

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

**ADOPTED BUDGET
2012/13**



TUALATIN HILLS PARK & RECREATION DISTRICT BEAVERTON, OREGON



APPROVED BUDGET FISCAL YEAR 2012/13

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

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Tualatin Hills Park & Recreation District, Oregon** for its annual budget for the fiscal year beginning July 1, 2011. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

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**Tualatin Hills Park & Recreation District
Oregon**

For the Fiscal Year Beginning

July 1, 2011

Linda C. Dawson Jeffrey R. Emen

President

Executive Director

TUALATIN HILLS PARK & RECREATION DISTRICT

Fiscal Year 2012/13 Budget

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INTRODUCTION

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TUALATIN HILLS PARK & RECREATION DISTRICT

2012/13 BUDGET COMMITTEE

Board of Directors

Joe Blowers
John Griffiths
William Kanable
Larry Pelatt
Bob Scott

Citizen Members

Shannon Maier, Chair
Julia Kegg, Secretary
Greg Cody
Anthony Mills
Ruth Rosimo

DISTRICT STAFF

Doug Menke, General Manager
Keith Hobson, Director of Business & Facilities
Bob Wayt, Director of Communications & Outreach
Jim McElhinny, Director of Park & Recreation Services
Hal Bergsma, Director of Planning
Jessica Collins, Executive Assistant





Doug Menke
General Manager

Board of Directors

Joseph Blowers
John Griffiths
Bill Kanable
Larry Pelatt
Bob Scott

Tualatin Hills Park & Recreation District

Administration Office
15707 SW Walker Road, Beaverton, Oregon 97006
503/645-6433 fax 503/629-6303 www.thprd.org

MEMORANDUM

TO: Budget Committee Members
FROM: Doug Menke, General Manager
DATE: April 9, 2012
RE: **Proposed 2012/13 Fiscal Year Budget**

I am pleased to present the Proposed 2012/13 Fiscal Year Budget for the Tualatin Hills Park & Recreation District. This Budget represents a financial operating plan for the Park District to carry out its mission during the 2012/13 fiscal year.

Mission and Goals

The Park District Mission Statement remains the same: "The mission of the Tualatin Hills Park & Recreation District is to provide natural areas, high quality park and recreational facilities, services and programs, that meet the needs of the diverse communities it serves." The strategic direction of the Park District is guided by the long-term goals established in the Park District's Comprehensive Plan, which was adopted in November 2006 (the full strategic plan, which includes the goals, objectives and action steps can be found on page 48 of the plan document). These goals are:

1. Provide quality neighborhood and community parks that are readily accessible to residents throughout the District's service area.
2. Acquire, conserve and enhance natural areas and open spaces with the District.
3. Develop and maintain a core system of regional trails, complemented by an interconnected system of community and neighborhood trails, to provide a variety of recreational opportunities, such as walking, bicycling and jogging.
4. Provide quality sports and recreational facilities for Park District residents and workers of all ages, cultural backgrounds, abilities and income levels.
5. Operate and maintain parks in an efficient, safe and cost-effective manner, while maintaining high standards.
6. Provide value and efficient service delivery for taxpayers, patrons and others who help fund Park District activities.
7. Effectively communicate information about Park District goals, policies, programs and facilities among District residents, customers, staff, District advisory committees, the District Board, partnering agencies and other groups.
8. Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of Park District programs and facilities.

As in prior years, the Board of Directors uses the Comprehensive Plan Goals as the foundation for the planning and budgeting process for the coming fiscal year. Beginning with the 2011/12 fiscal year, however, the Board used these goals to develop goal outcome measures, quantifiable performance measure targets that support the Comprehensive Plan Goals.

Staff took the goal outcome measures approved for FY 2012/13 and developed business plans designed to achieve the goal outcomes. Each business plan was assessed based on its return on investment (ROI), the

measurable outcome generated for the funding investment required. The plans with a reasonable ROI, and that most directly addressed the desired goal outcomes were approved for inclusion in the Proposed Budget.

Within each Departmental Budget Narrative, we have described the business plans that are included within that department's proposed budget.

Budget Process

The April 16, 2012 Budget Committee Work Session is the second of three meetings for the Budget Committee, the first being the February 27, 2012 Mid-year Budget Meeting and the last being the May 21, 2012 Budget Committee Meeting.

The Mid-year Budget Meeting was conducted to review activity for the first six months of the 2011/12 Fiscal Year Budget, and to review the resource and expenditure projections for the Proposed 2012/13 Fiscal Year Budget. In an effort to provide for public involvement in the budget process, an opportunity was provided at the Mid-year Budget Meeting for public comment on requested budget items.

The Budget Work Session is intended to provide the Budget Committee an opportunity for in-depth review and discussion of the Proposed 2012/13 Fiscal Year Budget, and to provide an opportunity for public comment. While the budget presented for the Work Session is the final budget proposed by staff, the Proposed Budget, the Budget Committee has the full ability to make modifications to the budget before recommending approval. The Budget Committee will also have the opportunity at the Work Session to request additional information from staff to be provided at the final Budget Committee meeting in May.

At the final Budget Committee meeting on May 21, 2012, the Budget Committee will be asked to approve the Park District's 2012/13 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 Park District Board of Directors, scheduled for June 18, 2012. Once again, an opportunity for public comment will be provided at both the Budget Committee Meeting and the Budget Hearing.

Analysis of Changes in General Fund Revenue and Appropriations

You will find that the proposed amount to fund the FY 2012/13 General Fund Budget is \$41,092,073. This is a decrease of 2% from the 2011/12 Fiscal Year Budget, and the decrease is entirely attributable to capital development of the new maintenance facility in the prior year, which was funded through a debt issue.

Revenue

Beginning Cash on Hand for the 2012/13 fiscal year is estimated at \$3,030,000, which represents a 17% increase from the prior year. The Balance Forward from Prior Year Projects is estimated at \$924,423, which represents a 72% decrease from the prior year. As such, the overall General Fund balance forward in the proposed budget is approximately 33% less than the preceding year.

The Park District's overall assessed valuation is estimated to increase by 3.15%. This represents the 3% allowed under statute for those properties where assessed value is below the real market value, representing actual levy growth of 2.65%, plus 0.5% of exception based growth. Accordingly, the overall assessed value is estimated to increase from \$19.1 billion to \$19.8 billion.

The FY 2012/13 property tax rate per thousand of Assessed Value for General Fund Operations is \$1.31, and the estimated tax rate per thousand for General Obligation Bonded Debt is \$0.42, resulting in a combined property tax rate per thousand of \$1.73. The FY 2011/12 property tax rates for General Fund Operations and Bonded Debt were \$1.31 and \$0.43, respectively.

Local government agencies within the City of Beaverton exceeded the Measure 5 limit of \$10 per thousand in FY 2011/12, and as a result the taxes received were reduced due to Measure 5 compression. The Park District's property tax revenue losses in FY 2011/12, due to Measure 5 compression, were insignificant. It is anticipated that if, in FY 2012/13, the combined rates do exceed \$10 per thousand that tax reductions to the District will again be insignificant. Please refer to the table, Measure 5 Impact on Washington County Taxing Agencies (included in your budget document on page RE-3).

The estimates for program fee revenue in the Proposed Budget are based on a detail review of class offerings and program revenue trends. In FY 2009/10 and FY 2010/11, we began seeing some decline in program participation, which was partially offsetting the impacts of the fee increases. In FY 2011/12, overall program revenue is trending comparably to prior year, but there are some isolated declines that are projected to lead to budget shortfalls in a few program revenue areas. This decline could be attributable to the current economic conditions as well as fee increases, and it is worth noting that some decline in participation was anticipated in the fee study and was built into the revenue projections resulting from the fee study. Staff continues to closely monitor program activity levels, and make expenditure adjustments where necessary to offset shortfalls in program revenues. In developing the FY 2012/13 Proposed Budget, staff also carefully reviewed program revenue calculations to ensure that budget revenues are realistic in light of current participation levels. Staff will provide a detailed overview on the program user fee adjustments at the Budget Work Session.

Expenditures

You will note that 64% of the proposed FY 2012/13 General Fund Budget supports Personnel Services, 19% supports Materials & Services, 9% supports Capital Outlay, 2% supports Debt Service and 5% supports the Contingency Account. This distribution does reflect changes from the prior year due to a significant decrease in Capital Outlay. Capital Outlay, as a percentage of total General Fund expenditures, decreased by 5%, while Personnel Services increased by 5%.

The Budget reflects a 5.7% overall increase in Personnel Services costs. Included in the increase is a 2.85% cost of living adjustment and merit increases for represented full-time and regular part time employees based on the Park District's current collective bargaining agreement, which expires June 30, 2013. The budget also reflects anticipated increases in health and dental insurance cost of 12.9% and 3%, respectively. The overall increase in Personnel Services cost resulting from the cost of living and merit increases is 1.9% and the overall increase resulting from health and dental insurance cost increases is 1.1%. Adding to these increases is an increase in anticipated retirement plan contributions due largely to the inclusion of regular part-time staff, which results in an overall increase in Personnel Services costs of 1.3%. In addition the District is eliminating one regular part-time position, decreasing the overall Personnel Services costs by 0.2%, but added to temporary bond-funded full-time positions mid-year in FY 2011/12, increasing the overall Personnel Services costs by 0.4%. The balance of the change, an increase in overall cost of 1.2%, results from increases in part-time staffing due to increases in certain maintenance and program areas.

The General Fund Capital Outlay expenditures of \$3,656,838 comprise 9% of the proposed General Fund budget. Capital Outlay for Information Technology is included in the Information Services Department, and Capital Outlay for Maintenance Equipment is included in the Maintenance Operations Department. The balance of the Capital Outlay, \$3,234,538, is included in the Capital Outlay Division which is divided into the following eight categories: (1) Carry-Over Projects, (2) Athletic Facility, (3) Building, (4) Equipment and Furnishings, (5) Energy Savings Performance Contract, (6) Park and Trail, (7) Facility Challenge Grants, and (8) Americans with Disabilities Act. In accordance with the budget priority to maintain existing facilities and avoid deferring replacements, a maintenance replacement schedule has been developed and the General Fund Capital Outlay has been prioritized toward these replacements. In those Capital Outlay categories that include maintenance replacements, the program funding has been further broken down between Replacements and Improvements. Please refer to the Capital Outlay section of your budget for details.

The significant decrease in General Fund Capital Outlay in the FY 2012/13 Proposed Budget is largely attributable to the appropriation for renovation of the new maintenance facility site in the prior year. This renovation, which was funded in FY 2011/12 as a carryover project funded by a debt issue in the preceding year, was substantially completed in January 2012.

Comparison of Proposed General Fund Budget to Prior Projections

To put the Proposed General Fund Budget in perspective, it may be helpful to compare it to prior projections of FY 2012/13 General Fund resources and expenditures.

The proposed resources for the General Fund are approximately \$1.5 million higher than the projections provided at the Mid-year Budget Meeting. Factors causing this increase include:

- Increase of \$924,000 in Project Carryovers; this represents offsetting resources and expenditures.

- Increase of \$484,000 in Other Resources due to increases in grants and other intergovernmental revenue.

Total expenditures are also approximately \$1.5 million higher than projected at the Mid-year Budget Meeting due to the following factors:

- Personnel Services costs have increased approximately \$140,000 due to increased benefit costs and to increased part-time staffing costs.
- Materials and Services costs have decreased approximately \$44,000 primarily attributable to decreases in Family Assistance funding in the Director of Park & Recreation Services Department.
- Capital Outlay has increased approximately \$1.4 million due to inclusion of carry-over projects and grant-funded capital projects.

Systems Development Charge Fund

In the Systems Development Charges Fund (SDC) Budget tab, you will note that the Park District estimates a carryover balance of SDC funds of approximately \$3.0 million. Although actual SDC revenues are lower than budgeted in FY 2011/12, a significant portion of the FY 2011/12 SDC appropriation was left as undesignated; as such the revenue shortfall did not create any deficiency on project funding. The project carryover commitment to FY 2012/13 is approximately \$1.1 million leaving \$1.9 million of the carryover available for new project commitments.

In addition the Park District is projecting to generate approximately \$2.7 million of new SDC revenues in FY 2012/13. As shown in the SDC Budget tab, this revenue is being used as follows:

- To provide \$1.1 million of new funds for Land Acquisition and \$744,000 of new construction funds for project construction.
- This leaves approximately \$2.8 million (including the available carryover funds) available for appropriation to new projects in FY 2012/13 once the receipt of the SDC revenue is assured.

The Board of Directors programs the use of SDC funds using a five-year SDC Capital Improvement Plan (CIP). The most recent update of this five-year plan, approved by the Board of Directors at their April Board meeting, created a prioritized project list for the SDC fund through FY 2015/16. The five-year projection of SDC cash flow is updated periodically, and the most recent version was provided to the Budget Committee at the February Mid-year Meeting. This five-year projection showed \$7.4 million of uncommitted SDC funds through FY 2015/16.

While residential construction activity has been at very low levels for the past few years, the rate of SDC collection has been relatively stable. Any increases in construction activity have been mitigated by declines in SDC rates which are tied to construction and land cost indices. Due to the uncertainty in the level of SDC activity and the SDC rates, the five-year SDC cash flow projections include a revenue estimation reserve that offsets 40-50% of estimated revenue. This is the reason that the Proposed Budget leaves available SDC resources in an undesignated project appropriation. In addition, the District project management capacity will be largely used for management of the bond measure projects leaving little ability to take on new SDC projects. Having available SDC fund resources enables the Park District to take advantage of opportunities that may arise such as land available for purchase, or a local match for grant opportunities.

Bond Capital Projects Fund

With the approval by District voters of the \$100 million Park Bond Levy request in November 2008, the Park District has been actively implementing a capital project program to develop the projects included in the bond measure. One of the first steps in implementing this program was the development of a project master schedule, which in turn allowed the development of a projected cash flow schedule for the Bond Fund.

Based on the projected cash flow schedule, and in compliance with regulations for tax-exempt bonds, the District determined that it would be necessary to issue the bonds in two separate issues. The first issue of \$58.5 million was issued by competitive bid on April 2, 2009. The \$41.5 million balance of the authorization was issued in September 2011, although due to premium received on the issue only \$40.1 million in face value of bonds were issued. As we have previously noted to the Budget Committee, the District was able to issue the bonds at very favorable market rates, resulting in bond levy rates well below those estimated in the election materials.

The FY 2012/13 appropriation is based on available resources in the Bond Fund, which is the balance of all of the bonds issued after accounting for cumulative project expenditure estimates through June 30, 2012. Bond Fund resources are appropriated to individual projects based on estimates used to create the bond levy package placed before District voters. Where actual project costs on completed projects differ from the project budgets, the Park District can reallocate funds to projects within a project category, and within certain guidelines between project categories. At this time the overall bond capital program is within budget. While some project categories are projected to be over budget, this is based on project estimates and no category has been over expended. Before a category can be over expended, savings must be identified within a different category and designated to offset the over expenditure.

The estimated cumulative project expenditures from the Bond Fund through June 30, 2012 are approximately \$30 million. One category, Facility Expansion, is projected to be complete by June 30, 2012 and the Maintenance Replacement project category will be complete except for one project. Progress is being made in all project categories and several large construction projects will be underway this spring and summer. Land acquisition activity is also proceeding and over 43 acres have been acquired under the bond program to date.

Other Funds

Debt Service

The Debt Service Fund reflects the revenue and expenditure activity associated with annual debt service on the \$25.9 million of General Obligation Bonds approved by Park District voters in 1994, the \$100 million approved by Park District voters in 2008. This debt service is supported by a separate tax levy.

Special Revenue

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

Capital Projects

The Metro Natural Areas Bond Fund accounts for the District's local share funds from the Metro Bond Measure. The District local share was approximately \$4.1 million, with \$23,000 remaining as of July 1, 2012 that will fund a land acquisition project that was approved by the District and submitted to Metro in March 2006.

Looking Forward Beyond FY 2012/13

A hallmark of Park District budgeting and financial and operational management over the last several years has been the long-term focus applied in decision-making. Between 2005 and 2006, the Park District adopted a new Comprehensive Plan to guide the direction of the District, and also adopted a Long-term Financial Plan to ensure that the District could reasonably achieve the goals of the Comprehensive Plan.

As a result of the Long-term Financial Plan, the District has taken several steps that will enable it to move forward in a financially sustainable manner:

- We have reviewed and adjusted program user fees, which provide operating funds for current and future facilities. The program user fee adjustments have been phased in over four years. While there are some remaining adjustments to be implemented to user fees, the actual fee revenue over the last few fiscal years has not met budget expectations. Accordingly, the FY 2012/13 Proposed Budget reflects user fee increases in only a few select areas based on fee adjustments implemented January 1, 2012. Budgeted program activity levels have also been adjusted to reflect actual year-to-date usage trends, which results in an overall increase of less than 1% in budgeted program user fees. Fees also continue to be reviewed and updated annually to reflect inflationary increases in order to ensure that cost recovery through program user fees is able to keep pace with inflation.
- Based on the SDC Methodology Update completed in Fall 2007, the SDC rates were increased effective January 1, 2008, and were subsequently adjusted for inflation on January 1, 2009 and for deflation in the construction and land cost indices on January 1, 2010, 2011 and 2012. These adjusted rates are reflected in the FY 2012/13 Proposed Budget. SDC project commitments are made conservatively so as to avoid over commitments in an uncertain SDC revenue environment.
- The Park District voters approved a \$100 million Bond Levy request. The projects funded by the

Parks Bond serve two purposes. They provide much needed additions to the Park District facilities. They also provide renovations and repairs to many of the District's existing facilities to ensure that we are maintaining and making the best use of our existing resources.

While fiscal sustainability is important, the Park District must also continue to address other goals from the Comprehensive Plan. To that end you will see that the FY 2012/13 Proposed Budget:

- Reflects continued commitment to sustainability through reduction of vehicle miles traveled and increased use of alternative fuel by park maintenance vehicles, initiation of a second phase of energy savings performance contract to reduce utility consumption, enhancements in automation of irrigation systems and replacement of irrigation heads to save water, and engineering studies to replace parking lot surfaces with pervious materials.
- Continues the District's long-range planning by completing the Comprehensive Plan update and creating a Programs Functional Plan; also provides funds for an aging facility assessment at Beaverton Swim Center which can be used as a model for all aquatic facilities, and an update to the District's ADA Transition Plan to comply with new ADA regulations.
- Continues funding for the necessary staff positions to manage the projects funded by the 2008 Bond Levy, including the addition of an additional park planner and a bond accountant funded through savings on bond issuance costs.
- Continues the District's efforts to reach under-served populations; this includes ongoing funding for family assistance and inclusion services, and creates a mobile senior fitness program, Wellness on Wheels.
- Continues to fund enhanced staff training to provide strong across-the-board training to all staff as well as targeted high-level training to key staff.

Sound long-term financial planning and our fiscal prudence have positioned the District well to deal with the current economic situation, and we continue to apply these principles. While the FY 2012/13 Proposed Budget does include new full-time positions, they are both temporary positions that are funded by the Bond Fund and were actually added mid-year in FY 2011/12. The proposed budget also reflects elimination of one vacant regular-part-time position.

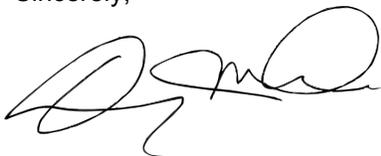
Acknowledgments

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

The Park District's Advisory Committees (Aquatics, Elsie Stuhr Center, Historic Facilities, Natural Resources, Parks, Recreation, Sports, and Trails), as well as special interest groups and individuals, are also to be commended for their time, expert advice and recommendations.

The Board of Directors and staff strive, on a daily basis, to keep the Tualatin Hills Park & Recreation District a major partner in enhancing the livability of our area. Staff looks forward to meeting with you on Monday, April 16, 2012, 6:00 p.m. at your Budget Committee Work Session, and sharing with you the Proposed 2012/13 Fiscal Year Budget, which has a direct impact on why and how the Tualatin Hills Park & Recreation District enhances the quality of life for the residents we serve.

Sincerely,



Doug Menke
General Manager

Tualatin Hills Park and Recreation District

Comparison of FY 2012/13 Proposed General Fund Budget to Prior Projections

	Proposed Budget 2012/13	Per Feb 2012 Mid-year Projection		Per April 2011 Worksession Projection	
			Difference		Difference
Cash on Hand	3,030,000	3,000,000	30,000	2,800,000	230,000
Program & Facility Fees	9,627,834	9,629,005	(1,171)	9,747,166	(119,332)
Other Resources	2,185,272	1,610,844	574,428	1,318,675	866,597
Project Carryovers	1,002,810	-	1,002,810	-	1,002,810
Transfers in	879,619	854,344	25,275	444,971	434,648
Property Taxes	24,534,925	24,534,925	-	24,707,758	(172,833)
Total Resources	\$ 41,260,460	\$39,629,118	\$1,631,342	\$39,018,570	\$ 2,241,890
Personal Services	26,412,878	26,272,829	140,049	\$25,789,240	623,638
Materials & Services	7,972,593	8,016,619	(44,025)	8,024,763	(52,170)
Capital Outlay	3,825,225	2,289,906	1,535,319	2,142,302	1,682,923
Debt Service - COP and TAN	949,764	949,764	-	962,265	(12,501)
Contingency	2,100,000	2,100,000	-	2,100,000	-
Total Expenditures	\$ 41,260,460	\$39,629,118	\$1,631,343	\$39,018,570	\$ 2,241,890





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

A Tualatin Hills Park & Recreation District Budget Committee Work Session was held at the Elsie Stuhr Center, Manzanita Room, 5550 SW Hall Boulevard, Beaverton, on Monday, April 16, 2012, 6:00 p.m.

Present:

Shannon Maier	Chair/Budget Committee Member
Julia Kegg	Secretary/Budget Committee Member
Greg Cody	Budget Committee Member
John Griffiths	Budget Committee Member
William Kanable	Budget Committee Member
Anthony Mills	Budget Committee Member
Larry Pelatt	Budget Committee Member
Ruth Rosimo	Budget Committee Member
Bob Scott	Budget Committee Member
Doug Menke	General Manager

Absent:

Joseph Blowers	Budget Committee Member
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Agenda Item #1 – Call to Order

The meeting was called to order by Chair, Shannon Maier, at 6:00 p.m.

Agenda Item #2 – Approve February 27, 2012 Minutes

Bill Kanable moved the Budget Committee approve the Minutes of the February 27, 2012 Budget Committee Meeting as submitted. Julia Kegg seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #3 – Opening Comments

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

Doug Menke, General Manager, welcomed the Budget Committee noting that the Work Session is one of the steps to develop the FY 2012/13 Budget and outlined the interactive process for the meeting. He informed the Budget Committee that, for the eighth consecutive year, THPRD has received the Government Finance Officers Association's Distinguished Budget Presentation Award for the FY 2011/12 Budget. He noted that THPRD's budget process is open to the public and believes the budget document is clear and understandable to THPRD's residents.

Doug noted that development of the FY 2012/13 Budget begins with the Board of Directors adoption of THPRD's goals which are included in the 2006 Comprehensive Plan. The Comprehensive Plan's eight strategic goals provide the framework for the District's planning process including developing performance measures. The 2006 Long Term Financial Plan is also used to develop the FY 2012/13 Budget, which was designed to ensure that the Park

District operated in a financially sustainable manner. Based on these plans, steps have been taken to ensure the Park District's financial ability to meet long-term goals, while continuing to offer high quality services, including:

- Completing a user fee study and adopting adjustments to program user fees, which has completed the fourth year of phase-in;
- Completing a review of the System Development Charge (SDC) methodology and adopting new SDC rates; and
- Implementing a \$100 million bond levy package to meet long-term capital needs identified in the Comprehensive Plan.

Doug provided highlights and key initiatives of the Proposed FY 2012/13 Budget as noted in the PowerPoint presentation.

A. Goal Outcomes & Performance Measures

Keith Hobson, Director of Business & Facilities, reviewed the Outcome Based Planning and Budgeting Process which was first implemented with the FY 2011/12 Budget. Keith described the cyclical process illustrated on a PowerPoint slide.

Ann Mackiernan, Operations Analysis Manager, provided an overview of the process staff has taken for FY 2012/13, noting that 18 of the total 22 business plans submitted are to be funded in FY 2012/13, one business plan is funded using existing budget target funds, and three business plans were denied.

Chair, Shannon Maier, requested clarification of how the Wellness on Wheels program could be budget neutral as shown in the PowerPoint presentation.

- ✓ Keith explained that the Wellness on Wheels program has program revenue associated with the operating expenses and the program is dependent on a capital grant to acquire a vehicle.

Agenda Item #4 – Review Proposed 2012-13 Fiscal Year Budget Resources

Keith Hobson, Director of Business & Facilities, stated that the budget presented tonight is the Proposed Budget reflecting staff's final proposal. The Budget Committee may make changes to the Proposed Budget, which would be reflected in the Approved Budget. The Budget Committee's Approved Budget then would be presented to the Board of Directors for adoption, who may also make changes that would be reflected in the final Adopted Budget.

Keith noted that THPRD's total resources for the Proposed FY 2012/13 Budget are estimated to be \$126 million. Of the total resources:

- Approximately 60% is from beginning cash-on-hand, with about 90% of cash-on-hand (\$70 million) in the Bond Fund.
- Approximately 26% (\$32.5 million) is from property taxes.
- The balance is from a variety of sources including program user fees, SDC fees, grants, Metro Local Share revenues, and other income.

Keith noted that there is little change in resources between FY 2011/12 and FY 2012/13, other than the large amount of debt proceeds in FY 2011/12. The debt proceeds result from the issuance of the remaining \$41.5 million of authorized general obligation debt. The Beginning Balance in the Proposed FY 2012/13 Budget increased due to the issuance of the bonds in FY 2011/12.

A. Fee Study Impact

Ann Mackiernan, Operations Analysis Manager, provided an update of the program user fees increase. She stated that the final phase of the fee increases was delayed one year and implemented in January 2012. She noted that in calendar year 2011, as compared to calendar year 2010, revenue increased by 4.3%, but patron attendance decreased by 8%. Ann noted that a decrease in Drop In attendance attributed to the bottom line numbers; but she speculated that a recent change in how Drop In fees are calculated will reverse this trend. She commented that while overall Class attendance remained relatively flat, Class revenue increased by approximately 10%.

Ann showed a slide that compared contact hours and program fee revenue. She explained that contact hours are the number of hours THPRD staff are in contact with patrons through programs. While contact hours and program fee revenue for FY 2012/13 are proposed to be comparable to FY 2011/12 figures, both fiscal years are slightly less than FY 2010/11 figures which she explained were due to the FY 2010/11 figures being optimistic.

Ann provided an overview of how close programs are to reaching full phase-in (i.e., year four of the fee increases or full cost recovery). She commented that final phase-in has been implemented, except for inflation which would increase class fees if average instructor wages and/or class expenses increased. Ann stated that some classes are not meeting recovery targets and fees will be increased annually up to 15% until fully recovering or the class is canceled. She noted that Stuhr Center has 13.1% of its classes not meeting recovery targets and explained that it has a higher subsidy. Beginning in January 2013, its subsidy will decrease by 5% annually until 2015 when the senior subsidy will be 25% as it is in other THPRD centers.

Keith Hobson, Director of Business & Facilities, noted that THPRD has a balanced budget with appropriations totaling approximately \$126 million in the Proposed FY 2012/13 Budget.

General Fund Resources

- The tax levy is based on estimated assessed value. The Budget Committee will be asked to approve tax levies at their May meeting. The proposed budget was prepared with an increase of 3.15%, which is comparable to the increase in FY 2011/12 not including the reduction in assessed value due to a deannexation of THPRD properties within the City of Hillsboro. In previous years, taxes generally were increased by 3% on all properties because market value was more than assessed value. With the decline in market value in recent years, some properties have assessed value at market value and, therefore, the 3% increase cannot be applied generally. Approximately 11% of residential property within THPRD is at market value, decreasing the overall growth to 2.65%. New development growth is conservatively estimated at 0.5%.
- The beginning fund balance is projected at \$3 million, which is consistent with the estimate provided at the February mid-year meeting. The beginning balance for carryover projects has been included at approximately \$900,000.
- Program revenue is projected to increase by 1% over the FY 2011/12 Budget. Other than Recreation, all program revenues are projected to increase. The Recreation Department decrease is due to adjusted programming levels based on lower than budgeted program revenue from last fiscal year and the current fiscal year. Staff reset the Recreation Department's budget estimate.
- Grant revenue reflects grants awarded in the current fiscal year, but not yet received, and grants staff will submit applications for in the next fiscal year. For grants staff has not yet applied, revenue is tied to specific expenditures. In the event the grant is not awarded to THPRD, there will be no budget shortfall.

- Under Grant and Intergovernmental Revenue, approximately \$200,000 represents Federal subsidy payments that offset the debt service for funds borrowed to acquire Fanno Creek Service Center. Recovery Zone Bonds were allocated to THPRD last fall to help finance the acquisition. This category includes approximately \$200,000 of energy tax credits from the first phase of the Energy Savings Performance Contract.
- The increase in Transfers In reflects the mid-FY 2011/12 budget adjustments to increase bond-related staffing, which is carried in the General Fund, but reimbursed from the Bond Fund.

Chair, Shannon Maier, inquired which districts are used to benchmark property tax revenues.

- ✓ Keith replied that staff compares data of other local taxing agencies with an overlapping tax base such as City of Beaverton and Washington County.

Shannon inquired whether uncollected property taxes are included in the projections.

- ✓ Keith replied that property tax projections include the 3% discount for property taxes paid early. He noted that the amount of uncollected property taxes is low because the County Assessor can lien or foreclose property and THPRD will receive its share of the taxes eventually.

Bob Scott referenced an April 16, 2012 *Oregonian* article about the City of Molalla and asked whether staff would ever shock test the budget in case there was a dramatic drop in tax revenue.

- ✓ Keith replied that staff have remained conservative in creating the budget which includes a large contingency balance to address budget deficiencies. He noted that the budget also has a large capital replacement component which could be delayed if needed.

Bill Kanable asked based on the current rate, when THPRD would hit the cap for property taxes.

- ✓ Keith replied that the cap has been reached for approximately 11% of the properties. He estimated that approximately 5-10% would reach the cap each year if prices remain stagnant, and in the next 3-5 years, up to 50% of the properties could be at no growth.

Agenda Item #5 – Review Proposed 2012-13 Fiscal Year Budget Appropriations

A. Operating Expenditures

General Fund Appropriations

Cathy Brucker, Finance Services Manager, provided a brief overview of the General Fund Appropriations.

- General Fund appropriations will decrease by over \$1 million (2%) over FY 2011/12.
- Personnel Services
 - Overall, there is an increase of 5.7% for all salaries and related taxes and benefits.
 - Salary costs include those required by the Collective Bargaining Agreement (2.85% cost of living adjustment) and the Board of Directors approved compensation policy, 1.9% of the total increase.
 - Health and dental benefits are estimated to increase by 12.9% and 3.0%, respectively, 1.1% of the overall increase.
 - Retirement benefit rates increased by 10.6%, and included the first year payment of employer benefits for regular part time staff. In total, these factors account for 1.3% of the overall increase.
 - Personnel Services changes included the addition of two full time positions and the elimination of one regular part time position for an overall increase of 0.2%.

Two new temporary full time bond positions were approved mid-year by the Board of Directors.

- Part time payroll increases account for 1.2% of the overall increase to Personnel Services.
- The Proposed Budget includes a 2.0% overall inflationary adjustment in materials and services, an increase of 1.2% over FY 2011/12, which is partially attributable to reductions in some program and maintenance areas.
- The Capital Outlay appropriation decreased by 38.2% over FY 2011/12 due to the completion of improvements and renovations at Fanno Creek Service Center. Routine maintenance replacement continues to be a focus of the General Fund Capital.
- Debt Service decreased due to 1) a large payment made in FY 2011/12 to match resources to be received in FY 2011/12 for the Energy Savings Performance Contract, and 2) retirement of an old general obligation debt.

Chair, Shannon Maier, inquired about the number of Collective Bargaining Agreements THPRD has in place and how many employees are represented.

- ✓ Cathy replied that there is one Collective Bargaining Agreement that represents 162 employees. THPRD has 181 full time employees, 22 regular part time employees, and a varied number of part time employees.

Board of Directors

Cathy Brucker, Finance Services Manager, provided a brief overview of the Board of Directors appropriations, which includes legal and audit services, elections costs, and contingency. She noted that \$33,000 has been budgeted for anticipated election costs in FY 2012/13. The General Fund contingency increased by \$200,000 over FY 2011/12 (\$2.1 million total), to comply with THPRD's fiscal policy of maintaining the Ending Fund Balance levels at 10% of operating costs.

Administration

Cathy Brucker, Finance Services Manager, provided a brief overview of the Administration budget highlights including:

- Continue implementation of the Bond Measure Program.
- Relocated affected staff to Fanno Creek Service Center which is now operational and completed within budget costs. The Portland Timbers-funded synthetic turf field is under construction and is expected to be open to the public in May.
- Continue to expand cooperative relationships with various governmental entities within the area.
- Focus on making quantifiable progress on THPRD's Goals Outcomes for FY 2012/13, as adopted by the Board of Directors.

Communications & Outreach

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

- Continue efforts to support bond communications and public awareness.
- Roll out new branding campaign.
- Increase efforts to promote THPRD programs.
- Expand outreach to ethnic minorities.
- Build stronger partnerships with targeted large businesses.
- Continue to improve employee communications.

Greg Cody asked if anything is wrong with the current brand and why resources are being spent for a new brand.

- ✓ Bob replied that the current brand is dated noting that the logo has remained the same for many years with few modifications. The purpose of the rebranding campaign is to modernize THPRD's image to the public while also respecting the past.

Greg inquired about the overall costs for the branding campaign.

- ✓ Bob replied, in FY 2011/12, approximately \$25,000 has been incurred for a consultant and graphic design. No public rollout has been done yet which would include an advertising campaign and other communications. He noted that expenses would be multi-year, estimating \$50,000 annually.
- ✓ Doug Menke, General Manager, clarified that the return on investment is based in part on attracting new patrons to THPRD which would hopefully increase enrollments and participation.

Bill Kanable described the need to continually evaluate our branding and ways to improve it.

Greg inquired if it is necessary to allocate funds if the brand does not need fixing.

- ✓ Doug replied that part of the branding campaign is about moving forward while respecting THPRD's history.

Chair, Shannon Maier, referencing her work experience, asked if the consultant evaluates literacy levels of marketing materials to ensure patrons are able to understand the materials.

- ✓ Bob said that the consultant has not assessed literacy levels.

Shannon requested clarification of what the consultant is doing – designing logos, presenting them to focus groups, etc.

- ✓ Bob replied that funds have been spent on research including surveying a large audience. A graphic designer has drafted a few concepts, but none have been previewed to the public. The next step is to present the concepts to the Board of Directors for their input.

Anthony Mills agreed that the logo needs updating and provided suggestions on how to improve it. He also suggested having a contest for the public to vote for the preferred logo.

Anthony referred to the Board of Directors organization chart on page BD-1 and suggested adding a level for citizens above Board of Directors.

Security Operations

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

- Maintain a proactive, visible, safe and secure environment for patrons and staff.
- Schedule fire sprinkler inspections with State Fire Marshal at five facilities.
- Increase alarm monitoring due to several facility expansions.

Anthony Mills referenced the incidents reports filed on page ADM-20 and inquired why they have decreased by approximately 50% since FY 2009/10.

- ✓ Mike attributed the decrease to more visibility in the parks by THPRD's Park Patrol, Washington County Sheriff's Office, City of Beaverton Police Department, and park neighbors.

Chair, Shannon Maier, inquired about the inverse relationship between security checks conducted versus incident reports filed.

- ✓ Mike replied that Park Patrol staff are able to conduct more security checks because they do not have to file incident reports which are time consuming.

Business & Facilities

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

- Includes the debt service in general fund-supported debt (approximately \$950,000 of the Division's appropriation, including \$160,000 of interest on the interim financing issued to cover cash flow prior to November tax collections).
- Conduct an energy audit to assess a second phase of the Energy Savings Performance Contract. The first phase has been successful, with actual utility savings exceeding the estimates provided by the consultant.
- Continue to work closely with Planning staff and the Bond Oversight Committee to provide fiscal control for bond project expenditures.
- Complete update of the 2006 THPRD Comprehensive Plan, and complete a cost recovery and service assessment that will serve as the basis for the Programs Functional Plan.

Chair, Shannon Maier, requested clarification that the decrease in the Business & Facilities Division's budget is due to the debt service reduction.

- ✓ Keith confirmed, adding that the debt service was reduced due to the repayment structure of the Energy Savings Performance Contract payments and having paid off an old debt obligation.

John Griffiths inquired which debt service was paid off.

- ✓ Keith replied that it was for property where the North Fields are located.

Finance Services

Cathy Brucker, Finance Services Manager, provided a brief overview of the Finance Services Department's responsibilities and budget highlights including:

- Received the Government Finance Officers Association awards for both the Budget Document and Financial Statement Presentation.
- Added temporary Bond Accountant position to assist with Bond Capital Project Fund activity.
- Pursue implementation of purchasing cards to streamline small purchasing procedures while continuing to incorporate strong internal controls and documentation.
- Review and update all expenditure-related policies, along with incorporation of new practices.

Risk & Contract Manager

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

- Complete Safety and Health Achievement Recognition Program (SHARP) for Aquatics and Recreation Departments.
- Enhance Emergency Management Plan to allow THPRD facilities to be self-sufficient during Shelter in Place for up to 72 hours.
- Implement records retention schedule with Information Services Department using the State of Oregon's electronic records management system (TRIM).

Chair, Shannon Maier, inquired how long it takes to graduate from the SHARP program, how long is it effective, and what the benefits are of being in the program.

- ✓ Mark replied that it is a five-year program. After graduating from the SHARP program, THPRD must renew its facilities every year. He noted the main benefit is THPRD is able to self-regulate at a high standard approved by OSHA thereby allowing OSHA to focus its resources elsewhere.

Shannon asked if THPRD receives a break in workers compensation rates due to the SHARP program.

- ✓ Mark replied that THPRD is part of a self-insured pool and does not receive a break; however, with increased staff education, he believes claims are reduced.

Human Resources

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

- Complete and phase in final two tiers of four-tiered Leadership Academy, a staff-developed program designed to prepare interested employees with the skills and knowledge needed to compete for job advancement opportunities.
- Assist in negotiation of successor Collective Bargaining Agreement with focus on cost containment, scheduled to reopen in January 2013.
- Review and revise Employee Handbook to bring in line with Collective Bargaining Agreement and changes to federal/state laws.

Chair, Shannon Maier, requested confirmation that the Human Resources budget includes funds to administer the insurance policies, but not to fund the premiums, and if THPRD is self-insured.

- ✓ Keith clarified each department's budget includes funding for its staff's insurance premiums, and THPRD is not self-insured.

Information Services

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

- Complete upgrade of final third of THPRD desk telephones.
- Build out the server room at Fanno Creek Service Center, including purchasing a server rack and installing a dedicated electrical panel.

Ruth Rosimo asked whether the server room is for the entire District.

- ✓ Keith replied that THPRD will have two server rooms.

Chair, Shannon Maier, referencing the passage of new federal and state laws, inquired how much of the Information Services budget is dedicated to information security.

- ✓ Phil replied that internet security is handled through a County-wide Internet service provider consortium.
- ✓ Keith stated that staff will report back to the Budget Committee at their May meeting with more detailed information.
- ✓ Phil mentioned that one of the goals for the Information Services Department is to no longer store credit card information. He explained the process to the Budget Committee.

Ruth asked how much the new credit card process described would cost.

- ✓ Phil stated that there would be no additional cost as THPRD has programmers on staff.

Anthony Mills asked how THPRD would verify the credit card processing company would be reputable.

- ✓ Cathy Brucker, Finance Services Manager, replied that THPRD works with Evalon, a subsidiary of US Bank, and it is a very reputable business.

John Griffiths asked about examples of projects the Information Services Department's programmers are doing.

- ✓ Phil stated that the programmers are working on completing the implementation of the credit card processing and online camp participant information.
- ✓ Keith added that the programmers are working on documenting existing systems.

Maintenance Operations

Dave Chrisman, Superintendent of Maintenance Operations, provided an overview of the Maintenance Operations Department's budget including:

- Transfer staff from Parks Maintenance to Athletic Facilities Maintenance.
- Offset fuel rate increases with continued trip reduction measures through more vehicle sharing, route adjustments, and accomplishing more tasks per trip.
- Support first full year operation at Fanno Creek Service Center. Dave showed some photos of the facility.

John Griffiths inquired about the plan for the old maintenance building, and if there is public parking.

- ✓ Dave replied that it is currently being used as the satellite site for the northern zone of the Park District. A portion of the former maintenance yard is used for public parking on weekends and for overflow.
- ✓ Keith added that there is also more parking available at the North Fields lot because Maintenance no longer needs the area for storage.

Larry Pelatt asked if staff are being cross-trained in order to do more during each visit and promote trip reduction.

- ✓ Dave replied that staff are being transitioned from specialists to generalists so many tasks may be completed during one visit.
- ✓ Keith added that staff are being divided into zones creating more park ownership rather than amenity ownership.

Chair, Shannon Maier, asked whether there is a capital investment in this approach.

- ✓ Dave replied that tasks and equipment are being evaluated and staff are requesting equipment that is more appropriate instead of replacing like equipment.

Planning

Steve Gulgren, Superintendent of Planning & Development, who presented on behalf of Hal Bergsma, Director of Planning, provided a brief overview of the Planning Division's budget highlights including:

- Continue to lead land acquisition efforts for the bond program.
- Continue to identify funding sources for THPRD projects.
- Continue to contribute to the Comprehensive Plan update.

Planning & Development

Steve Gulgren, Superintendent of Planning & Development, provided a brief overview of the Planning & Development Department's responsibilities and budget highlights including:

- Continue work on bond and non-bond projects, nine bond projects and one non-bond project will start this summer.
- Celebrate opening of Conestoga Recreation & Aquatic Center facility expansion.

Greg Cody inquired when temporary bond staff will begin leaving.

- ✓ Steve replied that the temporary bond planners will leave when their assigned projects are completed. He anticipates the first temporary bond planner to be done by the end of this year.

Anthony Mills asked what safeguards are in place so that the temporary planners do not delay their projects in order to extend their employment.

- ✓ Steve replied that some delays are due to jurisdictional requirements, but staff work together to ensure projects remain on schedule.
- ✓ Keith noted that the Bond Oversight Committee also oversees the progress of the bond projects.

Doug Menke, General Manager, invited the Budget Committee to the Elsie Stuhr Center's grand reopening on Wednesday, May 9, 2012, at 10:00 a.m.

Bill Kanable asked when Lowami Hart Woods will start construction.

- ✓ Steve replied that construction will begin in summer 2013.

Park & Recreation Services

Jim McElhinny, Director of Park & Recreation Services, provided a brief overview of the Park & Recreation Services Division's responsibilities and budget highlights including:

- Continue legislative advocacy for THPRD.
- Provide broad range of high quality recreational programs.

Anthony Mills asked for additional information regarding legislative advocacy.

- ✓ Jim replied he works with Oregon Recreation & Park Association's legislative committee while Keith Hobson works with Special Districts Association of Oregon's legislative committee. Staff attend legislative sessions and meet with legislators as needed when specific park and recreation issues are being discussed.

Anthony inquired if there are any current legislative issues.

- ✓ Jim replied that at the State level, the legislative committees are monitoring discussions regarding system development charges as well as funding from Measure 76 for lottery revenue distribution. At the Federal level, the legislative committees are monitoring the Land and Water Conservation Fund and reauthorization of the transportation bill.

Aquatics

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

- Update lifeguard staff to new American Red Cross Lifeguard Training program.
- Implement new swim lesson and instructor training programs.
- Increase attendance with rotation of large inflatable pool toys (funded by the Aquatics Advisory Committee) among centers.
- Purchase pool lifts to comply with new Americans with Disabilities Act (ADA) guidelines.

Anthony Mills inquired why Raleigh Swim Center and Somerset West Swim Center have the lowest attendance, but the highest cost recovery.

- ✓ Sharon replied that staffing accounts for the difference noting that the indoor facilities have more full time and regular part time staff, while the outdoor facilities have more seasonal staff.
- ✓ Keith added that these two pools are also only open during the three summer months.

Larry Pelatt requested clarification about new ADA requirements for pool lifts.

- ✓ Sharon stated that each swim center currently has a pool lift, but ADA requirements have changed and the lifts must be able to be operated manually by the participant.

Anthony Mills asked how often the pool lifts are used and if THPRD markets the availability of the lifts.

- ✓ Sharon replied that the lifts are used more frequently at Harman Swim Center and Beaverton Swim Center than at the other swim centers. She stated that the lifts are advertised online and in the activities guide, but targeted advertising has not been done.

Sports

Scott Brucker, Superintendent of Sports, provided a brief overview of the Sports Department's budget highlights including:

- Assume concession operations at PCC Rock Creek Recreation Complex following success of concession operations at Sunset Park.
- Work with Affiliated Sports Groups to implement Community Sports Delivery Task Force recommendations which include guidelines for board and coach training and financial oversight.
- Develop program-based partnership with Portland Timbers.

Chair, Shannon Maier, asked whether there are any new affiliated programs since lacrosse joined last year.

- ✓ Scott stated that there have been no additional affiliated programs.

Recreation

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

- Eliminate one RPT Receptionist position.
- Program new weight rooms at Garden Home and Conestoga including working with Hubbub, a social network for exercise and training.
- Program new splash park and classrooms at Conestoga.
- Continue work on Rx Play program with Oregon Parks and Recreation Department, Portland Parks & Recreation, and Kaiser Permanente to help children and their families with childhood obesity issues.

Julia Kegg asked if the Rx Play program is only available through Kaiser Permanente or is it available through Providence Health & Services.

- ✓ Eric replied that the program has branched out to other agencies such as Oregon Health & Science University Doernbecher, but not with Providence. Currently, the program is being evaluated to determine how best to accommodate out-of-District patrons.

Larry Pelatt asked if the program would evolve to a whole-family approach or if it is only child-focused.

- ✓ Eric stated that the program is focused on the child. He described the Rx Play program to the Budget Committee.

Larry wondered if there have been any issues with patient confidentiality with the Rx Play program.

- ✓ Eric replied that the parent and doctor must sign a release stating the parent may be contacted. He said the response generally has been positive, and this is another way to reach an underserved population.

Julia listed THPRD-area institutions and inquired how these providers could be approached to participate.

- ✓ Eric stated that he is not on the provider participation side, but speculated that it would take making a connection with the correct people.

Anthony Mills expanded upon the idea of getting the parents involved as well to strengthen the message to the children.

- ✓ Jim McElhinny, Director of Park & Recreation Services, stated that hopefully by being exposed to these facilities and activities that they would be encouraged to participate.

Chair, Shannon Maier, inquired about the expenditure variance in Recreation.

- ✓ Eric replied that expenditures at Garden Home Recreation Center have been adjusted to accommodate the decrease in revenue.

Larry described the need to capitalize on the Rx Play program and the need to set aside funds to encourage family participation.

- ✓ Bill Kanable commented that the affiliated groups may have funds to help with this program.

Programs & Special Activities

Lisa Novak, Superintendent of Programs & Special Activities, provided a brief overview of the Programs & Special Activities Department's responsibilities and budget highlights including:

- Continue development and promotion of Sunday Trailways event which will be held in June.
- Update THPRD's ADA Transition Plan.
- Maximize efficiencies at Tennis Center.
- Complete construction of Portland Community College dog park.
- Bring new community gardens online through bond projects.
- Include funding for a mobile senior fitness program, Wellness on Wheels, contingent upon receiving a capital grant for the upfront cost to acquire a vehicle.
- Celebrate Jenkins Estate's 100th anniversary.

Anthony Mills referenced page PRS-63 and requested clarification regarding the increase in supplies for Jenkins Estate.

- ✓ Lisa replied that a portion of the expenses is attributed to Jenkins Estate's 100th anniversary celebration, a one-time event.
- ✓ Keith clarified that the figures stated for FY 2009/10 and FY 2010/11 are actuals, while the figure for FY 2011/12 is the adopted budget. If budgeted figures for each of the fiscal years were compared, there probably would be little difference.

Greg Cody asked how many staff work at Camp Rivendale.

- ✓ Lisa noted that there are approximately 25 paid staff who work at Camp Rivendale, plus a number of students from Jesuit High School who volunteer.

Greg requested clarification regarding the Jenkins Estate staffing, specifically the duties of the Program Coordinator.

- ✓ Lisa stated that the full time staffing appropriation is for half the funding of a Center Supervisor and for full funding of a Program Coordinator. The Program Coordinator is responsible for coordinating special events, booking events and business meetings, coordinating catering for the rentals, and working with the clients.

Chair, Shannon Maier, asked how much a consultant would be paid to update THPRD's ADA transition plan.

- ✓ Lisa replied that approximately \$25,000 has been funded.

Natural Resources & Trails Management

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

- Pursue grant funding to increase program offerings.
- Increase bond program activity.
- Implement map and directional signage along paved trails.
- Improve ADA access to trails via sidewalk ramp installation.
- Purchase a tool trailer to be used with Maintenance Operations that can be lent to community service volunteer groups.

Chair, Shannon Maier, referenced the public testimony received via email regarding the natural resources functional plan development, a copy of which was entered into the record.

- ✓ Keith Hobson, Director of Business & Facilities, stated that funding is not proposed for the natural resources functional plan in the FY 2012/13 budget, but would be proposed for FY 2013/14. He explained that the Comprehensive Plan update has been delayed to December 2012/January 2013 and the update to the natural resources functional plan would also be delayed.

B. Capital Expenditures

Keith Hobson, Director of Business & Facilities, provided an overview of the funded Capital Projects.

- Information Services capital and Maintenance Operations equipment may be found in their respective department budgets.
- Projects are prioritized toward maintenance replacements and some selected improvements.
- Total replacement funding is approximately \$2.1 million which includes Information Services and Maintenance Operations capital.
- Capital projects funded by outside sources include approximately \$221,000 from capital grants.
- The total carry-over balance is \$924,000, plus additional funding of \$224,000 for a total of \$1.1 million.
- Challenge Grant allocations remain at \$7,500 for each Advisory Committee and Friends Group. In addition, the Competitive Challenge Grant will continue to be funded with unspent Challenge Grant funds from the previous year which will be available to the Advisory Committees and Friends Groups on a competitive basis.
- Replacement projects to note:
 - Replace synthetic turf on HMT Recreation Complex Field #1

- Resurface pool tank, replace HVAC system, and abandon old air handling tunnel at Aloha Swim Center – to be coordinated with seismic structural upgrade bond project
- Replace original tennis air structure, phase 2 of 3
- Replace asphalt path at 19 sites
- Replace concrete sidewalk at nine sites
- Replace play structures at two sites

Keith noted that the Capital Improvement Plan (CIP) section of the budget document addresses a budget best practice to review capital expenditures by consolidating capital project expenditures from different funding sources. The section contains tables that show capital outlay for FY 2012/13 and a five-year projection, and shows the source of funding for this capital.

Keith noted that the CIP section includes the unfunded capital list, which includes maintenance replacement items as well as new capital requests from staff or Advisory Committees. Unfunded capital is categorized by severity of need, with new capital categorized as Not Applicable. All other items on the list comprise the unfunded replacement backlog. Overall, the level of unfunded capital is less than FY 2011/12. Serious projects (Category 2) and Minor projects (Category 4) have decreased over FY 2011/12, while Moderate projects (Category 3) and Negligible projects (Category 5) have increased.

Keith stated that Maintenance Operations staff reviewed the unfunded capital items and purged more items. The purged items represent projects that were on the list due to its age, not necessarily need to be replaced. This effort, combined with a reduction in replacement cost and the actual amount of replacements funded, resulted in a reduction in backlog from \$5.5 million to \$5.3 million.

Keith commented that the Major Item Replacements list remains manageable. Several major items, including synthetic turf at HMT Recreation Complex Field #1 and the HVAC system at Aloha Swim Center, are proposed for funding, cutting the Major Item Replacements backlog nearly in half. The backlog of Routine Items increased due to more funding in the Proposed Budget for Major Item Replacements.

Keith explained that the level of funding for replacement items had increased over the last few years. He noted the decreased funding since FY 2010/11 is due to decreased budgeted program revenue, lower than projected property tax growth, increased costs in some employee benefits categories, and new facilities, including bond-funded projects and Fanno Creek Service Center.

Greg Cody inquired why the Graf Meadows Park - Trail Connection project and the Waterhouse Trail project are listed under Park Development/Improvement and not under Park & Trail Improvements.

- ✓ Keith explained that it is due to the funding source and the way projects are classified.

Greg requested a report of how Challenge Grant funds have been spent over the last two fiscal years.

- ✓ Keith stated that information would be provided for the May Budget Committee meeting.

Anthony Mills asked if there are any serious or unsafe deferred maintenance items not being funded.

- ✓ Keith replied that any items that represent safety hazards (Category 1) are funded automatically.

Anthony inquired if there was a way to present another bond measure to cover just the backlog.

- ✓ Larry Pelatt stated that the process would be cost prohibitive for a \$5 million backlog.
- ✓ Keith explained that staff focus more on the trend of the replacement backlog rather than the amount in order to remain financially sustainable. He commented that THPRD's assets are not significantly impaired.

Chair, Shannon Maier, requested clarification on what assets are included in the backlog.

- ✓ Keith stated that the inventory includes primarily park amenities such as fencing, trails, asphalt, play structures that have reached the end of its life, but are not safety hazards.

Larry Pelatt described how THPRD's standards could impact the backlog.

C. System Development Charge, Bond Capital Projects and Other Funds

Jim McElhinny, Director of Park & Recreation Services, commented that the Special Revenue Fund was created for fees collected from those who use THPRD's land for natural resources and mitigation projects. Funds may be used for enhancement, maintenance, or restoration of THPRD natural areas.

Keith Hobson, Director of Business & Facilities, commented that the Metro Natural Areas Bond Fund has held THPRD's allocation of the Metro's 2006 Natural Areas Bond local share. There is only one project remaining – approximately \$22,000 to fund land acquisition in the North Bethany area.

Cathy Brucker, Finance Services Manager, provided an overview of the Debt Service Fund that accounts for the repayment of principal and interest of THPRD's General Obligation Bonds.

- Voters approve General Obligation Bonds, and a separate property tax levy funds the annual debt service. The FY 2012/13 tax rate is forecasted at \$0.43 per thousand for the 1994, 2009, and 2011 issues.
- Appropriations in the fund provide for principal and interest payments of \$8.1 million. It also provides for an ending unappropriated balance to pay debt service in the subsequent fiscal year that is due before property taxes for that year would be collected.
- The outstanding balance for the 1994 General Obligation debt is \$6 million, which will retire in 2015. The outstanding balances for the 2009 and 2011 issues are \$51.3 million and \$38.5 million, respectively, both to retire in 2029.

Keith Hobson, Director of Business & Facilities, provided an overview of the System Development Charge (SDC) Fund Projects:

- SDC resources decreased in FY 2012/13 because of the decrease of carry forward revenue due to several large projects being completed in FY 2011/12. Most of the FY 2011/12 revenue is not designated due to the volatility of the economy; however, the Board of Directors later appropriated some of the funds.
- Although staff projects SDC revenue to be short of budget by approximately \$1.1 million, there will not be a cash flow shortage and the year-end carry forward balance will be approximately \$1.8 million more than project commitments.
- Carry Forward Projects were included in the FY 2011/12 Adopted Budget and are described on pages SDC - 5-7.

- Approximately \$1.8 million is proposed to fund new projects. Since this is funded from the existing cash carryover balance, there is no risk of not being able to fund these project commitments if SDC Revenue is short of the budgeted amount.
- Projects proposed for new funding commitments were based on the updated Capital Improvement Plan recently approved by the Board of Directors at their April meeting.
- SDC fee revenues are based on a normalized level of building activity, and provide THPRD with adequate appropriation if building activity improves. Staff has left current year revenues as undesignated appropriations to not overcommit available cash balances.
- The Board of Directors can re-appropriate undesignated project funds if there are new project commitments after the budget is adopted.

Ruth Rosimo requested clarification about item 7 on the SDC list.

- ✓ Keith clarified that the description is incorrect and the project is for Walker Road.

Chair, Shannon Maier, asked if SDC funds need to be expended by a certain time.

- ✓ Keith replied that SDC funds must be expended within 10 years of being collected.

Anthony Mills referred to the development project at Murray Road and Jenkins Road and inquired if THPRD would receive SDC funds from the project.

- ✓ Steve Gulgren, Superintendent of Planning & Development, stated that staff have met with the developers and have developed an agreement whereby THPRD would receive approximately \$860,000 in SDC fees.

Keith provided an overview of the Bond Capital Projects Fund:

- All of the \$100 million authorization has been issued. Staff continues to spend the funds to complete a number of projects.
- Staff has estimated the carry forward based on expenditures to date; however, if more expenditures occur before the close of the fiscal year, the amount carried forward will be reduced as well as the expenditure appropriation.
- The Bond Fund Overview by project illustrates project appropriations included in the bond package.
- Based on the Parks Bond Citizen Oversight Committee's fiscal policy, interest earnings on unspent bond funds are allocated to the projects based on the appropriation in order to help offset inflation.
- Actual bond fund expenditures have been slower than the original projection due to community issues and land use approval issues. With the addition of a fourth temporary planner, activity level is accelerating and several large projects will be in construction this summer. One project category, Facility Expansion, will be complete by the end of FY 2011/12, and Maintenance Replacement is nearly complete.
- Land acquisition continues to be a challenge given the current market. The Board of Directors is briefed each month on land acquisition activity and potential acquisition sites. To date, THPRD has acquired over 43 acres of land under the bond program.
- The bond measure included a provision for a Citizens Oversight Committee to ensure that bond objectives are met and bond funds are expended as promised to the voters. Last year, the Committee completed their second annual report. Preparations are under way for the third annual report to be completed sooner after the close of the fiscal year.

Steve Gulgren, Superintendent of Planning & Development, showed the Budget Committee pictures of various bond projects and explained the status of the different bond areas.

Keith concluded the staff's presentation of the Proposed FY 2012/13 Budget.

Agenda Item #6 – Budget Committee Questions and Recommendations

Anthony Mills referenced page 8 of the Introduction and requested clarification about the Family Assistance Program.

- ✓ Keith explained that the Family Assistance Program is THPRD's fee waiver program for families that are below Federal poverty level.

Anthony referenced page 11 of the Introduction and asked if the "April 2011" date is correct on the table.

- ✓ Keith replied that it is. Staff compares the projections from the previous five-year projections.

Anthony referenced page 22 of the Introduction and asked if THPRD pays Clean Water Services fees for permeable surfaces.

- ✓ Doug Menke, General Manager, stated that staff will research the answer and provide more information at the May Budget Committee meeting.

Chair, Shannon Maier, referenced last year's budget process regarding staff purging excess from budgets and asked if that was done again this year.

- ✓ Keith stated that staff have purged where revenue dictated it such as with the Recreation Department.
- ✓ Doug added that staff had purged the capital replacement backlog last year.

Agenda Item #7 – Public Comment

There was no public comment.

Agenda Item #8 – Date of Next Budget Committee Meeting: May 21, 2012

Chair, Shannon Maier, stated that the next Budget Committee meeting is on May 21, 2012.

Agenda Item #10 – Adjourn

The Budget Committee thanked staff for their hard work on the budget. There being no further business, the meeting was adjourned at 8:40 p.m.

Recording Secretary,
Jessica Collins

Transcribed by,
Marilou Caganap





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

A Tualatin Hills Park & Recreation District Budget Committee Meeting was held at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, May 21, 2012, 6:30 p.m.

Present:

Shannon Maier	Chair/Budget Committee Member
Julia Kegg	Secretary/Budget Committee Member
Greg Cody	Budget Committee Member
William Kanable	Budget Committee Member
Anthony Mills	Budget Committee Member
Bob Scott	Budget Committee Member
Doug Menke	General Manager

Absent:

Joseph Blowers	Budget Committee Member
John Griffiths	Budget Committee Member
Larry Pelatt	Budget Committee Member
Ruth Rosimo	Budget Committee Member

Agenda Item #1 – Call to Order

The meeting was called to order by Chair, Shannon Maier, at 6:30 p.m.

Agenda Item #2 – Approve April 16, 2012 Work Session Minutes

Bill Kanable moved the Budget Committee approve the Minutes of the April 16, 2012 Budget Committee Work Session. Julia Kegg seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #3 – General Budget Information

Keith Hobson, Director of Business & Facilities, welcomed the Budget Committee to its third and final meeting to prepare THPRD's FY 2012/13 Budget. There will be an opportunity for public testimony tonight. At the conclusion of the meeting, staff will request the Budget Committee to approve the FY 2012/13 Budget and the property tax levies to be assessed. He directed the Budget Committee members to the budget information packet which includes responses to questions from the work session and explanations for any staff-recommended adjustments.

Keith reviewed the property tax levies to be approved at tonight's meeting (page RE-1 of the Proposed Budget).

- The General Fund Property Tax Levy is based on a permanent tax rate of \$1.3073 per \$1,000 of assessed value. The actual amount received is dependent on the total assessed value as determined by Washington County. Staff anticipates a 2.65% increase over the current year on existing properties and a 0.5% increase on new development, for a total increase in assessed value of 3.15%.

- The Bonded Debt Fund Levy is based on a specific dollar amount to satisfy principal and interest payments on THPRD's voter-approved general obligation bonds. Staff determines the amount needed and the tax rate will be dependent on the total assessed value. For FY 2012/13, staff determined the amount to be \$8,347,175.

Chair, Shannon Maier, inquired what the \$8,347,175 million Bond Fund Levy represents.

- ✓ Keith replied that the amount is based on the 20-year debt service schedule that was created when the bond was issued. The \$8,347,175 million is based on the amount needed to satisfy the debt service payments.

Agenda Item #4 – Review Budget Information & Recommendations

Keith Hobson, Director of Business & Facilities, provided an overview of the Budget Committee information packet.

- Budget Committee Information Reports (tab 3)
 - Includes responses to the Budget Committee's questions from the April 16, 2012 Work Session.
- General Fund Recommended Adjustments to Proposed Budget (tab 4)
 - Summary of Recommended Adjustments
 - Increase carry forward funding for three Garden Home Recreation Center projects that will not be completed by June 30, 2012. These projects are related to the Portland Bureau of Environmental Services (BES)-funded improvements.
 - Increase for an Oregon Department of Transportation grant-funded project for the Westside Trail easement acquisition that was not identified earlier in the budget process.

Bill Kanable moved the Budget Committee approve the adjustments to the Proposed Fiscal Year 2012/13 Budget as presented. Greg Cody seconded the motion.

Discussion:

Bob Scott inquired about the project delay at Garden Home Recreation Center.

- ✓ Keith replied that delays were due to timing of the facility closure and a contract issue.

The motion was UNANIMOUSLY APPROVED.

Agenda Item #5 – Public Comment

Tom Hjort, 15715 SW Division, Beaverton, is before the Budget Committee this evening representing the Trails Advisory Committee and provided the following comments:

- Supports a budget request for Fanno Creek Trail improvements near Garden Home Recreation Center which was accepted by the Board of Directors at their May 7, 2012 meeting.
- Noted the hard work by the working group to create the Fanno Creek Trail vision.
- Provided details of the vision including restoring native vegetation along the trail's canopy, installing interpretive signs, and other improvements.
- Received strong support by neighbors and favored by the Trails Advisory Committee.
- Work is to be completed in phases over two to three years.

Jim McElhinny, Director of Park & Recreation Services, provided budget details on how the Fanno Creek Trail vision is moving forward. He noted that funding will be directed to this project from the Natural Resources trails management project fund, easement payments from Tualatin

Valley Water District, fees from anticipated utility work along the trail, and a possible redirection of 2010 BES funds from trail equipment to re-vegetation.

- ✓ Doug Menke, General Manager, added that Clean Water Services committed to providing the native plantings for the project.
- ✓ Doug stated that the Board has approved the vision and that there is adequate funding within the budget to address the first phase.

Agenda Item #6 – Budget Committee Discussion

Anthony Mills thanked staff for their responses to the Budget Committee's questions. He inquired about increasing family participation in Rx Play by providing a discount (incentive) to the parents in the first year, noting that some of those in the program are low-income.

- ✓ Doug Menke, General Manager, referred to a non-profit that is interested in partnering with THPRD by funding things such as a frequent user pass at no cost to the family.

Agenda Item #7 – Approve 2012-13 Budget & Property Taxes to be Imposed

Bob Scott moved that the Budget Committee approve the Proposed Fiscal Year 2012/13 Budget and the appropriations contained therein with the adjustments approved by the Budget Committee this evening. Bill Kanable seconded the motion. The motion was UNANIMOUSLY APPROVED.

Bob Scott moved that the Budget Committee establish and approve the General Fund Property Tax Levy at the Permanent Tax Rate of \$1.3073 and establish and approve the Bond Fund Property Tax Levy in the amount of \$8,347,175 for the Fiscal Year 2012/13. Bill Kanable seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Adjourn

Chair, Shannon Maier, thanked staff for their work on the budget and their time to answer the Budget Committee's questions. The Budget Committee meeting was adjourned at 6:45 p.m.

Recording Secretary,
Jessica Collins

Transcribed by,
Marilou Caganap

Approval of May 21, 2012 Minutes received by e-mail

Bob Scott moved the Budget Committee approve the Minutes of the May 21, 2012, Budget Committee Meeting as submitted. Bill Kanable seconded the motion. The motion was APPROVED by MAJORITY vote.



RESOLUTION NO. 2012-11

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION APPROVING AND ADOPTING A BUDGET, LEVYING TAXES, AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR 2012-13

WHEREAS, Tualatin Hills Park & Recreation District (District) must prepare and adopt an annual budget under Chapter 294 of the Oregon Revised Statutes; and

WHEREAS, the District has complied with the standard procedures for preparing the budget, involving the public, estimating revenues, expenditures and proposed taxes, and outlining the programs and services provided by the District.

NOW THEREFORE, it is hereby resolved as follows:

Section 1. Budget Approved and Adopted. The Board of Directors hereby approves and adopts the budget for fiscal year 2012-13 in a total sum of \$125,785,645, which is on file in the District's Administration Office.

Section 2. Levy of Taxes. The Board of Directors hereby imposes the taxes provided for in the adopted budget at the permanent rate of \$1.3073 per \$1,000 of assessed value (AV) for general fund operations and the amount of \$8,347,175 for bonded debt. These taxes are hereby imposed and categorized for tax year 2012-13 upon the AV of all taxable property within the District. The following allocations and categorization subject to the limits of Section 11b, Article XI of the Oregon Constitution make up the levy:

	<u>Subject to the General Government Limitations</u>	<u>Excluded from Limitations</u>
General Fund	\$1.3073 / \$1,000 AV	
Bonded Debt Fund		\$8,347,175

Section 3. Fiscal Year 2012-2013 Appropriations. The amounts for the fiscal year beginning July 1, 2012 and for the purposes shown below are hereby appropriated as follows:

<u>General Fund</u>	
Board of Directors and Contingency Administration	\$ 2,332,900
Business and Facilities Planning	\$ 1,878,069
Park and Recreation Services	\$16,420,325
Capital Outlay	\$ 1,646,067
	\$15,580,174
	<u>\$ 3,402,925</u>

TOTAL APPROPRIATIONS **\$41,260,460**

Bonded Debt Fund

Bond Principal Payments \$ 4,365,000
Bond Interest Payments \$ 3,758,981
TOTAL APPROPRIATIONS **\$ 8,123,981**

Unappropriated Ending Balance \$ 118,163
FUND TOTAL **\$ 8,242,144**

Systems Development Charge Fund

Capital Outlay \$ 5,702,797
TOTAL APPROPRIATIONS **\$ 5,702,797**

Maintenance Mitigation Fund

Materials and Service \$ 5,000
Contingency \$ 179,200
TOTAL APPROPRIATIONS **\$ 184,200**

Metro Natural Areas Bond Fund

Capital Outlay \$ 22,568
TOTAL APPROPRIATIONS **\$ 22,568**

Bond Capital Projects Fund

Capital Outlay \$70,373,476
TOTAL APPROPRIATIONS **\$70,373,476**

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

Section 5. This resolution takes effect on July 1, 2012.

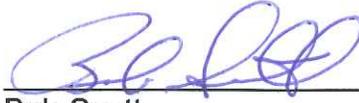
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SIGNATURES APPEAR ON THE FOLLOWING PAGE

BOARD OF DIRECTORS APPROVAL: June 18, 2012



Bob Scott
President / Director



Larry Pelatt
Secretary / Director

Adoption and date attested by:



Jessica Collins
Recording Secretary



BUDGET INFORMATION

Guide to Budget Document

Budget Document Overview

Budget Process

Budget Calendar

Organizational Chart



GUIDE TO BUDGET DOCUMENT

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

BUDGET DOCUMENT SECTIONS

The Park District's budget is divided into sixteen sections:

- **INTRODUCTION** General Manager's message, Budget committee members.
- **BUDGET INFORMATION** Includes the Budget Document overview, which provides detailed information on budget practices, the reporting entity and services. Also included are expenditure and revenue summaries, the budget process, and budget calendar.
- **RESOURCES** Provides a narrative description and summary of all District resources.
- **CAPITAL IMPROVEMENT PLAN** Provides information on the District-wide capital improvements from all funding sources, as well as the unfunded capital projects list.
- **GENERAL FUND** Provides graphs of revenue and expenditures: Includes summary of historical and adopted General Fund resources and appropriations.
- **BOARD OF DIRECTORS** Provides narrative overview, graph and summary of historical and adopted expenditures for the Board of Directors' Division.
- **ADMINISTRATION** Provides narrative overview, graph and summary of historical and adopted expenditures for the departments within the Administration Division. The departments are General Manager, Communications and Outreach and Security Operations. Includes: Division Overview and Division Mission.
- **BUSINESS & FACILITIES** Provides narrative overview, graphs and summary of historical and adopted expenditures for the departments within the Business and Facilities Division. The departments are Office of the Director, Finance, Risk and Contract Management, Human Resources, Information Services, and Maintenance Operations. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures. It also includes Capital Outlay for Information Technology Replacements and Improvements and Maintenance Equipment Replacements, as well as maturity schedule for all debt (Certificates of Participation, Full Faith and Credit Obligations) being repaid from the General Fund.
- **PLANNING** Provides narrative overview and summary of historical and adopted expenditures for the departments within the Planning Division. The departments are Office of the Director and Planning and Development. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **PARK & RECREATION SERVICES** Provides narrative overview, graphs and summary of historical and adopted expenditures for the departments within the Park and Recreational Services Division. The departments are Office of the Director, Aquatics, Sports, Recreation, Programs and Special Activities and Natural Resources and Trails. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **CAPITAL OUTLAY** Provides summary of historical and adopted expenditures for General Fund funded Capital Projects. Includes: complete listing and detailed narratives of adopted projects for the 2012/13 fiscal year.
- **OTHER FUNDS** Provides narrative overview, and summary of historical and adopted expenditures of the Special Revenues Fund, funds held for Mitigation Maintenance Reserves and the Capital Project Fund, funds received from the Metro Natural Areas Bond Measure.
- **DEBT SERVICE FUND** Provides detailed information on the Park District's General Obligation debt. Includes: Local Budget Form 35, and maturity schedules for the General Obligation Bonds, Series 1998, 2009 and 2011.
- **SDC's FUND** Provides narrative overview, and summary of historical and adopted expenditures of System Development Charge Fees collected for new residential and non-residential development. Includes: complete listing and detailed narratives of adopted projects for the 2012/13 fiscal year.
- **BOND CAPITAL PROJECTS FUND** Provides narrative overview, and summary of historical and adopted expenditures of the Bond Capital Projects funding adopted by voters in November 2008. Includes: complete listing and detailed narratives of adopted projects for the 2012/13 fiscal year.
- **SUPPLEMENTAL DATA** Provides information on the Park District's history and general information, along with Park District Policies and Procedures. Includes: Twenty-Year Comprehensive Master Plan Summary, Summary of Staffing by Department, Five-year Financial Projections, and a Glossary.

BUDGET DOCUMENT ORGANIZATION

The Park District's operations are generally accounted for as Divisions within the General Fund. The Park District accounts for its operations both by line-item (the category of the revenue or expenditure) and by cost center (the sub-program, program, Department, or Division 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.

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

BUDGET DOCUMENT OVERVIEW

In compliance with the State of Oregon Local Budget Law, the Tualatin Hills Park & Recreation District Adopted Budget, for the year beginning July 1, 2012 and ending June 30, 2013 is presented as adopted by the District's Board of Directors. As prepared, proposed and approved by the Budget Committee, and adopted by the Board of Directors, the annual budget is intended to serve as:

1. A financial plan for the next fiscal year (2012/13), outlining the forecasted expenditure requirements and the adopted means for financing these requirements.
2. An operational plan for the use and deployment of personnel, materials and services and other resources during the 2012/13 fiscal year.
3. An operations guide for programs and department goals and objectives.

Budgetary Accounting Basis

The budgetary and accounting policies contained in the adopted budget conform to generally accepted accounting principles as established by the Governmental Accounting Standards Board. The accounts of the Park District are organized on the basis of funds, each of which is considered a separate budgetary and accounting entity. Within the annual budget, the Park District's various funds are grouped into the fund types which include the General Fund, Other Funds (Special Revenue and Capital Project), Debt Service Fund, Systems Development Charge Fund and Bond Capital Projects Fund.

In accordance with generally accepted accounting principles, all governmental funds are both budgeted and accounted for using the modified accrual basis of accounting with revenues being recorded when measurable and available and expenditures being recorded when the goods or services are received.

Budget Process

The Park District budgets all funds that are subject to the requirements of state local budget law. The budgeting process includes: citizen input through various stages of preparation, public Budget Committee meetings, approval of the proposed budget by the Budget Committee, public hearing, and adoption of the approved budget by the Board of Directors.

Balanced Budget

In accordance with Oregon Budget Law, the Park District must plan its budget with an equal amount of resources and requirements, thereby meeting the definition of a balanced budget. This ensures that the District 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 the District:

Board of Directors - includes materials and services costs including Legal, Audit, and Elections, and General Fund Contingency.

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

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

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

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

Capital Outlay - includes capital outlay costs for general capital replacements and improvements.

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

Budget Amendment Procedure

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

Most other budget changes after adoption require a supplemental budget. Additional resources not anticipated in the original budget may be added through the use of a supplemental budget. Supplemental budgets not exceeding 10% of a fund's original appropriation may be adopted by the Park District's Board of Directors at a regular board meeting, and notice must be published stating that a supplemental budget will be considered. Supplemental budgets in excess of 10% of original fund appropriations require a hearing before the public, publications in newspapers of 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

The Tualatin Hills Park & Recreation District (THPRD) operates under Oregon Revised Statutes Chapter 266 as a separate municipal corporation and has a Board of Directors comprised of a President and four (4) Directors, two of which serve as Secretary and Secretary Pro-Tempore. The Board hires a General Manager to manage the day-to-day operations of the Park District. The governing Board appoints members of the community to serve on various committees including the Budget Committee.

- THPRD provides park and recreation services to more than 230,000 residents within 50 square miles of east Washington County, including the City of Beaverton.
- THPRD facilities include five indoor and two outdoor swim centers, a combined recreation/aquatic center, two recreation centers, an athletic center with six indoor multi-purpose athletic courts, a senior center, historic sites (Jenkins Estate, Fanno Farmhouse and the John Quincy Adams Young House), a 220-acre Nature Park and Interpretive Center, the Cooper Mountain Nature Park and Interpretive Center, a tennis center with six indoor and eight outdoor courts, and a camp for developmentally disabled youth.
- THPRD maintains, either through direct ownership or joint use agreement (including school sites), 109 baseball/softball fields, 156 soccer/football/lacrosse fields, 3 bocce courts, 5 volleyball courts, 101 outdoor tennis courts, 6 indoor tennis courts, 51 outdoor basketball pads, 2 skate parks, 1 hockey rink, and 8 long/high jump courts.
- THPRD has 300 park and recreation facility sites comprised of approximately 2,200 acres; 1,095 acres of wetland/natural areas and 1,128 acres of developed sites including neighborhood, community and regional parks. THPRD sites include three lakes, 27 miles of stream corridor, and 42 miles of off-street pathways.
- THPRD programs include aquatics instruction, leagues and drop-in programs, youth and adult sports leagues and fitness programs, youth and adult general and specialized recreation programs, youth after-school and day camps, senior fitness and recreation programs, developmentally disabled and special needs recreation programs, and natural resource education programs.

Permanent Rate

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

Debt Administration

In November 2008, voters approved a \$100,000,000 General Obligation Debt issue, to provide a wide variety of capital improvements and additions throughout the District. Subsequently, the full authority was split into two issues, \$58.505 million (issued April 2009) and \$41.495 million (issued September 2011 for \$40.060 million).

Debt Outstanding consists of a 2005 \$340,000 Financing Agreement, a 2006 \$2,430,000 Full Faith and Credit Advance Refunding of two 1997 Certificates of Participation and a 2000 Full Faith and Credit Obligation, a 2010

\$1,695,000 Full Faith and Credit Obligation (Series A), a 2010 Full Faith and Credit Obligation (Series B&C) for \$7,815,000, a 1995 \$25,900,000 General Obligation Bond (refinanced in 1998), a 2009 \$58,505,000 General Obligation Bond, and the 2011 \$40,060,000 General Obligation Bond.

As of June 30, 2012, the non-general obligation outstanding balances are as follows: the 2005 financing agreement \$80,000, the 2006 Full Faith and Credit Advance Refunding Obligation \$1,250,000, the 2010 Full Faith and Credit Obligation (Series A) \$1,665,000 and the 2010 Full Faith and Credit Obligation (Series B&C) \$7,580,000.

The general obligation bond balances outstanding as of June 30, 2012 are \$5,980,000 (Series 1998), \$51,260,000 (Series 2009) and \$38,540,000 (Series 2011).

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

BUDGET SUMMARY FOR EXPENDITURES:

The adopted budget requirements for the 2012/13 fiscal year for all funds are \$125,785,645 and for the 2011/12 fiscal year are \$143,077,926. Requirements, both current and adopted are:

	Actual 2009/10	Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13	% Change over 2011/12
Personnel Services Costs	\$24,074,931	\$24,061,284	\$24,979,401	\$26,412,878	\$26,412,878	5.7%
Materials & Services	7,061,055	6,985,053	7,884,914	7,977,593	7,977,593	1.2%
Capital Outlay	2,219,780	9,102,753	5,916,793	3,656,838	3,825,225	-35.4%
Debt Service	8,075,448	8,993,122	9,462,149	9,073,745	9,073,745	-4.1%
General Fund Contingency	-0-	-0-	1,900,000	2,100,000	2,100,000	10.5%
Special Revenue Contingency	-0-	-0-	178,915	179,200	179,200	0.2%
Metro Natural Areas Bond	1,546,845	801,564	1,300,000	22,568	22,568	-98.3%
Systems Development Charge	2,496,291	1,734,386	7,782,233	5,702,797	5,702,797	-26.7%
Bond Capital Projects Fund	3,356,654	16,968,511	83,501,596	70,373,476	70,373,476	-15.7%
Ending Fund Balance	-0-	-0-	171,925	118,163	118,163	-31.3%
TOTAL	\$48,831,004	\$68,646,673	\$143,077,926	\$125,617,258	\$125,785,645	-12.2%

SIGNIFICANT CHANGES:

Personnel Services

The adopted budget for Personnel Services has increased 5.7% since FY 2011/12. The Park District will have 181 full-time positions for the 2012/13 fiscal year, increasing two full-time and decreasing one regular part-time position from the previous year's budget. Both of the new full-time positions are temporary positions funded by the Bond Capital Program and were approved mid-year in FY 2011/12.

The budget reflects a 2.85% cost-of-living adjustment and merit increases for all represented full-time and regular part-time employees in accordance with the collective bargaining agreement, and funding for non-represented staff increases in accordance with the Board-approved Compensation Policy, the total of which accounts for 1.9% of the overall increase. The budget reflects estimated health and dental increases of 12.9% and 3.0% respectively, accounting for 1.1% of the total increase. Finally, retirement benefits for full-time staff will increase by 10.6%, along with payment for the first year of employer paid retirement benefits for regular part-time staff. Combined total retirement benefit increases account for 1.3% of the overall increase to Personnel Services. The addition of two full-time positions and elimination of one regular part-time position resulted in an overall increase of 0.2%. The balance of the increase in overall cost, approximately 1.2%, comes from budgeted increases for part-time personnel.

Materials and Services

The adopted budget for Materials and Services has increased 1.2% over FY 2011/12. An inflationary adjustment of 2.0% is included, but offset by some reductions in programming in selected departments, along with significant savings in utility costs realized through the energy savings performance improvements completed over the past two years. All Board Goals have been accounted for in the adopted budget amounts.

Capital Outlay

General Fund Capital Outlay has been differentiated between maintenance replacement expenditures and new asset expenditures. Within these two categories, the expenditures include funding for: Carry Over Projects, Athletic Facility, Park, and Building Replacements/Improvements, Energy Savings Performance Contract 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 Outlay has reduced by 35.4% over FY 2011/12 largely due to completion of the improvements and renovations at the Fanno Creek Service Center in the prior year. In FY 2012/13, capital outlay funds will largely be focused on deferred maintenance replacements.

As explained above, the Capital Bond Projects Fund balance in FY 2012/13 reflects the remaining funds available (\$77.5 million) from the first issuance of \$58.5 million, along with the funds from the second issuance of \$40.06 million as approved by voters.

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

BUDGET SUMMARY FOR RESOURCES:

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

	Actual 2009/10	Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13	% Change over 2011/12
Beginning Fund Balance	\$67,417,522	\$64,086,686	\$52,890,343	\$77,475,792	\$77,554,179	46.5%
Property Taxes-Current Year	29,995,987	31,119,904	31,754,056	32,507,469	32,507,469	2.4%
Prior Year Taxes	433,790	536,744	390,000	415,000	415,000	6.4%
Interest on Investments	793,970	445,603	498,875	356,900	356,900	-28.5%
Swim Center & Tennis Income	3,305,633	3,412,338	3,194,596	3,363,282	3,363,282	5.3%
Recreation & Sports Income	5,430,458	5,788,762	6,361,449	6,264,552	6,264,552	-1.5%
Grants and Contributions	143,768	442,123	985,025	917,372	1,007,372	2.3%
Misc. and Facility Rental	710,592	192,202	410,960	405,900	405,900	-1.2%
Sponsorships/Cellular Leases	215,450	197,634	321,000	287,000	287,000	-10.6%
Metro Natural Areas Bond	1,546,845	801,564	1,300,000	22,568	22,568	-98.3%
Systems Development Charge	2,370,160	1,939,855	2,850,057	2,721,804	2,721,804	-4.5%
Debt Proceeds	-0-	9,532,166	41,495,000	-0-	-0-	-100.0%
Transfers In	553,515	712,478	626,565	879,619	879,619	40.4%
TOTALS	\$112,917,690	\$119,208,059	\$143,077,926	\$125,617,258	\$125,785,645	-12.2%

Beginning Fund Balances

Cash on hand from all funds for FY 2012/13 consists of \$4,032,810 from the General Fund, \$183,500 from the Maintenance Mitigation Fund, \$216,600 from the Debt Service Fund, \$2,957,793 from the Systems Development Charge Fund, and \$70,163,476 from the Capital Bond Projects Fund. The General Fund balance reflects FY 2011/12 under-expenditures and projects budgeted, but not completed. The Maintenance Mitigation Fund balance includes funds received from developers for maintenance of existing mitigation sites. The Debt Service Fund balance represents taxes levied in the 2011/12 fiscal year for debt service payments due prior to the tax receipts

in the 2012/13 fiscal year, on the General Obligation Bonds, Series 1995. The System Development Charge Fund balance includes funds accumulated for budgeted current, and future, capital expansion projects. The Bond Capital Project Fund includes available funds to complete the designated list of projects.

Property Taxes - Current Year

Taxes levied against an estimated \$19.8 billion in assessed valuation total \$34,169,025 of which \$8,347,175 is for the General Obligation Debt Service Fund with \$7,929,816 expected to be collected. Of the \$25,821,850 General Fund Levy, the Park District expects to collect 95%, or \$24,530,757. The payments in lieu of taxes (PILOT) amounts are included within the amount expected to be collected (\$4,169 General Fund and \$42,728 Debt Service Fund.) The PILOT funds result from de-annexed property that had long term debt obligations associated at the time of withdrawal from District boundaries. The PILOT funds will be collected annually until the obligations are paid in full.

The FY 2011/12 taxable assessed property valuation of the Park District is \$19,148,499,217 and is estimated to increase by 3.15% in the 2012/13 fiscal year to \$19,452,045,834. Certain properties within the District have now achieved an equal level of market vs. assessed valuation; therefore, the 3% permitted growth rate is no longer allowable within the calculation. For FY 2012/2013, 11.6% of property value within the District was valued at this equal level, resulting in a loss of \$87,133 in property tax revenue growth.

Property Taxes - Prior Year

Prior year taxes are property taxes that have been levied but remain uncollected. The Park District expects to collect \$415,000 (both General Fund and Debt Service Fund). Collection of taxes in the year levied has trended at a stable level over the last few years, and projections for the 2012/13 fiscal year are slightly higher than the amounts budgeted in the 2011/12 fiscal year, due to increases in overall prior year levy amounts.

Interest on Investments

Interest revenue is earned on investments of temporary excess cash. Interest rates have remained at historically low rates the past year and show no indication of improvement within the next year. Accordingly, interest revenue for FY 2012/13 is projected lower than the previous year budget for the General Fund. Bond Capital Project Fund interest is also projected lower due to the spend-down of cash due to the completion of projects.

The investable cash balance within the Bond Capital Projects Fund will be invested in the Oregon Local Government Investment Pool, along with allowable securities as approved by the District's Investment Policies. The anticipated income will be used strictly for related expenditures of the fund.

In accordance with District policy, the Park District's primary investment vehicles are 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.

Swim Center & Tennis Income

Swim Center income is generated from frequent user passes, open swim and swim lesson instruction. The Park District has six (6) indoor and two (2) outdoor pools. Tennis income is generated by both indoor and outdoor open play, instruction and merchandise sales.

Recreation and Sports Income

Recreation program income is generated by classes and activities at six (6) recreation center sites. Sports income 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 District affiliated sports league usage of District owned or maintained sports fields.

The District completed an extensive program fee study during FY 2007/08, and implemented a four-year phase in of the new higher fee structure as of January 2008. This phase-in was scheduled to be completed with final increases as of January 2011, but the final year of the phase-in for drop-in fees was deferred until January 1, 2012. However, any classes that had not reached full cost recovery will continue to increase at 15% per year until 100% recovery has been achieved. Senior discounts at the Elsie Stuhr center will also be reduced from 40% to 25% over three years beginning January 2013. An update to the fee study was conducted during 2011, and the only changes resulting from this update are a phased-in increase in frequent user passes, and a decrease in out-of-District drop-in fees.

Program revenue estimates are based upon anticipated instructional, camp and class offerings, along with historical trending analysis of other fees, such as pass sales and rentals. Patron usage has remained stable, but the program utilization has changed, largely due to the overall economic conditions. As a result, the District has readjusted to emphasize the availability of popular programs, and discontinued those with less participation.

Grants

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 operation expenditures.

Miscellaneous Income

Miscellaneous income is earned from various sources including Worker's Compensation dividends, refunds, surplus equipment sold at the State of Oregon auction, payment from sports user groups, easement and mitigation payments, miscellaneous fees and forfeitures, and insurance proceeds.

Facility Rental Income

Facility rental fees are generated from the rental of residential houses located on District property and leased space with the Maintenance Facility.

Sponsorships/Cellular Leases

Sponsorships are from corporate advertising, partnerships (including concessions) and 24 cellular telecommunication site leases at 17 sites within the District.

Metro Natural Areas Bond

A 2006 natural areas bond measure will provide funds directly to the District, on a reimbursement basis, for land acquisition and projects that protect and improve natural areas, water quality and access to nature. This bond measure funding should be fully expended within FY 2012/13.

System Development Charge

System Development Charges are assessed against new construction within the District.

Debt Proceeds

Debt Proceeds are from financing agreements or other debt instruments and are used for identified purposes, generally capital improvements or equipment purchases.

Transfers In

Transfers in reflect the Board's policy of allowing project management staff time from SDC and Bond related capital projects to be reimbursed to the General Fund. The \$879,619 is the estimate of the costs to manage both SDC Fund (\$35,000) and Bond Fund (\$844,619) capital projects during FY 2012/13.

SUMMARY OF ALL FUNDS
Adopted Budget for FY 2012/13

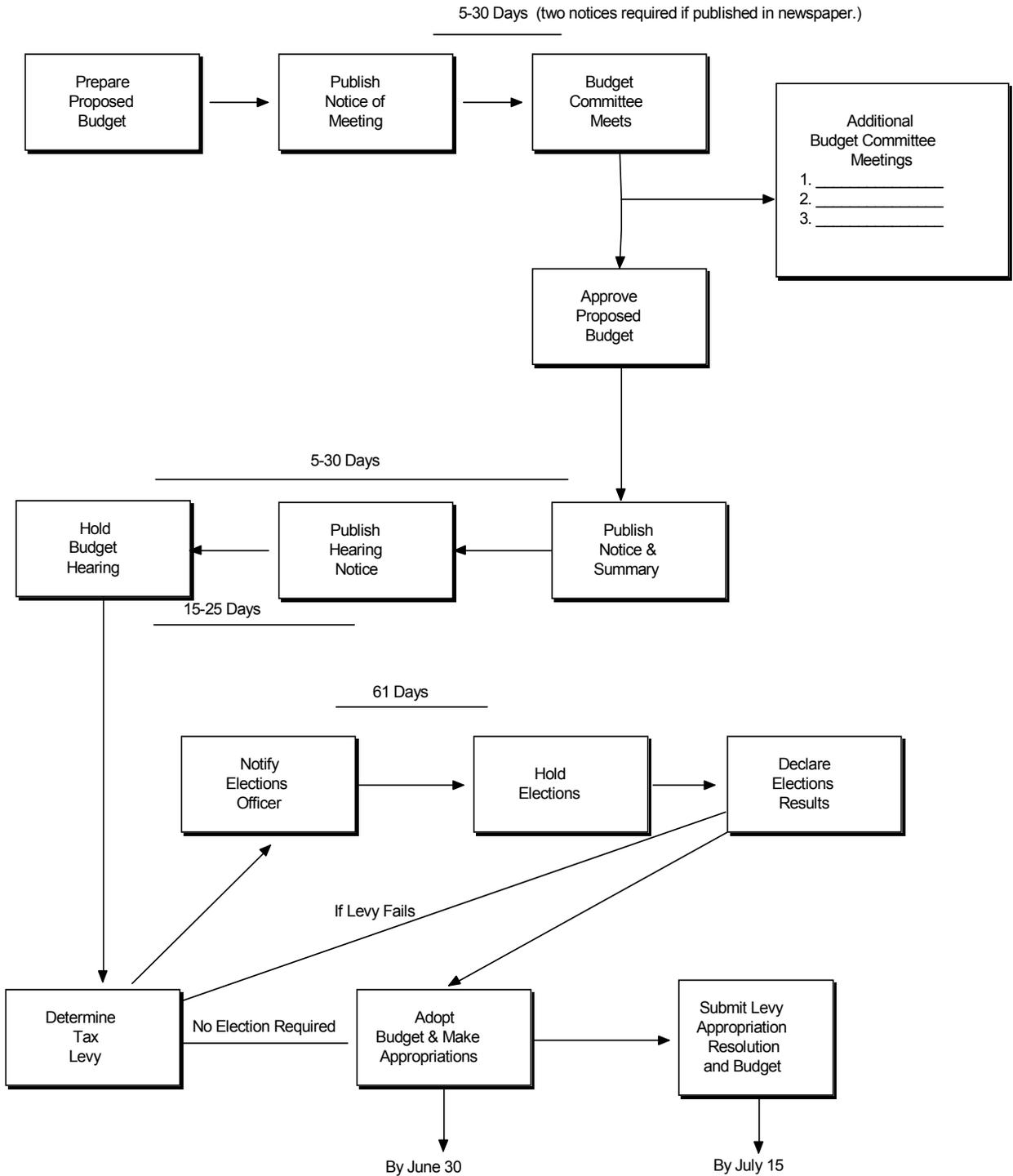
	Governmental Funds					Total All Funds
		Other Funds				
	General Fund	Maintenance Mitigation & Metro Bond	Debt Service Fund	System Dev. Charge Fund	Bond Capital Proj. Fund	
RESOURCES						
Beginning Fund Balance	\$ 4,032,810	\$ 183,500	\$ 216,600	\$ 2,957,793	\$ 70,163,476	\$ 77,554,179
Revenues						
Property Taxes-Current Year	\$ 24,534,925	\$ -	\$ 7,972,544	\$ -	\$ -	\$ 32,507,469
Prior Year Taxes	375,000	-	40,000	-	-	415,000
Interest on Investments	110,000	700	13,000	23,200	210,000	356,900
Swim Center & Tennis Income	3,363,282	-	-	-	-	3,363,282
Recreation & Sports Income	6,264,552	-	-	-	-	6,264,552
Grants	1,007,372	-	-	-	-	1,007,372
Misc. and Facility Rental	405,900	-	-	-	-	405,900
Sponsorships/Cellular Leases	287,000	-	-	-	-	287,000
Metro Bond Measure - 2006	-	22,568	-	-	-	22,568
System Development Charges	-	-	-	2,721,804	-	2,721,804
Transfers In	879,619	-	-	-	-	879,619
Total Revenues	\$ 37,227,650	\$ 23,268	\$ 8,025,544	\$ 2,745,004	\$ 210,000	\$ 48,231,466
TOTAL RESOURCES	\$ 41,260,460	\$ 206,768	\$ 8,242,144	\$ 5,702,797	\$ 70,373,476	\$ 125,785,645
REQUIREMENTS						
Appropriations by Category:						
Personnel Services	\$ 26,412,878	\$ -	\$ -	\$ -	\$ -	\$ 26,412,878
Materials and Services	7,972,593	5,000	-	-	-	7,977,593
Capital Outlay	3,825,225	22,568	-	5,702,797	70,373,476	79,924,066
Debt Service	949,764	-	8,123,981	-	-	9,073,745
Contingency	2,100,000	179,200	-	-	-	2,279,200
Total Appropriations	\$ 41,260,460	\$ 206,768	\$ 8,123,981	\$ 5,702,797	\$ 70,373,476	\$ 125,667,482
Ending Fund Balance	\$ -	\$ -	\$ 118,163	\$ -	\$ -	\$ 118,163
TOTAL REQUIREMENTS	\$ 41,260,460	\$ 206,768	\$ 8,242,144	\$ 5,702,797	\$ 70,373,476	\$ 125,785,645

Staffing Changes
Full-time and Regular Part-time

The following table summarizes the changes in Full-time and Regular Part-time staffing levels by Division and Program

Division	Program	Adopted 2011/12 Staffing	Adjustments	Adopted 2012/13 Staffing
Business & Facilities	Finance Services	6.00 FTE	Added one Bond Accountant (temporary position) (approved within the 11/12 year)	7.00 FTE
Business & Facilities	Superintendent of Maintenance Op.	3.00 FTE	Added one Program Management Supervisor	4.00 FTE
Business & Facilities	Athletic Facilities	9.00 FTE	Added one Athletic Facilities Tech	10.00 FTE
Business & Facilities	Park Maintenance	21.00 FTE	Deleted one Supervisor and one Park Tech	19.00 FTE
Planning	Planning & Development	10.00 FTE	Added one Planner I (temporary position) (approved within the 11/12 year)	11.00 FTE
Park & Recreation Services	Conestoga Recreation & Aquatic Center	11.50 FTE	Deleted one RPT Receptionist	10.63 FTE
Increase in Full-time FTE				2.00 FTE
Decrease in Reg Part-time FTE				(.88 FTE)
Net Change				1.12 FTE

BUDGET PROCESS



**FISCAL YEAR 2012/13
BUDGET CALENDAR**

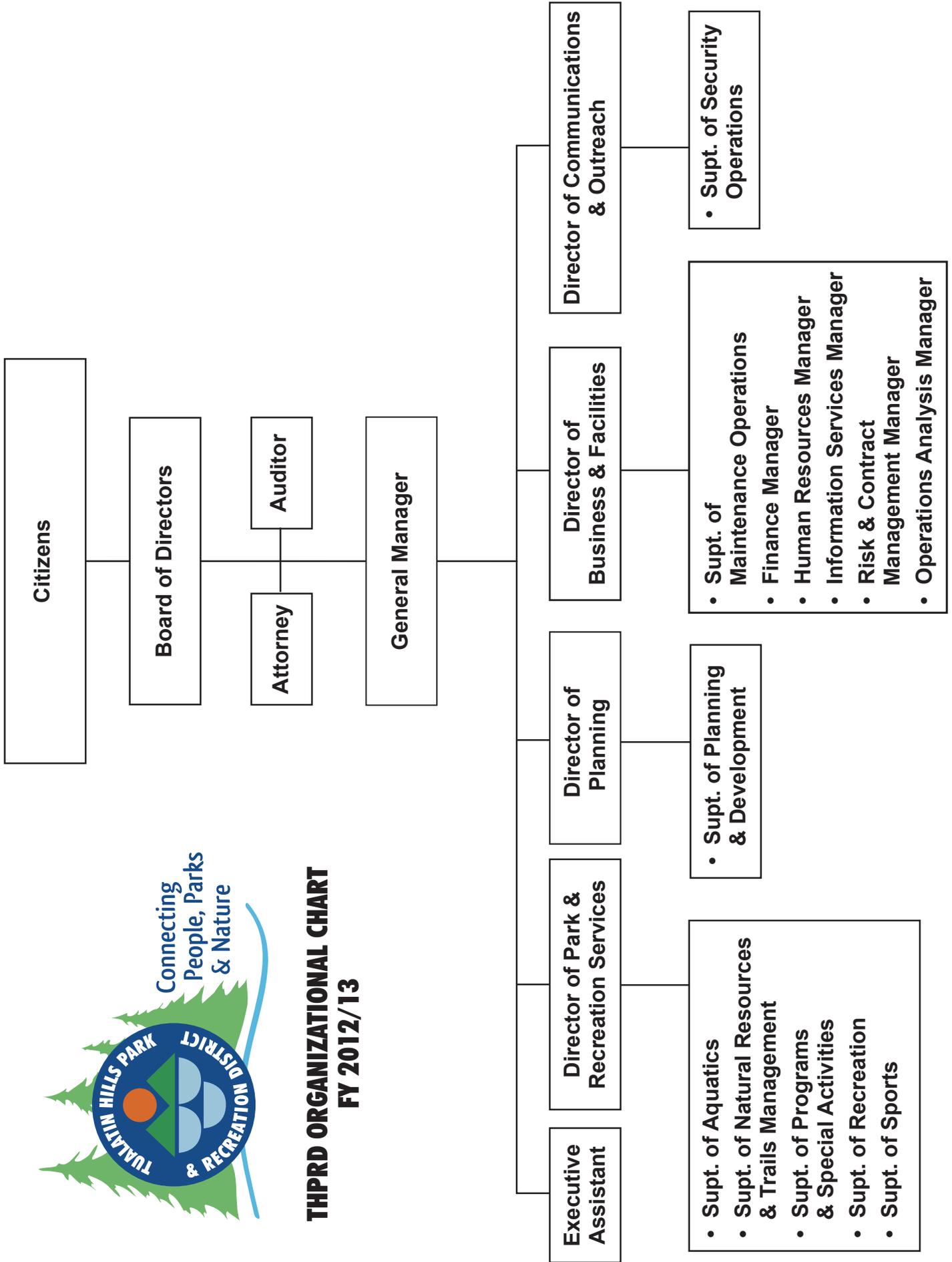
In accordance with District Budget Policy:

2012

February 9	Publish Notice
February 16	Post Notice on District Website
February 27	Mid-year Budget Review Meeting (Public Input)
March 29	Publish First Notice
April 5	Publish Second Notice and Post on District Website
April 9	Deliver Proposed Budget to Budget Committee
April 16	Budget Committee Work Session (Public Input)
May 3	Publish First Notice
May 10	Publish Second Notice and Post on District Website
May 21	Budget Committee Meeting to Approve Budget (Public Input)
June 7	Publish Notice & Summary
June 18	Hold Public Hearing to Adopt Budget (Public Input)
July 15	Tax Levy Certified by Washington County



**THPRD ORGANIZATIONAL CHART
FY 2012/13**





RESOURCES

Analysis of Property Tax Rate and Collections

Analysis of Measure 5 and 50

Revenue Summary



**ANALYSIS OF TAX RATE AND COLLECTIONS
FISCAL YEAR 2012/13**

ESTIMATED ASSESSED VALUATION

Real and Personal Property Within the Park District

\$ 19,752,045,834

FY 2011/12 Assessed Valuation	\$19,148,499,217	
Value Growth from Annual Increase ¹	507,804,121	2.65%
Estimated Exception Based Value Growth ²	<u>95,742,496</u>	<u>0.50%</u>
Estimated Assessed Value	<u>\$19,752,045,834</u>	

% Increase in Estimated Assessed Valuation

3.15%

ESTIMATED TAX LEVY

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

General Fund

Permanent Tax Rate for District 1.3073

General Fund Operating Levy:

Estimated Assessed Valuation multiplied by
Permanent Rate

\$ 25,821,850

Bonded Debt Fund

Bonded Debt Levy

8,347,175

Estimated Tax Rate:

Bonded Debt Levy divided by Estimated
Assessed Valuation

0.4226

Estimated Tax Levy Totals

1.73

\$ 34,169,025

ESTIMATED TAX COLLECTIONS

Amount

Based on Estimated Collection Rate: 95.00%

General Fund Current Year Tax Collections

\$ 24,530,757

Payment in lieu of Tax Collections

4,168

Bonded Debt Fund Current Year Tax Collections

7,929,816

\$ 32,464,741

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 ten percent.
- Measure 50 establishes a permanent tax rate which replaces its old levies. This rate will be a permanent limit on the Park District'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, re-zoned, 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 2011/12

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

FY 2010/11

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.27	-	1.27
Washington County	2.84	0.14	2.98
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.44	1.75
T.V. Fire & Rescue	1.77	0.11	1.88
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.31	0.41
TriMet	-	0.09	0.09
Total Tax Rate	7.61	1.09	8.70
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.14	2.98
T.V. Fire & Rescue	1.77	0.11	1.88
T.H.P.R.D.	1.31	0.44	1.75
City of Beaverton	3.96	0.24	4.20
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.31	0.41
TriMet	-	0.09	0.09
Total Tax Rate	10.05	1.33	11.38

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5
Impact on Washington County Taxing

FY 2009/10

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.28	-	1.28
Washington County	2.84	0.15	2.99
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.43	1.74
T.V. Fire & Rescue	1.77	0.12	1.89
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.34	0.44
TriMet	-	0.09	0.09
Total Tax Rate	7.62	1.13	8.75
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.15	2.99
T.V. Fire & Rescue	1.77	0.12	1.89
T.H.P.R.D.	1.31	0.43	1.74
City of Beaverton	3.96	0.24	4.20
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.34	0.44
TriMet	-	0.09	0.09
Total Tax Rate	10.05	1.37	11.42

FY 2008/09

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.31	-	1.31
Washington County	2.84	0.14	2.98
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.12	1.43
T.V. Fire & Rescue	1.77	0.07	1.84
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.30	0.40
TriMet	-	0.08	0.08
Total Tax Rate	7.65	0.71	8.36
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.14	2.98
T.V. Fire & Rescue	1.77	0.07	1.84
T.H.P.R.D.	1.31	0.12	1.43
City of Beaverton	3.87	0.25	4.12
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.30	0.40
TriMet	-	0.08	0.08
Total Tax Rate	9.96	0.96	10.92

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5
Impact on Washington County Taxing

FY 2007/08

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.09	-	1.09
Washington County	2.84	0.19	3.03
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.13	1.44
T.V. Fire & Rescue	1.78	0.09	1.87
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.33	0.43
TriMet	-	0.09	0.09
Total Tax Rate	7.44	0.83	8.27
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.19	3.03
T.V. Fire & Rescue	1.78	0.09	1.87
T.H.P.R.D.	1.31	0.13	1.44
City of Beaverton	3.93	0.25	4.18
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.33	0.43
TriMet	-	0.09	0.09
Total Tax Rate	10.03	1.08	11.11

FY 2006/07

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.11	-	1.11
Washington County	2.25	0.20	2.45
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.13	1.44
T.V. Fire & Rescue	1.78	0.04	1.82
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.18	0.28
TriMet	-	0.10	0.10
Total Tax Rate	6.87	0.65	7.52
Taxing Agencies Including City of Beaverton			
Washington County	2.25	0.20	2.45
T.V. Fire & Rescue	1.78	0.04	1.82
T.H.P.R.D.	1.31	0.13	1.44
City of Beaverton	3.95	0.26	4.21
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.18	0.28
TriMet	-	0.10	0.10
Total Tax Rate	9.46	0.91	10.37

SUMMARY OF GENERAL FUND RESOURCES

GENERAL FUND RESOURCES:	<u>Adopted 2011/12</u>	<u>Proposed 2012/13</u>	<u>Adopted 2012/13</u>
Beginning Fund Balance for Fiscal Year	\$ 2,600,000	\$ 3,030,000	\$ 3,030,000
Beginning Fund Balance from Previous Year Projects Carried Forward	3,319,031	924,423	1,002,810
Previously Levied Taxes estimated to be received during ensuing year	350,000	375,000	375,000
PROGRAM RESOURCES:			
Swim Center Income	2,326,372	2,466,382	2,466,382
Tennis Income	868,224	896,900	896,900
Recreation Program Income	4,945,402	4,818,549	4,818,549
Sports Program Income/Athletic Center	1,164,993	1,173,452	1,173,452
Natural Resources	251,054	272,551	272,551
OTHER RESOURCES:			
Miscellaneous Income	270,340	241,000	241,000
Interest Income	100,000	110,000	110,000
Telecommunication Site Lease Income	216,000	235,000	235,000
Rental Income	140,620	164,900	164,900
Grants and Intergovernmental Income	985,025	917,372	1,007,372
Sponsorships	105,000	52,000	52,000
Transfers In	626,565	879,619	879,619
Total Resources except taxes to be levied..... Sub Total	<u>\$ 18,268,626</u>	<u>\$ 16,557,148</u>	<u>\$ 16,725,535</u>
Current Year Property Taxes (Permanent Rate multiplied by Assessed Value)	<u>23,872,230</u>	<u>24,534,925</u>	<u>24,534,925</u>
TOTAL GENERAL FUND RESOURCES	<u><u>\$ 42,140,856</u></u>	<u><u>\$ 41,092,073</u></u>	<u><u>\$ 41,260,460</u></u>

GENERAL FUND RESOURCES NARRATIVE

Memo

To: Budget Committee Members

From: Keith Hobson, Director of Business and Facilities

RE: **Narrative and Financial Information on the
General Fund Resources - Adopted Fiscal Year 2012/13**

Listed below are narratives and financial information on the adopted General Fund Resources.

Beginning Fund Balance: Cash on Hand is a resource derived from prior year's budget. Cash on Hand generally results from an over-collection of budgeted resources and under-expenditures of budget appropriations. The estimated Cash on Hand for FY 2012/13 is \$3,030,000.

Beginning Fund Balance from Previous Year Projects Carried Forward: Balance Forward Projects are projects listed in the FY 2011/12 Capital budget but remain uncompleted. The full listing of projects can be found within the Capital Projects section, page CO-3, under the Carry Over Projects heading. The estimated total of project carryforward from the previous year is \$1,002,810.

Prior Year's Taxes: Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2012/13 fiscal year, the Park District will collect approximately one-half of the uncollected property taxes. The estimated amount of previously levied taxes to be received for the fiscal year 2012/13 is \$375,000.

PROGRAM RESOURCES: Estimated revenue from programs is based on funded program levels multiplied by established fees and estimated attendance. The District completed an extensive program fee increase study during FY 2007/08, and implementation is mostly completed. Adjustments will continue to be made to classes that have not achieved the desired rate of recovery.

Swim Center Income: Swim Center resources are generated from passes, open swim, instruction and Beaverton School District #48. The total swim center income is \$2,466,382. The following is a breakdown of Swim Center Resources and Program Resources:

<u>Swim Center Resources</u>		<u>Program Resources</u>	
Aloha	\$ 257,724	Swim Passes	\$ 614,147
Beaverton	441,053	General Admission	276,334
Conestoga - Aquatic	721,318	Aquatic Instruction	1,412,442
Harman	267,280	Facility Rentals	
Sunset	188,658	- School District #48	45,543
Aquatic Center	501,215	- Other Rental Events	117,918
Raleigh	40,124		
Somerset West	49,011		
	<u>\$ 2,466,382</u>		<u>\$ 2,466,382</u>

Tennis Fees: Tennis Fees of \$896,900 are generated by open play, instruction, special interest events and the sale of tennis balls

<u>Tennis Program Resources</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Open play	309,344	-	309,344
Instruction	507,566	-	507,566
Special interest	72,910	-	72,910
Tennis ball sales	7,080	-	7,080
	<u>\$ 896,900</u>	<u>\$ -</u>	<u>\$ 896,900</u>

Recreational Program and Rental Resources: Recreational Program and Rental Fees of \$4,818,549 are generated from Cedar Hills Recreation Center, Garden Home Recreation Center, the Stuhr Center, Jenkins Estate, Camp Rivendale, Conestoga Recreation/Aquatic Center, Administration registrations, Out-of-District Assessments and RecMobile Rentals.

<u>Recreational Program and Rental</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Garden Home Recreation Center	916,651	79,600	996,251
Cedar Hills Recreation Center	1,454,361	3,600	1,457,961
Elsie Stuhr Center	459,580	1,500	461,080
Jenkins Estate	1,710	256,165	257,875
Camp Rivendale	91,580	-	91,580
Conestoga Recreation/Aquatic Center	1,080,802	-	1,080,802
Administration	473,000	-	473,000
	<u>\$ 4,477,684</u>	<u>\$ 340,865</u>	<u>\$ 4,818,549</u>

Athletic Center/Sports Program Resources: Athletic Center/Sports Program Income of \$1,173,452 is generated primarily from basketball, softball and volleyball, along with Rentals and Field Use Fees received from the affiliated sports groups field usage.

<u>Athletic Center Program Resources</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Concession & Photo ID	47,084	-	47,084
Fitness & Exercise	24,320	-	24,320
Special Events	3,508	-	3,508
Special Interest	191,276	-	191,276
Indoor Sports	249,284	99,750	349,034
Outdoor Sports	74,723	409,907	484,630
Frequent User Passes	73,600	-	73,600
	<u>\$ 663,795</u>	<u>\$ 509,657</u>	<u>\$ 1,173,452</u>

Natural Resources: Natural Resources Income of \$272,551 is generated from instruction and outdoor recreation programs held at both the Tualatin Hills Nature Park and Cooper Mountain Nature Park.

Natural Resources	Program	Facility Rental	Total
Instruction/Environmental Education	245,448	22,000	267,448
Outdoor Recreation	5,103	-	5,103
	\$ 250,551	\$ 22,000	\$ 272,551

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

Miscellaneous Income: Miscellaneous Income of \$241,000 is earned from Workmens Compensation Dividends (\$90,000), items sold at auctions (\$15,000), payments from sports user groups (\$30,000), easements, miscellaneous fees and forfeitures, compensation for insurance proceeds and various other sources (\$106,000).

Interest Income: Interest Income in the amount of \$110,000 is derived from available cash-on-hand that is invested in either allowable treasury notes, Certificates of Deposit or the State of Oregon Local Government Investment Pool, whichever yields the higher rate. These invested funds will be used at a later date to meet payroll and operating costs.

Telecommunication Site Lease Income: Lease income of \$235,000 from site leases for cellular telephone transmission equipment.

Rental Income: Rental Income of \$164,900 is generated from the rental of Park District owned homes, along with leased space within the Maintenance Facility.

Grants and Intergovernmental Revenue: Grants include funding from the following sources: Metro-Cooper Mountain Nature Park Maintenance (\$141,331), Natural Resources Park Restoration (\$30,000), Wi-fi Installation (\$5,000), Miscellaneous operating grants (\$8,500), Natural Resources Education Grant (\$60,000), Environmental Education Grant (\$26,000), Wellness on Wheels Grant (\$26,000), BETS Credits (\$194,428), Memorial Benches (\$8,000), OBP Mid-block Crossing Grant (\$121,500), LWCF Schiffler Park Grant (\$40,000), RTO Trail Sign Grant (\$60,000), ODOT Westside Trail Segment #18 (\$90,000) and RZEDB interest subsidy (\$196,613).

Sponsorships: Sponsorships in the amount of \$52,000 are from corporation advertising, partnerships and various community events.

Transfers In: Transfers in reflect the fiscal policy of recovering project management staff time from capital projects to the General Fund. In FY 2012/13, \$35,000 is anticipated from SDC and other projects, and \$844,619 from the Bond Capital Fund projects.

Current Year's Taxes for FY 2012/13: The Park District's permanent rate of 1.3073 per \$1,000 of assessed value times projected assessed value. Projected assessed value of \$19.8 billion x (1.3073/\$1,000) = \$25,821,850, including a 0.5% growth rate. Estimated tax collections are discounted 5.0% for FY 2012/13, which nets taxes at \$24,530,757 plus \$4,168 for payment in lieu of tax fees.



CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2012/13

Five Year Capital Funding Sources



CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2012/13

The Capital Funding Sources FY 2012/13 schedule shows the distribution of capital funding for the budget year 2012/13 between the various available sources of funding, including the General Fund, Bond Project 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.



Capital Funding Sources FY 2012/13

	Funding Sources				Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	
Athletic Facility Replacements					
Synthetic Turf #1 HMT Complex	400,000				400,000
Court Resurfacing (3 Sites)	40,000				40,000
Other Athletic Facility Replacements	8,770				8,770
Athletic Facility Replacements Total	448,770				448,770
Building Replacements					
Aloha Swim Center HVAC System	268,000				268,000
East Tennis Air Structure	255,700				255,700
Replace Tile Floor (2 Sites)	72,000				72,000
Aloha Pool Tank Resurface	65,000				65,000
Aloha Swim Center Dressing Rooms HVAC Units	44,000				44,000
Underwater Light Fixtures (3 Sites)	41,900				41,900
Circulation and Sump Pumps (3 Sites)	40,200				40,200
FCSC Gas Line Replacement	40,000				40,000
Refinish Wood Floors (6 Sites)	37,300				37,300
Tennis Center & Aquatic Center Roof Plans/Specs	30,000				30,000
Garden Home Recreation Center Exterior Siding Phase 2	29,183				29,183
Other Building Replacements	248,187				248,187
Building Replacements Total	1,171,470				1,171,470
Building Improvements					
Community Benefit Fund Project	250,000				250,000
Other Building Improvements	6,300				6,300
Building Improvements Total	256,300				256,300
ESPC Total	169,928				169,928
Park & Trail Replacements					
Asphalt Path Replacement & Repair (19 Sites)	145,891				145,891
Asphalt Paving Replacements (7 Sites)	108,770				108,770
Play Equipment (2 Sites)	84,000				84,000
Carolwood Park Playground	44,678				44,678
Bridge and Boardwalk Replacement	77,275				77,275
Concrete Sidewalks (9 Sites)	35,343				35,343
Signage Master Plan	35,000				35,000
Irrigation System Repair (Various Sites)	32,200				32,200
Other Park & Trail Replacements	37,400				37,400
Park & Trail Replacements Total	600,557				600,557
Park & Trail Improvements					
Other Park & Trail Improvements	33,929				33,929
Grant Funded Projects					
OBP Grant - Walker Road Mid-block Crossing				200,792	200,792
ODOT Grant - Westside Trail Segment #18 Easement				90,000	90,000
RTO Trail Sign Grant				60,000	60,000
LWCF Grant - Schiffler Park Pavilion				40,000	40,000
Park & Trail Improvements Total	33,929			390,792	424,721
Information Technology Replacement Total	136,000				136,000
Information Technology Improvement Total	54,900				54,900
Facility Challenge Grants Total	127,500				127,500
ADA Improvements Total	113,779				113,779
Land Acquisition					
Land Acquisition - FY 2011/12 Carryforward			430,000		430,000
Other Land Acquisition	90,000		1,100,000	22,568	1,212,568
Land Acquisition Total	90,000		1,530,000	22,568	1,642,568
Fleet & Equipment Improvement Total	32,500				32,500
Fleet & Equipment Replacement Total	198,900				198,900
Undesignated					
Undesignated Projects			2,789,797		2,789,797
Undesignated Total			2,789,797		2,789,797
Park Development/Improvement					
Graf Meadows Park - Trail Connection			300,000		300,000
Winkelman Park Phase 1 Construction			282,000		282,000
Waterhouse Trail - Bronson Street west of Bethany Blvd			250,000		250,000
Bonny Slope / BSD Trail Development			175,000		175,000
Other Park Development/Improvement			376,000		376,000
Park Development/Improvement Total			1,383,000		1,383,000

Capital Funding Sources FY 2012/13

	Funding Sources				Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	
New Neighborhood Parks Development					
AM Kennedy Park		1,102,869			1,102,869
Barsotti Park		1,302,646			1,302,646
Hansen Ridge (formerly Kaiser Ridge) Park		691,989			691,989
Roy Dancer Park		773,313			773,313
Roger Tilbury Park		785,358			785,358
New Neighborhood Parks Development Total		4,656,175			4,656,175
Renovate And Redevelop Neighborhood Parks					
Somerset West Park		1,034,439			1,034,439
Vista Brook Park		425,760			425,760
Cedar Mill Park & Trail		1,129,548			1,129,548
Pioneer Park & Bridge Replacement		460,806			460,806
Renovate And Redevelop Neighborhood Parks Total		3,050,553			3,050,553
New Neighborhood Parks Land Acquisition					
New Neighborhood Park Land Acquisition- NW Quadrant		1,511,162			1,511,162
New Neighborhood Park Land Acquisition - NE Quadrant		1,274,942			1,274,942
New Neighborhood Park Land Acquisition - SW Quadrant		473,310			473,310
New Neighborhood Park Land Acquisition - Undesignated		1,441,253			1,441,253
New Neighborhood Parks Land Acquisition Total		4,700,667			4,700,667
New Community Park Development					
SW Community Park		7,853,434			7,853,434
New Community Park Development Total		7,853,434			7,853,434
New Community Park Land Acquisition					
New Community Park Land Acquisition		2,058,491			2,058,491
New Community Park Land Acquisition Total		2,058,491			2,058,491
Renovate And Redevelop Community Parks					
Cedar Hills Park		6,198,624			6,198,624
Schiffler Park		3,157,673			3,157,673
Renovate And Redevelop Community Parks Total		9,356,297			9,356,297
Natural Area Preservation					
Cooper Mountain Area		209,481			209,481
Crystal Creek Park		207,241			207,241
Fanno Creek Park		165,150			165,150
Interpretive Sign Network		342,190			342,190
Jenkins Estate		112,600			112,600
Jordan/Jackie Husen Park		313,403			313,403
Lowami Hart Woods Park		289,681			289,681
Mt Williams Park		104,748			104,748
NE/Bethany Meadows Trail Habitat Connection		251,394			251,394
Restoration of new properties to be acquired		655,078			655,078
Other Natural Area Preservation		877,832			877,832
Natural Area Preservation Total		3,528,798			3,528,798
Natural Area Preservation - Land Acquisition					
Natural Area Acquisitions		8,307,245			8,307,245
Natural Area Preservation - Land Acquisition Total		8,307,245			8,307,245
New Linear Park And Trail Development					
Lowami Hart Woods Park		585,381			585,381
NE Quadrant Trail - Bluffs		224,235			224,235
Waterhouse Trail Segments 1, 5 and West Spur		3,317,797			3,317,797
Westside Trail Segments 1, 4, & 7		3,787,269			3,787,269
Westside Waterhouse Trail Connection		1,546,457			1,546,457
Jordan/Husen Park Trail		1,392,013			1,392,013
Rock Creek Trail Segment 5 & Allenbach, North Bethany #2		1,784,273			1,784,273
Other New Linear Park And Trail Development		84,803			84,803
New Linear Park And Trail Development Total		12,722,228			12,722,228
New Linear Park And Trail Land Acquisition					
New Linear Park and Trail Acquisitions		404,689			404,689
New Linear Park And Trail Land Acquisition Total		404,689			404,689

Capital Funding Sources FY 2012/13

	Funding Sources				Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	
Multi-Field/Multi-Purpose Athletic Field Development					
New Fields in NE Quadrant		520,536			520,536
New Fields in NW Quadrant		523,662			523,662
New Fields in SE Quadrant		523,738			523,738
New Fields in SW Quadrant		523,064			523,064
Winkelman Athletic Field		416,380			416,380
Multi-Field/Multi-Purpose Athletic Field Development Total		2,507,380			2,507,380
Deferred Park Maintenance Replacements					
Play Structure Replacements at Waterhouse Park		32,203			32,203
Permeable Parking Lot at Sunset Swim Center		154,039			154,039
Deferred Park Maintenance Replacements Total		186,242			186,242
Facility Rehabilitation					
Structural Upgrades at several facilities		3,587,620			3,587,620
Sunset Swim Center Structural Upgrades		974,416			974,416
Facility Rehabilitation Total		4,562,036			4,562,036
ADA/Access Improvements					
ADA Improvements - numerous sites		119,834			119,834
HMT ADA Parking and other site improvement		717,399			717,399
ADA/Access Improvements Total		837,233			837,233
Community Center Land Acquisition					
Community Center		4,489,822			4,489,822
Community Center Land Acquisition Total		4,489,822			4,489,822
Grand Total	3,434,533	69,221,290	5,702,797	413,360	78,771,980

Five Year Capital Funding Sources FY 2012 - 2017

	Carryover Funds	2013 Funding	2014 Funding	2015 Funding	2016 Funding	2017 Funding	Total 5-Year Funding
Sources of Funds							
General Fund	1,002,910	2,632,415					3,635,325
Bond Fund		43,457,173	8,864,629	11,725,589	5,173,899		69,221,290
SDC Fund	1,037,000	4,665,797					5,702,797
Grant Funds		212,568					212,568
Other Funds							
Total Funds	2,039,910	50,967,953	8,864,629	11,725,589	5,173,899		78,771,980
							Total Funds
Athletic Facility Replacements							
Synthetic Turf #1 HMT Complex		400,000					400,000
Court Resurfacing (3 Sites)		40,000					40,000
Other Athletic Facility Replacements		8,770					8,770
Athletic Facility Replacements Total		448,770					448,770
Building Replacements							
Aloha Swim Center HVAC System		268,000					268,000
East Tennis Air Structure	153,000	102,700					255,700
Replace Tile Floor (2 Sites)		72,000					72,000
Aloha Pool Tank Resurface		65,000					65,000
Aloha Swim Center Dressing Rooms HVAC Units		44,000					44,000
Underwater Light Fixtures (3 Sites)		41,900					41,900
Circulation and Sump Pumps (3 Sites)		40,200					40,200
FCSC Gas Line Replacement		40,000					40,000
Refinish Wood Floors (6 Sites)		37,300					37,300
Tennis Center & Aquatic Center Roof Plans/Specs		30,000					30,000
Garden Home Recreation Center Exterior Siding Phase 2		29,183					29,183
Other Building Replacements	86,487	161,700					248,187
Building Replacements Total	239,487	931,983					1,171,470
Building Improvements							
Community Benefit Fund Project	250,000						250,000
Other Building Improvements	1,800	4,500					6,300
Building Improvements Total	251,800	4,500					256,300
ESPC Total		169,928					169,928
Park & Trail Replacements							
Asphalt Path Replacement & Repair (19 Sites)		145,891					145,891
Asphalt Paving Replacements (7 Sites)	108,770						108,770
Play Equipment (2 Sites)		84,000					84,000
Carolwood Park Playground	44,678						44,678
Bridge and Boardwalk Replacement	42,275	35,000					77,275
Concrete Sidewalks (9 Sites)		35,343					35,343
Signage Master Plan	35,000						35,000
Irrigation System Repair (Various Sites)		32,200					32,200
Other Park & Trail Replacements		37,400					37,400
Park & Trail Replacements Total	230,723	369,834					600,557
Park & Trail Improvements							
Other Park & Trail Improvements	9,429	24,500					33,929
Grant Funded Projects							
OBP Grant - Walker Road Mid-block Crossing	79,292	121,500					200,792
ODOT Grant - Westside Trail Segment #18 Easement		90,000					90,000
RTO Trail Sign Grant		60,000					60,000
LWCF Grant - Schiffler Park Pavilion		40,000					40,000
Park & Trail Improvements Total	88,721	336,000					424,721
Information Technology Replacement Total		136,000					136,000
Information Technology Improvement Total		54,900					54,900
Facility Challenge Grants Total	30,000	97,500					127,500
ADA Improvements Total	72,179	41,600					113,779
Land Acquisition							
Land Acquisition - FY 2011/12 Carryforward	430,000						430,000
Other Land Acquisition	90,000	1,122,568					1,212,568
Land Acquisition Total	520,000	1,122,568					1,642,568
Fleet & Equipment Improvement Total		32,500					32,500
Fleet & Equipment Replacement Total		198,900					198,900
Undesignated							
Undesignated Projects		2,789,797					2,789,797
Undesignated Total		2,789,797					2,789,797
Park Development/Improvement							
Graf Meadows Park - Trail Connection		300,000					300,000
Winkelman Park Phase 1 Construction	282,000						282,000
Waterhouse Trail - Bronson Street west of Bethany Blvd		250,000					250,000
Bonny Slope / BSD Trail Development	175,000						175,000
Other Park Development/Improvement	150,000	226,000					376,000
Park Development/Improvement Total	607,000	776,000					1,383,000

Five Year Capital Funding Sources FY 2012 - 2017

	Carryover Funds	2013 Funding	2014 Funding	2015 Funding	2016 Funding	2017 Funding	Total 5-Year Funding
New Neighborhood Parks Development							
AM Kennedy Park		1,102,869					1,102,869
Barsotti Park		174,961	442,447	685,238			1,302,646
Hansen Ridge (formerly Kaiser Ridge) Park		691,989					691,989
Roy Dancer Park		102,366	449,661	221,286			773,313
Roger Tilbury Park		89,045	597,574	98,739			785,358
New Neighborhood Parks Development Total		2,161,230	1,489,682	1,005,263			4,656,175
Renovate And Redevelop Neighborhood Parks							
Somerset West Park		161,435	868,196	4,808			1,034,439
Vista Brook Park		205,727	220,033				425,760
Cedar Mill Park & Trail		179,028	950,520				1,129,548
Pioneer Park & Bridge Replacement		226,978	233,828				460,806
Renovate And Redevelop Neighborhood Parks Total		773,168	2,272,577	4,808			3,050,553
New Neighborhood Parks Land Acquisition							
New Neighborhood Park Land Acquisition- NW Quadrant		1,511,162					1,511,162
New Neighborhood Park Land Acquisition - NE Quadrant		1,274,942					1,274,942
New Neighborhood Park Land Acquisition - SW Quadrant		473,310					473,310
New Neighborhood Park Land Acquisition - Undesignated		1,441,253					1,441,253
New Neighborhood Parks Land Acquisition Total		4,700,667					4,700,667
New Community Park Development							
SW Community Park		4,425,927	421,909	517,430	2,488,168		7,853,434
New Community Park Development Total		4,425,927	421,909	517,430	2,488,168		7,853,434
New Community Park Land Acquisition							
New Community Park Land Acquisition		2,058,491					2,058,491
New Community Park Land Acquisition Total		2,058,491					2,058,491
Renovate And Redevelop Community Parks							
Cedar Hills Park		522,993	1,026,770	3,008,571	1,640,290		6,198,624
Schiffler Park		3,157,673					3,157,673
Renovate And Redevelop Community Parks Total		3,680,666	1,026,770	3,008,571	1,640,290		9,356,297
Natural Area Preservation							
Cooper Mountain Area		48,765	55,081	55,081	50,554		209,481
Crystal Creek Park		18,433	41,409	76,858	70,541		207,241
Fanno Creek Park		58,210	6,943	34,590	65,407		165,150
Interpretive Sign Network		212,842	129,348				342,190
Jenkins Estate		31,483	32,429	32,429	16,259		112,600
Jordan/Jackie Husen Park		61,368	54,501	98,632	98,902		313,403
Lowami Hart Woods Park		135,338	16,705	51,017	86,621		289,681
Mt Williams Park		18,418	6,476	34,957	44,897		104,748
NE/Bethany Meadows Trail Habitat Connection		51,456	100,106	99,832			251,394
Restoration of new properties to be acquired		219,230	218,223	217,625			655,078
Other Natural Area Preservation		350,492	193,236	197,125	136,979		877,832
Natural Area Preservation Total		1,206,035	854,457	898,146	570,160		3,528,798
Natural Area Preservation - Land Acquisition							
Natural Area Acquisitions		4,240,028		4,067,217			8,307,245
Natural Area Preservation - Land Acquisition Total		4,240,028		4,067,217			8,307,245
New Linear Park And Trail Development							
Lowami Hart Woods Park		381,501	203,880				585,381
NE Quadrant Trail - Bluffs		224,235					224,235
Waterhouse Trail Segments 1, 5 and West Spur		3,317,797					3,317,797
Westside Trail Segments 1, 4, & 7		3,787,269					3,787,269
Westside Waterhouse Trail Connection		144,882	417,525	984,050			1,546,457
Jordan/Husen Park Trail		1,392,013					1,392,013
Rock Creek Trail Segment 5 & Allenbach, North Bethany #2		1,784,273					1,784,273
Other New Linear Park And Trail Development		84,803					84,803
New Linear Park And Trail Development Total		11,116,773	621,405	984,050			12,722,228
New Linear Park And Trail Land Acquisition							
New Linear Park and Trail Acquisitions		404,689					404,689
New Linear Park And Trail Land Acquisition Total		404,689					404,689
Multi-Field/Multi-Purpose Athletic Field Development							
New Fields in NE Quadrant		54,912	286,470	179,154			520,536
New Fields in NW Quadrant		20,198	9,922	200,214	293,328		523,662
New Fields in SE Quadrant		47,481	239,427	236,830			523,738
New Fields in SW Quadrant		280,378	5,515	55,218	181,953		523,064
Winkelman Athletic Field		416,380					416,380
Multi-Field/Multi-Purpose Athletic Field Development Total		819,349	541,334	671,416	475,281		2,507,380
Deferred Park Maintenance Replacements							
Play Structure Replacements at Waterhouse Park		32,203					32,203
Permeable Parking Lot at Sunset Swim Center		154,039					154,039
Deferred Park Maintenance Replacements Total		186,242					186,242

Five Year Capital Funding Sources FY 2012 - 2017

	Carryover Funds	2013 Funding	2014 Funding	2015 Funding	2016 Funding	2017 Funding	Total 5-Year Funding
Facility Rehabilitation							
Structural Upgrades at several facilities		2,054,026	1,533,594				3,587,620
Sunset Swim Center Structural Upgrades		974,416					974,416
Facility Rehabilitation Total		3,028,442	1,533,594				4,562,036
ADA/Access Improvements							
ADA Improvements - numerous sites		114,940	4,894				119,834
HMT ADA Parking and other site improvement		50,704	98,007	568,688			717,399
ADA/Access Improvements Total		165,644	102,901	568,688			837,233
Community Center Land Acquisition							
Community Center		4,489,822					4,489,822
Community Center Land Acquisition Total		4,489,822					4,489,822
Grand Total	2,039,910	50,967,953	8,864,629	11,725,589	5,173,899		78,771,980

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

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

Project # Summary ADA
Project Name ADA/Access Improvements Total

Total Project Cost: \$837,233

Description
 Includes the following projects:
 ADA Improvements - numerous sites
 HMT ADA Parking and other site improvement

Justification
 2008 Bond approved ADA projects.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	165,644	102,901	568,688			837,233
Total	165,644	102,901	568,688			837,233

Funding Sources	2013	2014	2015	2016	2017	Total
Bond Fund	165,644	102,901	568,688			837,233
Total	165,644	102,901	568,688			837,233

Budget Impact/Other
 No incremental operating or maintenance costs anticipated for these ADA improvement projects.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$113,779

Project #	Summary-ADA
Project Name	ADA Improvements Total

Description
Includes the following projects: Commonwealth Park North Trail Realignment (Carryover) Conestoga Recreation & Aquatic Center - ADA Retrofit Pool Lift Portable Pool Lifts (4 Sites) Sunset Swim Center Transfer Platform for Wading Pool Access Design from Oleson Road to Fanno Creek Trail

Justification
Asset additions and replacements in accordance with the District's ADA Compliance Plan.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	113,779					113,779
Total	113,779					113,779

Funding Sources	2013	2014	2015	2016	2017	Total
General Fund	113,779					113,779
Total	113,779					113,779

Budget Impact/Other
No incremental operating or maintenance costs anticipated for these ADA improvement projects.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$2,507,380

Project #	Summary-AFD
Project Name	Multi-Field/Multi-Purpose Athletic Field Dev Total

Description
Includes the following projects: New Fields in NE Quadrant New Fields in NW Quadrant New Fields in SE Quadrant New Fields in SW Quadrant Winkelman Athletic Field

Justification
2008 Bond approved multi-field/multi-purpose athletic field development projects.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	819,349	541,334	671,416	475,281		2,507,380
Total	819,349	541,334	671,416	475,281		2,507,380

Funding Sources	2013	2014	2015	2016	2017	Total
Bond Fund	819,349	541,334	671,416	475,281		2,507,380
Total	819,349	541,334	671,416	475,281		2,507,380

Budget Impact/Other
Annual cost to maintain one sports field is approximately \$6,000/field/year. Total incremental expenditure unknown until all fields are constructed and placed into service.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$448,770

Project #	Summary-AFR
Project Name	Athletic Facility Replacements Total

Description
Includes the following projects: Synthetic Turf #1 - HMT Complex Tennis Court Resurface (3 Sites) Indoor Basketball Standards (12) Indoor Volleyball Standards (2)

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

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	448,770					448,770
Total	448,770					448,770

Funding Sources	2013	2014	2015	2016	2017	Total
General Fund	448,770					448,770
Total	448,770					448,770

Budget Impact/Other
In fiscal year 2012-13 a budget appropriation was made in the amount of \$400,000 for the replacement of synthetic turf #1 at the HMT Complex. This replacement will involve replacing the synthetic turf surface.
No incremental operating or maintenance costs anticipated for the synthetic turf or any of the other replacements listed.

Capital Improvement Plan

2013 *thru* 2017

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-BI
Project Name Building Improvements Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$256,300

Description

Includes the following projects:
 Community Benefit Fund Project (Carryover)
 John Quincy Adams Young House Renovation (Carryover)
 Aquatic Center Pit Pump Scaffolding

Justification

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

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	256,300					256,300
Total	256,300					256,300

Funding Sources	2013	2014	2015	2016	2017	Total
General Fund	256,300					256,300
Total	256,300					256,300

Budget Impact/Other

In fiscal year 2010-11 a budget appropriation was made in the amount of \$321,031 for a Community Benefit Fund Project at the Garden Home Recreation Center. These funds were paid by the City of Portland Bureau of Environmental Services for economic impact to the district during construction of city sewer infrastructure. Funds will be used to remodel both the weight room and gymnastics room and add new equipment, as well as complete as yet to be determined upgrades to the Fanno Creek Trail. Incremental annual costs to maintain these upgrades will be minimal.

No incremental operating or maintenance costs anticipated for the John Quincy Adams Young House renovation or Aquatic Center pit pump scaffolding.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

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

Project #	Summary-BR
Project Name	Building Replacements Total

Total Project Cost: \$1,171,470

Description
Includes the following categories: Building Exteriors (GF) (Carryover) Building Furnishings Electrical Components Exercise Equipment Exterior Fixtures Floor Covering Replacements/Long Life HVAC Components HVAC Systems Plumbing 10 Year Life Plumbing 15 Year Life Pool Apparatus Pool Mechanical Systems Pool Tank Resurface Roofs & Gutters Security Tennis Air Structure Replacement (GF) (Carryover) Underwater Lights Windows & Doors

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

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	1,171,470					1,171,470
Total	1,171,470					1,171,470

Funding Sources	2013	2014	2015	2016	2017	Total
General Fund	1,171,470					1,171,470
Total	1,171,470					1,171,470

Budget Impact/Other
In fiscal year 2012-13 a budget appropriation was made in the amount of \$268,000 to replace the HVAC system at the Aloha Swim Center. Damage to the pool plenum tunnel will necessitate the decommission of the space. With the tunnel closure, an alternative HVAC system will be installed using a high energy efficient unit. Annual energy savings of approximately \$6,000 are anticipated by the district.
The tennis air structure was originally purchased in 1991. In fiscal year 2010-11 a budget appropriation was made in the amount of \$153,000 to replace the fabric on the structure. Additional funds in the amount of \$102,700 were appropriated in fiscal year 2012-13 to replace the framework. No incremental operating or maintenance costs are anticipated for this replacement.
No incremental operating or maintenance costs are anticipated for the remainder of the replacement projects listed.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$4,489,822

Project #	Summary-CCLA
Project Name	Community Center Land Acquisition Total

Description
Includes the following project: Land for Community Center

Justification
2008 Bond approved community center land acquisition project.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	4,489,822					4,489,822
Total	4,489,822					4,489,822

Funding Sources	2013	2014	2015	2016	2017	Total
Bond Fund	4,489,822					4,489,822
Total	4,489,822					4,489,822

Budget Impact/Other
Approximate annual cost to maintain one acre of undeveloped land is \$150/year. Total incremental expenditure unknown until land acquisition is complete.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$186,242

Project #	Summary-DPMR
Project Name	Deferred Park Maintenance Replacements Total

Description
Includes the following projects: Play Structure Replacement at Waterhouse Park Permeable Parking Lot at Sunset Swim Center

Justification
2008 Bond approved park maintenance replacement projects.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	186,242					186,242
Total	186,242					186,242

Funding Sources	2013	2014	2015	2016	2017	Total
Bond Fund	186,242					186,242
Total	186,242					186,242

Budget Impact/Other
An incremental maintenance expenditure of \$2,000/year is anticipated for the permeable parking lot upon completion. No incremental maintenance costs are anticipated for the play structure replacement.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

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

Project # Summary-ESPC
Project Name ESPC Total

Total Project Cost: \$169,928

Description
 Includes the following project:
 Energy Savings Improvements

Justification
 Building and pool equipment replacements for enhanced energy efficiency.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	169,928					169,928
Total	169,928					169,928

Funding Sources	2013	2014	2015	2016	2017	Total
General Fund	169,928					169,928
Total	169,928					169,928

Budget Impact/Other
 Specific energy savings measures are yet to be determined.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

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

Project #	Summary-FCG
Project Name	Facility Challenge Grants Total

Total Project Cost: \$127,500

Description
 Includes the following projects:
 Challenge Grant Competitive Fund (Carryover)
 Challenge Grants

Justification
 District matching funds for Advisory Committee and Friends groups' capital projects.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	127,500					127,500
Total	127,500					127,500

Funding Sources	2013	2014	2015	2016	2017	Total
General Fund	127,500					127,500
Total	127,500					127,500

Budget Impact/Other
 No incremental operating or maintenance costs anticipated for these grant projects.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

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

Project # Summary-FEI
Project Name Fleet & Equipment Improvement Total

Total Project Cost: \$32,500

Description
 Includes the following projects:
 Van for Wellness-on-Wheels
 Tools Trailer for Natural Resources

Justification
 Maintenance equipment additions for new maintenance facility.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	32,500					32,500
Total	32,500					32,500

Funding Sources	2013	2014	2015	2016	2017	Total
General Fund	32,500					32,500
Total	32,500					32,500

Budget Impact/Other
 A combined incremental operating and maintenance cost of \$1,700 per year is anticipated for both pieces of equipment once they are placed into service.

Capital Improvement Plan

2013 *thru* 2017

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-FER
Project Name Fleet & Equipment Replacement Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$198,900

Description

Includes the following projects:
 15 Passenger Van
 Light Duty Pickup
 Electric Utility Vehicle
 Leaf Vacuum
 Infield Rake (2)
 52" Mower
 Single Axle Trailer
 Tandem Axle Trailer (2)
 7 Mowers & 3 Trailers

Justification

Maintenance equipment replacements based on need and asset useful life.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	198,900					198,900
Total	198,900					198,900

Funding Sources	2013	2014	2015	2016	2017	Total
General Fund	198,900					198,900
Total	198,900					198,900

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these replacements.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$4,562,036

Project #	Summary-FR
Project Name	Facility Rehabilitation Total

Description
Includes the following projects: Structural Upgrades at several facilities Sunset Swim Center Structural Upgrades

Justification
2008 Bond approved facility rehabilitation projects.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	3,028,442	1,533,594				4,562,036
Total	3,028,442	1,533,594				4,562,036

Funding Sources	2013	2014	2015	2016	2017	Total
Bond Fund	3,028,442	1,533,594				4,562,036
Total	3,028,442	1,533,594				4,562,036

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

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$54,900

Project #	Summary-ITI
Project Name	Information Technology Improvement Total

Description
Includes the following projects: Software Plotter/Scanner Color Printer for Graphics Fanno Creek Service Center Server Rack Fanno Creek Service Center Electrical Panel Computer Workstations and Cabling (4 sites) MACC Grant - Sunset Swim Center Wifi Connection Badge Printing Machine

Justification
Information technology equipment and furnishing additions to enhance working efficiencies.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	54,900					54,900
Total	54,900					54,900

Funding Sources	2013	2014	2015	2016	2017	Total
General Fund	54,900					54,900
Total	54,900					54,900

Budget Impact/Other
Minimal incremental operating and maintenance costs anticipated for these improvement projects.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

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

Project # Summary-ITR
Project Name Information Technology Replacement Total

Total Project Cost: \$136,000

Description
 Includes the following projects:
 LAN/WAN equipment
 Printers/network printers
 Servers
 Telephones
 Workstations

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

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	136,000					136,000
Total	136,000					136,000

Funding Sources	2013	2014	2015	2016	2017	Total
General Fund	136,000					136,000
Total	136,000					136,000

Budget Impact/Other
 No incremental operating or maintenance costs anticipated for these replacements.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,642,568

Project #	Summary-LA
Project Name	Land Acquisition Total

Description
Includes the following projects: Land Acquisition - FY 2011/12 Carryforward (SDC-Carryover) Land Acquisition- Jenkins Estate Right of Way (GF-Carryover) Land Acquisition for North Bethany Area of District (Grant) Other Land Acquisition (SDC)

Justification
Additional general fund, grant fund, and SDC fund land acquisition funds.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	1,642,568					1,642,568
Total	1,642,568					1,642,568

Funding Sources	2013	2014	2015	2016	2017	Total
General Fund	90,000					90,000
Grant Funds	22,568					22,568
SDC Fund	1,530,000					1,530,000
Total	1,642,568					1,642,568

Budget Impact/Other
Approximate annual cost to maintain one acre of undeveloped land is \$150/acre/year. Total incremental expenditure unknown until land acquisitions are completed.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$12,722,228

Project #	Summary-LPTD
Project Name	New Linear Park And Trail Development Total

Description
Includes the following projects: Lowami Hart Woods Park Miscellaneous Natural Trails NE Quadrant Trail - Bluffs Waterhouse Trail Segments 1, 5 and West Spur Westside Trail Segments 1, 4, & 7 Westside Waterhouse Trail Connection Jordan/Husen Park Trail Rock Creek Trail Segment 5 & Allenbach, North Bethany #2

Justification
2008 Bond approved trail and linear park projects.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	11,116,773	621,405	984,050			12,722,228
Total	11,116,773	621,405	984,050			12,722,228

Funding Sources	2013	2014	2015	2016	2017	Total
Bond Fund	11,116,773	621,405	984,050			12,722,228
Total	11,116,773	621,405	984,050			12,722,228

Budget Impact/Other
Approximate annual cost to maintain one mile of trail is \$3,500/mile/year. Total incremental costs unknown until all trail sections are completed and inventoried.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$404,689

Project #	Summary-LPTL
Project Name	New Linear Park And Trail Land Acquisition Total

Description
Includes the following project: New Linear Park and Trail Acquisitions

Justification
2008 Bond approved new linear park and trail land acquisition projects.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	404,689					404,689
Total	404,689					404,689

Funding Sources	2013	2014	2015	2016	2017	Total
Bond Fund	404,689					404,689
Total	404,689					404,689

Budget Impact/Other
Approximate annual cost to maintain one acre of undeveloped land is \$150/acre/year. Total incremental expenditure unknown until land acquisitions are completed.

Capital Improvement Plan

2013 *thru* 2017

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-NALA
Project Name Natural Area Preservation - Land Acquisition Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$8,307,245

Description

Includes the following project:
 Natural Area Acquisitions

Justification

2008 Bond approved natural area preservation land acquisition projects.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	4,240,028		4,067,217			8,307,245
Total	4,240,028		4,067,217			8,307,245

Funding Sources	2013	2014	2015	2016	2017	Total
Bond Fund	4,240,028		4,067,217			8,307,245
Total	4,240,028		4,067,217			8,307,245

Budget Impact/Other

Approximate annual cost to maintain one acre of undeveloped land is \$150/acre/year. Total incremental expenditure unknown until land acquisitions are completed.

Capital Improvement Plan

2013 *thru* 2017

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-NAP
Project Name Natural Area Preservation Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$3,528,798

Description
Includes the following projects: Allenbach Acres Park AM Kennedy Park Bauman Park Beaverton Creek Trail - restoration of new property Bethany Wetlands Park - restoration of new property Bluegrass Downs Park - restoration of new property Camille Park Cedar Mill Park Commonwealth Lake Park Cooper Mountain Area Crystal Creek Park Crystal Creek Park - restoration of new property Fanno Creek Park Foothills Park Greenway Park/Koll Center Hideaway Park Hyland Forest Park Interpretive Sign Network Jenkins Estate Jordan/Jackie Husen Park Hansen Ridge (formerly Kaiser Ridge) Park Lowami Hart Woods Park Morrison Woods Park Mt Williams Park Murrayhill Park NE/Bethany Meadows Trail Habitat Connection Pioneer Park Restoration of new properties to be acquired Roger Tilbury Memorial Park Rosa/Hazeldale Parks Summercrest Park Vista Brook Park Whispering Woods Park Willow Creek Nature Park Winkelman Park Tualatin Hills Nature Park

Justification
2008 Bond approved natural area preservation projects.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	1,206,035	854,457	898,146	570,160		3,528,798
Total	1,206,035	854,457	898,146	570,160		3,528,798

Capital Improvement Plan

2013 *thru* 2017

Department Summary

Tualatin Hills Park & Recreation District

Contact

Funding Sources	2013	2014	2015	2016	2017	Total
Bond Fund	1,206,035	854,457	898,146	570,160		3,528,798
Total	1,206,035	854,457	898,146	570,160		3,528,798

Budget Impact/Other

Minimal incremental maintenance costs anticipated for preservation sites.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

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

Project # Summary-NCP
Project Name New Community Park Land Acquisition Total

Total Project Cost: \$2,058,491

Description
 Includes the following project:
 New Community Park Land Acquisition

Justification
 2008 Bond approved new community park land acquisition.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	2,058,491					2,058,491
Total	2,058,491					2,058,491

Funding Sources	2013	2014	2015	2016	2017	Total
Bond Fund	2,058,491					2,058,491
Total	2,058,491					2,058,491

Budget Impact/Other
 Approximate annual cost to maintain one acre of undeveloped land is \$150/acre/year. Total incremental expenditure unknown until land acquisition is complete.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$7,853,434

Project #	Summary-NCPD
Project Name	New Community Park Development Total

Description
Includes the following project: SW Community Park

Justification
2008 Bond approved new community park development projects.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	4,425,927	421,909	517,430	2,488,168		7,853,434
Total	4,425,927	421,909	517,430	2,488,168		7,853,434

Funding Sources	2013	2014	2015	2016	2017	Total
Bond Fund	4,425,927	421,909	517,430	2,488,168		7,853,434
Total	4,425,927	421,909	517,430	2,488,168		7,853,434

Budget Impact/Other
Annual incremental maintenance costs of approximately \$30,000 are anticipated upon completion of the development of this 10.7 acre park. Anticipated development date for this park is fiscal year 2016-17.

Capital Improvement Plan

2013 *thru* 2017

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-NNP
Project Name New Neighborhood Parks Land Acquisition Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$4,700,667

Description

Includes the following projects:
 New Neighborhood Park Land Acquisition - NW Quadrant
 New Neighborhood Park Land Acquisition - NE Quadrant
 New Neighborhood Park Land Acquisition - SW Quadrant
 New Neighborhood Park Land Acquisition - Undesignated

Justification

2008 Bond approved new neighborhood parks projects.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	4,700,667					4,700,667
Total	4,700,667					4,700,667

Funding Sources	2013	2014	2015	2016	2017	Total
Bond Fund	4,700,667					4,700,667
Total	4,700,667					4,700,667

Budget Impact/Other

Approximate annual cost to maintain one acre of undeveloped land is \$150/acre/year. Total incremental expenditure unknown until land acquisitions are completed.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$4,656,175

Project #	Summary-NNPD
Project Name	New Neighborhood Parks Development Total

Description
Includes the following projects: AM Kennedy Park Barsotti Park Hansen Ridge (formerly Kaiser Ridge) Park Roy Dancer Park Roger Tilbury Park

Justification
2008 Bond approved new neighborhood parks development projects.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	2,161,230	1,489,682	1,005,263			4,656,175
Total	2,161,230	1,489,682	1,005,263			4,656,175

Funding Sources	2013	2014	2015	2016	2017	Total
Bond Fund	2,161,230	1,489,682	1,005,263			4,656,175
Total	2,161,230	1,489,682	1,005,263			4,656,175

Budget Impact/Other
Approximate incremental maintenance costs of \$112,000 for 28 newly developed acres is anticipated upon completion of all development sites listed.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,383,000

Project #	Summary-PDI
Project Name	Park Development/Improvement Total

Description
Includes the following projects: Bonny Slope / BSD Trail Development (Carryover) Fanno Creek Trail - Scholls Fy Road to Greenwood Inn (Carryover) LWCF Grant Match - Schiffler Park Pavillion (Carryover) Winkelman Park Phase 1 Construction (Carryover) MTIP Grant Match - Westside Trail, Segment 18 OBP Grant Match - Waterhouse Trail, Walker Rd Crossing (SDC) (Carryover) Graf Meadows Park - Trail Connection Waterhouse Trail - Bronson Street west of Bethany Blvd PCC Rock Creek Rec Complex - Dog Park Construction Hart Meadows Park - Dog Park Construction

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

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	1,383,000					1,383,000
Total	1,383,000					1,383,000

Funding Sources	2013	2014	2015	2016	2017	Total
SDC Fund	1,383,000					1,383,000
Total	1,383,000					1,383,000

Budget Impact/Other
The Oregon Bike and Ped grant is to design and construct a mid-block crossing for the Waterhouse Trail. THPRD will pay for the construction of the crossing while Washington County will assume annual maintenance for the traffic light being installed.
Approximate annual cost to maintain one mile of trail is \$3,500/mile/year. Total incremental costs unknown until trail sections are completed and inventoried.
No incremental operating or maintenance costs anticipated for the remaining projects until construction is complete.

Capital Improvement Plan

2013 *thru* 2017

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-PTI
Project Name Park & Trail Improvements Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$424,721

Description

Includes the following projects:
 Rock Creek Trail Improvement (Carryover)
 Fanno Creek Trail Management (Carryover)
 OBP Grant - Walker Road Mid-Block Crossing (Grant) (Carryover)
 Matrix Hill Natural Area Restoration (Carryover)
 Curb Cut for Roadside Trail Crossings
 Geotech Studies for Pervious Parking (3 sites)
 Install Maxicom Controls at Fir Grove School Fields
 Memorial Benches (GF)
 RTO Trail Sign (Grant)
 LWCF Grant - Schiffler Park Pavillion (Grant)
 ODOT Grant - Westside Trail Segment #18 Easement (Grant)

Justification

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

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	424,721					424,721
Total	424,721					424,721

Funding Sources	2013	2014	2015	2016	2017	Total
General Fund	33,929					33,929
Grant Funds	390,792					390,792
Total	424,721					424,721

Budget Impact/Other

The Oregon Bike and Ped grant is to design and construct a mid-block crossing for the Waterhouse Trail. THPRD will pay for the construction of the crossing while Washington County will assume annual maintenance for the traffic light being installed.

No incremental operating or maintenance costs anticipated for the remaining improvement projects.

Capital Improvement Plan

2013 *thru* 2017

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-PTR
Project Name Park & Trail Replacements Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$600,557

Description

Includes the following projects:
 Asphalt Path Replacement & Repair (19 Sites)
 Asphalt Paving Replacement (7 Sites) (Carryover)
 McMillan Park Bridge (Carryover)
 Carolwood Park Playground (Carryover)
 Brookhaven Park Bridge Replacement Design
 Concrete Sidewalks (9 Sites)
 Drinking Fountain
 Irrigation System Repair (Various Sites)
 Parking Lots (2 Sites)
 Play Equipment (2 Sites)
 Signage Master Plan (Carryover)
 Signs

Justification

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

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	600,557					600,557
Total	600,557					600,557

Funding Sources	2013	2014	2015	2016	2017	Total
General Fund	600,557					600,557
Total	600,557					600,557

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these replacements.

Capital Improvement Plan

2013 *thru* 2017

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-RRCP
Project Name Renovate And Redevelop Community Parks Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$9,356,297

Description
 Includes the following project:
 Cedar Hills Park
 Schiffler Park

Justification
 2008 Bond approved renovation and redevelopment community parks projects.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	3,680,666	1,026,770	3,008,571	1,640,290		9,356,297
Total	3,680,666	1,026,770	3,008,571	1,640,290		9,356,297

Funding Sources	2013	2014	2015	2016	2017	Total
Bond Fund	3,680,666	1,026,770	3,008,571	1,640,290		9,356,297
Total	3,680,666	1,026,770	3,008,571	1,640,290		9,356,297

Budget Impact/Other
 Minimal incremental maintenance costs anticipated for redeveloped community parks.

Capital Improvement Plan

2013 *thru* 2017

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-RRNP
Project Name Renovate And Redevelop Neighborhood Parks Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$3,050,553

Description

Includes the following projects:
 Somerset West Park
 Vista Brook Park
 Cedar Mill Park & Trail
 Pioneer Park & Bridge Replacement

Justification

2008 Bond approved renovation and redevelopment neighborhood parks projects.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	773,168	2,272,577	4,808			3,050,553
Total	773,168	2,272,577	4,808			3,050,553

Funding Sources	2013	2014	2015	2016	2017	Total
Bond Fund	773,168	2,272,577	4,808			3,050,553
Total	773,168	2,272,577	4,808			3,050,553

Budget Impact/Other

Minimal incremental maintenance costs anticipated for redeveloped neighborhood parks.

Capital Improvement Plan

2013 *thru* 2017

Tualatin Hills Park & Recreation District

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

Project # Summary-UP
Project Name Undesignated Total

Total Project Cost: \$2,789,797

Description
 Includes the following project:
 Undesignated Projects

Justification
 Undesignated SDC funds for future project assignment.

Expenditures	2013	2014	2015	2016	2017	Total
Capital Outlay	2,789,797					2,789,797
Total	2,789,797					2,789,797

Funding Sources	2013	2014	2015	2016	2017	Total
SDC Fund	2,789,797					2,789,797
Total	2,789,797					2,789,797

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



GENERAL FUND

General Fund Summary



GENERAL FUND

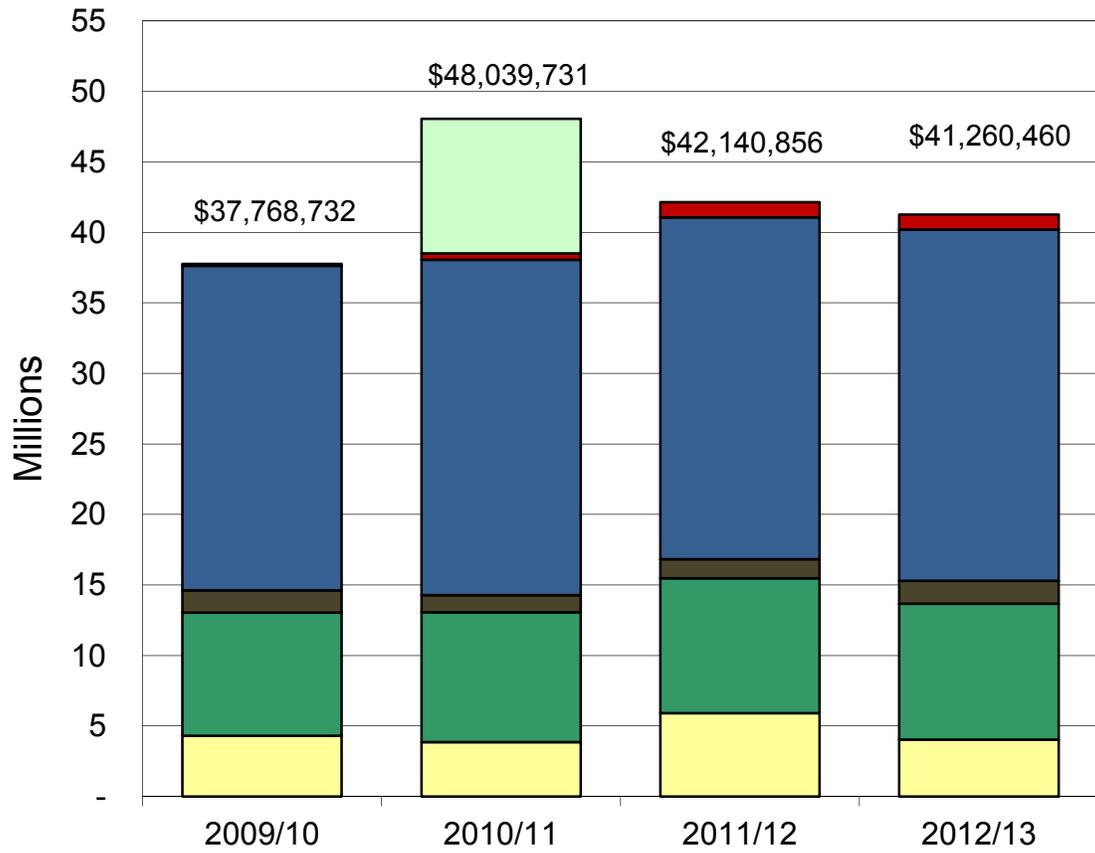
FUND DESCRIPTION

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.

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

The expenditures of the General Fund are for program operations and for capital outlay. The main operating Divisions of the General Fund are Board of Directors, Administration, Business and Facilities, Planning and Park and Recreation Services.

General Fund Resources FY 2009/10 - FY 2012/13

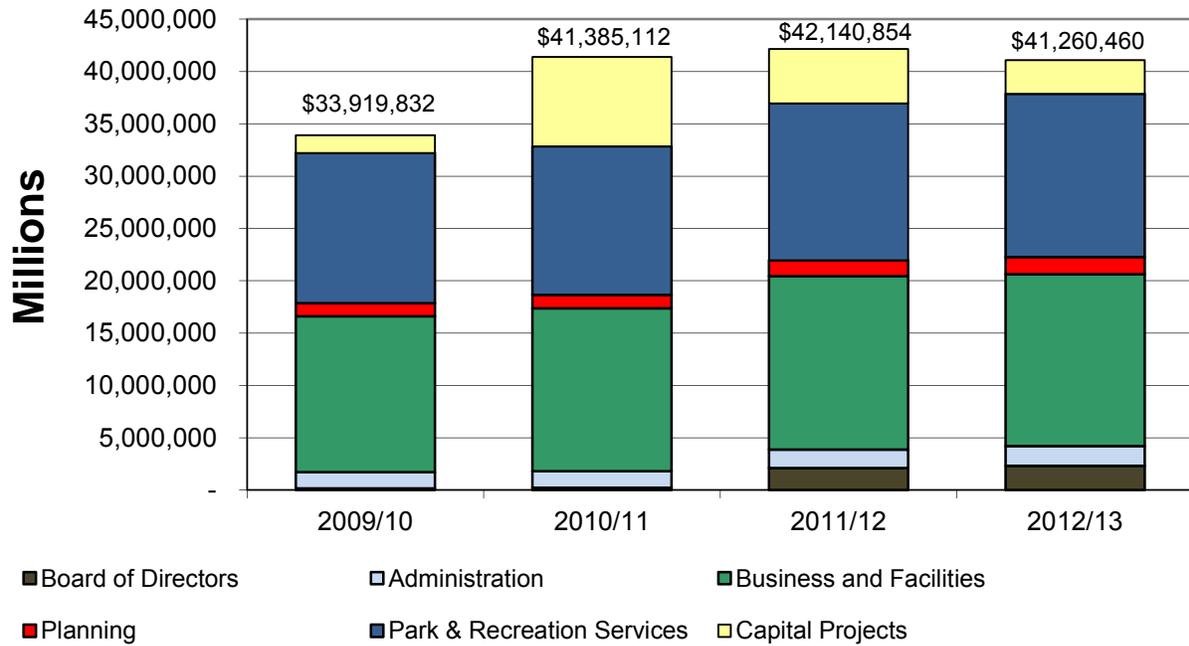


- Carry Forward-Project/Non Project
- Program Fees & Charges
- Other Income
- Taxes
- Grants & Sponsorships
- Debt Proceeds

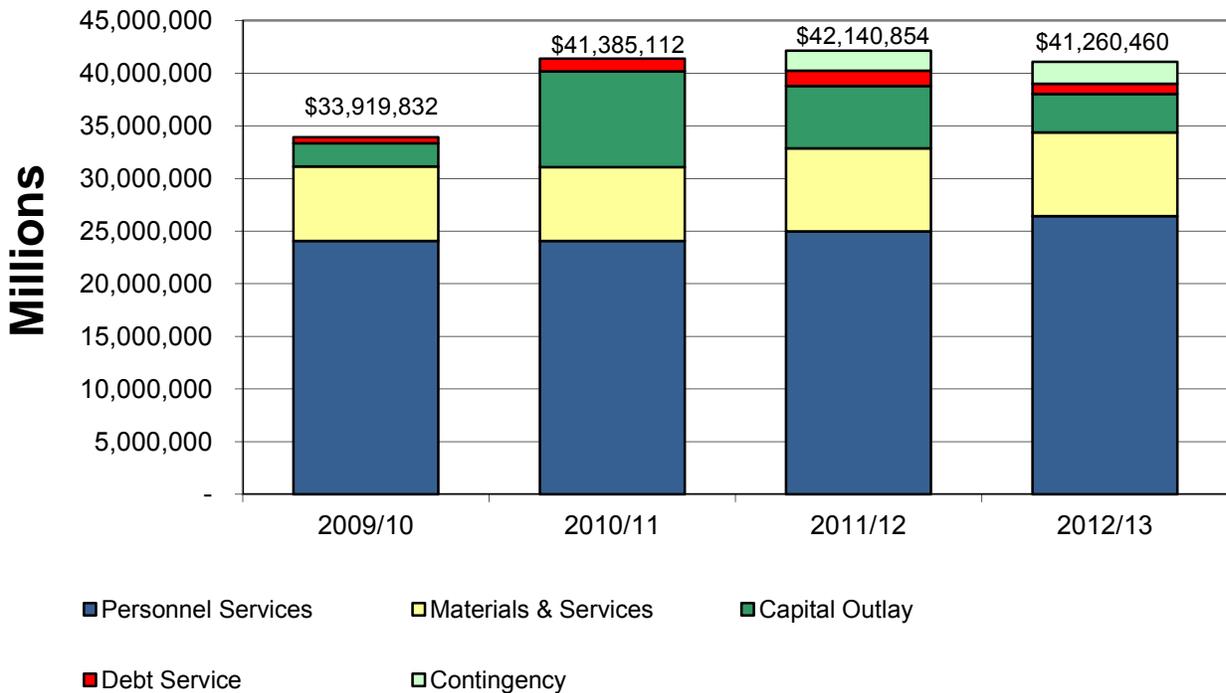
GENERAL FUND RESOURCES
FY 2009/10 - FY 2012/13

GENERAL FUND RESOURCES:	Actual 2009/10	Actual 2010/11	Current 2011/12	Proposed 2012/13	Adopted 2012/13
Cash on Hand for Fiscal Year	\$ 3,800,700	\$ 3,110,083	\$ 2,600,000	\$ 3,030,000	\$ 3,030,000
Balance Forward from Previous Year Projects	501,887	738,817	3,319,031	924,423	1,002,810
Previously Levied Taxes estimated to be received during ensuing year	393,504	429,667	350,000	375,000	375,000
PROGRAM RESOURCES:					
Swim Center Income	2,438,104	2,542,840	2,326,372	2,466,382	2,466,382
Tennis Income	867,529	869,498	868,224	896,900	896,900
Recreation Program Income	4,104,330	4,258,480	4,945,402	4,818,549	4,818,549
Sports Program Income/Athletic Center	1,123,287	1,233,700	1,164,993	1,173,452	1,173,452
Natural Resources	202,841	296,582	251,054	272,551	272,551
OTHER RESOURCES:					
Miscellaneous Income	688,992	204,306	270,340	241,000	241,000
Interest Income	104,010	134,954	100,000	110,000	110,000
Telecommunication Site Lease Income	207,658	190,462	216,000	235,000	235,000
Rental Income	16,600	(12,102)	140,620	164,900	164,900
Debt Proceeds	-	9,532,166	-	-	-
Grants and Intergovernmental Income	143,768	442,123	985,025	917,372	1,007,372
Sponsorships	7,792	7,170	105,000	52,000	52,000
Transfers In	553,515	712,478	626,565	879,619	879,619
Total Resources except taxes to be levied..... Sub Total	\$ 15,154,517	\$ 24,691,224	\$ 18,268,626	\$ 16,557,148	\$ 16,725,535
Current Year (Permanent Rate multiplied by Assessed Value)	22,614,215	23,348,507	23,872,230	24,534,925	24,534,925
TOTAL RESOURCES	\$ 37,768,732	\$ 48,039,731	\$ 42,140,856	\$ 41,092,073	\$ 41,260,460

General Fund Expenditures By Division FY 2009/10 - FY 2012/13



General Fund Expenditures By Account FY 2009/10 - FY 2012/13



**SUMMARY GENERAL FUND BUDGET
FY 2009/10 - FY 2012/13**

	Actual 2009/10	Actual 2010/11	Current 2011/12	Proposed 2012/13	Adopted 2012/13
<u>EXPENDITURES BY DIVISION</u>					
Board of Directors	\$ 158,614	\$ 212,527	\$ 2,110,050	\$ 2,332,900	\$ 2,332,900
Administration	1,547,895	1,590,784	1,766,416	1,878,069	1,878,069
Business and Facilities	14,892,194	15,564,676	16,562,271	16,420,325	16,420,325
Planning	1,250,838	1,282,382	1,516,479	1,646,067	1,646,067
Park & Recreation Services	14,341,740	14,201,551	15,002,333	15,580,174	15,580,174
Capital Projects	1,728,551	8,533,192	5,183,307	3,234,538	3,402,925
TOTAL EXPENDITURES	\$ 33,919,832	\$ 41,385,112	\$ 42,140,856	\$ 41,092,073	\$ 41,260,460

EXPENDITURES BY ACCOUNT

Personnel Services	\$ 24,074,933	\$ 24,061,282	\$ 24,979,398	\$ 26,412,878	\$ 26,412,878
Materials & Services	7,061,052	7,022,733	7,879,917	7,972,593	7,972,593
Capital Outlay	2,219,781	9,102,753	5,916,793	3,656,838	3,825,225
Debt Service	564,066	1,198,344	1,464,748	949,764	949,764
Contingency	-	-	1,900,000	2,100,000	2,100,000
TOTAL EXPENDITURES	\$ 33,919,832	\$ 41,385,112	\$ 42,140,856	\$ 41,092,073	\$ 41,260,460

Personnel Services - Includes Full time, 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 Outlay - Includes the cost of land, building and improvements, furniture and equipment.

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

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



BOARD OF DIRECTORS

Bob Scott
President

Larry Pelatt
Secretary

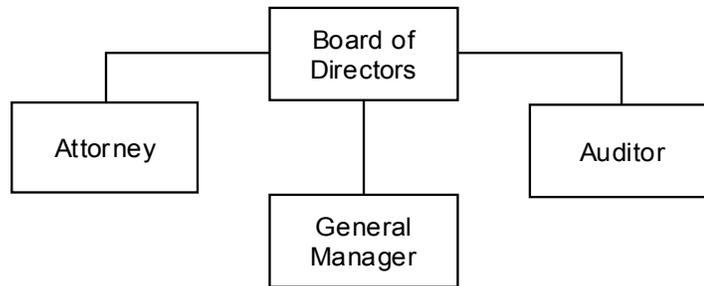
Joe Blowers
Secretary Pro-Tempore

John Griffiths
Director

William Kanable
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 comprised of five elected members who are responsible for the overall budgetary and policy direction of the Park District. The Board of Directors approves the scope and direction of services to be provided to all citizens and ensures that the needs of the citizens are met, in so far as possible, with available resources.

In addition to setting policy and hiring the General Manager, the Board appoints advisory committee members, including the Budget Committee.

FY 2012/13 THPRD Goal Outcomes

Based on the 2006 Comprehensive Plan, the Board of Directors adopted goal outcomes for established priority performance measurements to use in the FY 2012/13 planning and budget process. The eight Comprehensive Plan goals are listed below. The FY 2012/13 THPRD Goals Outcomes follow.

1. Provide quality neighborhood and community parks that are readily accessible to residents throughout the District's service area.
2. Acquire, conserve and enhance natural areas and open spaces with the District.
3. Develop and maintain a core system of regional trails, complemented by an interconnected system of community and neighborhood trails, to provide a variety of recreational opportunities, such as walking, bicycling and jogging.
4. Provide quality sports and recreational facilities for Park District residents and workers of all ages, cultural backgrounds, abilities and income levels.
5. Operate and maintain parks in an efficient, safe and cost-effective manner, while maintaining high standards.
6. Provide value and efficient service delivery for taxpayers, patrons and others who help fund Park District activities.
7. Effectively communicate information about Park District goals, policies, programs and facilities among District residents, customers, staff, District advisory committees, the District Board, partnering agencies and other groups.
8. Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of Park District programs and facilities.



2012- 2013 THPRD Goal Outcomes

Comprehensive Plan Goal. Objective. Action Step.	2009-10 (PY Service Level)	Preliminary 2010-11 (Current Service Level)	2011-12 Goal Outcome (Target)	Basis of Measurement	2012-13 Goal Outcome (Target)	Ultimate Goal Outcome (Target)
Goal 1. Quality, Accessible Parks						
Primary Measures:						
1.B.) Provide Neighborhood parks or park facilities throughout the district	0.91	0.92	increase	# Acres/1,000 pop. (0.8 - 1.0 acres/1,000)	increase	0.8- 1.0 acres/1,000
1.C.) Provide community parks or park facilities throughout the district	71.75%*	71.75%*	increase	% District coverage (within 0.5 miles)	increase	100%
	2.55	2.55	maintain	# Acres/1,000 pop. (2.0 acres/1,000)	maintain	2.0 acres/1,000
* Needs to be verified through GIS mapping and updated per the park reclassification project						
Goal 2. Recreational Programs and Facilities						
Primary Measures:						
2.A.) Provide a variety of programs to address the needs of all user groups, including children, teens, adults, seniors, ethnic and minority residents, and persons with disabilities; provide programs that meet the needs of people of all incomes 2.F.) provide playing fields throughout the District	420.16	428.22	maintain	Program Registrants / 1,000 pop. Demographic % served as compared to total population	maintain	
	62%	68%	increase	% Field hours used of hours allocated	increase	100%
	3,938	4,819	maintain	# Family Assistance patrons served	maintain	
	6,690	7,982	maintain	# Rec Mobile patrons served	maintain	
	325	410	maintain	# Free swim lesson patrons	maintain	
	3,595	3,391	maintain	# Therapeutic Rec patrons	maintain	
2 A.2.) Conduct lifecycle analysis of programs & activities 2.A.3.) Adopt program standards & performance measures to track financial performance of each program as it compares to the budget goals 2 A.6.) Increase on-line registrations	1,737	1,691	maintain	# Specialized Rec patrons	maintain	
	1.21	TBD	maintain	Inclusion specialists FTE	maintain	
	159.6%	163.0%	maintain	Aggregate registration as % of aggregate class minimums	maintain	100%
	24,067	30,189	N/A	# on-line registrations completed	increase	
Goal 3. Maintenance and Operations						
Primary Measures:						
Secondary Measures:						
3.C.4.) Prioritize deferred maintenance on a five-year and ten-year plan of funding with annual updates	Replacement balance (includes deferred replacement backlog plus projected future replacements:					
	\$18,251,088	\$18,158,288	decrease	5-year balance	decrease	zero deferred
	\$32,976,777	\$32,883,977	decrease	10-year balance	decrease	zero deferred

Comprehensive Plan Goal, Objective, Action Step.	2009-10 (PY Service Level)	Preliminary 2010-11 (Current Service Level)	2011-12 Goal Outcome (Target)	Basis of Measurement	2012-13 Goal Outcome (Target)	Ultimate Goal Outcome (Target)
3.D.) Organize maintenance activities by a combination of function and geographic region	\$ 1.80	\$ 1.81	decrease	Cost/mile traveled	decrease	
	425	406	decrease	Vehicle miles traveled/developed acre	decrease	
	\$763.30	\$735.15	decrease	Transportation costs/developed acre	decrease	
	81%	81%	increase	% Number of irrigation systems automated (of irrigation systems desired to be automated)	increase	100%
	58%	58%	increase	% Number of desired lighted sites automated:		
	100%	100%	maintain	Athletic Fields (of fields desired to light)	increase	100%
3.A.10.) Automate all irrigation and lighting within 5-10 year	100%	100%	maintain	Parking Lots (of parking lots desired to light)	maintain	100%
	92%	92%	increase	Pathways (of pathways desired to light)	increase	100%
Goal 4. Natural Areas						
Primary Measures:						
4.A.7.) Regularly maintain & monitor condition of natural areas	Not Available	Not Available		% non-native cover by acre		<10% non-native cover
4.C.) Use Park district facilities and programs to increase the public's understanding of natural resources, processes and habitats	42,444	45,083	increase	#NR education contact hours- Children	increase	
	4,880	6,167	increase	#NR education contact hours- Adults	increase	
Goal 5. System of Connected Trails						
Completed						
Primary Measures:						
5.A.) Close gaps in regional trail system by completing missing segments	21.49	21.60	increase	# Total continuous trail miles (regional & community)	increase	
				# of Trail Segments Completed:		
	13 of 42 complete	13 of 42 complete	increase	Regional	increase	
	11 of 54 complete	11 of 54 complete	increase	Community	increase	
5.E.) Implement a trails operation plan, and a trails renovation maintenance plan	Not Available	Not Available		Trail quality standards rating system		
Goal 6. Efficient Service Delivery						
Primary Measures:						
6.A.) Provide & maintain facilities in a flexible manner to continue to respond to changing needs & conditions within the district	\$ 7.20	\$ 7.11	decrease	Cost/Square foot building maintained	decrease	
6.F.) Continue to establish, adjust and assess user fees for Park District facilities and programs in an equitable and cost-effective manner.	\$18.26	\$17.51	decrease	Cost/Square foot pool maintained	decrease	100%
	90%	94%	increase	% Classes with fee at cost recovery targets	97%	
6.G.1.) Provide professional development and training for staff. Including participation in professional organizations.	1,680	1,629	maintain	# Total training contact hours	maintain	
Secondary Measures:						
6.B.) Continue to pursue partnerships in land acquisition, facility development programming, marketing, maintenance and other activities	364	364	increase	Total # acres co-owned/maintained properties	increase	
6.H.) Continue to encourage and recognize the importance of volunteers and other community groups in meeting district needs	63,000	64,000	increase	# Volunteer hours per year	increase	

Comprehensive Plan Goal, Objective, Action Step.	2009-10 (PY Service Level)	Preliminary 2010-11 (Current Service Level)	2011-12 Goal Outcome (Target)	Basis of Measurement	2012-13 Goal Outcome (Target)	Ultimate Goal Outcome (Target)
Goal 7. Effective Information & Communication						
Primary Measures: 7.B.) Regularly communicate with and provide opportunities for the general public to learn about and comment on district activities	N/A	89%	increase	Population (patron) awareness	increase	
	N/A	8.75 out of 10	maintain	Population (patron) satisfaction	maintain	
Secondary Measures: 7.B.5.) Update the Park District website to provide information and feedback opportunities on plans & policies, using project specific websites when needed	49,000	50,700	maintain	# Website hits/month	maintain	
	1,120	TBD	maintain	Total # newspaper column inches (including THPRD related articles)	maintain	
7.G.) Regularly communicate with public through media: continue to implement the district media communication strategy to publicize Park District information	380,000	TBD	maintain	Print communication- # household contacts per year with THPRD information	maintain	
	Not Available	Not Available	maintain	Total # district electronic/website mentions	maintain	
Goal 8. Environmental and Financial Sustainability						
Primary Measures: 8.A.) Design facilities in an environmentally and cost-conscious manner				Utility units consumed/year/Building & Pool square foot:		
	56.17	56.34	decrease	Water (Gallons)	decrease	
	69,006.5	46,797.3	decrease	Utility units consumed/year/developed acre:		
				Water (Gallons)	decrease	
				Utility units consumed/year/#athletic fields & courts maintained:		
	38,043.5	31,343.9	decrease	Water (Gallons)	decrease	
Secondary Measures: 8.A.) Design facilities in an environmentally and cost-conscious manner	Not Available	14,888	decrease	Total annual metric tons of CO2 generated	decrease	
				Utility units consumed/year/Building & Pool square foot:		
	1.15	1.14	decrease	Gas (Therms)	decrease	
	13.56	13.33	decrease	Electric (kWh)	decrease	
				Utility units consumed/year/developed acre:		
	100.28	93.40	decrease	Electric (kWh)	decrease	
				Utility units consumed/year/#athletic fields & courts maintained:		
	902.37	913.03	decrease	Electric (kWh)	decrease	
8.B.) Consider environmental impacts of maintenance and operational activities and standards: continue and expand use of hybrid vehicles	2.0	2.0	increase	Acres of permeable parking surface	increase	
	11.4%	14.3%	increase	% miles traveled by alternate fuel vehicles on road	increase	

Division: Board of Directors

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	3,257	3,286	3,260	3,300	3,300
Materials & Services	155,357	209,241	206,790	229,600	229,600
Contingency	-	-	1,900,000	2,100,000	2,100,000
Total Appropriations	158,614	212,527	2,110,050	2,332,900	2,332,900

Summary by Department					
Board of Directors	158,614	212,527	2,110,050	2,332,900	2,332,900
Total Appropriations	158,614	212,527	2,110,050	2,332,900	2,332,900



Division: Board of Directors
Department: Board of Directors

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
<u>Board of Directors</u>					
P.T. Salaries	3,000	3,019	3,000	3,000	3,000
Payroll Taxes	257	267	260	300	300
Personnel Services	3,257	3,286	3,260	3,300	3,300
Other Services	1,959	471	12,000	-	-
Elections	-	-	-	33,000	33,000
Supplies	4,260	4,292	6,400	6,000	6,000
Training, Travel and Memberships	19,702	21,157	20,300	21,500	21,500
Material & Services	25,921	25,920	38,700	60,500	60,500
<u>Contingency</u>					
Contingency	-	-	1,900,000	2,100,000	2,100,000
Contingency	-	-	1,900,000	2,100,000	2,100,000
<u>Legal</u>					
Professional and Technical Services	88,876	149,021	134,700	134,700	134,700
Material & Services	88,876	149,021	134,700	134,700	134,700
<u>Audit</u>					
Professional and Technical Services	40,560	34,300	33,390	34,400	34,400
Material & Services	40,560	34,300	33,390	34,400	34,400
Program Total	158,614	212,527	2,110,050	2,332,900	2,332,900





ADMINISTRATION

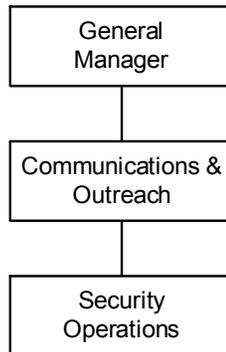


General Manager

Communications and Outreach

Security Operations

ADMINISTRATION



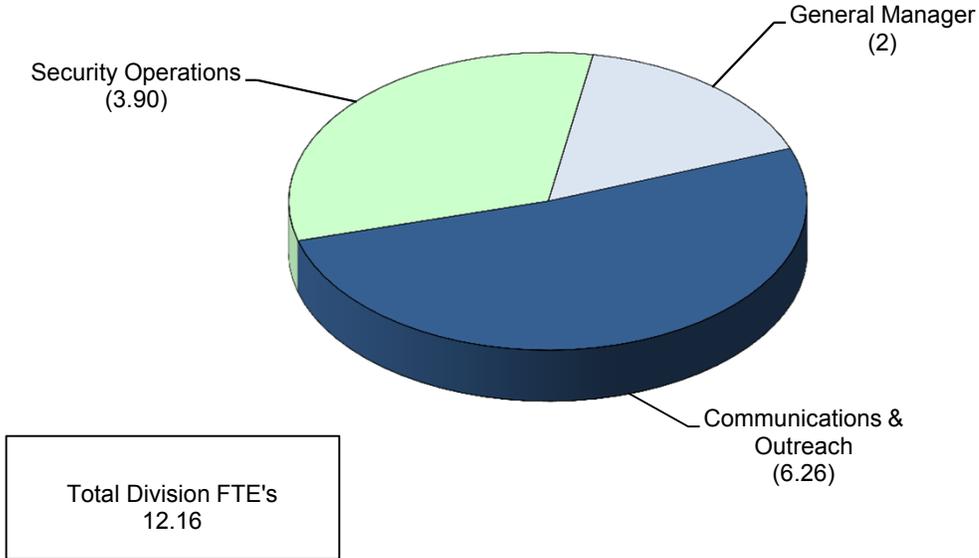
Division Mission

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

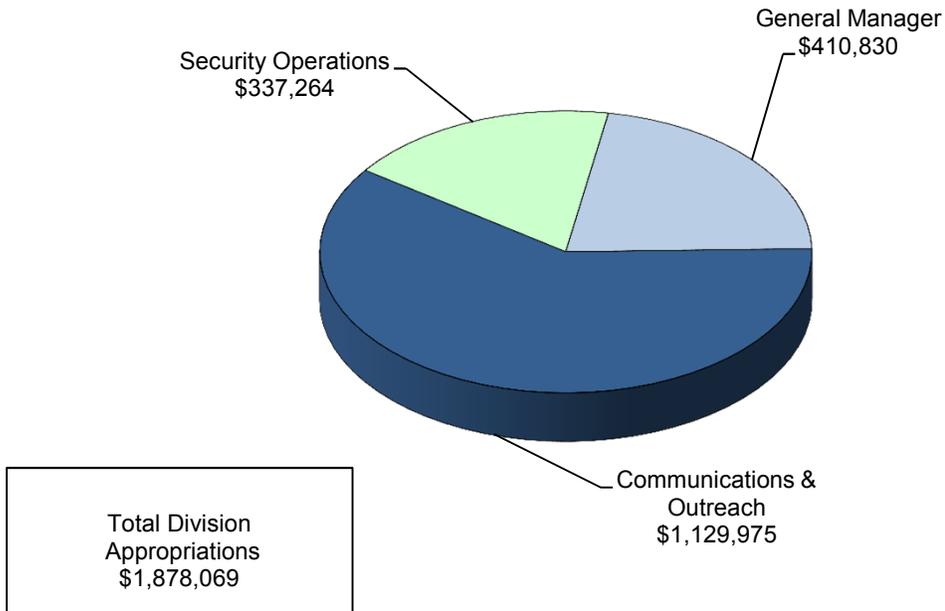
Division Overview

The Administration Division includes the operation of the General Manager's Office, the Executive Assistant to the General Manager and Board of Directors, the Director of Communications & Outreach, and Security Operations. Activities include providing direction, supervision, coordination, and general support of the Park District's operations.

Administration Division Staffing FY 2012/13



Administration Division Appropriations FY 2012/13



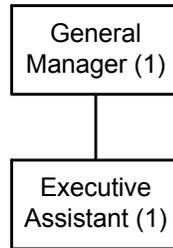
Division: Administration

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	1,038,905	1,070,944	1,053,643	1,131,561	1,131,561
Materials & Services	508,990	519,840	712,773	746,508	746,508
Total Appropriations	1,547,895	1,590,784	1,766,416	1,878,069	1,878,069
Summary by Department					
Office of General Manager	347,398	356,928	388,686	410,830	410,830
Communication and Outreach	924,778	943,975	1,067,882	1,129,975	1,129,975
Security Operations	275,719	289,881	309,848	337,264	337,264
Total Appropriations	1,547,895	1,590,784	1,766,416	1,878,069	1,878,069
Division Staff					
Full Time	2.00	8.50	8.50	8.50	8.50
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	3.63	3.30	3.66	3.66



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 the District and implementation of the Park District's Goals.

FY 2011/12 Accomplishments

Directed implementation of the Park District's Goals and Objectives. Made significant progress, met or exceeded 2011/12 Goals and Objectives.

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

The new Fanno Creek Service Center is now operational. Completion of the building renovation and maintenance yard came within final budget. Relocation of Maintenance Operations, Natural Resources, and Planning staff is complete. Construction of the synthetic turf field by the Timbers for use by the public has begun.

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

FY 2012/13 Goals and Objectives

Make quantifiable progress on FY 2012/13 Park District Goal Outcomes adopted by the Board of Directors.

Continue to expand cooperative relationships with other agencies: Beaverton School District, City of Beaverton, Washington County, Tualatin Valley Fire & Rescue, Tualatin Valley Water District, Portland Community College and Metro. Concentrate effort on building financial and program relationships with regional corporate partners.

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

Continued implementation of the Public Awareness Program to enhance public awareness of Park District activities and impact on the community. The emphasis over the past year has been on outreach to minority communities. Focus staffing efforts to include bilingual skills to increase capacity in community outreach.

Budget Highlights

No significant changes from the prior year budget.



Division: Administration
 Department: Office of the General Manager

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	294,829	311,502	312,136	334,980	334,980
Materials & Services	52,569	45,426	76,550	75,850	75,850
Total Appropriations	347,398	356,928	388,686	410,830	410,830
Summary by Program					
General Manager	347,398	356,928	388,686	410,830	410,830
Total Appropriations	347,398	356,928	388,686	410,830	410,830
Division Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00



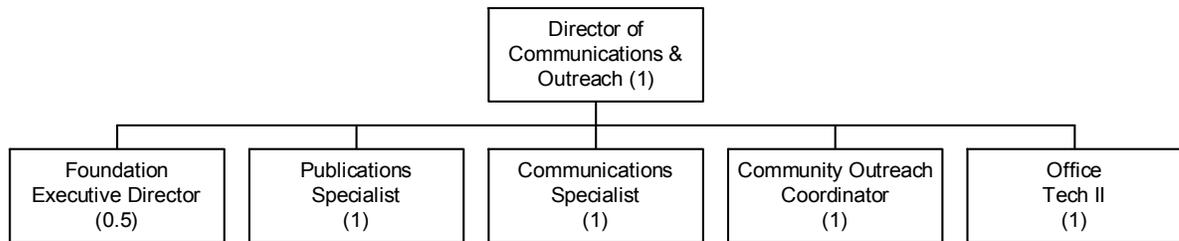
Division: Administration
 Department: Office of General Manager
 Program: General Manager

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	205,688	216,237	223,816	235,765	235,765
P.T. Salary	145	130	-	-	-
Employee Benefits	73,158	78,005	70,061	79,048	79,048
Payroll Taxes	15,838	17,130	18,259	20,167	20,167
Personnel Services	294,829	311,502	312,136	334,980	334,980
Communications	3,597	4,815	3,500	6,500	6,500
Supplies	1,812	3,512	4,500	4,500	4,500
Training, Travel and Memberships	47,160	34,885	68,550	64,850	64,850
Small Furniture and Equipment	-	2,214	-	-	-
Material & Services	52,569	45,426	76,550	75,850	75,850
Program Total	347,398	356,928	388,686	410,830	410,830
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00



ADMINISTRATION

Communications & Outreach



Department Overview

The Communications & Outreach Division is responsible for external communications including website content, social media and e-newsletters, publications, media relations and advertising; employee communications; community relations; Security Operations; marketing communications; sponsorship and business partner development; and strategic oversight of the Tualatin Hills Park Foundation. The Director of Communications & Outreach reports directly to the General Manager.

FY 2011/12 Accomplishments

Continued and expanded broad-based communications program to inform taxpayers about district's progress on implementation of the November 2008 voter-approved bond measure. This included published stories, mailings, media outreach, special events and presentations to 17 community groups. Directed production of graphics-added bond oversight report to the public.

Expanded outreach to ethnic minorities, primarily through promotion of Beaverton International Celebration. Coordinated participation of THPRD staff in Beaverton-area Diversity Summit.

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

Created and used variety of communications tools to promote THPRD programs with the goal of increasing revenues. Co-chaired employee task force to develop special incentive to sign up for classes struggling to meet their minimums.

Wrote and distributed 46 media releases March 2011-February 2012 and coordinated numerous interviews. Generated dozens of positive stories on many topics in print, online and broadcast media.

Produced 13 editions of "Employee UPDATE," a monthly staff newsletter, from March 2011 through February 2012.

Provided publicity and promotional support to Party in the Park and the summer Concert and Theater in the Park series, including first adult-oriented concert at HMT Recreation Complex. Directed Park District participation in numerous community events, including mayor's picnics and holiday open house.

Coordinated successful dedications of Jackie Husen and Meadow Way Parks as well as the new dirt bicycle course at Eichler Park.

Worked with other managers to balance Family Assistance Program needs with taxpayer interests. Efforts successfully limited program growth.

FY 2012/13 Goals and Objectives

Continue to execute communications plan related to bond measure implementation, using a variety of tools to educate taxpayers about project work.

Continue to implement public awareness program and strengthen communications to target audiences. Assist THPRD centers in marketing classes, programs, and activities to the public.

Develop and implement new plan to expand outreach to ethnic minorities within THPRD.

Complete work with the Process Improvement Committee for employee communications.

Develop and implement outreach plan for selected major employers within the Park District.

Budget Highlights

No significant changes from the prior year budget.



Division: Administration
Department: Communications and Outreach

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	537,851	535,085	521,548	566,674	566,674
Materials & Services	386,927	408,890	546,334	563,301	563,301
Total Appropriations	924,778	943,975	1,067,882	1,129,975	1,129,975
Summary by Program					
Communications and Outreach	924,778	943,975	1,067,882	1,129,975	1,129,975
Total Appropriations	924,778	943,975	1,067,882	1,129,975	1,129,975
Division Staff					
Full Time	6.00	5.50	5.50	5.50	5.50
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.73	0.73	0.40	0.76	0.76



Division: Administration
 Department: Communications and Outreach
 Program: Communications and Outreach

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	334,029	337,024	345,677	368,075	368,075
P.T. Salary	32,817	23,326	15,508	17,691	17,691
Employee Benefits	138,341	141,528	126,656	143,211	143,211
Payroll Taxes	32,664	33,207	33,707	37,697	37,697
Personnel Services	537,851	535,085	521,548	566,674	566,674
Professional and Technical Services	66,829	112,238	157,750	138,000	138,000
Supplies	6,184	16,290	17,927	17,600	17,600
Communication	300,912	270,175	355,602	394,550	394,550
Training, Travel and Memberships	10,915	9,801	14,055	12,169	12,169
Small Furniture and Equipment	2,087	386	1,000	982	982
Material & Services	386,927	408,890	546,334	563,301	563,301
Program Total	924,778	943,975	1,067,882	1,129,975	1,129,975
Department Staff					
Full Time	6.00	5.50	5.50	5.50	5.50
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.73	0.73	0.40	0.76	0.76



ADMINISTRATION

Security Operations Department

Superintendent of Security Operations (1)

Department Overview

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

FY 2011/12 Accomplishments

Wrote the second half of the Emergency Response Plan, including a series of instructions to be followed in the event that staff must "Shelter-in-Place" for up to 72 hours at a THPRD facility. Now complete, the Emergency Response Plan and Shelter-in-Place sections are part of one manual entitled THPRD's Emergency Management Plan. Conducted staff training on the use of this manual and presented a scenario at selected facilities that required center supervisors to assign employees to key roles and assignments.

Developed an intern program to minimize the time to train a new Park Patrol employee. Candidates typically are individuals who have an interest in working for Park Patrol and must be certified by the State of Oregon's Private Security Professional Program. In late 2011, when two Park Patrol employees left to become full-time police officers, the intern program proved valuable in filling these positions.

Continued public awareness of Park Patrol by appearing at events such as park redevelopment grand openings and neighborhood events involving public input for park and trail designs. As appropriate, also spoke at neighborhood meetings about THPRD security issues.

Consulted on the installation of the new fire monitoring system, intrusion alarm and keyless access door controls at the new Fanno Creek Service Center. Security Operations was also involved in the design of the additions to the fire and intrusion systems at the Stuhr Center and Conestoga Recreation & Aquatic Center.

Combined resources and information with local law enforcement agencies to limit graffiti damage to District property. Occasionally, Park Patrol has been successful conducting special day and night time surveillance details, which has led to the identification of individuals involved in tagging. Those offenders are then turned over to local law enforcement.

Created and implemented a new two-part form to assist in documenting encroachment investigations on District property. One copy is left with the involved second party which explains and describes the encroachment as well as a mutually agreed upon time to correct the matter. The original copy is used for tracking and timely follow-up by the Superintendent of Security Operations.

FY 2012/13 Goals and Objectives

Continue to implement the SARA (Scanning, Analyze, Respond & Assess) and Crime Prevention through Environmental Design (CPTED) community policing models, to identify risks at all facilities and parks where applicable. A new program was developed in 2011 and will continue through FY 2012/13 in cooperation with the Washington County Sheriff's office using work release inmate crews. This joint venture assists our Maintenance Operations Department in clearing unwanted vegetation in particular areas.

Continue to train employees, in cooperation with the District's Risk Manager and Safety Coordinator, on the Emergency Management Plan segment for the Leadership Academy driver's training curriculum.

FY 2012/13 Goals and Objectives (continued)

Continue working on the security systems to be installed at the Stuhr Center and Conestoga Recreation & Aquatic Center. These systems will be comparable to other systems that have been installed in the District. Employee training will be conducted.

Continue monitoring the District's fire prevention, intrusion alarm and keyless access door controls. Schedule State Fire Marshal-mandated five-year inspection of all fire suppression systems at facilities. Set up inspections and authorize repairs as necessary. Educate employees on the District's intrusion systems and proper procedures regarding fire alarm panel alerts and resets. Investigate and follow up on any employee response regarding intrusion system call-out after hours. Manage day-to-day keyless card issuance and alarm panel access authorization.

Budget Highlights

The Proposed Budget reflects increased fire and intrusion alarm costs due to additional facility square footage.

Division: Administration
Department: Security Operations

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	206,225	224,357	219,959	229,907	229,907
Materials & Services	69,494	65,524	89,889	107,357	107,357
Total Appropriations	275,719	289,881	309,848	337,264	337,264
Summary by Program					
Security Operations	275,719	289,881	309,848	337,264	337,264
Total Appropriations	275,719	289,881	309,848	337,264	337,264
Division Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	3.00	2.90	2.90	2.90	2.90

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Number of security checks conducted	13,387	22,447	24,500	25,225
Park District exclusions processed	315	264	275	275
Number of training classes conducted	30	30	25	25
Number of Incident Reports filed	450	238	256	256
Number of Encroachment Violations Handled	22	22	20	20
Number of Staff Assists	750	862	800	750

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

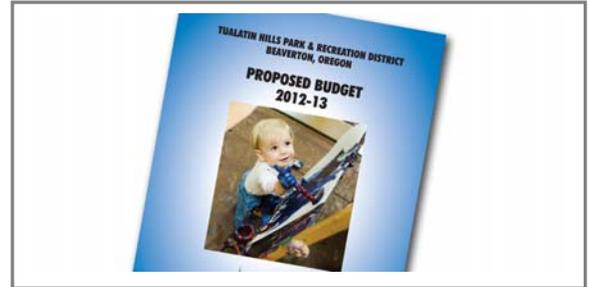
Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	73,416	77,232	80,012	83,443	83,443
P.T. Salary	83,209	94,509	90,201	92,005	92,005
Employee Benefits	33,399	34,375	32,062	35,833	35,833
Payroll Taxes	16,201	18,241	17,684	18,626	18,626
Personnel Services	206,225	224,357	219,959	229,907	229,907
Professional and Technical Service	60,410	58,412	72,937	90,066	90,066
Other Services	2,166	2,901	7,482	7,632	7,632
Communication	1,296	1,177	2,750	2,605	2,605
Supplies	3,151	2,864	5,170	5,473	5,473
Training, Travel and Memberships	982	80	1,300	1,126	1,126
Small Furniture, Fixtures and Equip.	1,489	90	250	455	455
Material & Services	69,494	65,524	89,889	107,357	107,357
Program Total	275,719	289,881	309,848	337,264	337,264
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	1.00
Part Time (FTE)	3.00	2.90	2.90	2.90	2.90





BUSINESS & FACILITIES

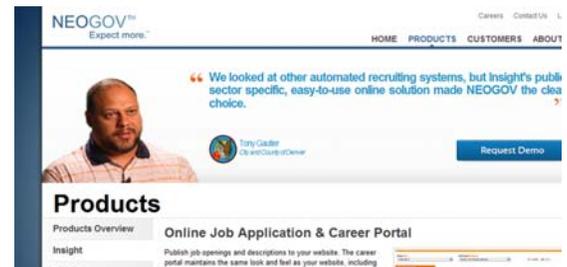
FINANCE SERVICES



RISK & CONTRACT MANAGEMENT



HUMAN RESOURCES



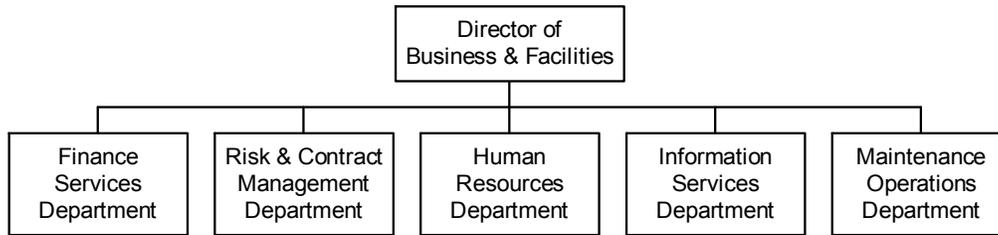
INFORMATION SERVICES



MAINTENANCE OPERATIONS



BUSINESS & FACILITIES DIVISION



Division Mission

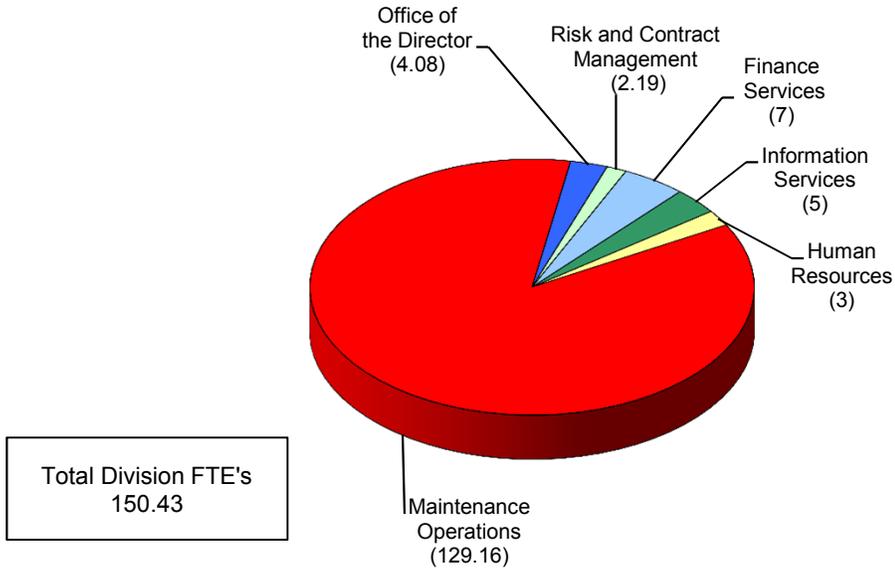
To provide financial and operational integrity and credibility to the Park District by ensuring the correctness of financial information, and adequacy of internal accounting and budgeting controls. To improve District operations by providing cost effective resources and promoting technological innovation. To enhance employee and patron safety, and insure against risks to the District. To maintain a fair and equitable human resources management system which values employees and assists in strengthening individuals, and which assures compliance with all applicable laws, rules and regulations. Also, to provide maintenance management and operations to all facilities, parks and trails, owned or maintained by the District.

Division Overview

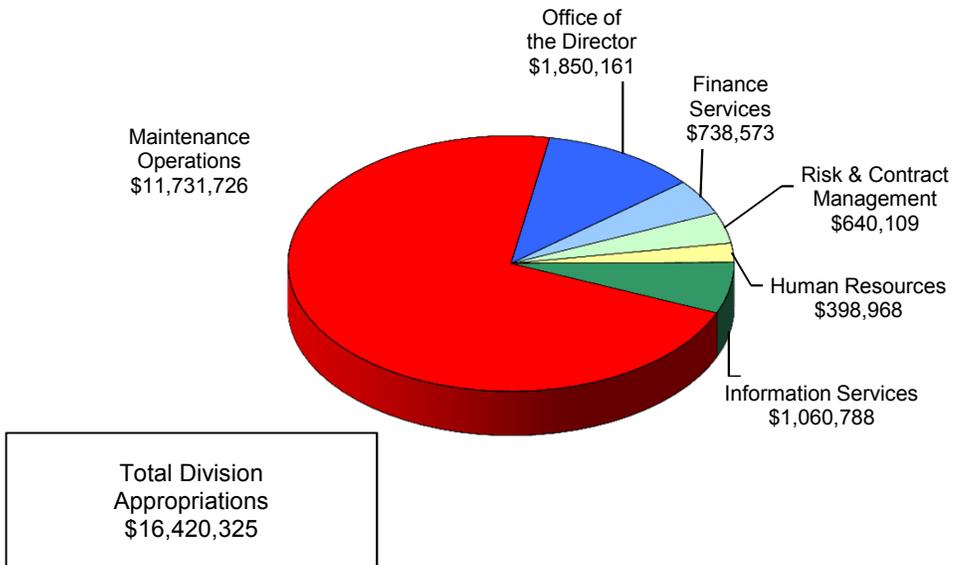
The Director of Business & Facilities reports to the General Manager and is responsible for all financial, administrative, and maintenance operations functions of the Park District. The Business & Facilities Division budget includes the following Departments: Finance, Risk & Contract Management, Human Resources, Information Services, and Maintenance Operations.

Activities of the Business & Facilities Division include: administrative support to the Administration, Planning, and Park & Recreation Services Divisions, budgeting and financial management, maintenance of the District's information technology applications and infrastructure, recruitment and personnel management, promotion of the District's safety and risk management program, and maintenance operations of all facilities, parks and trails. The Division also monitors District activity for compliance with applicable statutory and regulatory authority.

Division Staffing by Departments FY 2012/13



Division Appropriations by Departments FY 2012/13



Division: Business and Facilities

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	9,184,775	9,236,454	9,454,005	10,047,738	10,047,738
Materials & Services	4,652,123	4,560,317	4,910,032	5,000,523	5,000,523
Debt Service	564,066	1,198,344	1,464,748	949,764	949,764
Capital Outlay	491,230	569,561	733,486	422,300	422,300
Total Appropriations	14,892,194	15,564,676	16,562,271	16,420,325	16,420,325

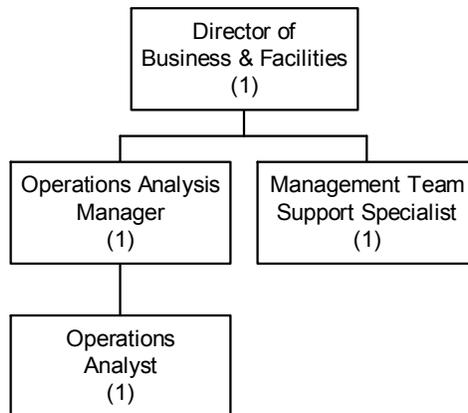
Summary by Department					
Office of the Director	1,196,150	1,886,899	2,198,917	1,850,161	1,850,161
Finance Services	590,403	631,475	671,403	738,573	738,573
Risk and Contract Management	541,610	571,520	597,816	640,109	640,109
Human Resources	344,956	353,755	373,981	398,968	398,968
Information Services	938,615	972,176	1,080,860	1,060,788	1,060,788
Maintenance Operations	11,280,460	11,148,851	11,639,294	11,731,726	11,731,726
Total Appropriations	14,892,194	15,564,676	16,562,271	16,420,325	16,420,325

Division Staff					
Full Time	83.00	84.00	85.00	86.00	86.00
Regular Part Time (FTE)	8.75	7.88	7.88	7.88	7.88
Part Time (FTE)	53.65	54.63	55.34	56.55	56.55



BUSINESS & FACILITIES DIVISION

Office of Director of Business & Facilities



Department Overview

This budget unit supports the activities of the Director of Business & Facilities. Activities of the Office of the Director include the management of all departments in the Business & Facilities Division, operations analysis activities relative to all District operations, and legislative advocacy for the Park District with the Special Districts Association of Oregon. The Director of Business & Facilities 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 2011/12 Division Accomplishments

Completed the build-out of the new Maintenance Operations facility at 112th Avenue, the Fanno Creek Service Center, and relocated staff and equipment to the new facility. Completed the relocation with minimal service disruption to maintenance activities.

Completed a Sustainable Purchasing Policy designed to encourage sustainable practices in procurement of goods and services. Policy was adopted by the Board of Directors in February 2012 with an effective date of July 1, 2012. Currently developing implementing procedures and staff training for meeting sustainable purchasing requirements.

Continued implementation of an enhanced District goal setting and performance benchmarking process, and oversaw the

development of business plans for inclusion in the FY 2012/13 Budget.

Created a new inter-departmental staff team to serve as a think-tank for viewing long-term trends and environmental scanning. Team is currently completing an emerging issues report identifying long-term trends and their potential impact on the District.

Completed issuance of \$42 million balance of bonds authorized by 2008 Parks Bond Measure. Issued at an effective rate of 3.25%, and the combined results of both issuances resulted in \$17 million savings to District taxpayers compared to original projections at time of election.

Completed installation of solar array for electricity generation at the PCC Rock Creek Recreational Facility Maintenance Yard.

Updated the Greenhouse Gas Inventory for Scopes 1 and 2, Direct fuel use and Electricity use, respectively, for the second year. Results show an overall decrease in greenhouse gas emissions by the District for these scopes.

Completed components of the update to the District's Comprehensive Plan including an updated demographic study, and an update on completed goals and objectives.

Continued work on structural upgrade projects funded by the 2008 Parks Bond. Completed the upgrades to the Administrative Office, Dryland Center and Aquatic Center. Will complete

FY 2011/12 Division Accomplishments (continued)

upgrades to Sunset Swim Center and Tennis Center by the end of the fiscal year.

FY 2012/13 Division Goals and Objectives

Continue work on maintenance replacement and structural upgrade projects funded by the 2008 Parks Bond. Major projects for FY 2012/13 include permeable parking lot at Sunset Swim Center and seismic structural upgrades to Aloha Swim Center.

Complete the update to the District's Comprehensive Plan including a GIS-based analysis of District service standards, and how well they are being met. Complete Programs Functional Plan consisting of an assessment and prioritization of District services.

Continue implementation of the enhanced District goal setting and performance benchmarking process, including development of business plans for inclusion in the FY 2013/14 Budget, and calculation of actual results for the FY 2011/12 performance measurement.

Complete an energy audit to determine feasibility of a second phase of the Energy Savings Performance Contract. If feasible, proceed with development of the second phase.

Complete an Aging Facility Study for the Beaverton Swim Center. This study is based on the similar study completed for the Garden Home Recreation Center, but will be based on the unique structural and mechanical features of swim centers. As such it will serve as a template for all swim centers.

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

Budget Highlights

The Proposed Budget includes funding for the following:

- Completing the update of the District's Comprehensive Plan, creating a functional plan template, and completing a programs functional plan. These represent approved business plans under the goal of providing quality sports and recreation programs and facilities.
- Completing a District-wide energy audit, which represents an approved business plan under the goal of incorporating principles of

- sustainability into design, operations, improvement, maintenance and funding.
- Completing an engineering assessment of the Beaverton Swim Center to be used as a template for an aging facility analysis on all District swim centers. It also includes part-time staffing to complete development of the District's in-house asset database. These represent approved business plans under the goal of operating and maintaining parks and facilities in an efficient, safe and cost effective manner.

Division: Business and Facilities

Department: Office of the Director

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
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Summary of Appropriations

Personnel Services	458,534	483,503	478,005	521,342	521,342
Materials & Services	173,550	205,052	256,164	379,055	379,055
Debt Service	564,066	1,198,344	1,464,748	949,764	949,764
Total Appropriations	1,196,150	1,886,899	2,198,917	1,850,161	1,850,161

Summary by Program

Office of the Director	632,084	688,555	734,169	900,397	900,397
Debt Service	564,066	1,198,344	1,464,748	949,764	949,764
Total Appropriations	1,196,150	1,886,899	2,198,917	1,850,161	1,850,161

Division Staff

Full Time	4.00	4.00	4.00	4.00	4.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.08	0.08



Division: Business and Facilities

Department: Office of the Director

Program: Office of the Director

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	309,709	322,257	331,365	352,528	352,528
P.T. Salary	-	-	-	3,200	3,200
Employee Benefits	123,572	134,022	116,786	132,100	132,100
Payroll Taxes	25,253	27,224	29,854	33,514	33,514
Personnel Services	458,534	483,503	478,005	521,342	521,342
Professional and Technical Services	18,426	46,183	56,300	175,800	175,800
Rental Equipment	36,543	34,627	42,000	42,000	42,000
Other Services	900	450	3,200	4,500	4,500
Communication	57,613	62,728	69,340	70,900	70,900
Supplies	47,962	48,347	64,684	65,100	65,100
Training, Travel & Memberships	11,871	9,928	20,640	20,755	20,755
Small Furniture & Equipment	235	2,789	-	-	-
Material & Services	173,550	205,052	256,164	379,055	379,055
Program Total	632,084	688,555	734,169	900,397	900,397
Department Staff					
Full Time	4.00	4.00	4.00	4.00	4.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.08	0.08

Division: Business and Facilities

Department: Office of the Director

Program: Debt Service

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
Principal	455,000	635,000	725,000	220,000	220,000
Interest	109,066	401,083	739,748	729,764	729,764
Other financing use - fees	-	162,261	-	-	-
Debt Service	564,066	1,198,344	1,464,748	949,764	949,764
Program Total	564,066	1,198,344	1,464,748	949,764	949,764

Sub Program:

2000-\$1,670,000 Twenty (20) Year Full Faith and Credit Obligations

Principal	75,000	-	-	-	-
Interest	3,900	-	-	-	-
Sub Program Total	78,900	-	-	-	-

Sub Program:

2005-\$340,000 Ten (10) Year Financing Agreement

Principal	40,000	40,000	40,000	20,000	20,000
Interest	8,100	6,300	4,500	2,700	2,700
Sub Program Total	48,100	46,300	44,500	22,700	22,700

Sub Program:

2006-\$2,430,000 Nineteen (19) Year Combined Refunding Full Faith and Credit Obligations

(Refinancing of 1997 Certificates of Participation and 1997 and 2000 Full Faith and Credit Obligations)

Principal	340,000	435,000	450,000	95,000	95,000
Interest	89,650	76,050	58,650	40,650	40,650
Sub Program Total	429,650	511,050	508,650	135,650	135,650

Sub Program:

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

Principal	-	150,000	20,000	85,000	85,000
Interest	-	235,865	467,528	467,194	467,194
Other financing use - fees	-	114,716	-	-	-
Sub Program Total	-	500,581	487,528	552,194	552,194

Division: Business and Facilities

Department: Office of the Director

Program: Debt Service

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
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Sub Program:

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

Principal	-	10,000	215,000	20,000	20,000
Interest	-	52,960	59,070	56,720	56,720
Other financing use - fees	-	47,545	-	-	-
Sub Program Total	-	110,505	274,070	76,720	76,720

Sub Program:

Tax Anticipation Notes

Interest	7,416	29,908	150,000	162,500	162,500
Sub Program Total	7,416	29,908	150,000	162,500	162,500



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

MATURITY SCHEDULE FOR GENERAL FUND DEBT

Fiscal Year	Agreement Series 2005 340,000	FFCO Series 2006 2,430,000	Energy Savings Series 2010A 1,695,000	FFCO Series 2010B&C 7,815,000	Totals
2012/13	22,700	135,650	76,720	552,194	787,264
2013/14	21,800	136,850	81,270	550,446	790,366
2014/15	20,900	137,850	85,720	548,308	792,778
2015/16	-	138,650	94,620	550,871	784,141
2016/17	-	134,250	97,920	552,934	785,104
2017/18	-	138,750	101,270	554,548	794,568
2018/19	-	137,750	104,695	550,376	792,821
2019/20	-	136,500	107,970	550,854	795,324
2020/21	-	-	115,670	685,896	801,566
2021/22	-	-	117,770	683,256	801,026
2022/40	-	-	1,205,935	10,844,207	12,050,142
Totals	65,400	1,096,250	2,189,560	16,623,890	19,975,100
Interest Portion of Payments	14,600	153,750	(524,560)	(9,043,890)	(9,400,100)
Principal Balance	80,000	1,250,000	1,665,000	7,580,000	10,575,000

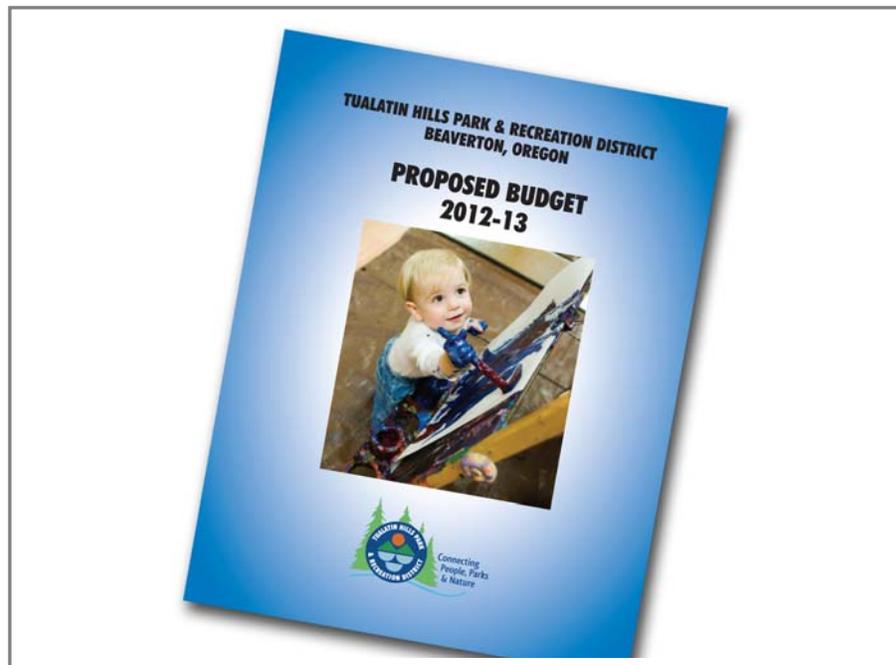
KEY TO DEBT ISSUES

- Financing Agreement Series 2005: On May 4, 2005 the Park District borrowed \$340,000 under a Financing Agreement; \$140,000 of the proceeds was used to prepay the previous Synthetic Turf Loan, and the balance of \$200,000 partially funded construction of an additional Synthetic Turf field.
- FFCO Series 2006: In December, 2006 the District issued \$2,430,000 of Full Faith and Credit Obligations to refinance the eligible balances of the 1997 Certificates of Participation, and the 1997 and 2000 Full Faith and Credit Obligations.
- FFCO Energy Savings Series 2010A: In July, 2010 the District issued \$1,695,000 of Full Faith and Credit Obligations to finance the Energy Savings Performance Contract capital projects.
- FFCO Series 2010B&C: In November, 2010 the District issued \$7,815,000 of Full Faith and Credit Obligations; the proceeds were used for the purchase of a centralized maintenance facility and subsequent renovations.



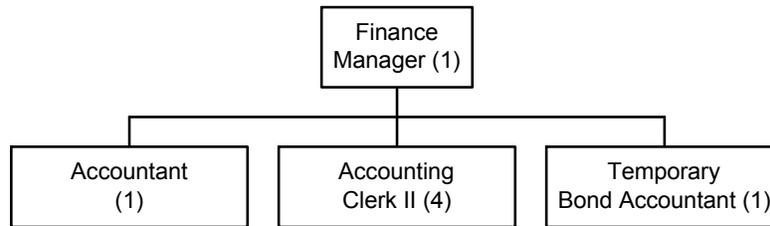


FINANCE SERVICES



BUSINESS & FACILITIES DIVISION

Finance Services Department



Department Overview

The Finance Manager is responsible to the Director of Business & Facilities for the District's Finance Services, which includes management and issuance of debt, the investment of public funds and assistance with the annual budget process. The Finance Manager is also responsible for all operational activities, including payroll, purchasing, accounts payable, cash receipts, fixed assets, inventory, and financial reporting for the District and the Tualatin Hills Park Foundation.

FY 2011/12 Accomplishments

Completed second phase of upgrade of Springbrook Finance Suite software: installed, trained and established procedure for external staff to retrieve information on demand and implemented a paperless requisitioning process.

Assisted in successful completion of the debt issues for the additional \$41.5 million General Obligation Debt for financing of the balance of the Bond Capital Project Fund.

Assisted Information Services staff in testing and implementation of real-time processing of merchant cards within various modules of the registration system.

Continued monitoring of available Bond Capital Projects Fund investments and arbitrage compliance for both the 2009 and 2011 debt issues.

Added temporary Bond Accountant position to assist with processing of activity and information reporting for Board and Bond Oversight Committee for duration of the Bond Capital Projects Fund.

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2011/12 Budget Document.
- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY 2009/10 Comprehensive Annual Financial Report.

FY 2012/13 Goals and Objectives

Continue development of the annual budget document; concentrating on development of performance measurement tools and graphical information to further enhance the ease of understanding of District operations.

Continue compliance monitoring of available Bond Capital Projects Fund investments and arbitrage requirements.

Research and implementation of purchasing card system; facilitate streamlining of small purchases, integration of information into general ledger, and adequate security protocol.

Review, update and development of existing expenditure related policies, including the purchasing card usage policy.

Budget Highlights

No significant changes from the prior year budget.

Performance Standards

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

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

Performance Standards (continued)

Monthly financial reports issued by the 20th of the following month.

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

Division: Business and Facilities
Department: Finance Services

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	511,667	545,032	576,105	641,443	641,443
Material & Services	78,736	86,443	95,298	97,130	97,130
Total Appropriations	590,403	631,475	671,403	738,573	738,573
Summary by Program					
Finance Services	590,403	631,475	671,403	738,573	738,573
Total Appropriations	590,403	631,475	671,403	738,573	738,573
Division Staff					
Full Time	6.00	6.00	6.00	7.00	7.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.50	0.50	0.00	0.00

Division: Business and Facilities

Department: Finance Services

Program: Finance Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Payroll Checks Processed	20,945	19,500	19,200	19,300
Accounts Payable Checks Processed	8,072	9,543	9,700	9,800
Number of Facility Deposits Audited	6,311	6,599	6,634	6,700
Purchase Orders Processed	794	774	800	825
Merchant Cards Processed	87,196	95,563	98,718	102,000

Division: Business and Facilities

Department: Finance Services

Program: Finance Services

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	341,497	342,528	379,638	423,148	423,148
P.T. Salary	-	18,231	10,607	-	-
Employee Benefits	141,192	152,389	148,704	176,234	176,234
Payroll Taxes	28,978	31,884	37,156	42,061	42,061
Personnel Services	511,667	545,032	576,105	641,443	641,443
Professional and Technical Services	55,611	58,830	63,531	66,105	66,105
Other Services	14,671	17,033	16,896	15,950	15,950
Supplies	453	471	1,125	1,215	1,215
Communication	2,621	2,312	5,250	5,050	5,050
Training, Travel and Memberships	5,302	4,564	8,096	8,310	8,310
Small Furniture & Office Equipment	78	3,233	400	500	500
Material & Services	78,736	86,443	95,298	97,130	97,130
Program Total	590,403	631,475	671,403	738,573	738,573
Department Staff					
Full Time	6.00	6.00	6.00	7.00	7.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.50	0.50	0.00	0.00





RISK & CONTRACT MANAGEMENT



BUSINESS & FACILITIES DIVISION

Risk & Contract Management Department



Department Overview

The Risk & Contract Manager is responsible to the Director of Business & Facilities for providing support to all departments in the District in the following areas:

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

Safety provides risk assessments, injury prevention and training services to District departments and their employees, so they can reduce workplace injuries and make District facilities a safe place to work and visit.

FY 2011/12 Accomplishments

Graduated from the Safety and Health Achievement Recognition Program (SHARP) with Oregon OSHA for the HMT Recreation Complex and East Annex facilities. Tualatin Hills Park & Recreation District is the largest multi-site agency to complete this program in the state, and is also the first park and recreation agency to graduate within the country. The Aquatic and Recreation departments will complete and graduate from this five-year program in 2013.

Received Safety & Security Matching Grant from Special Districts Association of Oregon for Building Maintenance to purchase a hand-held thermal imaging camera to detect and measure minute temperature differences.

Evaluated District insurance coverage for property, liability, and workers compensation services to obtain lowest possible renewal premiums based on claim experience.

Assisted Security Operations Department with continued implementation and training of the District's Emergency Management Response Program.

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

FY 2012/13 Goals and Objectives

Manage the Safety and Health Achievement Recognition Program (SHARP) annual accreditation with Oregon OSHA for all sites.

Use the Risk Management Steering Committee to reinforce the Integrated Safety Management training program for employees and managers to facilitate:

- Reduction in workers compensation claims and "loss time" injuries.
- Reduction in property and liability claims.

Coordinate with Security Operations Department to enhance Emergency Response Program for the District to include "Shelter in Place."

Develop a THPRD-specific retention schedule, utilizing the State's Electronic Records Management System (TRIM) Software.

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

Budget Highlights

The Proposed Budget reflects increased cost of property and liability insurance coverage. The District experienced a premium increase of 7.5% in 2012 and anticipates an additional 5% increase in 2013.

The Proposed Budget also includes funding for emergency supplies to provide shelter and care for staff and patrons in the immediate aftermath of a disaster event. This represents an approved business plan under the goal of operating and maintaining parks and facilities in an efficient, safe and cost effective manner.

Performance Standards

Maintain Workers Compensation experience modification factor at 0.75 or better.

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

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

Review all outside contractual agreements for consistency with standard District contract term.

Division: Business and Facilities
Department: Risk and Contract Management

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	236,091	243,145	245,332	268,449	268,449
Material & Services	305,519	328,375	352,484	371,660	371,660
Total Appropriations	541,610	571,520	597,816	640,109	640,109
Summary by Program					
Risk and Contract Management	425,516	447,961	467,660	499,329	499,329
Safety/Wellness	116,094	123,559	130,156	140,780	140,780
Total Appropriations	541,610	571,520	597,816	640,109	640,109
Division Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.19	0.19

Division: Business and Facilities
 Department: Risk and Contract Management
 Program: Risk and Contract Management

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
<u>Workloads</u>				
Number of Contracts processed	163	207	252	250

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
<u>Reduce exposure of property & liability claims</u> ¹				
Number of liability claims filed against the District	17	6	6	6
Average cost per liability claim filed	\$3,967	\$695	\$1,000	\$1,000
Loss Ratio: liability claims only (single year) ²	58.15%	3.45%	10.00%	10.00%
Loss Ratio: property and liability claims (single year) ³	37.87%	20.20%	20.00%	20.00%
Loss Ratio: Five-year Trail ⁴	15.40%	22.76%	25.32%	25.00%

¹ Property and casualty figures are based on a calendar year. Policy data as of: March 6, 2012.

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 Association of Oregon's bases premiums on 65%. National standard.

Division: Business and Facilities
Department: Risk and Contract Management
Program: Risk and Contract Management

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	87,072	90,288	93,538	96,621	96,621
P.T. Salary	-	-	-	6,000	6,000
Employee Benefits	36,470	37,669	34,501	38,406	38,406
Payroll Taxes	7,308	7,830	8,842	10,187	10,187
Personnel Services	130,850	135,787	136,881	151,214	151,214
Other Services	16,512	23,809	26,416	23,898	23,898
Insurance	269,538	282,938	294,381	314,527	314,527
Supplies	2,163	1,799	1,900	1,650	1,650
Communication	3,026	1,417	3,540	2,560	2,560
Training, Travel and Memberships	3,427	2,211	4,542	4,630	4,630
Small Furniture & Office Equipment	-	-	-	850	850
Material & Services	294,666	312,174	330,779	348,115	348,115
Program Total	425,516	447,961	467,660	499,329	499,329
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.19	0.19

Division: Business and Facilities
 Department: Risk and Contract Management
 Program: Safety

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
<u>Reduce program participant incidents</u>				
Number of Incident Reports Filed per 10,000 Program Visits	2.10	1.79	1.80	1.80

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
<u>Reduce exposure on workers compensation claims</u> ¹				
Number of Claims Filed	38	29	38	38
Number of Time Loss Claims	8	5	0	0
Experience Modification History ²	0.82	0.84	0.86	0.8
Frequency Rate of WC Claims per 100 FTE	8.34	8.25	8.00	7.50
WC costs as % of payroll	1.05	0.86	0.78	0.8
Average cost per claim	\$4,925	\$4,081	\$3,500	\$3,500

¹ Policy data as of: March 24, 2011.

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

Division: Business and Facilities
Department: Risk and Contract Management
Program: Safety

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	66,360	68,424	71,358	75,588	75,588
P.T. Salary	1,444	844	-	-	-
Employee Benefits	31,634	31,978	30,326	34,126	34,126
Payroll Taxes	5,803	6,112	6,767	7,521	7,521
Personnel Services	105,241	107,358	108,451	117,235	117,235
Professional and Technical Services	6,551	8,123	12,380	11,120	11,120
Supplies	1,774	5,355	3,200	4,900	4,900
Training, Travel and Memberships	2,500	2,167	6,125	5,425	5,425
Small Furniture & Office Equipment	28	556	-	2,100	2,100
Material & Services	10,853	16,201	21,705	23,545	23,545
Program Total	116,094	123,559	130,156	140,780	140,780
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00





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Tony Gautier
City and County of Denver

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Products

Products Overview

Online Job Application & Career Portal

Insight

Publish job openings and descriptions to your website. The career portal maintains the same look and feel as your website, including the online job application and self-service portal. Increase your applicant pool, measure traffic and advertising sources, and eliminate time and effort related posting jobs and processing applicants. All of this, while improving your organization's image and applicant satisfaction! It's a win-win!

Perform

- Accept Online Job Applications
- Post Jobs to your Career Website
- Configure Job Application Templates
- Ask Job Specific Supplemental Questions
- Applicant Self-Service Portal
- Online Job Interest Cards
- Publish Class Specifications on your Website
- ADA/Section 508 Compliant

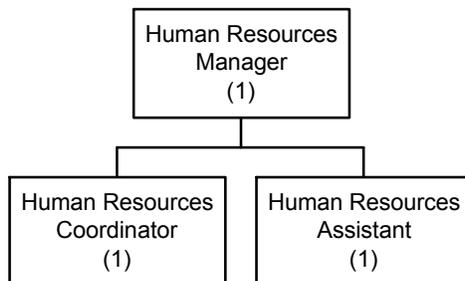
Onboard

SalaryStudy

The Hiring Managers appreciate that they can get a list right away. We used to send paper applications through our pony mail and it used to take 3 to 5 days to get a list. And now they can get a list within minutes from requesting it.

BUSINESS & FACILITIES DIVISION

Human Resources Department



Department Overview

The Human Resources Manager is responsible to the Director of Business & Facilities for managing all District personnel functions and ensuring compliance with applicable laws, the Collective Bargaining Agreement and District policies and procedures.

The Human Resources Department provides the following key services: recruitment and selection, classification and compensation analysis, labor relations, benefit administration, employee training and development and employee wellness.

FY 2011/12 Accomplishments

Implemented an online applicant tracking system that provides electronic handling of the entire recruitment process, and a paperless record-retention system, which results in increased efficiency and a decrease in CO₂ output through the reduction of paper usage. This implements a business plan under the sustainability goal.

Developed and implemented a standardized performance evaluation system for part-time employees that integrates with the District's compensation policy.

Continued to expand and enhance the employee training and development program; developed and implemented Tier I and Tier II of a four-tiered leadership program.

FY 2012/13 Goals and Objectives

Assist in the negotiation of a successor Collective Bargaining Agreement with a focus on cost containment. Effectively address key cost issues, including medical and dental insurance.

Continue to expand and enhance the employee training program. Bring to completion and implement the final two tiers of the four-tiered leadership program.

Review and revise, as needed, the Employee Handbook to bring it in line with Collective Bargaining Agreement and changes to federal/state employment laws.

Continue to expand and enhance the employee wellness program through increased visibility and outreach to staff.

Budget Highlights

No significant changes from the prior year budget.

Performance Standards

Generate a sufficient number of applications through the recruitment process for successful recruitment – target 25.

Maintain access to training as measured by training contact hours (hours of training X number of employees in attendance).

Process new hire packets within 24-hours of receipt.

Maintain unemployment insurance experience rating at current level as measured by total number of accepted claims/total amount of charges.



Division: Business and Facilities

Department: Human Resources

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	288,966	301,031	300,928	324,454	324,454
Material & Services	55,990	52,724	73,053	74,514	74,514
Total Appropriations	344,956	353,755	373,981	398,968	398,968
Summary by Program					
Human Resources	344,956	353,755	373,981	398,968	398,968
Total Appropriations	344,956	353,755	373,981	398,968	398,968
Division Staff					
Full Time	3.00	3.00	3.00	3.00	3.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Business and Facilities
 Department: Human Resources
 Program: Human Resources

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Total number of recruitment: FT & RPT positions	22	20	21	20
Total number of training sessions	15	14	18	18
Total number of Unemployment Insurance Claims Processed	240	204	174	170
Total number of PT, RPT & FT new hire packets processed	636	544	500	500
Performance Measures				
Total recruitment applications received	2,000	1,641	1,700	1,600
Average number of applications per position	91	82	81	80
Total training contact hours	1,860	1,051	1,628	1,700
Average total cost per unemployment insurance claim	\$608	\$508	\$738	\$700

Division: Business and Facilities
Department: Human Resources
Program: Human Resources

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	190,439	198,139	203,018	214,597	214,597
Employee Benefits	82,636	85,683	78,695	88,543	88,543
Payroll Taxes	15,891	17,209	19,215	21,314	21,314
Personnel Services	288,966	301,031	300,928	324,454	324,454
Professional and Technical Services	18,972	23,692	24,450	27,037	27,037
Supplies	932	854	1,533	1,873	1,873
Communication	300	1,013	2,345	1,260	1,260
Travel, Training and Memberships	34,630	27,165	44,725	44,344	44,344
Small Furniture & Equipment	1,156	-	-	-	-
Material & Services	55,990	52,724	73,053	74,514	74,514
Program Total	344,956	353,755	373,981	398,968	398,968
Department Staff					
Full Time	3.00	3.00	3.00	3.00	3.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00



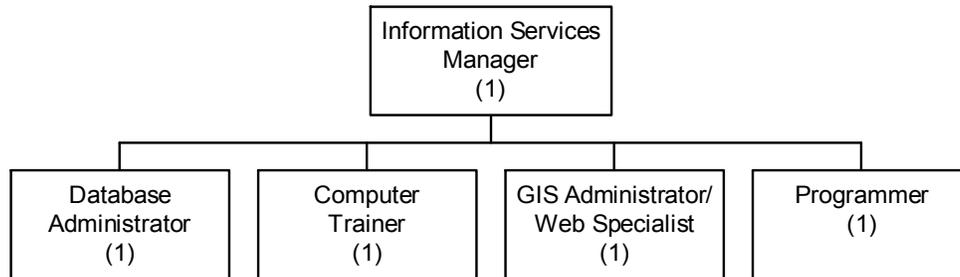


INFORMATION SERVICES



BUSINESS & FACILITIES DIVISION

Information Services Department



Department Overview

The Information Services Manager is responsible to the Director of Business & Facilities for maintaining and supporting the District's wide area network, Internet and custom application resources.

The Information Services (IS) Department provides support in developing a work environment in which all staff will have the essential tools needed to execute business processes and to access, analyze and produce information and accomplish necessary tasks. The IS Department provides cost-effective direction for information technology management, including network design and administration, applications development, database administration, web services, IP telephony, call center operations, technical support, training and collaborative services.

The IS Department staff not only supports the initial development and implementation of products and/or programs, but also remains fully invested in their everyday use and helping staff ensure that these services achieve their desired results. This is achieved in two ways: first by assisting with the design, setup and implementation, and second by training, supporting and maintaining the end products and data integrity.

FY 2011/12 Accomplishments

Completed the installation of a backup server at Fanno Creek Service Center (FCSC). This provides the District with a secure offsite backup of all District data.

Worked with Oregon Secretary of State on implementing Oregon's Electronic Management Solution (ORMS) for the District. The goal of the ORMS is to help all state agencies, counties, cities and special districts understand and comply with the state's record retention laws.

Completed the installation of the fiber optic line to the FCSC prior to staff occupying the building.

FY 2012/13 Goals and Objectives

Start the process of developing the FCSC server room into the District's hub of computer operations. Install a detected electrical panel for the server room and a server rack.

Continue improving the THPRD custom software applications with ongoing development of new modules and features.

Continue to explore and implement cloud based solutions that will deliver improved features and reduced costs.

Continue to implement the District's electronic records retention system. Work with Oregon Secretary of State to implement Oregon Records Management System in two more departments.

Budget Highlights

The Proposed Budget includes funding for the following capital enhancements:

- The third and final phase of replacing the District's desk telephones.
- A server rack for servers being installed at FCSC.
- Dedicated electrical panel for the server room at FCSC.

Information Services Standards

In order to ensure the equitable distribution of resources and a sensibly supportable environment, an effective level of technology standards have been developed for the type and quantity of technology available in the District.

This includes:

- Computer workstation access for all full time and regular part time staff. Shared stations for various part time staff that are supervisors.
- Network, email, voicemail and Internet access to all approved full time and regular part time staff.
- Business operations and departmental software available to appropriate staff; applicable to staff job status, duties and responsibilities.
- Support for all THPRD custom software, third-party software and larger technology systems for use in all District departments.
- Technical support for District computers and all components of the infrastructure, including operation of the telecommunication system.
- Reliable network backup and network security.

Performance Standards

System reliability standards are:

- All trouble calls responded to within four hours.
- All hardware repairs completed within 48 hours of receiving needed parts.
- All software upgrades/service downtime not to exceed four hours.
- Continual upgrades to District information technology system through a 4-5 year replacement cycle.

Division: Business and Facilities
 Department: Information Services

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
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Summary of Appropriations

Personnel Services	518,750	524,840	541,010	571,788	571,788
Material & Services	281,296	225,079	289,350	298,100	298,100
Capital Outlay	138,569	222,257	250,500	190,900	190,900
Total Appropriations	938,615	972,176	1,080,860	1,060,788	1,060,788

Summary by Program

Information Services	938,615	972,176	1,080,860	1,060,788	1,060,788
Total Appropriations	938,615	972,176	1,080,860	1,060,788	1,060,788

Division Staff

Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Business and Facilities
 Department: Information Services
 Program: Information Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Number of desktop PC's maintained	206	208	209	213
Number of networked file servers maintained	30	31	32	32
Performance Measures				
Maintain 98% network system reliability	98%	98%	98%	98%

Division: Business and Facilities
Department: Information Services
Program: Information Services

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	345,905	354,795	366,234	378,235	378,235
Employee Benefits	142,989	138,195	140,113	155,983	155,983
Payroll Taxes	29,856	31,850	34,663	37,570	37,570
Personnel Services	518,750	524,840	541,010	571,788	571,788
Professional and Technical Services	157,610	118,434	156,550	163,400	163,400
Supplies	35,154	35,364	49,000	50,200	50,200
Communication	69,500	68,750	74,500	76,000	76,000
Training, Travel and Memberships	18,885	2,417	8,500	7,500	7,500
Small Furniture, Fixtures and Equip.	147	114	800	1,000	1,000
Material & Services	281,296	225,079	289,350	298,100	298,100
Information Technology Replacement	108,267	118,846	165,000	136,000	136,000
Information Technology Improvement	30,302	103,411	85,500	54,900	54,900
Capital Outlay	138,569	222,257	250,500	190,900	190,900
Program Total	938,615	972,176	1,080,860	1,060,788	1,060,788
Department Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Business and Facilities
 Department: Information Services
 Program: Information Services
 Detail of Capital Outlay

Project Number	Capital Project	Adopted Budget	Page #
INFORMATION TECHNOLOGY REPLACEMENT			
1	Workstations	67,000	BF-41
2	Printers/network printers	5,000	BF-41
3	Servers	35,000	BF-41
4	LAN/WAN equipment	5,000	BF-41
5	Telephones	24,000	BF-41
TOTAL INFORMATION TECHNOLOGY REPLACEMENT		\$ 136,000	
INFORMATION TECHNOLOGY IMPROVEMENT			
6	Software	20,000	BF-41
7	Plotter/Scanner	8,000	BF-41
8	Color Printer for Graphics	3,000	BF-42
9	Fanno Creek Service Center Server Rack	6,000	BF-42
10	Fanno Creek Service Center Electrical Panel	6,000	BF-42
11	Computer Workstations and Cabling (4 Sites)	4,500	BF-42
12	MACC Grant- Sunset Swim Center Wifi Connection	5,000	BF-42
13	Badge Printing Machine	2,400	BF-42
TOTAL INFORMATION TECHNOLOGY IMPROVEMENT		\$ 54,900	
GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY		\$ 190,900	

INFORMATION SERVICES CAPITAL OUTLAY

Information Technology Capital Replacement

ITEM 1: **Workstations**

BUDGET: \$67,000

DESCRIPTION: Replacement and upgrading of user workstations. Replaces one-fourth of inventory maintaining the four-year replacement cycle.

ITEM 2: **Printers/Network Printers**

BUDGET: \$5,000

DESCRIPTION: Replaces one-fourth of inventory maintaining the four-year replacement cycle.

ITEM 3: **Servers**

BUDGET: \$35,000

DESCRIPTION: Replaces one-fourth of inventory maintaining the four-year replacement cycle.

ITEM 4: **LAN/WAN equipment**

BUDGET: \$5,000

DESCRIPTION: Replacement and upgrades to Wide Area Network equipment.

ITEM 5: **Telephones**

BUDGET: \$24,000

DESCRIPTION: Replace one-third of telephones no longer under warranty.

Information Technology Capital Improvement

ITEM 6: **Software**

BUDGET: \$20,000

DESCRIPTION: Report writing packages, e-commerce solutions, and other business software tools.

ITEM 7: **Plotter/Scanner**

BUDGET: \$8,000

DESCRIPTION: Replacement Plotter/Scanner for Planning Department

INFORMATION SERVICES CAPITAL OUTLAY

ITEM 8: Color Printer for Graphics

BUDGET: \$3,000

DESCRIPTION: Color printer

ITEM 9: Fanno Creek Service Center Server Rack

BUDGET: \$6,000

DESCRIPTION: Server rack for servers at Fanno Creek Service Center.

ITEM 10: Fanno Creek Service Center Electrical Panel

BUDGET: \$6,000

DESCRIPTION: Dedicated electrical panel for server room at Fanno Creek Service Center.

ITEM 11: Computer Workstations and Cabling (4 Sites)

BUDGET: \$4,500

DESCRIPTION: Additional computer and/or network cabling for Harman Swim Center, Sunset Swim Center, Beaverton Swim Center and to manage the irrigation on the south side of the HMT Complex.

ITEM 12: MACC Grant- Sunset Swim Center Wifi Connection

BUDGET: \$5,000

DESCRIPTION: Install Comcast cable at Sunset Swim Center for public wi-fi use.

ITEM 13: Badge Printing Machine

BUDGET: \$2,400

DESCRIPTION: Purchase badge printing machine for Volunteer Services.



MAINTENANCE OPERATIONS



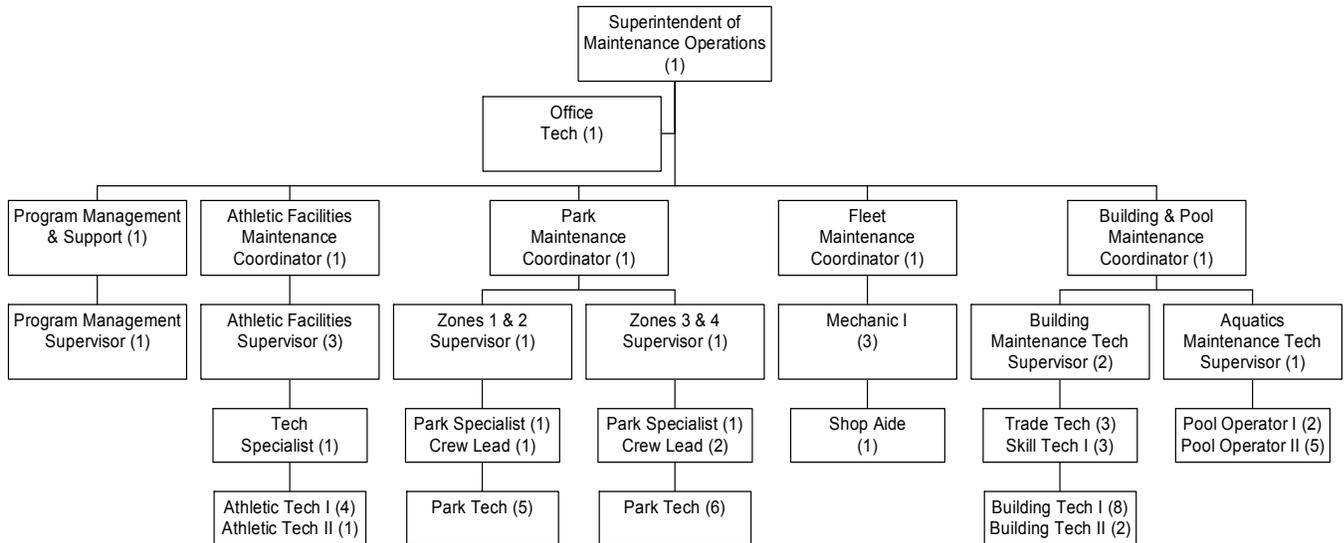
Athletic Facility Maintenance

Building and Pool Maintenance

Park Maintenance

Fleet Maintenance

BUSINESS & FACILITIES DIVISION
Maintenance Operations Department



Department Overview

The Maintenance Operations Department is responsible to the Director of Business & Facilities for providing and coordinating all maintenance support services to Park District buildings, pools, athletic fields, grounds and fleet. In addition, the Department maintains school, church and community college sports fields, which are available for public use.

Maintenance Operations Programs (Parks, Athletic Facilities, Buildings & Pools, and Fleet) are managed by coordinators, who report to the Superintendent of Maintenance Operations.

Park Maintenance

The Park Maintenance Program maintains play structures, irrigation systems, drinking fountains, pedestrian and bike paths, drainage systems, picnic shelters, bridges, boardwalks, turf and ornamental landscapes. Park Maintenance provides hazard tree inspections, mowing, trash collection and numerous demand services. In addition, Park Maintenance supports the Natural Resources Department in the care of wetlands and urban forests. Park Maintenance also responds to and assists Park Patrol on a routine basis.

Athletic Facilities Maintenance

The Athletic Facilities Maintenance Program provides athletic field maintenance

services to soccer, baseball, softball, football, cricket and lacrosse leagues. They maintain tennis courts, skate parks, outdoor basketball and outdoor volleyball courts. The Athletic Facilities Maintenance Program coordinates the mowing, irrigation and turf care services of fields, including many belonging to the Beaverton School District. They also manage the maintenance and replacement of backstops and netting located at School and Park District sites.

Building and Pool Maintenance

The Building and Pool Maintenance Program provides custodial housekeeping services at all District recreation centers, administrative offices, and pools. Trades staff provide painting, carpentry, electrical, and HVAC services. Building and Pool Maintenance staff maintain outdoor restrooms, gymnasiums, indoor and outdoor pools, and historic buildings. All full time pool maintenance positions require Aquatics Facility Operator Certifications.

Fleet Maintenance

The District's fleet and power equipment inventory are serviced at the District's mechanical shops. The fleet includes compact trucks, heavy-duty trucks, tractors, and specialized turf mowers. District staff provide welding and fabrication services. Staff manages a comprehensive preventive maintenance

program and an annual fleet replacement program. The District routinely shares equipment and services with other Washington County public agencies including a fueling facility at the Tualatin Valley Water District.

FY 2011/12 Accomplishments

Technical, professional and safety training continues to be a high priority for Maintenance Operations. Staff attended numerous training workshops, including the National Recreation and Park Association Resource Management School, Aquatic Facility Operator Certification, Oregon Recreation & Park Association Workshops, International Society of Arboriculture Certifications, Automotive Service Excellence Certifications and Cooperative Public Agencies of Washington County Training Workshop and the Special Park Districts Forum.

The Maintenance Department relocated their operations center from the Howard M. Terpenning Recreation Complex to the Fanno Creek Service Center. The new location provides additional capacity for warehouse storage, indoor work space, vehicle service bays and outdoor fleet storage. In addition, the facility consolidates offices for Natural Resources, Planning, and Maintenance staff at one location. Acquisition of the facility allowed the District to discontinue our lease at the East Annex Operations Facility.

Building staff, working with consultants, contractors and engineers completed the majority of seismic upgrades to the HMT Recreation Complex Administration Building. The project involved separating the Administration Building from the Tennis Center and Aquatic Center by constructing a seismic joint between the buildings. Structural frame braces were also installed in the north and east sides of the Administration Building.

The District continues to implement seismic improvements at buildings funded in the 2008 Bond Measure. Upgrades were completed this past year at Harman Swim Center, Sunset Swim Center and the Aquatic Center as well as the HMT Administration Building. Other completed 2008 Bond Measure upgrades include Raleigh Swim Center, and Somerset West Swim Center and the HMT Athletic Center. Aloha Swim Center upgrades are scheduled during FY 2012/13 and remaining upgrades will be phased over the next 3-4 years. Building structural

upgrades are designed to provide safe egress, following a seismic event.

The Parks Maintenance Program restructured routine service delivery into two management zones (north & south) with a supervisor assigned to each zone. A third management unit will support each zone with capital project support, special event oversight and weekend service coordination.

Park and athletic field maintenance services initiated trip reduction measures to conserve fuel and maximize labor efficiency. Trip reduction measures include vehicle sharing, increasing cab capacity and maximizing service delivery per each visit.

District staff are working with the Oregon Department of Corrections to fabricate and supply park signs for the District's signage master plan. Wood signs will be upgraded and replaced over a number of years with steel and recycled plastic components at all parks and facilities.

FY 2012/13 Goals and Objectives

The goal of the Maintenance Operations Department is to provide efficient and effective maintenance services that protect and enhance the value of Park District assets and natural resources. Factors to monitor to assure efficiency and effectiveness are:

Productivity – The percentage of total hours spent on directly productive activities.

Performance – The percentage of actual hours to perform work, compared to the planned hours established to accomplish work.

Quality – Work should be performed at the highest quality, given available resources.

Priority – Work should be prioritized to assure the most important work is being accomplished.

Budget Highlights

The Proposed Budget reflects a continuation of prior year service levels with some adjustments.

Maintenance at HMT – The District will maintain a scaled down presence at the HMT Recreation Complex to service the campus grounds and sports fields. The site will also serve as a satellite for equipment storage and labor

Budget Highlights (continued)

distribution to support other park sites in the northern region of the District.

Trip Reduction and Service Consolidation

Initiatives – On site vehicle access will be reduced by relocating waste cans. The proposed budget also includes mowing unit replacement upgrades that support service consolidation efforts.

The proposed fleet fuel budget will remain at approximately the same level as the prior year. Current budgets for gasoline and diesel allow for marginal cost increases and trip reduction measures are expected to reduce consumption by 6%. The District consumes approximately 52,000 gallons of gasoline and 14,000 gallons of diesel fuel, annually.

New or Expanded Facilities – The Proposed Budget includes part-time staffing increases necessary to maintain new or expanded facilities resulting from completion of Bond Fund or other capital projects.

Utility Impacts – Natural gas rates decreased 3.5% during the past year and Portland General Electric rates increased approximately 0.9%. The proposed Maintenance Operations budget reflects these adjustments. Both electric kWatts and natural gas therms increased in FY 2011/12 due to the addition of the Fanno Creek Service Center. Without this new facility addition, kWatt usage would have decreased by 1% while therms would have decreased by 17.2%. Both kWatt and therm consumption are expected to remain steady in FY 2012/13. Gallons of water increased in FY 2011/12 due to a main line break at Camille Park. Water use is expected to decrease by approximately 9% in FY 2012/13 following the repair of a main line break in the current year.

Utility impacts in the Proposed Budget also reflect the following:

- Reduced electricity cost due to capital investment in light sensors
- Reduced water cost due to capital investment and staff training on replacing irrigation heads in parks and athletic fields

Both of these represent approved business plans under the goal of incorporating principles of sustainability into design, operation, improvement, maintenance and funding.

Project Management and Support

– Maintenance Operations staff will continue to provide project support and assist with many District Capital Bond Projects during FY 2012/13. Projects include seismic building upgrades throughout the District and pervious parking improvements at Sunset Swim Center.

Signage Replacement – Funds are included in the FY 2012/13 Capital replacement budget to support the Districtwide Park Signage Master Plan. Sign replacements will be phased over 10 years.

Staff Transfers – One FT Park Tech Supervisor and one FT Park Technician have been transferred from the Parks Maintenance Program to the Athletic Facilities Maintenance Program. The budget transfers support an operational adjustment in maintaining the grounds and landscapes at the HMT Recreation Center.



Division: Business and Facilities
Department: Maintenance Operations Department

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	7,170,767	7,138,903	7,312,625	7,720,262	7,720,262
Materials & Services	3,757,032	3,662,644	3,843,683	3,780,064	3,780,064
Capital Outlay	352,661	347,304	482,986	231,400	231,400
Total Appropriations	11,280,460	11,148,851	11,639,294	11,731,726	11,731,726

Summary by Program					
Superintendent of Maintenance Op.	269,676	260,871	408,848	541,639	541,639
Athletic Facilities Maintenance	1,654,046	1,751,588	1,693,793	1,907,743	1,907,743
Building and Pool Maintenance	5,013,830	4,961,557	5,004,993	5,080,609	5,080,609
Park Maintenance	3,186,005	3,025,824	3,228,017	3,072,561	3,072,561
Fleet Maintenance	1,156,903	1,149,011	1,303,643	1,129,174	1,129,174
Total Appropriations	11,280,460	11,148,851	11,639,294	11,731,726	11,731,726

Division Staff					
Full Time	63.00	64.00	65.00	65.00	65.00
Regular Part Time (FTE)	8.75	7.88	7.88	7.88	7.88
Part Time (FTE)	53.65	54.13	54.84	56.28	56.28



Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Superintendent of Maintenance Operations

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	157,752	159,711	241,696	322,871	322,871
P.T. Salary	10,873	4,082	14,040	28,044	28,044
Employee Benefits	59,977	58,926	83,147	126,190	126,190
Payroll Taxes	15,074	14,354	23,945	35,688	35,688
Personnel Services	243,676	237,073	362,828	512,793	512,793
Professional and Technical Services	14,226	13,176	27,205	14,968	14,968
Communications	665	1,441	2,126	1,800	1,800
Supplies	5,636	5,842	9,279	6,800	6,800
Training, Travel and Memberships	5,473	3,339	7,410	5,278	5,278
Small Furniture, Fixtures and Equip.	-	-	-	-	-
Material & Services	26,000	23,798	46,020	28,846	28,846
Maintenance Equipment	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Program Total	269,676	260,871	408,848	541,639	541,639
Department Staff					
Full Time	2.00	2.00	3.00	4.00	4.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.63	0.63	0.50	1.05	1.05

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Athletic Facility Maintenance

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workload:				
Athletic Fields Maintained	255	251	258	265
Outdoor Sport Courts Maintained ¹	179	179	179	177
Total Workload Units	434	430	437	442
Efficiency:				
Cost per Athletic Field	\$ 4,784	\$ 4,870	\$ 4,872	\$ 4,796
Cost per Outdoor Sport Court	\$ 2,241	\$ 2,247	\$ 2,330	\$ 2,410
Goal Outcome Measures:				
Electric (KWh/Lighted Field and Court Count)	6,715.7	6,777.5	6,315.9	6,315.9
Water (Gallons/Field and Court Count) ²	36,378.0	30,250.5	31,428.0	31,072.5
Performance Measures:				
% of Desired Service Level (DSL) on Fields	92%	93%	96%	95%
% of Desired Service Level (DSL) on Courts	92%	93%	94%	95%

¹includes 6 indoor tennis courts

²Water consumption decreased in FY 2010/11 due to cool summer and fall months resulting in less athletic field watering.

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Athletic Facilities Maintenance

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	487,884	531,950	484,906	558,058	558,058
P.T. Salary	345,723	351,745	355,620	394,652	394,652
Employee Benefits	230,152	243,508	204,055	247,276	247,276
Payroll Taxes	85,252	92,271	88,154	102,597	102,597
Personnel Services	1,149,011	1,219,474	1,132,735	1,302,583	1,302,583
Professional and Technical Services	1,338	3,499	4,000	3,000	3,000
Rental Equipment	621	806	1,200	1,200	1,200
Other Services	68,390	91,775	97,173	97,173	97,173
Communications	6,990	6,493	7,528	7,587	7,587
Supplies	323,908	329,852	330,833	340,205	340,205
Training, Travel and Memberships	1,954	1,971	5,720	5,720	5,720
Utilities	100,640	97,051	112,905	148,576	148,576
Small Furniture, Fixtures and Equip.	1,194	667	1,699	1,699	1,699
Material & Services	505,035	532,114	561,058	605,160	605,160
Program Total	1,654,046	1,751,588	1,693,793	1,907,743	1,907,743
Department Staff					
Full Time	9.00	9.00	9.00	10.00	10.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	13.61	13.61	13.67	15.09	15.09
Funded Service Level					
Baseball/Softball Fields Maintained at 100% DSL	100	100	103	104	104
Total Baseball/Softball Fields in Inventory	107	107	107	109	109
Sport Courts Maintained at 100% DSL	157	159	161	161	161
Total Sport Courts	171	171	171	169	169

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Building and Pool Maintenance

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workload:				
Buildings - 1,000 Sq Feet of Space ¹	368	368	434	445
Pools - 1,000 Sq Feet of Space	152	152	152	152
Total Workload Units	520	520	586	597
Efficiency:				
Cost per Sq Foot of Buildings ¹	\$ 7.70	\$ 8.20	\$ 5.92	\$ 5.96
Cost per Sq Foot of Pools	\$ 12.68	\$ 12.57	\$ 14.84	\$ 14.63
Goal Outcome Measures:				
Gas (Therms/Total Square Foot)	1.2	1.1	1.1	1.1
Electric (KWh/Total Square Foot)	13.5	13.3	11.9	11.9
Water (Gallons/Total Square Foot)	56.2	57.7	43.6	47.8
Performance Measures:				
% of Desired Service Level (DSL) in Buildings	84%	85%	84%	84%
% of Desired Service Level (DSL) in Pools	69%	72%	72%	72%

¹Note: 2011- Added 65,000 square feet for Fanno Creek Service Center

¹Note: 2012- Added 2,100 square feet for Elsie Stuhr Center expansion and 8,500 square feet for Conestoga Recreation and Aquatic Center expansion

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Building & Pool Maintenance

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	1,360,511	1,387,128	1,410,863	1,452,594	1,452,594
R.P.T. Salary	321,958	297,057	326,484	335,075	335,075
P.T. Salary	375,490	380,741	371,753	354,878	354,878
Employee Benefits	647,856	668,734	647,720	728,116	728,116
Payroll Taxes	208,570	215,928	224,505	236,696	236,696
Personnel Services	2,914,385	2,949,588	2,981,325	3,107,359	3,107,359
Professional and Technical Services	14,676	8,806	10,167	6,272	6,272
Rental Facility	98,688	98,688	24,672	-	-
Rental Equipment	1,139	1,080	4,000	3,000	3,000
Other Services	173,378	152,726	114,800	137,510	137,510
Supplies	339,308	383,729	349,304	385,842	385,842
Training, Travel and Memberships	17,107	15,473	17,750	13,148	13,148
Utilities	1,371,066	1,276,968	1,392,239	1,365,068	1,365,068
Communication	63,967	64,500	63,550	62,410	62,410
Material & Services	2,079,329	2,001,970	1,976,482	1,973,250	1,973,250
Building/Pool Equip. Replacement	20,116	9,999	47,186	-	-
Capital Outlay	20,116	9,999	47,186	-	-
Program Total	5,013,830	4,961,557	5,004,993	5,080,609	5,080,609
Department Staff					
Full Time	26.00	27.00	27.00	27.00	27.00
Regular Part Time (FTE)	8.75	7.88	7.88	7.88	7.88
Part Time (FTE)	13.69	13.88	14.70	15.35	15.35
Funded Service Level					
1,000 Sq Ft of Building Maintained at 100% DSL	308	313	364	374	374
Total 1,000 Sq Ft of Building	367	368	434	445	445
1,000 Sq Ft of Pools Maintained at 100% DSL	104	109	109	109	109
Total 1,000 Sq Ft of Pools	151	152	152	152	152

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Park Maintenance

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workload:				
Developed Acres	1,071	1,083	1,101	1,128
Undeveloped Acres	863	900	1,110	1,095
Total Workload Units	1,934	1,983	2,211	2,223
Efficiency:				
Cost per Developed Acre	\$ 2,686	\$ 2,765	\$ 2,743	\$ 2,677
Cost per Undeveloped Acre	\$ 177	\$ 175	\$ 143	\$ 145
Goal Outcome Measures:				
Electric (KWh/Developed Acre)	101.13	93.6	85.4	83.3
Water (Gallons/Developed Acre) ¹	69,586	54,698	60,452	53,247
Vehicle Miles Traveled per Developed Acre ²	427	399	399	394
Performance Measures:				
% of Funded Service Level (DSL) High Production				
Mowing for Developed Acres	88%	92%	92%	92%

¹Water consumption decreased in FY 2010/11 after a mainline repair was performed at Progress Lake.

In addition, cool summer months in 2010 resulted in less athletic field watering in both the summer and fall months of that year. New mainline break in FY 2011/12 discovered and repaired.

²Vehicle miles traveled is expected to decrease in FY 2011/12 through a restructuring of the park maintenance delivery system.

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Park Maintenance

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	1,082,951	1,008,858	1,104,553	1,027,888	1,027,888
P.T. Salary	583,020	580,283	579,414	595,796	595,796
Employee Benefits	520,820	479,394	472,911	473,421	473,421
Payroll Taxes	165,887	167,150	176,594	174,713	174,713
Personnel Services	2,352,678	2,235,685	2,333,472	2,271,818	2,271,818
Professional and Technical Services	81,022	61,519	63,250	64,515	64,515
Rental Facility	-	-	2,000	2,000	2,000
Rental Equipment	9,946	10,708	14,658	16,033	16,033
Communication	8,728	10,189	11,349	13,739	13,739
Other Services	51,215	59,505	112,250	84,044	84,044
Supplies	198,600	215,231	196,043	191,799	191,799
Training, Travel and Memberships	7,621	12,131	9,220	8,291	8,291
Utilities	476,195	420,856	485,775	420,322	420,322
Material & Services	833,327	790,139	894,545	800,743	800,743
Program Total	3,186,005	3,025,824	3,228,017	3,072,561	3,072,561
Department Staff					
Full Time	21.00	21.00	21.00	19.00	19.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	24.78	25.07	25.22	24.04	24.04
Funded Service Level					
HP Mowing Acres Maintained at 100% DSL	363	386	386	329	329
Total HP Mowing Acres in Inventory	412	420	420	358	358

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Fleet Maintenance

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workload:				
Vehicle and Equipment Units	434	436	436	445
Total Workload Units	434	436	436	445
Efficiency:				
Cost per Vehicle and Equipment Unit	\$ 1,860	\$ 1,937	\$ 1,990	\$ 1,968
Vehicle and Equipment Unit per FTE	75.5	75.8	75.8	77.4
Goal Outcome Measures:				
Percent Alternate Fuel On-Road Vehicle Miles:	11.4%	14.6%	16.3%	17.6%
Performance Measures:				
% of Desired Service Level (DSL) in Preventative				
Maintenance for Fleet	85%	87%	87%	89%

Division: Business and Facilities
Department: Maintenance Operations Department
Program: Fleet Maintenance

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	316,517	315,704	321,018	327,900	327,900
P.T. Salary	24,320	21,400	20,374	21,528	21,528
Employee Benefits	135,808	124,923	124,047	137,060	137,060
Payroll Taxes	34,372	35,056	36,826	39,221	39,221
Personnel Services	511,017	497,083	502,265	525,709	525,709
Professional and Technical Services	5,466	4,633	5,073	4,763	4,763
Rental Equipment	-	-	600	750	750
Other Services	101,469	87,612	103,700	104,500	104,500
Communications	843	850	840	840	840
Supplies	34,301	26,314	33,050	34,600	34,600
Vehicle & Equipment Services	20,708	14,576	27,250	27,680	27,680
Gas & Oil (Vehicles)	150,554	180,580	195,065	198,932	198,932
Small Furniture and Equipment	-	58	-	-	-
Material & Services	313,341	314,623	365,578	372,065	372,065
Maintenance Equip. Replacement	332,545	337,305	385,800	198,900	198,900
Maintenance Equip. Improvements	-	-	50,000	32,500	32,500
Capital Outlay	332,545	337,305	435,800	231,400	231,400
Program Total	1,156,903	1,149,011	1,303,643	1,129,174	1,129,174
Department Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.94	0.94	0.75	0.75	0.75
Funded Service Level					
Vehicle & Equip Units Maintained at 100% DSL	369	379	392	396	396
Total Vehicle & Equip Units in Inventory	434	436	436	445	445

Division: Business and Facilities

Department: Maintenance

Program: Fleet Maintenance

Detail of Capital Outlay

Project Number	Capital Project	Adopted Budget	Page #
MAINTENANCE EQUIPMENT REPLACEMENT			
1	Electric Utility Vehicle	11,500	BF-59
2	15 Passenger Van	24,000	BF-59
3	Light Duty Pickup	18,500	BF-59
4	Leaf Vacuum	10,500	BF-59
5	Infield Rakes (2)	22,000	BF-59
6	52" Mower	7,000	BF-59
7	Single Axle Trailer	3,500	BF-60
8	Tandem Axle Trailers (2)	13,000	BF-60
9	7 Mowers & 3 Trailers	88,900	BF-60
TOTAL MAINTENANCE EQUIPMENT - REPLACEMENT		<u>\$ 198,900</u>	
MAINTENANCE EQUIPMENT IMPROVEMENTS			
10	Tools Trailer- Natural Resources	6,500	BF-60
11	Wellness-on-Wheels Van	26,000	BF-60
TOTAL MAINTENANCE EQUIPMENT - IMPROVEMENTS		<u>\$ 32,500</u>	
MAINTENANCE EQUIPMENT CAPITAL		<u>\$ 231,400</u>	

**FLEET MAINTENANCE
CAPITAL OUTLAY**

Maintenance Equipment Capital Replacement

ITEM 1: **Electric Utility Vehicle**

BUDGET: \$11,500

DESCRIPTION: Replaces Equipment No. 5590 2006 Toro E-workman Projected 2,000 hours. Normal life 72 months or 2,000 hours.

ITEM 2: **15 Passenger Van**

BUDGET: \$24,000

DESCRIPTION: Replaces Rental Van Vehicle No. 3864 1998 Ford E350 (Conestoga Recreation and Aquatic Center) Projected ODO 105K. Normal life 120 months or 90K miles.

ITEM 3: **Light Duty Pickup**

BUDGET: \$18,500

DESCRIPTION: Replaces Vehicle No. 1343 2000 Ford Ranger (Park Maintenance). Projected ODO 70K miles. Normal life 120 months or 90K miles.

ITEM 4: **Leaf Vacuum**

BUDGET: \$10,500

DESCRIPTION: Replaces Equipment No. 5480 1999 Giant Leaf Vacuum (Park Maintenance). Replacement due to condition of asset.

ITEM 5: **Infield Rakes (2)**

BUDGET: \$22,000

DESCRIPTION: Replaces Equipment No. 5440 2005 JD and No. 5441 2007 JD (both Athletic Field Maintenance). Units are at 100% of useful life/hours. Normal life 66 months or 1,600 hours.

ITEM 6: **52" Mower**

BUDGET: \$7,000

DESCRIPTION: Replaces Equipment No. 5740 2005 Toro (Athletic Field Maintenance). Two years past replacement date. Normal life 48 months or 900 hours.

**FLEET MAINTENANCE
CAPITAL OUTLAY**

ITEM 7: Single Axle Trailer

BUDGET: \$3,500

DESCRIPTION: Replaces Trailer No. 5940 1994 Strong Boy single axle (Athletic Field Maintenance). Unit is 8 years past projected replacement date. Normal Life 180 months.

ITEM 8: Tandem Axle Trailers (2)

BUDGET: \$13,000

DESCRIPTION: Replaces Trailer No. 5950 1985 Tandem axle and No. 5940 1987 Axle (both Park Maintenance). Units are 12 and 10 years, respectively, past projected replacement date. Normal Life 180 months.

ITEM 9: 7 Mowers & 3 Trailers

BUDGET: \$88,900

DESCRIPTION: Replaces Equipment No. 7610 2004 Toro (Park Maintenance). Unit is at 100% of useful life/hours. Normal life is 84 months or 4600 hours. The replacement funds for this mower are being leveraged to purchase three 52" mowers, four 72" mowers, two tandem axle trailers and one single axle trailer.

Maintenance Equipment Capital Improvements

ITEM 10: Tools Trailer- Natural Resources

BUDGET: \$6,500

DESCRIPTION: Purchase trailer to carry tools and port-a-potty to natural resource work sites.

ITEM 11: Wellness-on-Wheels Van

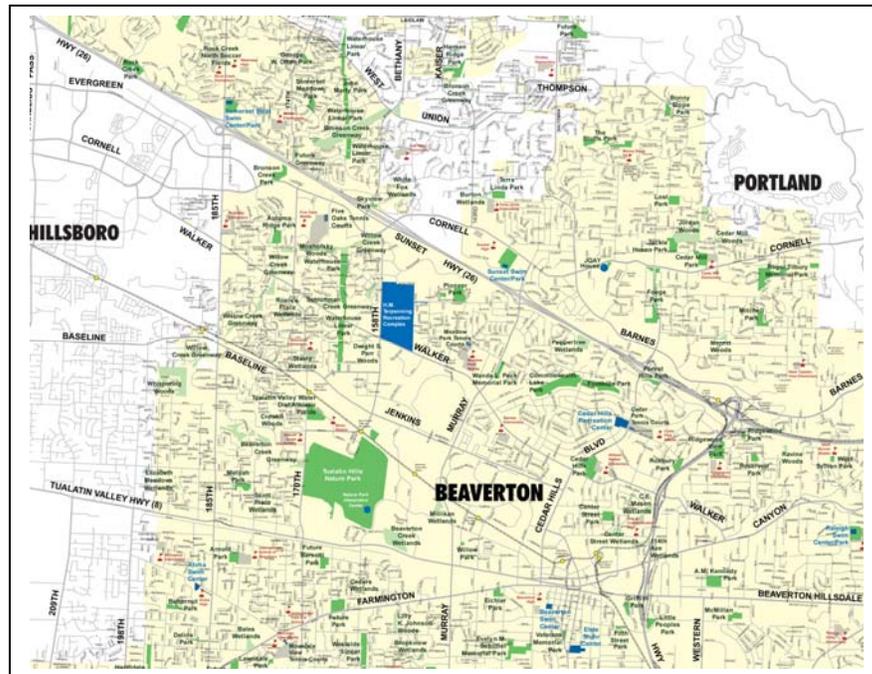
BUDGET: \$26,000

DESCRIPTION: Purchase of new van for offsite senior fitness program. Van purchase conditional on receipt of grant funding.



Connecting People,
Parks & Nature

PLANNING



Planning & Development

PLANNING DIVISION



Division Mission

To provide necessary planning, development and interagency coordination to implement the Park District's Comprehensive Plan, and ensure that the Park District facilities continue to meet the changing needs of our residents.

Division Overview

The Director of Planning reports to the General Manager and is responsible for Park District development activity, including the capital improvement program plan, the system development charge (SDC) program, the Parks Bond Capital program and related land acquisition. The Division provides strategic coordination with other government agencies regarding annexation, land use planning, and long-term provision of park and recreation services. The Planning Division includes the Planning & Development Department.



Division: Planning

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	1,188,928	1,222,227	1,397,579	1,534,139	1,534,139
Materials & Services	61,910	60,155	118,900	111,928	111,928
Total Appropriations	1,250,838	1,282,382	1,516,479	1,646,067	1,646,067
Summary by Program					
Office of the Director	287,566	285,876	391,322	418,702	418,702
Planning and Development	963,272	996,506	1,125,157	1,227,365	1,227,365
Total Appropriations	1,250,838	1,282,382	1,516,479	1,646,067	1,646,067
Division Staff					
Full Time	7.00	11.00	11.00	12.00	12.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.86	0.93	1.65	1.65



PLANNING DIVISION
Office of Director of Planning

Director of Planning
(1)

Office Overview

This budget unit supports the activities of the Director of Planning. Activities of the Office of Director include oversight of the Planning & Development Department, acquisitions and intergovernmental relations.

FY 2011/12 Office Accomplishments

Oversaw the work of the Planning & Development Department on bond-related capital projects, including assistance on some of the more contentious projects.

Supported the work of the Parks Bond Citizens Oversight Committee.

Managed the Park District's acquisition program.

Implemented the acquisitions element of the bond program.

Continued to participate in Washington County ordinance processes to implement the concept plan for the North Bethany Urban Growth Boundary expansion area.

Monitored Washington County and City of Beaverton land use review processes for park/trail projects.

Pursued regional, state and federal grants for site and trail system acquisition and development.

Assisted in the Park District site reclassification and renaming project.

Began representing the Park District on the Metro Stakeholder Advisory Committee (SAC) on preparation of a Regional Active Transportation Plan.

Began representing all park and recreation providers in the region on the Metro Technical Advisory Committee (MTAC).

FY 2012/13 Office Goals and Objectives

Continue to oversee and guide Planning & Development staff working on various capital projects, especially bond program projects.

Move forward on targeted land acquisitions for parks, trails and natural areas consistent with the 2006 Comprehensive Plan and Trails Master Plan updates and commitments made in the 2008 Bond Measure.

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

Pursue annexations to the Park District via the voluntary annexation program or other strategies approved by the Board.

Pursue additional support for development of the Park District's trails system.

Work with Metro officials on regional planning issues of interest to the Park District, including continued membership on the Active Transportation Plan SAC and MTAC.

Work with Washington County and City of Beaverton officials on development review processes and ordinances of interest to the District.

Recommend revisions to the resolution establishing the Park District's system development charge program as needed.

Initiate amendments to the Park District's Comprehensive Plan to address reclassification of many park sites to natural areas or linear parks.

Budget Highlights

No significant changes from the prior year budget.



Division: Planning
 Department: Office of the Director

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	276,789	279,999	384,922	412,174	412,174
Materials & Services	10,777	5,877	6,400	6,528	6,528
Total Appropriations	287,566	285,876	391,322	418,702	418,702
Summary by Program					
Office of the Director	287,566	285,876	391,322	418,702	418,702
Total Appropriations	287,566	285,876	391,322	418,702	418,702
Division Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.86	0.93	1.65	1.65



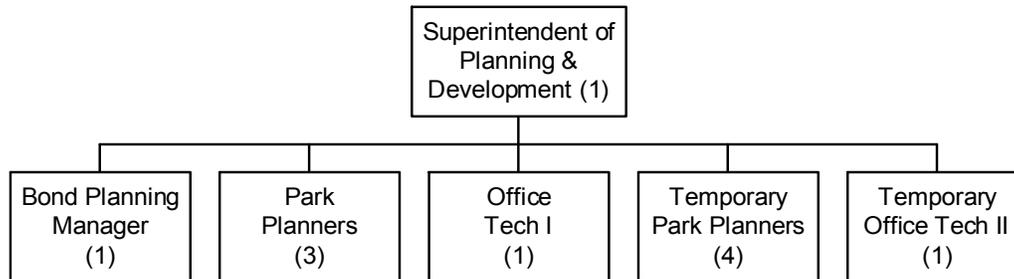
Division: Planning
 Department: Office of the Director
 Program: Office of the Director

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	99,744	104,436	108,196	113,387	113,387
P.T. Salary	123,645	118,590	214,722	230,630	230,630
Employee Benefits	31,639	34,733	30,376	34,031	34,031
Payroll Taxes	21,761	22,240	31,629	34,126	34,126
Personnel Services	276,789	279,999	384,922	412,174	412,174
Supplies	3,052	221	400	400	400
Communications	2,644	2,416	2,500	2,500	2,500
Training, Travel and Memberships	4,246	3,240	3,500	3,628	3,628
Small Furniture & Office Equipment	835	-	-	-	-
Material & Services	10,777	5,877	6,400	6,528	6,528
Program Total	287,566	285,876	391,322	418,702	418,702
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.86	0.93	0.93	1.65	1.65



PLANNING DIVISION

Planning & Development Department



Department Overview

The Superintendent of Planning & Development is responsible to the Director of Planning. Areas of responsibility for the Department include administration, planning, design and park, trail and facility development. All land acquisition for the District (with the exception of some system development charge-related land acquisition) is administered by the Director of Planning.

Planning & Development activities include:

Park, trail and facility planning and design, capital improvement project management including projects under the Bond Program and General fund and SDC fund, implementation of District Master Plans, the Voluntary Annexation Program, public outreach, easement coordination, Trails Advisory Committee liaison, North Bethany Master Plan, intergovernmental agreements, promoting partnerships and coordinating planning with local, regional, state and federal agencies and the private sector, grant writing and administration.

FY 2011/12 Accomplishments

Non-Bond Projects: Completed construction and opened Fanno Creek Trail; 95% complete with feasibility study and preferred option for Fanno Creek Trail/Hall Boulevard crossing (MTIP Grant); began construction of the Waterhouse Trail/Walker Road mid-block crossing (OBP Grant); began master plan of the Westside Trail #18 (MTIP Grant); completed construction of the adidas Timbers Training Center. Completed construction on the Fanno Creek Service Center. Completed PCC Rock Creek capital improvements, restroom and fencing amenities; completed buffer mitigation strategy; completed THPRD slip test standards on bridges and boardwalks; completed construction administration and opened Progress Ridge Park

(lake dock access with Gramor Development); began construction of Central Bethany SDC trail; completed master specifications list as well as a sustainable specifications list; involved with Metro's Intertwine; completion and implementation of Reclassification Project and new District maps; continued construction administration on Timberland (Teufel) Park. Continued to incorporate sustainable elements and new Signage Master Plan signs into all project designs. Continue SDC administrative procedures guide update.

Bond Projects Completed: Conestoga Recreation & Aquatic Center Expansion/Remodel, Elsie Stuhr Center Expansion/Remodel, Camille Park Redevelopment, and Play Equipment Replacement at Waterhouse Park. Aided in land acquisition and site safety/demolition of existing structures.

2008 Bond Projects status:

Projects in Master Plan: Cedar Hills Park, Westside/Waterhouse Trail Connection, Somerset West Park, Barsotti Park, Cedar Mill Park & Trail, Roger Tilbury Park, Roy Dancer Park, NE Youth Athletic Field and SW Youth Athletic Field

Projects in Construction Documentation: Vista Brook Park, Pioneer Park, Lowami Hart Woods Natural Area Trail

Projects in Construction Administration: Schiffler Park, Westside Trail #1, 4 & 7, Rock Creek #2, 5/North Bethany #2 Trail, Jordan Woods Natural Area Trail, Waterhouse Trail #1, 5 & West Spur, The Bluffs Park Trail, AM Kennedy Park, Winkelman Park, Waterhouse Park Play

FY 2011/12 Accomplishments (continued)

Equipment Replacement and Hansen Ridge Park (formerly Kaiser Ridge Park)

Annexations: Special District Initiated Annexation/Voluntary Annexation Program #7 – 15 new properties were annexed to the District (2.96 acres).

Grants:

Applied for: RTP-Cedar Mill Park Trail; LGGP-Camille Park Improvements (awarded); MTIP-RFF-Crescent Connection

FY 2012/13 Goals and Objectives

Non-Bond Projects: Complete Fanno Creek Trail related to mitigation and project close out; complete and open Waterhouse Trail/Walker Road Mid-Block Crossing (OBP); start construction and complete Central Bethany SDC trail, complete Timberland Park and splash pad (Teufel); if funding is approved in budget, move forward with design process for the Ben Graf trail segment. Continue master planning Westside Trail #18 (MTIP Grant). Continue applying for grants that can be incorporated into bond projects and/or large-scale trail projects. Continue to incorporate sustainable elements and new Signage Master Plan signs into all project designs. Minor assistance to other departments with projects as needed.

2008 Bond Projects:

Projects planned for Master Plan: SW Community Park, HMT ADA Parking Lot Improvements and Cedar Hills Park

Projects planned for Design Development: Barsotti Park, Cedar Mill Park & Trail, Somerset West Park, Roger Tilbury Park, Roy Dancer Park and NW Youth Athletic Field

Projects planned for Construction

Documentation: Westside/Waterhouse Trail Connection and NE Youth Athletic Field

Projects planned for Construction

Administration: Vista Brook Park, Pioneer Park and Lowami Hart Woods Natural Area

Projects to be completed: Rock Creek Trail #2 & 5, Westside Trail #1, 4 & 7, Jordan Woods Natural Area Trail, Waterhouse Trail #1, 5 & West Spur, Schiffler Park, AM Kennedy Park, The Bluffs Park Trail, Hansen Ridge Park (formerly Kaiser Ridge Park), Winkelman Park Youth Athletic Field and Waterhouse Park Play

Equipment Replacement and NE Quadrant Trail (Bluffs Phase 2)

Address current and future needs identified in the District: Follow the 2006 Comprehensive and Trails Master Plans and the 2008 Bond Measure. Pursue opportunities for outside funding/grant sources and partnerships. Advocate for parks, trails and recreation related interests and partnerships at the local, regional and state levels.

Budget Highlights

No significant changes from the prior year budget.

Performance Standards

Design and develop new parks facilities, athletic fields and trail projects identified in the Park District's 2006 Comprehensive and Trails Master Plans and the 2008 Bond Measure. Pursue annexations through the SDIA/Voluntary Annexation Program #8 to increase property tax revenues and continue to seek grants (that can be incorporated into bond projects and/or large-scale trail projects) and outside funding sources.

Division: Planning
 Department: Planning and Development

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	912,139	942,228	1,012,657	1,121,965	1,121,965
Materials & Services	51,133	54,278	112,500	105,400	105,400
Total Appropriations	963,272	996,506	1,125,157	1,227,365	1,227,365
Summary by Program					
Planning and Development	963,272	996,506	1,125,157	1,227,365	1,227,365
Total Appropriations	963,272	996,506	1,125,157	1,227,365	1,227,365
Division Staff					
Full Time	6.00	10.00	10.00	11.00	11.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Planning
Department: Planning and Development
Program: Planning and Development

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Projected Outcome 2010/11	Proposed Outcome 2011/12	Proposed Outcome 2012/13
Acquire new parks, athletic fields, natural areas and trail corridor properties identified in District Master Plans and the System Development Capital Improvement Program.	One natural area, two neighborhood parks and two trail corridors were acquired. Two special uses properties were also acquired.	Six trail corridor properties, two neighborhood park properties, two facility properties, three natural area properties (two of which are also trail corridor properties), one existing park expansion property and one community park property have been acquired.	Continue targeted land acquisition opportunities for parks, trails and natural areas as identified in the 2006 comprehensive and Trails Master Plan updates. Continue to pursue property as identified in the District's approved 2008 Bond Measure.	Continue targeted land acquisition opportunities for parks, trails and natural areas as identified in the 2006 comprehensive and Trails Master Plan updates. Continue to pursue property as identified in the District's approved 2008 Bond Measure.
Develop new parks, athletic fields, natural areas and trail corridor properties identified in District Master Plans and the System Development Capital Improvement Program.	Completed the Winkelman Park temporary parking area, Aloha Swim Center ADA remodel, 9 Play Equipment Replacements Projects, Began master planning on 18 bond projects.	Complete construction of Meadow Waye Park, Progress Lake/Gramor Dock, Aquatic Center ADA Dressing Room, Old Wagon Trail, Play Equipment Replacements at Harman Swim Center, Summercrest Park and Burntwood West Park. Begin construction of the Fanno Creek Trail, Conestoga Recreation Center, Elsie Stuhr Recreation Center and Lost Park Play Equipment Replacement. Complete Winkelman Park Master Plan, 112th Ave. project design and begin 11 new projects funded by grants, the 2008 bond measure, SDC and capital.	Complete construction of 4 2008 bond projects , including the Conestoga Recreation & Aquatic Center, Elsie Stuhr Center, Lost Park and Camille Park as well as 6 additional non-bond projects, including the new Maintenance and 112th relocation site along with the athletic field development, Fanno Creek Trail, PCC Restroom and Fencing amenities. Begin Master Plan on four Bond Projects. Continue to schedule and manage other projects funded by grants, the 2008 Bond Measure, SDCs and capital improvement projects.	Complete Construction of 11 2008 Bond Measure Projects including Rock Creek/Jordan/Westside/N orth Bethany and Waterhouse Trail Projects, The Bluffs Park Trail, AM Kennedy Park, Schiffler Park, Winkelman Park Youth Athletic Field, Hansen Ridge Park (formerly Kaiser Ridge Park) and Waterhouse Play Equipment Replacement. Three non Bond Projects including Timberland Splash Pad and Central Bethany Trail. Continue to schedule and manage other projects funded by grants, the 2008 Bond Measure, SDCs and capital improvements.
Pursue annexation.	22 properties, totaling 4.18 acres were annexed into the District via Special District Initiated Annexation/Voluntary Annexation Program	25 properties, totaling 6.69 acres were annexed into the District via Special District Initiated Annexation Program/ Voluntary Annexation Program	13 properties, totaling 1.72 acres were annexed into the District via Special District Initiated Annexation Program/ Voluntary Annexation #7	Continue with the Special District Initiated Annexation Program/ Voluntary Annexation #8.
Seek grants and outside funding sources.	9 grants were applied for. One grant for \$243,000 was awarded (Walker Rd Mid Block Crossing) and one grant for \$1,450,036 is still pending (Westside Trail #14). The remaining applications were not awarded.	3 grants were applied for. One grant for \$70,000 was awarded (Camille Park Shelter). The remaining applications were not awarded	Continue to pursue grant opportunities that can be incorporated into bond projects and/or large-scale grants. One grant application, to construct Segment 4 of the Waterhouse Trail across Willow Creek, has been submitted to the Federal Highway Administration and another will be submitted for a State Local Government Grant Program grant.	Continue to pursue grant opportunities that can be incorporated into bond projects and/or large-scale grants.

Division: Planning
 Department: Planning and Development
 Program: Planning and Development

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	604,753	623,001	687,431	752,297	752,297
Employee Benefits	255,942	264,248	259,827	294,796	294,796
Payroll Taxes	51,444	54,979	65,399	74,872	74,872
Personnel Services	912,139	942,228	1,012,657	1,121,965	1,121,965
Professional and Technical Service	32,455	34,314	85,000	77,000	77,000
Supplies	5,412	6,710	11,250	12,000	12,000
Communications	992	973	750	900	900
Training, Travel and Memberships	12,274	12,281	15,500	14,500	14,500
Small Furniture & Office Equipment	-	-	-	1,000	1,000
Material & Services	51,133	54,278	112,500	105,400	105,400
Program Total	963,272	996,506	1,125,157	1,227,365	1,227,365
Department Staff					
Full Time	6.00	10.00	10.00	11.00	11.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00





PARK & RECREATION SERVICES

AQUATICS



SPORTS



RECREATION



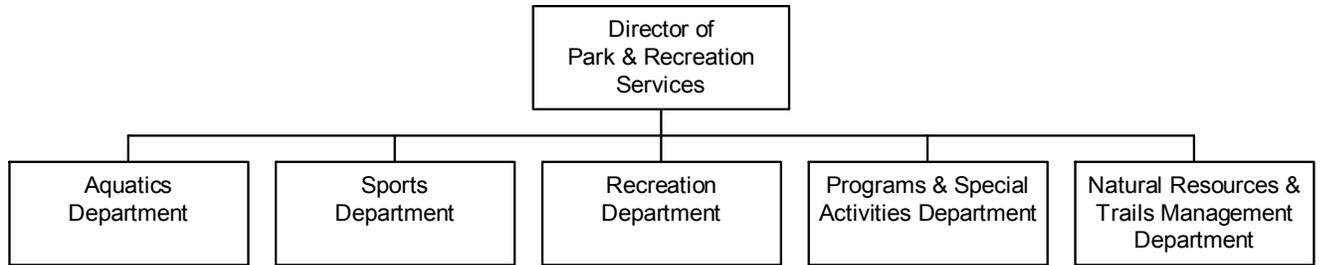
PROGRAMS & SPECIAL ACTIVITIES



NATURAL RESOURCES & TRAILS



PARK & RECREATION SERVICES DIVISION



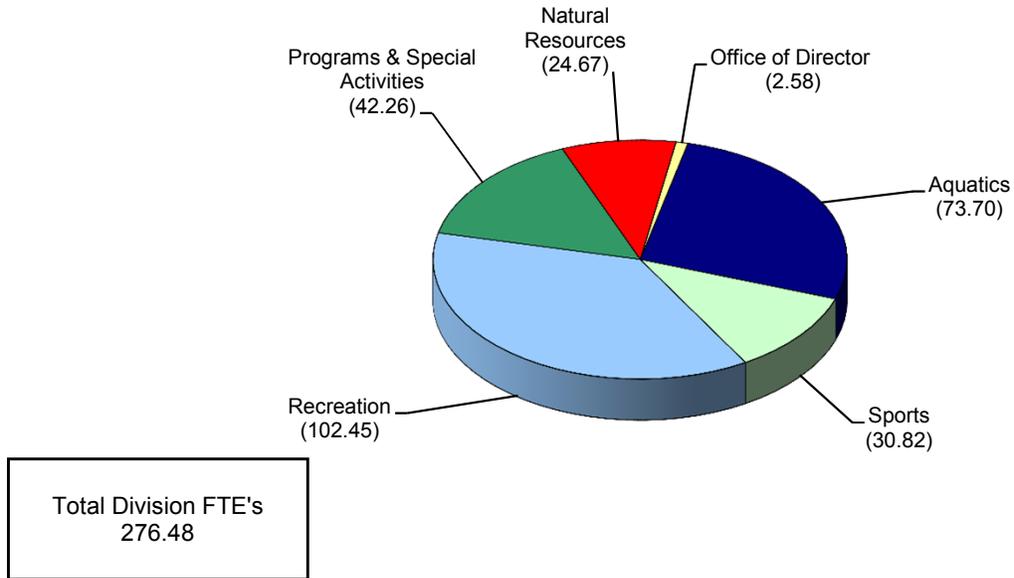
Division Mission

To provide a broad range of safe, high-quality recreation programs that are responsive to the needs, abilities and interests of the diverse community we serve. To provide stewardship and protection of the Park District's natural resources. Monitor and respond to the needs of our trail users to provide a safe and functional developed trail system.

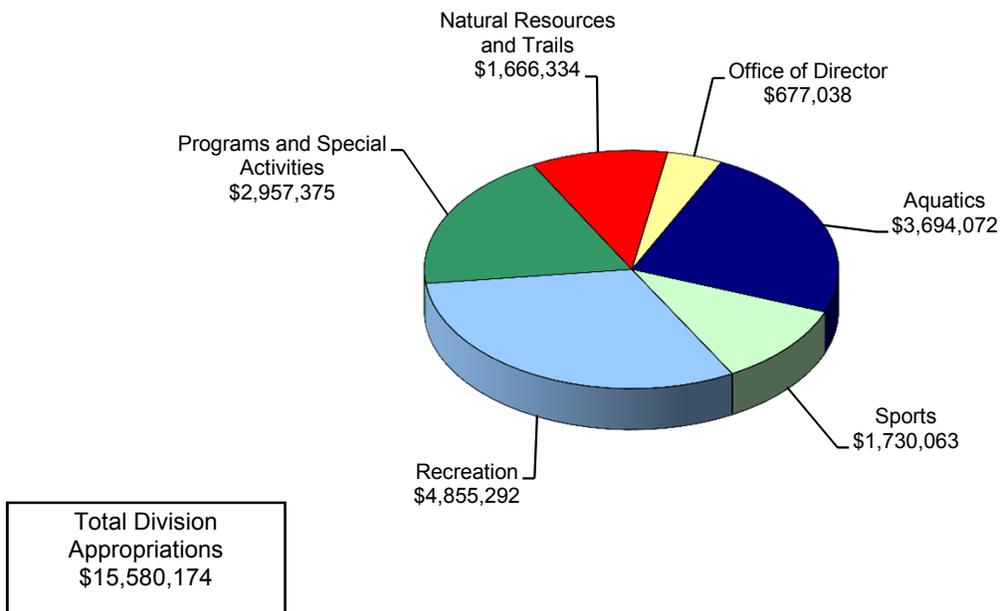
Division Overview

The Director of Park & Recreation Services reports to the General Manager and is responsible for all administrative functions relating to recreation program activities; aquatics programs; natural resource functions; trails management; sports; volunteer programs, special programs and activities. In addition, the Director helps coordinate the Park District's legislative advocacy efforts. The Park & Recreation Services Division budget includes the following departments: Office of the Director, Aquatics, Natural Resources & Trails Management, Programs & Special Activities, Recreation, and Sports.

Division Staffing by Departments FY 2012/13



Division Appropriations by Departments FY 2012/13



Division: Park & Recreation Services

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	12,659,068	12,528,371	13,070,911	13,696,140	13,696,140
Materials & Services	1,682,672	1,673,180	1,931,422	1,884,034	1,884,034
Total Appropriations	14,341,740	14,201,551	15,002,333	15,580,174	15,580,174

Summary by Department					
Office of the Director	744,666	766,588	707,294	677,038	677,038
Aquatics	3,571,767	3,394,792	3,481,621	3,694,072	3,694,072
Sports	1,577,103	1,649,372	1,695,214	1,730,063	1,730,063
Recreation	4,617,686	4,465,480	4,905,231	4,855,292	4,855,292
Programs and Special Activities	2,680,092	2,618,584	2,706,552	2,957,375	2,957,375
Natural Resources and Trails	1,150,426	1,306,735	1,506,421	1,666,334	1,666,334
Total Appropriations	14,341,740	14,201,551	15,002,333	15,580,174	15,580,174

Division Staff					
Full Time	76.00	76.50	74.50	74.50	74.50
Regular Part Time (FTE)	21.03	21.03	20.15	19.28	19.28
Part Time (FTE)	189.85	190.69	180.80	182.70	182.70



PARK & RECREATION SERVICES DIVISION

Office of Director of Park & Recreation Services



Department Overview

This budget unit supports the activities of the Director of Park & Recreation Services.

Activities of the Office of Director budget unit include the management and supervision of the program staff and the coordination and implementation of the Division's activities. Legislative advocacy for the Park District with the National Recreation and Park Association and the Oregon Recreation & Park Association as well.

FY 2011/12 Division Accomplishments

Further developing (with the Beaverton School District) a cooperative environmental education program.

Held another successful Family Triathlon and Party in the Park which included an International Festival in partnership with the City of Beaverton.

Maintained positive working relationships with the Aquatic Clubs and the Beaverton School District.

Increased Legislative contacts both at the State and Federal levels through direct contacts and advocating for specific programs, initiatives and bills.

Continued efforts to update the Intergovernmental Agreement with the Beaverton School District to maximize the use of facilities for both agencies.

Coordination with the City of Portland's Bureau of Environmental Services completion of their project at and near the Garden Home Recreation Center.

Involved the community in wildlife monitoring, habitat restoration, and trail maintenance resulting in healthier habitat areas and improved trail conditions.

Continued implementation of the District-wide environmental education strategic plan.

Expanded the Nature Mobile which provided environmental education activities at events, schools, specific parks and community destinations with a focus on underserved audiences during the summer and school holidays.

Created a program to market program offerings by seeking locations to make contact with potential new users of our programs rather than relying on traditional methods of contact.

Planned for the First Annual Trailways event.

FY 2012/13 Division Goals and Objectives

Continue emphasis on outstanding customer service at all of our facilities and make programs consistent District wide.

Increase the level of legislative advocacy and contacts with our State legislators during the 2013 Legislative session.

Further investigate the use of a retained representative to monitor Federal funding opportunities including grants and appropriations at the Federal level.

Continue to offer, where possible, technical, professional, and safety training as a high priority for Division staff.

Continue to seek ways to reach out to ethnic minorities in our community to inform and offer programs of interest.

Continue the RecMobile program that delivers recreational programs to District residents that cannot afford the programs and target populations and locations that need programming availability.

**FY 2012/13 Division Goals and Objectives
(continued)**

Partner with the Beaverton School District's Summer Lunch Program at sites where the RecMobile visits and at facilities that are located in qualifying neighborhoods.

Continue the Natural Resources Volunteer Program opportunities to create enhancement opportunities in our natural areas.

Partner with other public agencies to enhance and improve Park District natural resource areas.

Continue to review and modify existing programs to meet the changing needs of our patrons. Add or delete programs where possible and as needed.

Promote inter-agency cooperation on field enhancement and maintenance projects with the Beaverton School District.

Seek grant funding to help expand programming to underserved populations.

Monitor program and class participation to assure budget compliance.

Promote increased participation in programs at the Cooper Mountain Nature Park.

Continue the evaluation of the operating model at the Jenkins Estate and implement adjustments as necessary.

Emphasize program opportunities for middle school age children.

Build cooperative programs with the corporate community to make programs available to their employees without compromising program availability to our patrons.

Increase ranger presence and environmental education offerings in parks and trails through the Trails Management Program.

Budget Highlights

The Proposed Budget reflects a decrease in Family Assistance funding based on actual usage trends.

Division: Park & Recreation Services
 Department: Office of the Director

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	264,572	264,910	267,804	291,538	291,538
Materials & Services	480,094	501,678	439,490	385,500	385,500
Total Appropriations	744,666	766,588	707,294	677,038	677,038
Summary by Program					
Office of the Director	744,666	766,588	707,294	677,038	677,038
Total Appropriations	744,666	766,588	707,294	677,038	677,038
Division Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.63	0.63	0.63	0.58	0.58



Division: Park & Recreation Services

Department: Office of the Director

Program: Office of the Director

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	166,302	168,609	171,157	185,012	185,012
P.T. Salary	12,862	14,520	14,300	13,200	13,200
Employee Benefits	70,887	66,288	65,970	75,087	75,087
Payroll Taxes	14,521	15,493	16,377	18,239	18,239
Personnel Services	264,572	264,910	267,804	291,538	291,538
Professional and Technical Services	3,700	1,244	30,500	30,500	30,500
Fee reductions-family assistance	461,860	487,140	375,000	320,000	320,000
Communication	1,020	1,278	7,500	8,500	8,500
Supplies	2,474	537	8,500	8,500	8,500
Training, Travel and Memberships	11,040	11,479	17,990	18,000	18,000
Material & Services	480,094	501,678	439,490	385,500	385,500
Program Total	744,666	766,588	707,294	677,038	677,038
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	1.00
Part Time (FTE)	0.63	0.63	0.63	0.58	0.58





AQUATICS



Aloha Swim Center

Aquatic Center

Beaverton Swim Center

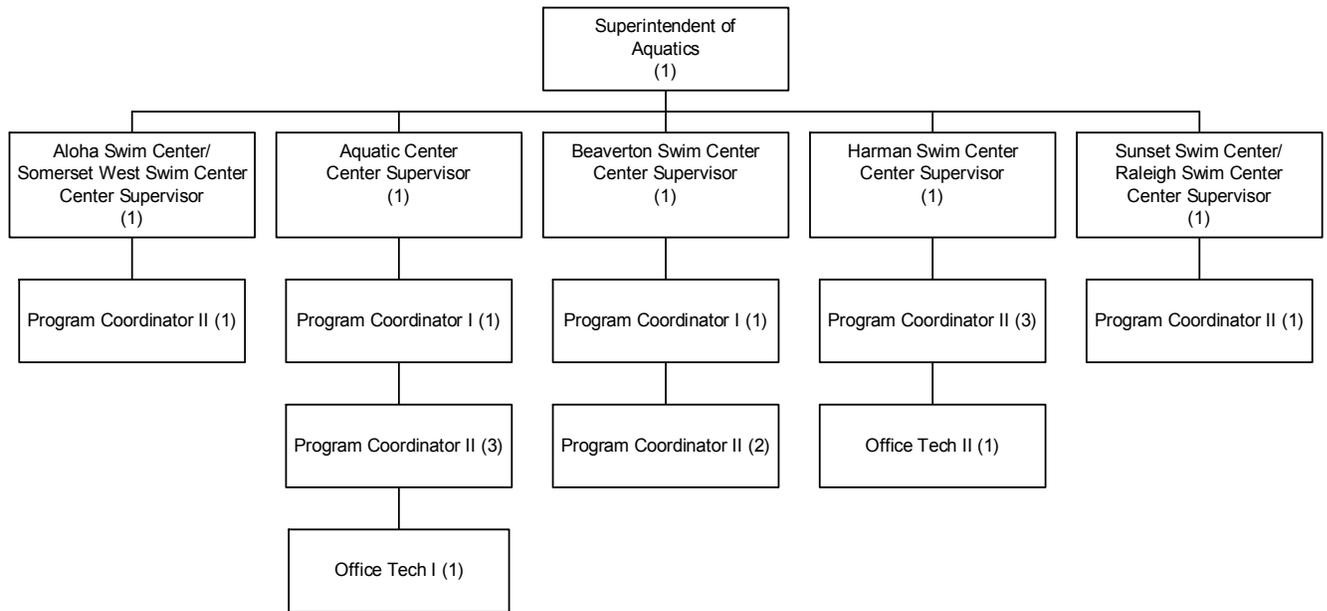
Harman Swim Center

Sunset Swim Center

Raleigh Swim Center

Somerset West Swim Center

PARK & RECREATION SERVICES DIVISION
 Aquatics Department



Department Overview

The Superintendent of Aquatics is responsible to the Director of Park & Recreation Services and is responsible for the operation of seven swim centers, their programs, and staff. The Superintendent is also responsible for aquatic program oversight at Conestoga Recreation & Aquatic Center.

The Aquatics Department plans, organizes and administers the financial, operational and personnel activities of a comprehensive program including: program development in the areas of instructional, recreational, fitness and competitive aquatics activities; certification courses, senior activities and programs for the guests with special needs; supervision and training of staff; and coordinates with the Maintenance Department in the operation of the pools.

FY 2011/12 Accomplishments

Continued to increase number of programs offered through the schools, including adaptive, fitness and Learn To Swim classes for high school students. Additionally, continued the Learn To Swim classes for children at McKay Elementary School and Tualatin Valley Junior Academy.

Offered quarterly instructional workshops for the department's water fitness instructors. This continues to be a valuable training program in

bringing our 60+ full time, regular part time and part time water fitness instructors together for in-house training and idea sharing in order to maintain high quality water fitness instruction at our pools.

Expanded program offerings of the Junior Lifeguard and Swim Aide program.

Developed and implemented a new staff orientation workshop, offered to new Aquatics part time staff members three times per year. The orientation is an overview of the Park District, policies and procedures, customer service and information specific to the Aquatics Department, in a PowerPoint format presented by Center Supervisors.

Continued to successfully work with the Beaverton School District Water Polo and Swim Teams, as well as the five affiliated Aquatic Clubs to allocate pool space creating an atmosphere of fitness, recreation, competition, and fun.

FY 2012/13 Goals and Objectives

Develop our own in-house instructor training program for our Learn To Swim program. The curriculum will be two-tiered. The first tier developed in 2010 is in use for our beginning level instructors. The second tier will include components for training more advanced swim instructors. This replaces the

FY 2012/13 Goals and Objectives (continued)

American Red Cross Water Safety Instructor Program.

Maintain a comprehensive in-service training program for staff in medical emergencies, customer service, and instructor training.

Continue to provide training opportunities for volunteers working with guests with special needs.

Increase program opportunities for middle school aged children and low-income families.

Train all lifeguarding staff in the new American Red Cross Lifeguarding training program to be released in Spring 2012.

Monitor Beaverton School District program cuts and offer like programs where possible.

Budget Highlights

The Proposed Budget includes funding for the ongoing service cost of adding public Wi-Fi at the four indoor swim centers that do not currently have it. This represents an approved business plan under the goal of providing quality sports and recreation facilities and programs.

Otherwise, the Proposed Budget reflects continuation of program levels from previous year.

Division: Park & Recreation Services
Department: Aquatics

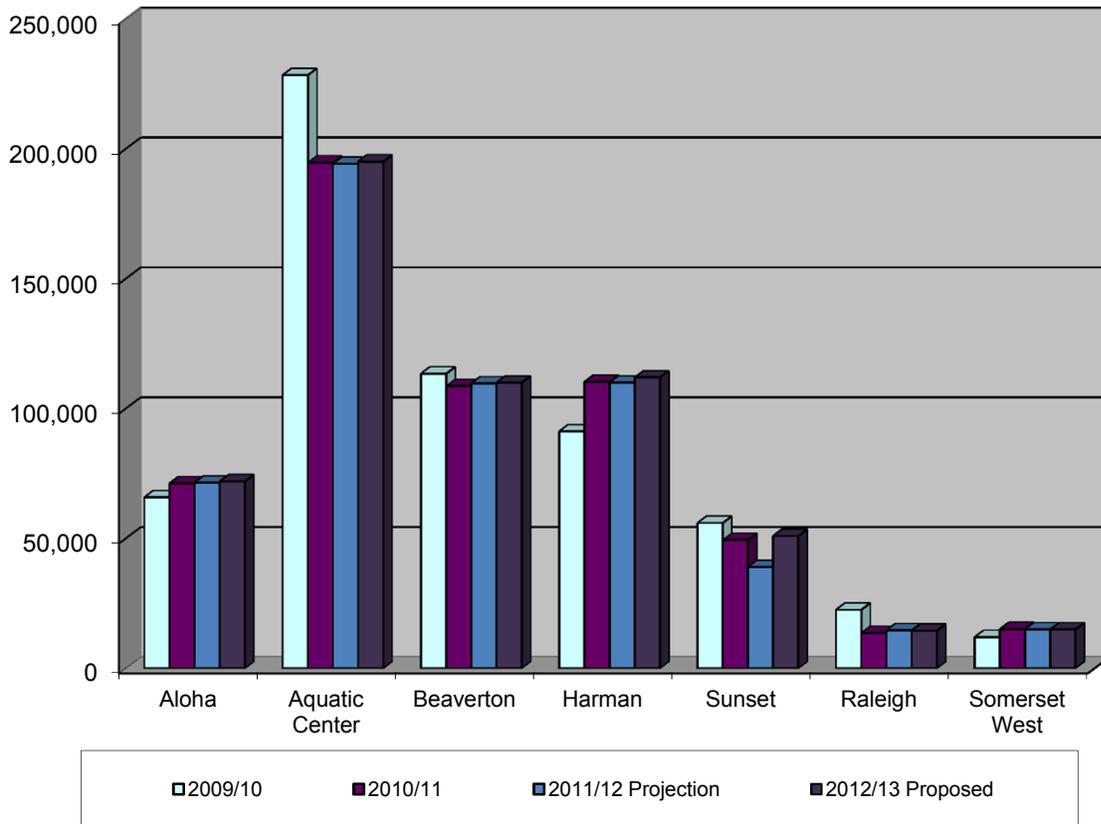
Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	3,504,296	3,347,524	3,415,437	3,617,565	3,617,565
Materials & Services	67,471	47,268	66,184	76,507	76,507
Total Appropriations	3,571,767	3,394,792	3,481,621	3,694,072	3,694,072

Summary by Program					
Superintendent of Aquatics	182,511	178,541	185,691	204,285	204,285
Aloha Swim Center	489,308	475,444	524,511	564,177	564,177
Aquatic Center	843,013	790,026	769,881	807,738	807,738
Beaverton Swim Center	775,845	729,994	742,348	786,069	786,069
Harman Swim Center	704,687	699,459	724,514	768,912	768,912
Sunset Swim Center	466,425	421,779	441,323	469,372	469,372
Raleigh Swim Center	54,410	48,824	38,841	39,515	39,515
Somerset West Swim Center	55,568	50,725	54,512	54,004	54,004
Total Appropriations	3,571,767	3,394,792	3,481,621	3,694,072	3,694,072

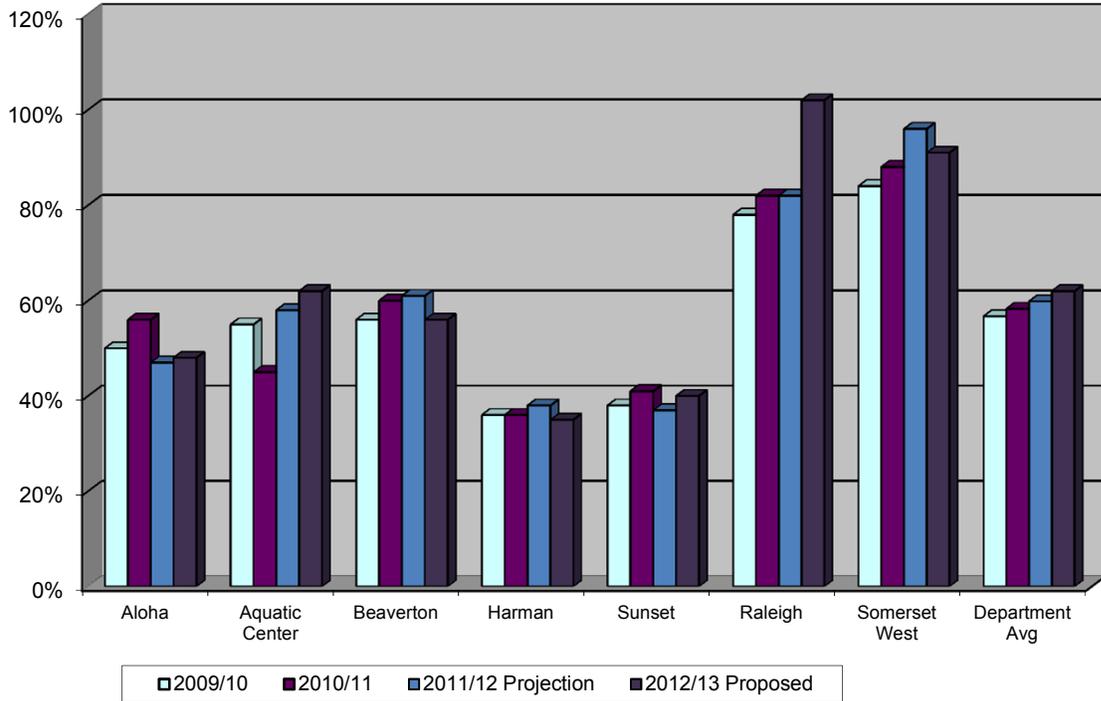
Division Staff					
Full Time	20.00	20.00	20.00	20.00	20.00
Regular Part Time (FTE)	7.89	7.89	7.89	7.89	7.89
Part Time (FTE)	53.36	53.57	45.17	45.81	45.81

Funded Service Level					
Program Hours	45,778	47,596	41,697	42,546	42,546
Contact Hours	1,161,351	1,162,291	1,137,352	1,100,691	1,100,691

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
Department: Aquatics
Program: Superintendent of Aquatics

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	99,768	104,460	108,221	112,328	112,328
P.T. Salary	1,031	675	1,120	427	427
Employee Benefits	31,645	34,724	29,281	32,689	32,689
Payroll Taxes	8,366	9,242	10,271	11,067	11,067
Personnel Services	140,810	149,101	148,893	156,511	156,511
Supplies	23,890	19,352	15,656	18,156	18,156
Other Services	-	1,000	-	-	-
Communications	1,438	2,059	-	3,340	3,340
Training, Travel and Memberships	16,373	7,029	21,142	26,278	26,278
Material & Services	41,701	29,440	36,798	47,774	47,774
Program Total	182,511	178,541	185,691	204,285	204,285
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.06	0.05	0.02	0.01	0.01

Division: Park & Recreation Services

Department: Aquatics

Program: Aloha Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	65,837	71,220	71,500	72,000
Number of classes held	823	754	754	760
Percentage of classes held vs. offered	79%	81%	84%	84%
Performance Measures				
Estimated cost per visit	\$ 7.43	\$ 6.68	\$ 7.31	\$ 7.43
Direct Facility Operations Cost Recovery *	50%	56%	47%	48%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	170%	170%	175%	175%

* Does not include maintenance or utilities

Division: Park & Recreation Services

Department: Aquatics

Program: Aloha Swim Center

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	127,992	132,227	135,270	137,061	137,061
R.P.T. Salary	66,851	65,489	79,065	85,383	85,383
P.T. Salary	178,957	165,246	191,139	200,153	200,153
Employee Benefits	73,794	71,533	72,727	92,067	92,067
Payroll Taxes	38,587	37,951	41,704	44,502	44,502
Personnel Services	486,181	472,446	519,905	559,166	559,166
Supplies	2,051	2,330	4,606	5,011	5,011
Small Furniture and Equipment	1,076	668	-	-	-
Material & Services	3,127	2,998	4,606	5,011	5,011
Program Total	489,308	475,444	524,511	564,177	564,177
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	8.18	8.29	8.10	8.16	8.16
Funded Service Level					
Program Hours	6,802	6,968	6,828	6,334	6,334
Contact Hours	165,899	168,223	168,161	160,202	160,202

Division: Park & Recreation Services

Department: Aquatics

Program: Aquatic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	228,388	194,726	194,226	195,100
Number of classes held*	920	846	1,059	1,060
Percentage of classes held vs. offered	95%	87%	94%	93%
Performance Measures				
Estimated cost per visit**	\$ 3.57	\$ 4.06	\$ 3.96	\$ 4.14
Direct Facility Operations Cost Recovery ***	55%	45%	58%	62%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	172%	180%	186%	186%

* Increase in class offerings due to addition of private lessons in fiscal year 2011-2012

** Reflects facility closure August 31 to October 1, 2011

*** Does not include maintenance or utilities, reflects facility closure August 31 to October 1, 2011

Division: Park & Recreation Services

Department: Aquatics

Program: Aquatic Center

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	324,937	332,648	344,645	361,606	361,606
R.P.T. Salary	27,653	28,504	31,485	33,529	33,529
P.T. Salary	278,174	210,108	182,701	180,945	180,945
Employee Benefits	135,791	154,036	147,392	166,372	166,372
Payroll Taxes	65,622	59,988	57,955	61,646	61,646
Personnel Services	832,177	785,284	764,178	804,098	804,098
Supplies	9,988	3,742	5,703	3,510	3,510
Other Services	-	1,000	-	-	-
Small Furniture & Equipment	848	-	-	130	130
Material & Services	10,836	4,742	5,703	3,640	3,640
Program Total	843,013	790,026	769,881	807,738	807,738
Department Staff					
Full Time	6.00	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	13.30	13.30	8.78	7.76	7.76
Funded Service Level					
Program Hours	9,925	10,255	7,844	8,220	8,220
Contact Hours	357,639	359,123	330,371	306,755	306,755

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	113,467	108,666	109,700	110,000
Number of classes held	2,179	2,682	1,846	1,900
Percentage of classes held vs. offered	99%	99%	99%	99%
Performance Measures				
Estimated cost per visit	\$ 6.84	\$ 6.96	\$ 6.77	\$ 7.15
Direct Facility Operations Cost Recovery *	56%	60%	61%	56%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	308%	324%	326%	326%

* Does not include maintenance or utilities

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

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	242,818	250,657	256,008	265,712	265,712
R.P.T. Salary	70,034	36,157	74,030	78,682	78,682
P.T. Salary	302,666	273,101	242,964	248,576	248,576
Employee Benefits	91,715	106,187	102,082	121,596	121,596
Payroll Taxes	64,139	59,729	59,627	63,341	63,341
Personnel Services	771,372	725,831	734,711	777,907	777,907
Supplies	4,473	4,163	7,637	8,162	8,162
Material & Services	4,473	4,163	7,637	8,162	8,162
Program Total	775,845	729,994	742,348	786,069	786,069
Department Staff					
Full Time	4.00	4.00	4.00	4.00	4.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	12.54	12.54	11.80	12.05	12.05
Funded Service Level					
Program Hours	12,481	12,495	12,545	10,958	10,958
Contact Hours	195,911	196,856	196,897	190,964	190,964

Division: Park & Recreation Services

Department: Aquatics

Program: Harman Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	91,248	110,320	110,000	112,000
Number of classes held	732	742	644	725
Percentage of classes held vs. offered	88%	86%	86%	88%
Performance Measures				
Estimated cost per visit	\$ 7.72	\$ 6.41	\$ 6.42	\$ 6.87
Direct Facility Operations Cost Recovery *	36%	36%	38%	35%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	183%	171%	182%	182%

* Does not include maintenance or utilities

Division: Park & Recreation Services

Department: Aquatics

Program: Harman Swim Center

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	266,916	276,762	285,777	299,711	299,711
R.P.T. Salary	85,199	87,820	97,026	102,961	102,961
P.T. Salary	150,363	130,442	135,561	130,593	130,593
Employee Benefits	148,269	150,799	147,554	173,218	173,218
Payroll Taxes	51,160	51,230	54,494	57,994	57,994
Personnel Services	701,907	697,053	720,412	764,477	764,477
Supplies	2,780	2,406	4,102	4,435	4,435
Material & Services	2,780	2,406	4,102	4,435	4,435
Program Total	704,687	699,459	724,514	768,912	768,912
Department Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	1.76	1.76	1.76	1.76	1.76
Part Time (FTE)	5.90	6.22	5.88	5.95	5.95
Funded Service Level					
Program Hours	5,620	6,849	6,016	7,074	7,074
Contact Hours	161,758	165,394	168,008	166,093	166,093

Division: Park & Recreation Services

Department: Aquatics

Program: Sunset Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	56,001	49,437	39,000	51,000
Number of classes held	535	477	406	760
Percentage of classes held vs. offered	85%	88%	96%	87%
Performance Measures				
Estimated cost per visit	\$ 8.33	\$ 8.60	\$ 10.24	\$ 9.20
Direct Facility Operations Cost Recovery *	38%	41%	37%	40%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	166%	179%	176%	176%

* Does not include maintenance or utilities

Division: Park & Recreation Services

Department: Aquatics

Program: Sunset Swim Center

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	119,139	102,670	128,756	116,294	116,294
R.P.T. Salary	68,847	77,178	78,419	76,080	76,080
P.T. Salary	167,758	138,433	124,211	161,393	161,393
Employee Benefits	70,470	68,002	69,941	72,505	72,505
Payroll Taxes	36,381	33,122	34,453	37,460	37,460
Personnel Services	462,595	419,405	435,780	463,732	463,732
Supplies	3,556	2,374	5,543	5,640	5,640
Small Furniture & Equipment	274	-	-	-	-
Material & Services	3,830	2,374	5,543	5,640	5,640
Program Total	466,425	421,779	441,323	469,372	469,372
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	7.16	7.00	5.36	6.68	6.68
Funded Service Level					
Program Hours	7,662	7,857	5,592	7,092	7,092
Contact Hours	160,189	159,690	145,732	149,578	149,578

Division: Park & Recreation Services

Department: Aquatics

Program: Raleigh Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	22,556	13,691	14,663	14,500
Number of classes held	84	99	66	70
Percentage of classes held vs. offered	53%	90%	72%	77%
Performance Measures				
Estimated cost per visit	\$ 2.41	\$ 3.63	\$ 2.40	\$ 2.73
Direct Facility Operations Cost Recovery *	78%	82%	82%	102%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	123%	136%	122%	122%

* Does not include maintenance or utilities

Division: Park & Recreation Services

Department: Aquatics

Program: Raleigh Swim Center

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
P.T. Salary	48,579	43,682	34,355	34,968	34,968
Payroll Taxes	5,496	4,791	3,436	3,497	3,497
Personnel Services	54,075	48,473	37,791	38,465	38,465
Supplies	185	249	1,050	1,050	1,050
Small Furniture and Equipment	150	102	-	-	-
Material & Services	335	351	1,050	1,050	1,050
Program Total	54,410	48,824	38,841	39,515	39,515
Department Staff					
Full Time	0.00	0.00	0.00	0.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	3.76	3.76	3.05	3.10	3.10
Funded Service Level					
Program Hours	1,643	1,527	1,342	1,353	1,353
Contact Hours	62,019	54,441	61,718	65,085	65,085

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	12,025	15,100	15,000	15,000
Number of classes held	148	140	140	140
Percentage of classes held vs. offered	90%	95%	93%	93%
Performance Measures				
Estimated cost per visit	\$ 4.62	\$ 3.36	\$ 3.31	\$ 3.60
Direct Facility Operations Cost Recovery *	84%	88%	96%	91%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	174%	158%	180%	180%

* Does not include maintenance or utilities

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

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
P.T. Salary	49,660	44,870	48,879	48,372	48,372
Payroll Taxes	5,519	5,061	4,888	4,837	4,837
Personnel Services	55,179	49,931	53,767	53,209	53,209
Supplies	389	615	745	795	795
Small Furniture & Equipment	-	179	-	-	-
Material & Services	389	794	745	795	795
Program Total	55,568	50,725	54,512	54,004	54,004
Department Staff					
Full Time	0.00	0.00	0.00	0.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	2.46	2.41	2.18	2.10	2.10
Funded Service Level					
Program Hours	1,645	1,645	1,530	1,515	1,515
Contact Hours	57,936	58,564	66,465	62,014	62,014



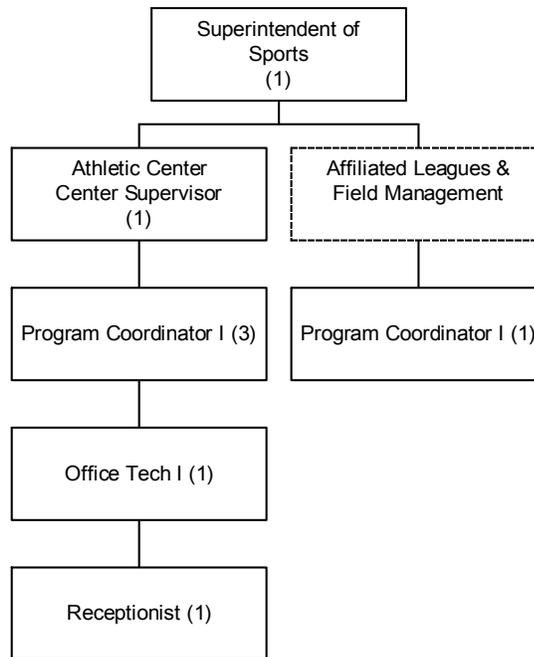


SPORTS



Athletic Center

PARK & RECREATION SERVICES DIVISION
Sports Department



Department Overview

The Superintendent of Sports is responsible to the Director of Park & Recreation Services and oversees recreational services for the Athletic Center, sports fields, affiliated sports organizations, and the Beaverton School District (BSD) IGA. The Athletic Center provides as many as 200 diverse programs quarterly, District-wide Sports Leagues that involve over 20,000 participants and numerous tournaments and special events. This Department works with seven steering committees, an Advisory Committee, coordinating with other Departments and the BSD to offer services.

FY 2011/12 Accomplishments

Developed a more collaborative gym and field allocation process with the BSD athletic programs.

Facilitated the split of BSD Metro Junior Basketball and THPRD Recreational Basketball programs and facility use.

Continued working on collaborative field improvement and reconfiguring projects with BSD and Affiliated User Groups.

Managed 52,585 hours of athletic field allocations and billing for affiliated user groups, including permitting and coordination of BSD athletic fields.

Assisted the Affiliated User Groups on using their assigned fields in the most efficient manner possible.

Developed and implemented a collaborative athletic field allocation process for baseball and softball affiliated user groups.

Assisted the new youth lacrosse organization to establish a solid foundation for operations.

Facilitated the establishment of separate baseball and softball affiliated organizations to provide more focused sport specific development and management.

Increased class participation by 17% over FY 2010/11.

FY 2012/13 Goals and Objectives

Implement new Field Sports Affiliation Requirements.

Develop and implement a new inter-sport, cooperative, field allocation process with affiliated sports groups.

FY 2012/13 Goals and Objectives (continued)

Continue improving the field and gym assignments and use with the BSD.

Facilitate and assist operational development of the newly separated baseball and softball organizations.

Work with the local recreational soccer league to develop additional playing opportunities.

Budget Highlights

The Proposed Budget reflects continuation of program levels from previous year.

Division: Park & Recreation Services
Department: Sports

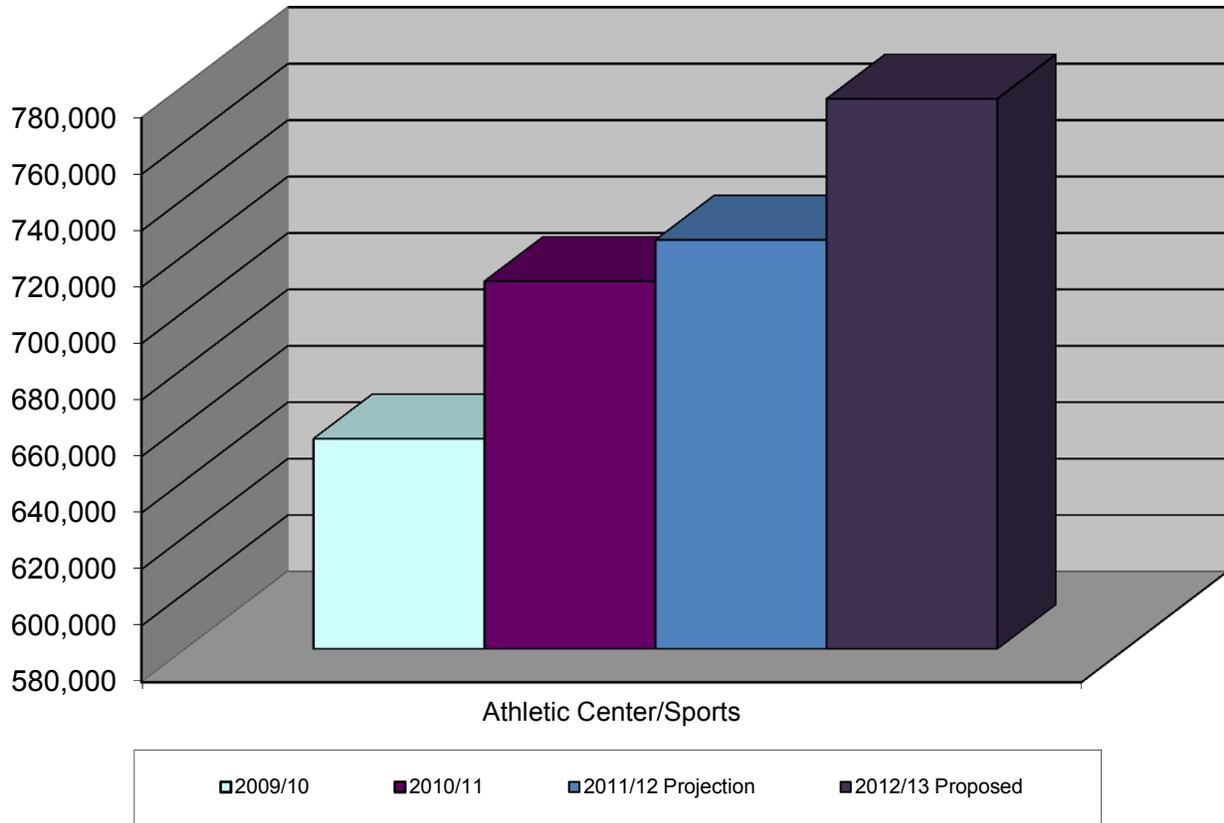
Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	1,290,566	1,370,276	1,390,923	1,418,680	1,418,680
Materials & Services	286,537	279,096	304,291	311,383	311,383
Total Appropriations	1,577,103	1,649,372	1,695,214	1,730,063	1,730,063

Summary by Program					
Superintendent of Sports	253,293	254,285	270,151	290,439	290,439
Athletic Center/Sports	1,323,810	1,395,087	1,425,063	1,439,624	1,439,624
Total Appropriations	1,577,103	1,649,372	1,695,214	1,730,063	1,730,063

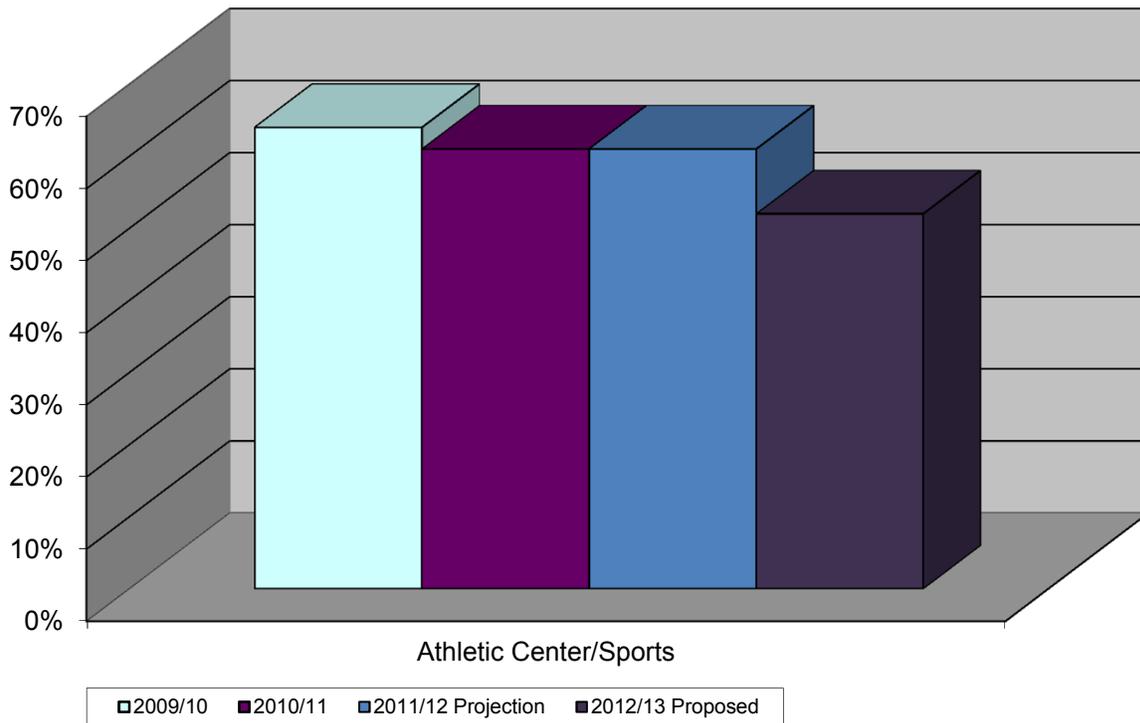
Division Staff					
Full Time	8.00	8.00	8.00	8.00	8.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	23.29	21.95	20.81	21.07	21.07

Funded Service Level					
Program Hours	21,004	20,184	19,558	19,218	19,218
Contact Hours	679,343	693,766	675,974	658,177	658,177

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
Department: Sports
Program: Superintendent of Sports

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	125,495	135,606	145,545	152,239	152,239
Employee Benefits	56,404	61,211	58,272	68,436	68,436
Payroll Taxes	10,727	11,995	14,534	15,924	15,924
Personnel Services	192,626	208,812	218,351	236,599	236,599
Rental Facilities	44,593	40,310	42,000	46,000	46,000
Communications	2,277	2,096	1,900	1,900	1,900
Supplies	1,958	1,599	3,000	3,500	3,500
Training, Travel and Memberships	11,839	1,389	4,800	2,440	2,440
Small Furniture and Equipment	-	79	100	-	-
Material & Services	60,667	45,473	51,800	53,840	53,840
Program Total	253,293	254,285	270,151	290,439	290,439
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Park & Recreation Services

Department: Sports

Program: Athletic Center & Sports

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	654,533	710,364	725,000	775,000
Number of classes held	395	583	595	600
Percentage of classes held vs. offered	76%	82%	81%	82%
Performance Measures				
Estimated cost per visit	\$ 2.02	\$ 1.97	\$ 1.93	\$ 1.86
Direct Facility Operations Cost Recovery *	64%	61%	61%	52%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	124%	121%	137%	137%

* Does not include maintenance or utilities

Division: Park & Recreation Services
 Department: Sports
 Program: Athletic Center & Sports

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	342,197	346,090	335,931	324,031	324,031
R.P.T.Salary	70,850	71,925	78,265	82,100	82,100
P.T. Salary	446,773	483,339	506,844	516,980	516,980
Employee Benefits	152,592	167,015	158,676	163,901	163,901
Payroll Taxes	85,528	93,095	92,856	95,069	95,069
Personnel Services	1,097,940	1,161,464	1,172,572	1,182,081	1,182,081
Professional and Technical Services	119,200	130,609	88,580	146,455	146,455
Supplies	104,198	99,307	159,261	107,798	106,298
Communication	525	-	3,200	1,840	1,840
Training, Travel and Memberships	961	1,034	1,450	1,450	1,450
Small Furniture and Equipment	986	2,673	-	-	1,500
Material & Services	225,870	233,623	252,491	257,543	257,543
Program Total	1,323,810	1,395,087	1,425,063	1,439,624	1,439,624
Department Staff					
Full Time	6.00	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	23.29	21.95	20.81	21.07	21.07
Funded Service Level					
Program Hours	21,004	20,184	19,558	19,218	19,218
Contact Hours	747,206	733,486	675,974	658,177	658,177





RECREATION



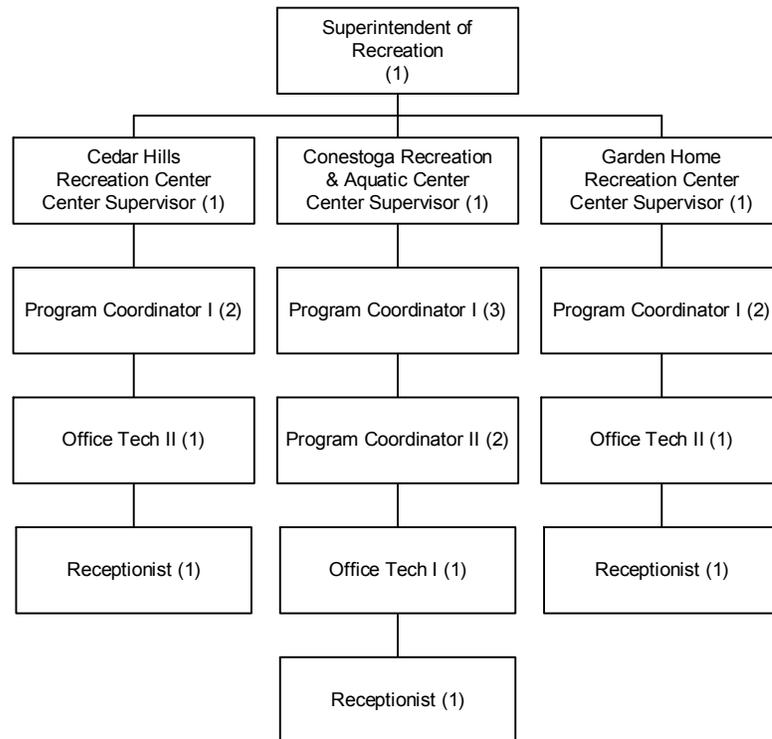
Cedar Hills Recreation Center

Conestoga Recreation & Aquatic Center

Garden Home Recreation Center

PARK & RECREATION SERVICES DIVISION

Recreation Department



Department Overview

The Superintendent of Recreation is responsible to the Director of Park & Recreation Services and is responsible for the operation of the three recreation centers, their programs, and staff.

The Recreation Department plans, organizes, and administers the operational and personnel activities of a comprehensive recreation program. These recreational facilities provide as many as 400 diverse recreation programs, special events, and after school programs quarterly. This Department also oversees the planning and operation of the Tualatin Hills Rec Mobile program.

FY 2011/12 Accomplishments

Implemented a program evaluation process at Cedar Hills Recreation Center establishing standards for programming, instruction, and front line staff. Measures support high quality recreation experience and are used in employee evaluations. This process will be used at other facilities next fiscal year.

Approved by the Board of Directors was Garden Home Recreation Center's facility enhancement proposal. Projects totaling \$320,000 will be

completed between the end of March through December 2012.

Offered registration incentives to increase participation in low enrollment classes.

Developed and implemented a youth weight training program, offering fitness to middle school aged children.

Offered monthly middle school aged dances.

Expanded the Rec Mobile program's Friday Night Fun Nights providing recreational activities to community youth twice a month at various low-income apartment complexes. A nutrition component is included as well as life-skill enhancement activities.

Started a new Rx Play program to help reduce childhood obesity.

Developed operational procedures for Park District's first Splash Pad.

FY 2011/12 Accomplishments (continued)

Worked with Washington County Public Health Department on improving overall health of community through programs.

FY 2012/13 Goals and Objectives

Expand lunch sites for the Rec Mobile and other Recreation Center programs.

Standardize operations for all three Recreation Centers.

Utilize new social marketing tools such as Hubbub for fitness programs.

Increase Rx Play participation to help reduce childhood obesity.

Open the new Splash Pad at Conestoga Recreation & Aquatic Center.

Budget Highlights

The Proposed Budget includes elimination of one regular part-time receptionist position from Conestoga Recreation & Aquatic Center. Otherwise, the Proposed Budget generally reflects continuation of most program levels from previous year.

Division: Park & Recreation Services
 Department: Recreation

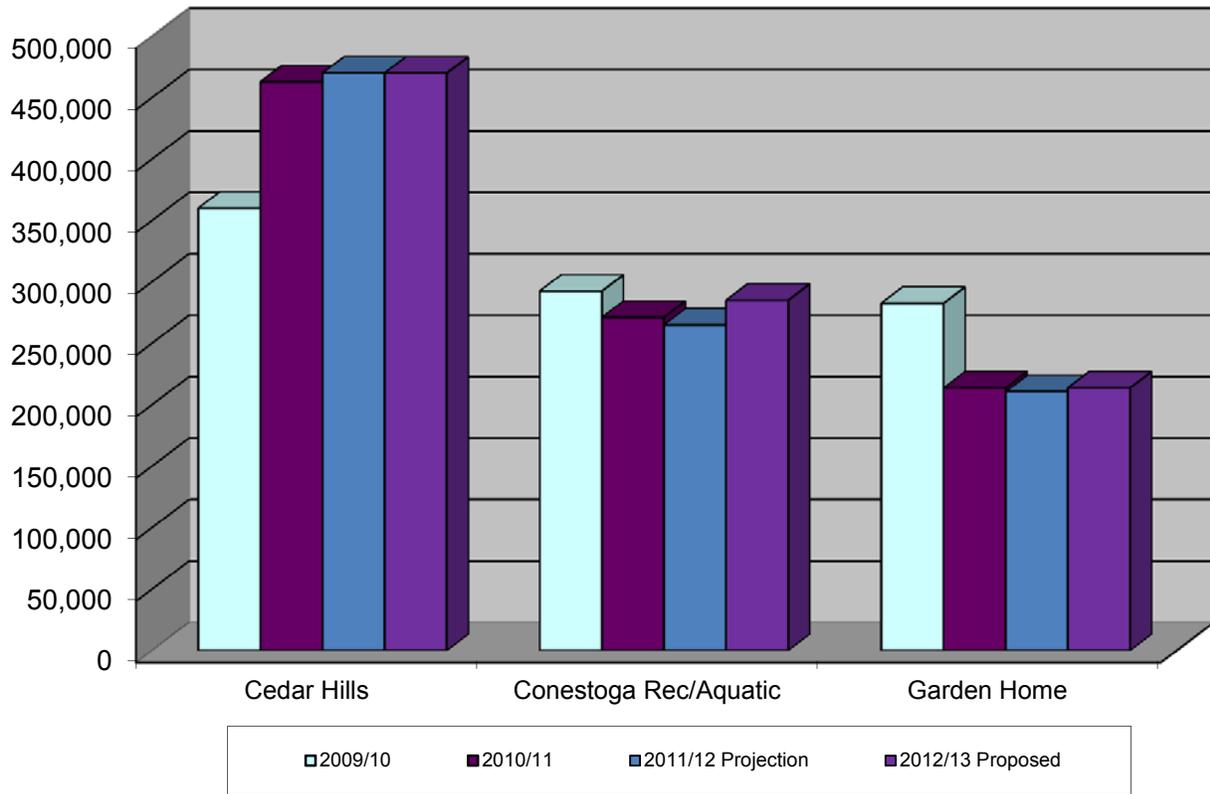
Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	4,178,002	4,042,656	4,379,530	4,375,364	4,375,364
Materials & Services	439,684	422,824	525,701	479,928	479,928
Total Appropriations	4,617,686	4,465,480	4,905,231	4,855,292	4,855,292

Summary by Program					
Superintendent of Recreation	146,911	158,765	173,879	182,867	182,867
Cedar Hills Recreation Center	1,280,649	1,292,578	1,431,480	1,480,721	1,480,721
Conestoga Rec. & Aquatic Center	1,965,805	1,935,183	2,057,495	2,087,958	2,087,958
Garden Home Recreation Center	1,224,321	1,078,954	1,242,377	1,103,746	1,103,746
Total Appropriations	4,617,686	4,465,480	4,905,231	4,855,292	4,855,292

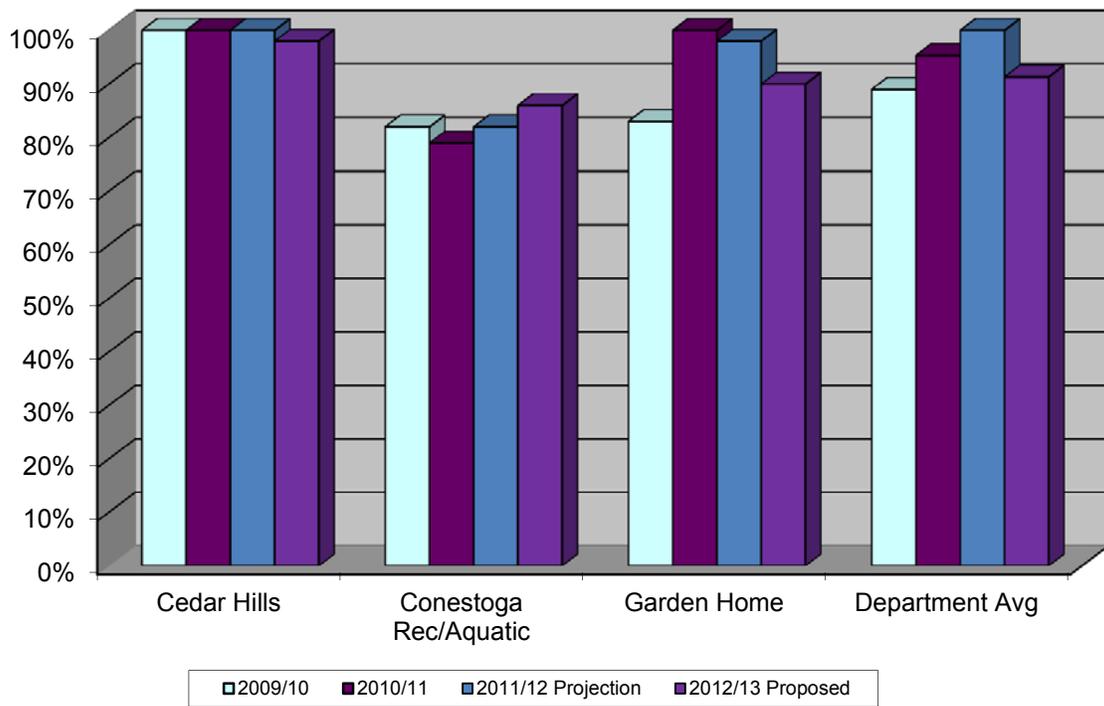
Division Staff					
Full Time	20.00	20.00	19.00	19.00	19.00
Regular Part Time (FTE)	5.26	5.26	5.26	4.39	4.39
Part Time (FTE)	81.81	81.30	80.56	79.06	79.06

Funded Service Level					
Program Hours	80,343	81,236	76,369	76,781	76,781
Contact Hours	1,697,819	1,713,995	1,522,375	1,536,179	1,536,179

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
 Department: Recreation
 Program: Superintendent of Recreation

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	93,864	97,332	100,836	104,157	104,157
P.T. Salary	-	400	3,000	3,000	3,000
Employee Benefits	28,060	39,482	35,853	39,917	39,917
Payroll Taxes	8,034	8,653	9,850	10,653	10,653
	129,958	145,867	149,539	157,727	157,727
Professional and Technical Services	-	2,250	-	-	-
Communications	3,762	2,932	3,300	3,300	3,300
Supplies	4,398	1,724	9,600	10,400	10,400
Training, Travel and Memberships	8,793	4,956	11,440	11,440	11,440
Small Furniture, Fixtures and Equip.	-	1,036	-	-	-
Material & Services	16,953	12,898	24,340	25,140	25,140
Program Total	146,911	158,765	173,879	182,867	182,867
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.12	0.12	0.12	0.12	0.12
Funded Service Level					
Program Hours	-	-	-	-	-
Contact Hours	-	-	-	-	-

Division: Park & Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	359,948	462,921	470,000	470,000
Number of classes held	1,364	1,372	1,350	1,360
Percentage of classes held vs. offered	90%	92%	92%	92%
Performance Measures				
Estimated cost per visit	\$ 3.56	\$ 2.80	\$ 3.06	\$ 3.15
Direct Facility Operations Cost Recovery *	102%	107%	100%	98%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	162%	156%	154%	154%

* Does not include maintenance or utilities

Division: Park & Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	228,222	251,753	270,275	277,064	277,064
R.P.T. Salary	30,819	31,745	35,074	38,071	38,701
P.T. Salary	665,731	644,234	734,804	763,482	762,852
Employee Benefits	133,743	132,087	128,563	146,418	146,418
Payroll Taxes	92,601	95,303	103,948	109,246	109,246
Personnel Services	1,151,116	1,155,122	1,272,664	1,334,281	1,334,281
Professional and Technical Services	3,463	6,888	9,810	-	-
Supplies	119,865	121,596	142,394	142,940	142,940
Rental Equipment	-	-	2,412	-	-
Communication	662	239	700	-	-
Training, Travel and Memberships	1,726	1,602	1,200	1,200	1,200
Small Furniture and Equipment	3,817	7,131	2,300	2,300	2,300
Material & Services	129,533	137,456	158,816	146,440	146,440
Program Total	1,280,649	1,292,578	1,431,480	1,480,721	1,480,721
Department Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	24.58	24.04	24.83	25.32	25.32
Funded Service Level					
Program Hours	28,532	29,394	26,981	26,519	26,519
Contact Hours	578,177	588,920	544,983	547,351	547,351

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	292,433	271,220	265,000	285,000
Number of classes held	1,906	1,974	1,958	1,975
Percentage of classes held vs. offered	87%	92%	88%	96%
Performance Measures				
Estimated cost per visit	\$ 6.98	\$ 7.69	\$ 7.76	\$ 7.33
Direct Facility Operations Cost Recovery *	82%	79%	82%	86%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	190%	191%	192%	192%

* Does not include maintenance or utilities

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	425,196	440,476	455,040	477,140	477,140
R.P.T. Salary	134,296	138,470	152,269	120,708	120,708
P.T. Salary	867,157	820,362	887,959	895,843	895,843
Employee Benefits	243,788	245,364	239,554	268,321	268,321
Payroll Taxes	144,339	145,096	152,013	155,001	155,001
Personnel Services	1,814,776	1,789,768	1,886,835	1,917,013	1,917,013
Professional and Technical Services	40,099	28,026	7,560	7,848	7,848
Rental Equipment	3,240	8,551	9,624	8,436	8,436
Communication	25	670	3,465	3,520	3,520
Rental Facility	332	844	2,700	2,700	2,700
Other Services	2,074	1,977	2,211	2,247	2,247
Supplies	102,836	102,249	138,036	139,082	139,082
Training, Travel and Memberships	1,693	1,360	2,664	2,712	2,712
Small Furniture, Fixtures and Equip.	730	1,738	4,400	4,400	4,400
Material & Services	151,029	145,415	170,660	170,945	170,945
Program Total	1,965,805	1,935,183	2,057,495	2,087,958	2,087,958
Department Staff					
Full Time	8.00	8.00	8.00	8.00	8.00
Regular Part Time (FTE)	3.50	3.50	3.50	2.63	2.63
Part Time (FTE)	38.10	36.79	36.48	36.80	36.80
Funded Service Level					
Program Hours	29,262	29,052	28,756	28,402	28,402
Contact Hours	665,780	677,721	619,217	630,300	630,300

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Aquatics

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	126,965	110,164	115,000	120,000
Number of classes held	934	1,101	989	1,000
Percentage of classes held vs. offered	85%	99%	83%	95%
Performance Measures				
Estimated cost per visit	\$ 6.72	\$ 8.10	\$ 7.75	\$ 7.70
Direct Facility Operations Cost Recovery *	67%	72%	76%	78%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	200%	203%	203%	203%

* Does not include maintenance or utilities

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Aquatics

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	226,224	234,229	242,393	255,531	255,531
R.P.T. Salary	53,718	55,388	60,908	48,283	48,283
P.T. Salary	368,603	346,278	378,784	384,798	384,798
Employee Benefits	124,087	121,012	114,546	136,793	136,793
Payroll Taxes	65,644	66,239	69,978	72,340	72,340
Personnel Services	838,276	823,146	866,609	897,745	897,745
Other Services	493	-	-	-	-
Communication	25	670	3,465	3,520	3,520
Supplies	12,641	15,535	19,281	19,822	19,822
Training, Travel and Memberships	1,609	1,309	2,664	2,712	2,712
Material & Services	14,768	17,514	25,410	26,054	26,054
Program Total	853,044	840,660	892,019	923,799	923,799
Department Staff					
Full Time	4.20	4.20	4.20	4.20	4.20
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	18.03	17.14	16.81	16.52	16.52
Funded Service Level					
Program Hours	11,177	11,148	10,899	10,116	10,116
Contact Hours	326,238	325,529	308,134	303,491	303,491

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Recreation

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	165,468	161,056	150,000	165,000
Number of classes held	972	873	969	975
Percentage of classes held vs. offered	90%	83%	94%	96%
Performance Measures				
Estimated cost per visit	\$ 7.19	\$ 6.80	\$ 7.77	\$ 7.06
Direct Facility Operations Cost Recovery *	92%	92%	88%	93%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	186%	184%	184%	184%

* Does not include maintenance or utilities

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Recreation

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	198,972	206,247	212,647	221,609	221,609
R.P.T. Salary	80,578	83,082	91,361	72,425	72,425
P.T. Salary	498,554	474,084	509,175	511,045	511,045
Employee Benefits	119,701	124,352	125,008	131,528	131,528
Payroll Taxes	78,695	78,857	82,035	82,661	82,661
Personnel Services	976,500	966,622	1,020,226	1,019,268	1,019,268
Professional and Technical Services	40,099	28,026	7,560	7,848	7,848
Rental Equipment	3,240	8,551	9,624	8,436	8,436
Rental Facility	332	844	2,700	2,700	2,700
Other Services	1,581	1,977	2,211	2,247	2,247
Supplies	90,195	86,714	118,755	119,260	119,260
Training, Travel and Memberships	84	51	-	-	-
Small Furniture, Fixtures and Equip.	730	1,738	4,400	4,400	4,400
Material & Services	136,261	127,901	145,250	144,891	144,891
Program Total	1,112,761	1,094,523	1,165,476	1,164,159	1,164,159
Department Staff					
Full Time	3.80	3.80	3.80	3.80	3.80
Regular Part Time (FTE)	1.75	1.75	1.75	0.88	0.88
Part Time (FTE)	20.07	19.65	19.66	20.28	20.28
Funded Service Level					
Program Hours	18,085	17,904	17,858	18,286	18,286
Contact Hours	339,542	352,192	311,083	326,809	326,809

Division: Park & Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	282,522	213,700	210,500	213,700
Number of classes held	1,599	1,448	1,343	950
Percentage of classes held vs. offered	77%	72%	70%	70%
Performance Measures				
Estimated cost per visit	\$ 4.33	\$ 5.08	\$ 4.80	\$ 5.19
Direct Facility Operations Cost Recovery *	83%	100%	98%	90%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	130%	143%	136%	136%

* Does not include maintenance or utilities

Division: Park & Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	304,823	282,000	260,081	251,283	251,283
R.P.T. Salary	33,357	34,397	37,994	31,822	31,822
P.T. Salary	519,262	436,601	577,192	491,924	491,924
Employee Benefits	138,573	120,652	107,629	112,427	112,427
Payroll Taxes	86,137	78,249	87,596	78,887	78,887
Personnel Services	1,082,152	951,899	1,070,492	966,343	966,343
Professional and Technical Services	43,680	43,154	26,730	8,400	8,400
Other Services	-	1,904	-	-	-
Supplies	92,018	72,850	131,955	124,635	124,635
Rental Equipment	4,575	3,203	4,800	-	-
Rental Facility	-	3,631	3,000	-	-
Communications	921	70	1,300	300	300
Training, Travel and Memberships	975	1,014	1,300	1,068	1,068
Small Furniture, Fixtures and Equip.	-	1,229	2,800	3,000	3,000
Material & Services	142,169	127,055	171,885	137,403	137,403
Program Total	1,224,321	1,078,954	1,242,377	1,103,746	1,103,746
Department Staff					
Full Time	6.00	6.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	19.01	20.35	19.13	16.82	16.82
Funded Service Level					
Program Hours	22,549	22,790	20,632	21,860	21,860
Contact Hours	453,862	447,354	358,175	358,528	358,528





PROGRAMS & SPECIAL ACTIVITIES



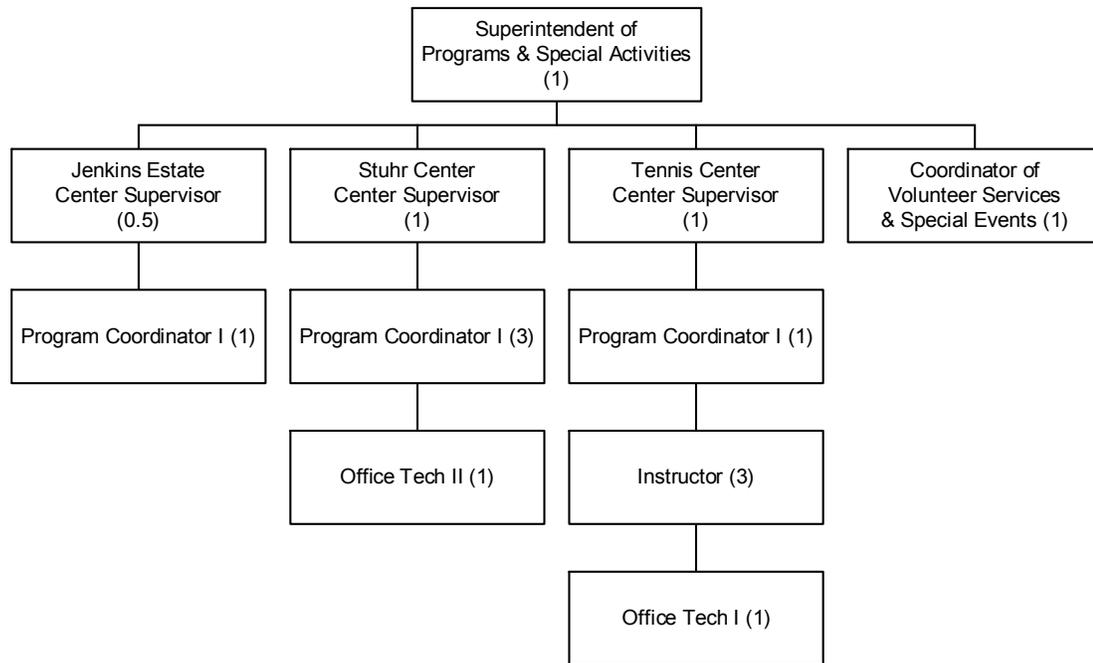
Elsie Stuhr Center

Jenkins Estate

Camp Rivendale

Tennis Center

PARK & RECREATION SERVICES DIVISION
 Programs & Special Activities Department



Department Overview

The Superintendent of Programs & Special Activities is responsible to the Director of Park & Recreation Services and is responsible for the Tennis Center, the Elsie Stuhr Center, historic properties including the Jenkins Estate, Fanno Farmhouse, and John Quincy Adams Young House, programs for the disabled and ADA oversight, and the Coordinator of Volunteer Services and Special Events.

This Department provides integrated recreational opportunities for the community to include: instructional tennis programs, tournaments and special events, senior and disabled programs, volunteer services and historic sites.

FY 2011/12 Accomplishments

Held a highly successful Concert and Theater in the Park Series, with eight concerts, including the Summer Celebration Concert, and two theater presentations.

Operated seven Community Gardens at capacity, and completed development of the eighth garden – Southminster Community Garden.

The THPRD Tennis Center was honored as one of the Champions of Tennis for 2011 by the Racquet Sports Industry.

Opened the Elsie Stuhr Center’s new fitness room and lobby on January 17, 2012. Over 200 people initially signed up for orientation and training on the new equipment.

Increased participation in the District’s Inclusion Program due to marketing targeted to seniors, and parents with children with special needs through the Beaverton School District.

FY 2012/13 Goals and Objectives

Continue to work to maximize efficiency on the expense side of the Tennis Center budget, while still maintaining maximum revenues.

Celebrate the 100th Anniversary of the Jenkins Estate with a celebration event in August 2012.

Complete construction of the Dog Park at PCC.

Identify a location and begin planning for a new Dog Park.

FY 2012/13 Goals and Objectives (continued)

Coordinate another successful Party in the Park.

Continue to bring new Community Gardens on-line as park Bond projects are completed.

Plan for a Trailways 2013 event.

Budget Highlights

The Proposed Budget includes continued funding for development and promotion of the Sunday Trailways event.

The Proposed Budget also includes the funding for the following:

- A mobile senior fitness program, Wellness on Wheels, to provide senior fitness classes at locations other than the Elsie Stuhr Center. This program is supported by user fees, and is contingent on receiving a capital grant for the upfront cost of acquiring and equipping a vehicle. This represents an approved business plan under the goal of providing quality sports and recreation programs and facilities.
- The Jenkins Estate 100th anniversary celebration event, which represents an approved business plan under the goal of providing quality sports and recreation programs and facilities.
- Consultant fees to update the District's Americans with Disability Act (ADA) Transition Plan to comply with new ADA requirements.

Division: Park & Recreation Services
Department: Programs and Special Activities

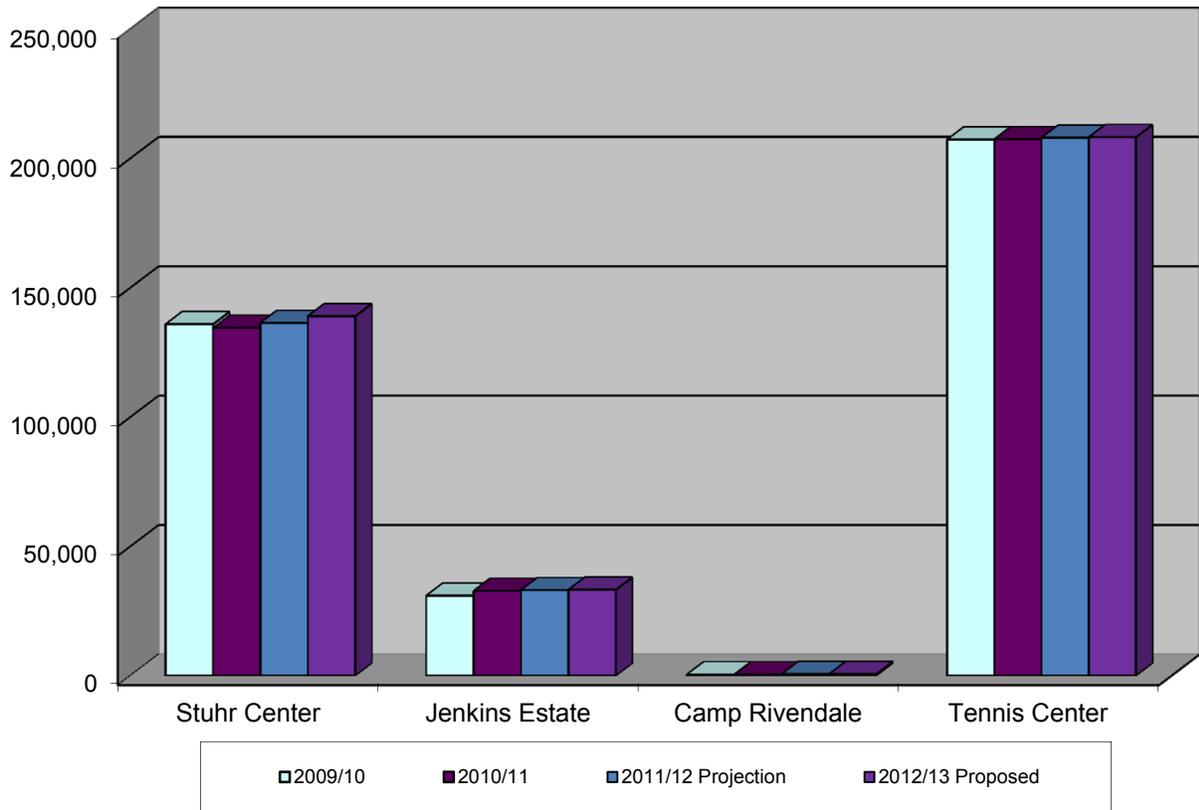
Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Personnel Services	2,361,512	2,315,891	2,333,834	2,580,952	2,580,952
Materials & Services	318,580	302,693	372,718	376,423	376,423
Total Appropriations	2,680,092	2,618,584	2,706,552	2,957,375	2,957,375

Summary by Program					
Superintendent of Prog. & Spec. Act.	418,647	417,894	446,311	466,697	466,697
Jenkins Estate	378,238	315,265	301,104	315,607	315,607
Camp Rivendale	120,061	129,355	139,808	142,403	142,403
Elsie Stuhr Center	877,384	880,441	890,839	1,039,103	1,039,103
Tennis Center	885,762	875,629	928,490	993,565	993,565
Total Appropriations	2,680,092	2,618,584	2,706,552	2,957,375	2,957,375

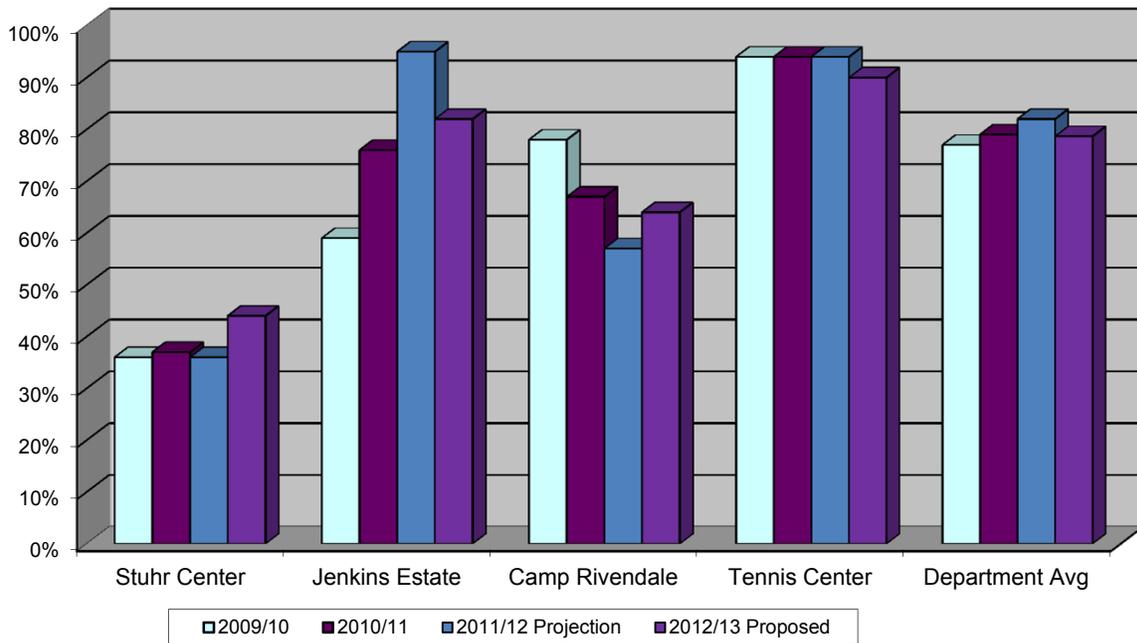
Division Staff					
Full Time	16.00	15.50	14.50	14.50	14.50
Regular Part Time (FTE)	5.25	5.25	4.37	4.37	4.37
Part Time (FTE)	20.69	21.52	22.18	23.39	23.39

Funded Service Level					
Program Hours	45,821	45,647	45,459	46,266	46,266
Contact Hours	363,104	371,650	358,624	371,910	371,910

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Superintendent of Programs and Special Activities

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	170,318	171,874	174,729	180,040	180,040
P.T. Salary	38,317	37,788	34,707	40,340	40,340
Employee Benefits	61,170	64,489	56,088	62,376	62,376
Payroll Taxes	18,355	19,245	20,027	21,936	21,936
Personnel Services	288,160	293,396	285,551	304,692	304,692
Professional and Technical Services	92,666	95,268	124,600	125,600	125,600
Rental Facility	2,400	2,400	2,400	2,400	2,400
Communications	4,347	3,917	6,120	6,120	6,120
Supplies	16,171	9,731	12,260	12,505	12,505
Training, Travel and Memberships	14,487	13,182	15,380	15,380	15,380
Small Furniture, Fixtures and Equip.	416		-	-	-
Material & Services	130,487	124,498	160,760	162,005	162,005
Program Total	418,647	417,894	446,311	466,697	466,697
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	1.04	1.09	1.16	1.27	1.27

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Elsie Stuhr Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	135,900	134,500	136,420	139,000
Number of classes held	575	587	575	570
Percentage of classes held vs. offered	72%	95%	93%	93%
Performance Measures				
Estimated cost per visit	\$ 6.46	\$ 6.56	\$ 6.54	\$ 7.48
Direct Facility Operations Cost Recovery *	36%	37%	36%	44%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	149%	144%	143%	143%

* Does not include maintenance or utilities

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Elsie Stuhr Center

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	272,141	281,722	288,630	309,525	309,525
R.P.T. Salary	31,737	32,724	28,741	30,600	30,600
P.T. Salary	293,613	292,593	303,039	395,026	395,026
Employee Benefits	127,648	125,234	115,805	137,353	137,353
Payroll Taxes	58,781	61,771	62,739	75,823	75,823
Personnel Services	783,920	794,044	798,954	948,327	948,327
Professional and Technical Services	3,654	8,450	1,090	1,420	1,420
Other Services	3,348	2,554	3,574	4,065	4,065
Communication	3,572	2,684	5,497	5,465	5,465
Supplies	41,067	70,614	38,684	43,626	43,626
Training, Travel and Memberships	1,894	1,938	2,000	2,000	2,000
Foundation Support	39,020	157	41,040	34,200	34,200
Small Furniture and Equipment	909	-	-	-	-
Material & Services	93,464	86,397	91,885	90,776	90,776
Program Total	877,384	880,441	890,839	1,039,103	1,039,103
Department Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	7.39	8.11	7.92	8.79	8.79
Funded Service Level					
Program Hours	9,077	9,182	8,797	9,368	9,368
Contact Hours	123,938	133,247	121,253	138,528	138,528

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Jenkins Estate

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	30,972	32,828	33,125	33,250
Performance Measures				
Direct Facility Operations Cost Recovery *	59%	76%	95%	82%

* Does not include maintenance or utilities

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Jenkins Estate

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	173,768	131,935	94,732	99,558	99,558
P.T. Salary	52,980	48,429	84,805	86,497	86,497
Employee Benefits	75,854	64,409	35,271	39,616	39,616
Payroll Taxes	21,214	17,917	17,483	18,575	18,575
Personnel Services	323,816	262,690	232,291	244,246	244,246
Professional and Technical Services	6,389	4,731	5,926	6,326	6,326
Other Services	-	-	1,000	1,020	1,020
Communications	2,647	2,726	2,500	2,832	2,832
Supplies	42,822	42,686	56,887	58,633	58,633
Training, Travel and Memberships	2,564	2,432	2,500	2,550	2,550
Material & Services	54,422	52,575	68,813	71,361	71,361
Program Total	378,238	315,265	301,104	315,607	315,607
Department Staff					
Full Time	3.00	2.50	1.50	1.50	1.50
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	3.05	3.29	3.02	3.10	3.10
Funded Service Level					
Contact Hours	82,620	82,480	82,480	82,480	82,480

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Camp Rivendale

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	501	504	620	620
Performance Measures				
Direct Facility Operations Cost Recovery *	78%	67%	57%	64%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	385%	355%	337%	337%

* Does not include maintenance or utilities

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Camp Rivendale

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
P.T. Salary	93,160	101,246	114,452	116,561	116,561
Payroll Taxes	10,502	10,657	11,445	11,656	11,656
Personnel Services	103,662	111,903	125,897	128,217	128,217
Rental Equipment	8,211	9,611	5,441	5,700	5,700
Supplies	7,995	7,708	8,191	8,090	8,090
Training, Travel and Memberships	193	133	279	396	396
Material & Services	16,399	17,452	13,911	14,186	14,186
Program Total	120,061	129,355	139,808	142,403	142,403
Department Staff					
Full Time	0.00	0.00	0.00	0.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	4.23	4.42	4.42	4.45	4.45
Funded Service Level					
Program Hours	480	480	480	480	480
Contact Hours	26,400	26,400	24,000	24,000	24,000

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Tennis Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance	207,271	207,423	208,000	208,200
Number of classes held	972	1,211	1,160	1,168
Percentage of classes held vs. offered	87%	82%	80%	80%
Performance Measures				
Estimated cost per visit	\$ 4.27	\$ 4.22	\$ 4.46	\$ 4.77
Direct Facility Operations Cost Recovery *	94%	94%	94%	90%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	113%	125%	127%	127%

* Does not include maintenance or utilities

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Tennis Center

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	322,900	332,150	340,630	354,017	354,017
R.P.T. Salary	171,886	171,864	153,508	160,832	160,832
P.T. Salary	124,711	97,695	142,618	145,474	145,474
Employee Benefits	181,240	191,066	188,103	223,964	223,964
Payroll Taxes	61,217	61,083	66,282	71,183	71,183
Personnel Services	861,954	853,858	891,141	955,470	955,470
Supplies	22,795	20,957	34,849	35,595	35,595
Communications	-	25	-	-	-
Training, Travel and Memberships	1,013	717	2,500	2,500	2,500
Small Furniture and Equipment	-	72	-	-	-
Material & Services	23,808	21,771	37,349	38,095	38,095
Program Total	885,762	875,629	928,490	993,565	993,565
Department Staff					
Full Time	6.00	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	4.37	4.37	3.49	3.49	3.49
Part Time (FTE)	4.98	4.61	5.66	5.78	5.78
Funded Service Level					
Program Hours	36,264	35,985	36,182	36,418	36,418
Contact Hours	130,146	129,523	130,891	126,902	126,902





NATURAL RESOURCES & TRAILS



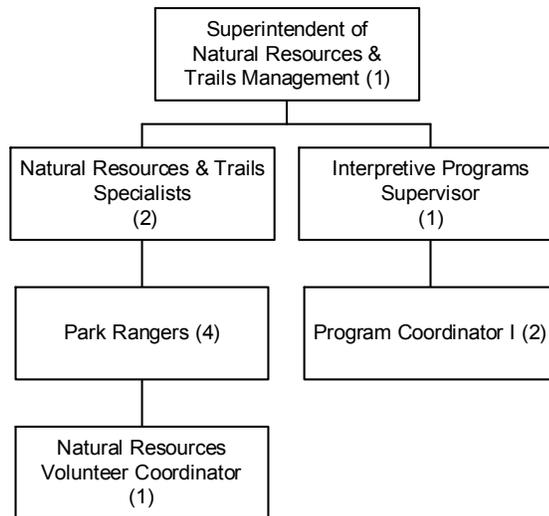
Natural Resources

Tualatin Hills Nature Park

Cooper Mountain Nature Park

PARK & RECREATION SERVICES DIVISION

Natural Resources & Trails Management Department



Department Overview

The Superintendent of Natural Resources & Trails Management is responsible to the Director of Park & Recreation Services. Under the direction of the Superintendent of Natural Resources & Trails Management, Nature Park Interpretive Center and Natural Resources staff operate a coordinated program which uses the Interpretive Center and Nature Mobile to inform patrons about the District's natural resource areas, volunteer opportunities, trails, and environmental education programs.

The Natural Resources Department provides District-wide environmental education programs, co-manages 60 miles of trails, and 1,400 acres of natural areas in 140 sites, including Cooper Mountain Nature Park and the Tualatin Hills Nature Park and Interpretive Center.

The Department connects users with natural areas and community destinations through the Trails Management Program which promotes trail uses, visitor services, and inquiries. The program sets standards, suggests improvements to the trail system, and empowers the Park District to work with community partners and other jurisdictions in addressing trails issues.

FY 2011/12 Accomplishments

Opened the Park District's first off-trail, nature play area at Hyland Forest Park.

Created digital maps of all natural areas showing natural resources quality.

Completed an analysis of all trails showing areas where trails meet standards and those trails in need of surfacing, clearance or other improvements.

Implemented the Everybody Prunes Program to improve trail conditions and vegetation management.

Implemented planning and implementation of bond-funded natural resource enhancement projects. Also provided technical support for development, acquisition, and trail bond projects.

Implemented the Destination Cooper Mountain business plan by mailing a postcard to 14,200 households within a two-mile radius of Cooper Mountain Nature Park to increase program registration and park awareness.

Provided seven Nature Days in the Park events to more than 500 patrons connecting them to the natural resources in their local neighborhood parks.

Reached more than 700 students in the Underserved Audiences program through nature programs via after school programs and summer school offerings.

FY 2011/12 Accomplishments (continued)

Brought in the highest Interpretive Center revenue to date during the summer and fall of 2011.

Provided environmental education programs including camps, preschool, and school programs in parks and natural areas across the District.

Partnered with Clean Water Services to implement Bauman Park Bond Project. This restored wildlife habitat and saved bond funds.

FY 2012/13 Goals and Objectives

Continue to plan and implement bond-funded natural resource enhancement projects.

Evaluate the nature play area at Hyland Forest Park and determine feasibility of other play areas.

Update school program offerings to better serve the needs of Beaverton School District students.

Further implement the Trails Management Program through installation of trail signs and trail-related events.

Budget Highlights

The Proposed Budget includes funding for the following:

- A collaborative volunteer-based work program with Maintenance staff to improve the quality of trails by using a tool trailer that can be lent to volunteer work crews. Improved ADA access to the Waterhouse Trail through sidewalk ramp installation. Both these represent business plans under the goal of improving trail standards.
- Grant funded support for environmental education programming as well as event and program sponsorships to support Bug Fest, Newt Day, or Nature Days in the Park.

Division: Park & Recreation Services
Department: Natural Resources and Trails

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
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Summary of Appropriations

Personnel Services	1,060,120	1,187,114	1,283,383	1,412,041	1,412,041
Materials & Services	90,306	119,621	223,038	254,293	254,293
Total Appropriations	1,150,426	1,306,735	1,506,421	1,666,334	1,666,334

Summary by Program

Natural Resources	457,008	679,391	794,358	862,043	862,043
Interpretive Programs	693,418	627,344	712,063	804,291	804,291
Total Appropriations	1,150,426	1,306,735	1,506,421	1,666,334	1,666,334

Division Staff

Full Time	10.00	11.00	11.00	11.00	11.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	10.07	11.72	11.45	12.79	12.79

Funded Service Level

Program Hours	7,845	8,801	9,163	9,406	9,406
Contact Hours	153,884	145,198	149,037	157,486	157,486

Division: Park & Recreation Services
 Department: Natural Resources and Trails
 Program: Natural Resources

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Implement the THPRD Natural Resource Management Plan and Park Inventory Program.	Planned and started implementation of a dozen bond funded natural resource enhancement projects and land acquisition which support NRMP goals. Continue to increase natural resources maintenance staffing. Pilot test new computerized inventory method.	Continue implementation of NR Bond restoration projects. Provide support for NR and developed park property acquisition. Compliment development efforts through natural area maintenance at sites such as Jordan and Camille Parks. Expand trailside services through TMP assessments, increased trail signage, and ranger presence.	Continued work on more than a dozen NR Bond Projects. Created scope for revisions to existing Natural Resources Management Plan. Completed phase one of trail signage and map grant.	Proceed with Bond project implementation. Start all projects (except Fanno Creek) by end of fiscal year. Complete update of Natural Resources Functional Plan. Complete trail signage program.
Engage in community outreach to promote awareness and involvement in Natural Resources programs.	Expand environmental education efforts through the operation of a traveling Nature Mobile program. Increase ranger presence and environmental education efforts in parks and trails through the Trails Management Program. Draft locations for signs/subjects will be completed for Bond funded interpretive sign network. Continue volunteer programs to involve community.	Refine Nature Mobile operations to provide more programming during events and for underserved audiences. Seek and receive grant to connect Nature Mobile to school groups. Complete writing and contractor selection of Interpretive Sign Network. Continue to support volunteer involvement in restoration, education, and monitoring activities.	Served hundreds of patrons through underserved audiences program and Nature Mobile visits. Completed siting and design work for Interpretive Sign/Exhibit Network. Implemented first phase of volunteer program revisions to include more education and trail volunteers. Sent colorful postcards to increase awareness of programs and services at Cooper Mountain Nature House.	Engage more volunteers through outreach, recognition, and increased newsletters. Provide at least six Nature Days in the Parks mini-events.
Restore and enhance habitat in natural area parks.	Continue maintenance and monitoring of restoration projects at more than 10 sites in the District. A partnership will be pursued to improve the outcomes of the Bauman Park restoration project. Six more acres of blackberry at Murrayhill will be removed.	Replant entire Murrayhill Park restoration area with native plants. Continue bond projects at Hyland Forest, Lowami, Jordan, etc. as well as maintenance and monitoring of restoration projects at more than 10 sites in the District.	Planted Chantal Village/Whispering Woods, Commonwealth/Foothills projects. Completed weed treatments and arborist work on bond funded habitat restoration at Jenkins Estate. Plants at Murrayhill entered establishment period. Provided assistance to Planning staff on Bond project buffer mitigation. Continued to work with volunteers on neighborhood priority sites.	Install plants at Camille Park and Bauman Park. Collaborate with community to come up with Fanno Creek Trail landscape/habitat vision. Write habitat restoration plans for Rosa and Hideaway Parks.
Pursue cooperative and collaborative relationships with THPRD Departments and outside agencies that benefit natural resource assets.	Cooperate with Clean Water Services to complete phase 2 of the 30 acre restoration of Rock Creek Trail corridor waterways. Seek partnerships to leverage bond funds. Participate in Intertwine Alliance activities to maximize partnerships. Continue working with the Four-County Weed Management Area group to control weed invasions and increase public awareness of weeds.	Cooperate with Clean Water Services to complete planting and maintenance of the 30 acre restoration of Rock Creek Trail corridor waterways. Continue work with the Intertwine with a focus on trails and environmental education. Apply for Oregon Watershed Enhancement Board funds to assist with restoration at Fanno Creek Park.	Carried out first phase of Bauman Park weed management with CWS. Increased involvement with Intertwine through Core Group and Conservation Education Council. Formed CWS partnership for Bronson Creek Project.	Start restoration work at Bronson Creek Greenway with CWS. Work with Metro to implement a new Natural Resources Maintenance Plan at Cooper Mountain Nature Park.

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Natural Resources

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	238,811	375,970	400,147	422,403	422,403
P.T. Salary	65,560	62,824	69,160	70,200	70,200
Employee Benefits	90,434	141,601	128,640	144,209	144,209
Payroll Taxes	30,954	45,608	50,303	54,791	54,791
Personnel Services	425,759	626,003	648,250	691,603	691,603
Professional and Technical Services	4,315	21,871	13,250	34,350	34,350
Other Services	4,110	1,463	5,600	5,600	5,600
Rental Equipment	2,095	1,566	3,000	400	400
Communications	1,838	1,729	960	1,800	1,800
Supplies	13,931	18,034	114,393	116,310	116,310
Training, Travel and Memberships	4,800	4,595	6,905	7,980	7,980
Small Furniture, Fixtures and Equip.	160	4,130	2,000	4,000	4,000
Material & Services	31,249	53,388	146,108	170,440	170,440
Program Total	457,008	679,391	794,358	862,043	862,043
Department Staff					
Full Time	6.00	7.00	7.00	7.00	7.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	3.16	2.55	2.50	2.50	2.50
Funded Service Level					
Program Hours	1,137	-	-	-	-
Contact Hours	26,478	-	-	-	-

Note: As of FY 2010/11 the Nature Park and Cooper Mountain Nature Park programs have been combined into Interpretive Programs. In FY 2009/10, Cooper Mountain Nature Park was reported under the Natural Resources Program.

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Interpretive Programs

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Projected Outcome 2011/12	Proposed Outcome 2012/13
Workloads				
Attendance- Interpretive Programs	25,961	32,692	32,692	33,000
Trail Count- Tualatin Hills Nature Park	123,872	100,999	102,000	102,000
Trail Count- Cooper Mountain Nature Park	38,617	37,758	40,000	41,000
Number of classes held	545	580	570	575
Percentage of classes held vs. offered	83%	89%	90%	90%
Performance Measures				
Estimated cost per visit	\$ 3.13	\$ 3.66	\$ 4.08	\$ 4.57
Direct Facility Operations Cost Recovery *	34%	47%	35%	34%
Goal Outcome Measures				
Average Enrollment as a Percent of Class minimums	118%	134%	140%	140%

* Does not include maintenance or utilities

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Interpretive Programs

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Program Appropriations					
F.T. Salary	269,917	212,024	222,333	234,024	234,024
R.P.T. Salary	31,419	29,624	32,732	40,254	40,254
P.T. Salary	181,661	196,703	255,678	293,514	293,514
Employee Benefits	103,351	78,904	72,564	93,808	93,808
Payroll Taxes	48,013	43,856	51,826	58,838	58,838
Personnel Services	634,361	561,111	635,133	720,438	720,438
Professional and Technical Services	4,445	6,963	8,443	8,303	8,303
Rental Equipment	5,248	4,677	7,346	8,210	8,210
Communication	1,098	1,895	3,968	4,758	4,758
Supplies	44,582	44,841	51,873	57,582	57,582
Training, Travel and Memberships	2,715	2,383	4,300	4,000	4,000
Small Furniture, Fixtures and Equip.	969	5,474	1,000	1,000	1,000
Material & Services	59,057	66,233	76,930	83,853	83,853
Program Total	693,418	627,344	712,063	804,291	804,291
Department Staff					
Full Time	4.00	4.00	4.00	4.00	4.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	6.91	9.17	8.95	10.29	10.29
Funded Service Level					
Program Hours	6,708	8,801	9,163	9,406	9,406
Contact Hours	127,406	145,198	149,037	157,486	157,486

Note: As of FY 2010/11 the Nature Park and Cooper Mountain Nature Park programs have been combined into Interpretive Programs. In FY 2009/10, Cooper Mountain Nature Park was reported under the Natural Resources Program.



CAPITAL PROJECTS

Capital Projects Summary

Capital Projects Narratives



Division: Capital Projects

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Summary of Appropriations					
Capital Outlay	1,728,551	8,533,192	5,183,307	3,234,538	3,402,925
Total Appropriations	1,728,551	8,533,192	5,183,307	3,234,538	3,402,925
Summary by Department					
Carry Over Projects	291,672	253,179	3,294,031	1,148,623	1,227,010
Athletic Facility Replacements	145,498	68,957	25,000	448,770	448,770
Athletic Facility Improvements	32,028	42,191	8,500	-	-
Building Replacements	829,411	332,062	1,099,676	829,283	829,283
Building Improvements	24,658	5,624,789	24,000	4,500	4,500
Energy Savings Performance Contract	-	1,285,631	-	169,928	169,928
Park & Trail Replacements	363,907	808,888	252,500	369,834	369,834
Park & Trail Improvements	6,676	18,989	337,100	124,500	214,500
Equipment & Furnishings	-	30,024	-	-	-
Facility Challenge Grants	33,701	33,906	97,500	97,500	97,500
ADA Improvements	1,000	34,576	45,000	41,600	41,600
Total Appropriations	1,728,551	8,533,192	5,183,307	3,234,538	3,402,925



CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2012/13	Page #
CARRY OVER PROJECTS					
1	Land Acquisition- Jenkins Estate Right of Way	90,000		90,000	CO-6
2	JQAY House Renovation	1,800		1,800	CO-6
3	Rock Creek Trail Improvement	3,275		3,275	CO-6
4	Challenge Grant Competitive Fund	30,000		30,000	CO-6
5	Commonwealth Park North Trail Realignment	72,179		72,179	CO-6
6	Harman Swim Center & Jenkins Estate Exterior Paint	8,000		8,000	CO-6
7	McMillan Park Bridge	42,275		42,275	CO-6
8	Carolwood Park Playground	44,678		44,678	CO-7
9	Asphalt Paving Replacements (7 Sites)	108,770		108,770	CO-7
10	Matrix Hill Natural Area Restoration	3,154		3,154	CO-7
11	East Tennis Air Structure	153,000	102,700	255,700	CO-7
12	Signage Master Plan	35,000		35,000	CO-7
13	Fanno Creek Trail Management	3,000		3,000	CO-7
14	Community Benefit Fund Project	250,000		250,000	CO-7
15	OBP Grant - Walker Road Mid-block Crossing	79,292	121,500	200,792	CO-8
16	Garden Home Recreation Center Exterior Siding	32,287		32,287	CO-8
17	Garden Home Recreation Center Exterior Paint	12,600		12,600	CO-8
18	Garden Home Recreation Center Rooftop HVAC Units	33,500		33,500	CO-8
TOTAL CARRY OVER PROJECTS		1,002,810	224,200	1,227,010	
ATHLETIC FACILITY REPLACEMENTS					
19	Court Resurfacing (3 Sites)			40,000	CO-8
20	12 Indoor Basketball Standards			4,800	CO-8
21	2 Indoor Volleyball Standards			3,970	CO-8
22	Synthetic Turf #1 HMT Complex			400,000	CO-9
TOTAL ATHLETIC FACILITY REPLACEMENTS				448,770	
BUILDING REPLACEMENTS					
<u>Pool Tank Resurface</u>					
23	Aloha Pool Tank Resurface			65,000	CO-9
<u>Floor Covering Replacements/Long Life</u>					
24	Replace Tile Floor (3 Sites)			72,000	CO-9
25	Refinish Wood Floors (7 Sites)			37,300	CO-9
26	Tennis Center Balcony Non-Skid Floor			3,000	CO-9
27	Cedar Hills Recreation Center Stairs & Landings			7,000	CO-9
28	Pressure Grout Under Aquatic Center Boiler Pad			9,500	CO-10
<u>Windows & Doors</u>					
29	Garden Home Recreation Center Gymnastics Room Windows (2)			12,000	CO-10
<u>Pool Mechanical Systems</u>					
30	Circulation and Sump Pumps (3 Sites)			40,200	CO-10
31	Somerset Swim Center Chemtrol			2,600	CO-10
32	Somerset Swim Center Sand Filter Recharge			4,500	CO-10
33	Harman Swim Center Circulation Pump Concrete Pad			8,750	CO-10
34	Sunset Swim Center Wader Pool Auto Feed System			4,500	CO-10
35	Conestoga Recreation and Aquatic Center Clean-out Surge Tank			3,200	CO-11
<u>Pool Apparatus</u>					
36	Conestoga Recreation and Aquatic Center Replace 16 Lane Line Anchors			8,000	CO-11
<u>Underwater Lights</u>					
37	Underwater Light Fixtures (3 Sites)			41,900	CO-11

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2012/13	Page #
<u>Building Furnishings</u>					
38	Tennis Center Court Divider Cables and Tear Away Curtains			11,000	CO-11
39	Garden Home Recreation Center Replace Kitchen Light Fixtures			1,100	CO-11
<u>Building Exteriors</u>					
40	Garden Home Recreation Center Exterior Siding Phase 2			29,183	CO-11
41	Exterior Concrete Walls (2 Sites)			2,000	CO-12
42	Athletic Center Replace Pea Gravel Under North Windows			2,000	CO-12
43	Jenkins Gate House Abate Lead Paint/Paint Exterior			21,500	CO-12
<u>Exterior Fixtures</u>					
44	HMT Complex South Fields Playground Canopies			8,000	CO-12
<u>Electrical Components</u>					
45	Tennis Center Court Lights			3,500	CO-12
<u>HVAC Components</u>					
46	Aloha Swim Center Dressing Rooms HVAC Units			44,000	CO-12
47	Sunset Swim Center Roof Exhaust Fan			2,400	CO-12
48	Garden Home Recreation Center Boiler Burner Tray			8,000	CO-13
49	FCSC Gas Line Replacement			40,000	CO-13
<u>HVAC Systems</u>					
50	Aloha Swim Center HVAC System			268,000	CO-13
<u>Plumbing 10 Year Life</u>					
51	Schlottman House Heat Pump Main Level			6,000	CO-13
<u>Plumbing 15 Year Life</u>					
52	South Fields Concession Grease Trap			11,000	CO-13
<u>Security</u>					
53	Jenkins Estate Replace Panic Door Hardware			6,150	CO-13
<u>Exercise Equipment</u>					
54	Cedar Hills Recreation Center Cardio Equipment (2 Pieces)			16,000	CO-14
<u>Roofs & Gutters</u>					
55	Tennis Center & Aquatic Center Roof Plans/Specs			30,000	CO-14
TOTAL BUILDING REPLACEMENTS				829,283	
BUILDING IMPROVEMENTS					
56	Aquatic Center Pit Pump Scaffolding			4,500	CO-14
TOTAL BUILDING IMPROVEMENTS				4,500	
ENERGY SAVINGS PERFORMANCE CONTRACT- PHASE II					
57	Energy Savings Improvements			169,928	
TOTAL ENERGY SAVINGS PERFORMANCE CONTRACT				169,928	CO-14
PARK & TRAIL REPLACEMENTS					
58	Drinking Fountain			5,000	CO-14
59	Irrigation System Repair (Various Sites)			32,200	CO-14
60	Asphalt Path Replacement & Repair (19 Sites)			145,891	CO-15
61	Bridge and Boardwalk Replacement - Brookhaven Park			35,000	CO-15
62	Play Equipment (2 Sites)			84,000	CO-15
63	Concrete Sidewalks (8 Sites)			35,343	CO-15
64	Parking Lots (2 Sites)			12,400	CO-15
65	Signs			20,000	CO-15
TOTAL PARK & TRAIL REPLACEMENTS				369,834	

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2012/13	Page #
PARK & TRAIL IMPROVEMENTS					
66	Maxicom Controls at Fir Grove School Fields			4,500	CO-16
67	Geotech studies for Pervious Parking (3 Sites)			8,000	CO-16
68	Curb Cut for Roadside Trail Crossings			4,000	CO-16
69	Memorial Benches			8,000	CO-16
<u>Grant Funded Projects</u>					
70	RTO Trail Sign Grant			60,000	CO-16
71	LWCF Grant- Schiffler Park Pavilion			40,000	CO-16
72	ODOT Grant-Westside Trail Segment #18 easements			90,000	CO-17
TOTAL PARK & TRAIL IMPROVEMENTS				214,500	
FACILITY CHALLENGE GRANTS					
73	Challenge Grants			97,500	CO-17
TOTAL FACILITY CHALLENGE GRANTS				97,500	
ADA IMPROVEMENTS					
74	Conestoga Recreation and Aquatic Center ADA Retrofit Pool Lift			1,400	CO-17
75	Portable Pool Lifts (4 Sites)			30,400	CO-17
76	Sunset Swim Center Transfer Platform for Wading Pool			1,800	CO-17
77	Access Design from Oleson Road to Fanno Creek Trail			8,000	CO-17
TOTAL ADA IMPROVEMENTS				41,600	
TOTAL FUNDED CAPITAL ITEMS				3,402,925	

CAPITAL PROJECTS

Carry Over Projects

ITEM 1: Land Acquisition- Jenkins Estate Right of Way

BUDGET: \$90,000

DESCRIPTION: Funds for land acquisition.

ITEM 2: JQAY House Renovation

BUDGET: \$1,800

DESCRIPTION: Remaining costs of district share of renovation of historical facility.

ITEM 3: Rock Creek Trail Improvement

BUDGET: \$3,275

DESCRIPTION: Remaining project funding for improvements to the Rock Creek Trail contributed by WRG Engineering.

ITEM 4: Challenge Grant Competitive Fund

BUDGET: \$30,000

DESCRIPTION: Unused Challenge Grant Funds from prior year will be made available on a competitive basis.

ITEM 5: Commonwealth Park North Trail Realignment

BUDGET: \$72,179

DESCRIPTION: Improvements to bring trail to ADA standard.

ITEM 6: Harman Swim Center & Jenkins Estate Exterior Paint

BUDGET: \$8,000

DESCRIPTION: Paint the exterior of the Harman Swim Center and Jenkins Estate stable.

ITEM 7: McMillan Park Bridge

BUDGET: \$42,275

DESCRIPTION: Design, permit & install new bridge at McMillian Park.

CAPITAL PROJECTS

ITEM 8: Carolwood Park Playground

BUDGET: \$44,678

DESCRIPTION: Replace existing playground equipment at Carolwood Park.

ITEM 9: Asphalt Paving Replacements (7 Sites)

BUDGET: \$108,770

DESCRIPTION: Repair and overlay pathway asphalt at (7) sites: Bethany Lake Park, Center Street Park, Fanno Farmhouse, Forest Glenn Park, Hazeldale Park, Pheasant Park and Waterhouse Rose Garden Park.

ITEM 10: Matrix Hill Natural Area Restoration

BUDGET: \$3,154

DESCRIPTION: Restore the irrigation and add landscape improvements.

ITEM 11: East Tennis Air Structure

BUDGET: \$255,700

DESCRIPTION: Replacement fabric and structural components for East Tennis Air Structure.

ITEM 12: Signage Master Plan

BUDGET: \$35,000

DESCRIPTION: Remaining funding for implementation of Signage Master Plan first phase.

ITEM 13: Fanno Creek Trail Management

BUDGET: \$3,000

DESCRIPTION: Trail vegetation improvement in planning stage.

ITEM 14: Community Benefit Fund Project

BUDGET: \$250,000

DESCRIPTION: Renovate the weight and gymnastics rooms including the purchase of some new pieces of equipment. Funds will also be used to enhance a section of the Fanno Creek Trail.

CAPITAL PROJECTS

ITEM 15: **OBP Grant - Walker Road Mid-block Crossing**
BUDGET: \$200,792
DESCRIPTION: Oregon Bike and Ped grant to design and construct a mid-block crossing for the Waterhouse Trail.

ITEM 16: **Garden Home Recreation Center Exterior Siding**
BUDGET: \$32,287
DESCRIPTION: Replace existing siding with new wood.

ITEM 17: **Garden Home Recreation Center Exterior Paint**
BUDGET: \$12,600
DESCRIPTION: Prepare and paint all exterior surfaces at Garden Home Recreation Center.

ITEM 18: **Garden Home Recreation Center Rooftop HVAC Units**
BUDGET: \$33,500
DESCRIPTION: Replace existing units (motor & fan) for the office and weight room.

Athletic Facility Replacements

ITEM 19: **Court Resurfacing (3 Sites)**
BUDGET: \$40,000
DESCRIPTION: Color coat and crack repairs at HMT hockey, Vista Brook Park tennis courts and Summercrest Park tennis courts (upper).

ITEM 20: **12 Indoor Basketball Standards**
BUDGET: \$4,800
DESCRIPTION: Replace worn parts on existing standards.

ITEM 21: **2 Indoor Volleyball Standards**
BUDGET: \$3,970
DESCRIPTION: Replace existing standards.

CAPITAL PROJECTS

ITEM 22: **Synthetic Turf #1 HMT Complex**
BUDGET: \$400,000
DESCRIPTION: Replace existing synthetic turf playing surface.

Building Replacements

Pool Tank Resurface

ITEM 23: **Aloha Pool Tank Resurface**
BUDGET: \$65,000
DESCRIPTION: Remove the plaster surface on the pool tank and resurface with non-skid epoxy quartz coating.

Floor Covering Replacements/Long Life

ITEM 24: **Replace Tile Floor (3 Sites)**
BUDGET: \$72,000
DESCRIPTION: Replace the tile flooring at the Cedar Hills Recreation Center (hallway by room D and room 8) and Tennis Center (restroom).

ITEM 25: **Refinish Wood Floors (7 Sites)**
BUDGET: \$37,300
DESCRIPTION: Refinish hardwood floors at the Elsie Stuhr Center (Manzanita room), Garden Home Recreation Center (restroom), Cedar Hills Recreation Center (rooms 5 & 6), Athletic Center courts, Jenkins Estate (main house offices), Jenkins Estate (stable, upper level) and Conestoga Recreation and Aquatics Center (gymnasium & aerobics room).

ITEM 26: **Tennis Center Balcony Non-Skid Floor**
BUDGET: \$3,000
DESCRIPTION: Resurface balcony floor at the Tennis Center.

ITEM 27: **Cedar Hills Recreation Center Stairs & Landings**
BUDGET: \$7,000
DESCRIPTION: Replace flooring on the stairs and landings at the Cedar Hills Recreation Center.

CAPITAL PROJECTS

ITEM 28: Pressure Grout Under Aquatic Center Boiler Pad

BUDGET: \$9,500

DESCRIPTION: Fill the void under the concrete floor in the boiler room by pressure grouting.

Windows & Doors

**ITEM 29: Garden Home Recreation Center Gymnastics Room
Windows (2)**

BUDGET: \$12,000

DESCRIPTION: Replace existing windows with weather-proof units.

Pool Mechanical Systems

ITEM 30: Circulation and Sump Pumps (3 Sites)

BUDGET: \$40,200

DESCRIPTION: Replace existing circulation or sump pump at Aloha Swim Center, Aquatic Swim Center and Conestoga Recreation and Aquatic Center.

ITEM 31: Somerset Swim Center Chemtrol

BUDGET: \$2,600

DESCRIPTION: Replace existing Chemtrol unit that automatically feeds chemicals to the pool.

ITEM 32: Somerset Swim Center Sand Filter Recharge

BUDGET: \$4,500

DESCRIPTION: Remove existing sand media in pool filters and replace with fresh.

ITEM 33: Harman Swim Center Circulation Pump Concrete Pad

BUDGET: \$8,750

DESCRIPTION: Replace existing concrete pad that pool circulation pump is mounted on.

ITEM 34: Sunset Swim Center Wader Pool Auto Feed System

BUDGET: \$4,500

DESCRIPTION: Install new pool chemical feeder system to comply with new health code.

CAPITAL PROJECTS

ITEM 35: Conestoga Recreation and Aquatic Center Clean-out Surge Tank

BUDGET: \$3,200

DESCRIPTION: Vacuum out debris that has collected on the bottom of the surge tanks.

Pool Apparatus

ITEM 36: Conestoga Recreation and Aquatic Center Replace 16 Lane Line Anchors

BUDGET: \$8,000

DESCRIPTION: Replace 16 lane line anchors in the pool gutter wall.

Underwater Lights

ITEM 37: Underwater Light Fixtures (3 Sites)

BUDGET: \$41,900

DESCRIPTION: Replace existing underwater light fixtures at Aloha Swim Center (16), Aquatic Center (35) and Harman Swim Center (12).

Building Furnishings

ITEM 38: Tennis Center Court Divider Cables and Tear Away Curtains

BUDGET: \$11,000

DESCRIPTION: Replace the lower section (tear away) of the court divider curtains and the existing wire cables that hold up the divider curtains.

ITEM 39: Garden Home Recreation Center Replace Kitchen Light Fixtures

BUDGET: \$1,100

DESCRIPTION: Replace the existing light fixtures in the kitchen area.

Building Exteriors

ITEM 40: Garden Home Recreation Center Exterior Siding Phase 2

BUDGET: \$29,183

DESCRIPTION: Continue replacing the exterior wood siding on the building.

CAPITAL PROJECTS

ITEM 41: Exterior Concrete Walls (2 Sites)
BUDGET: \$2,000
DESCRIPTION: Apply sealant to the exterior concrete walls at the Athletic Center and Aquatic Center.

ITEM 42: Athletic Center Replace Pea Gravel Under North Windows
BUDGET: \$2,000
DESCRIPTION: Refresh pea gravel under the north side windows.

ITEM 43: Jenkins Gate House Abate Lead Paint/Paint Exterior
BUDGET: \$21,500
DESCRIPTION: Abate old lead paint and then repaint the Jenkins Estate Gate House exterior.

Exterior Fixtures

ITEM 44: HMT Complex South Fields Playground Canopies
BUDGET: \$8,000
DESCRIPTION: Replace existing playground canopy on west structure.

Electrical Components

ITEM 45: Tennis Center Court Lights
BUDGET: \$3,500
DESCRIPTION: Replace all overhead court lights at Tennis Center.

HVAC Components

ITEM 46: Aloha Swim Center Dressing Rooms HVAC Units
BUDGET: \$44,000
DESCRIPTION: Replace existing HVAC units for the men's and women's dressing rooms.

ITEM 47: Sunset Swim Center Roof Exhaust Fan
BUDGET: \$2,400
DESCRIPTION: Replace existing roof top exhaust fan.

CAPITAL PROJECTS

ITEM 48: Garden Home Recreation Center Boiler Burner Tray

BUDGET: \$8,000

DESCRIPTION: Replace existing burner tray on boiler.

ITEM 49: FCSC Gas Line Replacement

BUDGET: \$40,000

DESCRIPTION: Replaces existing internal natural gas line which services the FCSC facility.

HVAC Systems

ITEM 50: Aloha Swim Center HVAC System

BUDGET: \$268,000

DESCRIPTION: Replace HVAC system for pool area.

Plumbing 10 Year

ITEM 51: Schlottman House Heat Pump Main Level

BUDGET: \$6,000

DESCRIPTION: Replace existing heat pump for the main level.

Plumbing 15 Year

ITEM 52: South Fields Concession Grease Trap

BUDGET: \$11,000

DESCRIPTION: Replace existing trap to meet new health code requirement.

Security

ITEM 53: Jenkins Estate Replace Panic Door Hardware

BUDGET: \$6,150

DESCRIPTION: Replace existing door locking hardware on the main house dining room, bedroom and mud room.

CAPITAL PROJECTS

Exercise Equipment

ITEM 54: Cedar Hills Recreation Center Cardio Equipment (2 Pieces)
BUDGET: \$16,000
DESCRIPTION: Replace existing treadmill and elliptical machine at Cedar Hills Recreation Center.

Roofs & Gutters

ITEM 55: Tennis Center & Aquatic Center Roof Plans/Specs
BUDGET: \$30,000
DESCRIPTION: Develop specs for the replacement of the Tennis Center and Aquatic Center roofs.

Building Improvements

ITEM 56: Aquatic Center Pit Pump Scaffolding
BUDGET: \$4,500
DESCRIPTION: Scaffolding in the filter pit for safe service of the UV system.

Energy Savings Performance Contract- Phase II

ITEM 57: Energy Savings Improvements
BUDGET: \$169,928
DESCRIPTION: Initial funds for phase II of the Energy Savings Performance Contract. Specific measures yet to be determined. Funded by BETC credits due on ESPC phase I.

Park & Trail Replacements

ITEM 58: Drinking Fountain
BUDGET: \$5,000
DESCRIPTION: Replace drinking fountains at Elsie Stuhr Center, HMT Complex- Soccer, Griffith Park.

ITEM 59: Irrigation System Repair (Various Sites)
BUDGET: \$32,200
DESCRIPTION: Replace irrigation mainline, master valve, communication cable and two controllers at HMT Recreation Complex southside. Replaces irrigation components at the Fanno Creek Service Center front entrance area. Also adds funds for repairs to irrigation heads and controllers at various sites.

CAPITAL PROJECTS

ITEM 60: Asphalt Path Replacement & Repair (19 Sites)

BUDGET: \$145,891

DESCRIPTION: Repair asphalt paths at 19 sites: Cedar Mill Park, Westside Linear Park, Greenway Park, Bethany Lake Park, Burntwood Park, Garden Home Recreation Center, Melilah Park, Garden Home Park, Fanno Creek Greenway, Eichler Park, Channing Heights Park, McMillan Park, North Johnson Creek Trail, Terra Linda Park, Raleigh Park, Vale Greenway, Butternut Park, Taleisen Park and Thornbrook Park.

ITEM 61: Bridge and Boardwalk Replacement - Brookhaven Park

BUDGET: \$35,000

DESCRIPTION: Design, cost estimation and land-use permitting to replace section of Brookhaven Park trail with boardwalk.

ITEM 62: Play Equipment (2 Sites)

BUDGET: \$84,000

DESCRIPTION: Replace play equipment at 2 sites: Somerset Meadows Park and Greenway Park (North Hall Street end).

ITEM 63: Concrete Sidewalks (8 Sites)

BUDGET: \$35,343

DESCRIPTION: Repair concrete sidewalks at 8 sites: Fanno Farm House, Harman Swim Center, Center Street Park, Bannister Creek Greenway, Beaverton Swim Center, Satterberg Heights Park, Channing Heights Park and Hyland Woods Natural Area.

ITEM 64: Parking Lots (2 Sites)

BUDGET: \$12,400

DESCRIPTION: Overlay and patch at (3) sites: Jenkins Estate Gate House, Garden Home Recreation Center and HMT Parking Lot C and Shop Yard.

ITEM 65: Signs

BUDGET: \$20,000

DESCRIPTION: Additional funds to continue implementation of the Signage Master Plan.

CAPITAL PROJECTS

Park & Trail Improvements

ITEM 66: **Maxicom Controls at Fir Grove School Fields**

BUDGET: \$4,500

DESCRIPTION: Install Maxicom controls at the Fir Grove School athletic fields.

ITEM 67: **Geotech studies for Pervious Parking (3 Sites)**

BUDGET: \$8,000

DESCRIPTION: Perform geotech studies at 3 parking lot sites to determine feasibility of pervious paving installations at these sites: Jenkins Estate, Hazeldale Park, Somerset West Park.

ITEM 68: **Curb Cut for Roadside Trail Crossings**

BUDGET: \$4,000

DESCRIPTION: Build roadside bicycle and ADA access between two segments of the Waterhouse Trail.

ITEM 69: **Memorial Benches**

BUDGET: \$8,000

DESCRIPTION: The Memorial Bench program offers patrons the opportunity to purchase a recycled plastic bench.

Grant Funded Projects

ITEM 70: **RTO Trail Sign Grant**

BUDGET: \$60,000

DESCRIPTION: Regional Transportation Options grant to provide directional signs, maps, and alternative commute information along THPRD regional and community trails. Project delayed by one year in order to coordinate signage standards with neighboring park providers.

ITEM 71: **LWCF Grant- Schiffler Park Pavilion**

BUDGET: \$40,000

DESCRIPTION: Land and Water Conservation Fund grant to replace existing picnic shelter with a new 30' x 40' picnic pavilion at Schiffler Park.

CAPITAL PROJECTS

ITEM 72: ODOT Grant-Westside Trail Segment #18 easements
BUDGET: \$90,000
DESCRIPTION: Oregon Dept. of Transportation grant for acquisition of easements along the Westside Trail Segment #18.

Facility Challenge Grants

ITEM 73: Challenge Grants
BUDGET: \$97,500
DESCRIPTION: Provides matching funds against Advisory Committees and Friends groups funding for facility improvements. Advisory Committee funding: Sports - \$7,500; Aquatics - \$15,000; Recreation - \$7,500; Friends of Cedar Hills - \$7,500; Friends of Conestoga- \$7,500; Friends of Garden Home- \$7,500; Natural Resources - \$7,500; Friends of Nature Park - \$7,500; Parks - \$7,500; Historic Facilities - \$7,500; Stuhr Center - \$7,500; Trails - \$7,500.

ADA Improvements

ITEM 74: Conestoga Recreation and Aquatic Center ADA Retrofit
BUDGET: \$1,400
DESCRIPTION: Retrofit current pool lifts to comply with new ADA standards.

ITEM 75: Portable Pool Lifts (4 Sites)
BUDGET: \$30,400
DESCRIPTION: Purchase new pool lifts to comply with new ADA standards at the Aquatic Center, Beaverton Swim Center, Sunset Swim Center and Raleigh Swim Center.

ITEM 76: Sunset Swim Center Transfer Platform for Wading Pool
BUDGET: \$1,800
DESCRIPTION: Purchase new transition platform to comply with new ADA standards.

ITEM 77: Access Design from Oleson Road to Fanno Creek Trail
BUDGET: \$8,000
DESCRIPTION: Design and install ADA access from the sidewalk to the Fanno Creek Trail.



OTHER FUNDS

Mitigation Maintenance Reserve Fund

Metro Natural Areas Bond Fund



OTHER FUNDS

FUND DESCRIPTIONS:

Special Revenue Fund

The District 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.

Capital Project Fund

The District receives funds from the Metro 2006 Natural Areas Bond Measure, based on the Local Share Allocation, for use for various park/natural area related projects that protect and improve natural areas, water quality and access to nature.



SPECIAL REVENUE FUND

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Resources:					
Beginning Cash on Hand	\$ 175,925	\$ 182,010	\$ 183,015	\$ 183,500	\$ 183,500
Interest Income	1,085	810	900	700	700
Miscellaneous Income	5,000	-	-	-	-
Total Resources	\$ 182,010	\$ 182,820	\$ 183,915	\$ 184,200	\$ 184,200
Appropriations:					
Materials & Services	-	-	5,000	5,000	5,000
Contingency	-	-	178,915	179,200	179,200
Total Appropriations	\$ -	\$ -	\$ 183,915	\$ 184,200	\$ 184,200
Summary by Fund					
Mitigation Maintenance Reserve Fund	-	-	183,915	184,200	184,200
Total Appropriations	\$ -	\$ -	\$ 183,915	\$ 184,200	\$ 184,200



Fund: Mitigation Maintenance Reserve
 Department: Mitigation Maintenance Reserve

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Department Appropriations					
Maintenance Supplies	-	-	5,000	5,000	5,000
Material & Services	-	-	5,000	5,000	5,000
Contingency	-	-	178,915	179,200	179,200
Contingency	-	-	178,915	179,200	179,200
Department Total	-	-	183,915	184,200	184,200



CAPITAL PROJECT FUND

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Resources:					
Beginning Cash on Hand	\$ -	\$ -	\$ -	\$ -	\$ -
Metro Natural Areas Bond	1,546,845	801,564	1,300,000	22,568	22,568
Total Resources	\$ 1,546,845	\$ 801,564	\$ 1,300,000	\$ 22,568	\$ 22,568
Appropriations:					
Capital Outlay	1,546,845	801,564	1,300,000	22,568	22,568
Total Appropriations	\$ 1,546,845	\$ 801,564	\$ 1,300,000	\$ 22,568	\$ 22,568
Summary by Fund					
Metro Natural Areas Bond Fund	1,546,845	801,564	1,300,000	22,568	22,568
Total Appropriations	\$ 1,546,845	\$ 801,564	\$ 1,300,000	\$ 22,568	\$ 22,568



Metro Natural Areas Bond Fund

Project Number	Capital Project	Adopted Budget 2012/13	Page #
LAND ACQUISITION			
1	Land Acquisition for North Bethany Area of District	22,568	OF-10
TOTAL LAND ACQUISITION		<u>22,568</u>	
GRAND TOTAL CAPITAL OUTLAY		<u><u>\$ 22,568</u></u>	

Metro Natural Areas Bond Fund

ITEM 1:	Land Acquisition for North Bethany Area of District
BUDGET:	\$22,568
DESCRIPTION:	Funding for land acquisition for park, trails and open space in newly developing areas of Washington County - north of Highway 26.

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. This levy is a levy outside the Park District's permanent rate and is not part of the governmental limit set by Measure 5. On November 8, 1994 the voters approved a \$25.9 million dollar bond measure for acquisition and development of parks, recreation, sports fields and sports and recreation facilities. On November 4, 2008 the voters approved a new bond measure, in the amount of \$100 million dollars, for land acquisition, natural area preservation, improvements to trails and parks, along with other major capital projects throughout the District.

DEBT CAPACITY

O.R.S. 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 the Park District.

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 the Park District.

The following table shows the debt capacity of the Park District.

Real Market Value (FY 2011/12)	\$ 26,554,794,634
General Obligation Debt Capacity (2.5% of Real Market Value)	663,869,866
Less: Outstanding Debt	<u>(95,780,000)</u>
Remaining Legal Debt Capacity	<u>\$ 568,089,866</u>

The interest rate on the 1994 bond issue sold March 1995, was 5.75% and the maturity schedule covered a 20 year period through 2015.

In September 1998, the District issued \$15,670,000 General Obligation Advance Refunding Bonds, Series 1998 to refund the principal amount of \$15,350,000 on the original General Obligation Bonds, Series 1995, due on or after March 1, 2007. The refunding bonds have an average interest rate of 4.77%. The outstanding balance as of July 1, 2012, based on this advanced refunding, is \$5,980,000.

In April 2009, based on the approved authority of \$100 million, the District issued the first series of General Obligation Bonds in the amount of \$58,505,000. The bonds have an average interest rate of 4.26%. The outstanding balance as of July 1, 2012 is \$51,260,000.

In September 2011, the District issued the second series of General Obligation Bonds in the amount of \$40,060,000. The bonds have an average interest rate of 3.70%. The outstanding balance as of July 1, 2012 is \$38,540,000.



**BONDED DEBT
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- Revenue Bonds or
 General Obligation Bonds

Debt Service

Tualatin Hills Park & Recreation District

(Fund)

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year FY 2012/13		
	Actual		Adopted Budget This Year FY 2011/12		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year FY 2009/10	First Preceding Year FY 2010/11					
				Resources			
1	255,341	189,152	233,500	1. Beginning Cash on Hand (Cash Basis), or	216,600	216,600	216,600
2				2. Working Capital (Accrual Basis)			
3	40,286	107,077	40,000	3. Previously Levied Taxes to be Received	40,000	40,000	40,000
4	23,135	30,328	14,000	4. Interest	13,000	13,000	13,000
5				5. Transferred from Other Funds			
6			30,755	6. Payment in lieu of taxes	42,728	42,728	42,728
7	318,762	326,557	318,255	7. Total Resources, Except Taxes to be Levied	312,328	312,328	312,328
8			7,851,071	8. Taxes Estimated to be Received *	7,929,816	7,929,816	7,929,816
9	7,381,772	7,771,397		9. Taxes Collected in Year Levied			
10	7,700,534	8,097,954	8,169,326	10. TOTAL RESOURCES	8,242,144	8,242,144	8,242,144
				Requirements			
				Bond Principal Payments			
				Issue Date	Budgeted Payment Date		
1	1,585,000	1,665,000	1,755,000	1. 03/01/1995	03/01/2013	1,870,000	1,870,000
2	2,750,000	3,395,000	1,100,000	2. 04/02/2009	06/01/2013	1,385,000	1,385,000
3			1,070,000	3. 09/13/2011	06/01/2013	1,110,000	1,110,000
4	4,335,000	5,060,000	3,925,000	4. Total Principal		4,365,000	4,365,000
				Bond Interest Payments			
				Issue Date	Budgeted Payment Date		
5		521,352	444,762	5. 03/01/1995	09/01/2012 & 03/01/2013	343,850	343,850
6		2,213,425	2,111,575	6. 04/02/2009	12/01/2012 & 06/01/2013	2,089,575	2,089,575
7			1,516,064	7. 09/13/2011	12/01/2012 & 06/01/2013	1,325,556	1,325,556
8	3,176,382	2,734,777	4,072,401	8. Total Interest		3,758,981	3,758,981
				Unappropriated Balance for Following Year By			
				Issue Date	Payment Date		
9			171,925	9. 03/01/1995	09/01/2013	118,163	118,163
10				10			
11				11			
12				12 Ending balance (prior years)			
13			171,925	13 Total Unappropriated Ending Fund Balance		118,163	118,163
14				14. Loan Repayment to Fund			
15				15. Tax Credit Bond Reserve			
16	7,511,382	7,794,777	8,169,326	16. TOTAL REQUIREMENTS		8,242,144	8,242,144



DEBT SERVICE FUND

Maturity Schedule

Maturity schedules of aggregate future debt service on the Series 1998 \$25.9 million, as adjusted for the advance refunding, the Series 2009 \$58.505 million, and Series 2011 \$40.060 million of General Obligation Bonds are listed as follows:

Schedule of Future Debt Service Requirements of General Obligation Bonds

Series 1998			
Fiscal Year ending June 30	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
2013	1,870,000	343,850	2,213,850
2014	1,990,000	236,325	2,226,325
2015	2,120,000	121,900	2,241,900
	<u>\$ 5,980,000</u>	<u>\$ 702,075</u>	<u>\$ 6,682,075</u>
Series 2009			
Fiscal Year ending June 30	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
2013	1,385,000	2,089,575	3,474,575
2014	1,520,000	2,058,412	3,578,412
2015	1,665,000	2,020,413	3,685,413
2016	1,825,000	1,974,625	3,799,625
2017	1,990,000	1,919,875	3,909,875
2018-2022	12,975,000	8,410,875	21,385,875
2023-2027	19,640,000	4,468,731	24,108,731
2028-2029	10,260,000	1,420,950	11,680,950
	<u>\$ 51,260,000</u>	<u>\$24,363,456</u>	<u>\$ 75,623,456</u>
Series 2011			
Fiscal Year ending June 30	<u>Principal</u>	<u>Interest</u>	<u>Total Debt Service</u>
2013	1,110,000	1,325,556	2,435,556
2014	1,255,000	1,303,356	2,558,356
2015	1,360,000	1,278,256	2,638,256
2016	1,455,000	1,254,457	2,709,457
2017	1,570,000	1,225,356	2,795,356
2018-2022	9,960,000	5,325,731	15,285,731
2023-2027	14,430,000	3,279,525	17,709,525
2028-2029	7,400,000	449,200	7,849,200
	<u>\$ 38,540,000</u>	<u>\$15,441,437</u>	<u>\$ 53,981,437</u>



SYSTEM DEVELOPMENT CHARGES

System Development Charge Fund Overview

System Development Charge Fund Project Summary

System Development Charge Fund Project Narrative

System Development Charge Fund Capital Improvement Program (CIP)



SYSTEMS DEVELOPMENT CHARGE FUND

FUND DESCRIPTION

On November 17, 1998, the Board of Directors adopted the System Development Charges Resolution. In early 1999, the City of Beaverton City Council and the Washington County Board of Commissioners adopted resolutions to collect the Systems Development Charges within those areas that they have jurisdiction over and that are within the Park District. Both the City and the County are now collecting those fees.

In FY 2007/08, the District completed an update to the Systems Development Charge Methodology. As a result of this update, Systems Development Charge rates were increased, effective January 1, 2008. The fees were subsequently adjusted for inflationary cost adjustments, effective January 1, 2009, 2010, 2011 and 2012.

The District is projecting to carryforward \$2,957,793 in unexpended Systems Development Charges to the 2012/13 fiscal year, and is budgeting an additional \$2,745,004 in SDC Fund revenues in the 2012/13 fiscal year.



SYSTEMS DEVELOPMENT CHARGE FUND

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Adopted Budget 2012/13
Resources:					
Beginning Cash on Hand	\$ 4,533,581	\$ 4,434,895	\$ 4,894,176	\$2,957,793	\$ 2,957,793
Systems Development Charges	2,370,160	1,939,855	2,850,057	2,721,804	2,721,804
Grants or Donations	-	-	-	-	-
Sale of Assets	-	-	-	-	-
Interest Earnings	27,445	23,170	38,000	23,200	23,200
Total Resources	\$ 6,931,186	\$ 6,397,920	\$ 7,782,233	\$5,702,797	\$ 5,702,797
Appropriations:					
Capital Outlay	2,496,291	1,734,386	7,782,233	5,702,797	5,702,797
Total Appropriations	\$ 2,496,291	\$ 1,734,386	\$ 7,782,233	\$5,702,797	\$ 5,702,797

Summary by Department					
Carryforward Projects					
Land Acquisition	601	134,285	260,000	430,000	430,000
Park Development/Improvements	917,262	172,410	3,462,453	639,000	639,000
Land Acquisition	1,433,061	1,176,549	500,000	1,100,000	1,100,000
Park Development/Improvements	145,367	251,142	112,205	744,000	744,000
Undesignated Projects	-	-	3,447,575	2,789,797	2,789,797
Total Appropriations	\$ 2,496,291	\$ 1,734,386	\$ 7,782,233	\$5,702,797	\$ 5,702,797

SYSTEMS DEVELOPMENT CHARGE FUND

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Adopted 2012/13	Page #
CARRYFORWARD PROJECTS					
1	Land Acquisition - FY 2011/12 Carryforward	430,000	-	430,000	SDC-5
	Sub-total Land Acquisition Carryforward	430,000	-	430,000	
2	Fanno Creek Trail - Scholls Fy Road to Greenwood Inn	50,000	-	50,000	SDC-5
3	Bonny Slope / BSD Trail Development	175,000	-	175,000	SDC-5
4	LWCF Grant Match - Schiffler Park Pavilion	50,000	-	50,000	SDC-5
5	Winkelman Park Phase 1 Construction	282,000	-	282,000	SDC-5
6	MTIP Grant Match - Westside Trail, Segment 18	-	20,000	20,000	SDC-6
7	OBP Grant Match - Waterhouse Trail, Walker Rd Crossing	50,000	12,000	62,000	SDC-6
	Sub-total Park Development/Improvement Carryforward	607,000	32,000	639,000	
	TOTAL CARRYFORWARD PROJECTS	1,037,000	32,000	1,069,000	
LAND ACQUISITION					
8	Other Land Acquisition			1,100,000	SDC-6
	TOTAL LAND ACQUISITION			1,100,000	
PARK DEVELOPMENT/IMPROVEMENT					
9	Graf Meadows Park - Trail Connection			300,000	SDC-6
10	Waterhouse Trail - Bronson Street west of Bethany Blvd			250,000	SDC-6
11	PCC Rock Creek Rec Complex - Dog Park Construction			144,000	SDC-7
12	Hart Meadows Park - Dog Park Construction			50,000	SDC-7
	TOTAL PARK DEVELOPMENT/IMPROVEMENT			744,000	
UNDESIGNATED PROJECTS					
13	Undesignated Projects			2,789,797	SDC-7
	TOTAL UNDESIGNATED PROJECTS			2,789,797	
	GRAND TOTAL CAPITAL OUTLAY			5,702,797	

SYSTEMS DEVELOPMENT CHARGE FUND

Carry Over Projects

ITEM 1: Land Acquisition - FY 2011/12 Carryforward

BUDGET: \$430,000

DESCRIPTION: Carryover funding to purchase property and/or easements for future parks, trails, and open spaces.

ITEM 2: Fanno Creek Trail - Scholls Fy Road to Greenwood Inn

BUDGET: \$50,000

DESCRIPTION: Project funding for right-of-way acquisition, design, permitting and construction of trail segment.

ITEM 3: Bonny Slope / BSD Trail Development

BUDGET: \$175,000

DESCRIPTION: Funding to design and construct trails on the McDaniel Property to connect the surrounding neighborhoods to the school site and park property.

ITEM 4: LWCF Grant Match - Schiffler Park Pavilion

BUDGET: \$50,000

DESCRIPTION: 50% funding match for the grant application to finalize design and permit the removal of an existing shelter and replace it with a larger pavilion.

ITEM 5: Winkelman Park Phase 1 Construction

BUDGET: \$282,000

DESCRIPTION: Additional funds to complete the construction of the project for the Board approved Master Plan.

SYSTEMS DEVELOPMENT CHARGE FUND

ITEM 6: **MTIP Grant Match - Westside Trail, Segment 18**

BUDGET: \$20,000

DESCRIPTION: Funding for the District match for the grant award to complete Westside Trail segment 18 from Kaiser Ridge Park to Kaiser Woods Park.

ITEM 7: **OBP Grant Match - Waterhouse Trail, Walker Rd Crossing**

BUDGET: \$62,000

DESCRIPTION: Funding for the District match for the grant award to complete a feasibility study to explore various Waterhouse Trail options for crossing Walker Rd.

Land Acquisition

ITEM 8: **Other Land Acquisition**

BUDGET: \$1,100,000

DESCRIPTION: Funding to purchase additional properties and/or easements for future parks, trails and open spaces.

Park Development/Improvement Projects

ITEM 9: **Graf Meadows Park - Trail Connection**

BUDGET: \$300,000

DESCRIPTION: Funding to complete design, permitting and construction of trail segment from original master plan.

ITEM 10: **Waterhouse Trail - Bronson Street west of Bethany Blvd**

BUDGET: \$250,000

DESCRIPTION: Funding to complete design, permitting and construction of trail segment.

SYSTEMS DEVELOPMENT CHARGE FUND

ITEM 11: PCC Rock Creek Rec Complex - Dog Park Construction

BUDGET: \$144,000

DESCRIPTION: Funding to complete design and construction of an off-leash dog area at the PCC Rock Creek Recreation Complex.

ITEM 12: Hart Meadows Park - Dog Park Construction

BUDGET: \$50,000

DESCRIPTION: Funding to complete design and construction of an off-leash dog area at Hart Meadows Park.

Undesignated Projects

ITEM 13: Undesignated Projects

BUDGET: \$2,789,797

DESCRIPTION: Capital Outlay to fund projects to be determined at a later time.



Tualatin Hills Park & Recreation District
SYSTEM DEVELOPMENT CHARGE FUND
LIST OF PROJECTS IN PRIORITY ORDER
Five-year Adopted CIP, April 2012

Project or Item Description	Ranking	Total Cost		Cumulative Balance	
		Low Estimate	High Estimate	SDC Funds Available - Low	SDC Funds Available - High
Estimated Reserve Available for Expenditure through FY 2015/16				7,400,000	7,400,000
Initial Board of Directors Prioritization Listing					
Complete the Cedar Mill Community Trail by Foege Park (including an overlook of the pond)	1	675,000	900,000	6,725,000	6,500,000
Waterhouse Trail segment on Bronson Rd. west of Bethany Blvd.	2	200,000	300,000	6,525,000	6,200,000
Nature Park Recycled Plastic Patio for Robins Nest	3	41,500	52,500	6,483,500	6,147,500
Ben Graf Greenway trail connection	4	250,000	400,000	6,233,500	5,747,500
Dog Park at Hart Meadows	5	55,000	75,000	6,178,500	5,672,500
Fanno Creek Trail / Hall crossing (10% grant match for engineering & construction)	6	1,115,000	1,425,000	5,063,500	4,247,500
Mt Williams Community Park Development	7	2,100,000	3,825,000	2,963,500	422,500
North Bethany parks and trails acquisition	8	1,000,000	6,000,000	1,963,500	(5,577,500)
Dog Park at PCC Recreation Complex	9	120,000	160,000	1,843,500	(5,737,500)
Cobb property master plan	10	65,000	100,000	1,778,500	(5,837,500)
Winkelman Park Completion (Phase 3)	11	1,825,000	2,175,000	(46,500)	(8,012,500)
Youth Athletic Field Upgrade to synthetic turf and lights (with Champions Too field)	12	1,525,000	2,125,000	(1,571,500)	(10,137,500)
HMT Parking Lot Study Improvements - Phase 3	13	800,000	1,125,000	(2,371,500)	(11,262,500)
Convert 2 natural fields to synthetic turf fields with lights	14	3,450,000	4,600,000	(5,821,500)	(15,862,500)
Master Plan Laidlaw/Saltzman park site	15	45,000	80,000	(5,866,500)	(15,942,500)
Master Plan Tenax Woods Natural Area	16	25,000	45,000	(5,891,500)	(15,987,500)
Master Plan SW Quadrant Community Center site	17	95,000	150,000	(5,986,500)	(16,137,500)
JQAY House Renovation (structure and site)	18	675,000	975,000	(6,661,500)	(17,112,500)
NE (Teufel) Community Park master plan	19	95,000	150,000	(6,756,500)	(17,262,500)
Garden Home Recreation Center Expansion	20	3,600,000	5,975,000	(10,356,500)	(23,237,500)
Play Structure at north end of HMT Campus	21	250,000	450,000	(10,606,500)	(23,687,500)
SE Quadrant Multi-use Field at Whitford MS	22	1,575,000	2,175,000	(12,181,500)	(25,862,500)
Camp Rivendale Phase 4 - Lodge	23	2,500,000	3,575,000	(14,681,500)	(29,437,500)
Raleigh Swim Center Season Pool Cover	24	535,000	1,630,000	(15,216,500)	(31,067,500)

BOND CAPITAL PROJECTS FUND

Bond Capital Projects Fund Overview

Bond Capital Projects Fund Project Summary

Bond Capital Projects Fund Project Narrative



BOND CAPITAL PROJECTS FUND

FUND DESCRIPTION

On November 4, 2008 the District voters approved a \$100 million Parks Bond Levy request. This levy request included a specific list of projects and land acquisition targets to be funded by the bond levy, and had specific dollar amounts designated for each of these projects and acquisitions. The project line items in the budget are based on the specified amounts from the levy.

Subsequent to the passage of the levy request the District 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 the District proceeded to issue only part of the authorized levy, with gross proceeds of \$58.5 million, in the spring of 2009. In September 2011, the balance of the levy was issued, with gross proceeds of \$41.5 million received.



BOND CAPITAL PROJECTS FUND

Description	Prior Year Actual 2009/10	Prior Year Actual 2010/11	Adopted Budget 2011/12	Proposed Budget 2012/13	Approved Budget 2012/13
Resources:					
Beginning Cash on Hand	\$58,150,088	\$ 55,431,729	\$ 41,660,621	\$ 70,163,476	\$ 70,163,476
Bond Proceeds	-	-	41,495,000	-	-
Interest Earnings	638,295	256,341	345,975	210,000	210,000
Total Resources	\$58,788,383	\$ 55,688,070	\$ 83,501,596	\$ 70,373,476	\$ 70,373,476
Appropriations:					
Capital Outlay	3,356,654	16,968,511	83,501,596	70,373,476	70,373,476
Total Appropriations	\$ 3,356,654	\$ 16,968,511	\$ 83,501,596	\$ 70,373,476	\$ 70,373,476

Summary by Department					
New Neighborhood Park Development	64,798	99,792	4,879,299	4,656,175	4,656,175
Renovate/Redevelop Neighborhood Pk	36,249	240,795	3,664,117	3,050,553	3,050,553
New Neighborhood Parks-Land Acq.	164,571	3,578,879	6,495,075	4,700,667	4,700,667
New Community Park Development	2,051	61	7,833,050	7,853,434	7,853,434
New Community Park-Land Acq.	12,950	8,081,096	2,096,517	2,058,491	2,058,491
Renovate/Redevelop Community Parks	278,924	280,147	9,489,969	9,356,297	9,356,297
Natural Area Preservation	36,257	101,211	3,749,571	3,528,798	3,528,798
Natural Area Prsrvtn-Land Acq.	3,884	201,961	8,508,600	8,307,245	8,307,245
New Linear Park/Trail Development	784,351	1,076,860	13,883,039	12,722,228	12,722,228
New Linear Park/Trail-Land Acq.	11,693	677,348	708,700	404,689	404,689
Multi Field/Use Athletic Field Devlpmnt	90,053	367,619	2,744,375	2,507,380	2,507,380
Deferred Park Maintenance Replcmnts	728,698	418,275	448,536	186,242	186,242
Facility Rehabilitation	156,885	167,526	5,445,409	4,562,036	4,562,036
Facility Expansion & Improvements	924,935	1,033,283	6,859,432	-	-
ADA/Access Improvements	36,244	40,828	960,907	837,233	837,233
Community Center-Land Acq.	5,046	585,559	4,499,931	4,489,822	4,489,822
Bond Administration/Debt Issuance	19,065	17,270	1,235,069	1,152,186	1,152,186
Total Appropriations	\$ 3,356,654	\$ 16,968,511	\$ 83,501,596	\$ 70,373,476	\$ 70,373,476

BOND CAPITAL PROJECTS FUND

Item Number		Approved 2012/13	Page #
NEW NEIGHBORHOOD PARKS DEVELOPMENT			
1	AM Kennedy Park	1,102,869	BOND-7
2	Barsotti Park	1,302,646	BOND-7
3	Kaiser (Hansen) Ridge Park	691,989	BOND-7
4	Roy Dancer Park	773,313	BOND-7
5	Roger Tilbury Park	785,358	BOND-8
	TOTAL NEW NEIGHBORHOOD PARKS DEVELOPMENT	<u>4,656,175</u>	
RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS			
6	Cedar Mill Park & Trail	1,129,548	BOND-8
7	Somerset West Park	1,034,439	BOND-8
8	Pioneer Park & Bridge Replacement	460,806	BOND-8
9	Vista Brook Park	425,760	BOND-9
	TOTAL RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS	<u>3,050,553</u>	
NEW NEIGHBORHOOD PARKS - LAND ACQUISITION			
10	New Neighborhood Park - NW Quadrant	1,511,162	BOND-9
11	New Neighborhood Park - NE Quadrant	1,274,942	BOND-9
12	New Neighborhood Park - SW Quadrant	473,310	BOND-9
13	New Neighborhood Park - Undesignated	1,441,253	BOND-9
	TOTAL NEW NEIGHBORHOOD PARKS - LAND ACQUISITION	<u>4,700,667</u>	
NEW COMMUNITY PARK DEVELOPMENT			
14	SW Community Park	7,853,434	BOND-10
	TOTAL NEW COMMUNITY PARK DEVELOPMENT	<u>7,853,434</u>	
NEW COMMUNITY PARK - LAND ACQUISITION			
15	New Community Park	2,058,491	BOND-10
	TOTAL NEW COMMUNITY PARK - LAND ACQUISITION	<u>2,058,491</u>	
RENOVATE AND REDEVELOP COMMUNITY PARKS			
16	Cedar Hills Park	6,198,624	BOND-10
17	Schiffler Park	3,157,673	BOND-10
	TOTAL RENOVATE AND REDEVELOP COMMUNITY PARKS	<u>9,356,297</u>	
NATURAL AREA PRESERVATION			
18	Roger Tilbury Memorial Park	31,401	BOND-11
19	Cedar Mill Park	31,344	BOND-11
20	Jordan/Jackie Husen Park	313,403	BOND-11
21	NE/Bethany Meadows Trail Habitat Connection	251,394	BOND-11
22	Kaiser (Hansen) Ridge Park	10,475	BOND-11
23	Allenbach Acres Park	41,756	BOND-11
24	Crystal Creek Park	207,241	BOND-12

BOND CAPITAL PROJECTS FUND

Item Number		Approved 2012/13	Page #
25	Foothills Park	28,547	BOND-12
26	Commonwealth Lake Park	20,840	BOND-12
27	Tualatin Hills Nature Park	87,507	BOND-12
28	Pioneer Park	10,332	BOND-12
29	Whispering Woods Park	13,875	BOND-12
30	Willow Creek Nature Park	11,067	BOND-13
31	AM Kennedy Park	31,307	BOND-13
32	Camille Park	37,937	BOND-13
33	Vista Brook Park	20,950	BOND-13
34	Greenway Park/Koll Center	61,608	BOND-13
35	Bauman Park	73,226	BOND-13
36	Fanno Creek Park	165,150	BOND-14
37	Hideaway Park	38,194	BOND-14
38	Murrayhill Park	20,640	BOND-14
39	Hyland Forest Park	38,869	BOND-14
40	Cooper Mountain Area	209,481	BOND-14
41	Winkelman Park	10,447	BOND-14
42	Lowami Hart Woods Park	289,681	BOND-15
43	Rosa/Hazeldale Parks	28,481	BOND-15
44	Mt Williams Park	104,748	BOND-15
45	Jenkins Estate	112,600	BOND-15
46	Summercrest Park	3,849	BOND-15
47	Morrison Woods Park	62,821	BOND-15
48	Interpretive Sign Network	342,190	BOND-16
49	Beaverton Creek Trail - restoration of new property	62,849	BOND-16
50	Bethany Wetlands Park - restoration of new property	41,899	BOND-16
51	Bluegrass Downs Park - restoration of new property	15,712	BOND-16
52	Crystal Creek Park - restoration of new property	41,899	BOND-16
53	Restoration of new properties to be acquired	655,078	BOND-16
TOTAL NATURAL AREA PRESERVATION		<u>3,528,798</u>	
 NATURAL AREA PRESERVATION - LAND ACQUISITION			
54	Natural Area Acquisitions	<u>8,307,245</u>	BOND-17
TOTAL NATURAL AREA PRESERVATION - LAND ACQUISITION		<u>8,307,245</u>	
 NEW LINEAR PARK AND TRAIL DEVELOPMENT			
55	Westside Trail Segments 1, 4, & 7	3,787,269	BOND-17
56	Jordan/Husen Park Trail	1,392,013	BOND-17
57	Waterhouse Trail Segments 1, 5 and West Spur	3,317,797	BOND-17
58	Rock Creek Trail Segment 5 & Allenbach, North Bethany #2	1,784,273	BOND-17
59	Miscellaneous Natural Trails	84,803	BOND-17
60	NE Quadrant Trail - Bluffs	224,235	BOND-18
61	Lowami Hart Woods Park	585,381	BOND-18

BOND CAPITAL PROJECTS FUND

Item Number		Approved 2012/13	Page #
62	Westside/Waterhouse Trail Connection	1,546,457	BOND-18
	TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT	<u>12,722,228</u>	
	NEW LINEAR PARK AND TRAIL - LAND ACQUISITION		
63	New Linear Park and Trail Acquisitions	404,689	BOND-18
	TOTAL NEW LINEAR PARK AND TRAIL - LAND ACQUISITION	<u>404,689</u>	
	MULTI-FIELD/MULTI-PURPOSE ATHLETIC FIELD DEVELOPMENT		
64	Winkelman Athletic Field	416,380	BOND-18
65	New Fields in NW Quadrant	523,662	BOND-18
66	New Fields in NE Quadrant	520,536	BOND-19
67	New Fields in SW Quadrant	523,064	BOND-19
68	New Fields in SE Quadrant	523,738	BOND-19
	TOTAL MULTI-FIELD/MULTI-PURPOSE ATHLETIC FIELD DEVELOPMENT	<u>2,507,380</u>	
	DEFERRED PARK MAINTENANCE REPLACEMENTS		
69	Play Structure Replacement at Waterhouse Park	32,203	BOND-19
70	Permeable Parking Lot at Sunset Swim Center	154,039	BOND-19
	TOTAL DEFERRED PARK MAINTENANCE REPLACEMENTS	<u>186,242</u>	
	FACILITY REHABILITATION		
71	Structural Upgrades at several facilities	3,587,620	BOND-19
72	Sunset Swim Center Structural Upgrades	974,416	BOND-20
	TOTAL FACILITY REHABILITATION	<u>4,562,036</u>	
	ADA/ACCESS IMPROVEMENTS		
73	HMT ADA Parking and other site improvement	717,399	BOND-20
74	ADA Improvements - numerous sites	119,834	BOND-20
	TOTAL ADA/ACCESS IMPROVEMENTS	<u>837,233</u>	
	COMMUNITY CENTER - LAND ACQUISITION		
75	Community Center - Land Acquisition	4,489,822	BOND-20
	TOTAL COMMUNITY CENTER - LAND ACQUISITION	<u>4,489,822</u>	

BOND CAPITAL PROJECTS FUND

New Neighborhood Parks Development

ITEM 1: **AM Kennedy Park**

BUDGET: \$1,102,869

DESCRIPTION: Development of one new neighborhood park at an existing site. Amenities will be dependent on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, multipurpose sports fields, community garden and natural features.

ITEM 2: **Barsotti Park**

BUDGET: \$1,302,646

DESCRIPTION: Development of one new neighborhood park at an existing site. Amenities will be dependent on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, multipurpose sports fields, community garden and natural features.

ITEM 3: **Kaiser (Hansen) Ridge Park**

BUDGET: \$691,989

DESCRIPTION: Development of one new neighborhood park at an existing site. Amenities will be dependent on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, community garden and natural features.

ITEM 4: **Roy Dancer Park**

BUDGET: \$773,313

DESCRIPTION: Development of one new neighborhood park at an existing site. Amenities will be dependent on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, community garden and natural features.

BOND CAPITAL PROJECTS FUND

ITEM 5: **Roger Tilbury Park**

BUDGET: \$785,358

DESCRIPTION: Development of one new neighborhood park at an existing site. Amenities will be dependent on neighborhood input and site size and may include play equipment, picnic areas, pathways, drinking fountain, benches, open grass areas for passive use, outdoor sport courts, community garden and natural features.

Renovate and Redevelop Neighborhood Parks

ITEM 6: **Cedar Mill Park & Trail**

BUDGET: \$1,129,548

DESCRIPTION: Redevelopment and renovation of one existing neighborhood park. Amenities will be dependent on neighborhood input and site size and may include relocation or replacement of play equipment, ADA specific upgrades, addition of community garden, renovation of existing picnic areas and/or shelters, add or relocate pathways, renovate or add outdoor sport courts and/or multipurpose sports fields.

ITEM 7: **Somerset West Park**

BUDGET: \$1,034,439

DESCRIPTION: Redevelopment and renovation of one existing neighborhood park. Amenities will be dependent on neighborhood input and site size and may include relocation or replacement of play equipment, ADA specific upgrades, addition of community garden, renovation of existing picnic areas and/or shelters, add or relocate pathways, renovate or add outdoor sport courts and/or multipurpose sports fields.

ITEM 8: **Pioneer Park & Bridge Replacement**

BUDGET: \$460,806

DESCRIPTION: Redevelopment and renovation of one existing neighborhood park. Amenities will be dependent on neighborhood input and site size and may include relocation or replacement of play equipment, ADA specific upgrades, addition of community garden, renovation of existing picnic areas and/or shelters, add or relocate pathways, renovate or add outdoor sport courts.

BOND CAPITAL PROJECTS FUND

ITEM 9: Vista Brook Park

BUDGET: \$425,760

DESCRIPTION: Redevelopment and renovation of one existing neighborhood park. Amenities will be dependent on neighborhood input and site size and may include relocation or replacement of play equipment, ADA specific upgrades, addition of community garden, renovation of existing picnic areas and/or shelters, add or relocate pathways, renovate or add outdoor sport courts.

New Neighborhood Parks - Land Acquisition

ITEM 10: New Neighborhood Park - NW Quadrant

BUDGET: \$1,511,162

DESCRIPTION: Acquisition of one site that is approximately three acres in size and may be located in the northwest quadrant. Property to be determined.

ITEM 11: New Neighborhood Park - NE Quadrant

BUDGET: \$1,511,162

DESCRIPTION: Acquisition of one site that is approximately three acres in size and may be located in the northeast quadrant. Property to be determined.

ITEM 12: New Neighborhood Park - SW Quadrant

BUDGET: \$473,310

DESCRIPTION: Acquisition of one site and may be located in the southwest quadrant. Property to be determined.

ITEM 13: New Neighborhood Park - Undesignated

BUDGET: \$1,441,253

DESCRIPTION: Acquisition of one site that is approximately three acres in size and may be located in any quadrant. Property to be determined.

BOND CAPITAL PROJECTS FUND

New Community Park Development

ITEM 14: SW Community Park

BUDGET: \$7,853,434

DESCRIPTION: Design development of one new community park. Amenities will be dependent on community input and site size and may include multipurpose sport fields, group picnic areas with shelter, play equipment, informal play areas (open space), community gardens, pathways, skate spot, pet areas, on-site parking and restrooms, and natural areas.

New Community Park - Land Acquisition

ITEM 15: New Community Park

BUDGET: \$2,058,491

DESCRIPTION: Balance of funds available to be used for additional Community Park land acquisition.

Renovate and Redevelop Community Parks

ITEM 16: Cedar Hills Park

BUDGET: \$6,198,624

DESCRIPTION: Design of redevelopment and renovation of one existing community park. Amenities will be dependent on community input and size of site and may include renovation or relocation of sports fields, renovation of group picnic areas, add covered play areas, add informal play areas, relocate or upgrade pathways, add community gardens, potential skate spot facilities. Renovate/relocate/add on-site parking, restrooms, potential splash pad.

ITEM 17: Schiffler Park

BUDGET: \$3,157,673

DESCRIPTION: Redevelopment and renovation of one existing community park. Amenities will be dependent on community input and size of site and may include renovation or relocation of sports fields, renovation of group picnic areas, add covered play areas, add informal play areas, relocate or upgrade pathways, add community gardens, potential skate spot facilities. Renovate/relocate/add on-site parking, restrooms.

BOND CAPITAL PROJECTS FUND

Natural Area Preservation

ITEM 18: **Roger Tilbury Memorial Park**

BUDGET: \$31,401

DESCRIPTION: Enhance natural areas to remove weed species, replant native trees and shrubs, enhance creek to ensure bank stability.

ITEM 19: **Cedar Mill Park**

BUDGET: \$31,344

DESCRIPTION: Enhance natural areas to remove weed species, replant native trees and shrubs, especially on the former Brady property. Slight expansion of natural area into soggy grass.

ITEM 20: **Jordan/Jackie Husen Park**

BUDGET: \$313,403

DESCRIPTION: Enhance natural areas to remove weed species, replant native trees and shrubs, enhance creek to ensure bank stability.

ITEM 21: **NE/Bethany Meadows Trail Habitat Connection**

BUDGET: \$251,394

DESCRIPTION: Restore acquired land between Bethany Meadows Terrace, Bannister Creek, Northeast Parks and associated creek corridors.

ITEM 22: **Kaiser (Hansen) Ridge Park**

BUDGET: \$10,475

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs.

ITEM 23: **Allenbach Acres Park**

BUDGET: \$41,756

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs.

BOND CAPITAL PROJECTS FUND

ITEM 24: **Crystal Creek Park**

BUDGET: \$207,241

DESCRIPTION: Conduct extensive weed treatment and intensive tree/shrub plantings to provide shade and habitat diversity. Study site for creek and water flow improvements.

ITEM 25: **Foothills Park**

BUDGET: \$28,547

DESCRIPTION: Enhance natural areas to remove weed species, replant native trees and shrubs, enhance creek to ensure bank stability.

ITEM 26: **Commonwealth Lake Park**

BUDGET: \$20,840

DESCRIPTION: Work with planning/community to identify then replant natural areas to remove weed species, replant native trees and shrubs, and provide habitat and shoreline erosion control at lake. Possible installation of basking logs for turtles.

ITEM 27: **Tualatin Hills Nature Park**

BUDGET: \$87,507

DESCRIPTION: Conduct Oregon white oak restoration projects as identified in THPRD Oak Plan. Includes arborist work and installation of native shrubs.

ITEM 28: **Pioneer Park**

BUDGET: \$10,332

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs. Potential trail rerouting for habitat preservation.

ITEM 29: **Whispering Woods Park**

BUDGET: \$13,875

DESCRIPTION: Remove weeds, replant with native species - keep area clear for future trails.

BOND CAPITAL PROJECTS FUND

ITEM 30: **Willow Creek Nature Park**

BUDGET: \$11,067

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park improvement on boardwalk occurs.

ITEM 31: **AM Kennedy Park**

BUDGET: \$31,307

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs. Possible stream bank stabilization/meandering of channel.

ITEM 32: **Camille Park**

BUDGET: \$37,937

DESCRIPTION: These funds will cover any oak enhancement work, camas meadow, or stream restoration not covered by the master plan funds.

ITEM 33: **Vista Brook Park**

BUDGET: \$20,950

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs. Likely to enhance pond edges, potential basking logs for wildlife.

ITEM 34: **Greenway Park/Koll Center**

BUDGET: \$61,608

DESCRIPTION: Implement water level adjustments called for in maintenance management plan. Replant certain areas with shrubs and grasses. Install basking logs and other turtle habitat enhancements.

ITEM 35: **Bauman Park**

BUDGET: \$73,226

DESCRIPTION: Invasive trees and weeds removal, replant with native plants. Install trail with other funds.

BOND CAPITAL PROJECTS FUND

ITEM 36: **Fanno Creek Park**

BUDGET: \$165,150

DESCRIPTION: Do hydrologic study of stream channel and implement results. Likely rerouting of existing channel, replanting weedy areas with native shrubs and trees, bank stabilization.

ITEM 37: **Hideaway Park**

BUDGET: \$38,194

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs, remove basketball pad from wetland, plant some portion of mowed area with shrubs.

ITEM 38: **Murrayhill Park**

BUDGET: \$20,640

DESCRIPTION: Remove acres of blackberry shrubs under powerlines, replace with low growing native shrubs.

ITEM 39: **Hyland Forest Park**

BUDGET: \$38,869

DESCRIPTION: Complete large scale removal of weeds, reroute/close illegal trails, replant site, enhance trails with separate funds.

ITEM 40: **Cooper Mountain Area**

BUDGET: \$209,481

DESCRIPTION: Restore and enhance properties to be acquired in this area - separate from the Cooper Mountain Nature Park.

ITEM 41: **Winkelman Park**

BUDGET: \$10,447

DESCRIPTION: Plant native Oregon white oak habitat in areas not used by sports field. Will include clusters of shrubs and trees in a meadow environment.

BOND CAPITAL PROJECTS FUND

ITEM 42: **Lowami Hart Woods Park**

BUDGET: \$289,681

DESCRIPTION: Large scale removal of weeds, closing of illegal trails, replanting of native shrubs/trees.

ITEM 43: **Rosa/Hazeldale Parks**

BUDGET: \$28,481

DESCRIPTION: Restoration of creek side areas by removing weeds, replanting with native plants. Possible installation of woody material in creek for habitat and erosion control.

ITEM 44: **Mt Williams Park**

BUDGET: \$104,748

DESCRIPTION: Remove weeds and replant with native trees/shrubs after park development occurs.

ITEM 45: **Jenkins Estate**

BUDGET: \$112,600

DESCRIPTION: Complete large scale removal of weeds, reroute/close illegal trails, replant site, create park trail plan to protect habitat, enhance trails.

ITEM 46: **Summercrest Park**

BUDGET: \$3,849

DESCRIPTION: Remove weeds and replant with native shrubs in eastern portion of the park along the stream.

ITEM 47: **Morrison Woods Park**

BUDGET: \$62,821

DESCRIPTION: Enhance meadow, new acquisition areas, stabilize exposed edge of forest next to adjacent property.

BOND CAPITAL PROJECTS FUND

ITEM 48 Interpretive Sign Network

BUDGET: \$342,190

DESCRIPTION: Create and construct about 100+ interpretive signs to be installed in significant natural areas to educate patrons about natural areas.

ITEM 49: Beaverton Creek Trail - restoration of new property

BUDGET: \$62,849

DESCRIPTION: Remove weeds in select parks and replant with native trees/shrubs after park development occurs.

ITEM 50: Bethany Wetlands Park - restoration of new property

BUDGET: \$41,899

DESCRIPTION: Remove weeds, replant with native plants, assess stream/wetland for enhancement/stabilization. Install beaver management piping if needed.

ITEM 51: Bluegrass Downs Park - restoration of new property

BUDGET: \$15,712

DESCRIPTION: Remove weeds, replant with native plants in park and newly acquired areas.

ITEM 52: Crystal Creek Park - restoration of new property

BUDGET: \$41,899

DESCRIPTION: Remove weeds, replant with native plants in park and newly acquired areas.

ITEM 53: Restoration of new properties to be acquired

BUDGET: \$655,078

DESCRIPTION: Balance of natural resource restoration funds to be used on newly acquired sites.

BOND CAPITAL PROJECTS FUND

Natural Area Preservation - Land Acquisition

ITEM 54: **Natural Area Acquisitions**

BUDGET: \$8,307,245

DESCRIPTION: Acquisition of high priority natural areas that will connect existing properties or purchase large parcels with healthy native plant communities, water quality benefits.

New Linear Park and Trail Development

ITEM 55: **Westside Trail Segments 1, 4, & 7**

BUDGET: \$3,787,269

DESCRIPTION: Development of the Westside Regional Trail segments 1, 4 and 7.

ITEM 56: **Jordan/Husen Park Trail**

BUDGET: \$1,392,013

DESCRIPTION: Development of Phase II of the Jordan/Husen Park approved Master Plan including the Jordan Park north stairway.

ITEM 57: **Waterhouse Trail Segments 1, 5 and West Spur**

BUDGET: \$3,317,797

DESCRIPTION: Development of the Waterhouse Community Trail segments 1, 5 and West Spur.

ITEM 58: **Rock Creek Trail Segment 5 & Allenbach, North Bethany #2**

BUDGET: \$1,784,273

DESCRIPTION: Development of the Rock Creek Regional Trail Segment 5 and Allenbach, and North Bethany #2.

ITEM 59: **Miscellaneous Natural Trails**

BUDGET: \$84,803

DESCRIPTION: Development of various soft surface trails throughout the District.

BOND CAPITAL PROJECTS FUND

ITEM 60: **NE Quadrant Trail - Bluffs**

BUDGET: \$224,235

DESCRIPTION: Development of Phase II of approved Master Plan for trail connection to the existing play area.

ITEM 61: **Lowami Hart Woods Park**

BUDGET: \$585,381

DESCRIPTION: Development of the Lowami Hart Woods Park approved Master Plan.

ITEM 62: **Westside/Waterhouse Trail Connection**

BUDGET: \$1,546,457

DESCRIPTION: Development of regional trail section that connects the Westside Trail to the Waterhouse Trail.

New Linear Park and Trail - Land Acquisition

ITEM 63: **New Linear Park and Trail Acquisitions**

BUDGET: \$404,689

DESCRIPTION: Acquisition of land, easements, leases or land use agreements for linear parks and trails. Acquisition may be located in multiple quadrants. Property to be determined.

Multi-Field/Multi-Purpose Athletic Field Development

ITEM 64: **Winkelman Athletic Field**

BUDGET: \$416,380

DESCRIPTION: Development of one grass athletic field.

ITEM 65: **New Fields in NW Quadrant**

BUDGET: \$523,662

DESCRIPTION: Development of one grass athletic field in the northwest quadrant.

BOND CAPITAL PROJECTS FUND

ITEM 66: **New Fields in NE Quadrant**

BUDGET: \$520,536

DESCRIPTION: Development of one grass athletic field in the northeast quadrant.

ITEM 67: **New Fields in SW Quadrant**

BUDGET: \$523,064

DESCRIPTION: Development of one grass athletic field in the southwest quadrant.

ITEM 68: **New Fields in SE Quadrant**

BUDGET: \$523,738

DESCRIPTION: Development of one grass athletic field in the southeast quadrant.

Deferred Park Maintenance Replacements

ITEM 69: **Play Structure Replacement at Waterhouse Park**

BUDGET: \$32,203

DESCRIPTION: Replacement of play structure within Waterhouse Park.

ITEM 70: **Permeable Parking Lot at Sunset Swim Center**

BUDGET: \$154,039

DESCRIPTION: Resurfacing of parking lot at Sunset Swim Center.

Facility Rehabilitation

ITEM 71: **Structural Upgrades at several facilities**

BUDGET: \$3,587,620

DESCRIPTION: Structural modifications at existing facilities to enhance structural load and seismic performance. The actual facilities and items to be upgraded are based on a condition-based prioritization.

BOND CAPITAL PROJECTS FUND

ITEM 72: **Sunset Swim Center Structural Upgrades**

BUDGET: \$974,416

DESCRIPTION: Structural upgrades at the Sunset Swim Center to enhance structural load and seismic performance.

ADA/Access Improvements

ITEM 73: **HMT ADA Parking and other site improvement**

BUDGET: \$717,399

DESCRIPTION: ADA/Access Improvements to the HMT Recreation Complex. Improvements may include ADA parking and drop-off zones at the Aquatic Center and Athletic Center.

ITEM 74: **ADA Improvements - numerous sites**

BUDGET: \$119,834

DESCRIPTION: ADA Improvements to various existing sites and/or facilities.

Community Center Land - Acquisition

ITEM 75: **Community Center - Land Acquisition**

BUDGET: \$4,489,822

DESCRIPTION: Acquisition of one site located in the southwest quadrant. Property to be determined.

SUPPLEMENTAL DATA

Park District History and Background

Twenty Year Comprehensive Master Plan Summary

Five Year Projections

Policies and Procedures

Summary of Staffing by Program

Glossary

Park District Map



PARK DISTRICT HISTORY AND BACKGROUND

In 1955, a group of citizens formed Tualatin Hills Park & Recreation District to provide parks and recreational opportunities for the residents of eastern Washington County and the City of Beaverton. Over the years, the Park District has become one of the largest park and recreation special districts in the Pacific Northwest.

The Park District is governed by an elected five member Board of Directors and is managed by professional staff. Since its inception, general obligations bonds, property taxes, and three-year levies (since replaced by a permanent tax rate) have supported the Park District. Additional revenue comes from user fees for programs and facilities. The Park District also benefits from donations made through the Tualatin Hills Park Foundation.

Demographic Portrait

As of the 2010 Census, the following information was accumulated on the District'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
Per Capita Income (2010\$)	\$33,695	\$33,497
Number of Housing Units	80,704	93,765
Occupancy Rate	94.8%	94.5%

Diversity of the District 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%

PARK DISTRICT HISTORY AND BACKGROUND (continued)

Economic Information

The top ten taxpayers (in order of actual taxes levied) within the District for the 2010/11 Fiscal Year were:

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Nike, Inc.	\$ 368,435,652	1	1.97%
Frontier Communications	148,704,100	2	0.79%
Portland General Electric	127,560,523	3	0.68%
Tektronix Inc.	128,168,075	4	0.68%
Comcast Corporation	118,667,000	5	0.63%
PS Business Parks LP	107,572,166	6	0.57%
Maxim Integrated Products, Inc.	99,825,420	7	0.43%
ERP Operating LP	80,435,660	8	0.68%
Northwest Natural Gas	83,887,000	9	0.45%
Bernard Properties Partnership	57,821,473	10	0.31%
All Other Taxpayers	17,397,319,291		92.81%
Totals	\$18,718,396,360		100.00%

Source: Washington County, Department of Assessment and Taxation
(Ranking based on levied tax amount)

Information for Washington County as of the 2010/11 Fiscal Year:

Fiscal Year	District Population (estimated)	County Population (estimated) ^{a)}	Personal Income		Unemployment Rate ^{c)}	School Enrollment ^{d)}
			(amounts expressed in thousands) ^{b)}	Per Capita Personal Income ^{b)}		
2004	209,800	480,200	\$16,366,000	\$33,546	6.2%	35,329
2005	213,073	489,785	17,338,000	34,626	5.2%	36,502
2006	216,717	500,585	18,607,666	36,259	4.4%	36,646
2007	220,422	511,075	19,945,179	38,371	4.3%	37,958
2008	224,192	519,925	21,185,612	40,188	5.3%	37,552
2009	228,025	527,140	21,205,286	39,465	9.4%	37,536
2010	223,837	529,710	n/a	n/a	9.1%	38,460
2011	226,523	536,717	n/a	n/a	7.7%	38,571

Source: ^{a)} Portland State University Center for Population Research and Census (2010 actual)
^{b)} U.S. Dept. of Commerce, Bureau of Economic Analysis
^{c)} U.S. Dept. of Labor, Metropolitan District
^{d)} Beaverton School District

PARK DISTRICT HISTORY AND BACKGROUND (continued)

A comparative cost of General Fund services per capita as of FY 2001 and FY 2011:

	FY 2000/01	FY 2010/11	% change
	Actual	Actual	
Population	196,026	226,523 ¹⁾	15.56%
Cost Per Capita:			
Personal Services	\$68.19	\$106.22	55.77%
Materials and Services	24.97	30.83	23.48%
Capital Projects	8.24	40.18	387.65%
Debt Service	4.17	5.29	26.75%
 Total cost per capita	 \$105.57	 \$182.52	 72.89%

¹⁾ estimated – based on Medium Growth Population Forecast (1.2%)

Source: Portland State University Center for Population Research and Census

COMPREHENSIVE PLAN SUMMARY

In November 2006, the Tualatin Hills Park & Recreation District adopted an update to the Comprehensive Plan, originally adopted in 1997. This plan serves as a guide for future decisions and activities about how the Park District will acquire, develop, operate and maintain land, facilities and programs for the future.

In the decade since the original adoption, many conditions had changed significantly within the Park District; substantial development had occurred, resident demographics had shifted in age and ethnicity, resulting in shifting park and open space needs.

As part of the plan update, public, technical and staff advisory committees, along with the project management team identified key issues, conducted open houses, and received public comments and input to identify planning priorities. At the same time, demographics, existing conditions and levels of service were analyzed in depth.

After an extensive public outreach and committee review process, several key planning and service issues were identified:

- Standards for neighborhood parks and parks overall,
- Approaches to building new or replacement aquatic and recreation facilities,
- Alternatives for meeting future needs for playing fields, and
- Funding issues and tools, including system development charges which fund planning, land acquisition and construction of facilities that serve new residents.

The updated Comprehensive Plan included a Strategic Plan to incorporate goals, objectives and actions to meet long-term needs for District parks, open spaces, trails, recreation facilities, programs and maintenance operations. The Comprehensive Plan identified eight goals through the development process:

1. Provide quality neighborhood and community parks that are readily accessible to Park District residents;
2. Provide quality sports and recreation facilities and programs for Park District residents of all ages, cultural backgrounds, abilities and income levels;
3. Operate and maintain parks in an efficient, safe and cost-effective manner, and to adopt Park District standards;
4. Acquire, conserve and enhance natural areas and open spaces within the Park District;
5. Develop and maintain a core system of regional trails, complemented by an interconnected system of community and neighborhood trails, to provide a variety of recreational opportunities;
6. Provide value and efficient service delivery for taxpayers, patrons and others who help fund Park District activities;
7. Effectively communicate information about Park District goals, policies, programs and facilities among District residents, customers, staff, District advisory committees, the District Board of Directors, partnering agencies and other groups; and
8. Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of Park District programs and facilities.

Since the adoption of the original Comprehensive Plan in 1997, the Park District has accomplished much toward the goals and objectives of that plan. Over three hundred acres of new land for park and recreational facilities have been added, both buildings and athletic fields facilities, along with parks, trails and natural areas.

The Park District enjoys a strong reputation as one of the region's largest park and recreation providers with a high level of satisfaction among District residents and patrons. To continue to satisfy recreational need and demands over the next twenty years, and consistent with standards and practices recommended within the Comprehensive Plan, the Park District will endeavor to:

- Acquire and develop approximately 58 acres of neighborhood parks and 90 acres of community parks and special use facilities;
- Create approximately 80 additional playing fields and/or replace 28 existing fields with artificial turf, add 33 more tennis courts;

COMPREHENSIVE PLAN SUMMARY (continued)

- Create a strong north-south and east-west trail spine and expand and connect other trails segments throughout the Park District;
- Build two new large community recreation and aquatic centers and renovate, expand or replace one or two additional aquatic centers;
- Implement minor programming improvements needed to accommodate the needs of existing and future Park District residents; and
- Continue to strengthen maintenance programs and efficiencies.

To fulfill these strategic objectives, the Park District Board of Directors adopted the eight goals, along with supporting goal outcome measures for the FY 2012/13 fiscal year. In order to ensure the Comprehensive Plan remains a living document, the Park District will continue to review its progress on a regular, periodic basis.

Tualatin Hills Park and Recreation District

General Fund - Five Year Fiscal Projection FY 2011/12 through FY 2016/17

	Current Budget 2011/12	Adopted Budget 2012/13	Projected 2013/14	Projected 2014/15	Projected 2015/16	Projected 2016/17
Cash on Hand	2,600,000	3,030,000	3,100,000	3,350,000	3,600,000	3,850,000
Program & Facility Fees 1	9,556,045	9,627,834	9,820,391	10,115,002	10,418,452	10,731,006
Other Resources 2	2,793,550	3,064,891	2,685,687	2,766,257	2,849,245	2,934,723
Carryover Projects	3,319,031	1,002,810	-	-	-	-
Property Taxes 3	23,872,230	24,534,925	25,393,647	26,536,362	27,730,498	28,978,370
Total Revenue	\$42,140,856	\$41,260,460	\$40,999,725	\$42,767,621	\$44,598,195	\$46,494,099
Personal Services 4	\$24,979,398	26,412,878	\$27,337,329	\$27,513,041	\$28,475,998	\$29,472,658
Materials & Services 5	7,879,917	7,972,593	8,132,045	8,376,006	8,627,286	8,886,105
Capital Outlay	5,916,793	3,825,225	2,359,985	3,455,796	3,830,770	4,470,232
Debt Service - COP and TAN	1,464,748	949,764	820,366	822,778	814,141	815,104
Contingency	1,900,000	2,100,000	2,350,000	2,600,000	2,850,000	2,850,000
Total Expenditures	\$42,140,856	\$41,260,460	\$40,999,725	\$42,767,621	\$44,598,195	\$46,494,099
Revenue Assumptions						
	<u>2012/13</u>		<u>2013/14</u>		<u>2014/2017</u>	
1. Program Fee & Facility Annual Increase	Actual Estimate		2.00%		3.00%	
2. Other Resources	Actual Estimate		3.00%		3.00%	
3. Property Tax Annual Increase (Based on Permanent Rate only)	Actual Estimate		3.50%		4.50%	
Expenditure Assumptions						
4. Personal Services	Actual Estimate		3.50%		3.50%	
5. Materials & Services	Actual Estimate		2.00%		3.00%	

POLICIES AND PROCEDURES

DISTRICT ORGANIZATION:

Board of Directors

The governing body of the Tualatin Hills Park & Recreation District is the five (5) member Park District Board.

Each Board member is elected from the Park District at large to a normal 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 first Monday of each month. All meetings are public meetings and 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 Park District 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 the Park District is under the direction of the General Manager who is hired by the Board. The General Manager has the responsibility to carry out the policies and accomplish the goals and objectives established by the Board.

The top management staff includes: the Director of Business and Facilities, Director of Park and Recreation Services, Director of Planning, Director of Communications and Outreach 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. The Park District is a drug free work place. A pre-hire drug test is required.

For each position or classification there shall be established minimum requirements as to experience, education, physical ability, or other qualities considered necessary for performance of the duties of the position.

New hires and current employees may be required to take a physical examination. In cases where a physical examination is required, the Park District shall pay the cost of the examination.

Each new employee will be given an orientation explaining the policies, benefits and procedures of the Park District.

All employees will be on probation for the first six (6) months of employment. The probationary employee will have one written performance review at the end of the sixth month probationary period with his/her Supervisor. Evaluations are conducted annually, once an employee is removed from probationary status.

DRUG AND ALCOHOL POLICIES:

The Park District has a responsibility to employees, participants and the general public to insure and enhance safe working conditions.

POLICIES AND PROCEDURES (continued)

To fulfill this obligation and to insure and comply with Federal and State Anti-Drug Abuse laws, the Park District 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 Park District employees regarding the possession, sale, distribution or use of a controlled substance and the testing for use of drugs or alcohol in the workplace. Although drug and alcohol abuse will not be tolerated, it is the intent of the Park District 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. Insure work group is knowledgeable and complies.
- < Conduct orientation training in safe work practices and procedures to all new employees. Hold follow up sessions in accident prevention, hazard recognition and reporting. Actively involve the work group in safety and health issues and problem solving.
- < Investigate all accidents to determine cause, contributing factors and necessary corrective action to prevent recurrence. Document findings and recommend corrective action. Take corrective action as authorized, a written investigation report should be submitted to the Director of Business and Facilities within 24 hours.
- < Observe employee work practices. Coach and positively reinforce safe work procedures. Take immediate action to correct unsafe practices.
- < Follow-up on all employee advisements of safety and health hazards, suggestions or issues. Provide feedback to employee on actions taken.
- < Communicate safety and health needs to the department head.
- < Assist with the development of safety rules for the workplace.

Wellness Committee

Tualatin Hills Park & Recreation District has an established Wellness Committee that consists of five (5) staff members and a Wellness Coordinator.

The Committee meets a minimum of four (4) times per year and produces a bi-monthly Wellness Newsletter for employees.

POLICIES AND PROCEDURES (continued)

The purpose of the Committee is to develop a comprehensive program by providing the Park District staff with information and training on issues and topics related to health and wellness. The Committee also provides preventive health services, such as: flu shots, cholesterol screening and blood pressure checks.

FINANCIAL POLICIES:

The Park District 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.

Operating Budget Policies

1. The Park District will maintain a budgetary control system to ensure adherence to the budget and will prepare regular reports comparing actual revenues and expenditures to budgeted amounts.
2. An independent audit will be performed annually.
3. Financial reports, in accordance with Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Board, will be produced annually.
4. The Park District will continue to maintain a strong internal audit capability.

Revenue Policies

1. The Park District will deposit all funds on the same day the funds are received.
2. The Park District will consider the fees/charges levied by any other municipalities of similar size to establish rates and charges.

Investment Policies

1. Scope- These investment policies and portfolio guidelines apply to all activities and funds of the Park District, 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 Statutes (ORS) Chapter 294, these policies, and written administrative procedures.
2. Objectives- the investment objectives of the Park District are safety (preservation of principal), liquidity (availability of funds), and rate of return (yield), in that order.

In investing public funds, the Park District will not assume unreasonable investment risks to obtain investment income. The Park District's investment portfolio will remain sufficiently liquid to enable the Park District to meet all operating requirements, which might be reasonably anticipated. The Park District will diversify its investments to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

In managing its investment portfolio, the Park District will specifically avoid any purchase of financial forwards or futures, any leveraged investment purchases or investments not authorized by ORS 294.035.

Debt Policies

1. The District use of non-general obligation supported debt should not negatively impact future operations.

POLICIES AND PROCEDURES (continued)

Working Guidelines:

The District should not issue any new non-general obligation debt until other financial targets are met, unless the source of future annual debt service is identified, with preference toward using debt for projects that provide cost savings or revenue enhancements.

2. The District use of non-general obligation debt should provide an appropriate matching of the benefits provided to the cost of the debt service

Working Guidelines – use of debt:

Non-general obligation debt should be used for projects that provide savings or revenue enhancements that meet or exceed the debt service costs, and for land acquisition or capital improvements. Non-general obligation debt may be used to finance capital replacements in an emergency situation.

Working Guidelines – term of debt:

The term of non-general obligation debt should not exceed 100% of the weighted average life of the projects being funded.

Minimum Fund Balances/Reserves Policies

1. The District should maintain an appropriate level of ending fund balance in the General Operating Fund to provide financial stability and minimize service disruptions.

Working Guidelines:

The District should maintain ending general operating fund balance levels of 10% of operating expenses. In any year in which the District 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. The District should measure its obligation for replacement of assets and ensure that replacements are managed in a manner that does not negatively impact District services.

Working Guidelines – measurement of replacement obligation:

The District should measure the replacement obligation based on deferred replacements (i.e., backlog) for both major and routine replacements plus percentage of life used for major replacements.

Working Guidelines - prioritization of maintenance replacements funding

The District should priority fund all major items replacements (subject to condition of asset deferrals) and a minimum of \$350,000 of routine replacements, and fund the balance of routine replacements based on available funding.

Cost Recovery Policies

1. The District should establish consistent guidelines to measure the full cost of District programs and capital projects.

POLICIES AND PROCEDURES (continued)

Working Guidelines – operating programs:

The District should measure the cost of programs based on a full-cost method, including measurement of direct variable cost, other variable cost, and an allocation of fixed indirect cost, based on actual utilization.

Working Guidelines - capital projects:

The District should measure the cost of capital projects based on the direct external cost plus the full cost (including indirect cost allocations) of internal staff time to manage the projects.

2. The District should maintain fee policies that utilize the measurement of cost recovery/subsidy of District programs subject to other District goals.

Working Guidelines:

In establishing program fees, the District should measure and consider both the variable cost of programs or activities, and full cost of programs or activities including fixed costs and an allocation of overhead. District fees should also be established based on an allocation of available program subsidy, which is in turn based on available non-program resources.

3. The District should recognize cost recovery on internal support functions for activities funded by special or restricted funds to ensure that there are no hidden interfund subsidies.

Working Guidelines:

The District 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. The District should establish a consistent methodology of measuring cost/benefit analysis that can be used for proposed capital expansion or acquisitions.

Working Guidelines:

The District should assess cost/benefit based on net present value of net financial returns using a discount rate equal to the District current borrowing rate.

Financial Goal Measurement Policies

1. The District should establish, through the long-term financial planning process, financial goals and strategies, and should periodically review these goals and strategies.

Working Guidelines:

The District should review the goals and strategies annually as part of the Board of Directors annual goal outcomes.

2. The District should periodically measure the progress toward the financial goals.

Working Guidelines:

The District should develop an annual reporting process for measuring progress toward the financial goals.

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department Program	Actual 2009/10	Actual 2010/11	Current 2011/12	Proposed 2012/13	Adopted 2012/13
BOARD OF DIRECTORS	-	-	-	-	-
ADMINISTRATION					
Office of the General Manager					
General Manager	2.00	2.00	2.00	2.00	2.00
Assistant General Manager	-	-	-	-	-
Total Office of the General Manager	2.00	2.00	2.00	2.00	2.00
Communications and Outreach	6.73	6.23	5.90	6.26	6.26
Security Operations	4.00	3.90	3.90	3.90	3.90
TOTAL ADMINISTRATION	12.73	12.13	11.80	12.16	12.16
BUSINESS AND FACILITIES					
Office of the Director	4.00	4.00	4.00	4.08	4.08
Finance Services	6.00	6.50	6.50	7.00	7.00
Risk and Contract Management					
Risk and Contract Management	1.00	1.00	1.00	1.19	1.19
Safety/Wellness	1.00	1.00	1.00	1.00	1.00
Total Risk and Contract Management	2.00	2.00	2.00	2.19	2.19
Human Resources	3.00	3.00	3.00	3.00	3.00
Information Services	5.00	5.00	5.00	5.00	5.00
Maintenance Operations					
Superintendent of Maintenance Op.	2.63	2.63	3.50	5.05	5.05
Athletic Facilities	22.61	22.61	22.67	25.09	25.09
Building and Pool Maintenance	48.44	48.76	49.58	50.23	50.23
Park Maintenance	45.78	46.07	46.22	43.04	43.04
Vehicle & Maintenance	5.94	5.94	5.75	5.75	5.75
Total Maintenance Operations	125.40	126.01	127.72	129.16	129.16
TOTAL BUSINESS AND FACILITIES	145.40	146.51	148.22	150.43	150.43
PLANNING					
Office of the Director	1.86	1.93	1.93	2.65	2.65
Planning and Development	6.00	10.00	10.00	11.00	11.00
TOTAL PLANNING	7.86	11.93	11.93	13.65	13.65

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department Program	Actual 2009/10	Actual 2010/11	Current 2011/12	Proposed 2012/13	Adopted 2012/13
PARK AND RECREATION SERVICES					
Office of the Director	2.63	2.63	2.63	2.58	2.58
Aquatics					
Superintendent of Aquatics	1.06	1.05	1.02	1.01	1.01
Aloha Swim Center	11.93	12.04	11.85	11.91	11.91
Aquatic Center	20.18	20.18	15.66	14.64	14.64
Beaverton Swim Center	18.29	18.29	17.55	17.80	17.80
Harman Swim Center	12.66	12.98	12.64	12.71	12.71
Sunset Swim Center	10.91	10.75	9.11	10.43	10.43
Raleigh Swim Center	3.76	3.76	3.05	3.10	3.10
Somerset West Swim Center	2.46	2.41	2.18	2.10	2.10
Total Aquatics	81.25	81.46	73.06	73.70	73.70
Sports					
Superintendent of Sports	2.00	2.00	2.00	2.00	2.00
Athletic Center/Sports	31.04	29.70	28.56	28.82	28.82
Total Sports and Recreation	33.04	31.70	30.56	30.82	30.82
Recreation					
Superintendent of Recreation	1.12	1.12	1.12	1.12	1.12
Cedar Hills Recreation Center	30.46	29.92	30.71	31.20	31.20
Conestoga Rec. & Aquatic Center	49.60	48.29	47.98	47.43	47.43
Garden Home Recreation Center	25.89	27.23	25.01	22.70	22.70
Total Recreation	107.07	106.56	104.82	102.45	102.45
Programs and Special Activities					
Superintendent of Prog. & Spec. Act.	3.04	3.09	3.16	3.27	3.27
Elsie Stuhr Center	13.27	13.99	13.80	14.67	14.67
Jenkins Estate	6.05	5.79	4.52	4.60	4.60
Camp Rivendale	4.23	4.42	4.42	4.45	4.45
Tennis Center	15.35	14.98	15.15	15.27	15.27
Total Programs and Special Activities	41.94	42.27	41.05	42.26	42.26
Natural Resources and Trails					
Natural Resources	9.16	9.55	9.50	9.50	9.50
Nature Park Interpretive Center	11.79	14.05	13.83	15.17	15.17
Total Natural Resources and Trails	20.95	23.60	23.33	24.67	24.67
TOTAL PARK AND RECREATION SERVICES	286.88	288.22	275.45	276.48	276.48
TOTAL ALL DIVISIONS	452.87	458.79	447.40	452.72	452.72

Note: Departmental reorganizations have occurred during this time period; however, all Departments and Programs are displayed as of FY 2012/13 status for accurate year-to-year comparisons.

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.

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 the Park District's current program and facility fee structure be evaluated and that changes be recommended.

Ad Valorem

In proportion to value. A basis for levy tax upon property.

Annexation

The incorporation of land into an existing city with a resulting change in the boundaries of the city.

Appropriation

A legal authorization made by the District to incur obligations and make expenditures for specific purposes and shall be limited to a single fiscal year.

Approved Budget

The adopted 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.

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.

Bonded Debt

The portion of indebtedness represented by outstanding bonds.

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.

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 the Park District 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 period of years to meet capital needs arising from the long-term teamwork program.

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 Program

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.

Certificates of Participation (COP)

COP's 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 certificate of participation. 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.

Computer Technology Plan

A plan that focuses on the prevailing computer trends expected in the next three years, and outlines technological opportunities for the Park District. 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.

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 the District, 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.

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.

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 twelve-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 FTE 's 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.

Fund

An independent fiscal and accounting entity with a self balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities of attaining certain objectives.

Fund Balance

The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the period over its liabilities, reserves and appropriations for the period.

General Fund

A fund used to account for financial operations of the District, which are not accounted for in any other fund. The primary sources of revenue are property taxes, state and local shared revenues and user fees.

General Long-Term Debt

Long-term debt legally payable from general revenues and backed by the full faith and credit of a governmental unit.

General Obligation Bonds

Bonds for whose payment the full faith and credit of the issuing body are pledged.

Goal

A statement of broad direction, purpose or intent: the purpose toward which an endeavor is directed.

Grant

A donation or contribution by one governmental unit to another unit. The donation or contribution may be made to aid in the support of a specified purpose or function or general purpose.

Internal Control

A plan of organization for purchasing, accounting and other financial activities, which among other things provide:

- ✓ The duties of employees are subdivided so that no single employee handles a financial action from beginning to end;
- ✓ Proper authorization from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and
- ✓ Records and procedures are arranged appropriately to facilitate effective control.

Levy

(Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a governmental unit.

Local Improvement District

The property, which is to be assessed for the cost or part of the cost of local improvement and the property on which the local improvement is located.

Measure 5

A constitutional limit on property tax rates passed by voters in the State of Oregon in November 1990. The new law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. Schools maximum rate is limited to \$5.

Measure 47

A constitutional limit on individual property tax collections approved by voters in November 1996. The limit applies to FY 1997/98 and all future fiscal years. The measure was a citizen initiative and limits property taxes to FY 1995/96 levels less 10%, requires majority voter turnout for tax elections, limits fees and charges and prioritizes Public Education and Public Safety in the allocation of lost revenues. The Measure never took affect due to its repeal by the voters in May 1997 with the passage of Measure 50.

Measure 50

Passed by voters in May 1997, the legislatively referred measure repealed Measure 47, but also significantly reduced future property taxes. The Measure rolls back assessed value on individual

property to FY 1995/96 values, less 10%. It reduces FY 1997/98 Park District levy authority by an average of 18.9%, and then converts it to a rate to be applied to assessed value in all future years. Assessed value growth is limited to 3% per year. The Measure reinstates Measure 47 limits on fees and charges and on majority turnout election requirements.

Metro Greenspaces

A program administered by Metro for the acquisition of public parks and open space lands throughout the region. A \$135.6 million bond program was approved by voters in 1995. Of that amount, \$25 million was set aside for local government grants.

Natural Resources Management Plan

A plan, which identifies natural resource areas and Biota, and establishes long-term management strategies to protect and enhance the park District natural resource areas for future generations.

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 the District is responsible.

Proposed Budget

Park District budget approved by the General Manager and submitted to the Budget Committee for their deliberation.

Regular Part-time Employee

An employee scheduled between a minimum of 30 hours to a maximum of 35 hours per week, for no more than 1,820 hours per year. Regular part-time employees are members of the collective bargaining unit, and have similar, but reduced benefits as offered to full-time employees.

Resources

The actual assets of a governmental unit, such as cash, taxes receivable, land, buildings, etc. Contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected and bonds authorized and unissued.

Revenue

The term designates an increase to a fund's assets which:

- ✓ Does not increase a liability (e.g., proceeds from a loan),
- ✓ Does not represent a repayment of an expenditure already made,
- ✓ Does not represent a cancellation of certain liabilities,
- ✓ Does not represent an increase in contributed capital.

Risk Management

An organized attempt to protect a government's assets against accidental loss in the most economical manner.

Senate Bill 122

Mandates local governments (cities, counties, and special districts) and regional governments regarding the provision of Urban Services in two (2) ways.

- ✓ It requires each local government to agree to cooperate and communicate with each other as it relates to land use issues, Master Plan preparation, Design and Development review and Capital Project identification and funding.
- ✓ It requires each local government to negotiate ultimate Urban Service Boundaries to establish who will serve the unincorporated population in their planning areas.

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. There after, the base can be increased six percent, annually, without the approval of the voters.

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.

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.

Trails Master Plan

A comprehensive off-street recreational trail plan which identifies current trails and needs, future trail corridor locations, plus development and management strategies. The Trails Master Plan is a supplement to the Tualatin Hills Park & Recreation Twenty Year Comprehensive Master Plan.

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.

Twenty-Year Comprehensive Master Plan

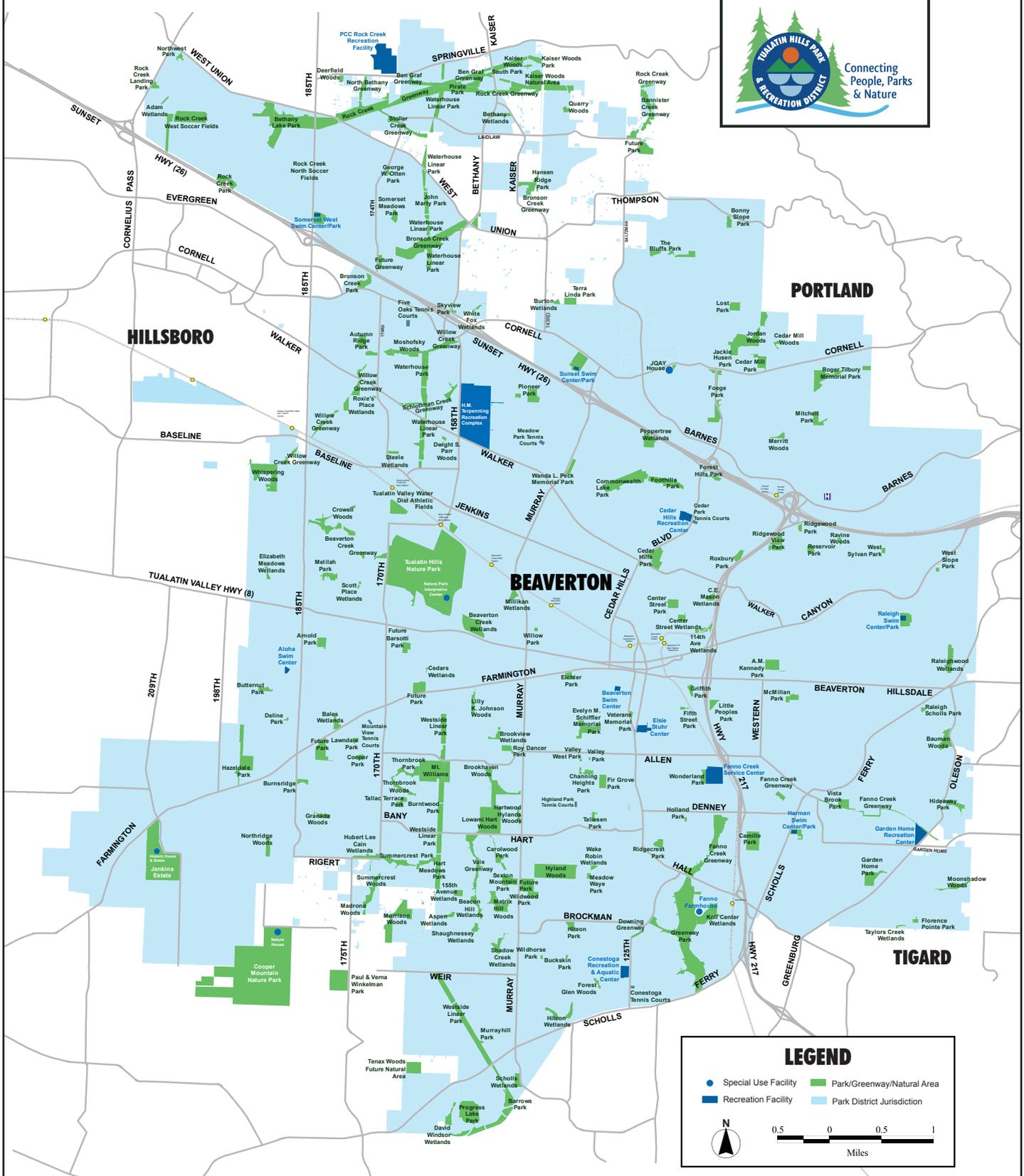
A plan defining the Park District's future twenty (20) years. The plan offers direction for the Park District to accomplish its stated mission. It sets goals, and presents objectives and action to act as mileposts by which the Park District can measure its progress.

Unappropriated Fund Balance

Where the fund balance at the close of the preceding year is not included in the annual budget, this term designates that portion of the current fiscal year's estimated revenues which has not been appropriated. Where the fund balance of the preceding year is included, this term designates the estimated fund balance at the end of the current fiscal year.

TUALATIN HILLS PARK & RECREATION DISTRICT

Parks, Recreation Facilities, Maintained School Grounds & Natural Areas



LEGEND

- Special Use Facility
- Recreation Facility
- Park/Greenway/Natural Area
- Park District Jurisdiction

Scale: 0.5 0 0.5 1 Miles

North Arrow

