

TUALATIN HILLS PARK & RECREATION DISTRICT BEAVERTON, OREGON



**ADOPTED BUDGET
FISCAL YEAR
2015/16**



**TUALATIN HILLS
PARK & RECREATION DISTRICT**

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2015/16**



**TUALATIN HILLS
PARK & RECREATION DISTRICT**

BEAVERTON, OREGON

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, 2014. 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

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Tualatin Hills Park & Recreation District
Oregon**

For the Fiscal Year Beginning

July 1, 2014

A handwritten signature in black ink, appearing to read "Jeffrey R. Egan".

Executive Director

TUALATIN HILLS PARK & RECREATION DISTRICT

Fiscal Year 2015/16 Budget

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INTRODUCTION

Budget Committee Information

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Minutes of the April 20, 2015 Budget Committee Meeting

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TUALATIN HILLS PARK & RECREATION DISTRICT

2015/16 BUDGET COMMITTEE

Board of Directors

John Griffiths
Joseph Blowers
Jerry Jones Jr.
Larry Pelatt
Bob Scott

Citizen Members

Anthony Mills, Chair
Stephen Pearson, Secretary
Shannon Kennedy
Susan Cole
Greg Cody

DISTRICT STAFF

Doug Menke, General Manager
Keith Hobson, Director of Business & Facilities
Bob Wayt, Director of Communications & Outreach
Geoff Roach, Director of Community Partnerships
Aisha Panas, Director of Park & Recreation Services
Jessica Collins, Executive Assistant





MEMO

To: The Budget Committee
From: Doug Menke, General Manager
Date: April 13, 2015
Re: Proposed Budget Fiscal Year 2015/16

I am pleased to present the Proposed Budget Fiscal Year 2015/16 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 2015/16 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 2013 Comprehensive Plan Update. 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.

Planning Process

Goal Outcomes and Business Plans

As in prior years, the board of directors uses the strategic plan goals as the foundation for the planning and budgeting process for the coming fiscal year. The board uses these goals to develop goal outcome measures, quantifiable performance measure targets that support the Comprehensive Plan Goals. A summary of the outcome measures follows.

Staff took the goal outcome measures approved for 2015/16 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.

Comprehensive Plan

The park district is continuing the tradition of long-term planning, and the board of directors adopted an update of the comprehensive plan in 2013. This update used a geographic information system (GIS) based measurement of service levels throughout the park district based on the location and quality of our facilities, which resulted in specific recommendations for improving level of service standards. The update also used a resident survey to identify key priorities and unmet needs of district residents.

In conjunction with the Comprehensive Plan Update, the board adopted a Service and Financial Sustainability Analysis. This analysis addressed financial sustainability using the following tools: A cost-recovery philosophy that establishes cost recovery targets for district services based on the nature of the service, and a service assessment that analyzes all park district services relative to our market position and alternate service providers.

The board of directors subsequently adopted the Strategic Plan and the Service and Financial Sustainability Plan, which provided a more structured plan for implementing the recommendations of the Comprehensive Plan Update and the Service and Financial Sustainability Analysis.

The next steps are to complete functional plans in five key areas (parks, programs, natural resources, trails, and athletic fields) to provide direction on how to achieve the recommendations of the plans; the natural resources functional plan is complete and has been adopted and all of the other functional plans are on track to be adopted by the end of the current fiscal year. We have also been revising policies and operational procedures to implement recommendations of the planning efforts; again many revisions have been completed and all will be completed by the end of the fiscal year.

Key Themes for the FY 2015/16 Budget

While the park district's mission and the eight long-term strategic goals have not changed, all of the above planning efforts have highlighted some key priorities, or themes, that are being addressed in the FY 2015/16 proposed budget:

1. We are continuing our efforts to ensure that the park district serves our entire community, and we are working to eliminate barriers that may limit participation by segments of our community. Much has been accomplished in the current year, including the adoption of a vision statement for our diversity and inclusion efforts and completion of an employee "climate survey" to assess where to prioritize our efforts internally. Key items in the budget for this theme include:
 - Funding to conduct an Americans with Disabilities Act (ADA) access audit that will address access to programs and services
 - Funding to create a district-wide teen and inclusive recreation program
2. We are working to enhance our communication and outreach efforts with patrons and residents. While this will support our marketing efforts it is also intended to provide new channels for patrons to communicate with the district. Key items in the budget for this theme include:
 - Funding to develop a mobile app to provide another tool for patrons to interact and conduct business with the district
 - Funding to develop new reports, which are now becoming a financial management best practice, for communicating budget and financial information to residents in a concise and easily understood manner
 - Continued funding for a system that allows park and facility users to provide real time feedback on the quality of our facilities as well to provide immediate notice of problems
3. We are working to maintain and enhance our levels of service in the park district's parks, trails, natural areas and recreation facilities while also improving efficiency of maintenance services. The Comprehensive Plan Update identifies opportunities for us to enhance the level of service at our various facilities even as we add to our inventory through the investments funded by the 2008 bond

measure. Key items in the budget for this theme include:

- Funding to convert part-time clerical support to a full-time support position to help manage service level scoring, tracking, and follow-up
- Funding to install LED lighting and user activated lighting systems
- Funding for continued upgrades to and automation of irrigation systems throughout the district
- Funding for a pilot acquisition of solar powered trash compactors and key sites to enhance appearance and reduce staff time

4. We are working to ensure continuity of service for our patrons and minimize service disruptions. Key items in the budget for this theme include:

- Creation and initial funding of a Capital Replacement Reserve fund that, when fully funded, will ensure funding of capital replacements and facilities in the future
- Enhancement of preventative maintenance procedures designed to reduce unplanned facility closures from emergency repairs or replacements
- Funding for an enhanced disaster recovery system for critical information systems intended to reduce recovery time from either a local or regional disaster event

5. We are working to move cost recovery on park district services in line with the targets established by the Service and Financial Sustainability Analysis. While this work will inevitably involve reviewing fees for our services, we are first looking to enhance cost recovery through efficiencies and cost savings, as well as by targeted service divestment. Key items in the budget for this theme include:

- Elimination of three full-time and one regular part-time positions in the Park and Recreation Division

Budget Process

The April 20, 2015 Budget Committee Work Session is the second of three meetings for the budget committee, the first being the February 23, 2015 Midyear Budget Meeting and the last being the May 18, 2015 Budget Committee Meeting.

The Midyear Budget Meeting was conducted to review activity for the first six months of the 2014/15 fiscal year budget, and to review the resource and expenditure projections for the proposed 2015/16 fiscal year budget. In an effort to provide for public involvement in the budget process, an opportunity was provided at the Midyear Budget Meeting for public comment on requested budget items.

The Budget Committee Work Session is intended to provide the budget committee an opportunity for in-depth review and discussion of the Proposed Budget Fiscal Year 2015/16, and to provide an opportunity for public comment. While the proposed budget presented for the work session is the final budget proposed by staff, the budget committee has the 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 18, 2015, the budget committee will be asked to approve the park district's 2015/16 fiscal year budget, subject to any adjustments made by the committee. The final step in the budget process, as always, is the Budget Hearing and adoption by the board of directors, scheduled for June 22, 2015. Once again, an opportunity for public comment will be provided at both the budget committee meeting and the budget hearing.

General Fund Resources and Appropriations

You will find that the proposed amount to fund the FY 2015/16 General Fund budget is \$48,085,161. This is an increase of 6.8% from the 2014/15 fiscal year budget, which is primarily attributable to inflationary increases, and increases in capital carry forwards, but is net of reductions in capital activity funded by grants.

General Fund Resources

Beginning Cash on Hand for the 2015/16 fiscal year is estimated at \$4,270,000, which represents a 10% increase from the prior year. The Balance Forward from Prior Year Projects is estimated at \$3,466,071, which represents a 247% increase from the prior year and is due to a few large projects being carried forward. When combined, the overall General Fund balance forward in the proposed budget is approximately 47% higher than the preceding year.

The park district's overall assessed valuation is estimated to increase by 4%. This represents the 3% allowed under statute for those properties where assessed value is below the real market value, representing actual levy growth of 2.6%, plus 1.4% of exception based growth. Accordingly, the overall assessed value is estimated to increase from \$21.2 billion to \$22.1 billion.

The FY 2015/16 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 \$0.32, resulting in a combined property tax rate per thousand of \$1.63. The FY 2014/15 property tax rates for General Fund operations and bonded debt were \$1.31 and \$0.41, respectively. The decrease in the tax rate is due to retirement of the Series 1998 bonds in FY 2014/15. The district is also in the process of refinancing Series 2009 bonds and the details in the Debt Service Fund tab reflect the anticipated debt service costs based on this refinance.

In FY 2014/15, local government agencies combined tax rates did not exceed the Measure 5 limit of \$10 per thousand in most of the park district. There were some areas within the park district, however, where the combined tax rate did exceed the Measure 5 limit. Within these areas, where an individual property's assessed value was close to or equal to the Measure 5 value, the taxes received were reduced due to Measure 5 compression. The park district's property tax revenue losses in FY 2014/15, due to Measure 5 compression, were insignificant. It is anticipated in FY 2015/16 that if the combined rates again exceed \$10 per thousand that tax reductions to the district due to Measure 5 compression 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. We did experience slight declines in program participation in 2011 and 2012 as we completed the phase-in of fee increases approved in 2007, but participation rates have recovered and have been slowly but steadily increasing in the years since. Due to the fee increases, program revenue has shown steady growth since 2007 and this is expected to continue. In developing the FY 2015/16 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 and participation trends at the Budget Committee Work Session.

We are in the process of implementing the recommendations of the Service and Financial Sustainability Plan, with the intent of moving programs toward established cost recovery target. This process has not been painless and the review of fee policies has created some isolated but noticeable changes for our patrons. We believe that the end result, as recommended by the Service and Financial Sustainability Report, will ensure that we have an equitable and sustainable fee structure. Staff will also provide a detailed overview of how we are doing relative to our cost recovery targets at the Budget Committee Work Session.

General Fund Appropriations

Of the proposed FY 2015/16 General Fund appropriations, 59% supports Personnel Services, 18% supports Materials & Services, 14% supports Capital Outlay, 2% supports Debt Service, 5% supports the Contingency Account and 2% supports the Capital Replacement Reserve funding. This distribution reflects a 4% decrease in Personnel Services funding and 2% increases in both Capital Outlay and Capital Replacement Reserve as compared to the current year distribution.

The General Fund Capital Outlay appropriations of \$6,873,151 comprise 14% 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, \$6,444,551, is included in the Capital Outlay Division which is divided into the following seven categories: (1) carry over projects, (2) athletic facility, (3) building, (4) energy savings performance contract, (5) park and trail, (6) facility Challenge Grants, and (7) 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.

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 2015/16 General Fund resources and appropriations (a summary follows on page 17).

The proposed resources for the General Fund are approximately \$4 million higher than the projections provided at the Midyear Budget Meeting. Factors causing this increase include:

- Increase of \$70,000 in Beginning Cash on Hand.
- Increase of \$3.5 million in Project Carryovers; this represents offsetting resources and expenditures.
- Increase of \$350,000 in Other Resources due to increases in grants and other intergovernmental revenue.
- Increase of \$90,000 in Program and Facility Fees due to targeted program additions.

Total expenditures are also approximately \$4 million higher than projected at the Midyear Budget Meeting due to the following factors:

- Personnel Services costs have increased approximately \$240,000 due to proposed position additions described above plus part-time staffing increases to cover additional land and facilities added to the district's inventory. It is worth noting that the proposed Personnel Services costs are below the projection from the work session one year ago; this reflects that there were several position eliminations reflected in the midyear projection and, despite the new proposed positions, there is a net decrease in the number of full-time and regular part-time positions.
- Materials and Services costs have increased approximately \$250,000 primarily attributable to approved business plans, and non-discretionary increases in utilities.
- Capital Outlay has increased approximately \$3.6 million due to inclusion of carryover projects and grant-funded capital projects, but offset by reductions in available resources used for capital funding due to increases in other categories.
- Contingency has decreased by \$300,000 to make funds available to increase the Capital Replacement Reserve funding by \$200,000 and to increase Capital Outlay funding.

Combined Personnel Services

The FY 2015/16 proposed budget reflects a 1.9% overall increase in Personnel Services costs. Included in the increase is a 2.45% 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, 2016. The budget also reflects anticipated increases in health insurance cost of 9.24%, and no increase for dental insurance cost. The overall increase in personnel services cost resulting from the cost-of-living and merit increases is 1.5%, and the overall increase resulting from health and dental insurance cost increases is 1.2%. Retirement plan costs are projected to decrease based on the strong earnings on retirement plan assets and the migration toward Tier II participation, and the overall decrease resulting from reductions in retirement plan costs is 0.4%. Payroll taxes have also decreased due to reductions in unemployment insurance rates and the overall decrease resulting from payroll taxes is 0.2%.

The proposed budget reflects elimination of four vacant full-time positions and one vacant regular part-time position, but includes one new full-time position. The net effect of all the position changes is a reduction of three full-time positions and one regular part-time position, and an overall decrease in cost resulting from the changes of 1.6%. The balance of the change, an increase in overall cost of 1.2%, results from increases in part-time staffing.

System Development Charge Fund

In the System Development Charges Fund (SDC) budget tab, you will note that the park district estimates a carryover balance of SDC funds of approximately \$11.4 million. The project carryover commitment to FY 2015/16 is approximately \$5.6 million leaving \$5.8 million of the carryover available for new project commitments. In addition, the park district is projecting to generate approximately \$4.8 million of new SDC revenues in FY 2015/16. As shown in the SDC budget tab, these combined resources are being used as follows:

- To provide \$4.5 million of new funds for land acquisition, and \$2.8 million of development funds for new projects.
- This leaves approximately \$3.3 million available for appropriation to new projects in FY 2015/16 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 in February 2014, created a project list for the SDC fund, with priority projects identified for funding through FY 2017/18. 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 midyear meeting. This five-year projection showed \$11.7 million of uncommitted SDC funds through FY 2018/19.

While residential construction activity has been at very low levels beginning about five years ago, we have seen notable increases in construction activity over the past two years and our SDC revenue projection reflects continued growth. We have also increased the revenue projection to reflect anticipated revenues from new urban expansion areas such as North Bethany. Due to the uncertainty in the level of SDC activity and the SDC rates, however, the five-year SDC cash flow projections include a revenue estimation reserve that offsets 40 to 50% of estimated revenue.

The uncertainty over actual SDC revenue in FY 2015/16 and the timing of its collection are the reasons that the proposed budget leaves a significant portion of the available SDC resources in an undesignated project appropriation. In addition, the district's project management capacity continues to be largely used for management of the bond measure projects leaving limited ability to take on new SDC projects.

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. The district issued most of the bond authorization in two separate issues. The first issue of \$58.5 million was issued in April 2009, and the second issue of \$40.1 million was issued in September 2011. As we have previously noted to the budget committee, the district was able to issue the bonds at very favorable market rates, resulting in actual bond levy rates well below those estimated in the election materials. The current interest rate environment is now making it possible to refinance the 2009 issue at lower rates resulting in a reduction of debt service cost to district taxpayers of approximately 6%. In conjunction with this refinance, the district will issue the remaining \$1.4 million of authorization under the \$100 million total, although the premium on this issue is expected to increase the proceeds to \$1.75 million.

The FY 2015/16 appropriation is based on available resources in the Bond Fund of \$31 million, which is comprised of \$29 million remaining of all of the bonds issued after accounting for estimated cumulative project expenditures through June 30, 2015, plus additional revenues from interest earnings and the additional bond issue noted above. 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 costs are in excess of available funds. The budget reflects only available funds and any shortfall will need to be addressed prior to awarding the contract on the final bond projects that are creating the shortfall.

The estimated cumulative project expenditures from the Bond Fund through June 30, 2015, are approximately \$72 million. Two development categories, Facility Expansions and Deferred Park Maintenance Replacements, are completed. Many other categories are very nearly complete and only a handful of large construction projects remain.

Land acquisition activity has also been proceeding and two acquisition categories, New Neighborhood Park Land Acquisition and New Community Park Land Acquisition, are complete. Community Center Land Acquisition will also be completed with final closing of one property. As of June 30, 2014, 10 neighborhood park sites, two community park sites, and a community center site have been acquired under the bond program as well as over 55 acres of natural area and trail corridor.

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, and 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 park 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 accounted for the park district's local share funds from the Metro bond measure. The district's local share was approximately \$4.1 million, but has all been expended and there is no appropriation in the proposed budget.

Looking Forward Beyond FY 2015/16

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. Over the last 10 years, the district budget has been guided by the Comprehensive Plan and the Long-Term Financial Plan and this long-term focus has ensured that key, and sometimes difficult, decisions were made early and crisis responses were not necessary. The park district was well positioned to deal with recent economic downturn and experienced no noticeable impact in service levels. Our strong financial planning and our stable position has been recognized by credit rating agencies allowing us to borrow funds at very competitive interest rates, further reducing cost to our taxpayers.

We are maintaining this long-term focus and we continually monitor a forward-looking 10-year projection of our financial position and our deferred maintenance backlog. We are in the middle of a multi-year cycle of unusually large replacement obligations, but we are managing this and funding these replacements without significant growth in our deferred replacement backlog. The fact that we are able to also begin funding a Capital Replacement Reserve fund is also evidence of the success of our financial planning efforts. Over the next few years, as we move toward our cost recovery targets, this long-term perspective should continue to change for the better and ensure that we are leaving a legacy of outstanding service and stability for future generations.

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 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 at 6 pm, Monday, April 20, 2015, at your budget committee work session, and sharing with you the Proposed Budget Fiscal Year 2015/16 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,

A handwritten signature in black ink, appearing to read "Doug Menke". The signature is fluid and cursive, with a prominent loop at the end.

Doug Menke
General Manager

FY 2015-16 THPRD Goal Outcomes - Final Fiscal

| Strategic Plan Goal / Objective | Service and Financial Sustainability Analysis Objective | 2010-11 (PY Service Level) | 2011-12 (PY Service Level) | Final 2012-13 (PY Service Level) | 2013-14 Goal Outcome (PY Serv Level) | 2014-15 Goal Outcome (Current Serv Level) | Basis of Measurement | 2015-16 Goal Proposed Outcome (Target) |
|--|---|-------------------------------|-------------------------------|--|--|---|--|---|
| Color Key: Blue = New Objective/Action | | | | | | | | |
| Goal 1. Quality, Accessible Parks | | | | | | | | |
| Primary Measures: | | | | | | | | |
| Provide quality neighborhood and community parks that are readily accessible to residents through the District's service Area | | N/A | N/A | N/A | 75 | 82 | GRASP Service Threshold | maintain |
| | | N/A | N/A | N/A | 1% | 1% | % of district below service threshold | decrease |
| Secondary Measures: | | | | | | | | |
| 1.E – Address walkable level of service in areas where services is currently below the threshold and areas that are not currently served. | | N/A | N/A | N/A | 25% | N/A | % of district that is identified walkable access below service threshold | decrease |
| Goal 2. Recreational Programs and Facilities | | | | | | | | |
| Primary Measures: | | | | | | | | |
| Provide quality sports and recreation facilities and programs for park district residents and workers of all ages, cultural backgrounds, abilities and income levels. | 9 – Implement provision strategies identified through the Service Assessment. | 414.22 | 402.87 | 388.62 | 377.45 | maintain | Program Registrants / 1,000 population Demographic % served as compared to total population * | maintain |
| | 10 – Explore a systematic approach to and strategies for advancing or affirming market position for identified services. | | | | | | | |
| Secondary Measures: | | | | | | | | |
| 2.A - Provide a variety of programs at recreation centers to address the needs of all user groups, including children, teens, adults, seniors, ethnic and minority residents, and persons with disabilities: provide programs and services that meet the needs of people of all incomes. | 10.A - THPRD will advance market position of identified services through increased marketing efforts. | 163.0% | 161.0% | 163.8% | 159.9% | maintain | Aggregate registration as % of aggregate class minimums | maintain |
| | | N/A | N/A | N/A | N/A | N/A | # of participant hours with Patrons | increase |
| | 10.C - THPRD will consider strategies to deal with waiting lists on services which are at or near capacity and are determined to advance the market position. | N/A | N/A | N/A | N/A | N/A | % of classes cancelled by THPRD | decrease |
| | | N/A | N/A | N/A | N/A | N/A | % of registrations the are dropped/refunded | decrease |
| 2.B - Ensure that access to park district facilities for people with disabilities is consistent with the Americans with Disabilities Act (ADA). | | N/A | N/A | N/A | N/A | N/A | % of existing facilities not meeting ADA guidelines | decrease |
| 2.D - Conduct a field capacity analysis for peak times. | 10.A - THPRD will advance market position of identified services through increased marketing efforts. - Advance field rentals and facility rentals at most locations | 68% | 84% | 81% | 82% | increase | % field use hours used v. allocated | increase |

* Population measures updated per the park reclassification project, proximity measures determined by GIS mapping



FY 2015-16 THPRD Goal Outcomes - Final Fiscal

| Strategic Plan Goal / Objective | Service and Financial Sustainability Analysis Objective | 2010-11 (PY Service Level) | 2011-12 (PY Service Level) | Final 2012-13 (PY Service Level) | 2013-14 Goal Outcome (PY Serv Level) | 2014-15 Goal Outcome (Current Serv Level) | Basis of Measurement | 2015-16 Goal Proposed Outcome (Target) | |
|---|--|--|-------------------------------|--|--|---|--|---|----------|
| Goal 3. Maintenance and Operations | | | | | | | | | |
| Primary Measures: | | | | | | | | | |
| Operate and maintain parks in an efficient Safe and cost effective manner, while maintaining high standards. | | N/A | N/A | N/A | N/A | maintain | Park and building maintenance scoring relative to standards (Patron satisfaction metric to be determined) | maintain | |
| Secondary Measures: | | | | | | | | | |
| 3.A - Continue to improve the efficiency and cost effectiveness of maintenance operations, including reducing costs associated with the transportation of personnel and equipment. | 14.A - THPRD will review internal management practices and evaluate cost savings measures. | \$7.35 | \$6.83 | \$6.52 | \$6.85 | decrease | Cost/Square foot building maintained | maintain | |
| | | \$16.69 | \$16.19 | \$16.15 | \$16.52 | decrease | Cost/Square foot pool maintained | maintain | |
| | | \$0.74 | \$0.85 | \$0.94 | \$0.96 | decrease | Cost/mile traveled | maintain | |
| | | \$0.70 | \$0.70 | \$0.74 | \$0.80 | NA | Cost/mile traveled (indexed for fuel cost) | decrease | |
| | | 423 | 398 | 372 | 374 | decrease | Vehicle miles traveled/developed acre | decrease | |
| | | \$311.51 | \$337.40 | \$348.54 | \$360.96 | decrease | Transportation costs/developed acre | maintain | |
| | | | \$294.93 | \$278.10 | \$279.94 | \$300.62 | NA | Transportation costs/developed acre (indexed) | decrease |
| | | 15.A - THPRD will continue to maintain a current rolling 10-year capital lifecycle repair and replacement list of the physical assets of THPRD | \$18,286,668 | \$17,934,668 | \$16,722,068 | \$15,874,539 | decrease | 5-year balance* | decrease |
| | \$31,300,736 | | \$31,100,236 | \$29,565,636 | \$29,640,333 | decrease | 10-year balance* | decrease | |
| | N/A | | N/A | N/A | N/A | N/A | Deferred maintenance and sinking fund liability balance | decrease | |
| | | | | | | | | | |
| * Replacement balance (includes deferred replacement backlog plus projected future replacements): | | | | | | | | | |
| Goal 4. Natural Areas | | | | | | | | | |
| Primary Measures: | | | | | | | | | |
| Acquire, conserve and enhance natural areas and open spaces within the district. | | N/A | N/A | % Sites Estimated as Meeting Target: Low= 92% Med= 54% High= 40% | N/A | increase | Sites categorized & assessed by low-medium-high % native cover by acre. Targets established as follows by property: Low > 40% native ground cover Medium > 60% native ground cover High > 80% native ground cover | Increase | |
| | | N/A | N/A | N/A | N/A | N/A | # of natural acres | Increase | |
| Secondary Measures: | | | | | | | | | |
| 4.C - Use park district facilities and programs, as well as partnerships with schools and other agencies to increase the public's understanding of natural processes, wildlife, and habitats. | 9 - Implement provision strategies identified through the Service Assessment. | 51,250 | 67,940 | 79,668 | 78,597 | increase | # NR education participant hours | increase | |
| | 10 - Explore a systematic approach to and strategies for advancing or affirming market position for identified services. | | | | | | | | |
| 4.A - Conserve and enhance park district natural areas by working cooperatively with other groups. | 19.C - THPRD will expand alternative funding for strategic initiatives through grants for new and existing capital projects. | N/A | N/A | N/A | N/A | N/A | # of acres of natural area managed/owned in partnership with another organization | increase | |

FY 2015-16 THPRD Goal Outcomes - Final Fiscal

| Strategic Plan Goal / Objective | Service and Financial Sustainability Analysis Objective | 2010-11 (PY Service Level) | 2011-12 (PY Service Level) | Final 2012-13 (PY Service Level) | 2013-14 Goal Outcome (PY Serv Level) | 2014-15 Goal Outcome (Current Serv Level) | Basis of Measurement | 2015-16 Goal Proposed Outcome (Target) |
|---|---|-------------------------------|-------------------------------|--|--|---|---|---|
| Goal 5. System of Connected Trails | | | | | | | | |
| Primary Measures: | | | | | | | | |
| 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. | | N/A | N/A | N/A | 60 | N/A | # of trailsheds in the district | Decrease |
| Secondary Measures: | | | | | | | | |
| 5.A - Provide access to the trail system for people of all abilities, recognizing that not every individual trail will meet this threshold; link trails to a complementary system of on-road bicycle and pedestrian routes to improve access and connectivity. | | N/A | N/A | N/A | N/A | N/A | % of trails that are ADA accessible | increase |
| 5.B - Continue to link trails to parks, neighborhoods, community facilities such as libraries, civic and community centers, parks, schools, other athletic facilities and shopping areas. | | 21.60 | 23.33 | 24.37 | 26.44 | increase | # Total trail miles (regional & community) | increase |
| | | 13 of 42 complete | 14 of 42 complete | 16 of 42 complete | 16 of 42 complete | increase | # of Regional Trail Segments Completed: | increase |
| | | 11 of 54 complete | 11 of 54 complete | 12 of 54 complete | 15 of 54 complete | increase | # of Community Trail Segments Completed: | increase |
| Goal 6. Efficient Service Delivery | | | | | | | | |
| Primary Measures: | | | | | | | | |
| Provide value and efficient service delivery for taxpayers, patrons and others who help fund park district activities. | 17 - Ensure long-term sustainability by focusing taxpayer funding on those services that produce the widest community benefit, using a cost recovery pyramid. | 91.6% | 92.1% | 96.4% | 97.6% | increase | % Classes with fee at fee recovery targets | eliminate |
| | | N/A | N/A | N/A | N/A | N/A | % Classes with fee at cost recovery targets | increase |
| | | N/A | N/A | N/A | N/A | 54% | Districtwide - program revenues as a % of Revenue needed to meet Cost Recovery target | increase |
| | | N/A | N/A | N/A | N/A | N/A | Facility - program revenues as a % of Revenue needed to meet Cost Recovery target | increase |
| Secondary Measures: | | | | | | | | |
| 6.B - Continue to pursue partnerships in land acquisition, facility development, programming, marketing, maintenance and other activities with partnering service providers. | 17.C - THPRD will review all independent contract agreements in relation to THPRD costs and adjust to match the category of service level on the pyramid annually. | 488 | 488 | 488 | 488 | increase | Total # acres co-owned/maintained properties | increase |
| | | N/A | N/A | N/A | N/A | N/A | # of partnerships | maintain |
| | 18.A - THPRD will annually review all Intergovernmental Agreements (IGAs), Memorandums of Understanding (MOUs), rentals, and long-term Tenant Lease agreements to ensure compliance with cost recovery goals in relation to the direct cost to provide the service (the value) and the category of service level on the cost recovery pyramid. | N/A | N/A | N/A | N/A | N/A | # of partnerships/IGAs evaluated for cost benefit | increase |
| | | N/A | N/A | N/A | N/A | N/A | # of partnerships/IGAs at cost recovery | increase |
| 6.E - Continue to attract, retain and train high quality employees. | | 1,051 | 424 | 1,283 | 1,300 | maintain | # Total training contact hours | maintain |
| | 11.A - THPRD will conduct a service assessment and review portfolio of services annually to ensure responsiveness to each unique service area and their socio-economic conditions. | N/A | N/A | N/A | N/A | N/A | % of employees receiving Bilingual premium pay v. of positions which are Bilingual premium pay eligible | maintain |

Tualatin Hills Park and Recreation District

Comparison of FY 2015/16 Proposed General Fund Budget to Prior Projections

| | Proposed Budget 2015/16 | Per Feb 2015 Mid-year Projection | Difference | Per April 2014 Worksession Projection | Difference |
|-----------------------------|-------------------------------|--|--------------------|---|---------------------|
| | Cash on Hand | 4,270,000 | 4,200,000 | 70,000 | 3,100,000 |
| Program & Facility Fees | 10,700,320 | 10,611,428 | 88,892 | 10,625,622 | 74,698 |
| Other Resources | 1,781,808 | 1,426,458 | 355,350 | 1,615,910 | 165,898 |
| Project Carryovers | 3,466,071 | - | 3,466,071 | - | 3,466,071 |
| Transfers in | 421,057 | 421,057 | - | 503,047 | (81,990) |
| Property Taxes | 27,445,905 | 27,445,905 | - | 27,204,980 | 240,925 |
| Total Resources | \$ 48,085,161 | \$44,104,848 | \$3,980,313 | \$43,049,559 | \$ 5,035,602 |
| Personal Services | 28,546,400 | 28,312,214 | 234,186 | \$28,788,967 | (242,567) |
| Materials & Services | 8,555,880 | 8,299,849 | 256,031 | 8,384,388 | 171,492 |
| Capital Outlay | 6,873,151 | 3,283,055 | 3,590,096 | 2,516,473 | 4,356,678 |
| Debt Service - COP and TAN | 959,730 | 959,730 | - | 984,731 | (25,001) |
| Contingency | 2,300,000 | 2,600,000 | (300,000) | 2,375,000 | (75,000) |
| Capital Replacement Reserve | 850,000 | 650,000 | 200,000 | - | 850,000 |
| Total Expenditures | \$ 48,085,161 | \$44,104,848 | \$3,980,313 | \$43,049,559 | \$ 5,035,602 |





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 6 pm, Monday, April 20, 2015, at the Elsie Stuhr Center, Manzanita Room, 5550 SW Hall Boulevard, Beaverton.

Present:

| | |
|-----------------|-----------------------------------|
| Anthony Mills | Chair/Budget Committee Member |
| Stephen Pearson | Secretary/Budget Committee Member |
| Joseph Blowers | Budget Committee Member |
| Greg Cody | Budget Committee Member |
| Susan Cole | Budget Committee Member |
| John Griffiths | Budget Committee Member |
| Jerry Jones Jr. | Budget Committee Member |
| Shannon Kennedy | Budget Committee Member |
| Larry Pelatt | Budget Committee Member |
| Bob Scott | Budget Committee Member |
| Doug Menke | General Manager |

Agenda Item #1 – Call to Order

The meeting was called to order by Chair Anthony Mills at 6 pm. All present introduced themselves.

Agenda Item #2 – Approve February 23, 2015 Minutes

Jerry Jones Jr. moved the budget committee approve the minutes of the February 23, 2015 Budget Committee Meeting as submitted. Stephen Pearson 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.

General Manager Doug Menke welcomed everyone to the FY 2015/16 Budget Committee Work Session and outlined the interactive process for the public meeting. He announced that THPRD received the Government Finance Officers Association's Distinguished Budget Presentation Award for the eleventh consecutive year.

A. Guiding Themes/Strategies for FY 2015/16

Doug referenced the Comprehensive Plan Update, the Service and Financial Sustainability Analysis, and the updated Strategic Plan approved by the board of directors in 2013. Staff have completed the Natural Resources Functional Plan and are working to complete the remaining functional plans – Parks, Program, and Trails by the end of FY 2014/15, and Athletic Facilities by early FY 2015/16. With these tools, staff developed five themes that drove the planning and development of the proposed FY 2015/16 budget:

- Ensure THPRD serves our entire community and eliminate barriers that could limit participation from some segments of our community

- Enhance communication and outreach efforts with patrons and residents
- Maintain and enhance levels of service in our parks, trails, natural areas and facilities
- Ensure continuity of service and minimize service disruptions
- Move cost recovery on THPRD services in line with established targets

Doug noted that the proposed amount to fund the General Fund budget is \$48,085,161.

B. Goal Outcomes & Performance Measures

Seth Reeser, Operations Analysis manager, described the process staff have taken for FY 2015/16, noting that 16 of the total 23 business plans submitted are to be funded in FY 2015/16, two plans required no funding, and five plans were denied. He reviewed the amount of funding required for FY 2015/16 and the continued funding for the approved FY 2014/15 business plans.

Agenda Item #4 – Review Proposed 2015/16 Fiscal Year Budget Resources

Keith Hobson, director of Business & Facilities, stated that the proposed budget reflects staff's final proposal. The budget committee may make changes to the proposed budget, which would be reflected in the approved budget and approved by the budget committee. The board of directors may make limited changes to the budget committee's approved budget, which would be reflected in the final adopted budget.

Keith stated that THPRD's total resources for the FY 2015/16 proposed budget are approximately \$103 million. Of the total resources:

- A little less than half is from beginning Cash on Hand (\$49 million), with approximately 60% of Cash on Hand (\$29 million) in the Bond Fund.
- Approximately one-third (\$34 million) is from property taxes.
- The balance is from a variety of sources including program user fees, System Development Charge (SDC) fees, grants, and other income.

Keith noted that there is little change in resources between FY 2014/15 and FY 2015/16, other than an increase in SDC revenues and debt proceeds in the Bond Capital Projects fund.

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 estimated increase in assessed value of 4%, slightly higher than the budgeted increase in FY 2014/15 assessed value (3.6%), but equal to the actual growth in FY 2014/15. Taxes generally were increased by 3% on properties where market value was more than assessed value. Approximately 13% of property within THPRD is at market value, decreasing the overall growth to 2.6%. New development growth is conservatively estimated at 1.4%. Staff continue to monitor indicators that show property values are steadily improving, but still estimated growth conservatively.
- The beginning fund balance is projected at \$4.27 million, which is slightly higher than the estimate provided at the February midyear meeting. As noted at the midyear meeting, this projection is net of an adjustment of approximately \$1 million for deferred revenue that brings the budget estimate in line with the basis of accounting on the financial statements.
- Program revenue is projected to increase by 4% from the FY 2014/15 budget. Program revenue is built from the compilation of all program activities and is based on actual programs, not an overall estimate. The loss of revenue from programs that do not run is offset by costs that are not incurred. The budget is based on minimum levels of participation in classes; as such, more revenue than budgeted is realized on the programs that do run.

- Interest revenue decreased slightly because of the continued spend down of bond capital funds which reduces investable cash.
- Grant revenue reflects grants awarded in the current fiscal year, but not yet received, as well as grants that staff will submit applications for in the next fiscal year. For grants staff have 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. Of the \$626,000 of budgeted grant revenue, approximately \$56,000 supports operating expenses, \$390,000 supports capital projects, and \$180,000 is a federal interest subsidy that supports debt service payments.
- Transfers In reflects bond-related and SDC-related staffing for project management, which is carried in the General Fund, but reimbursed from the Bond and SDC Funds. The decrease in Transfers In is due to the reduction in project management charges due to the completion of projects.

A. Program Revenue Analysis

Seth Reeser, Operations Analysis manager, provided a year-over-year program revenue comparison, noting that overall total revenue increased slightly in calendar year 2014 while the overall number of patrons decreased.

B. Cost Recovery Targets

Seth stated that FY 2014/15 is the first complete year staff will have data by tier and by center to evaluate cost recovery. More information will be provided in the fall when the board of directors adopts the FY 2016/17 goal outcomes. He noted ways to improve cost recovery include decreasing costs, and increasing prices and participation. He provided information on the newly implemented passes.

Seth reviewed contact hours and program revenue. He explained that the decrease in contact hours is based on shifts in programming due to cost recovery. He provided an example of how aquatics has moved some open/lap swim programming to instructional programming. While instructional programming has a higher cost recovery, open/lap swim has higher contact hours.

Shannon Kennedy asked how the passes increased both participation and cost recovery.

- ✓ Seth explained how the passes provide patrons flexibility to drop into any class at any center rather than having to register for a specific class at one center.

Stephen Pearson inquired how staff will monitor if too many passes have been issued and if any classes have maxed out capacity due to drop-in use.

- ✓ Seth noted that registration for fitness classes have decreased over the years and providing the passes is a way to compete with the private sector. Staff will monitor participation as this is only the first quarter the passes were offered.

Chair Anthony Mills asked why the out-of-district assessment paid decreased.

- ✓ Seth provided background on the change to the out-of-district assessment based on recommendations from the Service and Financial Sustainability Analysis. The amount changed from being charged 200% for an overall assessment to being charged 25% of the registration cost.
- ✓ Keith commented that while many changes took effect in January 2015, including out-of-district registrations and passes, revenue and registration still increased.

Anthony inquired what the out-of-district revenue has been in the past.

- ✓ Keith replied he did not have the exact data, but the trend has been a slight increase in revenue with a decrease in utilization. He noted that the implemented changes so far appear to be reversing the trend.

Jerry Jones Jr. asked if the 25% premium could be separated from the program registration revenue.

- ✓ Keith replied based on the 36% growth in registration revenue, 25% of the increase could be attributed to the premium and the remaining 11% to growth.

Shannon asked whether staff believe pass users may come in for drop-in and decide to take a class.

- ✓ Seth stated that staff's hope on offering the passes is that patrons would see what other programs are offered at THPRD.

Agenda Item #5 – Review Proposed 2015/16 Fiscal Year Budget Resources

A. Operating Expenditures

Keith Hobson, director of Business & Facilities, noted that because THPRD has a balanced budget, appropriations total approximately \$103 million in the FY 2015/16 proposed budget.

Board of Directors

Cathy Brucker, Finance Services manager, provided a brief overview of the Board of Directors appropriations which includes legal and audit services, conference expenses, some district memberships as well as the following:

- No election costs in FY 2015/16
- 60th anniversary celebration
- Decreased legal services based on prior actuals

Administration

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

- Direct implementation of the Bond Measure program, including significant land acquisitions
- Expand cooperative relationships with other local agencies and organizations
- Pursue grant funds for capital improvements
- Implement the Comprehensive Plan Update and Service and Financial Sustainability Analysis recommendations

Communications & Outreach

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

- Implement first-ever formal marketing plan
- Develop districtwide mobile app
- Continue to execute bond communications plan

Bob Scott inquired if there are other park districts in the country that use mobile apps.

- ✓ Bob Wayt commented that while not common, there are some park districts that use a mobile app.

Security Operations

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

- Continue to promote safe parks through SARA (Scan, Analyze, Respond & Assess)/CPTED (Crime Prevention Through Environmental Design)
- Continue to investigate encroachments on THPRD property
- Continue to manage intrusion and fire alarms, keyless access controls, and security camera systems

- Continue working partnerships with local law enforcement agencies
- Serve as staff to the Parks Advisory Committee. Through the Challenge Grant program, the advisory committee has purchased a trailer for trail management and two remote battery-powered cameras for security operations.

Susan Cole asked if THPRD has a problem with homeless camps in the parks.

- ✓ Mike stated that THPRD has a rule about unlawful camping. Camps are identified by staff, neighbors or patrons. THPRD staff work with the proper law enforcement agencies as appropriate to remove the camp. The camper is issued an exclusion.

Susan asked if there is additional security of park areas near public transit hubs.

- ✓ Mike noted that Park Patrol makes regular visits to these areas.

John Griffiths asked if there is a trend in encroachments.

- ✓ Mike replied that encroachments are generally decreasing.

Anthony asked how many unauthorized campers are found per year and if they are the same people moving around.

- ✓ Mike stated that there is an average of three unauthorized campers per week. Some are repeat campers.

Community Partnerships

Geoff Roach, director of Community Partnerships, provided a brief overview of the Community Partnerships Division's responsibilities and budget highlights including:

- Advance private investment for Access for All elements planned at Southwest Quadrant Community Park
- Explore application of newly adopted sponsorship policy at THPRD
- Increase size of Tualatin Hills Park Foundation Board of Trustees
- Prioritize projects and programs available for investment opportunities

Greg Cody inquired how many trustees are on the Tualatin Hills Park Foundation and how many is the goal.

- ✓ Geoff replied six currently serve; he seeks a total of 15.

Shannon asked how much has been raised this year.

- ✓ Geoff replied approximately 53% of the \$1.5 million goal for the Access for All elements has been raised.

Business & Facilities

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

- Carry debt service for general fund-supported debt (approximately \$960,000 of the division's appropriation, including \$140,000 of interest on the interim financing issued to cover cash flow prior to November tax collections)
- Continue financial oversight of the bond program and support the bond oversight committee
- Continue implementation of the cost recovery strategy outlined in the Service and Financial Sustainability Plan
- Provide legislative advocacy at the state and federal level

Finance Services

Cathy 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 the Comprehensive Financial Statement Presentation
- Implemented disaster recovery plan
- Maintain compliance monitoring and accounting for the Bond Capital Projects program
- Continue to expand purchasing card program; received first rebate of \$43,000
- Produce two publications – Popular Annual Financial Report and Budget in Brief

Greg requested more information about the Brief and Popular Annual Financial Report.

- ✓ Cathy stated that the publications are recommended by the Government Finance Officers Association.

Shannon inquired if the new reports are part of a regulatory requirement.

- ✓ Cathy replied they are not required, the Government Finance Officers Association recommends providing reports for those who require less financial detail.

Risk & Contract Management

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

- Approximately 51% of Risk & Contract Management's budget is for insurance premiums
- Reduce claim costs and improve employee injury recovery rates through Risk Management Steering Committee initiatives and Employee Wellness Program
- Support annual accreditation of Oregon OSHA Safety and Health Achievement Recognition Program (SHARP)
- Provide increased procurement opportunities for Minority, Women and Emerging Small Businesses (MWESB)

Larry requested more information about the increase in the Risk & Contract Management budget over last year.

- ✓ Keith noted the increase is due to the creation of a new position in FY 2014/15 which was only funded for a portion of the year.

Human Resources

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

- Increase diversity & inclusion efforts based on completed employee climate survey
- Expand and enhance the Employee Wellness Program
- Review and revise all full-time and regular part-time job descriptions in accordance with ADA

Stephen asked if a demographic shift is happening now or anticipated.

- ✓ Nancy that the shift is occurring and anticipated.

Susan asked whether THPRD has any bilingual staff.

- ✓ Nancy stated that there are 35 bilingual staff out of approximately 700 total staff. She mentioned that THPRD has a bilingual incentive pay policy.
- ✓ Keith added that THPRD has enhanced procedures for front desk staff by providing them with tools to assist patrons who do not speak English.

Anthony inquired if absenteeism is an issue.

- ✓ Nancy replied that staff have begun collecting baseline information to track absenteeism. She noted that, on average, full-time employees take three to four sick days per year.

Information Services

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

- Build an off-site disaster recovery site in Washington County's backup server room
- Implement third year of virtual desktop infrastructure

Anthony inquired if the mobile app will be the Information Services Department's responsibility.

- ✓ Phil stated that the Information Services Department will not be responsible for the mobile app and it will most likely be handled with a consultant managed by the Communications & Outreach Department.

Maintenance Operations

Jon Campbell, superintendent of Maintenance Operations, provided an overview of the Maintenance Operations Department's responsibilities and budget including:

- Increase to utility costs although usage has decreased
- Decrease in fuel costs due to lower cost and service adjustments
- Increase in water costs although usage has decreased
- Upgrade irrigation systems at two middle schools
- Update preventative maintenance procedures
- Analyze facility labor plan
- Implement phase two of the real-time patron feedback technology
- Special event support
- Add full-time receptionist
- Install solar-powered trash compactors
- Install push-button lighting at PCC Rock Creek outdoor tennis courts
- Install LED lighting at Nature Center
- Pilot all-weather irrigation station controllers
- Install gender neutral restroom signage

Stephen referenced page BF-52 and requested more information on why electricity increases from 12.3 KWh/square foot in FY 2014/15 to 12.9 KWh/square foot in FY 2015/16.

- ✓ Jon replied that staff anticipate increased program hours.

Anthony asked what the average % of DSL means.

- ✓ Jon replied that DSL stands for desired service level.
- ✓ Keith explained that if THPRD had unlimited funds, what would the desired service level be.

John inquired how maintenance is doing servicing all of the new bond projects.

- ✓ Jon replied that Maintenance staff have been creative and efficient to handle the added workload.
- ✓ Keith explained that as new properties are approved, a maintenance impact statement is completed to ensure that adequate funding is provided for maintenance.

John commended the Maintenance staff for being able to accomplish the increased workload without an increase in staffing.

Greg inquired about the solar-powered trash compactor purchased by the Parks Advisory Committee for Progress Lake.

- ✓ Jon replied that the trash compactor is working well; staff receive a signal when it is time for servicing.

Anthony asked for the cost of the irrigation control.

- ✓ Jon replied that the irrigation controllers would pay for themselves in about two years.

Planning

Aisha Panas, director of Park & Recreation Services, provided a brief overview of the Planning Division's responsibilities and budget highlights including:

- Continue coordination with City of Beaverton and Washington County on South Cooper Mountain, North Bethany and Bonny Slope West developments
- Reduce part-time land acquisition specialist hours
- Continue to support the work of the Parks Bond Citizen Oversight Committee
- Pursue the high-priority sites identified in Parks and Trails functional plans

Susan requested additional information regarding the South Cooper Mountain planning area and inquired if properties in this area will be automatically annexed to THPRD as developed.

- ✓ Aisha noted that Cooper Mountain Nature Park is located on the northern end of the planning area. There is another 544 acres north of Scholls Ferry in the City of Beaverton. She noted that annexing into THPRD is a separate process from annexing into the city.

Planning & Development

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

- Serve as staff to the Trails Advisory Committee. Through the Challenge Grant program, the advisory committee has purchased a bicycle repair station, a rotary broom for Maintenance Operations, and miscellaneous equipment for trails management.
- Work on voluntary annexation program
- Will not backfill a temporary park planner position
- Will be involved in several SDC agreement construction projects in North Bethany
- Continue to move forward with Somerset West Park and Cedar Hills Park master planning processes
- Will start design work on Bonny Slope Trail and Beaverton Creek Trail
- Begin construction projects in spring of 2016 – Westside to Waterhouse Trail Connection, Westside Trail Segment 18, Ridgewood View Park, Aquatic Center roof, and Southwest Quadrant Community Park
- Complete Trails Functional Plan

Shannon inquired if the department budget decrease is related to the bond planner decrease.

- ✓ Steve confirmed that it is.

Park & Recreation Services

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

- Offer a wide variety of programs, activities and events

Aquatics

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

- Reduce two full-time program coordinator II positions and one regular part-time program coordinator II position
- Expand popular swim lesson programs on evenings and weekends
- Expand efforts for drowning prevention education

- Staff participate in the Water Safety Subcommittee for Washington County Safe Kids and the Drowning Prevention Subcommittee of the Portland Area Aquatic Council.
- The Aquatics Advisory Committee has purchased life jackets for four apartment complexes.
- THPRD has been accepted as a local partner with the USA Swimming Foundation Make-a-Splash program.
- THPRD will launch a Water Watcher Program informing patrons to designate a water watcher if hosting an event around water to constantly watch all the children in and around the water.
- Close Harman Swim Center for 5-6 weeks for maintenance projects, programs to be offered at Beaverton Swim Center
- Serve as staff to the Aquatics Advisory Committee

Greg requested more information about the life jackets.

- ✓ Sharon replied that the Aquatics Advisory Committee funded a dozen life jackets each for the four apartment complexes where staff will be providing water safety presentations.

Bob inquired if the pool temperature at Beaverton Swim Center would be increased to accommodate the Harman Swim Center users.

- ✓ Sharon replied that the pool temperature may be increased by a degree.

Sports

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

- Transfer of Tennis Center from Programs & Special Activities
- Develop tennis instructor training program
- Continue joint programming with other departments and community partners
- Expand Access for All programming
- Serve as staff to the Sports Advisory Committee. Through the Challenge Grant program, the advisory committee has purchased fence railing for the front of the Athletic Center. They have committed to purchase fencing for the Tennis Stadium.

Shannon requested clarification on the increase in staffing.

- ✓ Scott replied that it is due to the addition of the Tennis Center.

Joe Blowers referenced page PRS-34 and inquired why the cost recovery is decreasing at the Athletic Center.

- ✓ Scott stated that staff are typically conservative in their projections primarily due to the volatility with the sports leagues.

Larry suggested a shadow graph showing projections versus actuals.

- ✓ Scott concurred.

Recreation

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

- Transfer of Cedar Mill Farmers Market from Programs & Special Activities
- Develop programs for underserved ages 12-19
- Continue to develop and grow other program areas to partner with new or current medical community partners. Received Washington County Public Health Partner in Public Health Award.

- Create a teen and inclusive recreation program district-wide
- Serve as staff to the Recreation Advisory Committee. Through the Challenge Grant program, the advisory committee paid for the Garden Home Recreation Center sidewalk to make it ADA accessible and purchased fitness equipment for one of the recreation centers.

Anthony inquired why the Cedar Mill Farmers Market was moved from Special Activities to Recreation.

- ✓ Keith replied that with the superintendent of Programs & Special Activities taking over the duties of the eliminated Elsie Stuhr Center supervisor position, there was not enough time to continue with all the duties originally assigned to the superintendent.

Anthony asked if THPRD has always run the farmers market.

- ✓ Lisa Novak, superintendent of Programs & Special Activities, replied THPRD has run the farmers market for about 10 years and has expanded over time.

Shannon inquired if the farmers market is a revenue maker.

- ✓ Eric explained that the farmers market is revenue neutral after taking into account the revenue made from the table rentals and the grant received.
- ✓ Joe added because there was not another government entity in the Cedar Mill area, THPRD undertook the responsibility.
- ✓ Doug commented that it is not unusual for a park district to run a farmers market.

Programs & Special Activities

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

- Completed Concerts in the Park and Party in the Park
- Serve as staff to the Elsie Stuhr Center Advisory Committee. Through the Challenge Grant program, the advisory committee paid for the new stage curtain for the Manzanita Room and fitness equipment. In addition, through the Competitive Challenge Grant program, they purchased multi-station outdoor exercise equipment.
- Complete the required ADA Access Audit of facilities and properties, and the accompanying Transition Plan
- Transfer of Tennis Center to Sports and Cedar Mill Farmers Market to Recreation

Greg asked what is next for the advisory committee's Challenge Grants.

- ✓ Lisa anticipated fitness equipment, but the advisory committee has not yet developed a list.

Larry inquired about the security for the outdoor exercise equipment.

- ✓ Doug replied that the equipment is heavy duty and not likely to be stolen.

John asked if something will be done with the track.

- ✓ Lisa replied that the track was resurfaced recently.

Joe referenced page PRS-60, noting that the Stuhr Center is the only center below 50% cost recovery. He inquired what the projection will be once the senior discount is reduced.

- ✓ Lisa stated that the senior discount is currently at 20% and will eventually drop to 10%.
- ✓ Keith replied that there is not a specific target, but noted that it will take time for the cost recovery to improve considerably.

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:

- Work through objectives of Natural Resources Functional Plan
 - Rank all natural areas
 - Map biodiversity corridors
 - Perform a gap analysis of environmental education program offerings
 - Review quality standards for programming
- Implement trail safety changes
- Serve as staff to the Natural Resources Advisory Committee and Friends of the Tualatin Hills Nature Park. Neither group has expended Challenge Grant funds to date. The friends group may purchase paper materials for the Nature Center before the end of the fiscal year.

Greg asked what is next for the committee's Challenge Grants.

- ✓ Bruce replied that nothing is planned, but he anticipates that the friends group will purchase updated maps for the Nature Park.

Larry inquired if the lack of Challenge Grant ideas is indicative of an uninterested committee.

- ✓ Bruce stated that with the Natural Resources Advisory Committee, more labor is required over capital. The Friends of the Tualatin Hills Nature Park makes more capital purchases.

John asked if there is a friends groups forming around the Cooper Mountain Nature Park.

- ✓ Bruce stated that there has not been much interest and compared how Cooper Mountain Nature Park and Tualatin Hills Nature Park were created. He noted that there are many active volunteers and supportive neighbors.

John asked what habitat restoration projects are coming up.

- ✓ Bruce explained the stages for natural resources bond projects – site preparation/ planning, planting, and establishment. He noted that for FY 2015/16 projects are slated for the following sites: Jenkins Estate, Hyland Woods, and Mount Williams. Staff will also be observing animal habitats.

Anthony inquired if it would be worthwhile to seek support for a Cooper Mountain Friends Group.

- ✓ Bruce stated that a friends group could be created if it is supported by volunteers.

B. Capital Expenditures

Keith 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 \$2.8 million which includes Information Services and Maintenance Operations capital.
- Capital projects funded by outside sources include approximately \$380,000 from grants.
- The total carry forward balance is a little over \$3.5 million, plus additional funding of \$1.1 million for a total of approximately \$4.6 million. Approximately \$3.7 million of this total is attributed to three large projects - Tennis Center roof replacement, Aquatic Center roof

and other replacements, and the synthetic turf field installation at Conestoga Middle School.

- Challenge Grant allocations remain at \$7,500 for each advisory committee and friends group. The Competitive Challenge Grant will continue to be funded with unspent Challenge Grant funds from the previous year (currently estimated at \$50,000 for FY 2015/16).
- Capital Improvements include energy-saving technology such as LED lighting at the Nature Center, solar-powered trash compactors, and push-button activated lights at the PCC Rock Creek tennis courts.
- Replacement projects to note:
 - Resurface pool tank, deck and dressing room floors and replace tank gutters at Harman Swim Center
 - Replace synthetic turf field at Sunset High School as part of THPRD's cooperative use agreement with Beaverton School District
 - Resurface tennis courts at Somerset Meadows Park, Melilah Park and Tualatin Hills Tennis Center indoor courts
 - Replace some wood ramps with concrete ramps at HMT Skate Park
 - Replace asphalt path at three sites
 - Replace concrete sidewalk at three sites
 - Repair bridge and boardwalks at four sites
 - Replace parking lots at Garden Home Recreation Center and Hazeldale Park

Jerry requested clarification on why funds are being added to carryover projects.

- ✓ Keith stated that some projects are delayed to coincide with other closures or to accommodate program needs. For those that are having funds added, there could be many causes; the project scope may have increased or material costs increased. In some cases the design was completed and the information on the current conditions led to cost increases.

Greg inquired why the shaved ice machine is a capital project and not an equipment purchase.

- ✓ Keith replied that the shaved ice machine meets the threshold for a capital item.

Keith explained that the Capital Improvement Plan (CIP) section lists all capital expenditures regardless of funding source. The section contains tables that show capital outlay for FY 2015/16 and a five-year projection, and shows the source of funding for this capital.

Keith noted that the CIP section includes the unfunded capital and deferred replacements. The unfunded capital list includes maintenance replacement items as well as new capital requests from staff or advisory committees. Unfunded capital is categorized by severity of need. Overall, the level of unfunded capital has decreased from FY 2014/15. Serious projects (Category 2) and Not Applicable decreased significantly.

Keith stated that the amount of replacements due in FY 2015/16 is approximately \$2.4 million. In comparison, the amount is on the low end of the average, which ranges between \$2.5 and \$3 million. Cost adjustments and purged items (i.e., projects that were on the list due to age, not necessarily need to be replaced, and project redundancies or service level adjustments) resulted in a reduction in the backlog by approximately \$700,000. The total replacement funding needed is \$6.8 million; however, only \$2.8 million is available to be funded in FY 2015/16. The resulting backlog projected for June 30, 2016 is approximately \$4 million. He noted that replacement projects that are funded but not yet completed, such as the Tennis Center and the Aquatic Center roof replacements, are not reflected in the backlog balance.

Keith reviewed the backlog balances over the last 10 years. He noted that the backlog peaked in 2010 and has trended downward since with a slight increase in FY 2014/15 due to an unusually large balance for major replacements. He noted there will be a couple more years with higher than normal obligations (FY 2016/17 and FY 2018/19), but overall there is a downward trend.

John asked if deferred maintenance will reach \$0.

- ✓ Keith stated that there will always be some level of deferred maintenance. He noted that \$4 million in deferred maintenance is manageable.

John asked what percentage of non-land assets that represents.

- ✓ Keith replied approximately 5%.

Keith noted although FY 2013/14 had the highest funding, the FY 2015/16 funding maintains the level of FY 2014/15. The available replacement funding in FY 2015/16 is over and above the \$850,000 which is proposed to be appropriated to a replacement reserve. In the future, staff will track unfunded deferred maintenance items as well as the unfunded replacement reserve for assets that have not yet reached their useful life.

Keith noted that the General Fund contingency has been increased from \$2.1 million to \$2.3 million.

C. Special Revenue, Debt Service, and System Development Charge

Jim commented that the Special Revenue Fund was created in 2005 for funds collected from those who use THPRD's land for mitigation projects. Funds may be used for enhancement, maintenance, or restoration of THPRD natural areas. In FY 2014/15, funds were used for weed control at Morrison Woods Natural Area.

John inquired if these funds could be used for land acquisition.

- ✓ Jim replied they could not.

Shannon asked how much this fund is expected to increase.

- ✓ Keith replied that the fund has not grown in several years as it is dependent of mitigation that THPRD can do for other parties.

Cathy 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 1994 issue has been retired, which impacts the tax rate by \$0.10 per thousand.
- A portion of the 2009 issue will be refinanced to accelerate the original 2009 payoff by two years, facilitate the borrowing of the remaining \$1.4 million bond authority, and realize interest savings in the refinance to fully cover all debt service resulting in a tax rate of \$0.01 per thousand.
- The FY 2015/16 tax rate is forecasted at \$0.32 per thousand due to the payoff of the 1994 issue and refinancing, a \$0.09 per thousand reduction over FY 2014/15.
- Appropriations in the fund are approximately \$7 million for principal and interest payments.
- The outstanding balance for the 2009 issue is \$8.3 million set to retire in 2019, the 2011 issue is \$35 million set to retire in 2029, the 2015 issue (once closed) is \$37 million set to retire in 2027.

John inquired if there are any outstanding Certificates of Participation (COPs).

- ✓ Cathy replied that there are no outstanding COPs, but THPRD has Full Faith and Credit Obligations within the General Fund.

Shannon asked how the tax rate reduction would be announced to the taxpayers.

- ✓ Anthony stated that the bond oversight committee has discussed this as well to promote the savings.
- ✓ John suggested an announcement via the newsletter.
- ✓ Keith noted that the original tax levy approved by the voters was \$0.37 per thousand, but after the refinance the rate will be \$0.32 per thousand. He stated that THPRD has over delivered on what was promised in the tax levy, at a lower rate, and will be able to retire a portion of the bond earlier.

Keith provided an overview of the System Development Charge (SDC) Fund projects:

- SDC activity continues to improve. In recent years, SDC revenue was not designated to protect against any revenue shortfall.
- Staff project SDC revenue to substantially exceed budget, and project to carry forward \$5.8 million over the \$5.6 million being carried forward for project commitments.
- Carry Forward Projects were included in the FY 2014/15 adopted budget. Approximately \$500,000 is proposed to be added in FY 2015/16.
- Projected SDC Revenue for FY 2015/16 is higher than in prior years, but is reasonable when compared to projected actual revenue for the current year. The projected revenue was also adjusted to reflect development activity taking place in the new urban areas such as North Bethany.
- Approximately \$4.5 million is proposed to fund land acquisitions, primarily to cover park land acquisition in the North Bethany area to meet THPRD's obligations under this area's master plan. The funded amount is based on anticipated obligations for the next year, which are in turn based on anticipated levels of development activity taking place next year.
- Approximately \$2.8 million is proposed for new development projects based on the Capital Improvement Plan approved by the board of directors in February 2014.
- New projects to note include:
 - Grant-matching funds for six different projects (\$710,000)
 - New synthetic turf field at Conestoga Middle School (\$850,000, plus funding from the General Fund and Bond Fund for a project total of approximately \$2 million)
 - Facility expansion at a site to be determined to provide space for new recreational offerings (\$1 million)
- New project funding for development and land is approximately \$7.3 million, significantly higher than the \$4.5 million budgeted in FY 2014/15.
- As is previous practice, the bulk of the FY 2015/16 SDC revenue is undesignated to not overcommit available cash balances. For FY 2015/16, the undesignated appropriation is \$3.3 million or 70% of the projected SDC fund revenue. The board of directors may later appropriate funds as new projects are recommended.

Stephen requested more information regarding THPRD's SDC methodology update, referencing an *Oregonian* editorial regarding Portland Parks & Recreation's update.

- ✓ Keith stated that THPRD is updating its SDC methodology while Portland Parks & Recreation is a substantial revision to how fees are calculated.
- ✓ Aisha added that part of the SDC methodology update will include analysis on the increased cost of providing services to newly developed areas to determine if a supplemental SDC fee is justified.

Stephen asked whether SDC rates are charged system-wide or geographically.

- ✓ Aisha stated that currently SDC rates are system-wide. With the methodology update, staff will review how other jurisdictions charge SDC fees.

D. Bond Capital Projects

Aisha provided an overview of the Bond Capital Projects Fund:

- THPRD has issued nearly all of the \$100 million authorization and continues to spend it down.
- Staff have estimated \$31 million in appropriations.
- Staff are in the process of refinancing the 2009 bond issue based on reduced interest rates. The remaining authority (approximately \$1.4 million) will be issued as well. The savings in debt service on the refinance will offset any debt service cost in the new issue meaning at no net cost to the taxpayers.
- 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 remaining appropriation in order to help offset inflation.
- Staff project a budget shortfall based on estimated project costs. The budget reflects available funds, and the appropriations for the three projects with budget shortfalls do not cover the full estimated cost of these projects. Since none of the projects is expected to go to construction in FY 2015/16, this will not create any budgetary problems and provides staff with the flexibility to determine how to address the shortfall before the projects proceed.

Aisha reviewed bond capital accomplishments as well as showed pictures of various bond projects and explained the status of the different bond areas.

Agenda Item #6 – Public Comment

There was no public comment.

Agenda Item #7 – Budget Committee Questions and Recommendations

Susan requested a status update of the Jenkins Estate concessionaire agreement.

- ✓ Doug replied that Elephants Delicatessen completed its first year under the agreement. While it may not have been as successful as Elephants had hoped, they have asked to continue as concessionaire.

Agenda Item #8 – Date of Next Budget Committee Meeting: May 18, 2015

Chair Anthony Mills announced that the next budget committee meeting will be at 6:30 pm on May 18, 2015.

Agenda Item #9 – Adjourn

There being no further business, the meeting adjourned at 8:45 pm.

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 6:30 pm, Monday, May 18, 2015, at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton.

Present:

| | |
|-----------------|-------------------------------|
| Anthony Mills | Chair/Budget Committee Member |
| Joseph Blowers | Budget Committee Member |
| Greg Cody | Budget Committee Member |
| Susan Cole | Budget Committee Member |
| John Griffiths | Budget Committee Member |
| Jerry Jones Jr. | Budget Committee Member |
| Shannon Kennedy | Budget Committee Member |
| Larry Pelatt | Budget Committee Member |
| Bob Scott | Budget Committee Member |
| Doug Menke | General Manager |

Absent:

| | |
|-----------------|-----------------------------------|
| Stephen Pearson | Secretary/Budget Committee Member |
|-----------------|-----------------------------------|

Agenda Item #1 – Call Meeting to Order

The meeting was called to order by Chair Anthony Mills at 6:30 pm.

Agenda Item #2 – Approve April 20, 2015 Work Session Minutes

John Griffiths moved the budget committee approve the minutes of the April 20, 2015 Budget Committee Work Session. Larry Pelatt seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #3 – General Budget Information

Keith Hobson, director of Business & Facilities, announced that tonight is the third and final meeting of the budget committee to review THPRD's FY 2015/16 budget. At the conclusion of the meeting, staff will request the budget committee to approve the budget and the property tax levies for THPRD.

Keith reviewed the property tax levies to be approved at tonight's meeting.

- The General Fund Property Tax Levy is based on a permanent tax rate of \$1.3073 per \$1,000 of assessed value. The actual amount received is dependent on the total assessed value as determined by Washington County; staff anticipates a 4% increase over the current year.
- The Bonded Debt Fund Levy is based on the amount needed 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 2015/16, staff determined the amount to be slightly over \$7 million.

Agenda Item #4 – Review Budget Information & Recommendations

Keith Hobson, director of Business & Facilities, provided an overview of the contents within the budget committee's information packet.

- Budget Committee Information Reports
 - Staff confirmed that the downward trend in the Athletic Center's cost recovery was due to conservative estimates, but cost recovery actuals are trending favorably.
 - Staff confirmed that the payback for the water controllers through water savings is approximately two years.
 - Staff provided final details on the advanced refunding of general obligation bonds.
- Debt Service Fund Recommended Adjustments to Proposed Budget
 - Staff recommends adjusting the Proposed Budget Fiscal Year 2015/16 by approximately \$3,000 in the Debt Service Fund to account for the final structure of the general obligation bond refinancing. This adjustment would be reflected in the Approved Budget Fiscal Year 2015/16.

Shannon Kennedy moved that the Debt Service Fund resources and appropriations be increased by \$3,017 as recommended by staff. Greg Cody seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #5 – Public Comment

There was no public comment.

Agenda Item #6 – Budget Committee Discussion

Greg Cody acknowledged all of the staff's work on the budget.

Agenda Item #7 – Approve 2015/16 Budget & Property Taxes to be Imposed

Greg Cody moved that the budget committee approve the Proposed Fiscal Year 2015/16 Budget and the appropriations contained therein, as adjusted earlier this evening. Jerry Jones Jr. seconded the motion. The motion was UNANIMOUSLY APPROVED.

Greg Cody 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 \$7,071,684 for the fiscal year 2015/16. Larry Pelatt seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Adjourn

Chair Anthony Mills recognized Greg Cody for his eight years of service on the budget committee. The meeting adjourned at 6:40 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Marilou Caganap

Approval of May 18, 2015 Minutes received by e-mail

Anthony Mills moved the Budget Committee approve the Minutes of the May 18, 2015, Budget Committee Meeting as submitted. John Griffiths seconded the motion. The motion was APPROVED by MAJORITY vote.

RESOLUTION NO. 2015-11

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION APPROVING AND ADOPTING A BUDGET, LEVYING TAXES, AND MAKING APPROPRIATIONS FOR THE FISCAL YEAR 2015/16

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

WHEREAS, THPRD 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 THPRD.

NOW THEREFORE, it is hereby resolved as follows:

Section 1. Budget Approved and Adopted. The THPRD Board of Directors hereby approves and adopts the budget for fiscal year 2015/16 in a total sum of \$102,584,780, which is on file in THPRD’s Administration Office.

Section 2. Levy of Taxes. The THPRD 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 \$7,071,684 for bonded debt. These taxes are hereby imposed and categorized for tax year 2015/16 upon the AV of all taxable property within THPRD. The following allocations and categorization subject to the limits of Section 11b, Article XI of the Oregon Constitution make up the levy:

| | Subject to the General Government Limitations | Excluded from Limitations |
|-------------------------|--|--------------------------------------|
| General Fund | \$1.3073 / \$1,000 AV | |
| Bonded Debt Fund | | \$7,071,684 |

Section 3. Fiscal Year 2015/16 Appropriations. The amounts for the fiscal year beginning July 1, 2015 and for the purposes shown below are hereby appropriated as follows:

| | <u>General Fund</u> |
|-----------------------------|----------------------------|
| Board of Directors | \$ 236,900 |
| Administration | \$ 2,242,238 |
| Business & Facilities | \$18,236,151 |
| Planning | \$ 1,337,057 |
| Park & Recreation Services | \$16,438,264 |
| Capital Outlay | \$ 6,444,551 |
| Contingency | \$ 2,300,000 |
| Capital Replacement Reserve | \$ 850,000 |
| TOTAL APPROPRIATIONS | <u>\$48,085,161</u> |

Bonded Debt Fund

| | |
|-----------------------------|----------------------------|
| Bond Principal Payments | \$ 3,695,000 |
| Bond Interest Payments | <u>\$ 3,389,652</u> |
| TOTAL APPROPRIATIONS | <u>\$ 7,084,652</u> |

Systems Development Charge Fund

| | |
|-----------------------------|----------------------------|
| Capital Outlay | <u>\$16,221,498</u> |
| TOTAL APPROPRIATIONS | <u>\$16,221,498</u> |

Maintenance Mitigation Fund

| | |
|-----------------------------|--------------------------|
| Materials and Service | \$ 163,000 |
| TOTAL APPROPRIATIONS | <u>\$ 163,000</u> |

Bond Capital Projects Fund

| | |
|-----------------------------|----------------------------|
| Capital Outlay | <u>\$31,030,469</u> |
| TOTAL APPROPRIATIONS | <u>\$31,030,469</u> |

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, 2015.

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SIGNATURES APPEAR ON THE FOLLOWING PAGE

BOARD OF DIRECTORS APPROVAL: June 22, 2015



John Griffiths
President/Director



Bob Scott
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 approved General Fund resources and appropriations.
- **BOARD OF DIRECTORS** Provides narrative overview and summary of historical and proposed expenditures for the Board of Directors' Division.
- **ADMINISTRATION** Provides narrative overview, graph and summary of historical and approved expenditures for the departments within the Administration Division. The departments are General Manager, Communications and Outreach, Security Operations and Community Partnerships. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **BUSINESS & FACILITIES** Provides narrative overview, graphs and summary of historical and approved 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 (Full Faith and Credit Obligations and Financing Agreements) being repaid from the General Fund.
- **PLANNING** Provides narrative overview and summary of historical and approved 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 approved 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 approved expenditures for General Fund funded Capital Projects. Includes: complete listing and detailed narratives of approved projects for the 2015/16 fiscal year.
- **OTHER FUNDS** Provides narrative overview and summary of historical and approved 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 2011 and Series 2015.
- **SYSTEM DEVELOPMENT CHARGES FUND** Provides narrative overview, and summary of historical and approved expenditures of System Development Charge Fees collected for new residential and non-residential development. Includes: complete listing and detailed narratives of approved projects for the 2015/16 fiscal year.
- **BOND CAPITAL PROJECTS FUND** Provides narrative overview, and summary of historical and approved

expenditures of the Bond Capital Projects funding approved by voters in November 2008. Includes: complete listing and detailed narratives of approved projects for the 2015/16 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 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. 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 approved expenditures. • Graphs of historical and approved resources and expenditures (General Fund only). |
| Division | <p>Major administrative sub-divisions of the District with overall responsibility for an operational area. 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 • Contingency • Capital Replacement Reserve | <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 approved expenditures by category and by Department. • Summary of historical and approved 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 approved expenditures by category and by Program. • Summary of historical and approved 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 approved expenditures by line-item. • Summary of historical and approved 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, 2015 and ending June 30, 2016 is presented as adopted by the district's Board of Directors. As prepared, proposed and adopted by the budget committee, and adopted by Board of Directors, the adopted budget is intended to serve as:

1. A financial plan for the next fiscal year (2015/16), 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 2015/16 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 governmental 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 personnel services costs and materials and services costs including Legal, Audit, and Elections.

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

Business 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.

Contingency – includes the General Fund contingency appropriation.

Capital Replacement Reserve – includes funds set aside for future capital replacement.

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 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 and by approval of a resolution by the Board of Directors.

Most other budget changes after adoption require a supplemental budget. Additional resources not anticipated in the original budget may be added through the use of a supplemental budget. Supplemental budgets not exceeding 10% of a fund's original appropriation may be proposed by the 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 whom 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 Center, the Cooper Mountain Nature Park and 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), 107 baseball/softball fields, 150 soccer/football/lacrosse fields, 3 bocce courts, 5 volleyball courts, 102 outdoor tennis courts, 6 indoor tennis courts, 50 outdoor basketball pads, 3 skate parks, 1 hockey rink, and 8 long/high jump courts.
- THPRD has 288 park and recreation facility sites comprised of approximately 2,350 acres; 1,275 acres of wetland/natural areas and 1,075 acres of developed sites including neighborhood, community and regional parks. THPRD sites include three lakes, 27 miles of stream corridor, and 46 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

Debt Outstanding consists of the 2006 \$2,430,000 Full Faith and Credit Advance Refunding of two 1997 Certificates of Participation and the 2000 Full Faith and Credit Obligation, the 2010 \$1,695,000 Full Faith and Credit Obligation (Series A), the 2010 \$7,815,000 Full Faith and Credit Obligation (Series B&C), the 2013 \$457,100 Financing Agreement, the 2009 \$58,505,000 General Obligation Bond (most of which was advance refunded in 2015 with \$1,435,000 in additional funds borrowed), and the 2011 \$40,060,000 General Obligation Bond.

As of June 30, 2015, the non-general obligation outstanding balances are as follows: the 2006 Full Faith and Credit Advance Refunding Obligation \$595,000, the 2010 Full Faith and Credit Obligation (Series A) \$1,395,000,

the 2010 Full Faith and Credit Obligation (Series B&C) \$7,390,000 and the 2013 Financing Agreement \$407,785.

The general obligation bond balances outstanding as of June 30, 2015 are \$8,350,000 (Series 2009) \$34,815,000 (Series 2011) and \$37,880,000 (Series 2015).

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 2015/16 fiscal year for all funds are \$102,584,780 and are \$100,740,996 for the 2014/15 fiscal year. Requirements, both current and adopted are:

| | Actual 2012/13 | Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 | % Change over 2014/15 |
|-----------------------------|---------------------------|---------------------------|---------------------------------------|--|---------------------------------------|--------------------------------------|
| Personnel Services Costs | \$25,518,131 | \$26,243,910 | \$28,009,628 | \$28,546,400 | \$28,546,400 | 1.9% |
| Materials & Services | 6,957,746 | 6,862,451 | 8,345,691 | 8,718,880 | 8,718,880 | 4.5% |
| General Fund Capital Outlay | 3,047,872 | 3,333,586 | 5,776,758 | 6,873,151 | 6,873,151 | 19.0% |
| Debt Service | 8,951,236 | 9,214,767 | 9,538,035 | 8,041,365 | 8,044,382 | -15.7% |
| General Fund Contingency | -0- | -0- | 2,100,000 | 2,300,000 | 2,300,000 | 9.5% |
| Capital Replacement Reserve | -0- | -0- | -0- | 850,000 | 850,000 | 0.0% |
| Metro Natural Areas Bond | 22,568 | -0- | -0- | -0- | -0- | 0.0% |
| Systems Development Charge | 1,026,731 | 1,319,987 | 9,440,943 | 16,221,498 | 16,221,498 | 71.8% |
| Bond Capital Projects Fund | 15,827,399 | 17,909,748 | 37,529,941 | 31,030,469 | 31,030,469 | -17.3% |
| TOTAL | \$61,351,683 | \$64,884,449 | \$100,740,996 | \$102,581,763 | \$102,584,780 | 1.8% |

SIGNIFICANT CHANGES:

Personnel Services

The adopted budget for Personnel Services has increased 1.9% since FY 2014/15. The park district will have 178 full-time positions for the 2015/16 fiscal year, increasing by one new position and decreasing by elimination of four vacant eliminated positions from the prior year's budget. One vacant regular part-time position was also eliminated for the 2015/16 fiscal year budget.

The budget reflects a 2.45% 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 1.5% of the overall increase. The budget reflects an estimated health increase of 9.24% and no increase in dental, accounting for 1.2% of the overall increase. Furthermore, retirement benefits decreased by 5.3% due to market stability and reduced positions, resulting in a 0.4% decrease netted against the overall annual increase. Payroll taxes decreased by 6.8% from lower unemployment rates, resulting in a 0.2% decrease netted against the overall annual increase. Finally, the net reduction in positions accounted for a 1.6% decrease against the overall increase. The balance of the increase in overall cost, approximately 1.4%, comes from budgeted increases for part-time personnel.

Materials and Services

The adopted budget for Materials and Services has increased 4.5% over FY 2014/15. Factors include an inflationary adjustment of 2.0%, increased maintenance supplies for newly acquired acreage, utility rate increases and costs of program expansion. All approved business plans 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, 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 increased by 19.0% from FY 2014/15 due to increased funding from Cash on Hand and Carry Over Projects. In FY 2015/16, capital outlay funds will largely be focused on maintenance replacements, including two large roofing projects as listed in the Capital Outlay section.

As explained above, the Capital Bond Projects Fund balance in FY 2015/16 reflects the remaining funds available from the \$100 million general obligation bond as approved by voters.

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

BUDGET SUMMARY FOR RESOURCES:

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

| | Actual 2012/13 | Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 | % Change over 2014/15 |
|------------------------------|---------------------------|---------------------------|---------------------------------------|--|---------------------------------------|--------------------------------------|
| Beginning Fund Balance | \$75,634,888 | \$63,412,817 | \$49,438,851 | \$48,729,788 | \$48,729,788 | -1.4% |
| Property Taxes-Current Year | 32,753,965 | 33,722,472 | 34,588,086 | 34,192,540 | 34,192,540 | -1.1% |
| Prior Year Taxes | 322,413 | 481,377 | 300,000 | 350,000 | 350,000 | 16.7% |
| Interest on Investments | 447,101 | 365,783 | 371,140 | 350,650 | 353,667 | -4.7% |
| Swim Center & Tennis Revenue | 3,547,039 | 3,513,892 | 3,789,954 | 3,954,104 | 3,954,104 | 4.3% |
| Recreation & Sports Revenue | 6,436,649 | 6,598,234 | 6,526,184 | 6,746,216 | 6,746,216 | 3.4% |
| Grants and Contributions | 1,340,581 | 1,037,470 | 1,351,957 | 626,458 | 626,458 | -53.7% |
| Misc. and Rental Revenue | 190,957 | 281,996 | 443,738 | 480,350 | 480,350 | 8.3% |
| Sponsorships/Cellular Leases | 245,111 | 237,636 | 275,000 | 240,000 | 240,000 | -12.7% |
| Metro Natural Areas Bond | 22,568 | -0- | -0- | -0- | -0- | 0.0% |
| Systems Development Charge | 2,676,196 | 3,858,370 | 2,952,041 | 4,740,600 | 4,740,600 | 60.6% |
| Debt Proceeds | 457,100 | -0- | -0- | 1,750,000 | 1,750,000 | 0.0% |
| Transfers In | 689,931 | 579,099 | 704,045 | 421,057 | 421,057 | -40.2% |
| TOTALS | \$124,764,499 | \$114,089,146 | \$100,740,996 | \$102,581,763 | \$102,584,780 | 1.8% |

Beginning Fund Balances

Cash on hand from all funds for FY 2015/16 consists of \$7,736,071 from the General Fund, \$162,500 from the Maintenance Mitigation Fund, \$250,000 from the Debt Service Fund, \$11,440,748 from the Systems Development Charge Fund, and \$29,140,469 from the Bond Capital Projects Fund. The General Fund balance reflects FY 2014/15 revenues in excess of budget, expenditures less than budget, 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 carryforward of taxes levied in previous years plus interest earnings. 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 \$22.1 billion in assessed valuation total \$35,957,505 of which \$7,071,684 is for the General Obligation Debt Service Fund with \$6,718,100 expected to be collected. Of the \$28,885,821 General Fund Levy, the Park district expects to collect 95%, or \$27,441,530. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,375 General Fund and \$28,535 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 2014/15 taxable assessed property valuation of the park district is \$21,245,116,844 and is estimated to increase by 4.0% in the 2015/16 fiscal year to \$22,095,786,092.

Property Taxes - Prior Year

Prior year taxes are property taxes that have been levied but remain uncollected. The park district expects to collect \$350,000 (both General Fund and Debt Service Fund). Prior year collection projections for the 2015/16 fiscal year are slightly higher than the amounts budgeted in the 2014/15 fiscal year due to the increase in the property tax levy amounts in prior years.

Interest on Investments

Interest revenue is earned on investments of temporary excess cash. Interest rates have remained at historically low rates the past year; show no indication of significant improvement, and capital funds continue to be spent down. Accordingly, interest revenue for FY 2015/16 is projected slightly lower than the previous year budget for all funds.

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.

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 adopted by the district's Investment Policies. The anticipated revenue will be used strictly for related expenditures of the fund.

Swim Center & Tennis Revenue

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

Recreation and Sports Revenue

Recreation program revenue is generated by classes and activities at six (6) recreation center sites. Sports revenue is generated by the Athletic Center programs and by sport programs for all ages, such as softball, volleyball and basketball. Field rental fees are generated from district affiliated sports league usage of district owned or maintained sports fields.

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

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 and program revenues are increasing. The district continually evaluates all programs, readjusting them to emphasize the popular offerings, and discontinue those with less participation.

Grants and Intergovernmental Revenue

Grants include funding from federal, state and regional agencies, as well as funding from private foundations including the Tualatin Hills Park Foundation. Grant revenue is predominantly for funding of capital improvements, although, it also provides funding for reimbursement of certain operating and debt service expenditures.

Miscellaneous Revenue

Miscellaneous revenue is earned from various sources including purchasing card program rebates, refunds, surplus equipment sold at auction, easement and mitigation payments, miscellaneous fees and forfeitures, and insurance proceeds.

Rental Revenue

Rental revenue is generated from the rental of residential houses located on district property, concessionaire services at Jenkins Estate and leased space within the Fanno Creek Service Center.

Sponsorships/Cellular Lease Revenue

Sponsorships/cellular lease revenue is from corporate advertising, partnerships (including concessions) and 24

cellular telecommunication site leases at 19 sites within the district.

Metro Natural Areas Bond

A 2006 natural areas bond measure provided 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 was 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 district's policy of allowing project management staff time from SDC and Bond related capital projects to be reimbursed to the General Fund. The amount budgeted, \$421,057, is the estimate of the costs to manage both SDC Fund (\$35,000) and Bond Fund (\$386,057) capital projects during FY 2015/16.

SUMMARY OF ALL FUNDS
Adopted Budget for FY 2015/16

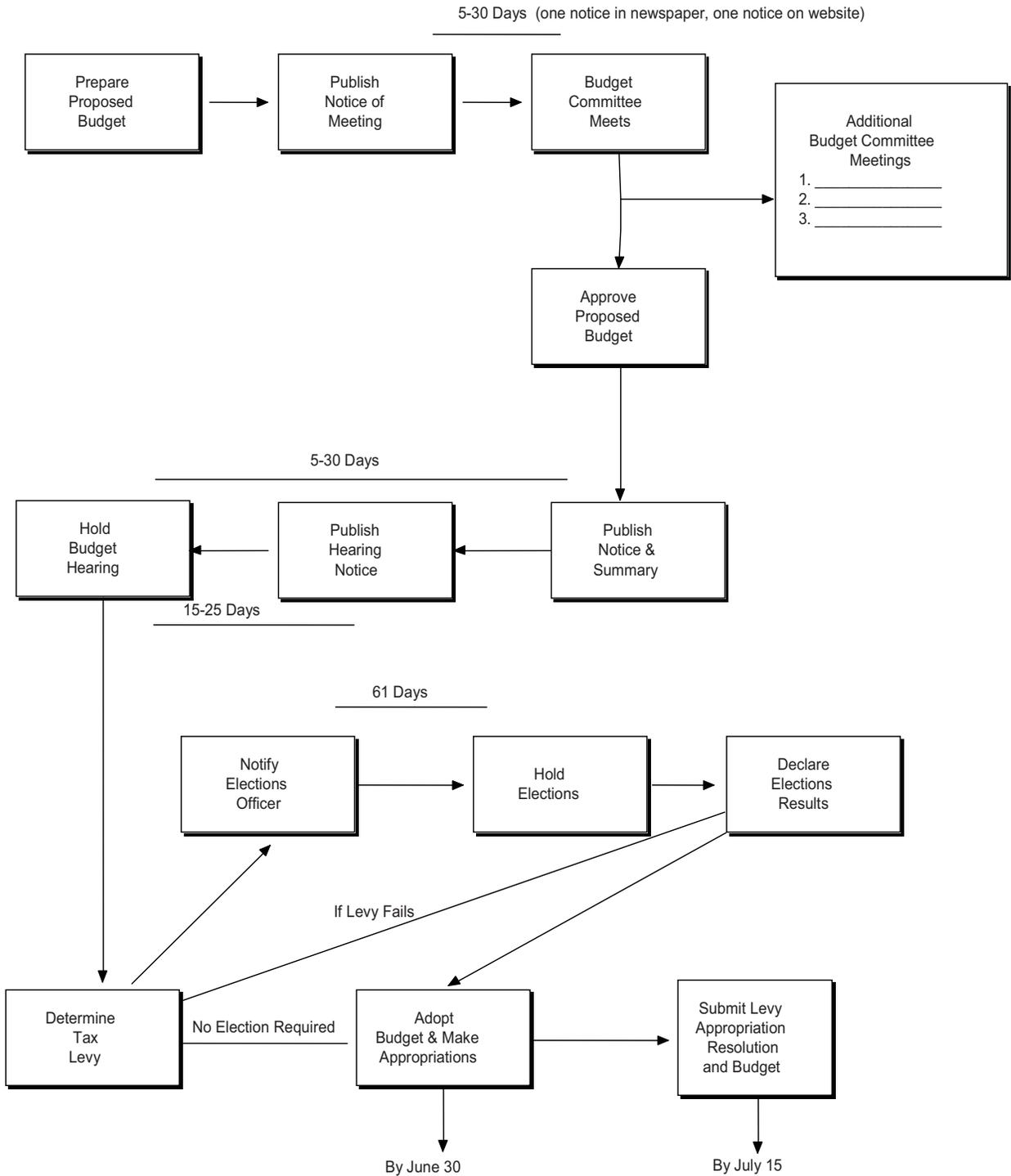
| | Governmental Funds | | | | | Total All Funds |
|------------------------------------|---------------------|-----------------------------|--------------------|-------------------------|-------------------------|----------------------|
| | | Other Funds | | | | |
| | General Fund | Maintenance Mitigation Fund | Debt Service Fund | System Dev. Charge Fund | Bond Capital Proj. Fund | |
| RESOURCES | | | | | | |
| Beginning Fund Balance | \$ 7,736,071 | \$ 162,500 | \$ 250,000 | \$11,440,748 | \$29,140,469 | \$ 48,729,788 |
| Revenues | | | | | | |
| Property Taxes-Current Year | \$27,445,905 | \$ - | \$6,746,635 | \$ - | \$ - | \$ 34,192,540 |
| Prior Year Taxes | 300,000 | - | 50,000 | - | - | 350,000 |
| Interest on Investments | 135,000 | 500 | 38,017 | 40,150 | 140,000 | 353,667 |
| Swim Center & Tennis Revenue | 3,954,104 | - | - | - | - | 3,954,104 |
| Recreation & Sports Revenue | 6,746,216 | - | - | - | - | 6,746,216 |
| Grants & Intrgvnmntl Revenue | 626,458 | - | - | - | - | 626,458 |
| Miscellaneous & Facility Rental | 480,350 | - | - | - | - | 480,350 |
| Sponsorships/Cellular Leases | 240,000 | - | - | - | - | 240,000 |
| Metro Bond Measure - 2006 | - | - | - | - | - | - |
| System Development Charges | - | - | - | 4,740,600 | - | 4,740,600 |
| Debt Proceeds | - | - | - | - | 1,750,000 | 1,750,000 |
| Transfers In | 421,057 | - | - | - | - | 421,057 |
| Total Revenues | \$40,349,090 | \$ 500 | \$6,834,652 | \$ 4,780,750 | \$ 1,890,000 | \$ 53,854,992 |
| TOTAL RESOURCES | \$48,085,161 | \$ 163,000 | \$7,084,652 | \$16,221,498 | \$31,030,469 | \$102,584,780 |
| REQUIREMENTS | | | | | | |
| Appropriations by Category: | | | | | | |
| Personnel Services | \$28,546,400 | \$ - | \$ - | \$ - | \$ - | \$ 28,546,400 |
| Materials and Services | 8,555,880 | 163,000 | - | - | - | 8,718,880 |
| Capital Outlay | 6,873,151 | - | - | 16,221,498 | 31,030,469 | 54,125,118 |
| Debt Service | 959,730 | - | 7,084,652 | - | - | 8,044,382 |
| Capital Replacement Reserve | 850,000 | - | - | - | - | 850,000 |
| Contingency | 2,300,000 | - | - | - | - | 2,300,000 |
| Total Appropriations | \$48,085,161 | \$ 163,000 | \$7,084,652 | \$16,221,498 | \$31,030,469 | \$102,584,780 |
| Ending Fund Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL REQUIREMENTS | \$48,085,161 | \$ 163,000 | \$7,084,652 | \$16,221,498 | \$31,030,469 | \$102,584,780 |

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 2014/15 Staffing | Adjustments | Adopted 2015/16 Staffing |
|--------------------------------------|-------------------------------|---|---|---|
| Business & Facilities | Maintenance Operations | 73.00 FTE | Added one Maintenance Office Tech II | 74.00 FTE |
| Planning | Planning & Development | 8.0 FTE | Deleted one Park Planner | 7.0 FTE |
| Park & Recreation Services | Aquatics | 27.89 FTE | Deleted two Aquatics Coord. II, Aloha Swim Center and Aquatic Swim Center and one RPT Aquatics Coord. II at Beaverton Swim Center | 25.01 FTE |
| Park & Recreation Services | Programs & Special Activities | 7.88 FTE | Deleted one Center Supervisor at Stuhr Center | 6.88 FTE |
| Decrease in Full-time FTE | | | | (3.00) FTE |
| Decrease in Reg Part-time FTE | | | | (.88) FTE |
| Net Change | | | | (3.88) FTE |

BUDGET PROCESS



**FISCAL YEAR 2015/16
BUDGET CALENDAR**

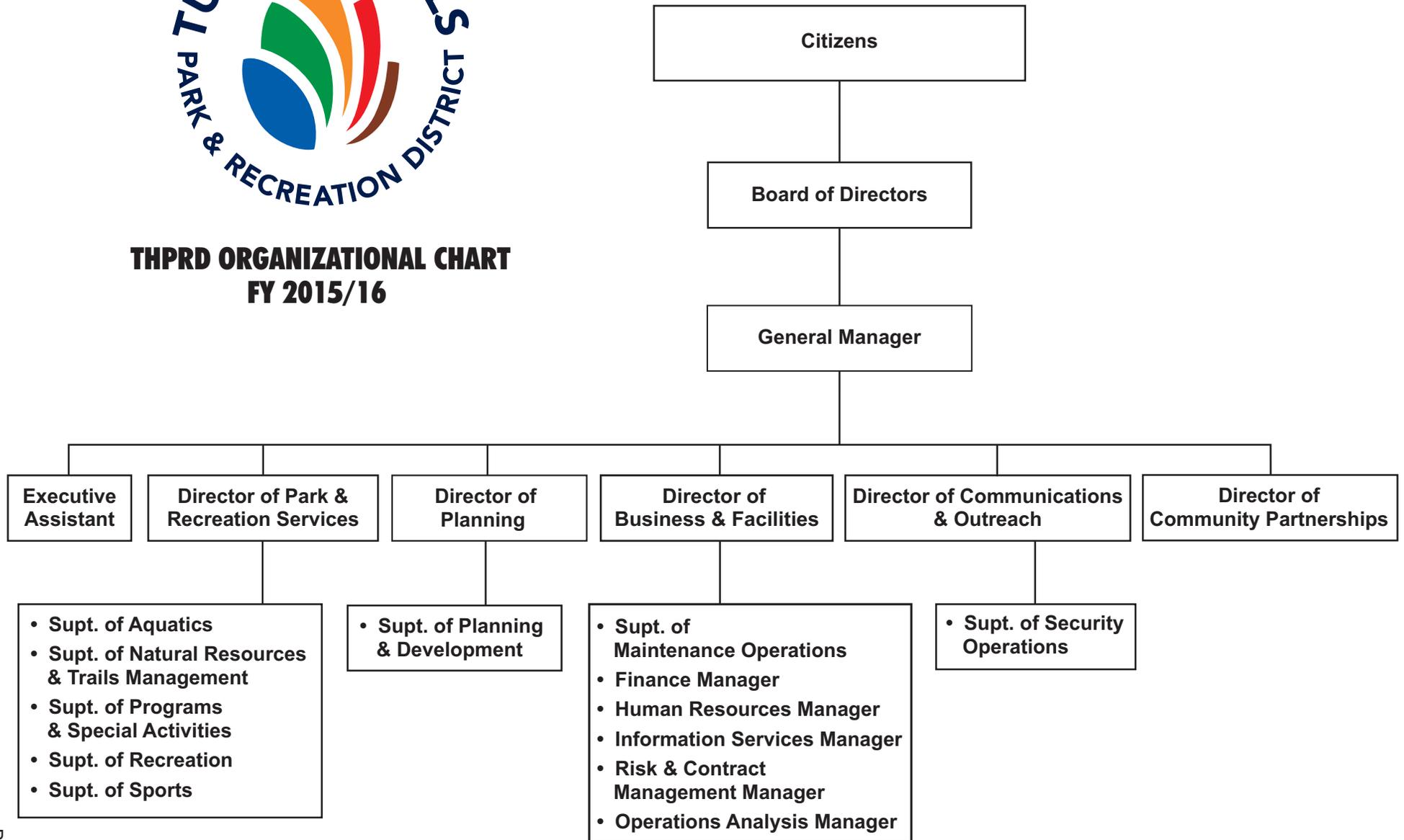
In accordance with District Budget Policy:

2015

| | |
|-------------|--|
| February 5 | Publish Notice (Valley Times submission deadline – January 29) |
| February 12 | Post Notice on District Website |
| February 23 | Mid-year Budget Review Meeting (Public Input) |
| April 2 | Publish Notice (Valley Times submission deadline – March 26) |
| April 9 | Post Notice on District Website |
| April 13 | Deliver Proposed Budget to Budget Committee |
| April 20 | Budget Committee Work Session (Public Input) |
| April 30 | Publish Notice (Valley Times submission deadline – April 23) |
| May 7 | Post Notice on District Website |
| May 18 | Budget Committee Meeting to Approve Budget (Public Input) |
| June 11 | Publish Notice & Summary (Valley Times submission deadline – June 4) |
| June 22 | Hold Public Hearing to Adopt Budget (Public Input) |
| July 15 | Tax Levy Certified by Washington County |



**THPRD ORGANIZATIONAL CHART
FY 2015/16**





RESOURCES

Analysis of Property Tax Rate and Collections

Analysis of Measure 5 and 50

Revenue Summary



**ANALYSIS OF TAX RATE AND COLLECTIONS
FISCAL YEAR 2015/16**

ESTIMATED ASSESSED VALUATION

Real and Personal Property Within the Park District

\$ 22,095,786,092

| | | |
|---|-------------------------|--------------|
| FY 2014/15 Assessed Valuation | \$21,245,116,844 | |
| Value Growth from Annual Increase ¹ | 553,237,612 | 2.60% |
| Estimated Exception Based Value Growth ² | <u>297,431,636</u> | <u>1.40%</u> |
| Estimated Assessed Value | <u>\$22,095,786,092</u> | |

% Increase in Estimated Assessed Valuation

4.00%

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

\$ 28,885,821

Bonded Debt Fund

Bonded Debt Levy

7,071,684

Estimated Tax Rate:

Bonded Debt Levy divided by Estimated
Assessed Valuation

0.3200

Estimated Tax Levy Totals

1.63

\$ 35,957,505

ESTIMATED TAX COLLECTIONS

Amount

Based on Estimated Collection Rate: 95.00%

General Fund Current Year Tax Collections

\$ 27,441,530

Payment in lieu of Tax Collections

4,375

Bonded Debt Fund Current Year Tax Collections

6,718,100

Payment in lieu of Tax Collections

28,535

\$ 34,192,540

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 2014/15

| Taxing Agencies Excluding City of Beaverton | Rates Subject to \$10 Limit | Rates Excluded from Limit | Total |
|--|--------------------------------|------------------------------|--------------|
| Enhanced Sheriff Patrol | 1.32 | - | 1.32 |
| Washington County | 2.84 | - | 2.84 |
| Urban Road Improvements | 0.24 | - | 0.24 |
| T.H.P.R.D. | 1.31 | 0.41 | 1.72 |
| T.V. Fire & Rescue | 1.78 | 0.12 | 1.90 |
| Port of Portland | 0.07 | - | 0.07 |
| Metro Service District | 0.19 | 0.27 | 0.46 |
| Total Tax Rate | 7.75 | 0.80 | 8.55 |
| Taxing Agencies Including City of Beaverton | | | |
| Washington County | 2.82 | - | 2.82 |
| T.V. Fire & Rescue | 1.77 | 0.12 | 1.89 |
| T.H.P.R.D. | 1.31 | 0.41 | 1.72 |
| City of Beaverton | 4.16 | 0.19 | 4.35 |
| Port of Portland | 0.07 | - | 0.07 |
| Metro Service District | 0.19 | 0.27 | 0.46 |
| Urban Renewal-Beaverton | 0.09 | - | 0.09 |
| Total Tax Rate | 10.41 | 0.99 | 11.40 |

FY 2013/14

| Taxing Agencies Excluding City of Beaverton | Rates Subject to \$10 Limit | Rates Excluded from Limit | Total |
|--|--------------------------------|------------------------------|--------------|
| Enhanced Sheriff Patrol | 1.32 | - | 1.32 |
| Washington County | 2.84 | 0.13 | 2.97 |
| Urban Road Improvements | 0.25 | - | 0.25 |
| T.H.P.R.D. | 1.31 | 0.42 | 1.73 |
| T.V. Fire & Rescue | 1.78 | 0.13 | 1.91 |
| Port of Portland | 0.07 | - | 0.07 |
| Metro Service District | 0.19 | 0.27 | 0.46 |
| Total Tax Rate | 7.76 | 0.95 | 8.71 |
| Taxing Agencies Including City of Beaverton | | | |
| Washington County | 2.84 | 0.13 | 2.97 |
| T.V. Fire & Rescue | 1.78 | 0.13 | 1.91 |
| T.H.P.R.D. | 1.31 | 0.42 | 1.73 |
| City of Beaverton | 4.14 | 0.23 | 4.37 |
| Port of Portland | 0.07 | - | 0.07 |
| Metro Service District | 0.19 | 0.27 | 0.46 |
| Total Tax Rate | 10.33 | 1.18 | 11.51 |

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5
Impact on Washington County Taxing

FY 2012/13

| Taxing Agencies Excluding City of Beaverton | Rates Subject to \$10 Limit | Rates Excluded from Limit | Total |
|--|--------------------------------|------------------------------|--------------|
| Enhanced Sheriff Patrol | 1.23 | - | 1.23 |
| Washington County | 2.84 | 0.13 | 2.97 |
| Urban Road Improvements | 0.25 | - | 0.25 |
| T.H.P.R.D. | 1.31 | 0.42 | 1.73 |
| T.V. Fire & Rescue | 1.78 | 0.14 | 1.92 |
| Port of Portland | 0.07 | - | 0.07 |
| Metro Service District | 0.10 | 0.31 | 0.41 |
| Total Tax Rate | 7.58 | 1.00 | 8.58 |
| Taxing Agencies Including City of Beaverton | | | |
| Washington County | 2.84 | 0.13 | 2.97 |
| T.V. Fire & Rescue | 1.78 | 0.14 | 1.92 |
| T.H.P.R.D. | 1.31 | 0.42 | 1.73 |
| City of Beaverton | 4.01 | 0.22 | 4.23 |
| Port of Portland | 0.07 | - | 0.07 |
| Metro Service District | 0.10 | 0.31 | 0.41 |
| Total Tax Rate | 10.11 | 1.22 | 11.33 |

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 |

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5
Impact on Washington County Taxing

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 |

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 |

SUMMARY OF RESOURCES - ALL FUNDS

| RESOURCES: | General Fund | Special Revenue Fund | Capital Projects Funds | Debt Service Fund | Total Resources |
|--|-----------------------------|----------------------------|------------------------------|----------------------------|------------------------------|
| Beginning Fund Balance for Fiscal Year | \$ 4,270,000 | \$ 162,500 | \$ 5,814,748 | \$ 250,000 | \$ 10,497,248 |
| Beginning Fund Balance from Previous Year Projects Carried Forward | 3,466,071 | - | 34,766,469 | - | 38,232,540 |
| Previously Levied Taxes estimated to be received during ensuing year | 300,000 | - | - | 50,000 | 350,000 |
| PROGRAM REVENUES: | | | | | |
| Swim Center Revenue | 2,899,023 | - | - | - | 2,899,023 |
| Tennis Revenue | 1,055,081 | - | - | - | 1,055,081 |
| Recreation Program Revenue | 5,104,267 | - | - | - | 5,104,267 |
| Sports Program/Athletic Center Revenue | 1,279,734 | - | - | - | 1,279,734 |
| Natural Resources Revenue | 362,215 | - | - | - | 362,215 |
| OTHER REVENUES: | | | | | |
| Miscellaneous Revenue | 160,350 | - | - | - | 160,350 |
| Interest Revenue | 135,000 | 500 | 180,150 | 38,017 | 353,667 |
| Telecommunication Site Lease Revenue | 235,000 | - | - | - | 235,000 |
| Facility Rental Revenue | 320,000 | - | - | - | 320,000 |
| Grants and Intergovernmental Revenue | 626,458 | - | - | - | 626,458 |
| Sponsorships | 5,000 | - | - | - | 5,000 |
| System Development Charges | - | - | 4,740,600 | - | 4,740,600 |
| Debt Proceeds | - | - | 1,750,000 | - | 1,750,000 |
| Transfers In | 421,057 | - | - | - | 421,057 |
| Total Resources except taxes to be levied..... Sub Total | <u>\$ 20,639,256</u> | <u>\$ 163,000</u> | <u>\$ 47,251,967</u> | <u>\$ 338,017</u> | <u>\$ 68,392,240</u> |
| Current Year Property Taxes (Permanent Rate multiplied by Assessed Value) | 27,445,905 | - | - | 6,746,635 | 34,192,540 |
| TOTAL RESOURCES | <u><u>\$ 48,085,161</u></u> | <u><u>\$ 163,000</u></u> | <u><u>\$ 47,251,967</u></u> | <u><u>\$ 7,084,652</u></u> | <u><u>\$ 102,584,780</u></u> |

RESOURCES NARRATIVE - ALL FUNDS

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

Beginning Fund Balance: Beginning Fund Balance is a resource derived from prior year's budget. Beginning Fund Balance generally results from an over-collection of budgeted resources and under-expenditures of budget appropriations. The estimated Beginning Fund Balance for FY 2015/16 consists of General Fund (\$4,270,000), Maintenance Mitigation Fund (\$162,500), Debt Service Fund (\$250,000), System Development Charge Fund (\$5,814,748).

Beginning Fund Balance from Previous Year Projects Carried Forward: Beginning Fund Balance from projects carried forward represents fund balance committed to projects in a prior year but not yet expended. The full listing of carryforward projects can be found within the Capital Projects and System Development Charges sections, pages CO-3 and SDC-4, under the Carry Over Projects heading, plus all of the Bond Capital Projects Fund. The estimated total of project carryforward from the previous year consists of General Fund (\$3,466,071), System Development Charge Fund (\$5,626,000) and Bond Capital Projects Fund (\$29,140,469).

Prior Year's Taxes: Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2015/16 fiscal year, the park district is projected to collect approximately one-half of the uncollected property taxes. The estimated amount of previously levied taxes to be received for the fiscal year 2015/16 consists of General Fund (\$300,000) and Debt Service Fund (\$50,000).

PROGRAM REVENUES: Estimated revenue from programs is based on funded program levels multiplied by established fees and estimated attendance. Adjustments are continually made to ensure classes are making progress toward achieving the target rate of cost recovery.

Swim Center Revenue: Swim Center revenue is generated from passes, open swim, instruction and Beaverton School District #48. The total swim center revenue is \$2,899,023. The following is a breakdown of revenue generated by each swim center and program type:

| <u>Swim Center Revenue</u> | | <u>Program Revenue</u> | |
|----------------------------|---------------------|------------------------|---------------------|
| Aloha | \$ 363,747 | Swim Passes | \$ 459,683 |
| Beaverton | 514,104 | General Admission | 270,298 |
| Conestoga - Aquatic | 621,214 | Aquatic Instruction | 1,913,134 |
| Harman | 314,973 | Facility Rentals | |
| Sunset | 282,044 | - School District #48 | 36,180 |
| Aquatic Center | 664,229 | - Other Rental Events | 219,728 |
| Raleigh | 57,030 | | |
| Somerset West | 81,682 | | |
| | <u>\$ 2,899,023</u> | | <u>\$ 2,899,023</u> |

Tennis Revenue: Tennis Revenue of \$1,055,081 is generated by open play, instruction, special interest events and the sale of tennis balls.

| Tennis Program Revenue | Program | Facility Rental | Total |
|------------------------|---------------------|------------------|---------------------|
| Open play | 328,934 | - | 328,934 |
| Instruction | 634,317 | - | 634,317 |
| Special interest | 69,485 | 12,100 | 81,585 |
| Tennis ball sales | 10,245 | - | 10,245 |
| | <u>\$ 1,042,981</u> | <u>\$ 12,100</u> | <u>\$ 1,055,081</u> |

Recreational Program Revenue: Recreational program and rental revenue of \$5,104,267 is generated from Cedar Hills Recreation Center, Garden Home Recreation Center, the Stuhr Center, Camp Rivendale, Conestoga Recreation/Aquatic Center, Administration registrations, out-of-district assessments and facility room rentals.

| Recreational Program Revenue | Program | Facility Rental | Total |
|-------------------------------|---------------------|-------------------|---------------------|
| Garden Home Recreation Center | 916,994 | 82,800 | 999,794 |
| Cedar Hills Recreation Center | 1,619,784 | - | 1,619,784 |
| Elsie Stuhr Center | 371,049 | 101,135 | 472,184 |
| Camp Rivendale | 100,116 | - | 100,116 |
| Conestoga - Recreation | 1,293,989 | 52,400 | 1,346,389 |
| Administration | 473,000 | - | 473,000 |
| | <u>\$ 4,774,932</u> | <u>\$ 236,335</u> | <u>\$ 5,011,267</u> |

Sports Program/Athletic Center Revenue: Sports program and Athletic Center revenue of \$1,279,734 is generated primarily from basketball, softball and volleyball, along with rentals and field use fees received from the affiliated sports groups field usage.

| Sports Program/Athletic Center Revenue | Program | Facility Rental | Total |
|--|-------------------|-------------------|---------------------|
| Concessions | 96,005 | - | 96,005 |
| Fitness & Exercise | 37,820 | - | 37,820 |
| Special Events | 4,300 | - | 4,300 |
| Special Interest | 205,527 | - | 205,527 |
| Indoor Sports | 263,838 | 108,854 | 372,692 |
| Outdoor Sports | 77,845 | 411,295 | 489,140 |
| Frequent User Passes | 74,250 | - | 74,250 |
| | <u>\$ 759,585</u> | <u>\$ 520,149</u> | <u>\$ 1,279,734</u> |

Natural Resources Revenue: Natural Resources revenue of \$327,188 is generated from instruction and outdoor recreation programs held at both the Tualatin Hills Nature Center and Cooper Mountain Nature Park.

| Natural Resources Revenue | Program | Facility Rental | Total |
|-------------------------------------|-------------------|------------------|-------------------|
| Instruction/Environmental Education | 302,142 | 20,000 | 322,142 |
| Outdoor Recreation | 5,046 | - | 5,046 |
| | <u>\$ 307,188</u> | <u>\$ 20,000</u> | <u>\$ 327,188</u> |

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

Miscellaneous Revenue: Miscellaneous revenue of \$160,350 is earned from purchasing card program rebates (\$70,000), items sold at auctions (\$40,000), easements, miscellaneous fees and forfeitures, compensation for insurance proceeds and various other sources (\$50,350).

Interest Revenue: Interest revenue in the total amount of \$353,667 is derived from available cash-on-hand that is invested in the State of Oregon Local Government Investment Pool or other allowable vehicles per the district's Investment Policy. These invested funds will be used at a later date to meet payroll, operating costs and capital improvements. Interest Revenue consists of General Fund (\$135,000), Maintenance Mitigation Fund (\$500), Debt Service Fund (\$38,017), Systems Development Charge Fund (\$40,150) and Bond Capital Projects Fund (\$140,000).

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

Rental Revenue: Rental revenue of \$320,000 is generated from the rental of park district owned homes, concessionaire services at Jenkins Estate, along with leased space within the Fanno Creek Service Center.

Grants and Intergovernmental Revenue: Grants include funding from the following sources: Natural Resources Park Restoration (\$30,000), Environmental Education Grant (\$26,000), Memorial Benches (\$8,000), ODOT Westside Trail #18 (\$80,000), LWCF-to be identified (\$100,000), LWCF-to be identified (\$75,000), RTP-to be identified (\$100,000), Possible funding (TBD) \$25,000 and RZEDB interest subsidy (\$182,458).

Sponsorships: Sponsorships in the amount of \$5,000 are from corporation advertising, partnerships and various community events.

System Development Charges: These charges are assessed against new construction within the district. Projected revenue for FY 2015/16 is \$4,740,600 and may only be utilized for improvements related to expansion.

Transfers In: Transfers in reflect the fiscal policy of recovering project management staff time from capital projects to the General Fund. In FY 2015/16, \$35,000 is anticipated from SDC and other projects, and \$386,057 from the Bond Capital Fund projects.

Current Year's Taxes for FY 2015/16 Current Taxes levied against an estimated \$22.1 billion in assessed valuation total \$35,957,505. Of that amount, Debt Service Fund generates \$7,071,684, with collections anticipated at \$6,718,100, for retirement of general obligation debt. The General Fund levy totals \$28,885,821, with collections anticipated at \$27,441,530. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,375 General Fund and \$28,535 Debt Service Fund). The PILOT funds result from de-annexed property with associated long-term debt obligations, and will be collected annually until the obligations are paid in full.



CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2015/16

Five Year Capital Funding Sources



CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2015/16

The Capital Funding Sources FY 2015/16 schedule shows the distribution of capital funding for the budget year 2015/16 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 2015-16

| | Funding Sources | | | | Total Funds |
|--|------------------|-----------|----------------|----------------|------------------|
| | General Fund | Bond Fund | SDC Fund | Grant Funds | |
| Athletic Facility Replacements | | | | | |
| Synthetic turf replacement - Sunset High School | 200,000 | | | | 200,000 |
| Tennis court resurfacing (2 sites) | 60,000 | | | | 60,000 |
| Tennis court resurfacing - HMT Tennis Center (6 indoor courts) | 44,000 | | | | 44,000 |
| Skate ramp rebuilding - HMT Skate Park (3 ramps) | 30,800 | | | | 30,800 |
| Athletic Facility Replacements Total | 334,800 | | | | 334,800 |
| Athletic Facility Improvements | | | | | |
| Synthetic turf field - Conestoga Middle School | 650,000 | | 850,000 | | 1,500,000 |
| Other athletic facility improvements | 3,300 | | | | 3,300 |
| Athletic Facility Improvements Total | 653,300 | | 850,000 | | 1,503,300 |
| Building Replacements | | | | | |
| HMT Tennis Center roof | 1,188,000 | | | | 1,188,000 |
| HMT Aquatic Center roof, pool deck and equipment | 1,821,844 | | | | 1,821,844 |
| Harman Swim Center - pool gutters, tank, deck and flooring | 345,500 | | | | 345,500 |
| Cardio weight room equipment | 40,000 | | | | 40,000 |
| Other building replacement | 225,125 | | | | 225,125 |
| Building Replacements Total | 3,620,469 | | | | 3,620,469 |
| Building Improvements | | | | | |
| Other building improvements | 15,000 | | | | 15,000 |
| Building Improvements Total | 15,000 | | | | 15,000 |
| Park & Trail Replacements | | | | | |
| Parking lots (2 sites) | 236,480 | | | | 236,480 |
| Pedestrian path construction (6 sites) | 273,586 | | | | 273,586 |
| McMillian Park playground | 175,968 | | | | 175,968 |
| Commonwealth Lake pedestrian path relocation | 138,968 | | | | 138,968 |
| Greenway Park bridge replacement | 185,000 | | | | 185,000 |
| Pedestrian pathways (3 sites) | 59,710 | | | | 59,710 |
| Sidewalk repair/replacement (3 sites) | 39,070 | | | | 39,070 |
| Signage Master Plan | 25,000 | | | | 25,000 |
| Other park & trail replacement | 93,300 | | | | 93,300 |
| Park & Trail Replacements Total | 1,227,082 | | | | 1,227,082 |
| Park & Trail Improvements | | | | | |
| Memorial Bench Fund | 8,000 | | | | 8,000 |
| Solar Powered Trash Compactors | 13,600 | | | | 13,600 |
| Grant Funded Projects | | | | | |
| LWCF grant match for undesignated project | | | | 100,000 | 100,000 |
| RTP grant match for undesignated project | | | | 100,000 | 100,000 |
| Westside Trail #18/ODOT Grant | | | | 80,000 | 80,000 |
| LWCF small grant match for undesignated project | | | | 75,000 | 75,000 |
| Undesignated grant funded project | | | | 25,000 | 25,000 |
| Park & Trail Improvements Total | 21,600 | | | 380,000 | 401,600 |
| Maintenance Equipment Replacement | | | | | |
| Other maintenance equipment replacement | 3,200 | | | | 3,200 |
| Maintenance Equipment Replacement Total | 3,200 | | | | 3,200 |
| Information Technology Replacement | | | | | |
| Servers | 37,000 | | | | 37,000 |
| Application software | 20,000 | | | | 20,000 |
| Other information technology replacement | 33,000 | | | | 33,000 |
| Information Technology Replacement Total | 90,000 | | | | 90,000 |
| Information Technology Improvement | | | | | |
| IS disaster recovery backup | 48,000 | | | | 48,000 |
| Other information technology improvement | 2,400 | | | | 2,400 |
| Information Technology Improvement Total | 50,400 | | | | 50,400 |
| Facility Challenge Grants | | | | | |
| Challenge Grant Competitive Fund | 50,000 | | | | 50,000 |
| Challenge Grants | 97,500 | | | | 97,500 |
| Facility Challenge Grants Total | 147,500 | | | | 147,500 |
| ADA Improvements | | | | | |
| McMillian Park ADA curb, ramp & table | 20,300 | | | | 20,300 |
| Aqua Lift (2 sites) | 21,000 | | | | 21,000 |
| Other ADA improvement | 3,500 | | | | 3,500 |
| ADA Improvements Total | 44,800 | | | | 44,800 |

Capital Funding Sources FY 2015-16

| | Funding Sources | | | | Total Funds |
|---|-----------------|------------------|------------------|-------------|------------------|
| | General Fund | Bond Fund | SDC Fund | Grant Funds | |
| Land Acquisition | | | | | |
| Land Acquisition - FY 2014/15 carryforward (SDC) | | | 2,460,000 | | 2,460,000 |
| Land Acquisition - new urban areas (SDC) | | | 4,000,000 | | 4,000,000 |
| Other land acquisition (SDC) | | | 500,000 | | 500,000 |
| Land Acquisition Total | | | 6,960,000 | | 6,960,000 |
| Fleet Equipment Replacement | | | | | |
| Field tractor | 55,000 | | | | 55,000 |
| Full size 4X4 pickup w/liftgate and lumber rack | 38,000 | | | | 38,000 |
| Full size pickup w/liftgate and lumber rack | 32,000 | | | | 32,000 |
| Cargo van | 25,000 | | | | 25,000 |
| Other fleet equipment replacement | 135,000 | | | | 135,000 |
| Fleet Equipment Replacement Total | 285,000 | | | | 285,000 |
| Undesignated | | | | | |
| Undesignated projects - SDC | | | 3,310,498 | | 3,310,498 |
| Undesignated Total | | | 3,310,498 | | 3,310,498 |
| Park Development/Improvement | | | | | |
| Bonny Slope / BSD Trail Development | | | 500,000 | | 500,000 |
| MTIP Grant Match - Westside Trail, Segment 18 | | | 615,000 | | 615,000 |
| Ben Graf Greenway - Trail Connection | | | 41,000 | | 41,000 |
| Fanno Creek Trail - Hall Blvd Crossing | | | 40,000 | | 40,000 |
| Timberland Park - Project Management | | | 10,000 | | 10,000 |
| Bethany Creek Falls Phases 1, 2 & 3 - Proj. Mgmt. | | | 130,000 | | 130,000 |
| New Neighborhood Park Master Plans (2 sites) | | | 150,000 | | 150,000 |
| New Neighborhood Park Development | | | 1,500,000 | | 1,500,000 |
| SW Quadrant Community Ctr - Site Feasibility Analysis | | | 80,000 | | 80,000 |
| Natural Area Master Plan | | | 100,000 | | 100,000 |
| Building Expansion - site to be determined | | | 1,000,000 | | 1,000,000 |
| Deck Expansion - Aquatic Center | | | 130,000 | | 130,000 |
| LWCF Grant Match - project to be determined | | | 100,000 | | 100,000 |
| LWCF Small Grant Match - project to be determined | | | 75,000 | | 75,000 |
| RTP Grant Match - project to be determined | | | 100,000 | | 100,000 |
| MTIP Grant Match - Beaverton Creek Trail Master Plan Phase | | | 135,000 | | 135,000 |
| MTIP Grant Match - Beaverton Creek Trail Land Acq / ROW Phase | | | 250,000 | | 250,000 |
| Matching Funds - WaCo Augusta Lane Pedestrian/Trail Bridge | | | 50,000 | | 50,000 |
| North Bethany Park and Trail Development - Project Mgmt. | | | 65,000 | | 65,000 |
| SDC Methodology and Administrative Procedures Update | | | 30,000 | | 30,000 |
| Park Development/Improvement Total | | | 5,101,000 | | 5,101,000 |
| Renovate And Redevelop Neighborhood Parks | | | | | |
| Somerset West Park | | 1,910,666 | | | 1,910,666 |
| Renovate And Redevelop Neighborhood Parks Total | | 1,910,666 | | | 1,910,666 |
| New Community Park Development | | | | | |
| SW Community Park | | 9,440,602 | | | 9,440,602 |
| New Community Park Development Total | | 9,440,602 | | | 9,440,602 |
| Renovate And Redevelop Community Parks | | | | | |
| Cedar Hills Park & Athletic Field | | 7,842,916 | | | 7,842,916 |
| Renovate And Redevelop Community Parks Total | | 7,842,916 | | | 7,842,916 |
| Natural Area Preservation | | | | | |
| Allenbach Acres Park | | 37,076 | | | 37,076 |
| AM Kennedy Park | | 7,302 | | | 7,302 |
| Bannister Creek Greenway/NE Park (ACQ) | | 75,000 | | | 75,000 |
| Beaverton Creek Greenway Duncan (ACQ) | | 20,000 | | | 20,000 |
| Beaverton Creek Trail - restoration of new property | | 63,365 | | | 63,365 |
| Bethany Wetlands Park - restoration of new property | | 42,244 | | | 42,244 |
| Bluegrass Downs Park - restoration of new property | | 15,841 | | | 15,841 |
| Camille Park | | 11,354 | | | 11,354 |
| Cedar Mill Park | | 9,799 | | | 9,799 |
| Church of Nazarene | | 30,000 | | | 30,000 |
| Cooper Mountain Area | | 211,203 | | | 211,203 |
| Crystal Creek Park | | 94,610 | | | 94,610 |
| Crystal Creek Park - restoration of new property | | 42,244 | | | 42,244 |
| Fanno Creek Park | | 64,864 | | | 64,864 |
| Greenway Park/Koll Center | | 27,266 | | | 27,266 |
| Hansen Ridge (formerly Kaiser Ridge) Park | | 4,814 | | | 4,814 |
| Hideaway Park | | 8,737 | | | 8,737 |
| Hyland Woods - Phase 2 | | 45,000 | | | 45,000 |
| Jenkins Estate - Phase 2 | | 125,000 | | | 125,000 |

Capital Funding Sources FY 2015-16

| | Funding Sources | | | | Total Funds |
|---|------------------|-------------------|-------------------|----------------|-------------------|
| | General Fund | Bond Fund | SDC Fund | Grant Funds | |
| Jordan/Jackie Husen Park | | 31,294 | | | 31,294 |
| Lilly K. Johnson (ACQ) | | 30,000 | | | 30,000 |
| Lowami Hart Woods Park | | 101,266 | | | 101,266 |
| Morrison Woods Park | | 63,364 | | | 63,364 |
| Mt Williams Park | | 105,363 | | | 105,363 |
| NE/Bethany Meadows Trail Habitat Connection | | 253,461 | | | 253,461 |
| Pioneer Park | | 2,952 | | | 2,952 |
| Raleigh Park (ACQ) | | 110,000 | | | 110,000 |
| Restoration of new properties to be acquired | | 634,192 | | | 634,192 |
| Rock Creek Greenway | | 155,000 | | | 155,000 |
| Roger Tilbury Memorial Park | | 30,320 | | | 30,320 |
| Somerset | | 150,000 | | | 150,000 |
| Vista Brook Park | | 17,456 | | | 17,456 |
| Whispering Woods Park - Phase 2 | | 125,000 | | | 125,000 |
| Natural Area Preservation Total | | 2,745,387 | | | 2,745,387 |
| Natural Area Preservation - Land Acquisition | | | | | |
| Natural Area Acquisitions | | 4,279,479 | | | 4,279,479 |
| Natural Area Preservation - Land Acquisition Total | | 4,279,479 | | | 4,279,479 |
| New Linear Park And Trail Development | | | | | |
| Miscellaneous Natural Trails | | 72,951 | | | 72,951 |
| Westside Waterhouse Trail Connection | | 679,502 | | | 679,502 |
| Rock Creek Trail Segment 5 & Allenbach, North Bethany #2 | | 795,332 | | | 795,332 |
| New Linear Park And Trail Development Total | | 1,547,785 | | | 1,547,785 |
| New Linear Park and Trail Land Acquisition | | | | | |
| New Linear Park and Trail Land Acquisition | | 8,239 | | | 8,239 |
| New Linear Park and Trail Land Acquisition Total | | 8,239 | | | 8,239 |
| Multi-Field/Multi-Purpose Athletic Field Development | | | | | |
| New Field in NW Quadrant | | 527,968 | | | 527,968 |
| New Field in SW Quadrant | | 527,364 | | | 527,364 |
| New Field in SE Quadrant | | 525,753 | | | 525,753 |
| Multi-Field/Multi-Purpose Athletic Field Development Total | | 1,581,085 | | | 1,581,085 |
| Facility Rehabilitation | | | | | |
| Structural Upgrades at Beaverton Swim Center | | 84,860 | | | 84,860 |
| Structural Upgrades at Cedar Hills Recreation Center | | 217,197 | | | 217,197 |
| Structural Upgrades at Garden Home Recreation Center | | 627,236 | | | 627,236 |
| Structural Upgrades at 50M Pool (Roof Replacement) | | 200,000 | | | 200,000 |
| Auto Gas Meter Shut Off Valves | | 14,588 | | | 14,588 |
| Facility Rehabilitation Total | | 1,143,881 | | | 1,143,881 |
| Community Center/Community Park - Land Acquisition | | | | | |
| Community Center/Community Park - Land Acquisition | | 418,152 | | | 418,152 |
| Community Center/Community Park - Land Acquisition Total | | 418,152 | | | 418,152 |
| Grand Total | 6,493,151 | 30,918,192 | 16,221,498 | 380,000 | 54,012,841 |

Five Year Capital Funding Sources FY 2016-19

| | Carryover Funds | 2016 Funding | 2017 Funding | 2018 Funding | 2019 Funding | 2020 Funding | Total 5-Year Funding |
|--|--------------------|-------------------|------------------|-------------------|------------------|-----------------|-------------------------|
| Sources of Funds | | | | | | | |
| General Fund | 3,466,071 | 3,027,080 | 0 | 0 | 0 | | 6,493,151 |
| Bond Fund | 0 | 4,645,131 | 5,847,990 | 15,748,844 | 4,676,227 | | 30,918,192 |
| SDC Fund | 5,156,500 | 11,064,998 | 0 | 0 | 0 | | 16,221,498 |
| Grant Funds | 0 | 380,000 | 0 | 0 | 0 | | 380,000 |
| Total Funds | 8,622,571 | 19,117,209 | 5,847,990 | 15,748,844 | 4,676,227 | 0 | 54,012,841 |
| Athletic Facility Replacements | | | | | | | |
| Synthetic turf replacement - Sunset High School | | 200,000 | | | | | 200,000 |
| Tennis court resurfacing (2 sites) | | 60,000 | | | | | 60,000 |
| Tennis court resurfacing - HMT Tennis Center (6 indoor courts) | | 44,000 | | | | | 44,000 |
| Skate ramp rebuilding - HMT Skate Park (3 ramps) | | 30,800 | | | | | 30,800 |
| Athletic Facility Replacements Total | | 334,800 | | | | | 334,800 |
| Athletic Facility Improvements | | | | | | | |
| Synthetic turf - Conestoga Middle School | 650,000 | 850,000 | | | | | 1,500,000 |
| Other athletic facility improvements | | 3,300 | | | | | 3,300 |
| Athletic Facility Improvements Total | 650,000 | 853,300 | | | | | 1,503,300 |
| Building Replacements | | | | | | | |
| HMT Tennis Center roof | 868,000 | 320,000 | | | | | 1,188,000 |
| HMT Aquatic Center roof, pool deck and equipment | 1,424,538 | 397,306 | | | | | 1,821,844 |
| Harman Swim Center - pool gutters, tank, deck and flooring | | 345,500 | | | | | 345,500 |
| Cardio weight room equipment | | 40,000 | | | | | 40,000 |
| Other building replacement | 37,790 | 187,335 | | | | | 225,125 |
| Building Replacements Total | 2,330,328 | 1,290,141 | | | | | 3,620,469 |
| Building Improvements | | | | | | | |
| Other building improvements | 1,800 | 13,200 | | | | | 15,000 |
| Building Improvements Total | 1,800 | 13,200 | | | | | 15,000 |
| Park & Trail Replacements | | | | | | | |
| Parking lots (2 sites) | | 236,480 | | | | | 236,480 |
| Waterhouse Powerline pedestrian path construction (Phase 2) | 172,707 | 100,879 | | | | | 273,586 |
| McMillian Park playground | 87,468 | 88,500 | | | | | 175,968 |
| Commonwealth Lake pedestrian path relocation | 78,968 | 60,000 | | | | | 138,968 |
| Greenway Park bridge replacement | 40,000 | 145,000 | | | | | 185,000 |
| Pedestrian pathways (3 sites) | | 59,710 | | | | | 59,710 |
| Sidewalk repair/replacement (3 sites) | | 39,070 | | | | | 39,070 |
| Signage Master Plan | 25,000 | | | | | | 25,000 |
| Other park & trail replacement | 9,500 | 83,800 | | | | | 93,300 |
| Park & Trail Replacements Total | 413,643 | 813,439 | | | | | 1,227,082 |
| Park & Trail Improvements | | | | | | | |
| Memorial Bench Fund | | 8,000 | | | | | 8,000 |
| Solar Powered Trash Compactors | | 13,600 | | | | | 13,600 |
| Grant Funded Projects | | | | | | | |
| LWCF grant match for undesignated project | | 100,000 | | | | | 100,000 |
| RTP grant match for undesignated project | | 100,000 | | | | | 100,000 |
| Westside Trail #18/ODOT Grant | | 80,000 | | | | | 80,000 |
| LWCF small grant match for undesignated project | | 75,000 | | | | | 75,000 |
| Undesignated grant funded project | | 25,000 | | | | | 25,000 |
| Park & Trail Improvements Total | | 401,600 | | | | | 401,600 |
| Maintenance Equipment Replacement | | | | | | | |
| Other maintenance equipment replacement | | 3,200 | | | | | 3,200 |
| Maintenance Equipment Replacement Total | | 3,200 | | | | | 3,200 |
| Information Technology Replacement | | | | | | | |
| Servers | | 37,000 | | | | | 37,000 |
| Application software | | 20,000 | | | | | 20,000 |
| Other information technology replacement | | 33,000 | | | | | 33,000 |
| Information Technology Replacement Total | | 90,000 | | | | | 90,000 |
| Information Technology Improvement | | | | | | | |
| IS disaster recovery backup | | 48,000 | | | | | 48,000 |
| Other information technology improvement | | 2,400 | | | | | 2,400 |
| Information Technology Improvement Total | | 50,400 | | | | | 50,400 |
| Facility Challenge Grants | | | | | | | |
| Challenge Grant Competitive Fund | 50,000 | | | | | | 50,000 |
| Challenge Grants | | 97,500 | | | | | 97,500 |
| Facility Challenge Grants Total | 50,000 | 97,500 | | | | | 147,500 |
| ADA Improvements | | | | | | | |
| McMillian Park ADA curb, ramp & table | 20,300 | | | | | | 20,300 |
| Aqua Lift (2 sites) | | 21,000 | | | | | 21,000 |
| Other ADA improvement | | 3,500 | | | | | 3,500 |
| ADA Improvements Total | 20,300 | 24,500 | | | | | 44,800 |
| Land Acquisition | | | | | | | |
| Land Acquisition - FY 2014/15 carryforward (SDC) | 2,460,000 | | | | | | 2,460,000 |
| Land Acquisition - new urban areas (SDC) | | 4,000,000 | | | | | 4,000,000 |
| Other land acquisition (SDC) | | 500,000 | | | | | 500,000 |
| Land Acquisition Total | 2,460,000 | 4,500,000 | | | | | 6,960,000 |
| Fleet Equipment Replacement | | | | | | | |
| Field tractor | | 55,000 | | | | | 55,000 |
| Full size 4X4 pickup w/liftgate and lumber rack | | 38,000 | | | | | 38,000 |
| Full size pickup w/liftgate and lumber rack | | 32,000 | | | | | 32,000 |
| Cargo van | | 25,000 | | | | | 25,000 |
| Other fleet equipment replacement | | 135,000 | | | | | 135,000 |
| Fleet Equipment Replacement Total | | 285,000 | | | | | 285,000 |

Five Year Capital Funding Sources FY 2016-19

| | Carryover Funds | 2016 Funding | 2017 Funding | 2018 Funding | 2019 Funding | 2020 Funding | Total 5-Year Funding |
|---|--------------------|------------------|------------------|------------------|------------------|-----------------|-------------------------|
| Undesignated | | | | | | | |
| Undesignated projects - SDC | | 3,310,498 | | | | | 3,310,498 |
| Undesignated Total | | 3,310,498 | | | | | 3,310,498 |
| Park Development/Improvement | | | | | | | |
| Bonny Slope / BSD Trail Development | 500,000 | | | | | | 500,000 |
| MTIP Grant Match - Westside Trail, Segment 18 | 200,000 | 415,000 | | | | | 615,000 |
| Ben Graf Greenway - Trail Connection | 41,000 | | | | | | 41,000 |
| Fanno Creek Trail - Hall Blvd Crossing | 40,000 | | | | | | 40,000 |
| Timberland Park - project management | 0 | 10,000 | | | | | 10,000 |
| Bethany Creek Falls Phases 1, 2 & 3 - project management | 105,500 | 24,500 | | | | | 130,000 |
| New Neighborhood Park Master Plans (2 sites) | 150,000 | | | | | | 150,000 |
| New Neighborhood Park Development | 1,500,000 | | | | | | 1,500,000 |
| SW Quadrant Community Ctr - Site Feasibility Analysis | 60,000 | 20,000 | | | | | 80,000 |
| Natural Area Master Plan | 100,000 | | | | | | 100,000 |
| Building expansion - site to be determined | | 1,000,000 | | | | | 1,000,000 |
| Deck expansion - Aquatic Center | | 130,000 | | | | | 130,000 |
| LWCF Grant Match - project to be determined | | 100,000 | | | | | 100,000 |
| LWCF Small Grant Match - project to be determined | | 75,000 | | | | | 75,000 |
| RTP Grant Match - project to be determined | | 100,000 | | | | | 100,000 |
| MTIP Grant Match - Beaverton Creek Trail Master Plan Phase | | 135,000 | | | | | 135,000 |
| MTIP Grant Match - Beaverton Creek Trail Land Acq / ROW Phase | | 250,000 | | | | | 250,000 |
| Matching Funds - WaCo Augusta Lane Pedestrian/Trail Bridge | | 50,000 | | | | | 50,000 |
| North Bethany Park and Trail Development - project management | | 65,000 | | | | | 65,000 |
| SDC Methodology and Administrative Procedures Update | | 30,000 | | | | | 30,000 |
| Park Development/Improvement Total | 2,696,500 | 2,404,500 | | | | | 5,101,000 |
| Renovate And Redevelop Neighborhood Parks | | | | | | | |
| Somerset West Park | | 45,000 | 95,000 | 681,011 | 1,089,655 | | 1,910,666 |
| Renovate And Redevelop Neighborhood Parks Total | | 45,000 | 95,000 | 681,011 | 1,089,655 | | 1,910,666 |
| New Community Park Development | | | | | | | |
| SW Community Park | | 250,000 | 1,388,016 | 7,802,586 | | | 9,440,602 |
| New Community Park Development Total | | 250,000 | 1,388,016 | 7,802,586 | | | 9,440,602 |
| Renovate And Redevelop Community Parks | | | | | | | |
| Cedar Hills Park & Athletic Field | | 538,344 | 1,017,002 | 3,540,457 | 2,747,113 | | 7,842,916 |
| Renovate And Redevelop Community Parks Total | | 538,344 | 1,017,002 | 3,540,457 | 2,747,113 | | 7,842,916 |
| Natural Area Preservation | | | | | | | |
| Allenbach Acres Park | | 4,917 | 14,784 | 17,375 | | | 37,076 |
| AM Kennedy Park | | 7,302 | | | | | 7,302 |
| Bannister Creek Greenway/NE Park (ACQ) | | 18,750 | 18,750 | 18,750 | 18,750 | | 75,000 |
| Beaverton Creek Greenway Duncan (ACQ) | | 5,000 | 5,000 | 5,000 | 5,000 | | 20,000 |
| Beaverton Creek Trail - restoration of new property | | 15,754 | 15,754 | 15,754 | 16,103 | | 63,365 |
| Bethany Wetlands Park - restoration of new property | | 10,502 | 10,503 | 10,503 | 10,736 | | 42,244 |
| Bluegrass Downs Park - restoration of new property | | 3,937 | 3,939 | 3,939 | 4,026 | | 15,841 |
| Camille Park | | 11,354 | | | | | 11,354 |
| Cedar Mill Park | | 3,000 | 3,000 | 3,799 | | | 9,799 |
| Church of Nazarene | | 7,500 | 7,500 | 7,500 | 7,500 | | 30,000 |
| Cooper Mountain Area | | 82,510 | 52,510 | 76,183 | | | 211,203 |
| Crystal Creek Park | | 94,610 | | | | | 94,610 |
| Crystal Creek Park - restoration of new property | | 10,502 | 10,503 | 10,503 | 10,736 | | 42,244 |
| Fanno Creek Park | | 21,621 | 21,621 | 21,622 | | | 64,864 |
| Greenway Park/Koll Center | | 9,700 | 8,500 | 9,066 | | | 27,266 |
| Hansen Ridge (formerly Kaiser Ridge) Park | | 1,141 | 3,673 | | | | 4,814 |
| Hideaway Park | | 4,237 | 4,500 | | | | 8,737 |
| Hyland Woods - Phase 2 | | 15,000 | 15,000 | 15,000 | | | 45,000 |
| Jenkins Estate - Phase 2 | | 41,667 | 41,667 | 41,666 | | | 125,000 |
| Jordan/Jackie Husen Park | | 8,500 | 22,794 | | | | 31,294 |
| Lilly K. Johnson (ACQ) | | 7,500 | 7,500 | 7,500 | 7,500 | | 30,000 |
| Lowami Hart Woods Park | | 11,870 | 42,000 | 47,396 | | | 101,266 |
| Morrison Woods Park | | 15,753 | 15,754 | 15,754 | 16,103 | | 63,364 |
| Mt Williams Park | | 12,000 | 32,000 | 61,363 | | | 105,363 |
| NE/Bethany Meadows Trail Habitat Connection | | 84,718 | 42,011 | 63,366 | 63,366 | | 253,461 |
| Pioneer Park | | 2,952 | | | | | 2,952 |
| Raleigh Park (ACQ) | | 27,500 | 27,500 | 27,500 | 27,500 | | 110,000 |
| Restoration of new properties to be acquired | | 158,548 | 158,548 | 158,548 | 158,548 | | 634,192 |
| Rock Creek Greenway | | 51,667 | 51,667 | 51,666 | | | 155,000 |
| Roger Tilbury Memorial Park | | 842 | 3,480 | 11,302 | 14,696 | | 30,320 |
| Somerset | | 50,000 | 50,000 | 50,000 | | | 150,000 |
| Vista Brook Park | | 9,424 | 8,032 | | | | 17,456 |
| Whispering Woods Park - Phase 2 | | 41,667 | 41,667 | 41,666 | | | 125,000 |
| Natural Area Preservation Total | | 851,945 | 740,157 | 792,721 | 360,564 | | 2,745,387 |
| Natural Area Preservation - Land Acquisition | | | | | | | |
| Natural Area Acquisitions | | 810,282 | 1,069,197 | 2,400,000 | | | 4,279,479 |
| Natural Area Preservation - Land Acquisition Total | | 810,282 | 1,069,197 | 2,400,000 | | | 4,279,479 |
| New Linear Park And Trail Development | | | | | | | |
| Miscellaneous Natural Trails | | 29,049 | 14,525 | 14,525 | 14,852 | | 72,951 |
| Westside Waterhouse Trail Connection | | 446,981 | 232,521 | | | | 679,502 |
| Rock Creek Trail Segment 5 & Allenbach, North Bethany #2 | | 318,107 | 159,075 | 159,075 | 159,075 | | 795,332 |
| New Linear Park And Trail Development Total | | 794,137 | 406,121 | 173,600 | 173,927 | | 1,547,785 |

Five Year Capital Funding Sources FY 2016-19

| | Carryover Funds | 2016 Funding | 2017 Funding | 2018 Funding | 2019 Funding | 2020 Funding | Total 5-Year Funding |
|---|--------------------|-------------------|------------------|-------------------|------------------|-----------------|-------------------------|
| New Linear Park and Trail Land Acquisition | | | | | | | |
| New Linear Park and Trail Land Acquisition | | 8,239 | | | | | 8,239 |
| New Linear Park and Trail Land Acquisition Total | | 8,239 | | | | | 8,239 |
| Multi-Field/Multi-Purpose Athletic Field Development | | | | | | | |
| New Field in NW Quadrant | | 38,000 | 65,000 | 120,000 | 304,968 | | 527,968 |
| New Field in SW Quadrant | | 103,895 | 185,000 | 238,469 | | | 527,364 |
| New Field in SE Quadrant | | 89,403 | 436,350 | | | | 525,753 |
| Multi-Field/Multi-Purpose Athletic Field Development Total | | 231,298 | 686,350 | 358,469 | 304,968 | | 1,581,085 |
| Facility Rehabilitation | | | | | | | |
| Structural Upgrades at Beaverton Swim Center | | 84,860 | | | | | 84,860 |
| Structural Upgrades at Cedar Hills Recreation Center | | 217,197 | | | | | 217,197 |
| Structural Upgrades at Garden Home Recreation Center | | 346,089 | 281,147 | | | | 627,236 |
| Structural Upgrades at 50M Pool (Roof Replacement) | | 35,000 | 165,000 | | | | 200,000 |
| Auto Gas Meter Shut Off Valves | | 14,588 | | | | | 14,588 |
| Facility Rehabilitation Total | | 697,734 | 446,147 | | | | 1,143,881 |
| Community Center/Community Park - Land Acquisition | | | | | | | |
| Community Center/Community Park - Land Acquisition | | 418,152 | | | | | 418,152 |
| Community Center/Community Park - Land Acquisition Total | | 418,152 | | | | | 418,152 |
| Grand Total | 8,622,571 | 19,117,209 | 5,847,990 | 15,748,844 | 4,676,227 | 0 | 54,012,841 |

Tualatin Hills Park & Recreation District

Capital Improvement Plan

2016 thru 2020

PROJECTS BY FUNDING SOURCE

| Source | Project# | Priority | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|--|--------------|----------|------------|-----------|------------|-----------|------|------------|
| Bond Fund | | | | | | | | |
| Renovate And Redevelop Neighborhood Parks Total | 16 Ren Neigh | n/a | 45,000 | 95,000 | 681,011 | 1,089,655 | | 1,910,666 |
| New Community Park Development Total | 17 New Comm | n/a | 250,000 | 1,388,016 | 7,802,586 | | | 9,440,602 |
| Renovate And Redevelop Community Parks Total | 18 Ren Comm | n/a | 538,344 | 1,017,002 | 3,540,457 | 2,747,113 | | 7,842,916 |
| Natural Area Preservation Total | 19 NR Preser | n/a | 851,945 | 740,157 | 792,721 | 360,564 | | 2,745,387 |
| Natural Area Preservation - Land Acquisition Total | 20 NR Land A | n/a | 810,282 | 1,069,197 | 2,400,000 | | | 4,279,479 |
| New Linear Park And Trail Development Total | 21 Lin Pk Tr | n/a | 794,137 | 406,121 | 173,600 | 173,927 | | 1,547,785 |
| New Linear Park and Trail Land Acquisition | 22 Trl LA | n/a | 8,239 | | | | | 8,239 |
| Multi-Field/Multi-Purpose Athletic Field Dev Total | 23 Ath Field | n/a | 231,298 | 686,350 | 358,469 | 304,968 | | 1,581,085 |
| Facility Rehabilitation Total | 24 Fac Rehab | n/a | 697,734 | 446,147 | | | | 1,143,881 |
| Community Center/Park Land Acquisition Total | 25 ComCtr LA | n/a | 418,152 | | | | | 418,152 |
| Bond Fund Total | | | 4,645,131 | 5,847,990 | 15,748,844 | 4,676,227 | | 30,918,192 |
| General Fund | | | | | | | | |
| Athletic Facility Replacements Total | 01 Ath Fac R | n/a | 334,800 | | | | | 334,800 |
| Athletic Facility Improvements Total | 02 Ath Fac I | n/a | 653,300 | | | | | 653,300 |
| Building Replacements Total | 03 Bldg Rplc | n/a | 3,620,469 | | | | | 3,620,469 |
| Building Improvements Total | 04 Bldg Impr | n/a | 15,000 | | | | | 15,000 |
| Park & Trail Replacements Total | 05 Pk & Tr R | n/a | 1,227,082 | | | | | 1,227,082 |
| Park & Trail Improvements Total | 06 Pk & Tr I | n/a | 21,600 | | | | | 21,600 |
| Maintenance Equipment Replacement | 07 Main Eq R | n/a | 3,200 | | | | | 3,200 |
| Information Technology Replacement Total | 08 IT Rplc | n/a | 90,000 | | | | | 90,000 |
| Information Technology Improvement Total | 09 IT Imprv | n/a | 50,400 | | | | | 50,400 |
| Facility Challenge Grants Total | 10 Chall Grt | n/a | 147,500 | | | | | 147,500 |
| ADA Improvements Total | 11 ADA Imp | n/a | 44,800 | | | | | 44,800 |
| Fleet & Equipment Replacement Total | 13 Fleet | n/a | 285,000 | | | | | 285,000 |
| General Fund Total | | | 6,493,151 | | | | | 6,493,151 |
| Grant Funds | | | | | | | | |
| Park & Trail Improvements Total | 06 Pk & Tr I | n/a | 380,000 | | | | | 380,000 |
| Grant Funds Total | | | 380,000 | | | | | 380,000 |
| SDC Fund | | | | | | | | |
| Athletic Facility Improvements Total | 02 Ath Fac I | n/a | 850,000 | | | | | 850,000 |
| Land Acquisition Total | 12 Land Acq | n/a | 6,960,000 | | | | | 6,960,000 |
| Undesignated Total | 14 Undesig | n/a | 3,310,498 | | | | | 3,310,498 |
| Park Development/Improvement Total | 15 Park Dv/I | n/a | 5,101,000 | | | | | 5,101,000 |
| SDC Fund Total | | | 16,221,498 | | | | | 16,221,498 |
| GRAND TOTAL | | | 27,739,780 | 5,847,990 | 15,748,844 | 4,676,227 | | 54,012,841 |



Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Project # 01 Ath Fac R
Project Name Athletic Facility Replacements Total

Total Project Cost: \$334,800

Description

Includes the following projects:
 Synthetic turf replacement - Sunset High School
 Tennis court resurfacing (2 sites)
 Tennis court resurfacing - HMT Tennis Center (6 indoor courts)
 Skate ramp rebuilding - HMT Skate Park (3 ramps)

Justification

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

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Capital Outlay | 334,800 | | | | | 334,800 |
| Total | 334,800 | | | | | 334,800 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| General Fund | 334,800 | | | | | 334,800 |
| Total | 334,800 | | | | | 334,800 |

Budget Impact/Other

No incremental operating or maintenance costs anticipated for the replacements listed.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Project # 02 Ath Fac I
Project Name Athletic Facility Improvements Total

Total Project Cost: \$1,503,300

Description

Includes the following project:
 Synthetic turf field - Conestoga Middle School (carryover & SDC)
 Push-button activated lights - PCC tennis courts

Justification

Athletic field surface addition to enhance field usability.

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Capital Outlay | 1,503,300 | | | | | 1,503,300 |
| Total | 1,503,300 | | | | | 1,503,300 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| General Fund | 653,300 | | | | | 653,300 |
| SDC Fund | 850,000 | | | | | 850,000 |
| Total | 1,503,300 | | | | | 1,503,300 |

Budget Impact/Other

No incremental operating or maintenance cost anticipated for this athletic facility improvement.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Project # 03 Bldg Rplc
Project Name Building Replacements Total

Total Project Cost: \$3,620,469

Description

Includes the following items and categories:
 Jenkins Estate lead abatement (carryover)
 Aquatic Center - roof, pool deck, tile, HVAC controls, gutter and drain valves (carryover)
 Harman Swim Center - pool gutters, tank resurfacing, deck and floor resurfacing
 Tennis Center - roof replacement (carryover)
 Building Exteriors
 Building Furnishings
 Exercise Equipment
 Exterior Fixtures
 Floor Covering Replacements
 HVAC Components & Fixtures
 Plumbing
 Pool Apparatus & Mechanical Systems
 Security
 Windows & Doors

Justification

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

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Capital Outlay | 3,620,469 | | | | | 3,620,469 |
| Total | 3,620,469 | | | | | 3,620,469 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| General Fund | 3,620,469 | | | | | 3,620,469 |
| Total | 3,620,469 | | | | | 3,620,469 |

Budget Impact/Other

In fiscal year 2014-15 a budget appropriation was made for \$800,000 to replace the HMT Aquatic Center roof which was originally installed in 1976. The \$800,000 was carried forward to fiscal year 2015-16 with an additional \$267,773 in new funds. No incremental operating or maintenance costs are anticipated after the roof replacement is complete.

In fiscal year 2013-14 a budget appropriation was for \$1,000,000 to replace the HMT Tennis Center roof which was originally installed in 1976. A revised amount of \$868,000 was carried forward to fiscal year 2014-15. This amount was carried forward to fiscal year 2015-16 with an additional \$320,000 in new funds. No incremental operating or maintenance costs are anticipated after the roof replacement is complete.

No incremental operating or maintenance costs are anticipated for the remainder of the replacement projects listed.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Project # 04 Bldg Impr
Project Name Building Improvements Total

Total Project Cost: \$15,000

Description

Includes the following projects:
 JQAY House renovation (carryover)
 Aqua Climb
 LED lighting - Nature Center

Justification

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

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|----------------|---------------|------|------|------|------|---------------|
| Capital Outlay | 15,000 | | | | | 15,000 |
| Total | 15,000 | | | | | 15,000 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|-----------------|---------------|------|------|------|------|---------------|
| General Fund | 15,000 | | | | | 15,000 |
| Total | 15,000 | | | | | 15,000 |

Budget Impact/Other

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Project # 05 Pk & Tr R
Project Name Park & Trail Replacements Total

Total Project Cost: \$1,227,082

Description

Includes the following projects:
 Bridge replacement - Greenway Park (carryover)
 Bridge & boardwalks (4 sites)
 Concrete sidewalks (4 sites) & curbing (1 site) (carryover) (GF)
 Garden fixtures - Harman Community Garden
 Irrigation & drainage systems (4 sites)
 Lighting
 Parking lots (2 sites)
 Pedestrian pathways (6 sites) (carryover) (GF)
 Playstructure - McMillian Park (carryover)
 Playstructures (2 sites)
 Signage Master Plan (carryover)
 Tables & benches
 Trash cans and dog bag dispensers

Justification

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

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Capital Outlay | 1,227,082 | | | | | 1,227,082 |
| Total | 1,227,082 | | | | | 1,227,082 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| General Fund | 1,227,082 | | | | | 1,227,082 |
| Total | 1,227,082 | | | | | 1,227,082 |

Budget Impact/Other

No incremental operating or maintenance costs anticipated for the park and trail replacement projects.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Project # 06 Pk & Tr I
Project Name Park & Trail Improvements Total

Total Project Cost: \$401,600

Description

Includes the following projects:
 Memorial Benches
 Solar powered trash compactors
 LWCF grant match for undesignated project (grant)
 LWCF small grant match for undesignated project (grant)
 RTP grant match for undesignated project (grant)
 Westside Trail #18/ODOT grant (grant)
 Undesignated grant project (grant)

Justification

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

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Capital Outlay | 401,600 | | | | | 401,600 |
| Total | 401,600 | | | | | 401,600 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| General Fund | 21,600 | | | | | 21,600 |
| Grant Funds | 380,000 | | | | | 380,000 |
| Total | 401,600 | | | | | 401,600 |

Budget Impact/Other

No incremental operating or maintenance costs anticipated for the park and trail improvement projects.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Project # 07 Main Eq R
Project Name Maintenance Equipment Replacement

Total Project Cost: \$3,200

Description

Includes the following project:
 Carpet shampooer - Beaverton Swim Center
 Court sweeper batteries & brushes - Tennis Center
 Floor burnisher - Conestoga

Justification

Maintenance equipment replacements based on need and asset useful life.

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|--------------|-------------|-------------|-------------|-------------|--------------|
| Capital Outlay | 3,200 | | | | | 3,200 |
| Total | <u>3,200</u> | | | | | <u>3,200</u> |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|--------------|-------------|-------------|-------------|-------------|--------------|
| General Fund | 3,200 | | | | | 3,200 |
| Total | <u>3,200</u> | | | | | <u>3,200</u> |

Budget Impact/Other

No incremental operating or maintenance costs anticipated for the maintenance equipment replacements.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$90,000

Project # 08 IT Rplc
Project Name Information Technology Replacement Total

Description

Includes the following projects:
 Application software
 LAN/WAN equipment
 Laptops
 PCI credit card reader
 Printers
 Servers

Justification

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

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|---------------|-------------|-------------|-------------|-------------|---------------|
| Capital Outlay | 90,000 | | | | | 90,000 |
| Total | 90,000 | | | | | 90,000 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|---------------|-------------|-------------|-------------|-------------|---------------|
| General Fund | 90,000 | | | | | 90,000 |
| Total | 90,000 | | | | | 90,000 |

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these replacements.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$50,400

Project # 09 IT Imprv
Project Name Information Technology Improvement Total

Description

Includes the following projects:
 Disaster recovery backup
 Workstations

Justification

Information technology equipment additions to enhance working efficiencies.

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Capital Outlay | 50,400 | | | | | 50,400 |
| Total | 50,400 | | | | | 50,400 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| General Fund | 50,400 | | | | | 50,400 |
| Total | 50,400 | | | | | 50,400 |

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these improvements.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Project # 10 Chall Grt
Project Name Facility Challenge Grants Total

Total Project Cost: \$147,500

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 | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Capital Outlay | 147,500 | | | | | 147,500 |
| Total | 147,500 | | | | | 147,500 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| General Fund | 147,500 | | | | | 147,500 |
| Total | 147,500 | | | | | 147,500 |

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Project # 11 ADA Imp
Project Name ADA Improvements Total

Total Project Cost: \$44,800

Description

Includes the following projects:
 Curb, ramp and table - McMillan Park (carryover)
 Front desk redesign - Harman Swim Center
 Pool lifts (2 sites)

Justification

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

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Capital Outlay | 44,800 | | | | | 44,800 |
| Total | 44,800 | | | | | 44,800 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| General Fund | 44,800 | | | | | 44,800 |
| Total | 44,800 | | | | | 44,800 |

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these ADA improvement projects.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$6,960,000

| | |
|---------------------|-------------------------------|
| Project # | 12 Land Acq |
| Project Name | Land Acquisition Total |

| |
|--|
| Description |
| Includes the following projects: Land Acquisition - FY 2014/15 Carryforward (SDC-carryover) Land Acquisition - new urban areas (SDC) Other Land Acquisition (SDC) |

| |
|--|
| Justification |
| Additional SDC land acquisition funds. |

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Capital Outlay | 6,960,000 | | | | | 6,960,000 |
| Total | 6,960,000 | | | | | 6,960,000 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| SDC Fund | 6,960,000 | | | | | 6,960,000 |
| Total | 6,960,000 | | | | | 6,960,000 |

| |
|--|
| Budget Impact/Other |
| Approximate annual cost to maintain one acre of undeveloped land is \$355. Total incremental expenditure unknown until land acquisitions are complete. |

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Project # 13 Fleet
Project Name Fleet & Equipment Replacement Total

Total Project Cost: \$285,000

Description

Includes the following projects:
 Cargo van
 Field tractor
 Infield rakes (2)
 Mowers - 52" (1) & 72" (2)
 Pickup, full-size with liftgate and lumber rack
 Pickup, 4x4, full-size with liftgate and lumber rack
 PTO implement mower
 Utility vehicle
 Utility vehicle HD
 Utility vehicle with 52" mower

Justification

Maintenance equipment replacements based on need and asset useful life.

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|----------------|-------------|-------------|-------------|-------------|----------------|
| Capital Outlay | 285,000 | | | | | 285,000 |
| Total | 285,000 | | | | | 285,000 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|----------------|-------------|-------------|-------------|-------------|----------------|
| General Fund | 285,000 | | | | | 285,000 |
| Total | 285,000 | | | | | 285,000 |

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these replacements.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$3,310,498

| | |
|--------------|--------------------|
| Project # | 14 Undesig |
| Project Name | Undesignated Total |

Description

Includes the following project:
Undesignated Projects

Justification

Undesignated SDC funds for future project assignment.

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|----------------|------------------|------|------|------|------|------------------|
| Capital Outlay | 3,310,498 | | | | | 3,310,498 |
| Total | 3,310,498 | | | | | 3,310,498 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|-----------------|------------------|------|------|------|------|------------------|
| SDC Fund | 3,310,498 | | | | | 3,310,498 |
| Total | 3,310,498 | | | | | 3,310,498 |

Budget Impact/Other

No specific projects identified at this time.

Capital Improvement Plan

2016 *thru* 2020

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # 15 Park Dv/I
Project Name Park Development/Improvement Total

Type Improvement

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$5,101,000

| Description |
|--|
| Includes the following projects: Ben Graf Greenway - Trail Connection (Carryover) Bethany Creek Falls Phases 1, 2 & 3 - Proj. Mgmt. (Carryover) (SDC) Bonny Slope / BSD Trail Development (Carryover) Building Expansion - site to be determined Deck Expansion - Aquatic Center Fanno Creek Trail - Hall Blvd Crossing (Carryover) LWCF Grant Match - project to be determined LWCF Small Grant Match - project to be determined Matching Funds - WaCo Augusta Lane Pedestrian/Trail Bridge Project MTIP Grant Match - Beaverton Creek Trail Land Acquisition / ROW Phase MTIP Grant Match - Beaverton Creek Trail Master Plan Phase MTIP Grant Match - Westside Trail, Segment 18 (Carryover) (SDC) Natural Area Master Plan (Carryover) New Neighborhood Park Development (Carryover) New Neighborhood Park Master Plans (2 sites) (Carryover) North Bethany Park and Trail Development - Project Management RTP Grant Match - project to be determined SDC Methodology and Administrative Procedures Update SW Quadrant Community Ctr - Site Feasibility Analysis (Carryover) (SDC) Timberland Park - Project Management |

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

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|----------------|------------------|------|------|------|------|------------------|
| Capital Outlay | 5,101,000 | | | | | 5,101,000 |
| Total | 5,101,000 | | | | | 5,101,000 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|-----------------|------------------|------|------|------|------|------------------|
| SDC Fund | 5,101,000 | | | | | 5,101,000 |
| Total | 5,101,000 | | | | | 5,101,000 |

| Budget Impact/Other |
|---|
| Approximate annual cost to maintain one mile of trail is \$24,130. Total incremental costs unknown until trail sections are complete and inventoried. |
| No incremental operating or maintenance costs anticipated for the parks and other projects listed until construction is complete. |

Capital Improvement Plan

2016 *thru* 2020

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # 16 Ren Neigh
Project Name Renovate And Redevelop Neighborhood Parks Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,910,666

Description

Includes the following projects:
 Somerset West Park

Justification

2008 Bond approved renovation and redevelopment neighborhood park project. Anticipated completion date for this park is fiscal year 2018-19.

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|---------------|---------------|----------------|------------------|-------------|------------------|
| Capital Outlay | 45,000 | 95,000 | 681,011 | 1,089,655 | | 1,910,666 |
| Total | 45,000 | 95,000 | 681,011 | 1,089,655 | | 1,910,666 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|---------------|---------------|----------------|------------------|-------------|------------------|
| Bond Fund | 45,000 | 95,000 | 681,011 | 1,089,655 | | 1,910,666 |
| Total | 45,000 | 95,000 | 681,011 | 1,089,655 | | 1,910,666 |

Budget Impact/Other

Minimal incremental maintenance costs anticipated for this redeveloped neighborhood park.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$9,440,602

| | |
|---------------------|---|
| Project # | 17 New Comm |
| Project Name | New Community Park Development Total |

Description

Includes the following project:
SW Community Park

Justification

2008 Bond approved new community park development project. Anticipated completion date for this park is fiscal year 2017-18.

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|----------------|------------------|------------------|-------------|-------------|------------------|
| Capital Outlay | 250,000 | 1,388,016 | 7,802,586 | | | 9,440,602 |
| Total | 250,000 | 1,388,016 | 7,802,586 | | | 9,440,602 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|----------------|------------------|------------------|-------------|-------------|------------------|
| Bond Fund | 250,000 | 1,388,016 | 7,802,586 | | | 9,440,602 |
| Total | 250,000 | 1,388,016 | 7,802,586 | | | 9,440,602 |

Budget Impact/Other

The completed park will be 22 acres. Annual incremental maintenance costs of approximately \$2,830 per acre, or \$62,260, are anticipated.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$7,842,916

| | |
|---------------------|---|
| Project # | 18 Ren Comm |
| Project Name | Renovate And Redevelop Community Parks Total |

Description

Includes the following project:
Cedar Hills Park & Athletic Field

Justification

2008 Bond approved renovation and redevelopment community park project. Anticipated completion date for this park is fiscal year 2018-19.

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|----------------|------------------|------------------|------------------|-------------|------------------|
| Capital Outlay | 538,344 | 1,017,002 | 3,540,457 | 2,747,113 | | 7,842,916 |
| Total | 538,344 | 1,017,002 | 3,540,457 | 2,747,113 | | 7,842,916 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|----------------|------------------|------------------|------------------|-------------|------------------|
| Bond Fund | 538,344 | 1,017,002 | 3,540,457 | 2,747,113 | | 7,842,916 |
| Total | 538,344 | 1,017,002 | 3,540,457 | 2,747,113 | | 7,842,916 |

Budget Impact/Other

Minimal incremental maintenance costs anticipated for this redeveloped community park.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Project # 19 NR Preser
Project Name Natural Area Preservation Total

Total Project Cost: \$2,745,387

Description

Includes the following projects:
 Allenbach Acres Park
 Acquisitions, including Beaverton Creek Greenway/Duncan property; Church of Nazarene & Lilly K. Johnson Woods
 Bannister Creek Greenway/NE Park
 Cooper Mountain Area
 Crystal Creek Park, including restoration of new property
 Fanno Creek Park
 Greenway Park/Koll Center
 Hideaway Park
 Jordan/Jackie Husen Park
 Lowami Hart Woods Park
 Morrison Woods Park
 Mt Williams Park
 NE/Bethany Meadows Trail Habitat Connection
 Phase 2 of projects: Hyland Woods, Jenkins Estate, & Whispering Woods
 Raleigh Park
 Recently developed or renovated neighborhood parks: AM Kennedy, Camille, Cedar Mill, Hansen Ridge, Pioneer, Roger Tilbury Memorial and Vista Brook
 Restoration of new properties to be acquired, including Beaverton Creek Trail, Bethany Wetlands Park & Bluegrass Downs Park
 Rock Creek Greenway
 Somerset

Justification

2008 Bond approved natural area preservation projects.

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|----------------|----------------|----------------|----------------|-------------|------------------|
| Capital Outlay | 851,945 | 740,157 | 792,721 | 360,564 | | 2,745,387 |
| Total | 851,945 | 740,157 | 792,721 | 360,564 | | 2,745,387 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|----------------|----------------|----------------|----------------|-------------|------------------|
| Bond Fund | 851,945 | 740,157 | 792,721 | 360,564 | | 2,745,387 |
| Total | 851,945 | 740,157 | 792,721 | 360,564 | | 2,745,387 |

Budget Impact/Other

Minimal incremental maintenance costs anticipated for preservation sites.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$4,279,479

Project # 20 NR Land A
Project Name Natural Area Preservation - Land Acquisition Total

Description

Includes the following project:
 Natural Area Acquisitions

Justification

2008 Bond approved natural area preservation land acquisition projects.

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|----------------|------------------|------------------|-------------|-------------|------------------|
| Capital Outlay | 810,282 | 1,069,197 | 2,400,000 | | | 4,279,479 |
| Total | 810,282 | 1,069,197 | 2,400,000 | | | 4,279,479 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|----------------|------------------|------------------|-------------|-------------|------------------|
| Bond Fund | 810,282 | 1,069,197 | 2,400,000 | | | 4,279,479 |
| Total | 810,282 | 1,069,197 | 2,400,000 | | | 4,279,479 |

Budget Impact/Other

Approximate annual cost to maintain one acre of undeveloped land is \$355. Total incremental expenditure unknown until land acquisitions are complete.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,547,785

| | |
|---------------------|--|
| Project # | 21 Lin Pk Tr |
| Project Name | New Linear Park And Trail Development Total |

| |
|--|
| Description |
| Includes the following projects: Miscellaneous Natural Trails Rock Creek Trail Segment 5 & Allenbach, North Bethany #2 Westside Waterhouse Trail Connection |

| |
|--|
| Justification |
| 2008 Bond approved trail and linear park projects. |

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|----------------|----------------|----------------|----------------|-------------|------------------|
| Capital Outlay | 794,137 | 406,121 | 173,600 | 173,927 | | 1,547,785 |
| Total | <u>794,137</u> | <u>406,121</u> | <u>173,600</u> | <u>173,927</u> | | <u>1,547,785</u> |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|----------------|----------------|----------------|----------------|-------------|------------------|
| Bond Fund | 794,137 | 406,121 | 173,600 | 173,927 | | 1,547,785 |
| Total | <u>794,137</u> | <u>406,121</u> | <u>173,600</u> | <u>173,927</u> | | <u>1,547,785</u> |

| |
|---|
| Budget Impact/Other |
| Approximate annual cost to maintain one mile of trail is \$24,130. Total incremental costs unknown until all trail sections are complete and inventoried. |

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$8,239

Project # 22 Trl LA
Project Name New Linear Park and Trail Land Acquisition

Description

Includes the following projects:
 Linear Park and Trail Land Acquisitions

Justification

2008 Bond approved linear park and trail land acquisitions.

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|--------------|-------------|-------------|-------------|-------------|--------------|
| Capital Outlay | 8,239 | | | | | 8,239 |
| Total | 8,239 | | | | | 8,239 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|--------------|-------------|-------------|-------------|-------------|--------------|
| Bond Fund | 8,239 | | | | | 8,239 |
| Total | 8,239 | | | | | 8,239 |

Budget Impact/Other

Approximate annual cost to maintain one acre of undeveloped land is \$355. Total incremental expenditure unknown until land acquisitions are complete.

Capital Improvement Plan

2016 *thru* 2020

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # 23 Ath Field
Project Name Multi-Field/Multi-Purpose Athletic Field Dev Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,581,085

Description

Includes the following projects:
 New Field in NW Quadrant
 New Field in SW Quadrant
 New Field in SE Quadrant

Justification

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

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|----------------|----------------|----------------|----------------|----------------|------|------------------|
| Capital Outlay | 231,288 | 686,300 | 38,460 | 304,680 | | 1,811,088 |
| Total | 231,298 | 686,350 | 358,469 | 304,968 | | 1,581,085 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|-----------------|----------------|----------------|----------------|----------------|------|------------------|
| Bond Fund | 231,288 | 686,300 | 38,460 | 304,680 | | 1,811,088 |
| Total | 231,298 | 686,350 | 358,469 | 304,968 | | 1,581,085 |

Budget Impact/Other

Annual cost to maintain one sports field is approximately \$3,000. Total incremental expenditure unknown until all fields are constructed and placed into service.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,143,881

| | |
|---------------------|--------------------------------------|
| Project # | 24 Fac Rehab |
| Project Name | Facility Rehabilitation Total |

| |
|---|
| Description |
| Includes the following projects: Structural Upgrades at several facilities |

| |
|--|
| Justification |
| 2008 Bond approved facility rehabilitation projects. |

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|----------------|----------------|-------------|-------------|-------------|------------------|
| Capital Outlay | 697,734 | 446,147 | | | | 1,143,881 |
| Total | 697,734 | 446,147 | | | | 1,143,881 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|----------------|----------------|-------------|-------------|-------------|------------------|
| Bond Fund | 697,734 | 446,147 | | | | 1,143,881 |
| Total | 697,734 | 446,147 | | | | 1,143,881 |

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$418,152

| | |
|---------------------|---|
| Project # | 25 ComCtr LA |
| Project Name | Community Center/Park Land Acquisition Total |

| |
|---|
| Description |
| Includes the following project: Community Center/Community Park - Land Acquisition |

| |
|--|
| Justification |
| 2008 Bond approved community center/community park land acquisition project. |

| Expenditures | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|---------------------|----------------|-------------|-------------|-------------|-------------|----------------|
| Capital Outlay | 418,152 | | | | | 418,152 |
| Total | 418,152 | | | | | 418,152 |

| Funding Sources | 2016 | 2017 | 2018 | 2019 | 2020 | Total |
|------------------------|----------------|-------------|-------------|-------------|-------------|----------------|
| Bond Fund | 418,152 | | | | | 418,152 |
| Total | 418,152 | | | | | 418,152 |

| |
|--|
| Budget Impact/Other |
| Approximate annual cost to maintain one acre of undeveloped land is \$355. Total incremental expenditure unknown until land acquisition is complete. |



GENERAL FUND

General Fund Summary



GENERAL FUND

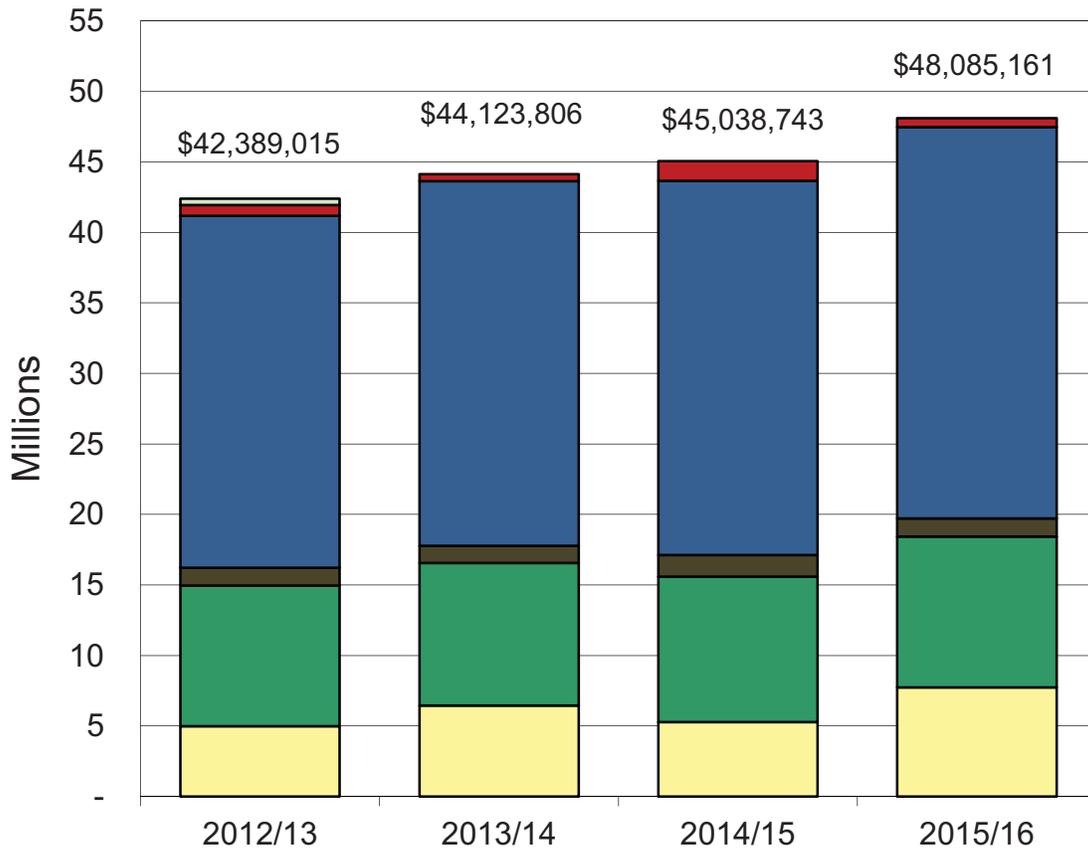
FUND DESCRIPTION

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 within 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, along with Contingency and Capital Replacement Reserve.

General Fund Resources FY 2012/13 - FY 2015/16

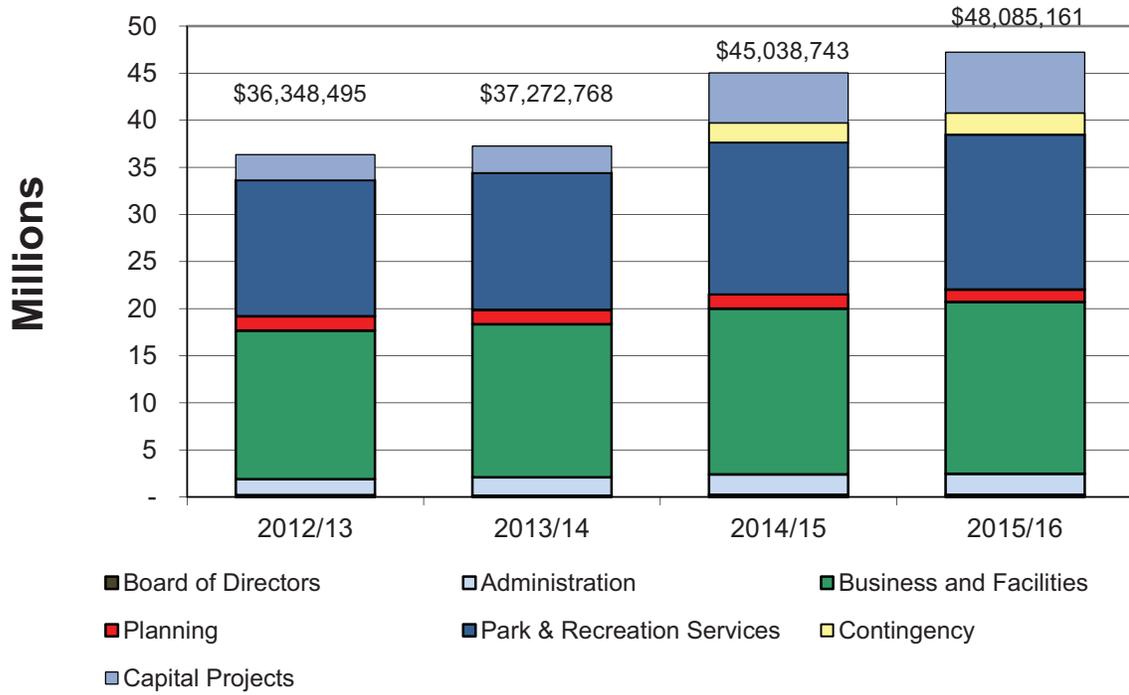


- Carry Forward-Project/Non Project
- Program Fees & Charges
- Other Income
- Taxes
- Grants & Sponsorships
- Debt Proceeds

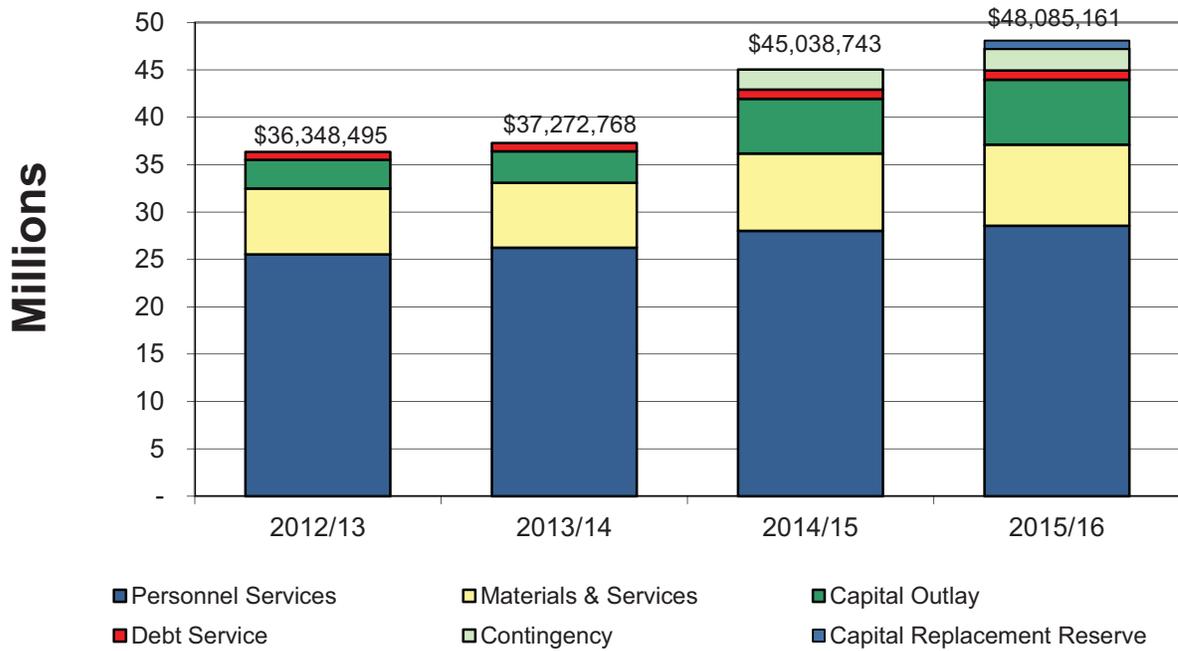
GENERAL FUND RESOURCES
FY 2012/13 - FY 2015/16

| GENERAL FUND RESOURCES: | Actual 2012/13 | Actual 2013/14 | Current 2014/15 | Proposed 2015/16 | Adopted 2015/16 |
|---|---------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|
| Cash on Hand for Fiscal Year | \$ 4,150,659 | \$ 5,312,051 | \$ 3,872,000 | \$ 4,270,000 | \$ 4,270,000 |
| Balance Forward from Previous Year Projects | 826,327 | 1,133,728 | 1,405,860 | 3,466,071 | 3,466,071 |
| Previously Levied Taxes estimated to be received during ensuing year | 245,877 | 364,259 | 250,000 | 300,000 | 300,000 |
| PROGRAM RESOURCES: | | | | | |
| Swim Center Income | 2,664,324 | 2,558,048 | 2,755,784 | 2,899,023 | 2,899,023 |
| Tennis Income | 882,715 | 955,844 | 1,034,170 | 1,055,081 | 1,055,081 |
| Recreation Program Income | 4,789,757 | 4,792,013 | 4,988,370 | 5,104,267 | 5,104,267 |
| Sports Program/Athletic Center Income | 1,314,714 | 1,433,139 | 1,219,146 | 1,279,734 | 1,279,734 |
| Natural Resources Income | 332,177 | 373,082 | 318,668 | 362,215 | 362,215 |
| OTHER RESOURCES: | | | | | |
| Miscellaneous Income | 139,085 | 159,818 | 256,738 | 160,350 | 160,350 |
| Interest Income | 134,185 | 123,974 | 135,000 | 135,000 | 135,000 |
| Telecommunication Site Lease Income | 230,679 | 234,764 | 235,000 | 235,000 | 235,000 |
| Rental Properties/Concession Income | 51,874 | 122,178 | 187,000 | 320,000 | 320,000 |
| Debt Proceeds | 457,100 | - | - | - | - |
| Grants and Intergovernmental Income | 745,850 | 500,040 | 1,351,957 | 626,458 | 626,458 |
| Sponsorships | 14,432 | 2,873 | 40,000 | 5,000 | 5,000 |
| Transfers In | 689,931 | 579,099 | 704,045 | 421,057 | 421,057 |
| Total Resources except taxes to be levied..... Sub Total | \$ 17,669,686 | \$ 18,644,910 | \$ 18,753,738 | \$ 20,639,256 | \$ 20,639,256 |
| Current Year (Permanent Rate multiplied by Assessed Value) | 24,719,329 | 25,478,896 | 26,285,005 | 27,445,905 | 27,445,905 |
| TOTAL RESOURCES | \$ 42,389,015 | \$ 44,123,806 | \$ 45,038,743 | \$ 48,085,161 | \$ 48,085,161 |

General Fund Expenditures By Division FY 2012/13 - FY 2015/16



General Fund Expenditures By Account FY 2012/13 - FY 2015/16



**SUMMARY GENERAL FUND BUDGET
FY 2012/13 - FY 2015/16**

| | Actual 2012/13 | Actual 2013/14 | Current 2014/15 | Proposed 2015/16 | Adopted 2015/16 |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| <u>EXPENDITURES BY DIVISION</u> | | | | | |
| Board of Directors | \$ 200,248 | \$ 154,475 | \$ 261,119 | \$ 236,900 | \$ 236,900 |
| Administration | 1,713,305 | 1,953,992 | 2,161,629 | 2,242,238 | 2,242,238 |
| Business and Facilities | 15,771,628 | 16,254,469 | 17,571,260 | 18,236,151 | 18,236,151 |
| Planning | 1,503,184 | 1,497,804 | 1,523,286 | 1,337,057 | 1,337,057 |
| Park & Recreation Services | 14,466,387 | 14,580,136 | 16,110,731 | 16,438,264 | 16,438,264 |
| Capital Projects | 2,693,743 | 2,831,892 | 5,310,718 | 6,444,551 | 6,444,551 |
| Contingency | - | - | 2,100,000 | 2,300,000 | 2,300,000 |
| Capital Replacement Reserve | - | - | - | 850,000 | 850,000 |
| TOTAL EXPENDITURES | \$ 36,348,495 | \$ 37,272,768 | \$ 45,038,743 | \$ 48,085,161 | \$ 48,085,161 |

| | | | | | |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <u>EXPENDITURES BY ACCOUNT</u> | | | | | |
| Personnel Services | \$ 25,518,131 | \$ 26,243,909 | \$ 28,009,628 | \$ 28,546,400 | \$ 28,546,400 |
| Materials & Services | 6,955,234 | 6,843,503 | 8,179,891 | 8,555,880 | 8,555,880 |
| Capital Outlay | 3,047,871 | 3,333,585 | 5,776,758 | 6,873,151 | 6,873,151 |
| Debt Service | 827,259 | 851,771 | 972,466 | 959,730 | 959,730 |
| Contingency | - | - | 2,100,000 | 2,300,000 | 2,300,000 |
| Capital Replacement Reserve | - | - | - | 850,000 | 850,000 |
| TOTAL EXPENDITURES | \$ 36,348,495 | \$ 37,272,768 | \$ 45,038,743 | \$ 48,085,161 | \$ 48,085,161 |

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.

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



BOARD OF DIRECTORS

John Griffiths
President

Bob Scott
Secretary

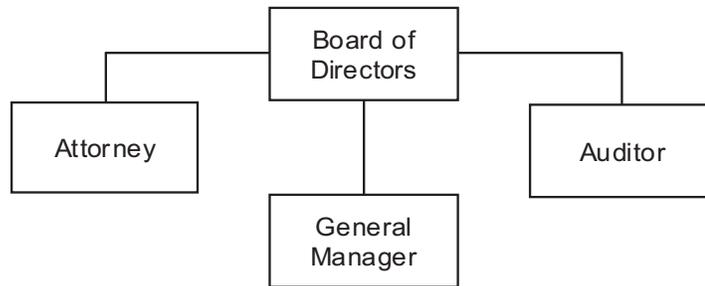
Jerry Jones Jr.
Secretary Pro-Tempore

Joe Blowers
Director

Larry Pelatt
Director



BOARD OF DIRECTORS



Mission

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

Overview

The governing board is composed of five elected members who are responsible for the overall budgetary and policy direction of 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.



Division: Board of Directors

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 3,290 | 3,287 | 3,300 | 3,300 | 3,300 |
| Materials & Services | 196,958 | 151,188 | 257,819 | 233,600 | 233,600 |
| Total Appropriations | 200,248 | 154,475 | 261,119 | 236,900 | 236,900 |
| Summary by Department | | | | | |
| Board of Directors | 200,248 | 154,475 | 261,119 | 236,900 | 236,900 |
| Total Appropriations | 200,248 | 154,475 | 261,119 | 236,900 | 236,900 |



Division: Board of Directors
Department: Board of Directors

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| <u>Board of Directors</u> | | | | | |
| P.T. Salaries | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| Payroll Taxes | 290 | 287 | 300 | 300 | 300 |
| Personnel Services | 3,290 | 3,287 | 3,300 | 3,300 | 3,300 |
| Professional Services | 455 | 723 | 15,000 | 15,000 | 15,000 |
| Elections | 29,549 | - | 33,000 | - | - |
| Supplies | 3,802 | 18,303 | 6,120 | 6,000 | 6,000 |
| Training, Travel and Memberships | 19,427 | 21,534 | 26,930 | 41,100 | 41,100 |
| Material & Services | 53,233 | 40,560 | 81,050 | 62,100 | 62,100 |
| <u>Legal</u> | | | | | |
| Professional and Technical Services | 100,875 | 81,728 | 137,394 | 130,000 | 130,000 |
| Material & Services | 100,875 | 81,728 | 137,394 | 130,000 | 130,000 |
| <u>Audit</u> | | | | | |
| Professional and Technical Services | 42,850 | 28,900 | 39,375 | 41,500 | 41,500 |
| Material & Services | 42,850 | 28,900 | 39,375 | 41,500 | 41,500 |
| Program Total | 200,248 | 154,475 | 261,119 | 236,900 | 236,900 |





**TUALATIN HILLS
PARK & RECREATION DISTRICT**

ADMINISTRATION



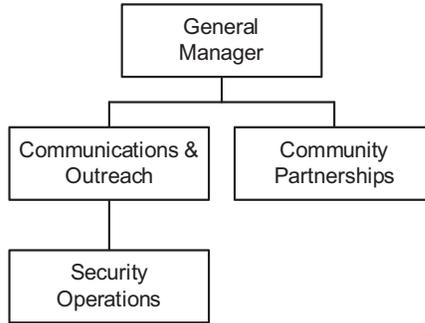
General Manager

Communications & Outreach

Security Operations

Community Partnerships

ADMINISTRATION



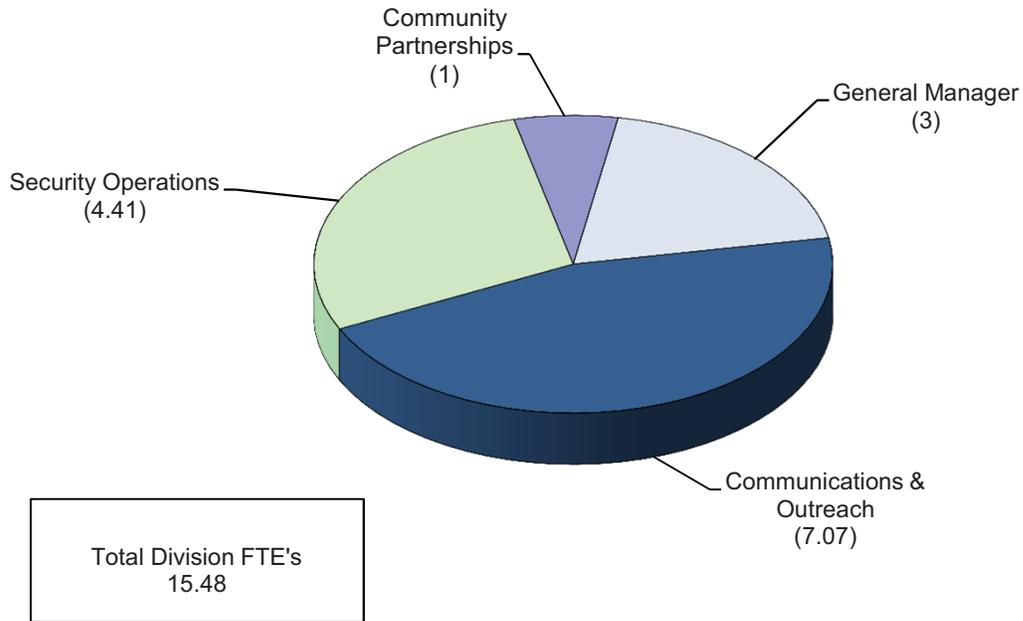
Division Mission

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

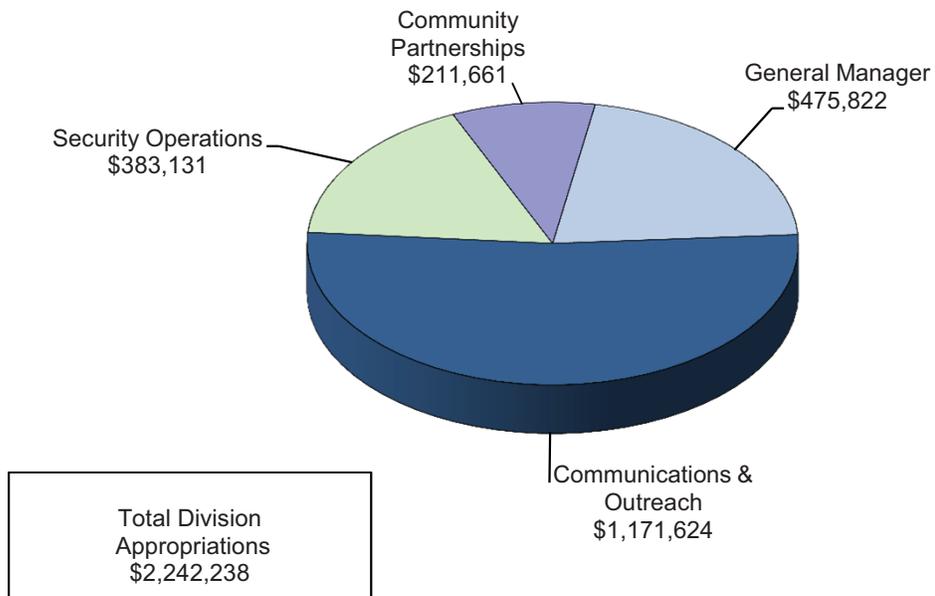
Division Overview

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, the director of Community Partnerships, and Security Operations. Activities include providing direction, supervision, coordination, fundraising, and general support of the park district's operations.

Administration Division Staffing FY 2015/16



Administration Division Appropriations FY 2015/16



Division: Administration

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 1,159,151 | 1,304,172 | 1,457,929 | 1,505,117 | 1,505,117 |
| Materials & Services | 554,154 | 649,820 | 703,700 | 737,121 | 737,121 |
| Total Appropriations | 1,713,305 | 1,953,992 | 2,161,629 | 2,242,238 | 2,242,238 |

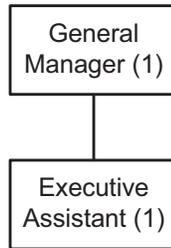
| | | | | | |
|------------------------------|------------------|------------------|------------------|------------------|------------------|
| Summary by Department | | | | | |
| Office of General Manager | 391,312 | 412,868 | 465,733 | 475,822 | 475,822 |
| Communication and Outreach | 1,003,293 | 1,199,315 | 1,120,458 | 1,171,624 | 1,171,624 |
| Security Operations | 318,700 | 341,809 | 369,448 | 383,131 | 383,131 |
| Community Partnerships | - | - | 205,990 | 211,661 | 211,661 |
| Total Appropriations | 1,713,305 | 1,953,992 | 2,161,629 | 2,242,238 | 2,242,238 |

| | | | | | |
|-------------------------|------|------|-------|-------|-------|
| Division Staff | | | | | |
| Full Time | 9.00 | 9.00 | 11.00 | 11.00 | 11.00 |
| Regular Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time (FTE) | 3.66 | 4.01 | 4.30 | 4.48 | 4.48 |



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 2014/15 Accomplishments

Directed implementation of THPRD's Goals and Objectives. Made significant progress, met or exceeded FY 2014/15 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.

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

Expanded private/public partnerships with Beaverton School District (BSD) and Portland Timbers.

FY 2015/16 Goals and Objectives

Make quantifiable progress on FY 2015/16 THPRD Goal Outcomes adopted by the board of directors.

Implement Comprehensive Plan Update and Service and Financial Sustainability Analysis recommendations.

Continue to expand cooperative relationships with other agencies: BSD, City of Beaverton, Washington County, Tualatin Valley Fire & Rescue, Tualatin Valley Water District, Portland Community College, Metro, including private/public partnerships.

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

Budget Highlights

No significant changes from the prior year budget.



Division: Administration
 Department: Office of the General Manager

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 337,513 | 354,956 | 396,083 | 404,922 | 404,922 |
| Materials & Services | 53,799 | 57,912 | 69,650 | 70,900 | 70,900 |
| Total Appropriations | 391,312 | 412,868 | 465,733 | 475,822 | 475,822 |
| Summary by Program | | | | | |
| General Manager | 391,312 | 412,868 | 465,733 | 475,822 | 475,822 |
| Total Appropriations | 391,312 | 412,868 | 465,733 | 475,822 | 475,822 |
| Division Staff | | | | | |
| Full Time | 2.00 | 2.00 | 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 |



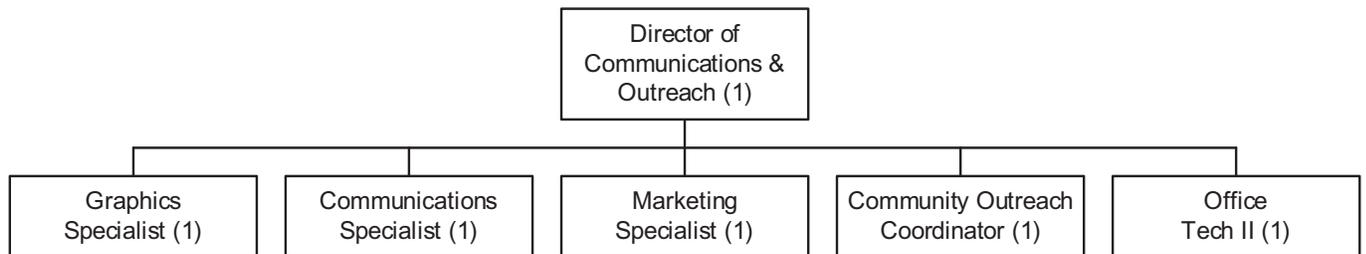
Division: Administration
 Department: Office of General Manager
 Program: General Manager

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 235,881 | 244,892 | 280,246 | 288,974 | 288,974 |
| P.T. Salary | 455 | 308 | - | - | - |
| Employee Benefits | 80,347 | 88,872 | 92,274 | 94,037 | 94,037 |
| Payroll Taxes | 20,830 | 20,884 | 23,563 | 21,911 | 21,911 |
| Personnel Services | 337,513 | 354,956 | 396,083 | 404,922 | 404,922 |
| Communications | 6,577 | 5,077 | 6,550 | 9,300 | 9,300 |
| Supplies | 1,270 | 3,532 | 5,000 | 4,500 | 4,500 |
| Training, Travel and Memberships | 45,952 | 49,303 | 58,100 | 57,100 | 57,100 |
| Material & Services | 53,799 | 57,912 | 69,650 | 70,900 | 70,900 |
| Program Total | 391,312 | 412,868 | 465,733 | 475,822 | 475,822 |
| Department Staff | | | | | |
| Full Time | 2.00 | 2.00 | 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 |



ADMINISTRATION

Communications & Outreach



Department Overview

The Communications & Outreach Division is responsible for external communications and districtwide marketing including publications, website content, social media and e-newsletters, and advertising. The position directs media relations, employee communications and community relations. It also provides oversight to Security Operations. The director of Communications & Outreach reports directly to the general manager.

FY 2014/15 Accomplishments

Rolled out marketing campaign promoting summer 2014 registration and the new district logo. Redesigned and rolled out summer, fall and winter/spring activities guide covers.

Recruited and hired newly created position of marketing specialist, who began work on a districtwide marketing plan due June 30, 2015. Goal is to reach targeted audiences more effectively and increase program registrations, among other benefits.

Continued 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, and special events. Directed production of graphics-added bond oversight report to the public.

Expanded outreach to ethnic minorities, primarily through promotion of third Beaverton International Celebration.

Began development of a community outreach plan for diverse populations based on the recommendations of the Portland State University (PSU) study.

Entered final stages of preparations for launch of a redesigned THPRD website offering increased functionality and mobile accessibility (due by end of May 2015).

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

Wrote and distributed 40 media releases March 2014-February 2015 and coordinated numerous interviews for reporters. Generated dozens of positive stories on many topics in print and online media.

Produced 13 editions of "Employee UPDATE," a monthly staff newsletter, from March 2014 through February 2015.

Provided publicity and promotional support to Party in the Park, the Concert and Theater in the Park series, and Groovin' on the Grass. Directed park district participation in numerous community events, including mayor's picnics and holiday open house.

Coordinated successful dedications/grand openings celebrating the completion of eight major bond projects and one other capital project.

Coordinated publicity of district's "Sunday Trailways" event, which included dedication of new sections of Westside Trail.

Coordinated policy review of Family Assistance Program, recommending certain changes to the THPRD Board of Directors based on public input and staff discussions. Also proposed a name change for the program to eliminate confusion of some patrons.

FY 2015/16 Goals and Objectives

Implement districtwide marketing plan.

Continue to execute communications plan related to bond measure implementation, using a wide variety of print and online communications tools to educate taxpayers about project work and stewardship of funds. This includes dedications and grand openings of major completed projects.

Monitor effectiveness of newly redesigned website post-rollout and make adjustments as necessary to improve visitor satisfaction and, consequently, district revenues and reputation.

Coordinate activities, promotions and publicity to celebrate THPRD's 60th anniversary in 2015.

Begin implementing a new plan to expand community outreach to diverse populations.

Budget Highlights

The proposed budget includes funding for the following:

- Marketing plan implementation
- Districtwide mobile app

These represent approved business plans under the goal of effectively communicating 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.

Division: Administration
 Department: Communications and Outreach

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 592,207 | 690,248 | 630,315 | 658,017 | 658,017 |
| Materials & Services | 411,086 | 509,067 | 490,143 | 513,607 | 513,607 |
| Total Appropriations | 1,003,293 | 1,199,315 | 1,120,458 | 1,171,624 | 1,171,624 |

| | | | | | |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|
| Summary by Program | | | | | |
| Communications and Outreach | 1,003,293 | 1,199,315 | 1,120,458 | 1,171,624 | 1,171,624 |
| Total Appropriations | 1,003,293 | 1,199,315 | 1,120,458 | 1,171,624 | 1,171,624 |

| | | | | | |
|-------------------------|------|------|------|------|------|
| Division Staff | | | | | |
| Full Time | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 |
| Regular Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time (FTE) | 0.76 | 0.60 | 0.89 | 1.07 | 1.07 |

Note: As of 2014/15 Community Partnerships was moved to a separate department from Communications & Outreach.



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

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 394,282 | 461,214 | 412,635 | 434,320 | 434,320 |
| P.T. Salary | 16,803 | 24,738 | 20,960 | 26,814 | 26,814 |
| Employee Benefits | 138,787 | 155,324 | 155,377 | 156,377 | 156,377 |
| Payroll Taxes | 42,335 | 48,972 | 41,343 | 40,506 | 40,506 |
| Personnel Services | 592,207 | 690,248 | 630,315 | 658,017 | 658,017 |
| Professional and Technical Services | 65,041 | 118,975 | 87,155 | 111,812 | 111,812 |
| Supplies | 22,145 | 17,373 | 22,704 | 24,320 | 24,320 |
| Communication | 310,640 | 353,078 | 361,200 | 355,050 | 355,050 |
| Training, Travel and Memberships | 11,918 | 18,441 | 18,084 | 21,050 | 21,050 |
| Small Furniture and Equipment | 1,342 | 1,200 | 1,000 | 1,375 | 1,375 |
| Material & Services | 411,086 | 509,067 | 490,143 | 513,607 | 513,607 |
| Program Total | 1,003,293 | 1,199,315 | 1,120,458 | 1,171,624 | 1,171,624 |
| Department Staff | | | | | |
| Full Time | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 |
| Regular Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time (FTE) | 0.76 | 0.60 | 0.89 | 1.07 | 1.07 |



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 unit, Security Operations works closely with local law enforcement agencies at the city and county levels. The department also maintains regular working relationships with the Beaverton School District, Portland Community College Rock Creek Campus, and Washington County Animal Control. The superintendent of Security Operations reports directly to the director of Communications & Outreach.

FY 2014/15 Accomplishments

Collaborated with the Maintenance Department to create inclement weather response teams totaling 26 employees for 18 facilities. This allows timely response and pre-ordering of supplies and equipment for emergencies.

Discovered seven new encroachments and continued checking on previously identified encroachments. Follow-up was conducted in one area that had eight encroachments. All were resolved and the land was returned to the district.

Assigned two cars to work together during Park Patrol's busiest times, resulting in self-initiated activities in areas such as patron and outside agency assists, identifying unpermitted use of alcohol and controlled substances, contacts of suspicious people, and park security checks.

Continued close relationship with local law enforcement. Several criminal cases were developed and successfully solved after staff asked for assistance. Also partnered with these agencies for multiple training opportunities allowing the use of THPRD facilities after hours.

Upgraded the fire suppression system at several facilities, keeping in compliance with regulations set forth by the state fire marshal.

FY 2015/16 Goals and Objectives

Provide training for HMT Complex employees concerning a cooperative agreement with the Beaverton School District that would use HMT campus as a temporary shelter and parent reunification site in the event of a shooting or other critical incident at a school.

Continue to implement the SARA (Scanning, Analyze, Respond & Assess) and Crime Prevention through Environmental Design (CPTED) community policing models, identifying risks at all facilities and parks where applicable.

Continue to train all employees on the Emergency Management Plan which includes Shelter-in-Place protocols. Continue to provide training regarding security concerns for a segment at the district's Leadership Academy and provide annual training in cooperation with Risk Management for employees on driver's training. Continue to train employees and monitor any/all incidents regarding suspected child abuse.

Continue monitoring the district's fire prevention, intrusion alarm and keyless access door controls. 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 callouts after hours. Update 24-hour callout lists as required. Manage day-to-day keyless card issuance and alarm panel authorization.

Continue to monitor and maintain camera video surveillance systems at five centers. Train appropriate staff on basic use of equipment.

Continue to work with the district's Planning Division on encroachment issues and investigations.

Budget Highlights

No significant changes from the prior year budget.



Division: Administration
 Department: Security Operations

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 229,431 | 258,968 | 267,961 | 272,937 | 272,937 |
| Materials & Services | 89,269 | 82,841 | 101,487 | 110,194 | 110,194 |
| Total Appropriations | 318,700 | 341,809 | 369,448 | 383,131 | 383,131 |
| Summary by Program | | | | | |
| Security Operations | 318,700 | 341,809 | 369,448 | 383,131 | 383,131 |
| Total Appropriations | 318,700 | 341,809 | 369,448 | 383,131 | 383,131 |
| 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) | 2.90 | 3.41 | 3.41 | 3.41 | 3.41 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Number of security checks conducted | 25,225 | 31,250 | 35,412 | 37,000 |
| Park district exclusions processed | 275 | 350 | 413 | 475 |
| Number of training classes conducted | 25 | 27 | 16 | 16 |
| Number of incident reports filed | 256 | 226 | 250 | 275 |
| Number of encroachment violations handled | 20 | 24 | 18 | 15 |
| Number of staff assists | 750 | 850 | 859 | 875 |

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

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 83,844 | 87,948 | 91,818 | 95,944 | 95,944 |
| P.T. Salary | 88,508 | 107,699 | 113,757 | 116,940 | 116,940 |
| Employee Benefits | 36,885 | 41,049 | 40,497 | 38,007 | 38,007 |
| Payroll Taxes | 20,194 | 22,272 | 21,889 | 22,046 | 22,046 |
| Personnel Services | 229,431 | 258,968 | 267,961 | 272,937 | 272,937 |
| Professional and Technical Services | 78,352 | 68,628 | 82,021 | 90,546 | 90,546 |
| Other Services | 6,370 | 8,364 | 7,941 | 7,941 | 7,941 |
| Communication | (330) | 913 | 2,710 | 2,710 | 2,710 |
| Supplies | 4,483 | 4,401 | 6,920 | 7,102 | 7,102 |
| Training, Travel and Memberships | 164 | 535 | 1,422 | 1,422 | 1,422 |
| Small Furniture, Fixtures and Equip. | 230 | - | 473 | 473 | 473 |
| Material & Services | 89,269 | 82,841 | 101,487 | 110,194 | 110,194 |
| Program Total | 318,700 | 341,809 | 369,448 | 383,131 | 383,131 |
| 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) | 2.90 | 3.41 | 3.41 | 3.41 | 3.41 |



ADMINISTRATION

Community Partnerships

| |
|--|
| Director of Community Partnerships (1) |
|--|

Department Overview

The Community Partnerships Division is responsible for positioning THPRD projects and programs for external private investment. The director of Community Partnerships reports to the general manager.

The division is responsible for attracting private investment and participation in district initiatives. The division is organizing now to attract partners in ground-level projects (Champions Too, for example), establish a solid platform used to attract partnerships across the district, assist the Tualatin Hills Park Foundation in activation, and foster a heightened culture of philanthropy within the district.

FY 2014/15 Accomplishments

THPRD advanced its flagship initiative designed to attract private investment – Access for All Initiative.

THPRD integrated the Champions Too Field into the SW Quadrant Community Park project in Aloha, Oregon. For private investment purposes, the 21-acre park design and build is known as the Model Community Sports Park Project (MCSP).

The Champions Council recruited by THPRD and THPF is comprised of community leaders. The Council has raised \$800,000 for the MCSP Project in grants, gifts and pledges over the last year.

A game plan for soliciting funding from Oregon foundations and individuals is in place to raise the remaining \$700,000 in the coming fiscal year.

FY 2015/16 Goals and Objectives

Advance the MCSP/Champions Too investment strategy with leadership from the Champions Council and by strategically deploying consulting services.

Continue review of partnerships and procedures existing within the district presently. Research other existing models for partnership platform. Begin using the newly upgraded sponsorship and naming policies THPRD board of directors has approved.

Add more board of trustee members to the Tualatin Hills Park Foundation.

Assess the district's understanding of philanthropy and make recommendations to assure district initiatives, projects and programs are attractive to outside private investors.

Budget Highlights

No significant changes from the prior year budget.



Division: Administration
Department: Community Partnerships

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | - | - | 163,570 | 169,241 | 169,241 |
| Materials & Services | - | - | 42,420 | 42,420 | 42,420 |
| Total Appropriations | - | - | 205,990 | 211,661 | 211,661 |
| Summary by Program | | | | | |
| Community Partnerships | - | - | 205,990 | 211,661 | 211,661 |
| Total Appropriations | - | - | 205,990 | 211,661 | 211,661 |
| Division Staff | | | | | |
| Full Time | 0.00 | 0.00 | 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 |

Note: As of 2014/15 Community Partnerships was moved to a separate department from Communications & Outreach.



Division: Administration
 Department: Community Partnerships
 Program: Community Partnerships

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | | | 127,504 | 132,747 | 132,747 |
| Employee Benefits | | | 24,348 | 25,563 | 25,563 |
| Payroll Taxes | | | 11,718 | 10,931 | 10,931 |
| Personnel Services | - | - | 163,570 | 169,241 | 169,241 |
| Professional and Technical Services | | | 38,820 | 38,820 | 38,820 |
| Training, Travel and Memberships | | | 3,600 | 3,600 | 3,600 |
| Material & Services | - | - | 42,420 | 42,420 | 42,420 |
| Program Total | - | - | 205,990 | 211,661 | 211,661 |
| Department Staff | | | | | |
| Full Time | | | 1.00 | 1.00 | 1.00 |
| Regular Part Time (FTE) | | | 0.00 | 0.00 | 0.00 |
| Part Time (FTE) | | | 0.00 | 0.00 | 0.00 |



BUSINESS & FACILITIES

FINANCE SERVICES



RISK & CONTRACT MANAGEMENT



HUMAN RESOURCES



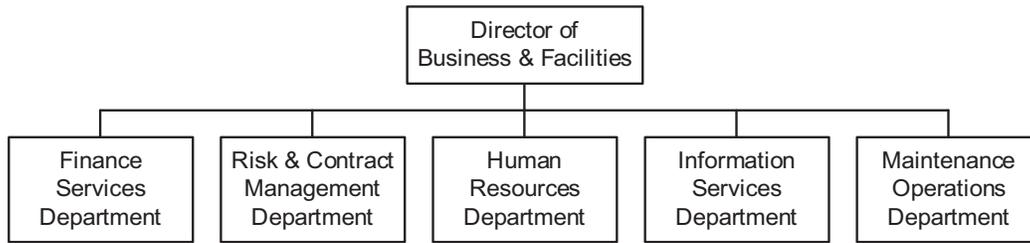
INFORMATION SERVICES



MAINTENANCE OPERATIONS



BUSINESS & FACILITIES DIVISION



Division Mission

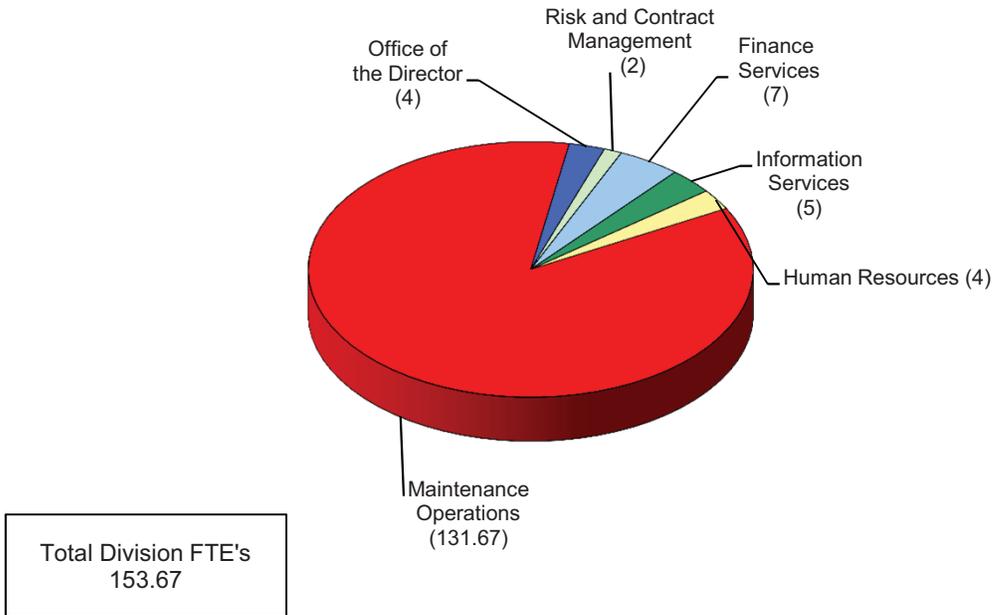
To provide financial and operational integrity and credibility to the park district by ensuring the correctness of financial information, and adequacy of internal accounting and budgeting controls. To improve district operations by providing cost effective resources and promoting technological innovation.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

Division Overview

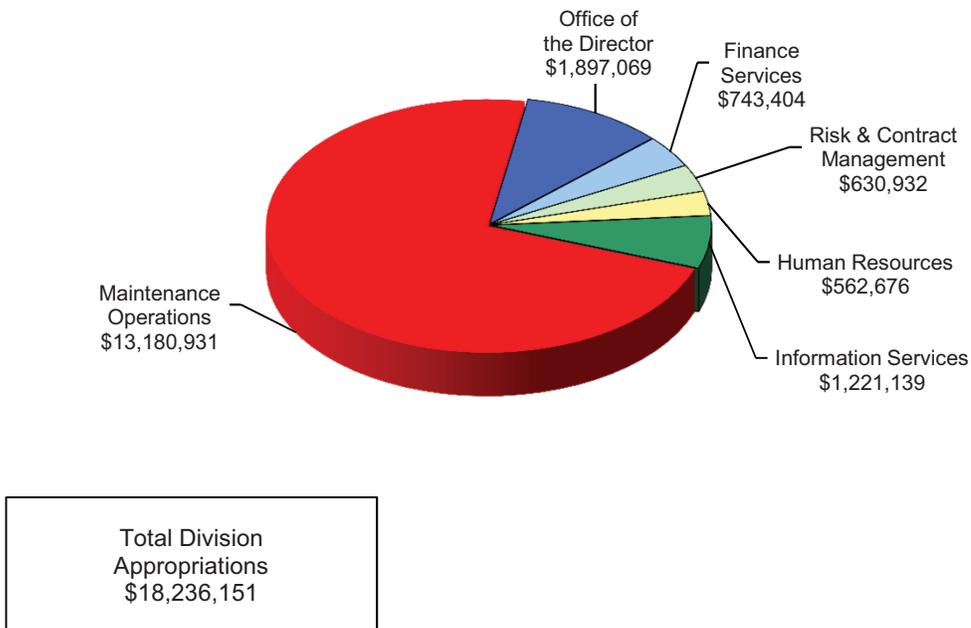
The director of Business & Facilities reports to the general manager and is responsible for all financial, administrative, and maintenance operations functions of the park district. The Business & Facilities Division budget includes the following departments: Finance Services, Risk & Contract Management, 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 2015/16



Division Appropriations by Departments FY 2015/16



Division: Business and Facilities

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 9,917,107 | 10,311,819 | 10,881,259 | 11,338,576 | 11,338,576 |
| Materials & Services | 4,673,134 | 4,589,186 | 5,251,495 | 5,509,245 | 5,509,245 |
| Debt Service | 827,259 | 851,771 | 972,466 | 959,730 | 959,730 |
| Capital Outlay | 354,128 | 501,693 | 466,040 | 428,600 | 428,600 |
| Total Appropriations | 15,771,628 | 16,254,469 | 17,571,260 | 18,236,151 | 18,236,151 |

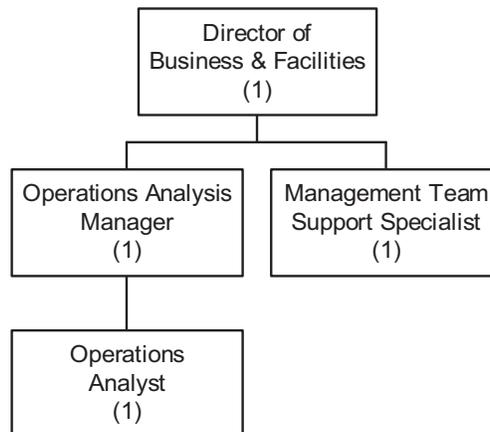
| | | | | | |
|------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Summary by Department | | | | | |
| Office of the Director | 1,649,051 | 1,585,520 | 1,927,000 | 1,897,069 | 1,897,069 |
| Finance Services | 723,253 | 709,260 | 735,010 | 743,404 | 743,404 |
| Risk and Contract Management | 596,545 | 612,865 | 589,446 | 630,932 | 630,932 |
| Human Resources | 354,640 | 385,290 | 549,012 | 562,676 | 562,676 |
| Information Services | 972,712 | 1,084,006 | 1,249,393 | 1,221,139 | 1,221,139 |
| Maintenance Operations | 11,475,427 | 11,877,528 | 12,521,399 | 13,180,931 | 13,180,931 |
| Total Appropriations | 15,771,628 | 16,254,469 | 17,571,260 | 18,236,151 | 18,236,151 |

| | | | | | |
|-------------------------|-------|-------|-------|-------|-------|
| Division Staff | | | | | |
| Full Time | 86.00 | 86.00 | 88.00 | 89.00 | 89.00 |
| Regular Part Time (FTE) | 7.88 | 7.88 | 7.00 | 7.00 | 7.00 |
| Part Time (FTE) | 56.55 | 56.64 | 57.91 | 57.67 | 57.67 |



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

FY 2014/15 Division Accomplishments

Continued work on maintenance replacement and structural upgrade projects funded by the 2008 Parks Bond.

Completed a needs assessment on the district's registration and daily operations program. Used the results of the needs assessment to conduct a request for information that will determine future strategy; continue to maintain the current in-house database or migrate to an off-the-shelf software program.

Updated the greenhouse gas inventory for scopes 1 and 2, Direct fuel use and Electricity use, respectively, for the fifth year. Results show an overall decrease of 0.3% for the current year, and a cumulative decrease of 8.8% over the four-year period, in greenhouse gas emissions by the district for these scopes.

Continued actively participating in Special Districts Association of Oregon's Legislative Committee, and worked on key legislative issues impacting the district.

Continued to support the work of the Parks Bond Citizen Oversight Committee.

Completed implementation of new purchasing procedures designed to increase access and remove barriers from the procurement process in order to enhance social equity in park district procurement.

Continued implementation of cost recovery strategy and evaluation of program offerings as identified in the Service and Financial Sustainability Analysis. Completed revisions to class fee calculation procedures and cost recovery measurement tools.

Continued work with the Future Trends Team, an interdepartmental staff team serving as a think-tank for viewing long-term trends and environmental scanning. Team has completed the research and recommendations on the first two tiers of strategic questions identified in the initial Future Trends Report and presented findings to the board of directors. Now working on researching the second tier of strategic questions and updating trends identified in the original report three years ago.

FY 2015/16 Division Goals and Objectives

Continue work on maintenance replacement and structural upgrade projects funded by the 2008 Parks Bond. Major projects for FY 2015/16

**FY 2015/16 Division Goals and Objectives
(continued)**

include seismic structural upgrades to Tualatin Hills Aquatic Center, Cedar Hills Recreation Center and Garden Home Recreation Center.

Continue to work with the Future Trends Team to conduct environmental scanning and trend updates.

Continue actively participating in Special Districts Association of Oregon's Legislative Committee as well as other legislative advocacy work at the federal and state level.

Implement the state's electronic records management system software for the identified pilot departments.

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

Continue implementation of cost recovery strategy and evaluation of program offerings as identified in the Service and Financial Sustainability Analysis.

Budget Highlights

No significant changes from the prior year budget.

Division: Business and Facilities

Department: Office of the Director

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 525,135 | 552,494 | 572,309 | 580,899 | 580,899 |
| Materials & Services | 296,657 | 181,255 | 382,225 | 356,440 | 356,440 |
| Debt Service | 827,259 | 851,771 | 972,466 | 959,730 | 959,730 |
| Total Appropriations | 1,649,051 | 1,585,520 | 1,927,000 | 1,897,069 | 1,897,069 |

| | | | | | |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|
| Summary by Program | | | | | |
| Office of the Director | 821,792 | 733,749 | 954,534 | 937,339 | 937,339 |
| Debt Service | 827,259 | 851,771 | 972,466 | 959,730 | 959,730 |
| Total Appropriations | 1,649,051 | 1,585,520 | 1,927,000 | 1,897,069 | 1,897,069 |

| | | | | | |
|-------------------------|------|------|------|------|------|
| 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) | 0.08 | 0.00 | 0.00 | 0.00 | 0.00 |



Division: Business and Facilities

Department: Office of the Director

Program: Office of the Director

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 353,633 | 366,740 | 388,461 | 391,604 | 391,604 |
| P.T. Salary | 2,002 | - | - | - | - |
| Employee Benefits | 135,923 | 151,991 | 148,465 | 156,794 | 156,794 |
| Payroll Taxes | 33,577 | 33,763 | 35,383 | 32,501 | 32,501 |
| Personnel Services | 525,135 | 552,494 | 572,309 | 580,899 | 580,899 |
| Professional and Technical Services | 157,851 | 48,619 | 176,300 | 146,550 | 146,550 |
| Rental Equipment | 39,871 | 40,755 | 42,000 | 42,000 | 42,000 |
| Other Services | 5,550 | 5,600 | 6,250 | 6,250 | 6,250 |
| Communication | 40,576 | 38,204 | 71,400 | 73,100 | 73,100 |
| Supplies | 34,658 | 31,208 | 60,000 | 61,200 | 61,200 |
| Training, Travel & Memberships | 17,914 | 16,022 | 26,275 | 27,340 | 27,340 |
| Small Furniture & Equipment | 237 | 847 | - | - | - |
| Material & Services | 296,657 | 181,255 | 382,225 | 356,440 | 356,440 |
| Program Total | 821,792 | 733,749 | 954,534 | 937,339 | 937,339 |
| 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) | 0.08 | 0.00 | 0.00 | 0.00 | 0.00 |

Division: Business and Facilities

Department: Office of the Director

Program: Debt Service

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| Principal | 240,000 | 253,990 | 245,327 | 266,090 | 266,090 |
| Interest | 587,259 | 597,781 | 727,139 | 693,640 | 693,640 |
| Debt Service | 827,259 | 851,771 | 972,466 | 959,730 | 959,730 |
| Program Total | 827,259 | 851,771 | 972,466 | 959,730 | 959,730 |

Sub Program:

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

| | | | | | |
|--------------------------|---------------|---------------|----------|----------|----------|
| Principal | 40,000 | 20,000 | - | - | - |
| Interest | 2,700 | 900 | - | - | - |
| Sub Program Total | 42,700 | 20,900 | - | - | - |

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 | 95,000 | 100,000 | 105,000 | 110,000 | 110,000 |
| Interest | 40,650 | 36,830 | 32,850 | 28,650 | 28,650 |
| Sub Program Total | 135,650 | 136,830 | 137,850 | 138,650 | 138,650 |

Sub Program:

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

| | | | | | |
|--------------------------|---------------|---------------|---------------|---------------|---------------|
| Principal | 20,000 | 25,000 | 30,000 | 40,000 | 40,000 |
| Interest | 56,718 | 56,270 | 55,720 | 54,620 | 54,620 |
| Sub Program Total | 76,718 | 81,270 | 85,720 | 94,620 | 94,620 |

Sub Program:

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

| | | | | | |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| Principal | 85,000 | 85,000 | 85,000 | 90,000 | 90,000 |
| Interest | 467,191 | 465,444 | 463,307 | 460,871 | 460,871 |
| Sub Program Total | 552,191 | 550,444 | 548,307 | 550,871 | 550,871 |

Division: Business and Facilities

Department: Office of the Director

Program: Debt Service

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Sub Program: | | | | | |
| <u>2013-\$457,100 Fifteen (15) Year Financing Agreement</u> | | | | | |
| Principal | - | 23,990 | 25,327 | 26,090 | 26,090 |
| Interest | - | 14,098 | 12,762 | 11,999 | 11,999 |
| Sub Program Total | - | 38,088 | 38,089 | 38,089 | 38,089 |
| Sub Program: | | | | | |
| <u>Tax Anticipation Notes</u> | | | | | |
| Interest | 20,000 | 24,239 | 162,500 | 137,500 | 137,500 |
| Sub Program Total | 20,000 | 24,239 | 162,500 | 137,500 | 137,500 |



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

MATURITY SCHEDULE FOR GENERAL FUND DEBT

| Fiscal Year | FFCO Series 2006 2,430,000 | FFCO Series 2010A 1,695,000 | FFCO Series 2010B&C 7,815,000 | Financing Agreement Series 2013 457,100 | Totals |
|---------------------------------|----------------------------------|-----------------------------------|-------------------------------------|--|-------------|
| 2015/16 | 138,650 | 94,620 | 550,871 | 38,090 | 822,231 |
| 2016/17 | 134,250 | 97,920 | 552,934 | 38,090 | 823,194 |
| 2017/18 | 138,750 | 101,270 | 554,548 | 38,090 | 832,658 |
| 2018/19 | 137,750 | 104,695 | 550,376 | 38,090 | 830,911 |
| 2019/20 | 136,500 | 107,970 | 550,854 | 38,090 | 833,414 |
| 2020/21 | - | 115,670 | 685,896 | 38,090 | 839,656 |
| 2021/22 | - | 117,770 | 683,256 | 38,090 | 839,116 |
| 2022/23 | - | 119,670 | 679,868 | 38,090 | 837,628 |
| 2023/24 | - | 121,370 | 670,956 | 38,090 | 830,416 |
| 2024/25 | - | 127,770 | 666,046 | 38,090 | 831,906 |
| 2025/26 | - | 133,770 | 660,304 | 38,090 | 832,164 |
| 2026/27 | - | 139,255 | 646,916 | 38,089 | 824,260 |
| 2027/28 | - | 144,215 | 643,210 | 38,090 | 825,515 |
| 2028/29 | - | 143,860 | 633,552 | - | 777,412 |
| 2029/30 | - | 143,295 | 623,262 | - | 766,557 |
| 2030/31 | - | 132,730 | 612,336 | - | 745,066 |
| 2031/32 | - | - | 604,418 | - | 604,418 |
| 2032/33 | - | - | 590,486 | - | 590,486 |
| 2033/34 | - | - | 580,882 | - | 580,882 |
| 2034/35 | - | - | 570,266 | - | 570,266 |
| 2035/36 | - | - | 558,640 | - | 558,640 |
| 2036/37 | - | - | 546,001 | - | 546,001 |
| 2037/38 | - | - | 532,352 | - | 532,352 |
| 2038/39 | - | - | 517,692 | - | 517,692 |
| 2039/40 | - | - | 507,021 | - | 507,021 |
| Totals | 685,900 | 1,945,850 | 14,972,943 | 495,169 | 18,099,862 |
| Interest Portion of Payments | (90,900) | (550,850) | (7,582,943) | (87,384) | (8,312,077) |
| Principal Balance | 595,000 | 1,395,000 | 7,390,000 | 407,785 | 9,787,785 |

KEY TO DEBT ISSUES

- 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.
- Financing Agreement Series 2013: On February 15, 2013 the Park District borrowed \$457,100 under a Financing Agreement to finance the Energy Savings Performance Contract Phase II capital projects.





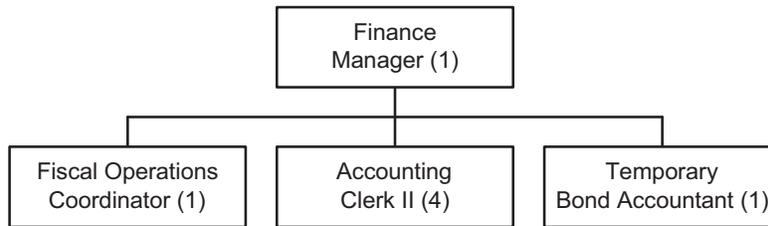
**TUALATIN HILLS
PARK & RECREATION DISTRICT**

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 2014/15 Accomplishments

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

Encouraged usage of the purchasing card system to facilitate small purchasing while maintaining adequate security and procedural controls. Significant growth has continued, while maximizing efficiencies for staff. First year rebates resulted in a \$41,000 refund to the district.

Completed business continuity plan in conjunction with Information Services and Risk & Contract Management departments. A disaster recovery system, utilizing cloud-based technology, has been installed for backup of all financial processes. In the event of emergency, business processes would be available within 24 hours, with full restoration as soon as hardware was available.

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

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2014/15 Budget Document
- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY 2012/13 Comprehensive Annual Financial Report

FY 2015/16 Goals and Objectives

Continue compliance monitoring of available Bond Capital Projects Fund investments, arbitrage requirements and debt refinancing opportunities.

Prepare both a Budget in Brief and Popular Annual Financial Report to provide summarized financial information in an easily understood format for public information.

Budget Highlights

The proposed budget includes funding for the following publications:

- Budget in Brief
- Popular Annual Financial Report

These represent approved business plans under the goal of effectively communicating 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.

Performance Standards

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

Performance Standards (continued)

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

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 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 635,671 | 664,067 | 689,265 | 694,645 | 694,645 |
| Material & Services | 87,582 | 45,193 | 45,745 | 48,759 | 48,759 |
| Total Appropriations | 723,253 | 709,260 | 735,010 | 743,404 | 743,404 |
| Summary by Program | | | | | |
| Finance Services | 723,253 | 709,260 | 735,010 | 743,404 | 743,404 |
| Total Appropriations | 723,253 | 709,260 | 735,010 | 743,404 | 743,404 |
| Division Staff | | | | | |
| Full Time | 7.00 | 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) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Payroll Checks Processed | 18,922 | 19,097 | 19,349 | 19,500 |
| Accounts Payable Checks Processed | 12,575 | 8,181 | 8,209 | 8,300 |
| Number of Facility Deposits Audited | 6,695 | 6,993 | 7,179 | 7,300 |
| Purchase Orders Processed | 693 | 612 | 646 | 650 |
| Merchant Cards Processed | 105,176 | 114,241 | 120,648 | 128,000 |
| Purchasing Card Volume (amount expressed in \$1,000) ¹ | \$ - | \$ 822 | \$ 4,500 | \$ 6,000 |

¹ Start of purchase card use in September 2013

Division: Business and Facilities

Department: Finance Services

Program: Finance Services

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 422,646 | 440,760 | 454,723 | 460,362 | 460,362 |
| Employee Benefits | 171,036 | 180,504 | 190,404 | 193,242 | 193,242 |
| Payroll Taxes | 41,989 | 42,803 | 44,138 | 41,041 | 41,041 |
| Personnel Services | 635,671 | 664,067 | 689,265 | 694,645 | 694,645 |
| Professional and Technical Services | 64,035 | 18,888 | 15,085 | 15,085 | 15,085 |
| Other Services | 15,420 | 15,645 | 17,550 | 18,000 | 18,000 |
| Supplies | 354 | 1,037 | 1,075 | 1,075 | 1,075 |
| Communication | 1,143 | 3,659 | 3,650 | 5,774 | 5,774 |
| Training, Travel and Memberships | 6,230 | 5,964 | 8,285 | 8,825 | 8,825 |
| Small Furniture & Office Equipment | 400 | - | 100 | - | - |
| Material & Services | 87,582 | 45,193 | 45,745 | 48,759 | 48,759 |
| Program Total | 723,253 | 709,260 | 735,010 | 743,404 | 743,404 |
| Department Staff | | | | | |
| Full Time | 7.00 | 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) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |





TUALATIN HILLS
PARK & RECREATION DISTRICT

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 districtwide 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; review of service, lease and public improvement contracts, and other risk transfer activities.

Loss Control & Claims Specialist provides loss control and safety analysis of district operations. Oversees the centralized management of workers compensation, liability and property claims.

FY 2014/15 Accomplishments

Continued managing the annual accreditation for the Safety and Health Achievement Recognition Program (SHARP) with Oregon OSHA for HMT Recreation Complex, Fanno Creek Service Center, and the Recreation Department. Tualatin Hills Park & Recreation District is the largest multisite agency to complete this program in the state, and is also the first park and recreation agency to graduate within the country.

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

Administered lease agreements that include 20 residential properties, 23 telecommunication sites, 2 commercial and 4 nonprofit leases.

Reorganized the safety committee structure from 14 facility-based committees into four separate departmental safety committees to provide improved communications and training.

Developed and implemented Minority, Women and Emerging Small Businesses (MWESB) policy in support of the board's directive to promote diversity and inclusion and provide opportunities for small businesses.

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

FY 2015/16 Goals and Objectives

Continue managing the SHARP's annual accreditation with Oregon OSHA for all sites.

Utilize the Risk Management Steering Committee and safety committees to reinforce the training program for employees and managers to facilitate:

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

Continue to increase access, remove barriers in our procurement process, and diversify the current Minority, Women and Emerging Small Businesses (MWESB) contractor base without sacrificing quality, competition or fairness.

Coordinate with Security Operations Department to provide training on emergency management, defensive driving, and student reunification for Beaverton School District.

Develop a THPRD-specific retention schedule, utilizing the state's electronic records management system software.

FY 2015/16 Goals and Objectives (continued)

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

No significant changes from the prior year budget.

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 insurance carrier within 48 working hours of receipt.

Review all outside contractual agreements for consistency with standard district.

Division: Business and Facilities
Department: Risk and Contract Management

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 263,782 | 282,543 | 217,127 | 251,294 | 251,294 |
| Material & Services | 332,763 | 330,322 | 372,319 | 379,638 | 379,638 |
| Total Appropriations | 596,545 | 612,865 | 589,446 | 630,932 | 630,932 |
| Summary by Program | | | | | |
| Risk and Contract Management | 468,525 | 480,653 | 568,511 | 604,407 | 604,407 |
| Safety/Wellness | 128,020 | 132,212 | 20,935 | 26,525 | 26,525 |
| Total Appropriations | 596,545 | 612,865 | 589,446 | 630,932 | 630,932 |
| 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) | 0.19 | 0.19 | 0.00 | 0.00 | 0.00 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|--|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Number of Contracts processed | 240 | 187 | 140 | 140 |
| Number of Residential Leases | 19 | 21 | 15 | 15 |
| Number of Commercial Leases | 27 | 24 | 26 | 26 |
| Performance Measures: | | | | |
| <u>Reduce exposure of property & liability claims¹</u> | | | | |
| Number of liability claims filed against the District | 7 | 5 | 7 | 5 |
| Average cost per liability claim filed | \$4,826 | \$2,918 | \$8,801 | \$5,000 |
| Loss Ratio: liability claims only (single year) ² | 2.80% | 10.31% | 49.25% | 10.00% |
| Loss Ratio: property and liability claims (single year) ³ | 14.49% | 6.06% | 27.70% | 10.00% |
| Loss Ratio: Five-year Trail ⁴ | 53.07% | 54.56% | 44.62% | 45.00% |

¹ Property and casualty figures are based on a calendar year. Policy data as of: March 20, 2015.

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 is 60%.

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

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 96,156 | 100,392 | 144,125 | 163,461 | 163,461 |
| P.T. Salary | 512 | 4,452 | - | - | - |
| Employee Benefits | 39,429 | 43,850 | 59,018 | 73,277 | 73,277 |
| Payroll Taxes | 9,374 | 10,051 | 13,984 | 14,556 | 14,556 |
| Personnel Services | 145,471 | 158,745 | 217,127 | 251,294 | 251,294 |
| Other Services | 5,956 | 6,443 | 10,500 | 13,840 | 13,840 |
| Insurance | 313,256 | 310,869 | 326,734 | 324,310 | 324,310 |
| Supplies | 1,139 | 1,042 | 2,850 | 4,100 | 4,100 |
| Communication | 959 | 2,140 | 3,500 | 5,020 | 5,020 |
| Training, Travel and Memberships | 1,744 | 874 | 7,800 | 5,843 | 5,843 |
| Small Furniture & Office Equipment | - | 540 | - | - | - |
| Material & Services | 323,054 | 321,908 | 351,384 | 353,113 | 353,113 |
| Program Total | 468,525 | 480,653 | 568,511 | 604,407 | 604,407 |
| Department Staff | | | | | |
| Full Time | 1.00 | 1.00 | 2.00 | 2.00 | 2.00 |
| Regular Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time (FTE) | 0.19 | 0.19 | 0.00 | 0.00 | 0.00 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|--|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Performance Measures: | | | | |
| <u>Reduce program participant incidents</u> | | | | |
| Number of Incident Reports Filed per 10,000 Program Visits | 1.58 | 1.33 | 1.45 | 1.44 |
| <u>Reduce exposure on workers compensation claims¹</u> | | | | |
| Number of Claims Filed | 41 | 33 | 35 | 30 |
| Number of Time Loss Claims | 9 | 6 | 10 | 0 |
| Experience Modification History ² | 0.84 | 0.87 | 0.73 | 0.75 |
| Frequency Rate of WC Claims per 100 FTE | 9.06 | 7.29 | 7.66 | 6.57 |
| WC costs as % of payroll | 1.70 | 0.86 | 1.00 | 1.04 |
| Average cost per claim | \$8,006 | \$5,201 | \$5,810 | \$5,000 |

¹ Policy data as of: March 20, 2015.

² Experience Modification Rate is computed on 1.00 being the average incident rate for similar work nationwide. New computation adopted 1/1/13 caused an increase in the rate over FY 2012/13.

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

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 75,000 | 76,728 | - | - | - |
| P.T. Salary | 881 | 1,594 | - | - | - |
| Employee Benefits | 34,879 | 37,836 | - | - | - |
| Payroll Taxes | 7,551 | 7,640 | - | - | - |
| Personnel Services | 118,311 | 123,798 | - | - | - |
| Professional and Technical Services | 2,179 | 3,941 | 9,920 | 11,400 | 11,400 |
| Supplies | 4,238 | 1,544 | 3,200 | 6,350 | 6,350 |
| Training, Travel and Memberships | 2,605 | 2,009 | 7,815 | 8,275 | 8,275 |
| Small Furniture & Office Equipment | 687 | 920 | - | 500 | 500 |
| Material & Services | 9,709 | 8,414 | 20,935 | 26,525 | 26,525 |
| Program Total | 128,020 | 132,212 | 20,935 | 26,525 | 26,525 |
| Department Staff | | | | | |
| Full Time | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Regular Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |





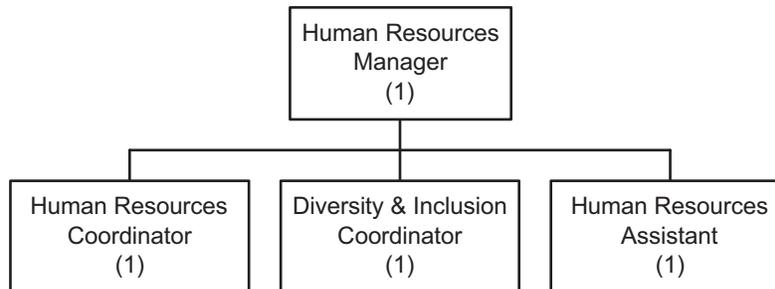
TUALATIN HILLS
PARK & RECREATION DISTRICT

HUMAN RESOURCES



BUSINESS & FACILITIES DIVISION

Human Resources Department



Department Overview

The Human Resources manager reports directly to the director of Business & Facilities and is responsible for managing all district personnel functions, providing support to all departments, and ensuring compliance with applicable laws, the collective bargaining agreement and THPRD policies and procedures.

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

FY 2014/15 Accomplishments

Updated the employee handbook to bring it in line with changes made to the collective bargaining agreement, THPRD policies/procedures and federal/state employment laws.

Completed a diversity and inclusion climate survey. Obtained employee opinion on diversity and inclusion efforts to identify training needs and collected baseline employee demographic data.

Developed and implemented an employee training program and best practices to ensure quality customer service to non-English speaking community members.

FY 2015/16 Goals and Objectives

Research and coordinate training programs to assist staff in developing diversity and inclusion competencies aimed at enhancing performance and cultural awareness in support of THPRD's demographic shift.

Review and revise all full-time and regular part-time job descriptions in accordance with ADA, THPRD's classification plans and/or to reflect changes as a result of position upgrade or reclassification.

Enhance the employee wellness program. Collect data to drive health efforts and develop a multiyear strategic plan to guide those efforts.

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 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 327,274 | 343,681 | 417,722 | 428,760 | 428,760 |
| Material & Services | 27,366 | 41,609 | 131,290 | 133,916 | 133,916 |
| Total Appropriations | 354,640 | 385,290 | 549,012 | 562,676 | 562,676 |
| Summary by Program | | | | | |
| Human Resources | 354,640 | 385,290 | 549,012 | 562,676 | 562,676 |
| Total Appropriations | 354,640 | 385,290 | 549,012 | 562,676 | 562,676 |
| Division Staff | | | | | |
| Full Time | 3.00 | 3.00 | 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 | 0.00 | 0.00 |

Division: Business and Facilities

Department: Human Resources

Program: Human Resources

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|--|--|--|---|
| Workloads: | | | | |
| Total number of recruitments: FT & RPT positions | 25 | 22 | 20 | 21 |
| Total number of training sessions | 17 | 15 | 15 | 16 |
| Total number of Unemployment Insurance Claims Processed | 155 | 150 | 90 | 88 |
| Total number of PT, RPT & FT new hire packets processed | 625 | 610 | 625 | 615 |
| Performance Measures: | | | | |
| Total recruitment applications received | 1,522 | 1,153 | 1,200 | 1,300 |
| Average number of applications per position | 61 | 52 | 60 | 62 |
| Total training contact hours | 1,283 | 1,009 | 1,185 | 1,215 |
| Average total cost per unemployment insurance claim | \$706 | \$695 | \$685 | \$675 |
| Total amount unemployment insurance paid | \$109,378 | \$104,246 | \$61,692 | \$59,500 |
| Unemployment insurance experience/tax rate | 1.3% | 1.2% | 0.9% | 0.4% |

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

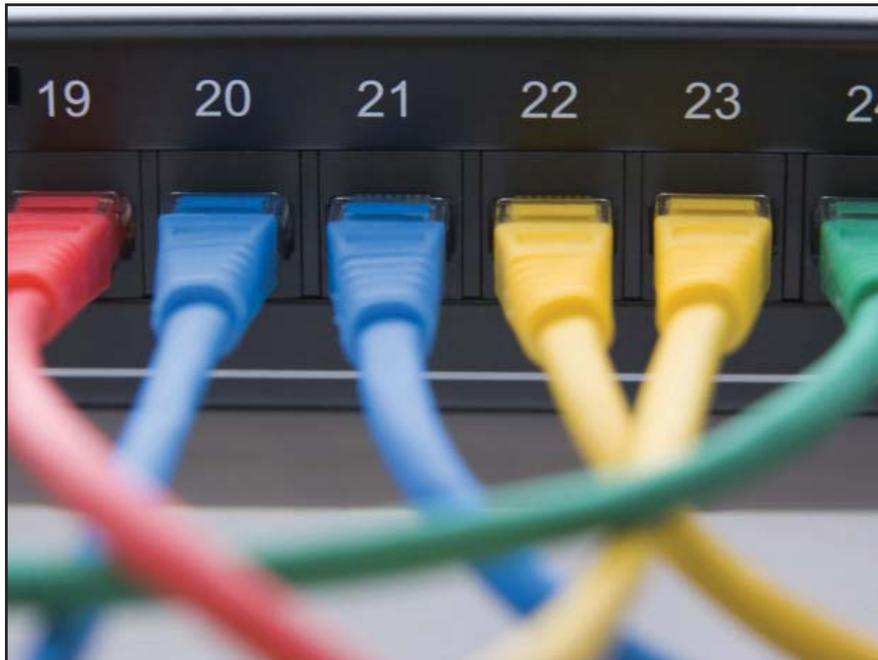
| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 215,223 | 223,116 | 278,809 | 290,784 | 290,784 |
| Employee Benefits | 90,739 | 99,141 | 111,861 | 112,065 | 112,065 |
| Payroll Taxes | 21,312 | 21,424 | 27,052 | 25,911 | 25,911 |
| Personnel Services | 327,274 | 343,681 | 417,722 | 428,760 | 428,760 |
| | | | | | |
| Professional and Technical Services | 11,969 | 12,173 | 76,600 | 68,175 | 68,175 |
| Supplies | 1,496 | 1,231 | 2,035 | 2,306 | 2,306 |
| Communication | 200 | 474 | 2,500 | 3,610 | 3,610 |
| Travel, Training and Memberships | 13,701 | 27,016 | 49,795 | 59,825 | 59,825 |
| Small Furniture & Equipment | | 715 | 360 | - | - |
| Material & Services | 27,366 | 41,609 | 131,290 | 133,916 | 133,916 |
| | | | | | |
| Program Total | 354,640 | 385,290 | 549,012 | 562,676 | 562,676 |
| | | | | | |
| Department Staff | | | | | |
| Full Time | 3.00 | 3.00 | 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 | 0.00 | 0.00 |





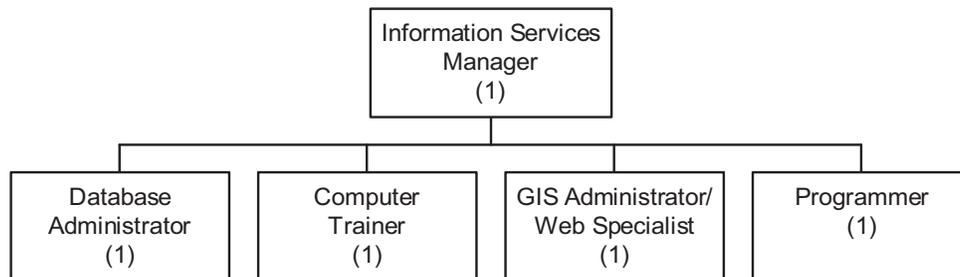
TUALATIN HILLS
PARK & RECREATION DISTRICT

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 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 Information Services 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, private cloud management and collaborative services.

The Information Services 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 2014/15 Accomplishments

Finished the process of developing the FCSC server room into the district's hub of computer operations, including relocating the Information Services staff to FCSC. Installed a second server rack with uninterruptible power supply (UPS) and installed a security camera system in the server room.

Implemented a private cloud that will host virtual workstations. This will be the first year of a three-year rollout.

FY 2015/16 Goals and Objectives

Continue to implement the private cloud environment.

Build an off-site disaster recovery site in Washington County's backup server room.

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

Continue to implement the district's electronic records management 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:

- Build an off-site disaster recovery site in Washington County's backup server room. This represents an approved business plan under the goal of incorporating principles of providing quality sports and recreation facilities and programs for park district residents.
- Implementation of the third year of a multiyear project to migrate to a virtual desktop infrastructure. This represents an approved business plan under the goal of incorporating principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of park district programs and facilities.

Budget Highlights (continued)

- Continued implementation of the district's records management system.

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 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 578,294 | 603,627 | 607,433 | 618,729 | 618,729 |
| Material & Services | 238,792 | 296,313 | 440,160 | 462,010 | 462,010 |
| Capital Outlay | 155,626 | 184,066 | 201,800 | 140,400 | 140,400 |
| Total Appropriations | 972,712 | 1,084,006 | 1,249,393 | 1,221,139 | 1,221,139 |
| Summary by Program | | | | | |
| Information Services | 972,712 | 1,084,006 | 1,249,393 | 1,221,139 | 1,221,139 |
| Total Appropriations | 972,712 | 1,084,006 | 1,249,393 | 1,221,139 | 1,221,139 |
| 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 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Number of desktop PCs maintained | 213 | 215 | 217 | 217 |
| Number of networked file servers maintained | 49 | 52 | 53 | 53 |
| 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 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 375,852 | 385,984 | 395,490 | 404,522 | 404,522 |
| Employee Benefits | 164,697 | 179,650 | 173,578 | 178,175 | 178,175 |
| Payroll Taxes | 37,745 | 37,993 | 38,365 | 36,032 | 36,032 |
| Personnel Services | 578,294 | 603,627 | 607,433 | 618,729 | 618,729 |
| Professional and Technical Services | 132,855 | 197,731 | 297,960 | 316,010 | 316,010 |
| Supplies | 30,159 | 30,051 | 51,200 | 54,000 | 54,000 |
| Communication | 71,030 | 64,544 | 76,000 | 76,000 | 76,000 |
| Training, Travel and Memberships | 4,748 | 3,987 | 12,000 | 12,000 | 12,000 |
| Small Furniture, Fixtures and Equip. | - | - | 3,000 | 4,000 | 4,000 |
| Material & Services | 238,792 | 296,313 | 440,160 | 462,010 | 462,010 |
| Information Technology Replacement | 117,244 | 116,862 | 53,500 | 90,000 | 90,000 |
| Information Technology Improvement | 38,382 | 67,204 | 148,300 | 50,400 | 50,400 |
| Capital Outlay | 155,626 | 184,066 | 201,800 | 140,400 | 140,400 |
| Program Total | 972,712 | 1,084,006 | 1,249,393 | 1,221,139 | 1,221,139 |
| 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 | PCI Credit Card Reader | 10,000 | BF-41 |
| 2 | Laptops | 8,500 | BF-41 |
| 3 | Servers | 37,000 | BF-41 |
| 4 | Printers | 5,000 | BF-41 |
| 5 | LAN/WAN Equipment | 5,000 | BF-41 |
| 6 | Adobe Licenses | 4,500 | BF-41 |
| 7 | Application Software | 20,000 | BF-42 |
| | TOTAL INFORMATION TECHNOLOGY REPLACEMENT | <u>\$90,000</u> | |
| INFORMATION TECHNOLOGY IMPROVEMENT | | | |
| 8 | IS Disaster Recovery Backup | 48,000 | BF-42 |
| 9 | Computer Workstations and monitors | 2,400 | BF-42 |
| | TOTAL INFORMATION TECHNOLOGY IMPROVEMENT | <u>\$50,400</u> | |
| | GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY | <u><u>\$140,400</u></u> | |

INFORMATION SERVICES CAPITAL OUTLAY

Information Technology Capital Replacement

ITEM 1: **PCI Credit Card Reader**

BUDGET: \$10,000

DESCRIPTION: Replacement of current card readers with new technology required to mitigate fraud risk.

ITEM 2: **Laptops**

BUDGET: \$8,500

DESCRIPTION: Replacement of laptops.

ITEM 3: **Servers**

BUDGET: \$37,000

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

ITEM 4: **Printers**

BUDGET: \$5,000

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

ITEM 5: **LAN/WAN Equipment**

BUDGET: \$5,000

DESCRIPTION: Replacement of and upgrades to Wide Area Network equipment.

ITEM 6: **Adobe Licenses**

BUDGET: \$4,500

DESCRIPTION: Update of the version of Adobe software.

INFORMATION SERVICES CAPITAL OUTLAY

ITEM 7: **Application Software**

BUDGET: \$20,000

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

Information Technology Capital Improvement

ITEM 8: **IS Disaster Recovery Backup**

BUDGET: \$48,000

DESCRIPTION: Replacement of data backup from current tape backup stored locally to backup to a remote location, thus increasing accessibility of data in the event of a disaster.

ITEM 9: **Computer Workstations and monitors**

BUDGET: \$2,400

DESCRIPTION: New workstations for Stuhr Center and Park Maintenance and two additional monitors for Aloha Swim Center to improve efficiency.



TUALATIN HILLS
PARK & RECREATION DISTRICT

MAINTENANCE OPERATIONS



Athletic Facilities Maintenance

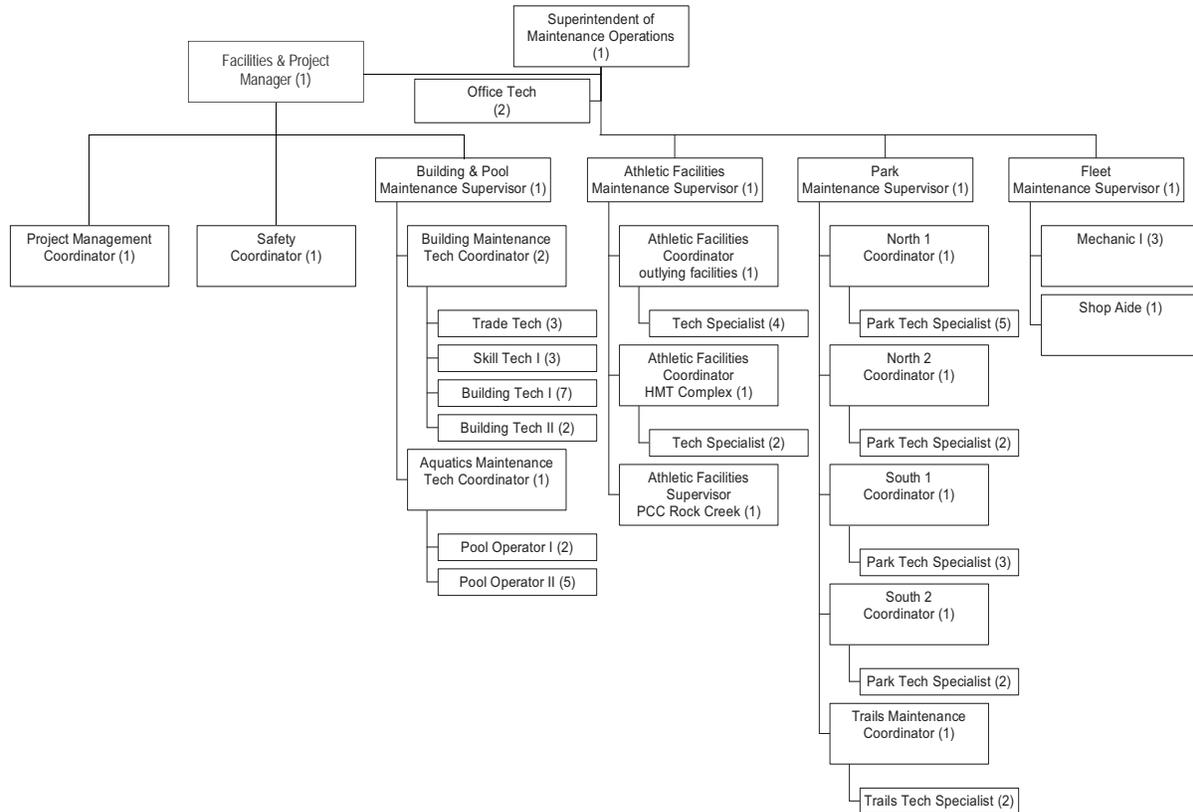
Building & Pool Maintenance

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 (Park, Athletic Facilities, Buildings & Pools, and Fleet) are managed by supervisors, 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, parking lots, regional and community trail systems, drainage systems, picnic shelters, bridges, boardwalks, turf, community gardens and ornamental landscapes.

Park Maintenance provides special event and community event support, hazard tree inspections, mowing, trash collection and numerous demand services. In addition, Park Maintenance supports the Natural Resources Department in the care of wetlands, lakes and urban forests. Park Maintenance also responds to and assists Park Patrol on a routine basis.

Athletic Facilities Maintenance

The Athletic Facilities Maintenance Program supports the programming needs of the Sports Department. Their responsibilities include all of the turf maintenance and game preparation of THPRD and Beaverton School District (BSD) fields for soccer, football, baseball, softball, lacrosse, rugby and cricket leagues. In addition to field maintenance, they also maintain THPRD and BSD tennis courts, skate parks, outdoor basketball and outdoor volleyball courts. The Athletic Facilities Maintenance Program also oversees the maintenance operations at the

Department Overview (continued)

PCC and HMT sports complexes. Many of the fields and courts that the Athletic Facilities Maintenance Program is responsible for are located on Beaverton School District property.

Building & Pool Maintenance

The Building & Pool Maintenance Program provides custodial housekeeping services at all district recreation centers, administrative offices, and pools. In addition, they support programs by handling classroom setups. Trade staff provide painting, plumbing, carpentry, electrical, and HVAC services to all district facilities. Building & Pool Maintenance staff maintains outdoor restrooms, gymnasiums, indoor and outdoor pools, and historic buildings. They perform much of the preventative maintenance on critical equipment and help develop the operation budget and proposed capital projects list. All full-time pool maintenance positions require Aquatics Facility Operator Certifications.

Fleet Maintenance

The district's fleet and power equipment inventory are serviced and repaired at the district's Fanno Creek Service Center mechanical shops. The fleet includes compact trucks, heavy-duty trucks, tractors, and specialized turf mowers. District staff provide welding and fabrication services, manage 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 2014/15 Accomplishments

Technical, professional and safety training continues to be high priority for Maintenance Operations, the pesticide applicator certification being a primary goal for parks and field staff. Staff attended numerous training workshops, including Resource Management School, Leadership Academy tier 1, Leadership Beaverton, NRPA's Certified Playground Safety Inspectors, Playground Maintenance Technician, MACS Playground Installation Course, Government to Government Purchasing and Resource Sharing, Aquatic Facility Operator Certification, Oregon Recreation & Park Association Workshops, Automotive Service Excellence Certifications and Cooperative Public Agencies of Washington County Training Workshop.

The Park Maintenance Program continues to make adjustments to their zone management service model in an effort to reduce travel and increase direct production in the field. There are four regional management zones with a maintenance coordinator assigned ownership responsibility in each zone, and an expanding trails division with one coordinator managing a north and south trails crew.

The Fanno Creek Service Center phase II expansion is complete, which included office remodeling to accommodate Information Services staff, who relocated from the HMT Administration Office. Offices in the Maintenance Operations and Planning & Development departments' areas were reconfigured to accommodate these relocations.

Successfully managed the transition of leadership within maintenance due to the retirement of the former superintendent of Maintenance Operations. The transition was anticipated and sufficient efforts were made to minimize impacts and support a smooth transition.

The Building & Pool Maintenance Program continues to introduce organizational changes to improve efficiencies and achieve higher levels of performance. Changes include assigning trade staff with secondary ownership responsibilities of all facilities, with primary ownership of the exterior of each facility. Building technicians continue to function as the primary maintenance service provider, but have more support diagnosing problems or making difficult repairs.

Park rules and regulation signs have been updated to reflect the recent designation of "smoke free." Existing signs were fitted with stickers noting the smoking ban. Temporary stickers were also installed on all park rules and regulation signs with the district's new, revised, 2013 logo. Full sign replacements will be phased to comply with the signage master plan.

FY 2015/16 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 and assure efficiency and effectiveness are:

FY 2015/16 Goals and Objectives (continued)

Productivity – Manage the percentage of total hours spent on directly productive activities.

Performance – Provide the most effective service delivery, utilizing available resources, creativity, and other solution-based approaches to accomplish planned work.

Quality – Ensure that work consistently meets or exceeds the service quality standards identified in the Maintenance Standards Manual.

Priority – Work should be prioritized to assure the most important work is being accomplished.

Continue to implement seismic improvements at buildings funded in the 2008 bond measure.

Introduce interdepartmental cross training and growth opportunities in an effort to reduce facility closures as they relate to maintenance.

Complete the HMT Tennis Center roof replacement project, which includes managing the design, bidding and construction administration. The roof will be replaced with a like system to protect the existing indoor courts, offices and supporting elements so that programming can continue to be implemented.

Budget Highlights

Fleet Fuel Impacts – Due to maintenance zone realignment in the south, staff are forecasting the overall fuel consumption in 2015/16 to decline. The district is expecting to consume approximately 42,000 gallons of gasoline and 12,500 gallons of diesel fuel in FY 2015/16.

New or Expanded Facilities Impacts – The proposed budget includes part-time staffing increases necessary to maintain new or expanded parks, athletic fields and buildings resulting from completion of 2008 Bond Fund capital projects. Additions include redeveloped park lands at Roger Tilbury and Cedar Mill Park, a community garden at Jackie Husen Park and a new athletic field at Cedar Mill Park.

Utility Impacts – Natural gas rates increased 4.2% during the past year, and Portland General Electric rates increased approximately 1.0%. The proposed Maintenance Operations budget reflects these adjustments. Electric kWatts usage decreased by 0.6% while natural gas therms decreased by 3.9% in FY 2014/15. Both

kWatt and therm consumption are expected to remain steady in FY 2015/16. Gallons of water used decreased in FY 2014/15 by 3.3%. Water use is expected to increase slightly in FY 2015/16 as new irrigated park sites are added to the inventory.

Utility impacts in the proposed budget also reflect the continued decline in gas and electricity usage per square foot in THPRD facilities. Data from the recently completed Phase II Energy Performance Contracts and from the facility labor plan reviews will inform the next round of operational adjustments. Maintenance continues to explore initiatives to make all facilities more efficient. These projects represent activities under the goal of incorporating principles of sustainability into design, operation, improvement, maintenance and funding.

Business Plans – The proposed budget includes funding for 11 business plans, which support the goal of “operating and maintaining parks and facilities an efficient, safe and cost-effective manner, while maintaining high standards”:

- Irrigation system replacements automate two manually irrigated sites currently served by manual irrigation.
- Preventative maintenance procedure update of major building systems.
- Facility Labor Plan analysis should result in a higher/more consistent level of service, more efficient use of maintenance staff.
- Opiniator technology feedback from patrons at selected sites to help monitor the success in achieving desired standards.
- Special event support relieves staff of consolidating equipment from other facilities.
- The addition of a full-time Office Technician and elimination of part-time clerical support. This will allow supervisors to focus on higher level tasks and efficiencies.
- Solar powered trash compactors will help reduce the number of trips made to dispose trash from park shelter sites.
- Push-button activated lighting for the PCC Rock Creek Recreation Facility tennis courts to reduce the number of hours the lights are on when not in use.
- LED lighting for the Nature Center as a pilot program to measure direct impact on power usage.

Budget Highlights (continued)

- Irrigation controllers for six sites to evaluate efficiency of the irrigation systems that water THPRD parks and ball fields.
- Gender neutral restroom signage all family changing rooms/unisex bathrooms.

Division: Business and Facilities
Department: Maintenance Operations Department

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 7,586,951 | 7,865,407 | 8,377,403 | 8,764,249 | 8,764,249 |
| Materials & Services | 3,689,974 | 3,694,494 | 3,879,756 | 4,128,482 | 4,128,482 |
| Capital Outlay | 198,502 | 317,627 | 264,240 | 288,200 | 288,200 |
| Total Appropriations | 11,475,427 | 11,877,528 | 12,521,399 | 13,180,931 | 13,180,931 |

| | | | | | |
|-----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Summary by Program | | | | | |
| Superintendent of Maintenance Op. | 519,674 | 582,094 | 704,102 | 752,895 | 752,895 |
| Athletic Facilities Maintenance | 1,860,135 | 1,874,126 | 2,035,205 | 2,125,159 | 2,125,159 |
| Building and Pool Maintenance | 4,965,746 | 5,123,157 | 5,192,427 | 5,351,657 | 5,351,657 |
| Park Maintenance | 3,095,177 | 3,102,161 | 3,449,812 | 3,748,586 | 3,748,586 |
| Fleet Maintenance | 1,034,695 | 1,195,990 | 1,139,853 | 1,202,634 | 1,202,634 |
| Total Appropriations | 11,475,427 | 11,877,528 | 12,521,399 | 13,180,931 | 13,180,931 |

| | | | | | |
|-------------------------|-------|-------|-------|-------|-------|
| Division Staff | | | | | |
| Full Time | 65.00 | 65.00 | 66.00 | 67.00 | 67.00 |
| Regular Part Time (FTE) | 7.88 | 7.88 | 7.00 | 7.00 | 7.00 |
| Part Time (FTE) | 56.28 | 56.45 | 57.91 | 57.67 | 57.67 |



Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Superintendent of Maintenance Operations

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 323,496 | 353,193 | 420,365 | 465,132 | 465,132 |
| P.T. Salary | 18,885 | 31,075 | 28,884 | 19,142 | 19,142 |
| Employee Benefits | 113,349 | 138,946 | 175,809 | 195,923 | 195,923 |
| Payroll Taxes | 35,105 | 38,351 | 44,998 | 44,902 | 44,902 |
| Personnel Services | 490,835 | 561,565 | 670,056 | 725,099 | 725,099 |
| Professional and Technical Services | 12,892 | 5,081 | 18,500 | 9,370 | 9,370 |
| Communications | 3,272 | 5,442 | 4,050 | 5,100 | 5,100 |
| Supplies | 10,507 | 7,455 | 6,706 | 6,146 | 6,146 |
| Training, Travel and Memberships | 2,168 | 2,551 | 4,790 | 7,180 | 7,180 |
| Material & Services | 28,839 | 20,529 | 34,046 | 27,796 | 27,796 |
| | | | | | |
| Program Total | 519,674 | 582,094 | 704,102 | 752,895 | 752,895 |
| | | | | | |
| Department Staff | | | | | |
| Full Time | 4.00 | 4.00 | 5.00 | 6.00 | 6.00 |
| Regular Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time (FTE) | 1.05 | 1.02 | 0.98 | 0.69 | 0.69 |

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Athletic Facilities Maintenance

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|--|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workload: | | | | |
| Athletic fields maintained | 265 | 264 | 255 | 257 |
| Outdoor sport courts maintained ¹ | 177 | 178 | 178 | 178 |
| Total Workload Units | 442 | 442 | 433 | 435 |
| Efficiency: | | | | |
| Cost per athletic field | \$ 4,796 | \$ 5,191 | \$ 5,363 | \$ 5,556 |
| Cost per outdoor sport court | \$ 2,410 | \$ 2,651 | \$ 2,645 | \$ 2,762 |
| Goal Outcome Measures: | | | | |
| Electric (KWh/lighted field and court count) | 5,822.7 | 5,822.7 | 5,984.0 | 5,787.9 |
| Water (gallons/field and court count) ² | 73,625.5 | 62,581.7 | 64,176.9 | 62,809.6 |
| Performance Measures: | | | | |
| % of desired service level (DSL) on fields | 94% | 95% | 97% | 97% |
| % of desired service level (DSL) on courts | 95% | 95% | 100% | 100% |

¹ Includes 6 indoor tennis courts

² Water consumption increased in FY 2012/13 due to record dry summer and fall months resulting in more athletic field watering.

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Athletic Facilities Maintenance

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|---|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 549,688 | 535,997 | 595,125 | 614,130 | 614,130 |
| P.T. Salary | 384,266 | 387,680 | 430,227 | 432,599 | 432,599 |
| Employee Benefits | 255,603 | 267,136 | 279,320 | 293,364 | 293,364 |
| Payroll Taxes | 109,174 | 105,243 | 111,282 | 109,632 | 109,632 |
| Personnel Services | 1,298,731 | 1,296,056 | 1,415,954 | 1,449,725 | 1,449,725 |
| Professional and Technical Services | 675 | 200 | 2,600 | 2,600 | 2,600 |
| Rental Equipment | - | 913 | 1,200 | 1,200 | 1,200 |
| Other Services | 82,410 | 91,222 | 98,377 | 105,915 | 105,915 |
| Communications | 6,732 | 10,004 | 7,587 | 13,187 | 13,187 |
| Supplies | 307,968 | 315,299 | 334,624 | 336,801 | 336,801 |
| Training, Travel and Memberships | 4,138 | 3,968 | 5,720 | 6,020 | 6,020 |
| Utilities | 158,533 | 154,797 | 167,444 | 208,001 | 208,001 |
| Small Furniture, Fixtures and Equip. | 948 | 1,667 | 1,699 | 1,710 | 1,710 |
| Material & Services | 561,404 | 578,070 | 619,251 | 675,434 | 675,434 |
| Program Total | 1,860,135 | 1,874,126 | 2,035,205 | 2,125,159 | 2,125,159 |
| Department Staff | | | | | |
| Full Time | 10.00 | 10.00 | 10.00 | 10.00 | 10.00 |
| Regular Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time (FTE) | 15.09 | 15.18 | 15.68 | 16.12 | 16.12 |
| Funded Service Level | | | | | |
| Baseball/Softball Fields Maintained at 100% DSL | 102 | 102 | 103 | 105 | 105 |
| Total Baseball/Softball Fields in Inventory | 109 | 107 | 106 | 108 | 108 |
| Sport Courts Maintained at 100% DSL | 168 | 169 | 178 | 178 | 178 |
| Total Sport Courts | 177 | 178 | 178 | 178 | 178 |

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Building & Pool Maintenance

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workload: | | | | |
| Buildings - 1,000 sq feet of space ¹ | 461 | 461 | 461 | 461 |
| Pools - 1,000 sq feet of space | 117 | 117 | 117 | 117 |
| Total Workload Units | 578 | 578 | 578 | 578 |
| Efficiency: | | | | |
| Cost per sq foot of buildings ¹ | \$ 6.52 | \$ 6.61 | \$ 6.63 | \$ 6.89 |
| Cost per sq foot of pools | \$ 16.15 | \$ 16.29 | \$ 17.28 | \$ 17.49 |
| Goal Outcome Measures:² | | | | |
| Gas (Therms/square foot) | 0.9 | 0.9 | 0.9 | 0.9 |
| Electric (KWh/square foot) | 12.4 | 12.4 | 12.3 | 12.9 |
| Water (gallons/square foot) ³ | 57.8 | 54.3 | 50.3 | 50.3 |
| Performance Measures: | | | | |
| % of desired service level (DSL) in buildings | 84% | 86% | 88% | 88% |
| % of desired service level (DSL) in pools | 72% | 72% | 72% | 72% |

¹ 2012/13- Added 2,100 square feet for Elsie Stuhr Center expansion and 8,500 square feet for Conestoga Recreation & Aquatic Center expansion.

² Based on total building and pool square footage

³ 2012/13- Added Splash Pad operations and closed and refilled two pools (Aloha Swim Center and Sunset Swim Center).
 2013/14 - Closed and filled one pool (Beaverton Swim Center).

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Building & Pool Maintenance

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 1,465,273 | 1,476,476 | 1,512,602 | 1,552,280 | 1,552,280 |
| R.P.T. Salary | 323,408 | 312,550 | 324,686 | 337,320 | 337,320 |
| P.T. Salary | 335,791 | 374,799 | 370,259 | 387,000 | 387,000 |
| Employee Benefits | 746,956 | 791,473 | 789,821 | 834,054 | 834,054 |
| Payroll Taxes | 243,652 | 241,253 | 246,241 | 241,287 | 241,287 |
| Personnel Services | 3,115,080 | 3,196,551 | 3,243,609 | 3,351,941 | 3,351,941 |
| Professional and Technical Services | 6,318 | 6,138 | 5,940 | 6,320 | 6,320 |
| Rental Equipment | 934 | 1,526 | 1,500 | 1,500 | 1,500 |
| Other Services | 184,303 | 154,840 | 139,942 | 148,711 | 148,711 |
| Supplies | 350,058 | 380,216 | 402,082 | 389,580 | 389,580 |
| Training, Travel and Memberships | 9,441 | 9,628 | 9,000 | 9,200 | 9,200 |
| Utilities | 1,242,366 | 1,307,767 | 1,301,114 | 1,372,280 | 1,372,280 |
| Communication | 57,246 | 66,443 | 67,900 | 68,925 | 68,925 |
| Small Furniture, Fixtures and Equip. | - | 48 | - | - | - |
| Material & Services | 1,850,666 | 1,926,606 | 1,927,478 | 1,996,516 | 1,996,516 |
| Building/Pool Equip. Replacement | - | - | 8,800 | 3,200 | 3,200 |
| Building/Pool Equip. Improvement | - | - | 12,540 | - | - |
| Capital Outlay | - | - | 21,340 | 3,200 | 3,200 |
| Program Total | 4,965,746 | 5,123,157 | 5,192,427 | 5,351,657 | 5,351,657 |
| Department Staff | | | | | |
| Full Time | 27.00 | 27.00 | 26.00 | 26.00 | 26.00 |
| Regular Part Time (FTE) | 7.88 | 7.88 | 7.00 | 7.00 | 7.00 |
| Part Time (FTE) | 15.35 | 15.80 | 15.79 | 15.43 | 15.43 |
| Funded Service Level | | | | | |
| 1,000 Sq Ft of Building Maintained at 100% DSL | 387 | 396 | 406 | 406 | 406 |
| Total 1,000 Sq Ft of Building | 461 | 461 | 461 | 461 | 461 |
| 1,000 Sq Ft of Pools Maintained at 100% DSL | 84 | 84 | 84 | 84 | 84 |
| Total 1,000 Sq Ft of Pools | 117 | 117 | 117 | 117 | 117 |

Division: Business and Facilities
 Department: Maintenance
 Program: Building & Pool Maintenance
 Detail of Capital Outlay

| Project Number | Capital Project | Adopted Budget | Page # |
|--|--|-------------------|--------|
| MAINTENANCE EQUIPMENT REPLACEMENT | | | |
| 1 | Beaverton Swim Center Carpet Shampooer | 1,000 | BF-55 |
| 2 | Conestoga Hi-speed burnisher | 1,000 | BF-55 |
| 3 | HMT TC - Replace court sweeper batteries & brushes | 1,200 | BF-55 |
| | TOTAL MAINTENANCE EQUIPMENT REPLACEMENT | \$ 3,200 | |
| | TOTAL MAINTENANCE EQUIPMENT | \$ 3,200 | |

**BUILDING & POOL MAINTENANCE
CAPITAL OUTLAY**

Building & Pool Equipment Support Replacement

ITEM 1: **Beaverton Swim Center Carpet Shampooer**

BUDGET: \$1,000

DESCRIPTION: Replacement of the carpet shampooer at Beaverton Swim Center.

ITEM 2: **Conestoga Hi-speed burnisher**

BUDGET: \$1,000

DESCRIPTION: Replacement of the high speed floor burnisher at Conestoga.

ITEM 3: **HMT TC - Replace court sweeper batteries & brushes**

BUDGET: \$1,200

DESCRIPTION: Replacement of batteries and brushes for the court sweeper at the Tennis Center.

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Park Maintenance

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workload: | | | | |
| Developed acres | 1,024 | 1,052 | 1,062 | 1,075 |
| Undeveloped acres | 1,233 | 1,236 | 1,244 | 1,275 |
| Total Workload Units | 2,257 | 2,288 | 2,306 | 2,350 |
| Efficiency: | | | | |
| Cost per developed acre | \$ 2,720 | \$ 2,740 | \$ 2,892 | \$ 2,921 |
| Cost per undeveloped acre | \$ 254 | \$ 260 | \$ 274 | \$ 274 |
| Goal Outcome Measures: | | | | |
| Electric (KWh/developed acre) | 121.6 | 118.4 | 117.3 | 124.5 |
| Water (gallons/developed acre) | 61,592 | 50,960 | 50,480 | 48,274 |
| Vehicle miles traveled per developed acre | 372 | 382 | 382 | 382 |
| Performance Measures: | | | | |
| % of funded service level (DSL) high production | | | | |
| mowing for developed acres | 88% | 86% | 92% | 93% |

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Park Maintenance

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 985,790 | 1,054,687 | 1,141,152 | 1,221,135 | 1,221,135 |
| P.T. Salary | 544,939 | 547,883 | 636,100 | 700,773 | 700,773 |
| Employee Benefits | 498,309 | 530,246 | 549,676 | 575,036 | 575,036 |
| Payroll Taxes | 175,720 | 181,594 | 193,033 | 200,386 | 200,386 |
| Personnel Services | 2,204,758 | 2,314,410 | 2,519,961 | 2,697,330 | 2,697,330 |
| Professional and Technical Services | 60,900 | 42,323 | 56,000 | 56,000 | 56,000 |
| Rental Facility | 425 | - | 2,000 | 2,000 | 2,000 |
| Rental Equipment | 12,203 | 8,199 | 15,100 | 15,100 | 15,100 |
| Communication | 12,298 | 18,672 | 13,610 | 24,110 | 24,110 |
| Other Services | 59,244 | 85,941 | 48,062 | 48,062 | 48,062 |
| Supplies | 187,849 | 154,767 | 222,544 | 259,386 | 259,386 |
| Training, Travel and Memberships | 5,790 | 7,480 | 9,665 | 9,665 | 9,665 |
| Utilities | 551,710 | 470,369 | 562,870 | 636,933 | 636,933 |
| Material & Services | 890,419 | 787,751 | 929,851 | 1,051,256 | 1,051,256 |
| Program Total | 3,095,177 | 3,102,161 | 3,449,812 | 3,748,586 | 3,748,586 |
| Department Staff | | | | | |
| Full Time | 19.00 | 19.00 | 20.00 | 20.00 | 20.00 |
| Regular Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time (FTE) | 24.04 | 23.70 | 24.71 | 24.70 | 24.70 |
| Funded Service Level | | | | | |
| HP Mowing Acres Maintained at 100% DSL | 315 | 313 | 307 | 310 | 310 |
| Total HP Mowing Acres in Inventory | 358 | 364 | 334 | 334 | 334 |

Division: Business and Facilities
 Department: Maintenance Operations Department
 Program: Fleet Maintenance

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|--|--|--|--|---|
| Workload: | | | | |
| Vehicle and equipment units | 472 | 490 | 490 | 500 |
| Total Workload Units | 472 | 490 | 490 | 500 |
| Efficiency: | | | | |
| Cost per vehicle and equipment unit | \$ 1,757 | \$ 1,801 | \$ 1,818 | \$ 1,835 |
| Vehicle and equipment unit per FTE | 82.8 | 85.2 | 85.2 | 86.9 |
| Goal Outcome Measures: | | | | |
| Percent alternate fuel on-road vehicle miles: | 16.6% | 10.4% | 9.7% | 9.8% |
| Performance Measures: | | | | |
| % of desired service level (DSL) in preventative maintenance for fleet | 79% | 76% | 82% | 85% |

Division: Business and Facilities
Department: Maintenance Operations Department
Program: Fleet Maintenance

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 302,947 | 314,592 | 327,352 | 338,087 | 338,087 |
| P.T. Salary | 19,468 | 17,646 | 23,868 | 23,706 | 23,706 |
| Employee Benefits | 118,550 | 127,447 | 136,681 | 139,463 | 139,463 |
| Payroll Taxes | 36,582 | 37,140 | 39,922 | 38,898 | 38,898 |
| Personnel Services | 477,547 | 496,825 | 527,823 | 540,154 | 540,154 |
| Professional and Technical Services | 4,073 | 3,811 | 5,675 | 5,610 | 5,610 |
| Rental Equipment | - | - | 1,250 | 1,300 | 1,300 |
| Communications | 864 | 2,075 | - | 2,500 | 2,500 |
| Supplies | 36,450 | 28,466 | 33,883 | 38,094 | 38,094 |
| Vehicle & Equipment Parts | 101,245 | 121,797 | 112,300 | 117,626 | 117,626 |
| Vehicle & Equipment Services | 19,927 | 21,281 | 28,275 | 29,050 | 29,050 |
| Gas & Oil (Vehicles) | 196,087 | 202,115 | 185,647 | 180,800 | 180,800 |
| Training, Travel and Memberships | - | 1,993 | 2,100 | 2,500 | 2,500 |
| Material & Services | 358,646 | 381,538 | 369,130 | 377,480 | 377,480 |
| Maintenance Equip. Replacement | 192,447 | 317,627 | 242,900 | 285,000 | 285,000 |
| Maintenance Equip. Improvements | 6,055 | - | - | - | - |
| Capital Outlay | 198,502 | 317,627 | 242,900 | 285,000 | 285,000 |
| Program Total | 1,034,695 | 1,195,990 | 1,139,853 | 1,202,634 | 1,202,634 |
| 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) | 0.75 | 0.75 | 0.75 | 0.73 | 0.73 |
| Funded Service Level | | | | | |
| Vehicle & Equip Units Maintained at 100% DSL | 376 | 348 | 402 | 409 | 409 |
| Total Vehicle & Equip Units in Inventory | 476 | 490 | 490 | 497 | 497 |

Division: Business and Facilities

Department: Maintenance

Program: Fleet Maintenance

Detail of Capital Outlay

| Project Number | Capital Project | Adopted Budget | Page # |
|--|---|------------------------------------|---------------|
| MAINTENANCE EQUIPMENT REPLACEMENT | | | |
| 1 | Full Size 4X4 Pickup w/liftgate and lumber rack | 38,000 | BF-61 |
| 2 | Cargo Van | 25,000 | BF-61 |
| 3 | PTO implement - mower | 8,000 | BF-61 |
| 4 | Infield Rakes (2) | 29,000 | BF-61 |
| 5 | 72" mowers (2) | 29,000 | BF-61 |
| 6 | 52" mower (2) | 16,000 | BF-61 |
| 7 | Field Tractor | 55,000 | BF-62 |
| 8 | HD Utility Vehicle | 23,500 | BF-62 |
| 9 | Full Size Pickup w/liftgate and lumber rack | 32,000 | BF-62 |
| 10 | Utility Vehicles (2) | 29,500 | BF-62 |
| TOTAL MAINTENANCE EQUIPMENT - REPLACEMENT | | <u>\$285,000</u> | |
| MAINTENANCE EQUIPMENT CAPITAL | | <u><u>\$285,000</u></u> | |

**VEHICLES & EQUIPMENT
CAPITAL OUTLAY**

Maintenance Equipment Capital Replacement

ITEM 1: Full Size 4X4 Pickup w/liftgate and lumber rack

BUDGET: \$38,000

DESCRIPTION: Replacement of Unit# 2313 2002 Ford F350 (Athletic Field Maint.), projected ODO 92K, normal life 120 months or 90K miles.

ITEM 2: Cargo Van

BUDGET: \$25,000

DESCRIPTION: Replacement of Unit# 4351 2002 Chevrolet 2500 van (Building Maint.), projected ODO 105K, normal life 120 months or 90K miles.

ITEM 3: PTO implement - mower

BUDGET: \$8,000

DESCRIPTION: Replacement of Unit# 8810 2002 Bushhog (Park Maint.), normal life 120 months.

ITEM 4: Infield Rakes (2)

BUDGET: \$29,000

DESCRIPTION: Replacement of two units - #5530 & #5531, 2007 John Deere (Athletic Field Maint.), normal life 66 months or 1,600 hours.

ITEM 5: 72" mowers (2)

BUDGET: \$29,000

DESCRIPTION: Replacement of of two units - #7721 & #7661, 2009 Toro 72" mower (Parks & Athletic Field Maint.), normal life 60 months or 1,500 hours.

ITEM 6: 52" mower (2)

BUDGET: \$16,000

DESCRIPTION: Replacement of Unit# 8800 2002 Bushhog mower and purchase of additional mower for Park Maint., normal life 120 months.

**VEHICLES & EQUIPMENT
CAPITAL OUTLAY**

ITEM 7: Field Tractor

BUDGET: \$55,000

DESCRIPTION: Replacement of Unit# 7550 2005 Case Tractor (Park Maint.), projected 4,600 hours, normal life 120 months or 4,600 hrs.

ITEM 8: HD Utility Vehicle

BUDGET: \$23,500

DESCRIPTION: Replacement of Unit# 5540 2002 Toro (Athletic Field Maint.), projected 4,000 hrs, normal life 108 months or 3,000 hours.

ITEM 9: Full Size Pickup w/liftgate and lumber rack

BUDGET: \$32,000

DESCRIPTION: Replacement of Unit# 1355 2004 Chevrolet 2500 (Park Maint.), projected ODO 90K, normal life 120 months or 90K miles.

ITEM 10: Utility Vehicles (2)

BUDGET: \$29,500

DESCRIPTION: Replacement of Unit# 5410 2009 Toro for Athletic Field Maint. and additional unit for Trails Maint.



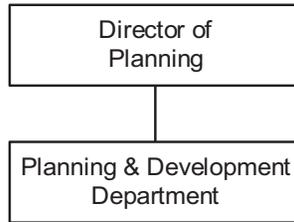
TUALATIN HILLS
PARK & RECREATION DISTRICT

PLANNING



Planning & Development

PLANNING DIVISION



Division Mission

To provide necessary planning, development and interagency coordination to implement the park district's Comprehensive Plan Update, 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, transportation planning as it relates to regional and community trails, and long-term provision of park and recreation services. The Planning Division includes the Planning & Development Department.



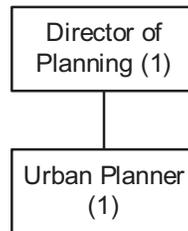
Division: Planning

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 1,431,586 | 1,443,766 | 1,437,586 | 1,267,292 | 1,267,292 |
| Materials & Services | 71,598 | 54,038 | 85,700 | 69,765 | 69,765 |
| Total Appropriations | 1,503,184 | 1,497,804 | 1,523,286 | 1,337,057 | 1,337,057 |
| Summary by Program | | | | | |
| Office of the Director | 367,761 | 502,950 | 532,115 | 484,508 | 484,508 |
| Planning and Development | 1,135,423 | 994,854 | 991,171 | 852,549 | 852,549 |
| Total Appropriations | 1,503,184 | 1,497,804 | 1,523,286 | 1,337,057 | 1,337,057 |
| Division Staff | | | | | |
| Full Time | 13.00 | 11.00 | 10.00 | 9.00 | 9.00 |
| Regular Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time (FTE) | 1.65 | 1.45 | 1.45 | 1.13 | 1.13 |



PLANNING DIVISION

Office of Director of Planning



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 2014/15 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 processes to implement the 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.

Advocated for district interests during Washington County's ordinance process to modify parks and trails in the North Bethany area.

Pursued regional, state and federal grants for site and trail system acquisition and development.

Represented all park and recreation providers in the region on the Metro Technical Advisory Committee (MTAC).

Participated in Washington County's planning process for Bonny Slope West (formerly known as Area 93), 160 acres of urban land transferred from Multnomah County to Washington County in January 2014, within the NE Quadrant of the district).

Participated in the City of Beaverton's planning process for the South Cooper Mountain area.

Participated in the county's process for creating a Neighborhood Bikeway Plan.

Participated in the City of Beaverton's Creekside District planning project.

FY 2015/16 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 Comprehensive Plan Update, Parks, Trails and Natural Resource functional plans as well as commitments made in the 2008 bond measure. (The focus of acquisition efforts will remain on acquiring natural areas.)

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

Participate in Washington County's land use ordinance process to address remaining development issues in North Bethany, in particular half-street road improvements for parks and trails.

Pursue annexations to the park district via the voluntary annexation program or other strategies approved by the board.

**FY 2015/16 Office Goals and Objectives
(continued)**

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 MTAC.

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

Recommend revisions to the resolution establishing the park district's SDC program as well as the SDC Administration Guidelines as needed.

Guide the development of future parks and trails in accordance with the Parks and Trails functional plans.

Budget Highlights

The proposed budget reflects a slight reduction of part-time land acquisition specialist hours in recognition that the bulk of the bond-funded property acquisition has been completed.

Division: Planning
 Department: Office of the Director

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 361,674 | 494,726 | 522,675 | 473,493 | 473,493 |
| Materials & Services | 6,087 | 8,224 | 9,440 | 11,015 | 11,015 |
| Total Appropriations | 367,761 | 502,950 | 532,115 | 484,508 | 484,508 |
| Summary by Program | | | | | |
| Office of the Director | 367,761 | 502,950 | 532,115 | 484,508 | 484,508 |
| Total Appropriations | 367,761 | 502,950 | 532,115 | 484,508 | 484,508 |
| 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) | 1.65 | 1.45 | 1.45 | 1.13 | 1.13 |



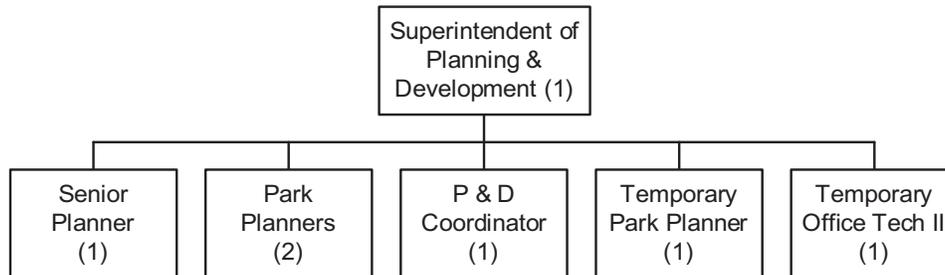
Division: Planning
 Department: Office of the Director
 Program: Office of the Director

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 113,928 | 247,787 | 200,232 | 202,222 | 202,222 |
| P.T. Salary | 180,230 | 130,631 | 213,865 | 165,929 | 165,929 |
| Employee Benefits | 34,979 | 77,419 | 68,505 | 71,276 | 71,276 |
| Payroll Taxes | 32,537 | 38,889 | 40,073 | 34,066 | 34,066 |
| Personnel Services | 361,674 | 494,726 | 522,675 | 473,493 | 473,493 |
| Supplies | 489 | 303 | 400 | 400 | 400 |
| Communications | 2,358 | 3,073 | 2,000 | 2,000 | 2,000 |
| Training, Travel and Memberships | 3,240 | 4,848 | 7,040 | 8,615 | 8,615 |
| Material & Services | 6,087 | 8,224 | 9,440 | 11,015 | 11,015 |
| Program Total | 367,761 | 502,950 | 532,115 | 484,508 | 484,508 |
| 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) | 1.65 | 1.45 | 1.45 | 1.13 | 1.13 |



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 capital project administration, master 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, implementation of district master plans, the Voluntary Annexation Program, public outreach for capital project planning, easement coordination, and serving as the Trails Advisory Committee liaison.

FY 2014/15 Accomplishments

Non-Bond Projects: Completed construction documentation on Westside Trail #18 (Metropolitan Transportation Improvement Program [MTIP] Grant); began construction on Ridgewood View Park/Tualatin Valley Water District Reservoir, Bethany Creek Falls Phase I & II construction on subdivision SDC trail and park project; continued construction administration on the Timberland (Teufel) project, completed monitoring Fanno Creek Trail Greenwood-Scholls and mitigation efforts required for project's construction; completed construction Fanno Creek Trail/Hall Boulevard Crossing, community garden/pathway on the Dutton property adjacent to Jackie Husen Park, segment of Westside Trail at Arbor Heights East SDC project, 2 Fanno Creek Service Center (FCSC) remodels and the HMT Administrative Office remodel, Graf Meadows Park Trail, Abbey

Meadows initial site work – North Bethany acquisition; continued to incorporate sustainable elements and new Signage Master Plan signs into all projects. Completed the Trails Functional Plan.

Bond Projects Completed: Roger Tilbury Park, HMT ADA Parking Improvement, Cedar Mill Park & Trail/NE Quadrant Youth Athletic Field. Aided in land acquisition.

2008 Bond Projects status:

Projects undergoing master planning: Cedar Hills Community Park, Somerset West Park, Cedar Hills Recreation Center - seismic upgrades

Projects in design development: Westside to Waterhouse Trail Connection. SE Quadrant Youth Athletic Field

Projects in construction documentation: SW Quadrant Community Park

Projects in construction administration: Beaverton Swim Center - seismic upgrades

Annexations: Special District Initiated Annexation/Voluntary Annexation Program #10 – 18 new properties totaling 47.56 acres were annexed to the district.

Grants:

Applied for Oregon Parks and Recreation Department (OPRD) - Waterhouse Trail bridge widening at John Marty Park, Terra Linda and Raleigh Swim Center/Park shelters, ConnectOregon for Waterhosue Trail Segment #4, Roger Tilbury Phase II. Grants were not awarded.

FY 2015/16 Goals and Objectives

Non-Bond Projects: Begin master planning for Beaverton Creek Trail-Crescent Connection, Bonny Slope Trail, Neighborhood Park #1 and #2; provide oversight of developer SDC projects as well as initial site work for properties THPRD has purchased including Bethany Creek Falls Phases I & II, Grace Hollow, Abbey Heights, Abbey Meadows, 3 West Hills Development projects, 2 Noyes Development projects; complete construction Ridgewood View Park and TVWD reservoir, HMT Tennis Roof, Westside Trail Segment #18 (MTIP Grant), 155th Avenue Wetlands. Continue to incorporate sustainable elements and new Signage Master Plan signs into all projects. Provide assistance to other departments with projects as needed.

2008 Bond Projects:

Projects scheduled for master planning: SW Youth Athletic Field, Garden Home Recreation Center - seismic upgrades.

Projects planned for design development: Cedar Hills Park, Somerset West Park and SW Quadrant Youth Athletic Field.

Projects planned for construction administration: Westside to Waterhouse Trail Connection

Projects scheduled for completion in 2015/16: Cedar Hills Recreation Center- Seismic upgrades, Beaverton Seismic upgrades, SE Quadrant Youth Athletic Field.

Address current and future needs identified in the district: Follow the 2013 Comprehensive Plan Update, utilize the Parks and Trails Functional Plans once completed, and continue work to achieve goals of the 2008 bond measure.

Budget Highlights

The proposed budget reflects the continued funding of two temporary positions: one park planner and one office tech due to the workload of bond and non-bond projects.

Performance Standards

Design and develop new parks, facilities, athletic fields and trail projects identified in the 2013 Comprehensive Plan Update, the 2008 bond measure and the adopted FY 2015/16 Budget.

Division: Planning
 Department: Planning and Development

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 1,069,912 | 949,040 | 914,911 | 793,799 | 793,799 |
| Materials & Services | 65,511 | 45,814 | 76,260 | 58,750 | 58,750 |
| Total Appropriations | 1,135,423 | 994,854 | 991,171 | 852,549 | 852,549 |
| Summary by Program | | | | | |
| Planning and Development | 1,135,423 | 994,854 | 991,171 | 852,549 | 852,549 |
| Total Appropriations | 1,135,423 | 994,854 | 991,171 | 852,549 | 852,549 |
| Division Staff | | | | | |
| Full Time | 11.00 | 9.00 | 8.00 | 7.00 | 7.00 |
| Regular Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Division: Planning
Department: Planning and Development
Program: Planning and Development

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|--|---|--|--|--|
| Acquire new parks, athletic fields, natural areas and trail corridor properties identified in district master plans and the System Development Charge (SDC) Capital Improvement Program. | Acquisition of 10 park properties, seven natural area properties, two properties/easements for a trail project. | Acquisition of up to five park properties, at least 10 natural area properties and at least five trail corridor properties. Much of the acquisition is expected to be in the North Bethany area using SDC funds or SDC credits. | Acquisition of up to eight park properties, five in North Bethany, and up to 10 natural area properties, including five in the Bronson Creek corridor. | Acquisition of up to eight park properties, four in North Bethany, three in South Cooper Mountain and one in Bonny Slope West. Acquisition of five natural areas located in the Bannister Creek area, the Bronson Creek corridor and Bonny Slope West. |
| Develop new parks, athletic fields, natural areas and trail corridor properties identified in district master plans and the System Development Charge (SDC) Capital Improvement Program. | Completed construction of Fanno Creek Trail, Schiffler Community Park, Jordan Woods Natural Area Trail, The Bluffs Park Phase II, Winkelman Athletic Field, Rock Creek Trail #2 & 5, Conestoga Recreation & Aquatic Center Expansion, Elsie Stuhr Center Expansion Remodel, play equipment replacement at Waterhouse Park. Began construction at AM Kennedy Park, Barsotti Park, Hansen Ridge Park, Roy Dancer Park, Pioneer Park, Vista Brook Park, Waterhouse Trail #1, 4, 5, & West Spur, Lowami Hart Woods Trail, Westside Trail #1, 4, & 7. Completed master plan for North Bethany Trail #2, Roger Tilbury Park, Ben Graf Trail, Cedar Mill Park & Trail, Westside to Waterhouse Trail Connection. Began design work on 6 new projects funded by grants, the 2008 bond measure, SDC, and capital funds. | Completed construction of AM Kennedy Park, Barsotti Park, Vista Brook Park, Pioneer Park, Hansen Ridge Park, Roy Dancer Park, Westside Trail #1, 4, & 7, Waterhouse Trail #1, 4, 5, & West Spur, Waterhouse Park Play Equipment Replacement and Lowami Hart Woods Trail. Completed master plan for Veterans Memorial Park. Began design work for SW Community Park and Cedar Hills Community Park. | Complete construction of Cedar Mill Park & Trail, Roger Tilbury Park, Ben Graf Trail, HMT ADA Parking Improvements, Community Garden at Jackie Husen Park, and Fanno Creek Trail/Hall Blvd. Crossing. Complete HMT Administration Office Remodel, and 2 office remodels at FCSC. Continue master plan work for Somerset West, Cedar Hills Park, and SW Community Park. Begin work on the Trails Functional Plan. Continue oversight of various SDC construction projects and land acquisition house demolitions. Coordinate and execute multiple easement agreements with CWS. Complete VAP #10. | Begin construction of Westside to Waterhouse Trail Connection, Westside Trail Seg. #18, SW Quadrant Community Park. Complete construction supervision of Ridgewood View Park components. Complete master plans for Cedar Hills Park and Somerset West Park. Begin master planning for NH Park #1 and NH Park #2 as identified in the 2014/2015 approved budget. Begin planning and design of Bonny Slope Trail and Beaverton Creek Trail (Crescent Connection). Start construction of SE Quadrant youth athletic field. Complete replacement of tennis center roof, complete Cedar Hills Rec Center seismic building project. Provide oversight of initial site work for North Bethany SDC projects for properties THPRD has purchased. These include approximately 8-10 projects. |
| Pursue annexation. | 28 properties, totaling 78.55 acres were annexed into the district via Special District Initiated Annexation Program/ Voluntary Annexation Program #8 | 14 properties, totaling 2.35 acres were annexed into the district via Special District Initiated Annexation Program/ Voluntary Annexation Program #9 | 18 properties, totaling 47.56 acres were annexed into the district via Special District Initiated Annexation Program/ Voluntary Annexation Program #10 | Assist with Communications staffs' outreach regarding annexation options and process the annexation of Bonny Slope West. |
| Seek grants and outside funding sources. | 6 grants were applied for. One grant was awarded for Vista Brook Park. The remaining applications are pending. | 4 grants were applied for. None were awarded. | Will apply for grants as determined | Will apply for grants as determined |

Division: Planning
 Department: Planning and Development
 Program: Planning and Development

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 707,943 | 617,803 | 609,948 | 534,566 | 534,566 |
| Employee Benefits | 291,822 | 271,445 | 245,766 | 211,686 | 211,686 |
| Payroll Taxes | 70,147 | 59,792 | 59,197 | 47,547 | 47,547 |
| Personnel Services | 1,069,912 | 949,040 | 914,911 | 793,799 | 793,799 |
| Professional and Technical Service | 45,341 | 23,102 | 50,000 | 30,000 | 30,000 |
| Supplies | 5,509 | 6,991 | 10,000 | 10,000 | 10,000 |
| Communications | 998 | 2,628 | 850 | 1,950 | 1,950 |
| Training, Travel and Memberships | 12,850 | 13,093 | 14,410 | 15,800 | 15,800 |
| Small Furniture & Office Equipment | 813 | - | 1,000 | 1,000 | 1,000 |
| Material & Services | 65,511 | 45,814 | 76,260 | 58,750 | 58,750 |
| Program Total | 1,135,423 | 994,854 | 991,171 | 852,549 | 852,549 |
| Department Staff | | | | | |
| Full Time | 11.00 | 9.00 | 8.00 | 7.00 | 7.00 |
| Regular Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |



PARK & RECREATION SERVICES

AQUATICS



SPORTS



RECREATION



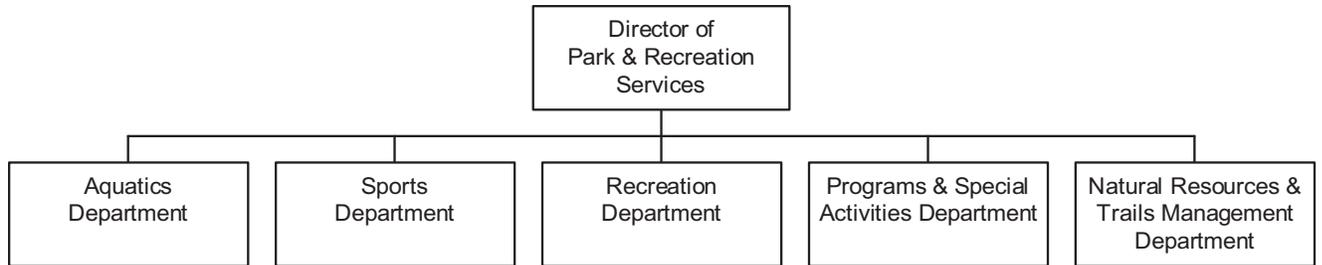
PROGRAMS & SPECIAL ACTIVITIES



NATURAL RESOURCES & TRAILS



PARK & RECREATION SERVICES DIVISION



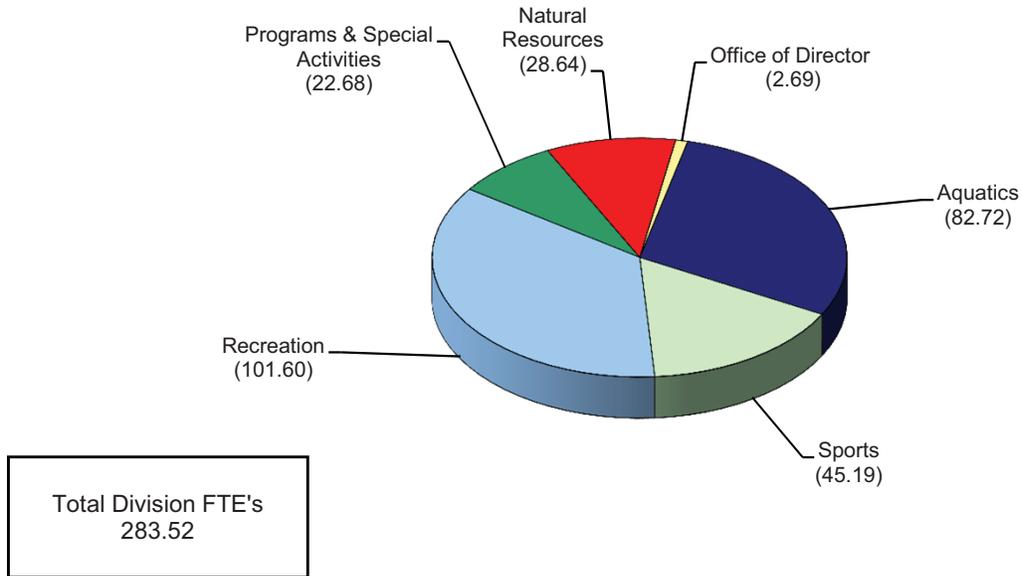
Division Mission

To provide a broad range of safe, high-quality recreation programs and special events 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.

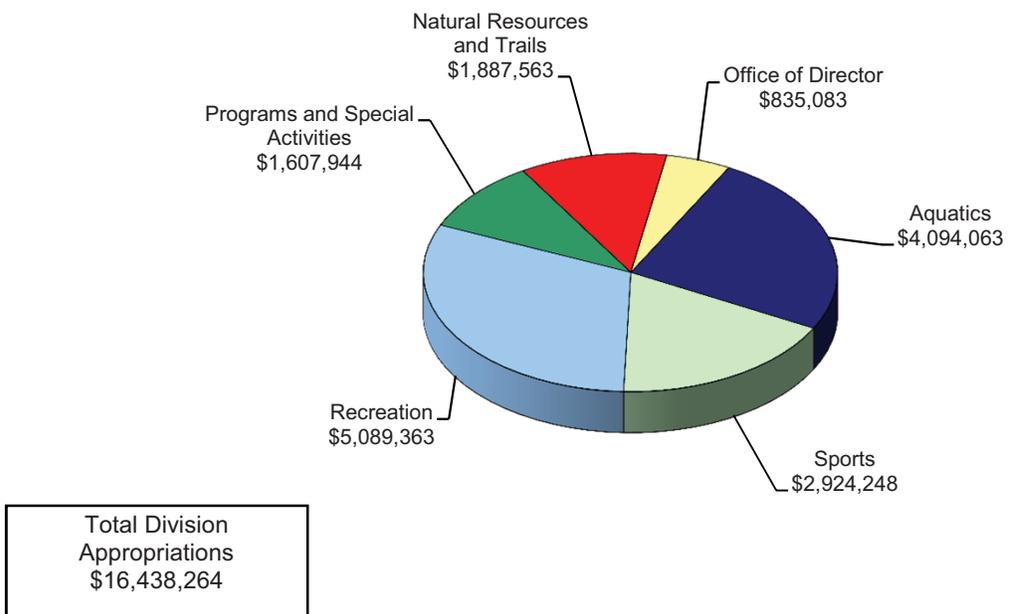
Division Overview

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 events, 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 2015/16



Division Appropriations by Departments FY 2015/16



Division: Park & Recreation Services

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 13,006,997 | 13,180,865 | 14,229,554 | 14,432,115 | 14,432,115 |
| Materials & Services | 1,459,390 | 1,399,271 | 1,881,177 | 2,006,149 | 2,006,149 |
| Total Appropriations | 14,466,387 | 14,580,136 | 16,110,731 | 16,438,264 | 16,438,264 |

| | | | | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Summary by Department | | | | | |
| Office of the Director | 637,774 | 581,337 | 759,647 | 835,083 | 835,083 |
| Aquatics | 3,570,613 | 3,677,869 | 4,099,609 | 4,094,063 | 4,094,063 |
| Sports | 1,583,584 | 1,593,384 | 1,789,516 | 2,924,248 | 2,924,248 |
| Recreation | 4,449,385 | 4,548,610 | 4,925,270 | 5,089,363 | 5,089,363 |
| Programs and Special Activities | 2,770,543 | 2,647,760 | 2,741,750 | 1,607,944 | 1,607,944 |
| Natural Resources and Trails | 1,454,488 | 1,531,176 | 1,794,939 | 1,887,563 | 1,887,563 |
| Total Appropriations | 14,466,387 | 14,580,136 | 16,110,731 | 16,438,264 | 16,438,264 |

| | | | | | |
|-------------------------|--------|--------|--------|--------|--------|
| Division Staff | | | | | |
| Full Time | 73.00 | 72.00 | 72.00 | 69.00 | 69.00 |
| Regular Part Time (FTE) | 19.28 | 19.28 | 18.41 | 17.53 | 17.53 |
| Part Time (FTE) | 182.70 | 181.65 | 186.77 | 196.99 | 196.99 |



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 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 at the state and federal level.

FY 2014/15 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 our affiliate 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.

Continued the community involvement in wildlife monitoring, habitat restoration, and trail maintenance resulting in healthier habitat areas and improved trail conditions.

Furthered federal priorities pursuit with our public affairs firm. Also used them to monitor funding opportunities at the federal level.

Held the Third Annual Trailways event.

Resumed relationship with the American Red Cross's Water Safety Instructor Program. The American Red Cross announced that THPRD was among their top five partner agencies in teaching the most participants in the Learn to Swim program in 2013.

Evaluated programming by the Service Assessment method to assure program relevance.

FY 2015/16 Division Goals and Objectives

Continue emphasis on outstanding customer service at all of our facilities districtwide.

Begin implementation of a new customer service program that further improves our patrons' experience.

Seek to add socialization components to adult program and activities.

Continue implementation of the Cost Recovery Model.

Continue to offer, where possible, technical, professional, and safety training as a high priority for division staff.

Continue to seek ways to improve communications and contact with all people in our community to inform and offer programs of interest.

Continue the Rec Mobile program that delivers recreational programs to district residents that cannot afford the programs and target populations and locations that need programming availability.

Implement Strategic Plan initiatives as appropriate.

Continue the partnership with the Beaverton School District's Summer Lunch Program at sites where the

**FY 2015/16 Division Goals and Objectives
(continued)**

Rec Mobile visits and at facilities that are located in qualifying neighborhoods.

Seek partnership and other opportunities to fill low-use times division-wide.

Continue the Natural Resources Volunteer Program opportunities to create enhancement opportunities in our natural areas.

Partner with other public agencies and community groups to enhance and improve park district natural resource areas.

Continue to review and modify existing programs to meet the changing needs of our patrons. Evaluate the need to add or delete programs as needed by using the Service Assessment.

Promote interagency cooperation on field enhancement and maintenance projects with the Beaverton School District.

Seek grant funding to help expand programming.

Monitor program and class participation to assure appropriate cost recovery.

Continue monitoring of the Jenkins Estate concessionaire to assure quality.

Complete service assessments of all program areas.

Emphasize and offer program opportunities for middle school age children.

Increase ranger presence and environmental education offerings in parks and trails through the Trails Management Program.

Budget Highlights

The proposed budget includes funding to conduct an Americans with Disabilities Act (ADA) access audit that will address access to programs and services.

Division: Park & Recreation Services

Department: Office of the Director

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 287,338 | 282,785 | 292,717 | 276,360 | 276,360 |
| Materials & Services | 350,436 | 298,552 | 466,930 | 558,723 | 558,723 |
| Total Appropriations | 637,774 | 581,337 | 759,647 | 835,083 | 835,083 |
| Summary by Program | | | | | |
| Office of the Director | 637,774 | 581,337 | 759,647 | 835,083 | 835,083 |
| Total Appropriations | 637,774 | 581,337 | 759,647 | 835,083 | 835,083 |
| Division Staff | | | | | |
| Full Time | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Regular Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time (FTE) | 0.58 | 0.87 | 0.69 | 0.69 | 0.69 |



Division: Park & Recreation Services

Department: Office of the Director

Program: Office of the Director

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 185,284 | 179,544 | 191,757 | 196,486 | 196,486 |
| P.T. Salary | 14,068 | 15,874 | 17,928 | 18,418 | 18,418 |
| Employee Benefits | 69,260 | 69,168 | 64,291 | 43,843 | 43,843 |
| Payroll Taxes | 18,726 | 18,199 | 18,741 | 17,613 | 17,613 |
| Personnel Services | 287,338 | 282,785 | 292,717 | 276,360 | 276,360 |
| Professional and Technical Services | 28,225 | 36,000 | 110,000 | 215,901 | 215,901 |
| Fee reductions-family assistance | 306,809 | 249,763 | 320,000 | 300,000 | 300,000 |
| Communication | 1,830 | 1,173 | 9,900 | 11,000 | 11,000 |
| Supplies | 1,094 | 2,338 | 8,030 | 11,322 | 11,322 |
| Training, Travel and Memberships | 12,478 | 9,278 | 19,000 | 20,500 | 20,500 |
| Material & Services | 350,436 | 298,552 | 466,930 | 558,723 | 558,723 |
| Program Total | 637,774 | 581,337 | 759,647 | 835,083 | 835,083 |
| Department Staff | | | | | |
| Full Time | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Regular Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time (FTE) | 0.58 | 0.87 | 0.69 | 0.69 | 0.69 |





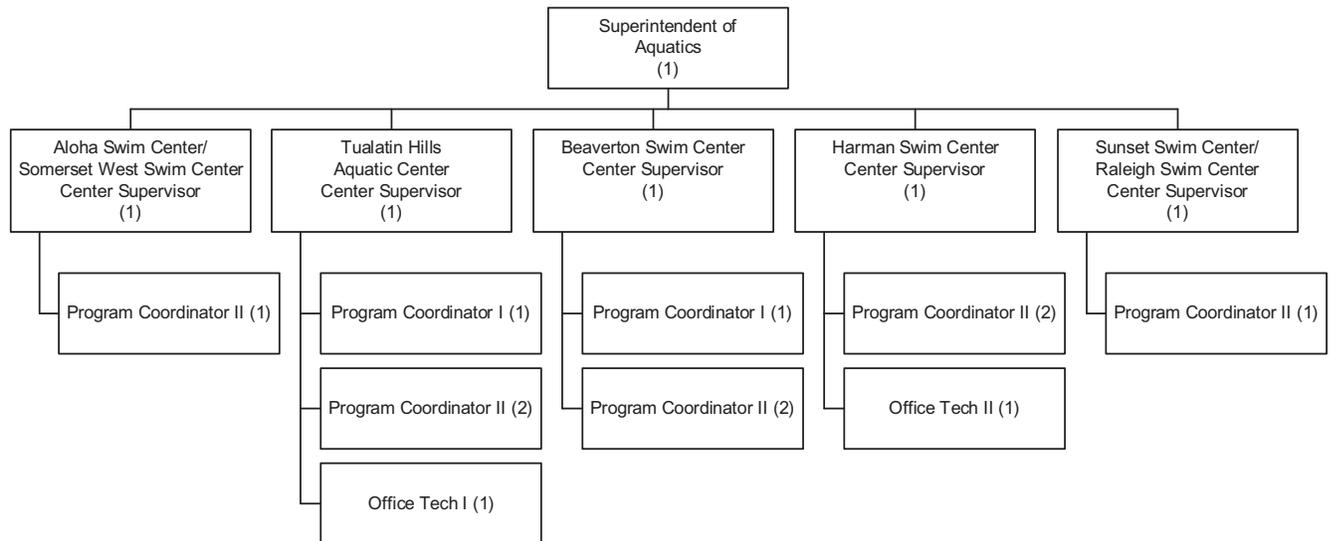
TUALATIN HILLS
PARK & RECREATION DISTRICT

AQUATICS



Aloha Swim Center
Tualatin Hills 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 guests with special needs; supervision and training of staff; and coordinates with the Maintenance Operations Department in the operation of the pools.

FY 2014/15 Accomplishments

Continued expanding the swim lesson opportunities during high demand times, especially on weekends in order to address capacity issues.

Continued to provide a comprehensive in-service training program for all Aquatics staff with particular focus on medical emergencies, customer service, and instructor training.

Implemented new fee structure and use agreements for the affiliated aquatic clubs.

Continued to offer quarterly instructional workshops for the department's water fitness instructors. This continues to be a valuable training program for our 60+ full-time, regular part-time and part-time water fitness instructors.

Continued successful work with the Beaverton School District swim teams, as well as the five affiliated aquatic clubs to allocate pool space for competitive programs as well as physical education classes for Aloha High School and recreational opportunities for the Special Education classes for Aloha High School.

Updated all swim instructors to the new American Red Cross Water Safety Instructor program.

FY 2015/16 Goals and Objectives

Continue implementation of the Cost Recovery Model.

Maintain a comprehensive in-service training program for staff in medical emergencies, customer service, and instructor training.

Increase community outreach to underserved areas to provide water safety education and an introduction to THPRD's swim lesson program.

Recertify all of the park district's lifeguards with the American Red Cross Lifeguard Training, conducted every two years.

FY 2015/16 Goals and Objectives (continued)

Explore partnership opportunities to create programs to fill low-demand times.

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.

Budget Highlights

The proposed budget reflects continuation of program levels from previous year.

Division: Park & Recreation Services

Department: Aquatics

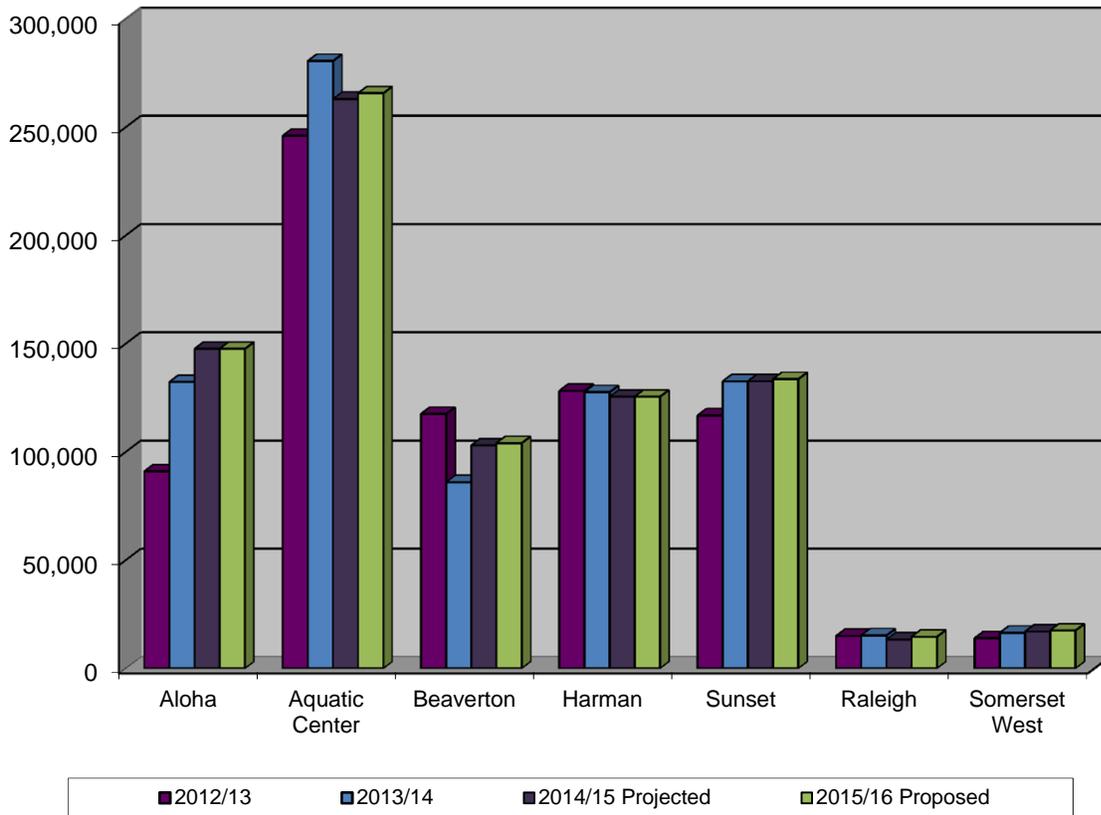
| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 3,516,086 | 3,604,840 | 4,005,574 | 3,990,191 | 3,990,191 |
| Materials & Services | 54,527 | 73,029 | 94,035 | 103,872 | 103,872 |
| Total Appropriations | 3,570,613 | 3,677,869 | 4,099,609 | 4,094,063 | 4,094,063 |

| | | | | | |
|-------------------------------|------------------|------------------|------------------|------------------|------------------|
| Summary by Program | | | | | |
| Superintendent of Aquatics | 193,308 | 213,239 | 215,196 | 217,452 | 217,452 |
| Aloha Swim Center | 504,949 | 619,360 | 722,674 | 705,951 | 705,951 |
| Tualatin Hills Aquatic Center | 817,701 | 867,002 | 930,633 | 917,509 | 917,509 |
| Beaverton Swim Center | 831,370 | 703,026 | 842,664 | 807,389 | 807,389 |
| Harman Swim Center | 687,063 | 692,778 | 718,150 | 705,094 | 705,094 |
| Sunset Swim Center | 464,771 | 504,370 | 560,168 | 609,670 | 609,670 |
| Raleigh Swim Center | 29,725 | 31,250 | 47,716 | 56,502 | 56,502 |
| Somerset West Swim Center | 41,726 | 46,844 | 62,408 | 74,496 | 74,496 |
| Total Appropriations | 3,570,613 | 3,677,869 | 4,099,609 | 4,094,063 | 4,094,063 |

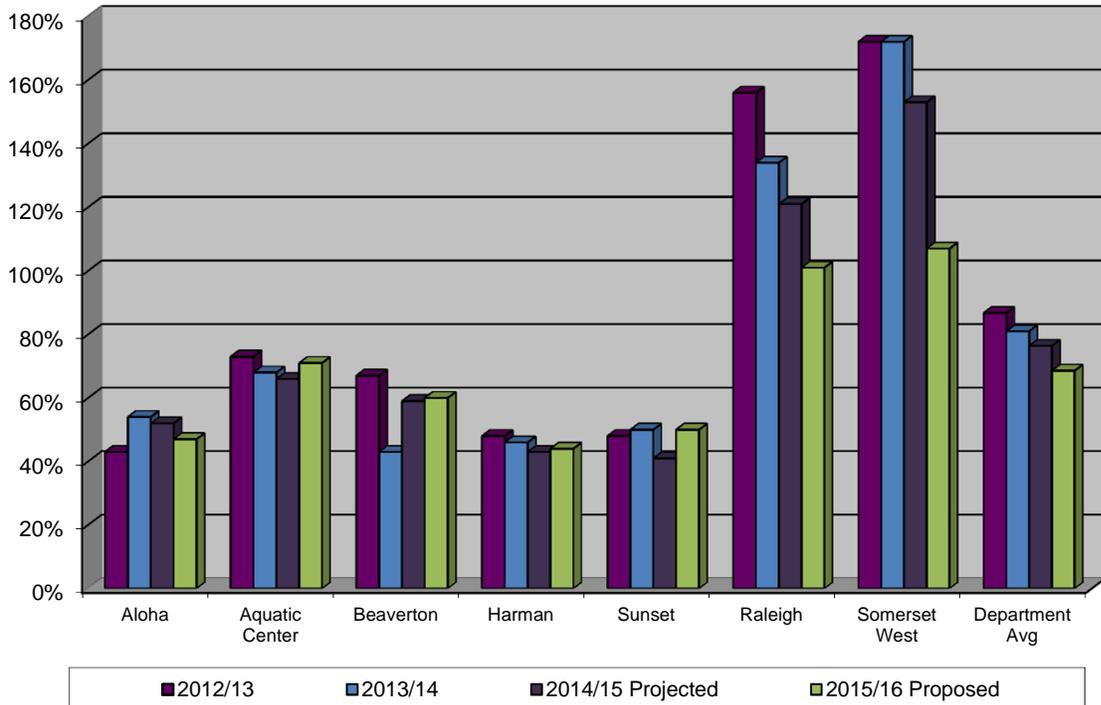
| | | | | | |
|-------------------------|-------|-------|-------|-------|-------|
| Division Staff | | | | | |
| Full Time | 20.00 | 20.00 | 20.00 | 18.00 | 18.00 |
| Regular Part Time (FTE) | 7.89 | 7.89 | 7.89 | 7.01 | 7.01 |
| Part Time (FTE) | 45.81 | 49.39 | 51.16 | 57.71 | 57.71 |

| | | | | | |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|
| Funded Service Level | | | | | |
| Program Hours | 40,792 | 40,302 | 40,998 | 45,603 | 45,603 |
| Contact Hours | 1,110,296 | 1,135,171 | 1,181,404 | 1,173,395 | 1,173,395 |

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
 Department: Aquatics
 Program: Superintendent of Aquatics

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 112,332 | 116,076 | 118,282 | 120,411 | 120,411 |
| P.T. Salary | 567 | 575 | 352 | 384 | 384 |
| Employee Benefits | 33,993 | 37,610 | 35,053 | 34,961 | 34,961 |
| Payroll Taxes | 11,106 | 11,187 | 11,431 | 10,638 | 10,638 |
| Personnel Services | 157,998 | 165,448 | 165,118 | 166,394 | 166,394 |
| Supplies | 19,523 | 24,267 | 18,544 | 13,726 | 13,726 |
| Communications | 2,511 | 3,040 | 3,200 | 5,000 | 5,000 |
| Training, Travel and Memberships | 13,276 | 20,484 | 28,334 | 32,332 | 32,332 |
| Material & Services | 35,310 | 47,791 | 50,078 | 51,058 | 51,058 |
| Program Total | 193,308 | 213,239 | 215,196 | 217,452 | 217,452 |
| 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) | 0.01 | 0.02 | 0.01 | 0.01 | 0.01 |

Division: Park & Recreation Services

Department: Aquatics

Program: Aloha Swim Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance ¹ | 91,024 | 132,327 | 147,638 | 147,638 |
| Number of classes held | 603 | 1,014 | 1,140 | 1,140 |
| Percentage of classes held vs. offered | 86% | 86% | 91% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$ 5.55 | \$ 4.68 | \$ 4.31 | \$ 5.13 |
| Direct facility operations cost recovery ² | 43% | 54% | 52% | 47% |
| Goal Outcome Measures: | | | | |
| Average enrollment as a percent of class minimums | 199% | 179% | 173% | 100% |

¹ Reflects facility closure February 19 to March 20, 2013.

² Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Aloha Swim Center

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 164,852 | 193,121 | 207,143 | 151,791 | 151,791 |
| R.P.T. Salary | 77,405 | 79,274 | 87,180 | 91,987 | 91,987 |
| P.T. Salary | 116,333 | 170,467 | 234,650 | 294,336 | 294,336 |
| Employee Benefits | 100,706 | 123,721 | 129,193 | 104,717 | 104,717 |
| Payroll Taxes | 40,774 | 48,754 | 55,893 | 54,140 | 54,140 |
| Personnel Services | 500,070 | 615,337 | 714,059 | 696,971 | 696,971 |
| Supplies | 4,255 | 4,023 | 8,615 | 8,980 | 8,980 |
| Small Furniture and Equipment | 624 | - | - | - | - |
| Material & Services | 4,879 | 4,023 | 8,615 | 8,980 | 8,980 |
| Program Total | 504,949 | 619,360 | 722,674 | 705,951 | 705,951 |
| Department Staff | | | | | |
| Full Time | 2.00 | 3.00 | 3.00 | 2.00 | 2.00 |
| Regular Part Time (FTE) | 1.75 | 1.75 | 1.75 | 1.75 | 1.75 |
| Part Time (FTE) | 8.16 | 9.06 | 9.43 | 11.57 | 11.57 |
| Funded Service Level | | | | | |
| Program Hours | 6,986 | 6,799 | 8,243 | 8,975 | 8,975 |
| Contact Hours | 211,202 | 213,508 | 222,175 | 234,473 | 234,473 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance ¹ | 246,032 | 280,612 | 263,074 | 265,705 |
| Number of classes held | 1,000 | 884 | 837 | 840 |
| Percentage of classes held vs. offered | 96% | 94% | 94% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit | \$ 3.32 | \$ 3.09 | \$ 3.37 | \$ 3.56 |
| Direct facility operations cost recovery ¹ | 73% | 68% | 66% | 71% |
| Goal Outcome Measures: | | | | |
| Average enrollment as a percent of class minimums | 210% | 213% | 210% | 100% |

¹ Does not include maintenance or utilities.

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

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 360,964 | 362,695 | 391,280 | 344,261 | 344,261 |
| R.P.T. Salary | 33,170 | 34,812 | 37,295 | 39,352 | 39,352 |
| P.T. Salary | 190,142 | 223,699 | 251,961 | 291,841 | 291,841 |
| Employee Benefits | 164,320 | 172,972 | 170,360 | 166,140 | 166,140 |
| Payroll Taxes | 66,199 | 68,398 | 72,752 | 68,863 | 68,863 |
| Personnel Services | 814,795 | 862,576 | 923,648 | 910,457 | 910,457 |
| Supplies | 2,906 | 4,426 | 6,485 | 6,552 | 6,552 |
| Small Furniture & Equipment | - | - | 500 | 500 | 500 |
| Material & Services | 2,906 | 4,426 | 6,985 | 7,052 | 7,052 |
| Program Total | 817,701 | 867,002 | 930,633 | 917,509 | 917,509 |
| Department Staff | | | | | |
| Full Time | 6.00 | 6.00 | 6.00 | 5.00 | 5.00 |
| Regular Part Time (FTE) | 0.88 | 0.88 | 0.88 | 0.88 | 0.88 |
| Part Time (FTE) | 7.76 | 9.83 | 10.25 | 12.09 | 12.09 |
| Funded Service Level | | | | | |
| Program Hours | 8,120 | 8,729 | 8,051 | 9,496 | 9,496 |
| Contact Hours | 288,756 | 317,201 | 347,351 | 324,726 | 324,726 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance ¹ | 117,595 | 86,016 | 103,012 | 104,042 |
| Number of classes held | 2,221 | 1,323 | 1,530 | 1,560 |
| Percentage of classes held vs. offered | 95% | 96% | 93% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$ 7.07 | \$ 8.17 | \$ 8.18 | \$ 8.18 |
| Direct facility operations cost recovery ² | 67% | 43% | 59% | 60% |
| Goal Outcome Measures: | | | | |
| Average enrollment as a percent of class minimums | 321% | 316% | 315% | 100% |

¹ Reflects extended closure in fiscal year 2013/14.

² Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Beaverton Swim Center

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 264,444 | 247,253 | 281,454 | 283,104 | 283,104 |
| R.P.T. Salary | 77,693 | 76,300 | 87,497 | 43,295 | 43,295 |
| P.T. Salary | 295,150 | 187,888 | 248,288 | 273,516 | 273,516 |
| Employee Benefits | 116,546 | 128,893 | 149,406 | 135,080 | 135,080 |
| Payroll Taxes | 74,626 | 57,884 | 66,442 | 61,797 | 61,797 |
| Personnel Services | 828,459 | 698,218 | 833,087 | 796,792 | 796,792 |
| Supplies | 2,911 | 4,808 | 9,577 | 10,597 | 10,597 |
| Material & Services | 2,911 | 4,808 | 9,577 | 10,597 | 10,597 |
| Program Total | 831,370 | 703,026 | 842,664 | 807,389 | 807,389 |
| Department Staff | | | | | |
| Full Time | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Regular Part Time (FTE) | 1.75 | 1.75 | 1.75 | 0.88 | 0.88 |
| Part Time (FTE) | 12.05 | 10.80 | 11.48 | 12.20 | 12.20 |
| Funded Service Level | | | | | |
| Program Hours | 10,971 | 9,020 | 9,355 | 10,352 | 10,352 |
| Contact Hours | 196,306 | 192,742 | 198,394 | 197,257 | 197,257 |

Division: Park & Recreation Services

Department: Aquatics

Program: Harman Swim Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|--|--|--|---|
| Workloads: | | | | |
| Attendance | 128,224 | 127,617 | 125,500 | 125,500 |
| Number of classes held | 573 | 596 | 625 | 1,045 |
| Percentage of classes held vs. offered | 100% | 80% | 80% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit | \$ 5.36 | \$ 5.43 | \$ 5.48 | \$ 5.64 |
| Direct facility operations cost recovery ¹ | 48% | 46% | 43% | 44% |
| Goal Outcome Measures: | | | | |
| Average enrollment as a percent of class minimums | 181% | 182% | 180% | 100% |

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Harman Swim Center

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 238,568 | 251,979 | 258,649 | 240,328 | 240,328 |
| R.P.T. Salary | 100,923 | 101,430 | 111,144 | 115,118 | 115,118 |
| P.T. Salary | 141,726 | 135,711 | 154,009 | 167,697 | 167,697 |
| Employee Benefits | 146,473 | 143,225 | 132,314 | 117,638 | 117,638 |
| Payroll Taxes | 55,141 | 54,963 | 56,944 | 54,257 | 54,257 |
| Personnel Services | 682,831 | 687,308 | 713,060 | 695,038 | 695,038 |
| Supplies | 3,751 | 5,470 | 5,090 | 10,056 | 10,056 |
| Small Furniture and Equipment | 481 | - | - | - | - |
| Material & Services | 4,232 | 5,470 | 5,090 | 10,056 | 10,056 |
| Program Total | 687,063 | 692,778 | 718,150 | 705,094 | 705,094 |
| Department Staff | | | | | |
| Full Time | 5.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Regular Part Time (FTE) | 1.76 | 1.76 | 1.76 | 1.75 | 1.75 |
| Part Time (FTE) | 5.95 | 6.66 | 6.77 | 7.36 | 7.36 |
| Funded Service Level | | | | | |
| Program Hours | 6,097 | 6,022 | 5,845 | 6,647 | 6,647 |
| Contact Hours | 156,627 | 131,765 | 131,071 | 116,740 | 116,740 |

Division: Park & Recreation Services

Department: Aquatics

Program: Sunset Swim Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|--|--|--|---|
| Workloads: | | | | |
| Attendance | 116,872 | 132,636 | 132,655 | 133,650 |
| Number of classes held | 601 | 693 | 560 | 670 |
| Percentage of classes held vs. offered | 94% | 97% | 83% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit | \$ 3.98 | \$ 3.80 | \$ 4.10 | \$ 4.31 |
| Direct facility operations cost recovery ¹ | 48% | 50% | 41% | 50% |
| Goal Outcome Measures: | | | | |
| Average enrollment as a percent of class minimums | 189% | 181% | 195% | 100% |

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Sunset Swim Center

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 155,003 | 135,400 | 138,099 | 144,786 | 144,786 |
| R.P.T. Salary | 44,717 | 86,091 | 92,801 | 95,941 | 95,941 |
| P.T. Salary | 146,623 | 145,606 | 189,902 | 210,355 | 210,355 |
| Employee Benefits | 76,241 | 91,187 | 85,732 | 101,054 | 101,054 |
| Payroll Taxes | 39,436 | 40,956 | 44,800 | 46,304 | 46,304 |
| Personnel Services | 462,020 | 499,240 | 551,334 | 598,440 | 598,440 |
| Supplies | 2,751 | 5,130 | 8,834 | 11,230 | 11,230 |
| Material & Services | 2,751 | 5,130 | 8,834 | 11,230 | 11,230 |
| Program Total | 464,771 | 504,370 | 560,168 | 609,670 | 609,670 |
| 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) | 6.68 | 7.46 | 7.62 | 8.00 | 8.00 |
| Funded Service Level | | | | | |
| Program Hours | 5,946 | 6,363 | 6,218 | 6,530 | 6,530 |
| Contact Hours | 138,541 | 146,807 | 151,890 | 161,067 | 161,067 |

Division: Park & Recreation Services

Department: Aquatics

Program: Raleigh Swim Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|--|--|--|---|
| Workloads: | | | | |
| Attendance | 14,961 | 15,239 | 13,333 | 14,586 |
| Number of classes held | 48 | 77 | 89 | 82 |
| Percentage of classes held vs. offered | 61% | 81% | 86% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit | \$ 1.99 | \$ 2.05 | \$ 3.58 | \$ 3.79 |
| Direct facility operations cost recovery ¹ | 156% | 134% | 121% | 101% |
| Goal Outcome Measures: | | | | |
| Average enrollment as a percent of class minimums | 145% | 147% | 125% | 100% |

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Raleigh Swim Center

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| P.T. Salary | 25,838 | 26,971 | 41,418 | 49,366 | 49,366 |
| Payroll Taxes | 3,153 | 3,000 | 4,142 | 4,937 | 4,937 |
| Personnel Services | 28,991 | 29,971 | 45,560 | 54,303 | 54,303 |
| Supplies | 734 | 1,279 | 2,156 | 2,199 | 2,199 |
| Material & Services | 734 | 1,279 | 2,156 | 2,199 | 2,199 |
| Program Total | 29,725 | 31,250 | 47,716 | 56,502 | 56,502 |
| 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) | 3.10 | 3.37 | 3.38 | 3.88 | 3.88 |
| Funded Service Level | | | | | |
| Program Hours | 1,157 | 1,174 | 1,068 | 1,313 | 1,313 |
| Contact Hours | 56,850 | 55,158 | 50,104 | 63,325 | 63,325 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 13,952 | 16,442 | 17,002 | 17,500 |
| Number of classes held | 236 | 236 | 256 | 256 |
| Percentage of classes held vs. offered | 68% | 100% | 100% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit | \$ 2.54 | \$ 2.85 | \$ 2.80 | \$ 4.35 |
| Direct facility operations cost recovery ¹ | 172% | 172% | 153% | 107% |
| Goal Outcome Measures: | | | | |
| Average enrollment as a percent of class minimums | 175% | 160% | 155% | 100% |

¹ Does not include maintenance or utilities.

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

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| P.T. Salary | 36,697 | 42,005 | 54,280 | 65,269 | 65,269 |
| Payroll Taxes | 4,225 | 4,737 | 5,428 | 6,527 | 6,527 |
| Personnel Services | 40,922 | 46,742 | 59,708 | 71,796 | 71,796 |
| Supplies | 804 | 102 | 2,700 | 2,700 | 2,700 |
| Material & Services | 804 | 102 | 2,700 | 2,700 | 2,700 |
| Program Total | 41,726 | 46,844 | 62,408 | 74,496 | 74,496 |
| 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) | 2.10 | 2.19 | 2.22 | 2.60 | 2.60 |
| Funded Service Level | | | | | |
| Program Hours | 1,515 | 2,195 | 2,218 | 2,290 | 2,290 |
| Contact Hours | 62,014 | 77,990 | 80,419 | 75,807 | 75,807 |





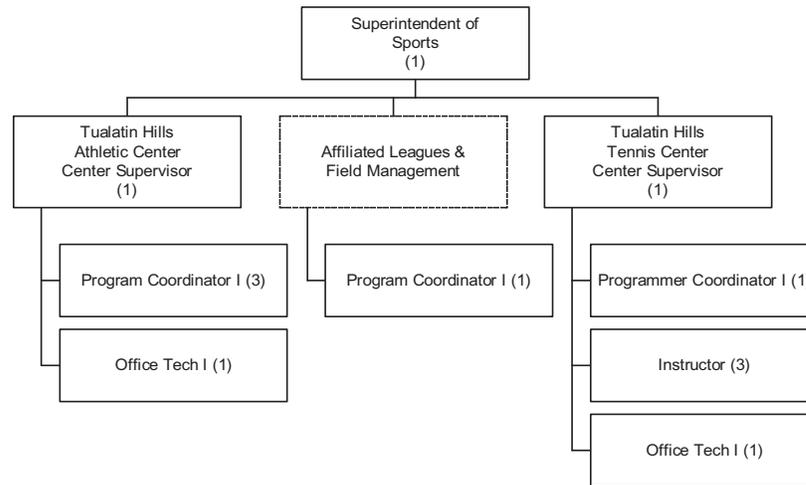
TUALATIN HILLS
PARK & RECREATION DISTRICT

SPORTS



Tualatin Hills Athletic Center
Tualatin Hills Tennis 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 Tennis Center, Athletic Center, sports fields, tennis courts, affiliated sports organizations, and the Beaverton School District (BSD) intergovernmental agreement. The Athletic Center provides as many as 200 diverse programs quarterly, districtwide sports leagues that involve over 20,000 participants and numerous tournaments and special events. The Tennis Center provides instruction, leagues and tournaments for youth and adults, working with the Greater Portland Tennis Council and United State Tennis Association. This department works with seven steering committees, an advisory committee, coordinating with other departments and the BSD to offer services.

FY 2014/15 Accomplishments

Continued development and implementation of the Cost Recovery Model.

Implemented the field sports affiliation policy and 10-year vision plans with the youth sports organizations.

Implemented two new special needs sports camps and teen adventure recreation programs.

Developed and offered new adult sports league components that included socialization components.

Developed tennis facility location and use evaluations.

Enhanced the continuum of tennis play by offering 20 half-day rookie and challenger tournaments.

FY 2015/16 Goals and Objectives

Continue implementation of the Cost Recovery Model.

Complete implementation of the field sports affiliation policy and agreements.

Expand special needs sports camps and teen adventure recreation programming.

Expand socialization components in adult sports leagues.

Host national and international girls softball tournaments.

Develop and implement tennis staff training program.

Increase locations for tennis instruction at lower levels.

Budget Highlights

The proposed budget includes the following:

- Funding allocations for program implementation of special needs sports camps and teen adventure recreation programming, and new tennis instruction location. There is no new funding being requested; only existing resources are being used.
- Transfer of the Tennis Center from the Programs & Special Activities Department to the Sports Department.



Division: Park & Recreation Services
Department: Sports

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 1,297,555 | 1,268,483 | 1,445,086 | 2,536,158 | 2,536,158 |
| Materials & Services | 286,029 | 324,901 | 344,430 | 388,090 | 388,090 |
| Total Appropriations | 1,583,584 | 1,593,384 | 1,789,516 | 2,924,248 | 2,924,248 |

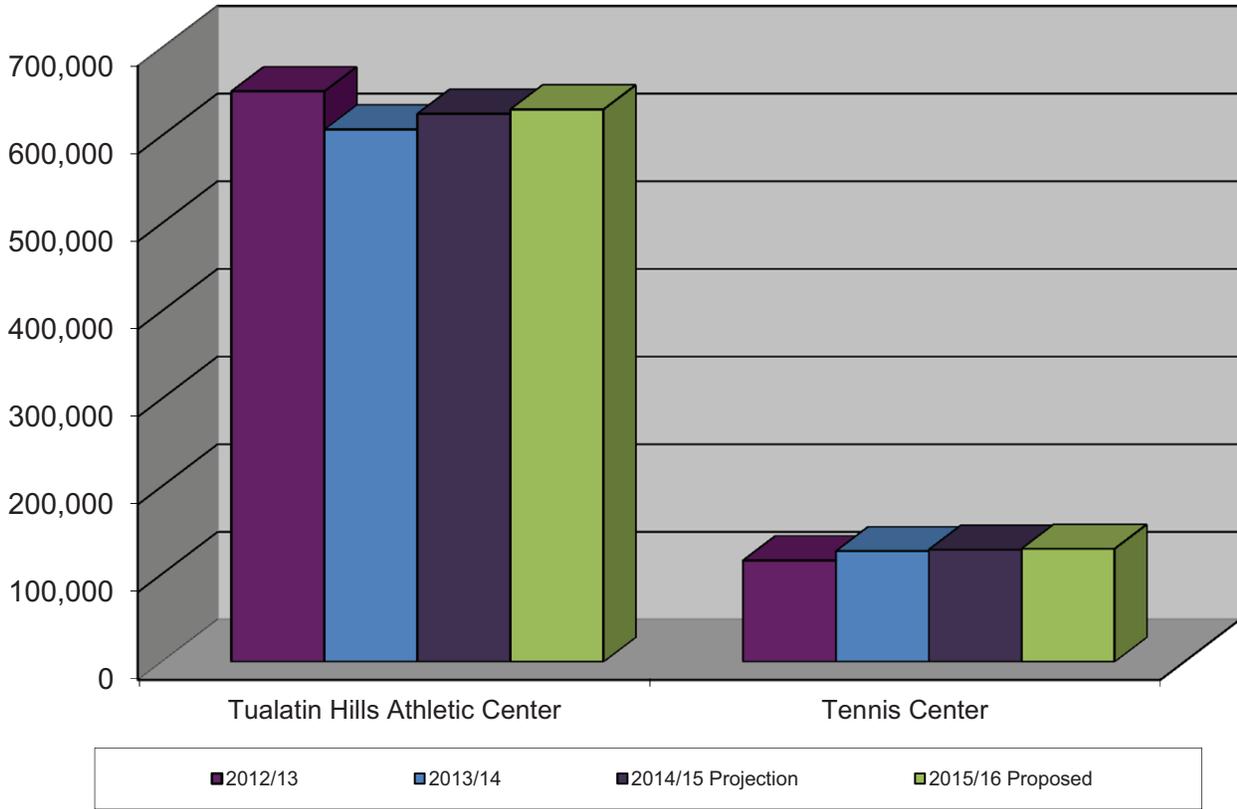
| | | | | | |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|
| Summary by Program | | | | | |
| Superintendent of Sports | 271,959 | 288,706 | 306,302 | 316,066 | 316,066 |
| Tualatin Hills Athletic Center | 1,311,625 | 1,304,678 | 1,483,214 | 1,532,906 | 1,532,906 |
| Tennis Center | - | - | - | 1,075,276 | 1,075,276 |
| Total Appropriations | 1,583,584 | 1,593,384 | 1,789,516 | 2,924,248 | 2,924,248 |

| | | | | | |
|-------------------------|-------|-------|-------|-------|-------|
| Division Staff | | | | | |
| Full Time | 7.00 | 7.00 | 7.00 | 13.00 | 13.00 |
| Regular Part Time (FTE) | 1.75 | 1.75 | 1.75 | 5.24 | 5.24 |
| Part Time (FTE) | 21.07 | 20.16 | 21.05 | 26.95 | 26.95 |

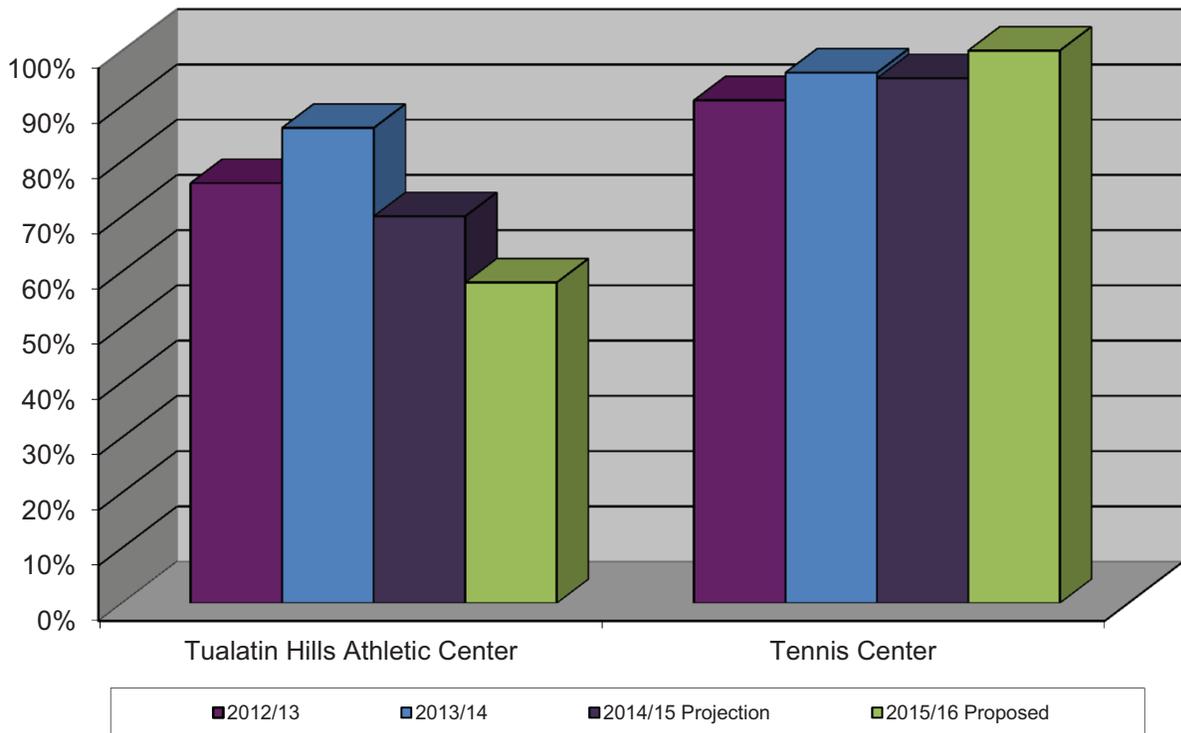
| | | | | | |
|-----------------------------|---------|---------|---------|---------|---------|
| Funded Service Level | | | | | |
| Program Hours | 10,368 | 10,563 | 10,238 | 46,332 | 46,332 |
| Contact Hours | 279,877 | 283,565 | 282,509 | 406,687 | 406,687 |

Note: As of FY 2015/16 the Tennis Center has been moved from the Programs & Special Services department.

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
Department: Sports
Program: Superintendent of Sports

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 150,278 | 159,500 | 167,232 | 174,130 | 174,130 |
| Employee Benefits | 67,053 | 73,588 | 72,719 | 75,240 | 75,240 |
| Payroll Taxes | 14,540 | 15,112 | 17,361 | 16,756 | 16,756 |
| Personnel Services | 231,871 | 248,200 | 257,312 | 266,126 | 266,126 |
| Rental Facilities | 34,852 | 31,103 | 42,500 | 42,500 | 42,500 |
| Communications | 1,879 | 3,627 | 2,000 | 1,000 | 1,000 |
| Supplies | 1,237 | 1,498 | 2,000 | 2,000 | 2,000 |
| Training, Travel and Memberships | 2,120 | 3,283 | 2,490 | 4,440 | 4,440 |
| Small Furniture and Equipment | | 995 | - | - | - |
| Material & Services | 40,088 | 40,506 | 48,990 | 49,940 | 49,940 |
| Program Total | 271,959 | 288,706 | 306,302 | 316,066 | 316,066 |
| 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: Tualatin Hills Athletic Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 650,623 | 607,130 | 625,000 | 630,000 |
| Number of classes held | 527 | 537 | 550 | 600 |
| Percentage of classes held vs. offered | 87% | 88% | 88% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit | \$ 2.02 | \$ 2.15 | \$ 2.31 | \$ 2.39 |
| Direct Facility Operations Cost Recovery ¹ | 76% | 86% | 70% | 58% |
| Goal Outcome Measures: | | | | |
| Average Enrollment as a Percent of Class minimums | 137% | 137% | 137% | 100% |

¹ Does not include maintenance or utilities.

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

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 274,801 | 267,021 | 305,764 | 320,217 | 320,217 |
| R.P.T.Salary | 76,248 | 87,373 | 88,715 | 90,898 | 90,898 |
| P.T. Salary | 473,918 | 432,852 | 535,034 | 551,084 | 551,084 |
| Employee Benefits | 145,560 | 145,366 | 162,596 | 173,292 | 173,292 |
| Payroll Taxes | 95,157 | 87,671 | 95,665 | 96,066 | 96,066 |
| Personnel Services | 1,065,684 | 1,020,283 | 1,187,774 | 1,231,557 | 1,231,557 |
| Professional and Technical Services | 120,960 | 120,015 | 147,080 | 149,330 | 149,330 |
| Supplies | 123,231 | 161,681 | 144,460 | 147,951 | 147,951 |
| Communication | - | 150 | 1,000 | 1,000 | 1,000 |
| Training, Travel and Memberships | 1,551 | 1,953 | 1,900 | 1,968 | 1,968 |
| Small Furniture and Equipment | 199 | 596 | 1,000 | 1,100 | 1,100 |
| Material & Services | 245,941 | 284,395 | 295,440 | 301,349 | 301,349 |
| Program Total | 1,311,625 | 1,304,678 | 1,483,214 | 1,532,906 | 1,532,906 |
| Department Staff | | | | | |
| Full Time | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Regular Part Time (FTE) | 1.75 | 1.75 | 1.75 | 1.75 | 1.75 |
| Part Time (FTE) | 21.07 | 20.16 | 21.05 | 21.78 | 21.78 |
| Funded Service Level | | | | | |
| Program Hours | 10,368 | 10,563 | 10,238 | 10,167 | 10,167 |
| Contact Hours | 279,877 | 283,565 | 282,509 | 276,499 | 276,499 |

Division: Park & Recreation Services

Department: Sports

Program: Tennis Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|--|--|--|---|
| Workloads: | | | | |
| Attendance | 115,618 | 126,174 | 127,943 | 128,918 |
| Number of classes held | 1,248 | 1,272 | 1,321 | 1,349 |
| Percentage of classes held vs. offered | 75% | 86% | 87% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit | \$ 8.35 | \$ 7.88 | \$ 8.10 | \$ 8.13 |
| Direct Facility Operations Cost Recovery ¹ | 91% | 96% | 95% | 102% |
| Goal Outcome Measures: | | | | |
| Average Enrollment as a Percent of Class minimums | 128% | 132% | 132% | 100% |

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Sports
 Program: Tennis Center

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | | | | 384,659 | 384,659 |
| R.P.T. Salary | | | | 183,240 | 183,240 |
| P.T. Salary | | | | 147,903 | 147,903 |
| Employee Benefits | | | | 249,042 | 249,042 |
| Payroll Taxes | | | | 73,631 | 73,631 |
| Personnel Services | - | - | - | 1,038,475 | 1,038,475 |
| Supplies | | | | 34,461 | 34,461 |
| Communications | | | | - | - |
| Training, Travel and Memberships | | | | 2,340 | 2,340 |
| Small Furniture and Equipment | | | | - | - |
| Material & Services | - | - | - | 36,801 | 36,801 |
| Program Total | - | - | - | 1,075,276 | 1,075,276 |
| Department Staff | | | | | |
| Full Time | | | | 6.00 | 6.00 |
| Regular Part Time (FTE) | | | | 3.49 | 3.49 |
| Part Time (FTE) | | | | 5.17 | 5.17 |
| Funded Service Level | | | | | |
| Program Hours | | | | 36,165 | 36,165 |
| Contact Hours | | | | 130,188 | 130,188 |

Note: As of FY 2015/16 the Tennis Center has been moved from the Programs & Special Services department.





TUALATIN HILLS
PARK & RECREATION DISTRICT

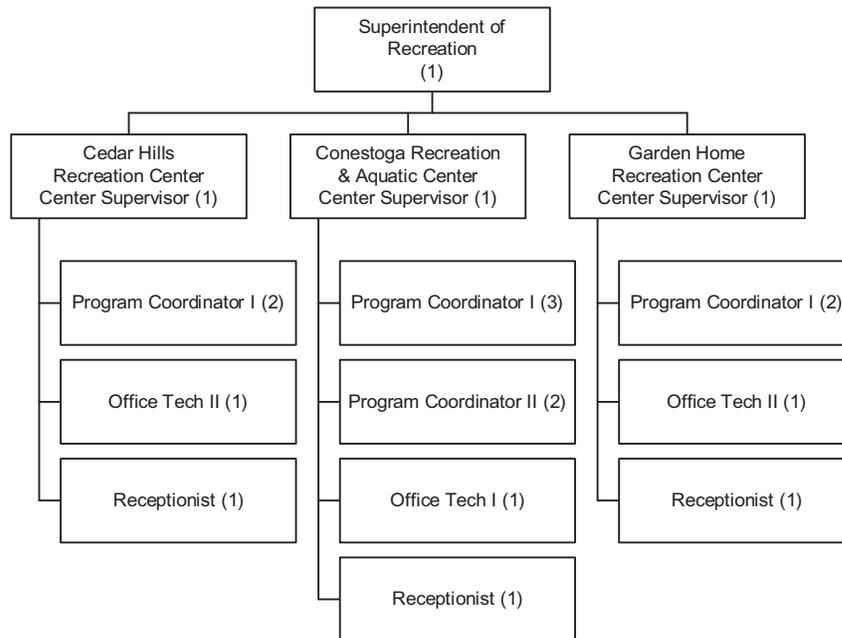
RECREATION



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 oversees the operation of the three recreation centers, their programs, and staff.

The Recreation Department plans, organizes, and administers the operational and personnel activities of a comprehensive recreation program. These 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 and the Cedar Mill Farmers Market.

FY 2014/15 Accomplishments

Participated in a Washington County Public Health Task Force to provide options for families to improve health, physical fitness and healthy eating choices.

Increased after school enrollment over 5% and revenue 12% district-wide.

Started a new archery program at Cedar Hills Recreation Center. Exceeded attendance and revenue figures for the year by the end of the first term. To date, there have been 1,474 participants.

Continued participation on the Community Advisory Council to help develop adequate health care for low-income families in our community.

Implemented USDA Snack Program in after school program at Conestoga Recreation & Aquatic Center. This provided free healthy snacks to participants as well as reduced costs to the program.

Increased outreach to low-income families through partnership with Family Care Health Plan.

Assumed oversight and renegotiated the Jenkins Estate concessionaire contract.

Assumed supervision and oversight of Cedar Mill Farmers Market.

Fully implemented a new nine-month preschool at Fanno Farmhouse.

FY 2015/16 Goals and Objectives

Begin implementation of the Cost Recovery Model.

Develop programs for underserved ages 12-19.

Develop and grow other program areas to partner with new or current medical community partners. This is an effort to promote good health and wellness.

FY 2015/16 Goals and Objectives (continued)

Continue to standardize operations for all three recreation centers.

Budget Highlights

The proposed budget includes funding for the following:

- Transfer of the Cedar Mill Farmers Market from the Programs & Special Activities Department.
- Creation of a teen and inclusive recreation program district-wide. This represents an approved business plan under the goal of exploring a systematic approach to and strategies for advancing or affirming market position. As well as to provide a variety of programs at recreation centers to address the needs of all user groups, including children, teens, adults, seniors, ethnic and minority residents, and persons with disabilities: provide programs and services that meet the needs of people of all incomes.

Otherwise, the proposed budget reflects continuation of most program levels from the previous year.

Division: Park & Recreation Services
 Department: Recreation

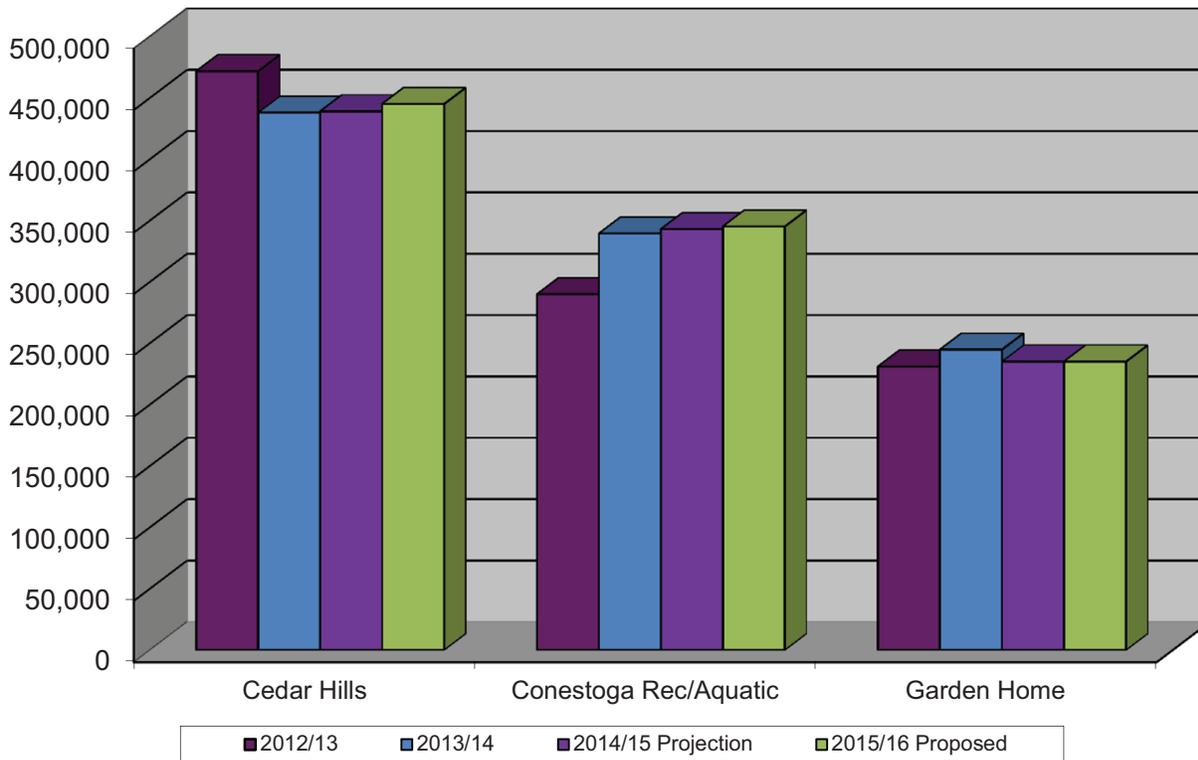
| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 4,098,359 | 4,189,194 | 4,458,463 | 4,612,544 | 4,612,544 |
| Materials & Services | 351,026 | 359,416 | 466,807 | 476,819 | 476,819 |
| Total Appropriations | 4,449,385 | 4,548,610 | 4,925,270 | 5,089,363 | 5,089,363 |

| | | | | | |
|---------------------------------|------------------|------------------|------------------|------------------|------------------|
| Summary by Program | | | | | |
| Superintendent of Recreation | 172,989 | 190,728 | 191,793 | 204,312 | 204,312 |
| Cedar Hills Recreation Center | 1,445,432 | 1,463,835 | 1,545,840 | 1,620,320 | 1,620,320 |
| Conestoga Rec. & Aquatic Center | 1,942,844 | 1,948,725 | 2,052,485 | 2,145,801 | 2,145,801 |
| Garden Home Recreation Center | 888,120 | 945,322 | 1,135,152 | 1,118,930 | 1,118,930 |
| Total Appropriations | 4,449,385 | 4,548,610 | 4,925,270 | 5,089,363 | 5,089,363 |

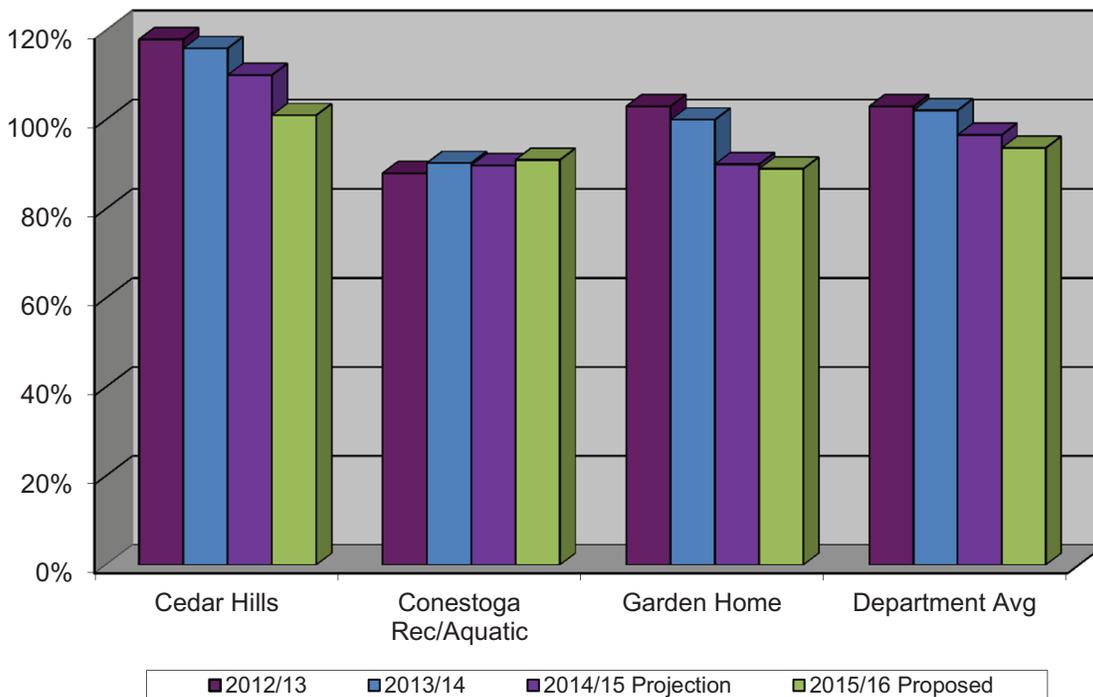
| | | | | | |
|-------------------------|-------|-------|-------|-------|-------|
| Division Staff | | | | | |
| Full Time | 19.00 | 19.00 | 19.00 | 19.00 | 19.00 |
| Regular Part Time (FTE) | 4.39 | 4.39 | 3.52 | 3.52 | 3.52 |
| Part Time (FTE) | 79.06 | 76.77 | 77.54 | 79.08 | 79.08 |

| | | | | | |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|
| Funded Service Level | | | | | |
| Program Hours | 73,790 | 69,536 | 71,857 | 73,048 | 73,048 |
| Contact Hours | 1,710,154 | 1,732,202 | 1,807,815 | 1,812,394 | 1,812,394 |

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
 Department: Recreation
 Program: Superintendent of Recreation

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 103,656 | 109,052 | 110,556 | 120,411 | 120,411 |
| Employee Benefits | 41,371 | 45,272 | 43,608 | 45,881 | 45,881 |
| Payroll Taxes | 10,296 | 10,585 | 10,729 | 10,600 | 10,600 |
| | 155,323 | 164,909 | 164,893 | 176,892 | 176,892 |
| Communications | 2,787 | 3,513 | 3,000 | 3,360 | 3,360 |
| Supplies | 6,477 | 7,989 | 11,780 | 12,000 | 12,000 |
| Training, Travel and Memberships | 8,214 | 11,690 | 12,120 | 12,060 | 12,060 |
| Small Furniture, Fixtures and Equip. | 188 | 2,627 | - | - | - |
| Material & Services | 17,666 | 25,819 | 26,900 | 27,420 | 27,420 |
| Program Total | 172,989 | 190,728 | 191,793 | 204,312 | 204,312 |
| 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 | 0.00 | 0.00 | 0.00 | 0.00 |

Division: Park & Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 471,722 | 437,966 | 439,000 | 445,000 |
| Number of classes held | 1,360 | 1,320 | 1,350 | 1,340 |
| Percentage of classes held vs. offered | 92% | 90% | 92% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit | \$ 3.06 | \$ 3.34 | \$ 3.47 | \$ 3.60 |
| Direct facility operations cost recovery ¹ | 118% | 116% | 110% | 101% |
| Goal Outcome Measures: | | | | |
| Average enrollment as a percent of class minimums | 149% | 149% | 149% | 100% |

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 274,896 | 283,700 | 293,890 | 302,972 | 302,972 |
| R.P.T. Salary | 40,381 | 40,707 | 43,046 | 45,423 | 45,423 |
| P.T. Salary | 749,299 | 773,264 | 802,384 | 847,463 | 847,463 |
| Employee Benefits | 140,036 | 135,884 | 141,353 | 150,423 | 150,423 |
| Payroll Taxes | 120,671 | 121,276 | 115,071 | 118,158 | 118,158 |
| Personnel Services | 1,325,283 | 1,354,831 | 1,395,744 | 1,464,439 | 1,464,439 |
| Other Services | - | - | - | 3,181 | 3,181 |
| Supplies | 118,642 | 106,704 | 146,453 | 148,985 | 148,985 |
| Communication | 195 | - | - | - | - |
| Training, Travel and Memberships | 1,074 | 394 | 1,251 | 1,276 | 1,276 |
| Small Furniture and Equipment | 238 | 1,906 | 2,392 | 2,439 | 2,439 |
| Material & Services | 120,149 | 109,004 | 150,096 | 155,881 | 155,881 |
| Program Total | 1,445,432 | 1,463,835 | 1,545,840 | 1,620,320 | 1,620,320 |
| 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) | 25.33 | 25.05 | 24.31 | 26.29 | 26.29 |
| Funded Service Level | | | | | |
| Program Hours | 26,519 | 26,427 | 26,189 | 27,214 | 27,214 |
| Contact Hours | 547,351 | 549,700 | 550,728 | 548,519 | 548,519 |

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 289,927 | 339,417 | 343,000 | 345,100 |
| Number of classes held | 1,905 | 1,875 | 1,935 | 1,945 |
| Percentage of classes held vs. offered | 86% | 89% | 92% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit | \$ 6.70 | \$ 5.74 | \$ 5.64 | \$ 6.27 |
| Direct facility operations cost recovery ¹ | 88% | 90% | 90% | 91% |
| Goal Outcome Measures: | | | | |
| Average enrollment as a percent of class minimums | 156% | 146% | 145% | 100% |

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 441,885 | 489,287 | 505,102 | 514,867 | 514,867 |
| R.P.T. Salary | 124,208 | 125,386 | 77,320 | 78,059 | 78,059 |
| P.T. Salary | 853,083 | 779,487 | 914,672 | 968,356 | 968,356 |
| Employee Benefits | 240,794 | 281,931 | 263,637 | 287,001 | 287,001 |
| Payroll Taxes | 163,582 | 153,282 | 155,215 | 157,948 | 157,948 |
| Personnel Services | 1,823,552 | 1,829,373 | 1,915,946 | 2,006,231 | 2,006,231 |
| Professional and Technical Services | 5,550 | 5,955 | - | - | - |
| Rental Equipment | 1,759 | - | - | - | - |
| Communication | 25 | 195 | 1,875 | 9,050 | 9,050 |
| Other Services | 1,329 | - | 6,000 | - | - |
| Supplies | 107,331 | 102,632 | 119,714 | 118,520 | 118,520 |
| Training, Travel and Memberships | 861 | 2,435 | 150 | - | - |
| Small Furniture, Fixtures and Equip. | 2,437 | 8,135 | 8,800 | 12,000 | 12,000 |
| Material & Services | 119,292 | 119,352 | 136,539 | 139,570 | 139,570 |
| Program Total | 1,942,844 | 1,948,725 | 2,052,485 | 2,145,801 | 2,145,801 |
| Department Staff | | | | | |
| Full Time | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 |
| Regular Part Time (FTE) | 2.63 | 2.63 | 1.76 | 1.76 | 1.76 |
| Part Time (FTE) | 36.79 | 36.06 | 37.47 | 37.26 | 37.26 |
| Funded Service Level | | | | | |
| Program Hours | 25,411 | 23,736 | 25,872 | 26,990 | 26,990 |
| Contact Hours | 804,275 | 849,465 | 911,176 | 913,859 | 913,859 |

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Aquatics

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 134,927 | 140,000 | 143,000 | 145,000 |
| Number of classes held | 884 | 872 | 930 | 940 |
| Percentage of classes held vs. offered | 95% | 90% | 93% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit | \$ 6.95 | \$ 6.55 | \$ 6.80 | \$ 7.22 |
| Direct facility operations cost recovery ¹ | 66% | 69% | 69% | 59% |
| Goal Outcome Measures: | | | | |
| Average enrollment as a percent of class minimums | 195% | 177% | 174% | 100% |

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Aquatics

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 257,517 | 265,863 | 310,774 | 313,822 | 313,822 |
| R.P.T. Salary | 88,747 | 88,273 | 38,411 | 39,361 | 39,361 |
| P.T. Salary | 317,381 | 304,705 | 370,056 | 377,879 | 377,879 |
| Employee Benefits | 148,301 | 163,558 | 170,278 | 178,393 | 178,393 |
| Payroll Taxes | 75,566 | 72,714 | 75,360 | 74,313 | 74,313 |
| Personnel Services | 887,512 | 895,113 | 964,879 | 983,768 | 983,768 |
| Communication | 25 | 195 | 1,000 | 9,050 | 9,050 |
| Supplies | 20,236 | 19,788 | 19,144 | 16,100 | 16,100 |
| Training, Travel and Memberships | 793 | 1,402 | - | - | - |
| Material & Services | 21,054 | 21,385 | 20,144 | 25,150 | 25,150 |
| | | | | | |
| Program Total | 908,566 | 916,498 | 985,023 | 1,008,918 | 1,008,918 |
| | | | | | |
| Department Staff | | | | | |
| Full Time | 4.20 | 4.20 | 4.80 | 4.80 | 4.80 |
| Regular Part Time (FTE) | 1.75 | 1.75 | 0.88 | 0.88 | 0.88 |
| Part Time (FTE) | 16.52 | 15.65 | 17.41 | 15.25 | 15.25 |
| | | | | | |
| Funded Service Level | | | | | |
| Program Hours | 10,788 | 10,151 | 9,834 | 9,705 | 9,705 |
| Contact Hours | 496,237 | 490,725 | 526,775 | 499,320 | 499,320 |

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Recreation

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 155,000 | 199,417 | 200,000 | 200,100 |
| Number of classes held | 1,021 | 1,003 | 1,005 | 1,005 |
| Percentage of classes held vs. offered | 80% | 87% | 91% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit | \$ 6.67 | \$ 5.18 | \$ 4.82 | \$ 5.58 |
| Direct facility operations cost recovery ¹ | 105% | 109% | 111% | 121% |
| Goal Outcome Measures: | | | | |
| Average enrollment as a percent of class minimums | 145% | 136% | 136% | 100% |

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-Program: Recreation

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 184,368 | 223,424 | 194,328 | 201,045 | 201,045 |
| R.P.T. Salary | 35,461 | 37,113 | 38,909 | 38,698 | 38,698 |
| P.T. Salary | 535,702 | 474,782 | 544,616 | 590,477 | 590,477 |
| Employee Benefits | 92,493 | 118,373 | 93,359 | 108,608 | 108,608 |
| Payroll Taxes | 88,016 | 80,568 | 79,855 | 83,635 | 83,635 |
| Personnel Services | 936,040 | 934,260 | 951,067 | 1,022,463 | 1,022,463 |
| Professional and Technical Services | 5,550 | 5,955 | - | - | - |
| Rental Equipment | 1,759 | - | - | - | - |
| Other Services | 1,329 | - | 6,000 | - | - |
| Communications | - | - | 875 | - | - |
| Supplies | 87,095 | 82,844 | 100,570 | 102,420 | 102,420 |
| Training, Travel and Memberships | 68 | 1,033 | 150 | - | - |
| Small Furniture, Fixtures and Equip. | 2,437 | 8,135 | 8,800 | 12,000 | 12,000 |
| Material & Services | 98,238 | 97,967 | 116,395 | 114,420 | 114,420 |
| Program Total | 1,034,278 | 1,032,227 | 1,067,462 | 1,136,883 | 1,136,883 |
| Department Staff | | | | | |
| Full Time | 3.80 | 3.80 | 3.20 | 3.20 | 3.20 |
| Regular Part Time (FTE) | 0.88 | 0.88 | 0.88 | 0.88 | 0.88 |
| Part Time (FTE) | 20.27 | 20.40 | 20.06 | 22.01 | 22.01 |
| Funded Service Level | | | | | |
| Program Hours | 14,623 | 13,585 | 16,038 | 17,285 | 17,285 |
| Contact Hours | 308,038 | 358,740 | 384,401 | 414,539 | 414,539 |

Division: Park & Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 230,895 | 244,734 | 235,000 | 235,000 |
| Number of classes held | 971 | 1,004 | 980 | 980 |
| Percentage of classes held vs. offered | 72% | 69% | 70% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit | \$ 3.85 | \$ 3.86 | 4.29 | 4.79 |
| Direct facility operations cost recovery ¹ | 103% | 100% | 90% | 89% |
| Goal Outcome Measures: | | | | |
| Average enrollment as a percent of class minimums | 127% | 138% | 136% | 100% |

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 222,488 | 260,284 | 268,817 | 269,768 | 269,768 |
| R.P.T. Salary | 30,550 | 32,912 | 35,393 | 37,354 | 37,354 |
| P.T. Salary | 360,632 | 344,213 | 470,645 | 461,197 | 461,197 |
| Employee Benefits | 110,815 | 132,019 | 128,271 | 120,998 | 120,998 |
| Payroll Taxes | 69,716 | 70,653 | 78,754 | 75,665 | 75,665 |
| Personnel Services | 794,201 | 840,081 | 981,880 | 964,982 | 964,982 |
| Professional and Technical Services | 9,945 | 7,361 | - | 300 | 300 |
| Supplies | 80,549 | 94,586 | 149,782 | 149,848 | 149,848 |
| Rental Equipment | - | - | - | - | - |
| Rental Facility | - | - | - | - | - |
| Communications | 200 | 245 | 450 | 600 | 600 |
| Training, Travel and Memberships | 588 | 865 | 840 | 1,200 | 1,200 |
| Small Furniture, Fixtures and Equip. | 2,637 | 2,184 | 2,200 | 2,000 | 2,000 |
| Material & Services | 93,919 | 105,241 | 153,272 | 153,948 | 153,948 |
| Program Total | 888,120 | 945,322 | 1,135,152 | 1,118,930 | 1,118,930 |
| 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) | 16.82 | 15.66 | 15.76 | 15.53 | 15.53 |
| Funded Service Level | | | | | |
| Program Hours | 21,860 | 19,373 | 19,796 | 18,844 | 18,844 |
| Contact Hours | 358,528 | 333,037 | 345,911 | 350,016 | 350,016 |





TUALATIN HILLS
PARK & RECREATION DISTRICT

PROGRAMS & SPECIAL ACTIVITIES

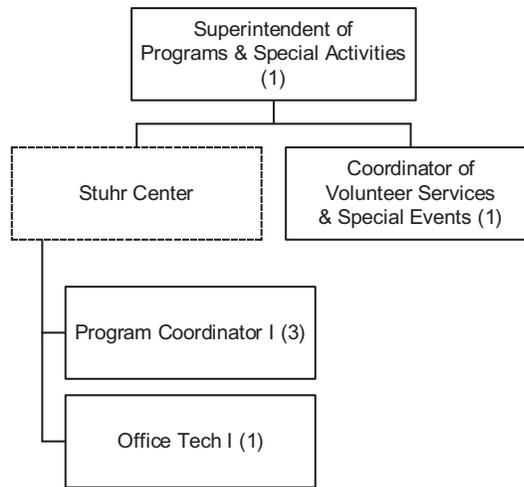


Elsie Stuhr Center

Camp Rivendale

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 oversees the Elsie Stuhr Center, programs for the disabled and ADA, the Inclusion Program, Camp Rivendale, and the coordinator of Volunteer Services and Special Events.

This department provides integrated recreational opportunities for the community to include special events, senior and disabled programs, and volunteer services.

FY 2014/15 Accomplishments

Held a highly successful Concert and Theater in the Park Series, with six concerts, including “Groovin’ on the Grass” with Shemkia Copeland and Robert Cray, and one theater presentation.

Planned and implemented the third Sunday Trailways event celebrating the completion of the Westside Trail.

Held a very successful fundraiser at the Stuhr Center, Harvest Bazaar.

Increased participation in the district’s Inclusion Program due to marketing targeted to parents with children with special needs through the Beaverton School District.

FY 2015/16 Goals and Objectives

Continue implementation of the Cost Recovery Model.

Work with a consultant to complete the ADA Access Audit of facilities and properties, and the accompanying Transition Plan.

Continue to work to maximize expense efficiency of each departmental budget, while still maintaining maximum revenues.

Coordinate another successful Party in the Park.

Hold a successful Fourth Annual Trailways 2015.

Budget Highlights

The proposed budget reflects the transfer of the Tennis Center to the Sports Department and the Cedar Mill Farmers Market to the Recreation Department.



Division: Park & Recreation Services
Department: Programs and Special Activities

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 2,461,966 | 2,412,166 | 2,452,290 | 1,351,839 | 1,351,839 |
| Materials & Services | 308,577 | 235,594 | 289,460 | 256,105 | 256,105 |
| Total Appropriations | 2,770,543 | 2,647,760 | 2,741,750 | 1,607,944 | 1,607,944 |

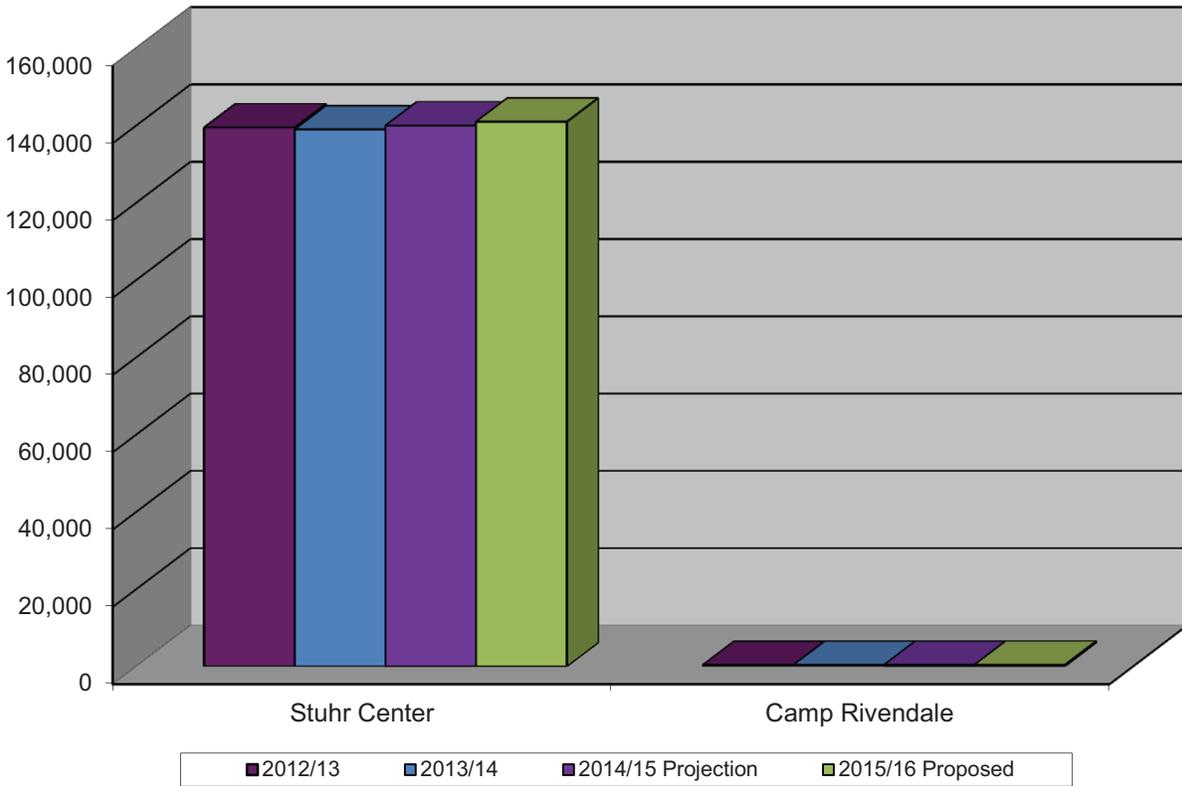
| | | | | | |
|--------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Summary by Program | | | | | |
| Superintendent of Prog. & Spec. Act. | 458,289 | 462,256 | 473,800 | 455,544 | 455,544 |
| Jenkins Estate | 221,944 | 37,600 | - | - | - |
| Camp Rivendale | 130,180 | 137,752 | 149,552 | 153,913 | 153,913 |
| Elsie Stuhr Center | 995,112 | 1,015,537 | 1,075,316 | 998,487 | 998,487 |
| Tennis Center | 965,018 | 994,615 | 1,043,082 | - | - |
| Total Appropriations | 2,770,543 | 2,647,760 | 2,741,750 | 1,607,944 | 1,607,944 |

| | | | | | |
|-------------------------|-------|-------|-------|-------|-------|
| Division Staff | | | | | |
| Full Time | 14.00 | 13.00 | 13.00 | 6.00 | 6.00 |
| Regular Part Time (FTE) | 4.37 | 4.37 | 4.37 | 0.88 | 0.88 |
| Part Time (FTE) | 23.39 | 20.83 | 21.34 | 15.80 | 15.80 |

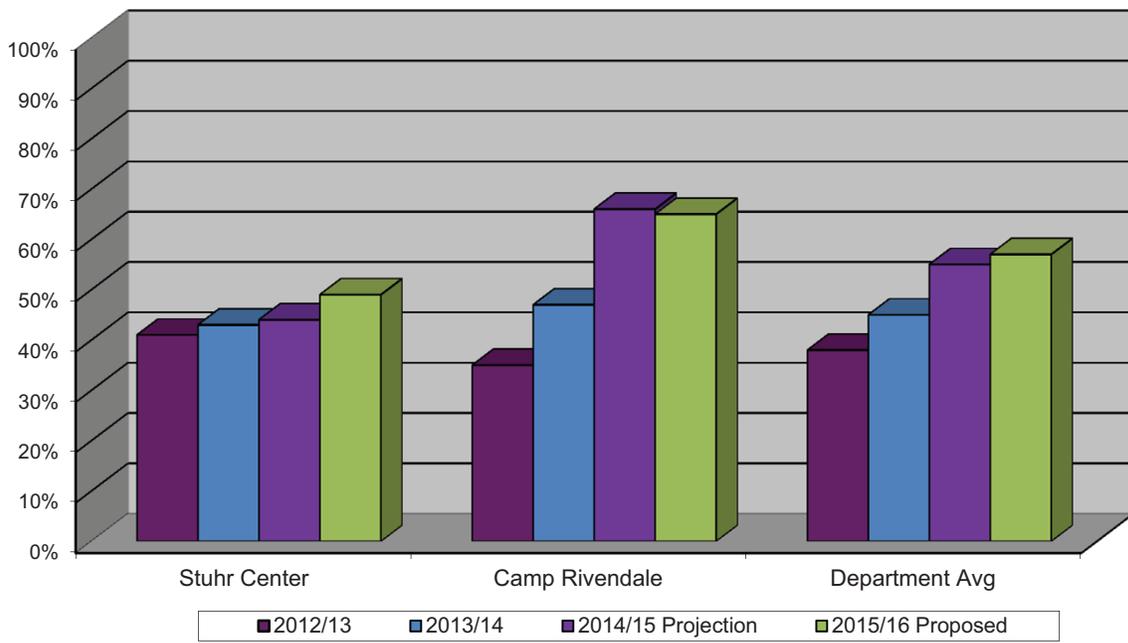
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|-----------------------------|---------|---------|---------|---------|---------|
| Funded Service Level | | | | | |
| Program Hours | 47,541 | 47,486 | 45,713 | 9,560 | 9,560 |
| Contact Hours | 394,803 | 344,939 | 252,554 | 128,764 | 128,764 |

Note: As of FY 2015/16 the Tennis Center was moved to the Sports department.

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 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 184,600 | 189,888 | 189,202 | 193,121 | 193,121 |
| P.T. Salary | 38,773 | 49,070 | 56,144 | 36,942 | 36,942 |
| Employee Benefits | 64,803 | 71,417 | 68,229 | 69,188 | 69,188 |
| Payroll Taxes | 23,018 | 23,719 | 23,985 | 20,899 | 20,899 |
| Personnel Services | 311,194 | 334,094 | 337,560 | 320,150 | 320,150 |
| Professional and Technical Services | 118,749 | 106,397 | 103,123 | 101,394 | 101,394 |
| Rental Facility | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 |
| Communications | 2,675 | 2,350 | 3,000 | 3,000 | 3,000 |
| Supplies | 12,133 | 9,699 | 13,000 | 13,500 | 13,500 |
| Training, Travel and Memberships | 10,372 | 5,423 | 14,717 | 15,100 | 15,100 |
| Small Furniture, Fixtures and Equip. | 766 | 1,893 | - | - | - |
| Material & Services | 147,095 | 128,162 | 136,240 | 135,394 | 135,394 |
| Program Total | 458,289 | 462,256 | 473,800 | 455,544 | 455,544 |
| 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) | 1.27 | 1.35 | 1.73 | 1.11 | 1.11 |

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Elsie Stuhr Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 139,500 | 139,000 | 140,000 | 141,000 |
| Number of classes held | 571 | 571 | 575 | 576 |
| Percentage of classes held vs. offered | 76% | 93% | 93% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit | \$ 7.13 | \$ 7.31 | \$ 7.34 | \$ 7.79 |
| Direct facility operations cost recovery ¹ | 41% | 43% | 44% | 49% |
| Goal Outcome Measures: | | | | |
| Average enrollment as a percent of class minimums | 142% | 140% | 140% | 100% |

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Elsie Stuhr Center

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 312,717 | 338,254 | 317,153 | 240,835 | 240,835 |
| R.P.T. Salary | 33,762 | 35,236 | 34,042 | 35,922 | 35,922 |
| P.T. Salary | 341,281 | 363,701 | 385,782 | 414,049 | 414,049 |
| Employee Benefits | 157,305 | 145,936 | 160,105 | 132,373 | 132,373 |
| Payroll Taxes | 77,459 | 81,149 | 75,873 | 69,625 | 69,625 |
| Personnel Services | 922,524 | 964,276 | 972,955 | 892,804 | 892,804 |
| Professional and Technical Services | 4,052 | 405 | - | - | - |
| Other Services | 3,166 | 2,742 | 7,030 | 7,030 | 7,030 |
| Communication | 1,589 | 2,945 | 5,564 | 4,000 | 4,000 |
| Supplies | 63,678 | 45,148 | 87,727 | 92,613 | 92,613 |
| Training, Travel and Memberships | 103 | 21 | 2,040 | 2,040 | 2,040 |
| Material & Services | 72,588 | 51,261 | 102,361 | 105,683 | 105,683 |
| Program Total | 995,112 | 1,015,537 | 1,075,316 | 998,487 | 998,487 |
| Department Staff | | | | | |
| Full Time | 5.00 | 5.00 | 5.00 | 4.00 | 4.00 |
| Regular Part Time (FTE) | 0.88 | 0.88 | 0.88 | 0.88 | 0.88 |
| Part Time (FTE) | 8.79 | 9.17 | 9.34 | 10.04 | 10.04 |
| Funded Service Level | | | | | |
| Program Hours | 9,368 | 9,235 | 9,387 | 8,960 | 8,960 |
| Contact Hours | 137,142 | 114,358 | 94,798 | 98,764 | 98,764 |



Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Jenkins Estate

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 76,052 | 5,232 | | | |
| P.T. Salary | 54,572 | 15,353 | | | |
| Employee Benefits | 34,681 | 3,933 | | | |
| Payroll Taxes | 15,132 | 2,526 | | | |
| Personnel Services | 180,437 | 27,044 | - | - | - |
| Professional and Technical Services | 2,692 | 960 | | | |
| Other Services | - | - | | | |
| Communications | 1,250 | - | | | |
| Supplies | 36,507 | 9,548 | | | |
| Training, Travel and Memberships | 1,058 | 48 | | | |
| Material & Services | 41,507 | 10,556 | - | - | - |
| Program Total | 221,944 | 37,600 | - | - | - |
| Department Staff | | | | | |
| Full Time | 1.00 | | | | |
| Regular Part Time (FTE) | 0.00 | | | | |
| Part Time (FTE) | 3.10 | | | | |
| Funded Service Level | | | | | |
| Contact Hours | 82,480 | 51,662 | | | |

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Camp Rivendale

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 420 | 440 | 442 | 460 |
| Performance Measures: | | | | |
| Direct Facility Operations Cost Recovery ¹ | 35% | 47% | 66% | 65% |
| Goal Outcome Measures: | | | | |
| Average enrollment as a percent of class minimums | 337% | 317% | 317% | 100% |

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Camp Rivendale

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| P.T. Salary | 100,812 | 107,026 | 122,540 | 126,259 | 126,259 |
| Payroll Taxes | 11,989 | 12,091 | 12,254 | 12,626 | 12,626 |
| Personnel Services | 112,801 | 119,117 | 134,794 | 138,885 | 138,885 |
| Rental Equipment | 9,205 | 10,187 | 5,931 | 5,940 | 5,940 |
| Supplies | 8,002 | 8,255 | 8,415 | 8,882 | 8,882 |
| Training, Travel and Memberships | 172 | 193 | 412 | 206 | 206 |
| Material & Services | 17,379 | 18,635 | 14,758 | 15,028 | 15,028 |
| Program Total | 130,180 | 137,752 | 149,552 | 153,913 | 153,913 |
| 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) | 4.45 | 4.45 | 4.76 | 4.65 | 4.65 |
| Funded Service Level | | | | | |
| Program Hours | 480 | 480 | 560 | 600 | 600 |
| Contact Hours | 24,000 | 24,000 | 28,000 | 30,000 | 30,000 |



Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Tennis Center

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 351,446 | 361,163 | 374,210 | | |
| R.P.T. Salary | 157,411 | 167,232 | 175,336 | | |
| P.T. Salary | 124,848 | 131,312 | 143,704 | | |
| Employee Benefits | 230,718 | 237,042 | 238,613 | | |
| Payroll Taxes | 70,587 | 70,886 | 75,118 | | |
| Personnel Services | 935,010 | 967,635 | 1,006,981 | | |
| Supplies | 27,904 | 25,548 | 33,761 | | |
| Communications | 25 | 104 | - | | |
| Training, Travel and Memberships | 1,277 | 1,328 | 2,340 | | |
| Small Furniture and Equipment | 802 | - | - | | |
| Material & Services | 30,008 | 26,980 | 36,101 | | |
| Program Total | 965,018 | 994,615 | 1,043,082 | | |
| Department Staff | | | | | |
| Full Time | 6.00 | 6.00 | 6.00 | | |
| Regular Part Time (FTE) | 3.49 | 3.49 | 3.49 | | |
| Part Time (FTE) | 5.78 | 5.86 | 5.51 | | |
| Funded Service Level | | | | | |
| Program Hours | 37,693 | 37,771 | 35,766 | | |
| Contact Hours | 151,181 | 154,919 | 129,756 | | |

Note: As of FY 2015/16 the Tennis Center was moved to the Sports department.





TUALATIN HILLS
PARK & RECREATION DISTRICT

NATURAL RESOURCES & TRAILS



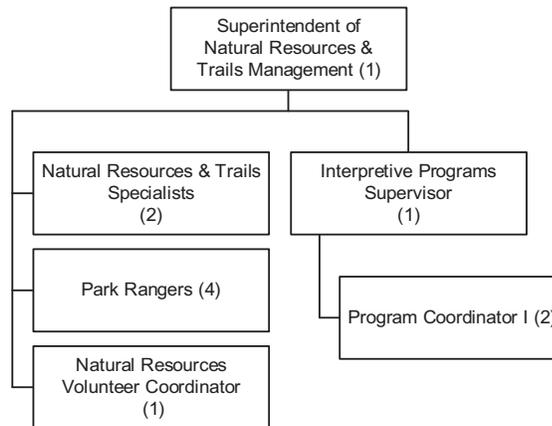
Natural Resources

Tualatin Hills Nature Center

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, the Tualatin Hills Nature Center, Cooper Mountain Nature House, and Natural Resources staff operate a coordinated program which uses the Nature Center and Nature Mobile to educate patrons about the district's natural resource areas, volunteer opportunities, trails, and environmental education programs.

The Natural Resources Department provides districtwide stewardship of natural areas and 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 Nature Center.

The department connects patrons 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 2014/15 Accomplishments

Continued to plan and implement bond-funded natural resource enhancement projects.

Partnered with Clean Water Services to complete phase two of the Fanno Creek Greenway restoration.

Collaborated with Regional Arts & Culture Council and other partners to place five natural resource interpretive art installations in natural area parks.

Brought in the highest Nature Center annual revenue to date.

Worked with stakeholders to create and receive board adoption of a Natural Resources Functional Plan.

Managed a multi-departmental team to create maps that show the quality of trails based on amenities and conditions.

FY 2015/16 Goals and Objectives

Continue implementation of the Cost Recovery Model.

Manage natural resources bond projects, closing out two of them. Start four new natural resource restoration/enhancement bond projects.

Implement at least four Natural Resources Functional Plan (NRFP) short-term milestones including:

1. Use NRFP criteria to rank all natural areas. Use information to prioritize staff projects.
2. Map key biodiversity corridors in the district.
3. Perform a gap analysis of environmental education program offerings.
4. Define and clarify quality standards for environmental education programs.

Budget Highlights

There are no significant changes from the prior year budget.



Division: Park & Recreation Services
Department: Natural Resources and Trails

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | 1,345,693 | 1,423,397 | 1,575,424 | 1,665,023 | 1,665,023 |
| Materials & Services | 108,795 | 107,779 | 219,515 | 222,540 | 222,540 |
| Total Appropriations | 1,454,488 | 1,531,176 | 1,794,939 | 1,887,563 | 1,887,563 |

| | | | | | |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|
| Summary by Program | | | | | |
| Natural Resources | 735,867 | 831,968 | 1,027,627 | 1,061,956 | 1,061,956 |
| Interpretive Programs | 718,621 | 699,208 | 767,312 | 825,607 | 825,607 |
| Total Appropriations | 1,454,488 | 1,531,176 | 1,794,939 | 1,887,563 | 1,887,563 |

| | | | | | |
|-------------------------|-------|-------|-------|-------|-------|
| Division Staff | | | | | |
| Full Time | 11.00 | 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) | 12.79 | 13.63 | 14.99 | 16.76 | 16.76 |

| | | | | | |
|-----------------------------|---------|---------|---------|---------|---------|
| Funded Service Level | | | | | |
| Program Hours | 9,406 | 9,921 | 10,588 | 13,254 | 13,254 |
| Contact Hours | 157,486 | 161,215 | 167,111 | 185,054 | 185,054 |

Division: Park & Recreation Services
 Department: Natural Resources and Trails
 Program: Natural Resources

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|--|---|---|---|--|
| Implement the THPRD Natural Resource Management Plan, Trails Management Plan (TMP), and Inventory Program. | Started at least one phase of all planned bond projects. Completed regional trail signage and nature/trail map projects. | Continued more than 20 active bond projects. Substantially completed Natural Resources Functional Plan. Inventoried 30 natural resources sites. | Completed 4 additional bond restoration projects. The Natural Resources Functional Plan was completed and adopted. Natural Resources inventory was completed for 20 more properties. | Use NRFP criteria to rank all natural areas. Use information to prioritize staff projects. Map key biodiversity corridors in the district. |
| Engage in community outreach to promote awareness and involvement in Natural Resources programs. | Engaged more volunteers through outreach, recognition, and increased newsletters. We increased the amount of Nature Days in the Parks from three seven events. Nearly 15,000 promotional postcards were mailed to increase awareness and participation in Cooper Mountain Nature Park Programs. | Improved outreach to underserved communities through partnership with Elmonica Elementary school and traveling nature mobile programs. Set up two partnerships with middle schools for service learning programs to engage teen volunteers in stewardship activities. | The service learning program was expanded to the International School of Beaverton. Nature Mobile tried new methods to reach different audiences. | Perform a gap analysis of program offerings. Define and clarify quality standards for programs. |
| Restore and enhance habitat in natural area parks. | Installed more than 10,000 plants at Camille Park and Bauman Park. Collaborated with community to come up with Fanno Creek Trail landscape/habitat vision and planted 3,000 shrubs/trees. Wrote habitat restoration plans for Rosa and Hideaway Parks. | Implemented phase two of Fanno Creek Trail vision project to remove weeds and install plants along trail. Interpretive signs were completed. Wrote Mt Williams restoration plan and soft surface trail plan. | Installed thousands of trees and shrubs as part of Lowami Hart Woods and Koll Center Wetlands restoration projects. Continued to provide management of habitat mitigation for development bond project impacts including development of Morrison Woods mitigation bank with Planning staff. | Begin phase one of Mt Williams and Jenkins Estate bond projects. Continue with Pollinator Project in Rock Creek Greenway at 185th. |
| Pursue cooperative and collaborative relationships with THPRD Departments and outside agencies that benefit natural resource assets. | Started restoration work at Bronson Creek Greenway with CWS. Worked with Metro to implement a new wildfire management plan at Cooper Mountain Nature Park. | Collaborated with Regional Arts & Culture Council and other partners to place four art installation in natural area parks. Collaborated with Clean Water Services to restore Fanno Creek Greenway. | Placed large logs for habitat and water quality with CWS as part of Bronson Creek Greenway Project. Completed phase two of Fanno Creek Greenway with CWS. | Coordinate mitigation bank expansion with Planning and Maintenance staff. Investigate opportunities to partner with home owner associations to improve watershed connectivity. |

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Natural Resources

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 407,408 | 464,807 | 504,934 | 520,897 | 520,897 |
| P.T. Salary | 68,623 | 66,525 | 115,947 | 122,635 | 122,635 |
| Employee Benefits | 154,828 | 199,234 | 201,054 | 209,251 | 209,251 |
| Payroll Taxes | 55,417 | 60,415 | 69,497 | 68,547 | 68,547 |
| Personnel Services | 686,276 | 790,981 | 891,432 | 921,330 | 921,330 |
| Professional and Technical Services | 17,740 | 5,937 | 31,419 | 28,026 | 28,026 |
| Other Services | 2,194 | 628 | 3,900 | 3,900 | 3,900 |
| Rental Equipment | - | - | 1,242 | 1,250 | 1,250 |
| Communications | 1,638 | 3,703 | 3,600 | 3,600 | 3,600 |
| Supplies | 21,385 | 17,484 | 86,414 | 94,200 | 94,200 |
| Training, Travel and Memberships | 2,718 | 7,410 | 9,070 | 8,650 | 8,650 |
| Small Furniture, Fixtures and Equip. | 3,916 | 5,825 | 550 | 1,000 | 1,000 |
| Material & Services | 49,591 | 40,987 | 136,195 | 140,626 | 140,626 |
| Program Total | 735,867 | 831,968 | 1,027,627 | 1,061,956 | 1,061,956 |
| Department Staff | | | | | |
| Full Time | 7.00 | 7.00 | 8.00 | 8.00 | 8.00 |
| Regular Part Time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part Time (FTE) | 2.50 | 2.73 | 4.05 | 4.14 | 4.14 |

Division: Park & Recreation Services
 Department: Natural Resources and Trails
 Program: Nature Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Projected Outcome 2014/15 | Proposed Outcome 2015/16 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance- Interpretive Programs | 46,927 | 45,958 | 46,000 | 46,500 |
| Trail Count- Tualatin Hills Nature Park | 107,080 | 97,661 | 102,000 | 105,000 |
| Trail Count- Cooper Mountain Nature Park | 44,990 | 54,258 | 54,500 | 55,000 |
| Number of classes held | 643 | 707 | 700 | 725 |
| Percentage of classes held vs. offered | 83% | 88% | 88% | 100% |
| Performance Measures: | | | | |
| Estimated cost per visit | \$ 3.61 | \$ 4.03 | \$ 3.66 | \$ 3.94 |
| Direct Facility Operations Cost Recovery ¹ | 46% | 47% | 50% | 45% |
| Goal Outcome Measures: | | | | |
| Average Enrollment as a Percent of Class minimums | 140% | 148% | 148% | 100% |

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Interpretive Programs

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|--------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| F.T. Salary | 234,499 | 191,573 | 201,344 | 210,897 | 210,897 |
| R.P.T. Salary | 41,464 | 41,195 | 42,254 | 43,295 | 43,295 |
| P.T. Salary | 229,871 | 268,926 | 306,479 | 349,185 | 349,185 |
| Employee Benefits | 97,787 | 77,567 | 77,489 | 80,350 | 80,350 |
| Payroll Taxes | 55,796 | 53,155 | 56,426 | 59,966 | 59,966 |
| Personnel Services | 659,417 | 632,416 | 683,992 | 743,693 | 743,693 |
| Professional and Technical Services | 4,620 | 2,403 | 3,861 | 3,938 | 3,938 |
| Rental Equipment | 8,908 | 24,558 | 13,040 | 18,530 | 18,530 |
| Communication | 2,801 | 2,871 | 3,025 | 3,250 | 3,250 |
| Supplies | 38,645 | 31,454 | 56,644 | 49,546 | 49,546 |
| Training, Travel and Memberships | 2,927 | 5,222 | 4,750 | 4,650 | 4,650 |
| Small Furniture, Fixtures and Equip. | 1,303 | 284 | 2,000 | 2,000 | 2,000 |
| Material & Services | 59,204 | 66,792 | 83,320 | 81,914 | 81,914 |
| Program Total | 718,621 | 699,208 | 767,312 | 825,607 | 825,607 |
| Department Staff | | | | | |
| Full Time | 4.00 | 4.00 | 3.00 | 3.00 | 3.00 |
| Regular Part Time (FTE) | 0.88 | 0.88 | 0.88 | 0.88 | 0.88 |
| Part Time (FTE) | 10.29 | 10.90 | 10.94 | 12.62 | 12.62 |
| Funded Service Level | | | | | |
| Program Hours | 9,406 | 9,921 | 10,588 | 13,254 | 13,254 |
| Contact Hours | 157,486 | 161,215 | 167,111 | 185,054 | 185,054 |



CAPITAL PROJECTS

Capital Projects Summary

Capital Projects Narratives



Division: Capital Projects

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Capital Outlay | 2,693,743 | 2,831,892 | 5,310,718 | 6,444,551 | 6,444,551 |
| Total Appropriations | 2,693,743 | 2,831,892 | 5,310,718 | 6,444,551 | 6,444,551 |
| Summary by Department | | | | | |
| Carry Over Projects | 858,381 | 802,963 | 1,465,860 | 4,593,048 | 4,593,048 |
| Athletic Facility Replacements | 414,696 | 600,075 | 277,000 | 334,800 | 334,800 |
| Athletic Facility Improvements | - | - | 6,500 | 3,300 | 3,300 |
| Building Replacements | 770,510 | 381,699 | 2,428,323 | 557,543 | 557,543 |
| Building Improvements | 3,730 | 147,107 | 121,500 | 13,200 | 13,200 |
| Energy Savings Performance Contract | 156,700 | - | - | - | - |
| Park & Trail Replacements | 279,311 | 591,992 | 419,552 | 419,060 | 419,060 |
| Park & Trail Improvements | 132,991 | 203,428 | 463,000 | 401,600 | 401,600 |
| Facility Challenge Grants | 55,451 | 47,985 | 97,500 | 97,500 | 97,500 |
| ADA Improvements | 21,973 | 56,643 | 31,483 | 24,500 | 24,500 |
| Total Appropriations | 2,693,743 | 2,831,892 | 5,310,718 | 6,444,551 | 6,444,551 |



CAPITAL PROJECTS

| Item Number | Capital Project | Carryover Funds | Additional Funding | Adopted Budget 2015/16 | Page # |
|---|--|------------------|--------------------|------------------------|--------|
| CARRY OVER PROJECTS | | | | | |
| 1 | JQAY House renovation | 1,800 | | 1,800 | CO-5 |
| 2 | Challenge Grant Competitive Fund | 50,000 | | 50,000 | CO-5 |
| 3 | HMT Aquatic Center dive tower louvers | 9,500 | | 9,500 | CO-5 |
| 4 | Jenkins Estate lead abatement (main house) | 9,000 | 9,000 | 18,000 | CO-5 |
| 5 | Conestoga Middle School synthetic turf field | 650,000 | | 650,000 | CO-5 |
| 6 | HMT Tennis Center roof | 868,000 | 320,000 | 1,188,000 | CO-5 |
| 7 | HMT Aquatic Center roof, pool tank, pool deck, gutter, tile, equipment | 1,432,488 | 397,306 | 1,829,794 | CO-5 |
| 8 | Hydro-jetter & camera | 11,340 | 6,292 | 17,632 | CO-6 |
| 9 | Signage Master Plan | 25,000 | | 25,000 | CO-6 |
| 10 | McMillian Park playground | 87,468 | 88,500 | 175,968 | CO-6 |
| 11 | McMillian Park ADA curb, ramp & table | 20,300 | | 20,300 | CO-6 |
| 12 | Commonwealth Lake pedestrian path relocation | 78,968 | 60,000 | 138,968 | CO-6 |
| 13 | Pedestrian path construction (6 sites) | 172,707 | 100,879 | 273,586 | CO-6 |
| 14 | Rock Creek Greenway sidewalk/ramp replacement | 9,500 | | 9,500 | CO-6 |
| 15 | Greenway Park bridge replacement | 40,000 | 145,000 | 185,000 | CO-7 |
| | TOTAL CARRY OVER PROJECTS | 3,466,071 | 1,126,977 | 4,593,048 | |
| ATHLETIC FACILITY REPLACEMENTS | | | | | |
| 16 | Synthetic turf field - Sunset High School | | | 200,000 | CO-7 |
| 17 | Tennis court resurfacing (2 sites) | | | 60,000 | CO-7 |
| 18 | Tennis court resurfacing - HMT Tennis Center (6 indoor courts) | | | 44,000 | CO-7 |
| 19 | Skate ramp rebuilding - HMT Skate Park (3 ramps) | | | 30,800 | CO-7 |
| | TOTAL ATHLETIC FACILITY REPLACEMENTS | | | 334,800 | |
| ATHLETIC FACILITY IMPROVEMENTS | | | | | |
| 20 | Push-button activated lights - PCC tennis courts | | | 3,300 | CO-7 |
| | TOTAL ATHLETIC FACILITY IMPROVEMENTS | | | 3,300 | |
| BUILDING REPLACEMENTS | | | | | |
| 21 | Pool gutter; tank, deck and floor resurfacing - Harman Swim Center | | | 345,500 | CO-8 |
| 22 | Cardio weight room equipment | | | 40,000 | CO-8 |
| Building Exterior | | | | | |
| 23 | Roof and gutter repair - (4 sites) | | | 25,028 | CO-8 |
| Building Furnishings | | | | | |
| 24 | Room dividers - Conestoga Rec/Aquatic Center | | | 1,000 | CO-8 |
| 25 | Furniture - HMT Admin | | | 14,600 | CO-8 |
| 26 | Tables - Cedar Hills Rec Center | | | 5,500 | CO-8 |
| Electrical Components | | | | | |
| 27 | Exterior light fixtures - Garden Home Rec Center | | | 1,000 | CO-9 |
| 28 | Electrical panel - placement assessment (multiple sites) | | | 15,000 | CO-9 |
| Exterior Fixtures | | | | | |
| 29 | Outdoor courts relamping - HMT Tennis Center | | | 1,600 | CO-9 |
| Floor Covering Replacement (Short & Long Life) | | | | | |
| 30 | Tile & wood floor - Garden Home Rec Center | | | 2,500 | CO-9 |
| HVAC Components & Fixtures | | | | | |
| 31 | Roof vent covers - Aquatic Center | | | 2,500 | CO-9 |
| 32 | Furnace - Jenkins Estate | | | 4,400 | CO-9 |
| 33 | HVAC controls - Sunset Swim Center | | | 1,200 | CO-10 |
| Plumbing | | | | | |
| 34 | Restroom fixtures (2 sites) | | | 3,000 | CO-10 |
| 35 | Auto-flush toilet valves - Harman Swim Center | | | 1,000 | CO-10 |
| 36 | Main drain & backwash flanges - Beaverton Swim Center | | | 4,200 | CO-10 |
| 37 | Water heater - Stuhr Center | | | 2,500 | CO-10 |
| Pool Apparatus | | | | | |
| 38 | Pit ladder (2 sites) | | | 2,000 | CO-10 |
| 39 | Skim gutter grates - Conestoga Rec/Aquatic Center | | | 1,000 | CO-11 |
| Pool Mechanical Systems | | | | | |
| 40 | Valve & vacuum - Somerset West Swim Center | | | 2,350 | CO-11 |
| 41 | Surge protection for multiple pumps - Conestoga Rec/Aquatic Center | | | 15,000 | CO-11 |
| 42 | Hot water pumps - Conestoga Rec/Aquatic Center | | | 4,000 | CO-11 |
| 43 | Backwash valve - Aquatic Center | | | 5,000 | CO-11 |
| 44 | Circulation pump & motor - Raleigh Swim Center | | | 2,800 | CO-11 |

CAPITAL PROJECTS

| Item Number | Capital Project | Carryover Funds | Additional Funding | Adopted Budget 2015/16 | Page # |
|--|---|------------------------|---------------------------|-------------------------------|---------------|
| <u>Security</u> | | | | | |
| 45 | Fire suppression (Phase 1) - Jenkins Estate | | | 8,663 | CO-11 |
| <u>Windows/Doors</u> | | | | | |
| 46 | Windows (2 sites) | | | 2,000 | CO-12 |
| 47 | Doors (7 sites) | | | 8,000 | CO-12 |
| <u>Equipment & Other</u> | | | | | |
| 48 | Gym mats - Conestoga Rec/Aquatic Center | | | 2,800 | CO-12 |
| 49 | Ergonomic equipment/fixtures | | | 6,000 | CO-12 |
| 50 | Portable stage | | | 11,206 | CO-12 |
| 51 | Equipment for Special Events support | | | 16,196 | CO-12 |
| TOTAL BUILDING REPLACEMENTS | | | | 557,543 | |
| BUILDING IMPROVEMENTS | | | | | |
| 52 | Aqua Climb | | | 5,000 | CO-13 |
| 53 | LED lighting - Nature Center | | | 3,300 | CO-13 |
| 54 | Carpet - Garden Home Rec Center | | | 2,500 | CO-13 |
| <u>Equipment</u> | | | | | |
| 55 | Shaved ice machine - Cedar Hills Rec Center | | | 2,400 | CO-13 |
| TOTAL BUILDING IMPROVEMENTS | | | | 13,200 | |
| PARK & TRAIL REPLACEMENTS | | | | | |
| 56 | Bridge/Boardwalk Repairs (4 sites) | | | 15,500 | CO-13 |
| 57 | Concrete Curbing (1 site) | | | 4,500 | CO-13 |
| 58 | Sidewalk Repair/Replacement (3 sites) | | | 39,070 | CO-14 |
| 59 | Irrigation & Drainage System Repairs (4 sites) | | | 10,000 | CO-14 |
| 60 | Parking Lots (2 sites) | | | 236,480 | CO-14 |
| 61 | Pedestrian Pathways (3 sites) | | | 59,710 | CO-14 |
| 62 | Play Equipment (2 sites) | | | 17,500 | CO-14 |
| 63 | Dog Bag Dispensers | | | 10,000 | CO-14 |
| 64 | Trash Cans | | | 5,000 | CO-14 |
| 65 | Tables & Benches | | | 4,800 | CO-15 |
| 66 | Fencing/lumber - Harman Community Garden | | | 16,500 | CO-15 |
| TOTAL PARK & TRAIL REPLACEMENTS | | | | 419,060 | |
| PARK & TRAIL IMPROVEMENTS | | | | | |
| 67 | Memorial Bench Fund | | | 8,000 | CO-15 |
| 68 | Solar Powered Trash Compactors | | | 13,600 | CO-15 |
| <u>Grant Funded Projects</u> | | | | | |
| 69 | Undesignated grant-funded project | | | 25,000 | CO-15 |
| 70 | Westside Trail #18/ODOT Grant | | | 80,000 | CO-15 |
| 71 | LWCF grant match for undesignated project | | | 100,000 | CO-16 |
| 72 | LWCF small grant match for undesignated project | | | 75,000 | CO-16 |
| 73 | RTP grant match for undesignated project | | | 100,000 | CO-16 |
| TOTAL PARK & TRAIL IMPROVEMENTS | | | | 401,600 | |
| FACILITY CHALLENGE GRANTS | | | | | |
| 74 | Challenge Grants | | | 97,500 | CO-16 |
| TOTAL FACILITY CHALLENGE GRANTS | | | | 97,500 | |
| ADA IMPROVEMENTS | | | | | |
| 75 | Aquatic Lift (2 sites) | | | 21,000 | CO-16 |
| 76 | Front desk redesign - Harman Swim Center | | | 3,500 | CO-16 |
| TOTAL ADA IMPROVEMENTS | | | | 24,500 | |
| TOTAL FUNDED CAPITAL ITEMS | | | | 6,444,551 | |

CAPITAL PROJECTS

Carry Over Projects

ITEM 1: **JQAY House renovation**

BUDGET: \$1,800

DESCRIPTION: Remaining funds for renovation of historical facility.

ITEM 2: **Challenge Grant Competitive Fund**

BUDGET: \$50,000

DESCRIPTION: Unused Challenge Grant Funds from prior year will be made available on a competitive basis.

ITEM 3: **HMT Aquatic Center dive tower louvers**

BUDGET: \$9,500

DESCRIPTION: Replacement of actuators and louvers at the Aquatic Center.

ITEM 4: **Jenkins Estate lead abatement (main house)**

BUDGET: \$18,000

DESCRIPTION: Removal of all layers of paint and repainting on the interior doors at Jenkins Estate.

ITEM 5: **Conestoga Middle School synthetic turf field**

BUDGET: \$650,000

DESCRIPTION: Installation of a synthetic turf field at Conestoga Middle School with funding from other sources contributing to overall cost.

ITEM 6: **HMT Tennis Center roof**

BUDGET: \$1,188,000

DESCRIPTION: Replacement of existing metal roof, insulation and vapor barrier.

ITEM 7: **HMT Aquatic Center roof, pool tank, pool deck, gutter, tile, equipment**

BUDGET: \$1,829,794

DESCRIPTION: Replacement of metal roof, insulation and vapor barrier. Replacement of concrete deck and recoating with non-skid epoxy. Replacement of pool tank coating with epoxy coating. Replacement of pneumatic controls for HVAC to DDC. Replacement of existing 10' valves for main drain and pool gutters.

CAPITAL PROJECTS

ITEM 8: **Hydro-jetter & camera**

BUDGET: \$17,632

DESCRIPTION: Purchase of camera to complete the hydro-jet equipment assembly.

ITEM 9: **Signage Master Plan**

BUDGET: \$25,000

DESCRIPTION: Replacement and improvement of signage throughout district.

ITEM 10: **McMillian Park playground**

BUDGET: \$175,968

DESCRIPTION: Relocation and replacement of play equipment at McMillian Park.

ITEM 11: **McMillian Park ADA curb, ramp & table**

BUDGET: \$20,300

DESCRIPTION: Installation of playground curbing, ADA ramp and ADA picnic table at McMillian Park.

ITEM 12: **Commonwealth Lake pedestrian path relocation**

BUDGET: \$138,968

DESCRIPTION: Design, realignment and replacement of pedestrian pathway at Commonwealth Lake away from eroding lake bank.

ITEM 13: **Pedestrian path construction (6 sites)**

BUDGET: \$273,586

DESCRIPTION: Design, realignment and replacement of pedestrian pathways at Waterhouse Powerline, Commonwealth, Granada Lake, Dwight Parr, Fanno Creek Greenway and Westside Linear.

ITEM 14: **Rock Creek Greenway sidewalk/ramp replacement**

BUDGET: \$9,500

DESCRIPTION: Replacement of sidewalk and ramp at Rock Creek Greenway.

CAPITAL PROJECTS

ITEM 15: **Greenway Park bridge replacement**
BUDGET: \$185,000
DESCRIPTION: Purchase and construction of bridge at Greenway Park.

Athletic Facility Replacements

ITEM 16: **Synthetic turf field - Sunset High School**
BUDGET: \$200,000
DESCRIPTION: District share of replacement of synthetic turf playing surface.

ITEM 17: **Tennis court resurfacing (2 sites)**
BUDGET: \$60,000
DESCRIPTION: Color coat and crack repair of tennis courts at Somerset Meadows Park and Melilah Park.

ITEM 18: **Tennis court resurfacing - HMT Tennis Center (6 indoor courts)**
BUDGET: \$44,000
DESCRIPTION: Resurface of six indoor tennis courts.

ITEM 19: **Skate ramp rebuilding - HMT Skate Park (3 ramps)**
BUDGET: \$30,800
DESCRIPTION: Replacement of three existing wood ramps with concrete ramps of similar style.

Athletic Facility Improvements

ITEM 20: **Push-button activated lights - PCC tennis courts**
BUDGET: \$3,300
DESCRIPTION: Installation of push-button activated lights for outdoor tennis courts at PCC Rock Creek.

CAPITAL PROJECTS

Building Replacements

ITEM 21: Pool gutter; tank, deck and floor resurfacing - Harman Swim Center

BUDGET: \$345,500

DESCRIPTION: Replacement of existing gutter structure with a stainless steel system and resurfacing of pool tank, deck and dressing room floors with non-skid coating.

ITEM 22: Cardio weight room equipment

BUDGET: \$40,000

DESCRIPTION: Replacement of aging weight room equipment at selected facilities.

Building Exterior

ITEM 23: Roof and gutter repair - (4 sites)

BUDGET: \$25,028

DESCRIPTION: Reroofing of and/or replacement of problematic areas at the Athletic Center (north roof and gutters) and at Cedar Hills Rec Center, Garden Home Rec Center and Fanno Creek Service Center.

Building Furnishings

ITEM 24: Room dividers - Conestoga Rec/Aquatic Center

BUDGET: \$1,000

DESCRIPTION: Replacement of room divider track and guides at Conestoga - Room 202.

ITEM 25: Furniture - HMT Admin

BUDGET: \$14,600

DESCRIPTION: Replacement of furniture at HMT Admin.

ITEM 26: Tables - Cedar Hills Rec Center

BUDGET: \$5,500

DESCRIPTION: Purchase of tables for meetings in Room 3.

CAPITAL PROJECTS

Electrical Components

ITEM 27: Exterior light fixtures - Garden Home Rec Center

BUDGET: \$1,000

DESCRIPTION: Replacement of light fixtures mounted on exterior of building.

ITEM 28: Electrical panel - placement assessment (multiple sites)

BUDGET: \$15,000

DESCRIPTION: Evaluate and modify electrical panels.

Exterior Fixtures

ITEM 29: Outdoor courts relamping - HMT Tennis Center

BUDGET: \$1,600

DESCRIPTION: Relamping of outdoor court lights next to the Tennis Center.

Floor Covering Replacement (Short & Long Life)

ITEM 30: Tile & wood floor - Garden Home Rec Center

BUDGET: \$2,500

DESCRIPTION: Replacement of tile floor in the restroom off the kitchen and sanding and recoating hardwood floors in rooms 2 and 14.

HVAC Components & Fixtures

ITEM 31: Roof vent covers - Aquatic Center

BUDGET: \$2,500

DESCRIPTION: Replacement of vent covers on the breezeway roof by the entrance to the Aquatic Center.

ITEM 32: Furnace - Jenkins Estate

BUDGET: \$4,400

DESCRIPTION: Replacement of furnace in main house at Jenkins Estate.

CAPITAL PROJECTS

ITEM 33: HVAC controls - Sunset Swim Center
BUDGET: \$1,200
DESCRIPTION: Replacement of HVAC controls for heat boiler at Sunset Swim Center.

Plumbing

ITEM 34: Restroom fixtures (2 sites)
BUDGET: \$3,000
DESCRIPTION: Replacement of toilets, partitions and sinks at Somerset West. Replacement of toilets and sinks at Sunset Swim Center.

ITEM 35: Auto-flush toilet valves - Harman Swim Center
BUDGET: \$1,000
DESCRIPTION: Replacement of manual flush valves with auto-flush valves.

ITEM 36: Main drain & backwash flanges - Beaverton Swim Center
BUDGET: \$4,200
DESCRIPTION: Replacement of piping flanges for main drain and backwash lines at Beaverton Swim Center.

ITEM 37: Water heater - Stuhr Center
BUDGET: \$2,500
DESCRIPTION: Replacement of water heater for the kitchen at Stuhr Center.

Pool Apparatus

ITEM 38: Pit ladder (2 sites)
BUDGET: \$2,000
DESCRIPTION: Re-anchor stainless filter pit ladder rungs at Harman Swim Center and Aquatic Center.

CAPITAL PROJECTS

ITEM 39: Skim gutter grates - Conestoga Rec/Aquatic Center
BUDGET: \$1,000
DESCRIPTION: Replacement of skim gutter grates at Conestoga Rec/Aquatic Center.

Pool Mechanical Systems

ITEM 40: Valve & vacuum - Somerset West Swim Center
BUDGET: \$2,350
DESCRIPTION: Replacement of auto-fill valve and pool vacuum for Somerset West pool.

ITEM 41: Surge protection for multiple pumps - Conestoga Rec/Aquatic Center
BUDGET: \$15,000
DESCRIPTION: Replacement of surge protection at Conestoga.

ITEM 42: Hot water pumps - Conestoga Rec/Aquatic Center
BUDGET: \$4,000
DESCRIPTION: Replacement of domestic hot water booster pumps at Conestoga.

ITEM 43: Backwash valve - Aquatic Center
BUDGET: \$5,000
DESCRIPTION: Replacement of valve used for filter recoating.

ITEM 44: Circulation pump & motor - Raleigh Swim Center
BUDGET: \$2,800
DESCRIPTION: Replacement of pool circulation pump and motor at Raleigh Swim Center.

Security

ITEM 45: Fire suppression (Phase 1) - Jenkins Estate
BUDGET: \$8,663
DESCRIPTION: Replacement of fire suppression sprinkler heads.

CAPITAL PROJECTS

Windows/Doors

ITEM 46: **Windows (2 sites)**

BUDGET: \$2,000

DESCRIPTION: Replacement of windows at Raleigh Swim Center in the boiler room and Aloha Swim Center on the pool deck.

ITEM 47: **Doors (7 sites)**

BUDGET: \$8,000

DESCRIPTION: Replacement of doors on chemical rooms at Sunset Swim Center, Somerset West and Harman Swim Center. Replacement of mechanical room door at the south end of the Aquatic Center. Replacement of storage room door at Beaverton Swim Center. Replacement of doors at Garden Home Rec Center for classrooms 18, 19 and 20. Replacement of metal door and frame on the outside men's restroom at the Tennis Center.

Equipment & Other

ITEM 48: **Gym mats - Conestoga Rec/Aquatic Center**

BUDGET: \$2,800

DESCRIPTION: Replacement of damaged panels of gymnastic mats at Conestoga Rec/Aquatic Center.

ITEM 49: **Ergonomic equipment/fixtures**

BUDGET: \$6,000

DESCRIPTION: Replacement of workstation components with new equipment incorporating ergonomic safety features.

ITEM 50: **Portable stage**

BUDGET: \$11,206

DESCRIPTION: Replacement of portable stage used for summer concerts and other events.

ITEM 51: **Equipment for Special Events support**

BUDGET: \$16,196

DESCRIPTION: Purchase of equipment that will be used to support special events at various facilities.

CAPITAL PROJECTS

Building Improvements

ITEM 52: **Aqua Climb**

BUDGET: \$5,000

DESCRIPTION: Installation of brackets at Conestoga Rec/Aquatic Center to allow rotation of Aqua Climb between Beaverton Swim Center and Conestoga Rec/Aquatic Center.

ITEM 53: **LED lighting - Nature Center**

BUDGET: \$3,300

DESCRIPTION: Replacement of bulbs in parking lot fixtures with LED bulbs.

ITEM 54: **Carpet - Garden Home Rec Center**

BUDGET: \$2,500

DESCRIPTION: Installation of carpet in Room E at Garden Home Rec Center for summer camps and after school programs.

Equipment

ITEM 55: **Shaved ice machine - Cedar Hills Rec Center**

BUDGET: \$2,400

DESCRIPTION: Purchase of shaved ice machine for use at events and summer programs.

Park & Trail Replacements

ITEM 56: **Bridge/Boardwalk Repairs (4 sites)**

BUDGET: \$15,500

DESCRIPTION: Repair, replacement and testing of bridge and boardwalk sections at four sites: Willow Creek Boardwalk, Greenway Park, Jenkins Estate and Hideaway Park.

ITEM 57: **Concrete Curbing (1 site)**

BUDGET: \$4,500

DESCRIPTION: Repair of Sexton Mt pathway wall.

CAPITAL PROJECTS

ITEM 58: Sidewalk Repair/Replacement (3 sites)

BUDGET: \$39,070

DESCRIPTION: Repair and/or replacement of damaged sidewalk panels at: Granada Woods Park, Ridgecrest Park and Tallac Terrace Park.

ITEM 59: Irrigation & Drainage System Repairs (4 sites)

BUDGET: \$10,000

DESCRIPTION: Repair of mainline at HMT Complex; irrigation system repairs at Fanno Creek Service Center; drainage improvements at Westside Trail and Greenway Park.

ITEM 60: Parking Lots (2 sites)

BUDGET: \$236,480

DESCRIPTION: Asphalt replacement of degraded parking lot sections at Garden Home Rec Center and Hazeldale Park.

ITEM 61: Pedestrian Pathways (3 sites)

BUDGET: \$59,710

DESCRIPTION: Replacement and overlay of damaged portions of asphalt pathways at three sites: McMillan Park, Schlottman Creek Greenway and Fanno Creek Trail.

ITEM 62: Play Equipment (2 sites)

BUDGET: \$17,500

DESCRIPTION: Design of and engineered plan drawings for replacement of playground at Cedar Hills and replacement of shade cover at Jenkins Estate Camp Rivendale playground.

ITEM 63: Dog Bag Dispensers

BUDGET: \$10,000

DESCRIPTION: Replacement of dog bag dispensers at various sites.

ITEM 64: Trash Cans

BUDGET: \$5,000

DESCRIPTION: Purchase of ergonomically engineered trash cans.

CAPITAL PROJECTS

ITEM 65: **Tables & Benches**

BUDGET: \$4,800

DESCRIPTION: Replacement of benches at Bethany Lake Park and Waterhouse Powerlines Park.

ITEM 66: **Fencing/lumber - Harman Community Garden**

BUDGET: \$16,500

DESCRIPTION: Replacement of borders around garden plots and upgrade of fencing at Harman Community Garden.

Park & Trail Improvements

ITEM 67: **Memorial Bench Fund**

BUDGET: \$8,000

DESCRIPTION: The Memorial Bench program offers patrons the opportunity to purchase a recycled plastic bench.

ITEM 68: **Solar Powered Trash Compactors**

BUDGET: \$13,600

DESCRIPTION: Installation of solar-powered self-compacting trash cans at select picnic shelters to reduce vehicle trips.

Grant Funded Projects

ITEM 69: **Undesignated grant-funded project**

BUDGET: \$25,000

DESCRIPTION: Undesignated grant-funded project.

ITEM 70: **Westside Trail #18/ODOT Grant**

BUDGET: \$80,000

DESCRIPTION: Grant to fund land acquisition needs for a segment of the Westside Linear Trail.

CAPITAL PROJECTS

ITEM 71: LWCF grant match for undesignated project

BUDGET: \$100,000

DESCRIPTION: Grant to fund an undesignated project.

ITEM 72: LWCF small grant match for undesignated project

BUDGET: \$75,000

DESCRIPTION: Grant to fund an undesignated project.

ITEM 73: RTP grant match for undesignated project

BUDGET: \$100,000

DESCRIPTION: Grant to fund an undesignated project.

Facility Challenge Grants

ITEM 74: Challenge Grants

BUDGET: \$97,500

DESCRIPTION: 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 75: Aquatic Lift (2 sites)

BUDGET: \$21,000

DESCRIPTION: Installation of additional lift at Aquatic Center to assist patrons in deep end of pool and replacement of lift at Harman Swim Center.

ITEM 76: Front desk redesign - Harman Swim Center

BUDGET: \$3,500

DESCRIPTION: Redesign of front desk at Harman Swim Center to accommodate ADA requirements.

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 received 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. The funds were fully expended within the 2012/13 fiscal year.



SPECIAL REVENUE FUND

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Resources: | | | | | |
| Beginning Cash on Hand | \$ 183,657 | \$ 182,071 | \$ 165,300 | \$ 162,500 | \$ 162,500 |
| Interest Income | 927 | 868 | 500 | 500 | 500 |
| Miscellaneous Income | | | - | | |
| Total Resources | \$ 184,584 | \$ 182,939 | \$ 165,800 | \$ 163,000 | \$ 163,000 |
| Appropriations: | | | | | |
| Materials & Services | 2,513 | 18,950 | 165,800 | 163,000 | 163,000 |
| Total Appropriations | \$ 2,513 | \$ 18,950 | \$ 165,800 | \$ 163,000 | \$ 163,000 |
| Summary by Fund | | | | | |
| Mitigation Maintenance Reserve Fund | 2,513 | 18,950 | 165,800 | 163,000 | 163,000 |
| Total Appropriations | \$ 2,513 | \$ 18,950 | \$ 165,800 | \$ 163,000 | \$ 163,000 |



Mitigation Maintenance Reserve Fund

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Department Appropriations | | | | | |
| Maintenance Supplies | 2,513 | 18,950 | 165,800 | 163,000 | 163,000 |
| Material & Services | 2,513 | 18,950 | 165,800 | 163,000 | 163,000 |
| Department Total | 2,513 | 18,950 | 165,800 | 163,000 | 163,000 |



CAPITAL PROJECT FUND

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Resources: | | | | | |
| Beginning Cash on Hand | \$ - | \$ - | \$ - | \$ - | \$ - |
| Metro Natural Areas Bond | 22,568 | - | - | - | - |
| Total Resources | \$ 22,568 | \$ - | \$ - | \$ - | \$ - |
| Appropriations: | | | | | |
| Capital Outlay | 22,568 | - | - | - | - |
| Total Appropriations | \$ 22,568 | \$ - | \$ - | \$ - | \$ - |
| Summary by Department | | | | | |
| Metro Natural Areas Bond Fund | 22,568 | - | - | - | - |
| Total Appropriations | \$ 22,568 | \$ - | \$ - | \$ - | \$ - |



DEBT SERVICE FUND

Analysis of General Obligation Debt

Local Budget Form (LB-35)

Maturity of General Obligation Debt



DEBT SERVICE FUND

FUND DESCRIPTION

The Debt Service Fund provides for bond principal and interest payments on outstanding General Obligation Bonds, those for which a property tax levy supports the maturing principal and interest payments. These levies are levied outside the Park District's permanent rate and are not part of the governmental limit set by Measure 5. On November 4, 2008 the voters approved a bond measure in the amount of \$100 million 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 2014/15) | \$ 29,191,614,499 |
| General Obligation Debt Capacity (2.5% of Real Market Value) | 729,790,362 |
| Less: Outstanding Debt | <u>(81,045,000)</u> |
| Remaining Legal Debt Capacity | <u>\$ 648,745,362</u> |

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 a true interest cost of 4.19%. In May 2015 the district advance refunded a portion of the bonds (Series 2015), leaving an outstanding balance as of July 1, 2015 of \$8,350,000.

In September 2011, the district issued the second series of General Obligation Bonds in the amount of \$40,060,000. The bonds have a true interest cost of 3.25%. The outstanding balance as of July 1, 2015 is \$34,815,000.

In May 2015, the district advance refunded a portion of the General Obligation Bonds, Series 2009 (\$36,445,000) and issued the balance of the approved authority (\$1,435,000). The bonds have a true interest cost of 2.19%. The outstanding balance as of July 1, 2015 is \$37,880,000.



**FORM
LB-35**

**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 2015/16 | | |
|-----------|-------------------------------------|------------------------------------|---|---|---------------------------------|---------------------------------|------------------------------|
| | Actual | | Adopted Budget This Year FY 2014/15 | | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body |
| | Second Preceding Year FY 2012/13 | First Preceding Year FY 2013/14 | | | | | |
| | | | | Resources | | | |
| 1 | 413,134 | 440,064 | 182,488 | 1. Beginning Cash on Hand (Cash Basis), or | 250,000 | 250,000 | 250,000 |
| 2 | | | | 2. Working Capital (Accrual Basis) | | | |
| 3 | 76,536 | 117,118 | 50,000 | 3. Previously Levied Taxes to be Received | 50,000 | 50,000 | 50,000 |
| 4 | 39,735 | 39,444 | 30,000 | 4. Interest | 35,000 | 38,017 | 38,017 |
| 5 | | | | 5. Transferred from Other Funds | | | |
| 6 | 43,967 | 44,827 | 44,009 | 6. Payment in lieu of taxes | 28,535 | 28,535 | 28,535 |
| 7 | 573,372 | 641,453 | 306,497 | 7. Total Resources, Except Taxes to be Levied | 363,535 | 366,552 | 366,552 |
| 8 | | | 8,259,072 | 8. Taxes Estimated to be Received * | 6,718,100 | 6,718,100 | 6,718,100 |
| 9 | 7,885,136 | 8,198,749 | | 9. Taxes Collected in Year Levied | | | |
| 10 | 8,458,508 | 8,840,202 | 8,565,569 | 10. TOTAL RESOURCES | 7,081,635 | 7,084,652 | 7,084,652 |
| | | | | Requirements | | | |
| | | | | Bond Principal Payments | | | |
| | | | | Issue Date | Budgeted Payment Date | | |
| 1 | 1,755,000 | 1,990,000 | 2,120,000 | 1. 03/01/1998 | | 0 | 0 |
| 2 | 1,100,000 | 1,520,000 | 1,665,000 | 2. 04/02/2009 | 06/01/2016 | 1,825,000 | 1,825,000 |
| 3 | 1,520,000 | 1,255,000 | 1,360,000 | 3. 09/13/2011 | 06/01/2016 | 1,455,000 | 1,455,000 |
| 4 | 0 | 0 | 0 | 4. 05/15/2015 | 06/01/2016 | 315,000 | 415,000 |
| 5 | 4,375,000 | 4,765,000 | 5,145,000 | 5. Total Principal | | 3,595,000 | 3,695,000 |
| | | | | Bond Interest Payments | | | |
| | | | | Issue Date | Budgeted Payment Date | | |
| 6 | 444,762 | 236,325 | 121,900 | 6. 03/01/1998 | | 0 | 0 |
| 7 | 2,111,575 | 2,058,329 | 2,020,413 | 7. 04/02/2009 | 12/01/2015 & 06/01/2016 | 273,175 | 273,175 |
| 8 | 971,769 | 1,303,342 | 1,278,256 | 8. 09/13/2011 | 12/01/2015 & 06/01/2016 | 1,254,456 | 1,254,456 |
| 9 | | | | 9. 05/15/2015 | 12/01/2015 & 06/01/2016 | 1,959,004 | 1,862,021 |
| 10 | 3,528,106 | 3,597,996 | 3,420,569 | 10. Total Interest | | 3,486,635 | 3,389,652 |
| | | | | Unappropriated Balance for Following Year By | | | |
| | | | | Issue Date | Payment Date | | |
| 11 | | | 0 | 11. | | 0 | 0 |
| 12 | | | | 12. Ending balance (prior years) | | | |
| 13 | | | 0 | 13. Total Unappropriated Ending Fund Balance | | 0 | 0 |
| 14 | | | | 14. Loan Repayment to Fund | | | |
| 15 | | | | 15. Tax Credit Bond Reserve | | | |
| 16 | 7,903,106 | 8,362,996 | 8,565,569 | 16. TOTAL REQUIREMENTS | | 7,081,635 | 7,084,652 |



DEBT SERVICE FUND

Maturity Schedule

Maturity schedules of aggregate future debt service on the Series 2009 \$58.505 million of General Obligation Bonds (as adjusted for the advance refunding), Series 2011 \$40.600 million and the Series 2015 \$37.880 million are listed as follows:

Schedule of Future Debt Service Requirements of General Obligation Bonds

Series 2009

| Fiscal Year ending June 30 | Principal | Interest | Total Debt Service |
|-------------------------------|---------------------|-------------------|-----------------------|
| 2016 | 1,825,000 | 273,175 | 2,098,175 |
| 2017 | 1,990,000 | 218,425 | 2,208,425 |
| 2018 | 2,170,000 | 158,725 | 2,328,725 |
| 2019 | 2,365,000 | 82,775 | 2,447,775 |
| | <u>\$ 8,350,000</u> | <u>\$ 733,100</u> | <u>\$ 9,083,100</u> |

Series 2011

| Fiscal Year ending June 30 | Principal | Interest | Total Debt Service |
|-------------------------------|----------------------|----------------------|-----------------------|
| 2016 | 1,455,000 | 1,254,456 | 2,709,456 |
| 2017 | 1,570,000 | 1,225,356 | 2,795,356 |
| 2018 | 1,685,000 | 1,193,956 | 2,878,956 |
| 2019 | 1,820,000 | 1,143,406 | 2,963,406 |
| 2020 | 1,985,000 | 1,070,606 | 3,055,606 |
| 2021 | 2,155,000 | 991,206 | 3,146,206 |
| 2022 | 2,315,000 | 926,556 | 3,241,556 |
| 2023 | 2,500,000 | 833,956 | 3,333,956 |
| 2024 | 2,675,000 | 758,956 | 3,433,956 |
| 2025 | 2,865,000 | 675,363 | 3,540,363 |
| 2026 | 3,065,000 | 582,250 | 3,647,250 |
| 2027 | 3,325,000 | 429,000 | 3,754,000 |
| 2028 | 3,570,000 | 296,000 | 3,866,000 |
| 2029 | 3,830,000 | 153,200 | 3,983,200 |
| | <u>\$ 34,815,000</u> | <u>\$ 11,534,267</u> | <u>\$ 46,349,267</u> |

Series 2015

| Fiscal Year ending June 30 | Principal | Interest | Total Debt Service |
|-------------------------------|----------------------|----------------------|-----------------------|
| 2016 | 415,000 | 1,862,021 | 2,277,021 |
| 2017 | 600,000 | 1,728,300 | 2,328,300 |
| 2018 | 665,000 | 1,716,300 | 2,381,300 |
| 2019 | 715,000 | 1,689,700 | 2,404,700 |
| 2020 | 3,325,000 | 1,668,250 | 4,993,250 |
| 2021 | 3,645,000 | 1,502,000 | 5,147,000 |
| 2022 | 3,980,000 | 1,319,750 | 5,299,750 |
| 2023 | 4,340,000 | 1,120,750 | 5,460,750 |
| 2024 | 4,725,000 | 903,750 | 5,628,750 |
| 2025 | 5,125,000 | 667,500 | 5,792,500 |
| 2026 | 5,545,000 | 421,250 | 5,966,250 |
| 2027 | 4,800,000 | 144,000 | 4,944,000 |
| | <u>\$ 37,880,000</u> | <u>\$ 14,743,571</u> | <u>\$ 52,623,571</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)



SYSTEM 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 System 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 System Development Charge Methodology. As a result of this update, System Development Charge rates were increased, effective January 1, 2008. The fees were subsequently adjusted for inflationary (deflationary) cost adjustments, effective January 1, in each of the subsequent years.

The District is projecting to carryforward \$11,440,748 in unexpended System Development Charges to the 2015/16 fiscal year, and is budgeting an additional \$4,780,750 in SDC Fund revenues in the 2015/16 fiscal year.



SYSTEM DEVELOPMENT CHARGE FUND

| Description | Prior Year Actual 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Resources: | | | | | |
| Beginning Cash on Hand | \$ 2,980,817 | \$ 5,066,654 | \$ 6,458,262 | \$ 11,440,748 | \$ 11,440,748 |
| System Development Charges | 2,676,196 | 3,858,370 | 2,952,041 | 4,740,600 | 4,740,600 |
| Grants or Donations | 418,731 | - | - | - | - |
| Interest Earnings | 17,641 | 30,859 | 30,640 | 40,150 | 40,150 |
| Total Resources | \$ 6,093,385 | \$ 8,955,883 | \$ 9,440,943 | \$ 16,221,498 | \$ 16,221,498 |
| Appropriations: | | | | | |
| Capital Outlay | 1,026,731 | 1,319,986 | 9,440,943 | 16,221,498 | 16,221,498 |
| Total Appropriations | \$ 1,026,731 | \$ 1,319,986 | \$ 9,440,943 | \$ 16,221,498 | \$ 16,221,498 |
| Summary by Department | | | | | |
| Carryforward Projects | | | | | |
| Land Acquisition | 425,321 | 766,283 | 790,000 | 2,460,000 | 2,460,000 |
| Development/Improvements | 425,332 | 256,380 | 1,381,150 | 3,166,000 | 3,166,000 |
| Land Acquisition | 42,220 | 6,847 | 2,000,000 | 4,500,000 | 4,500,000 |
| Development/Improvements | 133,858 | 290,476 | 2,527,000 | 2,785,000 | 2,785,000 |
| Undesignated Projects | - | - | 2,742,793 | 3,310,498 | 3,310,498 |
| Total Appropriations | \$ 1,026,731 | \$ 1,319,986 | \$ 9,440,943 | \$ 16,221,498 | \$ 16,221,498 |

SYSTEM DEVELOPMENT CHARGE FUND

| Item Number | SDC Capital Project | Carryover Funds | Additional Funding | Adopted 2015/16 | Page # |
|---------------------------------|---|--------------------|-----------------------|--------------------|--------|
| CARRYFORWARD PROJECTS | | | | | |
| 1 | Land Acquisition - FY 2014/15 Carryforward | 2,460,000 | - | 2,460,000 | SDC-5 |
| | Sub-total Land Acquisition Carryforward | 2,460,000 | - | 2,460,000 | |
| 2 | Bonny Slope / BSD Trail Development | 500,000 | - | 500,000 | SDC-5 |
| | MTIP Grant Match - Westside Trail, Segment 18 | 200,000 | 415,000 | 615,000 | SDC-5 |
| 1 | Ben Graf Greenway - Trail Connection | 41,000 | - | 41,000 | SDC-5 |
| 2 | Fanno Creek Trail - Hall Blvd Crossing | 40,000 | - | 40,000 | SDC-5 |
| 3 | Timberland Park - Project Management | - | 10,000 | 10,000 | SDC-5 |
| 7 | Bethany Creek Falls Phases 1, 2 & 3 - Proj. Mgmt. | 105,500 | 24,500 | 130,000 | SDC-6 |
| 8 | New Neighborhood Park Master Plans (2 sites) | 150,000 | - | 150,000 | SDC-6 |
| 9 | New Neighborhood Park Development | 1,500,000 | - | 1,500,000 | SDC-6 |
| 10 | SW Quadrant Community Ctr - Site Feasibility Analysis | 60,000 | 20,000 | 80,000 | SDC-6 |
| 11 | Natural Area Master Plan | 100,000 | - | 100,000 | SDC-6 |
| | Sub-total Development/Improvements Carryforward | 2,696,500 | 469,500 | 3,166,000 | |
| | TOTAL CARRYFORWARD PROJECTS | 5,156,500 | 469,500 | 5,626,000 | |
| LAND ACQUISITION | | | | | |
| 12 | Land Acquisition - New Urban Areas | | | 4,000,000 | SDC-6 |
| 13 | Other Land Acquisition | | | 500,000 | SDC-7 |
| | TOTAL LAND ACQUISITION | | | 4,500,000 | |
| DEVELOPMENT/IMPROVEMENTS | | | | | |
| 14 | Building Expansion - site to be determined | | | 1,000,000 | SDC-7 |
| 15 | Deck Expansion - Aquatic Center | | | 130,000 | SDC-7 |
| 16 | New Synthetic Turf Field - Conestoga Middle School | | | 850,000 | SDC-7 |
| 17 | LWCF Grant Match - project to be determined | | | 100,000 | SDC-7 |
| 18 | LWCF Small Grant Match - project to be determined | | | 75,000 | SDC-7 |
| 19 | RTP Grant Match - project to be determined | | | 100,000 | SDC-8 |
| 20 | MTIP Grant Match - Beaverton Creek Trail Master Plan Phase | | | 135,000 | SDC-8 |
| 21 | MTIP Grant Match - Beaverton Creek Trail Land Acquisition / ROW Phase | | | 250,000 | SDC-8 |
| 22 | Matching Funds - WaCo Augusta Lane Pedestrian/Trail Bridge Project | | | 50,000 | SDC-8 |
| 23 | North Bethany Park and Trail Development - Project Management | | | 65,000 | SDC-8 |
| 24 | SDC Methodology and Administrative Procedures Update | | | 30,000 | SDC-8 |
| | TOTAL DEVELOPMENT/IMPROVEMENTS | | | 2,785,000 | |
| UNDESIGNATED PROJECTS | | | | | |
| 25 | Undesignated Projects | | | 3,310,498 | SDC-9 |
| | TOTAL UNDESIGNATED PROJECTS | | | 3,310,498 | |
| | GRAND TOTAL CAPITAL OUTLAY | | | 16,221,498 | |

SYSTEM DEVELOPMENT CHARGE FUND

Carry Over Projects

ITEM 1: Land Acquisition - FY 2014/15 Carryforward

BUDGET: \$2,460,000

DESCRIPTION: Carryover funding for purchase of property and/or easements for future parks, trails, and open spaces

ITEM 2: Bonny Slope / BSD Trail Development

BUDGET: \$500,000

DESCRIPTION: Design and construction of trails on the McDaniel Property to connect the surrounding neighborhoods to the school site and park property

ITEM 3: MTIP Grant Match - Westside Trail, Segment 18

BUDGET: \$615,000

DESCRIPTION: District match for the grant award to complete Westside Trail segment 18 from Kaiser Road to Kaiser Woods Natural Area

ITEM 4: Ben Graf Greenway - Trail Connection

BUDGET: \$41,000

DESCRIPTION: Completion of construction of trail segment from original master plan

ITEM 5: Fanno Creek Trail - Hall Blvd Crossing

BUDGET: \$40,000

DESCRIPTION: Monitoring and maintenance of plantings required to meet jurisdictional requirements related to at-grade crossing for Fanno Creek Trail at Hall Blvd.

ITEM 6: Timberland Park - Project Management

BUDGET: \$10,000

DESCRIPTION: Staff project management time to monitor construction of project by developer under SDC credit agreement

SYSTEM DEVELOPMENT CHARGE FUND

ITEM 7: **Bethany Creek Falls Phases 1, 2 & 3 - Proj. Mgmt.**

BUDGET: \$130,000

DESCRIPTION: Staff project management time to monitor construction of project by developer under SDC credit agreement

ITEM 8: **New Neighborhood Park Master Plans (2 sites)**

BUDGET: \$150,000

DESCRIPTION: Site master planning for two new neighborhood parks on undeveloped land owned by the District; the actual sites to be determined through the Parks Functional Plan

ITEM 9: **New Neighborhood Park Development**

BUDGET: \$1,500,000

DESCRIPTION: Development of a new neighborhood park on undeveloped land owned by the District; the actual site to be determined through the Parks Functional Plan

ITEM 10: **SW Quadrant Community Ctr - Site Feasibility Analysis**

BUDGET: \$80,000

DESCRIPTION: Feasibility analysis of three alternate sites in the SW quadrant to determine the preferred site for a future community center

ITEM 11: **Natural Area Master Plan**

BUDGET: \$100,000

DESCRIPTION: Master planning on one natural area

Land Acquisition

ITEM 12: **Land Acquisition - New Urban Areas**

BUDGET: \$4,000,000

DESCRIPTION: Purchase of additional properties and/or easements for future parks, trails, and open spaces to meet commitments in new urban areas (North Bethany, South Cooper Mountain, and Bonney Slope West)

SYSTEM DEVELOPMENT CHARGE FUND

ITEM 13: **Other Land Acquisition**

BUDGET: \$500,000

DESCRIPTION: Purchase of additional properties and/or easements for future parks, trails, and open spaces.

Development/Improvements

ITEM 14: **Building Expansion - site to be determined**

BUDGET: \$1,000,000

DESCRIPTION: Expansion of existing facility to provide new space for programming options.

ITEM 15: **Deck Expansion - Aquatic Center**

BUDGET: \$130,000

DESCRIPTION: Creation of new concrete deck space at Aquatic Center to create space for additional seating.

ITEM 16: **New Synthetic Turf Field - Conestoga Middle School**

BUDGET: \$850,000

DESCRIPTION: Portion of funding for development of new synthetic turf field at Conestoga Middle School; balance of funding will come from General Fund and Bond fund

ITEM 17: **LWCF Grant Match - project to be determined**

BUDGET: \$100,000

DESCRIPTION: District match for grant award for a project to be determined

ITEM 18: **LWCF Small Grant Match - project to be determined**

BUDGET: \$75,000

DESCRIPTION: District match for grant award for a project to be determined

SYSTEM DEVELOPMENT CHARGE FUND

ITEM 19: RTP Grant Match - project to be determined

BUDGET: \$100,000

DESCRIPTION: District match for grant award for a project to be determined

ITEM 20: MTIP Grant Match - Beaverton Creek Trail Master Plan Phase

BUDGET: \$135,000

DESCRIPTION: Grant match (\$95,000) and staff project management time (\$40,000) to complete master plan for regional trail

ITEM 21: MTIP Grant Match - Beaverton Creek Trail Land Acquisition / ROW Phase

BUDGET: \$250,000

DESCRIPTION: Grant match (\$220,000) and staff project management time (\$30,000) to complete right of way acquisition for a community trail

ITEM 22: Matching Funds - WaCo Augusta Lane Pedestrian/Trail Bridge Project

BUDGET: \$50,000

DESCRIPTION: THPRD share of project in partnership with Washington County for a new bridge to provide a critical trail connection in the Beaverton Creek Trail

ITEM 23: North Bethany Park and Trail Development - Project Management

BUDGET: \$65,000

DESCRIPTION: Staff project management time to monitor construction of new projects by developers under SDC credit agreements

ITEM 24: SDC Methodology and Administrative Procedures Update

BUDGET: \$30,000

DESCRIPTION: Consulting services necessary to update the Systems Development Charge Methodology and Administrative Procedures Guide

SYSTEM DEVELOPMENT CHARGE FUND

Undesignated Projects

ITEM 25: **Undesignated Projects**

BUDGET: \$3,310,498

DESCRIPTION: Capital Outlay to fund projects to be determined at a later time



Tualatin Hills Park & Recreation District
SYSTEM DEVELOPMENT CHARGE FUND
PROJECTS LIST
Proposed Five-year CIP, February 2014

| Project or Item Description | Quantity | Unit Cost | | Total Cost | |
|---|----------|--------------|---------------|----------------------|----------------------|
| | | Low Estimate | High Estimate | Low Estimate | High Estimate |
| | | | | \$ 11,000,000 | \$ 18,500,000 |
| 5-Year CIP List | | | | | |
| Grant Match (Small) for Neighborhood/Community Park Amenities | 3 | \$ 50,000 | \$ 100,000 | \$ 150,000 | \$ 300,000 |
| Grant Match for Trail Projects | 2 | \$ 150,000 | \$ 500,000 | \$ 300,000 | \$ 1,000,000 |
| Grant Match (Large) for Neighborhood/Community Park Amenities | 1 | \$ 100,000 | \$ 500,000 | \$ 100,000 | \$ 500,000 |
| Land Acquisition | 1 | \$ 1,000,000 | \$ 1,500,000 | \$ 1,000,000 | \$ 1,500,000 |
| Convert 1 natural field to synthetic turf field with lights | 1 | \$ 1,725,000 | \$ 2,300,000 | \$ 1,725,000 | \$ 2,300,000 |
| North Bethany parks and trails acquisition | 1 | \$ 2,000,000 | \$ 6,000,000 | \$ 2,000,000 | \$ 6,000,000 |
| New Neighborhood Parks Master Plan | 3 | \$ 75,000 | \$ 150,000 | \$ 225,000 | \$ 450,000 |
| New Neighborhood Parks Development | 2 | \$ 1,000,000 | \$ 2,000,000 | \$ 2,000,000 | \$ 4,000,000 |
| Natural Areas Master Plans | 2 | \$ 50,000 | \$ 150,000 | \$ 100,000 | \$ 300,000 |
| SW Quadrant Community Center Site Feasibility Analysis | 1 | \$ 40,000 | \$ 80,000 | \$ 40,000 | \$ 80,000 |
| Regional and Community Trail Capacity and Functionality Improvements | 1 | \$ 1,000,000 | \$ 1,500,000 | \$ 1,000,000 | \$ 1,500,000 |
| Winkelman Park Completion (Phase 3) | 1 | \$ 1,825,000 | \$ 2,175,000 | \$ 1,825,000 | \$ 2,175,000 |
| Minor building enhancements/expansions | 1 | \$ 200,000 | \$ 600,000 | \$ 200,000 | \$ 600,000 |
| Sub-total for 5-year CIP List | | | | \$ 10,665,000 | \$ 20,705,000 |
| Other SDC CIP Projects | | | | | |
| Complete the Cedar Mill Community Trail by Foege Park (including an overlook of the pond) | 1 | \$ 500,000 | \$ 700,000 | \$ 500,000 | \$ 700,000 |
| Land Acquisition | 3 | \$ 1,000,000 | \$ 1,500,000 | \$ 3,000,000 | \$ 4,500,000 |
| New Neighborhood Parks Master Plan | 4 | \$ 75,000 | \$ 150,000 | \$ 300,000 | \$ 600,000 |
| Mt Williams Community Park Development | 1 | \$ 2,100,000 | \$ 3,825,000 | \$ 2,100,000 | \$ 3,825,000 |
| HMT Parking Lot Study Improvements Design | 1 | \$ 800,000 | \$ 1,125,000 | \$ 800,000 | \$ 1,125,000 |
| Convert 1 natural field to synthetic turf field with lights | 1 | \$ 1,725,000 | \$ 2,300,000 | \$ 1,725,000 | \$ 2,300,000 |
| New Neighborhood Parks Development | 6 | \$ 1,000,000 | \$ 2,000,000 | \$ 6,000,000 | \$ 12,000,000 |
| NE (Teufel) Community Park Master Plan | 1 | \$ 95,000 | \$ 150,000 | \$ 95,000 | \$ 150,000 |
| NE (Teufel) Community Park Development | 1 | \$ 6,000,000 | \$ 10,000,000 | \$ 6,000,000 | \$ 10,000,000 |
| Grant Match (Small) for Neighborhood/Community Park Amenities | 3 | \$ 50,000 | \$ 250,000 | \$ 150,000 | \$ 750,000 |
| Grant Match for Trail Projects | 3 | \$ 100,000 | \$ 400,000 | \$ 300,000 | \$ 1,200,000 |
| Grant Match (Large) for Neighborhood/Community Park Amenities | 3 | \$ 100,000 | \$ 500,000 | \$ 300,000 | \$ 1,500,000 |
| Regional and Community Trail Capacity and Functionality Improvements | 1 | \$ 1,000,000 | \$ 1,500,000 | \$ 1,000,000 | \$ 1,500,000 |
| Natural Areas Master Plans | 5 | \$ 50,000 | \$ 150,000 | \$ 250,000 | \$ 750,000 |
| Minor building enhancements/expansions | 3 | \$ 200,000 | \$ 600,000 | \$ 600,000 | \$ 1,800,000 |
| Total All Listed Projects | | | | \$ 33,785,000 | \$ 63,405,000 |

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 2012/13 | Prior Year Actual 2013/14 | Adopted Budget 2014/15 | Proposed Budget 2015/16 | Adopted Budget 2015/16 |
|-----------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Resources: | | | | | |
| Beginning Cash on Hand | \$67,080,294 | \$ 51,683,508 | \$ 37,354,941 | \$ 29,140,469 | \$ 29,140,469 |
| Bond Proceeds | | | | 1,750,000 | 1,750,000 |
| Interest Earnings | 254,613 | 170,637 | 175,000 | 140,000 | 140,000 |
| Total Resources | \$67,334,907 | \$ 51,854,145 | \$ 37,529,941 | \$ 31,030,469 | \$ 31,030,469 |
| Appropriations: | | | | | |
| Capital Outlay | 15,827,399 | 17,909,748 | 37,529,941 | 31,030,469 | 31,030,469 |
| Total Appropriations | \$ 15,827,399 | \$ 17,909,748 | \$ 37,529,941 | \$ 31,030,469 | \$ 31,030,469 |

| Summary by Department | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| New Neighborhood Park Development | 1,231,963 | 2,809,874 | 551,179 | - | - |
| Renovate/Redevelop Neighborhood Pk | 441,785 | 945,953 | 1,912,743 | 1,910,666 | 1,910,666 |
| New Neighborhood Parks-Land Acq. | 3,899,236 | 1,139,020 | 715,348 | - | - |
| New Community Park Development | 2,724 | 162,034 | 7,902,618 | 9,440,602 | 9,440,602 |
| New Community Park-Land Acq. | 882 | 372,655 | 403,827 | - | - |
| Renovate/Redevelop Community Parks | 1,182,286 | 74,703 | 7,267,109 | 7,842,916 | 7,842,916 |
| Natural Area Preservation | 240,308 | 260,724 | 3,136,440 | 2,745,387 | 2,745,387 |
| Natural Area Prsrvtn-Land Acq. | 1,825,764 | 2,106,079 | 5,103,966 | 4,279,479 | 4,279,479 |
| New Linear Park/Trail Development | 3,986,388 | 6,068,166 | 2,449,235 | 1,547,785 | 1,547,785 |
| New Linear Park/Trail-Land Acq. | 228,326 | 108,175 | - | 8,240 | 8,240 |
| Multi Field/Use Athletic Field Devlpmt | 744,123 | 14,575 | 2,106,176 | 1,581,085 | 1,581,085 |
| Deferred Park Maintenance Replcmnts | 107,972 | 443,219 | - | - | - |
| Facility Rehabilitation | 720,668 | 739,174 | 3,220,588 | 1,143,881 | 1,143,881 |
| Facility Expansion & Improvements | 472,614 | 30,449 | - | - | - |
| ADA/Access Improvements | 70,627 | 130,391 | 708,517 | - | - |
| Community Center-Land Acq. | 581,898 | 2,363,568 | 950,393 | 418,152 | 418,152 |
| Undesignated Funds | - | - | 939,949 | | |
| Bond Administration/Debt Issuance | 89,835 | 140,989 | 161,853 | 112,276 | 112,276 |
| Total Appropriations | \$ 15,827,399 | \$ 17,909,748 | \$ 37,529,941 | \$ 31,030,469 | \$ 31,030,469 |

BOND CAPITAL PROJECTS FUND

| Item Number | | Adopted Budget 2015/16 | Page # |
|----------------|--|------------------------------|---------|
| | RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS | | |
| 1 | Somerset West Park | 1,910,666 | BOND-6 |
| | TOTAL RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS | <u>1,910,666</u> | |
| | NEW COMMUNITY PARK DEVELOPMENT | | |
| 2 | SW Community Park | 9,440,602 | BOND-6 |
| | TOTAL NEW COMMUNITY PARK DEVELOPMENT | <u>9,440,602</u> | |
| | RENOVATE AND REDEVELOP COMMUNITY PARKS | | |
| 3 | Cedar Hills Park & Athletic Field | 7,842,916 | BOND-6 |
| | TOTAL RENOVATE AND REDEVELOP COMMUNITY PARKS | <u>7,842,916</u> | |
| | NATURAL AREA PRESERVATION | | |
| 4 | Roger Tilbury Memorial Park | 30,320 | BOND-6 |
| 5 | Cedar Mill Park | 9,799 | BOND-7 |
| 6 | Jordan/Jackie Husen Park | 31,294 | BOND-7 |
| 7 | NE/Bethany Meadows Trail Habitat Connection | 253,461 | BOND-7 |
| 8 | Kaiser (Hansen) Ridge Park | 4,814 | BOND-7 |
| 9 | Allenbach Acres Park | 37,076 | BOND-7 |
| 10 | Crystal Creek Park | 94,610 | BOND-7 |
| 11 | Pioneer Park | 2,952 | BOND-7 |
| 12 | AM Kennedy Park | 7,302 | BOND-8 |
| 13 | Camille Park | 11,354 | BOND-8 |
| 14 | Vista Brook Park | 17,456 | BOND-8 |
| 15 | Greenway Park/Koll Center | 27,266 | BOND-8 |
| 16 | Fanno Creek Park | 64,864 | BOND-8 |
| 17 | Hideaway Park | 8,737 | BOND-8 |
| 18 | Cooper Mountain Area | 211,203 | BOND-8 |
| 19 | Lowami Hart Woods Park | 101,266 | BOND-9 |
| 20 | Mt Williams Park | 105,363 | BOND-9 |
| 21 | Morrison Woods Park | 63,364 | BOND-9 |
| 22 | Beaverton Creek Trail | 63,365 | BOND-9 |
| 23 | Bethany Wetlands Park | 42,244 | BOND-9 |
| 24 | Bluegrass Downs Park | 15,841 | BOND-9 |
| 25 | Crystal Creek Park | 42,244 | BOND-9 |
| 26 | Hyland Woods Phase 2 | 45,000 | BOND-10 |
| 27 | Jenkins Estate Phase 2 | 125,000 | BOND-10 |
| 28 | Somerset | 150,000 | BOND-10 |
| 29 | Rock Creek Greenway | 155,000 | BOND-10 |
| 30 | Whispering Woods Phase 2 | 125,000 | BOND-10 |
| 31 | Raleigh Park | 110,000 | BOND-10 |
| 32 | Bannister Creek Greenway/NE Park | 75,000 | BOND-10 |

BOND CAPITAL PROJECTS FUND

| Item Number | | Adopted Budget 2015/16 | Page # |
|----------------|--|------------------------------|---------|
| 33 | Beaverton Creek Greenway Duncan | 20,000 | BOND-11 |
| 34 | Church of Nazarene | 30,000 | BOND-11 |
| 35 | Lilly K. Johnson Woods | 30,000 | BOND-11 |
| 36 | Restoration of new properties to be acquired | 634,192 | BOND-11 |
| | TOTAL NATURAL AREA PRESERVATION | 2,745,387 | |
| | NATURAL AREA PRESERVATION - LAND ACQUISITION | | |
| 37 | Natural Area Acquisitions | 4,279,479 | BOND-11 |
| | TOTAL NATURAL AREA PRESERVATION - LAND ACQUISITION | 4,279,479 | |
| | NEW LINEAR PARK AND TRAIL DEVELOPMENT | | |
| 38 | Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2 | 795,332 | BOND-11 |
| 39 | Miscellaneous Natural Trails | 72,951 | BOND-12 |
| 40 | Westside/Waterhouse Trail Connection | 679,502 | BOND-12 |
| | TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT | 1,547,785 | |
| | NEW LINEAR PARK AND TRAIL LAND ACQUISITION | | |
| 41 | New Linear Park and Trail Acquisitions | 8,240 | BOND-12 |
| | TOTAL NEW LINEAR PARK AND TRAIL ACQUISITIONS | 8,240 | |
| | MULTI-FIELD/MULTI-PURPOSE ATHLETIC FIELD DEVELOPMENT | | |
| 42 | New Field in NW Quadrant | 527,968 | BOND-12 |
| 43 | New Field in SW Quadrant | 527,364 | BOND-12 |
| 44 | New Field in SE Quadrant | 525,753 | BOND-12 |
| | TOTAL MULTI-FIELD/MULTI-PURPOSE ATHLETIC FIELD DEVELOPMENT | 1,581,085 | |
| | FACILITY REHABILITATION | | |
| 45 | Structural Upgrades at Beaverton Swim Center | 84,860 | BOND-13 |
| 46 | Structural Upgrades at Cedar Hills Recreation Center | 217,197 | BOND-13 |
| 47 | Structural Upgrades at Garden Home Recreation Center | 627,236 | BOND-13 |
| 48 | Structural Upgrades at 50M Pool (Roof Replacement) | 200,000 | BOND-13 |
| 49 | Auto Gas Meter Shut Off Valves at All Facilities | 14,588 | BOND-13 |
| | TOTAL FACILITY REHABILITATION | 1,143,881 | |
| | COMMUNITY CENTER/COMMUNITY PARK - LAND ACQUISITION | | |
| 50 | Undesignated Funds - Land Acquisition | 418,152 | BOND-13 |
| | TOTAL COMMUNITY CENTER/COMMUNITY PARK - LAND ACQUISITION | 418,152 | |

BOND CAPITAL PROJECTS FUND

Renovate And Redevelop Neighborhood Parks

ITEM 1: Somerset West Park

BUDGET: \$1,910,666

DESCRIPTION: Design and redevelopment of one existing neighborhood park. Amenities will depend on neighborhood input and site size, and may include: relocation or replacement of play equipment, ADA specific upgrades, renovation of existing picnic areas and/or shelters, addition or relocation of pathways, and renovation or addition to outdoor sport courts.

New Community Park Development

ITEM 2: SW Community Park

BUDGET: \$9,440,602

DESCRIPTION: Design and development of one new community park. Amenities will depend on community input and site size and may include: multipurpose sport fields, group picnic areas with shelter, play equipment and informal play areas (open space), community gardens, pathways, on-site parking, restrooms, and natural areas.

Renovate And Redevelop Community Parks

ITEM 3: Cedar Hills Park & Athletic Field

BUDGET: \$7,842,916

DESCRIPTION: Design and redevelopment of one existing community park. Amenities will depend on community input and size of site, and may include: renovation, relocation, or upgrade of sports fields, renovation of group picnic areas, update play equipment and addition of informal play areas, relocation or upgrade of pathways, relocation of community gardens, renovation, relocation, or addition of on-site parking, restrooms and a splash pad.

Natural Area Preservation

ITEM 4: Roger Tilbury Memorial Park

BUDGET: \$30,320

DESCRIPTION: Enhancement of natural areas to remove weed species, replanting native trees and shrubs, and enhancement of the creek to improve bank stability.

BOND CAPITAL PROJECTS FUND

ITEM 5: Cedar Mill Park

BUDGET: \$9,799

DESCRIPTION: Enhancement of natural areas to remove weed species, replanting of native trees and shrubs, and slight expansion of natural area into soggy grass.

ITEM 6: Jordan/Jackie Husen Park

BUDGET: \$31,294

DESCRIPTION: Enhancement of natural areas to remove weed species, replanting of native trees and shrubs, and enhancement of the creek to improve bank stability.

ITEM 7: NE/Bethany Meadows Trail Habitat Connection

BUDGET: \$253,461

DESCRIPTION: Restoration of acquired land between Bethany Meadows Terrace, Bannister Creek, Northeast Parks and associated creek corridors; project start is pending acquisition of land.

ITEM 8: Kaiser (Hansen) Ridge Park

BUDGET: \$4,814

DESCRIPTION: Removal of weeds and replanting with native trees and shrubs in this recently developed park.

ITEM 9: Allenbach Acres Park

BUDGET: \$37,076

DESCRIPTION: Establishment of pollinator habitat through creation of meadow habitat, rock placement and shrubs.

ITEM 10: Crystal Creek Park

BUDGET: \$94,610

DESCRIPTION: In conjunction with Clean Water Services, restoration of stream corridor by removing large amounts of invasive reed canary grass and other weeds, replanting of native species, and addition of large logs for benefit of wildlife.

ITEM 11: Pioneer Park

BUDGET: \$2,952

DESCRIPTION: Removal of weeds and replanting with native trees and shrubs in this recently developed park.

BOND CAPITAL PROJECTS FUND

ITEM 12: **AM Kennedy Park**

BUDGET: \$7,302

DESCRIPTION: Removal of weeds and replanting with native trees and shrubs in this recently developed park.

ITEM 13: **Camille Park**

BUDGET: \$11,354

DESCRIPTION: Enhancement of historic oak and planting of wetland and camas meadow.

ITEM 14: **Vista Brook Park**

BUDGET: \$17,456

DESCRIPTION: Removal of weeds and replanting of native trees and shrubs in this recently developed park.

ITEM 15: **Greenway Park/Koll Center**

BUDGET: \$27,266

DESCRIPTION: Enhancement of existing habitat and restoration of wetland to attract turtles from native turtle populations within the Fanno Creek watershed; accomplished by removal of non-native vegetation and replanting of native trees and shrubs in the wetland meadow habitat.

ITEM 16: **Fanno Creek Park**

BUDGET: \$64,864

DESCRIPTION: In conjunction with Clean Water Services, removal of weeds and replanting of native trees and shrubs to provide shade and habitat diversity.

ITEM 17: **Hideaway Park**

BUDGET: \$8,737

DESCRIPTION: Removal of weeds and replanting of native trees and shrubs after park development, removal of basketball pad from wetland, and planting some portion of mowed area with shrubs.

ITEM 18: **Cooper Mountain Area**

BUDGET: \$211,203

DESCRIPTION: Restoration and enhancement of properties to be acquired in this area, which is separate from the Cooper Mountain Nature Park. Project start is pending acquisition of land.

BOND CAPITAL PROJECTS FUND

ITEM 19: Lowami Hart Woods Park

BUDGET: \$101,266

DESCRIPTION: Removal of weeds and replanting of native trees and shrubs, and rerouting or closure of illegal trails.

ITEM 20: Mt Williams Park

BUDGET: \$105,363

DESCRIPTION: Removal of weeds and replanting of native trees and shrubs after park development.

ITEM 21: Morrison Woods Park

BUDGET: \$63,364

DESCRIPTION: Enhancement of meadow, newly acquired areas, and stabilization of exposed edge of forest next to adjacent property. Project start is pending acquisition of land.

ITEM 22: Beaverton Creek Trail

BUDGET: \$63,365

DESCRIPTION: Removal of weeds in select parks and replanting of native trees and shrubs after park development. Project start is pending acquisition of land.

ITEM 23: Bethany Wetlands Park - restoration of new property

BUDGET: \$42,244

DESCRIPTION: Removal of weeds and replanting of native plants, assessment of stream and wetland for enhancement and/or stabilization, and installation of beaver management piping if needed. Project start is pending acquisition of land.

ITEM 24: Bluegrass Downs Park - restoration of new property

BUDGET: \$15,841

DESCRIPTION: Removal of weeds and replanting of native plants in the park and newly acquired areas. Project start is pending acquisition of land.

ITEM 25: Crystal Creek Park - restoration of new property

BUDGET: \$42,244

DESCRIPTION: Removal of weeds and replanting of native plants in park and newly acquired areas. Project start is pending acquisition of land.

BOND CAPITAL PROJECTS FUND

ITEM 26: **Hyland Woods Phase 2**

BUDGET: \$45,000

DESCRIPTION: Improvement of foraging habitat for red-legged frogs and expansion of earlier project to cover entire park.

ITEM 27: **Jenkins Estate Phase 2**

BUDGET: \$125,000

DESCRIPTION: Preservation of heritage oaks, improvement to gray squirrel habitat and expansion of earlier project to cover most of the property.

ITEM 28: **Somerset**

BUDGET: \$150,000

DESCRIPTION: Enhancement and daylighting of stream.

ITEM 29: **Rock Creek Greenway**

BUDGET: \$155,000

DESCRIPTION: Enhancement of wildlife corridor with additional native plant cover, wildlife watching opportunities for patrons and reduction in mowing for sustainability.

ITEM 30: **Whispering Woods Phase 2**

BUDGET: \$125,000

DESCRIPTION: Expansion of earlier project to have greater overall impact and improve water quality at the confluence of two creeks.

ITEM 31: **Raleigh Park**

BUDGET: \$110,000

DESCRIPTION: Enhancement of stream and flood management.

ITEM 32: **Bannister Creek Greenway/NE Park**

BUDGET: \$75,000

DESCRIPTION: Protection of water quality near the headwaters of the stream which is a major tributary to Bronson Creek.

BOND CAPITAL PROJECTS FUND

ITEM 33: **Beaverton Creek Greenway Duncan**

BUDGET: \$20,000

DESCRIPTION: Improvement of habitat through significant removal of weeds and installation of native plants.

ITEM 34: **Church of Nazarene**

BUDGET: \$30,000

DESCRIPTION: Improvement of habitat through significant removal of weeds and installation of native plants.

ITEM 35: **Lilly K. Johnson Woods**

BUDGET: \$30,000

DESCRIPTION: Enhancement of oak habitat through removal of weeds and installation of native plants.

ITEM 36: **Restoration of new properties to be acquired**

BUDGET: \$634,192

DESCRIPTION: Balance of natural resource restoration funds to be used on newly acquired sites, pending acquisition of land.

Natural Area Preservation - Land Acquisition

ITEM 37: **Natural Area Acquisitions**

BUDGET: \$4,279,479

DESCRIPTION: Acquire high priority natural areas that will connect existing properties or purchase large parcels with healthy native plant communities and water quality benefits.

New Linear Park And Trail Development

ITEM 38: **Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2**

BUDGET: \$795,332

DESCRIPTION: Segments 2 and 5 of the Rock Creek Trail are completed. Segment 2 of the North Bethany Trail is currently on hold until a project funding analysis can be completed.

BOND CAPITAL PROJECTS FUND

ITEM 39: Miscellaneous Natural Trails

BUDGET: \$72,951

DESCRIPTION: Develop various soft surface trails throughout the District.

ITEM 40: Westside/Waterhouse Trail Connection

BUDGET: \$679,502

DESCRIPTION: Develop regional trail section that connects the Westside Trail to the Waterhouse Trail.

New Linear Park And Trail Land Acquisition

ITEM 41: New Linear Park and Trail Acquisitions

BUDGET: \$8,240

DESCRIPTION: Acquire land, easements, leases or land use agreements for linear parks and trails. Acquisitions may be located in multiple quadrants. Property to be determined.

Multi-Field/Multi-Purpose Athletic Field Development

ITEM 42: New Field in NW Quadrant

BUDGET: \$527,968

DESCRIPTION: Develop one grass athletic field in the northwest quadrant.

ITEM 43: New Field in SW Quadrant

BUDGET: \$527,364

DESCRIPTION: Develop one grass athletic field in the southwest quadrant.

ITEM 44: New Field in SE Quadrant

BUDGET: \$525,753

DESCRIPTION: Funding for this project has been combined with other funding sources to develop one synthetic turf field in the southeast quadrant.

BOND CAPITAL PROJECTS FUND

Facility Rehabilitation

ITEM 45: Structural Upgrades at Beaverton Swim Center

BUDGET: \$84,860

DESCRIPTION: Perform seismic upgrades at Beaverton Swim Center.

ITEM 46: Structural Upgrades at Cedar Hills Recreation Center

BUDGET: \$217,197

DESCRIPTION: Perform seismic upgrades at Cedar Hills Recreation Center.

ITEM 47: Structural Upgrades at Garden Home Recreation Center

BUDGET: \$627,236

DESCRIPTION: Perform seismic upgrades at Garden Home Recreation Center.

ITEM 48: Structural Upgrades at 50M Pool (Roof Replacement)

BUDGET: \$200,000

DESCRIPTION: The roof replacement project is primarily funded through the General Fund; bond funds are included for issues related to the structural seismic upgrade.

ITEM 49: Auto Gas Meter Shut Off Valves at All Facilities

BUDGET: \$14,588

DESCRIPTION: This is a new project that has been added to the facility rehabilitation category.

Community Center/Community Park - Land Acquisition

ITEM 50: Undesignated Funds - Land Acquisition

BUDGET: \$418,152

DESCRIPTION: Acquire property in the SW Quadrant to build a community center or community park. Property to be determined.



SUPPLEMENTAL DATA

Park District History and Background

Comprehensive Plan Summary

General Fund 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 |
| 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 2013/14 Fiscal Year were:

| Taxpayer | Taxable Assessed Value | Rank | Percentage of Total Taxable Assessed Value |
|---------------------------------|-------------------------|------|--|
| Nike, Inc. | 426,976,709 | 1 | 2.09% |
| Portland General Electric | 128,238,880 | 2 | 0.63% |
| Comcast Corporation | 143,952,400 | 3 | 0.70% |
| PS Business Parks LP | 103,984,552 | 4 | 0.51% |
| Frontier Communications | 100,024,000 | 5 | 0.49% |
| Northwest Natural Gas Co. | 108,006,000 | 6 | 0.53% |
| Maxim Integrated Products, Inc. | 110,266,160 | 7 | 0.49% |
| Beaverton LLC | 99,800,090 | 8 | 0.70% |
| Bernard Properties Partnership | 60,089,000 | 9 | 0.29% |
| Nimbus Center LLC | 52,949,980 | 10 | 0.26% |
| All Other Taxpayers | 19,093,690,844 | | 93.31% |
| Totals | <u>\$20,427,978,615</u> | | <u>100.00%</u> |

Source: Washington County, Department of Assessment and Taxation
(Ranking based on levied tax amount)

Information for Washington County as of the 2013/14 Fiscal Year:

Washington County

| 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)} | | |
| 2005 | 213,073 | 489,785 | 17,338,000 | 34,626 | 6.2% | 36,502 |
| 2006 | 216,717 | 500,585 | 18,607,666 | 36,259 | 5.3% | 36,646 |
| 2007 | 220,422 | 511,075 | 19,945,179 | 38,371 | 4.8% | 37,958 |
| 2008 | 224,192 | 519,925 | 21,185,612 | 40,188 | 4.9% | 37,552 |
| 2009 | 228,025 | 527,140 | 21,205,286 | 39,465 | 10.1% | 37,536 |
| 2010 | 223,837 | 529,710 | 21,586,715 | 40,606 | 10.6% | 38,460 |
| 2011 | 226,764 | 540,410 | 23,042,656 | 42,639 | 7.8% | 38,571 |
| 2012 | 229,486 | 547,672 | 24,314,446 | 44,396 | 6.9% | 39,054 |
| 2013 | 232,240 | 554,996 | n/a | n/a | 6.4% | 38,775 |
| 2014 | 235,027 | n/a | n/a | n/a | 5.7% | 39,088 |

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 2004 and FY 2014:

| | FY 2003/04 | FY 2013/14 | % change |
|---------------------------|---------------------|-----------------------|-----------------|
| | <u>Actual</u> | <u>Actual</u> | |
| Population | 203,800 | 235,027 ¹⁾ | 15.3% |
| Cost Per Capita: | | | |
| Personal Services | \$78.06 | \$111.66 | 43.05% |
| Materials and Services | 26.27 | 29.12 | 10.86% |
| Capital Projects | 13.54 | 14.18 | 4.76% |
| Debt Service | 3.06 | 3.62 | 18.61% |
| Total cost per capita | <u>\$120.92</u> | <u>\$158.59</u> | 31.15% |

¹⁾ estimated – based on Medium Growth Population Forecast (1.2%)

Source: Portland State University Center for Population Research and Census

COMPREHENSIVE PLAN SUMMARY

In September 2013, the Tualatin Hills Park & Recreation District adopted an update to the 2006 Comprehensive Plan. This plan serves as high-level guide for future decisions and activities about how the district will acquire, develop, operate and maintain land, facilities and programs for the future. A companion effort, the development of a Service and Financial Sustainability Analysis, resulted in a new approach to cost recovery for the district. This analysis, formalized into the adoption of a Service and Financial Sustainability Plan in December 2013, also determines additional service needs that can be provided in harmony with other recreation providers. An updated Strategic Plan was also adopted in December 2013. This plan was informed by the comprehensive plan update and featured new and revised objectives and action steps to help the district realize its eight goals:

1. Provide quality neighborhood and community parks that are readily accessible to residents throughout the district's service area;
2. Provide quality sports and recreation facilities and programs for park district residents and workers of all ages, cultural backgrounds, abilities and income levels;
3. Operate and maintain parks in an efficient, safe and cost-effective manner, while maintaining high standards;
4. Acquire, conserve and enhance natural areas and open spaces within the 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, such as walking, bicycling and jogging;
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; and
8. Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of park district programs and facilities.

The comprehensive plan update process identified a number of key level of service recommendations. These recommendations reflect short-term and longer-term capital development and improvement strategies to the community's unmet needs and priority investments for critical parks and recreation services.

- Develop a Trails Functional Plan
- Use Strategies for Addressing Low-Scoring/Functioning Components Within the System
- Conduct Ongoing Review of GIS Data
- Complete Inventory and Update Level of Service Analysis
- Use Current Baseline GRASP Analysis to Guide Future Park Development
- Address Walkable Level of Service
- Consider Design/Development Criteria
- Conduct a Field Capacity Analysis
- Explore Opportunities for Enterprise Facilities and Additional Amenities
- General Improvement and Acquisition Recommendations

COMPREHENSIVE PLAN SUMMARY (continued)

The 2013 Comprehensive Plan Update and subsequent adoption of the revised THPRD Strategic Plan helped the district define a ten-year plan for growth. In early 2014, staff began work on formalizing how we achieve this plan. The planning began with a review of several policies and procedures in spring 2014, and continues with the development of functional plans in five key areas:

- Programs
- Parks
- Natural resources
- Trails
- Athletic fields

These functional plans will be complete by the end of the 2014/15 fiscal year. The work will be guided by staff, and informed with input from advisory committees, patrons and THPRD's board of directors.

Tualatin Hills Park and Recreation District

General Fund Five-Year Fiscal Projection FY 2014/15 through FY 2019/20

| | Current Budget 2014/15 | Adopted Budget 2015/16 | Projected 2016/17 | Projected 2017/18 | Projected 2018/19 | Projected 2019/20 |
|---|------------------------------|------------------------------|----------------------|----------------------|----------------------|----------------------|
| Cash on Hand | 3,872,000 | 4,270,000 | 3,800,000 | 3,800,000 | 3,950,000 | 4,100,000 |
| Program & Facility Fees 1 | 10,316,138 | 10,700,320 | 11,021,330 | 11,351,969 | 11,692,529 | 12,043,304 |
| Other Resources 2 | 3,159,740 | 2,202,865 | 1,876,521 | 1,932,817 | 1,990,801 | 2,050,525 |
| Carryover Projects | 1,405,860 | 3,466,071 | - | - | - | - |
| Property Taxes 3 | 26,285,005 | 27,445,905 | 28,680,971 | 29,971,614 | 31,320,337 | 32,729,752 |
| Total Revenue | \$45,038,743 | \$48,085,161 | \$45,378,821 | \$47,056,400 | \$48,953,667 | \$50,923,582 |
| Personal Services 4 | \$28,009,628 | 28,546,400 | \$29,501,641 | \$30,469,900 | \$31,688,696 | \$32,956,243 |
| Materials & Services 5 | 8,179,891 | 8,555,880 | 8,769,777 | 9,032,870 | 9,303,856 | 9,582,972 |
| Capital Outlay | 5,776,758 | 6,873,151 | \$2,971,709 | \$3,320,973 | \$3,580,204 | 3,850,952 |
| Debt Service - COP and TAN | 972,466 | 959,730 | 985,694 | 932,658 | 930,911 | 933,414 |
| Contingency | 2,100,000 | 2,300,000 | 2,300,000 | 2,450,000 | 2,600,000 | 2,750,000 |
| Capital Replacement Reserve | - | 850,000 | 850,000 | 850,000 | 850,000 | 850,000 |
| Total Expenditures | \$45,038,743 | \$48,085,161 | \$45,378,821 | \$47,056,400 | \$48,953,667 | \$50,923,582 |
| Revenue Assumptions | | | | | | |
| | <u>2015/16</u> | | <u>2016/17</u> | | <u>2017/20</u> | |
| 1. Program Fee & Facility Annual Increase | Actual Estimate | | 3.00% | | 3.00% | |
| 2. Other Resources | Actual Estimate | | 3.00% | | 3.00% | |
| 3. Property Tax Annual Increase (Based on Permanent Rate only) | Actual Estimate | | 4.50% | | 4.50% | |
| Expenditure Assumptions | | | | | | |
| 4. Personal Services | Actual Estimate | | 4.00% | | 4.00% | |
| 5. Materials & Services | Actual Estimate | | 2.50% | | 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, Director of Community Partnerships 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.

District Goals and Budget Policies

1. The Board will review and adopt District goals each year before preparation of the budget. The adopted goals will guide development of the budget. The Board may carry over or revise goals from one year to the next.
2. The goals and budget will be developed in accordance with state law, contractual obligations with employees, vendors, contractors and others, and the best interests of District residents.
3. The Budget Committee will meet at least once a year to consider and approve the District annual budget.
4. The Budget Committee will provide public oversight of budget preparation, recommend changes to the proposed budget, and provide information to the public about District business and operations.

Fees and Charges

1. The Board will set general fees and charges by resolution and delegate authority to the Manager to set administrative fees and charges. The District will take into account the following criteria:
 - a. Charging fair and equitable fees for participation in District programs and for use of District facilities by District residents and non-resident users;
 - b. Use consistent methodology, incorporating consideration for direct and overhead costs;
 - c. User fees for District residents that consider other contributions such as property taxes, levies or other means;
 - d. Accommodations for senior users;
 - e. Accommodations for disabled patrons;
 - f. Accommodations for low income patrons as arranged through the Family Assistance Program;
 - g. Current markets in the public and private sectors; and
 - h. Adjustment and implementation of fees, as necessary, to ensure continued equity, consistency and fairness.
2. The Board will review District fee policy as needed to ensure fees are in line with these criteria.

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.

POLICIES AND PROCEDURES (continued)

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.

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.

POLICIES AND PROCEDURES (continued)

Cost Recovery Policies

1. The District should establish consistent guidelines to measure the full cost of District programs and capital projects.

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 | Actual | Actual | Adopted | Proposed | Adopted |
| Program | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2015/16 |
| BOARD OF DIRECTORS | - | - | - | - | - |
| ADMINISTRATION | | | | | |
| Office of the General Manager | 2.00 | 2.00 | 3.00 | 3.00 | 3.00 |
| Communications and Outreach | 6.76 | 6.60 | 6.89 | 7.07 | 7.07 |
| Security Operations | 3.90 | 4.41 | 4.41 | 4.41 | 4.41 |
| Community Partnerships | - | - | 1.00 | 1.00 | 1.00 |
| TOTAL ADMINISTRATION | 12.66 | 13.01 | 15.30 | 15.48 | 15.48 |
| BUSINESS AND FACILITIES | | | | | |
| Office of the Director | 4.08 | 4.00 | 4.00 | 4.00 | 4.00 |
| Finance Services | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 |
| Risk and Contract Management | | | | | |
| Risk and Contract Management | 1.19 | 1.19 | 2.00 | 2.00 | 2.00 |
| Safety/Wellness | 1.00 | 1.00 | - | - | - |
| Total Risk and Contract Management | 2.19 | 2.19 | 2.00 | 2.00 | 2.00 |
| Human Resources | 3.00 | 3.00 | 4.00 | 4.00 | 4.00 |
| Information Services | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Maintenance Operations | | | | | |
| Superintendent of Maintenance Op. | 5.05 | 5.02 | 5.98 | 6.69 | 6.69 |
| Athletic Facilities | 25.09 | 25.18 | 25.68 | 26.12 | 26.12 |
| Building and Pool Maintenance | 50.23 | 50.68 | 48.79 | 48.43 | 48.43 |
| Park Maintenance | 43.04 | 42.70 | 44.71 | 44.70 | 44.70 |
| Vehicle & Maintenance | 5.75 | 5.75 | 5.75 | 5.73 | 5.73 |
| Total Maintenance Operations | 129.16 | 129.33 | 130.91 | 131.67 | 131.67 |
| TOTAL BUSINESS AND FACILITIES | 150.43 | 150.52 | 152.91 | 153.67 | 153.67 |
| PLANNING | | | | | |
| Office of the Director | 3.65 | 3.45 | 3.45 | 3.13 | 3.13 |
| Planning and Development | 11.00 | 9.00 | 8.00 | 7.00 | 7.00 |
| TOTAL PLANNING | 14.65 | 12.45 | 11.45 | 10.13 | 10.13 |
| PARK AND RECREATION SERVICES | | | | | |
| Office of the Director | 2.58 | 2.87 | 2.69 | 2.69 | 2.69 |
| Aquatics | | | | | |
| Superintendent of Aquatics | 1.01 | 1.02 | 1.01 | 1.01 | 1.01 |
| Aloha Swim Center | 11.91 | 13.81 | 14.18 | 15.32 | 15.32 |
| Tualatin Hills Aquatic Center | 14.64 | 16.71 | 17.13 | 17.97 | 17.97 |
| Beaverton Swim Center | 17.80 | 16.55 | 17.23 | 17.08 | 17.08 |
| Harman Swim Center | 12.71 | 12.42 | 12.53 | 13.11 | 13.11 |
| Sunset Swim Center | 10.43 | 11.21 | 11.37 | 11.75 | 11.75 |
| Raleigh Swim Center | 3.10 | 3.37 | 3.38 | 3.88 | 3.88 |
| Somerset West Swim Center | 2.10 | 2.19 | 2.22 | 2.60 | 2.60 |
| Total Aquatics | 73.70 | 77.28 | 79.05 | 82.72 | 82.72 |

SUMMARY OF STAFFING BY PROGRAM

| DIVISION | | | | | |
|--|----------------|----------------|----------------|-----------------|----------------|
| Department | Actual | Actual | Adopted | Proposed | Adopted |
| Program | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2015/16 |
| Sports | | | | | |
| Superintendent of Sports | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Tualatin Hills Athletic Center | 27.82 | 26.91 | 27.80 | 28.53 | 28.53 |
| Tennis Center | 15.27 | 15.35 | 15.00 | 14.66 | 14.66 |
| Total Sports and Recreation | 45.09 | 44.26 | 44.80 | 45.19 | 45.19 |
| Recreation | | | | | |
| Superintendent of Recreation | 1.12 | 1.00 | 1.00 | 1.00 | 1.00 |
| Cedar Hills Recreation Center | 31.21 | 30.93 | 30.19 | 32.17 | 32.17 |
| Conestoga Rec. & Aquatic Center | 47.42 | 46.69 | 47.23 | 47.02 | 47.02 |
| Garden Home Recreation Center | 22.70 | 21.54 | 21.64 | 21.41 | 21.41 |
| Total Recreation | 102.45 | 100.16 | 100.06 | 101.60 | 101.60 |
| Programs and Special Activities | | | | | |
| Superintendent of Prog. & Spec. Act. | 3.27 | 3.35 | 3.73 | 3.11 | 3.11 |
| Elsie Stuhr Center | 14.67 | 15.05 | 15.22 | 14.92 | 14.92 |
| Jenkins Estate | 4.10 | - | - | - | - |
| Camp Rivendale | 4.45 | 4.45 | 4.76 | 4.65 | 4.65 |
| Total Programs and Special Activities | 26.49 | 22.85 | 23.71 | 22.68 | 22.68 |
| Natural Resources and Trails | | | | | |
| Natural Resources | 9.50 | 9.73 | 12.05 | 12.14 | 12.14 |
| Nature Park Interpretive Center | 15.17 | 15.78 | 14.82 | 16.50 | 16.50 |
| Total Natural Resources and Trails | 24.67 | 25.51 | 26.87 | 28.64 | 28.64 |
| TOTAL PARK AND RECREATION SERVICES | 274.98 | 272.93 | 277.18 | 283.52 | 283.52 |
| TOTAL ALL DIVISIONS | 452.72 | 448.91 | 456.84 | 462.80 | 462.80 |

Note: Departmental reorganizations have occurred during this time period; however, all Departments and Programs are displayed as of FY 2015/16 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.

Capital Replacement Reserve

An appropriation of funds to accumulate for future capital replacement needs within the General Fund.

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.

Cost Recovery

The degree to which the cost (direct and/or indirect) of facilities, services, and programs is supported by user fees and/or other designated funding mechanisms such as grants, partnerships, volunteer services, etc. rather than tax subsidies.

Current Funds

Funds the resources of which are expended for operating purposes during the current fiscal period.

Current Liabilities

Liabilities which are payable within a relatively short period of time, usually no longer than a year.

Current Taxes

Taxes levied and becoming due during the current fiscal period, from the time the amount of the tax levy is first established to the date on which a penalty for nonpayment is attached.

Debt

An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes and floating debt.

Debt Service

Payments of interest and principal related to long-term debt.

Debt Service Fund

A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. Formally called a Sinking Fund.

Delinquent Taxes

Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until canceled.

Departments

A major administrative division of 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.

Enterprise Fund

A fund used to account for a business-type activity utilizing the accrual method of accounting to recognize and record revenues and expenses when measurable.

Equipment

Tangible property of a more or less permanent nature (other than land, buildings, or improvements other than buildings), which is useful in carrying on operations. Examples are machinery, trucks, and furnishings.

Expense/Expenditure

This term refers to the outflow of funds paid or to be paid for an asset or goods and services obtained regardless of when the expense is actually paid.

Fiscal Year

A 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 FTEs to give a consistent comparison from year to year. In most cases, an FTE is one full-time position filled for the entire year; however, in some instances an FTE may consist of several part-time positions.

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.

Subsidy

Financial support for programs or services through taxes rather than through user or participant fees, or other forms of alternative funding.

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.

Parks, Recreation Facilities, Maintained School Grounds & Natural Areas



**TUALATIN HILLS
PARK & RECREATION DISTRICT**

