



Administration Office
503/645-6433
Fax 503/629-6301

**Board of Directors Regular Meeting
December 9, 2013
7:00 p.m. Regular Meeting
HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room
15707 SW Walker Road, Beaverton**

AGENDA

1. Call Regular Meeting to Order
2. Presentation
 - A. [Accept: Audit Report on Park District Financial Statements for Fiscal Year 2012-13](#)
3. [Public Hearing: Second Reading of Ordinance Regarding Park District Regulations \(Smoking Policy\)*](#)
 - A. Open Hearing
 - B. Staff Report
 - C. Public Comment**
 - D. Board Discussion
 - E. Close Hearing
 - F. Board Action
4. Audience Time**
5. Board Time
6. Consent Agenda***
 - A. [Approve: Minutes of November 4, 2013 Regular Board Meeting](#)
 - B. [Approve: Monthly Bills](#)
 - C. [Approve: Monthly Financial Statement](#)
 - D. [Approve: Resolution Appointing Trails Advisory Committee Member](#)
 - E. [Approve: Resolution Approving System Development Charge Annual Cost Adjustment](#)
 - F. [Approve: Employment Agreement for the District General Manager](#)
 - G. [Approve: Resolution for Endorsement of Annexation of Properties in THPRD's Ultimate Service Boundary in Accordance with ORS 198.857\(2\)](#)
 - H. [Accept: Bauman Woods Natural Area Easement from the City of Portland](#)
7. Unfinished Business
 - A. [Approve: Resolution Adopting Strategic Plan and Service and Financial Sustainability Plan](#)
 - B. [Information: General Manager's Report](#)
8. Adjourn

*Copies of the Ordinance Regarding Park District Regulations (Smoking Policy) are available at the offices of Tualatin Hills Park & Recreation District. **Public Comment/Audience Time: If you wish to be heard on an item not on the agenda, or a Consent Agenda item, you may be heard under Audience Time with a 3-minute time limit. If you wish to speak on an agenda item, also with a 3-minute time limit, please wait until it is before the Board. Note: Agenda items may not be considered in the order listed.

***Consent Agenda: If you wish to speak on an agenda item on the Consent Agenda, you may be heard under Audience Time. Consent Agenda items will be approved without discussion unless there is a request to discuss a particular Consent Agenda item. The issue separately discussed will be voted on separately. In compliance with the Americans with Disabilities Act (ADA), this material, in an alternate format, or special accommodations for the meeting, will be made available by calling 503-645-6433 at least 48 hours prior to the meeting.



MEMO

DATE: December 2, 2013
TO: Board of Directors
FROM: Doug Menke, General Manager

RE: Information Regarding the December 9, 2013 Board of Directors Meeting

Agenda Item #2 – Accept: Audit Report on Park District Financial Statements for Fiscal Year 2012-13

Attached please find a memo from Keith Hobson, Director of Business & Facilities, reporting that Kathy Leader, Audit Committee member, will be at your meeting to present the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2013 and to answer any questions the Board of Directors may have.

Action Requested: Board of Directors acceptance of the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2013.

Agenda Item #3 – Public Hearing: Second Reading of Ordinance Regarding Park District Regulations (Smoking Policy)

Enclosed please find a memo from Jim McElhinny, Director of Park and Recreation Services, requesting a public hearing be conducted at your meeting in order to have the second reading of a proposed Ordinance to ban smoking at all Tualatin Hills Park and Recreation District (THPRD) facilities and gather public input about the proposed amendment to the District Compiled Policies (DCP) – Chapter 7.

Action Requested: Board of Directors adoption of Ordinance 2013-01, an ordinance to ban smoking at all Tualatin Hills Park and Recreation District facilities, as an amendment to District Compiled Policies – Chapter 7.

Agenda Item #6 – Consent Agenda

Attached please find Consent Agenda items #6A-H for your review and approval.

Action Requested: Approve Consent Agenda Items #6A-H as submitted:
A. Approve: Minutes of November 4, 2013 Board Meeting
B. Approve: Monthly Bills
C. Approve: Monthly Financial Statement
D. Approve: Resolution Appointing Trails Advisory Committee Member
E. Approve: Resolution Approving System Development Charge Annual Cost Adjustment

- F. [Approve: Employment Agreement for the District General Manager](#)
- G. [Approve: Resolution for Endorsement of Annexation of Properties in THPRD's Ultimate Service Boundary in Accordance with ORS 198.857\(2\)](#)
- H. [Accept: Bauman Woods Natural Area Easement from the City of Portland](#)

Agenda Item #7 – Unfinished Business

A. [Resolution Adopting Strategic Plan and Service and Financial Sustainability Plan](#)

Attached please find a memo from Keith Hobson, Director of Business & Facilities, presenting a final draft of the District's updated Strategic Plan 2013 for your review and approval. Keith will be at your meeting to provide an overview of the memo and plan, and to answer any questions the Board may have.

Action Requested: Board of Directors approval of Resolution No. 2013-30, adopting the Strategic Plan and the Service and Financial Sustainability Plan.

B. [General Manager's Report](#)

Attached please find the General Manager's Report for the December Regular Board meeting.

Other Packet Enclosures

- [Management Report to the Board](#)
- [Monthly Capital Report](#)
- [Monthly Bond Capital Report](#)
- [System Development Charge Report](#)
- [Newspaper Articles](#)



MEMO

DATE: November 26, 2013
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Audit Report on Park District Financial Statements for Fiscal Year 2012-13**

Kathy Leader, as a representative of the District Audit Committee, will be at the December 9, 2013 Board of Directors meeting to present the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2013 and to answer any questions the Board of Directors may have.

Staff and the District Auditors, Talbot, Korvola and Warwick LLP, presented the Draft Comprehensive Annual Financial Report to the District Audit Committee on November 25, 2013, for their review and approval, and the report was approved by the committee. A copy of the Audited Financial Statements is attached.

Furthermore, the District has once again received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. Ms. Leader will share the significance of this award and the various ways this ensures the District maintains fiscal credibility.

Action Requested

Board of Directors acceptance of the Audit Report on the Park District's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2013.

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

COMPREHENSIVE ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2013



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

COMPREHENSIVE ANNUAL FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2013



**PREPARED BY THE
BUSINESS AND FACILITIES DIVISION
FINANCE DEPARTMENT**

TUALATIN HILLS PARK AND RECREATION DISTRICT COMPREHENSIVE ANNUAL FINANCIAL REPORT FISCAL YEAR ENDED JUNE 30, 2013

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INTRODUCTORY SECTION



November 25, 2013

To the Honorable Members of the Board of Directors
and the Citizens of the Tualatin Hills Park and Recreation District:

In accordance with state statutes, the Comprehensive Annual Financial Report (CAFR) of the Tualatin Hills Park and Recreation District (District) for the fiscal year ended June 30, 2013 is hereby submitted. Responsibility for both the accuracy of the data, and the completeness and fairness of the presentation, including all disclosures, rests with management. To the best of our knowledge and belief, the enclosed data is accurate in all material respects and is reported in a manner designed to present fairly the financial position and results of operations of the various funds of the District. All disclosures necessary to enable the reader to gain the maximum understanding of the District's financial activities have been included.

In developing and evaluating the District's accounting system, consideration is given to the adequacy of the internal accounting controls. Because the cost of internal controls should not outweigh their benefits, the District's framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free of material misstatement. Within this framework, management believes that the District's transactions are properly recorded, and the financial report is complete and reliable in all material respects.

As required by Oregon Revised Statutes Chapter 297, "the Municipal Audit Law", an independent audit must be conducted annually. Accordingly, the Board of Directors appointed the firm of Talbot, Korvola and Warwick, LLP to complete the audit of the District's records.

Talbot, Korvola and Warwick, LLP has issued an unmodified opinion on the District's financial statements for the year ended June 30, 2013. The independent auditor's report is located at the front of the financial section of this report. Immediately following, the reader will find Management's Discussion and Analysis (MD&A) that provides a narrative introduction, overview and analysis of the basic financial statements. MD&A complements this letter of transmittal and should be read in conjunction with it.

PROFILE OF THE GOVERNMENT

The Tualatin Hills Park and Recreation District is a special service district formed in 1955, operating under Oregon Revised Statutes Chapter 266 as a separate municipal corporation. The District is governed by a five member Board of Directors, elected to four-year terms of office, with daily operations administered by a General Manager. The District provides year-round park and recreation services to a diverse population of over 230,000 residents within 50 square miles of east Washington County, Oregon, including the City of Beaverton.

- District 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 John Quincy Adams Young House); a 220-acre Nature Park and Interpretive Center; the Cooper Mountain Nature Park and Interpretive Center; a tennis center with six indoor and eight outdoor courts (covered by two air structures for fall and winter season usage); and a camp for developmentally disabled youth.
- The District maintains, either through direct ownership or joint use agreement (including school sites): 51 outdoor basketball pads; 101 outdoor tennis courts; 155 soccer/football/lacrosse fields; 108 softball/baseball fields; two skate parks; three bocce courts; five volleyball courts; and an outdoor hockey rink.
- The District has 285 park and recreation facility sites totaling approximately 2,300 acres, consisting of 1,229 acres of wetland/natural areas, and 1,060 acres of developed sites, including neighborhood, community and regional parks. District sites include three lakes, 27 miles of stream corridor, and 45 miles of off-street pathways.
- District 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.

The District is required to adopt a final budget by no later than the close of the preceding fiscal year. The annual budget is intended to serve as a financial plan, operational plan and operations guide for the District's activities. The budget is prepared and adopted by fund and organizational unit, or division. Most budget changes after adoption require either a resolution by the Board of Directors, or a supplemental budget process.

FACTORS AFFECTING FINANCIAL CONDITIONS

Because of the unique focus of a special district, the information presented in the financial statements may be best understood when considered from the broader perspective of the specific environment within which the District operates.

Local economy – Due to Ballot Measure 50, passed by voters in May 1997, the District has a permanent tax rate of \$1.3073 per \$1,000 of assessed value. An annual 3% increase is allowed on maximum assessed valuation, along with increases due to new construction, land partitions, zoning changes, etc. The District has been able to maintain a relatively stable revenue base despite the economic downturn. Both the City of Beaverton and Washington County had experienced a higher rate of growth than the state as a whole for several years, resulting in a strong property tax base that had previously increased at a rate of approximately four to five percent annually.

Because the District's 2013 assessed value is only 79.5% of market value, there is an inherent cushion in property tax collections on most properties. However, with the decline in market values realized over the past few years, certain properties have now

converged to comparable market/assessed value, where the 3.0% increase is no longer applicable. Convergence has affected 15.0% of properties within District boundaries for the current year, resulting in an anticipated reduction of \$120,500 in property tax revenues. This will be closely monitored in future years to ensure accurate resource estimates. Fortunately, the collection rate within the County remains strong, averaging over 96.8% for the past ten years. During the 2013 year, property taxes increased by 3.4% within the general fund, and a 3.28% increase is anticipated for the current year.

Washington County, the second most populous county in Oregon, had experienced declines in most job sectors since July 2008, however, all categories except Information and Government showed modest gains in 2012. Furthermore, the County's unemployment rate as of August, 2013 sits at 6.4%, a lower rate than either the state (7.7%) or national rate (7.3%). Within the District, the revenues received from the assessment of system development charges (SDC's) had trended down in previous years; however, increased new construction during the past year has generated a 41.0% gain in revenues over the previous year. SDC revenues are statutorily restricted to use for purchase or construction of new, or expansion of existing, facilities, improvements and land within the District.

Long-term financial planning

To address the ongoing implications of funding constraints, the District developed a long-term financial plan six years ago, along with finalizing an updated Comprehensive Plan and Trails Plan. It is recommended that the Comprehensive Plan be reviewed and updated every five to ten years, which was completed in October, 2013. Eight implementation goals are included in the Comprehensive Plan, which currently comprise the foundation of our annual budget process.

Furthermore, the District engaged consultants, specializing in parks and recreation services, to not only complete the update to the Comprehensive Plan but provide these additional key components:

- A cost-recovery philosophy that establishes cost recovery targets based on the nature of the provided service, and
- A service assessment that analyzes all District services relative to our market position and alternate service providers.

The resulting Strategic Plan, from these additional components, will be finalized and adopted by the end of 2013, with implementation commencing immediately.

An SDC methodology update was completed and implemented in January 2008, with inflationary adjustments scheduled annually. Subsequently, a review of applicable cost indexes resulted in a downward adjustment to the actual fees for the past four years. As mentioned previously, even though SDC revenue had decreased significantly, new construction is occurring throughout the District and revenues are recovering.

The District is actively monitoring deferred and projected maintenance replacements. Major replacement items (those specifically identified and critical to District operations) have been effectively addressed; however, funding for routine replacements (all non-

major items) has not kept up with replacement needs (other than safety related items). The five-year funding projection, prepared during the annual budget process, illustrates the importance of addressing this long-term need, to avoid a decline in District assets.

As part of the previously mentioned long-term financial plan, the District established viable financial strategies to ensure stable management during all economic conditions. Some of the issues addressed, either this year or into the next, ensure the adherence to these policies and exhibit a proactive approach to our economic targets.

- Completed the final year of implementation of the Tier II addition to the District retirement program for employees hired after June 30, 2010; this will contain the cost of funding of required contributions, while providing a stable retirement plan to all eligible staff.
- Continue long range planning by completing functional plans for natural resources and parks.
- Continued commitment to sustainability by adopting practices that ensure the economic and environmental viability of District services.
- Completion of the second phase of District-wide implementation of energy savings performance contract improvements to reduce water consumption and install pervious materials in various hardscape surfaces.

MAJOR INITIATIVES

Bond measure

To facilitate the long-term vision of the District, a bond measure was developed for the November 2008 ballot, in the amount of \$100 million, payable by a dedicated property tax increase over the next 20 years. The measure provided funding for natural areas, trail expansions, athletic field additions, park additions and upgrades, building expansions and facility replacements and upgrades. Voters approved the measure, and subsequently, the District sold the first series of bonds (\$58.5 million) in April 2009, followed by sale of the second series (\$40.1 million) in September 2011.

As of June 30, 2013, \$50.5 million of bond funds have been expended.

Future goals

With the 2013/14 budget process, the Board developed goal outcome measures, based on the Comprehensive Plan goals, to provide quantifiable performance measure targets. Business plans were developed based on these measures, and those that met the required return on investment were incorporated into the adopted budget. Along with these targeted business plans, the District will also be focusing on:

- Continued efforts to reach all under-served populations throughout the District, including funding for the development of an ethnic outreach plan.
- Continued management of the Bond Capital Project program, including dedicated funding for personnel necessary to complete the voter approved list of projects.
- Target new audiences for District programs, such as development of the Adventure Recreation Center.

AWARDS AND ACKNOWLEDGEMENTS

The Government Finance Officers Association (GFOA) awarded a *Certificate of Achievement for Excellence in Financial Reporting* to the District for its CAFR for the fiscal year ended June 30, 2012. This was the eighth year of submission, and subsequent receipt, of this prestigious award. In order to be awarded the Certificate of Achievement, the District had to publish an easily readable and efficiently organized CAFR that satisfied both GAAP and applicable legal requirements.

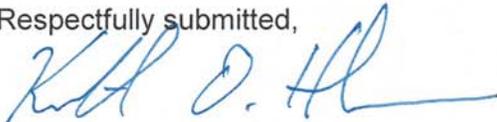
A Certificate of Achievement is valid for a period of one year only. Staff believes that our current CAFR continues to meet the Certificate of Achievement Program's requirements and will be submitting it to the GFOA to determine its eligibility for another certificate.

The District's Adopted Budget Document for the 2012/13 Fiscal Year received the *Distinguished Budget Presentation* award from GFOA. This is the eighth year that the District has received such an award. In order to qualify, the budget document must be judged proficient as a policy document, a financial plan, an operations guide and a communications device.

Finally, I would like to express my sincere gratitude to the personnel in the Finance Department who contributed in the preparation of this report. Without the efficient and dedicated services of the entire finance staff, completion of this report on a timely basis could not have been accomplished.

In closing, the dedication, commitment and professional contribution to the financial stability of the District made by the Board of Directors and General Manager must be acknowledged. Their guidance and leadership are of invaluable assistance to the financial management of the District.

Respectfully submitted,



Keith D. Hobson
Director of Business and Facilities



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Tualatin Hills
Park and Recreation District
Oregon**

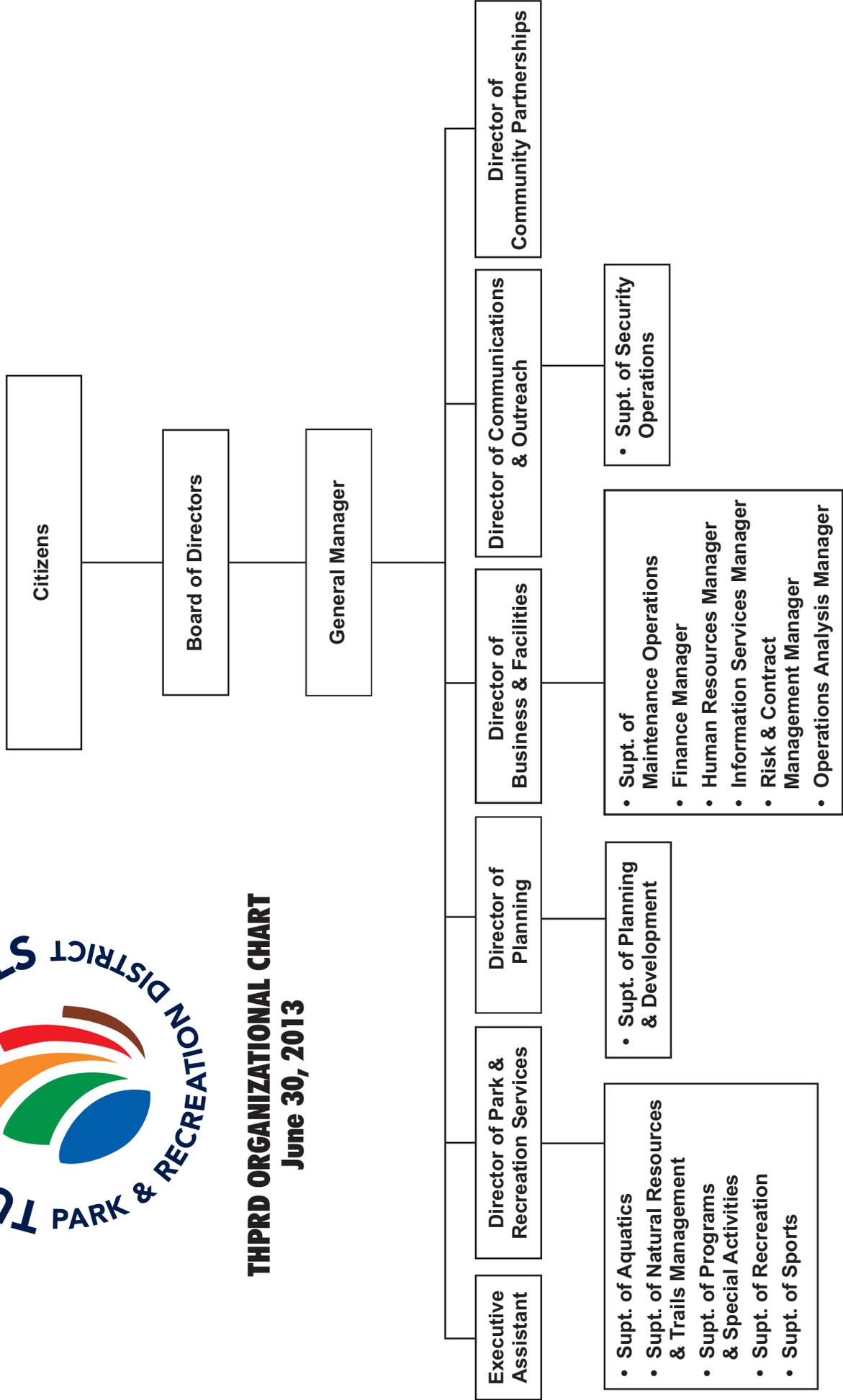
For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2012

Executive Director/CEO



THPRD ORGANIZATIONAL CHART
June 30, 2013



**TUALATIN HILLS PARK AND RECREATION DISTRICT
DIRECTORY OF OFFICIALS**

Administrative Office
15707 SW Walker Road
Beaverton, Oregon 97006

Board of Directors
as of June 30, 2013

<u>Name</u>	<u>Term Expires</u>
Joe Blowers, President 2050 SW 78 th Ave. Portland, Oregon 97225	June 30, 2015
Larry Pelatt, Secretary 7655 SW 140 th Ave. Beaverton, Oregon 97008	June 30, 2013
Bob Scott, Secretary Pro-tempore 21302 NW Cannes Dr. Portland, Oregon 97229	June 30, 2013
John Griffiths 10245 SW 153 rd Ave. Beaverton, Oregon 97007	June 30, 2015
Bill Kanable 8130 SW Sorrento Rd. Beaverton, Oregon 97008	June 30, 2013

Register Agent and Office

Doug Menke
15707 SW Walker Road
Beaverton, Oregon 97006

General Manager
Doug Menke

Director of Business and Facilities
Keith D. Hobson

FINANCIAL SECTION



Talbot, Korvola
& Warwick, LLP

Certified Public Accountants
& Consultants

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INDEPENDENT AUDITOR'S REPORT

November 25, 2013

Board of Directors
Tualatin Hills Park and Recreation District
Beaverton, Oregon

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Tualatin Hills Park and Recreation District (the District), as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the Table of Contents.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

AUDITOR'S RESPONSIBILITY

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

INDEPENDENT AUDITOR'S REPORT (Continued)

Board of Directors
Tualatin Hills Park and Recreation District
November 25, 2013

AUDITOR'S RESPONSIBILITY (Continued)

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

OPINIONS

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the District as of June 30, 2013, and the respective changes in financial position thereof and the budgetary comparison information of the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

OTHER MATTERS

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Required Supplementary Information such as Management's Discussion and Analysis and the Schedules of Funding Progress, as listed in the Table of Contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the Required Supplementary Information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying Supplemental Information and Other Financial Schedule, as listed in the Table of Contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Supplemental Information and Other Financial Schedule are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the

INDEPENDENT AUDITOR'S REPORT (Continued)

Board of Directors
Tualatin Hills Park and Recreation District
November 25, 2013

OTHER MATTERS (Continued)

Other Information (Continued)

underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Supplemental Information and Other Financial Schedule are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The Introductory and Statistical Sections, as listed in the Table of Contents, have not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

OTHER REPORTING REQUIRED BY OREGON MINIMUM STANDARDS

In accordance with *Minimum Standards for Audits of Oregon Municipal Corporations*, we have also issued our report dated November 25, 2013, on our consideration of the District's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

TALBOT, KORVOLA & WARWICK, LLP
Certified Public Accountants

By 
Angelique Whitlow, Partner



MANAGEMENT'S DISCUSSION AND ANALYSIS

The following discussion and analysis of the financial activities of the Tualatin Hills Park and Recreation District (District), has been prepared to provide a narrative review for the reader. The focus is based on current year activities and resulting changes, and should be read in conjunction with the basic financial statements, and notes to the basic financial statements that follow.

Financial Highlights

- The assets of the District exceeded its liabilities at June 30, 2013 by \$128,299,688.
- Capital assets (net of accumulated depreciation and related debt) account for most of this amount, with a value of \$115,214,103.
- Of the remaining net position, \$7,578,867 may be used to meet the District's ongoing obligations to patrons and creditors, without legal restriction.
- The District's total net position increased by \$6,881,310 or 5.7 percent over the previous year. Acquisitions of park property and improvements contribute mainly to this increase.
- As of the close of the current fiscal year, the District's governmental funds reported combined ending fund balances of \$62,478,847 a decrease of \$12,017,048, or 16.1 percent, due from the expending of capital funds related to the bond capital projects funding. All other major funds reported an increase to ending fund balance.
- As of June 30, 2013, fund balance for the General Fund was \$5,106,550 or 14.1 percent of total General Fund expenditures, on a modified accrual basis.

Overview of the Financial Statements

This discussion and analysis provides an introduction and overview to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements and 3) notes to the basic financial statements.

Government-wide financial statements

The government-wide financial statements are structured to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The **statement of net position** presents information on all of the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as one indicator of whether the financial position of the District is improving or deteriorating. Other indicators include the condition of the District's assets, changes in the property tax base, and general economic conditions within the area.

The **statement of activities** presents information showing how the District's net position changed during the current fiscal year. On this statement, program revenue (revenue generated by specific programs through charges for services, grants and contributions) is shown separately from general revenue (revenue provided by taxes and other sources not tied to a particular program). This shows the extent each program relies on taxes for funding. All changes in net

position are reported using the accrual basis of accounting, which requires that revenues be reported when they are earned and expenses be reported when goods and services are received. Items such as uncollected taxes, unpaid vendor invoices for items received by June 30, 2013, and earned but unused vacation leave are included in the statement of activities as revenue and expense. However, the cash associated with these items was not received or distributed until after June 30, 2013.

Fund financial statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting for compliance with finance-related legal requirements. All of the funds of the District fall into the governmental fund category, which accounts for most, if not all, of a government's tax-supported activities.

Governmental funds

The Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balances present separate columns of financial data for the General Fund, the Bonded Debt Fund, the Bond Capital Projects Fund, and the System Development Charges Fund, all of which are considered major funds. Data from the other governmental funds, the Maintenance Mitigation Fund and Metro Natural Areas Bond Fund, are combined into a single presentation.

A comparison of budget to actual is also presented for the General Fund within the basic financial statements. A detailed comparison of budget to actual for General Fund expenditures and other funds are presented in the supplemental information portion of this report.

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. Governmental fund financial statements focus on near-term, or current year, inflows and outflows of spendable resources and on balances of spendable resources available at the end of the fiscal year. Such information is useful in evaluating a government's near-term financing requirements in comparison to near-term resources available.

Because the focus of governmental fund financial statements is narrower than that of government-wide financial statements accrual focus, it is useful to compare information presented for **governmental funds** with similar information presented for **governmental activities** in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances, along with the Notes to the Basic Financial Statements, provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Budgetary highlights

The District maintains budgetary controls over its operating funds. Budgetary controls ensure compliance with legal provisions embodied in the annual budget appropriations. Governmental fund budgets are established in accordance with state law, and are adopted on a fund level except the General Fund. The General Fund budget is adopted on an organizational unit level.

Notes to the basic financial statements

The notes provide additional information that is essential to a full understanding of the data provided, and are an integral part of the government-wide and fund financial statements.

Government-wide Financial Analysis

Statement of Net Position

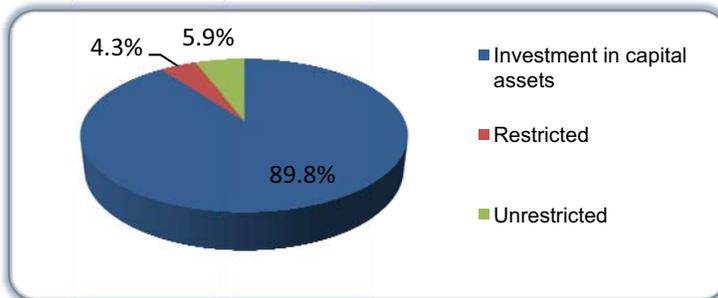
As noted earlier, net position may serve over time as an indicator of the District's financial position. As of June 30, 2013, the District's assets exceeded liabilities by \$128,299,688.

The following is a condensed version of the government-wide Statement of Net Position.

Tualatin Hills Park and Recreation District Net Position

	Governmental Activities	
	June 30, 2013	June 30, 2012
Cash and investments	\$ 64,534,727	\$ 77,860,236
Other assets	3,681,257	3,706,642
Capital assets	168,753,960	154,013,472
Total assets	<u>236,969,944</u>	<u>235,580,350</u>
Other liabilities	5,028,330	5,082,165
Debt liabilities	103,641,926	109,079,807
Total liabilities	<u>108,670,256</u>	<u>114,161,972</u>
Net position:		
Investment in capital assets	115,214,103	111,753,935
Restricted	5,506,718	3,393,951
Unrestricted	7,578,867	6,270,492
Total net position	<u>\$ 128,299,688</u>	<u>\$ 121,418,378</u>

The largest portion of the District's net position, \$115,214,103 or 89.8 percent reflects its investment in capital assets, less any related debt used to acquire these assets still outstanding.



The District's assets (recorded at cost) are used to provide services to patrons. Consequently, these assets are not available for future spending, and debt repayment must be provided from other sources. An additional portion of the District's net position, \$5,506,718 or 4.3 percent represents resources that are subject to external

restrictions on how they may be used. The remaining balance of \$7,578,867 or 5.9 percent is unrestricted and may be used to meet the District's ongoing obligations. For the year ended June 30, 2013, the District had positive balances in all three categories of net position.

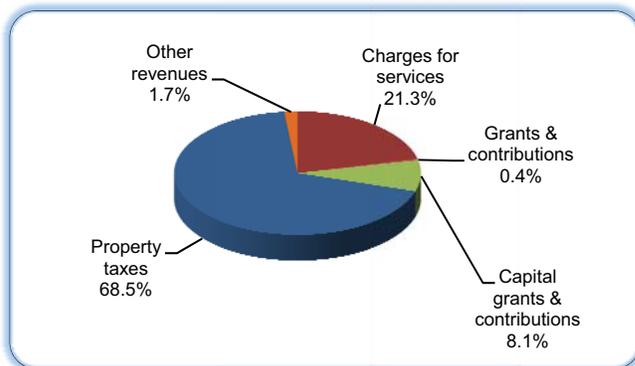
Statement of Activities

Governmental activities increased the District's net position by \$6,881,310 in this fiscal year. Key elements of this increase are as follows:

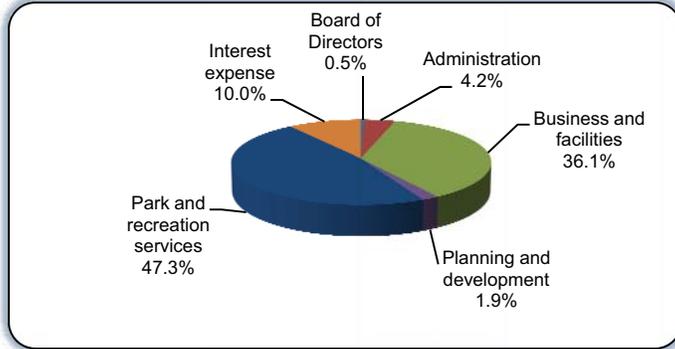
Tualatin Hills Park and Recreation District Changes in Net Position

	Governmental Activities	
	Fiscal Year Ended June 30,	
	2013	2012
Revenues:		
Program revenues:		
Charges for services	\$ 10,248,497	\$ 9,622,209
Operating grants and contributions	173,616	195,890
Capital grants and contributions	3,925,320	3,621,810
General revenues:		
Property taxes	32,998,488	32,536,833
Grants and contributions not restricted to specific programs	245,112	233,515
Other	586,184	679,392
Total revenues	48,177,217	46,889,649
Expenses:		
Board of Directors	200,248	229,942
Administration	1,717,417	1,678,446
Business and facilities	14,917,033	14,337,163
Planning and development	800,198	640,871
Park and recreation services	19,536,037	18,210,409
Interest on long-term debt	4,124,974	4,085,516
Total expenses	41,295,907	39,182,347
Change in net position	6,881,310	7,707,302
Net position - beginning balance	121,418,378	113,711,076
Net position - ending	\$ 128,299,688	\$ 121,418,378

Property taxes increased by \$461,655 over the prior year, or 1.4 percent due to the statutorily allowable increases in assessed value on existing property and some new construction within the District boundaries. Charges for services increased by \$626,288, or 6.5 percent due to expansion of programs, increased drop-in and frequent user pass fees, along with annual inflationary fee increases as warranted. Capital grants and contributions reflect an increase of 8.4 percent, or \$303,510 due to increased funding received during the year for capital projects.



Expenses for the District reflect an increase of 5.4 percent over last year, due to several factors:



- Temporary personnel hired for administrative and construction management of bond related capital projects,
- Expansion of program offerings resulting in increased related costs, and
- Increase in depreciation expense from completed bond related capital projects.

Financial Analysis of the District's Funds

As noted earlier, the District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds analysis

The focus of the District's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the District's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year. The District has four major funds, reported as the General Fund, a debt service fund, and two capital project funds.

During Fiscal Year 2012/13, the District's governmental funds reported a decrease in combined ending fund balances of \$12,017,048 attributable to the expending of funds for capital related projects within the Bond Capital Projects Fund. The General Fund, Bonded Debt Fund and System Development Charges Fund both reported increases within the year while the remaining funds reported decreases. The previous fiscal year had an increase of \$25,230,688, largely attributable to the resources generated from the Series 2011 general obligation bond issue within the Bond Capital Projects Fund.

The **General Fund** is the chief operating fund of the District. At the end of the current fiscal year, the unassigned fund balance for the General Fund was \$4,895,327. As a measure of the General Fund's liquidity, it may be useful to compare unassigned fund balance to total fund expenditures. Unassigned fund balance represents 13.5 percent of total General Fund expenditures, exceeding the District's financial policy guideline of 10 percent.

Program revenues increased by 7.2 percent or \$680,886, from program expansion mainly within the aquatic and recreation departments, along with annual inflationary increases to class registration fees. Other than program revenues, General Fund revenues increased by \$719,415 or 2.7 percent over the previous year, with slight increases in property tax collections and grants. Slight decreases showed in the following categories:

- Interest earnings – due to stagnant investment rates and reduced investable funds,
- Charges for services – decreased cost recovery of services from the Bond Capital Project Fund due to completion of projects and reduced staffing, and
- Miscellaneous revenues – minor reduction in benefit related dividends and fees from other sources.

General Fund fund balance increased by \$1,268,557 over the previous year, because of tight fiscal controls, increased revenues and completion of a major expenditure in the 2011/12 fiscal year. Operating expenditures (excluding capital outlay and debt service) increased by \$1,130,154 or 3.6 percent due to additional funding for personnel in Administration and Planning

divisions, along with inflationary increases in supplies and programming costs. Capital expenditures decreased from the previous year by \$1,586,510 or 34.2 percent. Debt service decreased by \$512,924 or 38.3 percent over the previous year, resulting from decreased interest costs associated with the 2010A Full Faith and Credit obligation.

The **Bonded Debt Fund** has a total fund balance of \$440,064, an increase of \$26,930 versus the previous year, and is restricted for the payment of debt service on existing general obligation debt.

The **Bond Capital Projects Fund** accounts for the proceeds received from the sale of the general obligation bonds, Series 2009 for \$58,505,000 and Series 2011 for \$40,060,000. In November 2008, District voters authorized a total levy of \$100 million to target a specific list of projects and land acquisitions throughout the District. A total of \$15,827,399 was expended during the current fiscal year. As of the end of the year, total fund balance in this fund restricted for park development is \$51,683,508.

The **System Development Charges Fund** accounts for development impact fees assessed on new construction within the District boundaries. Total revenues increased significantly by \$1,187,067, or 61.7 percent over last year due to some recovery to new construction within the District, largely in the multi-family unit category and grant funds received towards land acquisition. Expenditures decreased by \$2,581,487 over the previous year, due to completion of projects in prior years, and needed replenishment of the overall fund. Fund balance increased by \$2,085,837 or 70.0 percent over the previous year. This fund balance of \$5,066,654 is entirely restricted for parks acquisition and development and improvements related to capacity expansion, and is fully available for appropriation.

General Fund Budgetary Highlights

The District prepares and adopts its budget on an annual basis using a modified cash basis of accounting. General Fund revenues were slightly less than budgeted by 0.9 percent, largely due to anticipated grants not awarded or received and lower miscellaneous revenues than expected. Expenditures stayed well under budget by 13.0 percent, primarily due to non-expenditure of contingency funds, control of costs to offset reduced revenues within programming and capital expenditures at less than budgeted amounts. A reconciliation of budgetary basis to GAAP basis is shown on the General Fund Budget to Actual statement on page 28. The difference between the original budget and final amended budget consisted of the following adjustments to the General Fund:

<u>Classification</u>	<u>Category</u>	<u>Amount</u>
Resource	Grants and sponsorships	\$ 47,708
Resource	Other financing source	457,100
Appropriation	Administration	35,944
Appropriation	Park and recreation services	(66,414)
Appropriation	Planning	30,470
Appropriation	Capital outlay	504,808

Capital Asset and Debt Administration

Capital assets

The District's investment in capital assets as of June 30, 2013, amounts to \$168,753,960 (net of accumulated depreciation). This investment in capital assets includes land, park sites and development, buildings and improvements, plus machinery, equipment and furnishings. The net increase in the District's capital assets for the current fiscal year was \$14,740,488 or 9.6 percent.

**Tualatin Hills Park and Recreation District
Capital Assets (net of depreciation)**

	June 30	
	2013	2012
Land	\$ 77,684,111	\$ 70,452,882
Parks sites and planning development	35,557,990	30,978,898
Buildings and improvements	43,328,553	37,920,310
Equipment and furnishings	1,180,947	1,442,981
Intangible assets	123,184	164,445
Construction in progress	10,879,175	13,053,956
Total	\$ 168,753,960	\$ 154,013,472

Increases were generated in land (\$7,231,229) due to new acquisitions of park and natural area parcels and in parks sites and planning development (\$4,579,092) from project completion, as required by the bond capital projects program. The decrease to construction in progress (\$2,174,781) is also mainly related project completion within the bond capital projects. The building and improvements increase (\$5,408,243) is attributable to the completion of seismic structural improvements to several facilities within the bond capital project scope. Deferred maintenance was funded for both buildings and parks improvements, to the extent of available funds.

Additional information on the District's capital assets can be found in Note IV.B on page 37 of this report.

Long-term debt and other long-term obligations

At June 30, 2013 the District had \$104.8 million in debt and other long-term obligations outstanding compared to \$109.1 million last year. Approximately \$6.1 million of the debt outstanding and other long-term obligations at June 30, 2013 is due within one year. Debt decreased by a net of \$4.2 million, mainly due to retirement of existing debt.

**Tualatin Hills Park and Recreation District
Outstanding Debt and Obligations**

	June 30	
	2013	2012
General obligation bonds	\$ 91,415,000	\$ 95,780,000
Premiums	1,939,826	2,163,005
Full faith and credit obligations	9,810,000	10,010,000
Loans	477,100	60,000
Net pension obligation (asset)	91,356	(4,877)
Compensated absences	1,103,969	1,066,802
Total	\$ 104,837,251	\$ 109,074,930

The District's most recent credit ratings, received in September 2011 were "AA" from Standard & Poor's and "Aa1" from Moody's for general obligation debt, and "AA" from Standard & Poor's and "Aa2" from Moody's for full faith and credit obligations.

The general obligation bonds, series 1998, have bond insurance provided by Financial Guaranty Insurance Company, which equates to a rating of “AAA” from Standard & Poor’s and “Aaa” from Moody’s. Due to the District’s strong credit rating, additional insurance was not financially advantageous, nor necessary, for the series 2009 and 2011 general obligation issues or the series 2010 full faith issues.

Due to the national economic situation, the bond ratings on several of our issuers of insurance were downgraded in previous years. Material event notices were filed, as necessary for compliance with our continuing disclosure requirements.

Additional information on the District’s long-term obligations can be found in Note IV.C on pages 38 - 40.

Economic Factors and Next Year’s Budget and Rates

Some of the factors considered during the preparation of the 2013/14 budget were:

- Assessed value on property was estimated to increase by approximately 3.28 percent over the previous year.
- Review and adjustment of user fees to accurately reflect changes in current participation levels and ensure cost recovery.
- Completion of the Comprehensive Plan update along with associated components to ensure continued sustainability of services.
- Anticipated opening of an Adventure Recreation Facility to target new audiences for District programs with operational, capital and financing costs accounted for as an enterprise fund operation.
- Absorbing an overall increase of Personal Service costs of 5.2 percent, with a cost of living increase of 2.3 percent for full and regular part-time staff.
- A slight inflationary increase to Materials and Services of 2.0 percent to ensure adequate coverage of maintenance responsibilities to newly acquired properties.
- Continued funding of necessary personnel to complete the Bond Capital project program.
- Funding of land acquisition and new construction within the Systems Development Charges Fund for approximately \$2.8 million.

In previous years, property taxes generally increased by the statutorily allowed 3.0 percent of assessed value on all properties. With the decline in market value, certain properties now have a comparable market/assessed value; therefore, the 3.0 percent increase cannot be generally applied. For the 2013/14 budget, approximately 15.0 percent of residential property within District boundaries is at market value, decreasing the overall growth to 2.53 percent. New development growth is conservatively estimated at 0.75 percent, for the combined rate of 3.28 percent. The District will continue to closely analyze the various properties to accurately estimate future resources.

Deferred maintenance is being funded at the maximum level available, and will continue to be a critical component of future budgetary plans. The District continues to actively research alternative revenue sources, and has seen growth in grants, sponsorships and various rental incomes.

Overall, on a budgetary basis the General Fund shows an increase of \$406,792 or 7.2% over the anticipated beginning fund balance in the 2013/14 budget. This increase is largely due to factors such as:

- Stable patron participation in programs,
- Steady property tax collections,
- Strong budgetary controls and
- Capital funding carryforwards into the following year.

In order to remain stable and sustainable in this current economic environment, the District has carefully scrutinized revenues, expenditures, and all other facets affecting daily and long term operations. Property tax collections have remained consistent, and program revenues are stable overall, with some increases in selected areas. Local parks and recreation programs offer an affordable alternative for families of all sizes and economic backgrounds, as reflected by our residents' involvement. We will continue to examine new and trending activities, to ensure we remain competitive and accessible for all.

Requests for Information

These financial statements are designed to provide a general overview of the District's finances for all those with an interest, and to demonstrate the District's accountability. Questions concerning any of the information provided within this report, or requests for further financial information, should be addressed to Office of Business Services, 15707 SW Walker Road, Beaverton, Oregon 97006.



Tualatin Hills Park and Recreation District
Statement of Net Position
June 30, 2013

	Primary Government
	Governmental Activities
Assets:	
Cash and cash equivalents	\$ 35,585,726
Investments	28,591,937
Due from other governments	710,389
Receivables	1,731,581
Inventories	95,997
Prepays	115,226
Bond issuance costs	1,028,064
Cash and cash equivalents - temporarily restricted	357,064
Capital assets (net of accumulated depreciation):	
Land	77,684,111
Park sites and planning development	35,557,990
Buildings and improvements	43,328,553
Equipment and furnishings	1,180,947
Intangible assets	123,184
Construction in progress	10,879,175
Total assets	236,969,944
Liabilities:	
Accounts payable and other current liabilities	2,367,632
Accrued interest payable	416,178
Unearned revenue	1,049,195
Noncurrent liabilities:	
Due within one year	6,062,473
Due in more than one year	98,774,778
Total liabilities	108,670,256
Net Position:	
Net investment in capital assets	115,214,103
Restricted for:	
Debt service	440,064
Parks development	5,066,654
Unrestricted	7,578,867
Total net position	\$ 128,299,688

The notes to the basic financial statements are an integral part of this statement

Tualatin Hills Park and Recreation District
Statement of Activities
For the Year Ended June 30, 2013

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Primary government:					
Governmental activities:					
Board of Directors	\$ 200,248	\$ -	\$ -	\$ -	\$ (200,248)
Administration	1,717,417	-	-	-	(1,717,417)
Business and facilities	14,917,033	-	-	-	(14,917,033)
Planning and development	800,198	-	-	-	(800,198)
Park and recreation services	19,536,037	10,248,497	173,616	3,925,320	(5,188,604)
Interest on long-term debt	4,124,974	-	-	-	(4,124,974)
Total primary government	\$ 41,295,907	\$ 10,248,497	\$ 173,616	\$ 3,925,320	(26,948,474)
General revenues:					
Property taxes levied for general purposes					24,907,304
Property taxes levied for debt service					8,091,184
Grants and contributions not restricted to specific programs					245,112
Unrestricted investment earnings					447,101
Miscellaneous					139,083
Total general revenues					<u>33,829,784</u>
Change in net position					6,881,310
Net position - beginning balance					<u>121,418,378</u>
Net position- ending					<u>\$ 128,299,688</u>

The notes to the basic financial statements are an integral part of this statement

Tualatin Hills Park and Recreation District
Balance Sheet
Governmental Funds
June 30, 2013

	<u>General Fund</u>	<u>Bonded Debt Fund</u>	<u>Bond Capital Projects Fund</u>	<u>System Development Charges Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
Assets						
Assets:						
Cash and cash equivalents	\$ 6,881,876	\$ 344,464	\$ 23,315,533	\$ 4,859,881	\$ 183,972	\$ 35,585,726
Investments	-	-	28,591,937	-	-	28,591,937
Receivables:						
Interest	467	170	102,692	-	-	103,329
Property taxes	1,167,475	374,010	-	-	-	1,541,485
Accounts receivable	86,767	-	-	-	-	86,767
Intergovernmental	287,943	34,557	176,000	211,889	-	710,389
Cash and cash equivalents - restricted	141,958	-	215,106	-	-	357,064
Prepays	115,226	-	-	-	-	115,226
Inventories	95,997	-	-	-	-	95,997
Total assets	<u>\$ 8,777,709</u>	<u>\$ 753,201</u>	<u>\$ 52,401,268</u>	<u>\$ 5,071,770</u>	<u>\$ 183,972</u>	<u>\$ 67,187,920</u>
Liabilities and Fund Balances						
Liabilities:						
Accounts payable	\$ 874,096	\$ -	\$ 637,198	\$ 5,116	\$ 1,901	\$ 1,518,311
Salaries payable	429,090	-	-	-	-	429,090
Contracts payable	-	-	2,205	-	-	2,205
Retainages payable	-	-	78,357	-	-	78,357
Other current liabilities payable	339,669	-	-	-	-	339,669
Unearned revenue	2,028,304	313,137	-	-	-	2,341,441
Total liabilities	<u>3,671,159</u>	<u>313,137</u>	<u>717,760</u>	<u>5,116</u>	<u>1,901</u>	<u>4,709,073</u>
Fund balances:						
Nonspendable	211,223	-	-	-	-	211,223
Restricted - debt service	-	440,064	-	-	-	440,064
Restricted - parks development	-	-	51,683,508	5,066,654	-	56,750,162
Committed - mitigation maintenance	-	-	-	-	182,071	182,071
Unassigned	4,895,327	-	-	-	-	4,895,327
Total fund balances	<u>5,106,550</u>	<u>440,064</u>	<u>51,683,508</u>	<u>5,066,654</u>	<u>182,071</u>	<u>62,478,847</u>
Total liabilities and fund balances	<u>\$ 8,777,709</u>	<u>\$ 753,201</u>	<u>\$ 52,401,268</u>	<u>\$ 5,071,770</u>	<u>\$ 183,972</u>	

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	168,753,960
Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds.	(104,225,365)
Reduction of deferred revenues for those amounts that were not available to pay current period expenditures.	<u>1,292,246</u>
Net position of governmental activities	<u>\$ 128,299,688</u>

The notes to the basic financial statements are an integral part of this statement

Tualatin Hills Park and Recreation District
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the fiscal year ended June 30, 2013

	General Fund	Bonded Debt Fund	Bond Capital Projects Fund	System Development Charges Fund	Other Governmental Funds	Total Governmental Funds
Revenues:						
Property taxes	\$ 24,965,206	\$ 8,111,172	\$ -	\$ -	\$ -	\$ 33,076,378
Aquatic programs	2,680,571	-	-	-	-	2,680,571
Tennis center	881,620	-	-	-	-	881,620
Sports programs	1,338,838	-	-	-	-	1,338,838
Recreation programs	5,295,593	-	-	-	-	5,295,593
Grants and sponsorships	990,962	-	176,000	418,731	22,568	1,608,261
System development charges	-	-	-	2,676,196	-	2,676,196
Interest earned	134,185	39,735	254,613	17,641	927	447,101
Charges for services	689,931	-	-	-	-	689,931
Miscellaneous revenues	190,957	-	-	-	-	190,957
Total revenues	<u>37,167,863</u>	<u>8,150,907</u>	<u>430,613</u>	<u>3,112,568</u>	<u>23,495</u>	<u>48,885,446</u>
Expenditures:						
Current:						
Board of Directors	200,248	-	-	-	-	200,248
Administration	1,713,305	-	-	-	-	1,713,305
Business and facilities	14,590,240	-	-	-	-	14,590,240
Planning and development	1,503,184	-	-	-	-	1,503,184
Park and recreation services	14,474,299	-	-	-	2,513	14,476,812
Capital outlay	3,047,871	-	15,827,399	1,026,731	22,568	19,924,569
Debt service	827,259	8,123,977	-	-	-	8,951,236
Total expenditures	<u>36,356,406</u>	<u>8,123,977</u>	<u>15,827,399</u>	<u>1,026,731</u>	<u>25,081</u>	<u>61,359,594</u>
Excess (deficiency) of revenues over (under) expenditures	811,457	26,930	(15,396,786)	2,085,837	(1,586)	(12,474,148)
Other financing sources:						
Loan proceeds	457,100	-	-	-	-	457,100
Net change in fund balance	1,268,557	26,930	(15,396,786)	2,085,837	(1,586)	(12,017,048)
Fund balances at beginning of year	<u>3,837,993</u>	<u>413,134</u>	<u>67,080,294</u>	<u>2,980,817</u>	<u>183,657</u>	<u>74,495,895</u>
Fund balances at end of year	<u>\$ 5,106,550</u>	<u>\$ 440,064</u>	<u>\$ 51,683,508</u>	<u>\$ 5,066,654</u>	<u>\$ 182,071</u>	<u>\$ 62,478,847</u>

The notes to the basic financial statements are an integral part of this statement

Tualatin Hills Park and Recreation District
Reconciliation of the Statement of Revenues,
Expenditures and Changes in Fund Balance of Governmental Funds
to the Statement of Activities
For the fiscal year ended June 30, 2013

Amounts reported for governmental activities in the statement of net position are different because:

Net changes in fund balances - total governmental funds	\$ (12,017,048)
Governmental funds report capital outlays as expenditures. However, in the statement of net position the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period.	14,680,897
The net effect of various miscellaneous transactions involving capital assets (i.e., sales, trade-ins, and donations) is to increase net position.	59,591
Governmental funds defer revenues that do not provide current financial resources. However, the statement of net position recognizes such revenues at their net realizable value when earned, regardless of when received.	(77,890)
The issuance of long-term debt (e.g., bond, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of net position. This amount is the net effect of these differences in the treatment of long-term debt and related items.	4,147,900
Some expenses reported in the statement of net position do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	87,860
Change in net position of governmental activities	\$ 6,881,310

The notes to the basic financial statements are an integral part of this statement

Tualatin Hills Park and Recreation District
Statement of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
General Fund
For the fiscal year ended June 30, 2013

	Budgeted Amounts		Actual Amounts	Variance with
	Original	Final		Final Budget -
Revenues:				
Property taxes	\$ 24,909,925	\$ 24,909,925	\$ 24,965,206	\$ 55,281
Aquatic programs	2,466,382	2,466,382	2,664,324	197,942
Tennis center	896,900	896,900	882,715	(14,185)
Sports programs	1,173,452	1,173,452	1,314,714	141,262
Recreation programs	5,091,100	5,091,100	5,121,935	30,835
Grants and sponsorships	1,294,372	1,342,080	990,962	(351,118)
Interest earned	110,000	110,000	134,185	24,185
Charges for services	879,619	879,619	689,931	(189,688)
Miscellaneous revenues	405,900	405,900	190,957	(214,943)
Total revenues	37,227,650	37,275,358	36,954,929	(320,429)
Expenditures:				
Board of directors	2,332,900	2,332,900	200,248	2,132,652
Administration	1,878,069	1,914,013	1,713,305	200,708
Business and facilities	16,420,325	16,420,325	15,771,628	648,697
Planning	1,646,067	1,676,537	1,503,184	173,353
Park and recreation services	15,580,174	15,513,760	14,466,387	1,047,373
Capital outlay	3,402,925	3,907,733	2,693,743	1,213,990
Total expenditures	41,260,460	41,765,268	36,348,495	5,416,773
Excess (deficiency) of revenues over (under) expenditures	(4,032,810)	(4,489,910)	606,434	5,096,344
Other financing source:				
Loan proceeds	-	457,100	457,100	-
Net change in fund balance	(4,032,810)	(4,032,810)	1,063,534	5,096,344
Fund balances at beginning of year	4,032,810	4,032,810	4,976,986	944,176
Fund balances at end of year	\$ -	\$ -	\$ 6,040,520	\$ 6,040,520
Fund balance - budgetary basis			\$ 6,040,520	
Recognition of prior year deferred revenue			(1,262,131)	
Recognition of current year deferred revenue			212,934	
Recognition of prior year prepaids			123,138	
Recognition of current year prepaids			(7,911)	
Fund balance - GAAP basis			\$ 5,106,550	

The notes to the basic financial statements are an integral part of this statement

Tualatin Hills Park and Recreation District

NOTES TO THE BASIC FINANCIAL STATEMENTS JUNE 30, 2013

I. Summary of significant accounting policies

A. Reporting entity

Tualatin Hills Park and Recreation District (the District) is a special service district governed by an elected five member Board of Directors (the Board), and operates as a separate municipal corporation. The District, as a primary government, is a financial reporting entity, which has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments. As required by accounting principles generally accepted in the United States (GAAP), these financial statements present the financial status and activities of the District.

B. Government-wide and fund financial statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all activities of the District.

The statement of activities demonstrates the degree to which the direct expenses of a given division or function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific division or function. *Program revenues* include 1) charges to patrons who purchase, use or directly benefit from goods, services or privileges provided by a given division or function, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular division or function. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental, proprietary and fiduciary funds. Each fund is considered to be a separate accounting entity. Currently, the District has only governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. Measurement focus, basis of accounting and financial statement presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the year. Expenditures generally are recorded when the related fund liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when the payment is due.

Property taxes, received within 60 days, system development impact fees and interest associated with the current year are all considered to be susceptible to accrual and so have been recognized as revenues of the year. All other revenue items are considered to be measurable and available only when cash is received by the District.

Activities between funds, which are similar to lending/borrowing arrangements, are reported as “due to/due from other funds”, when outstanding at the end of the fiscal year. Such balances are eliminated in the government-wide financial statements.

The District reports the following major governmental funds:

The *General Fund* is the District’s primary operating fund. It accounts for all financial resources of the District, except those required to be accounted for in another fund. The major sources of revenue are property taxes and user fees.

The *Bonded Debt Fund* accounts for the accumulation of resources to pay principal and interest on certain general obligation long-term bonded debt. The primary source of revenue is property taxes.

The *Bond Capital Projects Fund* accounts for the financial resources received from the voter approved general obligation bond passed in April, 2009. This fund details the acquisition and construction of the approved capital projects, utilizing the bond proceeds.

The *System Development Charges Fund* accounts for financial resources used for the acquisition of capital assets or construction of major capital projects. This fund accounts for fees charged developers to provide for expanding capacity of the District’s facilities.

Other governmental funds

Other governmental funds include the nonmajor funds of the District. The following details the Mitigation Maintenance Fund, a special revenue fund and the Metro Natural Areas Bond Fund, a capital project fund.

The *Mitigation Maintenance Fund* accounts for mitigation funds received from development impacting park property. These funds are accumulated for and committed to use on natural area restoration projects.

The *Metro Natural Areas Bond Fund* accounts for the funds received from a local bond measure for the acquisition and improvement of natural areas and water quality.

When both restricted and unrestricted resources are available for use, normally it is the District’s policy to use restricted resources first, and then unrestricted resources as they are needed. However, this flow assumption is determined annually through the budget process, and reflected in the approved appropriations.

D. Assets, liabilities and net position or equity

1. Cash, cash equivalents and investments

The cash and cash equivalents of the District are cash on hand, demand deposits and funds invested with the Oregon State Treasurer’s Local Government Investment Pool (LGIP), with interest accruing to the benefit of each individual fund. The District considers cash on hand, demand deposits and short-term highly liquid investments with a maturity of three months or less, when purchased, to be cash and cash equivalents. Restricted cash and cash equivalents consist of short-term deposits pledged in lieu of performance bonds for capital projects in progress.

State statutes, and the District’s Investment Policy, authorize the District to invest in obligations of the U.S. Treasury, commercial paper, repurchase agreements, bankers’ acceptances, municipal

bonds, mutual funds and the LGIP. Investments are reported at fair value, based on quoted prices for identical investments.

The LGIP operates in accordance with appropriate state laws and regulations, but is not regulated by other laws, organizations or regulations. The reported value of the LGIP is equal to cash value. Investments are regulated by the Oregon Short-Term Fund Board (OSTF) and approved by the Oregon Investment Council (ORS 294.805 to 294.895). The LGIP is not registered with the SEC as an investment company. While the LGIP is not currently rated by an independent rating agency, the LGIP's holdings provide very strong protection against losses from credit defaults.

2. *Receivables and payables*

Recorded property taxes receivable that are collected within 60 days after year-end are considered measurable and available and, therefore, are recognized as revenue in the fund financial statements. The remaining balance is recorded as deferred revenue because it is not deemed available to finance operations of the current period in the fund financial statements. An allowance for doubtful accounts is not deemed necessary, as uncollectible taxes become a lien on the property and are substantially collected through foreclosure. Property taxes are levied and become a lien on July 1. Collection dates are November 15, February 15 and May 15 following the lien date. Discounts are allowed if the amount due is received by November 15 or February 15. Taxes unpaid and outstanding on May 16 are considered delinquent.

3. *Inventory and prepaid items*

The costs of the General Fund inventory are recorded as expenditures when purchased in the fund financial statements, to reflect the most conservative budgetary approach. At year-end, the items still on hand and unused are valued at cost, which approximates market value, using the first-in, first-out method. For the government-wide financial statements, inventory is expensed as used.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

4. *Capital assets*

Capital assets, which include property, equipment, furnishings, improvements and intangible assets such as software, are reported in the government-wide financial statements. The District defines capital assets as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized in the government-wide statements as projects are constructed. All capital outlay is recorded as expenditures in the fund financial statements.

Property, improvements, equipment and intangible assets are depreciated using the straight line method in the government-wide financial statements over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	50
Building improvements	20
Facilities improvements	20–50
Equipment and furnishings	5
Intangible assets	5

5. *Compensated absences*

District policy permits employees to accumulate earned but unused vacation, compensatory and sick pay benefits. There is no liability for unpaid accumulated sick leave since the District does not have a policy to pay any amounts to employees upon separation of service. All vacation and compensatory pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

6. *Long-term obligations*

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

7. *Fund balance*

In the fund financial statements, fund balance classifications comprise a hierarchy based on the constraints imposed on the use of resources as reported in governmental funds. The five fund balance classifications are described below:

- Nonspendable fund balance represents amounts that are not in a spendable form because they are either legally or contractually required to be maintained intact. The nonspendable fund balance represents inventories and prepaid items.
- Restricted fund balance represents amounts that are legally restricted by outside parties for a specific purpose (such as debt covenants, grant or donor requirements, other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed fund balance represents funds formally set aside by the governing body for a particular purpose. The Board may set, modify or rescind commitments by resolution.
- Assigned fund balance represents amounts that are constrained by expressed intent to use resources for a specific purpose that do not meet the criteria to be classified as restricted or committed. Intent can be stipulated by the Board or designee to whom that authority has been given by the Board, normally the General Manager or Director of Business and Facilities.
- Unassigned fund balance is the residual classification of the General Fund. Only the General Fund may report a positive unassigned fund balance. Other governmental funds would report any negative residual fund balance as unassigned.

The Board has approved the following order of spending regarding fund balance categories: Restricted resources are spent first when both restricted and unrestricted (committed, assigned or unassigned) resources are available for expenditures. When unrestricted resources are spent, the order of spending is committed (if applicable), assigned (if applicable) and lastly, unassigned fund balance.

To ensure financial stability, the Board has adopted a policy stating that the minimum level of ending fund balance will be at least 10 percent of operating expenses in the year. In any year in which the District is not at the targeted fund level, the budgeted contingency will be increased by 1 percent of property tax revenues, or \$150,000.

II. Reconciliation of government-wide and fund financial statements

A. Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position

The governmental fund balance sheet includes reconciliation between *fund balance – total governmental funds* and *net position – governmental activities* as reported in the government-wide statement of net position. One element of that reconciliation explains that “long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported in the funds.” The details of this \$(104,225,365) difference are as follows:

Net pension obligation	\$ (91,356)
Bonds payable	(91,415,000)
Less: Deferred charge for issuance costs (to be amortized over life of debt)	1,028,064
Plus: Issuance premium (to be amortized over life of debt)	(1,939,826)
Full faith and credit obligations	(9,810,000)
Loans payable	(477,100)
Accrued interest payable	(416,178)
Compensated absences	<u>(1,103,969)</u>
Net adjustment to decrease <i>fund balance – total governmental funds</i> to arrive at <i>net position – governmental activities</i>	<u>\$ (104,225,365)</u>

B. Explanation of certain differences between the governmental fund statement of revenues, expenditures and changes in fund balances and the government-wide statement of activities

The governmental fund statement of revenues, expenditures, and changes in fund balances includes reconciliation between *net changes in fund balances – total governmental funds* and *changes in net position of governmental activities* as reported in the government-wide statement of net position. One element of that reconciliation explains that “Governmental funds report capital outlays as expenditures. However, in the statement of net position the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.” The details of this \$14,680,897 difference are as follows:

Capital outlay (for capitalized assets)	\$ 19,232,533
Depreciation expense	<u>(4,551,636)</u>
Net adjustment to increase <i>net changes in fund balances – total governmental funds</i> to arrive at <i>changes in net position of governmental activities</i>	<u>\$ 14,680,897</u>

Another element of that reconciliation states “The net effect of various miscellaneous transactions involving capital assets (i.e., sales, trade-ins and donations) is to increase net position.” The details of this \$59,591 difference are as follows:

Donations of capital assets increase the net position in the statement of net position, but do not appear in the governmental funds because they are not financial resources.	<u>\$ 59,591</u>
Net adjustment to increase <i>net changes in fund balances – total governmental funds</i> to arrive at <i>changes in net position of governmental activities</i>	<u>\$ 59,591</u>

Another element of that reconciliation states that “the issuance of long-term debt (e.g., bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of issuance costs, premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of net position.” The details of this \$4,147,900 difference are as follows:

Debt issued or incurred:	
Energy Savings Loan Agreement	\$ (457,100)
Principal repayments:	
General obligation debt	4,365,000
Other long-term debt	<u>240,000</u>
Net adjustment to increase <i>net changes in fund balances – total governmental funds to arrive at changes in net position of governmental activities</i>	<u>\$ 4,147,900</u>

Another element of that reconciliation states that “Some expenses reported in the statement of net position do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds.” The details of this \$87,860 difference are as follows:

Compensated absences	\$ (37,167)
Net pension obligation	(96,233)
Accrued interest	74,519
Amortization of interest costs (premiums)	223,179
Amortization of deferred charges (issuance costs)	<u>(76,438)</u>
Net adjustment to increase <i>net changes in fund balances – total governmental funds to arrive at changes in net position of governmental activities</i>	<u>\$ 87,860</u>

III. Stewardship, compliance and accountability

A. Budgetary information

Annual budgets are prepared for each fund in accordance with a modified cash basis of accounting and with the legal requirements set forth in the Oregon Local Budget Law. The District budgets each governmental fund type on a modified cash basis. The resolution authorizing appropriations for each fund set the level by which expenditures cannot legally exceed appropriations. All annual appropriations lapse at year-end. On or before the third week of February, departmental budgets are submitted to management for compilation of the proposed budget document. Initial budget review meetings begin in April, with the final public hearing and adoption completed before June 30 of each year.

Governmental fund budgets are established in accordance with state law, and are adopted on a fund level except the General Fund. The General Fund budget is adopted on an organizational unit level. Organization units are the levels of control for all funds established by the resolution. The detail budget document, however, is required to contain more specific information for the above mentioned appropriation levels. Unexpected additional resources may be added to the budget through the use of a supplemental budget. A supplemental budget requires hearings before the public, publications in newspapers and approval by the Board. Original and supplemental budgets may be modified by the use of appropriations transfers between the levels of control. Such transfers require approval by the Board. The Board approved two resolutions to adjust budget appropriations within the year. First, in November, 2012, an appropriation transfer between the Administration and Parks & Recreation Services divisions within the General Fund,

in the amount of \$35,944 to fund personnel. Then, in February, 2013, an increase to Capital Outlay within the General Fund by \$504,808 for the Energy Savings Improvement project (funded by financing and grants) along with a transfer between Planning and Parks & Recreation Services divisions within the General Fund, in the amount of \$30,470 for additional personnel funding.

IV. Detailed notes on all funds

A. Cash, cash equivalents and investments

Deposits with financial institutions include bank demand deposits and deposits in the LGIP, as authorized by Oregon statutes.

At June 30, 2013, the District had the following cash, cash equivalents and investments at fair value:

Demand deposits	\$ 2,945,091
Certificates of deposit	215,106
Commercial paper	141,958
Investments in the State Treasurer's Local Government Investment Pool	32,640,635
Government and agency obligations	<u>28,591,937</u>
Total cash equivalents and investments	<u>\$ 64,534,727</u>

Cash and cash equivalents and investments are reflected in the financial statements as follows:

Cash and cash equivalents	\$ 35,585,726
Investments	28,591,937
Cash and cash equivalents – restricted	<u>357,064</u>
Total cash equivalents and investments	<u>\$ 64,534,727</u>

GAAP requires investments with a remaining maturity of more than one year at the time of purchase to be stated at fair value. Fair value is determined at the quoted market price, if available; otherwise the fair value is estimated based on the amount at which the investment could be exchanged in a current transaction between willing parties, other than in a forced liquidation sale.

Investments in the LGIP are stated at share value, which approximates fair value, and is the value at which the shares can be withdrawn. The LGIP does not report all investments at fair value in accordance with the provisions of GASB Statement No. 31. The LGIP is required by Oregon Revised Statutes (ORS) to compute the fair value of all investments maturing more than 270 days from the date the computation is made. If the fair value totals more than one percent of the balance of the LGIP in terms of unrealized gain or loss, the amount is required to be distributed to the pool participants. Fifty percent of the LGIP portfolio must mature within 93 days. Up to 25% of the LGIP portfolio may mature in over one year and no investment may mature in over three years. At June 30, 2013, the District's share of the amount of unrealized gain reported by the LGIP was considered immaterial.

Current investments ratings are:

	N/A	Moody's Aaa	Total	Weighted Average Maturity (years)
Government and agency obligations	-	\$ 28,591,937	\$28,591,937	.47

The LGIP is unrated.

A. Interest rate risk

In accordance with its investment policy, the District manages its exposure to declines in fair values by limiting the weighted average maturity to ensure securities mature to meet cash requirements for ongoing operations, and investing operating funds primarily in shorter-term securities or short-term investment pools.

B. Credit risk

As incorporated into the District's investment policy, State statute allows the District to invest in general obligations of the U.S. Government and its agencies, bank repurchase agreements, bankers' acceptances, municipal bonds, commercial paper of at least an A1/A+ rating, and the LGIP among others. The District's investments in U.S. government securities are not required to be rated.

C. Concentration of credit risk

The District's investment policy stipulates diversification of investments by limiting over-concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities), limiting investment in high credit risk securities, investing with varying maturities, and maintaining a portion of the portfolio in readily available funds.

In accordance with GASB Statement No. 40, the District is required to report all individual non-federal investments, which exceed 5% of total invested funds. As of June 30, 2013, the District did not hold any non-federal investments exceeding 5% of invested funds.

D. Custodial credit risk – deposits

Deposits with financial institutions are comprised of bank demand deposits. The combined total bank balance is \$3,153,537. Of these deposits, \$250,000 is covered by federal depository insurance. As required by Oregon Revised Statutes, deposits in excess of federal depository insurance were held at a qualified depository for public funds. All qualified depositories for public funds are included in the multiple financial institution collateral pool that is maintained by and in the name of the Office of the State Treasurer.

E. Custodial credit risk – investments

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The District's investment policy minimizes this risk by investing in the safest securities, pre-qualifying the financial institutions and broker/dealers, diversifying the portfolio and actively monitoring the holdings for ratings changes and market conditions.

B. Capital Assets

Capital asset activity for the year ended June 30, 2013 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets, not being depreciated:				
Land	\$ 70,452,882	\$ 7,231,229	\$ -	\$ 77,684,111
Construction in progress	13,053,956	5,673,228	(7,848,009)	10,879,175
Total capital assets, not being depreciated	<u>83,506,838</u>	<u>12,904,457</u>	<u>(7,848,009)</u>	<u>88,563,286</u>
Capital assets, being depreciated:				
Parks sites and planning development	49,997,639	6,987,846	-	56,985,485
Buildings and improvements	58,110,675	6,966,857	-	65,077,532
Equipment and furnishings	6,354,250	280,973	(165,984)	6,469,239
Intangible assets	206,309	-	-	206,309
Total capital assets being depreciated	<u>114,668,873</u>	<u>14,235,676</u>	<u>(165,984)</u>	<u>128,738,565</u>
Less accumulated depreciation for:				
Park sites and planning development	(19,018,741)	(2,408,754)	-	(21,427,495)
Buildings and improvements	(20,190,365)	(1,558,614)	-	(21,748,979)
Equipment and furnishings	(4,911,270)	(543,006)	165,984	(5,288,292)
Intangible assets	(41,863)	(41,262)	-	(83,125)
	<u>(44,162,239)</u>	<u>(4,551,636)</u>	<u>165,984</u>	<u>(48,547,891)</u>
Total capital assets, being depreciated, net	<u>70,506,634</u>	<u>9,684,040</u>	<u>-</u>	<u>80,190,674</u>
Governmental activities capital assets, net	<u>\$ 154,013,472</u>	<u>\$ 22,588,497</u>	<u>\$ (7,848,009)</u>	<u>\$ 168,753,960</u>

Depreciation expense for governmental activities was charged to functions as follows:

Business and facilities	\$ 168,241
Parks and recreation services	<u>4,383,395</u>
Total depreciation expense – governmental activities	<u>\$ 4,551,636</u>

Construction commitments as of June 30, 2013 were as follows:

Project	Spent to date	Remaining Commitment
Schiffler Park renovation	\$ 1,786,096	\$ 16,061
Conestoga Rec/Aquatic expansion	3,916,389	26,340
Hyland Forest Park restoration	41,790	10,010
Jenkins Estate restoration	87,203	22,495
AM Kennedy Park	621,853	491,780
Westside Trail Segments 1,4 & 7	100,361	1,352,688
Hansen Ridge Park	-	489,500
Lowami Hart Woods	-	633,000
Sunset Swim Center	48,290	381,290
Pioneer Park	-	236,150
Barsotti Park	-	771,314
Vista Brook Park	127,712	341,287
Waterhouse Trail	-	671,000
Total	<u>\$6,729,694</u>	<u>\$5,442,915</u>

C. Long-term debt

The table below presents current year changes in long-term debt, and the current portions due for each issue.

	Beginning Balance	Increase	Amortization/ Repayments	Ending Balance	Due Within One Year
General Obligation Bonds:					
Series 1998	\$ 5,980,000	\$ -	\$ (1,870,000)	\$ 4,110,000	\$ 1,990,000
plus refunding premium	43,705	-	(21,405)	22,300	14,711
Series 2009	51,260,000	-	(1,385,000)	49,875,000	1,520,000
plus premium	374,515	-	(36,210)	338,305	35,231
Series 2011	38,540,000	-	(1,110,000)	37,430,000	1,255,000
plus premium	1,695,678	-	(157,661)	1,538,017	153,121
Full Faith and Credit Obligations:					
Series 2006	895,000	-	(95,000)	800,000	100,000
plus refunding premium	30,361	-	(6,416)	23,945	5,735
Series 2010A	1,470,000	-	(20,000)	1,450,000	25,000
plus premium	18,746	-	(1,487)	17,259	1,467
Series 2010B	6,820,000	-	-	6,820,000	-
Series 2010C	825,000	-	(85,000)	740,000	85,000
Loans:					
Synthetic turf #2 project	60,000	-	(40,000)	20,000	20,000
Energy savings contract	-	457,100	-	457,100	23,988
Net Pension Obligations	(4,877)	96,233	-	91,356	-
Compensated Absences	1,066,802	931,619	(894,452)	1,103,969	833,220
	<u>\$ 109,074,930</u>	<u>\$ 1,484,952</u>	<u>\$ (5,722,631)</u>	<u>\$ 104,837,251</u>	<u>\$ 6,062,473</u>

General Obligations Bonds

The District issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities and improvements. General obligation bonds are direct obligations and pledge the full faith and credit of the District.

General obligation bonds, Series 1995, were issued on March 1, 1995 in the amount of \$25,900,000 to finance building construction, land acquisition and park improvements. Stated interest rates for specific maturities ranged from 4.75 to 5.75%, in accordance with the terms agreed at issuance. The general obligation advance refunding bonds, Series 1998 were issued to refund \$15,350,000 principal of these bonds. The outstanding balance of Series 1995 obligation has been paid in full.

The \$15,670,000 general obligation refunding bonds, Series 1998 were issued, dated September 1, 1998, as is described above to refund \$15,350,000 principal of the general obligation bonds, series 1995. Stated interest rates for specific maturities ranged from 3.6 to 5.75%, in accordance with the terms agreed at issuance. Payment of principal and interest on Series 1998 Obligations, when due, is insured by a policy issued by FGIC. Due to a rating downgrade of FGIC insurance by both Moody's and Standard & Poor's Ratings Service, a material event notice was filed in compliance with continuing disclosure requirements.

General obligations bonds, Series 2009 were issued on April 2, 2009 as the first series of the \$100 million voter approved 2008 bond measure in the amount of \$58,505,000, to finance land acquisition, improvements and development of parks and facilities, along with rehabilitation and acquisition of natural areas throughout the District. Stated interest rates for specific maturities ranged from 3.00% to 4.75%, in accordance with the terms agreed at issuance. The bonds are paid annually, with interest payments semi-annually, over a term of twenty years. General

obligations bonds, Series 2011 were issued on September 13, 2011 in the amount of \$40,060,000, as the second series of the 2008 bond measure, to complete the voter approved list of acquisitions and projects. Stated interest rates for specific maturities ranged from 2.00% to 4.00%, in accordance with the terms agreed at issuance. The bonds are paid annually, with interest payments semi-annually, over a term of eighteen years.

Full Faith and Credit Obligations

On December 21, 2006, the District issued \$2,430,000 in Full Faith and Credit Obligations, Series 2006. Proceeds were used to advance refund the Certificates of Participation, Series 1997, and the Full Faith and Credit Obligations, Series 1997 and Series 2000. The coupon rates on Series 2006 ranged from 4.0 to 5.0% for specific maturities, in accordance with the terms agreed at issuance. These obligations are subject to optional and mandatory redemption prior to the stated maturity dates. Payment of the principal and interest, when due, is insured by a policy issued by Ambac Assurance Corporation. Due to a rating downgrade of Ambac Assurance Corporation by Standard & Poor's Rating Service, a material event notice was filed in compliance with continuing disclosure requirements.

On July 20, 2010, the District issued \$1,695,000 in Full Faith and Credit Obligations, Series 2010A. Proceeds were used to provide funding for the purchase and implementation of various energy conservation measures. Stated coupon rates for specific maturities ranged from 2.0 to 4.2%, in accordance with the terms agreed at issuance. The bonds are paid annually, with interest payments semi-annually, over a term of 21 years. Subsequent utility savings will offset future debt service costs over the life of the issue.

On November 30, 2010, the District issued \$7,815,000 in Full Faith and Credit Obligations, to finance the acquisition, construction and renovation of a new maintenance facility and related capital projects, centrally located within District boundaries. The bonds were issued as Series 2010B and 2010C, for \$6,820,000 and \$995,000, respectively. Series 2010B was issued on a taxable basis, with a Recovery Zone Economic Development Bond subsidy associated with the issue. The stated coupon rates on specific maturities range from 5.25 to 6.741%, with a subsidy rate of 45% on the total interest cost, for the term of the bonds. Series 2010B bonds are paid annually, with principal payments commencing after ten years in 2021, for a thirty year term. Interest payments will be semi-annually, commencing in 2011, over a term of 30 years. Because a portion of the new warehouse may be leased to a for-profit enterprise, Series 2010C was issued on a taxable basis with stated coupon rates on specific maturities ranging from 1.064 to 4.972%, in accordance with the terms agreed at issuance. Series 2010C bonds are paid annually, with interest payments semi-annually, over a term of 11 years.

Loans Payable

On May 4, 2005, the District borrowed \$340,000 for construction of an additional Synthetic Turf Project on District property. \$140,000 of the proceeds was used to prepay the previous Synthetic Turf Loan, and the balance of \$200,000 was used to fund a portion of the construction costs. This loan bears an interest rate of 4.5%, and is payable over nine years. This loan is not collateralized.

On February 15, 2013, the District borrowed \$457,100 for the purchase and implementation of various continued energy conservation measures. This loan bears an interest rate of 2.99%, and is payable over fifteen years. This loan is not collateralized.

Annual principal requirements for all issues are as follows:

Year ending June 30,	General Obligation Series			Full Faith & Credit Series				Loans	Total
	1998	2009	2011	2006	2010A	2010B	2010C		
Principal									
2014	\$ 1,990,000	\$ 1,520,000	\$ 1,255,000	\$ 100,000	\$ 25,000	\$ -	\$ 85,000	\$ 43,988	\$ 5,018,988
2015	2,120,000	1,665,000	1,360,000	105,000	30,000	-	85,000	25,327	5,390,327
2016	-	1,825,000	1,455,000	110,000	40,000	-	90,000	26,090	3,546,090
2017	-	1,990,000	1,570,000	110,000	45,000	-	95,000	26,876	3,836,876
2018	-	2,170,000	1,685,000	120,000	50,000	-	100,000	27,686	4,152,686
2019-2023	-	14,135,000	10,775,000	255,000	340,000	685,000	285,000	151,451	26,626,451
2024-2028	-	21,245,000	15,500,000	-	525,000	1,445,000	-	175,682	38,890,682
2029-2033	-	5,325,000	3,830,000	-	395,000	1,710,000	-	-	11,260,000
2034-2038	-	-	-	-	-	2,050,000	-	-	2,050,000
2039-2040	-	-	-	-	-	930,000	-	-	930,000
	\$ 4,110,000	\$ 49,875,000	\$ 37,430,000	\$ 800,000	\$ 1,450,000	\$ 6,820,000	\$ 740,000	\$ 477,100	\$ 101,702,100

Annual interest requirements for all issues are as follows:

Year ending June 30,	General Obligation Series			Full Faith & Credit Series				Loans	Total
	1998	2009	2011	2006	2010A	2010B	2010C		
Interest									
2014	\$ 236,325	\$ 2,058,413	\$ 1,303,356	\$ 36,850	\$ 56,270	\$ 436,918	\$ 28,528	\$ 15,001	\$ 4,171,661
2015	121,900	2,020,413	1,278,256	32,850	55,720	436,918	26,389	12,762	3,985,208
2016	-	1,974,625	1,254,456	28,650	54,620	436,918	23,953	11,999	3,785,221
2017	-	1,919,875	1,225,356	24,250	52,920	436,918	21,016	11,213	3,691,548
2018	-	1,860,175	1,193,956	18,750	51,270	436,918	17,630	10,404	3,589,103
2019-2023	-	7,893,450	4,965,731	19,250	225,775	2,153,878	26,372	38,995	15,323,451
2024-2028	-	4,293,994	2,741,569	-	141,380	1,842,432	-	14,767	9,034,142
2029-2033	-	252,938	153,200	-	24,885	1,354,054	-	-	1,785,077
2034-2038	-	-	-	-	-	738,141	-	-	738,141
2039-2040	-	-	-	-	-	94,713	-	-	94,713
	\$ 358,225	\$ 22,273,883	\$ 14,115,880	\$ 160,600	\$ 662,840	\$ 8,367,808	\$ 143,888	\$ 115,141	\$ 46,198,265

Compensated Absences and Net Pension Obligations

The District's compensated absences of \$1,103,969 and net pension obligations of \$91,356 are liquidated by the General Fund. As of June 30, 2013, the District had a net pension obligation resulting from an underfunding of the annual recommended contribution, which will be included with the subsequent year contributions.

Short-term Debt

The District issued Tax and Revenue Anticipation Notes, Series 2012, in the amount of \$6,000,000 on August 14, 2012 to continue operations of the general government prior to receipt of annual tax revenue. These notes matured on December 15, 2012, with an interest rate of 1.00%.

V. Other information

A. Defined Benefit Pension Plan

Plan Description

The District maintains a single-employer, defined benefit pension plan ("Plan") trustee by Standard Insurance Company. The plan provides retirement, disability and death benefits to plan members and beneficiaries. The Plan does not issue a publicly available financial statement. Within the plan, Tier I, a defined benefit plan, applies to all full-time employees hired before July 1, 2010. Tier II, a hybrid plan consisting of two components, applies to all full-time employees hired on or after July 1, 2010, and all regular part-time (RPT) employees per the schedule noted on page 39. The two components are the employer paid pension fund and an Individual Account Program (IAP).

Membership in the Plan as of July 1, 2013 was:

<u>Group</u>	<u>Number of Participants</u>
Active participants	194
Terminated	18
Retired receiving medical premium benefits	<u>7</u>
Total	<u>219</u>

Employees who have completed six months of full-time employment are participants in the Plan.

Tier I Plan (all full-time employees hired prior to July 1, 2010)

The normal retirement benefit, as authorized by the Board, is equal to 1.9% of the participant's basic monthly earnings multiplied by the years and months of employment with the District. An employee may retire at age 58, or elect early retirement at a reduced benefit after age 55 with ten years of service.

As of May 1, 2004, a change in plan provisions allows participants that have reached normal retirement age (58) and accrued 20 years of benefit service to elect to receive an "in-service" distribution of the benefits accrued to the date of distribution.

Tier I Funding Policy

Participants are required to contribute 6% of salary to the retirement plan. Employee contributions are withheld on a pre-tax basis. Per Board direction, the District is required to contribute at an actuarially determined rate, which was 18.1% (blended rate for both plans) of annual covered payroll for 12/13. A participant may make voluntary contributions up to a maximum of 10% of monthly salary. Benefits derived from such contributions are in addition to other Plan benefits. Both mandatory and voluntary contributions are fully vested at all times.

Tier II Plan (all full-time employees hired on or after July 1, 2011 and all regular part-time employees)

The normal retirement benefit under the Tier II Plan is equal to 1.5% of the participant's basic monthly earnings multiplied by the years and months of employment with the District. An employee may retire at 65, or elect early retirement at a reduced benefit after age 55 with ten years of service. There is no "in-service" distribution allowed within the Tier II plan.

Tier II Funding Policy

Per Board direction, the District will contribute at the actuarially determined rate, which was 18.1% (blended for both plans) as computed at the close of each year. Participants are required to contribute 6% of salary to a separate individual account (IAP) which is treated as a defined contribution account. The IAP fund will be pooled and invested by the District fund manager. A participant may make voluntary contributions up to a maximum of 25% of their earnings. Benefits derived from such contributions are in addition to other Plan benefits. Both mandatory and voluntary contributions are fully vested at all times.

All regular part-time employees began receiving pension benefits under the Tier II plan phased in as follows:

- During July 1, 2010 – June 30, 2011: no pension benefits were earned by RPT employees. However, RPT employees began satisfying vesting requirements as of the latter of July 1, 2010 or his/her hire date.
- During July 1, 2011 – June 30, 2012: RPT employees began making mandatory 6% contributions to the IAP account, if possible.
- During July 1, 2012 – June 30, 2013: RPT employees shall receive full Tier II pension benefits (IAP + employer contribution) and will begin earning years of service credits.

Annual Pension Cost and Net Pension Obligations

The District's annual pension cost and net pension obligations to the Plan for the year ended June 30, 2013 were as follows:

Annual required contribution	\$2,294,355
Interest on net pension benefit	(378)
Adjustment to annual required contribution	<u>589</u>
Annual pension cost	2,294,566
Contributions made	<u>(2,198,333)</u>
Increase in net pension obligations	96,233
Net pension benefit beginning of year	<u>(4,877)</u>
Net pension obligation end of year	<u>\$ 91,356</u>

For 2013, the District's annual pension cost was equal to the required contribution. However, the contributions made were slightly less than the annual pension cost due to unfilled positions, resulting in an increase to the net pension obligation. The annual required contribution was determined as of the July 1, 2012 actuarial valuation using the aggregate actuarial cost method.

Fiscal Year Ended	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension (Benefit) Obligation
06/30/13	\$ 2,294,566	96.0%	\$ 91,356
06/30/12	2,165,512	98.9%	(4,877)
06/30/11	2,411,109	101.2%	(29,806)

Funded Status and Funding Progress

As of July 1, 2013, the most recent actuarial valuation date, the plan was 79.5 percent funded. The actuarial accrued liability for benefits was \$26.4 million, and the actuarial value of assets was \$21.0 million, resulting in an unfunded actuarial accrued liability (UAAL) of \$5.4 million. The covered payroll (annual payroll of active employees covered by the plan) was \$9.7 million, and the ratio of the UAAL to the covered payroll was 55.8 percent.

The schedule of funding progress, presented as required supplementary information (RSI) following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets are increasing or decreasing over time relative to the actuarial accrued liability for benefits.

Actuarial Assumptions

The actuarial assumptions included (a) an investment rate of return (net of expenses) of 7.75% pre-retirement and 6% post-retirement, and (b) projected salary based on a graded salary scale (S-4, set back 8 years, plus 3%) and post-retirement cost of living adjustments (or assumed inflation rate) of 2% a year. The valuation of assets is based on market value as of the first day of the plan year, increased by the amount of any accrued contributions and decreased by the amount of any accrued expenses. The amortization method is level percentage of payroll on a closed basis. The remaining amortization period as of June 30, 2013 is approximately nine years.

The Aggregate Cost Method is the method used to determine actuarial cost of the plan. Because the aggregate actuarial cost method does not identify or separately amortize unfunded actuarial liabilities, information about funded status and funding progress has been prepared

using the entry age actuarial cost method for that purpose, and the information presented is intended to approximate the funding progress of the plan.

B. Other Post-Employment Benefits (OPEB)

Plan Description

The District administers a single-employer defined benefit healthcare plan per the requirements of the collective bargaining agreement. The plan provides the opportunity for postretirement healthcare insurance for eligible retirees from the Tier I plan, and their spouses, through the District's group health care insurance plan, which covers both active and retired participants.

The plan, as authorized by the Board, provides a Tier I participant who terminates employment the monthly benefit of \$10 per year of benefit service, with a minimum monthly benefit of \$60, and a maximum monthly benefit of \$200. This benefit is payable from retirement to age 65, at which point the monthly benefit will be reduced to one-half the original benefit, with a minimum of \$60. In no event will the monthly medical premium benefit be greater than the actual medical premium. This medical premium benefit is payable for life, and is extended to retirees selecting the lump sum benefit retirement payment option. The benefits may be amended by the Board.

Funding Policy

The District does not pay any portion of the health insurance premium for retirees; however the retirees do receive benefits, as described below, through the District's retirement plan. Also, retirees receive an implicit benefit of a tiered healthcare premium at the same rate provided to active employees. Retirees may not convert either benefit into an in-lieu payment to secure coverage under independent plans. At June 30, 2013, 26 retirees were receiving post-employment healthcare benefits.

Annual OPEB Cost and Net OPEB Obligation

The District's annual other postemployment benefit cost is calculated based on the annual required contribution (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liability or excess over a period not to exceed 30 years. For 2013, the District's annual OPEB cost was equal to the required contribution, as authorized by the Board.

The District's annual OPEB cost and net OPEB obligation to the Plan for the year ended June 30, 2013 were as follows:

Annual required contribution	\$ 47,955
Interest on net OPEB obligations	-
Adjustment to annual required contribution	<u>-</u>
Annual OPEB cost	47,955
Contributions made	<u>(47,955)</u>
Increase (decrease) in net OPEB obligations	-
Net OPEB obligations beginning of year	<u>-</u>
Net OPEB obligations end of year	<u>\$ -</u>

The District's annual OPEB cost, the percentage contributed to the plan and the net OPEB obligations as of June 30, 2013 are as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage Contributed	Net OPEB Obligation
06/30/13	\$ 47,955	100.0%	\$ -
06/30/12	68,656	100.0%	-
06/30/11	123,358	100.0%	-

Funded Status and Funding Progress

As of July 1, 2013 the most recent actuarial valuation date, the plan was 86.1 percent funded. The actuarial accrued liability for benefits was \$1.5 million, and the actuarial value of assets was \$1.3 million, resulting in an unfunded actuarial liability of approximately \$200,000. The covered payroll (annual payroll of active employees covered by the plan) was \$7.7 million, and the ratio of the unfunded actuarial liability to the covered payroll was 2.8 percent.

The schedule of funding progress, presented as RSI following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets are increasing or decreasing over time relative to the actuarial liability for benefits.

Actuarial Assumptions

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of future events. Examples include assumptions about future employment, mortality, claims costs and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contribution are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

In the July 1, 2012 actuarial valuation the aggregate actuarial cost method was used to determine the ARC. The actuarial assumptions included (a) an investment rate of return (net of expenses) of 7.75% pre-retirement and 6% post-retirement, and (b) post-retirement cost of living adjustments (or assumed inflation rate) of 2% a year. The valuation of assets is based on market value as of the first day of the plan year, increased by the amount of any accrued contributions and decreased by the amount of any accrued expenses. Because of the limitation on monthly benefits within the plan, the healthcare cost trend is not a factor in the valuation of the medical component. An assumption is made that all retirees will receive the maximum benefit amount, so healthcare cost increases or decreases, would have no impact.

Because the aggregate actuarial cost method does not identify or separately amortize unfunded actuarial liabilities, information about funded status and funding progress has been prepared using the entry age actuarial cost method for that purpose, and the information presented is intended to approximate the funding progress of the plan. In consideration of healthcare cost trends, the plan assumes that each newly retired participant will purchase medical insurance with premiums of at least the benefit provided by the plan. The amortization period was considered closed, meaning all active participants, inactive participants with vested benefits and retired participants receiving medical insurance premium benefits were included in the valuation period. The remaining amortization period as of June 30, 2013 is approximately eight years. The valuation of assets is based on market value as of the first day of the plan year, increased by the amount of any accrued contributions and decreased by the amount of any accrued expenses.

C. Risk Management

The District is a member of the Special Districts Insurance Services (SDIS). The Special Districts Association of Oregon created SDIS in 1984 for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and/or jointly contracting for risk

management services. SDIS has over 800 members, and is governed by a five member Board of Directors who are elected to three-year terms. In-house services of SDIS include risk management consultation, claims and litigation administration, investigation and loss analyses. SDIS contracts for specialists in land use problems and lobbyist services.

SDIS is fully funded by its members, who pay annual assessments on an experience rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, and administrative expenses. New members initially contract for a one-year term, and thereafter automatically renew on an annual basis. Termination does not relieve a former member from its unresolved loss history incurred during membership. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

D. Commitments and Contingencies

The District has no pending litigation, nor has it been made aware of any legal concerns, that may have a material adverse effect on the financial condition of the District.

The District has a contract with an employee union defining compensation and other considerations that expires at June 30, 2016.

On January 21, 2011, the District entered into an operating lease agreement with Peregrine Sports, LLC, doing business as the Portland Timbers (the Timbers), a professional soccer team, to lease a portion of the new maintenance facility for an initial term beginning July 1, 2011 and ending June 30, 2021. The Timbers initially occupied 6,000 square feet of the facility for a locker room, training area and office space, along with land underlying the Timbers practice field. The contract was amended on January 2, 2013 to add an additional 900 square feet of the facility. The Timbers were responsible for all construction costs associated with the leased space and field, and have exclusive use of said improvements. Furthermore, the Timbers participated in construction of an adjacent artificial turf field for public use.

Currently, the Timbers pay \$48,236 per year to the District no later than December 31st of each year. Lease payments for the balance of the term are as follows:

<u>Year ending June 30,</u>		
2014	\$	48,236
2015		48,236
2016		48,236
2017		48,236
2018		48,236
2019-2021		144,708
	<u>\$</u>	<u>385,888</u>

E. Subsequent Events

The District issued Tax and Revenue Anticipation Notes, Series 2013, in the amount of \$5,500,000 on July 15, 2013. These notes mature on December 15, 2013 and bear interest at a rate of 0.95%.



**REQUIRED
SUPPLEMENTARY
INFORMATION**

Tualatin Hills Park and Recreation District
REQUIRED SUPPLEMENTARY INFORMATION

Pension
Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Present Value of Accrued Pension Benefits (b)	Difference (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	Difference as a Percentage of Covered Payroll ((b-a)/c)
6/30/2011	17,357,823	22,060,730	4,702,907	78.7%	8,723,566	53.9%
6/30/2012	19,493,603	24,345,620	4,852,017	80.1%	9,877,197	49.1%
6/30/2013	20,976,587	26,398,833	5,422,246	79.5%	9,712,126	55.8%

Other Post Employment Benefits
Schedule of Funding Progress

Actuarial Valuation Date	Actuarial Value of Assets (a)	Present Value of Future Benefits (b)	Difference (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	Difference as a Percentage of Covered Payroll ((b-a)/c)
6/30/2011	1,097,645	1,587,685	490,040	69.1%	8,426,083	5.8%
6/30/2012	1,177,451	1,487,101	309,650	79.2%	8,261,380	3.7%
6/30/2013	1,321,492	1,534,606	213,114	86.1%	7,738,881	2.8%



SUPPLEMENTAL INFORMATION

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2013

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
BOARD OF DIRECTORS:				
Part time salaries	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
Payroll taxes	300	300	290	10
Personal services	<u>3,300</u>	<u>3,300</u>	<u>3,290</u>	<u>10</u>
Professional services	169,100	169,100	144,180	24,920
Office supplies	6,000	6,000	3,802	2,198
Dues and memberships	2,000	2,000	1,224	776
Conferences	19,500	19,500	18,203	1,297
Materials and services	<u>196,600</u>	<u>196,600</u>	<u>167,409</u>	<u>29,191</u>
Contingency	2,100,000	2,100,000	-	2,100,000
Elections	33,000	33,000	29,549	3,451
Total Board of Directors	<u>2,332,900</u>	<u>2,332,900</u>	<u>200,248</u>	<u>2,132,652</u>
ADMINISTRATION:				
General Manager				
Full time salaries	235,765	235,765	235,881	(116)
Part time salaries	-	-	455	(455)
Employee benefits	79,048	79,048	80,347	(1,299)
Payroll taxes	20,167	20,167	20,830	(663)
Personal services	<u>334,980</u>	<u>334,980</u>	<u>337,513</u>	<u>(2,533)</u>
Telecommunications	6,500	6,500	6,577	(77)
Office supplies	4,500	4,500	1,270	3,230
Dues and memberships	23,350	23,350	19,480	3,870
Conferences	17,500	17,500	16,172	1,328
Technical training	16,000	16,000	1,750	14,250
Staff transportation	8,000	8,000	8,550	(550)
Materials and services	<u>75,850</u>	<u>75,850</u>	<u>53,799</u>	<u>22,051</u>
Total General Manager	<u>410,830</u>	<u>410,830</u>	<u>391,312</u>	<u>19,518</u>
Communications and Development				
Full time salaries	368,075	393,751	394,282	(531)
Part time salaries	17,691	17,691	16,803	888
Employee benefits	143,211	150,915	138,787	12,128
Payroll taxes	37,697	40,261	42,335	(2,074)
Personal services	<u>566,674</u>	<u>602,618</u>	<u>592,207</u>	<u>10,411</u>
Professional services	134,500	134,500	61,126	73,374
Technical services	3,500	3,500	3,915	(415)
Printing and publications	208,100	208,100	159,731	48,369
Postage	99,500	99,500	92,907	6,593
Advertising	86,950	86,950	58,002	28,948
Office supplies	7,000	7,000	9,404	(2,404)
Program supplies	10,600	10,600	12,742	(2,142)
Dues and memberships	4,729	4,729	4,134	595
Conferences	2,000	2,000	2,618	(618)
Technical training	2,000	2,000	-	2,000
Staff transportation	3,440	3,440	5,165	(1,725)
Small furniture and equipment	982	982	1,342	(360)
Materials and services	<u>563,301</u>	<u>563,301</u>	<u>411,086</u>	<u>152,215</u>
Total Communications and Development	<u>1,129,975</u>	<u>1,165,919</u>	<u>1,003,293</u>	<u>162,626</u>

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2013

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
ADMINISTRATION (continued):				
Security Operations				
Full time salaries	\$ 83,443	\$ 83,443	\$ 83,844	\$ (401)
Part time salaries	92,005	92,005	88,508	3,497
Employee benefits	35,833	35,833	36,885	(1,052)
Payroll taxes	18,626	18,626	20,194	(1,568)
Personal services	<u>229,907</u>	<u>229,907</u>	<u>229,431</u>	<u>476</u>
Technical services	90,066	90,066	78,352	11,714
Maintenance services	7,632	7,632	6,370	1,262
Printing and publications	157	157	-	157
Telecommunications	2,448	2,448	(330)	2,778
Office supplies	382	382	162	220
Program supplies	5,091	5,091	4,321	770
Dues and memberships	102	102	-	102
Conferences	200	200	25	175
Technical training	514	514	115	399
Staff transportation	310	310	24	286
Small furniture and equipment	455	455	230	225
Materials and services	<u>107,357</u>	<u>107,357</u>	<u>89,269</u>	<u>18,088</u>
Total Security Operations	<u>337,264</u>	<u>337,264</u>	<u>318,700</u>	<u>18,564</u>
Total Administration	<u>1,878,069</u>	<u>1,914,013</u>	<u>1,713,305</u>	<u>200,708</u>
BUSINESS AND FACILITIES:				
Director of Business and Facilities				
Full time salaries	352,528	352,528	353,634	(1,106)
Part time salaries	3,200	3,200	2,002	1,198
Employee benefits	132,100	132,100	135,923	(3,823)
Payroll taxes	33,514	33,514	33,577	(63)
Personal services	<u>521,342</u>	<u>521,342</u>	<u>525,136</u>	<u>(3,794)</u>
Professional services	6,000	6,000	5,600	400
Technical services	169,800	169,800	152,251	17,549
Rental equipment	42,000	42,000	39,871	2,129
Bank charges and fees	4,500	4,500	5,550	(1,050)
Printing and publications	4,000	4,000	2,538	1,462
Postage	62,400	62,400	35,329	27,071
Advertising	1,500	1,500	445	1,055
Telecommunications	3,000	3,000	2,264	736
Office supplies	65,100	65,100	34,658	30,442
Dues and memberships	3,325	3,325	3,145	180
Conferences	9,400	9,400	9,451	(51)
Technical training	2,750	2,750	760	1,990
Staff transportation	5,280	5,280	4,558	722
Small furniture and equipment	-	-	236	(236)
Materials and services	<u>379,055</u>	<u>379,055</u>	<u>296,656</u>	<u>82,399</u>
Debt principal	220,000	220,000	240,000	(20,000)
Debt interest	729,764	729,764	587,259	142,505
Debt service	<u>949,764</u>	<u>949,764</u>	<u>827,259</u>	<u>122,505</u>
Total Director of Business and Facilities	<u>1,850,161</u>	<u>1,850,161</u>	<u>1,649,051</u>	<u>201,110</u>

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2013

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
BUSINESS AND FACILITIES (continued):				
Finance				
Full time salaries	\$ 423,148	\$ 423,148	\$ 422,646	\$ 502
Employee benefits	176,233	176,233	171,036	5,197
Payroll taxes	42,061	42,061	41,989	72
Personal services	<u>641,442</u>	<u>641,442</u>	<u>635,671</u>	<u>5,771</u>
Professional services	11,100	11,100	12,282	(1,182)
Technical services	55,006	55,006	51,753	3,253
Bank charges and fees	15,950	15,950	15,420	530
Printing and publications	5,050	5,050	1,143	3,907
Office supplies	1,215	1,215	354	861
Dues and memberships	520	520	730	(210)
Conferences	4,500	4,500	4,429	71
Technical training	2,990	2,990	901	2,089
Staff transportation	300	300	170	130
Small furniture and equipment	500	500	400	100
Materials and services	<u>97,131</u>	<u>97,131</u>	<u>87,582</u>	<u>9,549</u>
Total Finance	<u>738,573</u>	<u>738,573</u>	<u>723,253</u>	<u>15,320</u>
Human Resources				
Full time salaries	214,597	214,597	215,224	(627)
Employee benefits	88,543	88,543	90,739	(2,196)
Payroll taxes	21,314	21,314	21,312	2
Personal services	<u>324,454</u>	<u>324,454</u>	<u>327,275</u>	<u>(2,821)</u>
Professional services	11,432	11,432	7,105	4,327
Technical services	15,605	15,605	4,864	10,741
Printing and publications	260	260	200	60
Advertising	1,000	1,000	-	1,000
Office supplies	973	973	499	474
Program supplies	900	900	996	(96)
Dues and memberships	394	394	335	59
Conferences	4,500	4,500	2,190	2,310
Technical training	39,000	39,000	11,067	27,933
Staff transportation	450	450	109	341
Materials and services	<u>74,514</u>	<u>74,514</u>	<u>27,365</u>	<u>47,149</u>
Total Human Resources	<u>398,968</u>	<u>398,968</u>	<u>354,640</u>	<u>44,328</u>
Information Services				
Full time salaries	378,235	378,235	375,852	2,383
Employee benefits	155,983	155,983	164,697	(8,714)
Payroll taxes	37,570	37,570	37,745	(175)
Personal services	<u>571,788</u>	<u>571,788</u>	<u>578,294</u>	<u>(6,506)</u>
Professional services	59,000	59,000	30,398	28,602
Technical services	104,400	104,400	102,457	1,943
Telecommunications	76,000	76,000	71,030	4,970
Program supplies	39,000	39,000	22,936	16,064
Maintenance supplies	11,200	11,200	7,223	3,977
Technical training	7,000	7,000	4,748	2,252
Staff transportation	500	500	-	500
Small furniture and equipment	1,000	1,000	-	1,000
Materials and services	<u>298,100</u>	<u>298,100</u>	<u>238,792</u>	<u>59,308</u>

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2013

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
BUSINESS AND FACILITIES (continued):				
Information Services (continued)				
Computer technology replacement	\$ 136,000	\$ 136,000	\$ 117,244	\$ 18,756
Computer technology improvement	54,900	54,900	38,382	16,518
Capital outlay	190,900	190,900	155,626	35,274
Total Information Services	1,060,788	1,060,788	972,712	88,076
Risk and Contract Management				
Full time salaries	172,209	172,209	171,156	1,053
Part time salaries	6,000	6,000	1,393	4,607
Employee benefits	72,532	72,532	74,309	(1,777)
Payroll taxes	17,708	17,708	16,925	783
Personal services	268,449	268,449	263,783	4,666
Professional services	1,000	1,000	1,700	(700)
Technical services	11,120	11,120	2,179	8,941
Miscellaneous other services	22,898	22,898	4,256	18,642
Insurance	314,527	314,527	313,257	1,270
Printing and publications	1,300	1,300	165	1,135
Advertising	300	300	103	197
Telecommunications	960	960	690	270
Office supplies	700	700	417	283
Program supplies	5,850	5,850	4,959	891
Dues and memberships	1,695	1,695	665	1,030
Conferences	2,000	2,000	230	1,770
Technical training	5,150	5,150	2,449	2,701
Staff transportation	1,210	1,210	1,005	205
Small furniture and equipment	2,950	2,950	687	2,263
Materials and services	371,660	371,660	332,762	38,898
Total Risk and Contract Management	640,109	640,109	596,545	43,564
Maintenance Operations				
Full time salaries	3,689,311	3,689,311	3,627,193	62,118
Part time salaries	1,729,973	1,729,973	1,626,759	103,214
Employee benefits	1,712,063	1,712,063	1,732,768	(20,705)
Payroll taxes	588,915	588,915	600,232	(11,317)
Personal services	7,720,262	7,720,262	7,586,952	133,310
Instructional services	1,500	1,500	-	1,500
Professional services	10,218	10,218	4,252	5,966
Technical services	81,800	81,800	80,606	1,194
Heat	565,949	565,949	450,845	115,104
Electricity	743,792	743,792	721,531	22,261
Water and sewer	525,089	525,089	670,930	(145,841)
Refuse services	99,136	99,136	109,304	(10,168)
Rental facility	2,000	2,000	425	1,575
Rental equipment	20,983	20,983	13,137	7,846
Maintenance services	423,227	423,227	427,202	(3,975)
Vehicle and equipment services	27,680	27,680	19,927	7,753
Advertising	-	-	50	(50)
Telecommunications	86,376	86,376	80,360	6,016
Office supplies	3,800	3,800	5,100	(1,300)
Program supplies	17,625	17,625	20,752	(3,127)
Maintenance supplies	937,821	937,821	866,979	70,842

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2013

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
BUSINESS AND FACILITIES (continued):				
Maintenance Operations (continued)				
Gas & oil (vehicles)	\$ 198,932	\$ 198,932	\$ 196,087	\$ 2,845
Dues and memberships	2,278	2,278	1,368	910
Conferences	3,900	3,900	964	2,936
Technical training	14,611	14,611	11,358	3,253
Staff transportation	11,648	11,648	7,848	3,800
Small furniture and equipment	1,699	1,699	948	751
Materials and services	<u>3,780,064</u>	<u>3,780,064</u>	<u>3,689,973</u>	<u>90,091</u>
Fleet capital replacement	198,900	198,900	192,447	6,453
Fleet capital improvement	32,500	32,500	6,055	26,445
Capital outlay	<u>231,400</u>	<u>231,400</u>	<u>198,502</u>	<u>32,898</u>
Total Maintenance Operations	<u>11,731,726</u>	<u>11,731,726</u>	<u>11,475,427</u>	<u>256,299</u>
Total Business and Facilities	<u>16,420,325</u>	<u>16,420,325</u>	<u>15,771,628</u>	<u>648,697</u>
PLANNING:				
Director of Planning				
Full time salaries	113,387	136,887	113,928	22,959
Part time salaries	230,630	230,630	180,230	50,400
Employee benefits	34,031	38,651	34,979	3,672
Payroll taxes	34,126	36,476	32,537	3,939
Personal services	<u>412,174</u>	<u>442,644</u>	<u>361,674</u>	<u>80,970</u>
Advertising	-	-	225	(225)
Telecommunications	2,500	2,500	2,133	367
Office supplies	200	200	65	135
Program supplies	200	200	424	(224)
Dues and memberships	-	-	-	-
Staff transportation	3,628	3,628	3,240	388
Materials and services	<u>6,528</u>	<u>6,528</u>	<u>6,087</u>	<u>441</u>
Total Director of Planning	<u>418,702</u>	<u>449,172</u>	<u>367,761</u>	<u>81,411</u>
Planning and Development				
Full time salaries	752,297	752,297	707,943	44,354
Employee benefits	294,796	294,796	291,822	2,974
Payroll taxes	74,872	74,872	70,147	4,725
Personal services	<u>1,121,965</u>	<u>1,121,965</u>	<u>1,069,912</u>	<u>52,053</u>
Professional services	77,000	77,000	45,340	31,660
Advertising	-	-	173	(173)
Telecommunications	900	900	825	75
Office supplies	9,000	9,000	4,508	4,492
Program supplies	3,000	3,000	1,002	1,998
Dues and memberships	3,250	3,250	2,708	542
Conferences	3,500	3,500	3,545	(45)
Technical training	1,750	1,750	680	1,070
Staff transportation	6,000	6,000	5,917	83
Small furniture and equipment	1,000	1,000	813	187
Materials and services	<u>105,400</u>	<u>105,400</u>	<u>65,511</u>	<u>39,889</u>
Total Planning and Development	<u>1,227,365</u>	<u>1,227,365</u>	<u>1,135,423</u>	<u>91,942</u>
Total Planning	<u>1,646,067</u>	<u>1,676,537</u>	<u>1,503,184</u>	<u>173,353</u>

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2013

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
PARK AND RECREATION SERVICES:				
Director of Park and Recreation				
Full time salaries	\$ 185,012	\$ 185,012	\$ 185,284	\$ (272)
Employee benefits	75,087	75,087	69,260	5,827
Part time salaries	13,200	13,200	14,068	(868)
Payroll taxes	18,239	18,239	18,726	(487)
Personal services	<u>291,538</u>	<u>291,538</u>	<u>287,338</u>	<u>4,200</u>
Professional services	30,500	30,500	28,225	2,275
Fee reductions-family assistance	320,000	320,000	306,809	13,191
Printing and publications	1,000	1,000	236	764
Advertising	-	-	25	(25)
Telecommunications	7,500	7,500	1,569	5,931
Office supplies	8,500	8,500	1,094	7,406
Dues and memberships	-	-	770	(770)
Conferences	13,000	13,000	6,834	6,166
Technical training	2,000	2,000	149	1,851
Staff transportation	3,000	3,000	4,724	(1,724)
Materials and services	<u>385,500</u>	<u>385,500</u>	<u>350,435</u>	<u>35,065</u>
Total Director of Park and Recreation	<u>677,038</u>	<u>677,038</u>	<u>637,773</u>	<u>39,265</u>
Aquatics				
Full time salaries	1,292,712	1,292,712	1,296,163	(3,451)
Part time salaries	1,382,062	1,382,062	1,286,981	95,081
Employee benefits	658,447	658,447	638,280	20,167
Payroll taxes	284,344	284,344	294,663	(10,319)
Personal services	<u>3,617,565</u>	<u>3,617,565</u>	<u>3,516,087</u>	<u>101,478</u>
Telecommunications	3,340	3,340	2,511	829
Office supplies	2,400	2,400	500	1,900
Program supplies	44,359	44,359	37,134	7,225
Dues and memberships	1,320	1,320	976	344
Conferences	8,200	8,200	7,726	474
Technical training	14,658	14,658	2,395	12,263
Staff transportation	2,100	2,100	2,179	(79)
Small furniture and equipment	130	130	1,105	(975)
Materials and services	<u>76,507</u>	<u>76,507</u>	<u>54,526</u>	<u>21,981</u>
Total Aquatics	<u>3,694,072</u>	<u>3,694,072</u>	<u>3,570,613</u>	<u>123,459</u>
Sports				
Full time salaries	476,270	452,770	425,079	27,691
Part time salaries	599,080	599,080	550,165	48,915
Employee benefits	232,336	227,717	212,613	15,104
Payroll taxes	110,994	108,644	109,697	(1,053)
Personal services	<u>1,418,680</u>	<u>1,388,211</u>	<u>1,297,554</u>	<u>90,657</u>
Instructional services	146,455	146,455	119,959	26,496
Rental facility	46,000	46,000	34,852	11,148
Other miscellaneous service	-	-	1,000	(1,000)
Printing and publications	1,200	1,200	-	1,200
Advertising	640	640	319	321
Telecommunications	1,900	1,900	1,560	340
Office supplies	8,112	8,112	5,327	2,785
Program supplies	101,685	101,685	119,141	(17,456)

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2013

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
PARK AND RECREATION SERVICES (continued):				
Sports (continued)				
Dues and memberships	\$ 140	\$ 140	\$ 250	\$ (110)
Conferences	2,000	2,000	1,698	302
Staff transportation	1,750	1,750	1,723	27
Small furniture and equipment	1,500	1,500	199	1,301
Materials and services	<u>311,382</u>	<u>311,382</u>	<u>286,028</u>	<u>25,354</u>
Total Sports	<u>1,730,062</u>	<u>1,699,593</u>	<u>1,583,582</u>	<u>116,011</u>
Recreation				
Full time salaries	1,109,644	1,109,644	1,042,927	66,717
Part time salaries	2,344,851	2,344,851	2,158,155	186,696
Employee benefits	567,082	567,082	533,016	34,066
Payroll taxes	353,787	353,787	364,263	(10,476)
Personal services	<u>4,375,364</u>	<u>4,375,364</u>	<u>4,098,361</u>	<u>277,003</u>
Instructional services	16,248	16,248	15,595	653
Rental facility	2,700	2,700	-	2,700
Rental equipment	8,436	8,436	1,759	6,677
Maintenance services	2,247	2,247	1,228	1,019
Printing and publications	3,020	3,020	-	3,020
Advertising	800	800	420	380
Telecommunications	3,300	3,300	2,787	513
Office supplies	31,530	31,530	30,513	1,017
Program supplies	385,527	385,527	282,486	103,041
Dues and memberships	1,260	1,260	1,290	(30)
Conferences	8,000	8,000	5,876	2,124
Technical training	3,812	3,812	493	3,319
Staff transportation	3,348	3,348	3,078	270
Small furniture and equipment	9,700	9,700	5,499	4,201
Materials and services	<u>479,928</u>	<u>479,928</u>	<u>351,024</u>	<u>128,904</u>
Total Recreation	<u>4,855,292</u>	<u>4,855,292</u>	<u>4,449,385</u>	<u>405,907</u>
Programs and Special Activities				
Full time salaries	943,140	917,464	924,818	(7,354)
Part time salaries	975,331	975,331	851,458	123,873
Employee benefits	463,310	455,606	487,507	(31,901)
Payroll taxes	199,171	196,607	198,186	(1,579)
Personal services	<u>2,580,952</u>	<u>2,545,008</u>	<u>2,461,969</u>	<u>83,039</u>
Instructional services	1,420	1,420	-	1,420
Professional services	20,000	20,000	-	20,000
Technical services	111,926	111,926	125,494	(13,568)
Rental facility	2,400	2,400	2,400	-
Rental equipment	5,700	5,700	9,205	(3,505)
Maintenance services	5,085	5,085	3,166	1,919
Miscellaneous other services	-	-	673	(673)
Postage	2,130	2,130	-	2,130
Advertising	6,167	6,167	2,962	3,205
Telecommunications	6,120	6,120	2,576	3,544
Office supplies	19,372	19,372	12,438	6,934
Program supplies	168,050	168,050	135,111	32,939

Tualatin Hills Park and Recreation District
General Fund
Schedule of Expenditures - Budget to Actual
For the fiscal year ended June 30, 2013

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
PARK AND RECREATION SERVICES (continued):				
Programs and Special Activities (continued)				
Maintenance supplies	\$ 5,227	\$ 5,227	\$ -	\$ 5,227
Dues and memberships	3,000	3,000	1,349	1,651
Conferences	8,200	8,200	7,608	592
Technical training	3,040	3,040	786	2,254
Staff transportation	8,586	8,586	3,239	5,347
Small furniture and equipment	-	-	1,568	(1,568)
Materials and services	376,423	376,423	308,575	67,848
Total Programs and Special Activities	2,957,375	2,921,431	2,770,544	150,887
Natural Resources and Trails				
Full time salaries	656,427	656,427	641,908	14,519
Part time salaries	403,969	403,969	339,959	64,010
Employee benefits	238,015	238,015	252,615	(14,600)
Payroll taxes	113,630	113,630	111,212	2,418
Personal services	1,412,041	1,412,041	1,345,694	66,347
Instructional services	3,861	3,861	3,535	326
Professional services	-	-	375	(375)
Technical services	38,792	38,792	18,450	20,342
Rental equipment	8,610	8,610	8,908	(298)
Maintenance services	5,600	5,600	2,194	3,406
Printing and publications	500	500	-	500
Advertising	500	500	1,023	(523)
Telecommunications	5,558	5,558	3,415	2,143
Office supplies	10,440	10,440	8,995	1,445
Program supplies	46,683	46,682	33,221	13,461
Maintenance supplies	116,770	116,770	17,815	98,955
Dues and memberships	1,200	1,200	864	336
Conferences	4,500	4,500	1,478	3,022
Technical training	3,500	3,500	1,489	2,011
Staff transportation	2,780	2,780	1,814	966
Small furniture and equipment	5,000	5,000	5,220	(220)
Materials and services	254,294	254,293	108,796	145,497
Total Natural Resources and Trails	1,666,335	1,666,334	1,454,490	211,844
Total Park and Recreation Services	15,580,174	15,513,760	14,466,387	1,047,373
CAPITAL OUTLAY:				
Carryforward projects	1,227,010	1,227,010	858,381	368,629
Athletic facility replacement	448,770	448,770	414,696	34,074
Park and trail replacement	369,834	369,834	279,311	90,523
Park and trail improvements	214,500	214,500	132,991	81,509
Building replacement	829,283	829,283	770,510	58,773
Building improvements	4,500	4,500	3,730	770
ADA projects	41,600	41,600	21,973	19,627
Energy savings improvements	169,928	674,736	156,700	518,036
Program facility challenge grants	97,500	97,500	55,451	42,049
Total Capital Outlay	3,402,925	3,907,733	2,693,743	1,213,990
Total General Fund Expenditures	\$ 41,260,460	\$ 41,765,268	\$ 36,348,495	\$ 5,416,773

Tualatin Hills Park and Recreation District
Bonded Debt Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
For the fiscal year ended June 30, 2013

	<u>Original and Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
Revenues:			
Property taxes	\$ 8,012,544	\$ 8,111,172	\$ 98,628
Interest earned	13,000	39,735	26,735
Total revenues	<u>8,025,544</u>	<u>8,150,907</u>	<u>125,363</u>
Expenditures:			
Debt service	<u>8,123,981</u>	<u>8,123,977</u>	<u>4</u>
Total expenditures	<u>8,123,981</u>	<u>8,123,977</u>	<u>4</u>
Excess (deficiency) of revenues over (under) expenditures and net change in fund balance	<u>(98,437)</u>	<u>26,930</u>	<u>125,367</u>
Fund balance at beginning of year	<u>216,600</u>	<u>413,134</u>	<u>196,534</u>
Fund balance at end of year	<u>\$ 118,163</u>	<u>\$ 440,064</u>	<u>\$ 321,901</u>

Tualatin Hills Park and Recreation District
Bond Capital Projects Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget to Actual
For the fiscal year ended June 30, 2013

	<u>Original and Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
Revenues:			
Grants and contributions	\$ -	\$ 176,000	\$ 176,000
Interest earned	210,000	254,613	44,613
Total revenues	<u>210,000</u>	<u>430,613</u>	<u>220,613</u>
Expenditures:			
Capital outlay	70,373,476	15,827,399	54,546,077
Total expenditures	<u>70,373,476</u>	<u>15,827,399</u>	<u>54,546,077</u>
Excess (deficiency) of revenues over (under) expenditures and net change in fund balance	(70,163,476)	(15,396,786)	54,766,690
Fund balances at beginning of year	<u>70,163,476</u>	<u>67,080,294</u>	<u>(3,083,182)</u>
Fund balances at end of year	<u>\$ -</u>	<u>\$ 51,683,508</u>	<u>\$ 51,683,508</u>

Tualatin Hills Park and Recreation District
System Development Charges Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget to Actual
For the fiscal year ended June 30, 2013

	<u>Original and Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
Revenues:			
System development charges	\$ 2,721,804	\$ 2,676,196	\$ (45,608)
Grants and sponsorships	-	418,731	418,731
Interest earned	23,200	17,641	(5,559)
Total revenues	<u>2,745,004</u>	<u>3,112,568</u>	<u>367,564</u>
Expenditures:			
Capital outlay	<u>5,702,797</u>	<u>1,026,731</u>	<u>4,676,066</u>
Total expenditures	<u>5,702,797</u>	<u>1,026,731</u>	<u>4,676,066</u>
Excess (deficiency) of revenues over (under) expenditures and net change in fund balance	(2,957,793)	2,085,837	5,043,630
Fund balances at beginning of year	2,957,793	2,980,817	23,024
Fund balances at end of year	<u>\$ -</u>	<u>\$ 5,066,654</u>	<u>\$ 5,066,654</u>

Tualatin Hills Park and Recreation District
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2013

	<u>Special Revenue</u> <u>Mitigation</u> <u>Maintenance</u> <u>Fund</u>	<u>Capital Project</u> <u>Metro</u> <u>Natural Areas</u> <u>Bond Fund</u>	<u>Total</u> <u>Other</u> <u>Governmental</u> <u>Funds</u>
Assets			
Assets:			
Cash and cash equivalents	\$ 183,972	\$ -	\$ 183,972
Total assets	<u>\$ 183,972</u>	<u>\$ -</u>	<u>\$ 183,972</u>
Liabilities and Fund Balances			
Liabilities:			
Accounts payable	\$ 1,901	\$ -	\$ 1,901
Total liabilities	<u>1,901</u>	<u>-</u>	<u>1,901</u>
Fund balances:			
Committed - mitigation maintenance	<u>182,071</u>	<u>-</u>	<u>182,071</u>
Total fund balances	<u>182,071</u>	<u>-</u>	<u>182,071</u>
Total liabilities and fund balances	<u>\$ 183,972</u>	<u>\$ -</u>	<u>\$ 183,972</u>

Tualatin Hills Park and Recreation District
Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the fiscal year ended June 30, 2013

	<u>Special Revenue</u> <u>Mitigation</u> <u>Maintenance</u> <u>Fund</u>	<u>Capital Project</u> <u>Metro</u> <u>Natural Areas</u> <u>Bond Fund</u>	<u>Total</u> <u>Other</u> <u>Governmental</u> <u>Funds</u>
Revenues:			
Capital grants	\$ -	\$ 22,568	\$ 22,568
Interest earned	927	-	927
Total revenues	<u>927</u>	<u>22,568</u>	<u>23,495</u>
Expenditures:			
Materials and services	2,513	-	2,513
Capital outlay	-	22,568	22,568
Total expenditures	<u>2,513</u>	<u>22,568</u>	<u>25,081</u>
Deficiency of revenues under expenditures and net changes in fund balance	(1,586)	-	(1,586)
Fund balances at beginning of year	<u>183,657</u>	<u>-</u>	<u>183,657</u>
Fund balances at end of year	<u>\$ 182,071</u>	<u>\$ -</u>	<u>\$ 182,071</u>

Tualatin Hills Park and Recreation District
Mitigation Maintenance Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget and Actual
For the fiscal year ended June 30, 2013

	<u>Original and Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
Revenues:			
Interest earned	\$ 700	\$ 927	\$ 227
Total revenues	<u>700</u>	<u>927</u>	<u>227</u>
Expenditures:			
Materials and services	5,000	2,513	2,487
Contingency	179,200	-	179,200
Total expenditures	<u>184,200</u>	<u>2,513</u>	<u>181,687</u>
Excess (deficiency) of revenues over (under) expenditures and net change in fund balance	(183,500)	(1,586)	181,914
Fund balance at beginning of year	<u>183,500</u>	<u>183,657</u>	<u>157</u>
Fund balance at end of year	<u>\$ -</u>	<u>\$ 182,071</u>	<u>\$ 182,071</u>

Tualatin Hills Park and Recreation District
Metro Natural Areas Bond Fund
Schedule of Revenues, Expenditures and
Changes in Fund Balance - Budget to Actual
For the fiscal year ended June 30, 2013

	<u>Original and Final Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget- Positive (Negative)</u>
Revenues:			
Capital grants	\$ 22,568	\$ 22,568	\$ -
Total revenues	<u>22,568</u>	<u>22,568</u>	<u>-</u>
Expenditures:			
Capital outlay	22,568	22,568	-
Total expenditures	<u>22,568</u>	<u>22,568</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenditures and net change in fund balance	-	-	-
Fund balance at beginning of year	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance at end of year	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>



**OTHER
FINANCIAL
SCHEDULE**

Tualatin Hills Park and Recreation District
Schedule of Property Tax Transactions and Outstanding Balances
For the fiscal year ended June 30, 2013

	Taxes Uncollected June 30, 2012	Add Levy as Extended by Assessor	Add (Deduct) Discounts Allowed	Add Interest Received	Add (Deduct) Cancellations and Adjustments	Deduct Interest and Tax Collected	Taxes Uncollected June 30, 2013
2012-2013	\$ -	\$ 34,166,612	\$ (887,924)	\$ 10,546	\$ 47,843	\$ (32,623,087)	\$ 713,990
2011-2012	828,850	-	1,953	27,501	(265,609)	(230,432)	362,263
2010-2011	468,346	-	1,537	25,142	(121,833)	(104,076)	269,116
2009-2010	264,036	-	60	31,526	(3,533)	(131,958)	160,131
2008-2009	37,972	-	10	9,099	(1,157)	(32,424)	13,500
2007-2008	10,525	-	8	1,977	(771)	(5,202)	6,537
Prior Years	19,767	-	-	2,743	(257)	(6,304)	15,949
	<u>\$ 1,629,496</u>	<u>\$ 34,166,612</u>	<u>\$ (884,356)</u>	<u>\$ 108,534</u>	<u>\$ (345,317)</u>	<u>\$ (33,133,483)</u>	<u>\$ 1,541,486</u>
General Fund	\$ 1,236,046						\$ 1,167,475
Debt Service Fund	<u>393,450</u>						<u>374,010</u>
	<u>\$ 1,629,496</u>						<u>\$ 1,541,485</u>



STATISTICAL SECTION

This part of the Tualatin Hills Park and Recreation District's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements and note disclosures say about the District's overall financial health.

CONTENTS	PAGE
Financial Trends <i>These schedules contain trend information to help the reader understand how the District's financial performance and well-being have changed over time.</i>	67
Revenue Capacity <i>These schedules contain information to help the reader assess the District's most significant local revenue source, the property tax.</i>	71
Debt Capacity <i>These schedules present information to help the reader assess the affordability of the District's current levels of outstanding debt and the District's ability to issue additional debt in the future.</i>	76
Demographic and Economic Information <i>These schedules offer demographic and economic indicators to help the readers understand the environment within which the District's financial activities take place.</i>	80
Operating Information <i>These schedules contain service and infrastructure data to help the reader understand how the information in the District's financial report relates to the services the District provides and the activities it performs.</i>	82

Sources: Unless otherwise noted, the information in these schedules is derived from the annual financial reports for the relevant year.

Ten years of data is presented on required tables unless not available from existing sources.

Tualatin Hills Park and Recreation District
NET POSITION BY COMPONENT
 Last Ten Fiscal Years
 (accrual basis of accounting)

	Fiscal Year										
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	
Governmental activities					(as restated)						
Net investment in capital assets	\$ 56,189,179	\$ 62,890,110	\$ 65,083,859	\$ 81,461,139	\$ 86,885,092	\$ 89,588,161	\$ 97,699,300	\$ 102,325,244	\$ 111,753,935	\$ 115,214,103	
Restricted	9,346,441	10,406,433	13,392,572	5,233,264	4,089,447	4,914,904	5,388,324	4,966,711	3,393,951	5,506,718	
Unrestricted	2,884,929	3,008,933	3,380,183	3,965,498	3,577,389	2,826,589	2,681,289	6,419,121	6,270,492	7,578,867	
Total primary government net position	\$ 68,420,549	\$ 76,305,476	\$ 81,856,614	\$ 90,659,901	\$ 94,551,928	\$ 97,329,654	\$ 105,768,913	\$ 113,711,076	\$ 121,418,378	\$ 128,299,688	

Tualatin Hills Park and Recreation District
CHANGES IN NET POSITION
Last Ten Fiscal Years
(accrual basis of accounting)

	Fiscal Year									
	2004	2005	2006	2007	2008 (as restated)	2009	2010	2011	2012	2013
Expenses										
Governmental activities:										
Board of Directors	\$ 105,476	\$ 136,597	\$ 170,390	\$ 187,210	\$ 151,139	\$ 252,707	\$ 158,614	\$ 212,527	\$ 229,942	\$ 200,248
Administration	1,082,661	1,339,707	1,189,415	1,148,393	1,620,813	1,435,073	1,510,804	1,603,306	1,678,446	1,717,417
Business and facilities	1,822,421	1,924,598	3,047,589	2,942,845	2,963,834	13,414,199 ¹⁾	14,022,988	14,061,469	14,337,163	14,917,033
Planning and development	-	-	-	-	-	925,029 ²⁾	724,568	571,594	640,871	800,198
Park and recreation services	20,508,872	21,787,823	21,658,035	22,854,097	25,260,805	16,749,941	17,769,469	17,750,967	18,210,409	19,536,037
Interest on long-term debt	1,199,130	1,111,955	1,130,474	1,063,732	935,564	1,117,606	3,032,756	3,106,160	4,085,516	4,124,974
Total governmental activities expenses	\$ 24,718,560	\$ 26,300,680	\$ 27,195,903	\$ 28,196,277	\$ 30,932,155	\$ 33,894,555	\$ 37,219,199	\$ 37,306,023	\$ 39,182,347	\$ 41,295,907
Program Revenues										
Governmental activities:										
Park and recreation services:										
Charges for services	\$ 5,611,020	\$ 6,040,307	\$ 6,381,080	\$ 6,720,311	\$ 7,379,076	\$ 8,158,928	\$ 8,673,796	\$ 9,087,924	\$ 9,622,209	\$ 10,248,497
Operating grants and contributions	47,723	26,653	19,078	35,185	27,599	42,756	143,768	155,727	195,890	173,616
Capital grants and contributions	3,154,087	3,914,526	3,868,580	2,283,436	2,372,111	2,958,270	4,560,810	3,522,996	3,621,810	3,925,320
Total governmental program revenues	\$ 8,812,830	\$ 9,981,486	\$ 10,268,738	\$ 9,038,932	\$ 9,778,786	\$ 11,159,954	\$ 13,378,374	\$ 12,766,647	\$ 13,439,909	\$ 14,347,433
Net(expenditure)/revenue	<u>\$(15,905,730)</u>	<u>\$(16,319,194)</u>	<u>\$(16,927,165)</u>	<u>\$(19,157,345)</u>	<u>\$(21,153,369)</u>	<u>\$(22,734,601)</u>	<u>\$(23,840,825)</u>	<u>\$(24,539,376)</u>	<u>\$(25,742,438)</u>	<u>\$(26,948,474)</u>
Governmental activities										
Total primary government net expense	<u>\$(15,905,730)</u>	<u>\$(16,319,194)</u>	<u>\$(16,927,165)</u>	<u>\$(19,157,345)</u>	<u>\$(21,153,369)</u>	<u>\$(22,734,601)</u>	<u>\$(23,840,825)</u>	<u>\$(24,539,376)</u>	<u>\$(25,742,438)</u>	<u>\$(26,948,474)</u>
General Revenues and Other Changes in Net Position										
Governmental activities:										
Property taxes	\$ 19,373,497	\$ 20,182,058	\$ 21,097,305	\$ 22,162,377	\$ 23,201,119	\$ 24,440,625	\$ 30,576,672	\$ 31,633,996	\$ 32,536,833	\$ 32,998,488
Unrestricted grants and contributions	126,878	181,035	161,784	186,127	232,743	234,137	215,450	197,632	233,515	245,112
Investment earnings	294,270	447,771	935,335	1,059,117	637,812	488,973	793,970	445,603	507,727	447,101
Gain on sale of capital assets	-	5,988	-	-	-	-	-	-	-	-
Miscellaneous	674,976	3,387,269	283,879	4,553,011	1,879,872	348,592	693,992	204,308	171,665	139,083
Total governmental activities	\$ 20,469,621	\$ 24,204,121	\$ 22,478,303	\$ 27,960,632	\$ 25,951,546	\$ 25,512,327	\$ 32,280,084	\$ 32,481,539	\$ 33,449,740	\$ 33,829,784
Change in Net Position										
Governmental activities	\$ 4,563,891	\$ 7,884,927	\$ 5,551,138	\$ 8,803,287	\$ 4,798,177	\$ 2,777,726	\$ 8,439,259	\$ 7,942,163	\$ 7,707,302	\$ 6,881,310
Total primary government	\$ 4,563,891	\$ 7,884,927	\$ 5,551,138	\$ 8,803,287	\$ 4,798,177	\$ 2,777,726	\$ 8,439,259	\$ 7,942,163	\$ 7,707,302	\$ 6,881,310

1) In FY 2009 the Maintenance department was moved from Park and recreation services to Business and facilities.

2) In FY 2009 the Planning department was moved from Business and facilities to its own division of Planning and development.

Tualatin Hills Park and Recreation District
FUND BALANCE OF GOVERNMENTAL FUNDS
Last Ten Fiscal Years
(modified accrual basis of accounting)

	2004	2005	2006	2007	2008	2009	2010 (as restated)	2011 (as restated)	2012	2013
General fund										
Reserved	\$ 79,403	\$ 103,878	\$ 120,398	\$ 75,840	\$ 112,826	\$ 116,712	\$ -	\$ -	\$ -	\$ -
Unreserved	2,607,151	2,908,752	3,818,904	4,261,281	4,548,093	4,185,875	-	-	-	-
Nonspendable	-	-	-	-	-	-	131,319	93,642	64,728	211,223
Unassigned	-	-	-	-	-	-	3,717,581	5,302,475	3,773,265	4,895,327
Total general fund	\$ 2,686,554	\$ 3,012,630	\$ 3,939,302	\$ 4,337,121	\$ 4,660,919	\$ 4,302,587	\$ 3,848,900	\$ 5,396,117	\$ 3,837,993	\$ 5,106,550
All other governmental funds										
Reserved, reported in:										
Special revenue fund	\$ -	\$ -	\$ 66,963	\$ 83,943	\$ 161,686	\$ 175,925	\$ -	\$ -	\$ -	\$ -
Debt service fund	540,896	484,716	460,511	418,913	338,212	255,341	-	-	-	-
Capital project funds	9,346,441	10,406,433	12,932,061	4,814,351	3,751,235	62,683,669	-	-	-	-
Restricted, reported in:										
Debt service fund	-	-	-	-	-	-	189,152	303,177	413,134	440,064
Capital project funds	-	-	-	-	-	-	59,866,624	43,383,093	70,061,111	56,750,162
Committed, reported in:										
Special revenue fund	-	-	-	-	-	-	182,010	182,820	183,657	182,071
Total all other governmental funds	\$ 9,887,337	\$ 10,891,149	\$ 13,459,535	\$ 5,317,207	\$ 4,251,133	\$ 63,114,935	\$ 60,237,786	\$ 43,869,090	\$ 70,657,902	\$ 57,372,297

1) GASB Statement No. 54 was implemented in fiscal year 2011. Fund balances were restated for fiscal year 2010 forward.

Tualatin Hills Park and Recreation District
CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
 Last Ten Fiscal Years
 (modified accrual basis of accounting)

	Fiscal Year									
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Revenues										
Property taxes	\$19,387,604	\$20,297,846	\$21,124,084	\$22,095,939	\$23,064,951	\$24,227,511	\$30,429,777	\$31,656,648	\$32,122,160	\$33,076,378
Aquatic programs	2,446,928	2,679,791	2,787,489	2,820,884	2,070,276	2,236,943	2,438,104	2,542,840	2,604,415	2,680,571
Tennis center	543,968	582,343	594,451	630,856	779,947	798,424	867,529	869,498	853,427	881,620
Sports programs	696,659	644,289	648,302	676,849	756,520	991,443	1,123,287	1,233,700	1,287,406	1,338,838
Recreation programs	1,881,185	2,102,083	2,321,238	2,571,571	3,824,758	4,192,324	4,307,171	4,555,062	4,770,489	5,295,594
Grants and sponsorships	485,538	354,688	892,183	221,312	857,212	950,096	1,906,063	1,441,320	1,742,561	1,608,261
System development charges	2,843,150	3,767,526	3,165,261	2,283,436	1,775,241	1,406,672	2,370,160	1,939,855	1,897,759	2,676,196
Interest earned	294,270	442,698	924,540	1,074,988	632,735	488,973	793,970	445,603	507,727	447,101
Charges for services	-	-	-	-	-	-	553,515	712,478	799,091	689,931
Miscellaneous	204,176	181,759	210,989	267,646	342,161	378,292	710,592	192,203	278,137	190,957
Total revenues	28,783,478	31,053,023	32,668,537	32,643,481	34,103,801	35,670,678	45,500,168	45,589,207	46,863,172	48,885,447
Expenditures										
Board of Directors	\$ 105,476	\$ 136,597	\$ 170,390	\$ 187,210	\$ 151,139	\$ 252,707	\$ 158,614	\$ 212,527	\$ 229,942	\$ 200,248
Administration	924,767	1,143,146	1,236,566	1,141,833	1,599,223	1,449,070	1,547,895	1,590,784	1,675,574	1,713,305
Business and facilities	1,822,992	1,929,548	2,612,192	2,529,507	2,643,563	12,970,222 ¹⁾	13,836,899	13,796,771	14,018,655	14,590,241
Planning and development	-	-	-	-	-	907,994 ²⁾	1,250,838	1,282,382	1,430,176	1,503,184
Park and recreation services	18,408,515	19,300,473	19,368,313	20,710,852	22,205,573	13,199,722	14,341,740	14,201,551	13,996,776	14,476,812
Capital outlay	3,318,043	4,943,286	2,823,615	12,772,256	5,334,604	4,471,549	9,619,570	28,607,214	22,534,645	19,924,569
Debt service										
Principal	1,493,910	1,672,785	1,782,000	1,880,000	1,958,000	2,061,000	4,790,000	5,695,000	5,100,000	4,605,000
Interest	1,268,879	1,180,270	1,196,923	1,127,798	990,961	1,345,100	3,285,448	3,298,121	4,566,274	4,346,236
Total expenditures	27,342,582	30,306,105	29,189,999	40,349,456	34,883,063	36,657,364	48,831,004	68,684,350	63,552,042	61,359,595
Excess of revenues over (under) expenditures	1,440,896	746,918	3,478,538	(7,705,975)	(779,262)	(986,686)	(3,330,836)	(23,095,143)	(16,688,870)	(12,474,148)
Other financing sources (uses)										
Debt issuance	600,000	340,000	-	2,515,383	-	58,505,000	-	9,510,000	40,060,000	-
Premiums on bonds issued	-	-	-	-	-	492,215	-	22,166	1,859,558	-
Sale of capital assets	-	358,495	-	-	-	494,941	-	-	-	-
Payment of refunded debt	-	(140,000)	-	(2,509,360)	-	-	-	-	-	-
Loan proceeds	-	-	-	-	-	-	-	-	-	457,100
Total other financing sources (uses)	600,000	558,495	-	6,023	-	59,492,156	-	9,532,166	41,919,558	457,100
Net change in fund balances	\$ 2,040,896	\$ 1,305,413	\$ 3,478,538	\$ (7,699,952)	\$ (779,262)	\$58,505,470	\$ (3,330,836)	\$ (13,562,977)	\$ 25,230,688	\$ (12,017,048)
Debt service as a percentage of noncapital expenditures	12.8%	12.3%	12.5%	12.1%	9.9%	10.4%	20.5%	22.4%	23.3%	21.2%

¹⁾ In FY 2009 the Maintenance department was moved from Park and recreation services to Business and facilities.

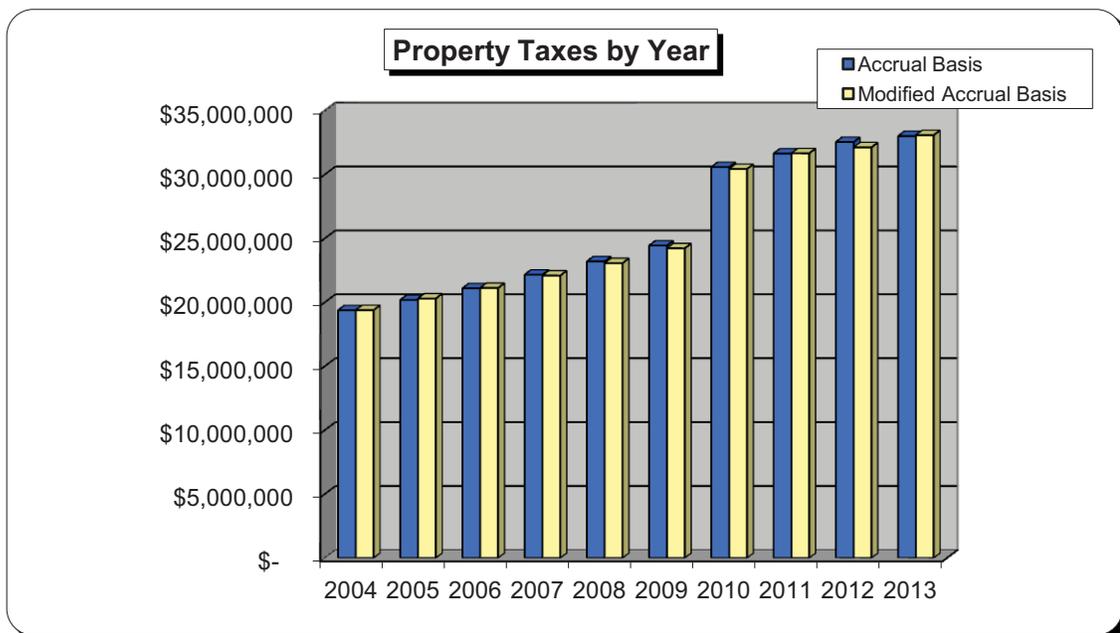
²⁾ In FY 2009 the Planning department was moved from Business and facilities to its own division of Planning and development.

Tualatin Hills Park and Recreation District
GOVERNMENTAL ACTIVITIES TAX REVENUES BY SOURCE
Last Ten Fiscal Years
(accrual basis of accounting)

<u>Fiscal Year</u>	<u>Property Tax</u>
2004	\$ 19,373,497
2005	20,182,058
2006	21,097,305
2007	22,162,377
2008	23,201,119
2009	24,440,625
2010	30,576,672
2011	31,633,996
2012	32,536,833
2013	32,998,488

GOVERNMENTAL ACTIVITIES TAX REVENUES BY SOURCE
Last Ten Fiscal Years
(modified accrual basis of accounting)

<u>Fiscal Year</u>	<u>Property Tax</u>
2004	\$ 19,387,604
2005	20,297,846
2006	21,124,084
2007	22,095,939
2008	23,064,951
2009	24,227,511
2010	30,429,777
2011	31,656,648
2012	32,122,160
2013	33,076,378



Tualatin Hills Park and Recreation District
ASSESSED VALUES AND ESTIMATED ACTUAL VALUE
OF TAXABLE PROPERTY
Last Ten Fiscal Years

Fiscal Year Ended June 30	Real Property			Personal Property			Public Utilities			Total			Assessed Value as a Percentage of Market Value	Direct Tax Rate per \$1,000
	Market Value	Assessed Value	Market Value	Market Value	Assessed Value	Market Value	Market Value	Assessed Value	Market Value	Assessed Value	Market Value	Assessed Value		
2004	\$ 17,331,674,917	\$ 12,643,746,560	\$ 623,322,326	\$ 401,969,062	\$ 401,855,424	\$ 18,356,966,305	\$ 13,667,560,758	74.45%	1.4636					
2005	18,295,984,830	13,278,625,970	599,475,083	402,148,468	401,939,489	19,297,608,381	14,278,369,342	73.99%	1.4551					
2006	20,177,301,764	13,987,126,670	571,487,358	397,350,279	396,980,470	21,146,139,401	14,953,830,912	70.72%	1.4505					
2007	25,189,449,597	14,767,708,060	571,413,816	401,502,509	399,247,240	26,162,365,922	15,736,704,516	60.15%	1.4425					
2008	27,801,627,008	15,557,016,280	607,128,846	409,574,071	404,696,250	28,818,329,925	16,566,836,666	57.49%	1.4341					
2009	28,690,818,930	16,428,933,960	646,678,370	488,253,163	487,065,660	29,825,750,463	17,560,613,430	58.88%	1.4291					
2010	26,842,700,370	17,044,511,490	584,058,386	542,678,941	542,600,920	27,969,437,697	18,167,912,926	64.96%	1.7343					
2011	25,415,795,100	17,588,772,400	576,119,940	562,879,594	560,660,160	26,554,794,634	18,718,396,360	70.49%	1.7428					
2012	24,106,665,298	18,012,341,620	587,010,937	578,886,050	555,788,140	25,272,562,285	19,148,499,217	75.77%	1.7372					
2013	23,607,540,340	18,581,040,050	617,142,106	624,892,048	559,899,100	24,849,574,494	19,751,769,226	79.49%	1.7298					

Source: Washington County, Department of Assessment and Taxation

Tualatin Hills Park and Recreation District
PROPERTY TAX RATES
Direct and Overlapping Governments
Last Ten Fiscal Years

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Direct Government:										
Tualatin Hills Park and Recreation District	1.4636	1.4551	1.4505	1.4425	1.4341	1.4291	1.7343	1.7428	1.7372	1.7298
Overlapping Government:										
Washington County	2.8953	2.8731	2.8395	2.4493	3.0331	2.9840	2.9840	2.9798	2.9744	2.9670
Washington County - Enhanced Patrol	1.1650	1.1424	1.1300	1.1120	1.0920	1.3099	1.2823	1.2660	1.2477	1.2285
Washington County - Road Maintenance	0.2456	0.2456	0.2456	0.2456	0.2456	0.2456	0.2456	0.2456	0.2456	0.2456
Washington County - RFPD #2	1.1219	1.1219	1.1219	1.1219	1.6919	1.7890	1.6919	1.6919	1.6919	1.6919
Washington County -North Bethany SD	-	-	-	-	-	-	-	-	1.2500	1.2500
Northwest Regional ESD	0.1538	0.1538	0.1538	0.1538	0.1538	0.1538	0.1538	0.1538	0.1538	0.1536
Multnomah ESD	0.4576	0.4576	0.4576	0.4576	0.4576	0.4576	0.4576	0.4576	0.4134	0.4576
Portland Community College	0.5118	0.5099	0.4950	0.4889	0.5051	0.5031	0.6325	0.6359	0.5981	0.6646
School District No. 48, Beaverton	8.0102	6.5968	7.9760	6.2900	6.7358	6.5643	6.8793	6.7841	6.8603	6.7749
School District No. 1J, Hillsboro	6.6651	6.7059	6.5835	6.5240	8.0581	7.1016	7.4600	7.5846	7.4663	7.4881
School District No. 1-1, Portland	7.1160	7.1792	4.7743	5.2781	6.5281	6.5281	6.5281	6.5281	6.5166	7.2681
School District - Hillsboro, Reedville Bonds	0.2985	0.3327	0.2556	0.2268	0.2493	0.2617	0.4102	-	-	-
School District - Wolf Creek	0.1439	0.0566	-	-	-	-	-	-	-	-
Tualatin Valley Water District - Metzger	0.2214	0.1335	-	-	-	-	-	-	-	-
Tualatin Valley Water District - Metzger	1.8265	1.8259	1.8216	1.8194	1.8692	1.8434	1.8947	1.8828	1.9302	1.9145
Port of Portland	0.0701	0.0701	0.0701	0.0701	0.0701	0.0701	0.0701	0.0701	0.0701	0.0701
City of Beaverton	3.9736	4.1041	4.0135	4.2117	4.1841	4.1153	4.1986	4.2034	4.1791	4.2350
Urban Renewal - Beaverton	-	-	-	-	-	-	-	-	-	0.0113
City of Hillsboro	4.7665	4.7665	4.7655	4.7665	4.7665	5.3865	5.3865	5.3865	5.3827	5.3815
Urban Renewal - Hillsboro	-	-	-	-	-	-	-	-	0.0141	0.0187
City of Portland	7.7258	7.4957	7.3741	7.2395	7.2779	6.7554	7.0862	7.0527	6.9497	7.0558
Urban Renewal - Portland	0.9233	0.9324	0.9867	1.0022	1.0502	1.0508	1.1624	1.1722	1.1314	1.1529
Metro Service District	0.2900	0.2838	0.2841	0.2782	0.4292	0.3984	0.4368	0.4088	0.3154	0.4043
TriMet	0.1080	0.1104	0.1191	0.0973	0.0856	0.0803	0.0863	0.0878	0.0583	-

Rate per \$1,000 of assessed valuation

Source: Washington County, Department of Assessment and Taxation

Tualatin Hills Park and Recreation District
PRINCIPAL PROPERTY TAXPAYERS
June 30, 2013

2013			
Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Nike, Inc.	\$386,162,519	1	1.96%
Portland General Electric	139,599,620	2	0.71%
Comcast Corporation	132,852,200	3	0.67%
PS Business Parks LP	112,151,006	4	0.57%
Frontier Communications	100,298,000	5	0.51%
Northwest Natural Gas Co.	105,845,500	6	0.54%
Maxim Integrated Products, Inc.	108,396,540	7	0.51%
Beaverton LLC	100,648,820	8	0.67%
Bernard Properties Partnership	58,656,390	9	0.30%
Nimbus Center LLC	58,015,753	10	0.29%
All other tax payers	18,449,142,878		93.27%
Totals	\$19,751,769,226		100.00%

Source: Washington County, Department of Assessment and Taxation
(information not available for FY 2004)

**Tualatin Hills Park and Recreation District
PROPERTY TAX LEVIES AND COLLECTIONS
Last Ten Fiscal Years**

Fiscal Year Ended June 30	Total Tax Levy for Fiscal Year	Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
		Amount	Percentage of Levy		Amount	Percentage of Levy
2004	\$ 20,039,878	\$ 18,939,817	94.5%	\$ 514,022	\$ 19,453,839	97.1%
2005	20,804,534	19,749,164	94.9%	441,170	20,190,334	97.0%
2006	21,736,219	20,672,358	95.1%	422,175	21,094,533	97.0%
2007	22,775,894	21,687,609	95.2%	480,035	22,167,644	97.3%
2008	23,818,049	22,614,565	94.9%	446,262	23,060,827	96.8%
2009	25,095,569	23,896,079	95.2%	787,543	24,683,622	98.4%
2010	31,527,965	29,768,038	94.4%	781,683	30,549,721	96.9%
2011	32,641,290	30,901,476	94.7%	412,599	31,314,075	95.9%
2012	33,334,482	31,713,114	95.1%	230,432	31,943,546	95.8%
2013	34,166,612	32,623,087	95.5%	-	32,623,087	95.5%

Tualatin Hills Park and Recreation District
RATIOS OF OUTSTANDING DEBT BY TYPE
Last Ten Fiscal Years

Governmental Activities

Fiscal Year	Governmental Activities			Total Primary Government	Percentage of	
	General Obligation Bonds	Full Faith & Credit Obligations	Loans Payable		Personal Income ^{a)}	Per Capita ^{b)}
2004	\$ 17,830,000	\$ 3,850,000	\$ 763,776	\$ 22,443,776	0.138%	\$ 106.98
2005	16,605,000	3,540,000	826,000	20,971,000	0.124%	98.42
2006	15,310,000	3,210,000	669,000	19,189,000	0.103%	88.54
2007	13,935,000	2,935,000	509,000	17,379,000	0.087%	78.84
2008	12,495,000	2,580,000	346,000	15,421,000	0.072%	68.78
2009	69,490,000	2,195,000	180,000	71,865,000	0.339%	315.16
2010	65,155,000	1,780,000	140,000	67,075,000	0.311%	289.21
2011	60,095,000	10,695,000	100,000	70,890,000	0.308%	312.62
2012	95,780,000	10,010,000	60,000	105,850,000	n/a	461.25
2013	91,415,000	9,810,000	477,100	101,702,100	n/a	437.92

n/a - not available at time of printing

^{a)} based on Washington County total population

^{b)} based on estimated population of District

Source: State of Oregon, OLMIS

Portland State University Center for Population Research and Census

U.S. Department of Commerce, Bureau of Economic Analysis

**Tualatin Hills Park and Recreation District
RATIOS OF GENERAL BONDED DEBT OUTSTANDING
Last Ten Fiscal Years**

Fiscal Year	General Obligation Bonds	Less: Amounts Available in Debt Service Fund	Total	Percentage of Estimated Actual Taxable Value of Property	Per Capita ^{a)}
2004	\$ 17,830,000	\$ 540,896	\$ 17,289,104	0.13%	\$ 82.41
2005	16,605,000	484,716	16,120,284	0.11%	75.66
2006	15,310,000	460,511	14,849,489	0.10%	68.52
2007	13,935,000	418,913	13,516,087	0.09%	61.32
2008	12,495,000	338,212	12,156,788	0.07%	54.22
2009	69,490,000	255,341	69,234,659	0.39%	303.63
2010	65,155,000	189,152	64,965,848	0.36%	280.12
2011	60,095,000	303,177	59,791,823	0.32%	263.67
2012	95,780,000	413,134	95,366,866	0.50%	415.57
2013	91,415,000	440,064	90,974,936	0.46%	391.73

^{a)} per capita based on estimated District population

Source: Portland State University Center for Population Research and Census

Tualatin Hills Park and Recreation District
DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT
June 30, 2013

<u>Overlapping Government</u>	<u>Overlapping Debt</u>	<u>Percentage Applicable</u>	<u>Estimated Share of Overlapping Net Direct Debt</u>
Debt repaid with property taxes:			
Tualatin Hills Park and Recreation District	\$ 93,313,622	100.00%	\$ 93,313,622
Direct debt	<u>93,313,622</u>		<u>93,313,622</u>
Metro	\$ 248,275,000	13.43%	\$ 33,337,622
Portland Community College	176,450,000	16.73%	29,515,497
City of Portland	125,555,000	0.01%	8,287
City of Hillsboro	36,330,000	0.27%	98,491
Washington County	26,765,000	40.15%	10,745,585
Tualatin Valley Fire and Rescue District	45,050,000	45.01%	20,276,780
School District No. 23, Tigard-Tualatin	122,453,239	0.04%	48,247
School District No. 48, Beaverton	450,175,000	81.22%	365,642,939
School District No. 1J, Hillsboro	297,468,096	3.31%	9,855,118
School District No. 1J, Portland	587,997,948	0.42%	2,491,347
Overlapping debt	<u>2,116,519,283</u>		<u>472,019,913</u>
Other Debt:			
Tualatin Hills Park and Recreation District	\$ 10,328,304	100.00%	\$ 10,328,304
Direct debt	<u>10,328,304</u>		<u>10,328,304</u>
Metro	\$ 34,570,000	13.43%	\$ 4,641,956
Portland Community College	339,660,000	16.73%	56,816,287
City of Portland	542,549,030	0.01%	35,808
City of Hillsboro	12,330,000	0.27%	33,426
Washington County	76,485,000	40.15%	30,707,122
Tualatin Valley Fire and Rescue District	14,000,000	45.01%	6,301,330
Northwest Regional ESD	5,490,000	30.66%	1,683,250
Multnomah ESD	33,780,000	0.31%	105,427
Port of Portland	68,077,306	12.31%	8,376,913
City of Beaverton	8,205,000	99.07%	8,128,800
Overlapping debt	<u>1,135,146,336</u>		<u>116,830,319</u>
Total direct and overlapping debt	<u>\$ 3,355,307,545</u>		<u>\$ 692,492,158</u>

Note: Overlapping taxing jurisdictions are those that coincide, at least in part, with the geographic boundaries of the District. This schedule estimates portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the District.

Source: Oregon State Treasury, Municipal Debt Information System

Tualatin Hills Park and Recreation District
LEGAL DEBT MARGIN INFORMATION
Last Ten Fiscal Years

	Fiscal Year									
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Debt limit	\$ 458,924,158	\$ 482,440,210	\$ 528,653,485	\$ 654,059,148	\$ 720,458,248	\$ 745,643,762	\$ 699,235,942	\$ 663,869,866	\$ 631,814,057	\$ 621,239,362
Total net debt application to limit	17,830,000	16,605,000	15,310,000	13,935,000	12,495,000	69,490,000	65,155,000	60,095,000	95,780,000	91,415,000
Legal debt margin	\$ 441,094,158	\$ 465,835,210	\$ 513,343,485	\$ 640,124,148	\$ 707,963,248	\$ 676,153,762	\$ 634,080,942	\$ 603,774,866	\$ 536,034,057	\$ 529,824,362

Total net debt applicable to the limit as a percentage of debt limit

	3.89%	3.44%	2.90%	2.13%	1.73%	9.32%	9.32%	9.05%	15.16%	14.71%
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Legal Debt Margin Calculation for Fiscal Year 2013

Real market value (2012/13)	\$ 24,849,574,494
General obligation debt capacity (2.5% of Real market value)	621,239,362
Less: Outstanding debt	91,415,000
Remaining legal debt capacity	<u>\$ 529,824,362</u>

**Tualatin Hills Park and Recreation District
DEMOGRAPHIC AND ECONOMIC STATISTICS
Last Ten Fiscal Years**

Washington County

Fiscal Year	District Population (estimated)	Population (estimated) ^{a)}	Personal Income (amounts expressed in thousands) ^{b)}	Per Capita Personal Income ^{b)}	Unemployment Rate ^{c)}	School Enrollment ^{d)}
2004	209,800	480,200	\$16,366,000	\$33,546	7.3%	35,329
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	n/a	n/a	6.9%	39,054
2013	232,240	n/a	n/a	n/a	6.4%	38,775

- Source:
- ^{a)} U.S. Census Bureau
 - ^{b)} U.S. Dept. of Commerce, Bureau of Economic Analysis
 - ^{c)} U.S. Dept. of Labor, Metropolitan District
 - ^{d)} Beaverton School District

n/a data not available at time of printing

Tualatin Hills Park and Recreation District
MAJOR EMPLOYMENT INDUSTRIES IN WASHINGTON COUNTY
June 30, 2013

Industry	2013		2004	
	Annual Average	Percentage of Total County Employment	Annual Average	Percentage of Total County Employment
Mining and logging	300	0.1%	400	0.2%
Construction	12,500	5.0%	13,200	5.9%
Manufacturing:				
Computer and electronic products	27,000		26,400	
Other durable goods	11,900		12,800	
Non-durable goods	5,300		6,400	
	44,200	17.7%	45,600	20.2%
Trade, transportation and utilities:				
Wholesale trade	17,600		16,500	
Retail trade	28,500		26,700	
Transportation, warehousing and utilities	3,800		4,200	
	49,900	19.9%	47,400	21.0%
Information	7,900	3.2%	6,700	3.0%
Financial activities	15,300	6.1%	14,700	6.5%
Professional and business services:				
Professional and technical services	12,600		9,400	
Management of companies and enterprises	4,700		4,200	
Administrative and waste services	21,500		17,100	
	38,800	15.5%	30,700	13.6%
Educational and health services	30,600	12.2%	22,100	9.8%
Leisure and hospitality	20,700	8.3%	17,900	7.9%
Other services	7,500	3.0%	7,200	3.2%
Government:				
Federal government	700		800	
State government	2,800		2,500	
Local government	7,600		6,800	
Local education	11,400		9,600	
	22,500	9.0%	19,700	8.7%
Total non-farm employment	250,200	100.0%	225,600	100.0%

* Fiscal Year 2013 information includes data through 12/31/2012

Source: OLMIS

Tualatin Hills Park and Recreation District
FULL-TIME EQUIVALENT EMPLOYEES BY FUNCTION
Last Ten Fiscal Years

	Fiscal Year									
	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013
Function										
Administration										
Administration	4	6	6	6	6	2	2	2	2	2
Communications and outreach	2	2	2	2	5	6	7	6	6	6
Security operations	1	3	3	3	4	4	4	4	4	4
Business and facilities										
Director	2	2	3	3	1	4	4	4	4	4
Finance services	6	6	6	6	6	6	6	7	7	7
Information services	4	4	4	5	5	5	5	5	5	5
Human resources	1	1	1	1	2	3	3	3	3	3
Risk and contract management	4	4	4	4	2	2	2	2	2	2
Maintenance										
Operations	3	3	4	4	4	3	3	3	3	5
Park maintenance	35	36	38	44	44	45	46	46	46	43
Vehicles and equipment	6	6	6	6	6	6	6	6	6	6
Athletic facilities	17	17	17	17	21	23	23	23	23	25
Building and pool maintenance	41	43	43	44	44	49	48	49	49	50
Planning										
Director	-	-	-	-	-	1	2	2	2	3
Planning and development	6	6	6	6	6	6	6	10	10	11
Park and recreation										
Director	3	3	3	3	2	2	3	3	3	3
Aquatics	72	77	78	78	81	80	81	81	73	74
Sports	29	29	31	29	31	31	33	32	31	31
Programs and special activities	38	38	38	38	40	41	42	42	41	42
Recreation	91	91	92	93	97	104	107	106	105	102
Natural resources and trails	11	12	13	13	14	17	21	24	23	25
Total full-time equivalent employees	<u>376</u>	<u>389</u>	<u>398</u>	<u>405</u>	<u>421</u>	<u>440</u>	<u>454</u>	<u>460</u>	<u>448</u>	<u>453</u>

Tualatin Hills Park and Recreation District
OPERATING INDICATORS BY FUNCTION
Last Ten Fiscal Years

	2004 actual	2005 actual	2006 actual	2007 actual	2008 actual	2009 actual	2010 actual	2011 actual	2012 actual	2013 estimate
Parks and Recreation										
Cultural and recreational activities:										
Aquatics										
Attendance at open/drop-in programs and classes	530,601	560,172	556,976	531,225	577,934	603,018	589,522	563,160	621,093	623,708
Number of classes held	4,625	4,551	5,326	5,019	4,722	5,452	5,421	5,740	5,123	4,987
Sports ¹⁾										
Attendance at open/drop-in programs and classes	n/a	n/a	690,838	814,653	700,000	697,335	654,533	710,364	679,600	670,000
Number of classes held	434	471	522	521	512	521	395	583	700	705
Recreation										
Attendance at open/drop-in programs and classes	712,733	764,689	716,205	731,157	740,206	870,704	924,770	947,841	944,324	987,722
Number of classes held	4,921	6,387	4,377	4,556	4,802	4,896	4,869	4,794	3,972	4,010
Programs and special activities										
Attendance at open/drop-in programs and classes	294,532	317,539	334,601	338,275	342,314	354,960	374,644	375,255	284,232	284,820
Number of classes held	1,162	1,287	1,361	1,366	1,185	1,349	1,547	1,798	1,954	1,602
Natural Resources and trails										
Attendance at open/drop-in programs and classes	144,317	177,451	241,329	249,159	195,018	136,960	188,450	171,449	180,704	181,000
Number of classes held	187	239	263	278	293	338	545	580	643	590
Maintenance activities:										
Buildings maintained (shown per 1,000 sq. ft.)	326	326	326	326	355	366	368	368	450	461
Cost per sq. ft. of buildings	\$6.15	\$6.51	\$7.22	\$7.66	\$6.21	\$7.28	\$7.17	\$8.20	\$6.30	\$6.31
Pool facilities maintained (shown per 1,000 sq. ft.)	152	152	152	152	152	152	152	152	117	117
Cost per sq. ft. of pools	\$9.34	\$9.18	\$10.42	\$11.42	\$14.71	\$12.03	\$15.87	\$12.57	\$17.01	\$17.05
Parks maintained - developed acres	915	1,028	1,028	1,041	1,076	1,076	1,071	1,083	1,026	1,029
Cost per developed acre	\$2,586.00	\$2,290.00	\$2,290.00	\$2,523.00	\$2,560.00	\$2,638.00	\$2,796.00	\$2,765.00	\$2,879.00	\$2,835.00
Parks maintained - undeveloped acres	851	749	749	848	859	867	1,077	900	1,186	1,233
Cost per undeveloped acre	\$146.00	\$165.00	\$165.00	\$163.00	\$169.00	\$172.00	\$146.00	\$175.00	\$131.00	\$125.00
Vehicle and equipment units maintained	332	340	354	389	413	427	434	436	436	472
Cost per vehicle and equipment unit	\$1,901.00	\$1,853.00	\$1,768.00	\$1,800.00	\$1,752.00	\$1,870.00	\$1,860.00	\$1,937.00	\$1,990.00	\$1,843.00

¹⁾ method of computation changed - comparisons to previous years not available

Tualatin Hills Park and Recreation District
CAPITAL ASSET STATISTICS BY FUNCTION
June 30, 2013

Parks and Recreation:

Number of parks	285
Park acreage:	
Developed sites (neighborhood, community and regional parks)	1,060
Undeveloped sites (wetlands and natural areas)	1,229
Pathways and trails mileage	45
Lakes	3
Stream corridor mileage	27
 Facilities:	
Swim Centers:	
Indoor	5
Outdoor	2
Recreation Centers	2
Combined Recreation/Aquatic Center	1
Athletic Center	1
Senior Center	1
Historical Facilities (weddings, meetings, community events)	3
Interpretive Centers/Nature Parks	2
Tennis Center	1
Camp Rivendale (developmentally disabled patrons)	1
 Fields and courts:	
Tennis:	
Indoor	14
Outdoor ¹⁾	101
Basketball:	
Indoor	6
Outdoor ¹⁾	51
Volleyball ¹⁾	5
Sports fields: ¹⁾	
Soccer/football/lacrosse	155
Softball/baseball	108
Bocce	3
Hockey	1
Indoor running track	1
Skate park	2

¹⁾ these facilities are maintained either through direct ownership or joint use agreement

**INDEPENDENT AUDITOR'S
REPORT REQUIRED BY
OREGON STATE
REGULATIONS**



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INDEPENDENT AUDITOR'S REPORT REQUIRED BY OREGON STATE REGULATIONS

November 25, 2013

Board of Directors
Tualatin Hills Park and Recreation District
Beaverton, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America, the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Tualatin Hills Park and Recreation District (the District), as of and for the year ended June 30, 2013, which collectively comprise the District's basic financial statements and have issued our report thereon dated November 21, 2013.

COMPLIANCE

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the *Minimum Standards for Audits of Oregon Municipal Corporations*, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed the procedures to the extent we considered necessary to address the required comments and disclosures, which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside resources.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).

**INDEPENDENT AUDITOR'S REPORT
REQUIRED BY OREGON STATE REGULATIONS (Continued)**

Page 2

COMPLIANCE (Continued)

In connection with our testing, nothing came to our attention that caused us to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the *Minimum Standards for Audits of Oregon Municipal Corporations*.

OAR 162-10-230 INTERNAL CONTROL

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

RESTRICTIONS ON USE

This report is intended solely for the information and use of the Board of Directors, Oregon Secretary of State Audits Division, and management and is not intended to be and should not be used by anyone other than these specified parties.

Talbot, Korvola & Warwick, LLP

Certified Public Accountants



MEMO

DATE: November 15, 2013
TO: Doug Menke, General Manager
FROM: Jim McElhinny, Director of Park and Recreation Services

RE: **Public Hearing – Second Reading of Ordinance Regarding Park District Regulations (Smoking Policy)**

Summary

The Board of Directors will conduct a public hearing at their December 9, 2013 Regular Meeting with a second reading of a proposed ordinance to ban smoking at all Tualatin Hills Park and Recreation District (THPRD) facilities and gather public input about the proposed amendment to the District Compiled Policies (DCP) – Chapter 7.

Background

The Parks Advisory Committee and staff have been researching the proposed ordinance to ban smoking on THPRD property. Surveys of other agencies and District residents have been conducted with favorable results in support of the ban. Staff has also asked other agencies who have instituted this ban as to how they enforce the policy and response to the policy change. Additionally, staff conducted two public meetings to further gather input, but only one person attended each meeting. In preparing to amend the District's Rules and Regulations, staff worked with legal counsel to ensure that this ordinance was legal and within District authority.

The Board of Directors conducted a first reading of the proposed ordinance regarding a smoking ban at their November 4, 2013 Regular meeting. Please find attached the proposed ordinance amending the Rules and Regulations as requested.

Should the Board of Directors adopt the Ordinance, staff will begin a phased implementation of public outreach including information on our website, social media, the print media as well as the application of patches on our park rules signs noting the new ordinance. These patches will be applied by our Park Maintenance, Natural Resources and Security Operations staff as a part of their regularly scheduled visits to the Parks and Facilities.

Proposal Request

Staff requests the Board of Directors conduct a public hearing with a Second Reading of the smoking ban ordinance at their December 9, 2013 meeting. The purpose will be to gather public input regarding an addition to District Compiled Policies Chapter 7 banning smoking at District owned and maintained properties, effective February 1, 2014.

Action Requested

Board of Directors adoption of Ordinance 2013-01, an ordinance to ban smoking at all Tualatin Hills Park and Recreation District facilities, as an amendment to District Compiled Policies – Chapter 7.

ORDINANCE NO. 2013-01

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

AN ORDINANCE AMENDING DISTRICT COMPILED POLICY (DCP) SECTION 7.02 TO PROHIBIT SMOKING ON AND IN DISTRICT GROUNDS, FACILITIES AND BUILDINGS.

- a. The Tualatin Hills Park & Recreation District (District) board has authority under ORS 266.410 to both make and enforce regulations governing the conduct of users of the District's grounds, facilities and buildings;
- b. The Oregon Indoor Clean Air Act [ORS433.835 to 433.875 and 433.990(3) hereinafter "Act"] permits agencies such as the District to adopt and enforce regulations and restrictions on smoking that are more stringent than those found in or authorized by the Act;
- c. The District Board believes smoking interferes and is inconsistent with and detrimental to the appropriate use of District's buildings, grounds and facilities by the District's patrons, visitors and staff;
- d. The District Board believes it necessary and appropriate for the District to enact and enforce a smoking prohibition on the District's grounds and facilities; and
- e. ORS 266.450 requires that the District adopt general regulations by ordinance consistent with ORS 198.510 to 198.600.

NOW THEREFORE, THE TUALATIN HILLS PARK & RECREATION DISTRICT ORDAINS:

Section 1. The District's Compiled Policy (DCP) Section 7.02 (attached as Exhibit A) is amended by subsections (L) and (M) and *adding* a new subsection (N) as follows:

(L) Hit golf balls on or into District property; ~~or~~

(M) Disobey any reasonable direction or request of a District Employee or peace officer based on the DCP or during an emergency situation; ~~;~~

(N) *Smoke on or in any District grounds, facilities or buildings. As used in this subsection "smoke" means inhaling, exhaling, burning or carrying any lighted or heated tobacco or other non-tobacco legal/illegal smoking substance.*

// //

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Section 2. This ordinance takes effect on February 1, 2014.

FIRST BOARD APPROVAL: November 4, 2013.

SECOND BOARD APPROVAL AND ADOPTION/ENACTMENT: December 9, 2013.

Joe Blowers
Board President

Bob Scott
Board Secretary

Adoption and date attested by:

Jessica Collins
Board Clerk

DISTRICT COMPILED POLICIES

CHAPTER 7 – DISTRICT REGULATIONS

7.01 General Regulations

No person shall violate any provision of the Oregon Criminal Code.

7.02 General Use of District Property

No person shall:

- (A) Use abusive, threatening, or obscene language and gestures. Persons must conduct themselves in a manner that will not distract or disturb others in the peaceable enjoyment of any District property;
- (B) Remove, destroy, damage, alter or obstruct any vegetation, land, equipment materials or supplies on District property;
- (C) Engage in any activity in a District park or property managed by the District that is intended to be done in a restroom facility;
- (D) Walk, stand, sit, or climb on any monument, vase, kiosk, awning, tent, tree, statue, fountain, railing, fence or other equipment/structure not intended for that purpose on District property;
- (E) Apply graffiti to District property or possess graffiti implements with the intent of applying graffiti;
- (F) Dump or leave any rubbish, yard debris or refuse of any type on any District property. Refuse or litter resulting from use of such areas must be deposited in refuse receptacles provided for such purposes, if available, or transported away from the property;
- (G) Pollute any stream or waterway on or running through District property;
- (H) Wash any clothing, equipment or other material, clean any fish, introduce or place any polluting substance, or waste or litter in any body of water on District property;
- (I) Enter, wade, dive into or swim in any body of water on District property unless in specifically designated areas;
- (J) Excavate, erect, install, place or perform any action related to the placement of any temporary or permanent structure on District property except for approved temporary placement of personal accessories;

DISTRICT COMPILED POLICIES

- (K) Camp, or stay overnight in any vehicle, on District property or within a public parking lot adjacent to District property without prior approval of the Manager;
- (L) Hit golf balls on or into District property; ~~or~~
- (M) Disobey any reasonable direction or request of a District Employee or peace officer based on the DCP or during an emergency situation; ~~;~~
- (N) Smoke on or in any District grounds, facilities or buildings. As used in this subsection “smoke” means inhaling, exhaling, burning or carrying any lighted or heated tobacco or other non-tobacco legal/illegal smoking substance.

7.03 District Property Hours

Hours of operation are posted on District property that is open to the public and controlled by gates or other devices. The hours of operation for all other District property that is open to the public is from dawn to dusk unless otherwise posted.

7.04 Fires

- (A) Fires are prohibited on all District property except in areas designed and set aside for such purposes.
- (B) Fires on District property shall be confined to barbecue stands, pits, or fireplaces provided for that purpose and portable stove use confined to established picnic areas where fires are allowed.
- (C) No fire on District property may be left unattended and every fire must be extinguished by the user before leaving District property.
- (D) The Manager may restrict or prohibit fires further than provided in this section when fire hazard conditions are high.

7.05 Music / Amplification Systems

No person shall produce amplified sound or use a public address system at sound levels that offend other District property users or extend beyond the boundaries of District property unless by District permission.

7.06 Model Devices

- (A) No person shall operate motorized model cars, rockets, aircraft, boats or similar devices on District property except by District approval in areas specifically designated for that purpose.



**Tualatin Hills Park & Recreation District
Minutes of a Regular Meeting of the Board of Directors**

A Regular Meeting of the Tualatin Hills Park & Recreation District Board of Directors was held at the HMT Recreation Complex, Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, November 4, 2013. Executive Session 6:00 p.m.; Regular Meeting 7:00 p.m.

Present:

Joseph Blowers	President/Director
Bob Scott	Secretary/Director
Larry Pelatt	Secretary Pro-Tempore/Director
John Griffiths	Director
Jerry Jones, Jr.	Director
Doug Menke	General Manager

Agenda Item #1 – Executive Session (A) Personnel (B) Legal (C) Land

President, Joe Blowers, called Executive Session to order for the following purposes:

- To consider the employment of a public officer, employee, staff member or individual agent,
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Executive Session is held pursuant to ORS 192.660(2)(a)(e)&(h), which allows the Board to meet in Executive Session to discuss the aforementioned issues.

President, Joe Blowers, noted that representatives of the news media and designated staff may attend the Executive Session. All other members of the audience were asked to leave the room. Representatives of the news media were specifically directed not to disclose information discussed during Executive Session. No final action or final decision may be made in Executive Session. At the end of Executive Session, the Board will return to open session and welcome the audience back into the room.

Agenda Item #2 – Call Regular Meeting to Order

President, Joe Blowers, called the Regular Meeting to order at 7:10 p.m.

Agenda Item #3 – Action Resulting from Executive Session

There was no action resulting from Executive Session.

Agenda Item #4 – Public Hearing: First Reading of Ordinance Regarding Park District Regulations (Smoking Policy)

A. Open Hearing

President, Joe Blowers, opened the public hearing to consider Ordinance #2013-01, which deals with the District’s regulations pertaining to smoking.

B. Staff Report

Eric Owens, Superintendent of Recreation, provided an overview of the memo included within the Board of Directors information packet regarding a recommendation by the Parks Advisory Committee and District staff that the District ban smoking at Park District-owned and maintained properties, effective February 1, 2014. Eric provided an overview of the information gathered since the initial presentation to the Board on this topic at the September 9, 2013, Regular meeting, in particular, the public outreach conducted, as well as research on what other agencies with similar bans have experienced in terms of enforcement. Eric stated that the action requested by the Board this evening is to conduct a public hearing and first reading of the smoking ban ordinance in order to receive public comment, noting that District staff will return to the Board at the December 9, 2013 Regular meeting for a second reading and consideration of adoption of the ordinance.

Larry Pelatt asked what the District's enforcement plan would be if the ordinance is adopted.

- ✓ Eric replied that the District would not actively patrol sites in search of smokers, but that if a person is seen smoking on District property, they would be asked to stop. He likened it to the District's enforcement of dogs off leash.

John Griffiths asked if Portland Parks and Recreation has a smoking ban.

- ✓ Eric replied that they do not.

Jerry Jones, Jr., asked what type of notification the District would provide to patrons if the smoking ban is adopted.

- ✓ Eric replied that there would be a public awareness campaign and stickers added to the District's park rules signs, which avoids the costs associated with making new signs.

Jerry described the benefits of positive messaging in using the term "smoke-free zone" rather than "no smoking."

- ✓ Eric confirmed that this is the type of messaging the District would be using.

Larry asked for a description of the stickers that would be used on the District's park rules signs.

- ✓ Mike Janin, Superintendent of Security Operations, replied that the sticker would state "THPRD is smoke-free."

C. Public Comment

President, Joe Blowers, opened the floor to public comment.

Carla Bennett, 155 N First Avenue, Hillsboro, is before the Board of Directors this evening on behalf of the Washington County Public Health Division in support of the District's proposed smoking ban. She referenced her testimony at the September Regular meeting in support of a smoking ban. She commended the District for taking this step and offered assistance in moving forward in implementing the ban.

Linda Sneddon, 8670 SW 75th, Portland, is before the Board of Directors this evening as President of Beaverton Together in support of the District's proposed smoking ban. She stated that Beaverton Together commends the District for moving forward with a smoking ban, noting that youth smoking is increasing in the area. She described her work with the elderly and the detrimental effects smoking has on their physical and emotional health. She noted that research has shown that there are two strong factors that contribute to substance abuse, acceptance and availability, and that although the District's smoking ban does not affect the availability of cigarettes, it does send a message in terms of acceptance.

Kevin O'Donnell, 142nd Terrace, Portland, is before the Board of Directors this evening in support of the District's proposed smoking ban. He described how "no smoking" would become

just another rule within the District's park rules signage, which also includes items such as "no golfing." He would prefer the District take a phased approach in terms of implementation. In addition, he does not like the idea of using stickers on the District's signage, as it is likely people would remove the stickers. He suggested a phased implementation of updated park rules signs, which could also include the District's new logo, as well as consideration for removing a rule from the signage, such as "no golfing", in order to make room for the "no smoking" rule. He expressed support for the District's enforcement plan, noting that the new rule would give patrons a tool to enforce the smoking ban via peer pressure.

Larry Pelatt asked Kevin for clarification regarding his recommendation that implementation of the smoking ban be phased.

- ✓ Kevin replied that he recommends the smoking ban be implemented as the District needs to replace its signs. Since the new logo is necessitating new signage anyway, he feels that the two initiatives could be combined and does not feel it is necessary to spend a lot of funds on a public outreach campaign.

Larry asked Kevin why he does not approve of the use of stickers.

- ✓ Kevin replied that he believes people would remove or write on the stickers and that the signage would look cleaner without a sticker on it.

D. Board Discussion

John Griffiths commented that overall awareness of the smoking ban would occur much more quickly with the use of stickers on the park rules signage rather than waiting until such signage is eventually replaced.

Jerry Jones, Jr., expressed agreement with the testimony regarding implementation of the smoking ban as new signage is installed and suggested that District staff further consider this suggestion. He expressed support for the smoking ban and feels that the healthy activities conducted on District property should be done so in a smoke-free environment.

Bob Scott expressed appreciation for the research staff conducted with other agencies in terms of their enforcement practices, noting that he believes that the new rule would become accepted over time and that it would mainly be enforced via peer pressure.

Larry stated that, while he does not support smoking, he is also inclined to think that the District is encroaching on having too many rules. He agrees with previous comments against using stickers on the park rules signage due to the possibility that people will tear them off and throw them on the ground. He believes that including the rule on new signage as it is installed and updating the District's other documents, such as the activities guide, should be sufficient. If the District is considering soft enforcement of the rule anyway, the stickers are a waste of time and funds. Awareness could be addressed educationally without spending additional money.

President, Joe Blowers, commented that he is in favor of the smoking ban and likes the positive messaging suggested regarding labeling the District as a "smoke-free zone." He does not mind implementing the new rule change with the use of stickers, but suggested that perhaps the park rules need to be reviewed overall to see if any of the rules are outdated or need to be revised, such as the "no golfing" rule.

- ✓ Doug Menke, General Manager, explained that the divots in the turf that golfing causes is the reason behind the "no golfing" rule.

John questioned the opposition to the use of stickers, noting that he believes that the damage that could occur to the stickers could also occur to the permanent signage. Whether the message goes out on stickers or permanent signage, it is the same message that the District is

smoke-free. He believes using stickers is the best way to get the message out early and by the time the stickers wear off, the new, permanent signage will be ready.

- ✓ Bob expressed agreement with John, noting that he could support the use of stickers if they are done in good taste.

E. Close Hearing

President, Joe Blowers, closed the public hearing, noting that he would entertain a motion regarding Ordinance #2013-01, read by title only as follows: "An ordinance amending District Compiled Policy Section 7.02 to prohibit smoking on and in District grounds, facilities and buildings."

F. Board Action

Bob Scott moved the Board of Directors has held a first reading of Ordinance #2013-01 and that a second reading and final approval of the ordinance is scheduled for the December 9, 2013 Regular Board meeting. Jerry Jones, Jr., seconded the motion. Roll call proceeded as follows:

John Griffiths	Yes
Larry Pelatt	Yes
Jerry Jones, Jr.	Yes
Bob Scott	Yes
Joe Blowers	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #5 – Audience Time

There was no testimony during Audience Time.

Agenda Item #6 – Board Time

Larry Pelatt clarified that his hesitation during the vote for the smoking ban ordinance was not because he is in favor of smoking, but because he feels that there are already too many rules.

Agenda Item #7 – Consent Agenda

Larry Pelatt moved the Board of Directors approve Consent Agenda items (A) Minutes of October 14, 2013 Regular Board Meeting, (B) Monthly Bills, (C) Monthly Financial Statement, and (D) ConnectOregon V Grant Application for Waterhouse Trail Segment #4. Bob Scott seconded the motion. Roll call proceeded as follows:

Jerry Jones, Jr.	Yes
John Griffiths	Yes
Bob Scott	Yes
Larry Pelatt	Yes
Joe Blowers	Yes

The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Unfinished Business

A. Bond Program

Hal Bergsma, Director of Planning, provided a detailed overview of the memo included within the Board of Directors information packet regarding recent Bond Program activities, including a capital projects construction update. Hal offered to answer any questions the Board may have.

Larry Pelatt commented that on a recent visit to Barsotti Park, he noticed that the field appears to possibly be graded wrong. He described how the field looks imbalanced and like the outfield drains into the infield.

- ✓ Gery Keck, Bond Program Manager, noted that there is a significant grade change on the site and that staff would further examine whether the grading was done properly.

B. Comprehensive Plan Update – Draft Strategic Plan

Keith Hobson, Director of Business & Facilities, provided a detailed overview of the memo included within the Board of Directors information packet presenting the second draft of the Strategic Plan based on the Comprehensive Plan Update and Service and Financial Sustainability reports prepared by GreenPlay. Keith noted that the second draft is essentially unchanged from the version presented to the Board at the September Regular meeting, except for some minor changes in Natural Resources to reflect staff input, as well as input from Board member Bob Scott which resulted in a change in priority for item 12A(2) in the Service and Financial Sustainability Objectives. This item called for the District to enhance the understanding of its true labor costs for services in order to understand its return on investment and had been listed as a priority 1 item, meaning that it would be addressed in FY 2014/15. However, since this item is already being addressed, the priority has been changed to immediate.

Keith noted that input was also received from Board member John Griffiths regarding the comment he expressed at the last Strategic Plan presentation dealing with the need to consider inter-relationships between services offered before making decisions to cut services that might not be meeting cost recovery targets. While staff was not able to get that input reflected in the document, it is consistent with the intent. As such, staff is recommending that Objective 17A(1)(c) be amended to state that: “Supervisors will articulate a recommendation to divest some or all of the services in the event that cost recovery goals cannot be reached, *but only after confirming that there will be no detrimental effect on other connected/linked programs.*”

Keith continued that the intent this evening is to take final comment on the working document, after which staff will prepare a final Strategic Plan for Board approval at the December Regular meeting. The final Strategic Plan that will be presented at that time will be cleaned up to only reflect the objectives and action steps remaining and will be presented in a more traditional strategic plan format, rather than the tracking spreadsheet included within the Board’s information packet this evening.

Keith concluded that, while there is a lot to do and a lot is prioritized as immediate, staff has been taking steps to be ready to implement, and in some cases has already started on these steps. All of the objectives and action steps being carried forward have been assigned to a staff member or department, and these assignments will be reflected in the work plans for the individual or department. In addition, staff is also already working on updating the goal outcomes to reflect this Strategic Plan and will look to the assigned departments to identify the appropriate goal outcomes. Keith offered to answer any questions the Board may have.

Larry Pelatt referenced Comprehensive Plan Priorities item 8A (Revise current Family Assistance Program) (1)(d): “Cease cash awards made directly to third-party providers.” He questioned what the intent is in stopping this assistance and whether this recommendation would only result in more requests from individuals for the District’s Family Assistance Program.

- ✓ Keith replied that, currently, the applications are made individually, but the payments are made to the affiliated organizations and that the recommendation is to stop making the Family Assistance Program available for external programs. Keith noted that the intent will be to bring forward a revised Family Assistance Program policy for the Board’s consideration that will address this item and others. Approving the draft Strategic Plan being presented this evening would not mean that the Board is thereby approving the policy changes suggested within the document. The Board will have the opportunity to further discuss the recommendations when those policies are brought forward.

President, Joe Blowers, asked for additional information regarding the recommendation to cease providing Family Assistance for affiliated programs.

- ✓ Keith replied that the consultant felt that this was too generous of a policy and that District assistance should be used for District programs. If the District would like to continue to provide some level of support for affiliated programs, the recommendation is that this be done so via external fundraising activities, rather than tax dollars. The difference between offering Family Assistance for a District program versus an affiliated program is that assistance for a District program involves only providing a space in the program, whereas providing assistance for affiliated programs results in the District sending tax dollars to that organization.
- ✓ Doug Menke, General Manager, added that the District also does not control affiliated programs' fees.
- ✓ Jerry Jones, Jr., commented that many of the affiliated sports groups have their own scholarship programs.

Larry agreed that while some of the affiliated sports groups have scholarship programs of their own, these groups have also counted on the additional support from the District and will need to be able to make up the deficit by either not offering as many scholarships or through raising more funds on their own.

- ✓ Doug noted that many options would be considered when the Family Assistance Program policy is brought to the Board for review, including which District programs are available for Family Assistance versus the current practice of all programming being eligible. There are a variety of recommendations of how the District might view the Family Assistance Program in the future. Any changes made that might affect the affiliated programs will be done so as a phased approach and would not be intended to create an unnecessary hardship.
- ✓ Keith described an option of redirecting the Tualatin Hills Park Foundation's fundraising efforts for the Family Assistance Program to be specifically dedicated to assistance for affiliated programs.

Larry referenced Comprehensive Plan Priorities item 9A (Implement provision strategies identified through the Service Assessment) (2)(a) and (b): "Divest teen-adult kickboxing at Conestoga Recreation and Aquatic Center" and "Divest NIA (fitness program) at the Elsie Stuhr Center." He asked if staff has begun notifying patrons that these classes will be discontinued and if so, what the feedback has been.

- ✓ Jim McElhinny, Director of Park & Recreation Services, replied that there would be communication with the patrons once the process has started.

Larry noted that these items are currently listed as immediate priorities and given that the District is half way through the fiscal year, perhaps they should be changed to 1's.

Larry referenced Comprehensive Plan Priorities item 11A (Continue to explore targeted menus of services that are specific to the unique needs of individual communities throughout the District) (3)(a): "Watch for the warning signs of program saturation point, such as declining participation, and pursue revitalization efforts such as new instructors, new outcomes, title and description, and new day or time." He suggested requiring incentivized exit surveys at the end of programs in order to become even more nimble in reacting to trends.

- ✓ Keith confirmed that this idea would be explored.

Larry referenced Comprehensive Plan Priorities item 20A (Improve effectiveness of friends' groups for appropriate fundraising efforts), noting that, in his opinion, the District needs a complete overhaul of how it approaches its advisory committees and friends' groups. He described the need to be more strategic in utilizing these groups, as well as the need for more participation and membership. If the District is planning on relying even more on its committees, the District will need to rethink its model as soon as possible.

Larry referenced the various marketing initiatives included within the draft Strategic Plan and commented that the District will need to appropriately staff in order to address these. If the initiatives are listed as 1's in terms of priority, additional staffing will need to be reflected in the upcoming budget process.

C. Adventure Recreation Facility Due Diligence

Keith Hobson, Director of Business & Facilities, introduced Julie Rocha, Center Supervisor for Tualatin Hills Athletic Center; Sabrina Taylor, Center Supervisor for Aloha Swim Center; and, Daniel Matallana, Adventure Recreation Activities Task Force member, to provide an update to the Board of Directors regarding the activities of the Adventure Recreation Due Diligence Team.

Julie, Sabrina, and Daniel provided an overview of the findings to date regarding the feasibility of a new Adventure Recreation Facility via a PowerPoint presentation, a copy of which was entered into the record, and included the following information:

- Diligence THPRD work team
- Product research
- Initial market research
- Comparative market analysis
- Adventure Recreation Activities Task Force
- Preliminary site evaluation

Keith described how the simple payback figures were calculated, noting that staff realizes the overall payback of 15 years is too long and needs to be reduced by either cutting the cost of capital or by enhancing revenues and sponsorships. He noted that staff also anticipates doing fairly extensive market research, for which the plan is included within the Board of Directors information packet, and requested feedback from the Board if there are any items in particular that should be researched that are not listed, as this research will be conducted fairly soon.

Keith continued that the intent is to build and operate the Adventure Recreation Facility within an Enterprise Fund, which means that it would be self-supporting. Although staff is doing all of the due diligence possible in order to ensure this, it is impossible to offer absolute assurance that the facility will meet its goal. However, staff intends to complete due diligence to the extent that the risk of not meeting the financial goal will be as small as possible. One of the possibilities that have surfaced is that the facility may not be self-supporting in the first one or two years of operation. The team would like feedback from the Board regarding whether this is a requirement, or if there is a possibility that the business plan could include some level of District support from the General Fund for a year or two with the intent that it be paid back as the facility ramps up and becomes operational.

Keith concluded the staff presentation by noting that it has been encouraging to see the amount of interest from the community in the facility and the level of excitement within the task force meetings. Staff has consistently heard that if the facility is built right, it will draw users. With that, staff is feeling positive even though there is still a lot of work to be done in analyzing the numbers to make sure the facility can be successful.

Bob Scott referenced the potential General Fund loan and stated that, in the banking industry, a similar loan request would be denied, as the desire would be to see a business proposal that has net revenue right away or at least breaks even, so that there is cash flow to service the debt. He expressed even greater concern for the potential of funding the facility for two years, especially if the proposal cannot catch an initial wave of profitability when the amenities are new and trendy. He noted that the building space desired will be expensive and likely require a lengthy lease. He referenced the market research planned of conducting a local competitor analysis on fees and suggested also determining what the ceiling price would be for the users.

Larry Pelatt suggested an analysis be conducted regarding how much the targeted age brackets for this facility have to spend per week or month on these activities, taking into consideration varying socioeconomic backgrounds. He expressed concern for the estimated forecasted revenue, noting that it seems unrealistic given the age brackets of the targeted demographic. In addition, he would like to see the threats and risks be considered in the analysis. He questions why such a facility does not currently exist, noting that it would be helpful to learn why other similar facilities, such as indoor skate parks and rock climbing gyms, have closed. Ultimately, he may support a two-year General Fund loan if the projections show that the venture will be successful and that the District will be paid back.

Bob commented that when the bank he works at finances equipment or improvements, the maximum payback is five to seven years, so an estimated 15-year payback is a concern.

- ✓ Larry noted that having such a lengthy payback does not reflect that the District is able to be nimble with the types of amenities offered and able to quickly adapt to trends.
- ✓ Keith emphasized that the capital numbers are preliminarily and likely err on the side of caution. He expressed appreciation for the Board's feedback thus far in terms of payback lengths and the mixed feelings on subsidies. He reiterated that any subsidy would be paid back as an operational loan.

Jerry Jones, Jr., commented that he is impressed with the research that has been conducted so far and that it seems keyed into the desires of the target demographic. He described how the need for a destination facility has been brought up during discussions regarding the overall vision for Beaverton. The jump in cost from \$400,000 to \$1.5 million does not necessarily concern him, as a cheaper facility would not have the same draw and he wonders if this is why previous facilities in the area have not been successful. He expressed caution against scaling back the facility in order to make the numbers work. In addition, he agrees with the recommendation regarding additional analysis of how much the target demographic is able to pay to use the facility. He described how adventure facilities are a trend being explored across the nation per the recent National Recreation & Park Association conference he attended. He stated that he would support a two-year General Fund loan if the numbers support the payback.

John Griffiths expressed agreement with Larry's comments, noting that he has never seen the private sector miss a profitable opportunity, so this gives him pause. He described the need to fully understand that this is a new type of venture for the District and that, like any private investor, the District could lose money. Although he would not want to reduce the cost of the facility to the point of it becoming unattractive, the District needs to be cautious. He expressed the need to fully understand what it would take for the facility to become an obvious success, and then ask whether the District is the right organization to do this. At some level of attraction, such a facility would be profitable, but at this point it has come with a level of risk that the private sector has not been willing to take. He is concerned with asking for assistance from the General Fund, noting that the private sector does not have a similar opportunity.

Jerry asked whether sponsorship opportunities have been explored.

- ✓ Keith replied that staff believes there is the potential, but it has not yet been pursued or built into any numbers. This will be further explored prior to the proposal coming back to the Board.
- ✓ Julie confirmed that discussions regarding sponsorships have occurred within the task force meetings.
- ✓ Larry commented that it is likely too early to begin such discussions as any significant sponsor would want to see a solid plan.

Larry clarified that his comments are not meant to sound entirely negative and he thinks it is great that the District is branching out into such a new thought process. However, the District

has never failed before, which is not to say that it cannot fail. With that being said, he is excited about the proposal and thinks it is a new opportunity that the District should focus on in terms of its strategic thought process. He thanked District staff and the task force for their efforts.

- ✓ Sabrina noted that some of the market research will focus on whether other similar businesses were able to secure sponsorships, as well as what made the successful ventures different from the failed ventures.

President, Joe Blowers, asked when the Board could expect to hear whether this initiative would continue to move forward.

- ✓ Keith replied January at the earliest.

Larry requested that the results of the due diligence be brought back to the Board even if the conclusion is to not move forward at this time. Seeing how staff arrived at that conclusion would instill a great level of confidence about their decision making process and the capacity of the group to make such decisions, as well as the analysis that went into it. Even if this case does not end up viable, he hopes it is not the last thing the District attempts to fund in this manner.

- ✓ Jerry and Bob expressed agreement with Larry's comments.

Bob inquired whether Fanno Creek Service Center could be considered as a test location for the Adventure Recreation Facility.

- ✓ Keith replied that the open space within the Center has recently been leased.

John commented that intuitively he feels that if the Adventure Recreation Facility could be nested within another District facility, it could be successful as the cost of operations would drop substantially. He noted that the District will eventually need to build another recreation center in the future and questions whether we need to begin thinking about making it a bigger facility with multipurpose capabilities that can be reconfigured with changing trends. He noted that this topic could also tie into a larger discussion of what the District is going to do with its aging facilities, such as Cedar Hills and Garden Home Recreation Centers.

- ✓ Keith noted that one of the initial policy choices made going into this process was to use an Enterprise Fund so that the facility would not negatively impact operations. District staff will make its best effort to stay with this model, but there are many other ways to consider such a facility outside such a fund.

John noted that the General Fund is used for established sports and recreation and he questions whether the District needs to reevaluate whether these established activities are all still completely relevant today, or whether the District should consider using some general funding for activities that would typically be held within an adventure recreation facility.

- ✓ Doug described the service assessment tool provided by GreenPlay through the Comprehensive Plan Update, noting that this tool enables staff to continue this type of research so that the District is continually double-checking whether the services and amenities being offered are actually what the public desires.

President, Joe Blowers, opened the floor for public testimony.

Todd Griswold, 1795 SW Warwick Avenue, Beaverton, is before the Board of Directors this evening as the owner of Indoor Goals. He noted that while he is not against the concept of the Adventure Recreation Facility, he agrees with some of the concerns that have been expressed by the Board members this evening. He described his experience with the same targeted age demographic through his business, noting that at one time, Indoor Goals had an indoor skate park that did well when the weather was poor; however, when the weather was dry, the skateboarders preferred to be outside. He expressed concern regarding the projected revenue estimates, noting that after 16 years of business, his company has not been able to make those types of revenues. He cautioned the District against going into debt for such a facility, noting that the taxpayers would ultimately be the ones held accountable. He expressed agreement

with the Board's concerns questioning why the private sector has not already established such a facility. A written copy of Todd's testimony was submitted into the record.

Jerry asked Todd whether any of the activities mentioned this evening for the proposed Adventure Recreation Facility would be in direct competition with Indoor Goals.

- ✓ Todd replied no, but noted that any new recreational activities are competition when families have limited resources.

President, Joe Blowers, thanked the Adventure Recreation Due Diligence Team for their efforts and the informative presentation.

D. General Manager's Report

Doug Menke, General Manager, provided a detailed overview of the General Manager's Report included within the Board of Directors information packet, which included the following topics:

- American Red Cross Learn to Swim Program Recognition
- THPRD Leadership Academy
- Board of Directors Meeting Schedule

Doug offered to answer any questions the Board may have regarding the report.

Jerry Jones, Jr., commented that he recently spoke to two District employees currently participating in the Leadership Academy and that they showed great enthusiasm for working for the District. He complimented District staff on actively cultivating its future leaders.

Agenda Item #9 – Adjourn

There being no further business, the meeting was adjourned at 8:50 p.m.

Joe Blowers, President

Bob Scott, Secretary

Recording Secretary,
Jessica Collins

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
278131	10/04/2013	City of Beaverton	2,750.00
		Advertising	\$ 2,750.00
278058	10/04/2013	2KG Contractors, Inc.	131,912.00
278061	10/04/2013	BBL Architects	3,814.82
278196	10/08/2013	ACS Testing, Inc.	1,255.35
278295	10/15/2013	Cook Security Group	2,674.06
278510	10/25/2013	AKS Engineering & Forestry, LLC	7,648.75
278521	10/25/2013	Lovett, Inc.	1,314.00
		Capital Outlay - Bond - Facility Expansion & Improvements	\$ 148,618.98
278510	10/25/2013	AKS Engineering & Forestry, LLC	6,552.00
278518	10/25/2013	Hahn & Associates, Inc.	2,012.00
278535	10/25/2013	Zell & Associates	1,100.00
		Capital Outlay - Bond - Land Acquisition	\$ 9,664.00
278073	10/04/2013	Adam Kuby	2,000.00
278307	10/15/2013	Native Ecosystems NW, LLC	5,012.00
278511	10/25/2013	Vaughn Bell	7,600.00
278516	10/25/2013	Confluence Construction & Restoration Co.	1,875.00
		Capital Outlay - Bond - Natural Resources Projects	\$ 16,487.00
278069	10/04/2013	Colf Construction, LLC	129,540.00
278072	10/04/2013	Hart Crowser, Inc.	1,349.58
278076	10/04/2013	Milroy Golf Systems, Inc.	130,007.14
278083	10/04/2013	Vigil-Agrimis, Inc.	3,045.25
278198	10/08/2013	Earthworks Excavation and Construction, Inc.	58,351.14
278199	10/08/2013	Silco Commercial Construction Inc.	119,436.61
278292	10/15/2013	Brown Contracting, Inc.	222,519.00
278299	10/15/2013	GreenWorks, PC	2,992.50
278301	10/15/2013	J.D. Walsh & Associates, PS	3,766.04
278305	10/15/2013	Lango Hansen Landscape Architects, PC	10,037.80
278306	10/15/2013	MIG, Inc.	5,451.00
278308	10/15/2013	Nevue Ngan Associates	4,913.00
278316	10/15/2013	Western Wood Structures, Inc.	13,800.00
278471	10/22/2013	PGE	2,336.04
278509	10/25/2013	ACS Testing, Inc.	4,715.34
278515	10/25/2013	Caswell/Hertel Surveyors, Inc.	1,130.00
278525	10/25/2013	Northwest Tree Specialists	1,700.00
278532	10/25/2013	Silco Commercial Construction Inc.	28,922.75
278760	10/31/2013	Paul Brothers, Inc.	96,045.00
		Capital Outlay - Bond - New/Redeveloped Neighborhood Parks	\$ 840,058.19
278296	10/15/2013	Daneal Construction, Inc.	35,210.00
278517	10/25/2013	D&T Excavation, Inc.	24,715.01
		Capital Outlay - Bond - Replacements & Improvements	\$ 59,925.01
278517	10/25/2013	D&T Excavation, Inc.	2,541.56
		Capital Outlay - Bond - Retainage - SSC Pervious Paving	\$ 2,541.56
278069	10/04/2013	Colf Construction, LLC	831,036.70
278070	10/04/2013	Eichhorn Safety Watching, LLC	7,105.00
ACH	10/15/2013	Timothy A. Bonnin	1,181.26
278291	10/15/2013	Brian C Jackson, Architect LLC	10,275.57
278292	10/15/2013	Brown Contracting, Inc.	325,219.00
278294	10/15/2013	Colf Construction, LLC	29,119.79

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
278303	10/15/2013	Jump Town, Inc.	3,168.91
278311	10/15/2013	Pinnell Busch, Inc.	8,141.51
278316	10/15/2013	Western Wood Structures, Inc.	97,450.00
278519	10/25/2013	Jump Town, Inc.	8,072.25
278523	10/25/2013	MacKay & Sposito, Inc.	8,487.40
278527	10/25/2013	PGE	1,127.00
		Capital Outlay - Bond - Trails/Linear Parks	\$ 1,330,384.39
278059	10/04/2013	Air Delights, Inc.	2,220.00
		Capital Outlay - Building Improvements	\$ 2,220.00
278036	10/02/2013	Pitman Restaurant Equipment	3,240.00
278060	10/04/2013	Anderson Poolworks	7,500.00
278068	10/04/2013	Cedar Mill Construction Company	18,696.00
278080	10/04/2013	RMS Pump, Inc.	2,892.00
278293	10/15/2013	Cedar Mill Construction Company	7,872.00
278310	10/15/2013	Peterson Structural Engineers, Inc.	1,181.00
278513	10/25/2013	Building Material Specialties, Inc.	5,012.00
		Capital Outlay - Building Replacements	\$ 46,393.00
278062	10/04/2013	City of Beaverton	1,947.14
278064	10/04/2013	Beynon Sports Surfaces, Inc	14,720.00
278065	10/04/2013	Brian C Jackson, Architect LLC	1,358.73
278068	10/04/2013	Cedar Mill Construction Company	10,306.93
278293	10/15/2013	Cedar Mill Construction Company	4,447.77
278534	10/25/2013	Western Plumbing, Inc.	14,354.98
		Capital Outlay - Carryover Projects	\$ 47,135.55
278386	10/15/2013	Sirennet.com	2,254.61
278549	10/25/2013	Northside Trucks & Equipment	97,916.00
		Capital Outlay - Fleet Capital Replacement	\$ 100,170.61
278145	10/04/2013	Dell Marketing L.P.	1,529.16
278352	10/15/2013	Hewlett-Packard Company	6,176.36
		Capital Outlay - Information Technology Replacement	\$ 7,705.52
278464	10/22/2013	Clean Water Services	1,000.00
278508	10/25/2013	ACF West, Inc.	1,607.00
		Capital Outlay - Park & Trail Improvements	\$ 2,607.00
278288	10/15/2013	3J Consulting, Inc.	8,175.40
278288	10/15/2013	3J Consulting, Inc.	5,089.28
278302	10/15/2013	John Deere Landscapes, Inc.	4,795.81
278529	10/25/2013	R.A. Roth Construction & Son, Inc.	69,000.00
		Capital Outlay - Park & Trail Replacements	\$ 87,060.49
278005	10/01/2013	Dave Heikes Farms, Inc.	5,950.00
278222	10/08/2013	City of Beaverton	2,044.00
278288	10/15/2013	3J Consulting, Inc.	2,612.00
278440	10/16/2013	First American Title Insurance Co Of Oregon	1,000.00
278522	10/25/2013	M J D Construction	6,073.90
		Capital Outlay - SDC - Park Development/Improvement	\$ 17,679.90
278369	10/15/2013	Douglas R. Menke	2,755.34
ACH	10/22/2013	Lynda Myers	1,506.36
		Conferences	\$ 4,261.70

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
278043	10/04/2013	PGE	25,454.00
278281	10/15/2013	PGE	8,080.80
278504	10/25/2013	PGE	25,255.32
		Electricity	\$ 58,790.12
278320	10/15/2013	Standard Insurance Company	195,192.50
278693	10/31/2013	Moda Health Plan Inc.	29,958.76
278695	10/31/2013	Kaiser Foundation Health Plan	217,151.22
278699	10/31/2013	Standard Insurance Company	30,991.54
278704	10/31/2013	UNUM Life Insurance-LTC	1,270.40
		Employee Benefits	\$ 474,564.42
278317	10/15/2013	Aetna/ING Life Insurance and Annuity Company	10,059.33
278318	10/15/2013	OR Dept of Revenue	1,079.82
278319	10/15/2013	PacificSource Administrators, Inc.	8,478.33
278321	10/15/2013	Standard Insurance Company	30,942.59
278323	10/15/2013	Standard Insurance Company	3,226.64
278692	10/31/2013	Aetna/ING Life Insurance and Annuity Company	10,409.33
278697	10/31/2013	PacificSource Administrators, Inc.	9,517.33
278698	10/31/2013	Standard Insurance Co.	13,073.66
278701	10/31/2013	Standard Insurance Company	3,226.64
278703	10/31/2013	THPRD - Employee Assn.	8,331.10
		Employee Deductions	\$ 98,344.77
278123	10/04/2013	Tualatin Valley Water District	12,444.13
278368	10/15/2013	Marc Nelson Oil Products, Inc.	3,929.60
278576	10/25/2013	Tualatin Valley Water District	12,417.69
		Gas & Oil (Vehicles)	\$ 28,791.42
278042	10/04/2013	NW Natural	10,867.50
278503	10/25/2013	NW Natural	11,503.27
		Heat	\$ 22,370.77
278092	10/04/2013	NSA Oregon	1,072.00
278093	10/04/2013	NSAOUA	1,985.00
278557	10/25/2013	Oregon Fencing Alliance	2,705.00
		Instructional Services	\$ 5,762.00
278089	10/04/2013	Ness & Campbell Crane, Inc.	6,260.00
278111	10/04/2013	Schulz-Clearwater Sanitation, Inc.	5,597.03
278125	10/04/2013	Western Equipment Distributors, Inc.	1,109.15
278132	10/04/2013	Beaverton Auto Parts	1,673.18
278158	10/04/2013	Guaranteed Pest Control Service Co, Inc.	1,626.00
278169	10/04/2013	Les Schwab Central Billing Department	1,376.12
278565	10/25/2013	Schulz-Clearwater Sanitation, Inc.	8,087.65
278569	10/25/2013	Stark Street Lawn & Garden West	2,302.14
278578	10/25/2013	U.S. Water Services, Inc.	1,600.00
		Maintenance Services	\$ 29,631.27
278096	10/04/2013	ORCA Pacific, Inc.	1,158.25
278104	10/04/2013	Pioneer Manufacturing Co.	1,200.00
278119	10/04/2013	Target Specialty Products	15,924.38
278126	10/04/2013	Wilbur-Ellis Company	7,903.32
278135	10/04/2013	Best Buy in Town, Inc.	1,046.05
278141	10/04/2013	Coastwide Laboratories	3,469.46
278149	10/04/2013	Ewing Irrigation Products, Inc.	1,371.76

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
278336	10/15/2013	Boiler & Combustion Service	1,363.75
278338	10/15/2013	Coastwide Laboratories	5,503.02
278354	10/15/2013	Home Depot Credit Services	3,148.56
278388	10/15/2013	Target Specialty Products	8,879.29
278570	10/25/2013	Target Specialty Products	4,796.00
278571	10/25/2013	Tennant Sales & Service Co.	1,159.73
278585	10/25/2013	Airgas Nor Pac, Inc.	1,436.41
278594	10/25/2013	Coastwide Laboratories	2,651.64
278604	10/25/2013	Fazio Brothers Sand & Gravel	11,714.22
278615	10/25/2013	Knorr Systems, Inc.	1,117.01
		Maintenance Supplies	\$ 73,842.85
278098	10/04/2013	Oregon Screen Impressions, Inc.	1,071.46
		Miscellaneous Payroll Reimbursed Expense	\$ 1,071.46
278084	10/04/2013	WACD Plant Materials Center	2,730.00
		Mitigation Maintenance Fund - Maintenance Supplies	\$ 2,730.00
278375	10/15/2013	OfficeMax Incorporated	1,432.04
278551	10/25/2013	OfficeMax Incorporated	2,758.81
		Office Supplies	\$ 4,190.85
278389	10/15/2013	THPRD - Petty Cash	3,500.00
		Petty Cash - Fall Festival	\$ 3,500.00
278124	10/04/2013	US Postal Service CMRS-PB	3,000.00
		Postage	\$ 3,000.00
278156	10/04/2013	GISI Marketing Group	1,591.50
		Printing & Publication	\$ 1,591.50
278079	10/04/2013	Pacific Habitat Services, Inc.	1,090.75
278139	10/04/2013	Caswell/Hertel Surveyors, Inc.	1,379.00
278164	10/04/2013	Karen Kane Communications	1,300.00
278334	10/15/2013	Beery, Elsnor & Hammond, LLP	3,949.23
278358	10/15/2013	Linda G. Laviolette	4,375.00
278568	10/25/2013	Smith Dawson & Andrews	3,000.00
278586	10/25/2013	AKS Engineering & Forestry, LLC	1,422.50
		Professional Services	\$ 16,516.48
278103	10/04/2013	Pepsi-Cola Company	1,249.40
278133	10/04/2013	Beaverton School District #48	5,238.40
278134	10/04/2013	Beaverton School District #48	2,039.50
278138	10/04/2013	Capital One Commercial	1,504.60
278146	10/04/2013	Discount School Supply	1,522.39
278351	10/15/2013	Harris Work Systems	1,494.06
278359	10/15/2013	Lawson Products, Inc.	1,547.30
278360	10/15/2013	LERN	1,950.00
278364	10/15/2013	Lone Mountain Sportswear	1,336.50
278375	10/15/2013	OfficeMax Incorporated	1,318.23
278560	10/25/2013	Pepsi-Cola Company	1,266.90
278577	10/25/2013	U.G. Cash & Carry	1,478.80
		Program Supplies	\$ 21,946.08
278286	10/15/2013	Waste Management of Oregon	5,938.06
		Refuse Services	\$ 5,938.06

<u>Check Number</u>	<u>Check Date</u>	<u>Vendor Name</u>	<u>Check Amount</u>
278133	10/04/2013	Beaverton School District #48	7,516.00
		Rental Equipment	\$ 7,516.00
278765	10/31/2013	Jeanette Fishback	1,000.00
		Rental Property - Deposit Refund	\$ 1,000.00
278159	10/04/2013	Harris Work Systems	1,683.57
		Small Furniture & Equipment	\$ 1,683.57
278091	10/04/2013	Northwest Tree Specialists	1,550.00
278099	10/04/2013	Oregon Waste Water Services, Inc.	1,023.00
278112	10/04/2013	Sound Security, Inc.	11,430.00
278550	10/25/2013	Northwest Techrep, Inc.	3,150.00
		Technical Services	\$ 17,153.00
278588	10/25/2013	Aquatic Exercise Association, Inc.	1,356.00
		Technical Training	\$ 1,356.00
278274	10/15/2013	AT&T Mobility	1,641.52
278280	10/15/2013	Nextel Communications	2,575.63
278502	10/25/2013	Integra Telecom	4,287.36
		Telecommunications	\$ 8,504.51
278120	10/04/2013	THP Foundation	5,910.94
278572	10/25/2013	THP Foundation	1,420.23
		THPF Reimbursed Concessions/Snacks	\$ 7,331.17
278162	10/04/2013	John Deere Financial	2,228.70
278391	10/15/2013	Toyota Lift Northwest	2,916.79
		Vehicle & Equipment Services	\$ 5,145.49
278040	10/04/2013	City of Beaverton	8,139.68
278044	10/04/2013	Tualatin Valley Water District	50,442.62
278275	10/15/2013	City of Beaverton	9,098.88
278284	10/15/2013	Tualatin Valley Water District	9,437.68
278499	10/25/2013	City of Beaverton	2,622.04
278500	10/25/2013	Clean Water Services	2,273.03
		Water & Sewer	\$ 82,013.93
		Report Total:	\$ 3,709,948.62

Tualatin Hills Park & Recreation District

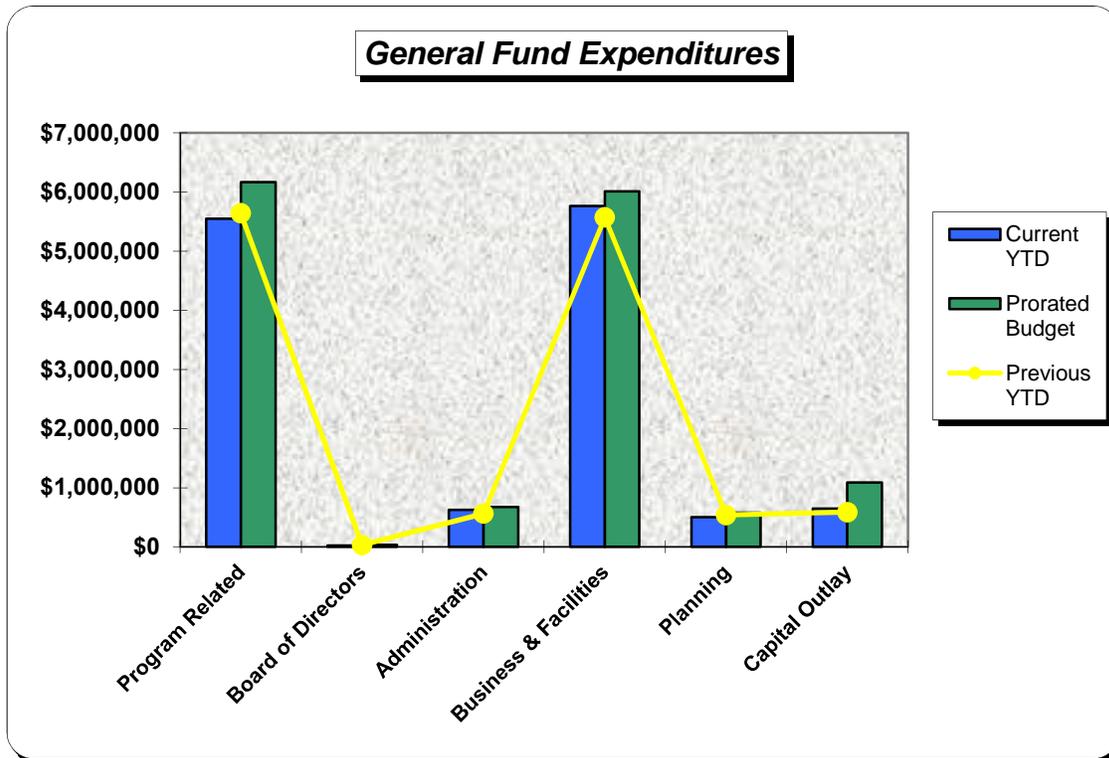
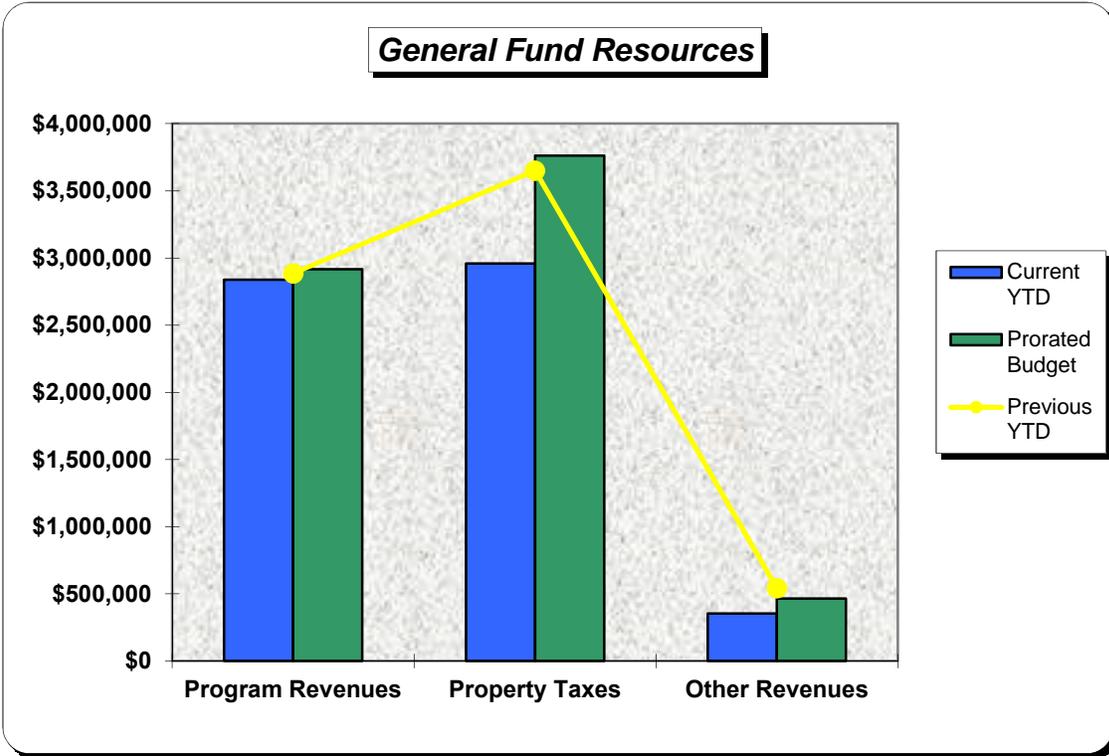
General Fund Financial Summary
October, 2013

	Current Month	Year to Date	Prorated Budget	% YTD to Prorated Budget	Full Fiscal Year Budget
Program Resources:					
Aquatic Centers	\$ 67,886	\$ 742,465	\$ 848,056	87.5%	\$ 2,523,977
Tennis Center	46,793	243,086	227,054	107.1%	938,238
Recreation Centers & Programs	207,397	1,445,559	1,512,875	95.6%	5,093,856
Sports Programs & Field Rentals	109,862	324,378	263,520	123.1%	1,171,202
Natural Resources	10,479	83,151	65,919	126.1%	290,394
Total Program Resources	442,417	2,838,639	2,917,425	97.3%	10,017,667
Other Resources:					
Property Taxes	2,901,980	2,959,695	3,761,770	78.7%	25,590,272
Interest Income	1,264	9,464	19,320	49.0%	120,000
Facility Rentals/Sponsorships	14,343	112,893	151,076	74.7%	422,000
Grants	10,930	11,930	11,930	100.0%	1,045,694
Miscellaneous Income	61,947	219,168	281,708	77.8%	1,002,518
Total Other Resources	2,990,464	3,313,150	4,225,804	78.4%	28,180,484
Total Resources	\$ 3,432,881	\$ 6,151,789	\$ 7,143,229	86.1%	\$38,198,151
Program Related Expenditures:					
Parks & Recreation Administration	42,635	212,234	228,591	92.8%	703,357
Aquatic Centers	272,690	1,401,195	1,476,846	94.9%	3,948,786
Tennis Center	82,129	300,026	345,408	86.9%	1,040,387
Recreation Centers	353,467	1,824,380	2,056,529	88.7%	4,908,184
Programs & Special Activities	116,483	739,546	864,890	85.5%	1,947,951
Athletic Center & Sports Programs	110,461	497,435	597,545	83.2%	1,747,209
Natural Resources & Trails	126,804	571,798	597,651	95.7%	1,664,766
Total Program Related Expenditures	1,104,669	5,546,614	6,167,461	89.9%	15,960,640
General Government Expenditures:					
Board of Directors	5,916	24,305	34,074	71.3%	2,301,620
Administration	128,889	623,735	676,080	92.3%	2,036,386
Business & Facilities	1,285,444	5,763,079	6,013,620	95.8%	16,987,628
Planning	120,791	503,245	575,213	87.5%	1,611,240
Capital Outlay	226,727	648,289	1,090,495	59.4%	4,934,365
Total Other Expenditures:	1,767,767	7,562,653	8,389,482	90.1%	27,871,239
Total Expenditures	\$ 2,872,436	\$ 13,109,267	\$14,556,943	90.1%	\$43,831,879
Revenues over (under) Expenditures	\$ 560,445	\$ (6,957,478)	\$ (7,413,714)	93.8%	\$ (5,633,728)
Beginning Cash on Hand		6,040,520	5,633,728	107.2%	5,633,728
Ending Cash on Hand		\$ (916,958)	\$ (1,779,986)	51.5%	\$ -

Tualatin Hills Park and Recreation District

General Fund Financial Summary

October, 2013





MEMO

DATE: November 21, 2013
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning

RE: **Resolution Appointing Trails Advisory Committee Member**

Introduction

The Trails Advisory Committee requests Board of Directors approval of one new Committee Member appointment.

Background

At their October 15, 2013 meeting, the Trails Advisory Committee recommended that the Board of Directors approve and appoint Leda Mareth to the Committee via the attached resolution.

Please note that the respective applicant's application and the Trails Advisory Committee current roster are attached.

Action Requested

Board of Directors approval of Resolution 2013-27 to appoint Leda Mareth to the Trails Advisory Committee.

Resolution 2013-27
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**A RESOLUTION APPOINTING
ADVISORY COMMITTEE MEMBER**

WHEREAS, the Tualatin Hills Park & Recreation District Board of Directors must appoint committee members by resolution; and

WHEREAS, the committee member shall be appointed by the Board for a two-year term; and

WHEREAS, the Trails Advisory Committee, at its meeting on October 15, 2013, recommended that the Board of Directors appoint Leda Mareth to the committee; and

WHEREAS, the recommended committee member has demonstrated her interest and knowledge in the Committee's area of responsibility; therefore

THE TUALATIN HILLS PARK & RECREATION DISTRICT BOARD OF DIRECTORS RESOLVES TO APPROVE THE APPOINTMENT OF THE FOLLOWING PERSON TO THE TRAILS ADVISORY COMMITTEE:

Leda Mareth

Duly passed by the Board of Directors of the Tualatin Hills Park & Recreation District this 9th day of December, 2013.

Joseph Blowers, Board President

Bob Scott, Board Secretary

ATTEST:

Jessica Collins
Recording Secretary



TUALATIN HILLS PARK & RECREATION DISTRICT
ADVISORY COMMITTEE APPLICATION

Name: Leda Mareth		Date: 10/8/13
Address:	City:	Zip:
Phone # (H)	(WK)	(CELL)
Email:		

Advisory Committee you are applying for:
(You must reside within the Park District boundaries)

- Recreation Aquatics Sports Trails Elsie Stuhr Center Historic Facilities
Natural Resources Parks

1. Please explain your interest in serving on the Advisory Committee:

My family and I appreciate and enjoy the trails of THPRD. We love to walk, run and bike on them. I would love to use my experience and skills to help preserve and expand them.

2. How long have you lived in the community? Since Jan. 2012.

3. Have you or your family participated in any Center or other Recreation District activities?

What:

Classes-on your toes, tiny tutus, swim class, bright beginnings, prenatal fitness, water aerobics.

When:

Jan 2012-present.

Where:

At Cedar hills Conestoga. Trailways-Sept 2013

Number of Years:

***CONTINUES ON NEXT PAGE**

TUALATIN HILLS PARK & RECREATION DISTRICT

ADVISORY COMMITTEE APPLICATION

4. Have you served on other volunteer committees? YES NO If yes, please explain where, when, and what your responsibilities were:

Wasatch Community Gardens. 2004-2009. Salt Lake City, UT. Served on the fund raising committee. Volunteered at special events and in the garden.
Salt Lake City Public Library. 2007. Volunteered at front desk.

5. Please describe any work experience or areas of expertise that you feel would benefit the Advisory Committee:

M.S. Environmental Studies
B.A. Environmental Policy
10 years work experience in outdoor and environmental education.
7 years experience in higher education.

6. Term of Office preferred:
2-YEAR TERM or 3-YEAR TERM *Please check one*



Tualatin Hills Park & Recreation District

TRAILS

ADVISORY COMMITTEE ROSTER

<i>Committee Member</i>	<i>Term Expires</i>
Tom Hjort Chair	2014
John Gruher Vice Chair	2013
Kevin Apperson	2014
Bernadette Le Secretary	2014
Mary O'Donnell	2014
Kevin O'Donnell	2015
Elaine Woods	2016
John Ratliff	2016
Rotating Member Beaverton Bicycle Advisory Committee	NA
<i>Ex-Officio Member</i>	
Steve Gulgren Superintendent of Planning	N/A
TBD City of Beaverton	N/A
Mel Huie / Robert Spurlock Metro	N/A
Joy Chang Washington County	N/A



MEMO

DATE: November 21, 2013
TO: Doug Menke, General Manager
FROM: Hal Bergsma, Director of Planning

RE: **Resolution Approving System Development Charge Annual Cost Adjustment**

Introduction

Staff requests that the Board of Directors approve the staff recommendation to increase the System Development Charge (SDC) rates, adopt Resolution No. 2013-28, and direct staff to take the appropriate steps to implement the new rate adjustment for 2014.

Background

The Board of Directors approved a resolution implementing the SDC program on November 17, 1998. The resolution provided the Board of Directors with the method to annually adjust SDC rates. The current SDC methodology was adopted by Board Resolution 2008-14.

The current THPRD SDC collection percentage rate is 100% of the total allowable SDC collection rates available.

Proposal Request

THPRD's adopted SDC resolution includes a provision to consider an annual adjustment of the SDC rates. THPRD's SDC Consultant, John Ghilarducci of FCS Group, has submitted information (see the attached letter dated November 12, 2013 which is Exhibit A to the attached Resolution No. 2013-28) that provides the figures to be used to obtain the adjustment factor noted below.

Land Value	$3.0\% \times 0.50 = 1.5\%$
Construction Costs	$+ 7.6\% \times 0.50 = 3.8\%$
	$100\% = 5.3\%$

Applying this factor noted above to THPRD's current rates results in the following proposed adjusted rates for 2014.

<u>Rate Type</u>	<u>Proposed Adjusted Rates for 2014</u>	<u>2013 Rates + Adjusted Factor</u>
Single Family Residential	\$5,524	(\$5,247 + \$277)
Multi-Family Residential	\$4,131	(\$3,924 + \$207)
New Employee	\$143	(\$136 + \$7)

Resolution No. 2013-28 to adjust the SDC fees as noted above is attached. THPRD's legal counsel, Berry, Elsner & Hammond, LLP, has previously reviewed and approved the resolution's form. Doug Gabbard of FCS Group will be in attendance at the December 9, 2013 Board meeting to answer any questions the Board may have regarding the SDC rate adjustments.

Benefits of Proposal

The recommended annual rate adjustment as prescribed by THPRD's adopted SDC Methodology allows the SDC rates to keep up with inflationary increases to land and construction costs. The proposed increased SDC rate will help to pay for new additional park and trail projects in the future.

Potential Downside of Proposal

There is no downside to this proposal.

Action Requested

Board of Directors adoption of Resolution No. 2013-28 for the System Development Charge annual cost adjustment and direct staff to coordinate with Washington County and the City of Beaverton to implement the adjusted fees effective January 1, 2014.

RESOLUTION NO. 2013-28

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TUALATIN HILLS PARK & RECREATION DISTRICT
APPROVING SYSTEM DEVELOPMENT CHARGE ANNUAL COST
ADJUSTMENT**

WHEREAS, the Tualatin Hills Park & Recreation District has by resolution (dated and signed November 17, 1998) adopted a System Development Charge (SDC); and

WHEREAS, Section 4(f) of said resolution provides that on January 1st of each year, the amount of the SDC may be adjusted to account for changes in the costs of acquiring land and constructing park and recreation facilities; and

WHEREAS, the Board adopted the current SDC methodology by Resolution 2008-14 and as such, an annual review of the District's SDC rates in light of applicable cost indexes is appropriate at this time.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TUALATIN HILLS PARK & RECREATION DISTRICT:

Section 1. Pursuant to Section 4(f) of the District resolution adopted November 17, 1998, the findings in the letter from John Ghilarducci of FCS Group, dated November 12, 2013 and attached hereto as Exhibit A, regarding the SDC rate adjustment for 2014, are hereby approved.

Section 2. Based on the Exhibit A findings the adjustment shall increase the Tualatin Hills Park & Recreation District's System Development Charges as follows:

	<u>Current 2013 Fee</u>	<u>Fee Adjustment</u>	<u>New Fee for 2014</u>
Single Family Residential	\$5,247	\$277	\$5,524
Multi-Family Residential	\$3,924	\$207	\$4,131
New Employee	\$136	\$7	\$143

Section 3. This resolution shall be effective January 1, 2014 to allow Washington County and the City of Beaverton ample time to implement the adjustment.

Adopted this 9th day of December 2013.

TUALATIN HILLS PARK &
RECREATION DISTRICT

Joe Blowers, Board President

Bob Scott, Board Secretary

Adoption and date attested by:

Jessica Collins, Recording Secretary



Firm Headquarters
 Redmond Town Center
 7525 166th Ave NE
 Suite D-215
 Redmond, Washington 98052

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 California | 415.445.8947

November 12, 2013

Steven S. Gulgren, ASLA
 Superintendent of Planning & Development
 Tualatin Hills Park & Recreation District
 5500 SW Arctic Drive, Suite 2
 Beaverton, OR 97005

Subject: SDC Rate Adjustments for 2014

Dear Mr. Gulgren:

The Tualatin Hills Park and Recreation District’s adopted Parks and Recreation SDC Resolution includes the following provision requiring annual adjustment of the SDC rates based on changes in costs:

Notwithstanding any other provision, the dollar amounts of the SDC set forth in the SDC Methodology Report shall on January 1st of each year be adjusted to account for changes in the costs of acquiring and constructing parks and recreation facilities. The adjustment factor shall be based on the change in average market value of undeveloped land in the District, within the Metro Urban Growth Boundary, according to the records of the County Tax Assessor, and the change in construction costs according to the Engineering News Record (ENR) Northwest (Seattle, Washington) Construction Cost Index; and shall be determined as follows:

$$\begin{aligned} & \text{Change in Average Market Value [of land] X 0.50} \\ & \quad + \text{Change in Construction Cost Index X 0.50} \\ & = \text{Parks and Recreation System Development Charge Adjustment Factor} \end{aligned}$$

The Washington County Tax Assessor’s office has informed us that the 2013 market value adjustment is 3.0 percent for property class 100, which is (undeveloped) residential land. This class represents the best proxy for the cost of land for parks. In addition, the Construction Cost Index for Seattle has increased by 7.6 percent over the last 12 months, as reported in the November 2013 issue of *Engineering News Record*. Application of the cost adjustment formula yields an adjustment factor of 5.3 percent, as shown below:

Component		Proportion	SDC Index
Description	Change		
Land value	3.0%	50.0%	1.5%
Construction costs	7.6%	50.0%	3.8%
		100.0%	5.3%
Sources:	Washington County Assessor Engineering News Record		

Application of this adjustment factor produces the following SDC rates:

November 12, 2013
Steven S. Gulgren, ASLA
SDC Rate Adjustments for 2014
page 2

Category	Current Fee	Index-Based Adjustment	New Fee for 2014
Single Family Residential	\$ 5,247	\$ 277	\$ 5,524
Multi Family Residential	\$ 3,924	\$ 207	\$ 4,131
New Employee	\$ 136	\$ 7	\$ 143

Please feel free to contact me at (425) 867-1802 x225 or Doug Gabbard at (503) 339-7582 if you have any questions or concerns about this information. We appreciate the opportunity to continue to serve the District.

Sincerely,



John Ghilarducci
Principal

MEMORANDUM

TO: Board of Directors, Tualatin Hills Park & Recreation District

FROM: Pamela J. Beery 
Office of District General Counsel

SUBJECT: General Manager Employment Agreement

DATE: November 14, 2013 (for Board meeting of December 9, 2013)

On your consent agenda for consideration at the December 9, 2013 meeting is a proposed amended employment agreement for General Manager Doug Menke. The proposed agreement, if approved, would take effect on January 1, 2014, consistent with the end of the term for the current agreement.

RECOMMENDED ACTION

Approve proposed employment agreement for General Manager Doug Menke.

DISCUSSION

As the Board may recall, the current employment agreement with the General Manager was an update and revision to the prior 2006 agreement, incorporating more definite terms and adding provisions that would be found in typical executive management-level public agency employment contracts. The attached contract submitted to the Board for consideration of approval is based on recent discussions between the Board and General Manager and on the amendments to the District Compiled Policies approved by the Board in June of this year.

In all other respects, the proposed Agreement remains the same as the prior employment agreement with the General Manager.

As always, we will be happy to respond to any questions you may have about the new agreement.

EMPLOYMENT AGREEMENT

This Employment Agreement (the "Agreement") is effective as of January 1, 2014 by and between the **TUALATIN HILLS PARK & RECREATION DISTRICT**, a park and recreation district organized under ORS chapter 266 (the "District"), and **DOUG MENKE** (the "General Manager"), collectively the "parties".

RECITALS:

A. The District desires to continue to employ Doug Menke as the General Manager and to establish by this Agreement the terms and conditions of continued employment of Doug Menke as the District's General Manager.

B. Doug Menke desires to continue to be employed as the General Manager of the District according to the terms and conditions set forth in this Agreement.

Now, therefore, in consideration of Doug Menke's employment with the District pursuant to the terms, conditions, and covenants as set forth below, the parties agree as follows:

1. Duties. The District shall continue to employ Doug Menke as the General Manager, responsible for the management and operations of the District. Doug Menke agrees to perform the functions and duties of the General Manager as specified in the Job Description for the General Manager, attached hereto as Exhibit A and fully incorporated into this Agreement. The General Manager further agrees to perform his duties consistent with District policies and procedures, rules and regulations, and as prescribed or assigned by the Board of Directors of the District periodically. The Board of Directors vests in the General Manager the day-to-day management of District operations, and reserves to itself sole policy-making authority including but not limited to, personnel, budget, and financial policies.

2. Term of Agreement. The current General Manager's Employment Agreement will expire on December 31, 2013. This Agreement will be in effect, unless specifically extended or terminated as provided herein, for a period of three (3) years from January 1, 2014 through December 31, 2016.

3. Renewal. This Agreement may renew for additional one year terms on the same terms and conditions unless otherwise terminated in writing by either party at least thirty (30) days in advance of that year's expiration date. If either party desires to terminate this Agreement upon its expiration, that party shall give written notice of such intent to terminate at least thirty (30) calendar days prior to such expiration date. A decision by either the District or General Manager to terminate the Agreement shall be subject to the terms set forth in Section 10 below.

4. No Term of Employment. Notwithstanding the term of this Agreement, the employment relationship between the parties is at-will. The District may terminate the General Manager's employment at any time for any lawful reason or for no reason at all, subject to the provisions of this Agreement. Similarly, the General Manager may resign his employment at any time, subject to the provisions of this Agreement.

5. Outside Employment. Subject to prior approval of the District Board, and consistent with the limitations of state law governing use of public office for personal financial gain, the General Manager may engage in outside employment, provided that the outside employment:

- a) In no way detracts from the efficiency of the General Manager while performing his District work.
- b) Does not occur during the normal business hours of the District and in no way interferes with the General Manager's ability to effectively discharge his assigned duties and responsibilities.
- c) In no way discredits the District.
- d) In no way constitutes a conflicting interest with the General Manager's employment at the District.

6. Hours of Work. The General Manager shall determine his hours of work so as to be available to the public on a predictable and regular basis and so as to accomplish the goals and tasks directed by the Board of Directors. The General Manager is salaried and exempt from overtime compensation.

7. Annual Performance Evaluation. The Board of Directors shall meet with the General Manager annually in the month of June or as soon thereafter as reasonably practicable (unless the General Manager's performance dictates otherwise) to evaluate and assess the performance of the General Manager in meeting or progressing toward the goals set forth in the Job Description, this Agreement, or as otherwise adopted by the Board of Directors. In the event that the District determines that the performance of the General Manager is unsatisfactory in any respect or needs improvement in any area, the Board of Directors shall describe those concerns in reasonable detail and as objectively as practicable. Failure to improve performance or otherwise cure such deficiencies can be grounds for Termination for Cause as set forth below in Section 10(b).

8. Compensation. Commencing on the effective date of this Agreement, the District shall pay the General Manager for services rendered an annual base salary to be determined by

the Board in its discretion and reflected in adopted Board action in the General Manager's personnel file. In addition, the District, at its discretion, may award the General Manager some, none, or all of an annual bonus based on the Board's assessment of the General Manager's performance in the preceding fiscal year. The Board will review the base salary, potential bonus, merit increases and other benefits available to the General Manager at the time of the General Manager's annual performance review.

9. Benefits. The General Manager shall be eligible to participate in all employee pension and welfare benefit plans and programs made available and as hereafter may be provided to regular District employees generally per the Employee Handbook, including but not limited to the following fringe benefits: health insurance programs covering medical insurance, dental insurance, life insurance, and long term disability; retirement benefits pursuant to the group annuity contract with Standard Insurance Company and deferred compensation plan; vacation; and sick leave. With respect to vacation hours, the parties have separately resolved the question of the General Manager's accrual being in excess of the maximum otherwise allowed by District policy by written agreement.

10. Termination and Severance. The General Manager's employment is at-will meaning that the General Manager can be terminated at any time, including before the expiration of the initial or any subsequent term of this Agreement, in which event the General Manager's compensation and benefits shall terminate except as otherwise specified below:

a. Termination Without Cause. The General Manager's employment may be terminated by either the District or the General Manager for any reason whatsoever upon the giving of thirty (30) calendar days' written notice to the other party. During the notice period, the General Manager must continue to fulfill all of his duties and responsibilities and use his best efforts to aid in the transition to any replacement. However, nothing herein shall require the District to maintain General Manager in active employment during the notification period. Regardless of whether the General Manager remains in active employment, he shall be entitled to receive his salary and benefits during the thirty (30) day notice period unless he engages in conduct that would give rise to Termination for Cause as defined below.

b. Termination for Cause. The General Manager's employment may be terminated immediately in the sole discretion of the District upon the occurrence of any one of the following events:

i. The General Manager willfully and/or continuously fails or is negligent in the performance of his duties, or refuses to comply with the policies, standards and regulations of the District or Board directives as are established periodically. The Board of Directors has the discretion, but not the requirement, to allow the General Manager to remedy such misconduct or negligence to the

Board's reasonable satisfaction within thirty (30) calendar days after written notice, including a description of the misconduct or negligence, has been delivered to the General Manager by the Board.

ii. The General Manager has committed acts of fraud, dishonesty, misappropriation of funds or other District assets, intentional deception of the Board or other authority, embezzlement, or other crimes, or otherwise engaged in misconduct or fraternization reflecting poorly, in the sole determination of the Board, on the General Manager or the District; or

iii. The General Manager has violated any material term of this Agreement.

c. Severance Upon Termination Without Cause. In the event that the General Manager is involuntarily terminated by the District without cause before the expiration of the term of this Agreement or any subsequent renewal period per Section 10(a) above, and prior to such time the General Manager has been fulfilling his duties and obligations pursuant to this Agreement, then upon the execution of a mutual release and waiver of any and all potential claims by the parties against each other, the District agrees to pay the General Manager twelve (12) months of base salary, computed based upon the General Manager's then current annual base salary. This amount shall be payable by the District to the General Manager either as a lump sum or in equal monthly allotments over twelve (12) months subject to mutual agreement by the District and the General Manager. In addition, solely during the twelve (12) month period immediately following termination without cause, the District shall enable the General Manager to continue to receive those District medical, dental, long-term disability insurance, and life insurance benefits that the General Manager was eligible for and received immediately prior to termination, provided that during the twelve (12) month period the General Manager continues to pay to the District or the other relevant parties the appropriate deductibles, co-payments, and benefit plan participation fees required of District employees. If terminated for cause under Section 10(b) of this Agreement, or if the General Manager voluntarily resigns under Section 10(d) of this Agreement, then the District shall have no obligation to provide for or pay any severance payment and the District shall have no obligation to provide the General Manager with any continuing benefits of any kind. If, within the twelve (12) month period following termination without cause, the General Manager accepts a new job or position with an organization that provides some or all of the aforementioned benefits then the General Manager's eligibility to continue to receive severance payments, medical, dental, long-term disability insurance, and life insurance benefits from the District for the remainder of the twelve (12) month period shall immediately cease.

d. Voluntary Resignation. If the General Manager voluntarily resigns his employment and thereby terminates this Agreement before the expiration of the term of the Agreement or any subsequent renewal period, then in order to resign in good standing the General Manager shall give the District at least thirty (30) calendar days' notice.

e. Termination by Death or Disability. The General Manager's employment and right to compensation and other benefits under this Agreement shall terminate if the General Manager is unable to perform the duties and responsibilities of his position due to health or disability in excess of ninety (90) calendar days, unless otherwise required by law. The General Manager's heirs, beneficiaries, successors, or assignees shall not be entitled to any of the compensation benefits to which the General Manager is entitled under this Agreement except: (i) to the extent required by law; and (ii) to the extent a benefit plan, by its terms, provides otherwise.

11. Reimbursement of District-related Expenses. The District shall reimburse the General Manager for reasonable expenses of a non-personal and District-related nature, which the General Manager incurs, upon receipt of expense vouchers, receipts, or other statements supporting the reimbursement request. The General Manager is authorized to expend District funds in the amount up to \$5,000 per year without pre-approval from the Board for the execution of District business and in representing the District at conferences and otherwise, and to incur travel and lodging expenses in the conduct of District business.

12. Reimbursement of Training, Development, Dues and Subscription Expenses. The District will reimburse the General Manager up to \$5,000 per year, upon receipt of expense vouchers, receipts or other statements supporting the reimbursement request, for the General Manager's professional dues, subscriptions, training, conferences, meetings, and development provided by appropriate associations and organizations and that are necessary and desirable for the General Manager's professional growth and development, or to improve his performance as General Manager.

13. Entire Agreement. Except as set forth herein, this Agreement represents the entire agreement and understanding between the parties regarding its subject matter, and supersedes and replaces any and all prior agreements, whether written or oral, formal or informal, regarding its subject matter. This provision is not intended to limit the application of otherwise applicable District policies or requirements.

14. Amendments. This Agreement only may be amended by written agreement executed by and delivered to both parties.

15. Waiver. No waiver of any provision of this Agreement shall be valid unless in writing, signed by the party against whom the waiver is sought to be enforced. The waiver of any

breach of this Agreement or failure to enforce any provision of this Agreement shall not constitute a waiver of any subsequent breach.

16. Governing Law. This Agreement shall be construed with and governed by the laws of the State of Oregon.

17. Mediation. Should any dispute arise between the parties regarding the terms of this Agreement or work or services covered thereby, it is agreed that such dispute is required to be submitted to a mediator prior to arbitration. The parties shall exercise good faith efforts to select a mediator. The mediator shall be compensated by the District. Mediation will be conducted in Portland, Oregon, unless both parties agree otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If either party requests mediation under the terms of this agreement, and the other party fails to respond within ten calendar days, or if the parties fail to agree on a mediator within ten calendar days, a mediator shall be appointed by the presiding judge of the Washington County Circuit Court upon request of either party.

18. Arbitration. In the event the parties have a dispute concerning the terms of this Agreement or the terms and conditions of the employment relationship (and they have not otherwise resolved the matter through the mediation process set out in subsection (17) above) then the dispute shall be resolved by submitting it to binding arbitration.

1. Within thirty (30) calendar days of a notice by either party to the other requesting arbitration, District and General Manager shall select an arbitrator from a list of three (3) names obtained from Arbitration Services of Portland, Inc. (ASP). The arbitrator shall for purposes of the arbitration proceedings, apply the rules of mandatory arbitration as adopted by the ASP in effect at the time of the arbitration. The arbitrator shall not have the authority to change, modify or otherwise fail to adhere to the provisions of this Employment Agreement.
2. Within sixty (60) calendar days of the selection or appointment of the arbitrator, both the District and the General Manager shall concurrently submit to the arbitrator (each supplying a copy to the other) a written statement of their respective legal and factual positions on the dispute. The arbitrator shall determine, after a hearing on the merits and within forty-five (45) calendar days after receipt of the statements, the determination of the dispute which determination shall be final and binding unless the arbitrator has exceeded his/her authority and/or jurisdiction.
3. Each party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each party shall bear its own expenses for witnesses, depositions and attorneys in any arbitration or any other action arising out of or related to this Agreement or the terms and conditions of the employment relationship. The prevailing party may not seek reimbursement of its expenses from the other party.

19. Severability. If any provision of this Agreement is declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such provision shall be severed from the Agreement and the other provisions shall remain in full force and effect.

20. Terms. The terms of this Agreement are contractual in nature, and are not to be construed as mere recitals.

21. Personal Nature. This Agreement is a contract for personal services and may not be assigned in whole or part by the General Manager.

22. Notices. All notices, requests, demands, and other communications required by this Agreement shall be in writing and shall be delivered by any method, which provides for proof of delivery, to the respective parties at the addresses provided below:

Doug Menke
565 NW 167th Avenue
Beaverton, OR 97006

Board of Directors
Tualatin Hills Park & Recreation District
15707 SW Walker Road
Beaverton, OR 97006

Dated this ____ day of _____, 2013.

Doug Menke

Dated this ____ day of _____, 2013.

TUALATIN HILLS PARK &
RECREATION DISTRICT

By _____
Joe Blowers
President of the Board



MEMO

DATE: November 20, 2013
TO: Doug Menke, General Manager
FROM: Aisha Willits, Deputy Director of Planning

RE: **Resolution for Endorsement of Annexation of Properties in THPRD's Ultimate Service Boundary in Accordance with ORS 198.857(2)**

Introduction

Staff is seeking Board of Directors approval of a resolution that endorses the annexation of all properties within the District's ultimate service boundary as described in the Washington County Comprehensive Framework Plan for the Urban Area. This resolution applies to future annexation of properties per ORS 198.857.

Background

ORS 198.857(2) states:

- (2) *When the owner of a parcel of land wants to annex that land to a district, the owner may file an annexation petition with the county board. The petition shall declare that the petition is filed pursuant to this section, state the name of the affected district and all affected counties, indicate the principal Act of the affected district and be signed by the owner of the parcel of land. Before the petition is filed with the county board, the petition must be approved by endorsement thereon by the board of the affected district and by any other agency also required by the principal Act to indorse or approve the petition.*

In August of 2004, the Washington County Board of Commissioners adopted amendments to its Comprehensive Framework Plan for the Urban Area. The primary outcome of the amendments was to require new development¹ on property that is not addressed by an urban service agreement or located in a park and recreation district to annex to a park district:

- When a park district has been identified as the long-term service provider to the area the development is located in, and
- When the proposed development is subject to a development application (e.g., a subdivision). The new development would also be subject to the District's park system development charge (SDC) upon annexation.

¹ New development means development where a land use application must be submitted, such as a new subdivision or commercial building. New development does not include the construction of a single family residence on a vacant lot or a lot that has received preliminary land use approval and the expansion or alteration of an existing single family home.

Through the amendments, the District was established as the park and recreation service provider for the portions of urban unincorporated areas of the county between the Hillsboro, Portland and Tigard urban service boundaries for which the District has adopted a Park Master Plan. The County's Community Development Code was also amended to include a requirement that all new development in that area annex to the District. Typically, the developer will have to show compliance with this requirement before the County will record the plat or issue building permits; however, in some areas of the county, developers are required to annex prior to submittal of a development application.

Because obtaining an endorsement from the District is a statutory requirement for annexation, staff worked with the District's legal counsel Beery Elsner & Hammond, LLP to identify a process for the blanket endorsement of annexation of all properties within the District's ultimate service boundary. Prior to this endorsement request, staff provided the Board with annual endorsement requests that would be valid for one calendar year. This year, staff proposes to request a permanent endorsement for annexation of all properties within the District's ultimate service boundary as defined by the Washington County Comprehensive Framework Plan for the Urban Area. Provided land proposed for annexation is identified by the County to be served by the District, the land would be considered to have a standing endorsement to annex to THPRD.

Proposal Request

This resolution will provide a standing blanket endorsement regarding the annexation of all such properties to the District so developers will be able to promptly comply with the terms of the County's land use decision process.

Benefits of Proposal

By approving a standing blanket endorsement for approval of future annexation of properties to the District, THPRD will not have to process the endorsement of annexation for each development on a project-by-project or year-by-year basis.

Potential Downside of Proposal

There does not appear to be any downside to this proposal.

Action Requested

Board of Directors approval of Resolution 2013-29 for the purpose of approving future annexation of properties identified by Washington County as lying within the ultimate service boundary of THPRD. Additionally, the Board of Directors authorizes staff to submit the resolution to Washington County to place in their files as a record of the endorsement.

RESOLUTION NO. 2013-29

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
TUALATIN HILLS PARK & RECREATION DISTRICT
APPROVING FUTURE ANNEXATIONS OF PROPERTY TO THE DISTRICT**

WHEREAS, Washington County has adopted ordinances amending the Washington County Comprehensive Framework Plan ("CFP") for the Urban Area to recognize the Tualatin Hills Park & Recreation District ("District") as the long term park and recreation service provider in part of urban unincorporated Washington County; and

WHEREAS, these ordinances also amended the Washington County Community Development Code to require that developing properties in the area that is ultimately to be served by the District annex to the District as a condition of or in advance of any development approval; and

WHEREAS, ORS 198.857(2) requires that proposed annexations to the District be approved by the District Board; and

WHEREAS, it is anticipated that developers of properties that are presently outside the District's boundaries but inside the District's ultimate service area will be seeking development approval in 2014 and beyond, and will thus be subject to the application of Washington County Community Development Code provisions requiring annexation to the District; and

WHEREAS, the District Board wishes to express its formal approval of annexations proposed in 2014 and beyond within its recognized ultimate service area as required by ORS 198.857(2) and to file the approval in the form of this resolution with the Washington County Board of Commissioners for consideration at future annexation hearings; and

WHEREAS, the District's ultimate service area is, based on staff interpretation of the present version of the Washington County CFP for the Urban Area, as portrayed in Exhibit A to this resolution but subject to change as a result of future amendments to the CFP for the Urban Area.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TUALATIN HILLS
PARK & RECREATION DISTRICT:**

Section 1. The Board hereby approves the future annexation of properties to the District that are within the District's ultimate service area as described in the Washington County CFP for the Urban Area.

Section 2. The District staff is hereby authorized and directed to file this resolution and its exhibit with the Washington County Board of Commissioners.

Section 3. This resolution shall be effective immediately upon its adoption by the Board.

Adopted this ____ day of _____, 2013.

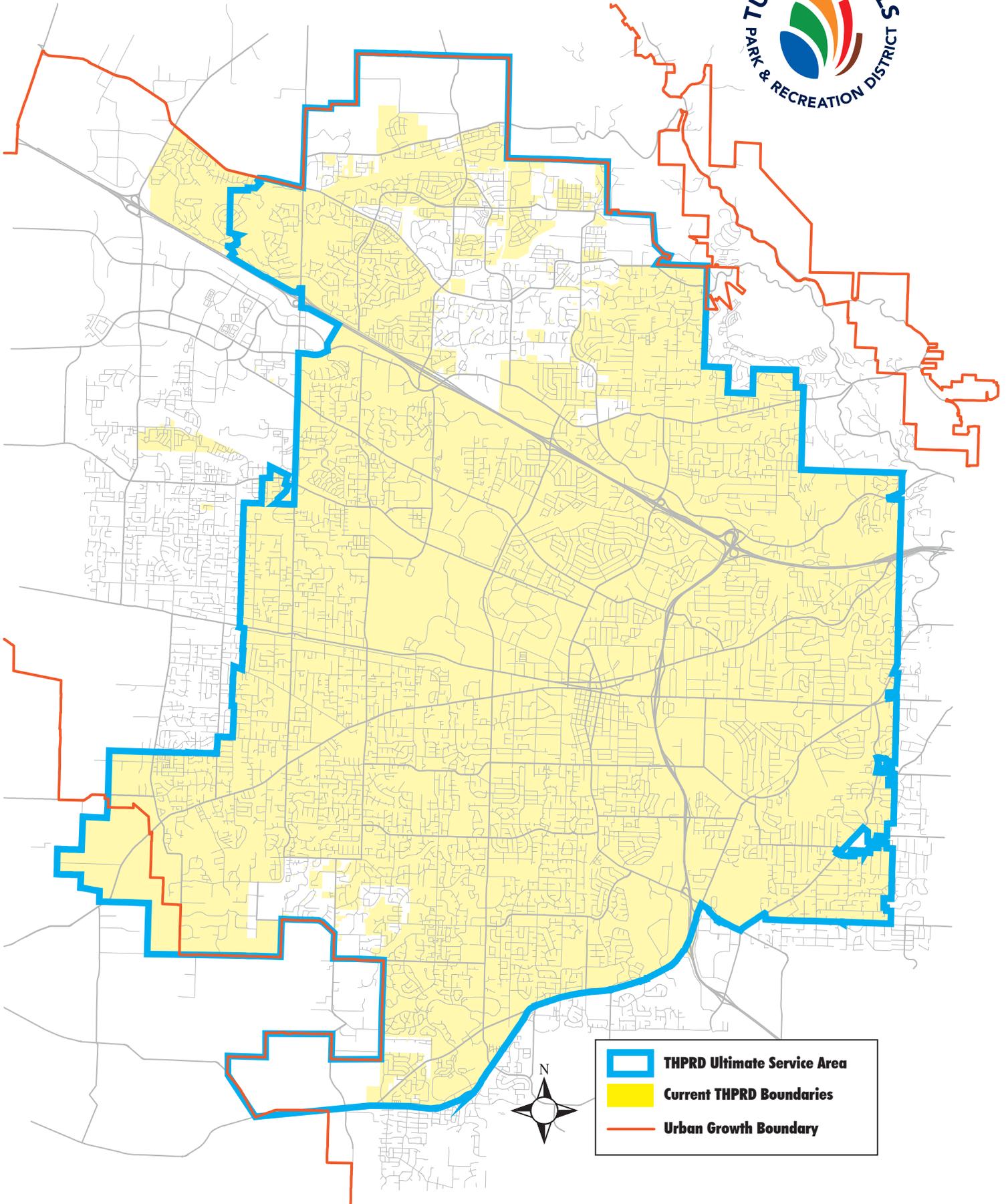
Joseph Blowers, Board President

Bob Scott, Board Secretary

Adoption and date attested by:

Jessica Collins, Recording Secretary

TUALATIN HILLS PARK & RECREATION DISTRICT





MEMO

DATE: November 27, 2013
TO: Doug Menke, General Manager
FROM: Jim McElhinny, Director of Park & Recreational Services

RE: **Bauman Woods Natural Area Easement from the City of Portland**

Introduction

Through an earlier agreement, the City of Portland's Bureau of Environmental Services (BES) is transferring to the Park District a parcel of property adjacent to Bauman Woods Natural Area (shown on the attached maps as Exhibits A, B, and C). As a part of this transfer, the Park District will grant BES a sewer easement over the property. The parcel will serve as a trail connection to the adjacent neighborhood in the future.

Background

In 2010, BES had to reconstruct the sewer line that runs beneath the Fanno Creek Trail between the Garden Home Recreation Center and Vista Brook Park. The trail was closed for nearly a year and patrons were inconvenienced by the noise and other construction activities. As a part of the agreement to access Park District property to perform the work, BES agreed to transfer the parcel noted in this memo with the understanding that a sewer easement to BES would be granted at the time of transfer.

The 0.13 acre site is currently partially paved in asphalt and has sewer lines running underground, but no other active use or equipment (either above or below the surface). The parcel provides access from SW Willowmere Drive on the west to the edge of Fanno Creek, adjacent to Bauman Woods Natural Area. The property will eventually serve as a trail connection to the Bauman Woods Natural Area.

Proposal Request

BES proposes to sell the property to THPRD for one dollar through a quitclaim deed (Exhibit D). In order for BES to continue to maintain their sewer lines under the property, THPRD will grant BES a sewer easement (Exhibit E) over the property for one dollar.

Park District Legal Counsel has reviewed and approved of the attached transfer and easement documents that will facilitate this agreement (land transfer and easement). An environmental site assessment has not been performed on this site, but will be prior to transfer. While there are not issues anticipated, it will be recommended that the transfer not take place until a "clean" assessment is provided.

Maintenance Impact

The annual cost of maintenance for the site is estimated to be \$1,425 which includes labor and capital replacement costs of the asphalt.

Benefits of Proposal

Accepting the property allows the Park District to improve the connectivity between properties and provide additional access options to patrons.

Potential Downside of Proposal

There is no apparent downside to the proposal.

Action Requested

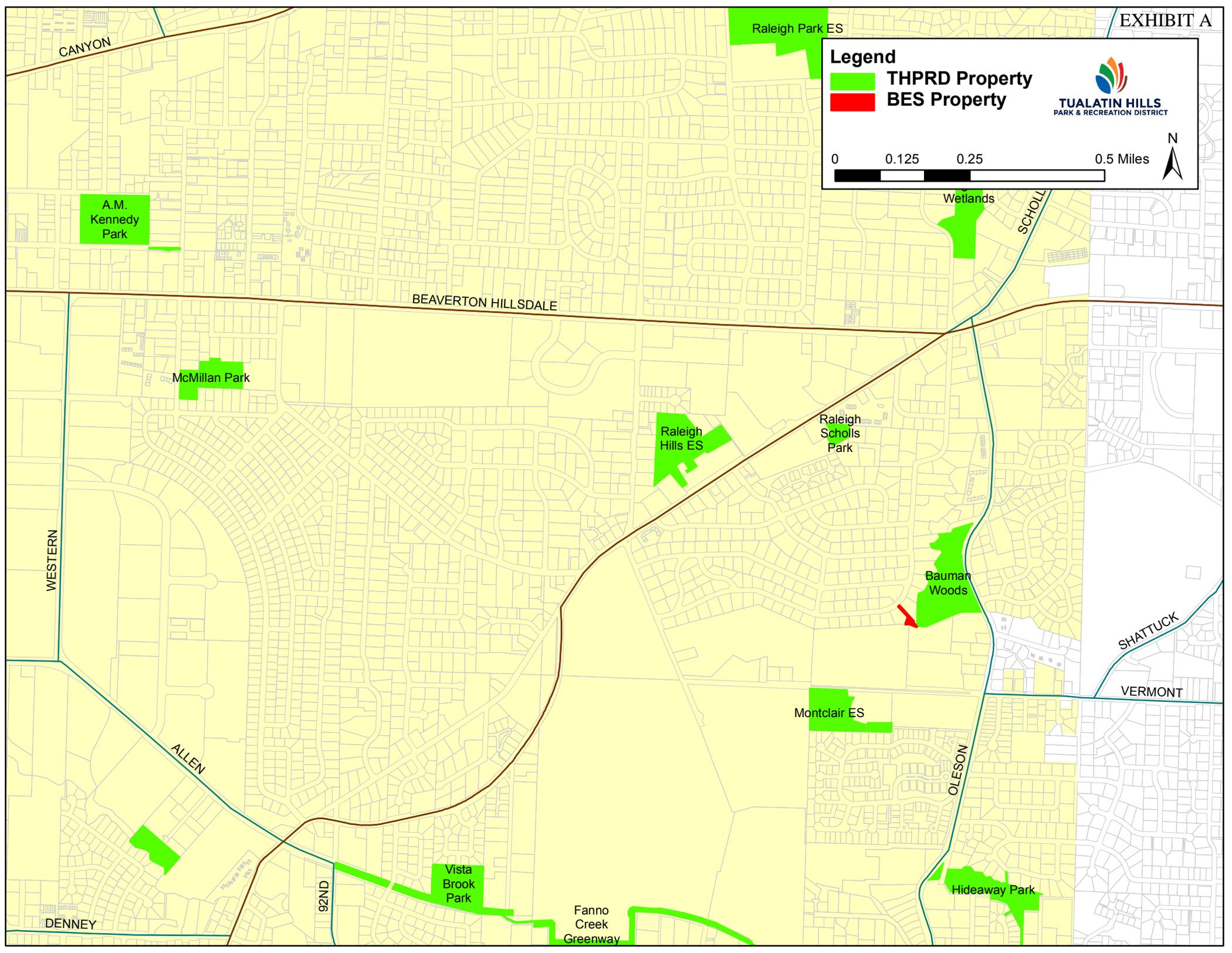
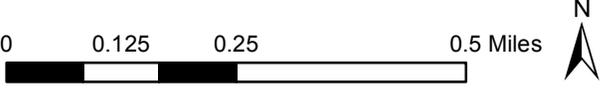
Pending a positive outcome of an environmental site assessment, Board of Directors approval for the General Manager or his designee to sign the quitclaim deed and to authorize the sewer easement to the City of Portland Bureau of Environmental Services.

Legend

- THPRD Property
- BES Property



0 0.125 0.25 0.5 Miles



A.M. Kennedy Park

McMillan Park

BEAVERTON HILLSDALE

Raleigh Hills ES

Raleigh Scholls Park

Wetlands

SCHOLL

Bauman Woods

SHATTUCK

VERMONT

Montclair ES

OLESON

Vista Brook Park

Fanno Creek Greenway

Hideaway Park

CANYON

WESTERN

ALLEN

DENNEY

92ND

WESTGATE

DOGWOOD

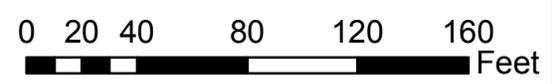
WILLOWMERE

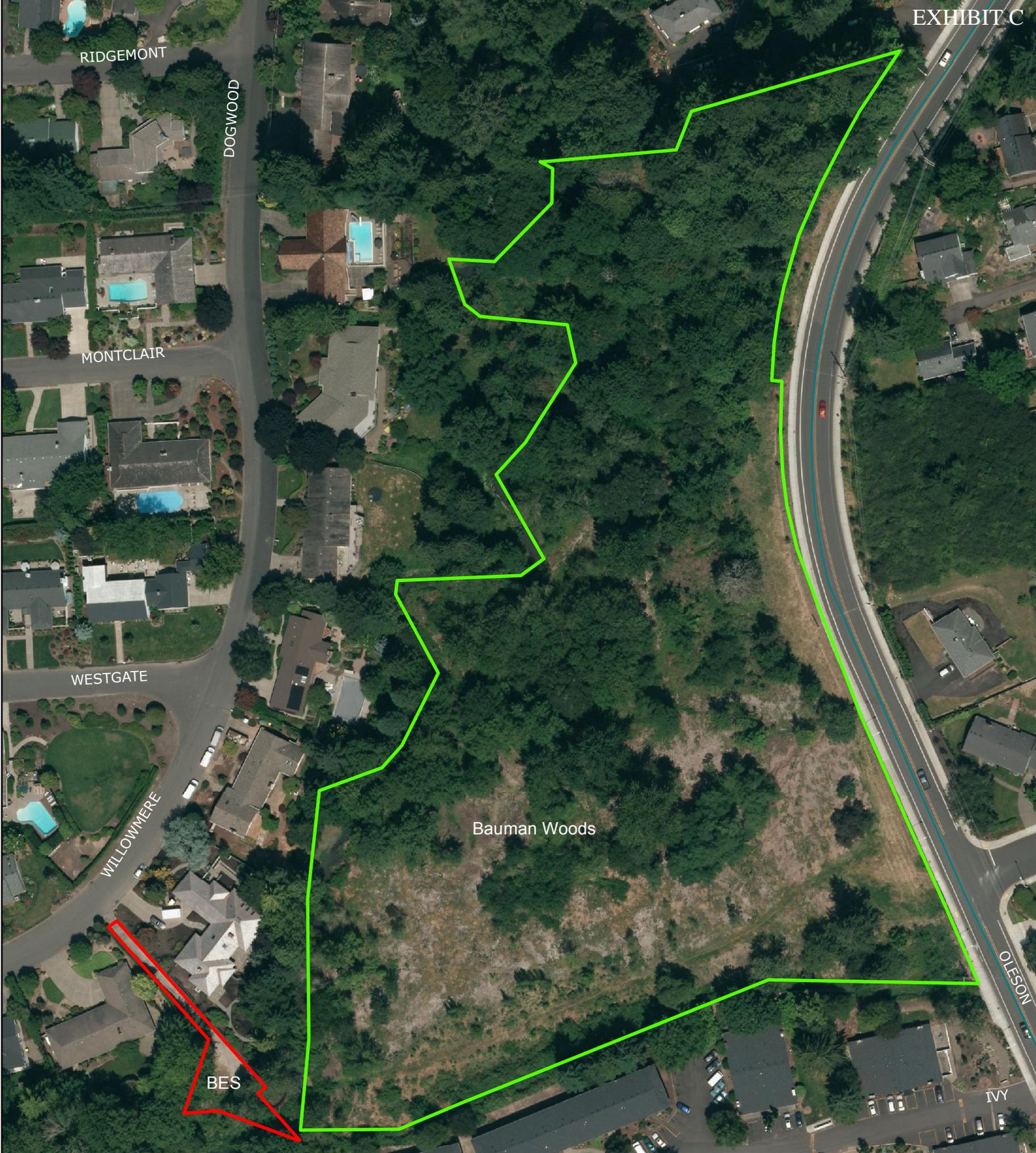
Bauman Woods

BES

Legend

-  THPRD Property
-  BES Property





Bauman Woods

BES

Legend

-  THPRD Property
-  BES Property

 0 35 70 140 210 280 Feet


TUALATIN HILLS
PARK & RECREATION DISTRICT

Grantor's Name & Address:

City of Portland
Bureau of Environmental Services
1120 SW 5th Avenue, Suite 1000
Portland, OR 97204

Grantee's Name & Address:

Tualatin Hills Park & Recreation District
15707 SW Walker Rd.
Beaverton, OR 97006

QUITCLAIM DEED

KNOW ALL PERSONS BY THESE PRESENTS, that the City of Portland, a municipal corporation of the State of Oregon (Grantor), in consideration of the sum of One and no/100 Dollars (\$1.00), and other good and valuable consideration, the receipt whereof is hereby acknowledged, does hereby remise, release and quitclaim unto **Tualatin Hills Park & Recreation District**, an Oregon Park and Recreation District (Grantee), and unto Grantee's successors and assigns, all of Grantor's right, title and interest in and to that certain real property with the tenements, hereditaments and appurtenances thereunto belonging or appertaining, situated in the County of Multnomah, State of Oregon, described as follows:

Two parcels of land situated in the southeast one-quarter of Section 13, T1S, R1W, W.M., in the County of Washington, State of Oregon, described as follows:

That parcel of land described in Book 801, Page 607, recorded December 17, 1970, Washington County Deed Records, Washington County, Oregon;

TOGETHER WITH

The southwesterly 10 feet of the northwesterly 210 feet of Lot 6, Block 14, MONTCLAIR NO. 4, a duly recorded plat in Washington County, Oregon.

As depicted on Exhibit A attached hereto (the Property). Contains 5, 407 square feet, more or less.

R/W #6963-1
1S113DC03728

After Recording Return to:
John Deyo, City of Portland
1120 SW 5th Avenue, Suite 800
Portland, OR 97204
Tax Statement shall be sent to: Grantee

BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON’S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, AND SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009.

TO HAVE AND TO HOLD, the same unto Grantee's successors and assigns forever.

CITY OF PORTLAND, GRANTOR

By: _____
Bureau of Environmental Services Director
or Designee

STATE OF OREGON

County of Multnomah

On this _____ day of _____, 2013, personally appeared _____, who being duly sworn, did say that he is the Director, Bureau of Environmental Services, or his designee, of the City of Portland, a municipal corporation, and that said instrument was signed in behalf of said corporation by authority of its City Council and acknowledged said instrument to be its voluntary act and deed.

Notary Public for Oregon
My Commission expires _____

Approved as to form:

City Attorney

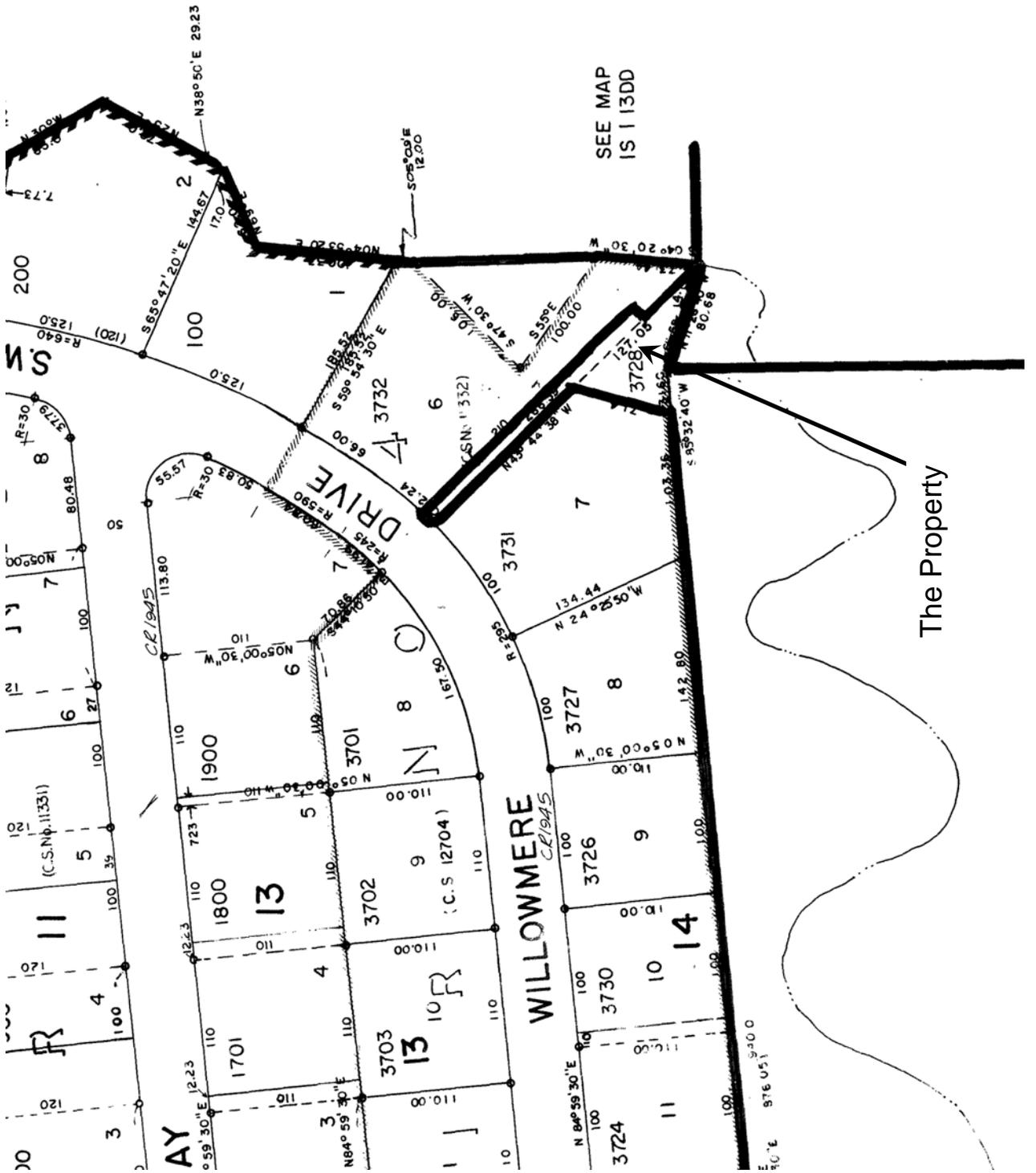
Accepted by:

TUALATIN HILLS PARK & RECREATION DISTRICT

General Manager

The remainder of this page is intentionally left blank.

Exhibit A



Grantor's Name & Address:

Tualatin Hills Park and Recreation District
15707 SW Walker Rd.
Beaverton, OR 97006

Grantee's Name & Address:

City of Portland
Bureau of Environmental Services
1120 SW 5th Avenue, Suite 1000
Portland, OR 97204

SEWER EASEMENT

KNOW ALL PERSONS BY THESE PRESENTS, that **Tualatin Hills Park & Recreation District**, an Oregon Park and Recreation District (**Grantor**), in consideration of the sum of One and no/100 Dollars (\$1.00), and other good and valuable consideration, to it paid by the **City of Portland**, a municipal corporation of the State of Oregon (**Grantee**), does hereby grant unto said City of Portland an exclusive and perpetual easement for the purpose of laying down, constructing, reconstructing, operating, inspecting, monitoring and maintaining a sewer or sewers and appurtenances, through, under, over and along the following described parcels:

Two parcels of land situated in the southeast one-quarter of Section 13, T1S, R1W, W.M., in the County of Washington, State of Oregon, described as follows:

That parcel of land described in Book 801, Page 607, recorded December 17, 1970, Washington County Deed Records, Washington County, Oregon;

TOGETHER WITH

The southwesterly 10 feet of the northwesterly 210 feet of Lot 6, Block 14, MONTCLAIR NO. 4, a duly recorded plat in Washington County, Oregon.

As depicted on Exhibit A attached hereto (the Property). Contains 5,407 square feet, more or less.

R/W #6963-1
BES #E08293
1S113DC03728

After Recording Return to:
John Deyo, City of Portland
1120 SW 5th Avenue, Suite 800
Portland, OR 97204
Tax Statement shall be sent to: No Change

IT IS UNDERSTOOD and agreed that:

- A. No other utilities, buildings, facilities, easements, material storage, grade change or tree planting will be allowed within the easement boundaries without prior written consent of the Director of the Bureau of Environmental Services. Landscaping which by its nature is shallow rooted and may be easily removed to permit access to the sewer lines and facilities authorized by this easement shall not require consent.
- B. This easement includes the right of access for construction, inspection, maintenance or other sewerage system activities.
- C. Grantor reserves all other rights not conveyed herein, but will not exercise said rights in any manner that would be inconsistent or interfere with or materially affect rights herein granted.
- D. This easement shall bind the heirs and assigns of Grantor and shall inure to the benefit of the successors in title of Grantee.
- E. Grantor represents and warrants that it has the authority to grant this easement, that the subject property is free from all liens and encumbrances that would materially affect the easement grant, and that it will defend the same to Grantee against the lawful claims and demands of all persons whomsoever.
- F. Grantor represents that to the best of its knowledge, after appropriate inquiry under the circumstances, the subject property is in compliance with all local, State and Federal environmental laws and regulations.
- G. Grantor represents that it has disclosed all knowledge of any release of hazardous substances onto or from the property, and disclosed any known report, investigation, survey or environmental assessment regarding the subject property. "Release" and "hazardous substance" shall have the meaning as defined under Oregon law.
- H. Grantor warrants that there are no underground storage tanks, as defined under Oregon law, presently on or under the subject property.
- I. Grantee, by accepting this easement, is not accepting liability for any preexisting release of hazardous substances onto or from the subject property, and Grantor is not attempting to convey any such liability.

The remainder of this page is intentionally left blank.

IN WITNESS WHEREOF, Tualatin Hills Park & Recreation District, pursuant to a resolution of its Board of Directors, duly and legally adopted, has caused these presents to be signed by Doug Menke as General Manager this _____ day of _____, 2013.

TUALATIN HILLS PARK & RECREATION DISTRICT,
AN OREGON PARK AND RECREATION DISTRICT

By: _____
Doug Menke, General Manager

STATE OF OREGON
County of Washington

This instrument was acknowledged before me on _____ 2013, by Doug Menke as General Manager of Tualatin Hills Park & Recreation District, an Oregon Park and Recreation District.

Notary Public for Oregon
My Commission expires _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

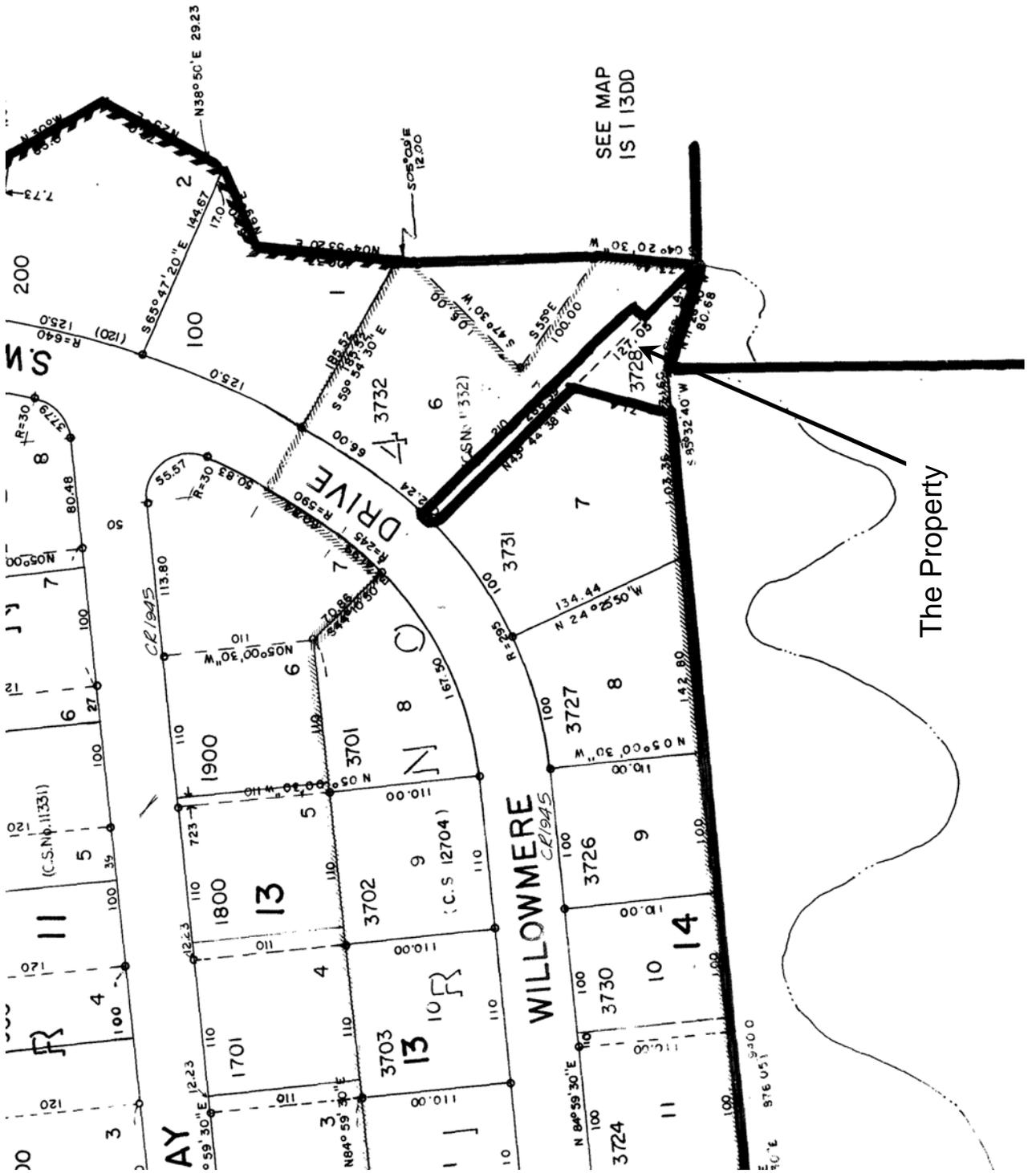
City Attorney

District Attorney

APPROVED:

Bureau of Environmental Services Director
or designee

Exhibit A





MEMO

DATE: November 20, 2013
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Resolution Adopting Strategic Plan and Service and Financial Sustainability Plan**

Introduction

With the completion of the Comprehensive Plan Update and the Service and Financial Sustainability Analysis, done in conjunction with GreenPlay, LLC, we now have a set of new recommendations to incorporate into the THPRD Strategic Plan. An original draft of a matrix showing the goals, objectives and action steps for the updated Strategic Plan 2013 as well as the Service and Financial Sustainability Analysis was presented for review and discussion to the THPRD Board of Directors at their September 9, 2013 regular meeting. A second version of this matrix, further vetted by staff, was presented at the November 3, 2013 THPRD Board of Directors regular meeting for Board input. All goals, objectives and actions steps have been updated to include Board comments from that meeting. The final language of the Strategic Plan and the Service and Financial Sustainability Plan (renamed in the final document from the Service and Financial Sustainability Analysis) are being presented for adoption through resolution at the December 9, 2013 meeting.

Background

The 2006 Comprehensive Plan was adopted in November 2006. Included within this document was a THPRD Strategic Plan that included eight goals for the District along with a number of supporting objectives and action steps.

The 2006 Comprehensive Plan called for updates every five to ten years or when significant changes had occurred. Due to the passage of the 2008 Bond Measure, the availability of more accurate demographic information with the completion of the 2010 Census, and the recent completion of the District's reclassification of parks, an update to the Comprehensive Plan was initiated in 2012. Later in 2012, the District contracted with GreenPlay, LLC, to complete the update of the Comprehensive Plan. GreenPlay, LLC, also assisted in the development of a resource allocation and cost recovery philosophy and model, and a service assessment and service portfolio.

These projects were completed by GreenPlay, LLC, and presented to the Board of Directors at their June 17, 2013 regular meeting for review and discussion. The projects were summarized in the two reports that were presented to the Board at that time:

1. Comprehensive Plan Update
2. Service and Financial Sustainability Analysis

These two reports were subsequently approved by the Board of Directors at their September 9, 2013 regular meeting.

Both of these reports contained a number of recommendations for the District to implement, necessitating an update to the District Strategic Plan. The starting point for this update was the Strategic Plan from the 2006 Comprehensive Plan. The eight goals from this plan are considered high-level direction for facilities and services for the District and were not changed. All of the objectives and actions steps from the 2006 Strategic Plan were evaluated to determine if they had been completed, if they are still in process, if they are no longer relevant and should be superseded, or if they need to be carried into the new strategic plan.

In addition, recommendations from the Service and Financial Sustainability Analysis were similarly analyzed to see how they would integrate into the Strategic Plan. It was determined for clarity purposes these additional recommendations should be presented as a separate plan within the update document known as the Service and Financial Sustainability Plan.

Proposal Request

At the November 4, 2013 Board of Directors regular meeting, the Board was asked to concur with the final version of the matrix of the goals, objectives and action steps in the Strategic Plan and the Service and Financial Sustainability Plan. All Board comments from that meeting have been incorporated into the final version of the draft report attached to this memo. The Board of Directors is being asked to adopt through resolution the final version of the Strategic Plan and the Service and Financial Sustainability Plan at their December 9, 2013 meeting. Upon adoption, these two plans will become key components of the overall District Comprehensive Plan.

These final versions of the Strategic Plan and the Service and Financial Sustainability Plan do not contain the timeline prioritization information that was included in the earlier versions presented to the Board. The timeline prioritization was for information only, and represents operational detail that did not seem appropriate for the final approved version of these plans.

Benefits of Proposal

Updating the District's Comprehensive Plan including the Strategic Plan and the Service and Financial Sustainability Plan to reflect the recommendations from the reports prepared by GreenPlay, LLC, ensures that the District will incorporate these recommendations into ongoing planning and operations. It also establishes priorities to ensure that the plans are implemented in a timely and organized manner.

Potential Downside of Proposal

There is no foreseeable downside to updating the Strategic Plan and the Service and Financial Sustainability Plan.

Action Requested

Board of Directors approval of Resolution No. 2013-30, adopting the Strategic Plan and the Service and Financial Sustainability Plan.

RESOLUTION NO. 2013-30
TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

**RESOLUTION ADOPTING STRATEGIC AND SERVICE AND FINANCIAL SUSTAINABILITY
PLANS AS PART OF THE TUALATIN HILLS PARK & RECREATION DISTRICT'S
COMPREHENSIVE PLAN**

WHEREAS, The Tualatin Hills Park & Recreation District (District) Board of Directors (Board) believes it critical, necessary and appropriate to have in place strategic plans and visions for the District, which documents then assist District staff, District residents and District users as well as the Board in identifying District needs relative to recreation, parkland and trail development and use;

WHEREAS, since 2006 with the adoption of the District's 2006 Comprehensive Plan (Plan), the District has developed and implemented over the succeeding period goals, objectives and action plans to implement the Plan and now wishes to update the Plan with the adoption of Strategic Plan and the Service and Financial Sustainability Plan; and

WHEREAS, The Board has over the course of the last six months reviewed and analyzed the goals, objectives and action steps that are to be provided for in the Strategic Plan and the Service and Financial Sustainability Plan and now believes it appropriate to adopt that document formally.

NOW, THEREFORE, it is hereby resolved as follows:

Section 1. The Board of Directors hereby adopts the Strategic Plan and Service and Financial Sustainability Plan in a form equivalent to that contained in Exhibit "A" attached hereto which is then to be included as a part of the District's Comprehensive Plan.

Section 2. This resolution takes effect immediately upon adoption.

Approved and adopted on December 9, 2013 by the Board of Directors of the Tualatin Hills Park & Recreation District.

Joe Blowers
President

Larry Pelatt
Secretary Pro-tempore

ATTEST:

Jessica Collins
Recording Secretary



**Strategic Plan &
Service and Financial Sustainability Plan
November 2013**

Overview

The Strategic Plan and the Service and Financial Sustainability Plan outline goals, objectives and actions to help meet park, recreation and trails needs over the next 10 years as identified in the 2013 Comprehensive Plan. These plans incorporate information from the following documents and activities:

- Tualatin Hills Park & Recreation District Comprehensive Plan (2006)
- Tualatin Hills Park & Recreation District Comprehensive Plan Update (2013)
- Tualatin Hills Park & Recreation District Service and Financial Sustainability Analysis (2013)

Strategic Plan

Goal 1 - *Provide quality neighborhood and community parks that are readily accessible to residents throughout the District's service area*

OBJECTIVES AND ACTION STEPS

Objective 1A

In developing master or other plans for new and existing park facilities, engage and involve citizens, park district staff from all departments, and partnering agencies.

Objective 1B

Work closely with the Beaverton School District and other partnering agencies to jointly acquire land and co-locate park and school facilities, where possible, particularly in newly developing areas.

Actions:

- *Coordinate with the Beaverton School District on a regular basis to identify future neighborhood park and recreation sites and school sites in newly developed areas.*
- *Communicate with the Beaverton School District to determine if school facilities in service gap areas have the capacity for greater community use.*
- *Identify potential park district recreational or community programs that could be accomplished within other agency facilities.*
- *Develop or enhance joint use and maintenance agreements to facilitate a greater level of shared use.*

Objective 1C

Use strategies for addressing low-scoring/functioning GRASP® components in parks.

Actions:

- *Review apparent themes or trends in facilities to determine how to improve GRASP® scores.*
- *Develop the Parks Functional Plan.*

Objective 1D

Use current baseline GRASP® analysis to guide future park development and land acquisition.

Action:

- *Develop approach to meet potential future needs for dog parks, or other special use facilities including partnerships and sponsorships.*

Objective 1E

Address walkable level of service in areas where service is currently below the threshold and areas that are not currently served.

Actions:

- *Develop the Parks Functional Plan to address percent of district adequately served by facilities within walkable distance.*
- *Develop the Trails Functional Plan to address the number of different trailsheds versus a single interconnected system.*
- *Consider impact of arterial roads and state highways as potential barriers to park development.*

Objective 1F

Consider design and development criteria by putting appropriate amenities in the right sized park.

Action:

- *Develop the Parks Functional Plan*

Objective 1G

Address general improvement and acquisition recommendations.

Actions:

- *Continue to improve ADA access.*
- *Continue to improve access to neighborhood parks and other facilities according to the district's ADA Transition Plan.*

Objective 1H

Consider design/development criteria in the development or redevelopment of parks.

Action:

- *New construction and/or renovation should follow green building practices or other applicable standards, Universal Design (ADA), and Crime Prevention through Environmental Design (CPTED).*

Goal 2 - Provide quality sports and recreation facilities and programs for park district residents and workers of all ages, cultural backgrounds, abilities and income levels.

OBJECTIVES AND ACTION STEPS

Objective 2A

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.

Action:

- *Continue to provide facility users with easy opportunities to comment on satisfaction with individual classes and instructors to ensure continued high quality programs and services.*

Objective 2B

Ensure that access to park district facilities for people with disabilities is consistent with the Americans with Disabilities Act (ADA).

Action:

- *Develop program and services ADA Transition Plan.*

Objective 2C

In developing new recreation centers, plan for multi-purpose recreation and aquatic centers that serve all generations and types of users and make more efficient use of resources. Use guidelines for development of such facilities identified in this plan.

Actions:

- *Redevelop or replace aquatic centers with new multi-purpose aquatic/recreation centers over the long-term, as needed.*
- *Re-purpose areas/create flexible space.*

Objective 2D

Conduct a field capacity analysis for peak times.

Actions:

- *Develop a Sport Fields Functional Plan to determine the type, location and number of fields needed to meet peak capacity, including prioritization and allocation.*
- *Continue to partner with community groups, advisory committees, sports user groups and others to schedule use of recreational playing fields, aquatic and recreation centers and other park district facilities.*
- *Explore options to increase efficiency of scheduling and field use, including by providing technical assistance for scheduling activities.*
- *Continue to develop new synthetic turf fields and/or replace existing natural green fields with synthetic fields when it is found to be a cost-effective method of prolonging life and meeting overall long-term field needs, and/or addressing other park district goals and objectives. Work closely with the Beaverton School District in these efforts.*

Objective 2E

Explore opportunities for enterprise facilities or additional amenities.

Action:

- *Actively pursue enterprise fund facilities and perform appropriate due diligence studies to determine feasibility.*

Objective 2F

Address general improvement and acquisition recommendations.

Actions:

- *Update/freshen up well-loved, aging infrastructure of existing facilities.*
- *Continue to conduct an aging facility study on each indoor space to include useful life remaining in the physical building, and also improve functionality for its intended purpose.*
- *Continue to improve ADA access.*

Goal 3 - Operate and maintain parks in an efficient, safe and cost effective manner, while maintaining high standards.

OBJECTIVES AND ACTION STEPS

Objective 3A

Continue to improve the efficiency and cost effectiveness of maintenance operations, including reducing costs associated with the transportation of personnel and equipment.

Actions:

- *Pursue the possible joint development of maintenance yards with the school district, city and other governmental organizations to maximize resources while ensuring that such partnering does not compromise the geographic location requirements of such facilities for the district.*
- *Develop distinct levels of service for different types of park and recreation amenities to improve cost effectiveness and more accurately reflect the proper level of service needed for each facility.*
- *Institute a five to ten-year plan to automate appropriate irrigation and lighting systems.*

Objective 3B

Use the most cost-effective combination of park district staff, volunteers, user groups, community groups, other jurisdictions and contractors to provide maintenance services.

Action:

- *Maximize volunteer hours worked for the park district.*

Objective 3C

Base maintenance standards and practices for specific facilities on each site's design, intended level of use, and extent of active use amenities.

Actions:

- *Develop specific stand-alone maintenance plans for each facility (aquatic center, recreation center, or special use facility). Plans should address daily and long-term custodial and maintenance functions, as well as mechanical system and other operating system maintenance.*
- *Continue to use and enhance the park district's system of tracking maintenance expenditures for specific facilities.*

Objective 3D

Conduct ongoing review of GIS data, specifically review and update GIS boundaries for individual sites, facilities and easements.

Actions:

- *Add all easement properties into the GIS data.*
- *Ensure that asset descriptions and GIS shape files accurately reflect the property owned/managed by the park district.*

Objective 3E

Complete inventory and updated Level of Service analysis.

Action:

- *Complete GRASP® analysis on properties with assumed scores to complete the full inventory of all assets, and update all mapping.*

Objective 3F

Consider design/development criteria.

Actions:

- *New construction and/or renovation should follow green building practices or other applicable standards, Universal Design (ADA), and Crime Prevention through Environmental Design (CPTED).*
- *Develop a set of restroom design criteria.*

Objective 3G

Address general improvements and acquisition recommendations

Action:

- *Consider enclosing port-o-lets in areas without enclosures.*

Goal 4 - Acquire, conserve and enhance natural areas and open spaces within the district.

OBJECTIVES AND ACTION STEPS

Objective 4A

Conserve and enhance park district natural areas by working cooperatively with other groups.

Actions:

- *Use policies and procedures outlined in the park district Natural Resource Functional Plan to guide development and maintenance of structures or amenities in natural areas.*
- *Remove and control non-native plants, including noxious weeds, in natural areas, where feasible and appropriate.*
- *Regularly review and coordinate maintenance protocols and activities among natural resource and maintenance personnel.*

Objective 4B

Develop an interconnected system of greenways and wildlife habitat.

Action:

- *Work with public agencies, nonprofit groups and others to identify and acquire or secure easements for natural areas.*

Objective 4C

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.

Objective 4D

Manage natural areas to lessen human impacts and allow natural processes to continue, while providing safe access.

Actions:

- *Coordinate trails development and maintenance activities with natural resource management objectives and activities.*
- *Continue to work with utility/other agencies to manage rights-of-way for utilities within natural areas, including vegetation management, replanting and other activities to create healthy habitat.*

Objective 4E

Maintain man-made amenities or features in natural areas to meet educational and recreational needs while managing or limiting access and providing stewardship of the natural resource.

Action:

- *Use policies and procedures outlined in the park district Natural Resource Functional Plan to guide development and maintenance of structures or amenities in natural areas.*

Objective 4F

Allow for most natural processes to occur in natural areas or natural area elements of other park district facilities, consistent with direction provided in the park district's Natural Resource Functional Plan.

Objective 4G

Address general improvement and acquisition recommendations

Action:

- *Continue to look for opportunities to acquire natural resources and open spaces.*
- *Prepare Natural Resources Functional Plan*

Goal 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.*

OBJECTIVES AND ACTION STEPS

Objective 5A

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.

Objective 5B

Continue to link trails to parks, neighborhoods, community facilities such as libraries, civic and community centers, parks, schools, other athletic facilities and shopping areas.

Action:

- *Work with property owners to resolve trail encroachment issues in an expeditious manner.*
- *Work with neighbors, community groups and trail users and advocacy groups to schedule and conduct community events or projects along trails.*

Objective 5C

Pursue a variety of funding sources to design, develop and maintain trails, including volunteer services, state and federal grants, private foundations, land trusts, service clubs, and individual donors.

Actions:

- *Regularly update, monitor and pursue regional, state and federal grant opportunities to fund acquisition and construction of trails.*
- *Use staff and volunteers to keep trails free of litter and obstructions.*

Objective 5D

Update the Trails Plan to become a Trails Functional Plan that addresses connectivity of trailsheds to each other and to recreational opportunities. Trail connectivity also should address connecting people to trails through wayfinding, well placed trailheads, and digital and hard copy mapping. With a broad user base and multiple ownership and management entities, trails standards and development guidelines should be implemented.

Actions:

- *Ensure consistency with Metro's Regional Active Transportation Plan.*
- *Update trails inventory to identify system gaps and substandard trails.*
- *Investigate the feasibility of improving connectivity of isolated trail segments by various methods (e.g. temporary soft trails, directional signage, on-street trail routine markings).*
- *Regularly monitor the condition and security of existing trails through routine inspections.*

Goal 6 - Provide value and efficient service delivery for taxpayers, patrons and others who help fund park district activities.

OBJECTIVES AND ACTION STEPS

Objective 6A

Provide and maintain facilities in a flexible manner to continue to respond to changing needs and conditions within the District.

Actions:

- *Establish criteria and protocols for replacing major park and recreational facilities as an alternative to making major capital improvements, considering factors such as the cost of capital improvements, ongoing maintenance costs, age and condition of facility, ability of facility to meet current user demands, and other issues.*
- *Develop specific guidelines to determine which maintenance functions or activities should be considered for contract services.*

Objective 6B

Continue to pursue partnerships in land acquisition, facility development, programming, marketing, maintenance and other activities with partnering service providers, including the cities of Beaverton, Hillsboro, Tigard and Portland; Beaverton School District; Portland Public School District; Washington County; Metro; Tualatin Valley Fire and Rescue; Tualatin Valley, West Slope and Raleigh Water Districts, Clean Water Services; Portland Community College; Washington County Cooperative Library Services; Tri-Met; the Oregon Department of Parks and Recreation; the Oregon Department of Transportation and others.

Action:

- *Identify and pursue opportunities to partner with private vendors in developing and managing park district facilities.*

Objective 6C

Continue to ensure that revenues from the District's System Development Charges cover the cost of new facilities and land necessitated by new population growth and development.

Actions:

- *Update the park district's System Development Charge (SDC) rates and fees to reflect current levels of service, land acquisition and development costs, and updated capital improvement plans (CIPs). Regularly monitor and update SDC fees to reflect updated CPIs and other conditions.*
- *Work with developers to make sure land received in exchange for SDC credits is adequate to meet park district needs, goals and objectives.*

Objective 6D

Ensure that funds will be available to adequately maintain and operate proposed new facilities before approving their construction.

Objective 6E

Continue to attract, retain and train high quality employees.

Actions:

- *Continue to provide professional development and training opportunities for staff, including participation in professional organizations and conferences, in-house training and other, similar activities.*
- *Continue to monitor and adjust compensation and other personnel policies in relation to industry standards, as needed to maintain competitive standards.*

Objective 6F

Continue to encourage and recognize the important role of program volunteers and other community groups in meeting District needs.

Action:

- *Continue to work with sports associations, other user groups and volunteers to cooperatively manage, maintain and improve park district activities (e.g. field scheduling, identification of natural and historic resources, etc.).*

Goal 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.

OBJECTIVES AND ACTION STEPS

Objective 7A

Use standing park district advisory committees, CPOs, NACs and other community groups to review and solicit guidance on District policies, plans and projects.

Actions:

- *Complete work of Advisory Committee Task Force to separate fund raising (Friends' Groups) from board appointed advisory committees.*
- *Establish project or plan-specific advisory groups, task forces and ad-hoc committees to provide additional guidance on specific planning or development efforts.*

Objective 7B

Regularly communicate with and provide opportunities for the general public to learn about and comment on District activities.

Objective 7C

Work closely with partnering agencies and groups on plans and projects of mutual interest.

Action:

- *Work with partnering agencies to publicize information about park district programs and opportunities to market them via those organizations web sites, newsletters or other informational materials or tools.*

Objective 7D

Provide timely and accurate information to the Board of Directors in a manner that allows them to make consistent, effective decisions on policy issues and plans.

Action:

- *Continue to provide annual goal outcome reports to the Board of Directors summarizing progress in meeting the Comprehensive Plan goals and objectives and implementing related strategies.*

Objective 7E

Provide opportunities for all affected park district departments and staff to participate in the planning and development processes.

Actions:

- *Regularly update the Comprehensive Plan (every five to ten years) to ensure it continues to address the changing needs of the park district. Update sections of the document more frequently, with an amendment or other process to reflect the results of major policy or planning initiatives.*
- *Require a review of the Comprehensive Plan as part of each park district department's annual budgeting and work planning program.*

Objective 7F

Work with ethnic and/or cultural advocacy or community groups to enhance communications about District programs, facilities and other opportunities to their constituencies.

Action:

- *Continue to work with ethnic group residents, cultural organizations and advocacy groups to identify, expand and use targeted methods for providing information about park and recreational opportunities that are desired by ethnic or minority residents (e.g. Spanish or other language newspapers, meetings or information provided through faith-based organization, etc.).*

Objective 7G

Continue to regularly communicate with the general public through working with the media, including local and regional newspapers, radio and television stations.

Objective 7H

Coordinate park district marketing efforts.

Actions:

- *Develop a district-wide marketing plan.*
- *Consider policy options regarding tracking of demographics for specific and strategic programs and initiatives.*
- *Continue to effectively market programs, facilities and volunteer opportunities to park district residents, distinct user groups and populations. Regularly conduct surveys and other efforts to assess demand and desires for programs to enhance marketing efforts.*
- *Establish consistent design and materials themes (e.g. brand) to ensure a relatively consistent look and feel to park district facilities.*
- *Continue to produce high-quality maps, brochures, programs and other informational materials; increase use of electronic media to inform and register patrons.*

Goal 8 - Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of park district programs and facilities.

OBJECTIVES AND ACTION STEPS

Objective 8A

Consider the environmental impacts of maintenance and operational activities and standards.

Actions:

- *Continue and expand the use of hybrid, electric, bio-diesel, or other low-emission vehicles by the park district.*
- *Promote reduced water consumption design guidelines or standards for park district facilities that encourage reduced water use; promote such practices through informational materials and interpretive displays associated with park district facilities.*
- *Promote on-site filtration, reuse of grey water for irrigation and other Best Management Practices or innovative storm water drainage practices, where feasible to reduce impacts of runoff on municipal storm drainage systems and the environment.*
- *Continue to develop specific park district facility maintenance management plans that incorporate sustainable practices.*
- *Continue to implement the park district's recycling program and provide opportunities to recycle waste created at park district facilities, where feasible.*

Objective 8B

Provide and enhance opportunities for employees to reduce impacts on the natural environment (e.g., through use of alternative forms or transportation or energy use).

Objective 8C

Consider design and development criteria in the development and redevelopment of sustainable facilities.

Action:

- *Where feasible, conserve energy and other natural resources by utilizing green building technologies and practices for all new park district facilities and major renovations to existing facilities, using green building practices or other applicable standards, Universal Design (ADA), and Crime Prevention through Environmental Design (CPTED).*
- *Continue to help protect water quality and reduce flood damage by working with partnering agencies to acquire and protect natural areas within 100-year floodplains and managing such areas to maximize impacts on and improve the function of those floodplains and floodways.*

Objective 8D

Provide all services in accordance with the Service and Financial Sustainability Plan.

Service and Financial Sustainability Plan

Theme 1 – Policies and Procedures

The intent of this theme is to identify policies and procedures to revise or develop which allow staff to achieve tier target minimum (direct) cost recovery percentages, maximize revenue generation where appropriate to shift taxpayer investment/subsidy to those areas that are more foundational on the pyramid, and capitalize on effective and efficient functions, all within Board of Directors guidelines and with transparent consistency.

This Theme encompasses Targets 1 through 8.

Target 1: Explore the possibility of expanding the self-sustaining enterprise fund.

Strategy 1.a.

THPRD will identify selective opportunities to implement enterprise funds.

Action:

- *Consider opportunities to convert self-sustaining programs and services (those that are revenue positive or expense neutral over direct costs) to an Enterprise Fund. For example, an adventure park or an indoor field house with batting cages, Parkour course, climbing wall, skatepark, etc.*

Target 2: Establish a sinking fund for life cycle repair/replacement projects.

Strategy 2.a.

THPRD will fund the sinking fund utilizing the excess revenues from increasing overall District cost recovery.

Action:

- *Implement cost recovery as outlined in this document.*

Target 3: Adopt the Target Tier Minimum Cost Recovery Percentage as the fiscal target for budget preparation, the basis for establishing fees, and public accountability.

Strategy 3.a.

THPRD will recommend to the Board of Directors formal acceptance of this plan (**Service and Financial Sustainability Plan**) as the foundation for THPRD's decision-making regarding cost recovery.

Action:

- *Board of Directors to formally accept the study and the recommended targets, strategies and action steps at a later date.*

Target 4: Adopt the pricing strategies as the methodology for fee setting by THPRD.

Strategy 4.a.

THPRD will recommend to the Board of Directors to authorize the District to set fees using the Pricing Strategies outlined in the Service Portfolio as the foundation for THPRD's decision-making, allowing staff to respond to market conditions, opportunities, and service demands in a timely manner, versus approval of every fee for the next year.

Action:

- *Board of Directors to formally accept the study and the recommended targets, strategies, and action steps at a later date.*

Target 5: Revise Current Sponsorship Policy.

Strategy 5.a.

THPRD will consider revising the current sponsorship policy for implementation. This comprehensive policy would provide a "menu" to potential donors or sponsors that could offer the sponsorship of the operations of a park/facility, trails, fields, special events, and/or programs provided at one of THPRD's sites. This effort can include the "adopting" of a facility or program.

Actions:

- *Management team to review and customize sample Sponsorship Policy provided by GreenPlay LLC.*
- *Recommend draft policy to the Board of Directors for approval process.*
- *Use final policy as basis for negotiated sponsorships of selected projects.*
- *Research using a consultant to identify sponsorship opportunities in the THPRD market.*

Target 6: Implement a Partnership Policy.

Strategy 6.a.

THPRD will formalize a partnership policy for implementation.

Actions:

- *Management team to review and customize sample Partnership Policy provided by GreenPlay LLC.*
- *Recommend draft policy to the Board of Directors for approval process.*
- *Use final policy as basis for negotiated partnerships for selected projects.*

Target 7: Revise current Non-Resident Fee policy.

Strategy 7.a.

THPRD will recommend to the Board of Directors the revised non-resident fee policy predicated on the following premises:

- 1) The District is tasked with serving District residents and property owners first.
- 2) Meeting the needs of adjacent non-residents and those who work within the District boundary, or who are visiting, is an ancillary and mutually beneficial service.

- 3) Monitored Facility Usage is not at or near capacity with resident usage, and non-residents help to ensure that classes, workshops, and clinics reach minimum or fill. Therefore, setting appropriate but non-restrictive, non-resident user fees and service rates preserves the benefit to the resident and property owner for their property tax investment, while encouraging participation by others.
- 4) Classes and services which are at or nearing capacity can assure resident priority participation through restricting registration access to residents first, then opening it up to non-residents if not filled.

Action:

- *Revise policy as required.*

Target 8: Revise current Family Assistance Program.

Strategy 8.a.

THPRD will recommend to the Board of Directors the revised Family Assistance policy predicated on the following premises:

- 1) The District is tasked with serving District residents and property owners with barrier-free access. Barrier-free access includes ability to pay constraints. THPRD will ensure that services are accessible for those who are socio-economically disadvantaged.
- 2) Focus will be on providing financial support for participation in those categories of service on the Mostly or Considerable Community Benefit levels of the Cost Recovery Pyramid – thus ensuring access for all to those services providing the greatest community benefit.
- 3) Ensure that Family Assistance may be used for daily admission to THPRD facilities or frequent user discount fee package, or to register for any THPRD operated or managed Tier 2 or 3 services except for rentals:
 - Monitored Facility Usage
 - Classes, Workshops, and Clinics – Beginning/Multi-Level
 - Classes, Workshops, and Clinics – Intermediate/Advanced
 - Leagues/Tournaments – Unrestricted
 - Preschool
 - Camps/Before and After School Care
 - Therapeutic/Adapted/Special Recreation
 - Social Services
 - Social Clubs
- 4) That non-residents are not eligible for the Family Assistance program.
- 5) Consider cessation of cash awards made directly to third party providers (youth sports associations, contract instructors, THPRD Associates or Affiliates, or alternative providers such as the YMCA or Boys and Girls Clubs, etc.).

Action:

- *Revise policy as required.*

Theme 2 - Service Provision and Management

The intent of this theme is to avoid duplicative services in over-saturated markets which exhaust resources; identify and develop niche markets in response to service area needs; and advance THPRD's market position where services are financially sustainable.

(Note: The following strategies were identified through a comprehensive staff Service Assessment in Fall of 2012 and Winter/Spring of 2013. The Service Assessment tool should be used regularly to align services with evolving community needs, financial and market conditions, etc. The Service Portfolio identifies all the recommended services provision strategies.)

This Theme encompasses Targets 9 through 12.

Target 9: Implement provision strategies identified through the Service Assessment.

Strategy 9.a.

THPRD will evaluate alternative provision strategies through market research for identified services. (See the accompanying Staff Resource Document for Service Portfolios identifying all the services recommended for collaborations or complementary development.)

Several services suggest complementary development because a number of, or one, significant alternative provider(s) exists which provide the service. THPRD may be in a strong market position to provide the service, yet it does not have financial capacity. "Complementary development" encourages planning efforts that lead to mutually compatible service development rather than duplication, broadening the reach of all providers. Although there may be perceived market saturation for the service due to the number of similar services of alternative providers, demand and need exists, justifying the service's continued place in the market.

Action:

- *Evaluate opportunities for complementary development for those services identified in the Service and Financial Sustainability Analysis.*

Action not recommended:

- *Playground and fields usage at Garden Home Recreation Center suggested Complementary Development, because there are other opportunities in the same service area; if there weren't, this Open Park Usage would become a "core service;" would not recommend for complementary development at this time, unless the amenities and equipment are in disrepair or poor condition with readily available options in the target market's service area.*

Strategy 9.b.

Several of the services at selected locations suggest collaboration, because the service can be enhanced or improved through the development of a collaborative effort as THPRD's current market position is weak. Collaborations (e.g., partnerships) with other service providers (internal or external) that minimize or eliminate duplication of services while most responsibly using THPRD's resources are recommended.

Action:

- *Evaluate opportunities for collaboration for those services identified in the Service and Financial Sustainability Analysis.*

Strategy 9.c.

THPRD will develop a systematic process for the divestment of identified services to mitigate resource loss. (See the accompanying Staff Resource Document for Service Portfolios identifying all the services to divest.) Divestment could mean cessation of a specific service at a specific location and trying something different, closing or repurposing a facility or facility space, or elimination of a service all together.

Only a couple of services offered by the District suggest divestment as the only option, because THPRD has determined that it is in a weak market position with little or no opportunity to strengthen its position. Further, the service is deemed to be contrary to THPRD's interest in the responsible use of resources; therefore, THPRD is positioned to consider divestment of the service.

Actions:

- *Divest Teen-adult kickboxing at Conestoga Recreation and Aquatic Center.*
- *Divest NIA (fitness program) at the Elsie Stuhr Center.*

Strategy 9.d.

THPRD will develop a systematic process for either collaborating with others to continue these identified services or divesting to mitigate resource loss. (See the accompanying Staff Resource Document for Service Portfolios identifying all the services to collaborate or divest.)

Many services offered by the District suggest either collaboration or divestment, because THPRD has determined that it is in a weak market position with little or no opportunity to strengthen its position. Regardless of whether the service may or may not be deemed to have the financial capacity to be economically viable, it is probably contrary to THPRD's best interest to use its limited resources to continue offering these services; therefore, THPRD is positioned to consider either a collaboration or divestment of these services.

Target 10: Explore a systematic approach to and strategies for advancing or affirming market position for identified services.

Strategy 10.a.

THPRD will advance market position of identified services through increased marketing efforts. (See **Appendix G** for Service Portfolios identifying all the services to advance.)

Actions:

- *Capitalize on THPRD's strong market position for these services by increasing offerings as demand dictates.*
- *Advance market position of permitted services (alcohol, photo shoots, events by others), concession and vending, and merchandise in most (if not all) locations.*
- *Advance field rentals and facility rentals at most locations.*
- *Increase private and semi-private lessons at most locations, swim lessons, and professional services such as physical education swim classes with instruction at most (if not all) locations.*
- *Promote organized parties at most locations.*
- *Promote adult sports at the Athletic Center.*
- *Promote specialized activities and some community-wide events at most locations.*

- *Capitalize on Summer Camps and non-school day programs at several locations.*
- *Offer more introductory/multi-level aquatic classes at Beaverton Swim Center such as diving 1-4, synchronized swimming 1-6, water polo, and back-arthritis.*
- *Offer various introductory/multi-level and intermediate/advanced classes, workshops, and clinics at Recreation Centers throughout the District.*
- *Capitalize on indoor playground (CH).*

Strategy 10.b.

THPRD will affirm market position of identified services through program outcome planning and market research. (See the accompanying Staff Resource Document for Service Portfolios identifying all the services to affirm.)

At certain locations, specific programs have demand within the target market and service area, and alternative providers are also in the same market space. Strategic positioning and messaging, focusing on the differences or niche will be a key marketing strategy.

Some classes and programs are also provided by others in certain locations throughout the District.

Actions:

- *Ensure that services offered fill a strategic niche market.*
- *Use niche positioning and messaging as a marketing strategy.*

Strategy 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.

Actions:

- *Consider summer package of multi-level learn to swim lessons to assist with aligning skill advancement with class scheduling.*
- *Consider determining advancement recommendations earlier in the session.*
- *Require patrons to pay the full class fee to register on waitlists or create a cancellation fee.*
- *Ensure that staff are monitoring registration, scheduling instructors for typical capacity regardless of level of instruction, and that adequate support staff is available to help manage high demand program registration needs at peak times.*

Target 11: Continue to explore targeted menus of services that are specific to the unique needs of individual communities throughout the District (avoid a “one-size-fits-all” approach).

Strategy 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.

Action:

- *Add as a function to management performance plans.*

Strategy 11.b.

THPRD will adopt a systematic approach to new program implementation and management (for instance, run a program three times, making adjustments as necessary, and then discontinue offering it if it is not successful).

Actions:

- *Monitor minimum registration.*
- *Make adjustments as necessary.*
- *Cancel and/or replace under-performing services.*

Strategy 11.c.

THPRD will manage its programs' lifecycles through monitoring registration, attendance figures, exit survey ratings and cost recovery goals on an ongoing and regular basis.

Action:

- *Watch for the warning signs of program saturation point, such as declining participation, and pursue revitalization efforts such as new instructor, new outcomes, title and description, and new day or time.*

Target 12: Improve intra-division cooperation and labor management.

Strategy 12.a.

THPRD will explore centralizing recreation and aquatics programs and move away from complete site based budget and management structure.

Action:

- *Improve efficiencies and collaborations, decrease intra-divisional competition, improve consistency in service delivery, and eliminate "silo-ed" thinking by moving away from site-based management for some programs and services.*

Strategy 12.b.

THPRD will enhance and deepen its understanding of true labor costs for services; this is especially valuable for decision-making regarding return on investments for certain programs, activities, and events (special events, fundraising events, etc.).

Action:

- *Conduct a time-in-motion/activity log.*

Theme 3 – Cost Savings and Cost Avoidance Strategies

The intent of this theme is to identify practices and analysis methods for service planning and provision to consistently ensure the most cost effective use of resources.

This Theme encompasses Targets 13 through 16.

Target 13: Continue to develop a consistent methodology and budget planning approach for service management.

Strategy 13.a.

THPRD will ensure that all staff is using zero-based (cost-based or activity-based) budgeting principles to determine the **direct and indirect** cost to provide a service as the basis for the budget development process.

Actions:

- *Expand use of existing budgeting, project, and time management tools to track actual costs over the next year.*
- *Compare tracked actual costs against current direct costs assumptions and make adjustments as necessary.*
- *Use cost-based budgeting tools as the details for the next fiscal year budget preparation.*

Target 14: Continue to use cost savings practices that align with the District's vision and produce cost effective results.

Strategy 14.a.

THPRD will review internal management practices and evaluate cost savings measures.

Actions:

- *Conduct internal process meetings to determine efficiencies, management styles, efficient uses of assets, and create recommendations to reduce costs and simplify processes, sharing approval/decision-making throughout THPRD.*
- *Managers to document recommended process changes and management strategies, which reduce costs.*

Target 15: Continue to track and communicate cost of major maintenance.

Strategy 15.a.

THPRD will continue to maintain a current rolling 10-year capital lifecycle repair and replacement list of the physical assets of THPRD.

Actions:

- *Managers will continue to update the lifecycle repair and replacement list annually.*
- *Discuss a consensus approach to capital budget requests and communicate the impact of the escalation costs of not being able to address the repair and replacement plan with Leadership Team.*

Strategy 15.b.

THPRD will continue to identify parks that have active community support and continue to implement an Adopt-A-Park/Adopt-A-Trail program to assist in ongoing maintenance efforts.

Actions:

- *Research best practices.*
- *Create a policy and procedures.*
- *Develop a list and schedule of tasks to be accomplished and whether or not the tasks are enhancements or are replacing current work being done as a labor cost savings measure.*
- *Account for the direct costs to manage this program.*
- *Market and promote the program.*

Target 16: Identify and track the value of volunteers as an alternative revenue source and cost savings measure.

Strategy 16.a.

THPRD will continue to track the use of volunteers that supplement critical service functions and include the value of this as an alternative funding source.

Actions:

- *Actively engage volunteers where appropriate as an alternative funding resource.*
- *Follow best management practices for volunteer programs.*
 - *Value the volunteer labor as outlined by the Independent Sector*
http://www.independentsector.org/volunteer_time.
- *Account for the value of the volunteers as alternative funding contributing to cost recovery if replacing the cost to provide the service, and account for the same value of the service on the expense side.*
- *Classify the value of volunteers when supplementing operations or providing an enhancement.*

Theme 4 – Cost Recovery Alignment

The intent of this theme is to identify opportunities to increase direct cost recovery where possible and to begin the dialogue with those affected.

This Theme encompasses Targets 17 and 18.

Target 17: Ensure long-term sustainability by focusing taxpayer funding on those services that produce the widest community benefit, using a cost recovery pyramid.

Strategy 17.a.

THPRD will increase cost recovery to meet target goals through recommended pricing strategies and/or use of alternative funding sources as appropriate to specific service through staff.

Actions:

- *Staff will evaluate appropriate pricing by conducting a market analysis using suggested comparative analysis of like facilities and services and submit it to Supervisors.*
- *Supervisors will determine if they can make services meet the recommended cost recovery goals by looking at costs, fee adjustments, and alignment with available alternative funding strategies.*
- *Supervisors will articulate a recommendation to divest some or all of the services in the event that cost recovery goals cannot be achieved but only after confirming that there will be no detrimental effect on other connected/linked programs.*
- *Managers will consider recommendation and forward to senior management for approval.*
- *Strive to have all categories of services on tiers 3, 4, and 5 at least break even as the primary goal; then strive to reach target tier minimums in aggregate on each tier; then strive to have each category reach the target tier minimum on each tier; then each service in each category on each tier reach the target tier minimum.*

Strategy 17.b.

THPRD will monitor the amount of resource dedicated to social services; services that provide a social, wellness, or safety benefit that do not fit into other traditional park and recreation instructional, special event and/or athletics offerings (examples: tax preparation services, senior meal programs, flu shots, toenail and foot care, literacy, blood pressure clinic, AARP driving course, support groups, etc.).

These services have importance to the community and are providing considerable benefit to both the community and the individual. These services are generally provided through another agency using space in the facilities, and should be provided by THPRD as long as funding remains available through federal tax grants (for Head Start programs, Meals on Wheels and perhaps congregate meal sites), or should be provided or managed by another agency whose mission more closely aligns with these services.

Action:

- *Staff will closely monitor these expenditures as the current Federal Government sequester is predicted to impact funding for Meals on Wheels (and perhaps congregate meal sites).*

Strategy 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.

Actions:

- *Educate current contract agreement holders on the Financial and Service Sustainability Plan, the results of the cost recovery goals, the service assessment and provision analysis.*
- *Discuss strategies to efficiently and effectively comply with the plan.*
- *Develop specific and measureable action steps for each contract holder including alternative funding strategies.*

Strategy 17.d.

THPRD will consider implementing additional peak/off-peak or prime/non-prime time, and seasonal demand pricing strategies.

Actions:

- *Develop fees based on cost/value of and demand for the experience.*
- *Develop marketing strategy and campaign.*
- *Additional discounts aimed at admission should not be applied.*

Strategy 17.e.

THPRD will consider implementing additional bulk purchase discounted frequent user pricing strategies for admissions or drop-in services.

Actions:

- *Develop an annual pass fee structure where a formula of use equals a discount (for instance: an annual pass equals 60 daily admissions, etc.).*
- *Consider different fees for different experiences (for instance: create an aquatics only pass for swimming or a recreation center only pass for fitness and gymnasium use, and an all-inclusive pass for the richer experience of having everything at one site, or admission to all sites).*
- *Consider automatic debiting for monthly passes.*

Strategy 17.f.

THPRD will consider scaling back the number of fitness classes that are included with the daily admissions or drop-in services to a basic level.

Actions:

- *Staff will evaluate the number of fitness classes included with admission by monitoring attendance over a typical month.*
- *Staff will recommend including a range of basic fitness classes as part of the admission package with specialty classes requiring additional registration.*

Strategy 17.g.

THPRD will consider phasing out discounted fees for select groups, and/or raising the age for senior discounts.

Actions:

- *Recommend if admission fees are discounted for various groups, that the discount is the same for youth, senior, disabled, and military and that the discount is the target cost recovery rate.*
- *Recommend if admission fees discounts are continued for select age groups, that the youth are under 18 years and the senior age follow Social Security and Medicare guidelines.*

- *Recommend that discounted fees only apply to drop-in admission, and that program, class, event, trip, or activity fees be based on cost of service provision and cost recovery goals.*
- *Recommend that barrier free access includes those with an ability-to-pay concern, and that the Family Assistance Program is the solution.*
- *Recommend that the Board of Directors fund strategic initiatives to target groups for specific outcomes (for instance: at risk youth afterschool program; low-income art program; older adult active lifestyle/healthy aging program; unrestricted unified sports league buddy program; etc.).*

Strategy 17.h.

THPRD will encourage non-resident participation to add to cost recovery.

Actions:

- *Staff to re-consider the residency buy-in as equal to the amount of annual property tax payment a resident would pay.*
- *Benefits of residency buy-in would be the ability to pay the resident rate for all classes, events, admission, passes, etc.*
- *Residents would still get priority registration for services that fill and have wait list, like aquatics classes.*
- *Consideration could be given to granting early registration for non-residents to services that don't typically fill.*
- *To encourage non-resident participation in classes, programs, admission, passes, etc. (which are not typically at capacity), use a resident and non-resident rate structure, typically 10-50% higher for non-residents depending on the direct cost of service provision and not as a punitive measure. Several services and facilities have service areas and target markets which extend outside of the District's boundaries.*

Target 18: Review all Intergovernmental Agreements (IGAs), Memorandums of Understanding (MOUs), Rentals, and Tenant Leases to reflect cost of service provision and value received.

Strategy 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.

Actions:

- *Educate current IGA, MOU, rental, and Tenant Lease holders regarding the Financial and Service Sustainability Plan, the cost recovery goals, the service assessment, and the provision analysis.*
- *Develop specific and measureable action steps for each IGA, MOU, and rental and Tenant Lease holders including alternative funding strategies.*
- *Review IGA with Beaverton School District. Field use fees are very commonly used by park and recreation agencies to help with cost recovery for these services. The District is not alone in charging them.*
- *Review and confirm who is an affiliate and formalize the criteria and process to become one.*
- *Review all affiliate rentals with THPRD aquatic clubs, THPRD sports clubs, Foundations/Advisory Committees/Friends Groups, West Portland Boxing, Meals on Wheels, etc., to assure that cost recovery goals are addressed.*

Strategy 18.b.

THPRD will consider optional provision strategies and locations for Meals on Wheels.

Action:

- *Move Meals on Wheels from the Elsie Stuhr Center to a church. Meals on Wheels funding may be affected by the Federal Government sequester.*

Theme 5 – Revenue Enhancement

The intent of this theme is to identify new sources of revenues, including alternative funding ideas, and explore their future potential to increase or contribute to THPRD's overall financial sustainability.

This Theme encompasses Targets 19 through 22.

Target 19: Explore alternative funding sources that strategically align with targeted services.

Strategy 19.a.

THPRD will identify several (3 to 5) ideas per budget cycle from the Alternative Parks and Recreation Operations and Capital Development Funding Sources section of the Service and Financial Sustainability Analysis and formulate a work team to explore the pros and cons, and potential outcomes for consideration to implement through Managers.

Action:

- *Assign a team of staff to select and pursue alternative funding ideas on an annual basis.*

Strategy 19.b.

THPRD will pursue alternative funding for efficiency measures to reduce the costs to the taxpayer of operations, maintenance, and safety over the next several years.

Actions:

- *Research efficiency grants to analyze investing in and converting to green practices.*
- *Research return on investment (ROI) amortization schedules for investing in and converting to green practices.*

Strategy 19.c.

THPRD will expand alternative funding for strategic initiatives through grants for new and existing capital projects.

Actions:

- *Actively seek new grant opportunities for healthy and active living initiatives.*
- *Pursue grants for trail development such as Safe Routes to Schools.*
- *Continue to pursue grants for cultural and natural resource projects.*

Strategy 19.d.

THPRD will continue seeking alternative funding sources for programs and operations.

Action:

- *Explore alternative funding sources for ongoing programs and operations.*

Target 20: Improve effectiveness of Friends' Groups and Advisory Committees for appropriate fundraising efforts.

Strategy 20.a.

THPRD will continue to align Friends' groups with the District Vision, Mission, and Values to ensure that fundraising efforts support District needs.

Actions:

- *Review revenue sources for the Friends' Groups and Advisory Committees. Many current efforts are dedicating revenue positive services that the District should be managing to improve its cost recovery (like merchandise for resale and vending revenues), and are using it for Friends' Groups or Advisory Committees projects.*
- *Review all by-laws for these groups and distinguish the difference between a fundraising body, an advisory committee, and a policy board.*
- *Staff liaisons will work with "Friends" Groups to revitalize them or work with community members to create new groups to support THPRD programs and facilities.*
- *Encourage community members to become members as fundraisers with necessary skills (such as grant writing, community or business connections, philanthropy, etc.).*
- *Align fundraising activities to primarily meet the priority goals and critical needs of the District; secondarily member driven initiatives.*
- *Develop fundraising goals based on program and facility objectives or specific initiatives and programs.*
- *Assist these groups in other fundraising activities that the District cannot employ, like 501(c)(3) pass through grants, fund raising events, capital campaigns, etc.*

Strategy 20.b.

THPRD will engage Advisory Committees to advise staff on interest area specific services.

Actions:

- *Review all by-laws for these groups and distinguish the difference between a fundraising body, an advisory committee, and a policy board.*
- *Staff liaisons will work with Advisory Committees to revitalize them or work with community members to create new groups to support THPRD programs and facilities.*
- *Encourage community members to become members of existing interest groups as advisors.*
- *Create new groups in areas with interested community members.*

Target 21: Explore the opportunities for and use of Sponsorships through naming rights.

Strategy 21.a.

THPRD will develop a list of potential park and facility sites and amenities to consider for naming rights and costs.

Actions:

- *Develop a policy regarding appropriate naming criteria and protocol.*
- *Develop the list of opportunities including historic sites.*
- *Develop fees and timeframes for naming rights (annual, in perpetuity, etc.).*
- *Develop sponsorship packages to bundle opportunities and market to major businesses such as hospitals, insurance companies, sports organizations, and related for-profit businesses.*
- *Market this option to corporations (larger facilities and parks), and individuals (benches, rooms, and equipment, etc.).*

Target 22: Increase targeted marketing and outreach efforts.

Strategy 22.a.

THPRD will increase marketing and promotional opportunities funding.

Actions:

- *THPRD will create a District-wide marketing plan.*
- *THPRD will create a style guide and branding as part of marketing plan.*

Strategy 22.b.

THPRD will expand the use of email blasts to increase promotion of upcoming opportunities for program registration and special events.

Action:

- *Increase the number of email addresses receiving THPRD email distribution by collecting them on registration forms.*

Strategy 22.c.

THPRD will add an electronic code to all marketing and promotional materials.

Action:

- *Research the use of matrix bar codes or augmented reality technology to provide people with a new way to view/experience your park or facility (through their mobile devices).*

Strategy 22.d.

THPRD will consider a reduction in printing of the voluminous activities guide, in favor of more strategic marketing efforts.

Actions:

- *Make activities guide available as an online resource only (like a college curriculum catalog).*
- *Spend printing budget on more targeted marketing.*
- *Get information regarding THPRD in Welcome Wagon kits.*
- *Outreach to short-term (more transient) District residents.*

Strategy 22.e.

THPRD will consider creating non-prime time program packages to reach those available during the hours of 9:00am to 4:00pm weekdays and selectively marketing to the target audience/market segment.

Action:

- *Create an annual program like “Active Adults” which includes admission to selected facilities for working out with a variety of options (weight room, cardiovascular equipment, lap swimming, selective classes, etc.) plus sessions with a personal trainer when starting, and periodic check-in points during the year. Package could also include social activities and could be paid for by or applied to a SilverSneakers program.*

Theme 6 – Future Growth

The intent of this theme is to assist THPRD in its planning efforts to proactively respond to the needs of a diverse and growing community.

This Theme encompasses Targets 23 through 25.

Target 23: Explore new services using the Service Assessment.

Strategy 23.a.

THPRD will use Service Assessment to determine THPRD's position in the market relative to service fit, economic viability, or dependence on taxpayer investment, strength or weakness in the market, and other similar available providers before implementation of a particular service.

Action:

- *On an annual basis, staff will review the service portfolio and use the Service Assessment to evaluate market position and provision strategies.*

Target 24: Provide a variety of community outreach strategies.

Strategy 24.a.

THPRD will continue to provide ongoing opportunities for community input through a variety of outreach efforts.

Actions:

- *Continue to participate in stakeholder and planning group meetings, etc.*
- *Conduct regional community forums, at least annually.*

Strategy 24.b.

THPRD will keep the community input process current and reflective of changing demographics, interests, and economic conditions.

Action:

- *Plan for conducting a District-wide or target planning area statistically-valid community survey every five years.*

Target 25: Pursue collaborations.

Strategy 25.a.

THPRD will continue collaborations and discussions with other jurisdictions.

Action:

- *Using the results of the Service Assessment for existing services, as well as analyzing market position and public providers for new services, staff will recommend services for collaborative consideration on an annual basis.*

Strategy 25.b.

THPRD will continue collaborations and discussions with other agencies.

Action:

- *Using the results of the Service Assessment for existing services, as well as analyzing market position and other non-profit and private providers for new services, recommend services for collaborative consideration on an annual basis.*

Strategy 25.c.

THPRD will continue collaborations and discussions with the Beaverton School District.

Actions:

- *Using the results of the Service Assessment for existing services, as well as analyzing market position and schools as providers for new services, recommend services for collaborative consideration on an annual basis.*
- *Discuss additional use of schools sites for afterschool and weekend programming.*



MEMO

DATE: December 3, 2013
TO: The Board of Directors
FROM: Doug Menke, General Manager

RE: General Manager's Report for December 9, 2013

Portland Community College (PCC) Landscape Technology Department Partnership

Since 2009, Tracy Bardell, THPRD Athletic Field Coordinator at PCC Rock Creek, has been working with the Landscape Technology Department at the Rock Creek Campus in support of an internship program benefiting students and the District. Students enrolled in the program are required to complete 180 hours of work study before earning their associates degree. The District's complex at PCC Rock Creek provides an excellent venue for students to apply their knowledge without leaving campus. Students work directly with Tracy to develop a curriculum emphasizing the practical skills and knowledge necessary to maintain landscape and sports amenities.

In 2010, Tracy successfully developed a THPRD business plan that now provides sufficient funds to employ two student terms each year (180 hours each). During each term, students receive field training for maintenance operations, including direct operations of landscape field equipment. This is very valuable to the students as it makes them more employable immediately after graduation. It also serves the District well because students have completed their basic landscape classroom studies and are motivated and excited to learn and apply the knowledge in the field.

Tracy currently has two part time seasonal workers who are enrolled in the program. Over the years, many of the students continue to work part time on the campus until they find full time work in the industry. Although full time THPRD opportunities are limited, the program ensures a high level of qualified candidates when positions become available. It also provides an exceptional level of qualified part time technical assistance throughout the year. As a result of Tracy's efforts, the program is very much a win/win for the PCC Rock Creek Landscape Program and THPRD.

Veterans Day Event

American Legion Post #124 held their annual Veterans Day event on November 11 at the First Congregational Church. This well-attended, standing room only, event honored our nation's Veterans with a variety of speakers, including Board member, Larry Pelatt, who represented THPRD. We have a long standing relationship with the American Legion that we are very proud of.

Board of Directors/Budget Committee Meeting Schedule

The following dates have been proposed for the Board of Directors and Budget Committee meeting schedule over the next few months:

- January Regular Board Meeting – Monday, January 13, 2014 (*second Monday in January*)
- February Regular Board Meeting – Monday, February 3, 2014
- Mid-Year Budget Review Meeting – Monday, February 24, 2014
- March Regular Board Meeting – Monday, March 3, 2014



Management Report to the Board December 9, 2013

Communications & Outreach

Bob Wayt, Director of Communications & Outreach

1. A style guide has been produced and distributed to help District staff use the new logo professionally and consistently in its various applications (such as signage, documents, vehicles and apparel). The logo is already being used in many ways online and in print throughout THPRD. Public and employee response has generally been quite positive.
2. Patrons interested in signing up for winter classes can view THPRD's winter/spring activities guide online or in print (available at any center, the Administration Office or certain community sites, including Beaverton-area libraries). In late November, a mailing was sent to District residents to inform them about the new guide and the variety of classes offered by the District. Registration starts December 14 for in-District residents.

Community Partnerships

Geoff Roach, Director of Community Partnerships

1. Private Investment – Access for All initiative progress, Foundation strategy, internal readiness: The Champions Too field is a signature amenity in the 20-acre SW Quadrant Community Park planned in the Aloha area and is the first project of the Access for All initiative meeting the needs of all our patrons. The initiative addresses special needs, language and culture, geographic equity and economic hardship, and transportation and mobility as the demographics of our service area shift.
 - Campaign Developments
 - Council membership has grown to 9. Recruiting will be extended into December with the approaching holiday(s).
 - Internal Developments Supporting Access for All
 - Steering committee comprised of staff and outside partners/service providers continues to make progress.
 - Tualatin Hills Park Foundation Developments
 - At their workshop in November, the Foundation discussed and formally adopted the Access for All initiative as a primary vehicle for achieving its mission impact.

Aquatics

Sharon Hoffmeister, Superintendent of Aquatic Program Services

1. This has been a busy fall for pool closures. The Beaverton Swim Center project (seismic upgrade and pool tank resurface) is progressing on schedule and opened on December 4. Harman Swim Center is scheduled for a closure December 21-January 5 to replace the concrete pad under the main circulation pump and repair the concrete block under the dive stand. Sunset Swim Center was closed for one day to repair a broken return line in the tunnel. Finally, we had an unplanned, eight-day closure at the Aquatic Center in November when the main circulation pump failed. The Maintenance Department staff worked diligently to get the pump replaced and the pool back up and operational.

2. High School Water Polo has ended after a successful season. The High School swimming season got underway November 18. The Beaverton High School team is temporarily practicing at Aloha Swim Center until Beaverton Swim Center reopens.
3. Tualatin Hills Swim Club's new scoreboard was installed at the Aquatic Center on December 2. It replaced the original scoreboard that has been there since 1986.

Maintenance

Dave Chrisman, Superintendent of Maintenance Operations

1. Staff worked with contractors to perform an emergency replacement of the HMT Aquatic Center main circulation pump. The pump circulates heated and treated water through the pool system on a 24-hour basis. The main drive shaft of the pump cracked, forcing a shut-down of the entire pool. Fortunately, staff had purchased a replacement pump during the prior year using capital replacement funds with the intent of installing it during the next scheduled closure. Staff expects the new pump to provide service for the next 30 years.
2. Staff recently assisted with Veterans Day preparations at Memorial Park. Staff installs American flags at the perimeter of the park early the morning of Veterans Day and removes the flags at the end of the day. Staff also provides assistance to Beaverton American Legion Post 124 to help coordinate the event and works with members of the Beaverton Garden Club for ongoing care and design of the ornamental flower displays in the park. The November celebration of Veterans Day and the May celebration of Memorial Day are the two largest events scheduled at the park each year.
3. Staff and contractors recently tested, upgraded and replaced portions of the Fanno Creek Service Center natural gas line. The natural gas pipe spans the entire building and provides heat to the warehouse and tenants space. The project was funded in the 13/14 capital replacement budget and is now complete.

Natural Resources & Trails Management

Bruce Barbarasch, Superintendent of Natural Resources & Trails Management

1. Natural Resources Functional Plan. Staff has begun outlining the contents and creating a timeline for the Natural Resources Functional Plan, which will replace the Natural Resources Management Plan that was adopted in 2002.
2. Interpretive Center Enrollments. Staff is on track to have the highest number of registrations and revenue for the fall term in the facility's history.
3. Newt Day/Newtvember. Newt Day celebrates newts and other natural events that happen in the fall. This year staff expanded the event to include a series of drop-in activities throughout the month. Nearly 600 people participated.
4. Service Learning Training. In October, staff partnered with OSU Extension and Clean Water Services to facilitate a Watershed & Invasive Species Education (WISE) training, which was geared toward local middle and high school teachers interested in getting their classes involved in service learning projects at a THPRD park near their school. Teachers and students are now working at Willow Creek Greenway and Hyland Woods.

Planning & Development

Steve Gulgren, Superintendent of Planning & Development

1. Waterhouse Trail/SDC Project with Central Bethany Development (CBD): CBD is nearing completion on a key segment of the Waterhouse Trail. When completed, it will provide the needed connectivity to link the community to the overall District trail system. Construction began in mid-May and the majority of the trail and the two bridges are complete. The east-west trail connects to the newly constructed Stoller Creek Trail (Waterhouse Trail West Spur) and the existing Arbor Parc subdivision trail. The work needed to finalize the project includes: installing a small section of asphalt and split rail fencing, finalizing the trail edges with some minor grading, installing the enhancement and mitigation plantings, and finishing the retaining wall sections on the north section of trail. The wall footings are complete and the lower walls are framed and ready for concrete. Substantial completion is scheduled to be achieved by December 13.

Programs & Special Activities

Lisa Novak, Superintendent of Programs & Special Activities

1. The Tennis Center Air Structure Replacement Project is complete.
2. UCLA Women's Collegiate Invitational: The second annual UCLA Women's invitational tournament took place November 1-3 at the Tennis Center. Teams were from Michigan, University of Portland, Texas A&M, Duke, Utah, Nebraska, UCLA and members of the USTA National Junior Team. The USTA team included a player from Oregon and a player from Vancouver, Washington.
3. Volunteers from Highland Park Intermediate School once again helped the Stuhr Center "Deck our Halls" on December 3. This inter-generational program includes decorating four trees located throughout the center.

Recreation

Eric Owens, Superintendent of Recreation

1. Cedar Hills Recreation Center's middle school cross country program participated in the District Middle School Cross Country Championships on November 1 at the HMT complex. Over 230 middle school students participated in this event. The Cedar Hills middle school program consists of students from nine Beaverton middle schools.
2. Conestoga Recreation & Aquatic Center has developed a program addition called Black Light Zumba. This drop-in fitness program is offered one Friday a month. The windows are blacked out, lights turned off, and participants wear neon glow sticks on their wrists, ankles, waists and necks. This gives a fresh boost of excitement to workout routines.

Security Operations

Mike Janin, Superintendent of Security Operations

1. Staff welcomed Bend Parks & Recreation District staff on November 14 & 15 to shadow our Park Patrol operation. Bend Parks & Recreation District is looking to operate the same type of program. One of the highlights of their visit was riding with Park Patrol.
2. At 3:00 a.m. on November 20, Beaverton Police arrested three young adults for substantial turf and landscape damage to the Westside Trail. The operator of a SUV entered the trail from SW Barrows Road and continued on and off the trail, driving as far

north as Hart Meadows Park. 23 areas of turf damage were located the next day by coordinating the efforts of Maintenance and Park Patrol. The driver was arrested for Reckless Driving. In addition, all three individuals were arrested for Criminal Trespass and Criminal Mischief. We will continue to work with the Beaverton Police on this case as well as the District Attorney's office in hopes of eventually receiving restitution

Sports

Scott Brucker, Superintendent of Sports

1. Youth Winter Basketball Leagues: The Middle School basketball program is partnering on coach education and player clinics with the Portland Trailblazers again this year. On December 22, Damien Lillard and Allen Crabbe will make an appearance for a Boys clinic; on December 23, Mo Williams will make an appearance for a Girls clinic; and on December 27, LaMarcus Aldridge and Will Barton will make an appearance for a Boys clinic.
2. Middle School and Fifth Grade teams were assigned practices the week of November 25 and the pre-season jamborees are scheduled for December 7 (5th grade) and 14 (6th-8th grade) with games beginning January 11.

Business Services

Cathy Brucker, Finance Manager
Nancy Hartman-Noye, Human Resources Manager
Mark Hokkanen, Risk and Contract Manager
Ann Mackiernan, Operations Analysis Manager
Phil Young, Information Services Manager

1. Due diligence for the proposed Adventure Recreation Facility continues. Sabrina Taylor Schmitt and Julie Rocha conducted further market research including reaching out to various adventure recreation locations around the nation. Using information gathered in these discussions with the operators of these facilities a SWOT (strengths, weaknesses, opportunities and threats) analysis was performed. Sufficient threats were detected to begin discussion of possible redirection on the delivery of services to the 15-30 year old demographic within the District. Additional strategic questions will be explored before the January 2014 Board presentation.
2. As part of the continuing effort to make the Fanno Creek Service Center server room the District's hub of computer operations, the IS Department has completed the installation of the backup generator for the server room.
3. Business plan teams are working on plans for the FY 2014/15 Proposed Budget. First drafts are due to team leads in early December for first review.
4. The IS Department has started working with the Operation Analyst to form a Needs Assessment Team to develop a needs assessment document for our daily operations and registration database. This needs assessment documents all the business process requirements for our system and is a prerequisite to developing a Request for Proposals for a potential replacement system. The kick-off meeting for the team was held in early December and the project is expected to last for at least 12 to 18 months.
5. The THPRD Wellness Committee hosted a flu shot clinic on October 29. Kaiser Permanente provided flu shots on-site at no charge to all interested full-time and regular part-time employees. Forty-two employees participated (about the same as last year).

December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1	2	3 Natural Resources Advisory Committee 6:30pm	4 Aquatics Advisory Committee 6:30pm	5	6	7 Holiday Bazaar @ Garden Home Grand Children's Day @ Stuhr Center
8	9 Board Meeting 7pm @ Dryland/HMT Stuhr Center Advisory Committee 10am	10 Historic Facilities Advisory Committee 1pm	11	12	13	14
15	16	17 Parks Advisory Committee 6pm Trails Advisory Committee 7pm	18	19 Elsie Stuhr Day Celebration @ Stuhr Center Recreation Advisory Committee 7pm	20 Evening with Santa & Flick 'n Float @ Conestoga	21
22	23	24	25 HOLIDAY	26	27	28
29	30	31				

2013

January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1 HOLIDAY	2	3	4
5	6	7	8	9	10	11
12	13 Board Meeting 7pm @ Dryland/HMT Stuhr Center Advisory Committee 10am	14 Historic Facilities Advisory Committee 1pm Parks Advisory Committee 6pm	15	16 Sports Advisory Committee 1pm Recreation Advisory Committee 7pm	17	18
19	20 HOLIDAY	21 Trails Advisory Committee 7pm	22	23	24	25
26	27	28 Natural Resources Advisory Committee 6:30pm	29	30	31	

2014

February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						1
2	3 Board Meeting 7pm @ Dryland/HMT	4	5	6	7	8
9	10 Stuhr Center Advisory Committee 10am	11 Historic Facilities Advisory Committee 1pm	12	13	14	15
16	17 HOLIDAY	18 Parks Advisory Committee 6pm Trails Advisory Committee 7pm	19	20 Sports Advisory Committee 1pm	21	22
23	24 Budget Committee Meeting 7pm @ Dryland/HMT	25 Natural Resources Advisory Committee 6:30pm	26	27 Recreation Advisory Committee 7pm	28	

2014

Tualatin Hills Park and Recreation District
Monthly Capital Project Report
Estimated Cost vs. Budget
Through 10/31/13

Description	Project Budget				Project Expenditures		Estimated Total Costs				Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
GENERAL FUND													
CAPITAL OUTLAY DIVISION													
<u>CARRY FORWARD PROJECTS</u>													
JQAY House Renovation	100,000	1,800		100,000	1,800	87,371	-	1,800	Budget	89,171	1,800	10,829	-
Challenge Grnt Competitive Fnd	30,000	30,000		30,000	30,000	-	-	30,000	Budget	30,000	30,000	-	-
Signage Master Plan	75,000	53,000		75,000	53,000	31,567	20	52,980	Budget	84,567	53,000	(9,567)	-
East Tennis Air Structure	255,700	255,700	170,250	425,950	425,950	148,641	78,620	161,342	Award	388,603	239,962	37,347	185,988
Fanno Creek Trail Management	62,000	59,000		62,000	59,000	2,720	-	59,000	Budget	61,720	59,000	280	-
GHRC Exterior Siding	69,183	61,470		69,183	61,470	12,548	65,307	-	Complete	77,855	65,307	(8,672)	(3,837)
GHRC Exterior Painting	12,600	12,600		12,600	12,600	-	13,338	-	Complete	13,338	13,338	(738)	(738)
Enrgy Svngs Prfmnc Ct Phase 2	674,736	304,604		674,736	304,604	156,700	-	262,265	Award	418,965	262,265	255,771	42,339
Pedestrian Pathways (18 sites)	145,891	145,087		145,891	145,087	64,719	48,401	-	Complete	113,120	48,401	32,771	96,686
Greenway Playground	55,543	55,543		55,543	55,543	-	-	-	Complete	-	-	55,543	55,543
Concrete Sidewalks (8 sites)	35,343	35,343		35,343	35,343	26,129	-	-	Complete	26,129	-	9,214	35,343
Brkhvn Prk - Brdg & Brdwlk Rpl	35,000	19,211		35,000	19,211	50,667	250	-	Complete	50,917	250	(15,917)	18,961
Summercrest Tennis	14,720	14,720		14,720	14,720	-	14,720	-	Complete	14,720	14,720	-	-
Lost Park Tennis Court Resurfacing	14,000	14,000		14,000	14,000	-	11,200	-	Complete	11,200	11,200	2,800	2,800
HSC Pool Circulation Pump Pad	8,750	5,250	4,000	12,750	9,250	3,500	-	14,885	Award	18,385	14,885	(5,635)	(5,635)
Orientation Video	20,000	20,000		20,000	20,000	-	6,750	13,250	Award	20,000	20,000	-	-
Parking Lots	6,400	6,400		6,400	6,400	6,100	-	-	Complete	6,100	-	300	6,400
FCSC Gas Line Replacement	40,000	40,000		40,000	40,000	-	14,355	24,745	Award	39,100	39,100	900	900
TOTAL CARRYOVER PROJECTS	1,654,866	1,133,728	174,250	1,829,116	1,307,978	590,662	252,961	620,267		1,463,890	873,228	365,226	434,750
<u>ATHLETIC FACILITY REPLACEMENT</u>													
Synthetic Turf BHS			400,000	400,000	400,000	-	-	400,000	Budget	400,000	400,000	-	-
Tennis Crt Crack Rprs - 2 sites			6,000	6,000	6,000	-	2,600	3,400	Budget	6,000	6,000	-	-
Bsktbl Crt Lifts - Cpr Mtn Pk			8,000	8,000	8,000	-	-	9,400	Award	9,400	9,400	(1,400)	(1,400)
Tennis Crt Resurfng - 2 sites			66,800	66,800	66,800	-	66,170	-	Complete	66,170	66,170	630	630
CRA Bsktbl BckbrdsFrames			26,680	26,680	26,680	-	-	26,680	Budget	26,680	26,680	-	-
CHRC Support Bsktbl Bckbrds			2,000	2,000	2,000	-	-	2,295	Award	2,295	2,295	(295)	(295)
TOTAL ATHLETIC FACILITY REPLACEMENT			509,480	509,480	509,480	-	68,770	441,775		510,545	510,545	(1,065)	(1,065)
<u>ATHLETIC FACILITY IMPROVEMENT</u>													
Shock Absrbncy (Gmax) Tstg Unt			14,000	14,000	14,000	-	-	14,000	Budget	14,000	14,000	-	-
TOTAL ATHLETIC FACILITY IMPROVEMENT			14,000	14,000	14,000	-	-	14,000		14,000	14,000	-	-
<u>PARK AND TRAIL REPLACEMENTS</u>													
Play Equipment (3 sites)			168,000	168,000	168,000	-	31,014	136,986	Budget	168,000	168,000	-	-
Irrgtn & Drainage Sys Rprs			20,430	20,430	20,430	-	6,551	13,879	Budget	20,430	20,430	-	-
Cmmwlth Lk Pk - P. TblsBnchs			13,680	13,680	13,680	-	-	13,680	Budget	13,680	13,680	-	-
Fences (3 sites)			5,900	5,900	5,900	-	10,159	-	Complete	10,159	10,159	(4,259)	(4,259)
Hazeldale Pk Pervious Pvg			40,000	40,000	40,000	-	8,540	30,617	Award	39,157	39,157	843	843
Asphlt Pth Rplcmnt & Repairs			156,380	156,380	156,380	-	4,862	151,518	Budget	156,380	156,380	-	-
Concrete Sidewalks			146,242	146,242	146,242	-	250	145,992	Budget	146,242	146,242	-	-
Brookhaven Brdwlk Installation			120,000	120,000	120,000	-	77,271	10,868	Award	88,139	88,139	31,861	31,861
Center St Boardwalk Repair			1,500	1,500	1,500	-	-	1,500	Budget	1,500	1,500	-	-
TOTAL PARK AND TRAIL REPLACEMENTS			672,132	672,132	672,132	-	138,647	505,040		643,687	643,687	28,445	28,445
<u>PARK AND TRAIL IMPROVEMENTS</u>													
Memorial Benches			8,000	8,000	8,000	-	322	7,678	Budget	8,000	8,000	-	-
ODOT Grant-Wstsd Trl#18 easmnt			141,750	141,750	141,750	-	1,500	140,250	Budget	141,750	141,750	-	-
Trash Cans in Parks			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Fanno Crk Trl Grnwy Erosion Sl			75,000	75,000	75,000	18,730	8,921	48,956	Award	76,607	57,877	(1,607)	17,123
Eqmt Grn Wste on-site Recycling			59,500	59,500	59,500	-	54,194	-	Complete	54,194	54,194	5,306	5,306
Irrgtn Eqmt Efficiency Upgrds			10,175	10,175	10,175	-	10,040	-	Complete	10,040	10,040	135	135
Eqmt for Pathway Repair			10,000	10,000	10,000	-	919	9,081	Budget	10,000	10,000	-	-
Wanda Pck Pk RtnngStg Wall Ftg			7,000	7,000	7,000	-	-	7,000	Budget	7,000	7,000	-	-
FCSC TrshCmpctr Hydraulic Arm			6,500	6,500	6,500	-	-	6,275	Award	6,275	6,275	225	225
QR Fit Trail Signage			4,645	4,645	4,645	-	-	4,645	Budget	4,645	4,645	-	-
Art Installation Grant			365,000	365,000	365,000	-	-	365,000	Budget	365,000	365,000	-	-
N. Bethany Trail 2 RTP Grant			100,000	100,000	100,000	-	-	100,000	Budget	100,000	100,000	-	-
Vista Brk Pk LGGP Grant			25,000	25,000	25,000	-	-	25,000	Budget	25,000	25,000	-	-
TOTAL PARK AND TRAIL IMPROVEMENTS			822,570	822,570	822,570	18,730	75,896	723,885		818,511	799,781	4,059	22,789

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Description	Project Budget				Project Expenditures		Estimated Total Costs				Est. Cost (Over) Under Budget		
	Prior Year Budget Amount	Budget Carryover to Current Year	New Funds Budgeted in Current Year	Cumulative Project Budget	Current Year Budget Amount	Expended Prior Years	Expended Year-to-Date	Estimated Cost to Complete	Basis of Estimate	Project Cumulative	Current Year	Project Cumulative	Current Year
	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
CHALLENGE GRANTS													
Challenge Grants			97,500	97,500	97,500	-	2,202	95,298	Budget	97,500	97,500	-	-
TOTAL CHALLENGE GRANTS			97,500	97,500	97,500	-	2,202	95,298		97,500	97,500	-	-
BUILDING REPLACEMENTS													
HMT Tennis Center Roof			1,000,000	1,000,000	1,000,000	-	-	1,000,000	Budget	1,000,000	1,000,000	-	-
Raleigh Pool Deck Design			30,000	30,000	30,000	-	-	30,000	Budget	30,000	30,000	-	-
Weight Rm Eqmt Rplcmt - 2 sites			21,000	21,000	21,000	-	-	21,000	Budget	21,000	21,000	-	-
Generator for Special Events			1,850	1,850	1,850	-	1,792	-	Complete	1,792	1,792	58	58
BSC Tank Resurface			61,000	61,000	61,000	-	22,500	35,854	Award	58,354	58,354	2,646	2,646
Chlorine Booster Pump - 4 sites			6,180	6,180	6,180	-	2,892	3,288	Budget	6,180	6,180	-	-
HSC Dive Board			4,110	4,110	4,110	-	-	4,810	Award	4,810	4,810	(700)	(700)
CRA Leisure Pool Fountains			18,000	18,000	18,000	-	-	18,000	Budget	18,000	18,000	-	-
BSC Domestic Water Heater			7,000	7,000	7,000	-	-	14,100	Award	14,100	14,100	(7,100)	(7,100)
Resurface Floors @ 2 sites			27,055	27,055	27,055	-	12,275	14,780	Budget	27,055	27,055	-	-
Rfnsh Wood FlrsCrts @ 4 sites			20,300	20,300	20,300	-	14,690	4,232	Award	18,922	18,922	1,378	1,378
Replace Tile Floors @ 2 sites			29,500	29,500	29,500	-	-	29,500	Budget	29,500	29,500	-	-
Carpet @ Cedar Hills Rec Ctr			12,000	12,000	12,000	-	-	12,000	Budget	12,000	12,000	-	-
Cpr Mtn - Reseal Concrete Fir			6,250	6,250	6,250	-	-	6,250	Budget	6,250	6,250	-	-
AC Metal Transition Plates			5,000	5,000	5,000	-	4,807	-	Complete	4,807	4,807	193	193
Jenkins Int Doors Paint			9,000	9,000	9,000	-	-	9,000	Budget	9,000	9,000	-	-
SSC Doors & Sidelights SW StFr			8,630	8,630	8,630	-	-	7,501	Award	7,501	7,501	1,129	1,129
NPIC Transom Window Openers			7,500	7,500	7,500	-	-	7,500	Budget	7,500	7,500	-	-
GHRC Fire Door Replcmt			6,000	6,000	6,000	-	5,012	-	Complete	5,012	5,012	988	988
Door Rplcmts @ 2 sites			6,000	6,000	6,000	-	-	6,000	Budget	6,000	6,000	-	-
CRA Classroom & Pool Dck Blnds			4,673	4,673	4,673	-	-	4,673	Budget	4,673	4,673	-	-
Jenkins Elevator Guide Shoes			2,200	2,200	2,200	-	1,380	-	Complete	1,380	1,380	820	820
Ductwork Cleaning @ 2 sites			18,911	18,911	18,911	-	-	18,911	Budget	18,911	18,911	-	-
50M Dive Tower Louvers			9,500	9,500	9,500	-	-	9,500	Budget	9,500	9,500	-	-
BSC Cndnstrn Piping for Boilers			3,000	3,000	3,000	-	-	3,500	Award	3,500	3,500	(500)	(500)
GHRC Exterior Siding (Phase 3)			40,000	40,000	40,000	-	32,800	-	Complete	32,800	32,800	7,200	7,200
FCSC Skylights			12,000	12,000	12,000	-	-	11,400	Award	11,400	11,400	600	600
CRA Parking Lot Drain Line			8,000	8,000	8,000	-	-	8,000	Budget	8,000	8,000	-	-
NPIC Roof GutterDownspouts			5,500	5,500	5,500	-	-	5,500	Budget	5,500	5,500	-	-
GHRC Fire Escape Stairs			5,000	5,000	5,000	-	2,512	1,338	Award	3,850	3,850	1,150	1,150
HMT Sth Fls Playgrnd Canopies			8,000	8,000	8,000	-	-	10,900	Award	10,900	10,900	(2,900)	(2,900)
Stuhr Ctr Parking Lot			26,666	26,666	26,666	-	-	26,666	Award	26,666	26,666	-	-
GH Commercial Refrigerator & Ice Maker			-	-	-	-	3,240	-	Complete	3,240	3,240	(3,240)	(3,240)
TOTAL BUILDING REPLACEMENTS			1,429,825	1,429,825	1,429,825	-	103,900	1,324,203		1,428,103	1,428,103	1,722	1,722
BUILDING IMPROVEMENTS													
Aqua Climb			9,180	9,180	9,180	-	-	9,180	Budget	9,180	9,180	-	-
Hand Dryer Pilot Study - PCC			3,700	3,700	3,700	-	2,220	1,552	Award	3,772	3,772	(72)	(72)
TOTAL BUILDING IMPROVEMENTS			12,880	12,880	12,880	-	2,220	10,732		12,952	12,952	(72)	(72)
ADA PROJECTS													
Portable Stairs for Pools			34,800	34,800	34,800	-	-	34,800	Budget	34,800	34,800	-	-
Wndrlnd Pk -Rmp, Curbg & P Tbl			13,200	13,200	13,200	-	-	13,200	Budget	13,200	13,200	-	-
Ramp to Play Area (2 sites)			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
CHRC Ramp			9,500	9,500	9,500	-	-	9,500	Budget	9,500	9,500	-	-
Stuhr Ctr Asphalt Pathways			5,500	5,500	5,500	-	-	5,500	Award	5,500	5,500	-	-
TOTAL ADA PROJECTS			68,000	68,000	68,000	-	-	68,000		68,000	68,000	-	-
TOTAL CAPITAL OUTLAY DIVISION	1,654,866	1,133,728	3,800,637	5,455,503	4,934,365	609,392	644,596	3,803,200		5,057,188	4,447,796	398,315	486,569

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
INFORMATION SERVICES DEPARTMENT													
Workstation/Notebooks			67,000	67,000	67,000	-	4,548	62,452	Budget	67,000	67,000	-	-
Server Replacements			35,000	35,000	35,000	-	16,546	18,454	Budget	35,000	35,000	-	-
LAN/WAN Replcmnt			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Printers/Network Printers			5,000	5,000	5,000	-	-	5,000	Budget	5,000	5,000	-	-
Cisco Phone Servers			55,000	55,000	55,000	-	30,747	19,400	Award	50,147	50,147	4,853	4,853
TOTAL INFORMATION TECHNOLOGY REPLACEMENTS			167,000	167,000	167,000	-	51,841	110,306		162,147	162,147	4,853	4,853
Misc. Application Software			10,000	10,000	10,000	-	-	10,000	Budget	10,000	10,000	-	-
Plotter/Scanner			8,200	8,200	8,200	-	-	8,200	Budget	8,200	8,200	-	-
FCSC Fire SuppressionBackup			74,000	74,000	74,000	-	3,945	70,055	Budget	74,000	74,000	-	-
MACC Grant - Cmcst Rsdtl Lines			12,000	12,000	12,000	-	-	12,000	Budget	12,000	12,000	-	-
Workstation and Phone			1,500	1,500	1,500	-	-	1,500	Budget	1,500	1,500	-	-
TOTAL INFORMATION TECHNOLOGY IMPROVEMENTS			105,700	105,700	105,700	-	3,945	101,755		105,700	105,700	-	-
TOTAL INFORMATION SYSTEMS DEPARTMENT	-	-	272,700	272,700	272,700	-	55,786	212,061		267,847	267,847	4,853	4,853
MAINTENANCE DEPARTMENT													
FLEET REPLACEMENTS													
Crew Cab Trucks w Lndscp Box			130,000	130,000	130,000	-	97,916	32,248	Award	130,164	130,164	(164)	(164)
SUV 4x4			35,000	35,000	35,000	-	27,082	-	Complete	27,082	27,082	7,918	7,918
Cargo Van			22,000	22,000	22,000	-	-	22,000	Budget	22,000	22,000	-	-
52" Mowers (2)			14,000	14,000	14,000	-	14,038	-	Complete	14,038	14,038	(38)	(38)
72" Mower			13,500	13,500	13,500	-	13,175	-	Complete	13,175	13,175	325	325
Electric Utility Vehicles			36,000	36,000	36,000	-	34,585	-	Complete	34,585	34,585	1,415	1,415
Field Tractor			45,000	45,000	45,000	-	41,390	-	Complete	41,390	41,390	3,610	3,610
Aerator Seeder			22,000	22,000	22,000	-	-	14,679	Award	14,679	14,679	7,321	7,321
Field Aerators (2)			14,000	14,000	14,000	-	-	12,269	Award	12,269	12,269	1,731	1,731
Tire Changer			12,000	12,000	12,000	-	-	12,000	Budget	12,000	12,000	-	-
TOTAL FLEET REPLACEMENTS			343,500	343,500	343,500	-	228,186	93,196		321,382	321,382	22,118	22,118
TOTAL MAINTENANCE DEPARTMENT	-	-	343,500	343,500	343,500	-	228,186	93,196		321,382	321,382	22,118	22,118
GRAND TOTAL GENERAL FUND	1,654,866	1,133,728	4,416,837	6,071,703	5,550,565	609,392	928,568	4,108,457		5,646,417	5,037,025	425,286	513,540

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	(1)	(2)	(3)	(1+3)	(2+3)	(4)	(5)	(6)		(4+5+6)	(5+6)		
SDC FUND													
<u>LAND ACQUISITION</u>													
DEQ Mahmood Prprty Cln Up				0	0	-	4,790	-	Complete	4,790	4,790	(4,790)	(4,790)
Land Acquisition (FY 13)	1,100,000	1,100,000	-	1,100,000	1,100,000	9,400	5,946	1,094,054	Budget	1,109,400	1,100,000	(9,400)	-
Land Acquisition (FY 14)	-	-	500,000	500,000	500,000	-	268	499,732	Budget	500,000	500,000	-	-
TOTAL LAND ACQUISITION	1,100,000	1,100,000	500,000	1,600,000	1,600,000	9,400	11,004	1,593,786		1,614,190	1,604,790	(14,190)	(4,790)
<u>IMPROVEMENT/DEVELOPMENT PROJECTS</u>													
Fanno Creek Trail	2,011,950	76,000	-	2,011,950	76,000	1,907,067	22,312	53,688	Budget	1,983,067	76,000	28,883	-
MTIP Grnt Mtch Westside Trail	82,205	20,000	-	82,205	20,000	69,587	130	19,870	Budget	89,587	20,000	(7,382)	-
Bonny Slope/BSD Trail Development	175,000	175,000	-	175,000	175,000	-	-	175,000	Budget	175,000	175,000	-	-
Graf Meadows Prk - Trail Cnctn	300,000	180,500	-	300,000	180,500	67,296	28,658	151,842	Budget	247,796	180,500	52,204	-
Wtrhse Trail-Bronson/Bethany	250,000	204,000	-	250,000	204,000	50,000	-	204,000	Budget	254,000	204,000	(4,000)	-
PCC Rck Crk Dog Prk Cnstrctn	144,000	25,000	3,500	147,500	28,500	16,078	134,360	-	Complete	150,438	134,360	(2,938)	(105,860)
Future Dog Prk Cnstrctn	50,000	50,000	-	50,000	50,000	-	-	50,000	Budget	50,000	50,000	-	-
Fanno Creek Trail-Hall Blvd Cr	-	-	384,250	384,250	384,250	-	73,338	310,912	Budget	384,250	384,250	-	-
Waterhouse Trail - Prj Mgmnt	-	-	10,500	10,500	10,500	-	-	10,500	Budget	10,500	10,500	-	-
Timberland Park - Prj Mgmnt	-	-	34,000	34,000	34,000	-	-	34,000	Budget	34,000	34,000	-	-
LGGP Grant Mtch-Vista Brk Park	-	-	28,500	28,500	28,500	-	-	28,500	Budget	28,500	28,500	-	-
Undesignated Projects	-	-	4,037,852	4,037,852	4,037,852	-	-	4,037,852	Budget	4,037,852	4,037,852	-	-
TOTAL DEVELOPMENT/IMPROVEMENT PROJECTS	3,013,155	730,500	4,498,602	7,511,757	5,229,102	2,110,028	258,798	5,076,164		7,444,990	5,334,962	66,767	(105,860)
Total - SDC Fund	4,113,155	1,830,500	4,998,602	9,111,757	6,829,102	2,119,428	269,802	6,669,950		9,059,180	6,939,752	52,577	(110,650)

KEY

- Budget Estimate based on original budget - not started and/or no basis for change
- Deferred Some or all of Project has been eliminated to reduce overall capital costs for year.
- Award Estimate based on Contract Award amount or quote price estimates
- Complete Project completed - no additional estimated costs to complete.

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Quad- rant	Project Code	Description	Project Budget			Project Expenditures			Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance		
			Initial Project Budget	Adjustments	Current Total Project Budget FY 13/14	Expended Prior Years	Expended Year-to-Date	Total Expended to Date			Estimated Cost to Complete	Est. Cost (Over) Under Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)			(7)	(6+7)=(9)	(3-9) = (10)
BOND CAPITAL PROJECTS FUND													
<u>New Neighborhood Parks Development</u>													
SE	91-901	AM Kennedy Park & Athletic Field	1,285,250	50,470	1,335,720	1,005,674	541,884	1,547,558	-	Complete	1,547,558	(211,838)	100.0%
SW	91-902	Barsotti Park & Athletic Field	1,285,250	27,134	1,312,384	307,254	642,345	949,599	308,657	Bid Award	1,258,256	54,128	75.5%
NW	91-903	Hansen Ridge Park (formerly Kaiser Ridge)	771,150	16,035	787,185	177,492	462,009	639,501	121,033	Bid Award	760,534	26,651	84.1%
SW	91-904	Roy Dancer Park	771,150	16,308	787,458	110,984	310,095	421,079	233,088	Bid Award	654,167	133,291	64.4%
NE	91-905	Roger Tilbury Park	771,150	16,302	787,452	167,730	23,234	190,964	594,786	Design Dev	785,750	1,702	24.3%
Total New Neighborhood Parks Development			4,883,950	126,249	5,010,199	1,769,134	1,979,567	3,748,701	1,257,564		5,006,265	3,934	74.9%
<u>Renovate & Redevelop Neighborhood Parks</u>													
NE	91-906	Cedar Mill Park, Trail & Athletic Fields	1,125,879	23,924	1,149,803	112,654	24,812	137,466	897,396	Design Dev	1,034,862	114,941	13.3%
SE	91-907	Camille Park	514,100	28,634	542,734	585,289	182	585,471	-	Complete	585,471	(42,737)	100.0%
NW	91-908	Somerset West Park	1,028,200	21,958	1,050,158	89,547	3,386	92,933	795,642	A&E	888,575	161,583	10.5%
NW	91-909	Pioneer Park and Bridge Replacement	544,934	21,059	565,993	218,219	210,537	428,756	132,925	Bid Award	561,681	4,312	76.3%
SE	91-910	Vista Brook Park	514,100	20,452	534,552	348,216	418,001	766,217	-	Complete	766,217	(231,665)	100.0%
Total Renovate & Redevelop Neighborhood Parks			3,727,213	116,027	3,843,240	1,353,925	656,918	2,010,843	1,825,963		3,836,806	6,434	52.4%
<u>New Neighborhood Parks Land Acquisition</u>													
NW	98-880-a	New Neighborhood Park - NW Quadrant (Biles)	1,500,000	28,467	1,528,467	1,041,404	-	1,041,404	-	Complete	1,041,404	487,063	100.0%
NW	98-880-b	New Neighborhood Park - NW Quadrant	-	-	-	27,558	19,036	46,594	1,012,770	Award	1,059,364	(1,059,364)	4.4%
NW	98-880-c	New Neighborhood Park - NW Quadrant	-	-	-	-	4,197	4,197	600,000	Award	604,197	(604,197)	0.7%
NE	98-745-a	New Neighborhood Park - NE Quadrant (Wilson)	1,500,000	27,735	1,527,735	525,108	-	525,108	-	Complete	525,108	1,002,627	100.0%
NE	98-745-b	New Neighborhood Park - NE Quadrant (Lehman - formerly undesignated)	1,500,000	31,870	1,531,870	2,090,608	1,885	2,092,493	-	Complete	2,092,493	(560,623)	100.0%
SW	98-746-a	New Neighborhood Park - SW Quadrant (Sterling Savings)	1,500,000	24,453	1,524,453	1,058,925	-	1,058,925	-	Complete	1,058,925	465,528	100.0%
SW	98-746-b	New Neighborhood Park - SW Quadrant (Altishin)	-	-	-	545,669	457	546,126	-	Complete	546,126	(546,126)	100.0%
SW	98-746-c	New Neighborhood Park - SW Quadrant (Hung easement for Roy Dancer Park)	-	-	-	60,006	-	60,006	-	Complete	60,006	(60,006)	100.0%
SE	98-747-a	New Neighborhood Park - SE Quadrant (Cobb)	1,500,000	15,547	1,515,547	2,555,818	-	2,555,818	-	Complete	2,555,818	(1,040,271)	100.0%
SE	98-747-b	New Neighborhood Park - SE Quadrant	-	-	-	2,529	-	2,529	-	Canceled	2,529	(2,529)	100.0%
NW	98-748	New Neighborhood Park (North Bethany) (McGettigan)	1,500,000	23,667	1,523,667	1,629,690	-	1,629,690	-	Complete	1,629,690	(106,023)	100.0%
UND	98-749	New Neighborhood Park - Undesignated	-	-	-	-	-	-	-	Complete	-	-	0.0%
Sub-total New Neighborhood Parks			9,000,000	151,739	9,151,739	9,537,315	25,575	9,562,890	1,612,770		11,175,660	(2,023,921)	85.6%
Authorized Use of Savings from New Community Park Land Acquisition Category			-	1,628,758	1,628,758	-	-	-	-	N/A	-	1,628,758	-
Authorized Use of Savings from Community Center / Community Park Land Acquisition Category			-	395,163	395,163	-	-	-	-	N/A	-	395,163	-
Total New Neighborhood Parks			9,000,000	2,175,660	11,175,660	9,537,315	25,575	9,562,890	1,612,770		11,175,660	-	-
<u>New Community Park Development</u>													
SW	92-915	SW Community Park & Athletic Field	7,711,500	165,512	7,877,012	5,340	3,904	9,244	7,867,768	Budget	7,877,012	-	0.1%
Sub-total New Community Park Development			7,711,500	165,512	7,877,012	5,340	3,904	9,244	7,867,768		7,877,012	-	0.1%
Outside Funding from Washington County Transferred from Community Center Land Acquisition			-	176,000	176,000	-	-	-	176,000	N/A	176,000	-	-
Total New Community Park Development			7,711,500	341,512	8,053,012	5,340	3,904	9,244	8,043,768		8,053,012	-	0.1%

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			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)			(3-9) = (10)	(6)/(9)
<u>New Community Park Land Acquisition</u>													
NE	98-881-a	New Community Park - NE Quadrant (Teufel)	10,000,000	132,657	10,132,657	8,103,899	-	8,103,899	-	Complete	8,103,899	2,028,758	100.0%
NE	98-881-b	Community Park Expansion - NE Quadrant	-	-	-	-	6,013	6,013	393,987	Award	400,000	(400,000)	1.5%
Sub-total New Community Park			10,000,000	132,657	10,132,657	8,103,899	6,013	8,109,912	393,987		8,503,899	1,628,758	95.4%
Authorized Use of Savings for New Neighborhood Parks Land Acquisition Category			-	(1,628,758)	(1,628,758)	-	-	-	-	N/A	-	(1,628,758)	-
Total New Community Park			10,000,000	(1,496,101)	8,503,899	8,103,899	6,013	8,109,912	393,987		8,503,899	-	95.4%
<u>Renovate and Redevelop Community Parks</u>													
NE	92-916	Cedar Hills Park & Athletic Field	6,194,905	131,937	6,326,842	112,311	2,107	114,418	6,203,605	A&E	6,318,023	8,819	1.8%
SE	92-917	Schiffler Park	3,598,700	72,672	3,671,372	2,647,176	-	2,647,176	-	Complete	2,647,176	1,024,196	100.0%
Total Renovate and Redevelop Community Parks			9,793,605	204,609	9,998,214	2,759,487	2,107	2,761,594	6,203,605		8,965,199	1,033,015	30.8%
<u>Natural Area Preservation - Restoration</u>													
NE	97-963	Roger Tilbury Memorial Park	30,846	661	31,507	1,067	229	1,296	30,204	Planning	31,500	7	4.1%
NE	97-964	Cedar Mill Park	30,846	662	31,508	160	32	192	29,964	Planning	30,156	1,352	0.6%
NE	97-965	Jordan/Jackie Husen Park	308,460	6,594	315,054	9,773	1,774	11,547	45,853	Preparation	57,400	257,654	20.1%
NW	97-966	NE/Bethany Meadows Trail Habitat Connection	246,768	5,297	252,065	-	-	-	252,065	Budget	252,065	-	0.0%
NW	97-967	Hansen Ridge Park (formerly Kaiser Ridge)	10,282	212	10,494	2,970	1,006	3,976	6,471	Planning	10,447	47	38.1%
NW	97-968	Allenbach Acres Park	41,128	878	42,006	1,529	183	1,712	39,878	Planning	41,590	416	4.1%
NW	97-969	Crystal Creek Park	205,640	4,397	210,037	5,282	80	5,362	107,186	Preparation	112,548	97,489	4.8%
NE	97-970	Foothills Park	61,692	1,143	62,835	44,665	13	44,678	12,936	Planting	57,614	5,221	77.5%
NE	97-971	Commonwealth Lake Park	41,128	759	41,887	30,040	118	30,158	2,691	Planting	32,849	9,038	91.8%
NW	97-972	Tualatin Hills Nature Park	90,800	1,911	92,711	15,996	8,202	24,198	16,214	Planning	40,412	52,299	59.9%
NE	97-973	Pioneer Park	10,282	216	10,498	7,370	-	7,370	3,077	Planning	10,447	51	70.5%
NW	97-974	Whispering Woods Park	51,410	878	52,288	48,871	-	48,871	6,748	Planting	55,619	(3,331)	87.9%
NW	97-975	Willow Creek Nature Park	20,564	388	20,952	19,551	-	19,551	4,537	Planting	24,088	(3,136)	81.2%
SE	97-976	AM Kennedy Park	30,846	624	31,470	22,848	142	22,990	9,710	Planting	32,700	(1,230)	70.3%
SE	97-977	Camille Park	77,115	1,526	78,641	55,093	1,535	56,628	15,725	Planting	72,353	6,288	78.3%
SE	97-978	Vista Brook Park	20,564	441	21,005	-	1,651	1,651	18,849	Planning	20,500	505	8.1%
SE	97-979	Greenway Park/Koll Center	61,692	1,310	63,002	7,956	6,972	14,928	48,072	Planning	63,000	2	23.7%
SE	97-980	Bauman Park	82,256	1,671	83,927	24,100	2,838	26,938	56,394	Planting	83,332	595	32.3%
SE	97-981	Fanno Creek Park	162,456	3,477	165,933	4,348	674	5,022	160,908	Planting	165,930	3	3.0%
SE	97-982	Hideaway Park	41,128	848	41,976	15,431	3,335	18,766	23,191	Planting	41,957	19	44.7%
SW	97-983	Murrayhill Park	61,692	1,014	62,706	65,544	156	65,700	6,899	Planting	72,599	(9,893)	90.5%
SE	97-984	Hyland Forest Park	71,974	1,227	73,201	55,441	53	55,494	15,506	Planting	71,000	2,201	78.2%
SW	97-985	Cooper Mountain	205,640	4,414	210,054	14	-	14	210,040	Budget	210,054	-	0.0%
SW	97-986	Winkelman Park	10,282	211	10,493	4,145	298	4,443	4,910	Planting	9,353	1,140	47.5%
SW	97-987	Lowami Hart Woods	287,896	6,157	294,053	6,441	909	7,350	286,650	Planning	294,000	53	2.5%
SW	97-988	Rosa/Hazeldale Parks	28,790	603	29,393	7,921	1,423	9,344	19,906	Planting	29,250	143	31.9%
SW	97-989	Mt Williams Park	102,820	2,207	105,027	244	-	244	104,756	Budget	105,000	27	0.2%
SW	97-990	Jenkins Estate	154,230	3,131	157,361	121,006	50	121,056	6,425	Planting	127,481	29,880	95.0%
SW	97-991	Summercrest Park	10,282	188	10,470	7,972	-	7,972	-	Complete	7,972	2,498	100.0%
SW	97-992	Morrison Woods	61,692	1,323	63,015	1,077	(1,077)	0	63,015	Budget	63,015	-	0.0%
UND	97-993	Interpretive Sign Network	339,306	7,194	346,500	37,702	36,075	73,777	265,523	Sign Fabrication	339,300	7,200	21.7%
NW	97-994	Beaverton Creek Trail	61,692	1,324	63,016	-	-	-	63,016	Budget	63,016	-	0.0%
NW	97-995	Bethany Wetlands/Bronson Creek	41,128	883	42,011	-	-	-	42,011	Budget	42,011	-	0.0%
NW	97-996	Bluegrass Downs Park	15,423	331	15,754	-	-	-	15,754	Budget	15,754	-	0.0%
NW	97-997	Crystal Creek	41,128	883	42,011	-	-	-	42,011	Budget	42,011	-	0.0%
UND	97-914	Restoration of new properties to be acquired	643,023	13,803	656,826	-	-	-	656,826	Budget	656,826	-	0.0%
Total Natural Area Restoration			3,762,901	78,786	3,841,687	624,557	66,671	691,228	2,693,921		3,385,149	456,538	20.4%

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Quad- rant	Project Code	Description	Project Budget			Project Expenditures			Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance		
			Initial Project Budget	Adjustments	Current Total Project Budget FY 13/14	Expended Prior Years	Expended Year-to-Date	Total Expended to Date			Estimated Cost to Complete	Est. Cost (Over) Under Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)			(7)	(3-9) = (10)	(6)/(9)
Natural Area Preservation - Land Acquisition													
UND	98-882	Natural Area Acquisitions	8,400,000	174,266	8,574,266	2,113,332	399,506	2,512,838	6,061,428	Budget	8,574,266	-	29.3%
Total Natural Area Preservation - Land Acquisition			8,400,000	174,266	8,574,266	2,113,332	399,506	2,512,838	6,061,428		8,574,266	-	29.3%
New Linear Park and Trail Development													
SW	93-918	Westside Trail Segments 1, 4, & 7	4,267,030	83,702	4,350,732	2,476,936	1,670,953	4,147,889	381,185	Bid Award	4,529,074	(178,342)	91.6%
NE	93-920	Jordan/Husen Park Trail	1,645,120	45,644	1,690,764	1,227,076	-	1,227,076	-	Complete	1,227,076	463,688	100.0%
NW	93-924	Waterhouse Trail Segments 1, 5 & West Spur	3,804,340	77,258	3,881,598	947,114	1,875,477	2,822,591	1,773,233	Bid Award	4,595,824	(714,226)	61.4%
NW	93-922	Rock Creek Trail #5 & Allenbach, North Bethany #2	2,262,040	72,824	2,334,864	1,660,829	47,653	1,708,482	816,014	On Hold	2,524,496	(189,632)	67.7%
UND	93-923	Miscellaneous Natural Trails	100,000	2,078	102,078	21,401	8,034	29,435	72,643	Budget	102,078	-	28.8%
NW	91-912	Nature Park - Old Wagon Trail	359,870	3,094	362,964	238,702	-	238,702	-	Complete	238,702	124,262	100.0%
NE	91-913	NE Quadrant Trail - Bluffs Phase 2	257,050	14,714	271,764	414,817	-	414,817	-	Complete	414,817	(143,053)	100.0%
SW	93-921	Lowami Hart Woods	822,560	55,532	878,092	539,296	343,171	882,467	419,371	Bid Award	1,301,838	(423,746)	67.8%
NW	91-911	Westside - Waterhouse Trail Connection	1,542,300	32,640	1,574,940	165,409	10,711	176,120	599,234	Master Planning	775,354	799,586	22.7%
Total New Linear Park and Trail Development			15,060,310	387,486	15,447,796	7,691,580	3,955,999	11,647,579	4,061,680		15,709,259	(261,463)	74.1%
New Linear Park and Trail Land Acquisition													
UND	98-883	New Linear Park and Trail Acquisitions	1,200,000	22,858	1,222,858	1,085,139	96,248	1,181,387	41,471	Budget	1,222,858	-	96.6%
Total New Linear Park and Trail Land Acquisition			1,200,000	22,858	1,222,858	1,085,139	96,248	1,181,387	41,471		1,222,858	-	96.6%
Multi-field/Multi-purpose Athletic Field Development													
SW	94-925	Winkelman Athletic Field	514,100	34,434	548,534	937,400	-	937,400	-	Complete	937,400	(388,866)	100.0%
SE	94-926	Meadow Waye Park	514,100	4,791	518,891	407,331	9	407,340	-	Complete	407,340	111,551	100.0%
NW	94-927	New Fields in NW Quadrant (Somerset West Park)	514,100	11,035	525,135	75	-	75	525,060	A&E	525,135	-	0.0%
NE	94-928	New Fields in NE Quadrant (Cedar Mill Park)	514,100	11,014	525,114	5,192	-	5,192	519,922	Design Dev	525,114	-	1.0%
SW	94-929	New Fields in SW Quadrant	514,100	11,029	525,129	669	-	669	524,460	Budget	525,129	-	0.1%
SE	94-930	New Fields in SE Quadrant	514,100	11,036	525,136	-	-	-	525,136	Budget	525,136	-	0.0%
Total Multi-field/Multi-purpose Athletic Field Dev.			3,084,600	83,339	3,167,939	1,350,667	9	1,350,676	2,094,578		3,445,254	(277,315)	39.2%
Deferred Park Maintenance Replacements													
UND	96-960	Play Structure Replacements at 11 sites	810,223	3,685	813,908	736,946	34,160	771,106	-	Complete	771,106	42,802	100.0%
NW	96-720	Bridge/boardwalk replacement - Willow Creek	96,661	1,276	97,937	127,277	-	127,277	-	Complete	127,277	(29,340)	100.0%
SW	96-721	Bridge/boardwalk replacement - Rosa Park	38,909	369	39,278	38,381	-	38,381	-	Complete	38,381	897	100.0%
SW	96-722	Bridge/boardwalk replacement - Jenkins Estate	7,586	34	7,620	28,430	-	28,430	-	Complete	28,430	(20,810)	100.0%
SE	96-723	Bridge/boardwalk replacement - Hartwood Highlands	10,767	134	10,901	985	-	985	-	Cancelled	985	9,916	100.0%
NE	96-998	Irrigation Replacement at Roxbury Park	48,854	63	48,917	41,902	-	41,902	-	Complete	41,902	7,015	100.0%
UND	96-999	Pedestrian Path Replacement at 3 sites	116,687	150	116,837	118,039	-	118,039	-	Complete	118,039	(1,202)	100.0%
SW	96-946	Permeable Parking Lot at Aloha Swim Center	160,914	1,515	162,429	191,970	-	191,970	-	Complete	191,970	(29,541)	100.0%
NE	96-947	Permeable Parking Lot at Sunset Swim Center	160,914	3,401	164,315	113,202	395,168	508,370	-	Complete	508,370	(344,055)	100.0%
Sub-total Deferred Park Maintenance Replacements			1,451,515	10,627	1,462,142	1,397,132	429,328	1,826,460	-		1,826,460	(364,318)	900.0%
NE	Authorized Use of Savings from Facility Expansion & Improvements Category		-	176,920	176,920	-	-	-	-	N/A	-	176,920	-
NE	Authorized Use of Savings from Bond Issuance Administration Category		-	187,398	187,398	-	-	-	-	N/A	-	187,398	-
Total Deferred Park Maintenance Replacements			1,451,515	374,945	1,826,460	1,397,132	429,328	1,826,460	-		1,826,460	-	100.0%

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Quad-rant	Project Code	Description	Project Budget			Project Expenditures				Basis of Estimate (Completed Phase)	Project Cumulative Cost	Variance	
			Initial Project Budget	Adjustments	Current Total Project Budget FY 13/14	Expended Prior Years	Expended Year-to-Date	Total Expended to Date	Estimated Cost to Complete			Est. Cost (Over) Under Budget	Cost Expended to Total Cost
			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)	(7)			(3-9) = (10)	(6)/(9)
Facility Rehabilitation													
UND	95-931	Structural Upgrades at Several Facilities	317,950	3,777	321,727	105,332	-	105,332	216,395	Budget	321,727	-	32.7%
SW	95-932	Structural Upgrades at Aloha Swim Center	406,279	8,432	414,711	518,054	-	518,054	-	Complete	518,054	(103,343)	100.0%
SE	95-933	Structural Upgrades at Beaverton Swim Center	1,447,363	30,931	1,478,294	68,326	447,941	516,267	272,261	Bid Award	788,528	689,766	65.5%
NE	95-934	Structural Upgrades at Cedar Hills Recreation Center	628,087	13,397	641,484	30,380	-	30,380	507,780	Design Dev	538,160	103,324	5.6%
SW	95-935	Structural Upgrades at Conestoga Rec/Aquatic Ctr	44,810	833	45,643	66,762	-	66,762	-	Complete	66,762	(21,119)	100.0%
SE	95-937	Structural Upgrades at Garden Home Recreation Center	486,935	10,453	497,388	-	25	25	497,363	Planning	497,388	-	0.0%
SE	95-938	Structural Upgrades at Harman Swim Center	179,987	2,779	182,766	73,115	-	73,115	-	Complete	73,115	109,651	100.0%
NW	95-939	Structural Upgrades at HMT/50 Mtr Pool/Aquatic Ctr	312,176	4,692	316,868	248,369	-	248,369	-	Complete	248,369	68,499	100.0%
NW	95-940	Structural Upgrades at HMT Administration Building	397,315	6,080	403,395	304,090	-	304,090	-	Complete	304,090	99,305	100.0%
NW	95-941	Structural Upgrades at HMT Athletic Center	65,721	85	65,806	66,000	-	66,000	-	Complete	66,000	(194)	100.0%
NW	95-942	Structural Upgrades at HMT Dryland Training Ctr	116,506	2,101	118,607	75,686	-	75,686	-	Complete	75,686	42,921	100.0%
NW	95-943	Structural Upgrades at HMT Tennis Center	268,860	4,949	273,809	74,804	-	74,804	-	Complete	74,804	199,005	100.0%
SE	95-944	Structural Upgrades at Raleigh Swim Center	4,481	6	4,487	5,703	-	5,703	-	Complete	5,703	(1,216)	100.0%
NW	95-945	Structural Upgrades at Somerset Swim Center	8,962	12	8,974	9,333	-	9,333	-	Complete	9,333	(359)	100.0%
NE	95-950	Sunset Swim Center Structural Upgrades	1,028,200	16,245	1,044,445	626,419	-	626,419	-	Complete	626,419	418,026	100.0%
NE	95-951	Sunset Swim Center Pool Tank	514,100	275	514,375	308,574	-	308,574	-	Complete	308,574	205,801	100.0%
Total Facility Rehabilitation			6,227,732	105,047	6,332,779	2,580,947	447,966	3,028,913	1,493,799		4,522,712	1,810,067	67.0%
Facility Expansion and Improvements													
SE	95-952	Elsie Stuhr Center Expansion & Structural Improvements	1,997,868	30,311	2,028,179	2,038,289	1,078	2,039,367	-	Complete	2,039,367	(11,188)	100.0%
SW	95-953	Conestoga Rec/Aquatic Expansion & Splash Pad	5,449,460	83,658	5,533,118	5,436,930	-	5,436,930	-	Complete	5,436,930	96,188	100.0%
SW	95-954	Aloha ADA Dressing Rooms	123,384	158	123,542	178,764	-	178,764	-	Complete	178,764	(55,222)	100.0%
NW	95-955	Aquatics Center ADA Dressing Rooms	133,666	1,083	134,749	180,540	-	180,540	-	Complete	180,540	(45,791)	100.0%
NE	95-956	Athletic Center HVAC Upgrades	514,100	654	514,754	321,821	-	321,821	-	Complete	321,821	192,933	100.0%
Sub-total Facility Expansion and Improvements			8,218,478	115,864	8,334,342	8,156,344	1,078	8,157,422	-		8,157,422	176,920	100.0%
Authorized Use of Savings for Deferred Park Maintenance Replacements Category			-	(176,920)	(176,920)	-	-	-	-	N/A	-	(176,920)	-
Total Facility Expansion and Improvements			8,218,478	(61,056)	8,157,422	8,156,344	1,078	8,157,422	-		8,157,422	-	100.0%
ADA/Access Improvements													
NW	95-957	HMT ADA Parking & other site improvement	735,163	15,486	750,649	34,863	37,609	72,472	688,293	Master Plan	760,765	(10,116)	9.5%
UND	95-958	ADA Improvements - undesignated funds	116,184	2,407	118,591	72,245	-	72,245	46,346	Budget	118,591	-	60.9%
SW	95-730	ADA Improvements - Barrows Park	8,227	104	8,331	6,825	-	6,825	-	Complete	6,825	1,506	100.0%
NW	95-731	ADA Improvements - Bethany Lake Park	20,564	194	20,758	25,566	-	25,566	-	Complete	25,566	(4,808)	100.0%
NE	95-732	ADA Improvements - Cedar Hills Recreation Center	8,226	130	8,356	8,255	-	8,255	-	Complete	8,255	101	100.0%
NE	95-733	ADA Improvements - Forest Hills Park	12,338	197	12,535	23,416	-	23,416	-	Complete	23,416	(10,881)	100.0%
SE	95-734	ADA Improvements - Greenway Park	15,423	196	15,619	-	-	-	-	Cancelled	-	15,619	0.0%
SW	95-735	ADA Improvements - Jenkins Estate	16,450	262	16,712	11,550	-	11,550	-	Complete	11,550	5,162	100.0%
SW	95-736	ADA Improvements - Lawndale Park	30,846	40	30,886	16,626	-	16,626	-	Complete	16,626	14,260	100.0%
NE	95-737	ADA Improvements - Lost Park	15,423	245	15,668	15,000	-	15,000	-	Complete	15,000	668	100.0%
NW	95-738	ADA Improvements - Rock Creek Powerline Park (Soccer Fld)	20,564	327	20,891	17,799	-	17,799	-	Complete	17,799	3,092	100.0%
NW	95-739	ADA Improvements - Skyview Park	5,140	82	5,222	7,075	-	7,075	-	Complete	7,075	(1,853)	100.0%
NW	95-740	ADA Improvements - Waterhouse Powerline Park	8,226	176	8,402	-	8,402	8,402	-	Complete	8,402	-	100.0%
NE	95-741	ADA Improvements - West Sylvan Park	5,140	82	5,222	5,102	-	5,102	-	Complete	5,102	120	100.0%
SE	95-742	ADA Improvements - Wonderland Park	10,282	163	10,445	4,915	-	4,915	-	Complete	4,915	5,530	100.0%
Total ADA/Access Improvements			1,028,196	20,091	1,048,287	249,237	46,011	295,248	734,639		1,029,887	18,401	28.7%

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			(1)	(2)	(1+2)=(3)	(4)	(5)	(4+5)=(6)				(7)	(6+7)=(9)
Community Center Land Acquisition													
UND	98-884-a	Community Center / Community Park (SW Quadrant)	5,000,000	103,517	5,103,517	439,903	614,468	1,054,371	300,000	Award	1,354,371	3,749,146	77.8%
UND	98-884-b	Community Center / Community Park (SW Quadrant)	-	-	-	580,749	1,741,996	2,322,745	-	Complete	2,322,745	(2,322,745)	100.0%
Sub-total Community Center Land Acquisition			5,000,000	103,517	5,103,517	1,020,652	2,356,464	3,377,116	300,000		3,677,116	1,426,401	91.8%
Outside Funding from Washington County													
UND		Transferred to New Community Park Development	-	(176,000)	(176,000)	-	-	-	-	N/A	-	(176,000)	-
Authorized Use of Savings for													
UND		New Neighborhood Parks Land Acquisition Category	-	(395,163)	(395,163)	-	-	-	-	N/A	-	(395,163)	-
Total Community Center Land Acquisition			5,000,000	(467,646)	4,532,354	1,020,652	2,356,464	3,377,116	300,000		3,677,116	855,238	91.8%
Bond Administration Costs													
ADM		Debt Issuance Costs	1,393,000	(482,200)	910,800	24,772	-	24,772	-	Complete	24,772	886,028	100.0%
ADM		Bond Accountant Personnel Costs	-	241,090	241,090	117,677	26,256	143,933	97,157	Budget	241,090	-	59.7%
ADM		Deputy Director of Planning Personnel Costs	-	-	-	-	14,250	14,250	47,063	Budget	61,313	(61,313)	23.2%
ADM		Communications Support	-	50,000	50,000	8,800	-	8,800	41,200	Budget	50,000	-	17.6%
ADM		Technology Needs	18,330	-	18,330	23,952	-	23,952	-	Complete	23,952	(5,622)	100.0%
ADM		Office Furniture	7,150	-	7,150	5,378	-	5,378	-	Complete	5,378	1,772	100.0%
ADM		Admin/Consultant Costs	31,520	-	31,520	48,093	-	48,093	-	Complete	48,093	(16,573)	100.0%
Sub-total Bond Administration Costs			1,450,000	(191,110)	1,258,890	228,672	40,506	269,178	185,420		454,598	804,292	21.4%
Authorized Use of Savings for Deferred Park Maintenance													
		Replacements Category	-	(187,398)	(187,398)	-	-	-	-	N/A	-	(187,398)	n/a
Total Bond Administration Costs			1,450,000	(378,508)	1,071,492	228,672	40,506	269,178	185,420		454,598	616,894	59.2%
Grand Total			100,000,000	1,807,564	101,807,564	50,027,359	10,513,870	60,541,229	37,004,593		97,545,822	4,261,743	62.1%

THPRD Bond Capital Program
Funds Reprogramming Analysis - Based on Category Transfer Eligibility
As of 10/31/2013

	Category (Over) Under Budget
Not Available for Reprogramming	
Facility Rehabilitation	1,810,067
ADA	18,401
	1,828,468
Limited Reprogramming	
Land: New Neighborhood Park	-
New Community Park	-
New Linear Park	-
New Community Center	855,238
	855,238
Nat Res: Restoration	456,538
Acquisition	-
	456,538
All Other	
New Neighborhood Park Dev	3,934
Neighborhood Park Renov	6,434
New Community Park Dev	-
Community Park Renov	1,033,015
New Linear Parks and Trails	(261,463)
Athletic Field Development	(277,315)
Deferred Park Maint Replace	-
Facility Expansion	-
Bond Admin Costs	616,894
	1,121,499
Grand Total	4,261,743



MEMORANDUM

Date: November 14, 2013
 To: Board of Directors
 From: Keith Hobson, Director of Business and Facilities
 Re: **System Development Charge Report for September 2013**

Below please find the various categories for System Development Charges, i.e., Single Family, Multiple Family, Manufactured Housing Unit, and Non-residential Development. Also listed are the collection amounts for both the City of Beaverton and Washington County, and the 1.6% handling fee for collections through September 2013.

Type of Dwelling Unit	Current SDC per Type of Dwelling Unit
Single Family	\$5,247.00 with 1.6% discount = \$5,163.05
Multi-Family	\$3924.00 with 1.6% discount = \$3,861.22
Non-residential	\$136.00 with 1.6% discount = \$133.82

<u>City of Beaverton Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
2,624	Single Family Units	\$7,126,995.72	\$202,755.05	\$7,329,750.77
15	Single Family Units at \$489.09	\$7,336.35	\$221.45	\$7,557.80
1,399	Multi-family Units	\$2,624,822.68	\$80,892.66	\$2,705,715.34
0	Less Multi-family credits	(\$7,957.55)	(\$229.36)	(\$8,186.91)
219	Non-residential	\$489,646.62	\$14,744.01	\$504,390.63
4,257		\$10,240,843.82	\$298,383.81	\$10,539,227.63

<u>Washington County Collection of SDCs</u>		<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
7,059	Single Family Units	\$21,257,408.49	\$553,582.00	\$21,810,990.49
-300	Less Credits	(\$623,548.98)	(\$19,285.02)	(\$642,834.00)
2,142	Multi-family Units	\$4,993,245.96	\$138,380.58	\$5,131,626.54
-24	Less Credits	(\$47,323.24)	(\$1,463.61)	(\$48,786.85)
112	Non-residential	\$581,563.13	\$14,712.89	\$596,276.02
8,989		\$26,161,345.36	\$685,926.84	\$26,847,272.20

<u>Recap by Agency</u>	<u>Percent</u>	<u>Receipts</u>	<u>Collection Fee</u>	<u>Total Revenue</u>
4,257	City of Beaverton	\$10,240,843.82	\$298,383.81	\$10,539,227.63
8,989	Washington County	\$26,161,345.36	\$685,926.84	\$26,847,272.20
13,246		\$36,402,189.18	\$984,310.65	\$37,386,499.83

<u>Recap by Dwelling</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Resident</u>	<u>Total</u>
City of Beaverton	2,639	1,399	219	4,257
Washington County	<u>6,759</u>	<u>2,118</u>	<u>112</u>	<u>8,989</u>
	<u>9,398</u>	<u>3,517</u>	<u>331</u>	<u>13,246</u>

Total Receipts to Date **\$36,402,189.18**

Total Payments to Date

Refunds	(2,066,073.93)	
Administrative Costs	(\$18.65)	
Project Costs -- Development	(\$21,451,440.94)	
Project Costs -- Land Acquisition	(\$9,187,115.27)	(\$32,704,648.79)
		<u>\$3,697,540.39</u>

<u>Recap by Month, FY 2013/14</u>	<u>Receipts</u>	<u>Expenditures</u>	<u>Interest</u>	<u>SDC Fund Total</u>
through June 2013	\$35,543,437.48	(\$32,518,849.04)	\$2,049,469.49	\$5,074,057.93
July	\$310,298.75	(\$8,761.25)	\$2,089.64	\$303,627.14
August	\$186,994.31	(\$136,813.92)	\$2,166.47	\$52,346.86
September	\$361,458.64	(\$40,224.58)	\$2,207.98	\$323,442.04
October	\$0.00	\$0.00	\$0.00	\$0.00
November	\$0.00	\$0.00	\$0.00	\$0.00
December	\$0.00	\$0.00	\$0.00	\$0.00
January	\$0.00	\$0.00	\$0.00	\$0.00
February	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00
	<u>\$36,402,189.18</u>	<u>(\$32,704,648.79)</u>	<u>\$2,055,933.58</u>	<u>\$5,753,473.97</u>

<u>Recap by Month, by Unit</u>	<u>Single Family</u>	<u>Multi-Family</u>	<u>Non-Residential</u>	<u>Total Units</u>
through June 2013	9,294	3,437	326	13,057
July	31	38	3	72
August	25	15	0	40
September	48	27	2	77
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0
January	0	0	0	0
February	0	0	0	0
March	0	0	0	0
April	0	0	0	0
May	0	0	0	0
June	0	0	0	0
	<u>9,398</u>	<u>3,517</u>	<u>331</u>	<u>13,246</u>

Projected SDC balance as of June 30, 2013 per the budget was \$2,745,004. Actual balance was \$3,149,237. This fiscal year's projected total receipts per the budget are \$2,828,558.

Out&About

Celebrate fall at Tualatin Hills Nature Park's Newt Day

What does a newt eat, and who preys on the newt?

The answers to these and other questions will be explored at Newt Day, the Tualatin Hills Nature Park's family-friendly homage to one of the park's more fascinating inhabitants.

Newt Day is set for Saturday from noon to 4 p.m. at the Nature Park Interpretive Center, 15655 S.W. Millikan Way, in Beaverton. Admission is \$2 per person; children 2 and younger are free.

The Interpretive Center's nature experts will host exhibits and activities that showcase newts and illustrate their quest to survive and thrive at the Na-

ture Park as both predator and prey. From worms and mushrooms to snakes and hawks, learn about who eats who at these indoor exhibits.

Afterward, venture out onto park trails on a self-guided adventure. Search for newts, follow the food web, and discover an array of plants and wildlife.

"At a time of year when people are tempted to stay inside, the forest is alive with newts and other creatures," said Karen Munday, the event coordinator.

Munday said guests will leave with a better understanding of newts, their environment and their arch nemesis.

"There is only one predator

that can eat a rough-skinned newt and live to tell about it," Munday said, "and if you join us on Nov. 2, you'll learn who that is and a whole lot more."

The Tualatin Hills Nature Park is a 222-acre wildlife preserve in the heart of Beaverton that features evergreen and deciduous forests, creeks, wetlands, ponds and meadows. The park is home to a variety of birds, mammals and smaller creatures. Its trails network includes 1.5 miles of paved pathways plus 3.5 miles of well maintained, soft-surface trails.

For more information, call the Tualatin Hills Nature Park Interpretive Center at 503-629-6350.



Newts will have their day in the spotlight on Saturday at the Tualatin Hills Nature Park Interpretive Center.

SUBMITTED PHOTO

Oregon Live, Nov. 1, 2013

Tualatin Hills Park & Recreation District directors to hear public comment on proposed smoking ban



BEAVERTON, OREGON - OCTOBER 15, 2013 - Cooper Mountain Nature Park overlooks the Tualatin River Valley. The park is on the southern edge of Beaverton with urban development to the north and agricultural lands to the south. The 231-acre park has 3 1/2 miles of gravel trails traversing the park's habitats and natural features. The trails are wide gravel pathways throughout the park. *(Benjamin Brink/Staff Photographer)*

[Print](#)



By [Kari Bray | kbray@oregonian.com](#)

Email the author | [Follow on Twitter](#)

on November 01, 2013 at 3:52 PM, updated November 01, 2013 at 3:53 PM

Email

A proposed smoking ban at all [Tualatin Hills Park & Recreation](#) facilities is up for public comment at the Board of Directors' Nov. 4 meeting.

The Parks Advisory Committee recommended [the smoking ban](#) in January 2013, and since then the district has posted an online survey that garnered 40 responses, nearly three quarters of which favor the ban.

Two people showed up [at public meetings in early October](#), according to the district. Both opposed the ban, one citing an infringement on individual rights and another saying the district has too many rules in place already.

The board will hear the first reading of the ordinance and open the floor for public comment at 7 p.m. [at the Howard M. Terpenning Recreation Complex](#) on Walker Road in Beaverton. No action will be taken on the proposed ban this month.

The second reading and the board's vote on the ban are scheduled for Dec. 9. If approved, the new non-smoking policy would take effect on Feb. 1, 2014.

[According to the proposed ordinance](#): "The District Board believes smoking interferes and is inconsistent with and detrimental to the appropriate use of District's buildings, grounds and facilities by the District's patrons, visitors and staff."

The ban would apply to the district's 90 park sites, 60 miles of trails, eight swim centers, six recreation centers and 1,400 acres of natural areas.

THPRD is the largest special parks district in the state of Oregon.

An Oregon Agency Survey conducted by the district in September 2013 regarding smoking bans found that such restrictions are in place at Hillsboro and Sherwood parks, along with at least 10 other similar agencies.

One of the agencies, Lincoln City Parks, noted that the ban has been difficult to enforce. However, the other organizations in the poll said they did not have enforcement problems.

Also on [the agenda for the Nov. 4 meeting](#):

- An update on the feasibility of a proposed Adventure Recreation Facility, which would tentatively include climbing walls, a skate park and an obstacle course.
- A review of the district's draft comprehensive plan update and recommendations for the district's strategic plan.
- An update on the \$100 million voter-approved bond spending

- Kari Bray

RECREATION

Two upgraded parks reopen after makeovers

By Karl Bray
kbray@oregonian.com

Two parks are once again open to the public after months of work to build a bridge, a boardwalk and an athletic field along with new trails and playgrounds.

A.M. Kennedy and Vista Brook parks reopened on Oct. 25.

The Tualatin Hills Park & Recreation District paid for the projects with funds from a \$100 million bond approved by voters in 2008.

The 8.3-acre A.M. Kennedy Park, off Kennedy Street in Beaverton, saw a year of work costing about \$1.3 million. The park's new centerpiece is a multipurpose athletic field, according to the park district. The field will be available for use once the grass matures, likely next summer.

The renovation also added a playground, community garden, new gravel trails and a



TUALATIN HILLS PARK & RECREATION DISTRICT

The redevelopment of A.M. Kennedy Park gives the site "a little bit of everything," according to the park district, including a multipurpose youth athletic field, a new play structure, a picnic shelter and thousands of native plants.

bridge over Hall Creek.

Vista Brook Park, on 88th Avenue near Scholls Ferry Road, gained two basketball half-courts and new playgrounds, along with a paved connection to the Fanno Creek Trail. The \$500,000 project also added a

boardwalk and viewing areas around a pond at the 4.1-acre park.

The park district received a \$25,000 grant from the Oregon Parks and Recreation Department to help fund the Vista Brook project.

Neighbors rediscover revamped parks

■ 2008 bond measure funds upgrades to A.M. Kennedy and Vista Brook parks

By SHANNON O. WELLS
The Times

It may be late for the spate of warmth and sunshine that October delivered, but the reopening of A.M. Kennedy and Vista Brook parks after being closed for months of renovations should still bring joy to the hearts of neighbors and nature lovers around Beaverton's eastern flank.

A.M. Kennedy Park, 10200 S.W. Kennedy St., reopened Oct. 25, about a year after the \$1.3 million project began at the serene 8.3-acre site, which seems considerably farther from the busy Beaverton-Hillsdale Highway than the few blocks' distance would suggest.

Crews with Brown Construction worked throughout the summer and early fall to expand the formerly 5.3-acre park with amenities including a sports field, picnic shelter, new Americans with Disabilities Act-accessible playground equipment, paved and soft-surface trails, split-rail fencing, a community gardens area and drinking fountains. Parking options at the park have increased, courtesy of a new bridge across Hall

Creek and an agreement with the Oregon Society of Certified Public Accountants, a neighboring business on Southwest Laurel Street. The business offers up its parking lot for evening and weekend use.

A paved, regulation-size basketball court is the only one of the park's original amenities that remains.

New place to play

Funded by the \$100 million bond measure district voters approved in 2008, the \$1.5 million project upgraded the area from what had been the isolated court and wooded area bisected

by a trail and a small field adjacent to a privately-owned house.

"It was mostly a wooded area, now it has a little bit of everything," said Gery Keck, project manager with the park district, noting the project went slightly over its original budget. "It's a nice addition to the neighborhood, for sure."

The district purchased the house along with an adjacent piece of property, clearing the structure to make room for a sports field large enough to accommodate programmed activities. The third athletics field funded by the bond measure,



TIMES PHOTOS: JONATHAN HOUSE

Gery Keck, A.M. Kennedy Park project planner with the Tualatin Hills Park and Recreation District, looks over the park's landscape plans now that renovations are complete.

Keck said it will be programmed for play next summer once the grass matures.

Thousands of native trees and shrubs were planted at the site, while some of the larger trees removed were cut into 14-foot-long benches placed around the park.

The park district worked with the city of Beaverton and Washington County officials to pave Southwest Kennedy and Laurel streets, which bookend the park to the north and south, with concrete curbs and gutters, wider lanes and new sidewalks on Kennedy Street.

The district collaborated with Washington County's Clean Water Services to build bioswales — planted gullies that filter water runoff from park surfaces before it reaches nearby Hall Creek.

Fit for a duck

A few miles southeast, Vista Brook Park, tucked away at the end of a winding road at 6697 S.W. 88th Ave. near Scholls Ferry Road, also reopened Oct. 25, about a month ahead of schedule, said THPRD project manager Tim Bonnin.

The 4.1-acre park closed in June for a \$530,000 renovation that includes two new half-court basketball facilities, one with shorter-than-regulation 8-foot hoops, as well as separate play equipment for smaller children ages 2 to 5, and older kids from 5 to 12 years old.

Other improvements include a paved, ADA-accessible parking lot, two paved trails that connect the park to the adjacent Fanno Creek Regional



Tim Bonnin, Vista Brook park planner with the Tualatin Hills Park and Recreation District, discusses landscape improvements to the park at its pond viewing area, which includes a boardwalk and platform.

Trail, resurfacing of the two tennis courts and re-grading and seeding of the field — which won't be programmed for organized athletics, Bonnin noted. Round, wooden "steppers" around the playground areas were created from trees at Lowami-Hart Woods Natural Area, another bond-funded work in progress on Southwest Hart Road.

A sturdy boardwalk and viewing platform at Vista Brook now lets visitors take in a surprisingly expansive and scenic pond formed from a natural depression that collects storm water from the surrounding area. The pond also draws waterfowl including egrets, great blue heron, mallards and seasonally nesting wood ducks.

A \$25,000 grant from the Ore-

gon Park and Recreation Department provided partial funding for the project.

"We really opened up the park," Bonnin said. "It was a very uninviting experience (before). It really felt like a dead-end street. It was not the type of setting we'd want to have the park in. Now it's bright and far more inviting than it was."

As he strolled through the neighborhood park on Monday afternoon, Peter Gray, a resident of the nearby Frank Estate apartment complex, was impressed with the improvements he encountered.

"I love the playground, where there's one for older kids and one for toddlers," he said. "On the weekend, I saw a lot of families and dogs. I think people are really starting to discover it."

"We really opened up the park. Now it's bright and far more inviting than it was."

— Tim Bonnin,
THPRD park planner,
on newly renovated
Vista Brook Park

Park smoking ban garners support

By Kari Bray
kbray@oregonian.com

Local parks, trails and recreation centers are on the path toward becoming non-smoking facilities by Feb. 1.

Tualatin Hills Park & Recreation District directors voiced support for a district-wide smoking ban after hearing three testimonies in favor of the proposal and none against.

The board heard the first reading and opened a public hearing on the non-smoking policy at 7 p.m. on Monday, Nov. 4.

A final hearing and vote are scheduled for Dec. 9.

Specifically, the ban would prohibit smoking on or in any district properties. According to the district, smoking is defined as “inhaling, exhaling, burning or carrying any lighted or heated tobacco or other non-tobacco legal/illegal smoking substance.”

Eric Owens, THPRD superintendent of recreation, said public meetings, online surveys and correspondence

with other agencies fall in favor of implementing a smoking ban.

Board members and individuals who testified at the public hearing honed in on issues with enforcing the ban and educating residents about its implementation.

The district’s tentative plan of attack includes a public education campaign and the addition of stickers to existing signs rather than paying to produce new signs.

“We’re not going to actively patrol to enforce the ban,” Owens noted.

Directors and members of the public were on the fence about the stickers, worrying that they would become easy targets for vandalism. A gradual addition of language to new signs featuring the district’s new logo would be more practical and cost-effective, they said.

Kevin O’Donnell, a THPRD resident and chair of CPO 7, urged the district to mini-

Please see **SMOKING**, Page 4

Adventure Recreation Center funds are up in the air

By Kari Bray
kbray@oregonian.com

The Tualatin Hills Park & Recreation District continues to research options for an Adventure Recreation Center, but members of the district’s board of directors say they are hesitant to gamble taxpayer money on such an unfamiliar concept.

The idea is to create a financially self-sustaining specialty recreation center that would feature climbing walls, a skate park and an obstacle course. There would also be a digital media lab where people could share their photos and videos of bouldering, BMXing and other nontraditional sports, according to district staff.

The project began about two years ago as a way to reach out to the 15- to 30-year-old demographic, said Keith Hobson, the district’s director of business and facilities. Staff presented a proposal to the board of directors at the end of 2012, and an enterprise fund – meaning the center would pay for itself – was in-

corporated into the approved 2012-13 district budget.

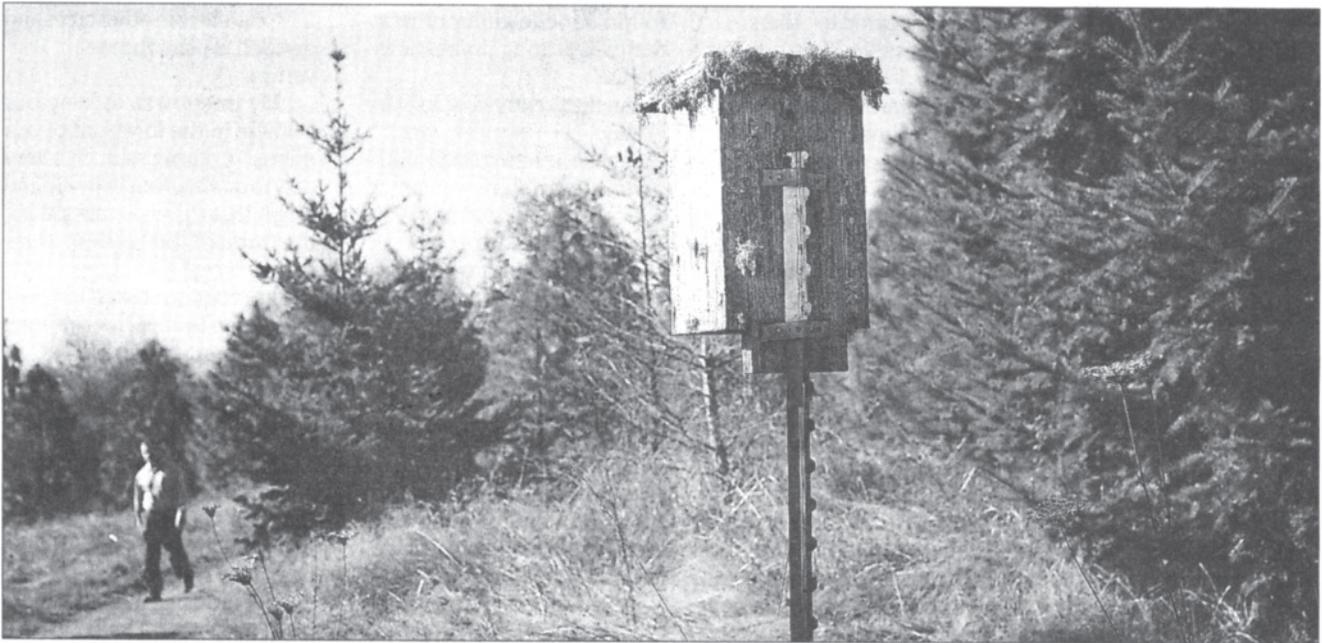
At the time, cost estimates totaled more than \$400,000 for renovating an existing district facility into an Adventure Recreation Center. Since then, research has shown that the district will need a new, larger location to house all of the features the target age group is interested in, Hobson said. The project’s budget jumped to a rough estimate of \$1.6 million.

That’s the high end of the spectrum, Hobson said, and extensive research into pricing and payoff for building a center has yet to be done. At this point, the plans include charging for daily use of the facility, monthly or yearly passes, party space rentals, classes and concessions to fund the center, Hobson said. No tax dollars would be used to keep it operating.

But they might be needed to kickstart the project.

Adventure Recreation Ac-

Please see **CENTER**, Page 4



BENJAMIN BRINK/BEAVERTON LEADER

A planned smoking ban throughout the Tualatin Hills Park & Recreation District would include outdoor smoking at the district's parks, such as Cooper Mountain Nature Park, and along district trails.

Smoking

Continued from Page 1

mize spending related to the proposed ban. He supported allowing the public to self-police.

"It really does enable empowerment of an individual to say something," O'Donnell said. "I believe that just allowing the public to enforce it for each other is the best option."

Board member Jerry Jones Jr.

agreed with O'Donnell's points and asked staff to look into the most practical options to spread the word about smoke-free parks.

Board member John Griffiths, on the other hand, said anyone who won't respect the stickers, won't respect the signs overall. Word will get out quicker with stickers, he said.

"I'm concerned about over-directing people's lives, too," Griffiths said. But this policy is important to him.

"You either go in and do this whole hog or you don't do it,"

he added.

Carla Bennett addressed the board on behalf of Washington County Public Health and commended the district for taking steps toward smoke-free facilities.

It may seem daunting, she said, but as information gets out, enforcement will get easier.

Linda Sneddon with Beaverton Together, a nonprofit drug prevention coalition, also commended the board's support of the ban, calling it courageous and timely. She said it is vital for youth who might start using

tobacco to see a positive anti-smoking message.

No one showed up to testify against the ban. Two people attended previous public meetings in opposition to the policy, saying that it would infringe on individual rights and that the district already has too many rules.

THPRD is Oregon's largest special parks district, and the smoking ban would encompass about 90 parks, more than 60 miles of trails, eight swim centers, six recreation centers and about 1,400 acres of natural areas.

Center

Continued from Page 1

tivities Task Force members spoke before the THPRD Board of Directors on Monday, Nov. 4. Seed money could help build the center, which would then pay for itself over time, they said. Exact figures and timelines are still being calculated.

Board members concluded that the center could be both trendy and risky. The district would essentially be gambling general fund dollars on a project that's not guaranteed to succeed, they worried.

"This is tax-payer dollars," board member Larry Pelatt said. "We can't do that."

Board member Jerry Jones Jr. said he is impressed with the research done thus far, which has incorporated two active task forces of district residents within the target age group. Jones said those groups have been clear regarding what they would pay to use. While it might be tempting to scale back on the construction to save money up front, he said, the recreation center needs to hit the mark or it's not worth building.

Board member John Griffiths said the fact that the private sector has not built a number of similar facilities concerns him.

"I've never seen the private sector miss an opportunity to make a buck, and the fact that it's not out there kind of gives me pause," he said. "I think we need to see what it would take to make this a smashing success and figure out, are we the organization to do this?"

The lack of other such facilities is exactly the point, Hobson said. There is no place within the district that provides resources for non-traditional sports that are popular with people from 15 to 30 years old.

"The facility is really unique, and it's really new to the park district, which is why the research takes so much time," Hobson said. "If it all pencils

out, we're excited about offering something this unique, and we think there's a lot of excitement in the community."

An informal "drop-dead date" for deciding whether those numbers will pencil out is in January 2014, district staff said at the Nov. 4 meeting. If the project does seem feasible, a business plan will come before the board of directors to approve or deny.

The district initially aimed to build the Adventure Recreation Center by June 2014, but Hobson said a more realistic date at this point would be sometime in the fall of 2014 if the district decides to move forward with the project.

WASHINGTON COUNTY

Four trail projects gain panel's backing

By Simina Mistreanu
smistreanu@oregonian.com

Washington County might contribute up to \$1.4 million for transportation projects seeking state funding in Tualatin, Beaverton, Tigard and Willow Creek.

The county coordinating committee, a transportation group that includes city and county representatives, last week endorsed funding four projects with sums ranging from \$200,000 to \$750,000.

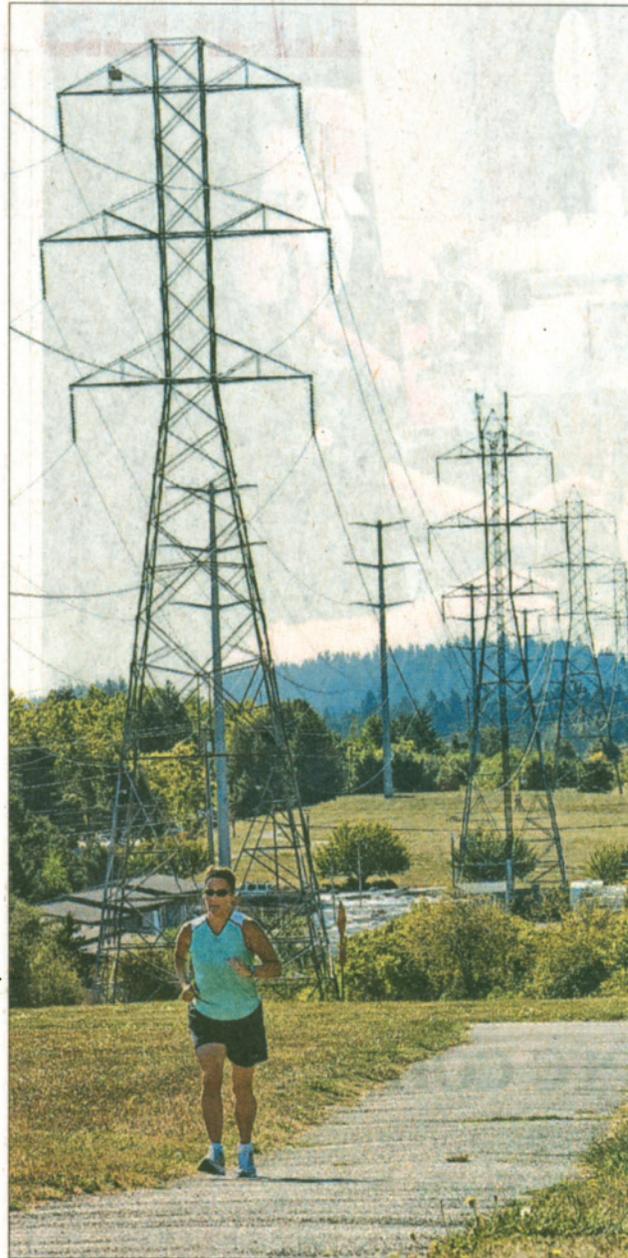
The money comes from the Major Streets Transportation Improvement Program Opportunity Fund and will be available in the 2014-2015 fiscal year, said Andrew Singelakis, the county's director of land use and transportation.

The projects are seeking to obtain the bulk of their funds from Connect Oregon, a state program that invests lottery proceeds in infrastructure.

The projects are:

- **Tigard Street Trail:** A proposed trail that would run along former railway tracks adjacent to Southwest Tigard Street from Southwest Main Street to Southwest Tiedeman Avenue. The total cost is \$1 million, and the county is asked to contribute \$200,000.

- **TriMet Westside Bike & Ride Access Project:** A bike-and-ride facility at the Beaverton Creek MAX Station and a



DOUG BEGHTEL/BEAVERTON LEADER/2008

The Waterhouse Trail, shown north of Walker Road, could gain a new segment near Bethany Court.

new trail crossing at Beaverton Creek to connect to a trail that Nike is planning to build. The total cost is \$1.8 million, and the county is asked to contribute \$250,000.

- **Tualatin Hills Park & Recreation District's Waterhouse Trail Segment 4:** A short trail segment from the end of Bethany Court to Waterhouse Trail

on the south side of Willow Creek. The total cost is \$1 million, and the county is asked to contribute \$200,000.

- **Tualatin River Greenway Gap Completion:** A trail aimed to fill a gap between Nyberg Lane and Martinazzi Avenue. The total cost is \$6 million, and the county is asked to contribute up to \$750,000.

Mount Williams segment brings Westside Trail online

Paved trail part of planned 10-mile 'backbone' to span district

Beaverton Valley Times

A year-long, \$4.1 million project to expand a 1.5-mile paved section of the Westside Regional Trail over Mount Williams is open for pedestrians, bicyclists and joggers to enjoy.

Funded by the Tualatin Hills Park and Recreation District's \$100 million bond measure district voters approved in 2008, the new segment extends north from Tigard city limits at Barrows Road to the Tualatin Hills Nature Park and the MAX light-rail station at Merlo Road in Beaverton. Pedestrians, bicyclists and runners now have 6 mostly continuous miles of regional trail in the southern half of the district.

"It opens up a lot of recreational opportunities," said Gery Keck, the district's project manager. "It connects Progress Lake and the Tualatin Hills Nature Park — two of our jewels — and provides a nice continuous stretch of trail for people who want to exercise, walk the dog, or enjoy a non-motorized commute."

The project encompasses three newly completed trail segments that took longer than expected to finish because of construction challenges, including the need to protect sensitive wetlands, Keck noted. The new segment over Mount Williams was particularly imposing because of steep inclines, trees and a gas line that required what he called "some ingenuity" to work around. The result is a 40-foot bridge that briefly pulls the trail off the hillside.

"You see this bridge with grass underneath it, and it's barely off the ground," he said. "It looks like a bridge over nothing, but it makes more sense if you know why it's there."

Completion of the Westside Trail project represents another milestone in the district's efforts to create a mostly continuous 10-mile north-south "backbone" running through the district from Barrows Road



TIMES PHOTO: JONATHAN HOUSE

Improvements to the Westside Regional Trail include a pavement surface and a bridge.

to the Portland Community College's Rock Creek Campus. Scheduled for completion in

January 2016, the backbone trail will link a segment of the Waterhouse Trail and a segment connecting the Waterhouse Trail to the Westside Trail.

"People have been wanting on the trail since we started digging," Keck said of the recently completed project. "I've been out there every week for more than a year, and every time I'm out, people ask when it will open or stop to say, 'Thank you.'"

Last fall, several residents in the Burntwood neighborhood around

Southwest 160th Avenue, whose yards back up to the Westside Trail corridor, were displeased when park district officials informed them their

various fences, gardens, storage sheds, woodpiles and debris encroaching on the district's corridor —

some of it for decades — had to be removed. Several residents were unaware that the district — rather than Bonneville Power Co., whose officials they said granted them unofficial use of the right of way — has owned 125 feet on the corridor's west side and 20 feet on its east flank since 1989.

"Some residents seem to think that just because they've been using the property for a long time makes it theirs, but it doesn't," said district spokesman Bob Wayt in October 2012. "The land belongs to the public."

For more information about the trails and other bond-funded projects, visit thprd.org or call 503-645-6433.

"It connects Progress Lake and the Tualatin Hills Nature Park — two of our jewels — and provides a nice continuous stretch of trail for people who want to exercise, walk the dog, or enjoy a non-motorized commute."

— Gery Keck, Tualatin Hills Park and Recreation District project manager

RECREATION

Aquatic center will give refunds for missed classes

By Kari Bray

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The Tualatin Hills Aquatic Center reopened Thursday, Nov. 21, after a mechanical problem shut down the pool for eight days.

Thursday's activities at the pool were limited to team practices and lap swims, but classes were to resume Friday, Nov. 22,

said Bob Wayt, a spokesman for the Tualatin Hills Park & Recreation District.

District members who paid for classes that never happened can get their money back, Wayt said. He did not know how many classes were canceled during the pool's closure.

"We will issue refunds for all

classes missed," he said in an email.

The culprit behind the closure was a broken shaft in the motor of the pool's main circulation pump. Wayt said the pump motor had to be replaced costing the district about \$22,000 in parts and likely between \$25,000 and \$30,000 for labor.

Burn off some of those calories you're sure to gobble up

By Terry Richard

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Thanksgiving Day is coming, and we all know what that means: too many calories to count. Better get outside before, or after, dinner and feel some burn.

How about working up an appetite – or making up for damage already done – by taking a walk on one of the Portland/Vancouver area's finest spots for a late autumn trail outing?

Head to the nearest recreation area for some hiking or bird-watching before the feast, or in the days after the holiday. Some of these trails also allow biking.

And do the refrigerator shelf a favor by packing a picnic of leftovers. A Thermos of warm gravy spices up a day-old turkey sandwich. It just may be the perfect antidote for a raw, but often beautiful, November day in the Pacific Northwest.

Hikes

Continued from Page F1

3 TUALATIN HILLS NATURE PARK

Feel the burn: Five miles of trail (1.5 miles of it paved), shared by hikers and bikers, wind through 219 acres at Tualatin Hills Nature Park, the largest natural setting in Beaverton. Bikes must stay on paved trails.

Don't miss: The Vine Maple Trail includes a long boardwalk through a marshy area, where rough-skinned newts and mushrooms appear in abundance with fall rains.

Where: Ride light rail to the Merlo Road and Southwest 158th Avenue stop, where a trail leads into the park. The main trailhead is at the 5,700-square-foot interpretive center, 15655 S.W. Millikan Blvd.

Dogs: Not allowed in a nature park.

Info: 503-644-5595, www.thprd.org



3 Hikes and bikers share trails at Tualatin Hills Nature Park.

4 FANNO CREEK REGIONAL TRAIL

Feel the burn: Fanno Creek Greenway is a trail that has been under construction for a number of years. Some connectors still need to be built, but most of its 15 miles now have a 10-foot wide paved path. A long contiguous segment is four miles, from Southwest Denney Road in Beaverton, beneath Scholls Ferry Road, to Woodard Park in Tigard.

Don't miss: A 240-foot-long bridge, just north of Southwest 105th Avenue and east of Oregon 217, shows that governments along the greenway are serious about connecting to the Willamette River in the future. The bridge crosses a wetland, which should have some additional wild residents now that the water is back.

Where: Trailheads for long sections are at Denney Road, just west of Oregon 217, and at Fanno Farmhouse, 8405 S.W. Creekside Place. For a 1.2-mile section, go to Garden Home Recreation Center at Garden Home and Olesen roads. This park is part of the Intertwine.

Dogs: Permitted on leash, but must stay out of wild-life areas.

Info: 503-629-6350, thprd.org



4 Connector are still being built for Tigard's Fanno Creek Trail.