642	2,359,362	2,430,142
Carryover Projects	2,314,300	3,747,050	-	-	-	-
Property Taxes ³	39,194,636	56,672,717	58,656,262	60,826,544	63,077,126	65,410,980
Total Resources	\$ 83,041,891	\$ 105,606,453	\$ 94,539,089	\$ 92,985,447	\$ 90,174,026	\$ 86,694,157
Personnel Services ⁴	\$ 45,258,611	\$ 47,948,325	\$ 50,591,225	\$ 53,392,698	\$ 56,362,260	\$ 59,509,995
Materials & Services ⁵	13,233,874	15,260,246	16,328,463	17,471,456	18,694,458	20,003,070
Capital Outlay	14,351,983	13,142,619	3,000,000	3,000,000	3,000,000	3,000,000
Debt Service - COP and TAN	1,042,744	1,050,459	1,063,862	1,065,858	1,070,470	1,181,092
Contingency	7,154,679	3,500,000	3,000,000	3,000,000	3,000,000	3,000,000
Reserve for Future	2,000,000	3,000,000	3,000,000	3,000,000	3,000,000	-
Ending Fund Balance	-	21,704,804	17,555,539	12,055,435	5,046,839	-
Total Expenditures	\$ 83,041,891	\$ 105,606,453	\$ 94,539,089	\$ 92,985,447	\$ 90,174,026	\$ 86,694,157
Reserve Requirement ⁶		\$ 6,320,857	\$ 6,691,969	\$ 7,086,415	\$ 7,505,672	\$ 7,951,307
Reserve Balance		\$ 3,000,000	\$ 6,000,000	\$ 9,000,000	\$ 12,000,000	\$ 11,256,370
Revenue Assumptions						
	2024/25		2025/26		2026/29	
¹ Program Fee & Facility Annual Increase	Proposed Budget		3.00%		3.00%	
² Other Resources	Proposed Budget		3.00%		3.00%	
³ Property Tax Annual Increase (Based on Permanent Rate only)	Proposed Budget		3.50%		3.70%	
Expenditure Assumptions						
⁴ Personnel Services	Proposed Budget		6.00%		6.00%	
⁵ Materials & Services	Proposed Budget		7.00%		7.00%	

⁶ DCP 6 Requires a minimum of 10% operating reserve at the end of each fiscal year.

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





Tualatin Hills Park & Recreation District Budget Committee Work Session

April 18, 2024
6 pm

Location: Tualatin Valley Water District, 1850 SW 170th Avenue, Beaverton

AGENDA

- | | |
|--|--|
| 1. Call to Order | Elizabeth Edwards, Chair |
| 2. Approve February 22, 2024 Minutes | Elizabeth Edwards, Chair |
| 3. Opening Comments | Doug Menke, General Manager |
| 4. Public Comment* | Elizabeth Edwards, Chair |
| 5. District Values & Budget Priorities | Holly Thompson, Communications Director |
| 6. District Planning Process | Aisha Panas, Deputy General Manager |
| 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, Chair |
| 11. Date of Budget Committee Meeting | Elizabeth Edwards, Chair |
| 12. Adjourn | Elizabeth Edwards, Chair |

*Public Comment: Testimony is being accepted for this meeting in-person or virtually with a three-minute time limit. Written testimony is also being accepted.

If you wish to attend the meeting virtually, or testify virtually during the meeting, please sign up by emailing budgetcommitteecomments@thprd.org or calling 503-645-6433 by 12 pm the day of the meeting with your name and email address (and testimony topic if wishing to provide testimony). Additional instructions and a link to access the meeting will be provided.

If you wish to submit written testimony, please do so by 12 pm the day of the meeting to budgetcommitteecomments@thprd.org. Testimony received by the deadline will be provided to the committee and entered into the public record.

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.



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

A Tualatin Hills Park & Recreation District Budget Committee Meeting was held at the Tualatin Valley Water District Headquarters, 1850 SW 170th Avenue, Beaverton, on Thursday, February 22, 2024, 6 pm.

Present:

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

Absent:

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

The meeting was called to order by Budget Committee member, Elizabeth Edwards, at 6 pm.

Agenda Item #2 – Election of Officers

Alfredo Moreno nominated Elizabeth Edwards to serve as chair of the budget committee. Carolyn Uy 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.

Alfredo Moreno nominated Jon Cascino to serve as secretary of the budget committee. Hearing no further nominations, a vote was called. The vote was UNANIMOUS in favor of appointing Jon Cascino 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.

Agenda Item #4 – District Operations Update

Sabrina Taylor Schmitt, Recreation & Aquatics director, provided a summary of district operations.

Aisha Panas, deputy general manager, provided an update on the programs side of district operations.

Jon Cascino asked what the term sports affiliation means.

- ✓ Emily Kent, Sports & Inclusion manager, responded that sports affiliates are groups that THPRD partners with in the community that provide a service the district cannot provide.

Natalie Zehner asked if the winter storm damage repair money was budgeted.

- ✓ Aisha Panas, deputy general manager, responded that the district has a line item within the capital replacement program for emergency repairs. The district hopes to receive funds from insurance coverage, emergency management funds or disaster recovery programs to assist with storm repair costs.

Agenda Item #5 – 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
- Expenditures
- Revenue & Expenditure Reports

Chair Edwards asked for clarification on if the deficit in revenue was related to lack of labor.

- ✓ Sabrina Taylor Schmitt, Recreation & Aquatics director, commented that recruiting program staff has been challenging. Demand for programming and lessons has grown but hiring available instructors to meet that demand has been difficult.
- ✓ Holly Thompson, Communications director, added that the district has made great strides in labor recruitment and retention, but it has added financial strain to the district in the form of increased compensation rates.

Agenda Item #6 – Capital Update

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

Chair Edwards commented that the district has done a great job in acquiring grant funds.

- ✓ Aisha responded that THPRD has an amazing team and grant administrator.

Agenda Item #7 – Local Option Levy May 2024

Holly Thompson, Communications director, provided an update on the local option levy that will go before the voters in May 2024.

Chair Edwards provided comments on the work of the Levy Task Force.

Jon Cascino requested clarification regarding the \$16 million budget shortfall and how that is reflected within the budget materials.

- ✓ Jared Isaksen, Finance director, responded that this information is not included within the Mid-year budget materials, but suggested looking at the current year budget document in the supplemental data (SD-6). The five-year projection is where one can see that the capital outlay tapers to zero. After that, the budget cuts are in materials and services.

Agenda Item #8 – 2024/25 Projected Resources and Expenditures

Jared Isaksen, Finance director, provided an overview of the projected resources and expenditures for the upcoming Fiscal 2024/25 budget, including the following information:

- Cash on hand
 - Projected General Fund cash carryforward of \$25 million.
 - The balance of our capital replacement reserve of \$3.4 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 a little over \$15 million expected to be received with a successful passage of the local option levy.
- Program resources
 - Projected at levels relatively consistent with the current fiscal year adopted budget.
 - This is a change from what we have done in the past, but we feel it important to adjust our budget to what we actually believe will be collected from our programing.
- Other resources
 - Interest, miscellaneous revenues, and rental income.
 - Continuing to evaluate projected grant resources.
- Personnel services
 - \$47.8 million includes staffing at normal operational levels.
 - Contracted pay increases for full-time employees, a 6% increase for part-time employees, and limited benefits for part-time employees.
 - \$3.9 million funding of the pension plan, per the pension funding policy adopted by the board in January 2022.
- Materials & Services
 - \$14.4 million includes rate increases for utilities and other inflationary adjustments.
- Debt service
 - \$900,459 reflects the principal and interest payments due on full faith and credit borrowings for the district.
- Contingency
 - \$3.3 million capital replacement reserve and \$3 million contingency appropriation that aligns with board policy for minimum fund balances and reserves.
- Capital outlay of \$11.6 million includes capital carryforward spending and grant funded projects.

Natalie Zehner asked about materials and services and the impacts of not allocating increases.

- ✓ Jared replied that, in anticipation of the budget shortfall, a decision was made that unless there was an outside factor that would influence cost increases, the district would hold the line on these costs. Jared will provide additional information to the budget committee via email.

Jon Cascino asked what happens between \$102 and \$81 million?

- ✓ Jared replied that it would boost reserves. The \$3 million reserve for future and the \$3.3 contingency is required for policy compliance. The difference between \$102 and \$81 million will be additional reserve.
- ✓ Holly Thompson, Communications director, commented that part of the strategy of the levy is to plan for the reserves in the early years so that the district is banking those reserves and rolling them forward to last through the five years of the levy.
- ✓ General Manager Doug Menke added that the committee will be seeing much more of these details in the April work session.
- ✓ Chair Edwards commented that the budget needs to balance regardless of what happens in the ballot box.
- ✓ Alfredo Moreno shared that sponsorship projection is an opportunity to increase the line item and to come in over budget. He would like to try to move the needle toward meaningful income.

Agenda Item #9 – Public Comment

No public comment was submitted.

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 18 at 6 pm.

Agenda Item #11 – Adjourn

The meeting adjourned at 7:05 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Kristin Preston



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 community members interested in learning more about the operation of their park district.

BUDGET DOCUMENT SECTIONS

- **INTRODUCTION** Includes the general manager's message which details the decisions made during the budget process and the financial conditions that drove those decisions.
- **BUDGET INFORMATION** Includes the budget document overview, which provides detailed information on budget practices, the reporting entity and services. Also included is information about the district's history and board, expenditure and revenue summaries, the budget process, and budget calendar.
- **RESOURCES** Provides a narrative description and summary of all THPRD resources.
- **CAPITAL IMPROVEMENT PLAN** Provides information on the districtwide capital improvements from all funding sources.
- **GENERAL FUND** Provides graphs of revenue and expenditures, includes summary of historical, 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, and Finance. 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 the Park Services Director, Maintenance Operations, Planning, Design & Development, and Sustainability (formerly 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 vehicles and equipment 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 Recreation Services Directors, Aquatics, Sports & Inclusion Services, Recreation, and Building 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 adopted projects for the fiscal year.
- **OTHER CAPITAL FUNDS** Provides overview and summary of historical, and proposed expenditures for the Metro Bond Local Share Capital Fund. The Metro Bond Local Share 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 adopted 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	An accounting entity with a self-balancing set of accounts. The funds for THPRD are: <ul style="list-style-type: none"> • General Fund • Special Revenue Fund • Debt Service Fund • System Development Charges Fund • Metro Bond Local Capital Fund • Bond Capital Projects Fund 	<ul style="list-style-type: none"> • Narrative description of the fund and its purpose. • Summary of historical and estimated resources. • Summary of historical, and proposed expenditures. • Graphs of historical and proposed resources and expenditures (General Fund only).
Division	Major administrative sections of THPRD with overall responsibility for an operational area. All operating divisions are accounted for in the General Fund: <ul style="list-style-type: none"> • Board of Directors • Administration • Park Services • Recreation Services 	<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	Administrative sub-divisions of a division with management responsibility for a functional area.	<ul style="list-style-type: none"> • Narrative overview of the department, significant accomplishments and goals, budget highlights and budget equity. • Organization chart of staff within the department. • Summary of historical, and proposed expenditures by category and by program. • Summary of historical, and proposed staff levels (FTE).
Program	An activity at a distinct service location (i.e., aquatic facilities, recreation centers, sports facility) or a service provided for a specific purpose (i.e., community programs).	<ul style="list-style-type: none"> • Table of key workload and performance indicators (where available). • Detail of historical, 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	A functional sub-division of a program.	<ul style="list-style-type: none"> • Sub-program information is presented in this document within the Administration, Park Services, and Recreation Services divisions.

BUDGET DOCUMENT OVERVIEW

In compliance with the State of Oregon Local Budget Law, the Tualatin Hills Park & Recreation District (THPRD) proposed budget, for the year beginning July 1, 2024, and ending June 30, 2025, is intended to serve as:

1. A financial plan for the next fiscal year (2024/25), outlining the forecasted expenditure requirements and the means for financing these requirements.
2. An operational plan for the use and deployment of personnel, materials and services and other resources during the 2024/25 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 community members 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 that do not exceed 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.

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

BUDGET DOCUMENT OVERVIEW (continued)

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 approved 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, publication 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. THPRD is seeking voter approval of a local option levy rate of \$0.50 per \$1,000 of assessed value and the budget reflects a successful levy.

BUDGET DOCUMENT OVERVIEW (continued)

Debt Administration

Debt outstanding consists of the 2013 \$457,100 Financing Agreement, the 2015 \$37,880,000 General Obligation Bond, the 2016 \$8,710,000 General Obligation Bond, the 2021 \$13,265,000 General Obligation, the 2020 Full Faith and Credit Financing of \$9,900,000, and the 2021 Full Faith and Credit Financing of \$1,125,000.

As of June 30, 2024, the non-general obligation outstanding balances are as follows: the 2013 \$142,600 Financing Agreement, the 2020 \$8,445,000 Full Faith and Credit Obligation, and the 2021 \$840,000 Full Faith and Credit Financing.

The general obligation bond balances outstanding as of June 30, 2024, are \$6,660,000 (Series 2021), \$15,470,000 (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 2024/25 fiscal year for all funds are \$195,230,910 and \$160,754,387 for the 2023/24 fiscal year. Requirements, both current, and proposed are:

	Actual 2021/22	Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Adopted Budget 2024/25	% Change over 2023/24
Personnel Services Costs	\$ 30,688,680	\$ 33,589,236	\$ 45,258,611	\$ 47,948,327		5.9 %
Materials & Services	7,856,060	10,079,576	13,533,374	15,569,246		13.5 %
General Fund Capital Projects	3,549,939	3,111,148	14,351,983	13,142,619		-8.7 %
Debt Service	9,360,179	9,283,952	9,717,294	9,993,509		2.8 %
General Fund Contingency	-	-	7,154,679	3,500,000		-51.1 %
Transfers to Other Funds	650,000	-	-	-		0.0 %
Other Financing Uses	-	14,676	-	-		0.0 %
Metro Bond Local Share Capital	-	49,382	8,628,415	8,420,100		-2.4 %
System Development Charges Capital Outlay	1,815,223	1,104,145	57,738,451	66,520,632		15.2 %
Bond Capital Projects Fund	322,032	319,541	2,388,890	2,431,675		1.8 %
TOTAL EXPENDITURES	\$ 54,242,113	\$ 57,551,656	\$ 158,771,697	\$ 167,526,108		5.4 %
Ending Fund Balance	65,186,314	83,589,435	-	24,704,802		0.0 %
Capital Replacement Reserve	2,000,000	2,000,000	2,000,000	-		-100.0 %
Reserve for Future Expenditure	-	-	-	3,000,000		0.0 %
TOTAL REQUIREMENTS	\$ 121,428,427	\$ 143,141,091	\$ 160,771,697	\$ 195,230,910		21.4 %

BUDGET DOCUMENT OVERVIEW (continued)

SIGNIFICANT CHANGES:

Personnel Services

The proposed budget for Personnel Services has increased by 5.9 percent since FY 2023/24. This increase is due to merit increases and a cost-of-living adjustment (COLA) for full-time staff and a 6 percent COLA for part-time employees. This increase aligns with the board's budget priority of investing in our employees and technology. Two full-time positions were added to the Information Services department for implementation of a replacement registration system and two limited duration full-time positions were added to reestablish programming at Jenkins Estate.

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 13.5 percent over FY 2023/24. Factors include an increase to utilities which reflect utilization and significant rate increases, and other increasing costs which the district does not have control over like the cost of chemicals for the pools. All approved business plans have been accounted for in the proposed budget amounts, which accounts for approximately half of the increase to materials and services.

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 8.7 percent from FY 2023/24 due in a large part to decreases in funding for capital in the FY 2024/25 budget. Capital project funds will largely be focused on building replacements, continued investment in the financial system software implementation project, and several grant projects including the Westside Trail, Fanno Creek Trail, and building improvements to create warming/cooling areas for emergency purposes.

As explained above, the Bond Capital Projects Fund balance in FY 2024/25 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 planning and construction of new projects.

Ending Balance – Reserve for Future Expenditure

The district has identified a need for an operating local option levy to continue to fund the service levels currently planned for the upcoming years. The Reserve for Future Expenditure has been established as a reserve of \$3 million a year and funds will remain in reserve until such time as the operating local option levy no longer covers increasing costs to provide services. At that time the reserve funds will be used as the district determines the best way to proceed.

BUDGET DOCUMENT OVERVIEW (continued)

BUDGET SUMMARY FOR RESOURCES:

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

	Actual 2021/22	Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Adopted Budget 2024/25	% Change over 2022/23
Beginning Fund Balance	\$ 58,029,570	\$ 67,186,314	\$ 71,115,894	\$ 90,432,675		27.2 %
Property Taxes-Current Year	44,867,050	46,225,263	47,219,186	65,000,767		37.7 %
Prior Year Taxes	493,306	467,135	275,000	320,000		16.4 %
Interest on Investments	417,820	2,858,237	1,379,496	2,487,000		80.3 %
Swim Center Revenue	1,508,034	2,243,678	3,123,807	3,022,806		-3.2 %
Tennis Revenue	1,079,714	1,197,210	1,240,987	1,240,987		0.0 %
Recreation & Sports Revenue	5,712,583	6,944,325	9,465,248	7,342,128		-22.4 %
Grants and Intergovernmental Revenue	1,199,718	844,590	15,942,328	14,588,765		-8.4 %
Misc. and Rental Revenue	1,096,256	805,054	703,300	1,009,150		43.5 %
System Development Charges	6,374,376	14,235,704	9,956,451	9,436,632		-5.2 %
Charges for Services	650,000	133,581	350,000	350,000		0.0 %
TOTALS	\$ 121,428,427	\$ 143,141,091	\$ 160,771,697	\$ 195,230,910		21.4 %

Beginning Fund Balances

Beginning balance from all funds for FY 2024/25 consists of \$32,000,000 from the General Fund, \$203,000 from the Mitigation Maintenance Reserve Fund, \$55,684,000 from the System Development Charges Fund, \$220,000 from the Debt Service Fund, and \$2,325,675 from the Bond Capital Projects Fund. The 27.2 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 2023/24 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 2023/24 projects which are carrying over in FY 2024/25. 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 \$32.7 billion in assessed valuation total \$68.0 million. The levy includes \$8.9 million for the General Obligation Debt Service Fund with \$8.5 million expected to be collected. Of the \$59.1 million General Fund levy, THPRD expects to collect 95.5 percent, or \$56.4 million. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,605 General Fund and \$41,390 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 2023/24 taxable assessed property valuation of THPRD is \$32.1 billion and is estimated to increase by 3.3 percent in the 2024/25 fiscal year to \$32.7 billion which is net of \$473.2 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 \$320,000 (both General Fund and Debt Service Fund). Prior year collection projections for the 2024/25 fiscal year are 16.4 percent higher than the amounts budgeted in 2023/24 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 2024/25 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 and higher investment balances.

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, a camp for individuals experiencing disability, and the historic Jenkins Estate.

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, the Garden Home Recreation 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.

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 2024/25

	Governmental Funds						Total All Funds
	Other Funds		Debt Service Fund	Capital Projects Funds			
	General Fund	Mitigation Maintenance Reserve		Metro Bond Local Share Capital Fund	System Development Charge Fund	Bond Capital Projects Fund	
RESOURCES							
Beginning Balance							
Reserve for Future Expenditure	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000
Beginning Cash Balance	29,000,000	203,000	220,000	-	55,684,000	2,325,675	87,432,675
Beginning Fund Balance	\$ 32,000,000	\$ 203,000	\$ 220,000	\$ -	\$ 55,684,000	\$ 2,325,675	\$ 90,432,675
Revenues							
Property Taxes-Current Year	\$ 56,422,717	\$ -	\$ 8,578,050	\$ -	\$ -	\$ -	\$ 65,000,767
Prior Year Taxes	250,000	-	70,000	-	-	-	320,000
Interest on Investments	800,000	6,000	75,000	-	1,500,000	106,000	2,487,000
Swim Center Revenue	3,022,806	-	-	-	-	-	3,022,806
Tennis Revenue	1,240,987	-	-	-	-	-	1,240,987
Recreation & Sports Revenue	7,342,128	-	-	-	-	-	7,342,128
Grants & Intergovernmental Revenue	6,168,665	-	-	8,420,100	-	-	14,588,765
Miscellaneous & Rental	1,009,150	-	-	-	-	-	1,009,150
System Development Charges	-	-	-	-	9,436,632	-	9,436,632
Charges for Services	350,000	-	-	-	-	-	350,000
Total Revenues	\$ 76,606,453	\$ 6,000	\$ 8,723,050	\$ 8,420,100	\$ 10,936,632	\$ 106,000	\$ 104,798,235
TOTAL RESOURCES	\$ 108,606,453	\$ 209,000	\$ 8,943,050	\$ 8,420,100	\$ 66,620,632	\$ 2,431,675	\$ 195,230,910
REQUIREMENTS							
Appropriations by Category:							
Personnel Services	\$ 47,948,327	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,948,327
Materials & Services	15,260,246	209,000	-	-	100,000	-	15,569,246
Capital Outlay	13,142,619	-	-	8,420,100	66,520,632	2,431,675	90,515,026
Debt Service	1,050,459	-	8,943,050	-	-	-	9,993,509
Contingency	3,500,000	-	-	-	-	-	3,500,000
Total Appropriations	\$ 80,901,651	\$ 209,000	\$ 8,943,050	\$ 8,420,100	\$ 66,620,632	\$ 2,431,675	\$ 167,526,108
Unappropriated Fund Balance							
Reserve for Future Expenditures	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000
Ending Fund Balance	24,704,802	-	-	-	-	-	24,704,802
Total Unappropriated Fund Balance	\$ 27,704,802	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,704,802
TOTAL REQUIREMENTS	\$ 108,606,453	\$ 209,000	\$ 8,943,050	\$ 8,420,100	\$ 66,620,632	\$ 2,431,675	\$ 195,230,910

STAFFING CHANGES

Full-time

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

Division	Program	Adopted 2023/24 Staffing	Adjustments	Proposed 2024/25 Staffing
Administration	General Manager	2.00 FTE	No changes to staffing.	2.00 FTE
Administration	Communications	21.00 FTE	Added 2 FT Information Services staff to support the implementation of a new registration system.	23.00 FTE
Administration	Human Resources	10.00 FTE	No changes to staffing.	10.00 FTE
Administration	Finance	12.00 FTE	No changes to staffing.	12.00 FTE
45.00 FTE Total Administration				47.00 FTE
Park Services	Park Services 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	5.00 FTE	No changes to staffing.	5.00 FTE
Park Services	Design & Development	5.00 FTE	Transferred 1 FT Grant Administrator to Sustainability.	4.00 FTE
Park Services	Sustainability	10.00 FTE	Transferred 1 FT Grant Administrator from Design & Development.	11.00 FTE
63.00 FTE Total Park Services				63.00
Recreation Services	Recreation Directors	3.00 FTE	Add 1 FT Senior Operations Analyst.	4.00 FTE
Recreation Services	Aquatics	27.00 FTE	No changes to staffing.	27.00 FTE
Recreation Services	Sports & Inclusion Services	31.00 FTE	Add 2 FT limited duration positions to program Jenkins Estate.	33.00 FTE
Recreation Services	Recreation	32.00 FTE	No changes to staffing.	32.00 FTE
Recreation Services	Building Maintenance Coordination	6.00 FTE	Eliminated 1 FT limited duration position, and transferred 1 position to Recreation Directors.	4.00 FTE
99.00 FTE Total Recreation Services				100.00 FTE
207.00 FTE Total District				210.00 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 adopted in February 2023.

The board of directors' 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 years and beyond. 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 overarching 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. This plan is also intended to chart the course for how the park district serves the community over the next 20 years. 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

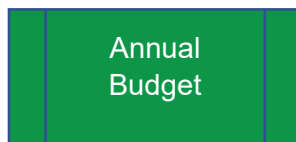
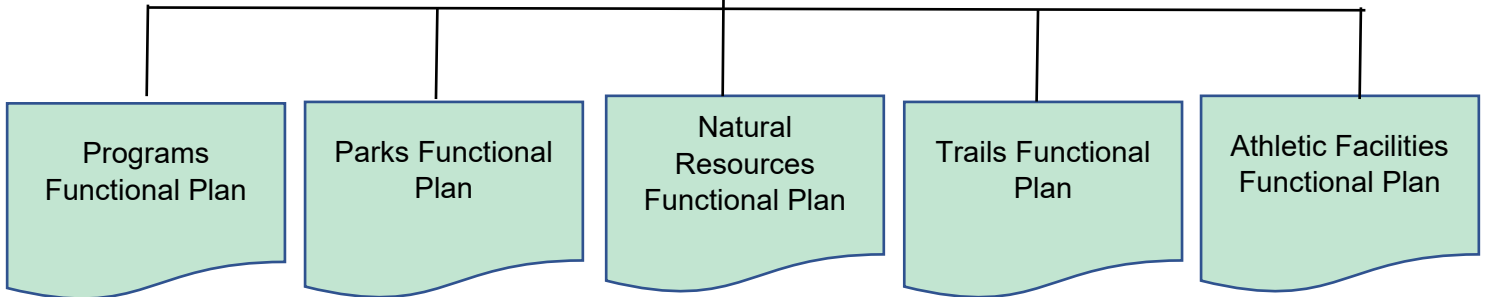
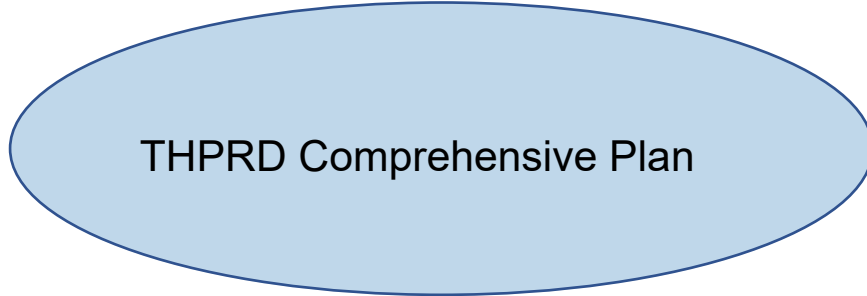
The 2023 Strategic Plan details goals, objectives, and actions for the district. The strategic plan distills information from the 2023 Comprehensive Plan into what serves as an action plan to deliver on the ongoing and near-term recommendations included within the comprehensive plan. Objectives and action 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.

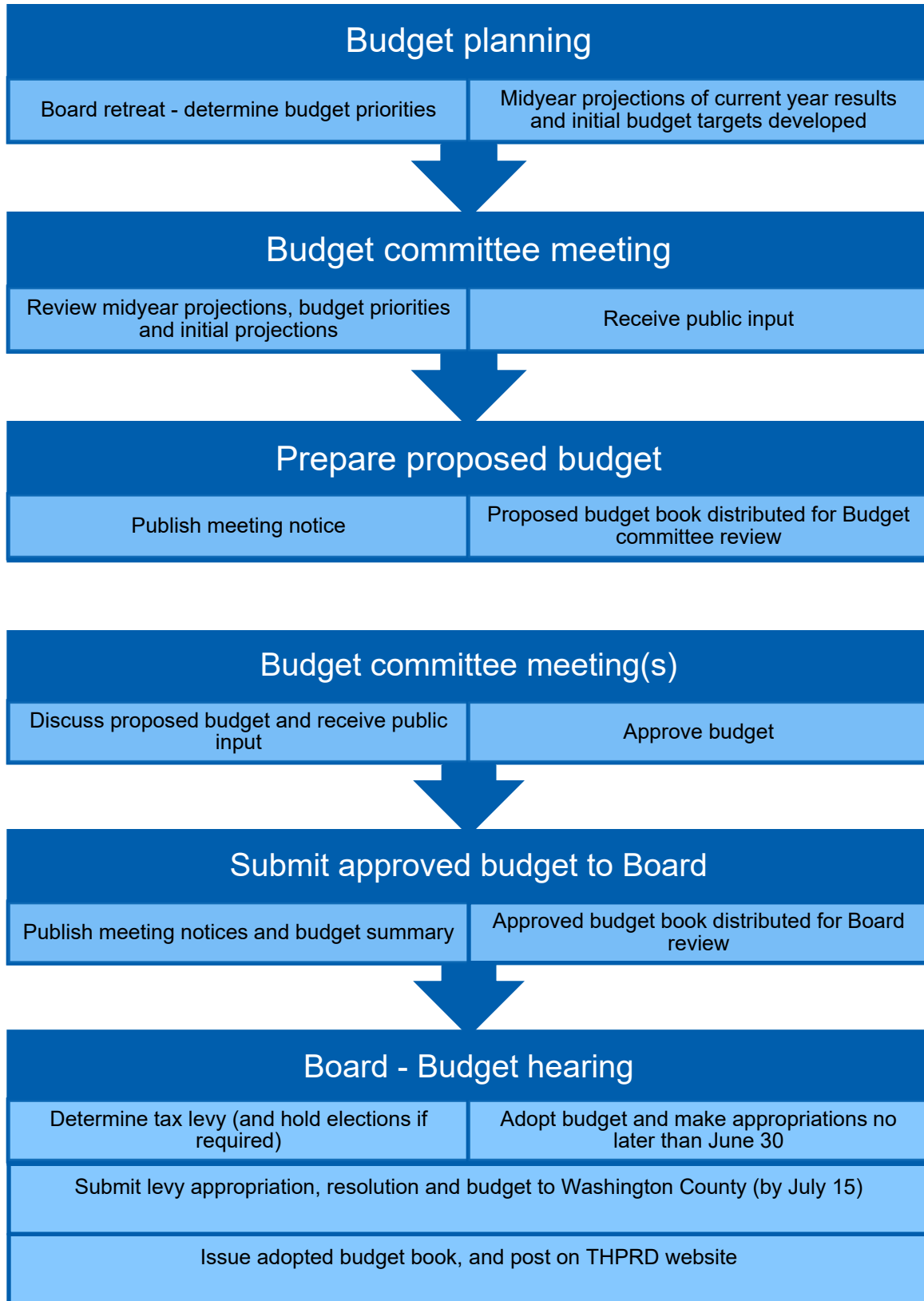


THPRD Vision and Mission





BUDGET PROCESS





FISCAL YEAR 2024/25 BUDGET CALENDAR

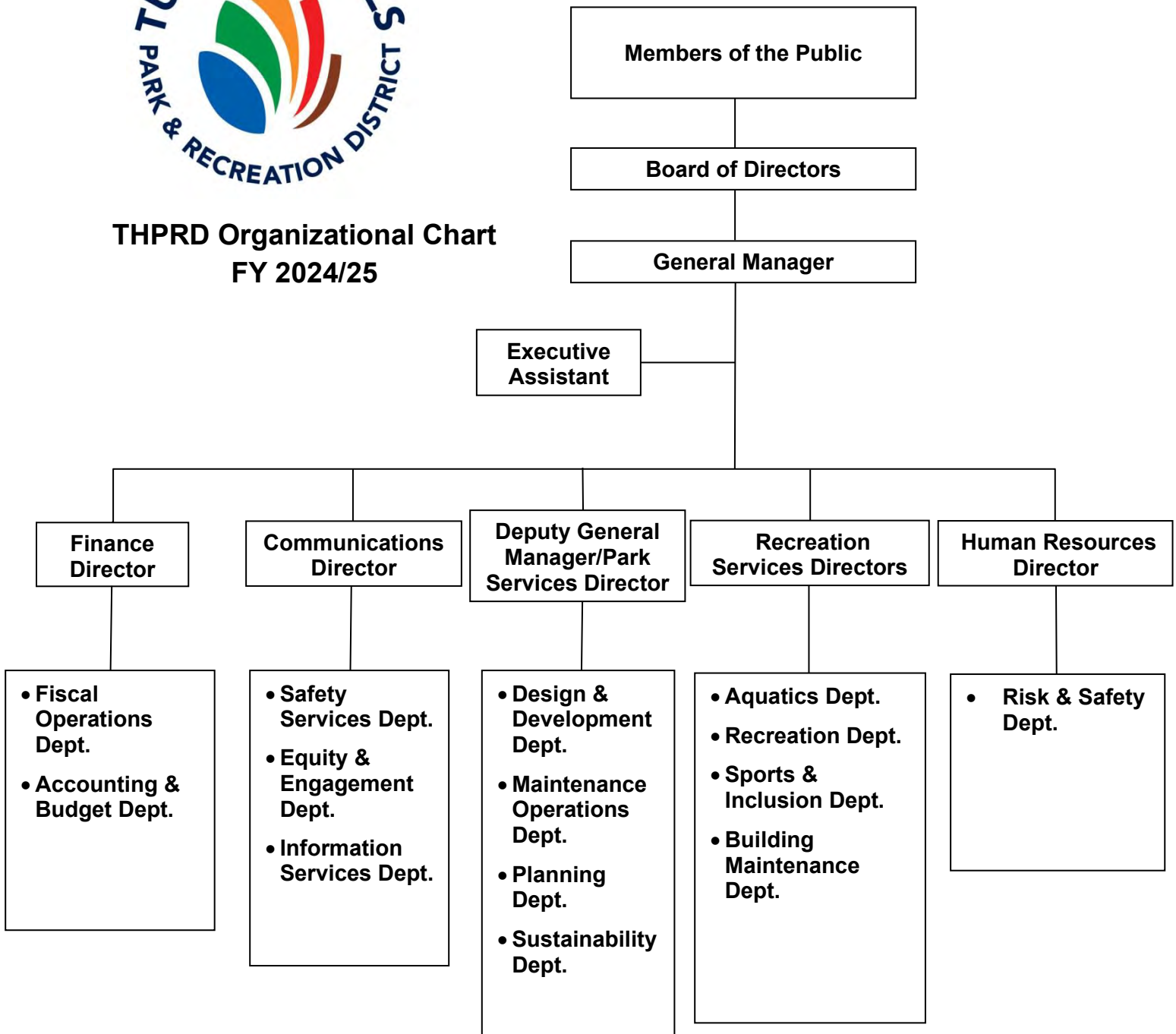
In accordance with District Policy:

2024

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 12	Deliver Proposed Budget to Budget Committee
April 18	Budget Committee Work Session (Public Input)
April 18	Post Notice on District Website
May 16	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 12	Hold Public Hearing to Adopt Budget (Public Input)
July 15	Tax Levy Certified by Washington County



**THPRD Organizational Chart
FY 2024/25**



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.



Alfredo Moreno, President/ 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.



Tya Ping, Secretary Pro-Tempore/ 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.



Felicita Montebianco, Director

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

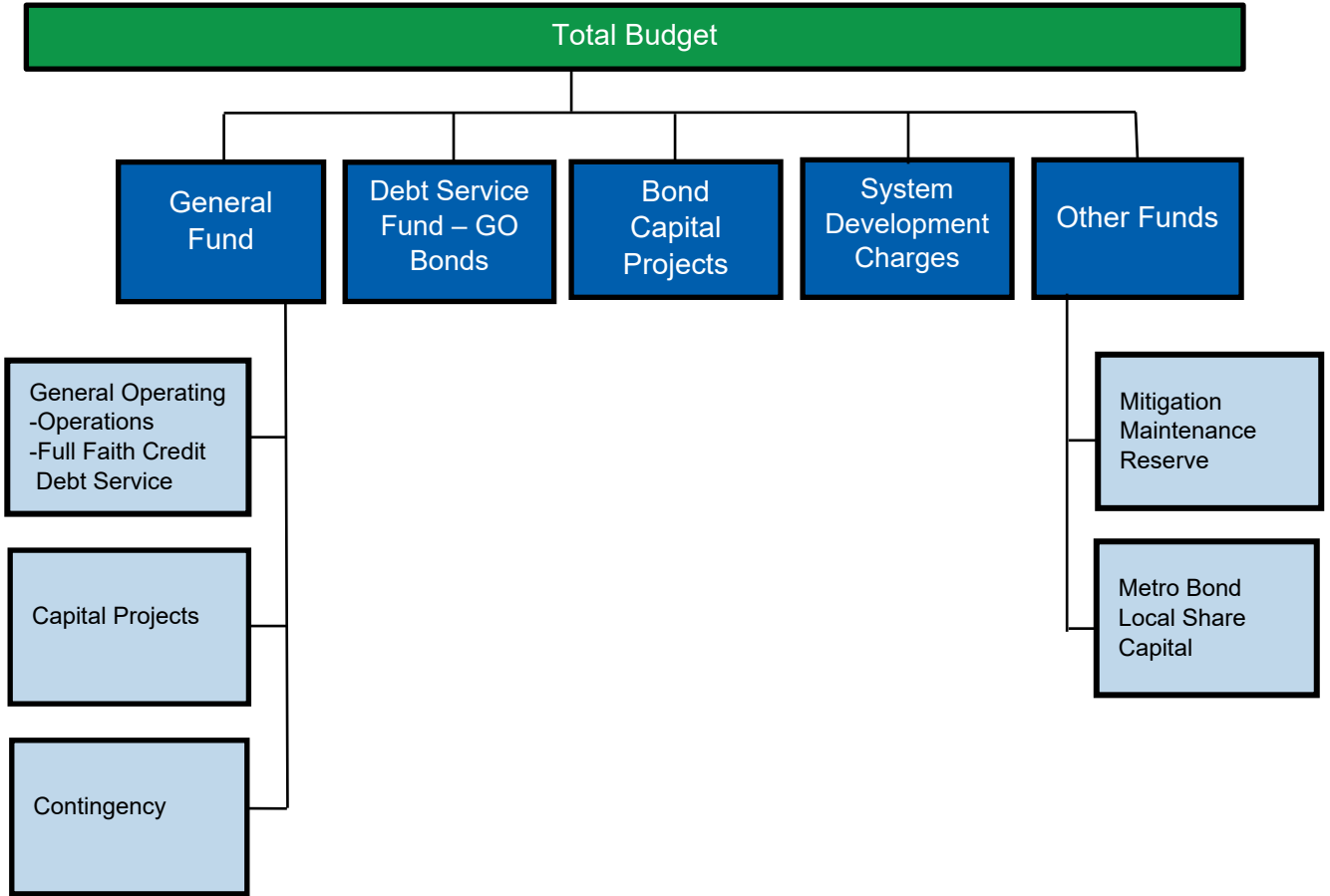


Miles Palacios, Director

Miles works as the Executive Director for the Oregon Association of Student Councils. He had previously worked for the state in roles within the Office of the Governor, as the legislative director for State Senator Winsvey Campos, and as a staffer for State Senator Janeen Sollman (then State Representative). Miles holds a bachelor degree in sociology and political science from the Clarks Honors College at the University of Oregon.



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 2024/25**

ESTIMATED ASSESSED VALUATION

Real and Personal Property Within THPRD

\$ 32,712,641,069

FY 2022/23 Full Assessed Valuation	\$ 32,139,419,690	
Less Urban Renewal	(473,183,952)	
FY 2022/23 Taxable Assessed Valuation	31,666,235,738	
Value Growth from Annual Increase ¹	964,182,591	3.00%
Estimated Exception Based Value Growth ²	96,418,259	0.30%
Less Urban Renewal Increase	(14,195,519)	
Estimated Taxable Assessed Value	\$ 32,712,641,069	

% Increase in Estimated Assessed Valuation **3.30%**

ESTIMATED TAX LEVY	<u>Tax Rate per \$1,000 Valuation</u>	<u>Amount</u>
General Fund		
Permanent Tax Rate for THPRD	1.3073	
Local Option Levy	0.50	
General Fund Operating Levy:		
Estimated Assessed Valuation multiplied by		
Permanent Rate		\$ 42,765,236
Local Option Levy		16,356,321
Estimated Compression		45,000
Bonded Debt Fund		
Bonded Debt Levy		8,938,911
Estimated Tax Rate:		
Bonded Debt Levy divided by Estimated Assessed Valuation	0.2733	
Estimated Tax Levy Totals	2.0806	\$ 68,015,468

ESTIMATED TAX COLLECTIONS

	<u>Amount</u>
Based on Estimated Collection Rate:	95.50%
General Fund Current Year Tax Collections	\$ 56,418,112
Payment in lieu of Tax Collections	4,605
Bonded Debt Fund Current Year Tax Collections	8,536,660
Payment in lieu of Tax Collections	41,390
	\$ 65,000,767

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 20223/24

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Washington County	2.94	0.07	3.00
Enhanced Sheriff Patrol	1.47		1.47
Metro Service District	0.19	0.38	0.57
Port of Portland	0.07		0.07
THPRD	1.31	0.27	1.58
Tualatin Soil & Water District	0.07		0.07
Tualatin Valley Fire & Rescue	1.98	0.13	2.11
Urban Road Maintenance	0.25		0.25
Total Tax Rate	8.27	0.85	9.12
Taxing Agencies Including City of Beaverton			
Washington County	2.85	0.07	2.92
City of Beaverton	4.44	0.19	4.63
Metro Service District	0.19	0.38	0.57
Port of Portland	0.07		0.07
THPRD	1.26	0.27	1.53
Tualatin Soil & Water District	0.07		0.07
Tualatin Valley Fire & Rescue	1.92	0.13	2.05
Urban Renewal-Beaverton	0.58		0.58
Total Tax Rate	11.38	1.04	12.42

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

TUALATIN HILLS PARK & RECREATION DISTRICT

**MEASURE 5
Impact on Washington County Taxing**

FY 2021/22

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

FY 2020/21

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

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5
Impact on Washington County Taxing

FY 2019/20

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

FY 2018/19

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

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5
Impact on Washington County Taxing

FY 2017/18

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

FY 2016/17

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

SUMMARY OF RESOURCES - ALL FUNDS

RESOURCES:	General Fund	Special Revenue Fund	Capital Projects Funds	Debt Service Fund	Total Resources
Beginning Balance- Reserve for Future Expenditures	\$ 3,000,000	\$ -	\$ -	\$ -	\$ 3,000,000
Cash on Hand for Fiscal Year	25,302,950	203,000	20,647,841	220,000	46,373,791
Beginning Fund Balance from Previous Year Projects Carried Forward	3,697,050	-	37,361,834	-	41,058,884
Previously Levied Taxes estimated to be received during ensuing year	250,000	-	-	70,000	320,000
PROGRAM REVENUES:					
Swim Center Revenue	3,022,806	-	-	-	3,022,806
Tennis Revenue	1,240,987	-	-	-	1,240,987
Recreation Program Revenue	3,406,189	-	-	-	3,406,189
Sports & Inclusion Services Revenue	3,409,940	-	-	-	3,409,940
Nature Education Revenue	525,999	-	-	-	525,999
OTHER REVENUES:					
Miscellaneous Revenue	469,150	-	-	-	469,150
Interest Revenue	800,000	6,000	1,606,000	75,000	2,487,000
Facility Rental Revenue	540,000	-	-	-	540,000
Grants and Intergovernmental Revenue	6,168,665	-	8,420,100	-	14,588,765
System Development Charges	-	-	9,436,632	-	9,436,632
Charges for Services	350,000	-	-	-	350,000
Total Resources except taxes to be levied.....Subtotal	\$ 52,183,736	\$ 209,000	\$ 77,472,407	\$ 365,000	\$ 130,230,143
Current Year Property Taxes (Permanent Rate)	56,422,717	-	-	8,578,050	65,000,767
TOTAL RESOURCES	\$ 108,606,453	\$ 209,000	\$ 77,472,407	\$ 8,943,050	\$ 195,230,910

RESOURCES NARRATIVE - ALL FUNDS

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

Beginning Balance- Reserve for Future Expenditure: The estimated Beginning Balance- Reserve for Future Expenditure for FY 2024/25 (\$3,000,000) is the accumulated balance of funds reserved for future years.

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 2024/25 consists of General Fund (\$25,302,950), Mitigation Maintenance Reserve Fund (\$203,000), System Development Charges Fund (\$20,647,841) and Debt Service Fund (\$220,000).

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 (\$35,036,159) and Bond Capital Projects Fund (\$2,325,675).

Prior Year's Taxes: Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2024/25 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 2024/25 consists of General Fund (\$250,000) and Debt Service Fund (\$70,000).

PROGRAM REVENUES: Estimated revenue from programs is based on historical collection rates for the various programs. The cost recovery model is being reevaluated to ensure it is compliant with District values and historical collection rates. 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 & other rentals. The total swim center revenue is \$3,022,806. 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	\$ 343,186	Swim Passes	\$ 397,500
Beaverton	442,892	General Admission	442,978
Conestoga - Aquatic	623,705	Aquatic Instruction	1,706,728
Harman	374,617	Facility Rentals	
Sunset	268,285	- Beaverton School District	44,946
Aquatic Center	850,854	- Other Rental Events	430,654
Raleigh	43,607		
Somerset West	75,660		
	<u>\$ 3,022,806</u>		<u>\$ 3,022,806</u>

Tennis Revenue: Tennis revenue of \$1,240,987 is generated by open play, instruction, special interest events and the sale of tennis balls.

Tennis Program Revenue	Program	Facility Rental	Total
Open play	\$ 453,677	\$ -	\$ 453,677
Instruction	709,931	-	709,931
Special interest	52,621	16,804	69,425
Tennis ball sales	7,954	-	7,954
	<u>\$ 1,224,183</u>	<u>\$ 16,804</u>	<u>\$ 1,240,987</u>

Recreation Program Revenue: Recreation program and rental revenue of \$3,406,189 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	\$ 1,814,480	\$ 12,000	\$ 1,826,480
Conestoga - Recreation	1,502,469	47,800	1,550,269
Administration	29,440	-	29,440
	<u>\$ 3,346,389</u>	<u>\$ 59,800</u>	<u>\$ 3,406,189</u>

Sports and Inclusion Services Revenue: Sports and Inclusion Services revenue of \$3,409,940 is generated primarily from Tualatin Hills Athletic Center, Garden Home Recreation Center, Elsie Stuhr Center, Camp Rivendale, Jenkins Estate 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
Tualtin Hills Special Events	12,400	-	12,400
Athletic Special Interest	490,120	-	490,120
Center 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	871,516	168,000	1,039,516
Elsie Stuhr Center	344,897	12,000	356,897
Camp Rivendale	75,759	-	75,759
Jenkins Estate	87,840	-	87,840
	<u>\$ 2,514,092</u>	<u>\$ 895,848</u>	<u>\$ 3,409,940</u>

Nature Education Revenue: Nature Education revenue of \$525,999 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	\$ 503,859	\$ 22,140	\$ 525,999

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

Miscellaneous Revenue: Miscellaneous revenue of \$469,150 is earned from purchasing card program rebates, items sold at auctions, easements, miscellaneous fees and forfeitures, compensation for insurance proceeds and various other sources.

Interest Revenue: Interest revenue in the total amount of \$2,487,000 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 (\$800,000), Mitigation Maintenance Reserve Fund (\$6,000), Debt Service Fund (\$75,000), System Development Charges Fund (\$1,500,000) and Bond Capital Projects Fund (\$106,000).

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 and Cedar Hills Rec 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), American Rescue Plan Act (\$100,000), State of Oregon Lottery Bond Proceeds (\$2,145,358), Tualatin Soil & Water Conservation District (\$98,423), Local Government Grant Program (\$72,000), Community Investment Grant (\$110,127), and Community Project Grant (\$946,956). Operational Grants include funding from the following sources: Oregon Department of Ed, Youth Development Division (\$92,273), National Recreation and Park Association (\$50,000) and Tualatin Soil & Water Conservation District (\$20,000). Additionally, intergovernmental revenue includes funds from Metro for the Local Share Capital Fund (\$8,420,100).

System Development Charges: These charges are assessed against new construction within THPRD. Projected revenue for FY 2024/25 is \$9,436,632 (which is net of SDC waivers of \$525,824) 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 2024/25, \$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 \$32.7 billion in assessed valuation total \$68.0 million. Of that amount, Debt Service Fund generates \$8.9 million, with collections anticipated at \$8.5 million, for retirement of general obligation debt. The General Fund levy approximates \$59.1 million, with collections anticipated at \$56.4 million. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,605 General Fund and \$41,390 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.

ELSIE STUHR CENTER

Capital Improvement Plan

Capital Funding Sources FY 2024/25

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, Sustainability, 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 2024/25

The Capital Funding Sources FY 2024/25 schedule shows the distribution of capital funding for the budget year 2024/25 between the various available sources of funding, including the General Fund, Metro Bond Local Share Capital Fund, Bond Fund, SDC Fund, and Grant Funds.

Five-Year Capital Funding Sources

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

Projects by Funding Source

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

Capital Improvement Plan

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





THPRD

	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
Replace burnt lamps - HMT, PCC, Sunset sports fields	50,000	-	-	-	-	50,000
Resurface tennis courts - Murray Hill Park	40,000	-	-	-	-	40,000
Athletic Facility Replacement Total	105,000	-	-	-	-	105,000
Building Replacements						
AC window unit replacement - Cedar Hills Rec	14,000	-	-	-	-	14,000
BECSys5 water chemistry controls - Aloha	10,000	-	-	-	-	10,000
BECSys5 water chemistry controls - Beaverton	10,000	-	-	-	-	10,000
BECSys5 water chemistry controls - Conestoga	10,000	-	-	-	-	10,000
BECSys5 water chemistry controls - Harman	10,000	-	-	-	-	10,000
BECSys5 water chemistry controls - Raleigh	10,000	-	-	-	-	10,000
BECSys5 water chemistry controls - Somerset	10,000	-	-	-	-	10,000
BECSys5 water chemistry controls - Sunset	10,000	-	-	-	-	10,000
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
Elevated Entry Repairs Phase 2 - HMT	15,000	-	-	-	-	15,000
Emergency Repairs	100,000	-	-	-	-	100,000
Ergonomic Equipment/Fixtures	6,000	-	-	-	-	6,000
Fire Life Safety Modernization	2,045,000	-	-	-	-	2,045,000
Insulation replacement - Cedar Hills	35,000	-	-	-	-	35,000
Lane line reel - Beaverton	4,000	-	-	-	-	4,000
Metasys Software Upgrade - Sunset, Conestoga, HMT	14,000	-	-	-	-	14,000
Office Split System Replacement - HMT Aquatic Center	22,000	-	-	-	-	22,000
Paint exterior of stables and main house - Jenkins Estate	60,000	-	-	-	-	60,000
Paint roof of HMT shop	45,760	-	-	-	-	45,760
Pump/Motor Replacement - Aloha	45,000	-	-	-	-	45,000
Repairs to veranda decking - Jenkins Estate	30,000	-	-	-	-	30,000
Replace exterior parking lots lights - HMT Lot B	45,000	-	-	-	-	45,000
Replace lane lines - Raleigh	3,500	-	-	-	-	3,500
Replace Lobby Carpet - Tualatin Hills Nature Center	10,000	-	-	-	-	10,000
Replace office/reception area carpet - Conestoga Rec & Aquatic Center	16,520	-	-	-	-	16,520
Replace roof at Stables - Jenkins Estate	90,000	-	-	-	-	90,000
Replace sky lights (4) - Harman	14,000	-	-	-	-	14,000
Robot Vacuum Replacement - Conestoga	4,000	-	-	-	-	4,000
Roof retrofit 2-ply - HMT Admin Breezeway	357,693	-	-	-	-	357,693
Space planning implementation	118,000	-	-	-	-	118,000
Wood Floor Screen & Coat	30,000	-	-	-	-	30,000
Building Replacements Total	3,475,473	-	-	-	-	3,475,473
Park & Trail Improvements						
Beaverton Creek Trail - Engineering and Construction 1, WST to Hocken	250,000	-	-	-	-	250,000
Community Project Grant - Air Filtration	-	129,568	-	-	-	129,568
Community Project Grant - Cooling/Heating	-	446,194	-	-	-	446,194
Community Project Grant - Seismic and Solar Assessment	-	70,000	-	-	-	70,000
Community Project Grant - Technology Upgrades	-	301,194	-	-	-	301,194
Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom	-	100,000	-	-	-	100,000
Crosswalk at Laidlaw Rd - Waterhouse Trail	25,000	-	-	-	-	25,000
Fanno Creek Regional Trail Improvements (Lottery bond proceeds)	-	2,145,358	-	-	-	2,145,358
Memorial Benches	25,000	-	-	-	-	25,000
Plaza Furnishings	50,000	-	-	-	-	50,000
Nature Park Vine Maple Trails (LGGP Grant)	-	72,000	-	-	-	72,000
Raleigh Park Creek Improvements (Tualatin River Environmental Enhancement grant)	-	98,423	-	-	-	98,423
Rock Creek Powerline Trail (Community Investment Grant)	-	110,127	-	-	-	110,127
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	350,000	5,986,392	-	-	-	6,336,392
Park & Trail Replacements						
Asphalt overlay - Rock Creek Park	8,300	-	-	-	-	8,300
Asphalt overlay and fence repair - Merritt Woods	44,000	-	-	-	-	44,000
Asphalt overlay and repairs - Willow Creek Greenway, Waterhouse Trail, Fanno Creek Trail	7,590	-	-	-	-	7,590
Asphalt overlay and repairs - Waterhouse Trail Brandberry-RCT	52,992	-	-	-	-	52,992
Asphalt overlay and repairs - Waterhouse Trail Laidlaw Brandberry	80,544	-	-	-	-	80,544
Asphalt overlay and repairs - Waterhouse Trail Mission Oaks-Willow Creek	30,528	-	-	-	-	30,528
Asphalt overlay and repairs - Waterhouse Trail Walker to Bluebridge	90,000	-	-	-	-	90,000
Asphalt overlay at 167th - Schlottmann Creek Greenway	6,800	-	-	-	-	6,800
Asphalt overlay looped trail - Bonny Slope Park	65,000	-	-	-	-	65,000
Asphalt overlay on path - Terra Linda	8,600	-	-	-	-	8,600
Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottmann	285,800	-	-	-	-	285,800
Culvert upgrades and repaving - Westside Trail at Bridle Hills/Summercrest	80,000	-	-	-	-	80,000
Design to replace ped paths with gravel - Moonshadow, Mitchell and Autumn Ridge trails	25,000	-	-	-	-	25,000
Park Sign Replacement - various	10,000	-	-	-	-	10,000
Playground Components - various	20,000	-	-	-	-	20,000
Repair asphalt - Little People's Park	17,100	-	-	-	-	17,100
Repair concrete and remove tree - FCSC	6,000	-	-	-	-	6,000
Repave around office - Camp Rivendale	31,000	-	-	-	-	31,000
Replace drain culvert and pathway - Raleigh Park	40,000	-	-	-	-	40,000
Park & Trail Replacements Total	909,254	-	-	-	-	909,254

	Funding Sources					Total Funds
	General Fund	Grants	SDC	Bond	Metro Bond Local Share Capital Fund	
Advisory Committee-Facility Projects						
Advisory Committee Projects	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Advisory Committee-Facility Projects Total	20,000	-	-	-	-	20,000
ADA Improvements						
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	270,000	-	-	-	-	270,000
Information Technology Replacement						
AEDs	10,000	-	-	-	-	10,000
Desktop/laptop computers	90,000	-	-	-	-	90,000
Financial System Software	600,000	-	-	-	-	600,000
Key Card Readers	10,000	-	-	-	-	10,000
LAN/WAN	8,000	-	-	-	-	8,000
Registration System	500,000	-	-	-	-	500,000
Security Cameras	45,000	-	-	-	-	45,000
Servers	50,000	-	-	-	-	50,000
Switches	55,000	-	-	-	-	55,000
Information Technology Replacement Total	1,368,000	-	-	-	-	1,368,000
Fleet & Equipment Replacement						
72" Zero-Turn Mowers	38,000	-	-	-	-	38,000
Athletic field groomers	40,000	-	-	-	-	40,000
Electric workmans	40,000	-	-	-	-	40,000
Grandstand mowers	26,000	-	-	-	-	26,000
Hi-production mower	265,000	-	-	-	-	265,000
Pump equipment	19,500	-	-	-	-	19,500
Safety Services vehicle & accessories	60,000	-	-	-	-	60,000
Small equipment	20,000	-	-	-	-	20,000
Small roller/compactor	20,000	-	-	-	-	20,000
Work trucks	130,000	-	-	-	-	130,000
Fleet & Equipment Replacement Total	658,500	-	-	-	-	658,500
Land Acquisition						
Acquisition of Community Park Land - North Bethany	-	-	5,673,035	-	-	5,673,035
Acquisition of Natural Area Land - Cooper Mountain Area	-	-	2,600,000	-	-	2,600,000
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	-	-	536,538	-	-	536,538
Acquisition of Neighborhood Park Land - Infill/Cooper Mountain Areas	-	-	2,000,000	-	-	2,000,000
Acquisition of Neighborhood Park Land - North Bethany	-	-	2,100,000	-	-	2,100,000
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	-	-	3,125,500	-	-	3,125,500
Acquisition of Trails Land - South Cooper Mountain	-	-	1,379,000	-	-	1,379,000
Acquisition of Land - Infill/Cooper Mountain	-	-	1,000,000	-	-	1,000,000
Land Acquisition Total	-	-	29,459,073	-	-	29,459,073
Development/Improvement						
Beaverton Creek Trail Engineering and Construction	-	-	2,875,884	-	-	2,875,884
Building Expansion	-	-	585,141	-	-	585,141
Cedar Hills Park - additional funding for bond project	-	-	50,000	-	-	50,000
Design & Develop Natural Areas for Public Access - South Cooper Mountain	-	-	500,000	-	-	500,000
Develop Pickleball Facility	-	-	6,000,000	-	-	6,000,000
Functional Plan - Develop Facilities Functional Plan	-	-	150,000	-	-	150,000
Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	-	-	220,083	-	-	220,083
Metro Community Choice Grant Match - Recuerdo Park Gleaning Garden Expansion	-	-	83,200	-	-	83,200
Mt. View Champions Park Sport Court - Additional funding for bond project	-	-	525,326	-	-	525,326
Natural Area Concept Plan	-	-	100,000	-	-	100,000
New Amenities in existing parks	-	-	120,000	-	-	120,000
New Neighborhood Park Development, Concept Planning: SWQ-5 (SW Miller Hill Rd & SW	-	-	235,950	-	-	235,950
New Neighborhood Park Development, Construction: NEQ-3 (SW Pointer Rd & SW Canyon	-	-	2,553,942	-	-	2,553,942
New Neighborhood Park Development, Construction: NWQ-5 (Abbey Creek Phase II)	-	-	1,217,896	-	-	1,217,896
New Neighborhood Park Development, Construction: SEQ-2 (La Raiz Park)	-	-	20,000	-	-	20,000
New Neighborhood Park Development, Design & Permitting: NEQ-3 (SW Pointer Rd & SW	-	-	784,935	-	-	784,935
New Neighborhood Park Development, Design & Permitting: NWQ-5 (Abbey Creek Park P	-	-	484,573	-	-	484,573
New Neighborhood Park Development, Design & Permitting: SWQ-5 (SW Miller Hill Rd &	-	-	907,353	-	-	907,353
New Regional Trail Development - Westside Trail #14, #16-#18	-	-	13,000	-	-	13,000
North Bethany Park and Trail Development - Proj. Mgmt.	-	-	30,000	-	-	30,000
North Bethany Park and Trail Improvements	-	-	120,000	-	-	120,000
Regional Trail Development - Westside Trail, Segment #14	-	-	1,601,900	-	-	1,601,900
RFFA Grant Match - Beaverton Creek Trail Engineering and Construction	-	-	328,934	-	-	328,934
SDC Methodology Update	-	-	80,000	-	-	80,000
So. Cooper Mtn Park and Trail Development - Project Mgmt.	-	-	30,000	-	-	30,000
Sunset Town Center Park and North Johnson Creek Trail - Project Mgmt	-	-	50,000	-	-	50,000
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	-	-	-	-	3,611,081	3,611,081
Willow Creek Greenway Boardwalk Replacement	-	-	-	-	1,535,516	1,535,516
Development/Improvement Total	-	-	19,668,117	-	7,394,858	27,062,975
Renovate and Redevelop Neighborhood Parks						
Cedar Hills Park & Athletic Field	-	-	-	325,581	-	325,581
Renovate and Redevelop Neighborhood Parks Total	-	-	-	325,581	-	325,581

	Funding Sources					Total Funds
	General Fund	Grants	SDC	Bond	Metro Bond Local Share Capital Fund	
Natural Area Preservation						
Arborist/Tree Management	\$ -	\$ -	\$ -	\$ 108,593	\$ -	\$ 108,593
Bannister Creek Greenway/NE Park	-	-	-	37,181	-	37,181
Bronson Creek Greenway at Laidlaw	-	-	-	349,202	-	349,202
Bronson Creek New Properties	-	-	-	100,533	-	100,533
Bronson Creek Park	-	-	-	10,625	-	10,625
Center Street Wetlands Area	-	-	-	3,198	-	3,198
HMT north woods and stream	-	-	-	22,634	-	22,634
North Bethany Greenway	-	-	-	10,087	-	10,087
Raleigh Park	-	-	-	213,737	-	213,737
Natural Area Preservation Total	-	-	-	855,790	-	855,790
New Linear Park & Trail Development						
Miscellaneous Natural Trails	-	-	-	53,628	-	53,628
New Linear Park & Trail Development Total	-	-	-	53,628	-	53,628
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	-	-	-	1,100,105	-	1,100,105
Multifield/Multipurpose Athletic Field Development Total	-	-	-	1,100,105	-	1,100,105
Undesignated Projects						
Undesignated Projects	-	-	17,393,442	95,376	1,025,242	18,514,060
Undesignated Projects Total	-	-	17,393,442	95,376	1,025,242	18,514,060
Grand Total	\$ 7,156,227	\$ 5,986,392	\$ 66,520,632	\$ 2,431,675	\$ 8,420,100	\$ 90,515,026

Five-year Capital Funding Sources - FY 2025 - 2029

	Carryover Funds	2025 Funding	2026 Funding	2027 Funding	2028 Funding	2029 Funding	Total 5-Year Funding
Source of Funds							
General Fund	\$ 3,977,050	\$ 3,179,177	\$ 3,090,490	\$ 3,033,024	\$ 3,151,117	\$ 2,894,079	\$ 19,324,937
General Fund - Grants	4,857,309	1,129,083	-	-	-	-	5,986,392
SDC	37,263,990	29,256,642	8,905,975	5,021,533	14,224,127	15,097,574	109,769,842
Bond	2,336,299	95,376	-	-	-	-	2,431,675
Metro Bond Local Share Capital Fund	7,394,858	1,025,242	-	-	-	-	8,420,100
Total Funds	\$ 55,829,506	\$ 34,685,520	\$ 11,996,465	\$ 8,054,557	\$ 17,375,244	\$ 17,991,653	\$ 145,932,946
Athletic Facility Replacement							
Air structure repairs - HMT Tennis	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000
Cricket pitch cage	-	-	-	25,000	-	-	25,000
Replace backstop netting at Baseball 2	-	-	5,000	-	-	-	5,000
Replace burnt lamps - HMT, PCC, Sunset sports fields	-	50,000	30,000	30,000	75,000	75,000	260,000
Replace tennis windscreen & soccer field netting	-	-	25,000	-	-	-	25,000
Replace windscreen on baseball 1 & 2, softball 5	-	-	10,000	-	-	-	10,000
Resurface and realign pickleball court	-	-	-	-	30,000	-	30,000
Resurface courts	-	-	-	-	45,000	-	45,000
Resurface tennis courts - Murray Hill Park	-	40,000	-	-	-	-	40,000
Resurface tennis courts & repair cracks	-	-	95,000	50,000	50,000	-	195,000
Athletic Facility Replacement Total	-	105,000	180,000	120,000	215,000	90,000	710,000
Building Replacements							
AC window unit replacement - Cedar Hills Rec	-	14,000	14,000	14,000	14,000	14,000	70,000
Add tankless water heaters (4)	-	-	40,000	-	-	-	40,000
BECSys5 water chemistry controls - Aloha	-	10,000	-	-	-	-	10,000
BECSys5 water chemistry controls - Beaverton	-	10,000	-	-	-	-	10,000
BECSys5 water chemistry controls - Conestoga	-	10,000	-	-	-	-	10,000
BECSys5 water chemistry controls - Harman	-	10,000	-	-	-	-	10,000
BECSys5 water chemistry controls - Raleigh	-	10,000	-	-	-	-	10,000
BECSys5 water chemistry controls - Somerset	-	10,000	-	-	-	-	10,000
BECSys5 water chemistry controls - Sunset	-	10,000	-	-	-	-	10,000
Boiler replacement - Garden Home Recreation Center	231,000	-	-	-	-	-	231,000
Cardio & Weight Equipment	-	40,000	40,000	40,000	40,000	40,000	200,000
Design new deck, fence, drain, lights	-	-	-	-	-	145,945	145,945
Dive board reconditioning/replacement - HMT Aquatic Center	-	10,000	10,000	10,000	10,000	10,000	50,000
Dryland window	-	-	-	-	-	7,000	7,000
Elevated Entry Repairs Phase 2 - HMT	15,000	-	-	-	-	-	15,000
Emergency Repairs	-	100,000	100,000	100,000	100,000	100,000	500,000
Ergonomic Equipment/Fixtures	-	6,000	6,000	6,000	6,000	6,000	30,000
Fire Life Safety Modernization	2,045,000	-	-	-	-	-	2,045,000
Insulation replacement - Cedar Hills	35,000	-	-	-	-	-	35,000
Lane line reel - Beaverton	-	4,000	-	-	-	-	4,000
Magnet Door Locks	-	-	10,000	-	-	-	10,000
Metasys Software Upgrade - Sunset, Conestoga, HMT	-	14,000	-	-	-	-	14,000
Navien hot water heater replacement - Aloha	-	-	20,000	-	-	-	20,000
Navien hot water heater replacement - Beaverton	-	-	50,000	-	-	-	50,000
Navien hot water heater replacement - HMT Aquatic	-	-	27,000	-	-	-	27,000
Office Split System Replacement - HMT Aquatic Center	-	22,000	-	-	-	-	22,000
Overlay lot A front row and wings	-	-	52,640	-	-	-	52,640

Five-year Capital Funding Sources - FY 2025 - 2029

	Carryover Funds	2025 Funding	2026 Funding	2027 Funding	2028 Funding	2029 Funding	Total 5-Year Funding
Overlay lot B	\$ -	\$ -	\$ 56,000	\$ -	\$ -	\$ -	\$ 56,000
Paint Building Exterior - Aloha	-	-	50,000	-	-	-	50,000
Paint Building Exterior - Sunset	-	-	-	50,000	-	-	50,000
Paint exterior of stables and main house - Jenkins Estate	-	60,000	-	-	-	-	60,000
Paint interior - Sunset	-	-	2,000	-	-	-	2,000
Paint roof of HMT shop	45,760	-	-	-	-	-	45,760
Pool Cover Replacement	-	-	-	-	32,000	-	32,000
Pool filtration system design	-	-	-	50,000	-	-	50,000
Pump/Motor Replacement - Aloha	-	45,000	-	-	-	-	45,000
Recoat pool deck, locker room floors	-	-	-	-	-	142,645	142,645
Repair acoustic tiles	-	-	3,500	-	-	-	3,500
Repairs to veranda decking - Jenkins Estate	-	30,000	-	-	-	-	30,000
Replace boilers (2)	-	-	-	182,000	-	-	182,000
Replace cast iron plumbing	-	-	-	-	-	136,334	136,334
Replace exterior parking lots lights - HMT Lot B	-	45,000	-	-	-	-	45,000
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 - Raleigh	-	3,500	-	-	-	-	3,500
Replace Lobby Carpet	-	10,000	-	-	-	-	10,000
Replace office/reception area carpet	-	16,520	-	-	-	-	16,520
Replace pool tile	-	-	-	-	-	92,000	92,000
Replace roof at Stables - Jenkins Estate	-	90,000	-	-	-	-	90,000
Replace rooftop AC unit	-	-	-	20,000	-	-	20,000
Replace sky lights (4) - Harman	-	14,000	-	-	-	-	14,000
Replace tile in locker rooms	-	-	-	-	-	40,000	40,000
Replace water heater	-	-	2,500	-	-	-	2,500
Replace water heater (1)	-	-	15,000	-	-	-	15,000
Resurface floor	-	-	-	-	-	43,680	43,680
Resurface pool tank	-	-	-	112,150	-	327,750	439,900
Robot Vacuum Replacement - Conestoga	-	4,000	-	-	-	-	4,000
Roof retrofit 2-ply	-	-	-	-	584,805	-	584,805
Roof retrofit 2-ply - HMT Admin Breezeway	-	357,693	-	-	-	-	357,693
Space planning implementation	68,000	50,000	-	-	-	-	118,000
Wading pool cover & reel	-	-	-	-	-	6,500	6,500
Wood Floor Screen & Coat	-	30,000	30,000	30,000	30,000	30,000	150,000
Building Replacements Total	2,439,760	1,035,713	540,840	614,150	816,805	1,156,854	6,604,122
Park & Trail Improvements							
Beaverton Creek Trail - Engineering and Construction 1, WST to Hocken	250,000	-	-	-	-	-	250,000
Community Project Grant - Air Filtration	-	129,568	-	-	-	-	129,568
Community Project Grant - Cooling/Heating	-	446,194	-	-	-	-	446,194
Community Project Grant - Seismic and Solar Assessment	-	70,000	-	-	-	-	70,000
Community Project Grant - Technology Upgrades	-	301,194	-	-	-	-	301,194
Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom	100,000	-	-	-	-	-	100,000
Crosswalk at Laidlaw Rd - Waterhouse Trail	25,000	-	-	-	-	-	25,000
Fanno Creek Regional Trail Improvements (Lottery bond proceeds)	2,145,358	-	-	-	-	-	2,145,358
Fence replacement (replace split rail w/ vinyl fencing)	-	-	-	-	-	25,000	25,000
Memorial Benches	-	25,000	25,000	25,000	25,000	25,000	125,000

Five-year Capital Funding Sources - FY 2025 - 2029

	Carryover Funds	2025 Funding	2026 Funding	2027 Funding	2028 Funding	2029 Funding	Total 5-Year Funding
Plaza Furnishings	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Nature Park Vine Maple Trails (LGGP Grant)	-	72,000	-	-	-	-	72,000
Raleigh Park Creek Improvements (Tualatin River Environmental Enhancement grant)	98,423	-	-	-	-	-	98,423
Rock Creek Powerline Trail (Community Investment Grant)	-	110,127	-	-	-	-	110,127
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	5,132,309	1,204,083	25,000	25,000	25,000	50,000	6,461,392
Park & Trail Replacements							
Asphalt overlay - Rock Creek Park	-	8,300	-	-	-	-	8,300
Asphalt overlay and fence repair - Merritt Woods	44,000	-	-	-	-	-	44,000
Asphalt overlay and repairs	7,590	-	50,000	739,374	336,714	193,725	1,327,403
Asphalt overlay and repairs - Waterhouse Trail Brandberry-RCT	-	52,992	-	-	-	-	52,992
Asphalt overlay and repairs - Waterhouse Trail Laidlaw Brandberry	-	80,544	-	-	-	-	80,544
Asphalt overlay and repairs - Waterhouse Trail Mission Oaks-Willow Creek	-	30,528	-	-	-	-	30,528
Asphalt overlay and repairs - Waterhouse Trail Walker to Blueridge	-	90,000	-	-	-	-	90,000
Asphalt overlay at 167th - Schlottman Creek Greenway	6,800	-	-	-	-	-	6,800
Asphalt overlay looped trail - Bonny Slope Park	-	65,000	-	-	-	-	65,000
Asphalt overlay on path - Terra Linda	8,600	-	-	-	-	-	8,600
Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottman	285,800	-	-	-	-	-	285,800
Concrete patio	-	-	-	-	25,000	-	25,000
Concrete repairs	-	-	-	6,000	-	-	6,000
Culvert upgrades and repaving - Westside Trail at Bridle Hills/Summercrest	-	80,000	-	-	-	-	80,000
Design to replace ped paths with gravel	25,000	-	-	-	-	-	25,000
Irrigation Upgrade HMT from Maxicom to Baseline	-	-	50,000	50,000	-	50,000	150,000
Park Sign Replacement	-	10,000	-	-	-	-	10,000
Parking lot resurfacing	-	-	72,650	-	-	-	72,650
Playground Components	-	20,000	20,000	20,000	20,000	20,000	100,000
Repair asphalt - Little People's Park	-	17,100	-	-	-	-	17,100
Repair concrete and remove tree - FCSC	-	6,000	-	-	-	-	6,000
Repave around office - Camp Rivendale	-	31,000	-	-	-	-	31,000
Replace drain culvert and pathway - Raleigh Park	40,000	-	-	-	-	-	40,000
Replace Park Signage	-	-	10,000	10,000	10,000	10,000	40,000
Park & Trail Replacements Total	417,790	491,464	202,650	825,374	391,714	273,725	2,602,717
Advisory Committee-Facility Grants							
Advisory Committee Grants	-	20,000	20,000	20,000	20,000	20,000	100,000
Advisory Committee-Facility Grants Total	-	20,000	20,000	20,000	20,000	20,000	100,000
ADA Improvements							
Facility Access Improvements	-	75,000	75,000	75,000	75,000	75,000	375,000
Park Access Improvements	-	75,000	75,000	75,000	75,000	75,000	375,000
Phase 2: ADA exterior design improvements	-	-	-	-	615,151	-	615,151
South parking lot ADA access	-	-	-	-	58,947	-	58,947
Waterhouse Trail ADA curb cuts - Washington County Project	120,000	-	-	-	-	-	120,000
ADA Improvements Total	120,000	150,000	150,000	150,000	824,098	150,000	1,544,098

Five-year Capital Funding Sources - FY 2025 - 2029

	Carryover Funds	2025 Funding	2026 Funding	2027 Funding	2028 Funding	2029 Funding	Total 5-Year Funding
Fleet & Equipment Replacement							
72" Zero-Turn Mowers	\$ -	\$ 38,000	\$ 40,000	\$ 42,000	\$ 22,000	\$ 46,000	\$ 188,000
Athletic field groomers	-	40,000	40,000	21,000	22,000	24,000	147,000
Compact utility loader	-	-	60,000	60,000	-	-	120,000
Diesel workmans	-	-	-	35,000	35,000	35,000	105,000
Electric utility equipment	-	-	20,000	-	-	-	20,000
Electric workmans	-	40,000	20,000	21,000	44,000	25,000	150,000
Field tractor	-	-	54,000	56,000	-	60,000	170,000
Grandstand mowers	-	26,000	28,000	30,000	32,000	-	116,000
Hi-production mower	105,000	160,000	-	175,000	-	185,000	625,000
One-person lift	-	-	12,000	-	-	-	12,000
Pump equipment	19,500	-	-	-	-	-	19,500
Recreation vehicle (van/bus)	-	-	-	110,000	-	-	110,000
Safety Services vehicle	-	60,000	-	-	-	65,000	125,000
Small equipment	-	20,000	20,000	20,000	20,000	20,000	100,000
Small roller/compactor	-	20,000	-	-	-	-	20,000
Work trucks	-	130,000	130,000	140,000	150,000	160,000	710,000
Fleet & Equipment Replacement Total	124,500	534,000	424,000	710,000	325,000	620,000	2,737,500
Information Technology Replacement							
AED Defibrillators	-	10,000	10,000	10,000	10,000	10,000	50,000
Desktop/laptop computers	-	90,000	110,000	115,000	115,000	115,000	545,000
Financial System Software	600,000	-	-	-	-	-	600,000
Key Card Readers	-	10,000	10,000	10,000	10,000	10,000	50,000
LAN/WAN	-	8,000	8,000	8,500	8,500	8,500	41,500
Large Format Printer	-	-	-	35,000	-	-	35,000
Registration System	-	500,000	1,250,000	250,000	250,000	250,000	2,500,000
Security Cameras	-	45,000	45,000	25,000	25,000	25,000	165,000
Servers	-	50,000	55,000	55,000	55,000	55,000	270,000
Switches	-	55,000	60,000	60,000	60,000	60,000	295,000
Information Technology Replacement Total	600,000	768,000	1,548,000	568,500	533,500	533,500	4,551,500
Land Acquisition							
Acquisition of Community Park Land - North Bethany	5,673,035	-	-	-	-	-	5,673,035
Acquisition of Land - Infill/Cooper Mountain	-	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000
Acquisition of Natural Area Land - Cooper Mountain Area	-	2,600,000	-	-	-	-	2,600,000
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	536,538	-	-	-	-	-	536,538
Acquisition of Neighborhood Park Land - Infill/Cooper Mountain Areas	2,000,000	-	-	-	-	-	2,000,000
Acquisition of Neighborhood Park Land - North Bethany	-	2,100,000	-	-	-	-	2,100,000
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	3,125,500	-	-	-	-	-	3,125,500
Acquisition of Trails Land - South Cooper Mountain	1,379,000	-	-	-	-	-	1,379,000
Land Acquisition Total	23,759,073	5,700,000	1,000,000	1,000,000	1,000,000	1,000,000	33,459,073

Five-year Capital Funding Sources - FY 2025 - 2029

	Carryover Funds	2025 Funding	2026 Funding	2027 Funding	2028 Funding	2029 Funding	Total 5-Year Funding
Development/Improvement							
Accessible Play Structures	\$ 1,048,261	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,048,261
Beaverton Creek Trail Engineering and Construction	2,875,884	-	-	-	-	-	2,875,884
Building Expansion	585,141	-	-	-	-	-	585,141
Cedar Hills Park - additional funding for bond project	50,000	-	-	-	-	-	50,000
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
Develop Pickleball Facility	-	6,000,000	-	-	-	-	6,000,000
Functional Plan - Develop Facilities Functional Plan	150,000	-	-	-	-	-	150,000
Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	220,083	-	-	-	-	-	220,083
Metro Community Choice Grant Match - Recuerdo Park Gleaning Garden Expansion	-	83,200	-	-	-	-	83,200
Mt. View Champions Park Sport Court - Additional funding for bond project	525,326	-	-	-	-	-	525,326
Natural Area Concept Plan	100,000	-	-	-	-	-	100,000
New Amenities in existing parks	120,000	-	-	-	-	-	120,000
New Neighborhood Park Development, Concept Planning: NEQ-2 (NW Saltzman Rd & Laidlaw	-	-	-	-	400,837	-	400,837
New Neighborhood Park Development, Concept Planning: NWQ-7 (NW Liberty & NW 163rd T	-	-	-	-	-	248,112	248,112
New Neighborhood Park Development, Concept Planning: Park Blocks	-	-	-	-	284,031	-	284,031
New Neighborhood Park Development, Concept Planning: SEQ-1 (SW Murray Blvd & SW Sexto	-	-	-	295,083	-	-	295,083
New Neighborhood Park Development, Concept Planning: SWQ-4 (SW 165th Ave & SW Farmi	-	-	-	330,092	-	-	330,092
New Neighborhood Park Development, Concept Planning: SWQ-5 (SW Miller Hill Rd & SW Mil	235,950	-	-	-	-	-	235,950
New Neighborhood Park Development, Concept Planning: SWQ-7 (SW 175th Ave & SW Goldc	-	-	318,739	-	-	-	318,739
New Neighborhood Park Development, Construction: NEQ-3 (SW Pointer Rd & SW Canyon Ln	2,553,942	-	-	-	-	-	2,553,942
New Neighborhood Park Development, Construction: NWQ-5 (Abbey Creek Phase II)	1,217,896	-	-	-	-	-	1,217,896
New Neighborhood Park Development, Construction: SEQ-1 (SW Murray Blvd & SW Sexton M	-	-	-	-	-	5,308,553	5,308,553
New Neighborhood Park Development, Construction: SEQ-2 (La Raiz Park)	20,000	-	-	-	-	-	20,000
New Neighborhood Park Development, Construction: SWQ-4 (SW 165th Ave & SW Farmingto	-	-	-	-	-	5,646,805	5,646,805
New Neighborhood Park Development, Construction: SWQ-5 (SW Miller Hill Rd & SW Millenn	-	-	-	-	4,173,885	-	4,173,885
New Neighborhood Park Development, Construction: SWQ-7 (SW 175th Ave & SW Goldcrest	-	-	-	-	5,449,099	-	5,449,099
New Neighborhood Park Development, Design & Permitting: NEQ-2 (NW Saltzman Rd & Laidl	-	-	-	-	-	1,708,511	1,708,511
New Neighborhood Park Development, Design & Permitting: NEQ-3 (SW Pointer Rd & SW Car	784,935	-	-	-	-	-	784,935
New Neighborhood Park Development, Design & Permitting: NWQ-5 (Abbey Creek Park Phas	484,573	-	-	-	-	-	484,573
New Neighborhood Park Development, Design & Permitting: Park Blocks	-	-	-	-	-	1,185,593	1,185,593
New Neighborhood Park Development, Design & Permitting: SEQ-1 (SW Murray Blvd & SW Se	-	-	-	-	1,238,875	-	1,238,875
New Neighborhood Park Development, Design & Permitting: SWQ-4 (SW 165th Ave & SW Far	-	-	-	-	1,677,400	-	1,677,400
New Neighborhood Park Development, Design & Permitting: SWQ-5 (SW Miller Hill Rd & SW I	907,353	-	154,123	-	-	-	1,061,476
New Neighborhood Park Development, Design & Permitting: SWQ-7 (SW 175th Ave & SW Go	-	-	-	1,623,218	-	-	1,623,218
New Regional Trail Development - Westside Trail #14, #16-#18	13,000	-	-	-	-	-	13,000
New Regional Trail Development - Westside Trail Segments 16- Remainder of 18, Constructio	-	-	-	1,773,140	-	-	1,773,140
New Regional Trail Development - Westside Trail Segments 16-Remainder of 18, Design & Pe	-	-	433,113	-	-	-	433,113
North Bethany Park and Trail Development - Proj. Mgmt.	30,000	-	-	-	-	-	30,000
North Bethany Park and Trail Improvements	120,000	-	-	-	-	-	120,000
NWQ-8 Heckman Road New Neighborhood Park & Trail	3,611,081	-	-	-	-	-	3,611,081
Regional Trail Development - Westside Trail, Segment #14	1,601,900	-	-	-	-	-	1,601,900
RFFA Grant Match - Beaverton Creek Trail Engineering and Construction	328,934	-	-	-	-	-	328,934
SDC Methodology Update	-	80,000	-	-	-	-	80,000
So. Cooper Mtn Park and Trail Development - Project Mgmt.	30,000	-	-	-	-	-	30,000

Five-year Capital Funding Sources - FY 2025 - 2029

	Carryover Funds	2025 Funding	2026 Funding	2027 Funding	2028 Funding	2029 Funding	Total 5-Year Funding
Sunset Town Center Park and North Johnson Creek Trail - Project Mgmt	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Trail Development - Westside Trail Bridge - Segment 15*	-	-	7,000,000	-	-	-	7,000,000
Willow Creek Greenway Boardwalk Replacement	1,535,516	-	-	-	-	-	1,535,516
Development/Improvement Total	20,899,775	6,163,200	7,905,975	4,021,533	13,224,127	14,097,574	66,312,185
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	108,593	-	-	-	-	-	108,593
Bannister Creek Greenway/NE Park	37,181	-	-	-	-	-	37,181
Bronson Creek Greenway at Laidlaw	349,202	-	-	-	-	-	349,202
Bronson Creek New Properties	100,533	-	-	-	-	-	100,533
Bronson Creek Park	10,625	-	-	-	-	-	10,625
Center Street Wetlands Area	3,198	-	-	-	-	-	3,198
HMT north woods and stream	22,634	-	-	-	-	-	22,634
North Bethany Greenway	10,087	-	-	-	-	-	10,087
Raleigh Park	213,737	-	-	-	-	-	213,737
Natural Area Preservation Total	855,790	-	-	-	-	-	855,790
New Linear Park & Trail Development							
Miscellaneous Natural Trails	53,628	-	-	-	-	-	53,628
New Linear Park & Trail Development Total	53,628	-	-	-	-	-	53,628
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	1,100,105	-	-	-	-	-	1,100,105
Multifield/Multipurpose Athletic Field Development Total	1,100,105	-	-	-	-	-	1,100,105
Undesignated Projects							
Undesignated Projects	-	18,514,060	-	-	-	-	18,514,060
Undesignated Projects Total	-	18,514,060	-	-	-	-	18,514,060
Grand Total	\$ 55,829,506	\$ 34,685,520	\$ 11,996,465	\$ 8,054,557	\$ 17,375,244	\$ 17,991,653	\$ 145,932,946

Tualatin Hills Park & Recreation District
CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2025 through 2029
PROJECTS BY FUNDING SOURCE

Source	Fiscal Year Ended					Total
	2025	2026	2027	2028	2029	
General Fund						
Athletic Facility Replacements	\$ 105,000	\$ 180,000	\$ 120,000	\$ 215,000	\$ 90,000	\$ 710,000
Building Replacements	3,475,473	540,840	614,150	816,805	1,156,854	6,604,122
Park & Trail Replacements	909,254	202,650	825,374	391,714	273,725	2,602,717
Park & Trail Improvements	350,000	25,000	25,000	25,000	50,000	475,000
Facility Challenge Projects	20,000	20,000	20,000	20,000	20,000	100,000
ADA Improvements	270,000	150,000	150,000	824,098	150,000	1,544,098
Information Technology Replacements	768,000	1,548,000	568,500	533,500	533,500	3,951,500
Information Technology Improvements	600,000	-	-	-	-	600,000
Fleet & Equipment Replacements	658,500	424,000	710,000	325,000	620,000	2,737,500
General Fund Total	\$ 7,156,227	\$ 3,090,490	\$ 3,033,024	\$ 3,151,117	\$ 2,894,079	\$ 19,324,937
Grant Funds						
Park & Trail Improvements	\$ 5,986,392	\$ -	\$ -	\$ -	\$ -	\$ 5,986,392
Grant Fund Total	\$ 5,986,392	\$ -	\$ -	\$ -	\$ -	\$ 5,986,392
SDC Fund						
Land Acquisition	\$ 29,459,073	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 33,459,073
Development/Improvement	19,668,117	7,905,975	4,021,533	13,224,127	14,097,574	58,917,326
Undesignated	17,393,442	-	-	-	-	17,393,442
SDC Fund Total	\$ 66,520,632	\$ 8,905,975	\$ 5,021,533	\$ 14,224,127	\$ 15,097,574	\$ 109,769,842
Bond Fund						
Renovate and Redevelop Neighborhood Parks	\$ 325,581	\$ -	\$ -	\$ -	\$ -	\$ 325,581
Natural Area Preservation	855,790	-	-	-	-	855,790
New Linear Park and Trail Development	53,628	-	-	-	-	53,628
New Linear Park and Trail Land Acquisition	1,195	-	-	-	-	1,195
Multifield/Multipurpose Athletic Field Development	1,100,105	-	-	-	-	1,100,105
Undesignated Funds	95,376	-	-	-	-	95,376
Bond Fund Total	\$ 2,431,675	\$ -	\$ -	\$ -	\$ -	\$ 2,431,675
Metro Local Bond Capital Share Fund						
Development/Improvement	\$ 7,394,858	\$ -	\$ -	\$ -	\$ -	\$ 7,394,858
Undesignated	1,025,242	-	-	-	-	1,025,242
Metro Local Bond Capital Share Fund Total	\$ 8,420,100	\$ -	\$ -	\$ -	\$ -	\$ 8,420,100
 Total Capital Projects	 \$ 90,515,026	 \$ 11,996,465	 \$ 8,054,557	 \$ 17,375,244	 \$ 17,991,653	 \$ 145,932,946

Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2025 through 2029

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, replace burnt lamps at HMT, PCC, and Sunset sports fields, resurfacing tennis courts at Murrayhill Park, 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
	2025	2026	2027	2028	2029	
Expenditures						
Capital Outlay	\$ 105,000	\$ 180,000	\$ 120,000	\$ 215,000	\$ 90,000	\$ 710,000
Total Expenditures	\$ 105,000	\$ 180,000	\$ 120,000	\$ 215,000	\$ 90,000	\$ 710,000
Funding Sources						
General Fund	\$ 105,000	\$ 180,000	\$ 120,000	\$ 215,000	\$ 90,000	\$ 710,000
Total Funding Sources	\$ 105,000	\$ 180,000	\$ 120,000	\$ 215,000	\$ 90,000	\$ 710,000

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 - 2025 through 2029

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, and pool mechanical system repair.

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

Building Replacements	Fiscal Year Ended					Total
	2025	2026	2027	2028	2029	
Expenditures						
Capital Outlay	\$ 3,475,473	\$ 540,840	\$ 614,150	\$ 816,805	\$ 1,156,854	\$ 6,604,122
Total Expenditures	\$ 3,475,473	\$ 540,840	\$ 614,150	\$ 816,805	\$ 1,156,854	\$ 6,604,122
Funding Sources						
General Fund	\$ 3,475,473	\$ 540,840	\$ 614,150	\$ 816,805	\$ 1,156,854	\$ 6,604,122
Total Funding Sources	\$ 3,475,473	\$ 540,840	\$ 614,150	\$ 816,805	\$ 1,156,854	\$ 6,604,122

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 - 2025 through 2029

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, and park signs.

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
	2025	2026	2027	2028	2029	

Expenditures						
Capital Outlay	\$ 909,254	\$ 202,650	\$ 825,374	\$ 391,714	\$ 273,725	\$ 2,602,717
Total Expenditures	\$ 909,254	\$ 202,650	\$ 825,374	\$ 391,714	\$ 273,725	\$ 2,602,717

Funding Sources						
General Fund	\$ 909,254	\$ 202,650	\$ 825,374	\$ 391,714	\$ 273,725	\$ 2,602,717
Total Funding Sources	\$ 909,254	\$ 202,650	\$ 825,374	\$ 391,714	\$ 273,725	\$ 2,602,717

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 - 2025 through 2029

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, 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
	2025	2026	2027	2028	2029	
Expenditures						
Capital Outlay	\$ 6,336,392	\$ 25,000	\$ 25,000	\$ 25,000	\$ 50,000	\$ 6,461,392
Total Expenditures	\$ 6,336,392	\$ 25,000	\$ 25,000	\$ 25,000	\$ 50,000	\$ 6,461,392
Funding Sources						
General Fund	\$ 350,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 50,000	\$ 475,000
Grant Funds	5,986,392	-	-	-	-	5,986,392
Total Funding Sources	\$ 6,336,392	\$ 25,000	\$ 25,000	\$ 25,000	\$ 50,000	\$ 6,461,392

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 - 2025 through 2029

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.

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

Advisory Committee-Facility Grants	Fiscal Year Ended					Total
	2025	2026	2027	2028	2029	

Expenditures						
Capital Outlay	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Total Expenditures	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000

Funding Sources						
General Fund	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000
Total Funding Sources	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000

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



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2025 through 2029

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 exterior design improvements at Elsie Stuhr Center, South Parking lot ADA access, and other ADA projects.

Justification and Current Status

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

ADA Improvements	Fiscal Year Ended					Total
	2025	2026	2027	2028	2029	

Expenditures						
Capital Outlay	\$ 270,000	\$ 150,000	\$ 150,000	\$ 824,098	\$ 150,000	\$ 1,544,098
Total Expenditures	\$ 270,000	\$ 150,000	\$ 150,000	\$ 824,098	\$ 150,000	\$ 1,544,098

Funding Sources						
General Fund	\$ 270,000	\$ 150,000	\$ 150,000	\$ 824,098	\$ 150,000	\$ 1,544,098
Total Funding Sources	\$ 270,000	\$ 150,000	\$ 150,000	\$ 824,098	\$ 150,000	\$ 1,544,098

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 - 2025 through 2029

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, and key card readers.

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
	2025	2026	2027	2028	2029	

Expenditures						
Capital Outlay	\$ 768,000	\$ 1,548,000	\$ 568,500	\$ 533,500	\$ 533,500	\$ 3,951,500
Total Expenditures	\$ 768,000	\$ 1,548,000	\$ 568,500	\$ 533,500	\$ 533,500	\$ 3,951,500

Funding Sources						
General Fund	\$ 768,000	\$ 1,548,000	\$ 568,500	\$ 533,500	\$ 533,500	\$ 3,951,500
Total Funding Sources	\$ 768,000	\$ 1,548,000	\$ 568,500	\$ 533,500	\$ 533,500	\$ 3,951,500

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 - 2025 through 2029

PROJECTS BY FUNDING SOURCE

Information Technology Improvements

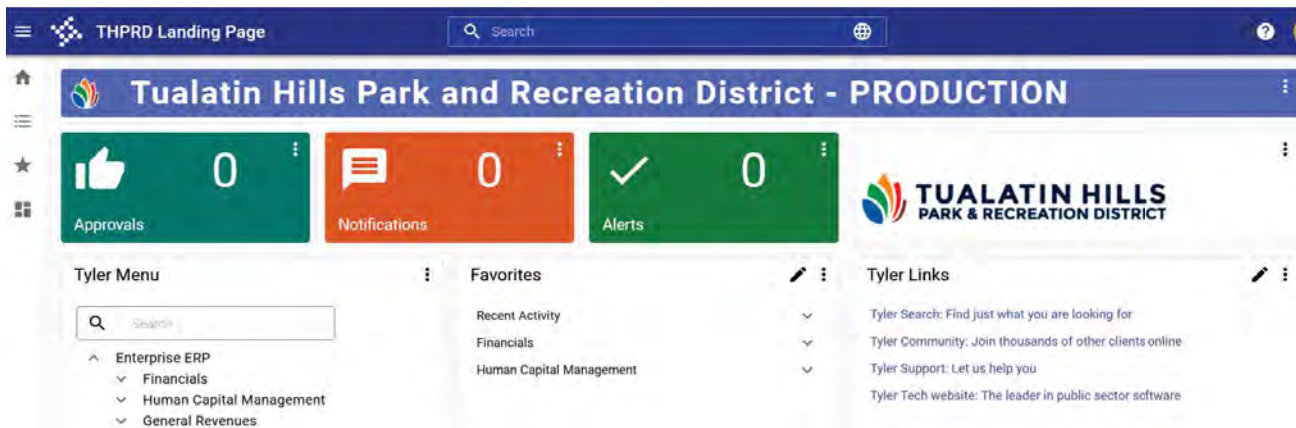
Description
 This category includes improvement of information technology equipment and systems, in order to enhance usability and increase service levels. The project included in this category is the financial system software.

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

Information Technology Improvements	Fiscal Year Ended					Total
	2025	2026	2027	2028	2029	
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 - 2025 through 2029

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
	2025	2026	2027	2028	2029	
Expenditures						
Capital Outlay	\$ 658,500	\$ 424,000	\$ 710,000	\$ 325,000	\$ 620,000	\$ 2,737,500
Total Expenditures	\$ 658,500	\$ 424,000	\$ 710,000	\$ 325,000	\$ 620,000	\$ 2,737,500
Funding Sources						
General Fund	\$ 658,500	\$ 424,000	\$ 710,000	\$ 325,000	\$ 620,000	\$ 2,737,500
Total Funding Sources	\$ 658,500	\$ 424,000	\$ 710,000	\$ 325,000	\$ 620,000	\$ 2,737,500

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 - 2025 through 2029

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
	2025	2026	2027	2028	2029	

Expenditures						
Capital Outlay	\$ 29,459,073	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 33,459,073
Total Expenditures	\$ 29,459,073	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 33,459,073

Funding Sources						
SDC Fund	\$ 29,459,073	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 33,459,073
Total Funding Sources	\$ 29,459,073	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 33,459,073

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.

ABBEY CREEK PARK PHASE 2 CONCEPT



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2025 through 2029

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, neighborhood park concept plan (Saltzman, Liberty, Park Blocks, Murray Blvd., SW165th, Miller Hill Rd., SW175th), neighborhood park design & permitting (Saltzman, Pointer Rd., Abbey Creek Phase II, Park Blocks, Murray Blvd., SW165th, Miller Hill Rd., SW 175th), neighborhood park construction (Pointer Rd., Abbey Creek Phase II, Murray Blvd., La Raiz Park, SW 165th, Miller Hill Rd., SW 175th), and development of a pickleball facility. 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
	2025	2026	2027	2028	2029	
Expenditures						
Capital Outlay	\$ 27,062,975	\$ 7,905,975	\$ 4,021,533	\$ 13,224,127	\$ 14,097,574	\$ 66,312,185
Total Expenditures	\$ 27,062,975	\$ 7,905,975	\$ 4,021,533	\$ 13,224,127	\$ 14,097,574	\$ 66,312,185
Funding Sources						
SDC Fund	\$ 19,668,117	\$ 7,905,975	\$ 4,021,533	\$ 13,224,127	\$ 14,097,574	\$ 58,917,326
Metro Local Bond Capital Share Fund	\$ 7,394,858	\$ -	\$ -	\$ -	\$ -	\$ 7,394,858
Total Funding Sources	\$ 27,062,975	\$ 7,905,975	\$ 4,021,533	\$ 13,224,127	\$ 14,097,574	\$ 66,312,185

Operating Budget Impact
 The estimated annual cost to maintain one mile of trail is approximately \$33,826. Total incremental expenditures associated with trails is unknown until the trail sections are complete and inventoried. Estimated 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 - 2025 through 2029

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
	2025	2026	2027	2028	2029	
Expenditures						
Capital Outlay	\$ 18,514,060	\$ -	\$ -	\$ -	\$ -	\$ 18,514,060
Total Expenditures	\$ 18,514,060	\$ -	\$ -	\$ -	\$ -	\$ 18,514,060
Funding Sources						
SDC Fund	\$ 17,393,442	\$ -	\$ -	\$ -	\$ -	\$ 17,393,442
Bond Capital Projects Fund	95,376	-	-	-	-	95,376
Metro Local Bond Capital Share Fund	1,025,242	-	-	-	-	1,025,242
Total Funding Sources	\$ 18,514,060	\$ -	\$ -	\$ -	\$ -	\$ 18,514,060

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 - 2025 through 2029

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
	2025	2026	2027	2028	2029	

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 - 2025 through 2029

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, Bronson Creek Park, Center Street Wetlands Area, North Bethany Greenway, 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 nine natural resources projects and one trail project across the District.

Natural Area Preservation	Fiscal Year Ended					Total
	2025	2026	2027	2028	2029	

Expenditures						
Capital Outlay	\$ 855,790	\$ -	\$ -	\$ -	\$ -	\$ 855,790
Total Expenditures	\$ 855,790	\$ -	\$ -	\$ -	\$ -	\$ 855,790

Funding Sources						
Bond Fund	\$ 855,790	\$ -	\$ -	\$ -	\$ -	\$ 855,790
Total Funding Sources	\$ 855,790	\$ -	\$ -	\$ -	\$ -	\$ 855,790

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 - 2025 through 2029

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
	2025	2026	2027	2028	2029	
Expenditures						
Capital Outlay	\$ 53,628	\$ -	\$ -	\$ -	\$ -	\$ 53,628
Total Expenditures	\$ 53,628	\$ -	\$ -	\$ -	\$ -	\$ 53,628
Funding Sources						
Bond Fund	\$ 53,628	\$ -	\$ -	\$ -	\$ -	\$ 53,628
Total Funding Sources	\$ 53,628	\$ -	\$ -	\$ -	\$ -	\$ 53,628

Operating Budget Impact
 Annual cost to maintain one mile of trail is approximately \$33,826. 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 - 2025 through 2029

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
	2025	2026	2027	2028	2029	
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 \$33,826. 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 - 2025 through 2029

PROJECTS BY FUNDING SOURCE

Multi-field/Multi-purpose Athletic Facility Development

Description
 This category includes 2008 bond approved multi-field/multi-purpose athletic facility 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 facility at Mountain View Champions Park.

Multi-field/Multi-purpose Athletic Facility Development	Fiscal Year Ended					Total
	2025	2026	2027	2028	2029	

Expenditures						
Capital Outlay	\$ 1,100,105	\$ -	\$ -	\$ -	\$ -	\$ 1,100,105
Total Expenditures	\$ 1,100,105	\$ -	\$ -	\$ -	\$ -	\$ 1,100,105

Funding Sources						
Bond Fund	\$ 1,100,105	\$ -	\$ -	\$ -	\$ -	\$ 1,100,105
Total Funding Sources	\$ 1,100,105	\$ -	\$ -	\$ -	\$ -	\$ 1,100,105

Operating Budget Impact
 Estimated annual cost to maintain one sports facility 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 are detailed in 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 the Board of Directors, Administration, Park Services, and Recreation Services, along with Contingency.



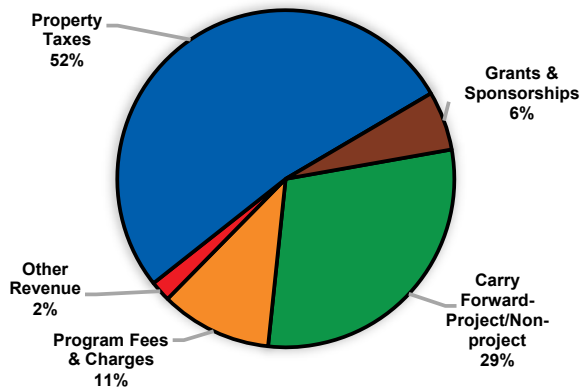
GENERAL FUND SUMMARY
FY 2021/22 - FY 2024/25

	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Proposed 2024/25	Approved 2024/25
RESOURCES					
Beginning Balance/Reserve	\$ 1,500,000	\$ 2,000,000	\$ 2,000,000	\$ 3,000,000	
Cash on Hand for Fiscal Year	17,481,420	22,543,012	17,185,700	25,302,950	
Balance Forward from Previous Year Projects	2,286,733	1,066,884	2,314,300	3,697,050	
Previously Levied Taxes estimated to be received during ensuing year	370,161	341,136	250,000	250,000	
Program Resources	8,300,331	10,385,213	13,830,042	11,605,921	
Other Resources	2,692,900	3,019,737	8,517,213	8,327,815	
Subtotal Resources except taxes to be levied	32,631,545	39,355,982	44,097,255	52,183,736	
Current Year Taxes (Permanent Rate multiplied by Assessed Value)	36,628,948	38,060,334	38,944,636	56,422,717	
TOTAL RESOURCES	\$ 69,260,493	\$ 77,416,316	\$ 83,041,891	\$ 108,606,453	\$ -

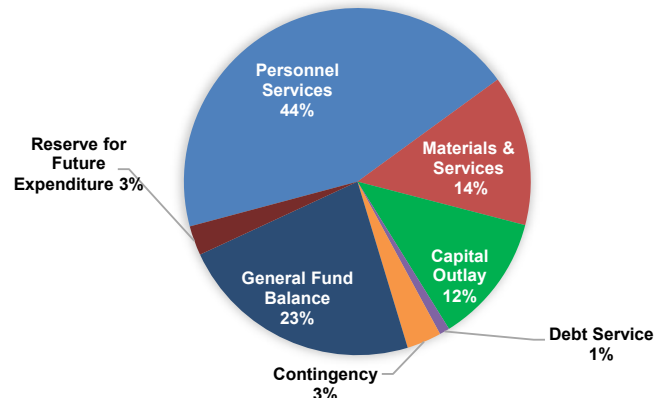
EXPENDITURES					
Board of Directors	\$ 199,592	\$ 351,088	\$ 470,393	\$ 545,612	
Administration	4,145,290	10,738,760	14,374,676	16,390,155	
Business Services	6,285,376	-	-	-	
Park Services	12,436,895	13,041,321	16,366,624	17,758,818	
Recreation Services	16,747,616	20,931,493	29,619,336	31,590,947	
Capital Projects	3,185,828	2,594,701	13,056,183	11,116,119	
Transfers To Other Funds	650,000	-	-	-	
Contingency	-	-	7,154,679	3,500,000	
TOTAL EXPENDITURES	\$ 43,650,597	\$ 47,657,363	\$ 81,041,891	\$ 80,901,651	\$ -

Ending Unappropriated Fund Balance					
General Fund Balance	\$ 24,109,896	\$ 28,288,305	\$ -	\$ 24,704,802	
Reserve for Future Expenditure	1,500,000	1,500,000	2,000,000	3,000,000	
TOTAL REQUIREMENTS	\$ 69,260,493	\$ 77,445,668	\$ 83,041,891	\$ 108,606,453	\$ -

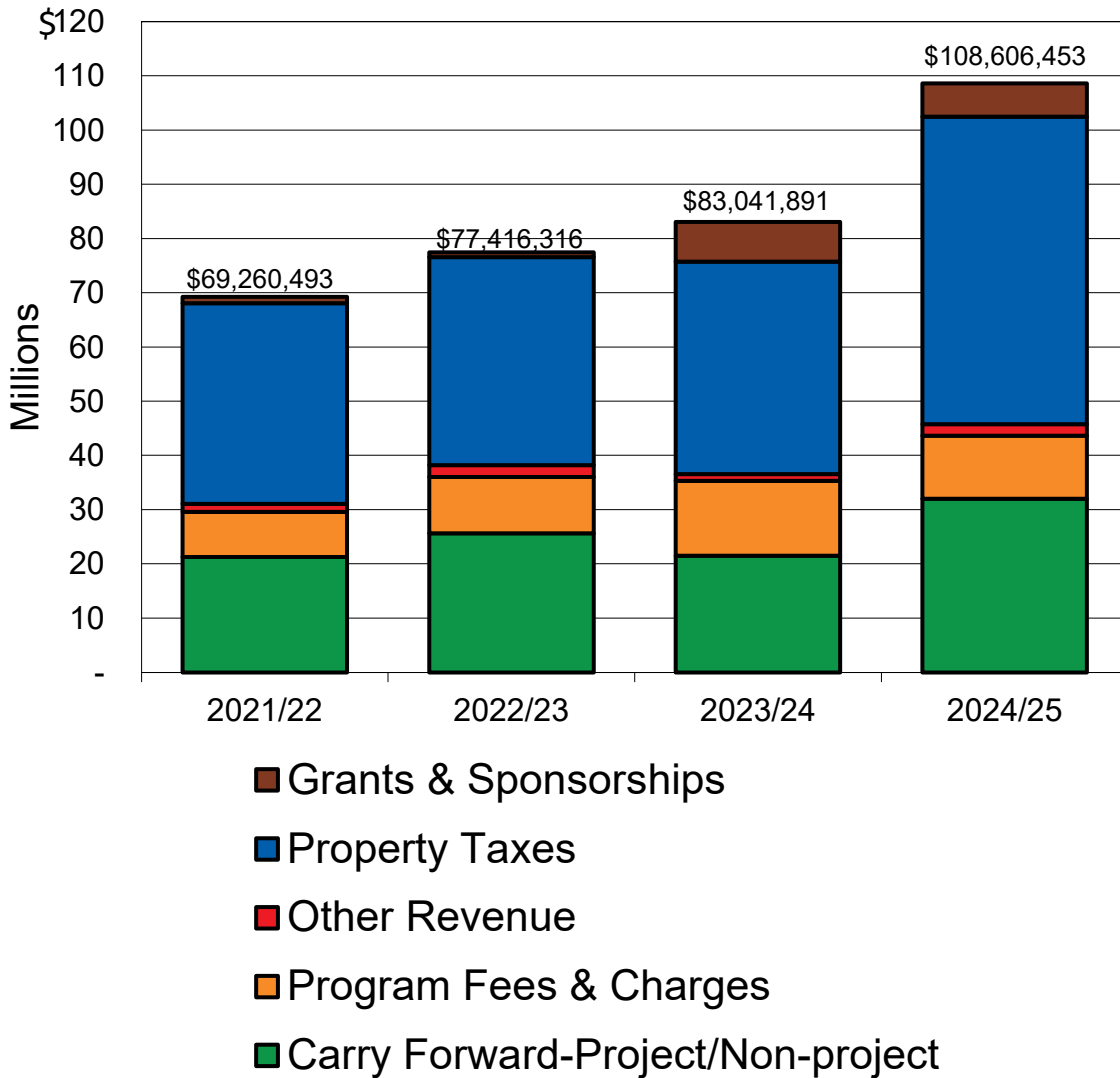
2024/25 Resources



2024/25 Expenditures



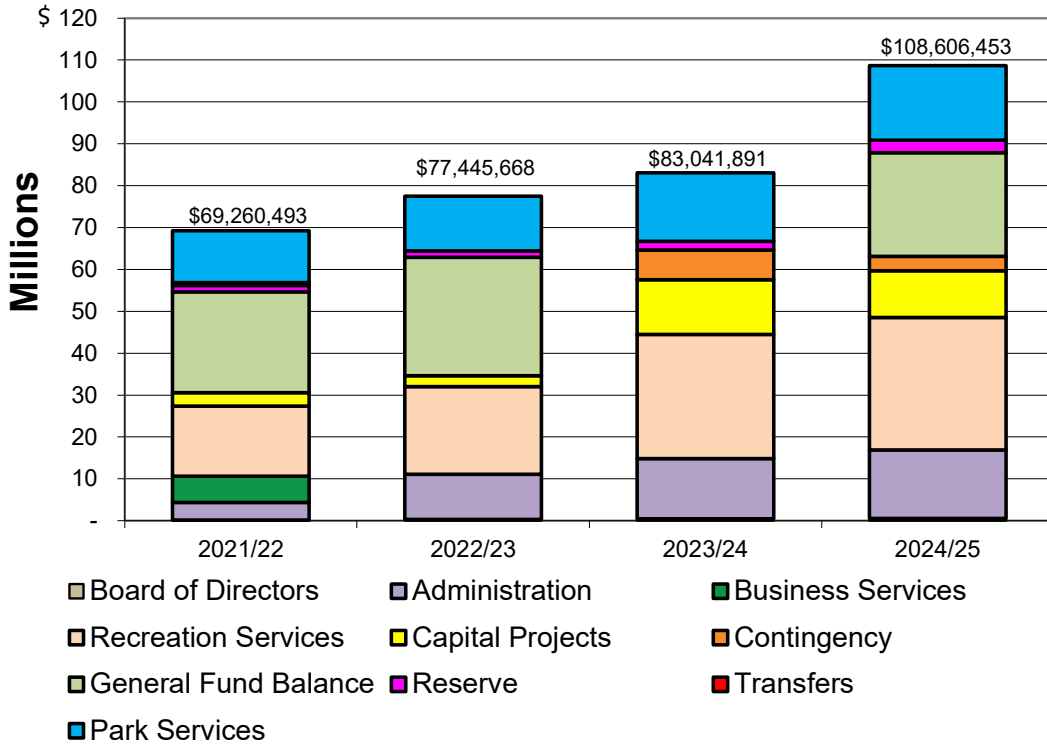
General Fund Resources FY 2021/22- FY 2024/25



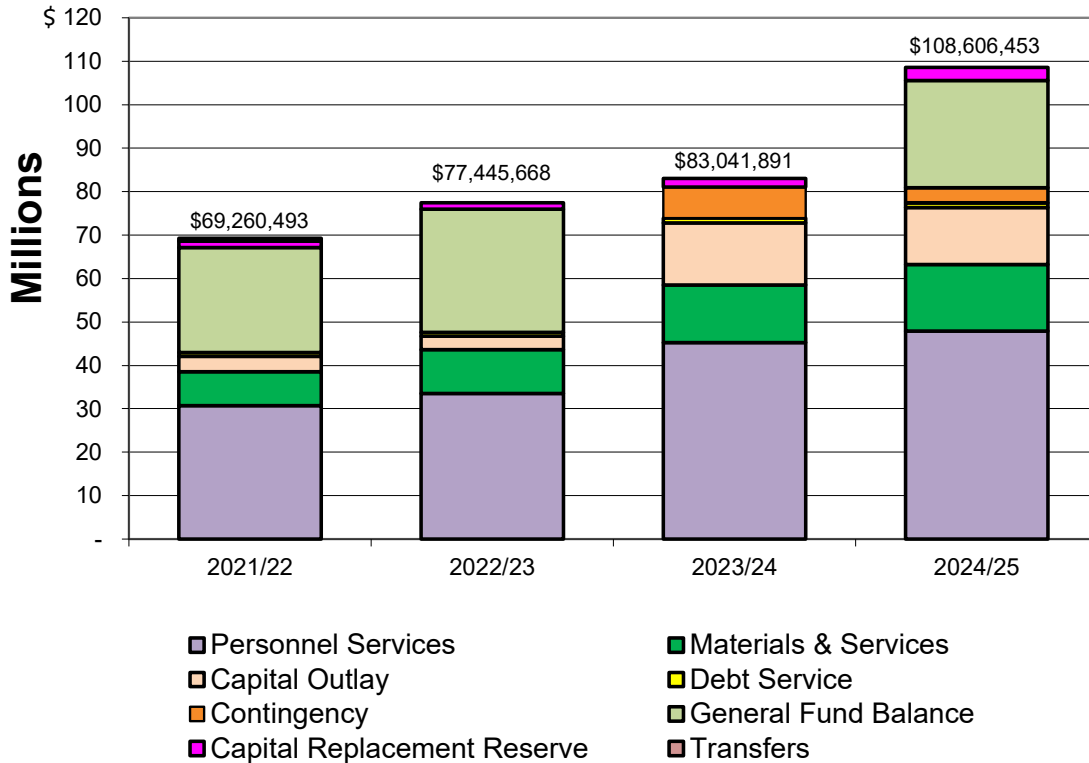
GENERAL FUND RESOURCES
FY 2021/22 - FY 2024/25

GENERAL FUND RESOURCES:	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Proposed 2024/25	Approved 2024/25
Beginning Balance/Reserve	\$ 1,500,000	\$ 2,000,000	\$ 2,000,000	\$ 3,000,000	
Cash on Hand for Fiscal Year	17,481,420	22,543,012	17,185,700	25,302,950	
Balance Forward from Previous Year Projects	2,286,733	1,066,884	2,314,300	3,697,050	
Previously Levied Taxes estimated to be received during ensuing year	370,161	341,136	250,000	250,000	
PROGRAM RESOURCES:					
Swim Center Revenue	1,508,034	2,243,678	3,123,807	3,022,806	
Tennis Revenue	1,079,714	1,197,210	1,240,987	1,240,987	
Sports Program/Athletic Center Revenue	1,818,627	2,273,431	3,796,314	3,409,940	
Recreation Program Revenue	3,893,956	4,670,894	5,668,934	3,932,188	
OTHER RESOURCES:					
Grants and Intergovernmental Revenue	1,199,718	844,590	7,313,913	6,168,665	
Rental Properties/Concession Revenue	598,733	575,863	540,000	540,000	
Interest Revenue	396,926	1,236,662	150,000	800,000	
Charges for Services	181,148	133,581	350,000	350,000	
Miscellaneous Revenue	316,375	229,041	163,300	469,150	
Total Resources except taxes to be levied..... Subtotal	\$32,631,545	\$ 39,355,982	\$ 44,097,255	\$ 52,183,736	\$ -
Current Year (Permanent Rate & Operating Levy multiplied by Assessed Value)	36,628,948	38,060,334	38,944,636	56,422,717	
TOTAL RESOURCES	\$69,260,493	\$ 77,416,316	\$ 83,041,891	\$108,606,453	\$ -

General Fund Requirements By Division FY 2021/22 - FY 2024/25



General Fund Requirements By Account FY 2021/22 - FY 2024/25



**SUMMARY GENERAL FUND BUDGET
FY 2021/22 - FY 2024/25**

	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Proposed 2024/25	Approved 2024/25
<u>REQUIREMENTS BY DIVISION</u>					
Board of Directors	\$ 199,592	\$ 351,088	\$ 470,393	\$ 545,612	
Administration	4,145,290	10,738,760	14,374,676	16,390,155	*
Business Services	6,285,376	-	-	-	*
Park Services	12,436,895	13,041,321	16,366,624	17,758,818	
Recreation Services	16,747,616	20,931,493	29,619,336	31,590,947	
Capital Projects	3,185,828	2,594,701	13,056,183	11,116,119	
Transfers to Other Funds	650,000	-	-	-	
Contingency	-	-	7,154,679	3,500,000	
TOTAL EXPENDITURES	\$ 43,650,597	\$ 47,657,363	\$ 81,041,891	\$ 80,901,651	\$ -
Ending Unappropriated Fund Balance					
General Fund Balance	\$ 24,109,896	\$ 28,288,305	\$ -	\$ 24,704,802	
Reserve for Future Expenditure	1,500,000	1,500,000	2,000,000	3,000,000	
TOTAL REQUIREMENTS	\$ 69,260,493	\$ 77,445,668	\$ 83,041,891	\$ 108,606,453	\$ -
<u>EXPENDITURES BY ACCOUNT</u>					
Personnel Services	\$ 30,688,680	\$ 33,589,236	\$ 45,258,611	\$ 47,948,327	
Materials & Services	7,856,060	10,079,576	13,233,874	15,260,246	
Capital Outlay	3,549,939	3,111,148	14,351,983	13,142,619	
Debt Service	905,918	877,403	1,042,744	1,050,459	
Transfers to Other Funds	650,000	-	-	-	
Contingency	-	-	7,154,679	3,500,000	
TOTAL EXPENDITURES	\$ 43,650,597	\$ 47,657,363	\$ 81,041,891	\$ 80,901,651	\$ -
Ending Unappropriated Fund Balance					
General Fund Balance	\$ 24,109,896	\$ 28,288,305	\$ -	\$ 24,704,802	
Reserve for Future Expenditure	1,500,000	1,500,000	2,000,000	3,000,000	
TOTAL REQUIREMENTS	\$ 69,260,493	\$ 77,445,668	\$ 83,041,891	\$ 108,606,453	\$ -

* Information Services transferred from Business Services to Administration in FY 2022/23, reporting to the Communications Director. Risk & Contract Management transferred from Business Services to Administration in FY 2022/23, reporting to the Human Resources Director. Finance Services Departments transferred from Business Services to Administration in FY 2022/23, 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.

Reserve for Future Expenditure - Includes funds set aside for future years.

Board of Directors

Alfredo Moreno
President

Barbie Minor
Secretary

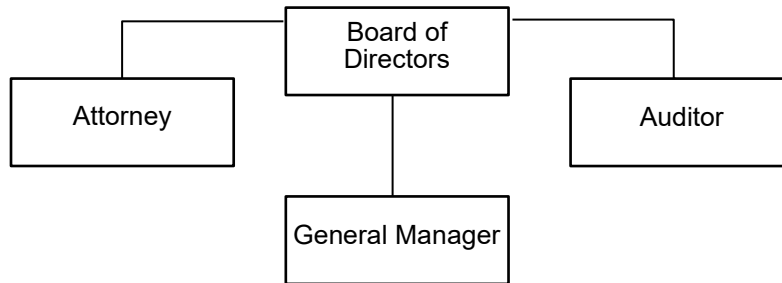
Tya Ping
Secretary Pro-Tempore

Felicita Montebianco
Director

Miles Palacios
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 Directors established values and budget priorities for the district for the FY 24/25 budget, as referenced earlier in this document.

Division: Board of Directors

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 7,357	\$ 5,300	\$ 13,938	\$ 13,854	
Materials & Services	192,235	345,788	456,455	531,758	
Total Appropriations	\$ 199,592	\$ 351,088	\$ 470,393	\$ 545,612	\$ -
Summary by Department					
Board of Directors	\$ 199,592	\$ 351,088	\$ 470,393	\$ 545,612	
Total Appropriations	\$ 199,592	\$ 351,088	\$ 470,393	\$ 545,612	\$ -

Division: Board of Directors
Department: Board of Directors

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
<u>Board of Directors</u>					
PT Salaries	\$ 6,750	\$ 4,600	\$ 12,000	\$ 12,000	
Payroll Taxes	607	700	1,938	1,854	
Personnel Services	\$ 7,357	\$ 5,300	\$ 13,938	\$ 13,854	\$ -
Professional and Technical Services	\$ 187,289	\$ 284,398	\$ 346,147	\$ 346,450	
Rental Facilities	-	-	58,850	58,850	
Elections	-	46,471	10,000	85,000	
Supplies	2,784	3,155	6,308	6,308	
Training, Travel and Memberships	2,162	11,764	35,150	35,150	
Material & Services	\$ 192,235	\$ 345,788	\$ 456,455	\$ 531,758	\$ -
 Program Total	 \$ 199,592	 \$ 351,088	 \$ 470,393	 \$ 545,612	 \$ -

TRI TOGETHER PEDAL RUN DIP



Administration

General Manager

Communications

Communications

Equity & Engagement

Safety Services

Information Services

Human Resources

Human Resources

Risk & Safety

Finance

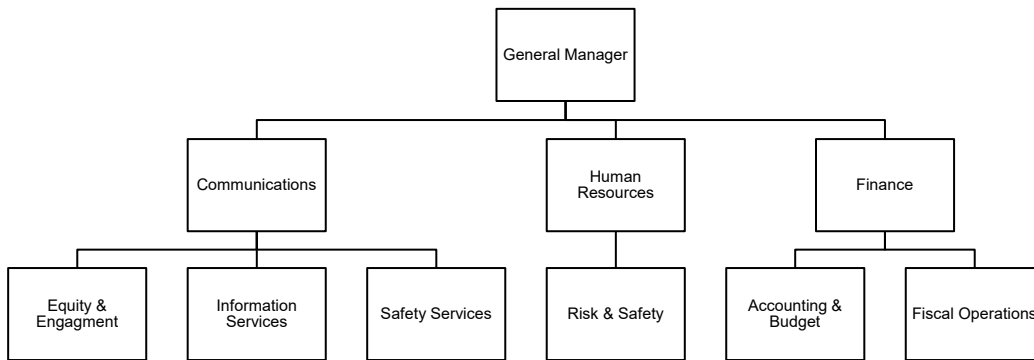
Finance Director

Fiscal Operations

Accounting & Budget



ADMINISTRATION



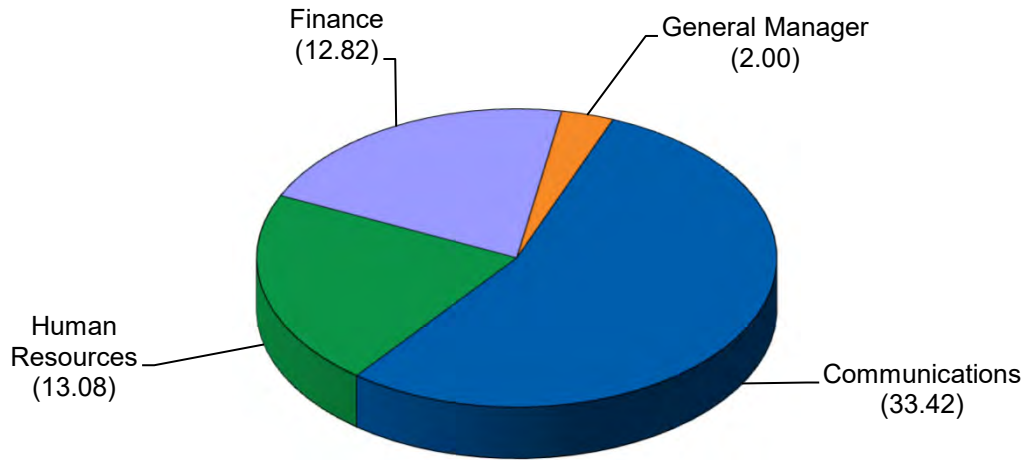
Division Mission

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

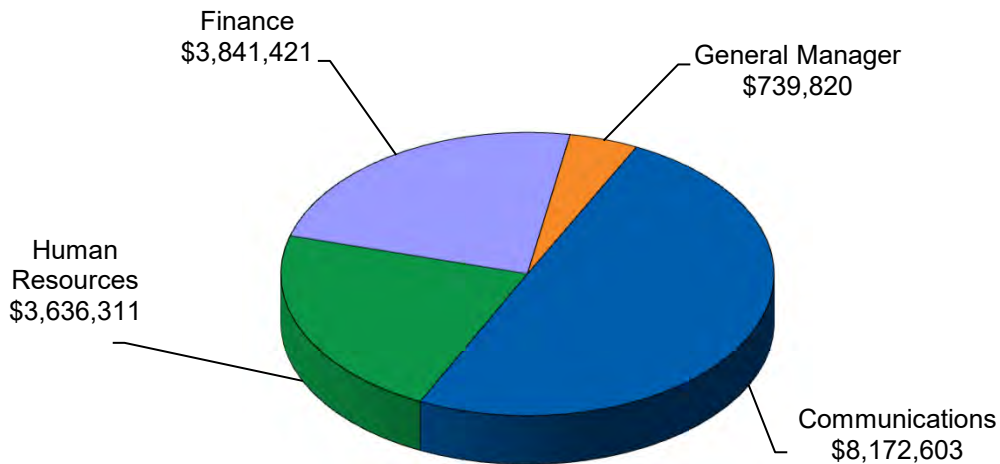
The Administration Division includes the operation of the General Manager's Office, the executive assistant to the general manager and board of directors, Communications, Equity & Engagement, Safety Services, Information Services, Human Resources, Risk & Safety, Finance, Accounting & Budget, and Fiscal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

Division Staffing by Departments FY 2024/25



Total Division FTEs
61.32

Division Appropriations by Departments FY 2024/25



Total Division Appropriations
\$16,390,155

Division: Administration

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 3,456,319	\$ 6,983,666	\$ 9,009,343	\$ 10,237,118	
Materials & Services	688,971	2,575,973	3,444,859	3,734,578	
Capital Outlay	-	287,042	866,000	1,368,000	
Debt Service	-	877,403	1,042,744	1,050,459	
Total Appropriations	\$ 4,145,290	\$ 10,724,084	\$ 14,362,946	\$ 16,390,155	\$ -

Summary by Department					
General Manager	\$ 706,450	\$ 595,217	\$ 693,322	\$ 739,820	
Communications	2,399,966	4,705,193	7,048,166	8,172,603	
Human Resources	1,038,874	2,427,995	2,912,471	3,636,311	
Finance	-	2,995,679	3,708,987	3,841,421	
Total Appropriations	\$ 4,145,290	\$ 10,724,084	\$ 14,362,946	\$ 16,390,155	\$ -

Division Staff					
Full-time	16.98	39.05	45.00	47.00	
Part-time (FTE)	6.36	7.85	13.78	14.32	

NOTE 1: 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.

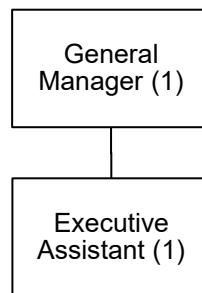


General Manager



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 2023/24 Accomplishments

Values & Priorities: All

Directed implementation of THPRD's values and priorities.

Priority: Investing in our Employees and Technology

Continued implementation of the Enterprise EERP system project on time and within budget.

Initiated the prep work for scoping a website update and registration system update.

Continued to prioritize and invest in training, onboarding, and integrating new employees into the district.

Initiated the development of an ongoing prioritization list of the district's technology needs to address long-standing technology debt.

Priority: Focus on Strengthening Programming Opportunities

Continued to prioritize right-sizing staffing levels to meet the demand for programming.

Continued to adapt programming and events to grow culturally specific options.

Strengthened investment in the financial aid program and free district programming.

Priority: Develop Sustainable Operating and Financial Models for the Future

Continued to oversee the district's development of a local option levy for voter consideration to fill critical gaps in operational funding, ensuring active public involvement and community information to support the levy.

Continued long-term strategy development to grow THPRD's revenue enhancement options and look for ways to maximize efficiencies, increase inter-governmental coordination with agencies to conserve resources, and bring expenses in-line with sustainable spending for long-term financial stabilization.

Continued to strengthen THPRD's partnerships with regional partners in government, non-profit, business, and philanthropy communities to find opportunities for mutual support, as well as public/private partnerships.

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

FY 2024/25 Goals and Objectives

Values & Priorities: All

Make quantifiable progress on FY 2024/25 THPRD Values and Budget Priorities.

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

Priority: Invest in our Employees and Technology

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

Priority: Focus on Strengthening Programming Opportunities

Continue to adapt programming and events, including right-sizing staffing levels to meet demand for programming and strengthening investment in the financial aid program and free district programming.

Priority: Develop Sustainable Operating and Financial Models for the Future

Move forward on district initiatives based on the outcome of the local option levy going to the voters in May 2024, including consideration of a future bond measure.

Continue to strengthen THPRD's partnerships with regional partners in government, non-profit, business, and philanthropy communities, to find opportunities for mutual support, as well as public/private partnerships.

Budget Highlights

There are no significant budget adjustments from the previous year.

Division: Administration
Department: General Manager

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 662,763	\$ 553,063	\$ 604,622	\$ 649,120	
Materials & Services	43,687	42,154	88,700	90,700	
Total Appropriations	\$ 706,450	\$ 595,217	\$ 693,322	\$ 739,820	\$ -

Summary by Program					
General Manager	\$ 706,450	\$ 595,217	\$ 693,322	\$ 739,820	
Total Appropriations	\$ 706,450	\$ 595,217	\$ 693,322	\$ 739,820	\$ -

Division Staff					
Full-time	2.00	2.00	2.00	2.00	

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

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 379,065	\$ 379,348	\$ 395,943	\$ 433,388	
Employee Benefits	252,179	130,219	151,391	156,352	
Payroll Taxes	31,519	43,496	57,288	59,380	
Personnel Services	\$ 662,763	\$ 553,063	\$ 604,622	\$ 649,120	\$ -
Professional and Technical Services	\$ 4,200	\$ 2,750	\$ -	\$ -	
Communications	2,174	952	2,600	2,600	
Supplies	2,917	4,835	14,000	14,000	
Training, Travel and Memberships	25,158	33,617	71,100	73,100	
Small Furniture and Equipment	9,238	-	1,000	1,000	
Material & Services	\$ 43,687	\$ 42,154	\$ 88,700	\$ 90,700	\$ -
Program Total	\$ 706,450	\$ 595,217	\$ 693,322	\$ 739,820	\$ -
Department Staff					
Full-time	2.00	2.00	2.00	2.00	

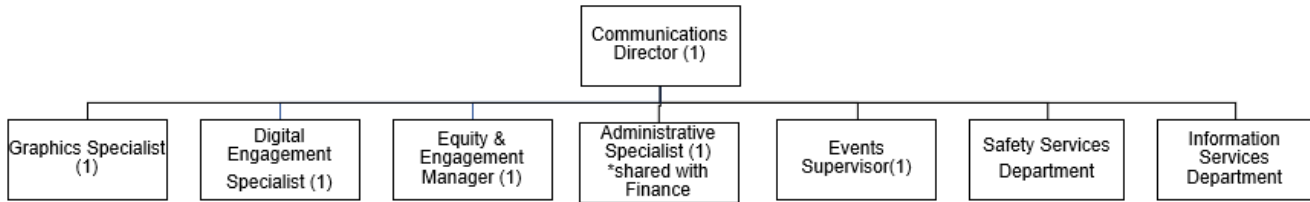


Communications



ADMINISTRATION

Communication



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 communications director reports directly to the general manager.

This year the division made structural changes to both the Communication Department and Community Programs Department budgets. The goal was to centralize outreach staff, focusing on equity and engagement, into a new program budget entitled Equity & Engagement Program. The district's Equity & Engagement manager leads the staff in this program, which includes financial aid, cultural inclusion, and volunteer services. The former Community Programs has been replaced by the Equity & Engagement Program.

The district's events team has been moved into the Communications Department budget under the direction of the Communication Director and Events Supervisor.

FY 2023/24 Accomplishments

Value: Leading with Equity with special attention to Racial Equity

The Communications Department leads the production of all communication and marketing materials for the district in an inclusive way. The Communications team responds to an estimated 1,000 work orders a year, which breaks down to about 83 work orders per month. Those work orders may have anywhere from 1 to 15+ different deliverables – all of which are designed with an eye to inclusivity. Many materials are translated into Spanish and other languages. The team also oversees and updates the district's Style Guide to keep up-to-date on culturally respectful design practices.

The Events team led 66 community events this past year, with 56% of them having a culturally specific focus. For the past couple of years, the team has transitioned to leading co-produced events with culturally specific organizations.

Value: Environmental Stewardship

Staff worked to create weekly social media messaging centered on sustainability. The district's Graphic Design Specialist supported graphic design for the district's first Climate Action Plan adopted this year.

Value: Commitment to Community Vision

The Communications Team led the district's public information campaign in support of the district's local option levy this past year. The Communications Director was the staff lead for the district's Levy Task Force and led efforts to get the word out to the public about the levy. This work is vital to ensuring the district's ability to honor the wishes of patrons articulated through the community visioning work.

FY 2024/25 Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

Continue to strengthen the work of the Events team in partnering and co-producing culturally specific events and activities that bring us together.

Continue to elevate district messaging to be inclusive and welcoming to all patrons.

Value: Commitment to Community Vision

Continue to strengthen THPRD's successful communications and brand with strategic marketing strategies. Continue to refine the district's updated marketing plan for registration to increase awareness of THPRD offerings. Ensure THPRD communications are transparent, clear, and convey the district's values and commitment to responsiveness through implementation of the community's vision.

Budget Highlights

Note the changes mentioned above about relocating the Events team to this budget and transferring the Equity & Engagement staff to the newly formed Equity & Engagement budget.

Division: Administration
 Department: Communications

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 1,970,104	\$ 3,033,738	\$ 4,206,477	\$ 4,722,704	
Materials & Services	429,862	1,384,413	1,975,689	2,081,899	
Capital Outlay	-	287,042	866,000	1,368,000	
Total Appropriations	\$ 2,399,966	\$ 4,705,193	\$ 7,048,166	\$ 8,172,603	\$ -

Summary by Program					
Communications	\$ 1,245,582	\$ 1,343,453	\$ 1,866,581	\$ 1,972,423	
Equity & Engagement	639,356	702,156	1,019,936	1,008,113	
Safety Services	515,028	588,226	702,615	784,246	
Information Services	-	2,071,358	3,459,034	4,407,821	
Total Appropriations	\$ 2,399,966	\$ 4,705,193	\$ 7,048,166	\$ 8,172,603	\$ -

Division Staff					
Full-time	10.44	17.36	21.00	23.00	
Part-time (FTE)	5.43	6.24	9.93	10.42	

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

Division: Administration
 Department: Communications
 Program: Communications

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Community Events				
Total # of free community events produced or supported	32	66	66	66
Culturally Specific production or support		36	37	37
Total event attendance	8,000	16,500	17,000	17,000
Graphic Design/Digital Engagement/Communications Work Orders				
# of Communications District-Wide Work Orders Completed	915	901	1,000	1,000
# of registration promotion materials	182	190	200	200
# of social media posts/ engagements	841	798	800	800
# of trainings with district-wide marketing liaisons	18	15	25	25
Change in participation in social media and newsletters (English & Spanish)				
Facebook	12,845	13,658	14,480	15,350
% Increase	1.5%	6.0%	6.0%	6.0%
Instagram	2,875	3,691	4,430	5,320
% Increase	30.0%	28.0%	20.0%	20.0%

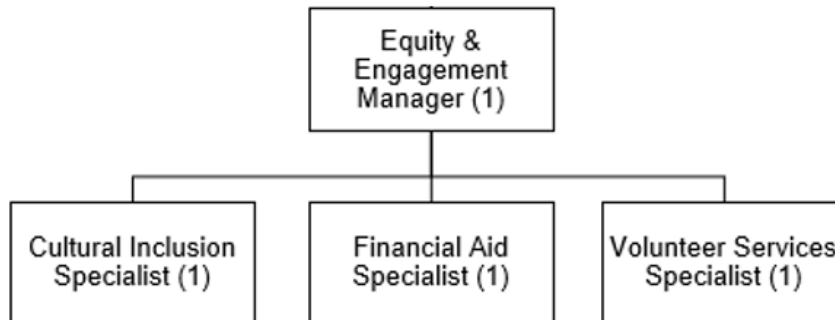
Division: Administration
 Department: Communications
 Program: Communications

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 490,082	\$ 609,150	\$ 723,981	\$ 756,880	
PT Salary	8,840	7,087	29,285	125,752	
Employee Benefits	380,666	251,176	303,175	298,926	
Payroll Taxes	47,814	81,785	116,715	133,178	
Personnel Services	\$ 927,402	\$ 949,198	\$ 1,173,156	\$ 1,314,736	\$ -
Professional and Technical Services	\$ 85,906	\$ 123,852	\$ 171,335	\$ 145,856	
Communication	192,157	195,812	434,735	433,275	
Supplies	25,120	62,750	66,250	55,198	
Training, Travel and Memberships	12,644	11,841	18,605	20,858	
Miscellaneous Program Expense	-	-	-	-	
Small Furniture and Equipment	2,353	-	2,500	2,500	
Material & Services	\$ 318,180	\$ 394,255	\$ 693,425	\$ 657,687	\$ -
Program Total	\$ 1,245,582	\$ 1,343,453	\$ 1,866,581	\$ 1,972,423	\$ -
Department Staff					
Full-time	5.66	5.94	7.00	7.00	
Part-time (FTE)	0.28	0.23	0.70	2.72	

ADMINISTRATION DIVISION

Communications Department

Program: Equity & Engagement Program



Department Overview

Special Note: This fiscal year, the Communications Division reorganized, establishing the Equity & Engagement Program in lieu of the former Community Programs team. This is an acknowledgement of how the district has redirected community engagement resources to better align with district values around championing equity, with a special focus on racial equity, along with fulfilling our commitment to community vision. The Equity & Engagement team is focused on ensuring that THPRD is strengthening our work with community-based organizations and partners to better serve historically marginalized communities. The Financial Aid Specialist, the Cultural Inclusion Specialist, and the Equity & Engagement Manager now join the district's Volunteer Services staff in the combined Equity & Engagement team. The Events team staff that had been formerly nested in the former Community Programs budget has been moved to the Communications department budget.

This program leads, promotes, and supports districtwide efforts related to diversity, equity, inclusion, and access. The staff leading this work focuses on connecting THPRD with historically underrepresented populations to develop culturally specific, respectful, and inclusive park and recreation opportunities.

The Financial Aid program is an important component of the team that works to assist individuals experiencing financial hardship in accessing THPRD services. The program assists patrons whose income falls below the Federal Free Meal guidelines in the financial aid application process, in addition to welcoming patrons and partners to THPRD facilities and programs. An important component to this position is the creation and co-creation of materials and events that support patrons with class selection and navigation of THPRD offerings, such as Centro de Bienvenida.

The Cultural Inclusion specialist focuses on enhancing the district's work for culturally diverse populations, this position acts as a districtwide resource that seeks to provide meaningful access, welcome and engage with culturally specific communities. This position plans, organizes, and supports a variety of special events, cultural activities, and programing, such as Welcoming Week.

The Volunteer Services program provides a range of opportunities for the public to support THPRD programs and events while strengthening THPRD's ability to serve the community. Volunteer Programs also bridge the gap between volunteer service and employment opportunities within the district by providing professional development and training opportunities to youth and other volunteers. Volunteers

Department Overview (continued)

provide an invaluable service to the district through park clean-ups, garden work parties, trail clean-ups, event support, wildlife surveys, advisory committees, photography, coaching, program support, and more.

All staff from this program represent the district at a variety of partner and community events, as well as participate in districtwide community engagement and outreach efforts.

This program is an important component of the district's diversity, equity, inclusion, and accessibility efforts, as they provide opportunities, strategies, processes, and best practices that support districtwide work.

FY 2023/24 Accomplishments

Value: Leading with Equity with special attention to Racial Equity

Staff co-led alongside the Recreation Division on the district's Centro de Bienvenida events to ensure meaningful access to the district's registration system for financial aid families and English Language Learners, and the recent incorporation of Inclusion Services. Staff started a pilot for Centro at Schools with Vose Elementary School and Garden Home Recreation Center.

The Financial Aid Program reached the goal of 100% in utilization of funds. This goal was set in 2019.

The team also established and convenes a DEIA Liaisons group, where center supervisors come together to talk, learn and lead districtwide equity work.

Value: Environmental Stewardship

Cultural Inclusion staff supported community-based organizations in connecting with nature activities that encourage environmental connection and education.

Value: Commitment to Community Vision

Worked to provide volunteer and professional development opportunities for community members.

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

Supported centers and programs in the delivery of cultural partnerships, cultural events, and connections with culturally specific partners.

FY 2024/25 Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

Continue to support and strengthen the district's diversity, equity, inclusion, and access work by coordinating districtwide efforts alongside community-based organizations

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

FY 2024/25 Goals and Objectives (continued)

Expand DEIA efforts through internal collaboration with community engagement staff.

Continue work on the implementation of the district's language access policy.

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

Continue to support internal efforts for diversity, equity, inclusion, and access work.

Value: Commitment to Community Vision

Continue to provide volunteer and professional development opportunities for community members.

Continue to grow existing partnerships with community based organizations working with underrepresented and culturally specific communities.

Continue support districtwide in the implementation of a co-production model, alongside partners, for the delivery of programming, events and activities.

Budget Highlights

Staff from the Events team were moved to the Communications department budget, and staff working on the Equity & Engagement team were transferred from the Communications department budget to the newly formed Equity & Engagement program budget. The Community Programs budget name has been retired.

Division: Administration
 Department: Communications
 Program: Equity & Engagement

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 593,240	\$ 619,900	\$ 887,084	\$ 823,023	
Materials & Services	46,116	82,256	132,852	185,090	
Total Appropriations	\$ 639,356	\$ 702,156	\$ 1,019,936	\$ 1,008,113	\$ -

Summary by Program					
Equity & Engagement	\$ 639,356	\$ 702,156	\$ 1,019,936	\$ 1,008,113	
Total Appropriations	\$ 639,356	\$ 702,156	\$ 1,019,936	\$ 1,008,113	\$ -

Division Staff					
Full-time	3.00	3.39	4.00	4.00	
Part-time (FTE)	1.86	2.09	4.94	2.62	

NOTE: In FY 2021/22, Equity & Engagement (formerly Community Programs) transferred from the Recreation Services Division to the Administration

Division: Administration
 Department: Communications
 Program: Equity & Engagement

KEY PERFORMANCE INDICATORS

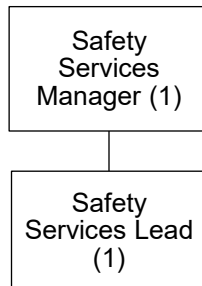
Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Volunteer Services				
Number of volunteers	2,232	2,379	2,500	2,500
Total volunteer hours	24,454	25,425	26,000	26,000
Value of volunteer hours	\$621,132	\$808,515	\$826,800	\$826,800
Centro de Bienvenida - special registration assistance events for English Language Learners. (moved from Communications into E&E)				
# of Households served at Centro	293	424	470	500
# of People assisted at Centro	707	1,035	1,400	1,500
# of Classes filled at Centro	1,282	2,336	2,700	3,000
# of NEW financial aid applications from Centro	107	73	80	100
Community Engagement (moved from Communications into E&E)				
Expanding Service to English Language Learners. # of Items translated through centralized translation services.	191	258	300	300
# of Outreach Meetings/ Speaking Engagements promoting THPRD DEIA and Financial Aid work	85	96	100	120
DEIA Partnerships/ Sponsorships/ Grant Awards/ Community Event Partnerships (talking walls, message gardens, Welcoming Week, culturally specific co-produced activities)	31	49	50	50
# of Financial Aid Applications Processed	659	881	1,000	1,000

Division: Administration
 Department: Communications
 Program: Equity & Engagement

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 228,522	\$ 327,712	\$ 415,427	\$ 431,217	
PT Salary	72,900	84,653	198,440	134,252	
Employee Benefits	263,675	149,552	173,816	170,207	
Payroll Taxes	28,143	57,983	99,401	87,347	
Personnel Services	\$ 593,240	\$ 619,900	\$ 887,084	\$ 823,023	\$ -
Professional and Technical Services	\$ 34,880	\$ 51,427	\$ 60,311	\$ 95,000	
Rental Facility	2,400	2,400	2,400	-	
Communications	1,095	1,014	-	-	
Supplies	7,171	23,265	60,173	85,025	
Training, Travel and Memberships	570	4,150	9,968	5,065	
Material & Services	\$ 46,116	\$ 82,256	\$ 132,852	\$ 185,090	\$ -
Program Total	\$ 639,356	\$ 702,156	\$ 1,019,936	\$ 1,008,113	\$ -
Department Staff					
Full-time	3.00	3.39	4.00	4.00	
Part-time (FTE)	1.86	2.09	4.94	2.62	

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 takes a friendly approach that furthers 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 2023/24 Accomplishments

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

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

Collaborated with other departments to continue embedding the education-first approach to rule violations.

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

Completed the upgrade of the intrusion/panic alarm system to move from phone lines onto data lines and standardize related equipment district-wide.

Continued development of the safety services lead to enable supervision of day-to-day field operations.

Completed camera system upgrades/ replacements at Garden Home Recreation Center and the HMT complex.

Collaborated with the Risk & Benefits department to revise the district's Safe Driving Program.

Became a Licensed Private Security Entity as mandated by new state law.

FY 2024/25 Goals and Objectives

Priority: Invest in our Employees and Technology

Collaborate with staff to deliver emergency management training refreshers and the revised Safe Driving course.

Value: Commitment to Community Vision

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

Value: Environmental Stewardship

Collaborate with other departments to reduce our carbon footprint and protect our natural resources through the administration of the Natural Hazard Mitigation Plan and related grant funding.

Value: Leading with Equity with special attention to Racial Equity

Continue to embed DEIA into core work and 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 the work of enforcing safety rules. Safety Services staff have DEIA-focused training 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 ongoing county-wide sheltering initiatives and employee-originated training. The FY 24/25 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.

Budget Highlights

There are no significant budget adjustments from the previous year.

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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
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Summary of Appropriations					
Personnel Services	\$ 449,462	\$ 499,658	\$ 608,769	\$ 678,690	
Materials & Services	65,566	88,568	93,846	105,556	
Total Appropriations	\$ 515,028	\$ 588,226	\$ 702,615	\$ 784,246	\$ -

Summary by Program					
Safety Services	\$ 515,028	\$ 588,226	\$ 702,615	\$ 784,246	
Total Appropriations	\$ 515,028	\$ 588,226	\$ 702,615	\$ 784,246	\$ -

Division Staff					
Full-time	1.78	1.97	2.00	2.00	
Part-time (FTE)	3.29	3.92	4.29	5.08	

Division: Administration
 Department: Communications
 Program: Safety Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads				
Ambassadorship/Community Engagement				
Community Events Attended	39	97	90	90
Community Contacts (positive, self-initiated)	2,880	5,787	6,500	6,550
Patron Assists	1,014	940	910	1,000
Special Attention Patrols (patron concerns responded to)	1,914	2,748	2,900	2,900
Community Partnerships Supported	8	8	8	8
Enforcement Actions Taken (verbal/written warnings, exclusions, parking warnings)	275	410	370	350
% of Community Response Resulting in Enforcement Action	0.7%	0.8%	0.6%	0.6%
Emergency Management				
Regional Response Meetings/Events	48	68	65	68
Staff Training Classes Conducted	25	52	55	55
Special Projects Completed (response plans, camera systems, I.S. solutions)	2	2	3	4
Employee Development				
Staff Assists	485	599	650	650
New Employees Onboarded/Trained	4	3	4	4

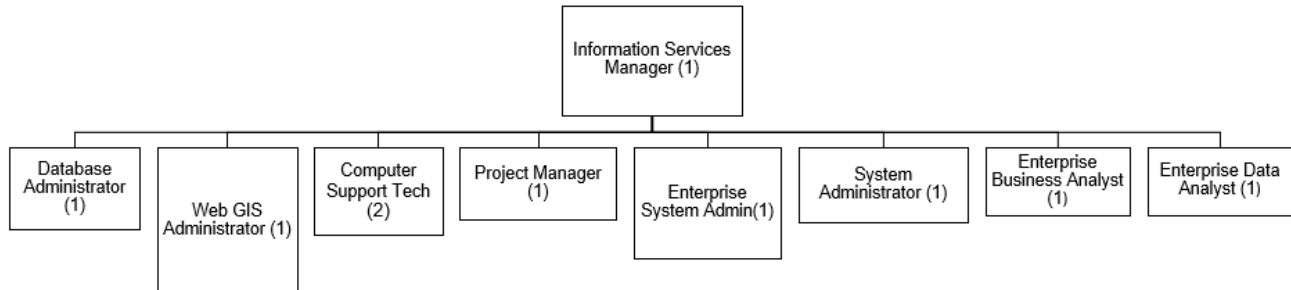
Division: Administration
 Department: Communications
 Program: Safety Services

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 158,660	\$ 207,266	\$ 232,260	\$ 245,712	
PT Salary	133,133	163,236	213,208	262,950	
Employee Benefits	131,021	74,620	90,625	90,436	
Payroll Taxes	26,648	54,536	72,676	79,592	
Personnel Services	\$ 449,462	\$ 499,658	\$ 608,769	\$ 678,690	\$ -
Professional and Technical Services	\$ 51,755	\$ 59,458	\$ 65,569	\$ 77,279	
Other Services	985	4,864	2,500	3,100	
Communication	3,801	4,912	3,500	3,500	
Supplies	8,865	12,298	12,677	13,077	
Training, Travel and Memberships	160	6,697	9,250	8,250	
Small Furniture, Fixtures and Equip.	-	339	350	350	
Material & Services	\$ 65,566	\$ 88,568	\$ 93,846	\$ 105,556	\$ -
Program Total	\$ 515,028	\$ 588,226	\$ 702,615	\$ 784,246	\$ -
Department Staff					
Full-time	1.78	1.97	2.00	2.00	0.00
Part-time (FTE)	3.29	3.92	4.29	5.08	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 remain 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 are 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 2023/24 Accomplishments

Priority: Investing in our Employees and Technology

In partnership with other departments, IS staff continues to support the implementation of the Tyler Enterprise Resource Planning (ERP) project. Many of the financial modules went live in FY24, and the remaining are slated to go-live FY25.

With the continued growth of hybrid work, IS has spent time designing and modifying more of our meeting spaces in the district to offer more options for hybrid meetings. Through the use of Microsoft Teams meeting rooms, we have been able to hold hybrid gatherings ranging from regularly scheduled staff meetings all the way up to our board meetings.

FY 2023/24 Accomplishments (continued)

Several projects that had been paused during COVID also got wrapped up, most of which were on our development side of the team. The largest of these was an upgrade to our in-house database server. By virtualizing this device, we are now able to scale the database up and down as needed for our most busy times of the year.

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 expansion of multi-factor authentication, and the upgrading of the district's numerous firewalls.

Beginning in FY24, all procurement of THPRD cellular devices was centralized to IS. This change has given our employees a more consistent experience when dealing with cellular technology and any trouble ticket that may result. IS will continue to develop more streamlined and easier processes for our employees around a continuously growing inventory of mobile devices.

FY 2024/25 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 a cloud-based solution for our website and customer portal replacement.

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 with 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 and kick off the large project of replacing our website and registration system.

Budget Highlights

The proposed budget includes funding for the following capital items:

- Continual funding of THPRD's desktop and server replacements, with needed increases in desktop replacement funds due to increasing inventory.
- Continual funding for replacement of security cameras, key card readers, and AEDs.
- Increase operating budget for increases in licenses required to run normal operations.
- The addition of 2 new positions to help the district increase the service levels the IS Department can support.

Division: Administration
 Department: Communications
 Program: Information Services

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ -	\$ 964,982	\$ 1,537,468	\$ 1,906,255	
Material & Services	-	819,334	1,055,566	1,133,566	
Capital Outlay	-	287,042	866,000	1,368,000	
Total Appropriations	\$ -	\$ 2,071,358	\$ 3,459,034	\$ 4,407,821	\$ -

Summary by Program					
Information Services	\$ -	\$ 2,071,358	\$ 3,459,034	\$ 4,407,821	
Total Appropriations	\$ -	\$ 2,071,358	\$ 3,459,034	\$ 4,407,821	\$ -

Division Staff					
Full-time	0.00	6.06	8.00	10.00	

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 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Number of desktop PCs maintained	-	348	355	350
Number of networked file servers maintained	-	53	53	53
Performance Measures:				
Maintain 98% network system reliability	-	99%	98%	98%

Division: Administration
 Department: Communications
 Program: Information Services

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ -	\$ 630,022	\$ 1,001,844	\$ 1,256,821	
Employee Benefits	-	249,314	376,604	457,254	
Payroll Taxes	-	85,646	159,020	192,180	
Personnel Services	\$ -	\$ 964,982	\$ 1,537,468	\$ 1,906,255	\$ -
Professional and Technical Services	\$ -	\$ 679,166	\$ 849,900	\$ 899,900	
Communication	-	125,787	178,166	208,166	
Supplies	-	12,150	14,000	14,000	
Training, Travel and Memberships	-	-	11,000	10,000	
Small Furniture, Fixtures and Equip.	-	2,231	2,500	1,500	
Material & Services	\$ -	\$ 819,334	\$ 1,055,566	\$ 1,133,566	\$ -
Information Technology Replacement	\$ -	\$ 287,042	\$ 866,000	\$ 1,368,000	
Capital Outlay	\$ -	\$ 287,042	\$ 866,000	\$ 1,368,000	\$ -
Program Total	\$ -	\$ 2,071,358	\$ 3,459,034	\$ 4,407,821	\$ -
Department Staff					
Full-time	0.00	6.06	8.00	10.00	

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

Project Number	Capital Project	Carryover Funds	Additional Funding	Approved Budget	Page #
CARRYOVER PROJECTS					
1	Financial System Software	\$ 350,000	\$ 250,000	\$ 600,000	ADM-30
TOTAL CARRYOVER PROJECTS		\$ 350,000	\$ 250,000	\$ 600,000	
INFORMATION TECHNOLOGY REPLACEMENT					
2	Desktop/laptop computers			90,000	ADM-30
3	LAN/WAN			8,000	ADM-30
4	AEDs			10,000	ADM-30
5	Security Cameras			45,000	ADM-30
6	Key Card Readers			10,000	ADM-31
7	Servers			50,000	ADM-31
8	Switches			55,000	ADM-31
9	Registration System			500,000	ADM-31
TOTAL INFORMATION TECHNOLOGY REPLACEMENT				\$ 768,000	
GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY				\$ 1,368,000	

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

Information Technology Capital Replacement

ITEM 2: **Desktop/laptop computers**

BUDGET: \$90,000

DESCRIPTION: Replacement of desktop and laptop inventory.

ITEM 3: **LAN/WAN**

BUDGET: \$8,000

DESCRIPTION: Replacement of Wide Area Network equipment.

ITEM 4: **AEDs**

BUDGET: \$10,000

DESCRIPTION: Replacement of Automated External Defibrillators.

ITEM 5: **Security Cameras**

BUDGET: \$45,000

DESCRIPTION: Replacement of security cameras.

INFORMATION SERVICES CAPITAL OUTLAY

ITEM 6: Key Card Readers

BUDGET: \$10,000

DESCRIPTION: Replacement of key card readers.

ITEM 7: Servers

BUDGET: \$50,000

DESCRIPTION: Replacement of public web servers.

ITEM 8: Switches

BUDGET: \$55,000

DESCRIPTION: Replacement of broadband switches.

ITEM 9: Registration System

BUDGET: \$500,000

DESCRIPTION: Replacement software for distrit's registration system.

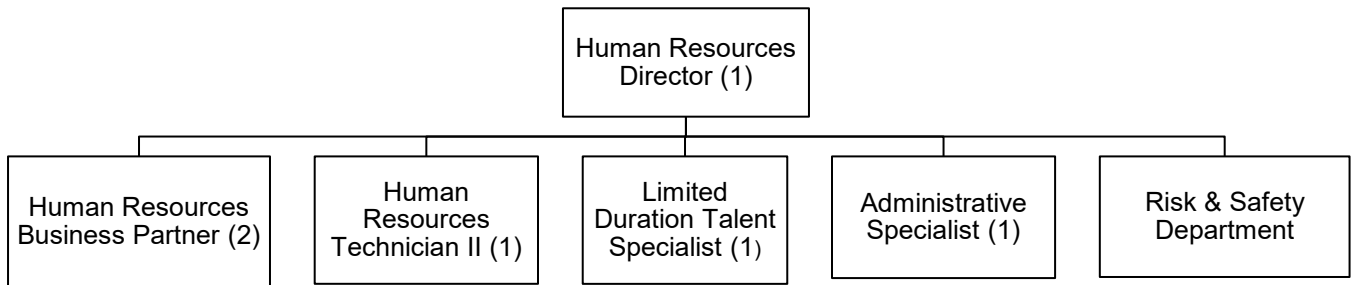


Human Resources



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 2023/24 Accomplishments

Value: Leading with equity with special attention to racial equity

HR staff supported the recruitment of approximately twenty-five (25) 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-six percent (56%) self-identified as BIPOC, LGBTQIA2S+, and/or as a person experiencing a disability. Additionally, approximately ten (10) 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.

The district has made foundational changes to personnel policies related to hiring practices, including the application process and employment selection guidelines. A comprehensive review of the current recruitment and selection processes has been completed, and a cross-district Recruitment Advisory Committee has been formed and tasked with adopting hiring practices that end disparities to attract and retain a workforce that reflects the community in which we serve.

HR staff continued to support the work of the district's Welcoming and Inclusion Committee (WIC), 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.

FY 2023/24 Accomplishments (continued)

The district has also made foundational changes to personnel policies related to hiring practices, including the application process and employment selection guidelines. A comprehensive review of the current recruitment and selection processes has been completed, and a cross-district Recruitment Advisory Committee has been formed and tasked with adopting hiring practices that end disparities to attract and retain a workforce that reflects the community in which we serve.

Priority: Investing in our Employees and Technology

The district implemented a new learning management software, NEOGOV Learn, to provide equitable training solutions for all staff. With the launch of NEOGOV Learn, all staff will now have access to dozens of on-demand DEIA training courses on topics that range from creating inclusive spaces to reducing unconscious bias when interviewing. This work also aligns with the Diversity, Equity, Inclusion & Access work that supports the district's strategic plan.

The HR department lead the creation of the part-time benefits (PTB) eligible personnel status for part-time employees scheduled to work 20 hours per week and access to benefits for part-time employees, and access to additional paid leave for all part-time and seasonal employees. Other substantive policy updates that were implemented included the hours of work policy to include the new personnel status of PTB eligible and greater flexibility to allow employees to change employment status.

HR partnered with IS and Finance to build implement a new hire integration between NEOGOV Onboard and the Tyler ERP system as well as Munis HR modules to support employee access to information, district recordkeeping, data integrity, and process improvements. In addition to implementation of the part-time benefits (PTB) eligible employment status and enrollment for staff through the employee self-service module.

The district implemented an updated full-time employee handbook in accordance with employment law and the successor agreement between the district and the THPRD Employees Association.

In partnership with staff and external consultants, Gallagher (formerly Koff & Associates), the district implemented an updated position analysis process that aligns with the district's updated compensation structure as a result of the comprehensive compensation and classification study of regular status positions that was completed in FY 2023/24.

HR staff facilitated two training courses for all staff on Bystander Intervention with specific topics of stopping hate-based harassment and conflict de-escalation in the workplace offered through Right to Be. HR staff also facilitated a two-day workshop on project management for lead and supervisory staff. HR staff lead a supervisor training series on employee relations with a special focus on developing employees and providing supervisors with a foundation of knowledge on employee and labor relations. Other employee development opportunities included recruitment and selection of part-time staff with special attention to bias awareness, creating a process that removes barriers to entry, tools to promote compliance 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 2024/25 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

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.

HR staff will continue facilitating the supervisor training series on employee relations with a special focus on developing employees and providing supervisors with a foundation of knowledge on employee and labor relations.

Prepare for and carryout negotiations for a successor collective bargaining agreement.

HR will facilitate a review of the district's performance development processes and the establishment of a cross-district work group to align with district values and goals.

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 the NEOGOV Onboard program to extend the district welcome program to all staff, including part-time and seasonal employees.

Budget Highlights

The proposed budget includes a transfer of funding for the HR technician – benefits from Human Resources to Risk & Safety, 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, part-time classification & compensation study, investigative services, and to provide staff training opportunities.

Division: Administration
Department: Human Resources

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 823,452	\$ 1,668,769	\$ 1,964,706	\$ 2,507,037	
Material & Services	215,422	759,226	947,765	1,129,274	
Total Appropriations	\$ 1,038,874	\$ 2,427,995	\$ 2,912,471	\$ 3,636,311	\$ -

Summary by Program					
Human Resources	\$ 1,038,874	\$ 1,381,270	\$ 1,519,599	\$ 2,230,294	
Risk & Safety	-	1,046,725	1,392,872	1,406,017	
Total Appropriations	\$ 1,038,874	\$ 2,427,995	\$ 2,912,471	\$ 3,636,311	\$ -

Division Staff					
Full-time	4.54	9.32	10.00	10.00	
Part-time (FTE)	0.93	1.61	3.03	3.08	

Note 1: In FY 2022/23, Risk & Safety (formerly Risk & Benefits) transferred to the Administration Division from Business Services.

Division: Administration
 Department: Human Resources
 Program: Human Resources

KEY PERFORMANCE INDICATORS

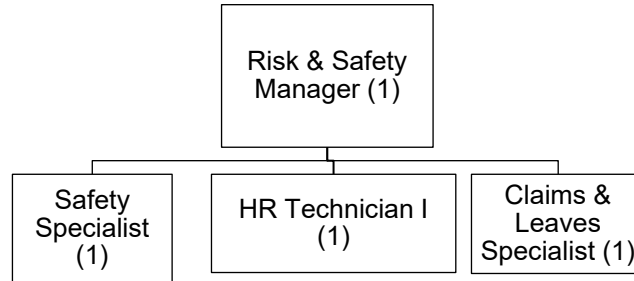
Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Total number of recruitments: FT positions	46	37	25	20
Total number of training sessions	35	21	20	20
Total number of unemployment insurance claims processed	112	71	80	80
Total number of new hire packets processed	509	331	400	400
Performance Measures:				
Total recruitment applications received: Full-time	879	927	650	520
Average number of applications per position	19	25	26	26
Total recruitment applications received: Part-time	2,767	3,061	3,000	3,000
Average number of applications per position	29	58	45	50
Average total cost per unemployment insurance claim	\$562	\$931	\$584	\$618
Total amount of unemployment insurance paid	\$45,728	\$13,056	\$35,000	\$37,100
Unemployment insurance experience/tax rate	1.3%	5.0%	5.0%	5.0%

Division: Administration
Department: Human Resources

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 416,420	\$ 707,661	\$ 729,783	\$ 774,387	
PT Salary	35,245	59,116	69,724	102,473	
Employee Benefits	328,327	265,043	280,359	740,790	
Payroll Taxes	43,460	102,734	124,554	132,195	
Personnel Services	\$ 823,452	\$ 1,134,554	\$ 1,204,420	\$ 1,749,845	\$ -
Professional and Technical Services	\$ 172,471	\$ 184,147	\$ 218,289	\$ 321,842	
Communication	9,490	12,950	19,890	23,555	
Supplies	8,779	10,965	17,000	53,500	
Travel, Training and Memberships	23,984	37,491	56,000	79,552	
Small Furniture & Equipment	698	1,163	4,000	2,000	
Material & Services	\$ 215,422	\$ 246,716	\$ 315,179	\$ 480,449	\$ -
Program Total	\$ 1,038,874	\$ 1,381,270	\$ 1,519,599	\$ 2,230,294	\$ -
Department Staff					
Full-time	4.54	6.49	6.00	6.00	
Part-time (FTE)	0.93	1.61	1.73	2.35	

ADMINISTRATION

Human Resources Department
Program: Risk & Safety Management



Department Overview

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

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

The Benefits program is responsible for administering the district's comprehensive benefit plans for employees, retirees, and dependents, including 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. This includes overseeing compliance with Oregon OSHA rules and regulations.

FY 2023/24 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 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.

FY 2023/24 Accomplishments (continued)

Utilized Oregon's Employer-At-Injury Program (EAIP) to aid injured employees working in a transitional duty capacity, recouping more than \$6,000 in wage and equipment subsidies during the first half of the fiscal year. This program encourages 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 saves approximately \$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 provide opportunities for small businesses in THPRD purchasing.

Evaluated THPRD insurance coverage for property, liability, and workers' compensation services to obtain the lowest possible renewal premiums based on claim experience, resulting in:

- Reduced property and liability premiums by \$50,973 by completing SDIS Best Practices, including multi-line discounts.
- 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 \$60,000 annually.

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 including the revised equity and sustainability standards.

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

Administered lease agreements that included nine residential properties, 14 telecommunication sites, two commercial, and six nonprofits.

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

FY 2024/25 Goals and Objectives

Priority: Investing in our Employees and Technology

Continue managing the Safety and Health Achievement Recognition Program (SHARP) with a biannual Safety and Health Survey. 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.

FY 2024/25 Goals and Objectives (continued)

Coordinate with Safety Services Department to provide training on emergency management, defensive driving, and parent-student reunification for local school districts.

Continue to utilize Oregon's Employer-At-Injury Program (EAIP) to aid injured employees working in a transitional duty capacity. This program encourages injured employees to return to work early, with transitional duties, lowering return-to-work and claim costs.

Provide informative and timely assistance with Protected Leave questions and claims. Ensure information is accessible and supervisors and employee alike are familiar with program benefits, policies, and procedures.

To enhance employee retention and job satisfaction, the district will offer limited benefits to part-time employees. The aim of this initiative is to reduce turnover and promote equity among all employees. These benefits should lead to significant cost savings associated with recruiting, hiring, and training new employees. This approach demonstrates a commitment to employee well-being and a more equitable work environment, ultimately contributing to a more stable and engaged workforce.

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 sizes and capacities.

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 implementation of part-time total compensation and benefits package to support employee benefits and expanding leave program.

Division: Administration
Department: Risk & Safety

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ -	\$ 534,215	\$ 760,286	\$ 757,192	
Material & Services	-	512,510	632,586	648,825	
Total Appropriations	\$ -	\$ 1,046,725	\$ 1,392,872	\$ 1,406,017	\$ -

Summary by Program					
Risk	\$ -	\$ 880,744	\$ 1,208,268	\$ 1,210,704	
Safety	-	165,981	184,604	195,313	
Total Appropriations	\$ -	\$ 1,046,725	\$ 1,392,872	\$ 1,406,017	\$ -

Division Staff					
Full-time	0.00	2.83	4.00	4.00	
Part-time (FTE)	0.00	0.00	1.30	0.73	

Note: In FY 2022/23, Risk & Safety (formerly Risk & Benefits) transferred to the Administration Division from Business Services.

Division: Administration
 Department: Human Resources
 Program: Risk

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads				
Number of contracts processed	-	65	65	70
Number of residential leases	-	9	6	5
Number of commercial leases	-	22	24	21
Performance Measures:				
<u>Reduce exposure of property & liability claims¹</u>				
Number of liability claims filed against THPRD	-	9	3	4
Average cost per liability claim filed	-	\$1,276	\$2,000	\$2,000
Loss Ratio: liability claims only (single year) ²	-	25.0%	28.0%	28.0%
Loss Ratio: property and liability claims (single year) ³	-	20.0%	22.0%	25.0%
Loss Ratio: five-year trail ⁴	-	18.0%	17.3%	18.0%

¹ Property and casualty figures are based on a calendar year. Policy data as of: March 8, 2024.

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 & Safety
Program: Risk

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ -	\$ 254,743	\$ 333,090	\$ 351,945	
PT Salary	-	-	57,405	34,607	
Employee Benefits	-	93,122	137,850	137,940	
Payroll Taxes	-	34,293	62,437	59,337	
Personnel Services	\$ -	\$ 382,158	\$ 590,782	\$ 583,829	\$ -
Professional and Technical Services	\$ -	\$ 7,990	\$ 23,000	\$ 6,700	
Insurance	-	474,474	537,454	604,340	
Communication	-	2,424	800	800	
Supplies	-	7,038	43,970	4,950	
Training, Travel and Memberships	-	6,163	12,262	10,085	
Small Furniture & Office Equipment	-	497	-	-	
Material & Services	\$ -	\$ 498,586	\$ 617,486	\$ 626,875	\$ -
Program Total	\$ -	\$ 880,744	\$ 1,208,268	\$ 1,210,704	\$ -
Department Staff					
Full-time	0.00	1.83	3.00	3.00	
Part-time (FTE)	0.00	0.00	1.30	0.73	

Division: Administration
 Department: Human Resources
 Program: Safety

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Performance Measures:				
<u>Reduce program participant incidents</u>				
Number of incident reports filed per 10,000 program visits	-	3.59	3.98	3.68
<u>Reduce exposure on workers' compensation claims¹</u>				
Number of claims filed	-	32	44	40
Number of time loss claims	-	2	5	2
Experience Modification history ²	-	0.64	0.74	0.75
Frequency rate of WC claims per 100 FTE	-	4.46	6.34	4.71
WC costs as % of payroll	-	39%	64%	59%
Average cost per claim	-	\$2,589	\$1,997	\$2,700
Average claim cost per FTE	-	\$222	\$164	\$240

¹ Policy data as of: March 8, 2024.

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

Division: Administration
Department: Risk & Safety
Program: Safety

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ -	\$ 101,402	\$ 108,472	\$ 112,811	
Employee Benefits	-	36,890	43,585	43,130	
Payroll Taxes	-	13,765	17,447	17,422	
Personnel Services	\$ -	\$ 152,057	\$ 169,504	\$ 173,363	\$ -
Professional and Technical Services	\$ -	\$ 6,338	\$ 1,500	\$ 4,000	
Supplies	-	1,945	3,600	6,100	
Training, Travel and Memberships	-	5,641	9,500	11,850	
Small Furniture & Office Equipment	-	-	500	-	
Material & Services	\$ -	\$ 13,924	\$ 15,100	\$ 21,950	\$ -
Program Total	\$ -	\$ 165,981	\$ 184,604	\$ 195,313	\$ -
Department Staff					
Full-time	0.00	1.00	1.00	1.00	



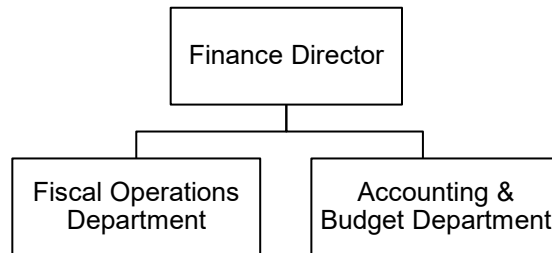
Finance



ADMINISTRATION DIVISION

Finance Department

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 2023/24 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.

Value: Environmental Stewardship

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

Priority: Investing in our Employees and Technology

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

Completed the implementation of major modules of the new financial software (Tyler Enterprise system), including financial accounting, procurement, accounts payable and other financial functionality.

Completed the first major upgrade to the new financial system, keeping the system updated to the most current stable version for security as well as enhanced functionality.

Priority: Develop Sustainable Operating and Financial Models for the Future

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

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

Implemented the district grant strategy, supporting grant application and compliance processes.

FY 2023/24 Division Accomplishments (continued)

Supported district employees in documentation of eligible costs for grants received from Washington County and other entities. Completed all grant reporting and ensured compliance with applicable guidelines.

Other Activity

Implemented 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 2023/24 Budget Document.
- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY 2021/22 Annual Comprehensive Financial Report.

Lead steady usage of the purchasing card system to facilitate small purchasing while maintaining adequate security and procedural controls. Rebates resulted in a \$82,664 refund to THPRD.

FY 2024/25 Division Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

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

Complete the implementation of the new financial software (Tyler Munis system), which includes project ledger, budgeting, capital assets, contract management.

Complete the first major upgrade to the new time and attendance system, keeping the system updated to the most current stable version for security as well as enhanced functionality.

Support the retirement programs within the district. Work with Mission Square in the development and implementation of training programs and employee support related to 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

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.

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.

FY 2024/25 Division Goals and Objectives (continued)

Implement the resource allocation strategy and evaluation of program offerings. Support the development of the Comprehensive Plan update and the Strategic Financial Plan for the district.

Priority: Develop Sustainable Operating and Financial Models for the Future

Monitor the available Bond Capital Projects Fund investments and arbitrage compliance for the 2015, 2016, 2020 and 2021 debt issues.

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

Monitor for regulatory changes that impact operational activities.

Budget Highlights

The FY 2024/25 budget includes the transfer of \$87,000 part-time dollars from the Fiscal Operations.

Division: Administration
 Department: Finance

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ -	\$ 1,728,096	\$ 2,233,538	\$ 2,358,257	
Materials & Services	-	390,180	432,705	432,705	
Debt Service	-	877,403	1,042,744	1,050,459	
Total Appropriations	\$ -	\$ 2,995,679	\$ 3,708,987	\$ 3,841,421	\$ -

Summary by Department					
Finance Director	\$ -	\$ 1,389,854	\$ 1,629,804	\$ 1,769,187	
Fiscal Operations	-	1,110,128	1,476,551	1,446,653	
Budget & Accounting	-	495,697	602,632	625,581	
Total Appropriations	\$ -	\$ 2,995,679	\$ 3,708,987	\$ 3,841,421	\$ -

Division Staff					
Full-time	0.00	10.37	12.00	12.00	
Part-time (FTE)	0.00	0.00	0.82	0.82	

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

Division: Administration
 Department: Finance
 Program: Finance Director

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ -	\$ 244,463	\$ 285,268	\$ 416,936	
Materials & Services	-	267,988	301,792	301,792	
Debt Service	-	877,403	1,042,744	1,050,459	
Total Appropriations	\$ -	\$ 1,389,854	\$ 1,629,804	\$ 1,769,187	\$ -

Summary by Program					
Finance Director	\$ -	\$ 512,451	\$ 587,060	\$ 718,728	
Debt Service	-	877,403	1,042,744	1,050,459	
Total Appropriations	\$ -	\$ 1,389,854	\$ 1,629,804	\$ 1,769,187	\$ -

Division Staff				
Full-time	0.00	0.94	1.00	1.00
Part-time (FTE)	0.00	0.00	0.00	0.63

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

Division: Administration
 Department: Finance
 Program: Finance Director

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ -	\$ 167,625	\$ 194,267	\$ 220,304	
PT Salary	-	-	-	87,000	
Employee Benefits	-	53,632	61,287	63,890	
Payroll Taxes	-	23,206	29,714	45,742	
Personnel Services	\$ -	\$ 244,463	\$ 285,268	\$ 416,936	\$ -
Professional and Technical Services	\$ -	\$ 190,379	\$ 148,357	\$ 148,357	
Rental Equipment	-	44,190	72,000	72,000	
Other Services	-	605	12,000	12,000	
Communication	-	15,201	42,980	42,980	
Supplies	-	6,690	3,000	3,000	
Training, Travel & Memberships	-	9,803	20,955	20,955	
Small Furniture & Equipment	-	1,120	2,500	2,500	
Material & Services	\$ -	\$ 267,988	\$ 301,792	\$ 301,792	\$ -
Program Total	\$ -	\$ 512,451	\$ 587,060	\$ 718,728	\$ -
Department Staff					
Full-time	0.00	0.94	1.00	1.00	
Part-time (FTE)	0.00	0.00	0.00	0.63	

Division: Administration
 Department: Finance
 Program: Debt Service

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
Principal	\$ -	\$ 547,756	\$ 528,082	\$ 554,079	
Interest	-	329,647	514,662	496,380	
Debt Service	\$ -	\$ 877,403	\$ 1,042,744	\$ 1,050,459	\$ -
Program Total	\$ -	\$ 877,403	\$ 1,042,744	\$ 1,050,459	\$ -

Sub-program:

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

Principal	\$ -	\$ 32,114	\$ 33,082	\$ 34,079	
Interest	-	5,975	5,007	4,011	
Sub-program Total	\$ -	\$ 38,089	\$ 38,089	\$ 38,090	\$ -

Sub-program:

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

Principal	\$ -	\$ 390,000	\$ 395,000	\$ 415,000	
Interest	-	308,450	296,750	280,950	
Sub-program Total	\$ -	\$ 698,450	\$ 691,750	\$ 695,950	\$ -

Sub-program:

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

Principal	\$ -	\$ 95,000	\$ 100,000	\$ 105,000	
Interest	-	14,319	12,905	11,419	
Sub-program Total	\$ -	\$ 109,319	\$ 112,905	\$ 116,419	\$ -

Sub-program:

Tax Anticipation & Lease Funding

Principal	\$ -	\$ 30,642	\$ -	\$ -	
Interest	-	903	200,000	200,000	
Sub-program Total	\$ -	\$ 31,545	\$ 200,000	\$ 200,000	\$ -

Division: Administration
 Department: Finance
 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
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	\$ 152,360	\$ 10,814,900	\$ 893,410	\$ 11,860,670
Interest Portion of Payments	(9,760)	(2,369,900)	(53,410)	(2,433,070)
Principal Balance	\$ 142,600	\$ 8,445,000	\$ 840,000	\$ 9,427,600

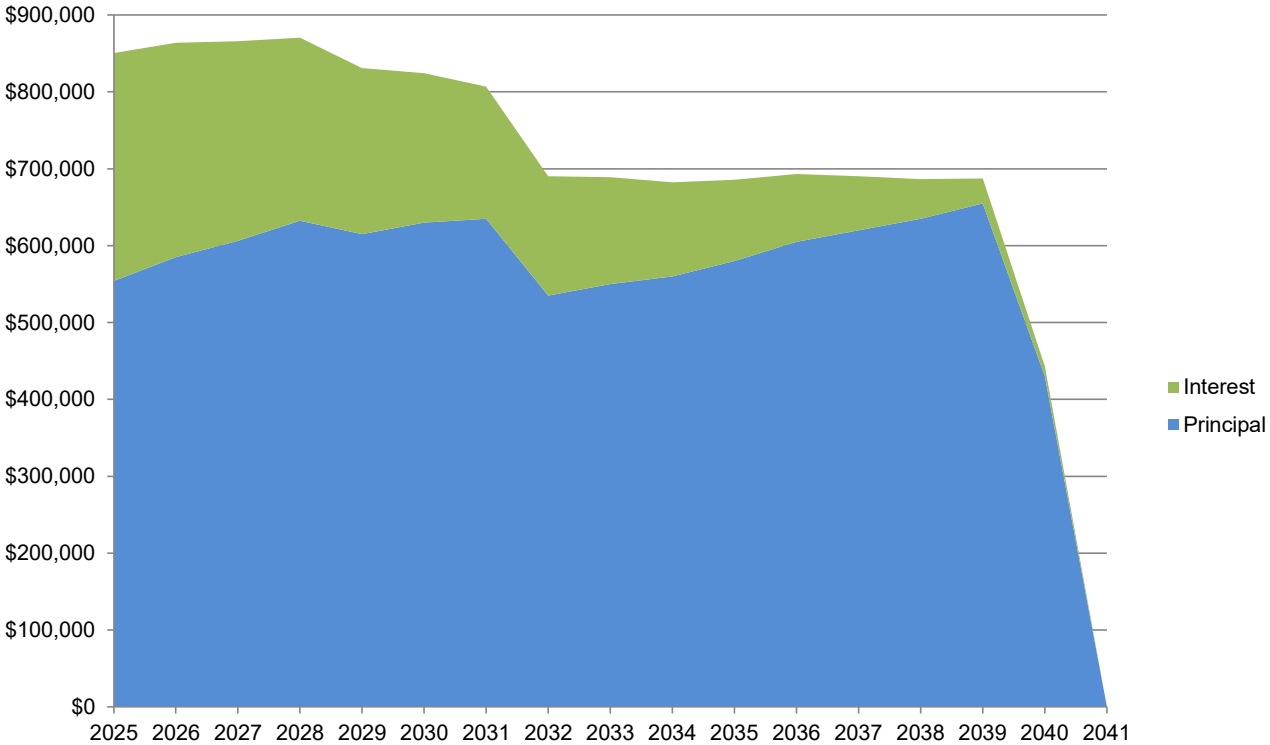
KEY TO DEBT ISSUES

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.

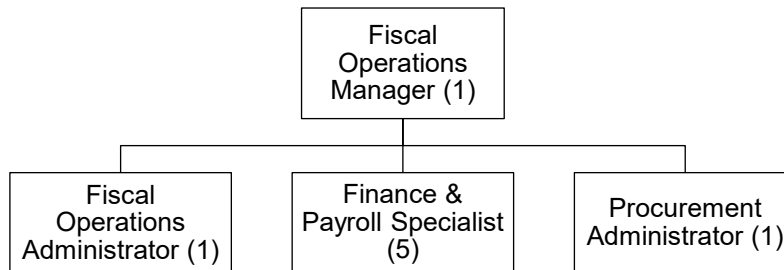
FFCO Series 2021: In July 2010, THPRD issued \$1,695,000 of Full Faith and Credit Obligations to finance the Energy Savings Performance Contract capital projects. In February 2021, THPRD refinanced this issue to provide interest savings to the district.

General Fund Annual Debt Service



ADMINISTRATION DIVISION

Finance Department



Program: Fiscal Operations Department Overview

The Fiscal Operations department is responsible to the finance director for THPRD's financial services, which include management and issuance of debt, the investment of public funds, and assistance with the annual budget process. The 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 2023/24 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

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, including annual statements, monitoring, and authorizing monthly benefits payments via US Bank.

Priority: Investing in our Employees and Technology

Completed the first major upgrade to the new financial system, keeping the system updated to the most current stable version for security as well as enhanced functionality.

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

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

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

FY 2023/24 Accomplishments (continued)

Other Activity

Lead steady usage of the purchasing card system to facilitate small purchases while maintaining adequate security and procedural controls. Rebates resulted in a \$82,664 refund to THPRD.

FY 2024/25 Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

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

Complete the implementation of the new financial software (Tyler Munis system), which includes project ledger, budgeting, capital assets, and contract management.

Complete the first major upgrade to the new time and attendance system, keeping the system updated to the most current stable version for security as well as enhanced functionality.

Support the retirement programs within the district. Work with Mission Square in the development and implementation of training programs and employee support related to 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

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

Monitor available Bond Capital Projects Fund investments and arbitrage compliance for the 2015, 2016, 2020, and 2021 debt issues.

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

Monitor for regulatory changes that impact operational activities.

Budget Highlights

The FY 2024/25 budget includes the transfer of \$87,000 part-time dollars to the Finance Director and the transfer of \$28,960 materials and services dollars to the Risk and Safety department for benefit related fees.

Division: Administration
 Department: Finance
 Program: Fiscal Operations

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ -	\$ 993,180	\$ 1,360,129	\$ 1,330,231	
Material & Services	-	116,948	116,422	116,422	
Total Appropriations	\$ -	\$ 1,110,128	\$ 1,476,551	\$ 1,446,653	\$ -

Summary by Program					
Fiscal Operations	\$ -	\$ 1,110,128	\$ 1,476,551	\$ 1,446,653	
Total Appropriations	\$ -	\$ 1,110,128	\$ 1,476,551	\$ 1,446,653	\$ -

Division Staff					
Full-time	0.00	6.60	8.00	8.00	
Part-time (FTE)	0.00	0.00	0.82	0.19	

Note 1: In FY 2022/23, Fiscal Operations (formerly Finance Services) transferred to the Administration Division from the Business Services Division.

Division: Administration
 Department: Finance
 Program: Fiscal Operations

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Payroll checks processed	-	19,461	19,750	20,250
Accounts payable checks processed	-	2,478	2,500	2,500
Number of facility deposits audited	-	3,546	3,811	3,825
Purchase orders processed	-	86	290	300
Merchant cards processed	-	121,195	135,327	136,000
Purchasing card volume (amount expressed in \$1,000)	-	\$5,197	\$5,500	\$5,500

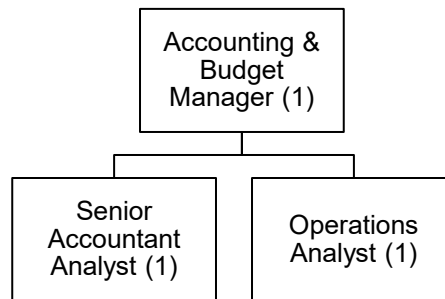
Division: Administration
 Department: Finance
 Program: Fiscal Operations

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ -	\$ 660,957	\$ 801,078	\$ 850,205	
PT Salary	-	-	89,639	8,017	
Employee Benefits	-	243,273	330,104	342,437	
Payroll Taxes	-	88,950	139,308	129,572	
Personnel Services	\$ -	\$ 993,180	\$ 1,360,129	\$ 1,330,231	\$ -
Professional and Technical Services	\$ -	\$ 84,449	\$ 46,110	\$ 46,110	
Other Services	-	2,474	33,000	33,000	
Rental Facilities	-	24,810	-	-	
Communication	-	4,050	11,600	11,600	
Supplies	-	204	1,262	1,262	
Training, Travel and Memberships	-	961	21,700	22,500	
Small Furniture & Office Equipment	-	-	2,750	1,950	
Material & Services	\$ -	\$ 116,948	\$ 116,422	\$ 116,422	\$ -
Program Total	\$ -	\$ 1,110,128	\$ 1,476,551	\$ 1,446,653	\$ -
Department Staff					
Full-time	0.00	6.60	8.00	8.00	
Part-time (FTE)	0.00	0.00	0.82	0.19	

ADMINISTRATION DIVISION

Finance 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 2023/24 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

Completed the implementation of major modules of the new financial software (Tyler Enterprise system), including financial accounting, procurement, accounts payable, and other financial functionality.

Priority: Develop Sustainable Operating and Financial Models for the Future

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

Implemented the district grant strategy, supporting grant application and compliance processes.

Supported district employees in documentation of eligible costs for grants received from Washington County and other entities. Completed all grant reporting and ensured compliance with applicable guidelines.

Other Activity

Implemented resource allocation strategy, including budget to actual comparisons and evaluation of program offerings. Worked with other departments to refine key performance indicators.

FY 2023/24 Accomplishments (continued)

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2023/24 Budget Document.
- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY 2021/22 Annual Comprehensive Financial Report.

FY 2024/25 Goals and Objectives

Priority: Invest in our Employees and Technology

Complete the implementation of the new financial software (Tyler Enterprise system), which includes project ledger, budgeting, capital assets, contract management, and other financial functionality.

Priority: Focus on Strengthening Programming Opportunities

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.

Implement the resource allocation strategy and evaluation of program offerings. Support the development of the Comprehensive Plan update and the Strategic Financial Plan for the district.

Priority: Develop Sustainable Operating and Financial Models for the Future

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

Budget Highlights

There are no significant budget adjustments for the FY 2024/25 budget.

Division: Administration
 Department: Finance
 Program: Accounting & Budget

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ -	\$ 490,453	\$ 588,141	\$ 611,090	
Material & Services	-	5,244	14,491	14,491	
Total Appropriations	\$ -	\$ 495,697	\$ 602,632	\$ 625,581	\$ -

Summary by Program					
Budget & Accounting	\$ -	\$ 495,697	\$ 602,632	\$ 625,581	
Total Appropriations	\$ -	\$ 495,697	\$ 602,632	\$ 625,581	\$ -

Division Staff					
Full-time	0.00	2.83	3.00	3.00	

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

Division: Administration
 Department: Finance
 Program: Accounting & Budget

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Percent of on-time Board Financial Reports	90%	90%	90%	100%
Percent of on-time Grant Financial Reports to granting agencies	100%	100%	100%	100%
Minimum capital replacements per policy	\$350,000	\$350,000	\$350,000	\$350,000
Total annual capital replacement spending	\$3,306,361	\$2,030,646	\$1,832,545	\$6,516,227
Minimum General Fund Balance as a % of Expenditures per Policy	10%	10%	10%	10%
Actual/Projected General Fund Balance as a % of Operating Expenditures	68%	68%	53%	43%
Retirement Plan Funding Per Policy	\$8,500,000	\$3,900,000	\$3,900,000	\$3,900,000
Total Retirement Plan Funding	\$8,500,000	\$3,900,000	\$3,900,000	\$3,900,000

Division: Administration
 Department: Finance
 Program: Accounting & Budget

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ -	\$ 332,672	\$ 385,133	\$ 406,636	
Employee Benefits	-	112,956	143,043	142,678	
Payroll Taxes	-	44,825	59,965	61,776	
Personnel Services	\$ -	\$ 490,453	\$ 588,141	\$ 611,090	\$ -
Professional and Technical Services	\$ -	\$ -	\$ 2,865	\$ 2,995	
Supplies	-	-	200	200	
Communication	-	2,133	-	-	
Training, Travel and Memberships	-	3,111	10,926	10,796	
Small Furniture & Office Equipment	-	-	500	500	
Material & Services	\$ -	\$ 5,244	\$ 14,491	\$ 14,491	\$ -
Program Total	\$ -	\$ 495,697	\$ 602,632	\$ 625,581	\$ -
Department Staff					
Full-time	0.00	2.83	3.00	3.00	



Business Services

Office of the Director

Finance Services

Risk & Contract Management

Information Services

Budget & Accounting



Division: Business Services

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 3,502,107	\$ -	\$ -	\$ -	-
Materials & Services	1,700,130	-	-	-	-
Debt Service	905,918	-	-	-	-
Capital Outlay	177,223	-	-	-	-
Total Appropriations	\$ 6,285,378	\$ -	\$ -	\$ -	-

Summary by Department					
Office of the Director	\$ 1,849,640	\$ -	\$ -	\$ -	-
Finance Services	1,202,215	-	-	-	-
Risk & Contract Management	1,020,819	-	-	-	-
Information Services	1,697,031	-	-	-	-
Budget & Accounting	515,673	-	-	-	-
Total Appropriations	\$ 6,285,378	\$ -	\$ -	\$ -	-

Division Staff					
Full-time	19.35	0.00	0.00	0.00	-

Note 1: 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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 452,121	\$ -	\$ -	\$ -	-
Materials & Services	491,601	-	-	-	-
Debt Service	905,918	-	-	-	-
Total Appropriations	\$ 1,849,640	\$ -	\$ -	\$ -	-

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

Division Staff					
Full-time	1.44	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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 255,854	\$ -	\$ -	\$ -	-
Employee Benefits	176,829	-	-	-	-
Payroll Taxes	19,438	-	-	-	-
Personnel Services	\$ 452,121	\$ -	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 355,751	\$ -	\$ -	\$ -	-
Rental Equipment	45,922	-	-	-	-
Other Services	57,558	-	-	-	-
Communication	15,663	-	-	-	-
Supplies	8,773	-	-	-	-
Training, Travel & Memberships	7,934	-	-	-	-
Material & Services	\$ 491,601	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 943,722	\$ -	\$ -	\$ -	\$ -
Department Staff					
Full-time	1.44	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

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

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
Principal	\$ 547,988	\$ -	\$ -	\$ -	-
Interest	357,930	-	-	-	-
Debt Service	\$ 905,918	\$ -	\$ -	\$ -	-
Program Total	\$ 905,918	\$ -	\$ -	\$ -	-
Sub-program:					
<u>2013-\$457,100 Fifteen (15) Year Financing Agreement</u>					
Principal	\$ 31,175	\$ -	\$ -	\$ -	-
Interest	6,914	-	-	-	-
Sub-program Total	\$ 38,089	\$ -	\$ -	\$ -	-
Sub-program:					
<u>2020-\$9,900,000 Twenty (20) Year Financing Agreement</u>					
Principal	\$ 380,000	\$ -	\$ -	\$ -	-
Interest	319,850	-	-	-	-
Sub-program Total	\$ 699,850	\$ -	\$ -	\$ -	-
Sub-program:					
<u>2021-\$1,125,000 Ten (10) Year Financing Agreement</u>					
Principal	\$ 90,000	\$ -	\$ -	\$ -	-
Interest	15,660	-	-	-	-
Sub-program Total	\$ 105,660	\$ -	\$ -	\$ -	-
Sub-program:					
<u>Tax Anticipation Funding</u>					
Interest	\$ 14,583	\$ -	\$ -	\$ -	-
Sub-program Total	\$ 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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 948,174	\$ -	\$ -	\$ -	-
Material & Services	254,041	-	-	-	-
Total Appropriations	\$ 1,202,215	\$ -	\$ -	\$ -	-

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

Division Staff					
Full-time	6.26	0.00	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

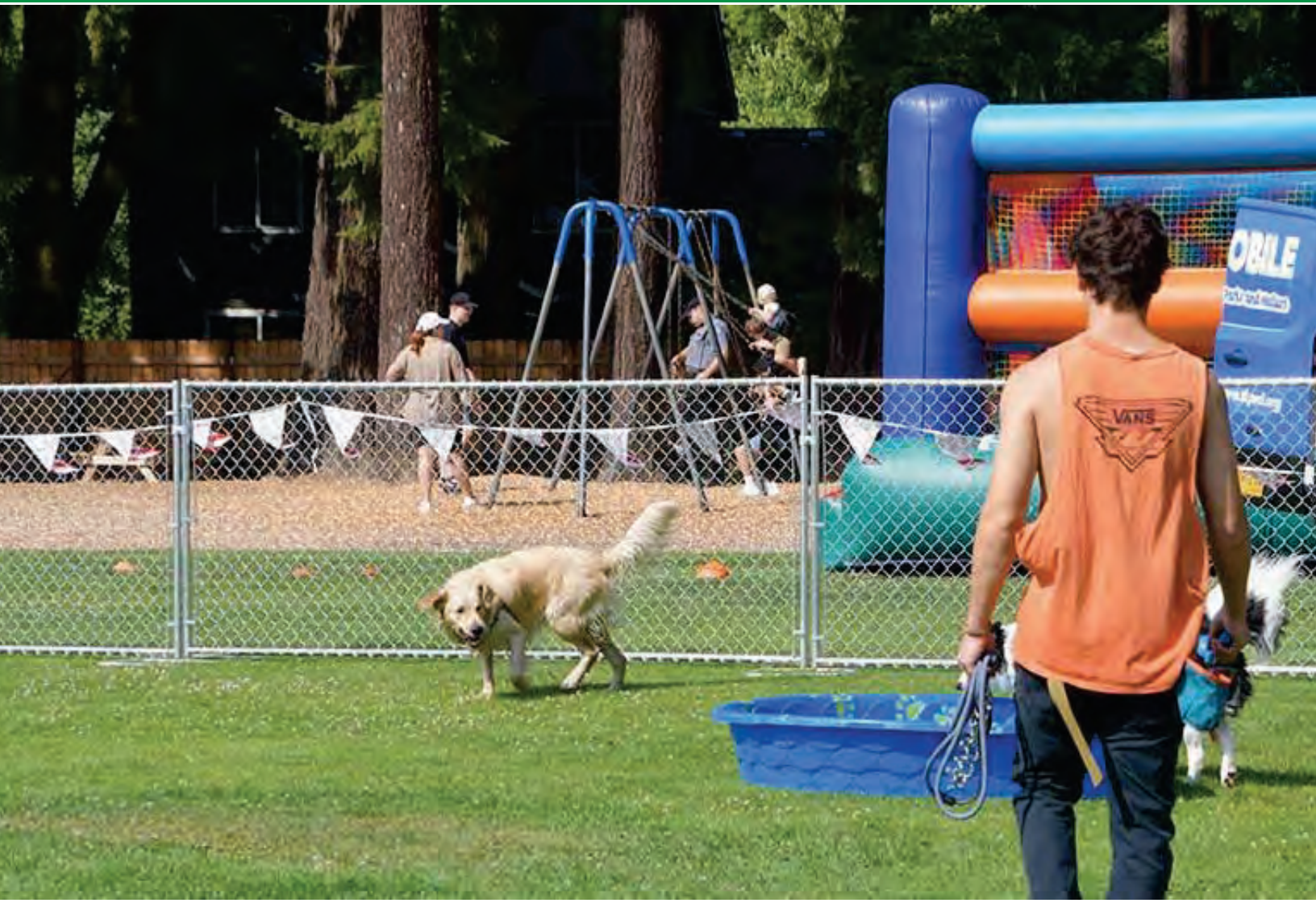
Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Payroll checks processed	13,637	-	-	-
Accounts payable checks processed	2,129	-	-	-
Number of facility deposits audited	3,203	-	-	-
Purchase orders processed	90	-	-	-
Merchant cards processed	91,430	-	-	-
Purchasing card volume (amount expressed in \$1,000)	\$ 4,855	-	-	-

Division: Business Services
 Department: Finance Services

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 484,776	\$ -	\$ -	\$ -	-
PT Salary	6,728	-	-	-	-
Employee Benefits	408,981	-	-	-	-
Payroll Taxes	47,689	-	-	-	-
Personnel Services	\$ 948,174	\$ -	\$ -	\$ -	-
Professional and Technical Services	\$ 227,548	\$ -	\$ -	\$ -	-
Other Services	22,127	-	-	-	-
Rental Facilities	92	-	-	-	-
Supplies	-	-	-	-	-
Communication	3,523	-	-	-	-
Training, Travel and Memberships	751	-	-	-	-
Small Furniture & Office Equipment	-	-	-	-	-
Material & Services	\$ 254,041	\$ -	\$ -	\$ -	-
Program Total	\$ 1,202,215	\$ -	\$ -	\$ -	-
Department Staff					
Full-time	6.26	0.00	0.00	0.00	
Part-time (FTE)	0.00	0.00	0.00	0.00	



Risk & Contract Management



Division: Business Services
Department: Risk & Contract Management

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 545,679	\$ -	\$ -	\$ -	-
Material & Services	475,140	-	-	-	-
Total Appropriations	\$ 1,020,819	\$ -	\$ -	\$ -	-

Summary by Program					
Risk & Contract Management	\$ 854,438	\$ -	\$ -	\$ -	-
Safety	166,381	-	-	-	-
Total Appropriations	\$ 1,020,819	\$ -	\$ -	\$ -	-

Division Staff					
Full-time	3.00	0.00	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 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Number of contracts processed	48	-	-	-
Number of residential leases	9	-	-	-
Number of commercial leases	20	-	-	-
Performance Measures:				
<u>Reduce exposure of property & liability claims¹</u>				
Number of liability claims filed against THPRD	6	-	-	-
Average cost per liability claim filed	\$ 2,387	-	-	-
Loss Ratio: liability claims only (single year) ²	31%	-	-	-
Loss Ratio: property and liability claims (single year) ³	20%	-	-	-
Loss Ratio: five-year trail ⁴	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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 215,288	\$ -	\$ -	\$ -	-
Employee Benefits	155,650	-	-	-	-
Payroll Taxes	20,222	-	-	-	-
Personnel Services	\$ 391,160	\$ -	\$ -	\$ -	-
Other Services	\$ 5,637	\$ -	\$ -	\$ -	-
Insurance	449,475	-	-	-	-
Supplies	1,857	-	-	-	-
Communication	1,667	-	-	-	-
Training, Travel and Memberships	4,642	-	-	-	-
Material & Services	\$ 463,278	\$ -	\$ -	\$ -	-
Program Total	\$ 854,438	\$ -	\$ -	\$ -	-
Department Staff					
Full-time	2.00	0.00	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 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Performance Measures:				
<u>Reduce program participant incidents</u>				
Number of incident reports filed per 10,000 program visits	4.78	-	-	-
<u>Reduce exposure on workers' compensation claims¹</u>				
Number of claims filed	22	-	-	-
Number of time loss claims	2	-	-	-
Experience Modification history ²	0.64	-	-	-
Frequency rate of WC claims per 100 FTE	5.08	-	-	-
WC costs as % of payroll	50%	-	-	-
Average cost per claim	\$ 4,902	-	-	-
Average claim cost per FTE	\$ 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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 83,326	\$ -	\$ -	\$ -	-
Employee Benefits	63,089	-	-	-	-
Payroll Taxes	8,104	-	-	-	-
Personnel Services	\$ 154,519	\$ -	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 5,537	\$ -	\$ -	\$ -	-
Supplies	4,787	-	-	-	-
Training, Travel and Memberships	1,415	-	-	-	-
Small Furniture & Office Equipment	123	-	-	-	-
Material & Services	\$ 11,862	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 166,381	\$ -	\$ -	\$ -	\$ -
Department Staff					
Full-time	1.00	0.00	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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 1,043,988	\$ -	\$ -	\$ -	-
Material & Services	475,820	-	-	-	-
Capital Outlay	177,223	-	-	-	-
Total Appropriations	\$ 1,697,031	\$ -	\$ -	\$ -	-

Summary by Program					
Information Services	\$ 1,697,031	\$ -	\$ -	\$ -	-
Total Appropriations	\$ 1,697,031	\$ -	\$ -	\$ -	-

Division Staff					
Full-time	5.80	0.00	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 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Number of desktop PCs maintained	345	-	-	-
Number of networked file servers maintained	53	-	-	-
Performance Measures:				
Maintain 98% network system reliability	99%	-	-	-

Division: Business Services
 Department: Information Services

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 566,030	\$ -	\$ -	\$ -	-
Employee Benefits	422,475	-	-	-	-
Payroll Taxes	55,483	-	-	-	-
Personnel Services	\$ 1,043,988	\$ -	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 317,554	\$ -	\$ -	\$ -	-
Supplies	28,505	-	-	-	-
Communication	129,109	-	-	-	-
Training, Travel and Memberships	-	-	-	-	-
Small Furniture, Fixtures and Equip.	652	-	-	-	-
Material & Services	\$ 475,820	\$ -	\$ -	\$ -	\$ -
Information Technology Replacement	\$ 177,223	\$ -	\$ -	\$ -	-
Capital Outlay	\$ 177,223	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 1,697,031	\$ -	\$ -	\$ -	\$ -
Department Staff					
Full-time	5.80	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00



Budget & Accounting



Division: Business Services
 Department: Budget & Accounting

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 512,145	\$ -	\$ -	\$ -	-
Material & Services	3,528	-	-	-	-
Total Appropriations	\$ 515,673	\$ -	\$ -	\$ -	-

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

Division Staff					
Full-time	2.85	0.00	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 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Percent of on-time Board Financial Reports	90%	-	-	-
Percent of on-time Grant Financial Reports to granting agencies	100%	-	-	-
Minimum capital replacements per policy	\$350,000	-	-	-
Total annual capital replacement spending	\$3,235,217	-	-	-
Minimum General Fund Balance as a % of Expenditures per Policy	10%	-	-	-
Actual/Projected General Fund Balance as a % of Operating Expenditures	68%	-	-	-
Retirement Plan Funding Per Policy	\$8,500,000	-	-	-
Total Retirement Plan Funding	\$8,500,000	-	-	-

Division: Business Services
 Department: Accounting & Budget

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 272,522	\$ -	\$ -	\$ -	-
Employee Benefits	213,220	-	-	-	-
Payroll Taxes	26,403	-	-	-	-
Personnel Services	\$ 512,145	\$ -	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 810	\$ -	\$ -	\$ -	-
Communication	2,049	-	-	-	-
Training, Travel and Memberships	669	-	-	-	-
Material & Services	\$ 3,528	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 515,673	\$ -	\$ -	\$ -	\$ -
Department Staff					
Full-time	2.85	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00



Park Services

Park Services Director

Maintenance Operations

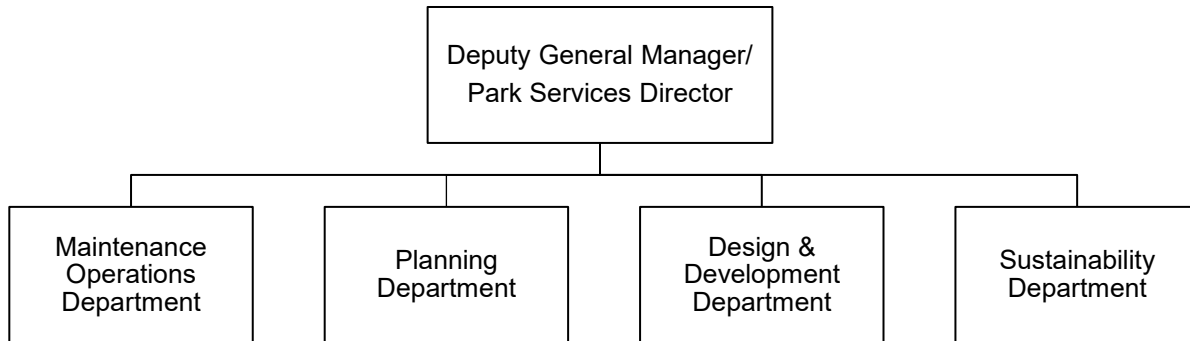
Sustainability

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.

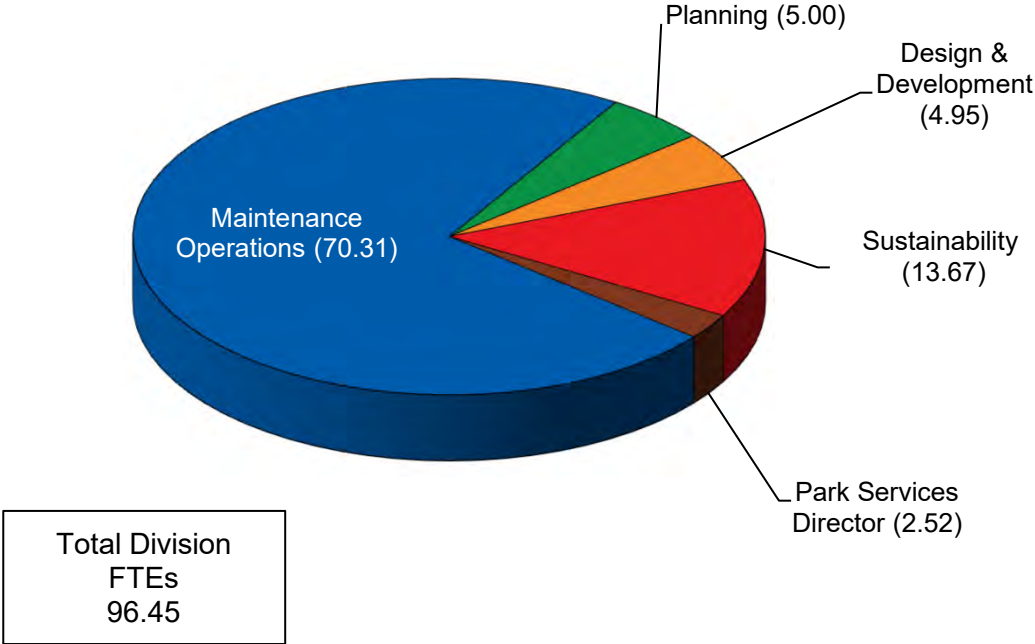
Division Overview

The Deputy General Manager/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 Sustainability (formerly Nature & Trails).

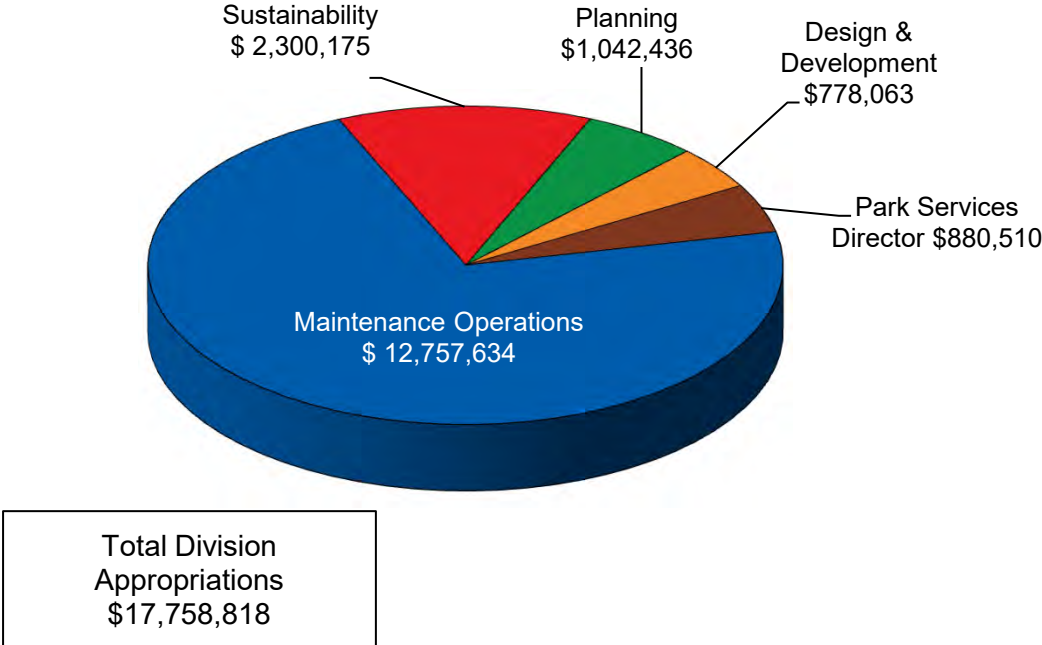
Activities of the Park Services Division include planning, acquisition, development, and maintenance of all facilities, parks and trails, and management of the capital improvement program (bond funded and system development charge (SDC) funded) as well as the capital replacement program, which utilizes the district's general fund. The division also monitors THPRD activity for compliance with applicable statutory and regulatory authority, coordinates land use regulation issues with other local agencies, and manages the district's grants strategy.

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 2024/25



Division Appropriations by Departments FY 2024/25



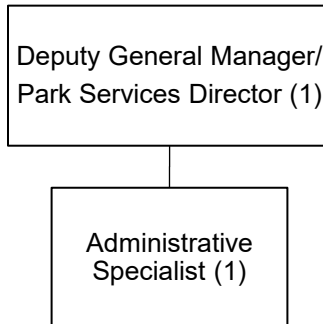
Division: Park Services

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 9,606,582	\$ 9,399,037	\$ 11,098,831	\$ 11,350,708	
Materials & Services	2,643,425	3,412,879	4,837,993	5,749,610	
Capital Outlay	186,888	229,405	429,800	658,500	
Total Appropriations	\$ 12,436,895	\$ 13,041,321	\$ 16,366,624	\$ 17,758,818	\$ -

Summary by Department					
Park Services Director	\$ 363,678	\$ 575,789	\$ 837,488	\$ 880,510	
Maintenance Operations	8,596,790	9,058,567	11,530,572	12,757,634	
Sustainability	1,622,640	1,782,208	2,008,398	2,300,175	
Planning	676,472	650,417	965,597	1,042,436	
Design & Development	1,177,315	974,340	1,024,569	778,063	
Total Appropriations	\$ 12,436,895	\$ 13,041,321	\$ 16,366,624	\$ 17,758,818	\$ -

Division Staff					
Full-time	58.92	58.77	63.00	63.00	
Part-time (FTE)	16.04	18.48	33.38	33.45	

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 2023/24 Division Accomplishments

Value: Leading with Equity with special attention to Racial Equity

Submitted at least 8 grant applications per quarter with almost 70% of those focused on promoting equity.

The district was awarded a Youth Solutions Community Investment grant to support the RISE and Junior Lifeguard programs, in addition to Black and Green, a partnership program the Beaverton Black Parent Union.

Received a Conservation Education grant from the Tualatin Soil & Water Conservation District grant was also awarded to support the NEWT program in partnership with Adelante Mujeres.

Completed the Downtown Beaverton Parks and Open Space Framework Plan in partnership with the City of Beaverton, and two concept plan processes for the new neighborhood park on Pointer Road and the Abbey Creek Park Phase 2 project.

Onboarded two Diversify interns to support the community garden program and its participants. Diversify interns created and provided garden-related materials to participants, led volunteer events, and assisted in implementing community garden guidelines.

Value: Environmental Stewardship

Completed 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 are used by the Maintenance Operations department and to expand the Rec Mobile program.

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

Improved the community garden registration processes, reducing paper waste by 50% by providing multiple online registration options, including electronic form submission.

FY 2023/24 Division Accomplishments (continued)

Value: Commitment to Community Vision

Completed the construction of La Raiz Park, the first park to be designed using the community guidance captured in the district's Vision Action Plan, and following a newly developed and extensive outreach process, in which the community established a theme for the park reflective of its name, La Raiz (rrah-ees), which is Spanish for "the root."

Completed the acquisition of land on which the Elsie Stuhr Center sits, securing that property to continue to be used as the only dedicated senior recreation center in the greater Beaverton area.

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

Priority: Investing in Our Employees and Technology

Hired a park resource analyst to build out and operate the district's Geographic Information System and aid in improving the district's asset management program.

Safety training remained 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 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.

Priority: Focus on strengthening programming opportunities

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: Develop Sustainable Operating and Financial Models for the Future

Developed a project scope and established 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.

Developed the first annual report on progress toward actions identified in the district's Strategic Plan.

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 future park and trail sites that will one day be owned and maintained by THPRD.

FY 2024/25 Division Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

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

FY 2024/25 Division Goals and Objectives (continued)

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

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

Commit to incorporating gleaning gardens, culturally specific gardens, and/or native plants species in new park plans to improve pollination and protect natural resources in highly developed and populated areas.

Value: Commitment to Community Vision

Continue to implement strategies for acquisition in areas defined as park deficient, focusing on downtown Beaverton, as well as developing areas such as North Bethany, South Cooper Mountain, and Cooper Mountain.

Priority: Develop Sustainable Operating and Financial Models for the Future

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.

Priority: Invest in our Employees and Technology

Dedicate additional funding to staff training and development opportunities to enable them to seek certifications and licensing in areas relevant to their positions.

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.

Expand community garden programming by reevaluating space at current sites, and coordinate outreach to local agencies to incorporate learning modules for community gardeners in addition to providing a resource webpage for community members interested in gardening.

Budget Highlights

The budget reflects the renaming of the Nature & Trails department to the Sustainability department, and the transfer of the grants administrator to the Sustainability department from the Planning department.

A vacant department manager position in the Design & Development department was repurposed to fund a new supervisor position in the Planning department and to upgrade a senior planner position to a supervisor position in the Design & Development department. These departments will be overseen by the Planning & Development manager.

The budget also reflects additional funding to support the expanding community garden program, implementation of the Climate Action Plan recommendations.

Division: Park Services
 Department: Park Services Director

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
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Summary of Appropriations					
Personnel Services	\$ 336,850	\$ 447,689	\$ 500,450	\$ 540,672	
Materials & Services	26,828	128,100	337,038	339,838	
Total Appropriations	\$ 363,678	\$ 575,789	\$ 837,488	\$ 880,510	\$ -

Summary by Program					
Park Services Director	\$ 363,678	\$ 575,789	\$ 837,488	\$ 880,510	
Total Appropriations	\$ 363,678	\$ 575,789	\$ 837,488	\$ 880,510	\$ -

Division Staff				
Full-time	2.00	1.97	2.00	2.00
Part-time (FTE)	0.00	0.00	0.00	0.52

Division: Park Services
 Department: Park Services Director

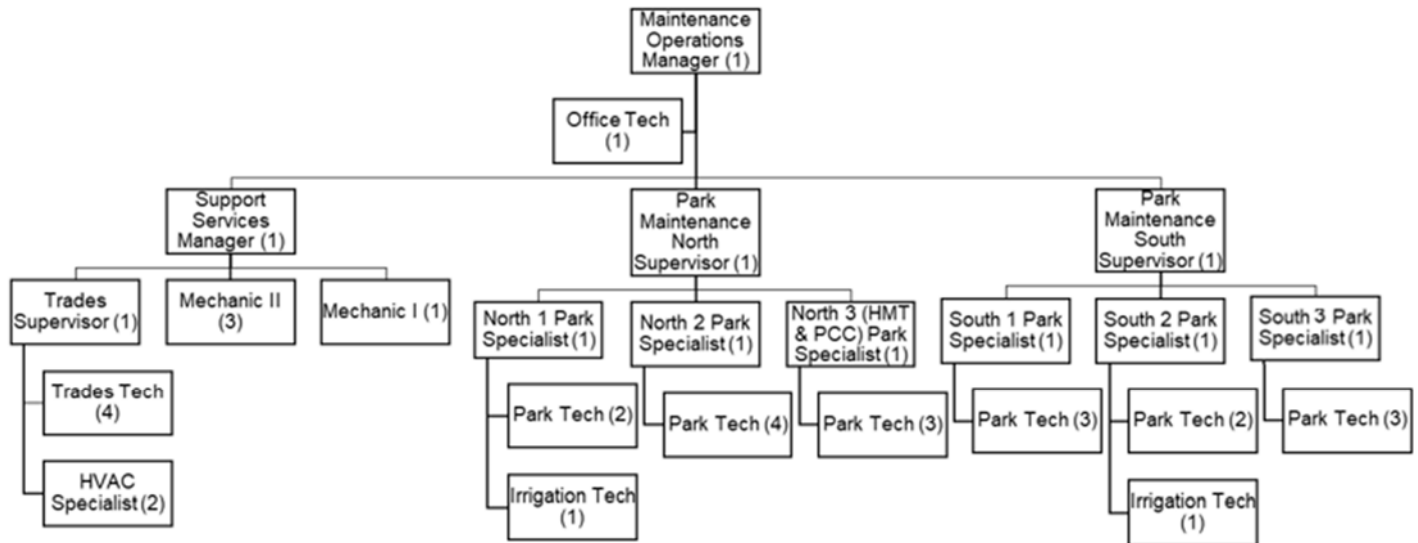
Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 191,723	\$ 310,243	\$ 337,332	\$ 350,730	
PT Salary	-	-	-	23,743	
Employee Benefits	129,069	99,559	114,434	113,289	
Payroll Taxes	16,058	37,887	48,684	52,910	
Personnel Services	\$ 336,850	\$ 447,689	\$ 500,450	\$ 540,672	\$ -
Professional and Technical Services	\$ 16,874	\$ 102,229	\$ 230,500	\$ 227,500	
Communication	41	832	67,927	67,527	
Supplies	1,667	6,312	6,211	8,991	
Training, Travel & Memberships	8,246	18,727	32,400	35,820	
Material & Services	\$ 26,828	\$ 128,100	\$ 337,038	\$ 339,838	\$ -
Program Total	\$ 363,678	\$ 575,789	\$ 837,488	\$ 880,510	\$ -
Department Staff					
Full-time	2.00	1.97	2.00	2.00	
Part-time (FTE)	0.00	0.00	0.00	0.52	



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 maintenance activities at district sites. Maintenance operations programs (parks and athletic facilities) are managed by supervisors who report to the Maintenance Operations manager.

The Support Services manager reports to the Park Services director and is responsible for facility trades and fleet maintenance activities across the district. The facility trades program is managed by a supervisor who reports to the Support Services manager, while the fleet program is administered directly by the 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, community gardens, and evaluating and resolving hazard trees throughout the district.

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 Public Schools, 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.

Department Overview (continued)

Support Services

The Support Services program encompasses repairs and preventative maintenance services in all facilities, as well as the fleet and equipment maintenance program.

The facility trades 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 allows district staff to request maintenance and repair services for facilities including 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, electric vehicles, 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 2023/24 Accomplishments

Value: Leading with Equity with Special Attention to Racial Equity

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

Value: Environmental Stewardship

Support Services staff coordinated the installation of electric charging infrastructure at Fanno Creek Service Center to support the addition of new electric vehicles to the fleet inventory in 2023.

Value: Commitment to Community Vision

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

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

Ensured that staff received training in the new Field Maps application to record the presence and condition of park amenities such as tables, garbage cans, water fountains, and athletic facilities.

Conducted an inventory of culverts across the district to record presence and condition of this critical infrastructure.

Used the Field Maps application to record storm damage following an ice and windstorm to triage removal of down and leaning trees within parks and natural areas, and along trails.

Priority: Investing in our Employees and Technology

The department 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 trades staff member was recently licensed, and another 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.

FY 2023/24 Accomplishments (continued)

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, updating asset information, GIS documentation of storm impacts at sites, improving staff's ability to communicate while in the field, and enabling them to check email throughout the workday from remote sites.

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.

Priority: Focus on Strengthening Programming Opportunities

Facility maintenance staff partnered with the Parks & Facilities Advisory Committee and staff at Cedar Hills Recreation Center to replace a non-working gas cooktop with an electric induction cooktop allowing for expanded cooking class opportunities in a safer environment for users.

Park maintenance staff provided support to the expansion of the district's park shelter reservation program and the growing community garden program.

FY 2024/25 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.

Maintain and seek to grow the district's partnership with the Beaverton School District 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 parking 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 a 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.

FY 2024/25 Goals and Objectives (continued)

Evaluate opportunities and assess feasibility of replacing vehicles and equipment with alternative power options (hybrid, electric, and battery-powered).

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

Partner with Energy Trust of Oregon to implement a strategic energy management plan at select district facilities. Work to identify opportunities and implement solutions to improve energy efficiencies.

Value: Commitment to Community Vision

Continue to participate in cross-functional internal design teams to provide critical feedback in the care for proposed parks.

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.

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

Priority: Investing in Our Employees and Technology

Dedicate additional funding to staff training and development opportunities to enable them to seek certifications and licensing in areas relevant to their positions.

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.

Budget Highlights

Fleet Fuel and Oil Impacts

In FY 2023/24, consumption of fuel is projected to be approximately 39,000 gallons of gasoline and 7,000 gallons of diesel. Overall, usage remains consistent with the previous year's amounts, in part due to staff shortages and route-efficiency updates. THPRD expects fuel use to remain steady in FY 2024/25.

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, urban plazas, and properties at Mountain View Champions Park sports court, La Raiz Park, the new neighborhood park at Ridgeline, the new park at Pointer Road, South Cooper Mt. Heights Park, and South Cooper Mt. Heights Pocket Park.

Budget Highlights (continued)

Utility Impacts

The FY 2024/25 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 regarding the utilization of water resources.

Other Impacts

Due to four 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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 6,054,624	\$ 5,957,696	\$ 7,061,652	\$ 7,312,226	
Materials & Services	2,355,278	2,871,466	4,039,120	4,786,908	
Capital Outlay	186,888	229,405	429,800	658,500	
Total Appropriations	\$ 8,596,790	\$ 9,058,567	\$ 11,530,572	\$ 12,757,634	\$ -

Summary by Program					
Maintenance Operations Manager	\$ 374,587	\$ 364,964	\$ 436,948	\$ 433,388	
Park Maintenance North	3,333,706	3,668,941	4,743,858	5,331,140	
Park Maintenance South	2,512,820	2,600,307	3,396,758	3,726,075	
Facility Trades	1,309,547	1,334,064	1,440,603	1,507,053	
Fleet Maintenance	1,066,130	1,090,291	1,512,405	1,759,978	
Total Appropriations	\$ 8,596,790	\$ 9,058,567	\$ 11,530,572	\$ 12,757,634	\$ -

Division Staff					
Full-time	38.21	39.15	41.00	41.00	
Part-time (FTE)	13.95	15.94	28.90	29.31	

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

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

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 203,458	\$ 243,900	\$ 254,608	\$ 264,792	
PT Salary	-	-	27,527	11,660	
Employee Benefits	146,637	82,796	94,849	93,808	
Payroll Taxes	19,291	32,170	43,805	42,328	
Personnel Services	\$ 369,386	\$ 358,866	\$ 420,789	\$ 412,588	\$ -
Professional and Technical Services	\$ 558	\$ 1,922	\$ 3,400	\$ 7,400	
Rental Facilities	-	-	-	2,400	
Communications	1,438	1,290	-	-	
Supplies	2,531	2,250	4,690	5,660	
Training, Travel and Memberships	674	636	8,069	5,340	
Material & Services	\$ 5,201	\$ 6,098	\$ 16,159	\$ 20,800	\$ -
Program Total	\$ 374,587	\$ 364,964	\$ 436,948	\$ 433,388	\$ -
Department Staff					
Full-time	2.00	1.97	2.00	2.00	
Part-time (FTE)	0.00	0.00	0.63	0.26	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Shelter Rentals & Services				
ASL (actual service level) of Shelter Rentals & Services	165	173	198	248
Park Area				
# Park Sites maintained by Park North	63	63	63	63
FTE				
# FTE	22	24	30	30
Park Cost:				
Park Cost	\$3,333,707	\$3,668,941	\$4,537,127	\$5,331,140
Park Cost Per FTE	\$151,532	\$152,873	\$151,238	\$177,705
Park Cost Per Site	\$52,916	\$58,237	\$72,018	\$84,621
Park Inspections				
DSL (desired service level) of Park Inspections	744	768	768	768
ASL (actual service level) of Park Inspections	695	745	750	750
Playground Inspections				
DSL (desired service level) of Playground Inspections	564	576	576	576
ASL (actual service level) of Playground Inspections	501	545	576	576
Performance Measures				
ASL Shelter Rentals & Services	165	173	198	248
% of ASL on Park Inspections	93%	97%	98%	98%
% of ASL on Playground Inspection	89%	95%	100%	100%
Electricity Usage				
Electricity (kWh)	392,206	501,156	574,980	574,980
Electricity (kWh/Per Site)	6,225	7,955	9,127	9,127
Water Usage				
Water (Gallon)	50,782,341	47,626,372	59,833,979	68,311,586
Water (Gallons/Per Site)	806,069	755,974	949,746	1,084,311
Water Conservation				
Water (gallons) used at the stand-alone irrigated sites (include watering sports fields or parks)	31,035,141	30,530,832	36,073,272	44,145,202

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

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 927,050	\$ 1,028,720	\$ 1,137,404	\$ 1,206,163	
PT Salary	325,882	415,957	550,436	549,775	
Employee Benefits	767,125	457,220	532,856	533,751	
Payroll Taxes	116,468	214,432	276,167	275,761	
Personnel Services	\$ 2,136,525	\$ 2,116,329	\$ 2,496,863	\$ 2,565,450	\$ -
Professional and Technical Services	\$ 232,710	\$ 420,945	\$ 596,528	\$ 666,726	
Rental Equipment	1,760	-	4,000	9,000	
Communication	31,580	43,295	20,800	19,000	
Supplies	230,113	256,990	453,647	501,549	
Training, Travel and Memberships	2,517	9,479	7,810	12,210	
Utilities	698,501	821,903	1,164,210	1,557,205	
Material & Services	\$ 1,197,181	\$ 1,552,612	\$ 2,246,995	\$ 2,765,690	\$ -
Program Total	\$ 3,333,706	\$ 3,668,941	\$ 4,743,858	\$ 5,331,140	\$ -
Department Staff					
Full-time	12.83	12.93	14.00	14.00	
Part-time (FTE)	9.46	11.37	15.93	15.93	
Funded Service Level					
Baseball/softball fields maintained at 100% DSL	44	43	43	43	
Total baseball/softball fields in inventory	44	43	43	43	
Sport courts maintained at 100% DSL	117	117	117	117	
Total sport courts	117	117	117	117	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Shelter Rentals & Services				
ASL (actual service level) of Shelter Rentals & Services	424	428	270	352
Park Area				
# Park Sites maintained by Park South	60	60	62	65
FTE				
# FTE	17	17	24	25
Park Cost:				
Park Cost	\$2,512,820	\$2,600,307	\$2,954,312	\$3,726,075
Park Cost Per FTE	\$147,813	\$152,959	\$123,096	\$149,043
Park Cost Per Site	\$41,880	\$43,338	\$47,650	\$57,324
Park Inspections				
DSL (desired service level) of Park Inspections	696	696	732	732
ASL (actual service level) of Park Inspections	626	591	675	732
Playground Inspections				
DSL (desired service level) of Playground Inspections	612	612	636	636
ASL (actual service level) of Playground Inspections	594	600	625	636
Performance Measures				
ASL Shelter Rentals & Services	424	428	270	352
% of ASL on Park Inspections	90%	85%	92%	100%
% of ASL on Playground Inspection	97%	98%	98%	100%
Electricity Usage				
Electricity (kWh)	176,182	173,739	199,843	199,843
Electricity (kWh/Per Site)	2,936	2,896	3,223	3,075
Water Usage				
Water (Gallon)	9,444,076	10,505,361	16,184,807	25,031,596
Water (Gallons/Per Site)	157,401	175,089	261,045	385,101
Water Conservation				
Water (gallons) used at the stand-alone irrigated sites (include watering sports fields or parks)	5,030,876	9,207,581	13,908,643	19,155,308

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

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 905,110	\$ 1,049,090	\$ 1,084,148	\$ 1,147,658	
PT Salary	133,513	148,820	436,762	478,296	
Employee Benefits	731,466	438,251	505,048	499,498	
Payroll Taxes	94,332	175,566	248,925	255,396	
Personnel Services	\$ 1,864,421	\$ 1,811,727	\$ 2,274,883	\$ 2,380,848	\$ -
Professional and Technical Services	\$ 169,162	\$ 211,781	\$ 321,000	\$ 345,007	
Rental Equipment	1,682	6,398	17,000	17,000	
Communications	16,292	20,280	9,000	12,000	
Supplies	163,002	205,890	261,111	298,474	
Training, Travel and Memberships	435	8,580	6,800	17,500	
Utilities	297,826	335,651	506,464	654,746	
Small Furniture, Fixtures and Equip.	-	-	500	500	
Material & Services	\$ 648,399	\$ 788,580	\$ 1,121,875	\$ 1,345,227	\$ -
Program Total	\$ 2,512,820	\$ 2,600,307	\$ 3,396,758	\$ 3,726,075	\$ -
Department Staff					
Full-time	13.25	12.69	13.00	13.00	
Part-time (FTE)	3.67	4.01	11.46	11.98	
Funded Service Level					
Baseball/softball fields maintained at 100% DSL	40	40	40	40	
Total baseball/softball fields in inventory	40	40	40	40	
Sport courts maintained at 100% DSL	66	66	66	67	
Total sport courts	66	66	66	67	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workload:				
Buildings-1,000 sq ft of space	461	461	461	461
Total Workload Units	461	461	461	461
Efficiency:				
Cost per sq foot of buildings	N/A	\$18.13	\$18.83	\$19.79
Goal Outcome Measures:				
Number of work orders completed	268	370	445	450
Number of Low cost - No cost ADA improvements completed	15	30	31	15
Number of Preventative Maintenance Services - mechanical (boilers)	312	312	312	312
Number of Preventative Maintenance Services - pumps & motors (contracted services)	6	6	9	9
Number of Preventative Maintenance Services - Roof (contracted services)	8	10	10	10
Number of Preventative Maintenance Services - Roof (staff)	60	70	70	70
Air Quality Program - Number of air filters changed	2,316	2,316	2,316	2,316
Performance Measures:				
% of desired service level (DSL) in buildings	99%	99%	100%	100%

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

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 581,215	\$ 739,209	\$ 786,060	\$ 831,372	
PT Salary	-	-	12,651	28,778	
Employee Benefits	491,728	278,144	332,353	331,682	
Payroll Taxes	54,222	105,453	131,049	135,631	
Personnel Services	\$ 1,127,165	\$ 1,122,806	\$ 1,262,113	\$ 1,327,463	\$ -
Professional and Technical Services	\$ 75,952	\$ 73,010	\$ 85,300	\$ 82,300	
Communication	39,457	49,810	305	305	
Supplies	65,198	82,592	80,800	81,900	
Training, Travel and Memberships	1,775	5,846	11,085	14,085	
Small Furniture, Fixtures and Equip.	-	-	1,000	1,000	
Material & Services	\$ 182,382	\$ 211,258	\$ 178,490	\$ 179,590	\$ -
Program Total	\$ 1,309,547	\$ 1,334,064	\$ 1,440,603	\$ 1,507,053	\$ -
Department Staff					
Full-time	7.25	7.62	8.00	8.00	
Part-time (FTE)	0.20	0.00	0.15	0.51	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actuals 2021/22	Prior Year Actuals 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workload				
Small equipment (battery powered)	50	51	55	58
Small equipment (gas powered)	321	356	352	349
Vehicles	114	102	102	102
Trailers	51	51	52	52
Tractors and mowers	60	56	56	56
Specialty equipment	58	65	69	69
Vehicle & Equipment Units	651	681	686	686
Efficiency:				
Vehicle and equipment unit per FTE	145	151	152	152
Fuel cost per acre	\$125	\$127	\$138	\$144
Fuel cost per vehicle and equipment	\$214	\$209	\$225	\$234
Cost per vehicle & equipment unit	\$1,859	\$1,500	\$1,592	\$1,620
Diesel fuel gallons	6,812	6,057	7,000	7,100
Diesel fuel cost	\$24,183	\$22,401	\$25,550	\$26,625
Average diesel fuel cost per gallon	\$3.55	\$3.70	\$3.65	\$3.75
Alternative diesel gallons	341	303	350	355
Gasoline fuel gallons	36,122	36,206	39,000	40,000
Gasoline fuel cost	\$115,952	\$119,659	\$128,700	\$134,000
Average gasoline fuel cost per gallon	\$3.21	\$3.30	\$3.30	\$3.35
Alternative gasoline gallons	3,612	3,621	3,900	4,000
Total fuel gallons	42,934	42,263	46,000	47,100
Total fuel cost	\$140,135	\$142,060	\$154,250	\$160,625
Average fuel cost per gallon	\$3.26	\$3.36	\$3.35	\$3.41
Total alternative fuel gallons	3,953	3,924	4,250	4,355
Total Vehicle Miles	468,644	437,727	473,800	485,130
Total Fuel Cost	\$140,135	\$142,060	\$154,250	\$160,625
Fuel cost/mile traveled	\$0.30	\$0.32	\$0.33	\$0.33
Fuel useage/mile traveled (gal/1,000 mile)	92	96.6	97.1	97.1
Goal Outcome Measures: Preventative				
% of desired service level in preventative maintenance for fleet	65.0%	81.0%	81.0%	85.0%
% of alternate fuel used	9.2%	9.3%	9.2%	9.2%

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

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 225,264	\$ 336,893	\$ 357,437	\$ 375,326	
PT Salary	22,820	22,194	27,355	29,731	
Employee Benefits	286,518	136,102	158,798	156,685	
Payroll Taxes	22,525	52,779	63,414	64,135	
Personnel Services	\$ 557,127	\$ 547,968	\$ 607,004	\$ 625,877	\$ -
Professional and Technical Services	\$ 113,770	\$ 128,115	\$ 125,671	\$ 125,671	
Rental Equipment	-	-	2,500	2,500	
Communications	2,446	3,057	-	-	
Supplies	3,327	7,111	26,813	26,174	
Vehicle & Equipment Parts	20,401	13,669	13,977	13,977	
Vehicle & Equipment Services	20,161	5,971	91,823	91,823	
Gas & Oil (Vehicles)	161,630	154,559	211,078	211,078	
Training, Travel and Memberships	380	436	3,739	4,378	
Material & Services	\$ 322,115	\$ 312,918	\$ 475,601	\$ 475,601	\$ -
Maintenance Equip. Replacement	\$ 186,888	\$ 229,405	\$ 429,800	\$ 658,500	
Capital Outlay	\$ 186,888	\$ 229,405	\$ 429,800	\$ 658,500	\$ -
Program Total	\$ 1,066,130	\$ 1,090,291	\$ 1,512,405	\$ 1,759,978	\$ -
Department Staff					
Full-time	2.88	3.94	4.00	4.00	
Part-time (FTE)	0.62	0.56	0.73	0.63	
Funded Service Level					
Vehicle & equipment units maintained at 100% DSL	423	552	556	583	
Total vehicle & equipment units in inventory	651	681	686	686	

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	Pump equipment	\$ 19,500	\$ -	\$ 19,500	PSV-26
TOTAL CARRYOVER PROJECTS		\$ 19,500	\$ -	\$ 19,500	
MAINTENANCE EQUIPMENT REPLACEMENTS					
2	Safety Services vehicle & accessories			60,000	PSV-26
3	Work trucks			130,000	PSV-26
4	Electric workman vehicles			40,000	PSV-26
5	Athletic field groomers			40,000	PSV-26
6	Grandstand mowers			26,000	PSV-26
7	72" Zero-Turn Mowers			38,000	PSV-27
8	Hi-production Mowers			265,000	PSV-27
9	Small equipment			20,000	PSV-27
10	Small roller/compactor			20,000	PSV-27
TOTAL MAINTENANCE EQUIPMENT REPLACEMENTS				\$ 639,000	
TOTAL MAINTENANCE EQUIPMENT CAPITAL OUTLAY				\$ 658,500	

FLEET MAINTENANCE CAPITAL OUTLAY

CARRYOVER PROJECTS

ITEM 1: Pump equipment

BUDGET: \$19,500

DESCRIPTION: Replacement of fuel pump equipment at TVWD shared fuel facility

MAINTENANCE EQUIPMENT IMPROVEMENTS

ITEM 2: Safety Services vehicle & accessories

BUDGET: \$60,000

DESCRIPTION: Replacement of sport utility vehicle for safety services team (#1001)

ITEM 3: Work trucks

BUDGET: \$130,000

DESCRIPTION: Replace work trucks (#2327, #2308, & #2357)

ITEM 4: Electric workman vehicles

BUDGET: \$40,000

DESCRIPTION: Replace two (2) electric utility e-workman vehicles (#5403 & #5404)

ITEM 5: Athletic field groomers

BUDGET: \$40,000

DESCRIPTION: Replace two (2) athletic field groomer (#5443 & #5552)

ITEM 6: Grandstand mowers

BUDGET: \$26,000

DESCRIPTION: Replace two (2) grandstand mowers for park maintenance (#5712 & #5716)

FLEET MAINTENANCE CAPITAL OUTLAY

ITEM 7: **72" Zero-Turn Mowers**

BUDGET: \$38,000

DESCRIPTION: Replace two (2) zero turn mowers for park maintenance (#7705 & #7706)

ITEM 8: **Hi-production Mowers**

BUDGET: \$265,000

DESCRIPTION: Replace two (2) hi-production mowers (#7602 & #7604)

ITEM 9: **Small equipment**

BUDGET: \$20,000

DESCRIPTION: Replacement of battery & gas-powered small equipment for maintenance staff

ITEM 10: **Small roller/compactor**

BUDGET: \$20,000

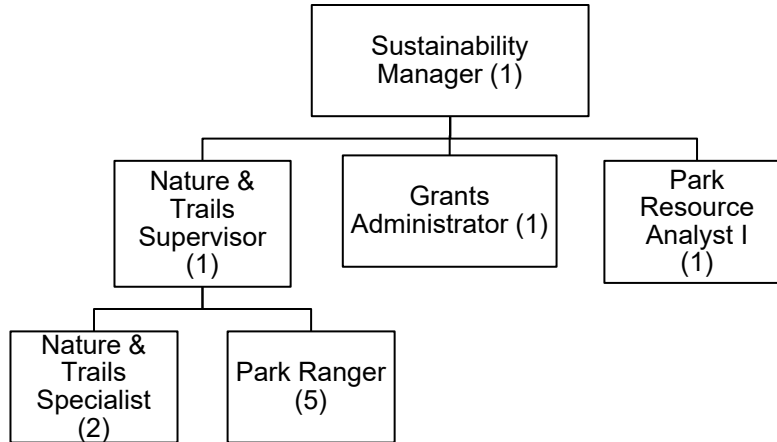
DESCRIPTION: Replacement small roller, compactor for maintenance staff



Sustainability



PARK SERVICES DIVISION
Sustainability Department



Department Overview

The Sustainability (formerly Nature & Trails) manager is responsible to the Park Services director. The department provides support to help the district offer programs and services and manage assets and natural resources in an environmentally and financially sustainable manner.

This work includes tracking the condition of park and facility assets, managing and sharing geographic information systems data, and securing grants to support district operations, programs, and services. The department coordinates the districtwide Climate Action Plan and the Americans with Disabilities Transition Plan. It provides districtwide stewardship of natural areas, and manages nearly 70 miles of trails and 1,650 acres of natural areas in 162 sites, including Cooper Mountain Nature Park and the Tualatin Hills Nature Park.

The department cooperates with Tualatin Hills Nature Center staff to operate a coordinated program that uses the Nature Center and Nature Mobile to educate patrons about THPRD’s natural areas, the climate, 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 works with community partners and other jurisdictions to address trail issues.

FY 2023/24 Accomplishments

Value: Leading with Equity with special attention to Racial Equity

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

Value: Environmental Stewardship

Staff implemented Climate Action Plan activities such as partnering to create a regional heat map, studying climate-adapted plants, and participating in a strategic energy management program.

Priority: Develop Sustainable Operating and Financial Models for the Future

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

FY 2023/24 Accomplishments (continued)

Completed Raleigh Park stream daylighting permitting and planning.

Priority: Investing in our Employees and Technology

Staff participated in weed management and sustainability training.

A park resource analyst established key GIS layers, implemented mobile data collection systems, and developed new standard maps.

A new dashboard application was created in-house for the purpose of gathering storm-related damage information to better understand the loss of trees and building damage as a result of winter storms. This information was subsequently used to prioritize storm recovery and report financial impacts to disaster managers at the county level.

FY 2024/25 Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

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

Install welcoming maps at natural area entrances that help patrons feel more comfortable accessing sites.

Seek grant funding to support district and department priorities, including workforce development, mobile recreation, and programs that promote racial equity and remove barriers to engaging in district programs, services, and amenities. Expand culturally specific community-based organization partnerships to pursue grants that deliver programs and projects that increase access to underserved communities.

Value: Environmental Stewardship

Support districtwide implementation of the Climate Action Plan.

Continue to participate in strategic energy management programs.

Complete Bronson Creek and Raleigh Park stream enhancement construction projects.

Priority: Develop Sustainable Operating and Financial Models for the Future

Utilize new and existing practices and coordination to incorporate sustainable elements into design and construction to allow for successful and efficient long-term care and maintenance.

Priority: Invest in our Employees and Technology

Train additional staff to use the Field Maps program to gather data at THPRD properties.

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.

Collaborate with program managers to pursue grants that increase and enhance existing program offerings and/or to develop new and innovative programs.

Budget Highlights

The proposed budget represents the transfer of the grants administrator from the Planning & Development department to the Sustainability department.

Division: Park Services
 Department: Sustainability

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
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Summary of Appropriations					
Personnel Services	\$ 1,378,884	\$ 1,401,204	\$ 1,626,337	\$ 1,786,086	
Materials & Services	243,756	381,004	382,061	514,089	
Total Appropriations	\$ 1,622,640	\$ 1,782,208	\$ 2,008,398	\$ 2,300,175	\$ -

Summary by Program					
Sustainability	\$ 1,622,640	\$ 1,782,208	\$ 2,008,398	\$ 2,300,175	
Total Appropriations	\$ 1,622,640	\$ 1,782,208	\$ 2,008,398	\$ 2,300,175	\$ -

Division Staff					
Full-time	9.17	9.11	10.00	11.00	
Part-time (FTE)	1.50	1.97	3.53	2.67	

Division: Park Services
Department: Sustainability
Program: Sustainability

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Percent of Natural Areas that meet or exceed native plant coverage for:				
High functioning sites	85%	85%	85%	85%
Medium functioning sites	100%	100%	100%	100%
Low functioning sites	100%	100%	100%	100%
Number of trail users on main trails:				
Fanno Creek Trail	142,704	148,947	152,000	156,000
Rock Creek Trail	116,516	127,924	130,000	132,000
Westside Trail	125,563	118,051	120,000	121,000
Grants				
Average Number of Grant Applications Per Quarter	10	7	9	9
Total Grant Applications Submitted	40	28	30	30
% of grant applications awarded	63%	68%	73%	70%
Grant funds awarded	\$ 7,807,000	\$ 6,113,451	\$ 3,250,000	\$ 3,250,000
# of program areas supported by grant applications	7	11	11	11
Equity-focused grants submitted	13	18	23	23
Meetings with grant funders	44	36	24	24
Grant opportunities reviewed*	91	75	99	80

Division: Park Services
 Department: Sustainability

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 702,360	\$ 840,964	\$ 914,031	\$ 1,057,850	
PT Salary	59,670	79,535	136,523	99,669	
Employee Benefits	546,925	347,543	403,621	446,504	
Payroll Taxes	69,929	133,162	172,162	182,063	
Personnel Services	\$ 1,378,884	\$ 1,401,204	\$ 1,626,337	\$ 1,786,086	\$ -
Professional and Technical Services	\$ 168,346	\$ 295,174	\$ 268,530	\$ 287,502	
Rental Equipment	1,455	359	2,000	10,000	
Communications	6,981	8,228	-	-	
Supplies	62,663	72,023	104,931	201,087	
Training, Travel and Memberships	2,386	4,356	6,600	15,500	
Small Furniture, Fixtures and Equip.	1,925	864	-	-	
Material & Services	\$ 243,756	\$ 381,004	\$ 382,061	\$ 514,089	\$ -
Program Total	\$ 1,622,640	\$ 1,782,208	\$ 2,008,398	\$ 2,300,175	\$ -
Department Staff					
Full-time	9.17	9.11	10.00	11.00	
Part-time (FTE)	1.50	1.97	3.53	2.67	

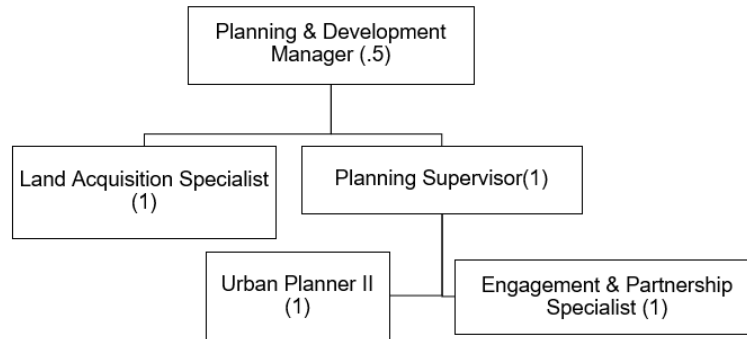


Planning



PARK SERVICES DIVISION

Planning Department



Department Overview

The Planning & Development manager is responsible to the Deputy General Manager for managing land acquisition activity, leading Park Services Division community engagement, managing intergovernmental relations and land use legislation at the state, regional, and local levels, updating and assisting in the implementation of district planning documents, and monitoring development applications at the City of Beaverton and Washington County. The Planning & Development manager provides oversight to both the Planning and Design & Development departments.

FY 2023/24 Accomplishments

Value: Leading with Equity with Special attention to Racial Equity

Averaged at least eight grant applications per quarter, with almost 70% of those focused on promoting equity. The district was awarded a Youth Solutions Community Investment grant to support the RISE and Junior Lifeguard programs, in addition to Black and Green, a partnership program with the Beaverton Black Parent Union. A Conservation Education grant from the Tualatin Soil & Water Conservation District grant was also awarded to support the NEWT program in partnership with Adelante Mujeres.

Continued to strengthen the relationship with the Tualatin Hills Park Foundation to increase grant applications to private foundations that advance racial equity and equitable access to THPRD programs.

Named new park and trail sites using the district's Naming Catalog. The Naming Catalog was developed in partnership with multiple cultural organizations and recognized by the Oregon Recreation and Park Association as the 2021 Planning Award winner for its more intentionally inclusive approach to engaging underrepresented communities first in the naming process.

Partnered with Metro's Community Choice Grants pilot program to promote community-driven projects that advance racial equity and for increase access to nature in underserved communities. Three projects within the district were awarded funding.

Built a foundational strategy to launch internal and external work seeking to improve outcomes and experiences for the Native community. This strategy sets the groundwork for approaching and fostering partnerships with Native community organizations and Tribal governments.

Coordinated \$576,384 in affordable housing parks system development charge (SDC) waivers to one project to facilitate the construction of 81 affordable housing units.

FY 2023/24 Accomplishments (continued)

Value: Environmental Stewardship

Actively engaged in the City of Beaverton's Cooper Mountain Community Plan and development code to preserve natural areas in the Cooper Mountain Area.

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

Value: Commitment to Community Vision

Completed the Downtown Beaverton Parks and Open Space Framework plan in partnership with the City of Beaverton based on community input from across the district.

Completed the Sunset Town Center Parks and Open Space plan to ensure parks and trails are incorporated into an area identified as currently having no level of service. Staff collaborated with the developer to ensure the integration of THPRD's Vision Action Plan goals and actions into their planning.

Acquired properties in the City of Beaverton and Washington County. These acquisitions advance THPRD's Vision Action Plan actions by providing and preserving greenspaces, improving access to parks and facilities, and connecting trails.

Collaborated with the City of Beaverton on pre-development parks and open space planning for the Lombard West Transit Oriented Development feasibility project.

Awarded two grants from Oregon Parks and Recreation Department. The Preserving Oregon grant was awarded to complete structural work on the John Quincy Adams Young House and funds from the Local Government Grant Program were awarded to complete repairs on the Tualatin Hills Nature Park's Vine Maple Trail.

Completed an update of the district's land story map. This newly updated tool helps the district identify and prioritize future acquisitions based on size, demographics, service levels, functional plan guidance, and other data driven factors. An interactive assessment tool, the story map is used to identify and prioritize acquisition efforts.

Partnered with Washington County to fund five pedestrian and cyclist trail crossings with curb ramps along Waterhouse Trail.

Administered the System Development Charges (SDC) program. Updated the 20-year project list, SDC Administrative Procedures Guide including a new SDC rate schedule. Processed the annual inflationary adjustment to SDC charges.

Completed the Intergovernmental Agreement with Metro for the Parks & Nature Bond Trails grant in the amount of \$1.9 million for the Westside Trail pedestrian and bicycle bridge over Highway 26.

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.

FY 2023/24 Accomplishments (continued)

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 the implementation of the 2019 Parks and Nature Bond with a 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.

Priority: Develop Sustainable Operating and Financial Models for the Future

Continued the implementation of the grant strategy.

Continued to work with the Grants Steering Committee to operationalize the Grant Strategy and to annually identify district and department grant priorities.

Supported the revisioning and reorganizing of the district's Memorial Bench program. This effort helped create a more accessible and streamlined request process, and better ensure long-term sustainability of the program.

Priority: Investing in our Employees and Technology

Completed the update of the district's asset database reconciliation. Continued inter-department coordination to maintain the district's property acreage in the current asset database.

Priority: Focus on strengthening programming opportunities

Increased grant funds awarded to support programming needs.

Supported the reorganization of the district's Shelter Rental program to also create a more accessible and streamlined request process, while making the internal practices more efficient for front line staff.

FY 2024/25 Goals and Objectives

Value: Leading with Equity with special attention to Racial Equity

Continue working with existing and new cultural community-based partners to update the district's Naming Catalog and use the catalog to name future parks and trails.

Continue collaborations with the Land Acknowledgement Alliance (LAA) to draft and finalize a THPRD land acknowledgement statement. Promote the statement for use across the district in various forms and integrate the acknowledgement into district practices based on the LAA's recommendations. Pursue next steps in implementing THPRD's strategy seeking to improve outcomes and experiences for the Native community through a collaborative internal workgroup.

Build partnerships with cultural community-based organizations and engage them in the planning of two of the funded by Metro's Community Choice grants. These projects include Recuerdo Park, and the Tualatin Hills Nature Park.

FY 2024/25 Goals and Objectives (continued)

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.

Continue to participate in the City of Beaverton's Cooper Mountain Community Plan and development code planning processes to preserve natural resources, and Washington County's code development for the Goal 5 natural resources strategies.

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 expected to be included in THPRD's boundary.

Support the facilitation and development of practices, procedures, and/or policies for integrating art and multilingual interpretive signage at THPRD sites in alignment with the community's vision (Vision Action Plan) to incorporate and celebrate local art and culture.

Complete pre-development parks & open space feasibility planning for the Lombard West Transit Oriented Development project with the City of Beaverton.

Coordinate land acquisition efforts, as warranted, with the 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.

Initiate an update of the district's SDC Methodology.

Update THPRD's community engagement policy and procedures in ways that ensure the district can be responsive, flexible, and adaptive to community needs and preferences during the engagement process.

Begin reviewing and updating of the Parks and Trails functional plans.

Assist in developing a district Facilities Functional Plan.

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

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

FY 2024/25 Goals and Objectives (continued)

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

Priority: Develop Sustainable Operating and Financial Models for the Future

Continue to participate in the district's Grant Steering Committee to help implement the grant strategy.

Priority: Invest in our Employees and Technology

Participate on the inter-departmental team to create a park amenities standards analysis tool.

Implement land study analysis to focus acquisition efforts in underserved areas of the district.

Update trails inventory using GIS and other mapping tools.

Priority: Focus on strengthening programming opportunities

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

Budget Highlights

The budget reflects the transfer of the grant administrator position to the Sustainability department. It also reflects the use of a vacant Design & Development department manager position to fund the creation of a new Planning supervisor position in the Planning department as well as upgrading the Design & Development's senior planner position to Development supervisor.

Division: Park Services
 Department: Planning

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
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Summary of Appropriations

Personnel Services	\$ 668,991	\$ 635,149	\$ 924,922	\$ 971,761	
Materials & Services	7,481	15,268	40,675	70,675	
Total Appropriations	\$ 676,472	\$ 650,417	\$ 965,597	\$ 1,042,436	\$ -

Summary by Program

Planning	\$ 676,472	\$ 650,417	\$ 965,597	\$ 1,042,436	
Total Appropriations	\$ 676,472	\$ 650,417	\$ 965,597	\$ 1,042,436	\$ -

Division Staff

Full-time	3.54	3.45	5.00	5.00	
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Division: Park Services
 Department: Planning
 Program: Planning

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Land Acquisition				
# of outreach to property owners of tier 1 or 2 properties as identified in land acquisition study	1	6	6	9
# of negotiated agreements - Memorandum of Understanding (MOU) or purchase and sale agreements	9	10	17	13
# of properties acquired	2	6	15	5
Voluntary Annexation Program				
# of mailers sent to property owners	-	6	-	4
# of properties annexed through VAP	-	5	-	3
Intergovernmental Coordination				
# of meetings with city, county, and Clean Water Services	61	110	85	94
Review & attendance at city and county pre-application conferences	11	4	10	8
Comment letters or testimony on development applications	6	6	6	6
Participation in planning projects (e.g., technical advisory committees; partnership projects)	13	63	70	60
# days to complete service provider letters	2	3	3	3
Community Engagement				
Number of public engagement activities	20	30	18	7
System Development Charges				
Affordable Housing Waivers Granted	81	128	81	81

Division: Park Services
Department: Planning

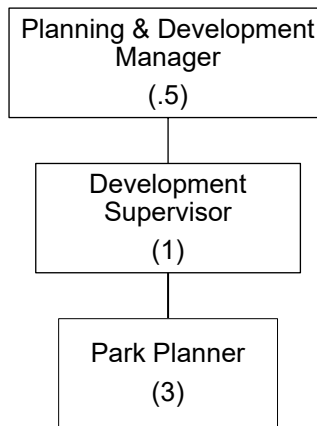
Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 349,862	\$ 417,758	\$ 599,069	\$ 641,388	
Employee Benefits	285,629	161,494	229,961	230,996	
Payroll Taxes	33,500	55,897	95,892	99,377	
Personnel Services	\$ 668,991	\$ 635,149	\$ 924,922	\$ 971,761	\$ -
Professional and Technical Services	\$ 4,481	\$ 9,131	\$ 18,600	\$ 49,755	
Communications	1,330	1,658	-	-	
Supplies	79	2,173	11,350	10,000	
Training, Travel and Memberships	1,591	2,306	9,125	9,920	
Small Furniture, Fixtures and Equip.	-	-	1,600	1,000	-
Material & Services	\$ 7,481	\$ 15,268	\$ 40,675	\$ 70,675	\$ -
Program Total	\$ 676,472	\$ 650,417	\$ 965,597	\$ 1,042,436	\$ -
Department Staff					
Full-time	3.54	3.45	5.00	5.00	



Design & Development



PARK SERVICES DIVISION
Design & Development Department



Department Overview

The Planning & Development Manager is responsible to the Deputy General Manager. Areas of responsibility for the department include capital project administration, concept planning, design, and construction of parks, trails, and facilities. The Planning & Development manager provides oversight to both the Planning and Design & Development departments.

Development activities include park, trail, and facility planning and design, community outreach and engagement, 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 2023/24 Accomplishments

Value: Leading with Equity with special attention to Racial Equity

Completed community engagement for multiple development department projects using equity-based outreach and engagement strategies. These projects include:

- Concept planning for the future neighborhood park on NW Heckman Lane.
- Concept planning for improvements to the Willow Creek Greenway
- Preliminary planning for a pickleball facility at the Howard M. Terpenning Recreation Complex.
- Continued and finalized community engagement for the future park at SW Pointer Rd and the Willow Creek Greenway Improvements.

Began piloting different approaches for recruiting and collaborating with artists from underrepresented communities to develop artwork in two THRPD parks. Each newly installed art piece represents a different artist, connects to their unique cultural experience, and reflects the community’s input and the park’s natural environment.

Value: Environmental Stewardship

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

Value: Commitment to Community Vision

Explored options to expand access to off-leash dog areas across the district by engaging the community for input on two dog run locations. The engagement effort resulted in one new dog run at Ridgewood

FY 2023/24 Accomplishments (continued)

Park. A subsequent community engagement effort for Garden Home Park informed the direction of future dog runs in the southeast quadrant of the district.

SDC Projects:

- Completed construction of La Raiz Park.
- Completed construction on the three permanent restroom sites and advanced design of Beaverton Creek Trail Segments #3 & 4.
- Continued to oversee design and construction of developer- or partner-led park and trail projects, including projects in South Cooper Mountain and North Bethany (16 sites).
- Continued designs for a pickleball facility at Howard M. Terpenning Recreation Complex, Abbey Creek Park Phase 2, and the new park at Pointer Road.
- Secured grants for concept planning for Westside Trail Segments #14-18.
- Began concept planning for the Fanno Creek Trail loop trail option and midblock crossing at Scholls Ferry Road.

Capital Projects:

- Monitored procurement of the Garden Home Recreation Center boiler replacement and completed composite roof replacement of classroom wing and gymnasium, repaving of the Howard M. Terpenning Recreation Complex north parking lot, and various pedestrian pathway improvements.

2008 Bond Projects in Process:

- Permitted construction drawings of the SW Quadrant Youth Athletic Field (Mountain View Champions Park Multi-Sport Court).
- Redesigned storm pond out of future county Walker Road widening at Cedar Hills Park.

2019 Metro Nature in Neighborhoods Bond Projects:

- Advanced design and development for the Willow Creek Greenway boardwalk.
- Pursued state grant for concept planning for Commonwealth Lake Bridge and Weir replacement.
- Completed concept plans park at NW Heckman Lane.

Priority: Develop Sustainable Operating and Financial Models for the Future

Supported grant administrator with developing grant applications and projects budgets.

FY 2024/25 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).

Development department 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.

FY 2024/25 Goals and Objectives (continued)

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 design and 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 the community in spaces that are safe and engaging for everyone.

Incorporate the district's Access for All initiative in all projects, including that the requirements of the American with Disabilities Act (ADA) are achieved 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 that encourage inclusive activities, and the provision of more accessible surfacing and play equipment.

Begin community engagement for multiple development projects using equity-based outreach and engagement strategies. These projects include:

- Concept planning for the nature play-oriented play equipment replacement at Rock Creek Park.
- Concept planning for the nature play-oriented play equipment replacement at Bonny Slope Park.
- Concept planning for park improvements at Commonwealth Lake Park.

Value: Environmental Stewardship

Actively participate in the district's work in implementing the recommendations within the Climate Action Plan.

Value: Commitment to Community Vision

Apply practical and flexible 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: 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.

Contribute to the development of the Park Amenities Standards Analysis effort which will address the geographic distribution of park amenities across the district and analyze demographic data to develop recommendations for the placement of future park amenities.

Priority: Invest in our Employees and Technology:

Continue to participate in implementing phase 2 of the ERP.

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.

Other Priority Projects

SDC Projects:

FY 2024/25 Goals and Objectives (continued)

- Acquire land/easements, complete construction documents, and bid Beaverton Creek Trail Segments #3 & 4 for construction.
- Complete land use and construction documents for a pickleball facility at Howard M. Terpenning Recreation Complex, construct Abbey Creek Park Phase 2, and complete land use and construction documents for the new park at Pointer Road.
- Begin concept planning for Westside Trail Segments #14-18.
- Complete land use and construction documents for the Fanno Creek Trail loop trail option and midblock crossing at Scholls Ferry Road.
- Prepare request for proposal (RFP) for the Future Park at Miller Hill Road.
- Continue oversight of design and construction of developer- or partner-led community trails and parks including projects in South Cooper Mountain and North Bethany (16 sites).

Capital Projects:

- Complete the Garden Home Recreation Center boiler replacement, install a two-ply retrofit over the administration breezeway at Howard M. Terpenning Recreation Complex, and complete various pedestrian pathway improvements.

2019 Metro Bond Projects:

- Complete land use, construction documents and permits for the Willow Creek Greenway boardwalk.
- Prepare RFP and start concept planning for Commonwealth Lake Bridge & Weir replacement and two (2) nature play-oriented play equipment replacements at Bonny Slope Park and Rock Creek Park.
- Complete land use and construction documents for the Future Park at Heckman Road.

2008 Bond Projects:

- Complete construction of the multi-purpose sport court at Mountain View Champions Park. Complete land use, construction documents and permits for the storm pond relocation at Cedar Hills Park.

Budget Highlights

The budget reflects the repurposing of the Design & Development manager position to create the new Planning supervisor position in the Planning department as well as upgrading the Design & Development's senior planner position to Development supervisor.

Division: Park Services
 Department: Design & Development

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
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Summary of Appropriations

Personnel Services	\$ 1,167,233	\$ 957,299	\$ 985,470	\$ 739,963	
Materials & Services	10,082	17,041	39,099	38,100	
Total Appropriations	\$ 1,177,315	\$ 974,340	\$ 1,024,569	\$ 778,063	\$ -

Summary by Program

Design & Development	\$ 1,177,315	\$ 974,340	\$ 1,024,569	\$ 778,063	
Total Appropriations	\$ 1,177,315	\$ 974,340	\$ 1,024,569	\$ 778,063	\$ -

Division Staff

Full-time	6.00	5.09	5.00	4.00	
Part-time (FTE)	0.59	0.57	0.95	0.95	

Division: Park Services
 Department: Design & Development

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Number of public engagement activities	-	27	15	4
Number of active park/facility projects	19	19	20	16
Number of active trail projects	4	6	7	7
Number of active partnership and developer-led projects	21	18	16	10

Division: Park Services
 Department: Design & Development

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 600,795	\$ 579,866	\$ 615,948	\$ 467,849	
PT Salary	17,517	18,135	32,208	37,107	
Employee Benefits	490,321	278,922	233,152	157,023	
Payroll Taxes	58,600	80,376	104,162	77,984	
Personnel Services	\$ 1,167,233	\$ 957,299	\$ 985,470	\$ 739,963	\$ -
Professional and Technical Services	\$ 440	\$ 2,073	\$ 14,000	\$ 14,750	
Communications	4,099	3,648	-	-	
Supplies	2,348	7,832	11,534	10,080	
Training, Travel and Memberships	3,195	3,488	11,825	11,770	
Small Furniture & Office Equipment	-	-	1,740	1,500	
Material & Services	\$ 10,082	\$ 17,041	\$ 39,099	\$ 38,100	\$ -
Program Total	\$ 1,177,315	\$ 974,340	\$ 1,024,569	\$ 778,063	\$ -
Department Staff					
Full-time	6.00	5.09	5.00	4.00	
Part-time (FTE)	0.59	0.57	0.95	0.95	



Recreation Services

Recreation Services Directors

Aquatics

Sports & Inclusion Services

Recreation

Building Maintenance Coordination



RECREATION SERVICES DIVISION



Division Mission

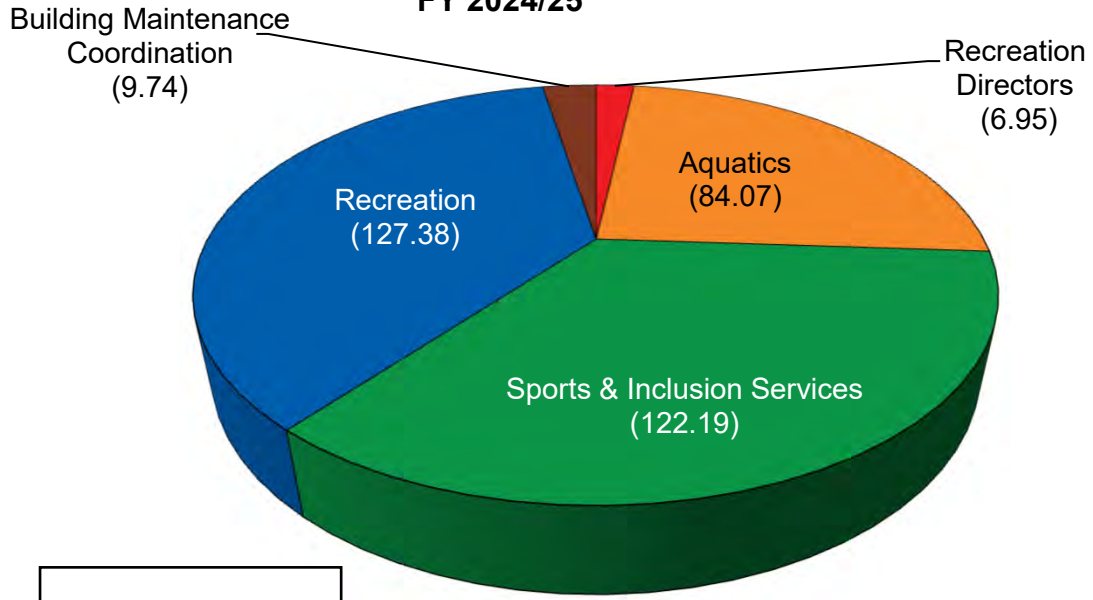
To provide a broad range of safe, high-quality recreation programs and special events responsive to the needs, abilities, and interests of the diverse community we serve.

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 Diversify internship program.

Division Staffing by Departments

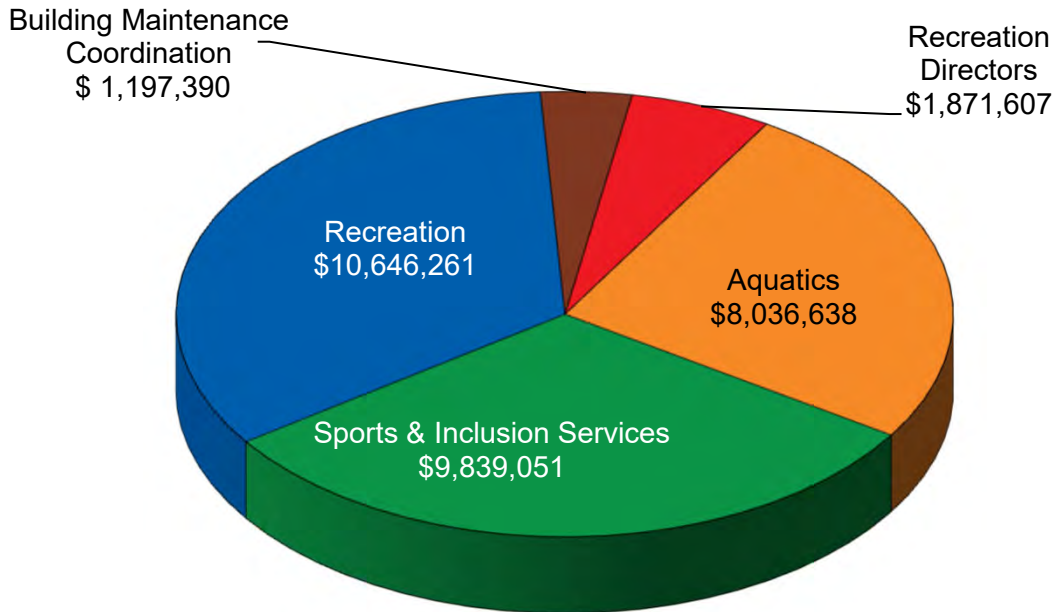
FY 2024/25



Total Division FTEs
350.33

Division Appropriations by Departments

FY 2024/25



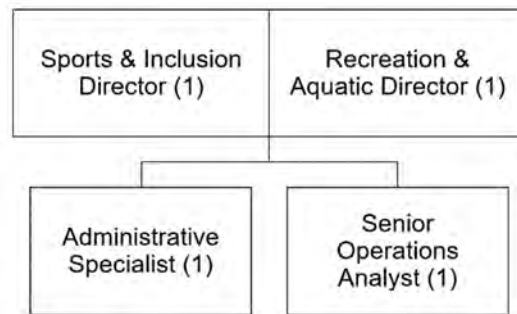
Total Division Appropriations
\$31,590,947

Division: Recreation Services

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 14,116,315	\$ 17,201,233	\$ 25,136,499	\$ 26,346,647	
Materials & Services	2,631,301	3,730,260	4,482,837	5,244,300	
Total Appropriations	\$ 16,747,616	\$ 20,931,493	\$ 29,619,336	\$ 31,590,947	\$ -
Summary by Department					
Recreation Directors	\$ 662,706	\$ 1,173,150	\$ 1,360,936	\$ 1,871,607	
Aquatics	2,812,310	4,808,894	7,731,429	8,036,638	
Sports & Inclusion Services	6,152,043	6,626,010	8,892,841	9,839,051	
Recreation	6,617,076	7,579,360	10,286,176	10,646,261	
Building Maintenance Coordination	503,481	744,079	1,347,954	1,197,390	
Total Appropriations	\$ 16,747,616	\$ 20,931,493	\$ 29,619,336	\$ 31,590,947	\$ -
Program Revenue	\$ 7,743,892	\$ 9,669,980	\$ 13,830,042	\$ 11,605,921	\$ -
Tax Subsidy	\$ 9,003,724	\$ 11,261,513	\$ 15,789,294	\$ 19,985,026	\$ -
% of Program Subsidized	54%	54%	53%	63%	
Division Staff					
Full-time	65.63	83.85	99.00	100.00	
Part-time (FTE)	112.39	146.22	239.38	250.33	

RECREATION SERVICES DIVISION

Office of the Recreation Services Directors



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, Sports & Inclusion departments, Jenkins Estate, 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 2023/24 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.

Adaptive & Inclusion Services provided 4,000 hours of one-on-one support for those in programs. More than 1,500+ individuals participated in therapeutic recreation programs.

Inclusion services resumed Camp Rivendale programs in the summer of 2023. Camp served 170 individuals experiencing a disability over seven weeks.

The THRIVE afterschool program served 245 youth participants at Cedar Hills Recreation Center (CHRC), Garden Home Recreation Center (GHRC), AC, Conestoga Recreation & Aquatic Center (CRAC), and Chehalem.

THRPD partnered with Northwest Regional Education Service District (NWRESA) to provide 26 students in nine-month preschool programs at CHRC, CRAC, and THNC.

FY 2023/24 Division Accomplishments (continued)

ESC recently partnered with the Patricia Reser Center to help patrons gain low-cost access to programming for the 55+ community and bring free talent into the center.

Rec Mobile (8179), Nature Mobile (3,281), and Fitness In the Park (2200) collectively served 13,660 participants.

CHRC hosted the first free family fishing day since 2019 in collaboration with the Oregon Department of Fish and Wildlife (ODFW) at Commonwealth Lake.

Adaptive & Inclusion Services has started offering space at Centro de Bienvenida for families who use their services. This allows personalized and priority registration for these participants.

All aquatic facilities are reopened, though the post-pandemic environment continues to impact operations and staffing levels.

The Diversify Internship program has hosted 11 interns. By the end of the fiscal year, it will expand to host 15 interns.

Priority: Develop Sustainable Operating and Financial Models for the Future

Tualatin Hills Aquatic Center hosts over 25 events, including the prestigious OSAA Swimming Championships.

Priority: Focus on Strengthening Programming Opportunities with an Emphasis on Leading with Equity

The centers offered several cultural free events, such as Pequeños Naturalistas, Mayan Art Exhibition, Ch'í'ibal Kaan (Pedro Pablo), a Celebración de Día de los Muertos event in partnership with Mitotilistli Tezcatlipoca, Black History 101 Mobile Museum, Arab American Heritage Month and Eid El Fitr, and Vietnamese American Veterans.

Aquatics held out 50% of swim lessons for financial aid recipients. Through the Splash for Life campaign, 482 patrons had free swim lessons this summer.

THPRD's continued partnership with the Beaverton School District's (BSD) free and reduced lunch and supper programs for THRIVE and summer camps.

Several aquatic centers partnered with Vamos A Nadar, CAIRO PDX, Arab House, Cool Islam, Afghan Support Group, and IRCO to provide aquatic experiences for our diverse community. Harman also offered over 200 adaptive swim lessons.

GHRC, Harman Swim Center, and CRAC hosted Pride events to celebrate and welcome the LGBTQIA+ patrons in our community.

AC staff collaborated with Beaverton Black Parent Union to host the first Kwanzaa event at THPRD. They hosted a Chinese New Year pickleball event.

Collaborated with Beaverton Black Parent Union to host the Black & Green Fellowship, a paid workforce training experience to connect 11 BSD high school students to nature and parks, wellness, and careers in nature.

FY 2024/25 Division Goals and Objectives

Priority: Focus on Strengthening Programming Opportunities

The Recreation Division will continue to offer events and programs for underrepresented racial and ethnic groups to break down barriers to participation.

Upgrade the chemical controls at all Aquatic Centers.

Adaptive & Inclusion Service will seek grant funding to expand programming and explore new partnerships.

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, those experiencing homelessness, or those who qualify for THPRD scholarships.

Expand mobile programming of Wellness on Wheels and Adaptive & Inclusion to enhance offerings to the 55+ population and people experiencing disabilities.

The Black & Green Fellowship will offer 12 BSD high school students paid workforce training in health and wellness, nature and parks, and careers in nature.

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

Expand the NEWT and Diversify Internship program through grant funding.

Priority: Invest in our Employees and Technology

Seek innovative methods for staff development opportunities through coordinated training that supports continued learning and professional certifications.

Provide lifeguarding courses consistently, with at least one course offered each month. As well as increase CPR and First Aid training courses for all new employees within the division.

Value: Environmental Stewardship

Building Maintenance will work with the Trade Techs to upgrade alarm dialers at the Nature Center, Jenkins Estate, and FCSC. Install new chemical controllers for the Lap & Leisure Pool at CRAC. We have created plans to replace the FCSC and AQ fire alarm panels.

Priority: Develop Sustainable Operating and Financial Models for the Future

Hire a consultant to assist in re-evaluating the resource allocation model.

Develop a cross-functional team to review the costing structure and revise the resource allocation model.

Review and update the sports field fees for the next five years.

Budget Highlights

The division reopened all facilities even though some are operating under limited hours.

The division updated the Programs Functional Plan, part of THPRD's strategic plan, addressing the district goal of Play for Everyone.

We have created a Senior Operations Analyst position with the Recreation Division.

Division: Recreation Services
 Department: Recreation Directors

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 358,485	\$ 608,192	\$ 848,326	\$ 1,083,793	
Materials & Services	304,221	564,958	512,610	787,814	
Total Appropriations	\$ 662,706	\$ 1,173,150	\$ 1,360,936	\$ 1,871,607	\$ -
Summary by Program					
Recreation Directors	\$ 662,706	\$ 1,173,150	\$ 1,360,936	\$ 1,871,607	
Total Appropriations	\$ 662,706	\$ 1,173,150	\$ 1,360,936	\$ 1,871,607	\$ -
Program Revenue	\$ 36,210	\$ 44,017	\$ 29,440	\$ 29,440	\$ -
Tax Subsidy	\$ 626,496	\$ 1,129,133	\$ 1,331,496	\$ 1,842,167	\$ -
% of Program Subsidized	95%	96%	98%	98%	
Division Staff					
Full-time	0.79	2.62	3.00	4.00	
Part-time (FTE)	0.32	1.41	2.92	2.95	

Division: Recreation Services
 Department: Recreation Director

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Attendance	1,184,480	1,285,087	1,448,811	1,570,123
Number of classes held	5,026	6,543	7,834	8,142
% of classes held vs. offered	76%	91%	92%	93%

Division: Recreation Services
Department: Recreation Directors

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 106,791	\$ 364,923	\$ 485,161	\$ 644,431	
PT Salary	28,192	47,945	108,753	121,998	
Employee Benefits	211,451	137,995	163,263	202,390	
Payroll Taxes	12,051	57,329	91,149	114,974	
Personnel Services	\$ 358,485	\$ 608,192	\$ 848,326	\$ 1,083,793	\$ -
Professional and Technical Services	\$ 15,185	\$ 33,966	\$ 69,500	\$ 69,704	
Fee reductions-Financial Aid	272,748	497,193	307,828	507,828	
Communication	1,506	843	70,602	70,602	
Supplies	4,628	5,544	27,200	92,200	
Training, Travel and Memberships	10,154	27,378	37,480	47,480	
Small Furniture, Fixtures and Equip.	-	34	-	-	-
Material & Services	\$ 304,221	\$ 564,958	\$ 512,610	\$ 787,814	\$ -
Program Total	\$ 662,706	\$ 1,173,150	\$ 1,360,936	\$ 1,871,607	\$ -
Program Revenue	\$ 36,210	\$ 44,017	\$ 29,440	\$ 29,440	
Tax Subsidy	\$ 626,496	\$ 1,129,133	\$ 1,331,496	\$ 1,842,167	\$ -
% of Program Subsidized	95%	96%	98%	98%	
Department Staff					
Full-time	0.79	2.62	3.00	4.00	
Part-time (FTE)	0.32	1.41	2.92	2.95	

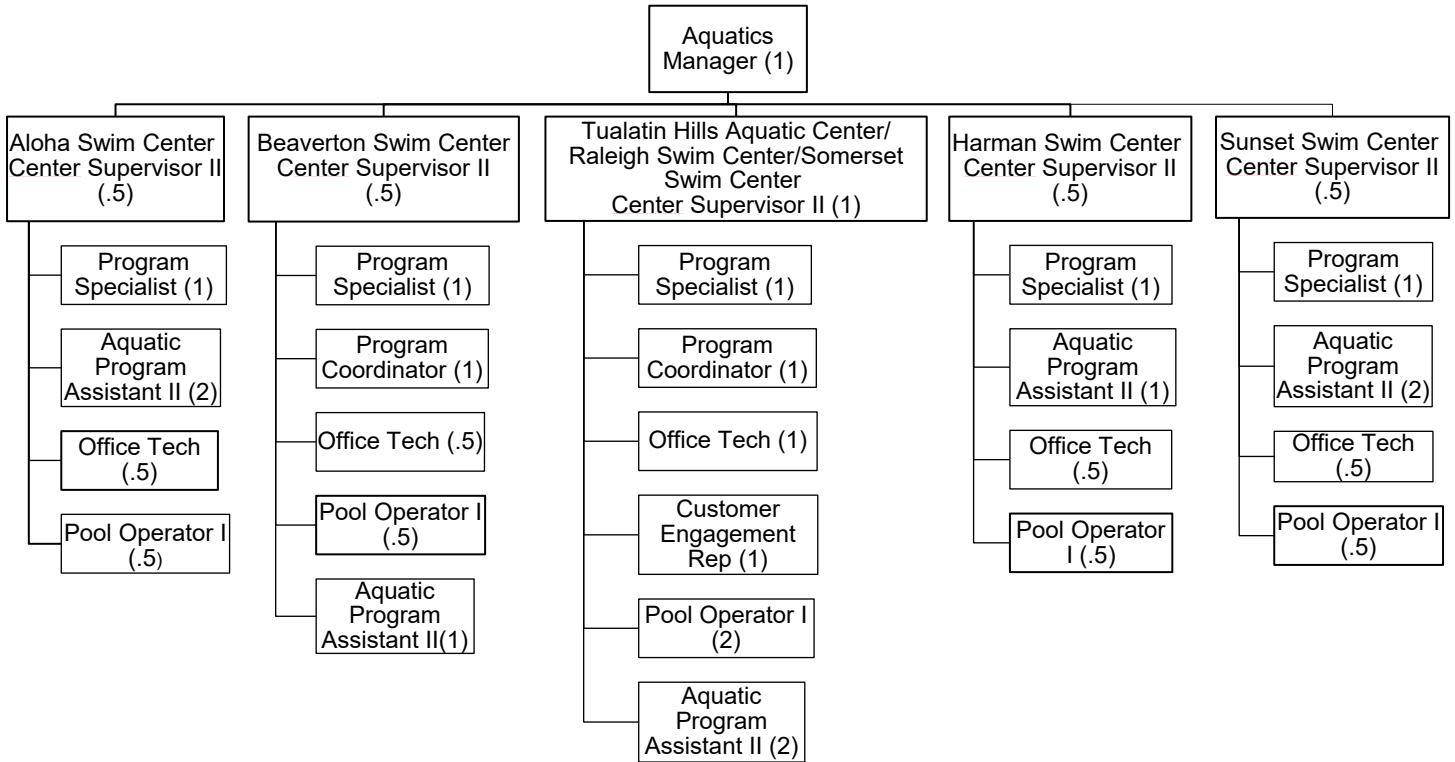


Aquatics



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 2023/24 Accomplishments

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

All THPRD Aquatic facilities have now been reopened, though the post-pandemic environment continues to impact operations, particularly regarding staffing levels. The THPRD Aquatics Team continued to focus heavily on recruiting, hiring, and training additional staff. Emphasis has been placed on continuing to increase swim lesson volume and offering patron and lap swim opportunities on days and times most in demand by the THPRD community.

Priority: Investing in Employees and Technology

The Aquatics Department focused on training and resourcing new full-time and part-time staff members with particular emphasis on training additional new swim instructors to support increasing swim lesson

FY 2023/24 Accomplishments (continued)

volume across THPRD. These efforts resulted in a 26.3% increase in swim lesson participant registrations over the course of the year.

Priority: Develop Sustainable Operating and Financial Models for the Future

Completed work with the affiliated sports program review, supported the Sports & Inclusion department affiliate stakeholder workgroup, and developed affiliation alternatives for the THPRD board of directors' consideration.

The Tualatin Hills Aquatic Center hosts more than 25 revenue generating events including the prestigious OSAA Swimming Championships over the course of the year.

Value: Leading with Equity with special attention to Racial Equity.

Aloha Swim Center is holding Vamos A Nadar, a Spanish speaking swim lesson event held in May to reach out to the Spanish speaking community.

50% of swim lesson opportunities will continue to be held for financial aid recipients to ensure that all members of the THPRD community have access to life-saving swimming skills regardless of ability to pay.

Special events held at multiple swim centers with Middle Eastern partner groups including Arab House, Cool Islam, Afghan Support Group, and IRCO to celebrate and welcome this community to aquatics.

Harman Swim Center continues to hold a LGBTQIA+ Pride Party in June to celebrate and welcome this community to aquatics.

Beaverton Swim Center is partnering with CAIRO PDX to produce swim lesson opportunities specifically for children of African, immigrant, and refugee communities.

Harman Swim Center offered adaptive swim lesson opportunities to over 200 adaptive needs swimmers over the course of the fiscal year.

FY 2024/25 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.

Continue to 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.

FY 2024/25 Goals and Objectives (continued)

Continue to remove barriers to THPRD's lifeguard program by expanding the existing Earn to Learn training model, which has been successful in recruiting and training additional Aquatic staff.

Continue to expand and improve the 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 Aquatics Department will continue to work closely with the Equity and Engagement Department to promote additional partnerships, events, and opportunities for historically marginalized groups to participate in aquatics. Examples include weekly sensory swim and women-only swim opportunities at Beaverton and Harman Swim Centers, as well as monthly co-produced events with diverse local partners to promote and encourage engagement with all members of the THPRD community.

50% of swim lesson opportunities will continue to be held for financial aid recipients to ensure that all members of the THPRD community have access to life saving swimming skills regardless of ability to pay.

Harman Swim Center will continue to work with other THPRD swim centers to expand adaptive swim lesson offerings to additional locations.

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 continuing to recruit staff and maximize swim lesson programs during peak hours as well as expanding popular programs at all facilities.

Division: Recreation Services
Department: Aquatics

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
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Summary of Appropriations

Personnel Services	\$ 2,091,790	\$ 3,824,924	\$ 6,448,095	\$ 6,590,811	
Materials & Services	720,520	983,970	1,283,334	1,445,827	
Total Appropriations	\$ 2,812,310	\$ 4,808,894	\$ 7,731,429	\$ 8,036,638	\$ -

Summary by Program

Aquatics Manager	\$ 12,248	\$ 31,531	\$ 294,364	\$ 263,924	
Aloha Swim Center	58,113	555,038	1,111,334	1,233,025	
Tualatin Hills Aquatic Center	1,844,860	1,999,274	2,373,399	2,549,244	
Beaverton Swim Center	525,666	1,103,168	1,328,974	1,435,651	
Harman Swim Center	61,781	621,303	1,087,292	1,132,888	
Sunset Swim Center	73,436	309,967	1,146,700	1,044,539	
Raleigh Swim Center	152,967	82,468	171,190	134,081	
Somerset West Swim Center	83,239	106,145	218,176	243,286	
Total Appropriations	\$ 2,812,310	\$ 4,808,894	\$ 7,731,429	\$ 8,036,638	\$ -

Program Revenue	\$ 1,360,304	\$ 1,673,742	\$ 3,123,807	\$ 2,399,101	\$ -
Tax Subsidy	\$ 1,452,006	\$ 3,135,152	\$ 4,607,622	\$ 5,637,537	\$ -
% of Program Subsidized	52%	65%	60%	70%	

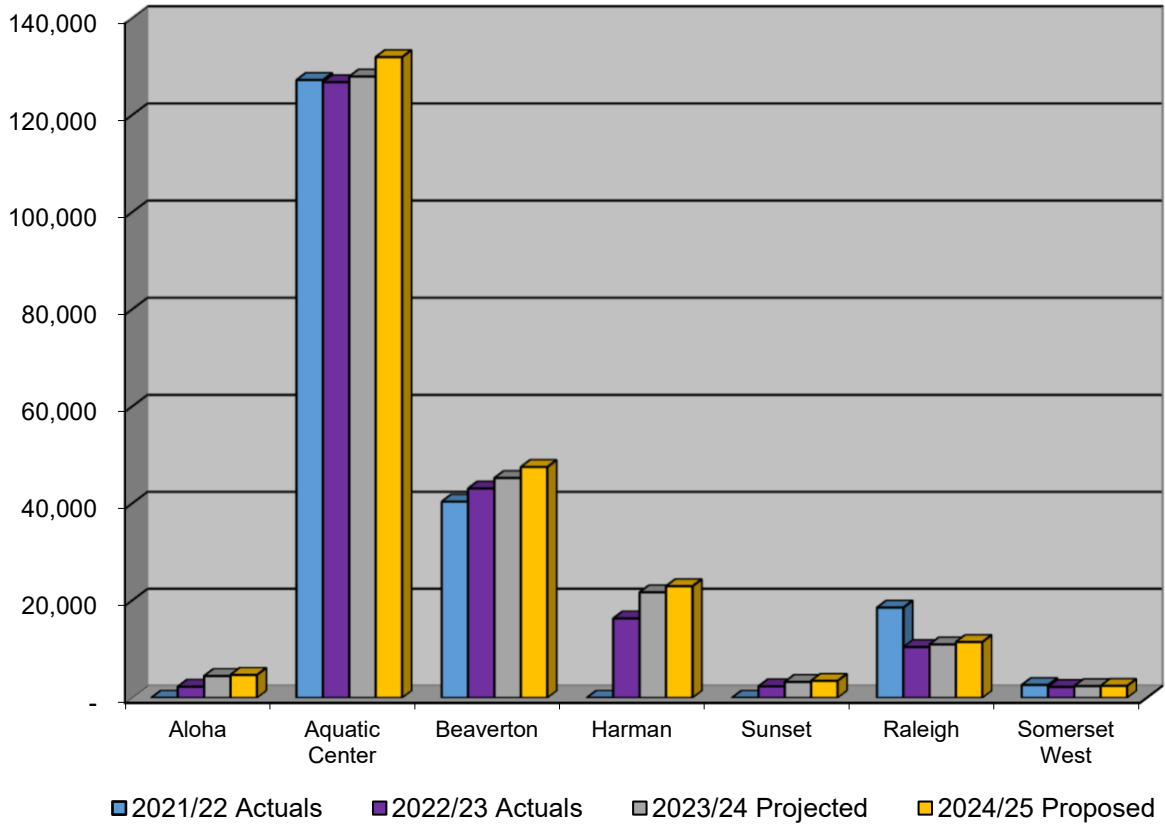
Division Staff

Full-time	9.90	20.88	27.00	27.00
Part-time (FTE)	22.01	28.89	58.89	57.07

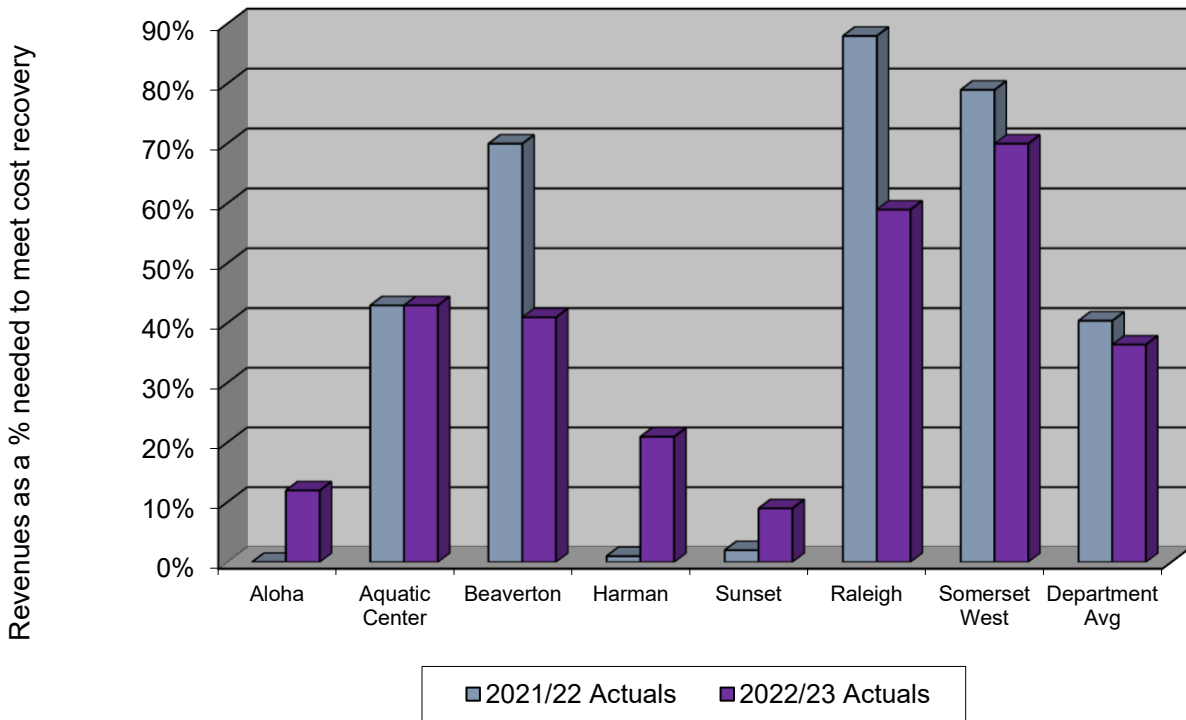
Funded Service Level

Program Hours	5,095	7,347	43,464	41,116
Contact Hours	34,675	65,547	1,367,176	1,492,908

Attendance by Center



Cost Recovery Progress



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

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ -	\$ 7,468	\$ 170,768	\$ 154,010	
Employee Benefits	10	-	56,413	43,205	
Payroll Taxes	-	726	26,648	23,777	
Personnel Services	\$ 10	\$ 8,194	\$ 253,829	\$ 220,992	\$ -
Communications	\$ 3,201	\$ 3,673	\$ -	\$ -	
Supplies	5,650	17,317	11,610	8,106	
Training, Travel and Memberships	3,387	2,347	28,925	34,826	
Material & Services	\$ 12,238	\$ 23,337	\$ 40,535	\$ 42,932	\$ -
Program Total	\$ 12,248	\$ 31,531	\$ 294,364	\$ 263,924	\$ -
Department Staff					
Full-time	0.00	0.04	1.00	1.00	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	N/A	2,291	4,500	4,725
Number of classes held	N/A	73	482	506
% of classes held vs. offered	N/A	96%	96%	96%
Performance Measures:				
Estimated cost per visit ¹	N/A	\$182.77	\$155.86	\$212.35
Estimated maintenance cost per visit ²	N/A	\$23.42	\$12.05	\$22.03
Utilities cost per square foot	\$3.11	\$5.78	\$6.88	\$8.54
Goal Outcome Measures:				
Average enrollment as a % of class minimums	N/A	552%	286%	100%
Revenues as a % needed to meet cost recovery	N/A	12%	37%	35%

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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ -	\$ 201,356	\$ 307,264	\$ 352,383	
PT Salary	168	65,145	371,581	417,363	
Employee Benefits	49	116,272	148,675	153,522	
Payroll Taxes	8	36,640	109,780	119,332	
Personnel Services	\$ 225	\$ 419,413	\$ 937,300	\$ 1,042,600	\$ -
Communications	\$ 1,679	\$ 2,712	\$ -	\$ -	
Supplies	887	10,159	22,424	18,980	
Maintenance Services & Supplies	10,792	37,410	35,824	39,260	
Utilities	44,530	82,671	107,091	122,135	
Bank Charges and Fees	-	2,357	8,695	6,606	
Training, travel and memberships	-	316	-	3,444	-
Material & Services	\$ 57,888	\$ 135,625	\$ 174,034	\$ 190,425	\$ -
Program Total	\$ 58,113	\$ 555,038	\$ 1,111,334	\$ 1,233,025	\$ -
Program Revenue	\$ 37	\$ 66,910	\$ 496,864	\$ 343,186	
Tax Subsidy	\$ 58,076	\$ 488,128	\$ 614,470	\$ 889,839	\$ -
% of Program Subsidized	100%	88%	55%	72%	
Department Staff					
Full-time	0.00	2.71	4.00	4.00	
Part-time (FTE)	0.00	1.79	9.90	9.52	
Funded Service Level					
Program Hours	-	517	5,346	7,601	
Contact Hours	-	7,752	24,422	31,370	

Division: Recreation Services
 Department: Aquatics
 Program: Tualatin Hills Aquatic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	127,281	126,827	128,000	132,000
Number of classes held	350	402	402	402
% of classes held vs. offered	99%	100%	100%	100%
Performance Measures:				
Estimated cost per visit ¹	\$10.37	\$11.22	\$10.91	\$13.98
Estimated maintenance cost per visit ²	\$2.76	\$2.80	\$2.55	\$3.20
Utilities cost per square foot	\$5.13	\$6.53	\$7.80	\$8.32
Goal Outcome Measures:				
Average enrollment as a % of class minimums	374%	331%	234%	100%
Revenues as a % needed to meet cost recovery	43%	43%	45%	34%

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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 568,369	\$ 760,285	\$ 764,340	\$ 766,004	
PT Salary	383,160	416,632	654,711	768,967	
Employee Benefits	540,990	289,359	349,478	339,337	
Payroll Taxes	87,556	170,550	230,041	238,528	
Personnel Services	\$ 1,580,075	\$ 1,636,826	\$ 1,998,570	\$ 2,112,836	\$ -
Communication	\$ -	\$ -	\$ 500	\$ 500	
Supplies	12,674	23,114	19,153	26,645	
Maintenance Services & Supplies	71,153	104,954	105,011	119,131	
Utilities	173,274	220,599	240,509	281,208	
Bank Charges and Fees	7,684	13,781	9,656	8,924	
Material & Services	\$ 264,785	\$ 362,448	\$ 374,829	\$ 436,408	\$ -
Program Total	\$ 1,844,860	\$ 1,999,274	\$ 2,373,399	\$ 2,549,244	\$ -
Program Revenue	\$ 788,629	\$ 865,240	\$ 1,040,209	\$ 850,854	
Tax Subsidy	\$ 1,056,231	\$ 1,134,034	\$ 1,333,190	\$ 1,698,390	\$ -
% of Program Subsidized	57%	57%	56%	67%	
Department Staff					
Full-time	7.94	8.99	9.00	9.00	
Part-time (FTE)	11.98	12.45	16.45	18.31	
Funded Service Level					
Program Hours	1,546	1,761	8,523	8,523	
Contact Hours	11,665	19,949	409,008	531,288	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	40,432	43,156	45,314	47,580
Number of classes held	314	736	924	970
% of classes held vs. offered	99%	97%	96%	96%
Performance Measures:				
Estimated cost per visit ¹	\$9.36	\$20.05	\$21.20	\$24.90
Estimated maintenance cost per visit ²	\$1.16	\$2.94	\$3.43	\$2.45
Utilities cost per square foot	\$5.01	\$5.55	\$6.58	\$6.54
Goal Outcome Measures:				
Average enrollment as a % of class minimums	284%	261%	176%	100%
Revenues as a % needed to meet cost recovery	70%	41%	36%	29%

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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 132,996	\$ 392,630	\$ 407,893	\$ 439,377	
PT Salary	214,563	297,939	398,889	447,611	
Employee Benefits	982	149,308	190,676	192,408	
Payroll Taxes	31,118	99,067	130,701	137,738	
Personnel Services	\$ 379,659	\$ 938,944	\$ 1,128,159	\$ 1,217,134	\$ -
Communication	\$ 1,485	\$ 2,842	\$ -	\$ -	
Supplies	7,918	11,957	27,626	23,980	
Maintenance Services & Supplies	30,020	29,123	46,930	51,886	
Utilities	100,030	110,905	116,495	130,630	
Bank charges and fees	6,554	9,397	9,764	8,526	
Training, travel and memberships	-	-	-	3,495	
Material & Services	\$ 146,007	\$ 164,224	\$ 200,815	\$ 218,517	\$ -
Program Total	\$ 525,666	\$ 1,103,168	\$ 1,328,974	\$ 1,435,651	\$ -
Program Revenue	\$ 369,640	\$ 459,699	\$ 557,969	\$ 442,892	
Tax Subsidy	\$ 156,026	\$ 643,469	\$ 771,005	\$ 992,759	\$ -
% of Program Subsidized	30%	58%	58%	69%	
Department Staff					
Full-time	1.88	5.03	5.00	5.00	
Part-time (FTE)	6.23	8.86	10.23	10.47	
Funded Service Level					
Program Hours	2,376	3,102	6,351	9,313	
Contact Hours	15,912	25,503	277,428	339,757	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	-	16,367	21,733	23,000
Number of classes held	-	450	460	470
% of classes held vs. offered	N/A	98%	96%	96%
Performance Measures:				
Estimated cost per visit ¹	-	\$30.29	\$35.17	\$38.73
Estimated maintenance cost per visit ²	-	\$3.07	\$1.99	\$4.91
Utilities cost per square foot	\$3.34	\$5.30	\$6.31	\$9.10
Goal Outcome Measures:				
Average enrollment as a % of class minimums	N/A	242%	234%	100%
Revenues as a % needed to meet cost recovery	1%	21%	39%	38%

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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ -	\$ 234,987	\$ 327,587	\$ 348,836	
PT Salary	-	93,059	323,676	323,956	
Employee Benefits	46	122,351	153,606	153,112	
Payroll Taxes	-	45,577	105,312	104,315	
Personnel Services	\$ 46	\$ 495,974	\$ 910,181	\$ 930,219	\$ -
Communications	\$ 1,619	\$ 2,734	\$ -	\$ -	
Supplies	1,216	10,501	14,163	18,256	
Maintenance Services & Supplies	11,427	34,331	44,344	47,980	
Utilities	47,473	75,259	111,068	129,222	
Bank Charges and Fees	-	2,504	7,536	7,211	
Material & Services	\$ 61,735	\$ 125,329	\$ 177,111	\$ 202,669	\$ -
Program Total	\$ 61,781	\$ 621,303	\$ 1,087,292	\$ 1,132,888	\$ -
Program Revenue	\$ 728	\$ 130,261	\$ 430,612	\$ 374,617	
Tax Subsidy	\$ 61,053	\$ 491,042	\$ 656,680	\$ 758,271	\$ -
% of Program Subsidized	99%	79%	60%	67%	
Department Staff					
Full-time	0.00	2.95	4.00	4.00	
Part-time (FTE)	0.00	2.50	8.18	7.54	
Funded Service Level					
Program Hours	-	1,307	9,830	6,174	
Contact Hours	-	7,118	238,703	227,988	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	-	2,350	3,272	3,500
Number of classes held	-	433	450	460
% of classes held vs. offered	N/A	100%	100%	101%
Performance Measures:				
Estimated cost per visit ¹	-	\$94.10	\$205.94	\$227.14
Estimated maintenance cost per visit ²	-	\$14.32	\$8.39	\$30.81
Utilities cost per square foot	\$3.43	\$3.64	\$4.35	\$9.36
Goal Outcome Measures:				
Average enrollment as a % of class minimums	N/A	167%	184%	100%
Revenues as a % needed to meet cost recovery	2%	9%	30%	40%

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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 7,918	\$ 105,738	\$ 364,959	\$ 333,097	
PT Salary	284	27,273	319,332	252,280	
Employee Benefits	49	71,631	161,016	153,773	
Payroll Taxes	798	18,398	110,707	90,802	
Personnel Services	\$ 9,049	\$ 223,040	\$ 956,014	\$ 829,952	\$ -
Supplies	\$ 1,866	\$ 4,828	\$ 20,254	\$ 24,724	
Maintenance Services & Supplies	10,632	26,357	39,534	42,997	
Utilities	51,889	55,170	123,805	141,702	
Bank Charges and Fees	-	572	7,093	5,164	
Material & Services	\$ 64,387	\$ 86,927	\$ 190,686	\$ 214,587	\$ -
Program Total	\$ 73,436	\$ 309,967	\$ 1,146,700	\$ 1,044,539	\$ -
Program Revenue	\$ 1,817	\$ 27,923	\$ 405,286	\$ 268,285	
Tax Subsidy	\$ 71,619	\$ 282,044	\$ 741,414	\$ 776,254	\$ -
% of Program Subsidized	98%	91%	65%	74%	
Department Staff					
Full-time	0.08	1.16	4.00	4.00	
Part-time (FTE)	0.01	0.72	8.12	5.91	
Funded Service Level					
Program Hours	-	165	7,028	4,511	
Contact Hours	-	841	256,244	192,852	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	18,597	10,467	11,000	11,500
Number of classes held	163	30	-	-
% of classes held vs. offered	79%	94%	N/A	N/A
Performance Measures:				
Estimated cost per visit ¹	\$4.87	\$3.84	\$6.42	\$6.37
Estimated maintenance cost per visit ²	\$1.14	\$1.93	\$1.47	\$1.53
Utilities cost per square foot	\$9.27	\$4.97	\$6.16	\$9.72
Goal Outcome Measures:				
Average enrollment as a % of class minimums	155%	280%	N/A	N/A
Revenues as a % needed to meet cost recovery	88%	59%	44%	40%

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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
PT Salary	\$ 78,944	\$ 35,424	\$ 93,985	\$ 56,258	
Payroll Taxes	7,681	4,994	15,179	8,692	
Personnel Services	\$ 86,625	\$ 40,418	\$ 109,164	\$ 64,950	\$ -
Communications	\$ 999	\$ 1,263	\$ -	\$ -	
Supplies	2,229	(674)	7,511	7,511	
Maintenance Services & Supplies	20,170	18,923	15,394	17,607	
Utilities	41,145	22,083	37,081	43,174	
Bank Charges and Fees	1,799	455	2,040	839	
Material & Services	\$ 66,342	\$ 42,050	\$ 62,026	\$ 69,131	\$ -
Program Total	\$ 152,967	\$ 82,468	\$ 171,190	\$ 134,081	\$ -
Program Revenue	\$ 134,056	\$ 48,795	\$ 116,583	\$ 43,607	
Tax Subsidy	\$ 18,911	\$ 33,673	\$ 54,607	\$ 90,474	\$ -
% of Program Subsidized	12%	41%	32%	67%	
Department Staff					
Part-time (FTE)	2.63	1.02	2.49	1.45	
Funded Service Level					
Program Hours	595	130	2,825	1,433	
Contact Hours	3,474	1,130	54,051	46,831	

Division: Recreation Services
 Department: Aquatics
 Program: Somerset West Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	2,633	2,238	2,400	2,450
Number of classes held	130	84	84	84
% of classes held vs. offered	125%	100%	100%	100%
Performance Measures:				
Estimated cost per visit ¹	\$15.29	\$29.05	\$31.31	\$13.77
Estimated maintenance cost per visit ²	\$4.39	\$7.29	\$7.03	\$7.52
Utilities cost per square foot	\$18.77	\$14.84	\$18.60	\$25.12
Goal Outcome Measures:				
Average enrollment as a % of class minimums	124%	274%	234%	100%
Revenues as a % needed to meet cost recovery	79%	70%	34%	9%

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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
PT Salary	\$ 32,780	\$ 54,761	\$ 133,343	\$ 149,093	
Payroll Taxes	3,321	7,354	21,535	23,035	
Personnel Services	\$ 36,101	\$ 62,115	\$ 154,878	\$ 172,128	\$ -
Communications	\$ 1,629	\$ 2,146	\$ -	\$ -	
Supplies	2,045	2,198	9,257	9,257	
Maintenance Services & Supplies	9,943	14,173	16,427	18,422	
Utilities	31,397	24,819	36,279	42,023	
Bank Charges and Fees	2,124	694	1,335	1,456	
Material & Services	\$ 47,138	\$ 44,030	\$ 63,298	\$ 71,158	\$ -
Program Total	\$ 83,239	\$ 106,145	\$ 218,176	\$ 243,286	\$ -
Program Revenue	\$ 65,397	\$ 74,914	\$ 76,284	\$ 75,660	
Tax Subsidy	\$ 17,842	\$ 31,231	\$ 141,892	\$ 167,626	\$ -
% of Program Subsidized	21%	29%	65%	69%	
Department Staff					
Part-time (FTE)	1.16	1.55	3.52	3.87	
Funded Service Level					
Program Hours	578	365	3,561	3,561	
Contact Hours	3,624	3,254	107,320	122,822	

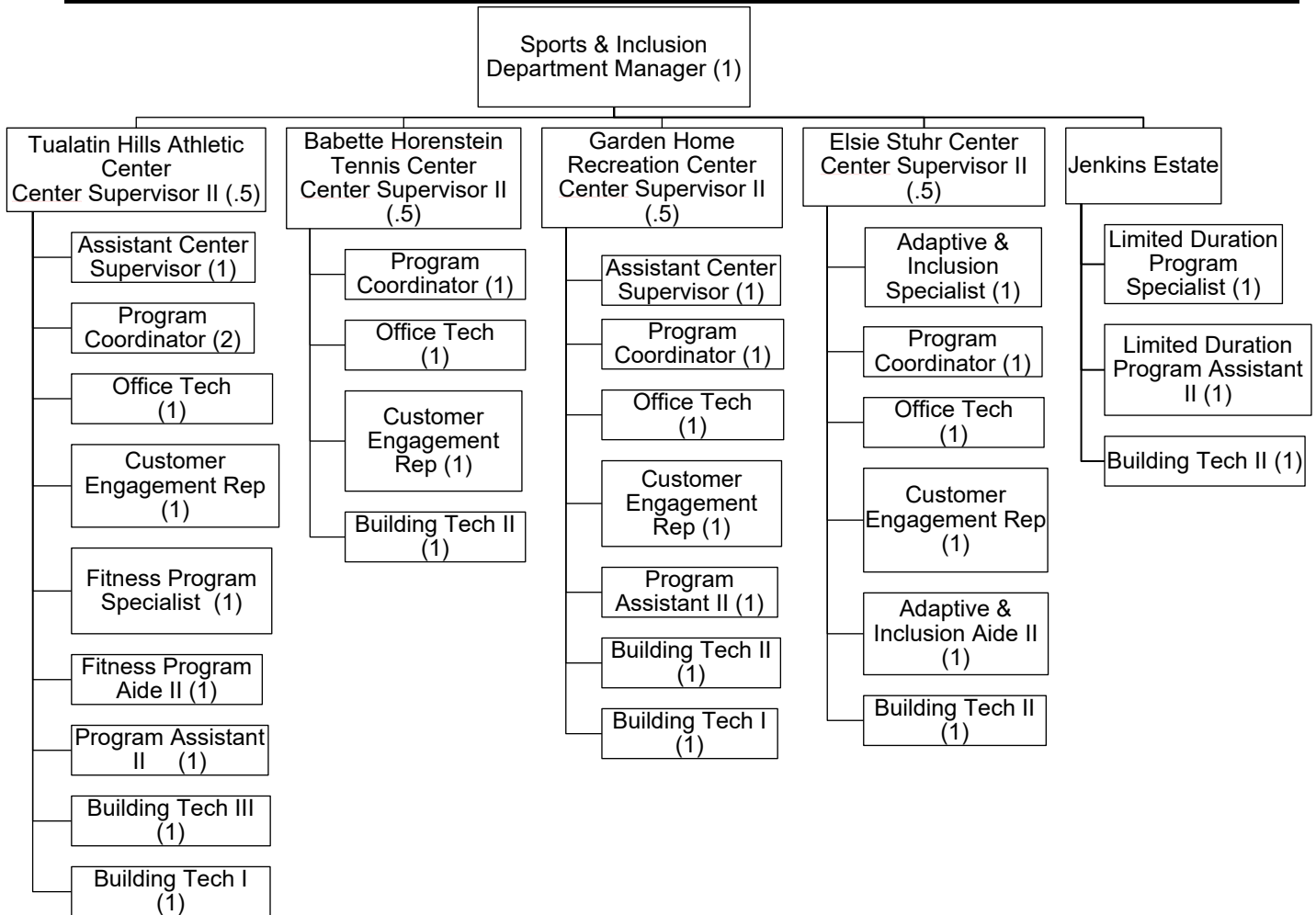


Sports & Inclusion Services



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), Jenkins Estate (JE), Adaptive & Inclusion Services, 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 Camp Rivendale.

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. The district wide fitness program is also run out of the AC.

GHRC provides recreation programs and leased space to meet the needs of THPRD's diverse community. GHRC is home to the Garden Home Community Library, Community Action (Headstart) programs, two preschool programs, and The Estuary Center. The center also houses the free Rec Mobile program and two boxing affiliates.

Department Overview (continued)

ESC provides recreation programs and support to the active aging community and those experiencing a disability. ESC is the home for the Meals on Wheels program, which offers local meal delivery to homebound seniors, and Wake Up Beaverton, which strives to create a physical environment for racial, cultural, spiritual, and language-diverse communities.

Sports & Inclusion also provides oversight of the concessionaire at JE, serves as the district liaison to the Master Gardeners program that operates at JE, and works with internal departments to utilize the property fully.

Adaptive & Inclusion Services provides districtwide services. These services include one-on-one free inclusion support to any district program through staff inclusion aides. Therapeutic Recreation classes and programs are provided for any patron experiencing a disability who feels more comfortable in an adaptive space. Camp Rivendale is available in the summer for camp experiences and community building.

FY 2023/24 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.

GHRC hosted the Black History 101 Mobile Museum. 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.

Rec Mobile continues its community outreach, hosting Rec Mobile camp this summer. It provides seven weeks of free camp to children in low-income housing, the houseless, or those who qualify for THPRD scholarships. Its outreach this year has also included regular visits to two low-income apartment communities bringing enrichment activities, games, and sports.

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, Marhaba, TriTogether Triathlon, and many more.

GHRC hosted the annual 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.

Rec Mobile received two new EV Vans that were awarded by Portland General Electric's Drive Change Fund program and include internal charging and power for the inflatables used at events.

Tax Aid was hosted by 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.

Programs for those experiencing a disability include Monday Night drop-in, Thursday All-Star basketball, wheelchair basketball, and an Adaptive Sportz Center class.

GHRC partnered with Vietnamese American Veterans and families, the Communications department, and the City of Beaverton to host a Lunar New Year event.

FY 2023/24 Accomplishments (continued)

GHRC partnered with the Communications department, Special Events and the Anahuac Wellness and Art Center to host the annual Sempoashochitl Festival. The Sempoashochitl flower is a meaningful plant for the Anahuac and Mesoamerican cultures - native to what is known today as Mexico. The Sempoashochitl Festival is a time to celebrate life and nature.

Inclusion Services held the Spring Celebration event, which consisted 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 continue to successfully re-affiliate sports groups, including recreation soccer, youth softball, and adult and youth cricket. Staff is also supporting aquatics staff in starting the affiliate review process.

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 THRIVE afterschool program is offered at both the AC and GHRC. The AC served 25 Elmonica, McKinley, and Beaver Acres elementary school participants. The THRIVE program at the AC is working with aquatic staff and the Splash for Life program to bring swim lessons to THRIVE participants. The THRIVE afterschool program at GHRC serves over 90 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.

THRIVE Chehalem received a two-year \$50,000 NRPA Grant for mentoring programs. This year staff worked to develop a comprehensive mentoring framework and enrichment and outreach plan for the next three years.

AC staff has brought back concessions for limited sporting events. Concessions have not been open since the pandemic, and a growth plan is in place.

Inclusion Services held Camp Rivendale programs in the summer of 2023. Camp served over 170 individuals experiencing a disability over seven weeks.

BHTC staff has focused on expanding districtwide pickleball, including indoor and outdoor opportunities. Pickleball classes and leagues are now being offered.

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

FY 2023/24 Accomplishments (continued)

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.

ESC staff worked with the Friends of the Elsie Stuhr Center to set values and priorities that support the district and the 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.

Sports & Inclusion department staff worked together to host the TriTogether Triathlon event. This event merged the previous family triathlon with the Tri4Youth event. This event was held in August and brought THPRD, community partners, and patrons together to recreate.

AC staff worked to update language in adult softball to be gender inclusive. This includes rule adaptations and updated language.

ESC partnered with the Patricia Reser Center to help patrons gain low-cost access to programming for the 55+ community.

AC staff worked with community members to host a Chinese New Year pickleball event.

JE continues to be a district resource to host cultural programming, partnerships, and recreational activities at the historic property.

Inclusion Services has started offering space at Centro de Bienvenida for families who use their services. This allows personalized and priority registration for these participants.

AC staff collaborated with Beaverton Black Parent Union to host the first Kwanzaa event at THPRD. This event was a huge success and created an opportunity for further partnership.

The gender inclusion team led by Sports & Inclusion staff collaborated with Human Resources and Communications department teams to produce an updated attire guide for staff. This guide provides new guidance for inclusive clothing items in a visual way.

Priority: Investing in our Employees and Technology

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.

Priority: Focus on Strengthening Programming Opportunities

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

AC staff will add 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.

FY 2024/25 Goals and Objectives

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

GHRC will host annual cultural events, such as Marhaba and Dia de Los Ninos, Sempoashochitl Festival, and Quilts of Valor, and offer one new event or program to expand our existing cultural events and education.

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.

BHTC staff will utilize all facility capabilities to continue efforts to grow pickleball opportunities. This includes opportunities for those who are new to the sport.

Staff will work to program JE and bring community awareness to the site. This will include multiple internal departments and external groups regularly utilizing the property.

ESC and Adaptive and Inclusion staff will expand therapeutic recreation programs to fill unused facility space.

Priority: Invest in our Employees and Technology

Additional funds for staff training and development were specified for this year. Conferences, certifications, and specific skill building trainings will be the focus.

Priority: Develop Sustainable Operating and Financial Models for the Future

Taking recommendations from the financial futures team, the Sports & Inclusion department will review possibilities and move forward with those that make sense.

New programming and community awareness of JE will start the process of developing sustainable operations at the estate.

Sports & Inclusion staff will work with the THPRD Grants Administrator and THPF Executive Director to work on grant and funding opportunities for the following: adaptive & inclusive programs, Camp Rivendale, Mobile Recreation, and afterschool programs.

THRIVE at Chehalem will focus on the second year of the \$50,000 NRPA Grant for mentoring programs. This year staff will implement a comprehensive mentoring framework and enrichment and outreach plan.

Value: Leading with Equity with Special Attention to Racial Equity

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, Spring Celebration with partner ASO, adaptive triathlon, Día de los Muertos celebrations, El Día del los Niños events, Kwanzaa celebration, Pride Events, and other culturally specific outreach.

Adaptive and Inclusive staff will expand opportunities for Adaptive Mobile Recreation to bring free opportunities to the disability community.

The gender inclusion team will be providing districtwide training on current language and increased awareness and acceptance of all gender identities.

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.

The Sports & Inclusion department will emphasize strategic plan work in developing programs and opportunities.

Strategic Plan: Welcoming & Inclusive

Sports & Inclusion staff will make it easier for culturally specific organizations, community groups, and partners to collaborate with the district and use district facilities.

Strategic Plan: Play for Everyone

Fitness staff will work to provide increased access to free or reduced-priced programming, including fitness offerings in parks.

Sports & Inclusion staff will design programs and activities that celebrate diversity through a culturally specific lens.

Strategic Plan: Diversity, Equity, Inclusion, and Access

Sports & Inclusion staff will invest in historically underserved communities to reduce health disparities and increase access to open space, natural areas, and recreation activities.

Division: Recreation Services
Department: Sports & Inclusion Services

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
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Summary of Appropriations

Personnel Services	\$ 5,361,351	\$ 5,663,849	\$ 7,685,574	\$ 8,521,639	
Materials & Services	790,692	962,161	1,207,267	1,317,412	
Total Appropriations	\$ 6,152,043	\$ 6,626,010	\$ 8,892,841	\$ 9,839,051	\$ -

Summary by Program

Sports & Inclusion Services Manager	\$ 257,405	\$ 211,603	\$ 271,377	\$ 289,424	
Tualatin Hills Athletic Center	2,346,057	2,533,930	3,268,176	3,158,076	
Babette Horenstein Tennis Center	1,034,293	1,139,551	1,318,854	1,408,464	
Elsie Stuhr Center	801,280	1,137,128	1,540,330	1,369,359	
Garden Home Recreation Center	1,686,901	1,531,994	2,348,081	2,401,257	
Adaptive & Inclusive Services	26,107	71,804	146,023	810,350	
Jenkins Estate	-	-	-	402,121	
Total Appropriations	\$ 6,152,043	\$ 6,626,010	\$ 8,892,841	\$ 9,839,051	\$ -

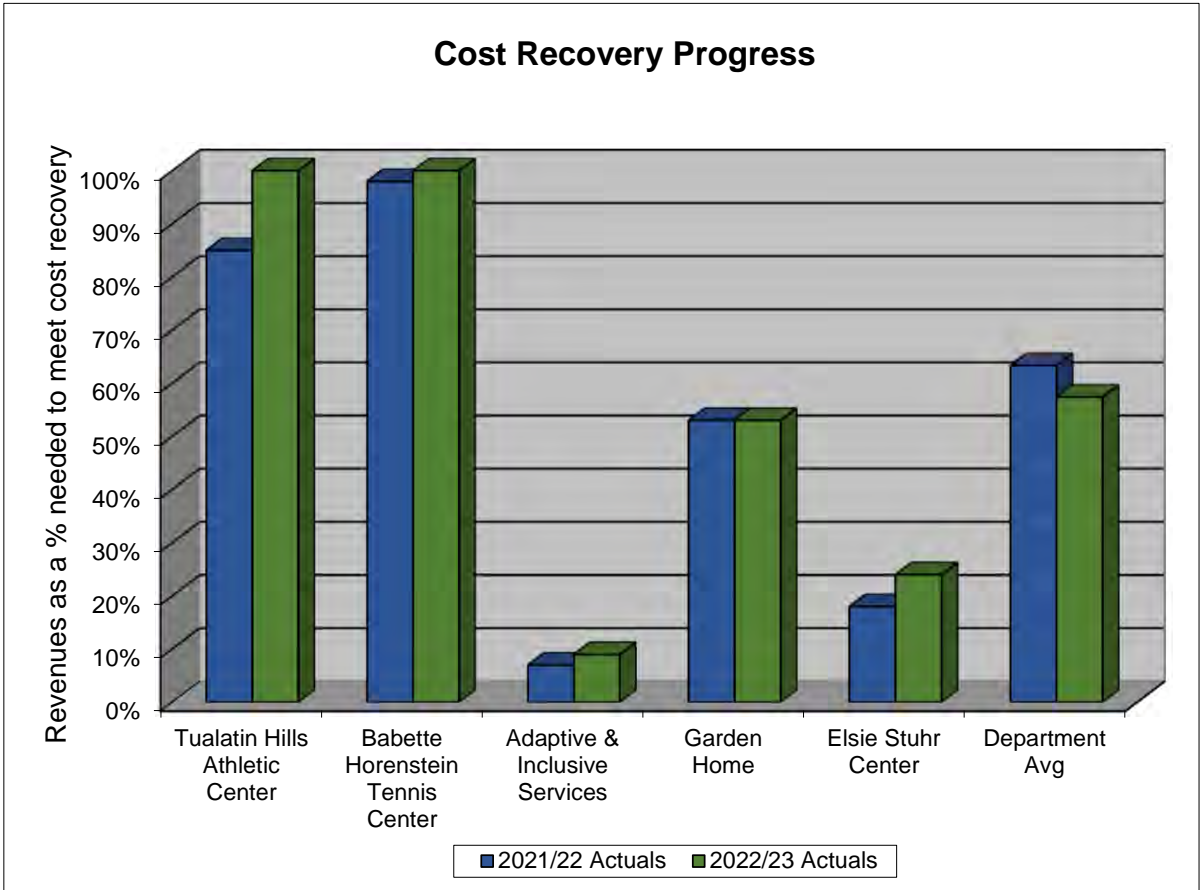
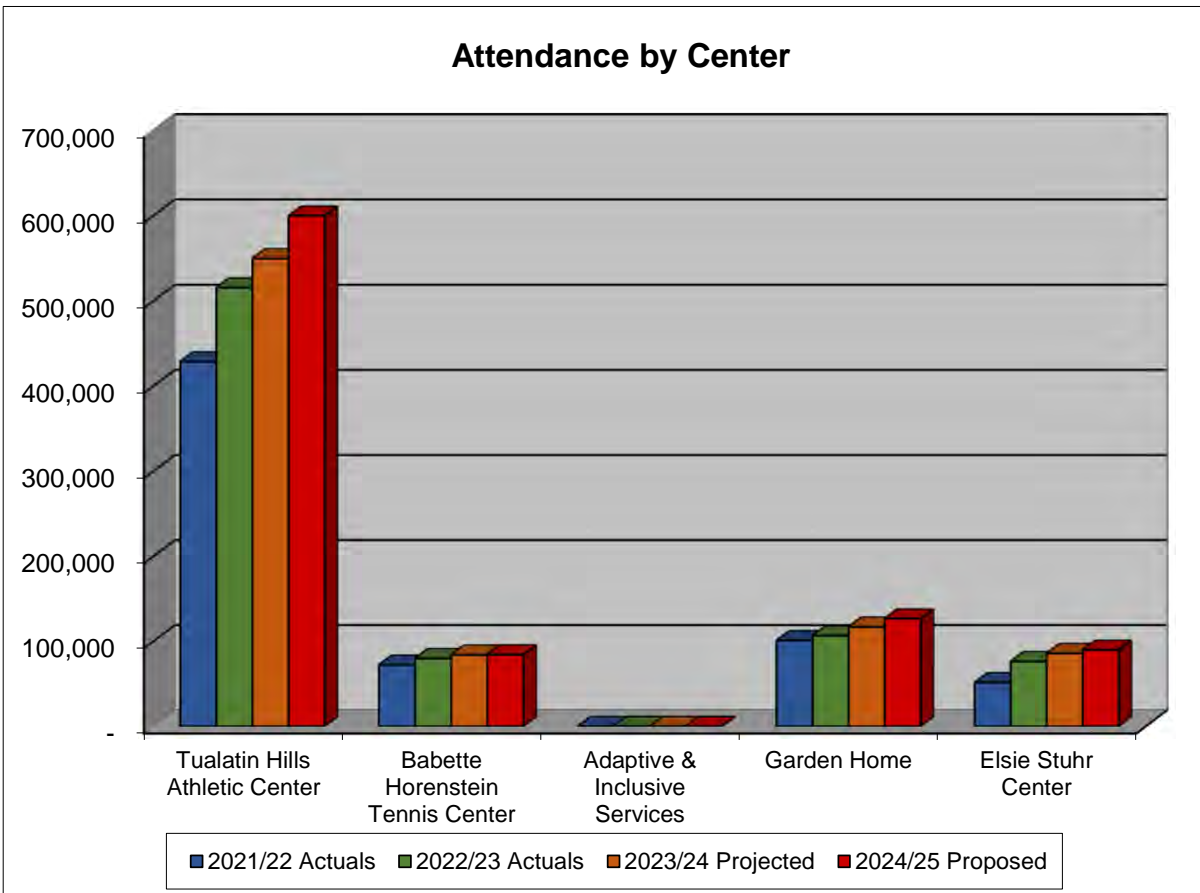
Program Revenue	\$ 3,436,961	\$ 3,882,695	\$ 5,037,301	\$ 4,650,927	\$ -
Tax Subsidy	\$ 2,715,082	\$ 2,743,315	\$ 3,855,540	\$ 5,188,124	\$ -
% of Program Subsidized	44%	41%	43%	53%	

Division Staff

Full-time	26.22	28.79	31.00	33.00	
Part-time (FTE)	39.90	43.68	72.88	89.19	

Funded Service Level

Program Hours	108,386	60,437	67,147	75,321	
Contact Hours	266,895	283,178	895,891	924,298	



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

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 127,750	\$ 126,540	\$ 162,599	\$ 177,620	
PT Salary	-	-	18,023	20,815	
Employee Benefits	104,021	49,046	54,600	53,596	
Payroll Taxes	12,422	17,230	28,785	30,634	
Personnel Services	\$ 244,193	\$ 192,816	\$ 264,007	\$ 282,665	\$ -
Communications	\$ 10,670	\$ 14,175	\$ -	\$ -	
Supplies	2,542	1,892	2,000	1,800	
Training, Travel and Memberships	-	2,474	5,220	4,959	
Small Furniture and Equipment	-	246	150	-	
Material & Services	\$ 13,212	\$ 18,787	\$ 7,370	\$ 6,759	\$ -
Program Total	\$ 257,405	\$ 211,603	\$ 271,377	\$ 289,424	\$ -
Department Staff					
Full-time	1.00	0.82	1.00	1.00	
Part-time (FTE)	0.00	0.00	0.35	0.35	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	429,000	515,786	550,000	600,000
Number of classes held	359	465	580	600
% of classes held vs. offered	80%	88%	87%	90%
Performance Measures:				
Estimated cost per visit ¹	\$4.57	\$4.14	\$4.66	\$4.45
Estimated maintenance cost per visit ²	\$0.66	\$0.53	\$0.57	\$0.62
Utilities cost per square foot	\$1.71	\$2.03	\$2.43	\$1.88
Goal Outcome Measures:				
Average enrollment as a % of class minimums	151%	167%	155%	100%
Revenues as a % needed to meet cost recovery	85%	100%	62%	67%

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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 676,314	\$ 818,172	\$ 867,828	\$ 940,294	
PT Salary	619,746	797,286	1,196,161	1,035,151	
Employee Benefits	657,489	360,290	405,775	409,195	
Payroll Taxes	121,061	236,625	334,908	307,492	
Personnel Services	\$ 2,074,610	\$ 2,212,373	\$ 2,804,672	\$ 2,692,132	\$ -
Professional and Technical Services	\$ 65,493	\$ 65,857	\$ 79,900	\$ 79,900	
Communication	164	-	600	100	
Supplies	76,364	95,405	238,067	225,249	
Utilities	104,124	123,593	99,568	114,291	
Bank Charges and Fees	23,734	33,666	32,669	35,704	
Training, Travel and Memberships	359	1,909	7,700	7,700	
Small Furniture and Equipment	1,209	1,127	5,000	3,000	
Material & Services	\$ 271,447	\$ 321,557	\$ 463,504	\$ 465,944	\$ -
Program Total	\$ 2,346,057	\$ 2,533,930	\$ 3,268,176	\$ 3,158,076	\$ -
Program Revenue	\$ 1,241,679	\$ 1,519,563	\$ 1,866,778	\$ 1,849,928	
Tax Subsidy	\$ 1,104,378	\$ 1,014,367	\$ 1,401,398	\$ 1,308,148	\$ -
% of Program Subsidized	47%	40%	43%	41%	
Department Staff					
Full-time	10.41	10.64	10.50	10.50	
Part-time (FTE)	17.96	19.47	31.58	41.15	
Funded Service Level					
Program Hours	5,370	2,803	35,083	39,502	
Contact Hours	65,141	68,373	259,560	345,700	

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	72,360	80,120	84,210	84,500
Number of classes held	1,706	1,249	1,338	1,400
% of classes held vs. offered	90%	92%	90%	93%
Performance Measures:				
Estimated cost per visit ¹	\$9.91	\$9.82	\$10.92	\$11.47
Estimated maintenance cost per visit ²	\$3.00	\$2.74	\$2.85	\$3.16
Utilities cost per square foot	\$1.01	\$1.33	\$1.60	\$1.74
Goal Outcome Measures:				
Average enrollment as a % of class minimums	162%	157%	171%	100%
Revenues as a % needed to meet cost recovery	98%	101%	94%	98%

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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 233,934	\$ 337,221	\$ 379,473	\$ 388,273	
PT Salary	287,165	341,387	376,500	423,035	
Employee Benefits	275,457	122,366	174,141	173,481	
Payroll Taxes	48,984	98,638	121,996	125,427	
Personnel Services	\$ 845,540	\$ 899,612	\$ 1,052,110	\$ 1,110,216	\$ -
Professional and Technical Services	\$ 40,472	\$ 42,584	\$ 41,608	\$ 53,216	
Rental Equipment	-	-	1,891	1,891	
Supplies	23,128	31,916	44,710	44,624	
Utilities	100,464	132,551	156,318	172,618	
Bank Charges and Fees	24,360	31,727	21,717	23,889	
Training, Travel and Memberships	329	1,161	500	2,010	
Material & Services	\$ 188,753	\$ 239,939	\$ 266,744	\$ 298,248	\$ -
Program Total	\$ 1,034,293	\$ 1,139,551	\$ 1,318,854	\$ 1,408,464	\$ -
Program Revenue	\$ 1,079,714	\$ 1,197,210	\$ 1,240,987	\$ 1,240,987	
Tax Subsidy	\$ (45,421)	\$ (57,659)	\$ 77,867	\$ 167,477	\$ -
% of Program Subsidized	-4%	-5%	6%	12%	
Department Staff					
Full-time	2.83	3.71	4.50	4.50	
Part-time (FTE)	7.36	8.20	9.44	9.44	
Funded Service Level					
Program Hours	7,336	7,386	2,935	2,935	
Contact Hours	33,094	33,179	28,089	28,089	

NOTE: Tennis leagues are not included in the program or contact hours but are reflected in the FY 24/25 budget. 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 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	51,689	76,511	86,000	90,000
Number of classes held	45	215	240	260
% of classes held vs. offered	85%	81%	83%	84%
Performance Measures:				
Estimated cost per visit ¹	\$11.53	\$11.07	\$11.23	\$12.16
Estimated maintenance cost per visit ²	\$3.10	\$3.01	\$3.00	\$1.99
Utilities cost per square foot	\$2.05	\$2.74	\$3.44	\$4.33
Goal Outcome Measures:				
Average enrollment as a % of class minimums	92%	86%	91%	100%
Revenues as a % needed to meet cost recovery	18%	24%	25%	32%

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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 263,153	\$ 522,168	\$ 601,482	\$ 472,618	
PT Salary	117,060	174,792	352,965	398,593	
Employee Benefits	312,680	231,974	283,923	212,752	
Payroll Taxes	35,549	98,835	155,366	134,749	
Personnel Services	\$ 728,442	\$ 1,027,769	\$ 1,393,736	\$ 1,218,712	\$ -
Professional and Technical Services	\$ 1,489	\$ 2,342	\$ 701	\$ 750	
Communication	1,619	3,350	-	-	
Supplies	23,203	39,104	57,998	46,483	
Utilities	45,016	60,326	77,678	95,244	
Bank Charges and Fees	1,332	4,020	8,717	6,870	
Training, Travel and Memberships	179	217	1,500	1,300	
Material & Services	\$ 72,838	\$ 109,359	\$ 146,594	\$ 150,647	\$ -
Program Total	\$ 801,280	\$ 1,137,128	\$ 1,540,330	\$ 1,369,359	\$ -
Program Revenue	\$ 158,132	\$ 287,076	\$ 498,095	\$ 356,897	
Tax Subsidy	\$ 643,148	\$ 850,052	\$ 1,042,235	\$ 1,012,462	\$ -
% of Program Subsidized	80%	75%	68%	74%	
Department Staff					
Full-time	4.12	7.05	7.50	5.50	
Part-time (FTE)	2.15	3.20	6.76	6.65	
Funded Service Level					
Program Hours	1,134	2,644	6,477	7,962	
Contact Hours	3,222	10,582	160,101	165,660	

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Garden Home Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	101,095	106,886	117,210	126,829
Number of classes held	127	227	269	285
% of classes held vs. offered	76%	83%	86%	88%
Performance Measures:				
Estimated cost per visit ¹	\$13.22	\$11.50	\$12.68	\$15.31
Estimated maintenance cost per visit ²	\$2.76	\$2.03	\$2.18	\$2.62
Utilities cost per square foot	\$1.35	\$1.62	\$1.98	\$2.41
Goal Outcome Measures:				
Average enrollment as a % of class minimums	151%	142%	181%	100%
Revenues as a % needed to meet cost recovery	53%	53%	54%	53%

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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 487,334	\$ 484,157	\$ 606,080	\$ 510,316	
PT Salary	397,588	445,486	926,465	1,071,773	
Employee Benefits	479,593	232,142	284,775	252,458	
Payroll Taxes	83,388	136,074	248,183	245,055	
Personnel Services	\$ 1,447,903	\$ 1,297,859	\$ 2,065,503	\$ 2,079,602	\$ -
Professional and Technical Services	\$ 2,135	\$ 5,453	\$ 638	\$ 1,238	
Communications	2,133	2,948	-	-	
Supplies	151,306	121,495	150,669	165,360	
Utilities	71,519	85,881	105,529	127,859	
Bank Charges and Fees	11,563	17,806	24,088	20,011	
Training, Travel and Memberships	342	489	1,654	7,187	
Small Furniture, Fixtures and Equip.	-	63	-	-	
Material & Services	\$ 238,998	\$ 234,135	\$ 282,578	\$ 321,655	\$ -
Program Total	\$ 1,686,901	\$ 1,531,994	\$ 2,348,081	\$ 2,401,257	\$ -
Program Revenue	\$ 936,389	\$ 840,065	\$ 1,376,441	\$ 1,039,516	
Tax Subsidy	\$ 750,512	\$ 691,929	\$ 971,640	\$ 1,361,741	\$ -
% of Program Subsidized	44%	45%	41%	57%	
Department Staff					
Full-time	7.86	6.57	7.50	6.50	
Part-time (FTE)	11.88	12.05	22.49	22.70	
Funded Service Level					
Program Hours	94,246	47,304	20,742	19,951	
Contact Hours	162,468	167,024	432,191	342,561	

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Adaptive & Inclusive Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	134	173	180	180
Performance Measures:				
Estimated maintenance cost per visit ¹	\$195	\$415	\$481	\$4,502
Utilities cost per square foot	-	-	-	\$9.62
Goal Outcome Measures:				
Average enrollment as a % of class minimums	198%	268%	150%	100%
Revenues as a % needed to meet cost recovery	7%	9%	50%	6%

¹ Total maintenance cost does not include utilities.

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Adaptive & Inclusive Services

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 170,195	
PT Salary	19,008	29,511	90,879	416,538	
Employee Benefits	-	-	-	71,599	
Payroll Taxes	1,655	3,909	14,667	91,359	
Personnel Services	\$ 20,663	\$ 33,420	\$ 105,546	\$ 749,691	\$ -
Rental Equipment	\$ -	\$ -	\$ 11,000	\$ 12,897	
Supplies	5,444	38,384	16,197	29,170	
Utilities	-	-	13,280	18,592	
Material & Services	\$ 5,444	\$ 38,384	\$ 40,477	\$ 60,659	\$ -
Program Total	\$ 26,107	\$ 71,804	\$ 146,023	\$ 810,350	\$ -
Program Revenue	\$ 21,047	\$ 38,781	\$ 55,000	\$ 75,759	
Tax Subsidy	\$ 5,060	\$ 33,023	\$ 91,023	\$ 734,591	\$ -
% of Program Subsidized	19%	46%	62%	91%	
Department Staff					
Full-time	0.00	0.00	0.00	2.00	
Part-time (FTE)	0.55	0.76	2.26	8.90	
Funded Service Level					
Program Hours	300	300	1,910	4,971	
Contact Hours	2,970	4,020	15,950	42,288	

Division: Recreation Services
 Department: Sports & Inclusion Services
 Program: Jenkins Estate

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 242,065	
Employee Benefits	-	-	-	108,145	
Payroll Taxes	-	-	-	38,411	
Personnel Services	\$ -	\$ -	\$ -	\$ 388,621	\$ -
Supplies	\$ -	\$ -	\$ -	\$ 13,500	
Material & Services	\$ -	\$ -	\$ -	\$ 13,500	\$ -
Program Total	\$ -	\$ -	\$ -	\$ 402,121	\$ -
Program Revenue	\$ -	\$ -	\$ -	\$ 87,840	
Tax Subsidy	\$ -	\$ -	\$ -	\$ 314,281	\$ -
% of Program Subsidized	N/A	N/A	N/A	78%	
Department Staff					
Full-time	0.00	0.00	0.00	3.00	
Funded Service Level					
Program Hours	-	-	-	-	
Contact Hours	-	-	-	-	

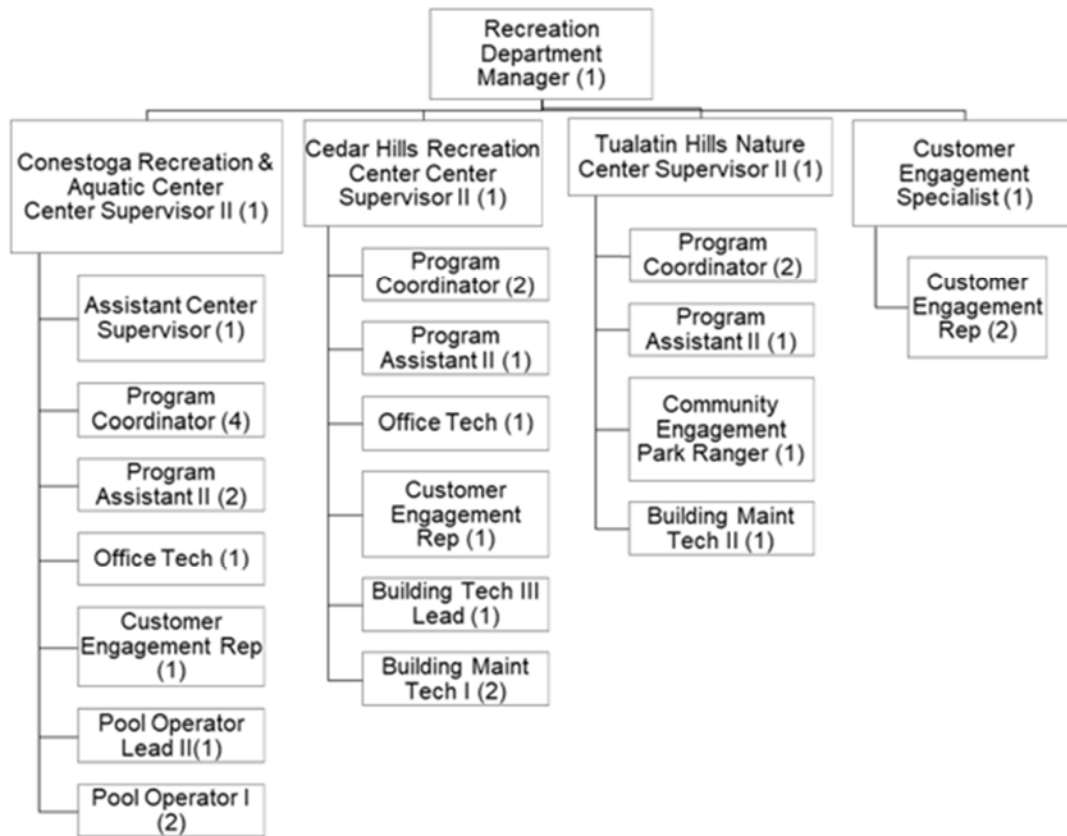


Recreation



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 750 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 2023/24 Accomplishments

Priority: Invest in our Employees and Technology

Hosted the first THPRD Summer Job Fair, bringing together staff from across the district to meet candidates, interview, and process applicants at the event to be considered for summer employment.

Aquatics completed the first Swim Academy Training for staff, which allowed instructors to learn teaching and class management techniques in an intensive format to meet the demand for swim classes.

FY 2023/24 Accomplishments (continued)

Priority: Focus on Strengthening Programming Opportunities with an Emphasis on Leading with Equity

THPRD's continued partnership with the Beaverton School District's (BSD) free and reduced lunch program and supper program for afterschool program sites provided thousands of meals for children in the community. THPRD full-day camps were able to offer this meal service in conjunction with BSD for summer.

CHRC also hosted West Slope Library in conjunction with the BSD free lunch program, providing free books to participants.

THPRD's partnership with Northwest Regional Education Service District (NWRESA) provided spaces for 26 students in the nine-month preschool programs at CHRC, CRAC, and the Tualatin Hills Nature Center (THNC).

Nature Mobile offered free, grant-funded programs, at THPRD parks and community events from July - September 2023, reaching 1,878 kids and 1,403 adults with nature programs and distributing 735 free, nature kits.

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.

THNC continued to provide afterschool, nature sessions and a family field trip day with partner, Adelante Mujeres, for their Chicas students - Latina students in elementary, middle, and high school at various BSD schools and at Cooper Mountain Nature Park in spring 2023.

THNC also continued the Nature Experiences and Workforce Training (NEWT) Program, providing paid internship opportunities to seven Latinx students from January 1 – December 31, 2023. In total, interns worked more than 1,500 hours supporting nature camps and Nature Mobile programs.

THNC collaborated with Beaverton Black Parent Union for the second year to host the Black & Green Fellowship, a paid workforce training experience to connect 11 BSD high school students to health and wellness, nature and parks, and careers in nature.

THNC partnered with the Tualatin Hills Athletic Center and Beaverton School District Multilingual Department to host their Summer Splash Book Club, an end-of-summer family celebration. Approximately 52 individuals, including 28 youth, participated in a bilingual sports and nature-themed day with nature walks, sports, and a bird exploration station.

CRAC offered several free community events including a Mayan Art Exhibition and Workshop with Ch'íibal Kaan (Pedro Pablo), a Celebración de Día de los Muertos event in partnership with Mitotilistli Tezcatlipoca, a Pride Dance Party, and a Sensory Santa event.

CRAC's afterschool THRIVE program added enrichment activities for youth in partnership with THPRD aquatic, fitness and art staff. Learn to Swim programs focused on water safety and basic swim skills. Fitness activities included beginning yoga and tai chi.

FY 2023/24 Accomplishments (continued)

CHRC hosted the first free family fishing day since 2019 in collaboration with the Oregon Department of Fish and Wildlife (ODFW) at Commonwealth Lake. This event introduced youth and families to the sport with knowledgeable and experienced ODFW's staff support.

Value: Environmental Stewardship

CHRC installed a safer, more accessible, and more energy-efficient induction cooktop through an approved project and funding awarded through the Parks & Facilities Advisory Committee. This transition removed the gas cooktop, improving air quality and safety of participants as well as allowing for increased hands-on participation of students and expanded programming for participants that benefit from a lower cooking surface.

CHRC is on track to replace all overhead lighting with LED lights. Approximately 50% of all overhead lights in CHRC were replaced with LED lights in 2023.

Value: Commitment to Community Vision

To further the goal of providing welcoming and inclusive programming, CRAC added sensory-friendly classes and CHRC designates sensory-friendly space at large events. Programs such as Sensory Storytime were developed to address cognitive and sensory development and needs through interactive storytelling, music and play.

CRAC reopened the Little Library which provides free books for children in the community and had the first Cultural Book Festival since 2019. The festival included storytime reading for children from a variety of cultures and countries, including South Korea, Armenia, Mexico, Israel, South Africa, and Central America.

CHRC hosted another successful Día de Los Niños event increasing the event's participation and offering an interactive dance performance by introducing families to traditional Aztec dance provided by Macuilshochitl Meshica-Toltec dance group.

FY 2024/25 Goals and Objectives

Priority: Invest in our Employees and Technology

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

CHRC, CRAC and THNC will continue the teen-focused, Realizing Interests through Service Experience (RISE) volunteer program. RISE is a youth leadership program where teens support classes, camps and events and gain workforce development skills and experiences.

Continue the Earn to Learn lifeguard and instructor training program to expand workplace opportunities in aquatics. Update Junior Guard programs to develop interest in school students working in volunteer positions to learn new skills and create a pipeline for new employees.

Offer CPR/First Aid and AED training districtwide for staff that are newly employed or staff that need to recertify in order to support programming.

Priority: Focus on Strengthening Programming Opportunities

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.

FY 2024/25 Goals and Objectives (continued)

THNC plans 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 2024.

THNC will continue the NEWT Program providing paid internship opportunities to five Latinx students in summer 2024 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. Expand opportunities for students to participate in community and area competitions, such as the Washington County Kids "Afterschool is Cool" art contest.

Develop specific programs for underserved populations and break down barriers to participation consistent with THPRD's commitment to community vision and our goals of providing play for everyone.

THNC will continue community engagement opportunities and the Nature Mobile program. This consists of free mobile programs that provide hands-on, interactive, nature activities for visitors of all ages at five 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.

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.

CHRC will continue to offer middle school Cross County and Track & Field programming to BSD students working towards increasing the number of schools involved and create opportunities for BSD youth to qualify and participate in State competition.

Upgrade the chemical controls at all Aquatic Centers and continue to facilitate training to increase aquatic staff skills.

Offer programs for homeschool participants in aquatics, recreation, and sports.

The weight room at Conestoga will undergo an upgrade to the Paramount weight machines and functional trainers.

Value: Leading with Equity with Special Attention to Racial Equity

THRPD, with support from the State of Oregon Youth Solutions Grant, will continue to host the Black & Green Fellowship program, a paid workforce training experience to connect 12 BSD high school students to health and wellness, nature and parks, and careers in nature.

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-Abilities Duck Dive, an All-Abilities Egg Hunt, Día de los Muertos Festivals, El Día del los Niños events, Pride Events, Sensory Santa and Veteran's Day events.

FY 2024/25 Goals and Objectives (continued)

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

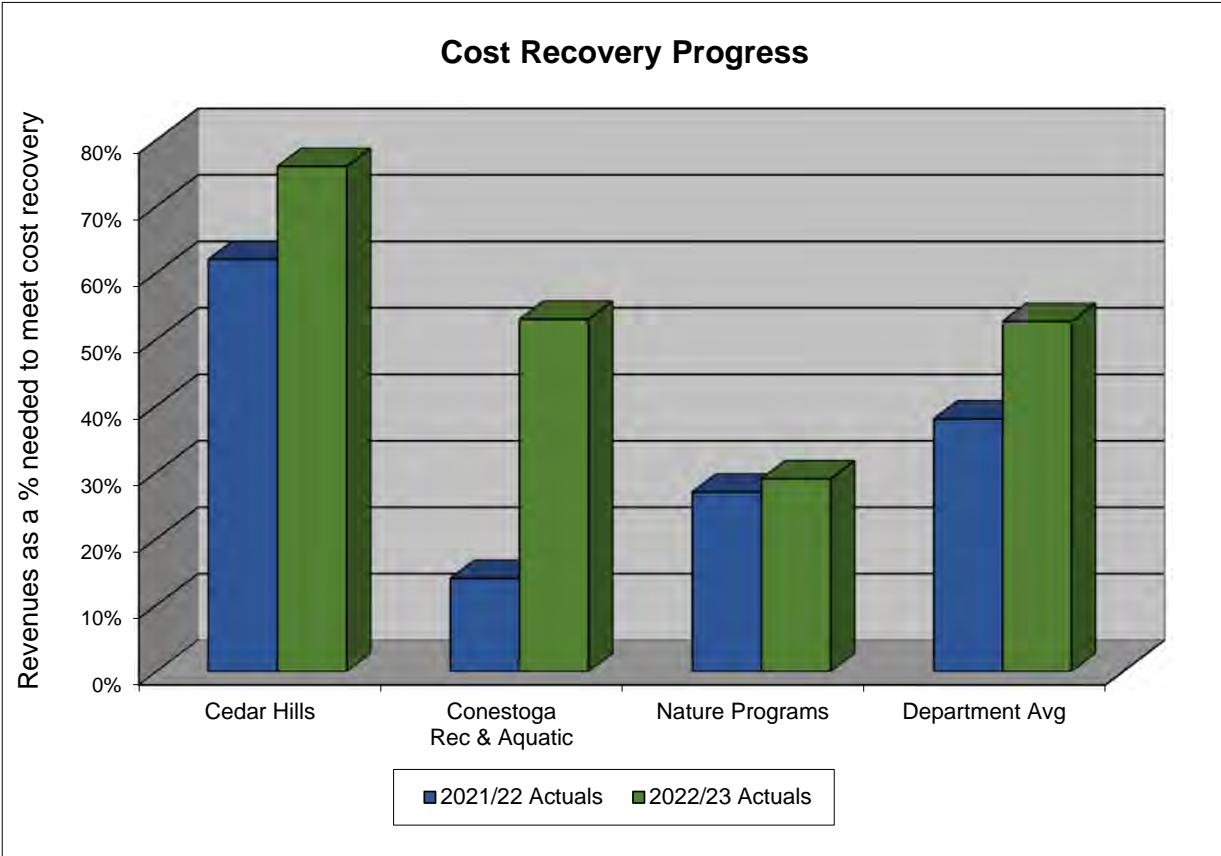
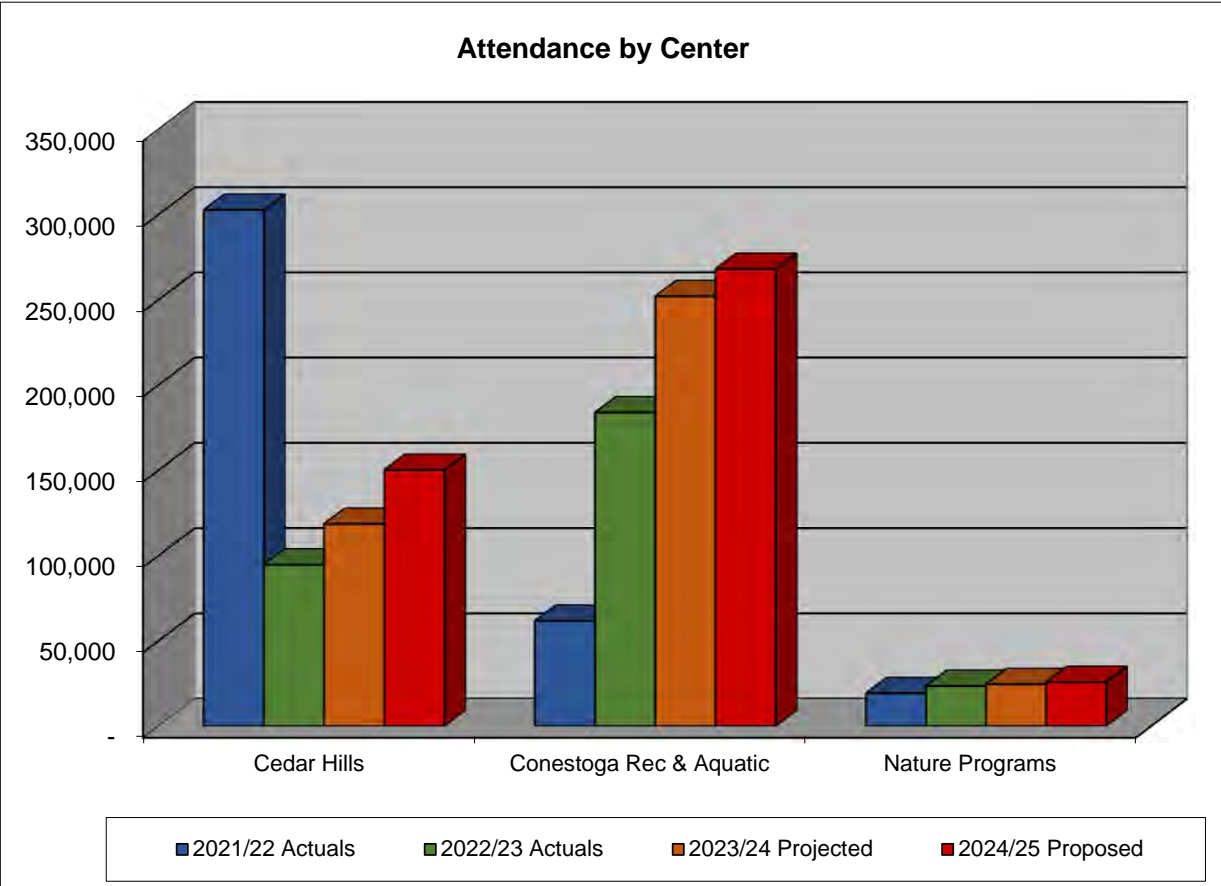
Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 6,079,184	\$ 6,727,832	\$ 9,169,537	\$ 9,368,782	
Materials & Services	537,892	851,528	1,116,639	1,277,479	
Total Appropriations	\$ 6,617,076	\$ 7,579,360	\$ 10,286,176	\$ 10,646,261	\$ -

Summary by Program					
Recreation Manager	\$ 265,581	\$ 328,116	\$ 774,010	\$ 811,511	
Cedar Hills Recreation Center	1,964,550	2,140,587	3,244,454	3,384,662	
Conestoga Rec. & Aquatic Center	2,670,642	3,338,444	4,518,719	4,646,029	
Nature Programs	1,716,303	1,772,213	1,748,993	1,804,059	
Total Appropriations	\$ 6,617,076	\$ 7,579,360	\$ 10,286,176	\$ 10,646,261	\$ -

Program Revenue	\$ 2,910,417	\$ 4,069,526	\$ 5,639,494	\$ 4,526,453	\$ -
Tax Subsidy	\$ 3,706,659	\$ 3,509,834	\$ 4,646,682	\$ 6,119,808	\$ -
% of Program Subsidized	56%	46%	45%	57%	

Division Staff					
Full-time	27.76	30.35	32.00	32.00	
Part-time (FTE)	49.12	69.04	98.60	95.38	

Funded Service Level					
Program Hours	56,781	33,524	77,050	75,608	
Contact Hours	473,615	509,502	1,656,222	1,463,538	



Division: Recreation Services
 Department: Recreation
 Program: Recreation Manager

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 130,810	\$ 123,561	\$ 381,158	\$ 399,348	
PT Salary	-	-	120,364	133,963	
Employee Benefits	105,703	173,035	163,687	166,123	
Payroll Taxes	12,719	16,778	79,512	81,405	
	\$ 249,232	\$ 313,374	\$ 744,721	\$ 780,839	\$ -
Communications	\$ 14,197	\$ 8,672	\$ -	\$ -	
Supplies	1,972	2,321	14,039	14,422	
Training, Travel and Memberships	120	3,749	15,250	16,250	
Small Furniture and Equipment	60	-	-	-	
Material & Services	\$ 16,349	\$ 14,742	\$ 29,289	\$ 30,672	\$ -
Program Total	\$ 265,581	\$ 328,116	\$ 774,010	\$ 811,511	\$ -
Department Staff					
Full-time	1.00	0.82	4.00	4.00	
Part-time (FTE)	0.00	0.00	2.99	3.04	

Division: Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	302,640	94,638	118,492	150,134
Number of classes held	677	903	935	950
% of classes held vs. offered	74%	82%	86%	86%
Performance Measures:				
Estimated cost per visit ¹	\$5.09	\$18.08	\$18.25	\$18.60
Estimated maintenance cost per visit ²	\$1.22	\$3.82	\$3.36	\$3.06
Utilities cost per square foot	\$1.42	\$1.78	\$2.17	\$3.45
Goal Outcome Measures:				
Average enrollment as a % of class minimums	144%	160%	150%	100%
Revenues as a % needed to meet cost recovery	62%	76%	68%	52%

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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 572,226	\$ 623,788	\$ 741,135	\$ 743,016	
PT Salary	617,238	778,004	1,436,778	1,526,258	
Employee Benefits	520,282	285,467	346,036	336,191	
Payroll Taxes	109,736	207,415	352,295	351,565	
Personnel Services	\$ 1,819,482	\$ 1,894,674	\$ 2,876,244	\$ 2,957,030	\$ -
Professional and Technical Services	\$ 1,192	\$ 4,627	\$ 400	\$ 400	
Communication	289	498	3,600	3,600	
Supplies	60,638	125,240	215,763	241,351	
Utilities	54,473	68,145	104,758	132,321	
Bank Charges and Fees	28,351	46,556	39,439	35,160	
Training, Travel and Memberships	107	-	850	10,850	
Small Furniture and Equipment	18	847	3,400	3,950	
Material & Services	\$ 145,068	\$ 245,913	\$ 368,210	\$ 427,632	\$ -
Program Total	\$ 1,964,550	\$ 2,140,587	\$ 3,244,454	\$ 3,384,662	\$ -
Program Revenue	\$ 1,277,767	\$ 1,696,798	\$ 2,253,665	\$ 1,826,480	\$ -
Tax Subsidy	\$ 686,783	\$ 443,789	\$ 990,789	\$ 1,558,182	\$ -
% of Program Subsidized	35%	21%	31%	46%	
Department Staff					
Full-time	8.44	8.16	9.00	9.00	
Part-time (FTE)	17.69	21.20	33.30	34.37	
Funded Service Level					
Program Hours	20,900	11,654	25,095	22,460	
Contact Hours	209,237	220,168	586,254	399,174	

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	61,666	183,835	252,000	268,000
Number of classes held	654	888	1,280	1,350
% of classes held vs. offered	89%	75%	86%	89%
Performance Measures:				
Estimated cost per visit ¹	\$219.94	\$29.86	\$31.46	\$35.64
Estimated maintenance cost per visit ²	\$13.55	\$2.72	\$1.98	\$2.27
Utilities cost per square foot	\$3.09	\$3.56	\$4.55	\$5.88
Goal Outcome Measures:				
Average enrollment as a % of class minimums	212%	131%	182%	100%
Revenues as a % needed to meet cost recovery	14%	53%	53%	51%

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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 695,663	\$ 919,201	\$ 1,071,228	\$ 1,124,206	
PT Salary	713,270	1,207,744	1,874,882	1,903,256	
Employee Benefits	857,245	411,137	504,201	499,192	
Payroll Taxes	130,548	314,732	477,437	470,152	
Personnel Services	\$ 2,396,726	\$ 2,852,814	\$ 3,927,748	\$ 3,996,806	\$ -
Professional and Technical Services	\$ 6,103	\$ 10,695	\$ 10,230	\$ 10,230	
Communication	3,455	4,803	-	-	
Supplies	96,874	224,764	257,079	257,052	
Utilities	143,346	201,596	269,766	332,892	
Bank Charges and Fees	24,087	42,605	49,096	41,849	
Training, Travel and Memberships	51	707	-	-	
Small Furniture, Fixtures and Equip.	-	460	4,800	7,200	
Material & Services	\$ 273,916	\$ 485,630	\$ 590,971	\$ 649,223	\$ -
Program Total	\$ 2,670,642	\$ 3,338,444	\$ 4,518,719	\$ 4,646,029	\$ -
Program Revenue	\$ 1,160,394	\$ 1,833,746	\$ 2,805,498	\$ 2,173,974	\$ -
Tax Subsidy	\$ 1,510,248	\$ 1,504,698	\$ 1,713,221	\$ 2,472,055	\$ -
% of Program Subsidized	57%	45%	38%	53%	
Department Staff					
Full-time	10.28	11.61	13.00	13.00	
Part-time (FTE)	20.73	34.53	47.12	43.06	
Funded Service Level					
Program Hours	31,416	17,598	37,497	38,458	
Contact Hours	206,533	231,700	918,602	929,588	

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Aquatics

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	6,757	63,284	67,000	68,000
Number of classes held	140	269	600	650
% of classes held vs. offered	91%	70%	90%	90%
Performance Measures:				
Estimated cost per visit ¹	\$129.07	\$16.79	\$23.50	\$25.93
Goal Outcome Measures:				
Average enrollment as a % of class minimums	226%	251%	182%	100%
Revenues as a % needed to meet cost recovery	12%	61%	37%	26%

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Aquatics

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 518,341	\$ 636,724	\$ 683,989	\$ 714,926	
PT Salary	168,298	395,272	911,268	938,273	
Employee Benefits	553,566	257,637	324,094	319,904	
Payroll Taxes	64,312	149,081	258,768	257,036	
Personnel Services	\$ 1,304,517	\$ 1,438,714	\$ 2,178,119	\$ 2,230,139	\$ -
Professional and Technical Services					
Communication	\$ 6,103	\$ 9,258	\$ 10,230	\$ 10,230	
Supplies	3,455	4,803	-	-	
Utilities	59,824	101,384	107,714	119,652	
Bank Charges and Fees	143,346	201,596	269,766	332,892	
Training, Travel and Memberships	5,272	7,643	15,106	12,006	
	-	172	-	-	
Material & Services	\$ 218,000	\$ 324,856	\$ 402,816	\$ 474,780	\$ -
Program Total	\$ 1,522,517	\$ 1,763,570	\$ 2,580,935	\$ 2,704,919	\$ -
Program Revenue	\$ 148,270	\$ 572,372	\$ 863,185	\$ 623,705	\$ -
Tax Subsidy	\$ 1,374,247	\$ 1,191,198	\$ 1,717,750	\$ 2,081,214	\$ -
% of Program Subsidized	90%	68%	67%	77%	
Department Staff					
Full-time	7.69	5.80	8.40	8.40	
Part-time (FTE)	5.10	9.67	22.96	22.96	
Funded Service Level					
Program Hours	1,351	5,209	8,583	11,378	
Contact Hours	4,432	145,971	432,535	585,461	

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Recreation

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance	12,635	120,551	185,000	200,000
Number of classes held	514	619	680	700
% of classes held vs. offered	88%	77%	82%	88%
Performance Measures:				
Estimated cost per visit ¹	\$90.87	\$13.06	\$7.97	\$9.71
Goal Outcome Measures:				
Average enrollment as a % of class minimums	117%	114%	182%	100%
Revenues as a % needed to meet cost recovery	66%	49%	96%	81%

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Recreation

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 177,322	\$ 282,477	\$ 387,239	\$ 409,280	
PT Salary	544,972	812,472	963,614	964,983	
Employee Benefits	303,679	153,500	180,107	179,288	
Payroll Taxes	66,236	165,651	218,669	213,116	
Personnel Services	\$ 1,092,209	\$ 1,414,100	\$ 1,749,629	\$ 1,766,667	\$ -
Professional and Technical Services	\$ -	\$ 1,437	\$ -	\$ -	
Supplies	37,050	123,380	149,365	137,400	
Bank Charges and Fees	18,815	34,962	33,990	29,843	
Training, Travel and Memberships	51	535	-	-	
Small Furniture, Fixtures and Equip.	-	460	4,800	7,200	
Material & Services	\$ 55,916	\$ 160,774	\$ 188,155	\$ 174,443	\$ -
Program Total	\$ 1,148,125	\$ 1,574,874	\$ 1,937,784	\$ 1,941,110	\$ -
Program Revenue	\$ 1,012,124	\$ 1,261,374	\$ 1,942,313	\$ 1,550,269	\$ -
Tax Subsidy	\$ 136,001	\$ 313,500	\$ (4,529)	\$ 390,841	\$ -
% of Program Subsidized	12%	20%	0%	20%	
Department Staff					
Full-time	2.59	5.81	4.60	4.60	
Part-time (FTE)	15.63	24.86	24.16	20.10	
Funded Service Level					
Program Hours	30,065	12,389	28,914	27,080	
Contact Hours	202,101	85,729	486,067	344,127	

Division: Recreation Services
 Department: Recreation
 Program: Nature Programs

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Projected Outcome 2023/24	Proposed Outcome 2024/25
Workloads:				
Attendance - Nature Programs	19,227	23,442	24,500	25,725
Trail Count - Tualatin Hills Nature Park	114,885	125,070	115,000	115,000
Trail Count - Cooper Mountain Nature Park	92,027	82,094	85,000	85,000
Number of classes held	311	388	390	405
% of classes held vs. offered	90%	94%	91%	90%
Performance Measures:				
Estimated cost per visit ¹	\$74.83	\$61.46	\$52.97	\$56.94
Estimated maintenance cost per visit ²	\$13.51	\$13.23	\$9.71	\$11.94
Utilities cost per square foot	\$1.83	\$2.20	\$2.73	\$3.30
Goal Outcome Measures:				
Average enrollment as a % of class minimums	137%	147%	137%	100%
Revenues as a % needed to meet cost recovery	27%	29%	33%	27%

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

Division: Recreation Services

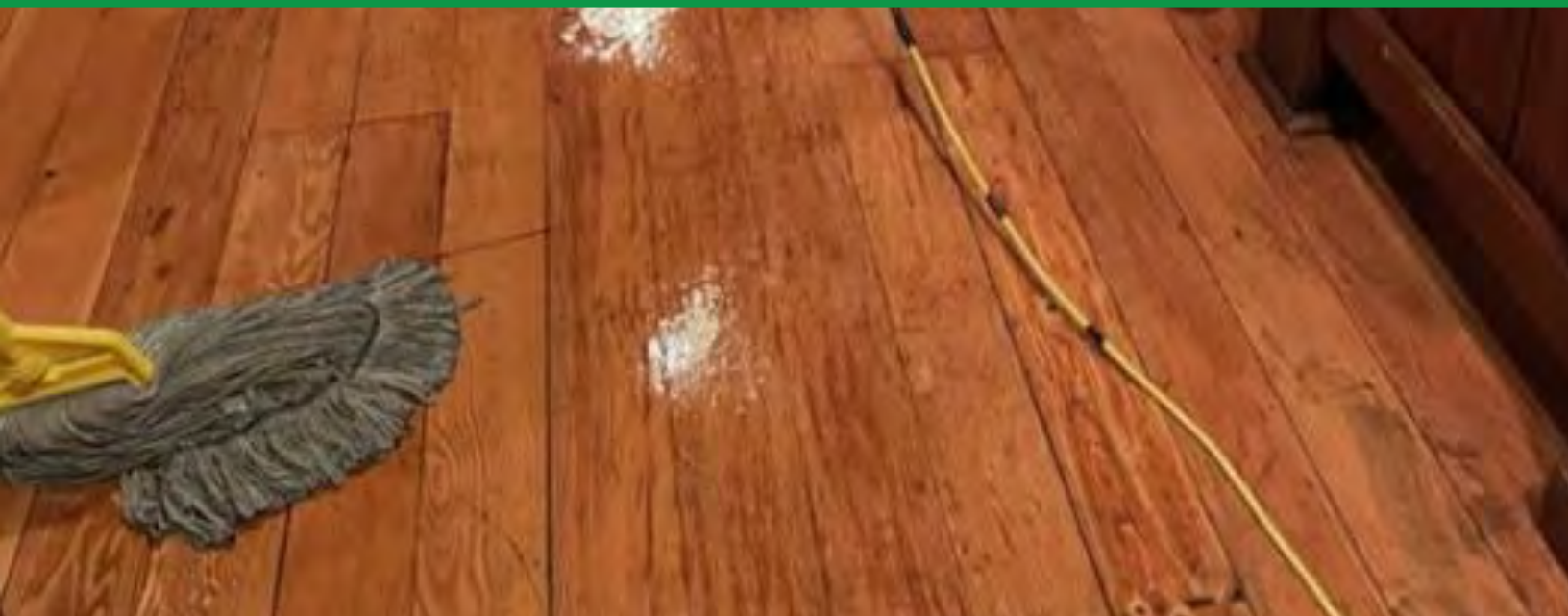
Department: Recreation

Program: Nature Programs

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 527,522	\$ 707,944	\$ 547,607	\$ 521,843	
PT Salary	362,782	475,960	636,744	692,581	
Employee Benefits	641,849	310,359	244,461	231,038	
Payroll Taxes	81,591	172,707	192,012	188,645	
Personnel Services	\$ 1,613,744	\$ 1,666,970	\$ 1,620,824	\$ 1,634,107	\$ -
Professional and Technical Services	\$ 2,334	\$ 1,108	\$ 850	\$ 2,750	
Rental Equipment	1,032	2,319	11,220	14,700	
Communication	7,582	9,752	1,645	1,645	
Supplies	58,026	58,791	66,311	96,798	
Utilities	17,779	21,374	29,902	31,989	
Bank Charges & Fees	8,111	3,028	10,156	10,125	
Training, Travel and Memberships	3,491	8,462	6,480	10,340	
Small Furniture, Fixtures and Equip.	4,204	409	1,605	1,605	
Material & Services	\$ 102,559	\$ 105,243	\$ 128,169	\$ 169,952	\$ -
Program Total	\$ 1,716,303	\$ 1,772,213	\$ 1,748,993	\$ 1,804,059	\$ -
Program Revenue	\$ 472,256	\$ 538,982	\$ 580,331	\$ 525,999	\$ -
Tax Subsidy	\$ 1,244,047	\$ 1,233,231	\$ 1,168,662	\$ 1,278,060	\$ -
% of Program Subsidized	72%	70%	67%	71%	
Department Staff					
Full-time	8.04	9.76	6.00	6.00	
Part-time (FTE)	10.70	13.31	15.19	14.91	
Funded Service Level					
Program Hours	4,465	4,272	14,458	14,690	
Contact Hours	57,845	57,634	151,366	134,776	

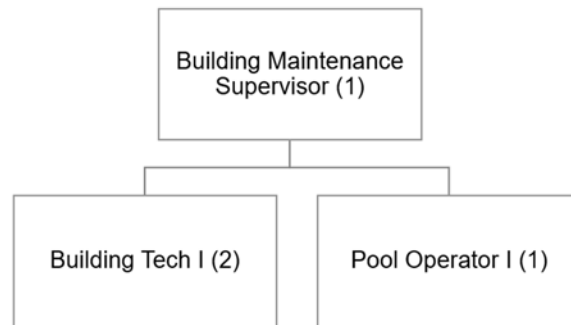


Building Maintenance Coordination



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 of critical equipment and helping develop the operational budget and proposed capital projects list. All full-time pool maintenance positions require a Certified Pool Operator certification.

Building Maintenance Supervisor works in tandem with Center Supervisors and Department Managers to train and support facility maintenance staff along with repairs and upgrades to their facilities.

FY 2023/24 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: Asbestos and Confined Space awareness.

All Building Technicians and Pool Operators had training during FY 23-24. These trainings supported their growth in their positions focusing on maintenance skills. Trainings included correct application of custodial supplies, wall repair, site specific HVAC training, and VCT tile refinishing.

Technology upgrades were made for the Building Maintenance/Aquatic Maintenance staff by providing them with smart devices. These devices have been critical in performing 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.

Additional technology upgrades were made to two aquatic centers with the installation of new chemical controllers to maintain balanced water chemistry. The new controllers allow for water chemistry to be more accurately balanced.

Upgrades were made to six facility fire alarm system with the installation of new cellular dialers. These dialers replaced older phone lines that were unreliable to support the fire alarm system's needs. Planning has started for the replacement of facilities fire alarm system panels to replace current outdated panels.

FY 2024/25 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.

FY 2024/25 Goals and Objectives (continued)

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

Work towards removing access barriers within facilities, which can include improving access to all facilities entrances, classrooms, fitness rooms, drinking fountains, and restrooms.

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 help place individuals with intellectual disabilities.

Continue to coordinate and work on completing deficient items listed in the ADA Transition Plan, with the focus on safety and improving access into facilities.

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.

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

Budget Highlights:

Proposed budget includes:

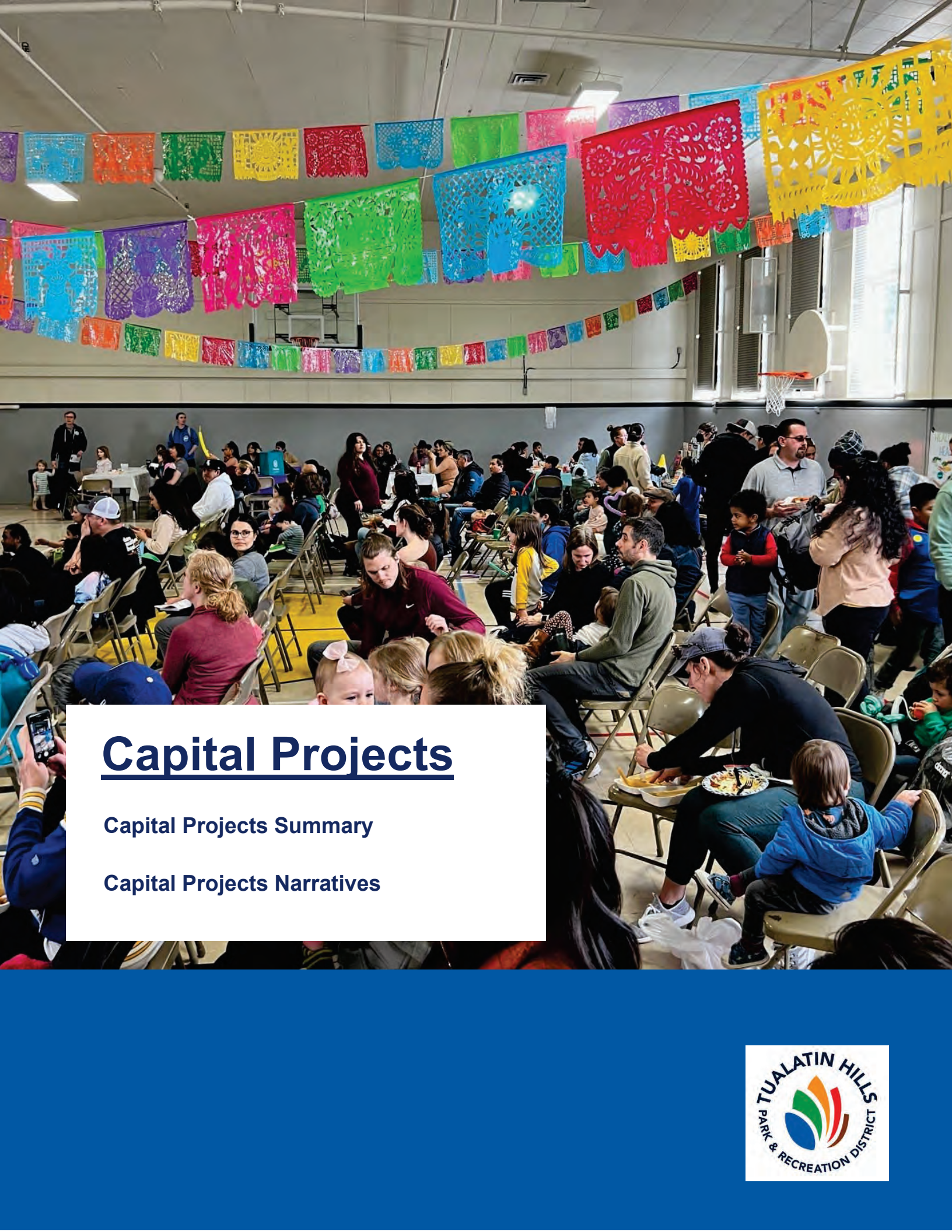
- installation of chemical controls at remaining seven aquatic sites to improve water quality.
- installation of new fire alarm panel at multiple District facilities.
- replacement of main circulation pump & motor at an aquatic center.
- cleaning and maintaining of three new park restroom sites.

Division: Recreation Services
 Department: Building Maintenance Coordination

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Personnel Services	\$ 225,505	\$ 376,436	\$ 984,967	\$ 781,622	
Materials & Services	277,976	367,643	362,987	415,768	
Total Appropriations	\$ 503,481	\$ 744,079	\$ 1,347,954	\$ 1,197,390	\$ -
Summary by Program					
Building Maintenance Coordination	\$ 503,481	\$ 744,079	\$ 1,347,954	\$ 1,197,390	
Total Appropriations	\$ 503,481	\$ 744,079	\$ 1,347,954	\$ 1,197,390	\$ -
Division Staff					
Full-time	0.96	1.21	6.00	4.00	
Part-time (FTE)	1.04	3.20	6.09	5.74	

Division: Recreation Services
 Department: Building Maintenance Coordination

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Program Appropriations					
FT Salary	\$ 85,264	\$ 118,147	\$ 449,464	\$ 310,036	
PT Salary	34,900	114,965	215,833	239,793	
Employee Benefits	94,305	108,582	210,605	145,544	
Payroll Taxes	11,036	34,742	109,065	86,249	
Personnel Services	\$ 225,505	\$ 376,436	\$ 984,967	\$ 781,622	\$ -
Professional & Technical Services	\$ 8,995	\$ 12,079	\$ 75,406	\$ 76,226	
Communication	8,460	12,601	-	-	
Supplies	7,772	18,353	37,787	38,478	
Utilities	251,666	321,955	243,573	294,843	
Training, Travel and Memberships	1,083	2,655	6,221	6,221	
Material & Services	\$ 277,976	\$ 367,643	\$ 362,987	\$ 415,768	\$ -
Program Total	\$ 503,481	\$ 744,079	\$ 1,347,954	\$ 1,197,390	\$ -
Department Staff					
Full-time	0.96	1.21	6.00	4.00	
Part-time (FTE)	1.04	3.20	6.09	5.74	



Capital Projects

Capital Projects Summary

Capital Projects Narratives



CAPITAL PROJECTS

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Adopted Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary by Object					
Capital Outlay	\$ 3,185,828	\$ 2,594,701	\$ 13,056,183	\$ 11,116,119	
Total Appropriations	\$ 3,185,828	\$ 2,594,701	\$ 13,056,183	\$ 11,116,119	\$ -
Summary by Department					
Carryover Projects	\$ 2,437,645	\$ 821,250	\$ 9,059,931	\$ 8,159,859	
Athletic Facility Replacements	11,600	19,251	130,000	105,000	
Building Replacements	207,748	1,212,054	3,294,570	985,713	
Building Improvements	-	73,581	60,000	-	
Park & Trail Replacements	214,220	79,550	296,682	491,464	
Park & Trail Improvements	101,621	365,417	40,000	1,204,083	
Advisory Committee-Facility Grants	5,919	16,521	25,000	20,000	
ADA Improvements	207,075	7,077	150,000	150,000	
Total Appropriations	\$ 3,185,828	\$ 2,594,701	\$ 13,056,183	\$ 11,116,119	\$ -

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Proposed Budget 2024/25	Page #
CARRYOVER PROJECTS					
1	Boiler replacement - Garden Home Recreation Center	\$ 231,000		\$ 231,000	CP-4
2	Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottmann	285,800		285,800	CP-4
3	Crosswalk at Laidlaw Rd - Waterhouse Trail	25,000		25,000	CP-4
4	Beaverton Creek Trail - Engineering and Construction 1, WST to Hocken	250,000		250,000	CP-4
5	Waterhouse Trail ADA curb cuts - Washington County Project	120,000		120,000	CP-4
6	Elevated Entry Repairs Phase 2 - HMT	10,000	5,000	15,000	CP-4
7	Paint roof of HMT shop	45,760		45,760	CP-5
8	Space planning implementation	68,000	50,000	118,000	CP-5
9	Fire Life Safety Modernization	2,045,000		2,045,000	CP-5
10	Insulation replacement - Cedar Hills	10,000	25,000	35,000	CP-5
11	Asphalt overlay and repairs	7,590		7,590	CP-5
12	Asphalt overlay at 167th - Schlottmann Creek Greenway	6,800		6,800	CP-5
13	Asphalt overlay and fence repair - Merritt Woods	44,000		44,000	CP-6
14	Asphalt overlay on path - Terra Linda	8,600		8,600	CP-6
15	Design to replace ped paths with gravel	25,000		25,000	CP-6
16	Trail Crossing and Drainage Improvements - Raleigh Park	40,000		40,000	CP-6
	Subtotal Carryover General Projets	3,222,550	80,000	3,302,550	
GRANT FUNDED					
17	Raleigh Park Creek Improvements (Tualatin River Environmental Enhancement grant)	98,423		98,423	CP-6
18	Fanno Creek Regional Trail Improvements (Lottery bond proceeds)	2,145,358		2,145,358	CP-7
19	Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom	100,000		100,000	CP-7
20	Westside Trail Bridge - Design & Engineering (Metro Parks & Nature Bond)	1,913,528		1,913,528	CP-7
21	Westside Trail Bridge - Design & Engineering (MSTIP grant)	600,000		600,000	CP-7
	Subtotal Grant Funded Carryover Projets	4,857,309	-	4,857,309	
	TOTAL CARRYOVER PROJECTS	8,079,859	80,000	8,159,859	
ATHLETIC FACILITY REPLACEMENT					
22	Air structure repairs - HMT Tennis			15,000	CP-7
23	Replace burnt lamps - HMT, PCC, Sunset sports fields			50,000	CP-8
24	Resurface tennis courts - Murrayhill Park			40,000	CP-8
	TOTAL ATHLETIC FACILITY REPLACEMENT			105,000	
BUILDING REPLACEMENT					
25	Cardio & Weight Equipment			40,000	CP-8
26	Emergency Repairs			100,000	CP-8
27	Replace exterior parking lots lights - HMT Lot B			45,000	CP-8
28	Paint exterior of stables and main house - Jenkins Estate			60,000	CP-8
29	Repairs to veranda decking - Jenkins Estate			30,000	CP-9
HVAC Components					
30	HVAC Software Upgrade - Sunset, Conestoga, HMT			14,000	CP-9
31	AC window unit replacement - Cedar Hills Rec			14,000	CP-9
32	Office Split System Replacement - HMT Aquatic Center			22,000	CP-9
Building and Furnishings					
33	Ergonomic Equipment/Fixtures			6,000	CP-9
34	Replace office/reception area carpet			16,520	CP-9
35	Wood Floor Screen & Coat			30,000	CP-10
36	Replace Lobby Carpet			10,000	CP-10
Roof and Gutters					
37	Replace roof at Stables - Jenkins Estate			90,000	CP-10
38	Replace sky lights (4) - Harman			14,000	CP-10
39	Roof retrofit 2-ply - HMT Admin Breezeway			357,693	CP-10
Pool Tanks, Apparatus & Mechanical Systems					
40	BECSys5 water chemistry controls - Aloha			10,000	CP-10
41	BECSys5 water chemistry controls - Beaverton			10,000	CP-11
42	BECSys5 water chemistry controls - Conestoga			10,000	CP-11
43	BECSys5 water chemistry controls - Harman			10,000	CP-11
44	BECSys5 water chemistry controls - Raleigh			10,000	CP-11
45	BECSys5 water chemistry controls - Somerset			10,000	CP-11
46	BECSys5 water chemistry controls - Sunset			10,000	CP-12
47	Dive board reconditioning/replacement - HMT Aquatic Center			10,000	CP-12
48	Lane line reel - Beaverton			4,000	CP-12
49	Pump/Motor Replacement - Aloha			45,000	CP-12
50	Replace lane lines - Raleigh			3,500	CP-12
51	Robot Vacuum Replacement - Conestoga			4,000	CP-12
	TOTAL BUILDING REPLACEMENT			985,713	

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Proposed Budget 2023/24	Page #
PARK AND TRAIL REPLACEMENTS					
52	Asphalt overlay and repairs - Waterhouse Trail Mission Oaks-Willow Creek			30,528	CP-13
53	Asphalt overlay and repairs - Waterhouse Trail Laidlaw Brandberry			80,544	CP-13
54	Asphalt overlay and repairs - Waterhouse Trail Brandberry-RCT			52,992	CP-13
55	Asphalt overlay and repairs - Waterhouse Trail Walker to Blueridge			90,000	CP-13
56	Trail crossing & drainage improvements - Westside Trail			80,000	CP-13
57	Asphalt overlay looped trail - Bonny Slope Park			65,000	CP-13
58	Asphalt overlay - Rock Creek Park			8,300	CP-14
59	Repair asphalt - Little People's Park			17,100	CP-14
60	Repave around office - Camp Rivendale			31,000	CP-14
61	Repair concrete - FCSC			6,000	CP-14
62	Playground Components			20,000	CP-14
63	Park Sign Replacement			10,000	CP-14
	TOTAL PARK AND TRAIL REPLACEMENTS			491,464	
PARK AND TRAIL IMPROVEMENTS					
64	Memorial Benches			25,000	CP-15
65	Plaza Furnishings			50,000	CP-15
GRANT FUNDED					
66	Rock Creek Trail Pollinator Project (Community Investment Grant)			110,127	CP-15
67	Nature Park Vine Maple Trail (LGGP Grant)			72,000	CP-15
68	Community Project Grant - Technology Upgrades			301,194	CP-15
69	Community Project Grant - Cooling/Heating			446,194	CP-16
70	Community Project Grant - Air Filtration			129,568	CP-16
71	Community Project Grant - Seismic and Solar Assessment			70,000	CP-16
	TOTAL PARK AND TRAIL IMPROVEMENTS			1,204,083	
ADVISORY COMMITTEE - FACILITY PROJECTS					
72	Advisory Committee Projects			20,000	CP-16
	TOTAL ADVISORY COMMITTEE - FACILITY PROJECTS			20,000	
ADA IMPROVEMENTS					
73	Facility Access Improvements			75,000	CP-16
74	Park Access Improvements			75,000	CP-17
	TOTAL ADA IMPROVEMENTS			150,000	
	TOTAL FUNDED CAPITAL ITEMS			\$ 11,116,119	

CAPITAL PROJECTS

CARRYOVER PROJECTS

ITEM 1: **Boiler replacement - Garden Home Recreation Center**

BUDGET: \$231,000

DESCRIPTION: Replace boiler at Garden Home Recreation Center.

ITEM 2: **Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottmann**

BUDGET: \$285,800

DESCRIPTION: Asphalt pathway overlay and repairs at four sites: Kaiser Woods, Waterhouse/Schlottmann, Stoller Creek Greenway, and Summercrest.

ITEM 3: **Crosswalk at Laidlaw Rd - Waterhouse Trail**

BUDGET: \$25,000

DESCRIPTION: Crosswalk improvement on Waterhouse Trail at Laidlaw Road.

ITEM 4: **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 5: **Waterhouse Trail ADA curb cuts - Washington County Project**

BUDGET: \$120,000

DESCRIPTION: Waterhouse Trail curb cuts (partnership with Washington County).

ITEM 6: **Elevated Entry Repairs Phase 2 - HMT**

BUDGET: \$15,000

DESCRIPTION: Repair rust degradation on elevated entry to Athletic Center.

ITEM 7: **Paint roof of HMT shop**
BUDGET: \$45,760
DESCRIPTION: Exterior paint at HMT maintenance shop.

ITEM 8: **Space planning implementation**
BUDGET: \$118,000
DESCRIPTION: Building projects and office furniture to accommodate hybrid work environments at district facilities.

ITEM 9: **Fire Life Safety Modernization**
BUDGET: \$2,045,000
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.

ITEM 10: **Insulation replacement - Cedar Hills**
BUDGET: \$35,000
DESCRIPTION: Replace crawlspace insulation with new vapor barrier at Cedar Hills Recreation Center.

ITEM 11: **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 12: **Asphalt overlay at 167th - Schlottmann Creek Greenway**
BUDGET: \$6,800
DESCRIPTION: Remove and replace section of asphalt trail that has deteriorated and cracked

ITEM 13: **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 14: **Asphalt overlay on path - Terra Linda**

BUDGET: \$8,600

DESCRIPTION: Remove and replace sections of asphalt trail that have deteriorated and cracked.

ITEM 15: **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 16: **Trail Crossing and Drainage Improvements - Raleigh Park**

BUDGET: \$40,000

DESCRIPTION: Replace drainage culvert, and repair asphalt pathway at Raleigh Park.

GRANT FUNDED CARRYOVER

ITEM 17: **Raleigh Park Creek Improvements (Tualatin River Environmental Enhancement grant)**

BUDGET: \$98,423

DESCRIPTION: Continue work to complete Raleigh Park stream daylighting project funded by Tualatin Soil and Water Conservation District.

ITEM 18: 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: an at-grade ADA-accessible signalized trail crossing of Scholls Ferry Road, an ADA-accessible loop trail into beaver-flooded areas, and improvements to the existing undercrossing of Scholls Ferry Road.

ITEM 19: Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom

BUDGET: \$100,000

DESCRIPTION:

Complete construction of a permanent restroom within a park funded by an American Rescue Plan Act grant passed through the State of Oregon.

ITEM 20: 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 21: 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 22: Air structure repairs - HMT Tennis

BUDGET: \$15,000

DESCRIPTION:

Repairs and tears in air structures at Babette Horenstein Tennis Center.

ITEM 23: **Replace burnt lamps - HMT, PCC, Sunset sports fields**
BUDGET: \$50,000
DESCRIPTION: Replace burnt out bulbs on HMT, PCC, an Sunset Park sports fields.

ITEM 24: **Resurface tennis courts - Murrayhill Park**
BUDGET: \$40,000
DESCRIPTION: Resurface tennis courts and repair cracks: Murray Hill Park.

BUILDING REPLACEMENT

ITEM 25: **Cardio & Weight Equipment**
BUDGET: \$40,000
DESCRIPTION: Cardio and weight equipment replacement

ITEM 26: **Emergency Repairs**
BUDGET: \$100,000
DESCRIPTION: Unplanned and urgent repairs and replacements to critical systems at all facilities

ITEM 27: **Replace exterior parking lots lights - HMT Lot B**
BUDGET: \$45,000
DESCRIPTION: Replace parking lot fixtures with LED lights (14) in lot B at HMT Recreation Complex.

ITEM 28: **Paint exterior of stables and main house - Jenkins Estate**
BUDGET: \$60,000
DESCRIPTION: Prepare and paint exterior of stables and main house at Jenkins Estate.

ITEM 29: Repairs to veranda decking - Jenkins Estate

BUDGET: \$30,000

DESCRIPTION: Repair decking of veranda at main house at Jenkins Estate.

HVAC Components

ITEM 30: HVAC Software Upgrade - Sunset, Conestoga, HMT

BUDGET: \$14,000

DESCRIPTION: Replace Direct Digital Control systems at Sunset Swim, Conestoga, and HMT

ITEM 31: AC window unit replacement - Cedar Hills Rec

BUDGET: \$14,000

DESCRIPTION: Replace window air conditioning units at Cedar Hills Recreation Center

ITEM 32: Office Split System Replacement - HMT Aquatic Center

BUDGET: \$22,000

DESCRIPTION: Replace air conditioning split-system in the office area at HMT Aquatic Center.

Building and Furnishings

ITEM 33: Ergonomic Equipment/Fixtures

BUDGET: \$6,000

DESCRIPTION: Ergonomic equipment for ADA/medical accommodation requests from employees.

ITEM 34: Replace office/reception area carpet

BUDGET: \$16,520

DESCRIPTION: Replace the carpet in the reception area, offices, hallway, and breakroom at Conestoga Recreation & Aquatic Center.

ITEM 35: Wood Floor Screen & Coat
BUDGET: \$30,000
DESCRIPTION: Sanding and refinishing of the hardwood courts/floors in HMT Athletic Center.

ITEM 36: Replace Lobby Carpet
BUDGET: \$10,000
DESCRIPTION: Replace lobby carpet at Tualatin Hills Nature Center.

Roof and Gutters

ITEM 37: Replace roof at Stables - Jenkins Estate
BUDGET: \$90,000
DESCRIPTION: Replace and repair roof on the Jenkins Estate Stable.

ITEM 38: Replace sky lights (4) - Harman
BUDGET: \$14,000
DESCRIPTION: Replace skylights (4) at Harman Swim Center

ITEM 39: Roof retrofit 2-ply - HMT Admin Breezeway
BUDGET: \$357,693
DESCRIPTION: Retrofit 2-ply on flat roof at HMT Administration breezeway.

Pool Tanks, Apparatus & Mechanical Systems

ITEM 40: BECSys5 water chemistry controls - Aloha
BUDGET: \$10,000
DESCRIPTION: Replace pool mechanical system with BECSys5 water chemistry controls at Aloha Swim Center.

ITEM 41: **BECSys5 water chemistry controls - Beaverton**

BUDGET: \$10,000

DESCRIPTION: Replace pool mechanical system with BECSys5 water chemistry controls at Beaverton Swim Center.

ITEM 42: **BECSys5 water chemistry controls - Conestoga**

BUDGET: \$10,000

DESCRIPTION: Replace pool mechanical system with BECSys5 water chemistry controls at Conestoga Swim Center.

ITEM 43: **BECSys5 water chemistry controls - Harman**

BUDGET: \$10,000

DESCRIPTION: Replace pool mechanical system with BECSys5 water chemistry controls at Harman Swim Center.

ITEM 44: **BECSys5 water chemistry controls - Raleigh**

BUDGET: \$10,000

DESCRIPTION: Replace pool mechanical system with BECSys5 water chemistry controls at Raleigh Swim Center.

ITEM 45: **BECSys5 water chemistry controls - Somerset**

BUDGET: \$10,000

DESCRIPTION: Replace pool mechanical system with BECSys5 water chemistry controls at Somerset Swim Center.

ITEM 46: **BECSys5 water chemistry controls - Sunset**
BUDGET: \$10,000
DESCRIPTION: Replace pool mechanical system with BECSys5 water chemistry controls at Sunset Swim Center.

ITEM 47: **Dive board reconditioning/replacement - HMT Aquatic Center**
BUDGET: \$10,000
DESCRIPTION: Recondition or replace diving board (1) yearly at HMT Aquatic Center.

ITEM 48: **Lane line reel - Beaverton**
BUDGET: \$4,000
DESCRIPTION: Replace lane line reel at Beaverton Swim Center.

ITEM 49: **Pump/Motor Replacement - Aloha**
BUDGET: \$45,000
DESCRIPTION: Replace pump/motor at Aloha Swim Center.

ITEM 50: **Replace lane lines - Raleigh**
BUDGET: \$3,500
DESCRIPTION: Replace lane lines (5) at Raleigh Swim Center.

ITEM 51: **Robot Vacuum Replacement - Conestoga**
BUDGET: \$4,000
DESCRIPTION: Replace robot pool vacuum at Conestoga Recreation & Aquatic Center.

PARK AND TRAIL REPLACEMENTS

ITEM 52: **Asphalt overlay and repairs - Waterhouse Trail Mission Oaks-Willow Creek**

BUDGET: \$30,528

DESCRIPTION: Overlay and repair section of asphalt trail that have deteriorated and cracked along the Waterhouse Trail at Mission Oaks along Willow Creek.

ITEM 53: **Asphalt overlay and repairs - Waterhouse Trail Laidlaw Brandberry**

BUDGET: \$80,544

DESCRIPTION: Overlay and repair section of asphalt trail that have deteriorated and cracked along the Waterhouse Trail at Laidlaw and Brandberry roads.

ITEM 54: **Asphalt overlay and repairs - Waterhouse Trail Brandberry-RCT**

BUDGET: \$52,992

DESCRIPTION: Overlay and repair section of asphalt trail that have deteriorated and cracked along the Waterhouse Trail at Brandberry and Rock Creek Trail.

ITEM 55: **Asphalt overlay and repairs - Waterhouse Trail Walker to Blueridge**

BUDGET: \$90,000

DESCRIPTION: Overlay and repair section of asphalt trail that have deteriorated and cracked along the Waterhouse Trail at Walker and Blueridge roads.

ITEM 56: **Trail crossing & drainage improvements - Westside Trail**

BUDGET: \$80,000

DESCRIPTION: Upgrade drainage, and repave asphalt pathway along Westside Trail.

ITEM 57: **Asphalt overlay looped trail - Bonny Slope Park**

BUDGET: \$65,000

DESCRIPTION: Repair and overlay asphalt pedestrian looped trail at Bonny Slope Park.

ITEM 58: **Asphalt overlay - Rock Creek Park**
BUDGET: \$8,300
DESCRIPTION: Repair and overlay asphalt pedestrian pathway at Rock Creek Park.

ITEM 59: **Repair asphalt - Little People's Park**
BUDGET: \$17,100
DESCRIPTION: Repair and overlay asphalt pedestrian pathway at Little People's Park.

ITEM 60: **Repave around office - Camp Rivendale**
BUDGET: \$31,000
DESCRIPTION: Repair and overlay asphalt around the Camp Rivendale office area at the Jenkins Estate.

ITEM 61: **Repair concrete - FCSC**
BUDGET: \$6,000
DESCRIPTION: Repair concrete north and west of main entrance at Fanno Creek Service Center.

ITEM 62: **Playground Components**
BUDGET: \$20,000
DESCRIPTION: Playground contingency fund to cover cost for failing parts, vandalism, and unplanned repairs at district parks.

ITEM 63: **Park Sign Replacement**
BUDGET: \$10,000
DESCRIPTION: Replace signage that has been damaged or has reached the end of its life.

PARK AND TRAIL IMPROVEMENTS

ITEM 64: Memorial Benches**BUDGET:** \$25,000**DESCRIPTION:** Purchase of recycled plastic benches for memorial bench program.

ITEM 65: Plaza Furnishings**BUDGET:** \$50,000**DESCRIPTION:** Replace plaza furnishings

GRANT FUNDED**ITEM 66: Rock Creek Trail Pollinator Project (Community Investment Grant)****BUDGET:** \$110,127**DESCRIPTION:** This project will remove non-native plants, install native plants, and provide access for the public near Rock Creek soccer fields.

ITEM 67: Nature Park Vine Maple Trail (LGGP Grant)**BUDGET:** \$72,000**DESCRIPTION:** This project will remove bumps and dips, then repave a section of the Vine Maple Trail East of Cedar Mill Creek.

ITEM 68: Community Project Grant - Technology Upgrades**BUDGET:** \$301,194**DESCRIPTION:** Community Project Grant funds will be used to purchase and install technology at Fanno Creek Service Center, Howard M. Terpenning Recreation Complex, Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center, Garden Home Recreation Center, Elsie Stuhr Center, Tualatin Hills Nature Center, and Tualatin Hills Aquatic Center to maintain communication across the district in emergencies.

ITEM 69: Community Project Grant - Cooling/Heating

BUDGET: \$446,194

DESCRIPTION: Community Project Grant funds will be used to purchase and install cooling and heating equipment at the following facilities designated as emergency shelter sites - Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center, Babette Horenstein Tennis Center.

ITEM 70: Community Project Grant - Air Filtration

BUDGET: \$129,568

DESCRIPTION: Community Project Grant funds will be used to purchase and install air filtration systems at the following facilities designated as emergency shelter sites - Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center, Garden Home Recreation Center, Elsie Stuhr Center, Tualatin Hills Athletic Center and Babette Horenstein Tennis Center.

ITEM 71: Community Project Grant - Seismic and Solar Assessment

BUDGET: \$70,000

DESCRIPTION: Community Project Grant funds will be used to complete seismic and solar evaluations at the Fanno Creek Service Center, which has been designated an emergency operations center in the event of natural disasters.

ADVISORY COMMITTEE - FACILITY PROJECTS

ITEM 72: Advisory Committee Projects

BUDGET: \$20,000

DESCRIPTION: Projects recommended by the advisory committees and friends groups for facility & program improvements.

ADA IMPROVEMENTS

ITEM 73: Facility Access Improvements

BUDGET: \$75,000

DESCRIPTION: Removal of facility access barriers at recreation/sports facilities.

ITEM 74: **Park Access Improvements**

BUDGET: \$75,000

DESCRIPTION: Removal of pedestrian access barriers within multiple park locations.



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 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Resources:					
Intergovernmental Revenue	\$ -	\$ -	\$ 8,628,415	\$ 8,420,100	\$ -
Total Resources	\$ -	\$ -	\$ 8,628,415	\$ 8,420,100	\$ -
Appropriations:					
Capital Outlay	\$ -	\$ 49,382	\$ 8,628,415	\$ 8,420,100	\$ -
Total Appropriations	\$ -	\$ 49,382	\$ 8,628,415	\$ 8,420,100	\$ -
Summary by Department					
Development/Improvements	\$ -	\$ 49,382	\$ 7,603,173	\$ 7,394,858	\$ -
Undesignated Projects	-	-	1,025,242	1,025,242	-
Total Appropriations	\$ -	\$ 49,382	\$ 8,628,415	\$ 8,420,100	\$ -

METRO BOND LOCAL SHARE CAPITAL FUND PROJECTS

Item Number	Capital Project	Proposed 2024/25	Page #
CARRYOVER PROJECTS			
1	NWQ-8 Heckman Road New Neighborhood Park & Trail	\$ 3,611,081	OCF-4
2	Accessible Play Structures	1,048,261	OCF-4
3	Willow Creek Greenway Boardwalk Replacement	1,535,516	OCF-4
4	Commonwealth Lake Park Bridge & Weir	1,200,000	OCF-4
	TOTAL CARRYOVER PROJECTS	<u>\$ 7,394,858</u>	
UNDESIGNATED PROJECTS			
8	Undesignated Projects	1,025,242	OCF-4
	TOTAL UNDESIGNATED PROJECTS	<u>\$ 1,025,242</u>	
	GRAND TOTAL CAPITAL OUTLAY	<u><u>\$ 8,420,100</u></u>	

METRO BOND LOCAL SHARE CAPITAL FUND PROJECTS

Development/Improvements

ITEM 1: **NWQ-8 Heckman Road New Neighborhood Park & Trail**

BUDGET: \$3,611,081

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: \$1,535,516

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

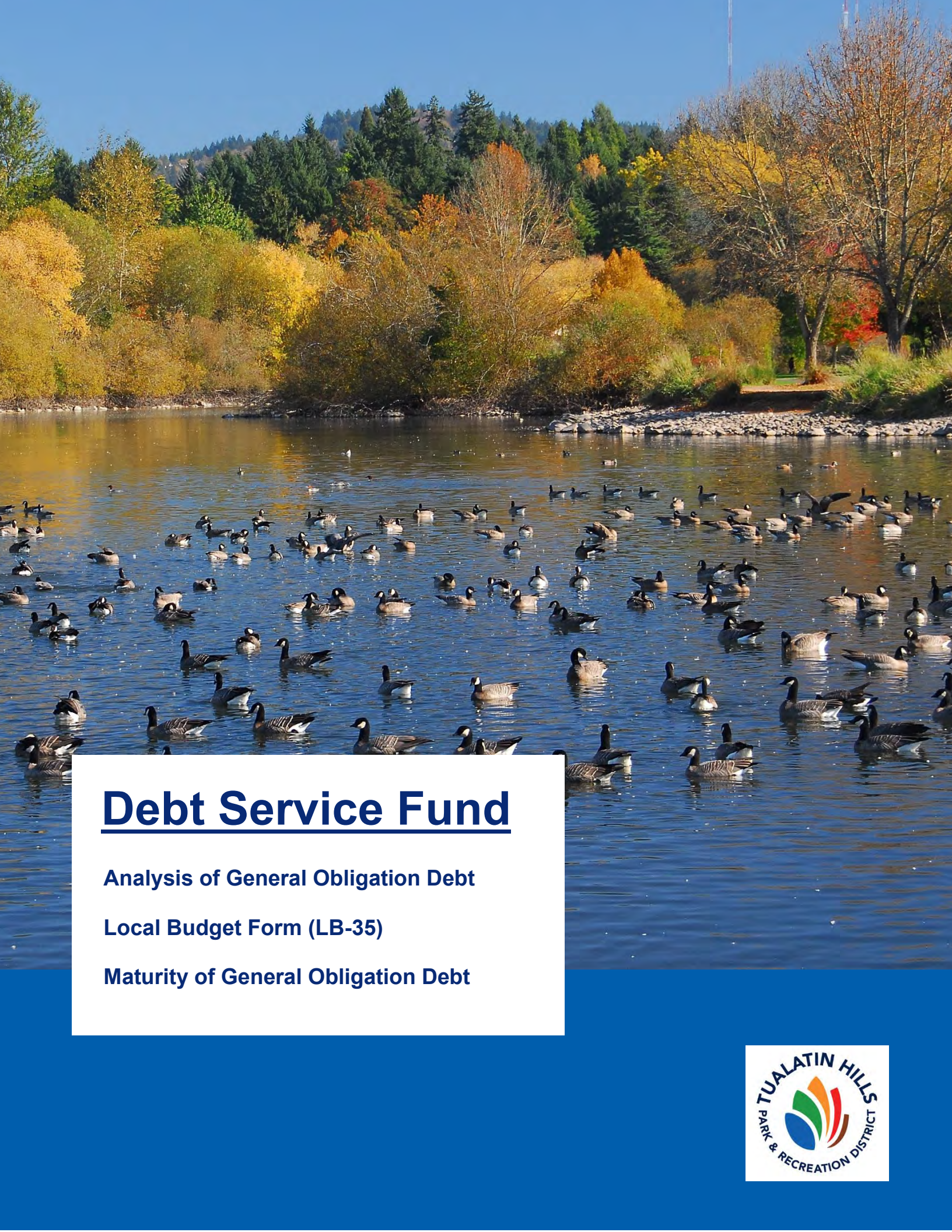
THPRD receives mitigation reserve funds periodically, and has been recording them separately since the 2005/06 Budget Year. When received, these funds are a reserve against future maintenance cost at mitigation sites. A portion of the funds are available for use on a variety of natural area restoration projects, and all funds will be accounted for within the Mitigation Maintenance Reserve Fund.

SPECIAL REVENUE FUND

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Resources:					
Beginning Cash on Hand	\$ 186,196	\$ 187,253	\$ 193,500	\$ 203,000	\$ -
Miscellaneous Revenue	-	1,198	-	-	-
Interest Income	1,057	5,524	6,000	6,000	-
Total Resources	\$ 187,253	\$ 193,975	\$ 199,500	\$ 209,000	\$ -
Requirements:					
Materials & Services	\$ -	\$ -	\$ 199,500	\$ 209,000	\$ -
Ending Fund Balance	187,253	193,975	-	-	-
Total Requirements	\$ 187,253	\$ 193,975	\$ 199,500	\$ 209,000	\$ -
Summary by Fund					
Mitigation Maintenance Reserve Fund	\$ 187,253	\$ 193,975	\$ 199,500	\$ 209,000	\$ -
Total Requirements	\$ 187,253	\$ 193,975	\$ 199,500	\$ 209,000	\$ -

MITIGATION MAINTENANCE RESERVE FUND

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Summary of Appropriations					
Maintenance Supplies	\$ -	\$ -	\$ 199,500	\$ 209,000	\$ -
Material & Services	\$ -	\$ -	\$ 199,500	\$ 209,000	\$ -
Department Total	\$ -	\$ -	\$ 199,500	\$ 209,000	\$ -



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 2023/24)	\$ 66,038,055,240
General Obligation Debt Capacity (2.5% of Real Market Value)	1,650,951,381
Less: Outstanding Debt	<u>(30,840,000)</u>
Remaining Legal Debt Capacity	<u>\$ 1,620,111,381</u>

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.

**FORM
LB-35**

**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 <u>FY 2024/25</u>		
Actual		Adopted Budget This Year FY 2023/24	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year FY 2021/22	First Preceding Year FY 2022/23						
				Resources			
1	502,683	439,309	350,000	1. Beginning Cash on Hand (Cash Basis), or	220,000	-	-
2				2. Working Capital (Accrual Basis)	-	-	-
3	80,910	82,740	25,000	3. Previously Levied Taxes to be Received	70,000	-	-
4	29,639	152,436	25,000	4. Interest	75,000	-	-
5				5. Debt Proceeds	-	-	-
6	42,235	43,620	36,132	6. Payment in lieu of taxes	41,390	-	-
7	655,467	718,105	436,132	7. Total Resources, Except Taxes to be Levied	406,390	-	-
8			8,238,418	8. Taxes Estimated to be Received *	8,536,660	-	-
9	8,238,102	8,164,928		9. Taxes Collected in Year Levied			
10	8,893,569	8,883,033	8,674,550	10. TOTAL RESOURCES	8,943,050	-	-
				Requirements			
				Bond Principal Payments			
				Issue Date	Budgeted Payment Date		
1	3,980,000	4,340,000	4,725,000	1. 05/15/2015	06/01/2024	5,125,000	-
2	-	-	-	2. 10/12/2016	06/01/2024	-	-
3	2,200,000	2,100,000	2,305,000	3. 03/30/2021	06/01/2024	2,525,000	-
4	-	-	-	4.		-	-
5	-	-	-	5.		-	-
6	6,180,000	6,440,000	7,030,000	6. Total Principal		7,650,000	-
				Bond Interest Payments			
				Issue Date	Budgeted Payment Date		
7		-	-	7.		-	-
8	1,319,658	1,120,750	903,750	8. 05/15/2015	12/01/2023 & 06/01/2024	667,500	-
9	292,550	292,550	292,550	9. 10/12/2016	12/01/2023 & 06/01/2024	292,550	-
10	661,963	553,250	448,250	10. 03/30/2021	12/01/2023 & 06/01/2024	333,000	-
11	-	-	-	11.		-	-
12	-	-	-	12.		-	-
13	2,274,171	1,966,550	1,644,550	13. Total Interest		1,293,050	-
				Unappropriated Balance for Following Year By			
				Issue Date	Payment Date		
14			-	14.		-	-
15	439,309	476,124		15. Ending balance (prior years)			
16			-	16. Total Unappropriated Ending Fund Balance		-	-
17	-	-	-	17. Refunded bond escrow payment			
18				18. Issuance costs for refunding bonds			
19	8,893,480	8,882,674	8,674,550	19. TOTAL REQUIREMENTS		8,943,050	-

150-504-035 (Rev 01-10)

*If this form is used for revenue bonds, property tax resources may not be included.

DEBT SERVICE FUND

Maturity Schedule

Maturity schedules of aggregate future debt service on the Series 2015 \$37.880 million, Series 2016 \$8.710 million, and Series 2021 \$13.265 million are listed as follows:

Schedule of Future Debt Service Requirements of General Obligation Bonds

Series 2015

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
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>\$ 15,470,000</u>	<u>\$ 1,232,750</u>	<u>\$ 16,702,750</u>

Series 2016

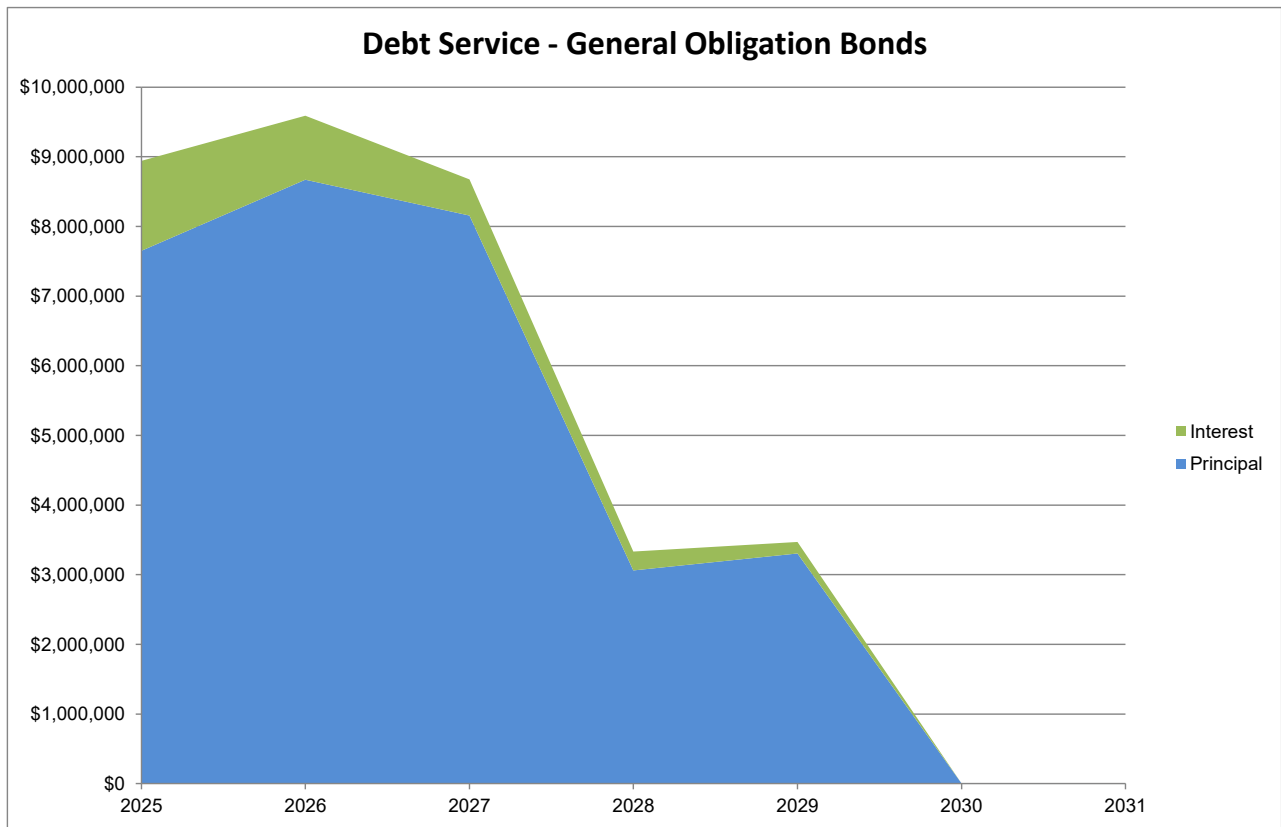
Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2025	\$ -	\$ 292,550	\$ 292,550
2026	3,125,000	292,550	3,417,550
2027	3,355,000	167,550	3,522,550
2028	2,230,000	66,900	2,296,900
	<u>\$ 8,710,000</u>	<u>\$ 819,550</u>	<u>\$ 9,529,550</u>

Series 2021

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
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>\$ 6,660,000</u>	<u>\$ 1,118,500</u>	<u>\$ 7,778,500</u>

Total General Obligation Bonds

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
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>\$ 30,840,000</u>	<u>\$ 3,170,800</u>	<u>\$ 34,010,800</u>





System Development Charges Fund

System Development Charges Fund Project Summary

System Development Charges Fund Project Narratives

System Development Charges Fund Capital Improvement Program (CIP)



SYSTEM DEVELOPMENT CHARGES FUND

FUND DESCRIPTION

On November 17, 1998, the board of directors adopted the System Development Charges (SDC) Resolution. In early 1999, the City of Beaverton City Council and the Washington County Board of Commissioners adopted resolutions to collect the SDCs within those areas that they have jurisdiction over and that are within THPRD. Both the city and the county are now collecting those fees on behalf of the district.

The most recent methodology update was performed in 2019/2020. This update addressed three policy issues relating to equity: (1) residential tiering, (2) affordable housing and (3) level of service. The outcome was the adoption of a methodology that has 4-tiers for single-family housing based on housing square footage and flat rates for multi-family housing and non-residential development. The single-family housing 4-tier rates were fully phased in by the end of FY2022/23. On June 14, 2023 the board adopted indexed 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, 2023.

THPRD is projecting to carryover \$55,684,000 in unexpended SDCs to the 2024/25 fiscal year, \$35,036,159 of which is committed to projects being carried over. THPRD is budgeting an additional \$9,962,456 in SDC Fund revenues and \$525,824 in SDC waivers in the 2024/25 fiscal year, along with \$1,500,000 in interest earnings.

SYSTEM DEVELOPMENT CHARGES FUND

Description	Prior Year Actual 2021/22	Prior Year Actual 2022/23	Budget 2023/24	Proposed Budget 2024/25	Approved Budget 2024/25
Resources:					
Beginning Cash on Hand	\$ 33,198,543	\$ 38,384,563	\$ 46,714,000	\$ 55,684,000	
System Development Charges	6,374,376	14,235,705	10,848,179	9,962,456	
System Development Charge Waivers	-	-	(891,728)	(525,824)	
Transfer From General Fund	650,000	-	-	-	
Interest Earnings	(23,133)	1,405,650	1,168,000	1,500,000	
Total Resources	\$ 40,199,786	\$ 54,025,918	\$ 57,838,451	\$ 66,620,632	\$ -
Appropriations:					
Materials and Services	13,918	30,937	100,000	100,000	
Capital Outlay	\$ 1,801,305	\$ 1,073,208	\$ 57,738,451	\$ 66,520,632	
Total Appropriations	\$ 1,815,223	\$ 1,104,145	\$ 57,838,451	\$ 66,620,632	\$ -
Summary by Department					
Materials and Services	\$ 13,918	\$ 30,937	\$ 100,000	\$ 100,000	
Carryover Projects					
Land Acquisition	219,500	719,915	22,618,525	23,759,073	
Development/Improvements	1,513,325	353,293	12,486,938	13,504,917	
Land Acquisition	-	-	2,000,000	5,700,000	
Development/Improvements	68,480	-	3,871,838	6,163,200	
Undesignated Projects	-	-	16,761,150	17,393,442	
Total Appropriations	\$ 1,815,223	\$ 1,104,145	\$ 57,838,451	66,620,632	\$ -

SYSTEM DEVELOPMENT CHARGES FUND

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Proposed 2024/25	Page #
CARRYOVER PROJECTS					
1	Acquisition of Community Park Land - North Bethany	\$ 5,673,035	\$ -	\$ 5,673,035	SDC-5
2	Acquisition of Neighborhood Park Land - Bonny Slope West	1,500,000		1,500,000	SDC-5
3	Acquisition of Natural Area Land - South Cooper Mountain	846,000		846,000	SDC-5
4	Acquisition of Trails Land - South Cooper Mountain	1,379,000		1,379,000	SDC-5
5	Acquisition of Neighborhood Park Land - South Cooper Mountain	8,449,000		8,449,000	SDC-5
6	Acquisition of Trails Land - North Bethany	1,125,500	2,000,000	3,125,500	SDC-5
7	Acquisition of Trails Land - Bonny Slope West	250,000		250,000	SDC-6
8	Acquisition of Neighborhood Park Land - Infill Areas	536,538		536,538	SDC-6
9	Acquisition of Neighborhood Park Land - Infill/Cooper Mountain Areas	2,000,000		2,000,000	SDC-6
	Subtotal Land Acquisition Carryover	\$ 21,759,073	\$ 2,000,000	\$ 23,759,073	SDC-6
10	Natural Area Concept Plan	100,000		100,000	SDC-6
11	Building Expansion	585,141		585,141	SDC-6
12	North Bethany Park and Trail Development - Proj. Mgmt.	30,000		30,000	SDC-6
13	New Neighborhood Park Development, Concept Planning: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)	191,284	44,666	235,950	SDC-7
14	New Neighborhood Park Development, Design & Permitting: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)	907,353		907,353	SDC-7
15	So. Cooper Mtn Park and Trail Development - Project Mgmt.	30,000		30,000	SDC-7
16	North Bethany Park and Trail Improvements	120,000		120,000	SDC-7
17	New Amenities in existing parks	42,535	77,465	120,000	SDC-7
18	Cedar Hills Park - additional funding for bond project	50,000		50,000	SDC-7
19	Mt. View Champions Park Sport Court - Additional funding for bond project	525,326		525,326	SDC-8
20	Sunset Town Center Park and North Johnson Creek Trail - Project Mgmt	50,000		50,000	SDC-8
21	Design & Develop Natural Areas for Public Access - South Cooper Mountain	500,000		500,000	SDC-8
22	Regional Trail Development - Westside Trail, Segment #14	1,601,900		1,601,900	SDC-8
23	New Neighborhood Park Development, Construction: SEQ-2 (La Raiz Park)	20,000		20,000	SDC-8
24	New Neighborhood Park Development, Design & Permitting: NEQ-3 (SW Pointer Rd & SW Canyon Ln)	784,935		784,935	SDC-8
25	New Regional Trail Development - Westside Trail #14, #16-#18	13,000		13,000	SDC-9
26	RFFA Grant Match - Beaverton Creek Trail Engineering and Construction	328,934		328,934	SDC-9
27	Beaverton Creek Trail Engineering and Construction	2,875,884		2,875,884	SDC-9
28	Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	164,383	55,700	220,083	SDC-9
29	New Neighborhood Park Development, Design & Permitting: NWQ-5 (Abbey Creek Park Phase II)	484,573		484,573	SDC-9
30	New Neighborhood Park Development, Construction: NWQ-5 (Abbey Creek Phase II)	1,217,896		1,217,896	SDC-9
31	New Neighborhood Park Development, Construction: NEQ-3 (SW Pointer Rd & SW Canyon Ln)	2,553,942		2,553,942	SDC-10
32	Functional Plan - Develop Facilities Functional Plan	100,000	50,000	150,000	SDC-10
	Subtotal Development/Improvements Carryover	\$ 13,277,086	\$ 227,831	\$ 13,504,917	
	TOTAL CARRYOVER PROJECTS	\$ 35,036,159	\$ 2,227,831	\$ 37,263,990	

SYSTEM DEVELOPMENT CHARGES FUND

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Proposed 2024/25	Page #
LAND ACQUISITION					
33	Acquisition of Neighborhood Park Land - North Bethany			2,100,000	SDC-10
34	Land Acquisition - Infill/Cooper Mountain			1,000,000	SDC-10
35	Acquisition of Natural Area Land - Cooper Mountain Area			2,600,000	SDC-10
	TOTAL LAND ACQUISITION			\$ 5,700,000	
DEVELOPMENT/IMPROVEMENTS					
36	Develop Pickleball Facility			6,000,000	SDC-11
37	Metro Community Choice Grant Match - Recuerdo Park Gleaning Garden Expansion			83,200	SDC-11
38	SDC Methodology Update			80,000	SDC-11
	TOTAL DEVELOPMENT/IMPROVEMENTS			\$ 6,163,200	
UNDESIGNATED PROJECTS					
39	Undesignated Projects			\$ 17,393,442	SDC-11
	TOTAL UNDESIGNATED PROJECTS			\$ 17,393,442	
	GRAND TOTAL CAPITAL OUTLAY			\$ 66,520,632	

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, and improvements 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: \$3,125,500

DESCRIPTION: Carryover funding for purchase of additional properties and/or easements and improvements 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, and improvements for future trail corridors to meet commitments in Bonny Slope West new urban area.

ITEM 8: Acquisition of Neighborhood Park Land - Infill Areas

BUDGET: \$536,538

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: Acquisition of Neighborhood Park Land - Infill/Cooper Mountain Areas

BUDGET: \$2,000,000

DESCRIPTION: Carryover funding for purchase of additional properties for future neighborhood park sites that address underserved areas (per GRASP analysis) within THPRD boundaries and the City of Beaverton Cooper Mountain Community Plan area.

ITEM 10: Natural Area Concept Plan

BUDGET: \$100,000

DESCRIPTION: Concept planning on one natural area- site to be determined.

ITEM 11: Building Expansion

BUDGET: \$585,141

DESCRIPTION: Expansion of existing facility to provide new space for programming options. Concept planning, design and permitting for future pickleball facility at Howard M. Terpenning Recreation Complex.

ITEM 12: North Bethany Park and Trail Development - Proj. Mgmt.

BUDGET: \$30,000

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: **New Neighborhood Park Development, Concept Planning: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)**

BUDGET: \$235,950

DESCRIPTION: Site concept planning for new neighborhood park on undeveloped land owned by THPRD at SW Miller Hill Rd and SW Millennium Ter.

ITEM 14: **New Neighborhood Park Development, Design & Permitting: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)**

BUDGET: \$907,353

DESCRIPTION: Design and permitting for new neighborhood park on undeveloped land owned by THPRD at SW Miller Hill Rd and SW Millennium Ter.

ITEM 15: **So. Cooper Mtn Park and Trail Development - Project Mgmt.**

BUDGET: \$30,000

DESCRIPTION: Staff project management time to monitor design and construction of new projects by developers under SDC credit agreements.

ITEM 16: **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 17: **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 future dog run location in Washington county.

ITEM 18: **Cedar Hills Park - additional funding for bond project**

BUDGET: \$50,000

DESCRIPTION: Design and construction for Walker Road right of way improvements at Cedar Hills Park. Improvements necessary to meet Washington County permit requirements from park redevelopment.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 19: **Mt. View Champions Park Sport Court - Additional funding for bond project**

BUDGET: \$525,326

DESCRIPTION: Construction of multi-purpose sport court at Mountain View Champions Park. Project is funded by a combination of Bond and SDC funds.

ITEM 20: **Sunset Town Center Park and North Johnson Creek Trail - Project Mgmt**

BUDGET: \$50,000

DESCRIPTION: Staff project management time to monitor concept planning and design for the Sunset Town Center PUD, and North Johnson Creek Trail project.

ITEM 21: **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 22: **Regional Trail Development - Westside Trail, Segment #14**

BUDGET: \$1,601,900

DESCRIPTION: Design and development for Westside Trail segment #14.

ITEM 23: **New Neighborhood Park Development, Construction: SEQ-2 (La Raiz Park)**

BUDGET: \$20,000

DESCRIPTION: Close out construction of new neighborhood park at SW Lombard Ave & SW Baker Loop.

ITEM 24: **New Neighborhood Park Development, Design & Permitting: NEQ-3 (SW Pointer Rd & SW Canyon Ln)**

BUDGET: \$784,935

DESCRIPTION: Design & permitting for a new neighborhood park on undeveloped land owned by THPRD at SW Pointer Road.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 25: **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 26: **RFFA Grant Match - Beaverton Creek Trail Engineering and Construction**

BUDGET: \$328,934

DESCRIPTION: Grant match and staff project management time to complete Beaverton Creek Trail engineering and construction.

ITEM 27: **Beaverton Creek Trail Engineering and Construction**

BUDGET: \$2,875,884

DESCRIPTION: Funding to complete design and construction for Beaverton Creek Trail from Westside Trail to Hocken Avenue.

ITEM 28: **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 29: **New Neighborhood Park Development, Design & Permitting: NWQ-5 (Abbey Creek Park Phase II)**

BUDGET: \$484,573

DESCRIPTION: Design and permitting for phase two of Abbey Creek Park at NW 170th Ave. and NW Ernst St.

ITEM 30: **New Neighborhood Park Development, Construction: NWQ-5 (Abbey Creek Phase II)**

BUDGET: \$1,217,896

DESCRIPTION: Construction for phase two of Abbey Creek Park.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 31: **New Neighborhood Park Development, Construction: NEQ-3 (SW Pointer Rd & SW Canyon Ln)**

BUDGET: \$2,553,942

DESCRIPTION: Construction for a new neighborhood park on undeveloped land owned by THPRD at SW Pointer Road.

ITEM 32: **Functional Plan - Develop Facilities Functional Plan**

BUDGET: \$150,000

DESCRIPTION: Funding to complete a facilities functional plan.

Land Acquisition

ITEM 33: **Acquisition of Neighborhood Park Land - North Bethany**

BUDGET: \$2,100,000

DESCRIPTION: Purchase of additional properties for future neighborhood parks site to meet commitments in North Bethany new urban area

ITEM 34: **Land Acquisition - Infill/Cooper Mountain**

BUDGET: \$1,000,000

DESCRIPTION: Purchase of additional properties for future park sites that address underserved areas (per GRASP analysis) within THPRD boundaries and the City of Beaverton Cooper Mountain Community Plan area.

ITEM 35: **Acquisition of Natural Area Land - Cooper Mountain Area**

BUDGET: \$2,600,000

DESCRIPTION: Purchase of additional properties for future natural area sites in the City of Beaverton Cooper Mountain Community Plan area.

SYSTEM DEVELOPMENT CHARGES FUND

Development/Improvements

ITEM 36: **Develop Pickleball Facility**

BUDGET: \$6,000,000

DESCRIPTION: Design and development, and construction funding for a future pickleball facility at the Howard M. Terpenning Recreation Complex.

ITEM 37: **Metro Community Choice Grant Match - Recuerdo Park Gleaning Garden Expansion**

BUDGET: \$83,200

DESCRIPTION: Grant match and staff project management time to complete a gleaning garden expansion grant project at Recuerdo Park - also known as the Connecting People and Habitat in Aloha project - funded by Metro's Community Choice Grant program pilot.

ITEM 38: **SDC Methodology Update**

BUDGET: \$80,000

DESCRIPTION: Funding to complete a five-year update and review of THPRD's Parks SDC Methodology as required by THPRD's SDC Administrative Procedures Guide.

Undesignated Projects

ITEM 39: **Undesignated Projects**

BUDGET: \$17,393,442

DESCRIPTION: Capital to fund projects to be determined at a later time.



**SYSTEM DEVELOPMENT CHARGE FUND
PROJECTS LIST
Proposed Five-year CIP January 2024**

Concept Planning
Design & Permitting

Fiscal Year	Project or Item Description	Districtwide			Cost Estimate
		Cost Estimate	Annual Available Funding		
			Low Estimate	High Estimate	
2023/24	Beginning Cash Balance (July 1, 2023)		52,921,773	52,921,771	
	Less: Carryover Appropriations		34,082,040	34,082,040	
	Net Available Beginning Balance		18,839,733	18,839,731	
	Estimated SDC Revenue		8,663,005	10,588,118	
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	(333,696)			-
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	(242,688)			-
	Estimated Available Funding		26,926,354	28,851,465	
	New Neighborhood Park Development, Design & Permitting: NWQ-5 (Abbey Creek Park Phase II)	154,329	26,772,025	28,697,136	154,329
	New Neighborhood Park Development, Construction: NWQ-5 (Abbey Creek Phase II)	1,217,896	25,554,129	27,479,240	1,217,896
	New Neighborhood Park Development, Design & Permitting: SEQ-2 (La Raiz Park)	169,260	25,384,869	27,309,980	
	New Neighborhood Park Development, Construction: SEQ-2 (La Raiz Park)	196,597	25,188,272	27,113,383	
	New Neighborhood Park Development, Design & Permitting: NEQ-3 (SW Pointer Rd & SW Canyon Ln)	137,658	25,050,614	26,975,725	
	New Neighborhood Park Development, Construction: NEQ-3 (SW Pointer Rd & SW Canyon Ln)	2,553,942	22,496,672	24,421,783	
	New Neighborhood Park Development, Concept Planning: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)	40,979	22,455,693	24,380,804	
	New Neighborhood Park Development, Design & Permitting: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)	190,153	22,265,540	24,190,651	
	North Johnson Creek Trail Concept Planning - Project Mgmt	10,139	22,255,401	24,180,512	
	So. Cooper Mtn Park and Trail Development - Project Mgmt.	3,574	22,251,827	24,176,938	
	Mt. View Champions Park Sport Court - Additional funding for bond project	53,000	22,198,827	24,123,938	
	New Amenities in existing parks	55,151	22,143,676	24,068,787	
	Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	2,583	22,141,093	24,066,204	
	Beaverton Creek Trail Engineering and Construction	1,100,000	21,041,093	22,966,204	
	Land Acquisition Infill/Cooper Mountain	2,000,000	19,041,093	20,966,204	
	Downtown Planning	10,000	19,031,093	20,956,204	
	Functional Plan - Develop Facilities Functional Plan	100,000	18,931,093	20,856,204	
	Subtotal FY 2023/24 Costs	7,995,261			1,372,225
2024/25	Beginning Balance		18,931,093	20,856,204	
	Estimated SDC Revenue		8,966,210	10,958,702	
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	(333,696)			-
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	(192,128)			-
	Estimated Available Funding		27,371,480	31,289,081	
	Acquisition of Neighborhood Park Land - North Bethany (NEW)	2,100,000	25,271,480	29,189,081	2,100,000
	Acquisition of Trails Land - North Bethany	2,000,000	23,271,480	27,189,081	2,000,000
	New Neighborhood Park Development, Concept Planning: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)***	44,666	23,226,814	27,144,415	
	New Amenities in existing parks***	77,465	23,149,349	27,066,950	
	Metro Bond Trails Competitive Grant Match - Westside Trail Bridge***	55,700	23,093,649	27,011,250	
	Functional Plan - Develop Facilities Functional Plan***	50,000	23,043,649	26,961,250	
	Land Acquisition - Infill/Cooper Mountain	1,000,000	22,043,649	25,961,250	
	SDC Methodology Update (NEW)	80,000	21,963,649	25,881,250	

Construction		New Project (NEW)					
North Bethany		Bonny Slope West			Non-Overlay		
Annual Available Funding			Annual Available Funding			Annual Available Funding	
Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate
8,378,658	8,378,658		4,653,711	4,653,711		39,889,404	39,889,402
7,395,937	7,395,937		1,750,000	1,750,000		24,936,103	24,936,103
982,721	982,721		2,903,711	2,903,711		14,953,301	14,953,299
2,094,793	2,560,303		-	-		6,568,212	8,027,814
		-			(333,696)		
		-			(242,688)		
3,077,514	3,543,024		2,903,711	2,903,711		20,945,129	22,404,729
2,923,185	3,388,695						
1,705,289	2,170,799						
					169,260	20,775,869	22,235,469
					196,597	20,579,272	22,038,872
					137,658	20,441,614	21,901,214
					2,553,942	17,887,672	19,347,272
					40,979	17,846,693	19,306,293
					190,153	17,656,540	19,116,140
					10,139	17,646,401	19,106,001
					3,574	17,642,827	19,102,427
					53,000	17,589,827	19,049,427
					55,151	17,534,676	18,994,276
					2,583	17,532,093	18,991,693
					1,100,000	16,432,093	17,891,693
					2,000,000	14,432,093	15,891,693
					10,000	14,422,093	15,881,693
					100,000	14,322,093	15,781,693
		-			6,623,036		
1,705,289	2,170,799		2,903,711	2,903,711		14,322,093	15,781,693
2,168,111	2,649,914		-	-		6,798,099	8,308,788
		-			(333,696)		
		-			(192,128)		
3,873,401	4,820,713		2,903,711	2,903,711		20,594,368	23,564,657
1,773,401	2,720,713						
(226,599)	720,713						
					44,666	20,549,702	23,519,991
					77,465	20,472,237	23,442,526
					55,700	20,416,537	23,386,826
					50,000	20,366,537	23,336,826
					1,000,000	19,366,537	22,336,826
					80,000	19,286,537	22,256,826

Fiscal Year	Project or Item Description	Annual Available Funding			Cost Estimate
		Cost Estimate	Low Estimate	High Estimate	
	Acquisition of Natural Area Land - Cooper Mountain Area (NEW)	2,600,000	19,363,649	23,281,250	
	Develop Pickleball Facility (NEW)	6,000,000	13,363,649	17,281,250	
	Metro Community Choice Grant Match - Recuerdo Park Gleaning Garden Expansion (NEW)	83,200	13,280,449	17,198,050	
	Subtotal FY 2024/25 Costs	14,091,031			4,100,000
2025/26	Beginning Balance		13,280,449	17,198,050	
	Estimated SDC Revenue		9,280,028	11,342,256	
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	(232,576)			-
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	-			-
	Estimated Available Funding		22,327,901	28,307,731	
	New Neighborhood Park Development, Concept Planning: SWQ-7 (SW 175th Ave & SW Goldcrest Ln)	318,739	22,009,162	27,988,992	
	New Neighborhood Park Development, Design & Permitting: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)	154,123	21,855,039	27,834,869	
	Trail Development - Westside Trail Bridge - Segment 15*	7,000,000	14,855,039	20,834,869	
	Land Acquisition - Infill/Cooper Mountain	1,000,000	13,855,039	19,834,869	
	New Regional Trail Development - Westside Trail Segments 16-Remainder of 18, Design & Permitting	433,113	13,421,925	19,401,755	
	Subtotal FY 2025/26 Costs	8,905,975			-
2026/27	Beginning Balance		13,421,925	19,401,755	
	Estimated SDC Revenue		9,604,829	11,739,235	
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	-			-
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	-			-
	Estimated Available Funding		23,026,754	31,140,991	
	New Neighborhood Park Development, Concept Planning: SEQ-1 (SW Murray Blvd & SW Sexton Mtn Dr)	295,083	22,731,671	30,845,908	
	New Neighborhood Park Development, Concept Planning: SWQ-4 (SW 165th Ave & SW Farmington Rd)	330,092	22,401,579	30,515,816	
	New Neighborhood Park Development, Design & Permitting: SWQ-7 (SW 175th Ave & SW Goldcrest Ln)	1,623,218	20,778,361	28,892,598	
	Land Acquisition - Infill/Cooper Mountain	1,000,000	19,778,361	27,892,598	
	New regional Trail Development - Westside Trail Segments 16-Remainder of 18, Construction	1,773,140	18,005,221	26,119,457	
	Subtotal FY 2026/27 Costs	5,021,533			-
2027/28	Beginning Balance		18,005,221	26,119,457	
	Estimated SDC Revenue		9,940,998	12,150,108	
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	-			-
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	-			-
	Estimated Available Funding		27,946,219	38,269,566	
	New Neighborhood Park Development, Concept Planning: Park Blocks	284,031	27,662,188	37,985,535	284,031
	New Neighborhood Park Development, Concept Planning: NEQ-2 (NW Saltzman Rd & Laidlaw Rd)	400,837	27,261,351	37,584,698	
	New Neighborhood Park Development, Design & Permitting: SEQ-1 (SW Murray Blvd & SW Sexton Mtn Dr)	1,238,875	26,022,476	36,345,823	
	New Neighborhood Park Development, Design & Permitting: SWQ-4 (SW 165th Ave & SW Farmington Rd)	1,677,400	24,345,076	34,668,423	
	New Neighborhood Park Development, Construction: SWQ-7 (SW 175th Ave & SW Goldcrest Ln)	5,449,099	18,895,977	29,219,324	
	New Neighborhood Park Development, Construction: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)	4,173,885	14,722,092	25,045,439	
	Land Acquisition - Infill/Cooper Mountain	1,000,000	13,722,092	24,045,439	
	Subtotal FY 2027/28 Costs	14,224,127			284,031

Annual Available Funding			Annual Available Funding			Annual Available Funding	
Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate
					2,600,000	16,686,537	19,656,826
					6,000,000	10,686,537	13,656,826
					83,200	10,603,337	13,573,626
		-			9,991,031		
(226,599)	720,713		2,903,711	2,903,711		10,603,337	13,573,626
2,243,995	2,742,661		-	-		7,036,033	8,599,596
		-			(232,576)		
		-			-		
2,017,396	3,463,373		2,903,711	2,903,711		17,406,794	21,940,646
					318,739	17,088,055	21,621,907
					154,123	16,933,932	21,467,784
					7,000,000	9,933,932	14,467,784
					1,000,000	8,933,932	13,467,784
					433,113	8,500,819	13,034,671
		-			8,905,975		
2,017,396	3,463,373		2,903,711	2,903,711		8,500,819	13,034,671
2,322,535	2,838,654		-	-		7,282,294	8,900,581
		-			-		
		-			-		
4,339,931	6,302,027		2,903,711	2,903,711		15,783,113	21,935,252
					295,083	15,488,030	21,640,169
					330,092	15,157,938	21,310,077
					1,623,218	13,534,720	19,686,859
					1,000,000	12,534,720	18,686,859
					1,773,140	10,761,579	16,913,719
		-			5,021,533		
4,339,931	6,302,027		2,903,711	2,903,711		10,761,579	16,913,719
2,403,824	2,938,007		-	-		7,537,174	9,212,102
		-			-		
		-			-		
6,743,754	9,240,034		2,903,711	2,903,711		18,298,753	26,125,821
6,459,723	8,956,003						
		400,837	2,502,874	2,502,874			
					1,238,875	17,059,878	24,886,946
					1,677,400	15,382,478	23,209,546
					5,449,099	9,933,379	17,760,447
					4,173,885	5,759,494	13,586,562
					1,000,000	4,759,494	12,586,562
		400,837			13,539,259		

Fiscal Year	Project or Item Description	Annual Available Funding			Cost Estimate
		Cost Estimate	Low Estimate	High Estimate	
2028/29	Beginning Balance		13,722,092	24,045,439	
	Estimated SDC Revenue		10,288,933	12,575,362	
	Estimated SDC Affordable Housing 30% AMI (100% Waiver)	-			-
	Estimated SDC Affordable Housing 60% AMI (50% Waiver)	-			-
	Estimated Available Funding		24,011,024	36,620,801	
	New Neighborhood Park Development, Concept Planning: NWQ-7 (NW Liberty & NW 163rd Ter)	248,112	23,762,912	36,372,689	248,112
	New Neighborhood Park Development, Design & Permitting: Park Blocks	1,185,593	22,577,319	35,187,096	1,185,593
	New Neighborhood Park Development, Design & Permitting: NEQ-2 (NW Saltzman Rd & Laidlaw Rd)	1,708,511	20,868,808	33,478,585	
	New Neighborhood Park Development, Construction: SEQ-1 (SW Murray Blvd & SW Sexton Mtn Dr)	5,308,553	15,560,255	28,170,032	
	New Neighborhood Park Development, Construction: SWQ-4 (SW 165th Ave & SW Farmington Rd)	5,646,805	9,913,450	22,523,227	
	Land Acquisition - Infill/Cooper Mountain	1,000,000	8,913,450	21,523,227	
Subtotal FY 2028/29 Costs	15,097,574			1,433,705	
	Total for 5-year CIP List	57,340,241			5,817,736
Five Year CIP Credit Projects					
	New Trail Development: Finnley Woods Area	168,776	8,744,674	21,354,451	168,776
	New Neighborhood Park Development & Trail: SWQ-8 (SW Scholls Ferry & Tile Flat Rd)	1,500,000	7,244,674	19,854,451	
	New Park Development: SCM Main Street Park	850,000	6,394,674	19,004,451	
	New Pocket Park Development: Scholls Valley Heights	250,000	6,144,674	18,754,451	
	New Neighborhood Parks and Community Trail: South Cooper Mountain Blackbird Farms Parks A & B	2,814,278	3,330,396	15,940,173	
	SCM Heights New Neighborhood Park & Community Trail: SWQ-6 (SW Albatross Ln & Oystercatcher Ln)	1,500,000	1,830,396	14,440,173	
	New Neighborhood Park Development: NWQ-11 (NW Eleanor Ave and NW Evelyn St) ****	2,056,400			2,056,400
	New Trail Acquisition & Development: Ridgeline (NEW) ****	1,063,685			1,063,685
	New Trail Acquisition & Development: Bethany Crossing (NEW) ****	212,000			212,000
	New Trail Acquisition & Development: Abbey Creek Terrace (NEW) ****	1,800,000			1,800,000
	Subtotal Credit Projects	12,215,139			5,300,861
	Fund Balance		1,830,396	14,440,173	

Annual Available Funding			Annual Available Funding			Annual Available Funding	
Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate
6,459,723	8,956,003		2,502,874	2,502,874		4,759,494	12,586,562
2,487,957	3,040,837		-	-		7,800,975	9,534,525
		-			-		
		-			-		
8,947,681	11,996,840		2,502,874	2,502,874		12,560,470	22,121,087
8,699,569	11,748,728						
7,513,976	10,563,135						
		1,708,511	794,363	794,363			
					5,308,553	7,251,917	16,812,534
					5,646,805	1,605,112	11,165,729
					1,000,000	605,112	10,165,729
		1,708,511			11,955,358		
		2,109,348			49,413,157		
7,345,200	10,394,359						
					1,500,000	(894,888)	8,665,729
					850,000	(1,744,888)	7,815,729
					250,000	(1,994,888)	7,565,729
					2,814,278	(4,809,166)	4,751,451
					1,500,000	(6,309,166)	3,251,451
		-			6,914,278		
7,345,200	10,394,359		794,363	794,363		(6,309,166)	3,251,451



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 amounts specified in 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 2021/22	Prior Year Actual 2022/2023	Adopted Budget 2023/24	Proposed Budget 2024/25	Adopted Budget 2024/25
Resources:					
Beginning Cash on Hand	\$ 2,873,995	\$ 2,565,293	\$ 2,358,394	\$ 2,325,675	\$ -
Interest Earnings	13,330	57,965	30,496	106,000	-
Total Resources	\$ 2,887,325	\$ 2,623,258	\$ 2,388,890	\$ 2,431,675	\$ -
Appropriations:					
Capital Outlay	\$ 322,032	\$ 319,541	\$ 2,388,890	\$ 2,431,675	\$ -
Total Appropriations	\$ 322,032	\$ 319,541	\$ 2,388,890	\$ 2,431,675	\$ -
Summary by Department					
Renovate/Redevelop Neighborhood Park	\$ -	\$ -	\$ 325,581	\$ 325,581	\$ -
New Community Park Development	75,824	-	-	-	-
Natural Area Restoration	164,115	267,054	896,785	855,790	-
New Linear Park/Trail Development	-	-	78,443	53,628	-
New Linear Park/Trail-Land Acquisition	-	-	1,195	1,195	-
Multifield/Use Athletic Field Development	82,093	52,487	575,941	1,100,105	-
Undesignated Funds	-	-	510,945	95,376	-
Total Appropriations	\$ 322,032	\$ 319,541	\$ 2,388,890	\$ 2,431,675	\$ -

BOND CAPITAL PROJECTS FUND

Item Number		Proposed Budget 2024/25	Page #
RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS			
1	Cedar Hills Park & Athletic Field	\$ 325,581	BOND - 4
	TOTAL RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS	<u>\$ 325,581</u>	
NATURAL AREA PRESERVATION			
2	Raleigh Park	213,737	BOND - 4
3	Bannister Creek Greenway/NE Park	37,181	BOND - 4
4	Bronson Creek Greenway at Laidlaw	349,202	BOND - 4
5	Bronson Creek New Properties	100,533	BOND - 4
6	HMT north woods and stream	22,634	BOND - 4
7	Bronson Creek Park	10,625	BOND - 5
8	Center Street Wetlands Area	3,198	BOND - 5
9	Arborist/Tree Management	108,593	BOND - 5
10	North Bethany Greenway	10,087	BOND - 5
	TOTAL NATURAL AREA PRESERVATION	<u>\$ 855,790</u>	
NEW LINEAR PARK AND TRAIL DEVELOPMENT			
11	Miscellaneous Natural Trails	\$ 53,628	BOND - 5
	TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT	<u>\$ 53,628</u>	
NEW LINEAR PARK AND TRAIL LAND ACQUISITION			
12	New Linear Park and Trail Acquisitions	\$ 1,195	BOND - 5
	TOTAL NEW LINEAR PARK AND TRAIL ACQUISITIONS	<u>\$ 1,195</u>	
MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT			
13	New Field in SW Quadrant	1,100,105	BOND - 6
	TOTAL MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT	<u>\$1,100,105</u>	
UNDESIGNATED FUNDS			
14	Undesignated Funds	\$ 95,376	BOND - 6
	TOTAL UNDESIGNATED FUNDS	<u>\$ 95,376</u>	
GRAND TOTAL CAPITAL OUTLAY		<u>\$2,431,675</u>	

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: \$213,737

DESCRIPTION: Enhancement of stream and daylighting

ITEM 3: Bannister Creek Greenway/NE Park

BUDGET: \$37,181

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: \$349,202

DESCRIPTION: Enhancement of vegetation along creek and wetlands. Restoration of floodplain function in streamside areas.

ITEM 5: Bronson Creek New Properties

BUDGET: \$100,533

DESCRIPTION: Enhancement of vegetation and removal of non-native plants.

ITEM 6: HMT north woods and stream

BUDGET: \$22,634

DESCRIPTION: Enhancement of vegetation and removal of non-native plants adjacent to soccer fields.

BOND CAPITAL PROJECTS FUND

ITEM 7: Bronson Creek Park

BUDGET: \$10,625

DESCRIPTION: Enhancement of vegetation and removal of non-native plants in stream corridor.

ITEM 8: Center Street Wetlands Area

BUDGET: \$3,198

DESCRIPTION: Improvement of habitat in central city natural area.

ITEM 9: Arborist/Tree Management

BUDGET: \$108,593

DESCRIPTION: Promotion of forest health through removal of non-native trees. Improvement of safety by modifying hazard trees into wildlife trees.

ITEM 10: North Bethany Greenway

BUDGET: \$10,087

DESCRIPTION: Improvement of natural area between Rock Creek Trail and Springville Rd.

New Linear Park And Trail Development

ITEM 11: Miscellaneous Natural Trails

BUDGET: \$53,628

DESCRIPTION: Development of various soft surface trails throughout THPRD.

New Linear Park And Trail Land Acquisition

ITEM 12: 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 13: **New Field in SW Quadrant**

BUDGET: \$1,100,105

DESCRIPTION: Design and development of one multi-purpose sport court at Mountain View Champions Park.

Undesignated Funds

ITEM 14: **Undesignated Funds**

BUDGET: \$95,376

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 Projections

Policies and Procedures

Summary of Staffing by Program

Glossary

District 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 2022/23 fiscal year were:

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Nike, Inc.	\$1,422,971,981	1	4.65%
Portland General Electric	227,459,510	2	0.74%
Northwest Natural Gas Co.	165,443,000	3	0.54%
Maxim Integrated Products, Inc.	163,182,940	4	0.53%
Comcast Corporation	144,468,000	5	0.47%
Beaverton LLC	124,021,660	6	0.40%
Northwest Fiber LLC	92,241,000	7	0.30%
Portland 2 LLC	74,492,400	8	0.24%
G+I X Nimbus Corp Ctr LLC	72,569,472	9	0.24%
MG Pallas Apartments MOS LLC	69,947,770	10	0.23%
All Other Taxpayers	28,069,692,338		91.66%
Totals	\$30,626,490,071		100.00%

Source: Washington County, Department of Assessment & Taxation
(Ranking based on levied tax amount)

Information for Washington County as of the 2022/23 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)}
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	604,845	43,096,551	71,530	4.4%	39,515
2022	273,375	609,219	44,040,839	72,291	3.6%	38,975
2023	276,792	n/a	n/a	n/a	3.4%	38,704

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 of 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. – **Completed**
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. – **Completed**
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. – **Completed**

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. – **Completed**
21. Review and update the district's resource allocation model.

Tualatin Hills Park & Recreation District

General Fund Five-Year Fiscal Projection FY 2024/25 through FY 2028/29

	Current Budget 2023/24	Proposed Budget 2024/25	Projected 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29
Cash on Hand	\$17,185,700	\$ 25,252,950	\$ 21,704,804	\$ 17,555,539	\$ 12,055,435	\$ 5,046,839
Reserve Used	2,000,000	-	-	-	-	743,630
Program & Facility Fees ¹	13,830,042	11,605,921	11,954,099	12,312,722	12,682,103	13,062,566
Other Resources ²	8,517,213	8,327,815	2,223,925	2,290,642	2,359,362	2,430,142
Carryover Projects	2,314,300	3,747,050	-	-	-	-
Property Taxes ³	39,194,636	56,672,717	58,656,262	60,826,544	63,077,126	65,410,980
Total Resources	\$ 83,041,891	\$ 105,606,453	\$ 94,539,089	\$ 92,985,447	\$ 90,174,026	\$ 86,694,157
Personnel Services ⁴	\$45,258,611	\$ 47,948,325	\$ 50,591,225	\$ 53,392,698	\$ 56,362,260	\$ 59,509,995
Materials & Services ⁵	13,233,874	15,260,246	16,328,463	17,471,456	18,694,458	20,003,070
Capital Outlay	14,351,983	13,142,619	3,000,000	3,000,000	3,000,000	3,000,000
Debt Service - COP and TAN	1,042,744	1,050,459	1,063,862	1,065,858	1,070,470	1,181,092
Contingency	7,154,679	3,500,000	3,000,000	3,000,000	3,000,000	3,000,000
Reserve for Future	2,000,000	3,000,000	3,000,000	3,000,000	3,000,000	-
Ending Fund Balance	-	21,704,804	17,555,539	12,055,435	5,046,839	-
Total Expenditures	\$ 83,041,891	\$ 105,606,453	\$ 94,539,089	\$ 92,985,447	\$ 90,174,026	\$ 86,694,157
Reserve Requirement ⁶		\$ 6,320,857	\$ 6,691,969	\$ 7,086,415	\$ 7,505,672	\$ 7,951,307
Reserve Balance		\$ 3,000,000	\$ 6,000,000	\$ 9,000,000	\$ 12,000,000	\$ 11,256,370
Revenue Assumptions						
	2024/25	2025/26		2026/29		
¹ Program Fee & Facility Annual Increase	Proposed Budget	3.00%		3.00%		
² Other Resources	Proposed Budget	3.00%		3.00%		
³ Property Tax Annual Increase (Based on Permanent Rate only)	Proposed Budget	3.50%		3.70%		
Expenditure Assumptions						
⁴ Personnel Services	Proposed Budget	6.00%		6.00%		
⁵ Materials & Services	Proposed Budget	7.00%		7.00%		

⁶ DCP 6 Requires a minimum of 10% operating reserve at the end of each fiscal year.

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 for 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 the 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 Human Resources 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 a preference toward using debt for projects that provide cost savings or revenue enhancements.

2. THPRD's use of non-general obligation debt should provide an appropriate match 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 the 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 a percentage of life used for major replacements.

Working Guidelines – prioritization of maintenance replacement funding:

THPRD should priority fund all major item replacements (subject to the 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 into five tiers:

- a. Tier 5, mostly individual benefit, will have a desired cost recovery of 200%,*
- b. Tier 4, considerable individual benefit, will have a desired cost recovery of 150%,*
- c. Tier 3, individual and community benefit, will have a desired cost recovery of 100%,*
- d. Tier 2, considerable community benefit, will have a 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 to measure progress toward its 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 mitigate the potential effect on contribution levels of subsequent actual plan experience being less favorable than the actuarial assumptions.

POLICIES AND PROCEDURES (continued)

In calculating the ADC, the assumption for average long-term future annual investment return assumption will be informed by the Plan's target asset allocation policy. The assumption will be evaluated annually for reasonableness based on the opinion of the Plan's actuary, as informed by the capital market outlook over a long-time horizon, of the Plan's retained investment consultant.

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Budget	Proposed	Approved
Program	2021/22	2022/23	2023/24	2024/25	2024/25
BOARD OF DIRECTORS	-	-	-	-	-
ADMINISTRATION					
Office of the General Manager	2.00	2.00	2.00	2.00	
Communications	5.94	6.17	7.70	9.72	
Equity & Engagement	4.86	5.48	8.94	6.62	
Safety Services	5.07	5.89	6.29	7.08	
Information Services	-	6.06	8.00	10.00	
Human Resources	5.47	8.10	7.73	8.35	
Risk & Safety	-	2.83	5.30	4.73	
Finance Director	-	0.94	1.00	1.63	
Fiscal Operations	-	6.60	8.82	8.19	
Accounting & Budget	-	2.83	3.00	3.00	
TOTAL ADMINISTRATION	23.34	46.90	58.78	61.32	-
BUSINESS & FACILITIES					
Office of the Director	1.44	-	-	-	-
Finance Services	6.31	-	-	-	-
Risk & Contract Management	3.00	-	-	-	-
Information Services	5.80	-	-	-	-
Accounting & Budget	2.85	-	-	-	-
TOTAL BUSINESS & FACILITIES	19.40	-	-	-	-
PARK SERVICES					
Office of the Director	2.00	1.97	2.00	2.52	
Maintenance Operations					
Maintenance Operations Manager	2.00	1.97	2.63	2.26	
Parks & Athletic Facilities Maintenance-North	22.29	24.30	29.93	29.93	
Parks & Athletic Facilities Maintenance-South	16.92	16.70	24.46	24.98	
Facility Maintenance	7.45	7.62	8.15	8.51	
Fleet Maintenance	3.50	4.50	4.73	4.63	
Total Maintenance Operations	52.16	55.09	69.90	70.31	-
Sustainability	10.67	11.08	13.53	13.67	
Planning	3.54	3.45	5.00	5.00	
Design & Development	6.59	5.66	5.95	4.95	
TOTAL PARK SERVICES	74.96	77.25	96.38	96.45	-

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Budget	Proposed	Approved
Program	2021/22	2022/23	2023/24	2024/25	2024/25
RECREATION SERVICES					
Office of the Director	1.11	4.03	5.92	6.95	
Aquatics					
Manager of Aquatics	-	0.04	1.00	1.00	
Aloha Swim Center	-	4.50	13.90	13.52	
Tualatin Hills Aquatic Center	19.92	21.44	25.45	27.31	
Beaverton Swim Center	8.11	13.89	15.23	15.47	
Harman Swim Center	-	5.45	12.18	11.54	
Sunset Swim Center	0.09	1.88	12.12	9.91	
Raleigh Swim Center	2.63	1.02	2.49	1.45	
Somerset West Swim Center	1.16	1.55	3.52	3.87	
Total Aquatics	31.91	49.77	85.89	84.07	-
Sports & Inclusion Services					
Manager of Sports	1.00	0.82	1.35	1.35	
Tualatin Hills Athletic Center	28.37	30.11	42.08	51.65	
Babette Horenstein Tennis Center	10.19	11.91	13.94	13.94	
Elsie Stuhr Center	6.27	10.25	14.26	12.15	
Garden Home Recreation Center	19.74	18.62	29.99	29.20	
Adaptive & Inclusive Services	0.55	0.76	2.26	10.90	
Jenkins Estate	-	-	-	3.00	
Total Sports	66.12	72.47	103.88	122.19	-
Recreation					
Manager of Recreation	1.00	0.82	6.99	7.04	
Cedar Hills Recreation Center	26.13	29.36	42.30	43.37	
Conestoga Rec. & Aquatic Center	31.01	46.14	60.12	56.06	
Interpretive Programs	18.74	23.07	21.19	20.91	
Total Recreation	76.88	99.39	130.60	127.38	-
Maintenance Coordination	2.00	4.41	12.09	9.74	
TOTAL RECREATION SERVICES	178.02	230.07	338.38	350.33	-
TOTAL ALL DIVISIONS	295.72	354.22	493.54	508.10	-

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.

Audit

All local governments, within the state of Oregon, including counties, cities, school districts and educational service districts, many special districts, and municipal corporations are subject to the Oregon Municipal Audit Law.

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 Accepted Accounting Principles (GAAP)

Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity.

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.

Government Finance Officers Association (GFOA)

The GFOA represents public finance officials throughout the United States and Canada to advance excellence in public finance.

Governmental Funds

Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

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 effect due to its repeal by the voters in May 1997 with the passage of Measure 50.

Measure 50

Passed by voters in May 1997, the legislatively referred measure repealed Measure 47, but also significantly reduced future property taxes. The measure rolls back assessed value on individual property to FY 1995/96 values, less 10%. It reduces FY 1997/98 THPRD levy authority by an average of 18.9%, and then converts it to a rate to be applied to assessed value in all future years. Assessed value growth is limited to 3% per year. The measure reinstates Measure 47 limits on fees and charges and on majority turnout election requirements.

Metro Parks and Nature Bond

A program administered by Metro to protect clean water, restore habitat and connect people to nature while centering racial equity and climate resilience throughout the region. A \$475 million bond program was approved by voters in 2019. Of that amount, \$92 million was set aside for local parks and nature projects.

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.

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.

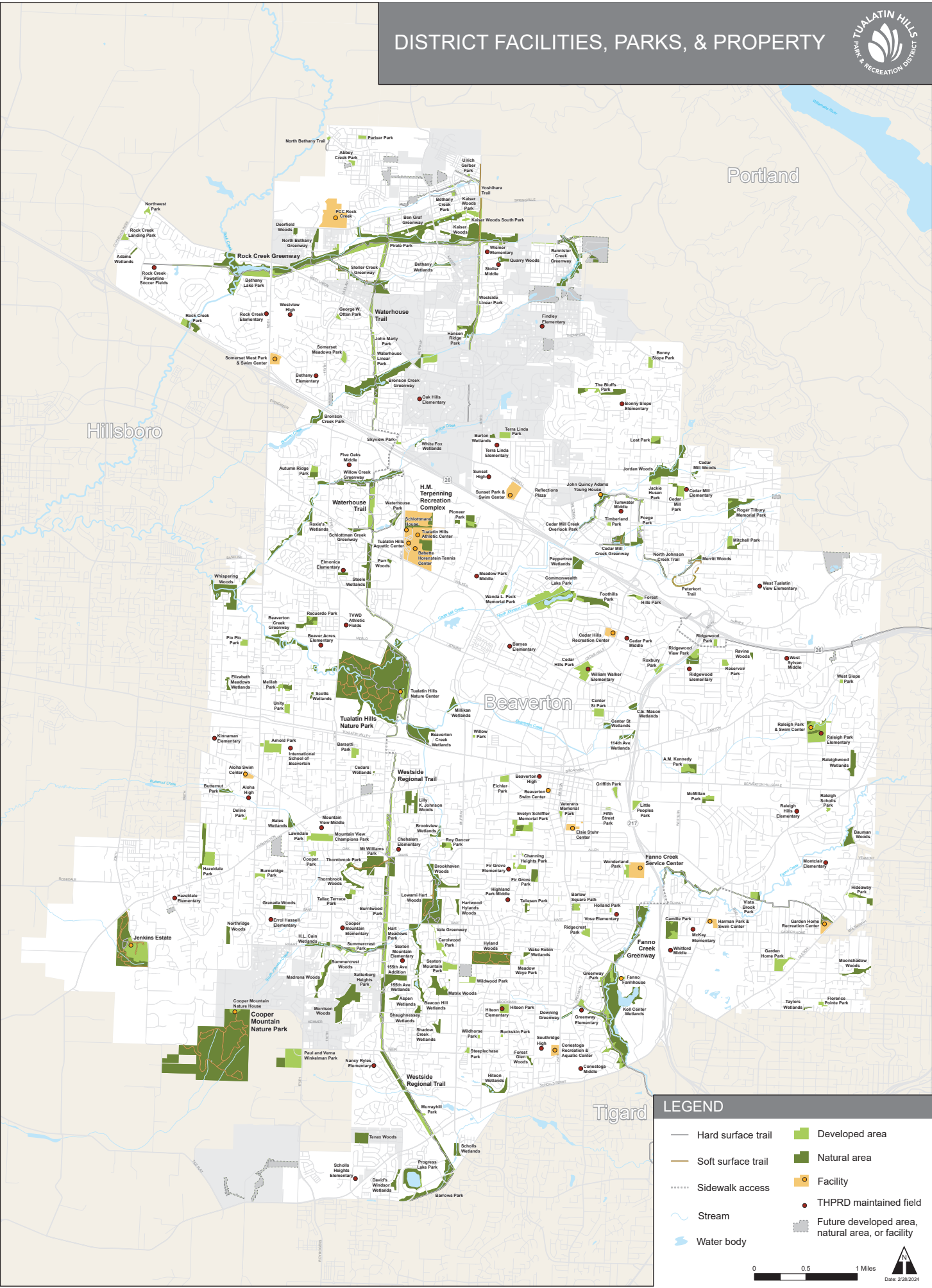
Transfers

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.

DISTRICT FACILITIES, PARKS, & PROPERTY



LEGEND

- Hard surface trail
- Soft surface trail
- Sidewalk access
- Stream
- Water body
- Developed area
- Natural area
- Facility
- THPRD maintained area
- Future developed area, natural area, or facility