



Tualatin Hills Park & Recreation District Budget Committee Work Session

May 18, 2022
6 pm

Online Meeting: <https://youtu.be/V7pGPQUPQG4>

AGENDA

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| 1. Call Meeting to Order | Elizabeth Edwards, Committee Chair |
| 2. Approve Amended February 23, 2022 Meeting Minutes | Elizabeth Edwards, Committee Chair |
| 3. Approve April 20, 2022 Work Session Minutes | Elizabeth Edwards, Committee Chair |
| 4. General Budget Information | Jared Isaksen, Chief Financial Officer |
| 5. Public Comment* | Elizabeth Edwards, Committee Chair |
| 6. Budget Committee Discussion | Elizabeth Edwards, Committee Chair |
| 7. Approve 2022/23 Budget & Property Taxes to be Imposed | Elizabeth Edwards, Committee Chair |
| 8. Adjourn | Elizabeth Edwards, Committee Chair |

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

If you wish to submit written testimony via email, please do so by 5 pm on Tuesday, May 17, to budgetcommitteecomments@thprd.org. Testimony received by the deadline will be read into the record during Public Comment with a 3-minute time limit.

If you wish to speak during the virtual meeting, please sign up by emailing budgetcommitteecomments@thprd.org by 5 pm on Tuesday, May 17, with your name, email address, phone number and testimony topic. You will be provided additional instructions and a link to access the meeting. Testimony will be taken with a 3-minute time limit during Public Comment.

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

Budget Committee Meeting
May 18, 2022



TUALATIN HILLS
PARK & RECREATION DISTRICT

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



Budget Committee Overview

Memo to Budget Committee

**Agenda for May 18, 2022 Budget
Committee Meeting**





MEMO

To: The Budget Committee
From: Doug Menke, General Manager
Date: May 12, 2022
Re: May 18, 2022 Budget Committee Meeting

Staff have prepared the attached information for your budget committee meeting.

The information being presented is organized into binder tabs as follows:

1. Budget Committee Overview: Meeting agenda and cover memo.
2. Amended Minutes of the February 23, 2022 Budget Committee Meeting.
3. Minutes of the April 20, 2022 Budget Committee Work Session.
4. General Fund Recommended Adjustments to Proposed Budget: Staff is recommending two adjustments to the proposed General Fund budget you reviewed at the April 20 Budget Committee Work Session. The first adjustment is to allow the Information Services Department to carry over \$28,000 in capital funds for security cameras. The second adjustment is to correct the placement of a staff position that should have been placed in the Information Services Department. This adjustment is cost neutral as it is simply relocating \$123,116 in funding for the position from Budget and Accounting to Information Services.
5. Budget Committee Questions & Answers (provided for informational purposes only).

Staff looks forward to meeting with the budget committee, presenting this information, and answering any additional questions the committee may have about the proposed budget. This is the meeting in which the budget committee is requested to approve the fiscal year 2022/23 budget and to approve THPRD's property tax levies for this same year.

Your meeting is scheduled for 6:00 pm, Wednesday, May 18, 2022, online.



Tualatin Hills Park & Recreation District Budget Committee Work Session

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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.



**Amended Minutes of
the February 23, 2022
Budget Committee
Meeting**





AMENDED

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

A Tualatin Hills Park & Recreation District Budget Committee Meeting was held electronically on Wednesday, February 23, 2022, 6 pm.

Present:

Elizabeth Edwards	Chair/Budget Committee Member
Heidi Edwards	Secretary/Budget Committee Member
Chris Howard	Budget Committee Member
Li Lin	Budget Committee Member
Suzanne Massar	Budget Committee Member
Barbie Minor	Budget Committee Member
Felicita Monteblanco	Budget Committee Member
Alfredo Moreno	Budget Committee Member
Tya Ping	Budget Committee Member
Natalie Zehner	Budget Committee Member
Doug Menke	General Manager

Absent:

~~Suzanne Massar~~ Budget Committee Member

Agenda Item #1 – Call to Order

The meeting was called to order by Heidi Edwards at 6:00 pm.

Agenda Item #2 – Election of Officers

Felicita Monteblanco nominated Elizabeth Edwards to serve as chair of the budget committee. Heidi Edwards seconded the nomination. Hearing no further nominations, a vote was called. The vote was UNANIMOUS in favor of appointing Elizabeth Edwards to serve as chair of the budget committee.

Heidi Edwards volunteered to serve as secretary of the budget committee. Hearing no other nominations, a vote was called. The vote was UNANIMOUS in favor of appointing Heidi Edwards to serve as secretary of the budget committee.

Agenda Item #3 – General Manager’s Comments

Note: A PowerPoint presentation was used for the entirety of the agenda, a copy of which was entered into the record.

General Manager Doug Menke welcomed the budget committee and noted that the purpose of tonight’s meeting was to review the district’s finances for the midyear and look ahead to the planning that is underway for the upcoming fiscal year.

Doug acknowledged the vacancy in our CFO position, noting that the district anticipates welcoming our new CFO soon. In the meantime, Doug thanked our Finance team, especially Olivia Tsujimura, accounting & budget manager, and Cindy Hopper, fiscal operations manager,

who have respectively stepped up and shouldered a great deal of additional responsibility during this transition time.

Doug commented that as we reflect on the district's financial picture, he has a great sense of gratitude. The pandemic has upended our operations and had a huge impact on our financial picture for the past three years. But at the same time, it has given the district a tremendous opportunity to build back better. Doug stated that we have an opportunity to rethink our work, to be innovative and resilient, and above all else, to build back with our organizational values as our beacon, guiding our decision making.

Doug noted that, tonight, the committee will hear how in spite of the challenges brought on by the pandemic, the district has expanded its equity work; is investing in its employees and improving service delivery through updating our technology systems; and ensuring the health of the district's assets through our long-term planning efforts.

Doug introduced Holly Thompson, Communications director, to walk through the district's organizational values and budget priorities that drive the budget process.

Agenda Item #4 – THPRD Values and Budget Priorities 2022/23

Holly Thompson, Communications director, highlighted THPRD's Values and Budget Priorities for FY2022/23:

- Values
 - Leading with Equity with special attention to Racial Equity
 - The Welcome and Inclusion Committee updated the Equity & Inclusion Statement in 2021.
 - Environmental Stewardship
 - It is a privilege to be stewards of public lands and natural areas.
 - We understand our responsibility to be an active partner on addressing climate change at a local level.
 - Community Vision
 - THPRD went through a public engagement process and THPRD was recognized for this community engagement work by IAP2.
- Budget Priorities
 - Investing in Our Employees and Technology
 - Rebuilding Programming with an Emphasis on our Access for All Work
 - Planning for Future Natural Areas, Facility and Trail needs, and Funding Resources

Agenda Item #5 – District Operations Update

Aisha Panas, Park Services director, shared a brief operational update.

- Open facilities
 - Babette Horenstein Tennis Center
 - Beaverton Swim Center
 - Cedar Hills Recreation Center
 - Conestoga Recreation Center
 - Elsie Stuhr Center
 - Garden Home Recreation Center
 - Tualatin Hills Athletic Center
 - Tualatin Hills Aquatic Center
 - Tualatin Hills Nature Center

- Closed facilities
 - Aloha Swim Center
 - Conestoga Pool (opening soon!)Page
 - Harman Swim Center
 - Raleigh Swim Center
 - Somerset West Swim Center
 - Sunset Swim Center
- Factors affecting district recovery from the pandemic
 - Financial impacts and reduced patron participation
 - Staffing shortages – aquatics, program leader positions, facility caretaker roles
 - Summer hiring push for camps and classes will begin soon
- Spring registration
 - Centro de Bienvenida - 100 families signed up for more than 350 programs and classes
 - Beaverton School District's Migrant Student Program - provided a \$15,000 grant for recreation programs
 - Survey regarding registration times to help tailor the needs of the community

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

Olivia Tsujimura, budget & accounting manager, provided an overview of the Mid-Year Revised Spending Plan Update, including the following information:

- Summary of Revised Operating Plan
 - THPRD is utilizing revised operating plans to manage the finances of the district. This strategy will allow THPRD to continue to be financially strong, while having the flexibility to respond to current conditions.
 - Projected total revenue will be \$2.1 million higher than budget for the FY2021/22 fiscal year.
 - Started the fiscal year with \$10.8 million more cash than anticipated as a result of expenditure reductions made during FY21.
 - Estimating a \$6.8 million decline in program revenues, due to reduced programming. Reductions in other revenues, such as grants, interest earnings and rental income.
 - The revised operating plan includes reductions to spending, in conjunction with the reduced program offerings.
- Balancing Revised Operating Plan
 - Reduced spending of \$1.3 million on General Fund capital projects is anticipated due to deferral of projects to future years or cost savings on projects.
 - Labor market challenges in hiring staff and lower than expected program offerings contribute to reduced spending for part-time staff of \$4.3 million and full-time staff of \$3.5 million.
 - Materials & services - projected reduction of \$1.1 million.
- Increased contingency in the revised plan by \$12.4 million due to the healthy cash carryforward from FY2020/21.
- Full-funding of the district's annual pension contribution of \$8.5 million in July 2021.

Elizabeth Edwards asked if it was a fair summation that the overall health of the budget was strong.

- ✓ Olivia replied that yes, the change in resources is attributed to the healthy cash carryforward from FY21 to this current fiscal year. A reduction in programming and revenues is counterbalanced by a reduction in expenditures.

Elizabeth asked if staff anticipated that things would continue to level out.

- ✓ Olivia confirmed, yes, noting that there were no initial concerns regarding operations and that the management team was looking closely at current conditions.

Agenda Item #7 – Capital Update

Aisha Panas, Park Services director, provided an update on the district's Capital projects, including the following information:

- Completed nearly all of the carryforward projects that moved from last year's budget into this year's budget.
- Finished a number of smaller scale projects such as equipment replacements, lighting updates, and several paving projects across the district.
- The Conestoga Pool Renovation project represented \$2.1 million of the capital program this year and is a major improvement to the natatorium at Conestoga.
- SDC-funded projects
 - Scheduled to complete construction of Parivar Park.
 - Completed a project at the sport court at Cedar Hills Park.
 - Closed out projects at Pío Pío Park and a segment of Bethany Creek Trail.
 - Staff have two projects in design and permitting.
 - Completed two concept plans and have several concept plans under development.
 - Progress toward working with developers on over 20 future park sites across the district.
- 2008 Bond progress
 - All of our acquisition goals have been met.
 - Nearing the end of the natural area restoration projects.
- Remaining capital projects
 - Construction of a new sports court at Mountain View Champions Park.
 - Close-out of the right-of-way improvements associated with the Cedar Hills Park renovation project.

General Manager Doug Menke shared an overview of the district's strategy for development of the FY 2022/23 budget, noting that similar to last year, the district will be requesting full appropriation with the intent of operating under a revised operating plan. The revised operating plan will be monitored closely and offers the capability to pivot as conditions change. The revised operating plan is presented to the THPRD Board of Directors on a quarterly basis.

Agenda Item #8 – 2022/23 Projected Resources and Expenditures

Olivia Tsujimura, accounting & budget manager, provided an overview of the projected resources and expenditures for our upcoming FY2022/23 budget, including the following information:

- Cash on hand
 - Projected General Fund cash carryforward of \$13.3 million.
 - The balance of our capital replacement reserve of \$2.0 million.
 - Property Tax revenues are projected starting with the tax levy for the current fiscal year, adding 3% for assessed value changes allowable under Oregon law, and .75% for property growth within the district.
 - Continuing to assume a 95% first year collection rate for property taxes in our projections.
- Program resources
 - Projected at levels relatively consistent with the current fiscal year adopted budget.

- No inflationary adjustments to program revenues for the budget this year.
- Managers will be completing further analysis of planned programs, and will adjust these estimates accordingly, as the proposed budget is developed.
- Other resources
 - Interest, miscellaneous revenues, and rental income.
 - Continuing to evaluate projected grant resources.
- Personnel services
 - \$44.1 million includes staffing at normal operational levels.
 - Contracted pay increases for represented employees and a 6% increase for part-time staff.
 - \$8.5 million funding of the pension plan, per the pension funding policy adopted by the board in January 2021.
- Materials & Services
 - \$11.0 million includes rate increases for utilities and other inflationary adjustments.
- Debt service
 - \$1.1 million reflects the principal and interest payments due on full faith and credit borrowings for the district.
- Contingency
 - \$2.0 million capital replacement reserve and \$2.5 million contingency appropriation that aligns with board policy for minimum fund balances and reserves.
- Capital outlay of \$7.2 million does not include capital carryforward spending or grant funded capital and may be adjusted based on further evaluation of FY23 spending priorities.

Agenda Item #9 – Public Comment

There was no public comment received.

Li Lin requested additional information regarding how the expenditure assumptions of 6% for personnel services and 7% for materials and services were calculated.

- ✓ General Manager Doug Menke replied that these are target numbers that will be firmed up in time for the budget committee’s April work session. A significant contingency will be carried forward as an additional assurance of resources during this time of continued transition.

Agenda Item #10 – Date of Budget Committee Work Session

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

Agenda Item #11 – Adjourn

The meeting adjourned at 6:45 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Kristin Preston



Minutes of the April 20, 2022 Budget Committee Work Session





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

A Tualatin Hills Park & Recreation District Budget Committee work session was held electronically on Wednesday, April 20, 2022, 6 pm.

Present:

Elizabeth Edwards	Chair/Budget Committee Member
Heidi Edwards	Secretary/Budget Committee Member
Chris Howard	Budget Committee Member
Li Lin	Budget Committee Member
Suzanne Massar	Budget Committee Member
Barbie Minor	Budget Committee Member
Felicita Montebianco	Budget Committee Member
Alfredo Moreno	Budget Committee Member
Natalie Zehner	Budget Committee Member
Doug Menke	General Manager

Absent:

Tya Ping	Budget Committee Member
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Agenda Item #1 – Call to Order

The work session was called to order by Chair Elizabeth Edwards at 6:00 pm.

Agenda Item #2 – Approve February 23, 2022 Meeting Minutes

Heidi Edwards moved to approve the minutes of the February 23, 2022 Budget Committee meeting. Barbie Minor seconded the motion. The minutes were UNANIMOUSLY APPROVED.

Agenda Item #3 – Opening Comments

Note: A PowerPoint presentation was used for the entirety of the agenda, a copy of which was entered into the record.

General Manager Doug Menke welcomed committee members to the FY 2022/23 Budget Committee Work Session and thanked them for being a voice for the public in this process. Doug provided opening comments regarding the budget development process, noting that this has been an opportunity for the district to focus on Building Back Better from the pandemic.

Agenda Item #4 – Public Comment

The public was invited to provide input on the proposed budget in-person virtually or via email to the budget committee. There was no public comment received.

Agenda Item #5 – District Planning Process

Aisha Panas, Park Services director, provided an overview of the district's planning process.

Agenda Item #6 – District Values and Budget Priorities

THPRD Board of Directors Secretary, Heidi Edwards, shared that the board held a virtual retreat to set the district values and budget priorities for the upcoming FY 2022/23 budget process. The board identified the district values as:

- Leading with Equity with special attention to Racial Equity
- Environmental Stewardship
- Commitment to Community Vision

Heidi provided a brief overview of each of the district's budget priorities:

- Investing in our Employees and Technology
- Rebuilding Programming with an Emphasis on our Access for All Work
- Planning for Future Natural Areas, Facility and Trail needs, and Funding Resources

Agenda Item #7 – General Fund Budget

A. Budget Overview

Jared Isaksen, Chief Financial Officer, provided a summary of the proposed General Fund budget.

- The district is requesting full appropriation of the district's budget at \$83.6 million, which represents a 30% increase from the prior year
- The majority of this increase is from the \$12 million increase in capital projects
- Largest source in the GF is property tax revenue, comprising 45% of the proposed budget totaling \$37.7 million
- The next largest resource, program fees and charges, is projected to be \$14.7 million making up an additional 17% of the budget
- Grants and sponsorships revenue is projected to have a 590% increase from last year for a proposed amount of \$13.4 million, or 16% of the budgeted resources
- The remaining resources for the GF include the carryforward from the current year at 20% and other revenues at 2%

B. General Fund Expenditures

Jared Isaksen, Chief Financial Officer, provided a summary of the proposed General Fund expenditures.

- Personnel services is the largest portion of the proposed expenses at \$41.5 million, which is 50% of the overall proposed general fund budget
- Materials and services of \$12.3 million have increased by 14% due in part to a 5% inflationary factor, grant expenditures of \$481,000, non-discretionary requests of \$210,000, and reallocation of part-time dollars to materials and services for select Park Services departments
- Capital outlay of \$18 million increased by 213% over last year
- Equity and Access for All. Jared summarized the line items in the proposed budget that are directly identified as equity related. These items have increased by 9% over the FY2022 adopted budget.
 - \$2 million in Welcoming & Inclusive line items, the largest portion for customer engagement representatives and communications specialists
 - \$900,000 for Programs and Events, including funding for programs for underserved populations, Camp Rivendale, and nature mobile and rec mobile programs in underserved areas
 - \$279,000 in partner support for cultural activities and events, internships for BIPOC youth, talking walls, and other partnerships in diversity
 - \$305,000 in financial assistance, to support access to our programs for all
 - \$652,000 for ADA capital projects
- Proposed Organization Structure. Jared highlighted the organizational changes in the proposed budget.

Division Budgets Summary

Summaries were provided of each division budget as follows:

Jared Isaksen, Chief Financial Officer, provided a brief overview of the Board and Administration budgets.

- Board of Directors appropriation \$513,755
- Administration appropriation \$12,563,467

Holly Thompson, Communications director, provided a brief overview of the Communications Division's accomplishments and budget highlights.

- Total division appropriation \$1,670,218
- Community Programs appropriation \$957,482
- Safety Services appropriation \$557,832
- Information Services appropriation \$2,392,628

Christine Hoffman, Human Resources director, provided an overview of the Human Resources Division's budget highlights.

- Total division appropriation \$1,710,538
- Risk Management appropriation \$1,103,118

Jared Isaksen, Chief Financial Officer provided an overview of the Finance Services Division budget highlights.

- Total division appropriation \$1,575,055
- Finances Services appropriation \$1,356,655
- Budget and Accounting appropriation \$620,470

Aisha Panas, Park Services director, provided an overview of the Park Services Division budget.

- Park Services appropriation \$15,223,571
- Maintenance Operations appropriation \$10,663,539
- Nature & Trails appropriation \$1,922,953
- Planning appropriation \$713,256
- Design & Development appropriation \$1,246,215

Julie Rocha, Interim Sports & Inclusion director provided an overview of the Recreation Services Division budget.

- Recreation Services appropriation \$27,208,537

Sabrina Taylor Schmitt, Interim Recreation & Aquatics director provided an overview of Recreation department.

- Recreation appropriation \$10,285,742
- Aquatics appropriation \$6,849,140
- Sports & Inclusion appropriation \$8,092,963

Felicita Montebalanco asked if Fitness in the Park is going to be offered year-round.

✓ Julie Rocha responded that yes, it is.

Agenda Item #8 – Other Funds

Jared Isaksen, Chief Financial Officer, provided an overview of other funds presented in the proposed budget document.

- Mitigation Maintenance Reserve appropriation \$187,850
- Debt Service Fund appropriation \$8,406,550

Agenda Item #9 – Capital Projects

Aisha Panas, Park Services director, provided an overview of the district's Capital Projects appropriation (\$17,485,781), as well as the Metro Bond appropriation (\$8,628,870), System Development Charge (SDC) Projects appropriation (\$55,535,099), and Bond Capital appropriation (\$2,788,113).

Agenda Item #10 – Budget Committee Open Discussion

General Manager, Doug Menke commented on and acknowledged the effort of the budget process. He stated that the district is in a unique place to build back from the pandemic, noting that the highest priority for the district is in serving its community.

Felicita Montebianco thanked staff for answering her questions submitted in advance of this evening's meeting.

Elizabeth Edwards thanked staff for adding data on key performance indicators. She also acknowledged the climate change plan work and resiliency work that is in process.

Natalie Zehner asked about the goals for electric vehicles in FY22-23. She inquired if a plan would be in place this fiscal year?

- ✓ Aisha Panas, Park Services director, responded that fleet electrification will be part of the district's climate action plan in FY22/23. Grant funding from PGE (Fleet Partner Program) will provide 10 electric charging stations at FCSC. Funding from PGE would span over 10 years. The Drive Change grant program from PGE is also in place for electric charging stations at centers/for rec mobiles. In addition, there will be federal grants for charging stations at centers and sports facilities/fields.

Natalie asked if the district will sell the current fleet vehicles and replace them with electric vehicles?

- ✓ Aisha responded that the district would retire the fleet. The replacement strategy would be focused on replacing the fleet with electric vehicles.

Natalie asked who would be putting the climate action plan together and what are the steps involved?

- ✓ Aisha responded that the district is currently working with a consultant to collect data and is working with the City of Beaverton on the implementation plan. The report and scope will be shared with the THPRD Board of Directors in the fall and the plan is anticipated to be completed late next fiscal year.

Suzanne Massar asked if THPRD had received any ARPA (American Rescue Plan Act) funding?

- ✓ Doug stated that THPRD was not one of the identified recipients. The district is in active discussions with the county and city about potential allocations of their ARPA funding to afterschool programming/childcare services.
- ✓ Aisha shared that the district was awarded state ARPA funding of \$1.9 million for permanent restrooms. Work on these projects need to be completed by June 2024.
- ✓ Doug shared that through the unemployment reimbursement process, there was \$1 million in claims that were absorbed and forgiven by the CARE funds via the state.

Suzanne asked if the district's three facilities yet to reopen are due to the labor shortage?

- ✓ Doug confirmed this, noting that at the start of the pandemic, it was about fiscal and COVID constraints, but now the district doesn't have enough staff to reopen these facilities.
- ✓ Sabrina Taylor Schmitt, Interim Recreation & Aquatics director, described the current difficulties in filling position vacancies, especially in aquatics, and our recruitment efforts.

Natalie commented that she noticed that the average number of applications received per position was 30-40. Is there a way to convert some of those applicants into hiring for positions they weren't initially applying for?

- ✓ Sabrina commented that the district's hiring model is changing. The district reaches out to lifeguard applicants to see if they are interested in swim instructor training, and also waives the lifeguard training fee.
- ✓ Holly Thompson, Communications director, shared her perspective on the hiring difficulties being seen on a national level, especially in aquatics.
- ✓ Sabrina added that THPRD is also now offering hiring incentives.

Li Lin asked if the district would work from a revised operating plan for FY22/23 if it cannot hire enough people for normal capacity?

- ✓ Doug confirmed that the district will operate via a revised budget process, particularly on the aquatics side. While our patrons are ready to resume participation, THPRD will need to monitor revenue aspects carefully. Revenue is monitored on a quarterly basis with the board.
- ✓ Sabrina shared that the district has reduced expenditures when programming is reduced, as well.

Li asked how the 3% merit increase is being implemented.

- ✓ Christine Hoffman, Human Resources director, answered that the district has three separate compensation structures for our three different employee groups. Part-time and seasonal employees have a COLA and 3% merit when approved by management. The district is currently in negotiations with its bargaining unit employees. In our current contract, the district has rate ranges and merit increases that occur on the staff anniversary date which gives a 3% merit increase. Our supervisory group structure is being updated as well.

Suzanne asked if volunteers have been considered to teach swimming classes.

- ✓ Sabrina shared that the district has conducted some outreach encouraging people to be swim lesson mentors.

Agenda Item #11 – Date of Next Budget Committee Meeting

Chair Elizabeth Edwards announced the next budget committee meeting will be Wednesday, May 18, 2022 at 6 pm to consider approval of the FY 2022/23 budget.

Agenda Item #12 – Adjourn

There being no further business, the meeting adjourned at 7:35 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Kristin Preston



**General Fund
Recommended
Adjustment to
Proposed Budget**





MEMO

DATE: May 12, 2022
TO: Budget Committee
FROM: Jared Isaksen, Finance Services Director

RE: General Fund Recommended Adjustments to Proposed Budget

1) Adjust Capital Project/Carry Over for Additional Projects Identified: \$28,000

This adjustment reflects an increase of \$28,000 in carryforward beginning fund balance, and carryforward project expenditures in Capital Projects for security cameras, due to delays in deliveries by vendors, as a result of supply chain challenges.

**2) Adjust Personnel Services – Information Services and Budget & Accounting:
\$123,116**

This adjustment is to correct the placement of a staff position that should have been placed in the Information Services Department. This adjustment is cost neutral as it is simply relocating \$123,116 in funding for the position from Budget and Accounting to Information Services.

NOTE: All other pages included in this section primarily reflect edits in narrative and prior year FTE that were discovered after the proposed budget book was distributed to the committee for review.



Tualatin Hills Park & Recreation District 2022/23 Budget Committee

Board of Directors

Tya Ping
Heidi Edwards
Barbie Minor
Felicita Montebianco
Alfredo Moreno

At Large Members

Elizabeth Edwards
Li Lin
Suzanne Massar
Chris Howard
Natalie Zehner

THPRD Staff

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



options. As of the writing of this message, we have 130+ positions to fill in aquatics and we are only able to offer a fraction of the swim classes and programming we typically would offer due to the staffing shortages.

The tight labor market means THPRD must rethink our employee attraction and retention strategies. Wages for part-time workers have been increasing as well as additional benefit offerings to attract applicants. Because so much is unknown, we are continuing the approach we developed last fiscal year to develop a full budget appropriation for the upcoming fiscal year, but we will continue to monitor conditions each quarter and adjust our actual spending plans in accordance with funding actuals throughout the year. District staff have done an excellent job learning to manage within even shorter planning cycles, adjusting the district's spending each quarter, in alignment with ever-changing realities brought on by the pandemic.

Budget Process

The district's public budgeting process begins in earnest at the district's mid-year budget review meeting, that was held on February 23, 2022. It is an opportunity to check-in with the budget committee on the state of the current fiscal year while also looking ahead to beginning the next budget year planning. The budget committee then meets again on April 20, 2022 and holds a work session to review and discuss a preliminary draft of the upcoming budget. The third budget committee meeting is planned for May 18, 2022, when the budget committee is expected to formally vote to approve the upcoming budget.

The budget committee meetings are intended to provide the budget committee an opportunity for in-depth review and discussion of the Proposed Budget Fiscal Year 2022/23, and to provide an opportunity for public comment. While the proposed budget presented for the work session is the final budget proposed by staff, the budget committee has the ability to make modifications to the budget before recommending approval. The budget committee will also have the opportunity at the work session to request additional information from staff to be provided at the final budget committee meeting in May.

At the final budget committee meeting on May 18, 2022, the budget committee will be asked to approve THPRD's 2022/23 fiscal year budget, subject to any adjustments made by the committee. The final step in the budget process, as always, is the budget hearing and adoption by the board of directors, scheduled for June 15, 2022. Once again, an opportunity for public comment will be provided at both the budget committee meeting and the budget hearing.

General Fund Resources and Appropriations

You will find that the proposed amount to fund the FY 2022/23 General Fund budget is \$83,677,384. This is an increase of 29.5% from the 2021/22 fiscal year budget, which is primarily attributable to increases in grant funded capital spending and higher than anticipated beginning cash on hand.

General Fund Resources

Beginning Cash on Hand for the 2022/23 fiscal year is estimated at \$13,300,000, which represents a 133.3% increase from the prior year. The Balance Forward from Prior Year Projects is estimated at \$1,321,700 which represents a 51.5% decrease from the prior year. The Capital Replacement Reserve funded in prior years also represents an additional \$2,000,000 of the beginning balance in the General Fund, which is consistent with the prior year.

Property Tax Revenue

THPRD's overall assessed valuation is estimated to increase by 3.3%. This represents the 3% allowed under statute for those properties where assessed value is below the real market value, plus 0.3% of exception-based growth from new development. Accordingly, the overall assessed value is estimated to increase from \$29.3 billion to \$30.0 billion.

The FY 2022/23 property tax rate per \$1,000 of assessed value for General Fund operations is \$1.31, and the estimated tax rate per \$1,000 for general obligation bonded debt is \$0.28, resulting in a combined property tax rate per \$1,000 of \$1.59. The FY 2021/22 property tax rates for General Fund operations and bonded debt were \$1.31 and \$0.29, respectively.

In FY 2021/22, local government agencies' combined tax rates did not exceed the Measure 5 limit of \$10 per \$1,000 in most of the park district. There were some areas within THPRD, however, where the combined tax rate did exceed the Measure 5 limit. Within these areas, where an individual property's assessed value was close to or equal to the Measure 5 value, the taxes received were reduced due to Measure 5 compression. THPRD's property tax revenue losses in FY 2021/22, due to Measure 5 compression, were insignificant. It is anticipated in FY 2022/23 that if the combined rates again exceed \$10 per \$1,000 that tax reductions to THPRD due to Measure 5 compression will again be insignificant.

The estimates for program fee revenue in the proposed budget are based on a detail review of class offerings and program revenue trends. With the adoption of the Service and Financial Sustainability Analysis in 2013, THPRD is continually reviewing fees and fee policies with the intent of moving toward meeting resource allocation goals. In developing the FY 2022/23 proposed budget, staff carefully reviewed program revenue calculations to ensure that budget revenues are realistic in light of normal participation levels.

General Fund Appropriations

Of the proposed FY 2022/23 General Fund appropriations, 49.7% supports Personnel Services, 14.7% supports Materials & Services, 21.6% supports Capital Outlay, 1.3% supports Debt Service, 9.9% supports the Contingency Account, 0.4% supports transfers to other funds and 2.4% supports the Capital Replacement Reserve fund to support major capital replacements.

The General Fund Capital Outlay appropriations of \$18,083,461 comprise 21.6% of the proposed General Fund budget. Capital outlay for information technology is included in the Information Services Department. Capital outlay for maintenance equipment is included in the Maintenance Operations Department. The balance of the capital outlay, \$17,513,781, is included in the Capital Projects Division which is divided into the following six categories: (1) carryover projects, (2) athletic facility, (3) building, (4) park and trail, (5) facility challenge grants, and (6) Americans with Disabilities Act improvements. Capital Projects Division capital outlay includes \$12,931,281 in grant funded projects, and \$1,321,700 in carryforward projects. The remaining \$3,260,800 includes projects evaluated in accordance with the budget priority to maintain existing facilities and avoid deferring replacements. Under this process, a maintenance replacement schedule has been developed and the General Fund Capital Outlay has been prioritized toward these replacements. In those capital outlay categories that include maintenance replacements, the program funding has been further broken down between replacements and improvements. Please refer to the Capital Projects section of your budget for details.

Comparison of Proposed General Fund Budget to Prior Projections

To put the proposed General Fund budget in perspective, it may be helpful to compare it to prior projections of FY 2022/23 General Fund resources and appropriations (a summary follows on page 14).

Tualatin Hills Park & Recreation District

Comparison of FY 2022/23 Proposed General Fund Budget to Prior Projections

	Proposed Budget 2022/23	Per Feb 2022 Midyear Projection		Per April 2021 Work Session Projection	
			Difference		Difference
Capital Replacement Reserve	\$ 2,000,000	\$ 2,000,000	\$ -	\$ 1,500,000	\$ 500,000
Cash on Hand	13,300,000	13,300,000	-	5,700,000	7,600,000
Program & Facility Fees	14,651,637	13,863,748	787,889	14,284,397	367,240
Other Resources	14,690,248	1,195,000	13,495,248	1,715,566	12,974,682
Project Carryovers	1,321,700	-	1,321,700	-	1,321,700
Transfers in	-	-	-	-	-
Property Taxes	37,713,799	37,677,636	36,163	38,366,201	(652,402)
Total Resources	\$ 83,677,384	\$ 68,036,384	\$ 15,641,000	\$ 61,566,164	\$ 22,111,220
Personal Services	\$ 41,560,583	\$ 44,182,259	\$ (2,621,677)	\$ 43,786,922	\$ (2,226,339)
Materials & Services	12,333,209	11,029,399	1,303,810	11,142,926	1,190,283
Capital Outlay	18,083,461	7,278,868	10,804,593	1,640,458	16,443,003
Debt Service - COP and TAN	1,045,858	1,045,858	-	995,858	50,000
Transfers to Other Funds	350,000	-	350,000	-	350,000
Contingency	8,304,273	2,500,000	5,804,273	2,500,000	5,804,273
Ending Replacement Reserve	2,000,000	2,000,000	-	1,500,000	500,000
Total Requirements	\$ 83,677,384	\$ 68,036,384	\$ 15,641,000	\$ 61,566,164	\$ 22,111,220

GUIDE TO BUDGET DOCUMENT

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

BUDGET DOCUMENT SECTIONS

- **INTRODUCTION** Includes the general manager's message which details the decisions made during the budget process and the financial conditions that drove those decisions.
- **BUDGET INFORMATION** Includes the budget document overview, which provides detailed information on budget practices, the reporting entity and services. Also included is information about the district's history and board, expenditure and revenue summaries, the budget process, and budget calendar.
- **RESOURCES** Provides a narrative description and summary of all THPRD resources.
- **CAPITAL IMPROVEMENT PLAN** Provides information on the district wide capital improvements from all funding sources.
- **GENERAL FUND** Provides graphs of revenue and expenditures, includes summary of historical, proposed, and adopted General Fund resources and appropriations.
- **BOARD OF DIRECTORS** Provides narrative overview and summary of historical, proposed, and adopted expenditures for the Board of Directors' Division.
- **ADMINISTRATION** Provides narrative overview, graphs and summary of historical, proposed, and adopted expenditures for the departments within the Administration Division. The departments are General Manager, Communications, Community Programs, Safety Services, Information Systems, Human Resources, Risk & Contract Management, Finance Director/CFO, Finance Services, and Budget & Accounting. It includes Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures. It also includes capital projects for Information Technology Replacements and Improvements, as well as maturity schedules for all debt (Full Faith and Credit Obligations and Financing Agreements) being repaid from the General Fund.
- **PARK SERVICES** Provides narrative overview, graphs and summary of historical, proposed, and adopted expenditures for the departments within the Park Services Division. The departments are Office of the Director, Maintenance Operations, Planning, Design & Development, and Nature & Trails. It includes Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures. It also includes capital projects for Maintenance Services Replacements and Improvements
- **RECREATION SERVICES** Provides narrative overview, graphs and summary of historical, proposed, and adopted expenditures for the departments within the Recreation Services Division. The departments are Office of the Director, Aquatics, Sports & Inclusion Services, Recreation, and Maintenance Coordination. It includes Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **CAPITAL PROJECTS** Provides summary of historical, proposed, and adopted expenditures for Capital Projects funded by the General Fund. It includes listing and narratives of proposed projects for the fiscal year.
- **OTHER CAPITAL FUNDS** Provides overview and summary of historical, proposed, and adopted expenditures for the Metro Bond Local Capital Fund. The Metro Bond Local Capital Fund accounts for capital projects funded by the Metro bond.
- **OTHER FUNDS** Provides narrative overview and summary of historical, proposed, and adopted expenditures of the Mitigation Maintenance Reserve Fund.
- **DEBT SERVICE FUND** Provides detailed information on THPRD's General Obligation debt, including Local Budget Form 35, and maturity schedules for the General Obligation Bonds.
- **SYSTEM DEVELOPMENT CHARGES FUND** Provides narrative overview and summary of historical, proposed, and adopted expenditures of System Development Charge fees collected for new residential and non-residential development. It includes a listing and narratives of proposed projects for the fiscal year.
- **BOND CAPITAL PROJECTS FUND** Provides narrative overview and summary of historical, proposed, and adopted expenditures of the Bond Capital Projects funding approved by voters in November 2008. It includes a complete listing and detailed narratives of adopted projects for the 2022/23 fiscal year.

BUDGET DOCUMENT OVERVIEW

In compliance with the State of Oregon Local Budget Law, the Tualatin Hills Park & Recreation District (THPRD) proposed budget, for the year beginning July 1, 2022, and ending June 30, 2023, is submitted for your approval. As prepared and submitted, the proposed budget is intended to serve as:

1. A financial plan for the next fiscal year (2022/23), outlining the forecasted expenditure requirements and the proposed means for financing these requirements.
2. An operational plan for the use and deployment of personnel, materials and services and other resources during the 2022/23 fiscal year.
3. An operations guide for programs and department goals and objectives.

Budgetary Accounting Basis

The budgetary and accounting policies contained in the proposed budget conform to generally accepted accounting principles as established by the Governmental Accounting Standards Board. THPRD's accounts are organized in funds, each of which is considered a separate budgetary and accounting entity. Within the annual budget, THPRD's various funds are grouped into governmental fund types, which include the General Fund, Other Funds (Special Revenue), Debt Service Fund, System Development Charges Fund, Metro Bond Local Capital Fund, and Bond Capital Projects Fund.

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

Budget Process

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

Balanced Budget

In accordance with Oregon Budget Law, THPRD must plan its budget with an equal amount of resources and requirements, thereby meeting the definition of a balanced budget. This ensures that THPRD does not spend more on goods and services than its available resources can provide for them.

Budget Management

The board of directors' resolution authorizing appropriations for each fund sets the expenditure limits that cannot be exceeded. These appropriations are made by Organization Unit totals for each fund. For the General Fund, these Organization Units are in turn based on Divisions within THPRD:

Board of Directors - includes personnel services costs and materials and services costs including Legal, Audit, and Elections.

Administration - includes personnel services costs and materials and services costs for the Division, debt service cost on General Fund supported debt, and capital outlay for information technology equipment.

Park Services - includes personnel services costs and materials and services costs for the Division, and capital outlay for maintenance equipment.

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

Capital Projects - includes capital project costs for general capital replacements and improvements.

Contingency - includes the General Fund contingency appropriation.

BUDGET DOCUMENT OVERVIEW (continued)

Debt Administration

Debt Outstanding consists of the 2013 \$457,100 Financing Agreement, the 2009 \$58,505,000 General Obligation Bond (most of which was advance refunded for \$37,880,000 in 2015 with \$1,435,000 in additional funds borrowed), the 2011 \$40,060,000 General Obligation Bond (a portion of which was refunded for \$8,710,000 in 2016 and the remainder refunded in 2021), the 2020 Full Faith and Credit Financing of \$9,900,000 (which refunded the 2010 Series B and the 2019 Full Faith and Credit Financing), and the 2021 Full Faith and Credit Financing (which refunded the 2010 Series A Full Faith and Credit Financing).

As of June 30, 2022, the non-general obligation outstanding balances are as follows: the 2013 \$207,796 Financing Agreement, the 2020 \$9,230,000 Full Faith and Credit Obligation, and the 2021 \$1,035,000 Full Faith and Credit Financing.

The general obligation bond balances outstanding as of June 30, 2022, are \$11,065,000 (Series 2021), \$24,535,000 (Series 2015) and \$8,710,000 (Series 2016).

All outstanding debt issuances were utilized to fund construction of parks and buildings, purchase of equipment, and purchase of land needed to meet the needs of the community.

BUDGET SUMMARY FOR REQUIREMENTS:

The budget requirements for the 2022/23 fiscal year for all funds are \$154,223,866 and were \$131,760,786 for the 2021/22 fiscal year. Requirements, both current and proposed are:

	Actual 2019/20	Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23	% Change over 2021/22
Personnel Services Costs	\$ 36,934,858	\$26,245,545	\$42,267,389	\$41,560,583		-1.67%
Materials & Services	7,034,417	5,986,317	11,106,776	12,621,059		13.6%
General Fund Capital Projects	4,148,631	2,010,407	5,758,843	18,083,461		213.5%
Debt Service	8,901,249	9,089,851	9,449,149	9,452,408		0.03%
General Fund Contingency	-	-	2,500,000	8,304,273		232.2%
Transfers to Other Funds	-	-	779,000	350,000		-55.1%
Other Financing Uses	11,218,392	16,875,280	-	-		0.0%
Metro Bond Local Share Capital	-	-	8,628,870	8,628,870		0.0%
System Development Charges Capital Outlay	6,407,692	3,679,549	46,417,438	50,435,099		8.7%
Bond Capital Projects Fund	4,381,427	2,490,301	3,353,321	2,788,113		-16.9%
TOTAL EXPENDITURES	\$ 79,026,666	\$ 66,379,250	\$130,260,786	\$152,223,866		16.8%
Ending Fund Balance	43,877,778	56,029,570	-	-		0.0%
Capital Replacement Reserve	2,000,000	2,000,000	1,500,000	2,000,000		33.3%
TOTAL REQUIREMENTS	\$124,904,444	\$124,406,820	\$131,760,786	\$154,223,866		17.0%

BUDGET DOCUMENT OVERVIEW (continued)

SIGNIFICANT CHANGES:

Personnel Services

The proposed budget for Personnel Services has decreased by 1.7% since FY 2021/22. This decrease is primarily due to THPRD's Retirement Plan Funding of \$3.9 million, down \$4.6 million from the prior year's \$8.5 million. The policy was revised and approved by the board of directors in March 2022. This decrease is offset by a net increase of sixteen (16) full-time positions, for a total of 210 for the 2022/23 fiscal year. Staffing changes are discussed on pages BI-11 and BI-12.

The overall decrease is further offset by a 4.0% cost-of-living adjustment and 3% merit increase for all represented full-time employees, and funding for non-represented staff increases in accordance with the board-approved Compensation Policy. THPRD's current collective bargaining agreement expires June 30, 2022, so the cost of living and health benefit cost increases have been adjusted to anticipate upcoming changes to the agreement. Payroll taxes have increased by 0.8% due to the increase in the unemployment tax rate. Part-time personnel costs are increasing as a result of increases in prevailing wages offered due to labor market challenges, and account for 2.7% of the increase in Personnel Services. The balance of the change in overall cost comes from changes in medical insurance coverage and impacts of insurance rates, which were higher than budget for FY2021/22.

Materials & Services

The proposed budget for Materials & Services has increased 13.6% over FY 2021/22. Factors include an increase to utilities which reflect utilization and significant rate increases, and a 5% increase to materials and services to account for inflation. All approved business plans have been accounted for in the proposed budget amounts.

Capital Outlay

General Fund Capital Projects has been differentiated between maintenance replacement expenditures and new asset expenditures. Within these two categories, the expenditures include funding for: Carryover Projects, Athletic Facility, Park, and Building Replacements/Improvements, ADA Improvements, Maintenance Equipment and Computer/Office Equipment. Capital outlay expenditures have been prioritized to maintenance replacement projects in order to minimize the balance of deferred maintenance replacements. General Fund Capital Projects have increased by 214.0% from FY 2021/22 due in a large part to increases in grant funded projects in the FY2022/23 budget. Capital Projects funds will largely be focused on ADA improvement projects, continued investment in the Financial System Software implementation project, and several grant projects including the Westside Trail, Fanno Creek Trail, and Howard M. Terpenning Complex improvements.

As explained above, the Bond Capital Projects Fund balance in FY2022/23 reflects the remaining funds available from the \$100 million general obligation bond as approved by voters.

The Metro Bond Local Capital Fund reflects the district's allocation of a portion of the Metro bond measure funding local share park, trail and natural area capital projects. The district has identified four (4) projects to be funded by this resource.

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

Ending Balance - Capital Replacement Reserve

The Capital Replacement Reserve has been placed on hold until June 30, 2025. At that time, the board will evaluate funding needs, and implement a funding plan to meet future capital replacement funding needs.

BUDGET DOCUMENT OVERVIEW (continued)

BUDGET SUMMARY FOR RESOURCES:

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

	Actual 2019/20	Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Adopted Budget 2022/23	% Change over 2021/22
Beginning Fund Balance	\$ 46,814,287	\$ 45,877,778	\$50,182,099	\$59,296,250		18.2%
Property Taxes-Current Year	41,655,256	43,280,177	44,569,618	45,620,349		2.4%
Prior Year Taxes	335,124	361,517	325,000	275,000		-15.4%
Interest on Investments	1,160,883	422,449	488,100	288,850		-40.8%
Swim Center & Tennis Revenue	2,972,249	845,661	4,937,053	4,877,323		-1.2%
Recreation & Sports Revenue	5,744,351	2,064,543	8,931,294	9,774,314		9.4%
Grants and Intergovernmental Revenue	1,264,767	5,192,604	10,571,589	22,040,968		108.5%
Misc. and Rental Revenue	573,847	527,283	851,448	704,000		-17.3%
Sponsorships	160,027	212,419	14,150	9,150		-35.3%
System Development Charges	12,716,580	8,290,453	9,611,435	10,572,662		10.0%
Debt Proceeds	11,194,716	16,918,368	-	-		0.0%
Transfers In	312,357	415,568	1,279,000	765,000		-40.2%
TOTALS	\$124,904,444	\$124,408,820	\$131,760,786	\$154,223,866		17.1%

Beginning Fund Balances

Beginning balance from all funds for FY 2022/23 consists of \$16,621,700 from the General Fund, \$187,000 from the Mitigation Maintenance Reserve Fund, \$39,507,437 from the System Development Charges Fund, \$200,000 from the Debt Service Fund, and \$2,780,113 from the Bond Capital Projects Fund. The 18.2% increase in the Beginning Fund Balance is due primarily to increases in the General Fund and System Development Charges Fund. The General Fund balance is higher than the budget in FY 2021/22 due to the district's close management of costs during the closure periods resulting from the COVID-19 pandemic in the prior year. The increase in the System Development Charges cash on hand balance is due primarily to timing of FY 2021/22 expenditures which are carrying over in FY 2022/23. The Mitigation Maintenance Reserve Fund balance includes funds received from developers for maintenance of existing mitigation sites. The System Development Charges Fund balance includes funds accumulated for budgeted current, and future, capital expansion projects. The Bond Capital Projects Fund includes available funds to complete the designated list of projects.

Property Taxes - Current Year

Taxes levied against an estimated \$30.0 billion in assessed valuation total \$47,728,486. The levy includes \$8,504,143 for the General Obligation Debt Service Fund with \$8,121,457 expected to be collected. Of the \$39,226,942 General Fund Levy, THPRD expects to collect 95.5%, or \$37,459,247. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,552 General Fund and \$35,093 Debt Service Fund). The PILOT funds result from de-annexed property that had long-term debt obligations associated at the time of withdrawal from THPRD boundaries. The PILOT funds will be collected annually until the obligations are paid in full.

The FY 2021/22 taxable assessed property valuation of THPRD is \$29,046,412,499 and is estimated to increase by 3.3% in the 2022/23 fiscal year to \$30,006,075,378 which is net of \$388,401,386 in urban renewal assessed value.

SUMMARY OF ALL FUNDS
Proposed Budget for FY 2022/23

	Governmental Funds						Total All Funds
	Other Funds		Debt Service Fund	Capital Projects Funds			
	General Fund	Mitigation Maintenance Reserve		Metro Bond Local Share Capital Fund	System Development Charge Fund	Bond Capital Projects Fund	
RESOURCES							
Beginning Balance							
Capital Replacement Reserve	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Beginning Cash Balance	14,621,700	187,000	200,000	-	39,507,437	2,780,113	57,296,250
Beginning Fund Balance	\$ 16,621,700	\$ 187,000	\$ 200,000	\$ -	\$ 39,507,437	\$ 2,780,113	\$ 59,296,250
Revenues							
Property Taxes-Current Year	\$ 37,463,799	\$ -	\$ 8,156,550	\$ -	\$ -	\$ -	\$ 45,620,349
Prior Year Taxes	250,000	-	25,000	-	-	-	275,000
Interest on Investments	150,000	850	25,000	-	105,000	8,000	288,850
Swim Center & Tennis Revenue	4,877,323	-	-	-	-	-	4,877,323
Recreation & Sports Revenue	9,774,314	-	-	-	-	-	9,774,314
Grants & Intergovernmental Revenue	13,412,098	-	-	8,628,870	-	-	22,040,968
Miscellaneous & Rental	704,000	-	-	-	-	-	704,000
Sponsorships	9,150	-	-	-	-	-	9,150
System Development Charges	-	-	-	-	10,572,662	-	10,572,662
Debt Proceeds	-	-	-	-	-	-	-
Transfers In	415,000	-	-	-	350,000	-	765,000
Total Revenues	\$ 67,055,684	\$ 850	\$ 8,206,550	\$ 8,628,870	\$ 11,027,662	\$ 8,000	\$ 94,927,616
TOTAL RESOURCES	\$ 83,677,384	\$ 187,850	\$ 8,406,550	\$ 8,628,870	\$ 50,535,099	\$ 2,788,113	\$ 154,223,866
REQUIREMENTS							
Appropriations by Category:							
Personnel Services	\$ 41,560,583	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,560,583
Materials & Services	12,333,209	187,850	-	-	100,000	-	12,621,059
Capital Outlay	18,083,461	-	-	8,628,870	50,435,099	2,788,113	79,935,543
Debt Service	1,045,858	-	8,406,550	-	-	-	9,452,408
Transfers Out	350,000	-	-	-	-	-	350,000
Contingency	8,304,273	-	-	-	-	-	8,304,273
Total Appropriations	\$ 81,677,384	\$ 187,850	\$ 8,406,550	\$ 8,628,870	\$ 50,535,099	\$ 2,788,113	\$ 152,223,866
Unappropriated Fund Balance							
Capital Replacement Reserve	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
TOTAL REQUIREMENTS	\$ 83,677,384	\$ 187,850	\$ 8,406,550	\$ 8,628,870	\$ 50,535,099	\$ 2,788,113	\$ 154,223,866

STAFFING CHANGES

Full-time

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

Division	Program	Adopted 2021/22 Staffing	Adjustments	Proposed 2022/23 Staffing
Administration	General Manager	2.00 FTE	No changes to staffing	2.00 FTE
Administration	Communications	12.00 FTE	Transferred 6 FTE from Business Services/Information Services, added 1 FT System Analyst, added 1 FT Business Analyst, transferred 1 FT Office Assistant from HR (Administrative Assistant, shared with Finance Services).	21.00 FTE
Administration	Human Resources	5.00 FTE	Transferred 3 FTE from Business Services/Risk & Contract Management, transferred 1 FT Office Assistant to Communications, transferred 1 FT Management Team Support Specialist from Business Services (replaced FT Office Assistant position), added 1 FT Benefit Technician, added 1 FT limited duration Talent Specialist.	10.00 FTE
Administration	Finance Services	0.00 FTE	Transferred 1 FT Director of Finance/CFO position (formerly Business Services Director), transferred 7 FTE from Finance Services Department, transferred 3 FTE from Budget & Accounting Department.	11.00 FTE
		19.00 FTE	Total Administration	44.00 FTE
Business Services	Office of the Director	2.00 FTE	Eliminated Director of Business Services position and replaced with Director of Finance and transferred to Administration/ Finance Services, transferred Management Team Support Specialist to Human Resources.	0.00 FTE
Business Services	Finance Services	7.00 FTE	Transferred 7 FTE to Administration Division.	0.00 FTE
Business Services	Risk & Contract Management	3.00 FTE	Transferred 3 FTE to Administration Division.	0.00 FTE
Business Services	Information Services	6.00 FTE	Transferred 6 FTE to Administration Division.	0.00 FTE
Business Services	Budget & Accounting	3.00 FTE	Transferred 3 FTE to Administration Division.	0.00 FTE
		21.00 FTE	Total Business Services	0.00 FTE
Park Services	Office of the Director	1.50 FTE	Increased Director of Park Services and Administrative Assistant positions to 12 months (from 9 months).	2.00 FTE

STAFFING CHANGES

Full-time

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

Division	Program	Adopted 2021/22 Staffing	Adjustments	Proposed 2022/23 Staffing
Park Services	Maintenance Operations	42.00 FTE	Eliminated the Vehicles & Equipment Supervisor position, upgraded the Facilities Supervisor position to the Support Services Manager position.	41.00 FTE
Park Services	Planning	4.00 FTE	No changes to staffing	4.00 FTE
Park Services	Design & Development	7.00 FTE	No changes to staffing	7.00 FTE
Park Services	Nature & Trails	9.00 FTE	Added 1 FT Park Resource Analyst position.	10.00 FTE
		63.50 FTE	Total Park Services	64.00
Recreation Services	Office of the Director	2.00 FTE	No changes to staffing	2.00 FTE
Recreation Services	Aquatics	24.50 FTE	Increased Aquatics Manager to 12 months, added 2 FT Aquatic Program Assistant positions.	27.00 FTE
Recreation Services	Sports & Inclusion Services	31.00 FTE	No changes to staffing	31.00 FTE
Recreation Services	Recreation	31.00 FTE	Added 6 FT Preschool Teacher positions (contingent on funding from NWRESA), added 1 FT Aquatic Program Assistant position, added 1 FT Building Lead position, transferred 1 FT Building Maintenance Tech II position to Maintenance Coordination Department.	38.00 FTE
Recreation Services	Maintenance Coordination	2.00 FTE	Added 1 FT Pool Operator II position, transferred 1 FT Building Maintenance Tech II position from Nature Center.	4.00 FTE
		90.50 FTE	Total Recreation Services	102.00 FTE
		194.00 FTE	Total District	210.00 FTE
Net Change				16.00

PROPERTY TAX MEASURES

PROPERTY TAX

The property tax is used by Oregon cities, counties, schools and other special districts to raise revenue to cover the expense of local government. The State of Oregon has the authority to levy property taxes; however, the state has not levied property taxes since 1941 and obtains its revenue from tax and lottery sources.

The Oregon Constitution places certain limits on property tax rates for general purposes. The constitution does not limit property tax rates for general obligation bonds, such as Refunding Bonds for capital construction and improvements approved in accordance with voting requirements or used to refund certain outstanding General Obligation Bonds.

MEASURE 5

Article XI, Section 11b (known as "Measure 5") of the Oregon Constitution contains various limitations on property taxes levied by local jurisdictions. Approved in November 1990, Measure 5 placed certain limits on property tax rates and modifications to the system of property tax administration then in place.

- Measure 5 limitations remain in place despite the passage of Measure 50.
- Measure 5 separates taxes imposed upon property into two categories, one for public schools and community colleges and one for jurisdictions other than public schools.
- Combined tax rates for non-school jurisdictions are limited to \$10.00 per \$1,000 of Real Market Value. Combined tax rates for public school systems are limited to \$5.00 per \$1,000 Real Market Value.
- Measure 5 does not limit property tax rates for General Obligation Bonds or Refunding Bonds.

MEASURE 50

Ballot Measure 50 was approved by Oregon voters on May 20, 1997. Measure 50 repeals a previously approved property tax reduction measure, referred to as Measure 47. Measure 50 with some modifications, retains many of Measure 47's key features, including: a reduction of property taxes and a limit on the growth in annual assessed valuation. Specific provisions include:

- Measure 50 rolls back the "assessed value" on property for the fiscal year 1997/98 to its 1995/96 value, less 10 percent.
- Measure 50 establishes a permanent tax rate which replaces its old levies. This rate will be a permanent limit on THPRD's taxing authority for operating taxes.
- Measure 50 limits your assessed value growth to 3% unless your property has an exception because the property was improved, rezoned, subdivided, or ceases to qualify for exemptions.
- Measure 50 allows voters to approve new short-term local option levies outside the permanent rate limit.
- Measure 50 has no impact on Measure 5. The Measure 5 tax limitation remains intact.

SUMMARY OF RESOURCES - ALL FUNDS

RESOURCES:	General Fund	Special Revenue Fund	Capital Projects Funds	Debt Service Fund	Total Resources
Beginning Balance- Capital Replacement Reserve	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000
Cash on Hand for Fiscal Year	13,300,000	187,000	10,438,381	200,000	24,125,381
Beginning Fund Balance from Previous Year Projects Carried Forward	1,321,700	-	31,849,169	-	33,170,869
Previously Levied Taxes estimated to be received during ensuing year	250,000	-	-	25,000	275,000
PROGRAM REVENUES:					
Swim Center Revenue	3,636,336	-	-	-	3,636,336
Tennis Revenue	1,240,987	-	-	-	1,240,987
Recreation Program Revenue	5,333,637	-	-	-	5,333,637
Sports & Inclusion Services Revenue	3,845,977	-	-	-	3,845,977
Nature Education Revenue	594,700	-	-	-	594,700
OTHER REVENUES:					
Miscellaneous Revenue	150,000	-	-	-	150,000
Interest Revenue	150,000	850	113,000	25,000	288,850
Telecommunication Site Lease Revenue	174,000	-	-	-	174,000
Facility Rental Revenue	380,000	-	-	-	380,000
Grants and Intergovernmental Revenue	13,412,098	-	8,628,870	-	22,040,968
Sponsorships	9,150	-	-	-	9,150
System Development Charges	-	-	10,572,662	-	10,572,662
Transfers In	415,000	-	350,000	-	765,000
Total Resources except taxes to be levied..... Subtotal	\$ 46,213,585	\$ 187,850	\$ 61,952,082	\$ 250,000	\$ 108,603,517
Current Year Property Taxes (Permanent Rate)	37,463,799	-	-	8,156,550	45,620,349
TOTAL RESOURCES	\$ 83,677,384	\$ 187,850	\$ 61,952,082	\$ 8,406,550	\$ 154,223,866

RESOURCES NARRATIVE - ALL FUNDS

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

Beginning Balance- Capital Replacement Reserve: The estimated Beginning Balance- Capital Replacement Reserve for FY 2022/23 (\$2,000,000) is the accumulated balance of funds reserved for future capital replacements.

Beginning Fund Balance: Beginning Fund Balance is a resource derived from prior year's budget. Beginning Fund Balance generally results from an over-collection of budgeted resources and under-expenditures of budget appropriations. The estimated Beginning Fund Balance for FY 2022/23 consists of General Fund (\$13,300,000), Mitigation Maintenance Reserve Fund (\$187,000), System Development Charges Fund (\$10,438,381) and Debt Service Fund (\$200,000).

Beginning Fund Balance from Previous Year Projects Carried Forward: Beginning Fund Balance from projects carried forward represents fund balance committed to projects in a prior year but not yet expended. The full listing of carryforward projects can be found within the Capital Projects and System Development Charges Fund sections, pages CP-2 and SDC-4, under the Carryover Projects heading, plus all of the Bond Capital Projects Fund. The estimated total of project carryforward from the previous year consists of General Fund (\$1,321,700), System Development Charges Fund (\$29,069,056) and Bond Capital Projects Fund (\$2,780,113).

Prior Year's Taxes: Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2022/23 fiscal year, THPRD is projected to collect approximately one-half of the uncollected property taxes. The estimated amount of previously levied taxes to be received for FY 2022/23 consists of General Fund (\$250,000) and Debt Service Fund (\$25,000).

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

Swim Center Revenue: Swim Center revenue is generated from passes, open swim, instruction and Beaverton School District. The total swim center revenue is \$3,636,336. The following is a breakdown of revenue generated by each swim center and program type:

<u>Swim Center Revenue</u>		<u>Program Revenue</u>	
Aloha	\$ 483,497	Swim Passes	\$ 480,170
Beaverton	546,163	General Admission	466,720
Conestoga - Aquatic	680,497	Aquatic Instruction	2,251,741
Harman	426,813	Facility Rentals	
Sunset	397,938	- Beaverton School District	61,509
Aquatic Center	912,890	- Other Rental Events	376,196
Raleigh	114,137		
Somerset West	74,401		
	<u>\$ 3,636,336</u>		<u>\$ 3,636,336</u>

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

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

Capital Funding Sources 2022/23

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Metro Bond Local Share Capital Fund	
ADA Improvements						
ADA Facility Access Improvements	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
ADA Harman Swim Center Improvements	375,000					375,000
ADA Improvements	25,000					25,000
ADA Picnic Area Barrier Removal	50,000					50,000
ADA stairs - Aloha Swim Center	7,000					7,000
Waterhouse Trail ADA curb cuts - Washington County Project	120,000					120,000
ADA Improvements Total	652,000	-	-	-	-	652,000
Athletic Facility Replacement						
Air Structure Repairs	15,000					15,000
Resurface tennis courts	120,000					120,000
Athletic Facility Replacement Total	135,000	-	-	-	-	135,000
Building Improvements						
Assessment on repair of rust degradation	2,000					2,000
Electric Fleet Infrastructure Improvement	145,000					145,000
Exterior Facility Paint	80,000					80,000
Mechanical room upgrades	5,500					5,500
Repaint window sills	6,000					6,000
Seal off gate valve in mechanical room	2,500					2,500
Building Improvements Total	241,000	-	-	-	-	241,000
Building Replacements						
AC window unit replacement - Cedar Hills Recreation Center	14,000					14,000
BECs5 water chemistry controls - Aquatic Center	9,000					9,000
Boiler	179,000					179,000
Boiler piping - Aloha Swim Center	8,000					8,000
Boiler replacement - Garden Home Recreation Center	231,000					231,000
Cardio and Weight Equipment	40,000					40,000
Clean and treat roof - Garden Home Recreation Center	4,500					4,500
Clean and treat roof (stables, outbuildings) - Jenkins Estate	15,000					15,000
Design mechanical dive board lift control - HMT Aquatic Center	5,500					5,500
Dive board reconditioning / replacement - HMT Aquatic Center	10,000					10,000
Dive stand replace/repair - Harman Swim Center	3,000					3,000
Domestic hot water heater - Beaverton Swim Center	15,000					15,000
Emergency Repairs	100,000					100,000
Ergonomic Equipment/Fixtures	6,000					6,000
Fanno Creek Service Center Roof Project - Phases 1 and 2	254,000					254,000
Flat roof replacement - Garden Home Recreation Center	250,000					250,000
Furnace at Stables (crawlpace) - Jenkins Estate	8,600					8,600
Glycol pump - Harman Swim Center	3,000					3,000
Lane line reel - HMT Aquatic Center	3,500					3,500
Parking lot repair patch seal - Cedar Hills Recreation Center	15,000					15,000
Pool Tank, Deck, Underwater Lights, Pump/Motor and ADA	54,700					54,700
Repair parking lot (crack seal) - Raleigh Swim Center	10,000					10,000
Repair skim gutter line - Beaverton Swim Center	6,000					6,000
Repair/replace white picket fence - Fanno Farmhouse	5,000					5,000
Replace carpet in Beaver Den -Nature Center	4,700					4,700
Replace filter pit valves (2) - Harman Swim Center	11,500					11,500
Replace heat exchanger - Sunset Swim Center	13,000					13,000
Replace interior court lamps - Athletic Center	4,000					4,000
Replace lobby carpet - Beaverton Swim Center	5,000					5,000
Replace main entry doors - Cedar Hills Recreation Center	6,000					6,000
Replace mixing valves - Aloha Swim Center	8,000					8,000
Replace north parking lot asphalt (phase 1) - HMT Parking Lots - EDA Grant Match	405,000					405,000
Replace pump motor - Somerset West Swim Center	3,500					3,500
Replace pump motor - Raleigh Swim Center	3,500					3,500
Replace pumps Raypac, Thermal Solutions (2) - Elsie Stuhr Center	2,000					2,000
Replace water heater - Raleigh Swim Center	16,000					16,000
Replace Welding Shop garage door	7,200					7,200
Replacement of office AC split system - Beaverton Swim Center	12,000					12,000
Roof & Structural Repairs	199,000					199,000
Roof leak repair - HMT Athletic Center	30,000					30,000
Space planning implementation/furnishings	200,000					200,000
West air handler bearings - Beaverton Swim Center	10,000					10,000
Window AC units (2) - Beaverton Swim Center	2,500					2,500
Window AC units (4) - Garden Home Recreation Center	10,000					10,000
Building Replacements Total	2,202,700	-	-	-	-	2,202,700
Development/Improvement						
Beaverton Creek Trail Engineering and Construction			1,775,884			1,775,884
Building Expansion - site to be determined			995,000			995,000
Cedar Hills Park - additional funding for bond project			357,603			357,603
Cooper Mountain Planning			15,000			15,000
Design & Develop Natural Areas for Public Access - South Cooper Mountain			500,000			500,000
Downtown planning			65,000			65,000
EDA Grant Matching - HMT Complex Improvements			1,397,954			1,397,954
Fanno Creek Trail Segment #5 - Scholls Ferry Rd. to 92 Ave.			255,000			255,000
Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	-	-	217,500	-	-	217,500
Mt. View Champions Park Sport Court - Additional funding for bond project			627,300			627,300
MTIP Grant Match - Westside Trail, Segment 18			425,000			425,000
Natural Area Concept Plan			100,000			100,000

Capital Funding Sources 2022/23

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Metro Bond Local Share Capital Fund	
Neighborhood Park Concept Plan Miller Rd (SWQ-5)	\$ -	\$ -	\$ 150,305	\$ -	\$ -	\$ 150,305
Neighborhood Park Concept Planning - Abbey Creek Phase II (NWQ-5)			67,200			67,200
Neighborhood Park Concept Planning - Pointer Road (NEQ-3)			129,155			129,155
Neighborhood Park Construction - Highland Park (NWQ-6)			300,000			300,000
Neighborhood Park Construction - La Raiz Park (SEQ-2)			1,470,875			1,470,875
Neighborhood Park Design & Permitting - Miller Road (SWQ-5)			717,200			717,200
Neighborhood Park Design & Permitting - Abbey Creek Park Phase II (NWQ-5)			431,900			431,900
Neighborhood Park Design & Permitting - Highland Park (NWQ-6)			10,000			10,000
Neighborhood Park Design & Permitting - La Raiz Park (SEQ-2)			477,081			477,081
Neighborhood Park Design & Permitting - Pointer Road (NEQ-3)			668,600			668,600
New Amenities in existing parks			170,000			170,000
New Regional Trail Development - Westside Trail #14, #16-#18			20,000			20,000
North Bethany Park and Trail Development - Proj. Mgmt.			50,000			50,000
North Bethany Park and Trail Improvements			120,000			120,000
North Johnson Creek Trail Concept Planning - Project Mgmt			39,953			39,953
NW Quadrant New Neighborhood Park Development			8,000			8,000
Regional Trail Development - Westside Trail, Segment #14			1,601,900			1,601,900
RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design			54,779			54,779
RFFA Grant Match - Beaverton Creek Trail Engineering and Construction			510,800			510,800
So. Cooper Mtn Park and Trail Development - Project Mgmt.			50,000			50,000
Trail Development - 155th Ave Wetlands			448,390			448,390
Accessible Play Structures					1,048,261	1,048,261
Commonwealth Lake Park Bridge & Weir					1,200,000	1,200,000
NWQ-8 Heckman Road New Neighborhood Park & Trail					3,641,867	3,641,867
Willow Creek Greenway Boardwalk Replacement					1,713,500	1,713,500
Development/Improvement Total	-	-	14,227,378	-	7,603,628	21,831,006
Facility Challenge Grants						
Challenge Grants	20,000					20,000
Facility Challenge Grants Total	20,000	-	-	-	-	20,000
Fleet & Equipment Replacement						
Auto scrubber	17,000					17,000
Brush cutter	3,680					3,680
Carpet Extractor	7,000					7,000
Cordless Backpack Equipment Chargers and Batteries	11,500					11,500
eWorkman Utility Vehicles (2)	35,000					35,000
Full-size van	100,000					100,000
Indoor sport court cleaner	17,000					17,000
Pressure jet	8,500					8,500
Small Tractor	30,000					30,000
Trash compactor	55,000					55,000
Fleet & Equipment Replacement Total	284,680	-	-	-	-	284,680
Information Technology Improvement						
Financial System Software	550,000					550,000
Information Technology Improvement Total	550,000	-	-	-	-	550,000
Information Technology Replacement						
AEDs	9,000					9,000
Desktop/laptop computers	100,000					100,000
Key Card Readers	10,000					10,000
LAN/WAN	6,000					6,000
Large Format Printer	15,000					15,000
Security Cameras	45,000					45,000
Security Cameras FY22	28,000					28,000
Servers	50,000					50,000
Switches	50,000					50,000
Information Technology Replacement Total	313,000	-	-	-	-	313,000
Land Acquisition						
Acquisition of Community Park Land - North Bethany			5,673,035			5,673,035
Acquisition of Natural Area Land - South Cooper Mountain			846,000			846,000
Acquisition of Neighborhood Park Land - Bonny Slope West			1,500,000			1,500,000
Acquisition of Neighborhood Park Land - Infill Areas			3,395,990			3,395,990
Acquisition of Neighborhood Park Land - South Cooper Mountain			8,449,000			8,449,000
Acquisition of Trails Land - Bonny Slope West			250,000			250,000
Acquisition of Trails Land - North Bethany			1,125,500			1,125,500
Acquisition of Trails Land - South Cooper Mountain			1,379,000			1,379,000
Land Acquisition Total	-	-	22,618,525	-	-	22,618,525
Multifield/Multipurpose Athletic Field Development						
New Field in SW Quadrant		915,609				915,609
Multifield/Multipurpose Athletic Field Development Total	-	915,609	-	-	-	915,609
Natural Area Preservation						
Arborist/Tree Management		117,395				117,395
Bannister Creek Greenway/NE Park		49,294				49,294
Bronson Creek Greenway at Laidlaw	-	449,629	-	-	-	449,629
Bronson Creek New Properties		104,887				104,887
Bronson Creek Park		20,193				20,193
Cedar Mill Creek Greenway		11,676				11,676
Center Street Wetlands Area		11,009				11,009
Commonwealth Lake		59,095				59,095
Fir Grove Park		3,314				3,314
Forest Hills Park		8,308				8,308
HL Cain Wetlands		2,714				2,714

Capital Funding Sources 2022/23

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Metro Bond Local Share Capital Fund	
HMT north woods and stream	\$ -	\$ 28,141	\$ -	\$ -	\$ -	\$ 28,141
North Bethany Greenway		16,584				16,584
Raleigh Park		218,585				218,585
Restoration of properties		6,196				6,196
Waterhouse Trail		23,608				23,608
Westside Trail 18		25,746				25,746
Willow Creek Greenway II		1,706				1,706
Natural Area Preservation Total	-	1,158,080	-	-	-	1,158,080
New Community Park Development						
SW Community Park		151,550				151,550
New Community Park Development Total	-	151,550	-	-	-	151,550
New Linear Park & Trail Development						
Miscellaneous Natural Trails		78,443				78,443
New Linear Park & Trail Development Total	-	78,443	-	-	-	78,443
New Linear Park & Trail Land Acquisition						
New Linear Park and Trail Acquisitions		1,195				1,195
New Linear Park & Trail Land Acquisition Total	-	1,195	-	-	-	1,195
Park & Trail Improvements						
Beaverton Creek Trail - Engineering and Construction 1, WST to Hocken	250,000					250,000
Community Garden expansion - Schiffer Park	35,000					35,000
Crosswalk at Laidlaw Rd - Waterhouse Trail	25,000					25,000
Memorial Benches	25,000					25,000
Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom				500,000		500,000
Coronavirus State Fiscal Recovery Funding - WaCo - Permanent Restrooms				1,400,000		1,400,000
Electric Vehicle Charging Stations and Electric Vehicles				400,000		400,000
Fanno Creek Regional Trail Improvements (Lottery bond proceeds)				2,145,358		2,145,358
Howard M. Terpenning Complex Improvements (EDA grant)				5,000,000		5,000,000
La Raiz - Engineering & Construction (SDC Baker Loop)				750,000		750,000
Long Range Antennas				50,000		50,000
Raleigh Park Creek Improvements (Tualatin River Environmental Enhancement grant)				98,423		98,423
Raleigh Park Stream Enhancement (CWS grant)				70,000		70,000
Security Upgrades				10,000		10,000
Westside Trail Bridge - Design & Engineering (Metro Parks & Nature Bond)				1,907,500		1,907,500
Westside Trail Bridge - Design & Engineering (MSTIP grant)				600,000		600,000
Park & Trail Improvements Total	335,000	-	-	12,931,281	-	13,266,281
Park & Trail Replacements						
Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottman	285,800					285,800
Complete project close-out for bridge replacement - Commonwealth Lake	15,000					15,000
Engineering Study to repair sinkhole at Schlottman Creek Greenway	10,000					10,000
Irrigation Controllers and Mainline Repair	14,000					14,000
Playground Components	20,000					20,000
Repair concrete sidewalk - Wonderland Park	44,000					44,000
Replace (3) drinking fountains - HMT Complex	30,000					30,000
Park & Trail Replacements Total	418,800	-	-	-	-	418,800
Undesignated Projects						
Undesignated Projects		483,236	13,589,196		1,025,242	15,097,674
Undesignated Projects Total	-	483,236	13,589,196	-	1,025,242	15,097,674
Grand Total	\$ 5,152,180	\$ 2,788,113	\$ 50,435,099	\$ 12,931,281	\$ 8,628,870	\$ 79,935,543

Five-year Capital Funding Sources - FY2023 - 2027

Source of Funds	Carryover Funds	2023 Funding	2024 Funding	2025 Funding	2026 Funding	2027 Funding	Total 5-Year Funding
General Fund	\$ 1,321,700	\$ 3,830,480	\$ 5,086,683	\$ 5,128,293	\$ 4,124,562	\$ 2,851,508	\$ 22,343,226
Bond	-	2,788,113	-	-	-	-	2,788,113
SDC	283,334	50,151,765	6,110,313	15,015,240	11,133,809	15,096,031	97,790,493
General Fund - Grant	-	12,931,281	-	-	-	-	12,931,281
Metro Bond Local Share Capital Fund	-	8,628,870	-	-	-	-	8,628,870
Total Funds	\$ 1,605,034	\$ 78,330,509	\$ 11,196,996	\$ 20,143,533	\$ 15,258,371	\$ 17,947,539	\$ 144,481,983
ADA Improvements							
ADA Facility Access Improvements	75,000	-	-	-	-	-	75,000
ADA Harman Swim Center Improvements	375,000	-	-	-	-	-	375,000
ADA Improvement - Beaverton Swim Center	-	-	283,000	-	-	-	283,000
ADA Improvement - Cedar Hills Rec locker room restrooms	-	-	-	190,500	-	-	190,500
ADA Improvement - Cedar Hills Rec main floor restrooms	-	-	179,850	-	-	-	179,850
ADA Improvement - Cedar Hills Rec south parking lot access	-	-	-	50,000	-	-	50,000
ADA Improvement - Elsie Stuhr Center	-	-	460,000	-	-	-	460,000
ADA Improvement - Facility access barrier removal	-	-	75,000	75,000	75,000	75,000	300,000
ADA Improvement - Other	-	-	25,000	25,000	25,000	25,000	100,000
ADA Improvement - Picnic area barrier removal	-	-	50,000	50,000	50,000	50,000	200,000
ADA Improvement - Sunset Swim Center basement restrooms	-	-	-	-	165,400	-	165,400
ADA Improvement - Sunset Swim Center basement upper changing rooms/pool deck	-	-	-	256,000	-	-	256,000
ADA Improvement - Sunset Swim Center design improvements	-	-	20,000	-	-	-	20,000
ADA Improvements	25,000	-	-	-	-	-	25,000
ADA Picnic Area Barrier Removal	50,000	-	-	-	-	-	50,000
ADA stairs - Aloha Swim Center	-	7,000	-	-	-	-	7,000
Waterhouse Trail ADA curb cuts - Washington County Project	-	120,000	-	-	-	-	120,000
ADA Improvements Total	525,000	127,000	1,092,850	646,500	315,400	150,000	2,856,750
Athletic Facility Replacement							
Air Structure Repairs	-	15,000	-	-	-	-	15,000
Athletic Field Poles/Light Replacement	-	-	200,000	210,000	-	-	410,000
Baseball/Softball Backstops	-	-	25,000	15,000	-	-	40,000
Court Resurface	-	-	105,000	90,000	60,000	90,000	345,000
PCC Archery Range Accessories	-	-	-	-	7,500	-	7,500
Resurface tennis courts	-	120,000	-	-	-	-	120,000
Synthetic Turf	-	-	595,000	-	-	-	595,000
Tennis Air Structure	-	-	15,000	15,000	15,000	15,000	60,000
Athletic Facility Replacement Total	-	135,000	940,000	330,000	82,500	105,000	1,592,500
Building Improvements							
Assessment on repair of rust degradation	-	2,000	-	-	-	-	2,000
Electric Fleet Infrastructure Improvement	-	145,000	-	-	-	-	145,000
Exterior Facility Paint	-	80,000	-	-	-	-	80,000
Mechanical room upgrades	-	5,500	-	-	-	-	5,500
Repaint window sills	-	6,000	-	-	-	-	6,000
Seal off gate valve in mechanical room	-	2,500	-	-	-	-	2,500
Building Improvements Total	-	241,000	-	-	-	-	241,000

	Carryover Funds	2023 Funding	2024 Funding	2025 Funding	2026 Funding	2027 Funding	Total 5-Year Funding
Building Replacements							
AC window unit replacement - Cedar Hills Recreation Center	\$ -	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000
BECSys5 water chemistry controls - Aquatic Center	-	9,000	-	-	-	-	9,000
Boiler	179,000	-	-	-	-	-	179,000
Boiler piping - Aloha Swim Center	-	8,000	-	-	-	-	8,000
Boiler replacement - Garden Home Recreation Center	-	231,000	-	-	-	-	231,000
Boilers	-	-	-	-	-	182,000	182,000
Building Exterior	-	-	35,000	-	-	-	35,000
Building Furnishings	-	-	31,600	6,000	60,000	6,000	103,600
Building painting	-	-	185,760	2,000	-	50,000	237,760
Cardio and Weight Equipment	-	40,000	40,000	40,000	40,000	40,000	200,000
Clean and treat roof - Garden Home Recreation Center	-	4,500	-	-	-	-	4,500
Clean and treat roof (stables, outbuildings) - Jenkins Estate	-	15,000	-	-	-	-	15,000
Design mechanical dive board lift control - HMT Aquatic Center	-	5,500	-	-	-	-	5,500
Dive board reconditioning / replacement - HMT Aquatic Center	-	10,000	-	-	-	-	10,000
Dive stand replace/repair - Harman Swim Center	-	3,000	-	-	-	-	3,000
Domestic hot water heater - Beaverton Swim Center	-	15,000	-	-	-	-	15,000
Doors & Windows	-	-	7,000	-	75,600	-	82,600
Emergency Repairs	-	100,000	100,000	100,000	100,000	100,000	500,000
Ergonomic Equipment/Fixtures	-	6,000	-	-	-	-	6,000
Facility Degradation	-	-	10,000	-	-	-	10,000
Fanno Creek Service Center Roof Project - Phases 1 and 2	120,000	134,000	-	-	-	-	254,000
Flat roof replacement - Garden Home Recreation Center	-	250,000	-	-	-	-	250,000
Floor Coverings	-	-	31,520	43,680	40,000	33,000	148,200
Furnace at Stables (crawl space) - Jenkins Estate	-	8,600	-	-	-	-	8,600
Glycol pump - Harman Swim Center	-	3,000	-	-	-	-	3,000
HVAC Components	-	-	16,500	14,000	14,000	34,000	78,500
Interior & Exterior Lighting	-	-	29,000	-	-	-	29,000
Lane line reel - HMT Aquatic Center	-	3,500	-	-	-	-	3,500
Office Space Replacements	-	-	200,000	150,000	-	-	350,000
Parking lot repair patch seal - Cedar Hills Recreation Center	-	15,000	-	-	-	-	15,000
Parking Lots	-	-	490,900	900,958	442,390	823,808	2,658,056
Plumbing Replacement	-	-	36,000	184,334	2,500	-	222,834
Pool Apparatus & Furnishings	-	-	27,300	10,000	3,500	-	40,800
Pool Tank, Deck, Underwater Lights, Pump/Motor and ADA	54,700	-	-	-	-	-	54,700
Pool Tanks & Mechanical Systems	-	-	198,500	566,421	456,172	391,700	1,612,793
Repair parking lot (crack seal) - Raleigh Swim Center	-	10,000	-	-	-	-	10,000
Repair skim gutter line - Beaverton Swim Center	-	6,000	-	-	-	-	6,000
Repair/replace white picket fence - Fanno Farmhouse	-	5,000	-	-	-	-	5,000
Replace carpet in Beaver Den - Nature Center	-	4,700	-	-	-	-	4,700
Replace filter pit valves (2) - Harman Swim Center	-	11,500	-	-	-	-	11,500
Replace heat exchanger - Sunset Swim Center	-	13,000	-	-	-	-	13,000
Replace interior court lamps - Athletic Center	-	4,000	-	-	-	-	4,000
Replace lobby carpet - Beaverton Swim Center	-	5,000	-	-	-	-	5,000
Replace main entry doors - Cedar Hills Recreation Center	-	6,000	-	-	-	-	6,000
Replace mixing valves - Aloha Swim Center	-	8,000	-	-	-	-	8,000
Replace north parking lot asphalt (phase 1) - HMT Parking Lots - EDA Grant Match	-	405,000	-	-	-	-	405,000

Five-year Capital Funding Sources - FY2023 - 2027

	Carryover Funds	2023 Funding	2024 Funding	2025 Funding	2026 Funding	2027 Funding	Total 5-Year Funding
Replace pump motor - Somerset West Swim Center	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ 3,500
Replace pump motor - Raleigh Swim Center	-	3,500	-	-	-	-	3,500
Replace pumps Raypac, Thermal Solutions (2) - Elsie Stuhr Center	-	2,000	-	-	-	-	2,000
Replace water heater - Raleigh Swim Center	-	16,000	-	-	-	-	16,000
Replace Welding Shop garage door	-	7,200	-	-	-	-	7,200
Replacement of office AC split system - Beaverton Swim Center	-	12,000	-	-	-	-	12,000
Roof & Structural Repairs	101,000	98,000	-	-	-	-	199,000
Roof leak repair - HMT Athletic Center	-	30,000	-	-	-	-	30,000
Roofs & Gutters	-	-	409,000	-	-	-	409,000
Roofs & Gutters - Fanno Creek Service Center	-	-	214,000	-	-	-	214,000
Space planning implementation/furnishings	-	200,000	-	-	-	-	200,000
West air handler bearings - Beaverton Swim Center	-	10,000	-	-	-	-	10,000
Window AC units (2) - Beaverton Swim Center	-	2,500	-	-	-	-	2,500
Window AC units (4) - Garden Home Recreation Center	-	10,000	-	-	-	-	10,000
Building Replacements Total	454,700	1,748,000	2,062,080	2,181,393	1,234,162	1,660,508	9,340,843
Development/Improvement							
Accessible Play Structures	-	1,048,261	-	-	-	-	1,048,261
Beaverton Creek Trail Engineering and Construction	-	1,775,884	-	-	-	-	1,775,884
Building Expansion - site to be determined	-	995,000	-	-	-	-	995,000
Cedar Hills Park - additional funding for bond project	-	357,603	-	-	-	-	357,603
Commonwealth Lake Park Bridge & Weir	-	1,200,000	-	-	-	-	1,200,000
Cooper Mountain Planning	-	15,000	-	-	-	-	15,000
Design & Develop Natural Areas for Public Access - South Cooper Mountain	-	500,000	-	-	1,562,783	-	1,562,783
Develop New Small Urban Park	-	-	-	-	-	-	-
Downtown planning	18,000	47,000	-	-	-	-	65,000
EDA Grant Matching - HMT Complex Improvements	-	1,397,954	-	-	-	-	1,397,954
Fanno Creek Trail Segment #5 - Scholls Ferry Rd. to 92 Ave.	7,156	247,844	-	-	-	-	255,000
Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	-	217,500	-	-	-	-	217,500
Mt. View Champions Park Sport Court - Additional funding for bond project	227,300	400,000	-	-	-	-	627,300
MTIP Grant Match - Westside Trail, Segment 18	-	425,000	-	-	-	-	425,000
Natural Area Concept Plan	-	100,000	-	-	-	-	100,000
Neighborhood Park Concept Plan Miller Rd (SWQ-5)	-	150,305	-	-	-	-	150,305
Neighborhood Park Concept Planning - Abbey Creek Phase II (NWQ-5)	-	67,200	-	-	-	-	67,200
Neighborhood Park Concept Planning - Pointer Road (NEQ-3)	-	129,155	-	-	-	-	129,155
Neighborhood Park Construction - Highland Park (NWQ-6)	-	300,000	-	-	-	-	300,000
Neighborhood Park Construction - La Raiz Park (SEQ-2)	-	1,470,875	-	-	-	-	1,470,875
Neighborhood Park Construction - Miller Road (SWQ-5)	-	-	-	2,312,900	-	-	2,312,900
Neighborhood Park Design & Permitting - Miller Road (SWQ-5)	-	717,200	-	-	-	-	717,200
Neighborhood Park Design & Permitting - Abbey Creek Phase II (NWQ-5)	-	431,900	-	-	-	-	431,900
Neighborhood Park Design & Permitting - Highland Park (NWQ-6)	-	10,000	-	-	-	-	10,000
Neighborhood Park Design & Permitting - La Raiz Park (SEQ-2)	-	477,081	-	-	-	-	477,081
Neighborhood Park Design & Permitting - Pointer Road (NEQ-3)	-	668,600	-	-	-	-	668,600
New Amenities in existing parks	30,878	139,122	-	-	-	-	170,000
New Neighborhood Park Development, Concept Plan: NE Saltzmann Rd (NEQ-2)	-	-	-	-	365,923	-	365,923
New Neighborhood Park Development, Concept Plan: NW Liberty (NWQ-7)	-	-	-	-	282,800	-	282,800
New Neighborhood Park Development, Concept Plan: SW 175th (SWQ-7)	-	-	-	251,700	-	-	251,700
New Neighborhood Park Development, Concept Plan: SWQ-9	-	-	-	-	136,600	-	136,600

Five-year Capital Funding Sources - FY2023 - 2027

	Carryover Funds	2023 Funding	2024 Funding	2025 Funding	2026 Funding	2027 Funding	Total 5-Year Funding
New Neighborhood Park Development, Concept Planning: NWQ-2 and Park Blocks	\$ -	\$ -	\$ 623,800	\$ -	\$ -	\$ -	\$ 623,800
New Neighborhood Park Development, Concept Planning: SW 165th (SWQ-4)	-	-	237,800	-	-	-	237,800
New Neighborhood Park Development, Concept Planning: SW Murray Blvd (SEQ-1)	-	-	-	-	566,303	-	566,303
New Neighborhood Park Development, Construction: Abbey Creek Phase II (NWQ-5)	-	-	957,900	-	-	-	957,900
New Neighborhood Park Development, Construction: NWQ-2	-	-	-	-	-	5,858,200	5,858,200
New Neighborhood Park Development, Construction: Park Blocks	-	-	-	-	3,252,500	-	3,252,500
New Neighborhood Park Development, Construction: SW 175th (SWQ-7)	-	-	-	-	-	3,418,800	3,418,800
New Neighborhood Park Development, Design & Permitting: NE Saltzmann Rd (NEQ-2)	-	-	-	-	-	1,525,570	1,525,570
New Neighborhood Park Development, Design & Permitting: NW Liberty (NWQ-7)	-	-	-	2,233,700	-	-	2,233,700
New Neighborhood Park Development, Design & Permitting: NWQ-2 and Park Blocks	-	-	-	-	-	-	-
New Neighborhood Park Development, Design & Permitting: SW 175th (SWQ-7)	-	-	-	-	1,634,800	-	1,634,800
New Neighborhood Park Development, Design & Permitting: SW Murray Blvd (SEQ-1)	-	-	-	-	-	2,189,961	2,189,961
New Neighborhood Park Development, Design & Permitting: SWQ-9	-	-	-	-	-	634,000	634,000
New Neighborhood Park, Construction: Pointer Road (NEQ-3)	-	-	2,007,700	-	-	-	2,007,700
New Neighborhood Park, Construction: SW 165th (SWQ-4)	-	-	-	-	-	-	-
New Neighborhood Park, Design & Permitting: SW 165th (SWQ-4)	-	-	-	1,443,800	-	-	1,443,800
New Regional Trail Development - Westside Trail #14, #16-#18	-	20,000	-	-	-	-	20,000
New Regional Trail Development - Westside Trail Bridge, Design & Permitting	-	-	800,000	-	-	-	800,000
New Regional Trail Development - Westside Trail Segments 16-Remainder of 18, Construction	-	-	-	1,773,140	-	-	1,773,140
New Regional Trail Development - Westside Trail Segments 16-Remainder of 18, Design & Permitting	-	-	433,113	-	-	-	433,113
North Bethany Park and Trail Development - Project Mgmt	-	50,000	-	-	-	-	50,000
North Bethany Park and Trail Improvements	-	120,000	-	-	-	-	120,000
North Johnson Creek Trail Concept Planning - Project Mgmt	-	39,953	-	-	-	-	39,953
NW Quadrant New Neighborhood Park Development	-	8,000	-	-	-	-	8,000
NWQ-8 Heckman Road New Neighborhood Park & Trail Planning	-	3,641,867	-	-	-	-	3,641,867
Regional Trail Development - Westside Trail, Segment #14	-	-	50,000	-	-	-	50,000
RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design	-	1,601,900	-	-	-	-	1,601,900
RFFA Grant Match - Beaverton Creek Trail Engineering and Construction	-	54,779	-	-	-	-	54,779
So. Cooper Mtn Park and Trail Development - Project Mgmt	-	510,800	-	-	-	-	510,800
Trail Development - 155th Ave Wetlands	-	50,000	-	-	-	-	50,000
Trail Development - Westside Trail: Sunset Hwy Crossing	-	448,390	-	-	-	-	448,390
Willow Creek Greenway Boardwalk Replacement	-	-	-	6,000,000	-	-	6,000,000
Development/Improvement Total	283,334	21,547,672	5,110,313	14,015,240	11,133,809	15,096,031	67,186,400
Facility Challenge Grants	-	20,000	20,000	20,000	20,000	20,000	100,000
Facility Challenge Grants Total	-	20,000	20,000	20,000	20,000	20,000	100,000
Fleet & Equipment Replacement	-	-	18,000	-	-	-	18,000
10K Trailers	-	-	-	-	110,000	-	110,000
24 Passenger Bus	-	-	-	-	-	-	-
Auto scrubber	-	17,000	-	-	-	-	17,000
Brush cutter	-	3,680	-	-	-	-	3,680
Carpet Extractor	-	7,000	-	-	-	-	7,000
Cordless Backpack Equipment Chargers and Batteries	-	11,500	10,000	10,000	10,000	10,000	51,500

Five-year Capital Funding Sources - FY2023 - 2027

	Carryover Funds	2023 Funding	2024 Funding	2025 Funding	2026 Funding	2027 Funding	Total 5-Year Funding
Electric Vehicle conversion	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 600,000
eWorkman Utility Vehicles (2)	-	35,000	-	-	-	-	35,000
Full size pick-up	-	-	-	50,000	50,000	50,000	150,000
Full-size van	-	100,000	-	-	-	-	100,000
High production mower	-	-	-	125,000	125,000	125,000	375,000
Indoor sport court cleaner	-	17,000	-	-	-	-	17,000
One person lift	-	-	-	12,000	-	-	12,000
Plate compactor	-	-	1,740	-	-	-	1,740
Pressure jet	-	-	-	-	-	-	-
Safety Services vehicle	-	8,500	-	-	-	-	8,500
Small compactor / roller	-	-	40,000	-	-	-	40,000
Small Tractor	-	-	17,400	-	-	-	17,400
Tractor	-	30,000	-	-	-	-	30,000
Trash compactor	-	-	50,400	-	-	-	50,400
Utility cart	-	55,000	-	-	-	-	55,000
	-	-	11,000	-	-	-	11,000
Fleet & Equipment Replacement Total	-	284,680	298,540	347,000	445,000	335,000	1,710,220
Information Technology Improvement							
Financial System Software	300,000	250,000	150,000	-	-	-	700,000
Information Technology Improvement Total	300,000	250,000	150,000	-	-	-	700,000
Information Technology Replacement							
AEDs	-	9,000	9,000	9,500	9,500	10,000	47,000
Desktop/laptop replacement (workstations/Notebooks)	-	100,000	70,000	75,000	75,000	75,000	395,000
Key Card Readers	-	10,000	10,000	10,000	10,000	10,000	50,000
LAN / WAN Equipment	-	6,000	7,000	7,500	8,000	8,500	37,000
Large Format Printer	-	15,000	-	-	-	35,000	50,000
Network Servers	-	-	50,000	50,000	55,000	55,000	210,000
Registration System Replacement	-	-	-	500,000	1,250,000	250,000	2,000,000
Security Cameras	-	45,000	45,000	45,000	45,000	25,000	205,000
Security Cameras FY22	28,000	-	-	-	-	-	28,000
Servers	-	50,000	-	-	-	-	50,000
Switches	-	50,000	-	-	-	-	50,000
Information Technology Replacement Total	28,000	285,000	246,000	752,000	1,512,500	528,500	3,352,000
Land Acquisition							
Acquisition of Community Park Land - North Bethany	-	5,673,035	-	-	-	-	5,673,035
Acquisition of Natural Area Land - South Cooper Mountain	-	846,000	-	-	-	-	846,000
Acquisition of Neighborhood Park Land - Bonny Slope West	-	1,500,000	-	-	-	-	1,500,000
Acquisition of Neighborhood Park Land - Infill Areas	-	3,395,990	1,000,000	1,000,000	-	-	5,395,990
Acquisition of Neighborhood Park Land - South Cooper Mountain	-	8,449,000	-	-	-	-	8,449,000
Acquisition of Trails Land - Bonny Slope West	-	250,000	-	-	-	-	250,000
Acquisition of Trails Land - North Bethany	-	1,125,500	-	-	-	-	1,125,500
Acquisition of Trails Land - South Cooper Mountain	-	1,379,000	-	-	-	-	1,379,000
Land Acquisition Total	-	22,618,525	1,000,000	1,000,000	-	-	24,618,525
Multifield/Multipurpose Athletic Field Development							
New Field in SW Quadrant	-	915,609	-	-	-	-	915,609
Multifield/Multipurpose Athletic Field Development Total	-	915,609	-	-	-	-	915,609
Natural Area Preservation							
Arborist/Tree Management	-	117,395	-	-	-	-	117,395

Five-year Capital Funding Sources - FY2023 - 2027

	Carryover Funds	2023 Funding	2024 Funding	2025 Funding	2026 Funding	2027 Funding	Total 5-Year Funding
Bannister Creek Greenway/NE Park	\$ -	\$ 49,294	\$ -	\$ -	\$ -	\$ -	\$ 49,294
Bronson Creek Greenway at Laidlaw	-	449,629	-	-	-	-	449,629
Bronson Creek New Properties	-	104,887	-	-	-	-	104,887
Bronson Creek Park	-	20,193	-	-	-	-	20,193
Cedar Mill Creek Greenway	-	11,676	-	-	-	-	11,676
Center Street Wetlands Area	-	11,009	-	-	-	-	11,009
Commonwealth Lake	-	59,095	-	-	-	-	59,095
Fir Grove Park	-	3,314	-	-	-	-	3,314
Forest Hills Park	-	8,308	-	-	-	-	8,308
HL Cain Wetlands	-	2,714	-	-	-	-	2,714
HMT north woods and stream	-	28,141	-	-	-	-	28,141
North Bethany Greenway	-	16,584	-	-	-	-	16,584
Raleigh Park	-	218,585	-	-	-	-	218,585
Restoration of properties	-	6,196	-	-	-	-	6,196
Waterhouse Trail	-	23,608	-	-	-	-	23,608
Westside Trail 18	-	25,746	-	-	-	-	25,746
Willow Creek Greenway II	-	1,706	-	-	-	-	1,706
Natural Area Preservation Total	-	1,158,080	-	-	-	-	1,158,080
New Community Park Development							
SW Community Park	-	151,550	-	-	-	-	151,550
New Community Park Development Total	-	151,550	-	-	-	-	151,550
New Linear Park & Trail Development							
Miscellaneous Natural Trails	-	78,443	-	-	-	-	78,443
New Linear Park & Trail Development Total	-	78,443	-	-	-	-	78,443
New Linear Park & Trail Land Acquisition							
New Linear Park and Trail Acquisitions	-	1,195	-	-	-	-	1,195
New Linear Park & Trail Land Acquisition Total	-	1,195	-	-	-	-	1,195
Park & Trail Improvements							
Beaverton Creek Trail - Engineering and Construction 1, WST to Hocken	-	250,000	-	-	-	-	250,000
Community Garden expansion - Schiffer Park	-	35,000	-	-	-	-	35,000
Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom	-	500,000	-	-	-	-	500,000
Coronavirus State Fiscal Recovery Funding - WaCo - Permanent Restrooms	-	1,400,000	-	-	-	-	1,400,000
Crosswalk at Laidlaw Rd - Waterhouse Trail	-	25,000	-	-	-	-	25,000
Electric Vehicle Charging Stations and Electric Vehicles	-	400,000	-	-	-	-	400,000
Fanno Creek Regional Trail Improvements (Lottery bond proceeds)	-	2,145,358	-	-	-	-	2,145,358
Howard M. Terpenning Complex Improvements (EDA grant)	-	5,000,000	-	-	-	-	5,000,000
La Raiz - Engineering & Construction (SDC Baker Loop)	-	750,000	-	-	-	-	750,000
Long Range Antennas	-	50,000	-	-	-	-	50,000
Memorial Benches	-	25,000	25,000	25,000	25,000	25,000	125,000
Raleigh Park Creek Improvements (Tualatin River Environmental Enhancement grant)	-	98,423	-	-	-	-	98,423
Raleigh Park Stream Enhancement (CWS grant)	-	70,000	-	-	-	-	70,000
Security Upgrades	-	10,000	-	-	-	-	10,000
Westside Trail Bridge - Design & Engineering (Metro Parks & Nature Bond)	-	1,907,500	-	-	-	-	1,907,500
Westside Trail Bridge - Design & Engineering (MSTIP grant)	-	600,000	-	-	-	-	600,000
Park & Trail Improvements Total	-	13,266,281	25,000	25,000	25,000	25,000	13,366,281
Park & Trail Replacements							
Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottman	-	285,800	-	-	-	-	285,800

Five-year Capital Funding Sources - FY2023 - 2027

	Carryover Funds	2023 Funding	2024 Funding	2025 Funding	2026 Funding	2027 Funding	Total 5-Year Funding
Bank Stabilization - Bethany Lake	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Complete project close-out for bridge replacement - Commonwealth Lake	-	15,000	-	-	-	-	15,000
Concrete Sidewalk Repair	-	-	-	6,000	-	6,000	12,000
Drinking Fountains & Pads	-	-	-	9,000	-	-	9,000
Engineering Study to repair sinkhole at Schlottman Creek Greenway	-	10,000	-	-	-	-	10,000
Greenway Concept Plan	-	-	15,000	-	-	-	15,000
Irrigation Controllers and Mainline Repair	14,000	-	-	-	-	-	14,000
Pedestrian Pathways	-	-	167,213	121,400	-	1,500	290,113
Playground Components	-	20,000	20,000	690,000	490,000	20,000	1,240,000
Repair concrete sidewalk - Wonderland Park	-	44,000	-	-	-	-	44,000
Replace (3) drinking fountains - HMT Complex	-	30,000	-	-	-	-	30,000
Skate Park Fencing & Rails - Schiffler Park	-	-	20,000	-	-	-	20,000
Park & Trail Replacements Total	14,000	404,800	252,213	826,400	490,000	27,500	2,014,913
Undesignated Projects							
Bond Fund	-	483,236	-	-	-	-	483,236
SDC Fund	-	13,589,196	-	-	-	-	13,589,196
Metro Bond Local Share Capital Fund	-	1,025,242	-	-	-	-	1,025,242
Undesignated Projects Total	-	15,097,674	-	-	-	-	15,097,674
Grand Total	\$ 1,605,034	\$ 78,330,509	\$ 11,196,996	\$ 20,143,533	\$ 15,258,371	\$ 17,947,539	\$ 144,481,983

Tualatin Hills Park & Recreation District
CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2023 through 2027
PROJECTS BY FUNDING SOURCE

Source	Fiscal Year Ended					Total
	2023	2024	2025	2026	2027	
General Fund						
Athletic Facility Replacements	\$ 135,000	\$ 940,000	\$ 330,000	\$ 82,500	\$ 105,000	\$ 1,592,500
Building Replacements	2,202,700	2,062,080	2,181,393	1,234,162	1,660,508	9,340,843
Building Improvements	241,000	-	-	-	-	241,000
Park & Trail Replacements	418,800	252,213	826,400	490,000	27,500	2,014,913
Park & Trail Improvements	335,000	25,000	25,000	25,000	25,000	435,000
Information Technology Replacements	313,000	246,000	752,000	1,512,500	528,500	3,352,000
Information Technology Improvements	550,000	150,000	-	-	-	700,000
Facility Challenge Grants	20,000	20,000	20,000	20,000	20,000	100,000
ADA Improvements	652,000	1,092,850	646,500	315,400	150,000	2,856,750
Fleet & Equipment Replacements	284,680	298,540	347,000	445,000	335,000	1,710,220
General Fund Total	\$ 5,152,180	\$ 5,086,683	\$ 5,128,293	\$ 4,124,562	\$ 2,851,508	\$ 22,343,226
Grant Funds						
Park & Trail Improvements	\$ 12,931,281	\$ -	\$ -	\$ -	\$ -	\$ 12,931,281
Grant Fund Total	\$ 12,931,281	\$ -	\$ -	\$ -	\$ -	\$ 12,931,281
SDC Fund						
Land Acquisition	\$ 22,618,525	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ 24,618,525
Undesignated	13,589,196	-	-	-	-	13,589,196
Development/Improvement	14,227,378	5,110,313	14,015,240	11,133,809	15,096,031	59,582,772
SDC Fund Total	\$ 50,435,099	\$ 6,110,313	\$ 15,015,240	\$ 11,133,809	\$ 15,096,031	\$ 97,790,493
Bond Fund						
Natural Area Preservation	\$ 1,158,080	\$ -	\$ -	\$ -	\$ -	\$ 1,158,080
New Linear Park and Trail Development	78,443	-	-	-	-	78,443
New Linear Park and Trail Land Acquisition	1,195	-	-	-	-	1,195
Multifield/Multipurpose Athletic Field Development	915,609	-	-	-	-	915,609
New Community Park Development	151,550	-	-	-	-	151,550
Undesignated Funds	483,236	-	-	-	-	483,236
Bond Fund Total	\$ 2,788,113	\$ -	\$ -	\$ -	\$ -	\$ 2,788,113
Metro Local Bond Capital Share Fund						
Development/Improvement	\$ 7,603,628	\$ -	\$ -	\$ -	\$ -	\$ 7,603,628
Undesignated	1,025,242	-	-	-	-	1,025,242
Metro Local Bond Capital Share Fund Total	\$ 8,628,870	\$ -	\$ -	\$ -	\$ -	\$ 8,628,870
Total Capital Projects	\$ 79,935,543	\$ 11,196,996	\$ 20,143,533	\$ 15,258,371	\$ 17,947,539	\$ 144,481,983

Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2023 through 2027

PROJECTS BY FUNDING SOURCE

Information Technology Replacements

Description
 This category includes routine replacement of existing information technology equipment and systems, where replacement of existing assets is necessary in order to maintain service levels. Projects included in this category are: desktop and laptop computers, printers, local area and wide area networks, servers, AED's, security cameras, key card readers, and security cameras.

Justification and Current Status
 Assets being replaced are at the end of their useful life, and without replacement, may fail.

Information Technology Replacements	Fiscal Year Ended					Total
	2023	2024	2025	2026	2027	
Expenditures						
Capital Outlay	\$ 313,000	\$ 246,000	\$ 752,000	\$ 1,512,500	\$ 528,500	\$ 3,352,000
Total Expenditures	\$ 313,000	\$ 246,000	\$ 752,000	\$ 1,512,500	\$ 528,500	\$ 3,352,000

Information Technology Replacements	Fiscal Year Ended					Total
	2023	2024	2025	2026	2027	
Funding Sources						
General Fund	\$ 313,000	\$ 246,000	\$ 752,000	\$ 1,512,500	\$ 528,500	\$ 3,352,000
Total Funding Sources	\$ 313,000	\$ 246,000	\$ 752,000	\$ 1,512,500	\$ 528,500	\$ 3,352,000

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



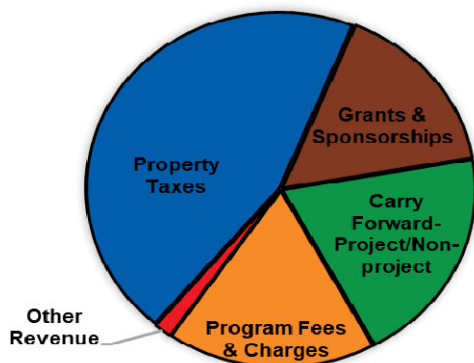
**GENERAL FUND SUMMARY
FY 2019/20 - FY 2022/23**

	Actual 2019/20	Actual 2020/21	Adopted 2021/22	Proposed 2022/23	Approved 2022/23
RESOURCES					
Beginning Balance- Capital Replacement Reserve	\$ 3,400,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	
Cash on Hand for Fiscal Year	8,223,712	6,318,349	5,700,000	13,300,000	
Balance Forward from Previous Year Projects	3,216,507	2,816,471	2,726,475	1,321,700	
Previously Levied Taxes estimated to be received during ensuing year	246,115	286,572	300,000	250,000	
Program Resources	8,716,600	2,910,204	13,868,347	14,651,637	
Other Resources	2,758,045	6,453,258	3,608,317	14,690,248	
Subtotal Resources except taxes to be levied	26,560,979	20,784,854	28,203,139	46,213,585	
Current Year Taxes (Permanent Rate multiplied by Assessed Value)	33,647,799	35,405,796	36,414,068	37,463,799	
TOTAL RESOURCES	\$ 60,208,778	\$ 56,190,650	\$ 64,617,207	\$ 83,677,384	\$ -

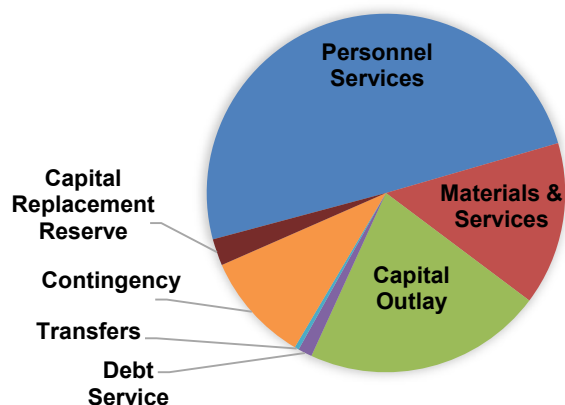
EXPENDITURES					
Board of Directors	\$ 239,325	\$ 202,902	\$ 304,755	\$ 513,755	
Administration	2,923,275	2,284,691	5,158,127	12,563,467	
Business Services	20,812,591	17,915,219	7,263,148	-	
Park Services	-	-	15,451,400	15,223,571	
Recreation Services	21,322,667	12,856,307	26,359,152	27,208,537	
Capital Projects	3,776,100	1,663,378	5,301,625	17,513,781	
Transfers To Other Funds	-	-	779,000	350,000	
Contingency	-	-	2,500,000	8,304,273	
TOTAL EXPENDITURES	\$ 49,073,958	\$ 34,922,497	\$ 63,117,207	\$ 81,677,384	\$ -

Ending Unappropriated Fund Balance					
General Fund Balance	\$ 9,134,820	\$ 19,268,153	\$ -	\$ -	
Capital Replacement Reserve*	2,000,000	2,000,000	1,500,000	2,000,000	
TOTAL REQUIREMENTS	\$ 60,208,778	\$ 56,190,650	\$ 64,617,207	\$ 83,677,384	\$ -

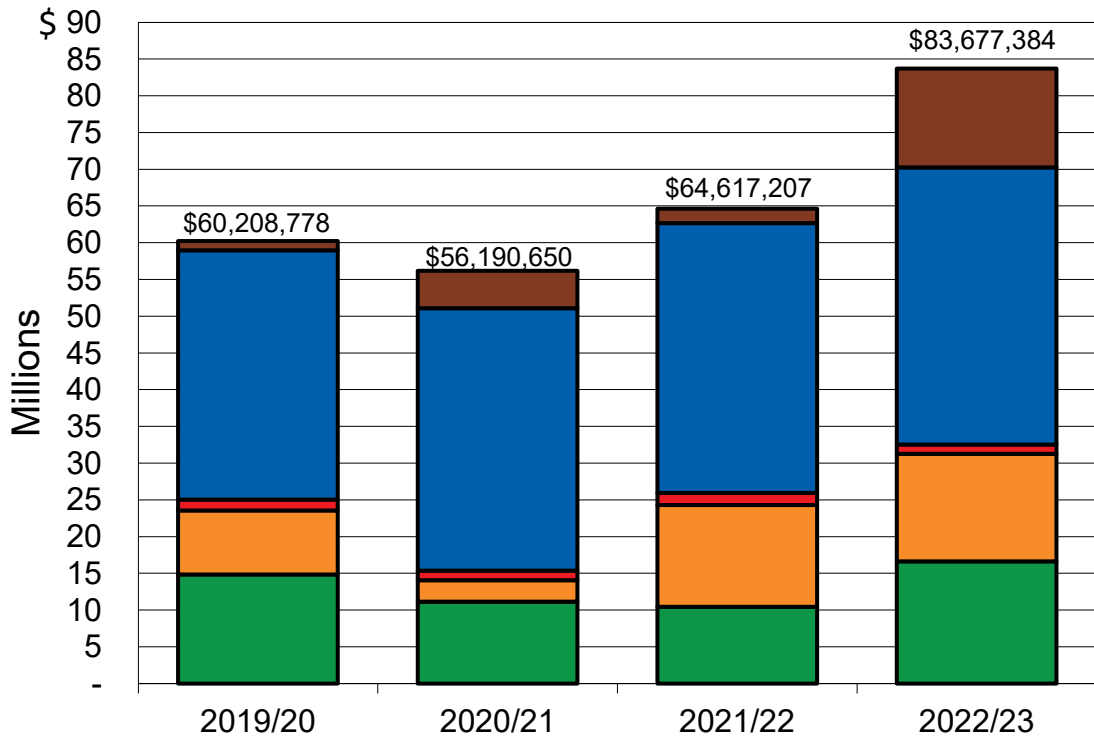
2022/23 Resources



2022/23 Expenditures



General Fund Resources FY 2019/20- FY 2022/23

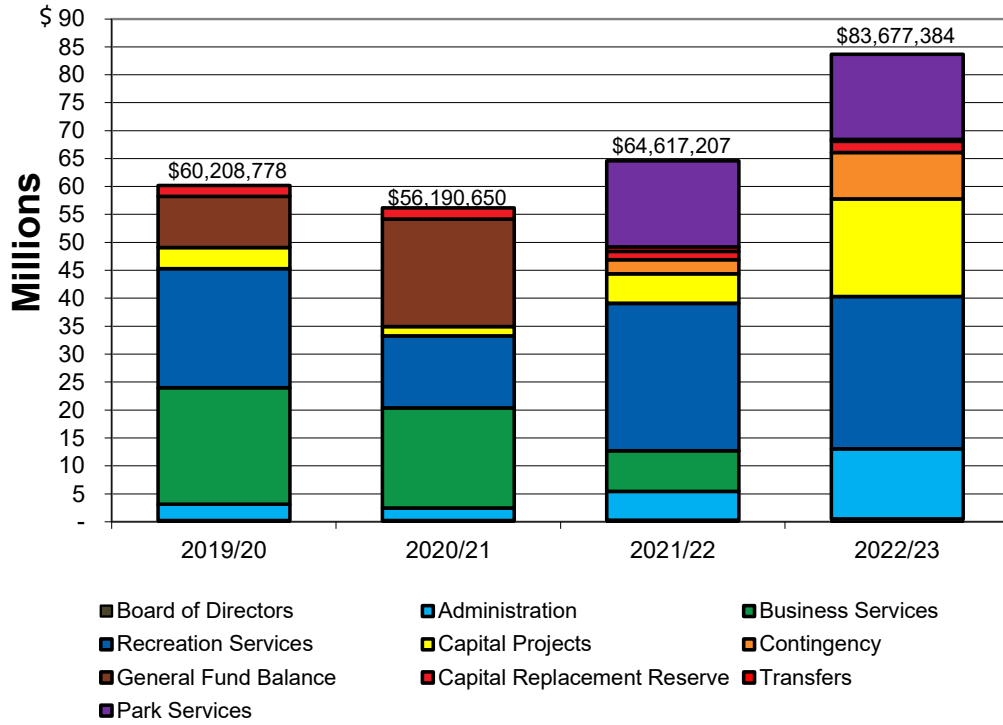


- Carry Forward-Project/Non-project
- Program Fees & Charges
- Other Revenue
- Property Taxes
- Grants & Sponsorships
- Debt Proceeds

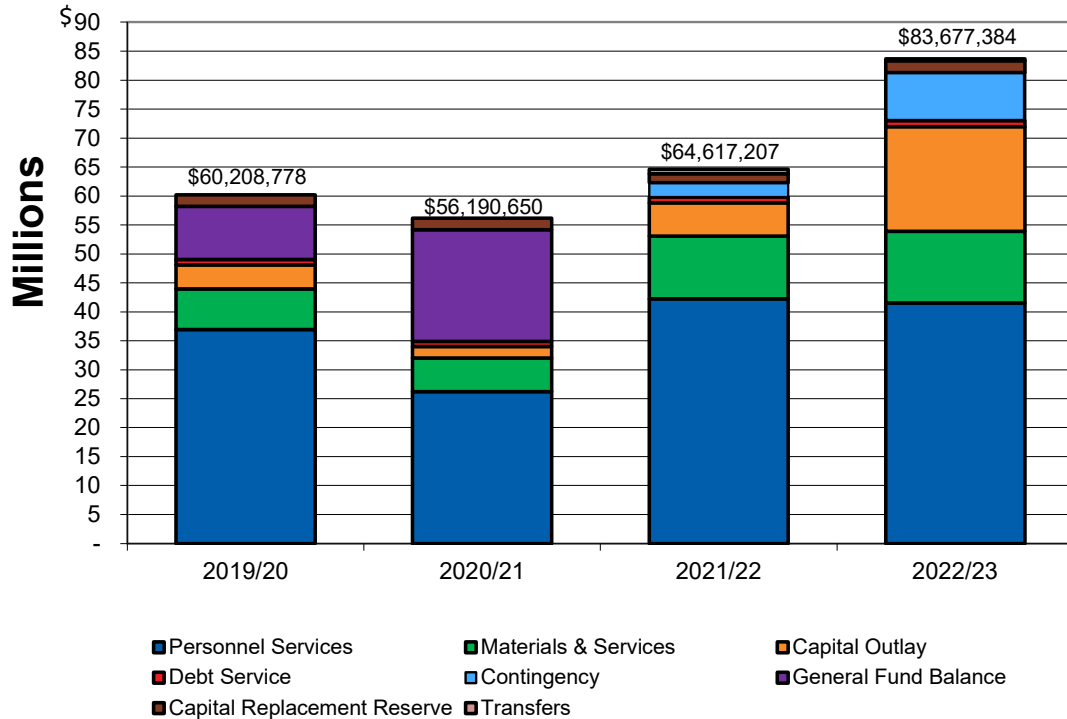
GENERAL FUND RESOURCES
FY 2019/20 - FY 2022/23

GENERAL FUND RESOURCES:	Actual 2019/20	Actual 2020/21	Adopted 2021/22	Proposed 2022/23	Approved 2022/23
Beginning Capital Replacement Reserve	\$ 3,400,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	
Cash on Hand for Fiscal Year	8,223,712	6,318,349	5,700,000	13,300,000	
Balance Forward from Previous Year Projects	3,216,507	2,816,471	2,726,475	1,321,700	
Previously Levied Taxes estimated to be received during ensuing year	246,115	286,572	300,000	250,000	
PROGRAM RESOURCES:					
Swim Center Revenue	2,086,197	581,351	3,698,641	3,636,336	
Tennis Revenue	886,052	264,137	1,238,412	1,240,987	
Recreation Program Revenue	4,073,339	856,730	4,532,826	5,333,637	
Sports Program/Athletic Center Revenue	1,280,082	1,112,604	3,802,679	3,845,977	
Nature Education Revenue	390,930	95,382	595,789	594,700	
OTHER RESOURCES:					
Miscellaneous Revenue	154,562	183,013	206,448	150,000	
Interest Revenue	452,512	180,001	300,000	150,000	
Telecommunication Site Lease Revenue	196,824	212,419	189,000	174,000	
Rental Properties/Concession Revenue	377,023	344,653	456,000	380,000	
Grants and Intergovernmental Revenue	1,264,767	5,117,604	1,942,719	13,412,098	
Sponsorships	-	-	14,150	9,150	
Transfers In	312,357	415,568	500,000	415,000	
Total Resources except taxes to be levied..... Subtotal	\$ 26,560,979	\$ 20,784,854	\$ 28,203,139	\$ 46,213,585	\$ -
Current Year (Permanent Rate multiplied by Assessed Value)	33,647,799	35,405,796	36,414,068	37,463,799	
TOTAL RESOURCES	\$ 60,208,778	\$ 56,190,650	\$ 64,617,207	\$ 83,677,384	\$ -

General Fund Requirements By Division FY 2019/20 - FY 2022/23



General Fund Requirements By Account FY 2019/20 - FY 2022/23



**SUMMARY GENERAL FUND BUDGET
FY 2019/20 - FY 2022/23**

	Actual 2019/20	Actual 2020/21	Adopted 2021/22	Proposed 2022/23	Approved 2022/23
<u>REQUIREMENTS BY DIVISION</u>					
Board of Directors	\$ 239,325	\$ 202,902	\$ 304,755	\$ 513,755	
Administration	2,923,275	2,284,691	5,158,127	12,563,467	
Business Services	20,812,591	17,915,219	7,263,148	-	
Park Services	-	-	15,451,400	15,223,571	
Recreation Services	21,322,667	12,856,307	26,359,152	27,208,537	
Capital Projects	3,776,100	1,663,378	5,301,625	17,513,781	
Transfers to Other Funds	-	-	779,000	350,000	
Contingency	-	-	2,500,000	8,304,273	
TOTAL EXPENDITURES	\$ 49,073,958	\$ 34,922,497	\$ 63,117,207	\$ 81,677,384	\$ -
Ending Unappropriated Fund Balance					
General Fund Balance	\$ 9,134,820	\$ 19,268,153	\$ -	\$ -	
Capital Replacement Reserve	2,000,000	2,000,000	1,500,000	2,000,000	
TOTAL REQUIREMENTS	\$ 60,208,778	\$ 56,190,650	\$ 64,617,207	\$ 83,677,384	\$ -
<u>EXPENDITURES BY ACCOUNT</u>					
Personnel Services	\$ 36,934,858	\$ 26,249,679	\$ 42,267,389	\$ 41,560,583	
Materials & Services	7,055,082	5,782,858	10,818,376	12,333,209	
Capital Outlay	4,148,642	2,010,407	5,758,843	18,083,461	
Debt Service	935,376	879,553	993,599	1,045,858	
Transfers to Other Funds	-	-	779,000	350,000	
Contingency	-	-	2,500,000	8,304,273	
TOTAL EXPENDITURES	\$ 49,073,958	\$ 34,922,497	\$ 63,117,207	\$ 81,677,384	\$ -
Ending Unappropriated Fund Balance					
General Fund Balance	\$ 9,134,820	\$ 19,268,153	\$ -	\$ -	
Capital Replacement Reserve	2,000,000	2,000,000	1,500,000	2,000,000	
TOTAL REQUIREMENTS	\$ 60,208,778	\$ 56,190,650	\$ 64,617,207	\$ 83,677,384	\$ -

* Park Services includes departments transferred from Business Services and Recreation Services in FY2021/22. Human Resources transferred from Business Services to Administration in FY2021/22. Information Services transferred from Business Services to Administration in FY2022/23, reporting to the Communications Director. Risk & Contract Management transferred from Business Services to Administration in FY2022/23, reporting to the Human Resources Director. Finance Services Departments transferred from Business Services to Administration in FY2022/23, reporting to the General Manager.

Personnel Services - Includes full-time and part-time employees, employee benefits and payroll taxes.

Materials & Services - Includes supplies, maintenance and repair, rentals, utilities and contracts for professional services such as printing, maintenance, legal counsel and audit.

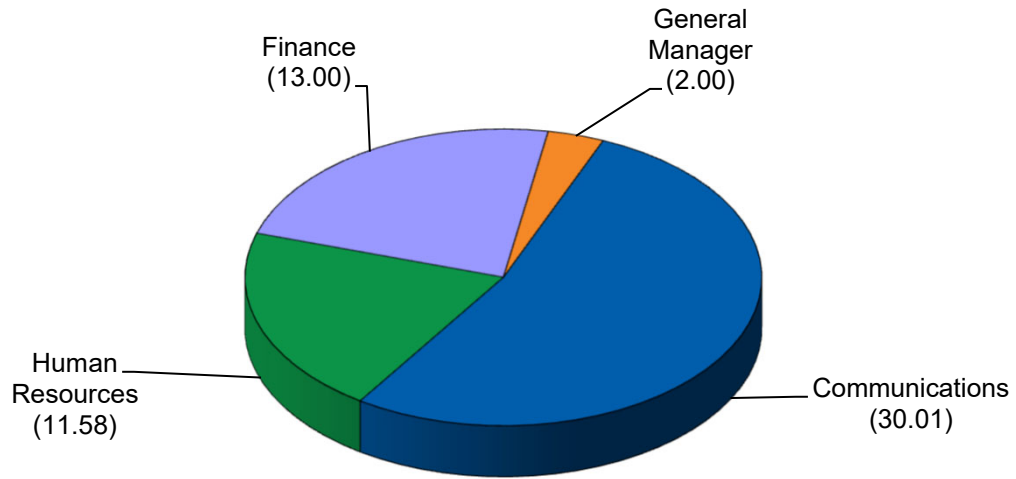
Capital Projects - Includes the cost of land, building and improvements, furniture and equipment.

Debt Service - Includes the annual principal and interest payments due on Certificates of Participation and Full Faith and Credit

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

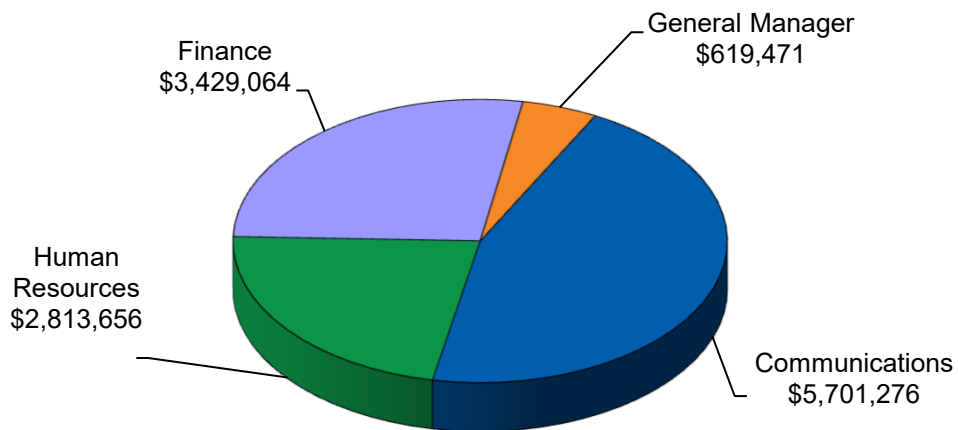
Capital Replacement Reserve - Includes funds set aside for future capital replacement needs.

Division Staffing by Departments FY 2022/23



Total Division FTEs
56.59

Division Appropriations by Departments FY 2022/23



Total Division Appropriations
\$12,563,467

Division: Administration

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 2,340,342	\$ 1,876,718	\$ 4,016,380	\$ 7,996,211	
Materials & Services	582,933	407,973	1,141,747	3,236,398	
Capital Outlay	-	-	-	285,000	
Debt Service	-	-	-	1,045,858	
Total Appropriations	\$ 2,923,275	\$ 2,284,691	\$ 5,158,127	\$ 12,563,467	\$ -

Summary by Department					
Office of the General Manager	\$ 755,216	\$ 627,545	\$ 785,878	\$ 619,471	
Communications	1,870,168	1,653,577	3,186,545	5,701,276	
Human Resources	-	-	1,185,704	2,813,656	
Finance Services	-	-	-	3,429,064	
Community Partnerships	297,891	3,569	-	-	
Total Appropriations	\$ 2,923,275	\$ 2,284,691	\$ 5,158,127	\$ 12,563,467	\$ -

Division Staff				
Full-time	12.95	8.24	19.00	44.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00
Part-time (FTE)	4.38	3.39	10.08	12.59

NOTE 1: As of FY 2021/22, Human Resources transferred to Administration from Business Services, and Community Programs transferred to Communications from Recreation Services.

NOTE 2: As of FY 2022/23, Finance Services Director, Finance Services, Budget & Accounting, Risk & Contract Management and Information Services transferred to the Administration Division from Business Services.

Division: Administration
Department: Communications

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 1,358,268	\$ 1,274,979	\$ 2,406,710	\$ 3,567,251	
Materials & Services	511,900	378,598	779,835	1,849,025	
Capital Outlay	-	-	-	285,000	
Total Appropriations	\$ 1,870,168	\$ 1,653,577	\$ 3,186,545	\$ 5,701,276	\$ -

Summary by Program					
Communications	\$ 1,410,157	\$ 1,211,328	\$ 1,592,457	\$ 1,670,218	
Community Programs	-	-	1,007,199	957,482	
Safety Services	460,011	442,249	586,889	557,832	
Information Services	-	-	-	2,515,744	
Total Appropriations	\$ 1,870,168	\$ 1,653,577	\$ 3,186,545	\$ 5,701,276	\$ -

Division Staff					
Full-time	10.06	6.26	12.00	21.00	
Regular part-time (FTE)	0.00	0.00	0.00	0.00	
Part-time (FTE)	4.38	3.39	8.98	9.01	

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

Division: Administration
 Department: Communications
 Program: Safety Services

KEY PERFORMANCE INDICATORS

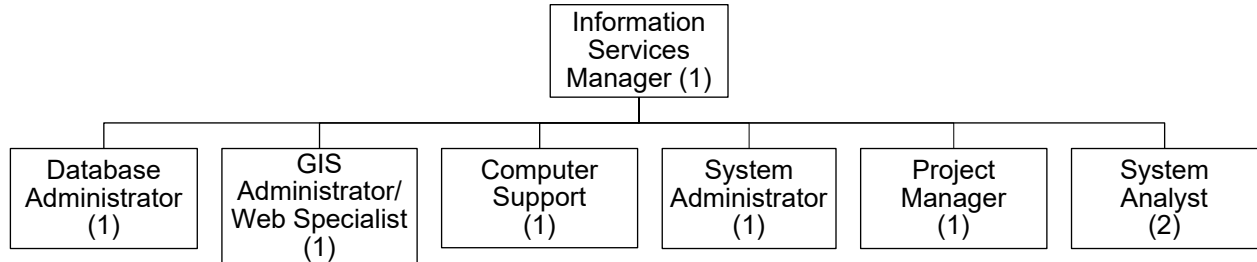
Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Projected Outcome 2021/22	Proposed Outcome 2022/23
Workloads:				
Number of security checks conducted	35,223	21,349	19,500	20,000
Number of patron assists	1,379	1,141	1,100	1,100
Number of training classes conducted	18	15	20	20
Number of patrol walks	2,689	3,092	2,850	3,100
Number of staff assists	850	540	525	550
Number of special attention patrols (patron concerns)	760	1,053	1,400	1,400

¹ Changed from # of incident reports filed

ADMINISTRATION DIVISION

Communications Department

Program: Information Services Department



Department Overview

The Information Services & Technology manager is responsible to the Communications director for maintaining and supporting THPRD's districtwide technology infrastructure (wide area network, Internet, custom application resources, etc.).

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

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

IS supports the systems of the district under the following reliability standards:

- All trouble calls responded to within four hours during normal business operating hours
- All hardware repairs completed within 48 hours of receiving needed parts
- All software upgrades/service downtime not to exceed four hours
- Continual upgrades to THPRD computer systems through a 5-year replacement cycle

FY 2021/22 Accomplishments

Priority: Investing in our Future through Technology

In partnership with other departments, IS staff continues to support the human capital management and timekeeping portions of the Tyler Enterprise Resource Planning (ERP) project. The integration work with the Tyler system will continue into next fiscal year and beyond.

Along with all other district COVID activities, most of the year for IS was spent modifying current standards and systems to fit into a continuously changing COVID model. This includes changes to activity registration, class management, VPN, and telecommute, and most recently hybrid meeting spaces for Teams.

Completed a redesign of the district's call center system to streamline the coding and prompts used during the registration

FY 2021/22 Accomplishments (continued)

process. These modifications also have provided the IS team the opportunity to expand its understanding of the system, opening up possibility for future use of call center functionality.

Completed development of smartphone and other mobile technology standards to provide a roadmap of future implementations and integrations for work anywhere in the district. The new mobile device management system allows smartphones to be provisioned in a more streamlined and less labor-intense manner.

Continue to support district goals and initiatives through our development ops team within IS. Some examples of code development either completed this year or currently in progress include:

- Migration of website from HTTP to HTTPS for security
- Addition of thprd.gov domain
- Right sizing our web hosting environment to better align with the needs of the District
- DailyOps changes needed for early registration options provided under new policies
- Enhancement of the employee wellness program

Other Activity

Continued to strengthen Processor Card Industry (PCI) compliance: utilizing encrypted gateway, secured firewall, installed intrusion detection/prevention software, policies, procedures, multi-factor authentication and staff training.

FY 2022/23 Goals and Objectives

Priority: Investing in our Employees and Technology

Continue to explore and implement cloud-based solutions, such as Microsoft Teams

Calling (will deliver improved features and functionality for those telecommuting), and Cisco Duo Multi-factor Authentication (for improved security).

Continue to implement THPRD's electronic records management system. Work with Oregon Secretary of State to implement Oregon Records Management System.

Continue to monitor PCI compliance and general network security, implement improvements in security and remain responsible stewards of our patrons' sensitive information.

Continue to support THPRD initiatives throughout the district that have technology components. Most notably, the IS department will continue to have a significant role in the implementation of the new ERP system.

Continue to enhance and strengthen the district's security posture through increase of monitoring tools, the aforementioned multi-factor authentication, and additional security tools aligned with best practices.

Continue to develop business solutions and draft required documentation to address the current and future business needs for district operations. Work with subject matter experts throughout the district to document current processes and business needs.

Budget Highlights

The proposed budget includes funding for the following capital items:

- Continual funding of THPRD's desktop and server replacements
- Continual funding for replacement of security cameras, key card readers, and AEDs
- Increase staffing level to help implement and maintain the ERP system
- Increase operating budget for information security

Division: Administration
 Department: Communications
 Program: Information Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 1,268,775	
Material & Services	-	-	-	961,969	
Capital Outlay	-	-	-	285,000	
Total Appropriations	\$ -	\$ -	\$ -	\$ 2,515,744	\$ -

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

Division Staff

Full-time	0.00	0.00	0.00	8.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00

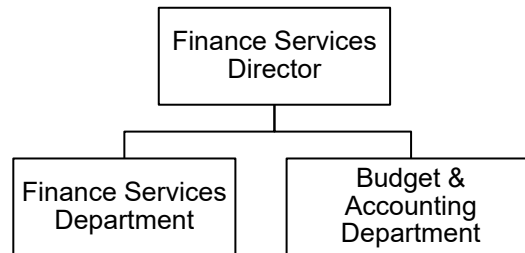
Note: As of FY 2022/23, Information Services transferred to the Administration Division from Business Services.

Division: Administration
 Department: Communications
 Program: Information Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 785,235	
Employee Benefits	-	-	-	363,365	
Payroll Taxes	-	-	-	120,175	
Personnel Services	\$ -	\$ -	\$ -	\$ 1,268,775	\$ -
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 805,491	
Supplies	-	-	-	5,000	
Communication	-	-	-	138,000	
Training, Travel and Memberships	-	-	-	9,478	
Small Furniture, Fixtures and Equip.	-	-	-	4,000	
Material & Services	\$ -	\$ -	\$ -	\$ 961,969	\$ -
Information Technology Replacement	\$ -	\$ -	\$ -	\$ 285,000	
Capital Outlay	\$ -	\$ -	\$ -	\$ 285,000	\$ -
Program Total	\$ -	\$ -	\$ -	\$ 2,515,744	\$ -
Department Staff					
Full-time	0.00	0.00	0.00	8.00	
Regular part-time (FTE)	0.00	0.00	0.00	0.00	
Part-time (FTE)	0.00	0.00	0.00	0.00	

ADMINISTRATION DIVISION

Finance Services Department
Office of Finance Services Director



Department Overview

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

FY 2021/22 Division Accomplishments

Value: Diversity, equity, inclusion and access

Supported the equity vision of the district through management of the grant funding and compliance process. Grant dollars allowed the district to expand programming for our diverse community, and finance ensured that our spending and documentation of that spending under the programs met all compliance requirements

Provided guidance on utilization of Minority, Women and Emerging Small Businesses (MWESB), Service-Disabled Veteran Business Enterprise (SDVBE) and Self-Defined businesses in procurement and sustainability standards.

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

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

Continued to implement the district grant strategy, supporting grant application and compliance processes. Successfully

obtained federal pass-through grant funding to support the district's revised operations under pandemic restrictions.

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

Priority: Investing in our Future through Technology

Transitioned payroll processing to the new financial system, including the issuance of annual tax documents, system workflow approvals and posting of salary changes and personnel transfers.

Completed setup of the financial system Employee Self Service module to allow staff to access their payroll and tax statements, complete tax withholding changes and direct deposit requests, and update other personal information.

Continued to maintain information system security and integrity, including maintaining PCI compliance and safeguarding patron information.

Continued implementation of electronic records management systems, and district document management policies.

Priority: Investing in our Employees and Volunteers

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

FY 2021/22 Division Accomplishments (continued)

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

Other Activity

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

Continued steady usage of the purchasing card system to facilitate small purchasing while maintaining adequate security and procedural controls.

Implemented and sustained the district's Revised Operating Plan process to ensure financial sustainability as the district addressed the impact of the COVID-19 pandemic.

FY 2022/23 Division Goals and Objectives

Priority: Investing in our Employees and Technology

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

Ensure that the district's Pension Funding Policy is fully implemented, and retirement funding is made in accordance with the policy.

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

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

Continue to implement the district's grant strategy and identify outside resources to leverage district funds in addressing capital and operating needs. Support grant funding through documentation and compliance processes.

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

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

Continue to support the equity vision of the district through support of the grant funding and compliance process. to expand programming for our diverse community.

Other Activity

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

Continue to monitor for regulatory changes that impact operational activities.

Continue implementation of resource allocation strategy and evaluation of program offerings. Support the development of the Comprehensive Plan update and the Strategic Financial Plan for the District.

Budget Highlights

For the FY2022/23 budget, Finance Services moved to the Administration Division from the Business Services Division. Risk & Contract management has moved to the Administration Division and reports to the Human Resources director. Information Services has been moved to the Administration Division and reports to the Communications director. With these moves, the Business Services Division has been eliminated.

Division: Administration
Department: Finance Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 1,972,237	
Materials & Services	-	-	-	410,969	
Debt Service	-	-	-	1,045,858	
Total Appropriations	\$ -	\$ -	\$ -	\$ 3,429,064	\$ -

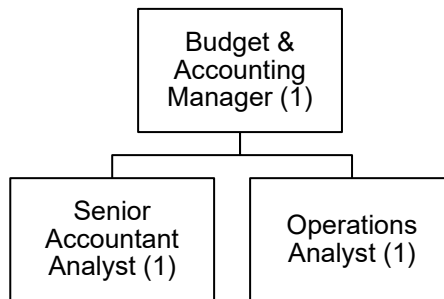
Summary by Department					
Office of the Director	\$ -	\$ -	\$ -	\$ 1,575,055	
Finance Services	-	-	-	1,356,655	
Budget & Accounting	-	-	-	497,354	
Total Appropriations	\$ -	\$ -	\$ -	\$ 3,429,064	\$ -

Division Staff				
Full-time	0.00	0.00	0.00	11.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	2.00

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

ADMINISTRATION DIVISION

Finance Services Department
Program: Budget & Accounting



Department Overview

The Budget & Accounting manager is responsible to the Finance Services director and conducts THPRD's accounting, performance measurement, reporting, financial planning, capital budgeting, business planning and management of THPRD's non-financial data. The department is also responsible for operational activities including fixed assets and financial reporting for THPRD and the Tualatin Hills Park Foundation.

Budget & Accounting provides support to THPRD's cross-departmental initiatives. This includes the process improvement committees and other work groups, resource allocation calculation, and the calculation and adoption of program fees.

FY 2021/22 Accomplishments

Value: Diversity, equity, inclusion and access

Supported the equity vision of the district through management of the grant funding and compliance process. Grant dollars allowed the district to expand programming for our diverse community, and finance ensured that our spending and documentation of that spending under the programs met all compliance requirements.

Value: Commitment to Community Vision

Supported the update of the district's comprehensive and strategic plans, actively

ensuring that there was adequate public outreach and engagement in the process.

Priority: Investing in our Employees and Volunteers

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

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

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

Continued to implement the district grant strategy; supporting grant application and compliance processes. Successfully obtained federal pass-through grant funding to support the district's revised operations under pandemic restrictions.

Other Activity

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

Supported the district in response to the impacts of facility closures and restrictions

FY 2021/22 Accomplishments (continued)

under state guidelines related to the COVID-19 pandemic.

Supported district employees in documentation of federal eligible costs under pass-through grants received from Washington County. Completed all grant reporting and ensured compliance with federal guidelines.

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2021/22 Budget Document
- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY 2019/20 Comprehensive Annual Financial Report

FY 2022/23 Goals and Objectives

Priority: Investing in our Employees and Technology

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

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

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

Continue to implement the district grant strategy and identify outside resources to leverage district funds in addressing capital and operating needs. Support grant funding through documentation and compliance processes.

Other Activity

Continue implementation of resource allocation strategy and evaluation of program offerings. Support the development

of the Comprehensive Plan update and the Strategic Financial Plan for the district.

Budget Highlights

For the FY 2022/23 budget, the Budget & Accounting department was transferred to Administration.

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

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ -	\$ -	\$ -	\$ 482,129	
Material & Services	-	-	-	15,225	
Total Appropriations	\$ -	\$ -	\$ -	\$ 497,354	\$ -

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

Division Staff					
Full-time	0.00	0.00	0.00	3.00	
Regular part-time (FTE)	0.00	0.00	0.00	0.00	
Part-time (FTE)	0.00	0.00	0.00	0.00	

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

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

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 299,166	
Employee Benefits	-	-	-	137,371	
Payroll Taxes	-	-	-	45,592	
Personnel Services	\$ -	\$ -	\$ -	\$ 482,129	\$ -
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 2,300	
Supplies	-	-	-	200	
Communication	-	-	-	2,400	
Training, Travel and Memberships	-	-	-	9,825	
Small Furniture & Office Equipment	-	-	-	500	
Material & Services	\$ -	\$ -	\$ -	\$ 15,225	\$ -
Program Total	\$ -	\$ -	\$ -	\$ 497,354	\$ -
Department Staff					
Full-time	0.00	0.00	0.00	3.00	
Regular part-time (FTE)	0.00	0.00	0.00	0.00	
Part-time (FTE)	0.00	0.00	0.00	0.00	

Division: Business Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 15,142,755	\$ 12,581,091	\$ 4,075,298	\$ -	
Materials & Services	4,361,918	4,107,546	1,919,251	-	
Debt Service	935,376	879,553	993,599	-	
Capital Outlay	372,541	347,029	275,000	-	
Total Appropriations	\$ 20,812,590	\$ 17,915,219	\$ 7,263,148	\$ -	\$ -

Summary by Department					
Office of the Director	\$ 2,012,155	\$ 1,823,090	\$ 1,913,611	\$ -	
Finance Services	1,378,280	1,621,246	1,620,909	-	
Risk & Contract Management	995,930	957,473	1,143,807	-	
Information Services	1,456,714	1,411,855	2,007,708	-	
Budget & Accounting	342,932	210,787	577,113	-	
Human Resources	787,798	769,754	-	-	
Maintenance Operations	11,864,196	9,302,007	-	-	
Planning	744,304	693,608	-	-	
Design & Development	1,230,281	1,125,399	-	-	
Total Appropriations	\$ 20,812,590	\$ 17,915,219	\$ 7,263,148	\$ -	\$ -

Division Staff					
Full-time	88.59	75.76	21.00	0.00	
Regular part-time (FTE)	0.00	0.00	0.00	0.00	
Part-time (FTE)	30.89	10.68	2.23	0.00	

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

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

Division: Business Services
 Department: Finance Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 1,154,329	\$ 1,323,287	\$ 1,304,899	\$ -	
Material & Services	223,951	297,959	316,010	-	
Total Appropriations	\$ 1,378,280	\$ 1,621,246	\$ 1,620,909	\$ -	\$ -

Summary by Program					
Finance Services	\$ 1,378,280	\$ 1,621,246	\$ 1,620,909	\$ -	
Total Appropriations	\$ 1,378,280	\$ 1,621,246	\$ 1,620,909	\$ -	\$ -

Division Staff					
Full-time	9.00	8.89	7.00	0.00	
Regular part-time (FTE)	0.00	0.00	0.00	0.00	
Part-time (FTE)	1.00	0.00	2.00	0.00	

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

Division: Recreation Services

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 19,448,499	\$ 11,784,901	\$ 22,364,761	\$ 23,107,786	
Materials & Services	1,874,164	1,071,406	3,994,391	4,100,751	
Total Appropriations	\$ 21,322,663	\$ 12,856,307	\$ 26,359,152	\$ 27,208,537	\$ -

Summary by Department					
Office of the Director	\$ 669,880	\$ 577,008	\$ 1,053,697	\$ 880,670	
Aquatics	4,595,366	1,140,654	6,803,811	6,849,140	
Sports & Inclusion Services	4,352,716	2,715,509	8,205,001	8,092,963	
Recreation	8,063,861	4,877,763	9,394,934	10,285,742	
Maintenance Coordination	-	-	901,709	1,100,022	
Community Programs	747,097	771,862	-	-	
Nature & Trails	2,893,743	2,773,511	-	-	
Total Appropriations	\$ 21,322,663	\$ 12,856,307	\$ 26,359,152	\$ 27,208,537	\$ -

Division Staff				
Full-time	71.35	55.90	90.50	102.00
Regular part-time (FTE)	15.50	5.97	0.00	0.00
Part-time (FTE)	177.75	42.89	234.09	249.34

Note: As of FY 2021/22, Maintenance Coordination transferred from the Maintenance Department and Community Programs transferred to the Communications Department in the Administration Division. As of FY 2021/22, Nature & Trails transferred to the Park Services Division, and Interpretive Programs, which was within Nature & Trails, transferred to the Recreation Department. As of FY 2021/22, Garden Home Recreation Center and Elsie Stuhr Center transferred from the Recreation Department to the Sports & Inclusion Services Department.

Division: Recreation Services
 Department: Recreation

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23
Summary of Appropriations					
Personnel Services	\$ 7,375,499	\$ 4,462,899	\$ 8,391,705	\$ 9,175,756	
Materials & Services	688,362	414,864	1,003,229	1,109,986	
Total Appropriations	\$ 8,063,861	\$ 4,877,763	\$ 9,394,934	\$ 10,285,742	\$ -

Summary by Program					
Recreation Manager	\$ 242,236	\$ 273,804	\$ 366,286	\$ 1,090,156	
Cedar Hills Recreation Center	2,150,243	1,533,910	2,826,095	2,947,066	
Conestoga Rec. & Aquatic Center	2,518,170	1,744,391	3,947,697	4,047,384	
Garden Home Recreation Center	1,869,873	1,258,574	-	-	
Elsie Stuhr Center	1,283,339	67,084	-	-	
Interpretive Programs	-	-	2,254,856	2,201,136	
Total Appropriations	\$ 8,063,861	\$ 4,877,763	\$ 9,394,934	\$ 10,285,742	\$ -

Division Staff				
Full-time	25.32	19.58	31.00	38.00
Regular part-time (FTE)	12.62	4.43	0.00	0.00
Part-time (FTE)	86.62	20.56	103.74	109.00

Funded Service Level				
Program Hours	66,384	43,071	70,347	96,449
Contact Hours	1,231,776	469,480	1,240,053	1,150,547

Note: As of FY 2021/22, Interpretive Programs transferred from the Nature & Trails Department. Garden Home Recreation Center and Elsie Stuhr Center transferred to the Sports & Inclusion Services Department.

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23
Program Appropriations					
FT Salary	\$ 478,171	\$ 523,440	\$ 847,959	\$ 893,113	
RPT Salary	375,841	56,327	-	-	
PT Salary	753,713	335,262	1,500,297	1,683,258	
Employee Benefits	582,733	698,382	730,192	502,722	
Payroll Taxes	182,881	88,281	361,672	410,434	
Personnel Services	\$ 2,373,339	\$ 1,701,692	\$ 3,440,120	\$ 3,489,527	\$ -
Bank Charges and Fees	\$ 36,671	\$ 14,096	\$ 49,074	\$ 49,076	
Professional and Technical Services	140	-	10,110	10,110	
Utilities	-	-	207,654	225,349	
Supplies	106,694	28,603	235,939	268,522	
Training, Travel and Memberships	463	-	-	-	
Small Furniture, Fixtures and Equip.	863	-	4,800	4,800	
Material & Services	\$ 144,831	\$ 42,699	\$ 507,577	\$ 557,857	\$ -
Program Total	\$ 2,518,170	\$ 1,744,391	\$ 3,947,697	\$ 4,047,384	\$ -
Department Staff					
Full-time	9.25	5.78	12.00	13.00	
Regular part-time (FTE)	2.97	1.01	0.00	0.00	
Part-time (FTE)	41.80	11.31	47.39	48.34	
Funded Service Level					
Program Hours	23,209	27,219	27,653	41,119	
Contact Hours	454,305	354,088	560,295	542,796	

Division: Recreation Services
 Department: Recreation
 Program: Conestoga Recreation & Aquatic Center
 Sub-program: Recreation

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23
Program Appropriations					
FT Salary	\$ 209,864	\$ 236,857	\$ 333,252	\$ 321,789	
RPT Salary	36,193	54,581	-	-	
PT Salary	618,951	255,457	872,868	981,979	
Employee Benefits	187,429	322,519	283,124	179,606	
Payroll Taxes	103,859	53,709	185,330	207,531	
Personnel Services	\$ 1,156,296	\$ 923,123	\$ 1,674,574	\$ 1,690,905	\$ -
Bank Charges and Fees	\$ 15,577	\$ 11,330	\$ 37,165	\$ 37,167	
Professional and Technical Services	140	-	-	-	
Supplies	89,983	16,604	145,413	164,020	
Training, Travel and Memberships	463	-	-	-	
Small Furniture, Fixtures and Equip.	863	-	4,800	4,800	
Material & Services	\$ 107,026	\$ 27,934	\$ 187,378	\$ 205,987	\$ -
Program Total	\$ 1,263,322	\$ 951,057	\$ 1,861,952	\$ 1,896,892	\$ -
Department Staff					
Full-time	3.76	1.47	5.00	5.00	
Regular part-time (FTE)	2.97	0.39	0.00	0.00	
Part-time (FTE)	25.40	8.58	29.49	30.44	
Funded Service Level					
Program Hours	18,773	27,019	22,714	33,129	
Contact Hours	375,434	352,714	459,308	515,130	

Division: Capital Projects

Description	Prior Year Actual 2019/20	Prior Year Actual 2020/21	Adopted Budget 2021/22	Proposed Budget 2022/23	Approved Budget 2022/23
Summary of Appropriations					
Capital Outlay	\$ 3,776,100	\$ 1,663,378	\$ 5,301,625	\$ 17,513,781	
Total Appropriations	\$ 3,776,100	\$ 1,663,378	\$ 5,301,625	\$ 17,513,781	\$ -

Summary by Department					
Carryover Projects	\$ 471,490	\$ 616,777	\$ 3,226,475	\$ 1,803,700	
Athletic Facility Replacements	450	12,122	25,000	135,000	
Athletic Facility Improvements	38,812	-	-	-	
Building Improvements	135,849	-	-	241,000	
Building Replacements	1,483,321	299,614	381,000	1,516,000	
Park & Trail Replacements	142,163	179,785	168,150	404,800	
Park & Trail Improvements	1,407,923	537,739	928,000	13,266,281	
Facility Challenge Grants	20,117	-	40,000	20,000	
ADA Improvements	75,975	17,341	533,000	127,000	
Total Appropriations	\$ 3,776,100	\$ 1,663,378	\$ 5,301,625	\$ 17,513,781	\$ -

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Proposed Budget 2022/23	Page #
CARRYOVER PROJECTS					
1	ADA Improvements	\$ 25,000	\$ -	\$ 25,000	CP - 4
2	Boiler - Cedar Hills Recreation Center	179,000	-	179,000	CP - 4
3	Roof & Structural Repairs	101,000	98,000	199,000	CP - 4
4	Pool Tank, Deck, Underwater Lights, Pump/Motor and ADA	54,700	-	54,700	CP - 4
5	Financial System Software	300,000	250,000	550,000	CP - 4
6	Irrigation Controllers and Mainline Repair	14,000	-	14,000	CP - 4
7	Fanno Creek Service Center Roof Project - Phases I and 2	120,000	134,000	254,000	CP - 5
8	ADA Facility Access Improvements	75,000	-	75,000	CP - 5
9	ADA Harman Swim Center Improvements	375,000	-	375,000	CP - 5
10	ADA Picnic Area Barrier Removal	50,000	-	50,000	CP - 5
11	Security Cameras	28,000	-	28,000	CP - 5
TOTAL CARRYOVER PROJECTS		1,321,700	482,000	1,803,700	
ATHLETIC FACILITY REPLACEMENT					
12	Air Structure Repairs			15,000	CP - 5
13	Resurface tennis courts			120,000	CP - 6
TOTAL ATHLETIC FACILITY REPLACEMENT				135,000	
BUILDING IMPROVEMENT					
14	Electric Fleet Infrastructure Improvement			145,000	CP - 6
15	Assessment on repair of rust degradation			2,000	CP - 6
Building Furnishings					
16	Seal off gate valve in mechanical room			2,500	CP - 6
17	Mechanical room upgrades			5,500	CP - 6
Building Exterior					
18	Exterior Facility Paint			80,000	CP - 6
19	Repaint window sills			6,000	CP - 7
TOTAL BUILDING IMPROVEMENT				241,000	
BUILDING REPLACEMENT					
20	Cardio and Weight Equipment			40,000	CP - 7
21	Emergency Repairs			100,000	CP - 7
22	Space planning implementation/furnishings			200,000	CP - 7
23	Replace interior court lamps - Athletic Center			4,000	CP - 7
24	Parking lot repair patch seal - Cedar Hills Recreation Center			15,000	CP - 7
25	Replace north parking lot asphalt (phase 1) - HMT Parking Lots - EDA Grant Match			405,000	CP - 8
26	Repair parking lot (crack seal) - Raleigh Swim Center			10,000	CP - 8
27	Repair/replace white picket fence - Fanno Farmhouse			5,000	CP - 8
Pool Apparatus & Mechanical Systems					
28	Replace mixing valves - Aloha Swim Center			8,000	CP - 8
29	Repair skim gutter line - Beaverton Swim Center			6,000	CP - 8
30	Dive stand replace/repair - Harman Swim Center			3,000	CP - 8
31	Lane line reel - HMT Aquatic Center			3,500	CP - 9
32	Dive board reconditioning / replacement - HMT Aquatic Center			10,000	CP - 9
Pool Mechanical Systems					
33	Glycol pump - Harman Swim Center			3,000	CP - 9
34	Replace filter pit valves (2) - Harman Swim Center			11,500	CP - 9
35	BECSys5 water chemistry controls - Aquatic Center			9,000	CP - 9
36	Replace pump motor - Raleigh Swim Center			3,500	CP - 9
37	Replace pump motor - Somerset West Swim Center			3,500	CP - 9
38	Design mechanical dive board lift control - HMT Aquatic Center			5,500	CP - 10
Plumbing Replacements					
39	Boiler piping - Aloha Swim Center			8,000	CP - 10
40	Replace water heater - Raleigh Swim Center			16,000	CP - 10
41	Domestic hot water heater - Beaverton Swim Center			15,000	CP - 10
42	Replace pumps Raypac, Thermal Solutions (2) - Elsie Stuhr Center			2,000	CP - 10
Floor Coverings					
43	Replace lobby carpet - Beaverton Swim Center			5,000	CP - 10
44	Replace carpet in Beaver Den -Nature Center			4,700	CP - 11
Roofs & Gutters					

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Proposed Budget 2022/23	Page #
45	Roof leak repair - HMT Athletic Center			30,000	CP - 11
46	Flat roof replacement - Garden Home Recreation Center			250,000	CP - 11
47	Clean and treat roof - Garden Home Recreation Center			4,500	CP - 11
48	Clean and treat roof (stables, outbuildings) - Jenkins Estate			15,000	CP - 11
	<u>Building Furnishings</u>				
49	Ergonomic Equipment/Fixtures			6,000	CP - 11
	<u>Windows & Doors</u>				
50	Replace main entry doors - Cedar Hills Recreation Center			6,000	CP - 12
51	Replace Welding Shop garage door			7,200	CP - 12
	<u>HVAC Boilers & Furnaces</u>				
52	Boiler replacement - Garden Home Recreation Center			231,000	CP - 12
	<u>HVAC Components</u>				
53	Window AC units (2) - Beaverton Swim Center			2,500	CP - 12
54	West air handler bearings - Beaverton Swim Center			10,000	CP - 12
55	Replacement of office AC split system - Beaverton Swim Center			12,000	CP - 12
56	AC window unit replacement - Cedar Hills Recreation Center			14,000	CP - 13
57	Window AC units (4) - Garden Home Recreation Center			10,000	CP - 13
58	Replace heat exchanger - Sunset Swim Center			13,000	CP - 13
59	Furnace at Stables (crawlpace) - Jenkins Estate			8,600	CP - 13
	TOTAL BUILDING REPLACEMENT			1,516,000	
	PARK AND TRAIL REPLACEMENTS				
60	Playground Components			20,000	CP - 13
61	Complete project close-out for bridge replacement - Commonwealth Lake			15,000	CP - 13
62	Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottman			285,800	CP - 14
63	Repair concrete sidewalk - Wonderland Park			44,000	CP - 14
64	Engineering Study to repair sinkhole at Schlottman Creek Greenway			10,000	CP - 14
65	Replace (3) drinking fountains - HMT Complex			30,000	CP - 14
	TOTAL PARK AND TRAIL REPLACEMENTS			404,800	
	PARK AND TRAIL IMPROVEMENTS				
66	Memorial Benches			25,000	CP - 14
67	Crosswalk at Laidlaw Rd - Waterhouse Trail			25,000	CP - 14
68	Community Garden expansion - Schiffler Park			35,000	CP - 15
69	Beaverton Creek Trail - Engineering and Construction 1, WST to Hocken			250,000	CP - 15
	Grant Funded Projects				
70	Security Upgrades			10,000	CP - 15
71	Long Range Antennas			50,000	CP - 15
72	Electric Vehicle Charging Stations and Electric Vehicles			400,000	CP - 15
73	Raleigh Park Creek Improvements (Tualatin River Environmental Enhancement grant)			98,423	CP - 16
74	Raleigh Park Stream Enhancement (CWS grant)			70,000	CP - 16
75	Fanno Creek Regional Trail Improvements (Lottery bond proceeds)			2,145,358	CP - 16
76	Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom			500,000	CP - 16
77	Coronavirus State Fiscal Recovery Funding - WaCo - Permanent Restrooms			1,400,000	CP - 16
78	Howard M. Terpenning Complex Improvements (EDA grant)			5,000,000	CP - 17
79	La Raiz - Engineering & Construction (SDC Baker Loop)			750,000	CP - 17
80	Westside Trail Bridge - Design & Engineering (Metro Parks & Nature Bond)			1,907,500	CP - 17
81	Westside Trail Bridge - Design & Engineering (MSTIP grant)			600,000	CP - 17
	TOTAL PARK AND TRAIL IMPROVEMENTS			13,266,281	
	FACILITY CHALLENGE GRANTS				
82	Challenge Grants			20,000	CP - 17
	TOTAL FACILITY CHALLENGE GRANTS			20,000	
	ADA IMPROVEMENTS				
83	Waterhouse Trail ADA curb cuts - Washington County Project			120,000	CP - 18
84	ADA stairs - Aloha Swim Center			7,000	CP - 18
	TOTAL ADA IMPROVEMENTS			127,000	
	TOTAL FUNDED CAPITAL ITEMS			\$ 17,513,781	

CAPITAL PROJECTS

Carryover Projects

ITEM 1: **ADA Improvements**

BUDGET: \$25,000

DESCRIPTION: Miscellaneous improvements at multiple sites to meet requirements within the Americans with Disabilities Act

ITEM 2: **Boiler**

BUDGET: \$179,000

DESCRIPTION: Replacement of boiler at Cedar Hills Recreation Center

ITEM 3: **Roof Repairs & Analysis**

BUDGET: \$199,000

DESCRIPTION: Analysis and repairs of roof, gables, and interior structural repairs at Garden Home Recreation Center

ITEM 4: **Pool Tank, Deck, Underwater Lights, Pump/Motor and ADA**

BUDGET: \$54,700

DESCRIPTION: Replacement of pool tanks, leisure pool slide, electrical wiring and components, and underwater pool lights at Conestoga Recreation & Aquatic Center

ITEM 5: **Financial System Software**

BUDGET: \$550,000

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

ITEM 6: **Irrigation Controllers and Mainline Repair**

BUDGET: \$14,000

DESCRIPTION: Replacement of irrigation mainline at Howard M. Terpenning Sports Complex

ITEM 7: Fanno Creek Service Center Roof Project - Phases 1 and 2

BUDGET: \$254,000

DESCRIPTION: Roof replacement project

ITEM 8: ADA Facility Access Improvements

BUDGET: \$75,000

DESCRIPTION: Removal of facility access barriers at recreation/sports facilities

ITEM 9: ADA Harman Swim Center Improvements

BUDGET: \$375,000

DESCRIPTION: Parking lot and access ramp sidewalk improvement project at Harman Swim Center

ITEM 10: ADA Picnic Area Barrier Removal

BUDGET: \$50,000

DESCRIPTION: Removal of pedestrian pathway barriers at Greenway Park, Arnold Park, and Ridgecrest Park

ITEM 11: Security Cameras

BUDGET: \$28,000

DESCRIPTION: Replacement of security cameras

Athletic Facility Replacement

ITEM 12: Air Structure Repairs

BUDGET: \$15,000

DESCRIPTION: Repairs of tears in air structures at Babette Horenstein Tennis Center

ITEM 13: **Resurface tennis courts**

BUDGET: \$120,000

DESCRIPTION: Resurface tennis courts at three parks: Center Street (2), Sunset (4), and Garden Home (2)

Building Improvement

ITEM 14: **Electric Fleet Infrastructure Improvement**

BUDGET: \$145,000

DESCRIPTION: Installation of Electric Fleet Infrastructure at Fanno Creek Service Center

ITEM 15: **Assessment on repair of rust degradation**

BUDGET: \$2,000

DESCRIPTION: Assessment of exterior elevated entry at Tualatin Hills Athletic Center

Building Furnishings

ITEM 16: **Seal off gate valve in mechanical room**

BUDGET: \$2,500

DESCRIPTION: Seal off gate valve in mechanical room at Garden Home Recreation Center

ITEM 17: **Mechanical room upgrades**

BUDGET: \$5,500

DESCRIPTION: Mechanical room repairs and upgrades at Somerset West Swim Center

Building Exterior

ITEM 18: **Exterior Facility Paint**

BUDGET: \$80,000

DESCRIPTION: Exterior paint at Conestoga Recreation & Aquatic Center

ITEM 19: **Repaint window sills**
BUDGET: \$6,000
DESCRIPTION: Repaint westside window sills at Garden Home Recreation Center

Building Replacement

ITEM 20: **Cardio and weight equipment**
BUDGET: \$40,000
DESCRIPTION: Cardio & weight equipment replacement

ITEM 21: **Emergency repairs**
BUDGET: \$100,000
DESCRIPTION: Unplanned and urgent repairs and replacements to critical systems at all facilities

ITEM 22: **Space planning implementation/furnishings**
BUDGET: \$200,000
DESCRIPTION: Building projects and office furniture to accommodate hybrid work environments at district facilities

ITEM 23: **Replace interior court lamps**
BUDGET: \$4,000
DESCRIPTION: Replace interior court lamps at Tualatin Hills Athletic Center

ITEM 24: **Parking lot repair**
BUDGET: \$15,000
DESCRIPTION: Patch seal repair at Cedar Hills Recreation Center

ITEM 25: **Replace parking lot asphalt (Phase 1)**
BUDGET: \$405,000
DESCRIPTION: Replace north parking lot asphalt at Howard M. Terpenning Recreation Complex - grant match for Economic Development Administration request

ITEM 26: **Repair parking lot crack**
BUDGET: \$10,000
DESCRIPTION: Crack seal at Raleigh Park/Swim Center

ITEM 27: **Repair/replace white picket fence**
BUDGET: \$5,000
DESCRIPTION: Repairs and replacement of fence at Fanno Farmhouse

Pool Apparatus & Mechanical Systems

ITEM 28: **Replace mixing valves**
BUDGET: \$8,000
DESCRIPTION: Replace mixing valves at Aloha Swim Center

ITEM 29: **Repair skim gutter line**
BUDGET: \$6,000
DESCRIPTION: Repair skim gutter line at Beaverton Swim Center

ITEM 30: **Dive stand replace/repair**
BUDGET: \$3,000
DESCRIPTION: Dive stand replacement and/or repairs at Harman Swim Center

ITEM 31: Lane line reel
BUDGET: \$3,500
DESCRIPTION: Replace lane line reel at Tualatin Hills Aquatic Center

ITEM 32: Dive board reconditioning/replacement
BUDGET: \$10,000
DESCRIPTION: Dive board reconditioning/replacement at Tualatin Hills Aquatic Center

Pool Mechanical Systems

ITEM 33: Glycol pump
BUDGET: \$3,000
DESCRIPTION: Replace glycol pump at Harman Swim Center

ITEM 34: Replace filter pit valves
BUDGET: \$11,500
DESCRIPTION: Replace filter pit valves (2) at Harman Swim Center

ITEM 35: BECSys5 water chemistry controls
BUDGET: \$9,000
DESCRIPTION: Replace water chemistry controls

ITEM 36: Replace pump motor
BUDGET: \$3,500
DESCRIPTION: Replace pump motor at Raleigh Swim Center

ITEM 37: Replace pump motor
BUDGET: \$3,500
DESCRIPTION: Replace pump motor at Somerset West Swim Center

ITEM 38: **Design mechanical dive board lift control**
BUDGET: \$5,500
DESCRIPTION: Design mechanical lift board system at Tualatin Hills Aquatic Center

Plumbing Replacements

ITEM 39: **Boiler piping**
BUDGET: \$8,000
DESCRIPTION: Replace boiler piping at Aloha Swim Center

ITEM 40: **Water heater**
BUDGET: \$16,000
DESCRIPTION: Replace water heater at Raleigh Swim Center

ITEM 41: **Domestic water heater**
BUDGET: \$15,000
DESCRIPTION: Replace domestic water heater at Beaverton Swim Center

ITEM 42: **Replace pumps**
BUDGET: \$2,000
DESCRIPTION: Replace Raypack, Thermal Solutions (2) pumps at Elsie Stuhr Center

Floor Coverings

ITEM 43: **Replace lobby carpet**
BUDGET: \$5,000
DESCRIPTION: Replace lobby carpet at Beaverton Swim Center

ITEM 44: **Replace carpet**
BUDGET: \$4,700
DESCRIPTION: Replace carpet in Beaver Den at Tualatin Hills Nature Center

Roofs & Gutters

ITEM 45: **Roof leak repair**
BUDGET: \$30,000
DESCRIPTION: Repair leaks at Tualatin Hills Athletic Center

ITEM 46: **Flat roof replacement**
BUDGET: \$250,000
DESCRIPTION: Replacement of the flat roof at Garden Home Recreation Center

ITEM 47: **Clean and treat roof**
BUDGET: \$4,500
DESCRIPTION: Clean and treat roof at Garden Home Recreation Center

ITEM 48: **Clean and treat roof**
BUDGET: \$15,000
DESCRIPTION: Clean and treat roofs of Jenkins Estate stables and outbuildings

Building Furnishings

ITEM 49: **Ergonomic equipment/fixtures**
BUDGET: \$6,000
DESCRIPTION: Ergonomic equipment and fixtures

Windows & Doors

ITEM 50: Replace main entry doors

BUDGET: \$6,000

DESCRIPTION: Replace main entry doors at Cedar Hills Recreation Center

ITEM 51: Replace welding shop garage door

BUDGET: \$7,200

DESCRIPTION: Replace welding shop garage door at Fanno Creek Service Center

HVAC Boilers & Furnaces

ITEM 52: Boiler replacement

BUDGET: \$231,000

DESCRIPTION: Replace boiler at Garden Home Recreation Center

HVAC Components

ITEM 53: Window air conditioning units

BUDGET: \$2,500

DESCRIPTION: Replace (2) window air conditioning units at Beaverton Swim Center

ITEM 54: Air handler bearings

BUDGET: \$10,000

DESCRIPTION: Replace west air handler bearings at Beaverton Swim Center

ITEM 55: Replace office air conditioning split system

BUDGET: \$12,000

DESCRIPTION: Replace office air conditioning split system at Beaverton Swim Center

ITEM 56: **Window air conditioning units**
BUDGET: \$14,000
DESCRIPTION: Replace window air conditioning units at Cedar Hills Recreation Center

ITEM 57: **Window air conditioning units**
BUDGET: \$10,000
DESCRIPTION: Replace (4) window air conditioning units at Garden Home Recreation Center

ITEM 58: **Replace heat exchanger**
BUDGET: \$13,000
DESCRIPTION: Replace heat exchanger in the mens' locker room at Sunset Swim Center

ITEM 59: **Replace furnace**
BUDGET: \$8,600
DESCRIPTION: Replace furnace in the crawlspace at the Jenkins Estate Stables

Park And Trail Replacements

ITEM 60: **Playground components**
BUDGET: \$20,000
DESCRIPTION: Replacement of playground components at multiple sites

ITEM 61: **Bridge replacement close-out**
BUDGET: \$15,000
DESCRIPTION: Complete project close-out for bridge replacement at Commonwealth Lake Park

ITEM 62: **Asphalt pathway repairs**
BUDGET: \$285,800
DESCRIPTION: Asphalt pathway overlay and repairs at four sites: Kaiser Woods,
Waterhouse/Schlottman, Stoller Creek Greenway, and Summercrest

ITEM 63: **Repair concrete sidewalk**
BUDGET: \$44,000
DESCRIPTION: Repair concrete sidewalk at Wonderland Park

ITEM 64: **Engineering study to repair sinkhole**
BUDGET: \$10,000
DESCRIPTION: Engineering study to repair sinkhole at Schlottman Creek Greenway

ITEM 65: **Replace drinking fountains**
BUDGET: \$30,000
DESCRIPTION: Replace (3) drinking fountains and concrete pads at the Howard M. Terpenning
Recreation Complex

Park And Trail Improvements

ITEM 66: **Memorial Benches**
BUDGET: \$25,000
DESCRIPTION: Purchase of recycled plastic benches for memorial bench program offered for patrons

ITEM 67: **Crosswalk improvement**
BUDGET: \$25,000
DESCRIPTION: Crosswalk improvement on Waterhouse Trail at Laidlaw Road

ITEM 68: **Community garden expansion**
BUDGET: \$35,000
DESCRIPTION: Expansion of Evelyn M. Schiffler Memorial Park Community Garden

ITEM 69: **Beaverton Creek Trail - Engineering and Construction 1, WST to Hocken (grant match from Washington County)**
BUDGET: \$250,000
DESCRIPTION: Grant match dollars from Washington County for engineering and construction of Beaverton Creek Trail from Westside Trail to Hocken

Grant Funded Projects:

ITEM 70: **Security upgrades**
BUDGET: \$10,000
DESCRIPTION: Funding for security upgrades through a grant from Special Districts Association of Oregon

ITEM 71: **Long range antennas**
BUDGET: \$50,000
DESCRIPTION: Long range antenna funding provided by Metro Area Communications Council

ITEM 72: **Electric vehicle charging stations and electric vehicles**
BUDGET: \$400,000
DESCRIPTION: EV charging stations and vehicle funding provided by the Portland General Electric Drive Change program

ITEM 73: Raleigh Park Creek Improvements

BUDGET: \$98,423

DESCRIPTION: Enhance Hall Creek and surrounding habitat as it passes through Raleigh Park. Daylight 500 feet of creek, increase stream function along 1,000 additional feet, and enhance the acres of adjacent habitat. Funding provided by a Tualatin River Enhancement Grant

ITEM 74: Raleigh Park Stream Enhancement

BUDGET: \$70,000

DESCRIPTION: Grant match for Raleigh Park Creek Improvements project provided by Clean Water Services

ITEM 75: Fanno Creek Regional Trail Improvements

BUDGET: \$2,145,358

DESCRIPTION: Funding from state lottery bond proceeds to address safety and access on the Fanno Creek Greenway Trail within Greenway Park. Three elements included: an at-grade ADA-accessible signalized trail crossing of Scholls Ferry Road, an ADA-accessible loop trail into beaver-flooded areas, and improvements to the existing undercrossing of Scholls Ferry Road

ITEM 76: Coronavirus State Fiscal Recovery Funding - THPRD - Permanent Restroom

BUDGET: \$500,000

DESCRIPTION: American Rescue Plan Act grant passed through the State of Oregon for construction of a permanent restroom within a park

ITEM 77: Coronavirus State Fiscal Recovery Funding - Washington County - Permanent Restrooms

BUDGET: \$1,400,000

DESCRIPTION: American Rescue Plan Act grant passed through the State of Oregon and Washington County for construction of two permanent restrooms within parks

ITEM 78: Howard M. Terpenning Recreation Complex Improvements
BUDGET: \$5,000,000
DESCRIPTION: Sports facility improvements on the north side of the recreation complex funded through a Travel, Tourism, and Outdoor Recreation grant from the Economic Development Administration

ITEM 79: La Raiz - engineering & construction
BUDGET: \$750,000
DESCRIPTION: Engineering and construction for La Raiz Park funded through the Local Government Grant Program

ITEM 80: Westside Trail Bridge - design & engineering
BUDGET: \$1,907,500
DESCRIPTION: Design and engineering for the Westside Trail Bridge over Highway 26 funding provided through the Metro Parks & Nature Bond

ITEM 81: Westside Trail Bridge - design & engineering
BUDGET: \$600,000
DESCRIPTION: Design and engineering for the Westside Trail Bridge over Highway 26 match funding provided by Washington County's MSTIP

Facility Challenge Grants

ITEM 82: Challenge Grants
BUDGET: \$20,000
DESCRIPTION: Matching funds for advisory committees and friends groups funding for facility improvements

ADA Improvements

ITEM 83: **Waterhouse Trail ADA curb cuts**

BUDGET: \$120,000

DESCRIPTION: Funding to Washington County to make curb cut improvements to Waterhouse Trail crossings within John Marty Park

ITEM 84: **ADA Stairs**

BUDGET: \$7,000

DESCRIPTION: Replacement of ADA stairs for Aloha Swim Center

THPRD HISTORY AND BACKGROUND

In 1955, a group formed the Tualatin Hills Park & Recreation District (THPRD) to provide parks and recreational opportunities for the residents of eastern Washington County and the City of Beaverton. Over the years, THPRD has become one of the largest park and recreation special districts in the Pacific Northwest.

THPRD is governed by an elected five-member board of directors and is managed by professional staff. Since its inception, general obligation bonds, property taxes, and three-year levies (since replaced by a permanent tax rate) have supported THPRD. Additional revenue comes from user fees for programs and facilities. THPRD also benefits from donations made through the Tualatin Hills Park Foundation.

Demographic Portrait

As of the 2010 Census, the following information was accumulated on THPRD's resident population.

	<u>2000</u>	<u>2010</u>
Population	192,748	223,837
Age:		
0-24	67,457	73,326
25-64	108,215	127,961
65+	17,076	22,550
Number of Households	76,534	88,643
Average Household Size	2.50	2.51
Average Family Size	3.07	3.18
Number of Housing Units	80,704	93,765
Occupancy Rate	94.8%	94.5%

Diversity of THPRD as of the 2010 Census		
White	153,948	68.8%
Asian/Pacific Islander	25,334	11.3%
Hispanic Origin, any race	30,743	13.7%
Black	4,574	2.0%
American Indian	914	0.4%
Some other race	462	0.2%
Two or more races	7,862	3.6%

Tualatin Hills Park & Recreation District

General Fund Five-Year Fiscal Projection FY 2022/23 through FY 2026/27

	Current Budget 2021/22	Proposed Budget 2022/23	Projected 2023/24	Projected 2024/25	Projected 2025/26	Projected 2026/27
Cash on Hand	\$ 5,700,000	\$ 13,300,000	\$ 8,000,000	\$ 5,700,000	\$ 5,700,000	\$ 5,700,000
Beginning Replacement Reserve	2,000,000	2,000,000	2,000,000	2,405,173	1,500,000	1,500,000
Program & Facility Fees ¹	13,868,347	14,651,637	15,091,186	15,543,922	16,010,240	16,490,546
Other Resources ²	3,608,317	14,690,248	3,800,955	2,884,984	2,971,534	3,060,680
Carryover Projects	2,726,475	1,293,700	-	-	-	-
Property Taxes ³	36,714,068	37,713,799	39,109,210	40,673,578	42,300,521	43,992,542
Total Resources	\$ 64,617,207	\$ 83,649,384	\$ 68,001,351	\$ 67,207,657	\$ 68,482,294	\$ 70,743,768
Personnel Services ⁴	\$42,267,389	\$41,560,583	\$43,820,218	\$46,215,431	\$48,754,357	\$51,445,618
Materials & Services ⁵	10,818,376	12,333,209	13,196,534	14,120,291	15,108,711	16,166,321
Capital Outlay	5,758,843	18,055,461	5,086,683	1,871,476	-	-
Debt Service - COP and TAN	993,599	1,045,858	992,744	1,000,459	1,013,862	1,015,858
Transfers to Other Funds	779,000	350,000	-	-	-	-
Contingency	2,500,000	8,304,273	2,500,000	2,500,000	2,105,364	615,971
Ending Replacement Reserve	1,500,000	2,000,000	2,405,173	1,500,000	1,500,000	1,500,000
Total Expenditures	\$ 64,617,207	\$ 83,649,384	\$ 68,001,352	\$ 67,207,657	\$ 68,482,294	\$ 70,743,768
Revenue Assumptions						
	<u>2022/23</u>		<u>2023/24</u>		<u>2024/27</u>	
¹ Program Fee & Facility Annual Increase	Actual Estimate		3.00%		3.00%	
² Other Resources	Actual Estimate		3.00%		3.00%	
³ Property Tax Annual Increase (Based on Permanent Rate only)	Actual Estimate		3.70%		4.00%	
Expenditure Assumptions						
⁴ Personnel Services	Actual Estimate		6.00%		6.00%	
⁵ Materials & Services	Actual Estimate		7.00%		7.00%	

POLICIES AND PROCEDURES

THPRD ORGANIZATION:

Board of Directors

The governing body of the Tualatin Hills Park & Recreation District (THPRD) is the five (5) member park district board.

Each board member is elected from THPRD at large to a term of four (4) years. The board has the power to make appointments to fill unexpired terms, but the appointee must run for election for that term at the next regular election.

The board meets regularly, currently on the second Wednesday of each month. All meetings are open to the public except in those instances where the board is meeting in executive session.

Budget Committee

The budget committee is composed of the five (5) elected board of directors plus five (5) appointed at large community members. This committee examines the projected programs, activities, expenses and income of the budget each fiscal year and makes recommendations to the board of directors.

Administration

Administration and maintenance of THPRD is under the direction of the general manager who is hired by the board. The general manager has the responsibility to carry out the policies and accomplish the goals and objectives established by the board.

The top management staff includes: the director of Finance Services, director of Park Services, director of Recreation Services, Communications director, director of Human Resources and the executive assistant; all are responsible to the general manager. All other employees are directly responsible to their immediate supervisor.

EMPLOYMENT POLICIES AND PROCEDURES:

Employees shall be selected on the basis of experience, ability, training, and other qualifications as outlined in the job description for the class of work to be performed. Employment is contingent on the results of a reference and background check. THPRD is a drug-free workplace. A pre-hire drug test is required for identified safety-sensitive positions.

For each position or classification, there shall be established minimum requirements as to experience, education, physical ability, or other qualities considered necessary for performance of the duties of the position.

New hires and current employees may be required to take a physical examination. In cases where a physical examination is required, THPRD shall pay the cost of the examination.

Each new employee will be given an orientation explaining THPRD policies, benefits and procedures.

All employees will be on probation for the first twelve (12) months of employment. The probationary employee will have one written performance review at the end of the twelve-month probationary period with his/her supervisor. Evaluations are conducted annually, once an employee is removed from probationary status.

DRUG AND ALCOHOL POLICIES:

THPRD has a responsibility to employees, participants and the general public to insure and enhance safe working conditions.

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Budget	Proposed	Approved
Program	2019/20	2020/21	2021/22	2022/23	2022/23
BOARD OF DIRECTORS	-	-	-	-	-
ADMINISTRATION					
Office of the General Manager	2.00	1.98	2.00	2.00	
Human Resources	-	-	6.10	8.28	
Risk & Contract Management	-	-	-	3.30	
Communications	8.71	5.30	6.44	7.44	
Safety Services	4.84	4.35	5.63	5.63	
Information Services	-	-	-	8.00	
Community Programs	-	-	8.91	8.94	
Finance Services Director	-	-	-	1.00	
Finance Services	-	-	-	9.00	
Budget & Accounting	-	-	-	3.00	
Community Partnerships	0.89	-	-	-	
TOTAL ADMINISTRATION	16.44	11.63	29.08	56.59	-
BUSINESS & FACILITIES					
Office of the Director	3.00	1.25	2.00	-	
Finance Services	8.10	8.89	8.00	-	
Risk & Contract Management	3.22	3.00	3.23	-	
Information Services	4.97	4.00	6.00	-	
Budget & Accounting	1.89	1.14	3.00	-	
Human Resources	4.29	5.28	-	-	
Maintenance Operations					
Maintenance Operations Manager	4.53	2.01	-	-	
Facilities Maintenance	19.23	12.27	-	-	
Fleet Maintenance	5.04	4.65	-	-	
Parks & Athletic Facilities Maintenance-North	27.75	16.85	-	-	
Parks & Athletic Facilities Maintenance-South	24.41	16.65	-	-	
Total Maintenance Operations	80.96	52.43	-	-	-
Planning	3.75	4.00	-	-	-
Design & Development	7.40	6.45	-	-	-
TOTAL BUSINESS & FACILITIES	117.58	86.44	22.23	-	-
PARK SERVICES					
Office of the Director	-	-	1.50	2.00	
Planning	-	-	4.00	4.00	
Design & Development	-	-	7.88	7.98	
Nature & Trails	-	-	14.60	13.53	
Maintenance Operations					
Maintenance Operations Manager	-	-	2.70	2.63	
Facility Maintenance	-	-	8.00	8.15	
Fleet Maintenance	-	-	5.73	4.73	
Parks & Athletic Facilities Maintenance-North	-	-	34.81	30.28	
Parks & Athletic Facilities Maintenance-South	-	-	27.83	24.52	
Total Maintenance Operations	-	-	79.07	70.31	-
TOTAL PARK SERVICES	-	-	107.05	97.82	-

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Budget	Proposed	Approved
Program	2019/20	2020/21	2021/22	2022/23	2022/23
RECREATION SERVICES					
Office of the Director	2.47	2.49	3.20	4.76	
Maintenance Coordination	-	-	10.52	12.52	
Aquatics					
Manager of Aquatics	0.88	-	0.50	1.16	
Aloha Swim Center	8.93	-	13.25	13.25	
Tualatin Hills Aquatic Center	17.68	7.66	20.70	21.63	
Beaverton Swim Center	8.26	1.37	13.79	14.91	
Harman Swim Center	8.03	-	12.30	12.20	
Sunset Swim Center	7.09	0.01	11.96	11.96	
Raleigh Swim Center	0.04	0.87	3.11	2.40	
Somerset West Swim Center	0.19	0.25	3.44	3.36	
Total Aquatics	51.10	10.16	79.05	80.87	-
Sports & Inclusion Services					
Manager of Sports	1.00	1.00	1.57	1.57	
Tualatin Hills Athletic Center	43.77	20.10	40.82	41.39	
Babette Horenstein Tennis Center	11.99	3.74	13.94	13.99	
Elsie Stuhr Center	-	-	14.42	14.53	
Garden Home Recreation Center	-	-	31.61	31.42	
Camp Rivendale	2.04	0.46	3.24	3.29	
Total Sports	58.80	25.30	105.60	106.19	-
Recreation					
Manager of Recreation	1.00	1.08	4.13	10.86	
Cedar Hills Recreation Center	38.32	15.33	42.28	44.79	
Conestoga Rec. & Aquatic Center	54.02	18.10	59.39	61.34	
Interpretive Programs	-	-	28.94	30.01	
Garden Home Recreation Center	22.99	9.31	-	-	
Elsie Stuhr Center	8.23	0.75	-	-	
Total Recreation	124.56	44.57	134.74	147.00	-
Community Programs					
Manager of Community Programs	6.26	4.13	-	-	-
Total Community Programs	6.26	4.13	-	-	-
Nature & Trails					
Nature & Trails	12.26	10.07	-	-	-
Nature Education Programs	15.41	8.04	-	-	-
Total Natural & Trails	27.67	18.11	-	-	-
TOTAL PARK & RECREATION SERVICES	270.86	104.76	333.11	351.34	-
TOTAL ALL DIVISIONS	404.88	202.83	491.47	505.75	-

Note: Departmental reorganizations have occurred during this time period.



Budget Committee Questions & Answers



2022-2023 Budget Questions:

1. Page BI-7: We're going to double grant income? Why is sponsorship down?

Response: We've got a lot of grant requests pending or likely to be awarded in the coming year! Of our ~\$17 million capital program, nearly \$13 million is grant funding. There are some big tickets included in that amount: \$5 million for Howard M. Terpenning Recreation Complex improvements, \$2.1 million for Fanno Creek Trail/Greenway Park, and \$1.9 million for permanent restrooms. Fingers crossed! The district will also be seeking out additional grants to assist with funding programs.

Last year, we received funding and partnered with other agencies, such as Beaverton School District, that received COVID relief funds that aren't sustainable once this funding is gone.

2. Page BI-12 (and several other places too): Can you explain NWRESA's funding? We're going to add 6 more full time preschool staff as a direct result of their additional funding next fiscal year?

Response: Correct. We are exploring a one-year partnership where they will fund six full-time teachers to support our preschools. This will be a pilot program that, if approved by NWRESA, may be a format that is used with us and other schools if the Washington County Preschool for All initiative passes.

3. Page CIP-7: "Cooper Mountain Planning" \$15k - is that the \$15k to the City?

Response: Yes, it is. We weren't certain when the agreement would be executed, so are noting those funds as a carryover project for FY 22/23. If the payment is made this fiscal year, the carryforward will not be necessary.

4. Page CIP-8: Sunset Hwy Crossing - \$6 million in 2025? We're going to get some outside funding for that too, right?

Response: We are definitely going to need additional funding for this project, which we expect will be around the \$20 million range. We have a grant request out now for planning funds, and anticipate the planning work will help position us well for seeking additional project funding.

5. Page BD-3: \$55k in rental fees - is that for CWS space? \$82k for elections - did we go over in 2021?

Response: Correct, the \$55K includes funds for rental fees to Tualatin Valley Water District for use of their public meeting room, as well as funding set aside should the board decide to broadcast its meetings on Tualatin Valley Community Television.

The amount spent for elections in FY2021 totaled \$53,984.67. The budget amount for elections from FY2021 was the base amount for the proposed budget, which includes an inflationary 5% to prepare for the uncertainty of the number of elections and measures that will impact the district in the coming year.

6. Page ADM 14: I'm confused on where Camp Rivendale is in the budget binder - it's under Community Programs? Not Recreation?

Response: Camp Rivendale is in Sports & Inclusion (see RSV 32). More information on Camp Rivendale will be shared at Wednesday's work session.

7. Page ADM-37: "expand and diversify the district's vendor pool, providing non-monetary support to community-based partners that build their internal capacities." What does that mean?

Response: The district has made a concerted effort over the past year to expand relationships with local MWESB businesses. Staff are available to assist small local MWESB firms with navigation and technical support. Examples of this can include encouraging and helping with navigation to become MWESB certified. For those small businesses that may not want to become certified, we have updated our procurement procedures to recognize these vendors as minority businesses.

8. Page RSV-27: The attendance numbers from 21/22 to proposed outcome are a big jump but it doesn't seem to have added significantly more classes. Is this because of anticipated free swim days?

Response: Not necessarily due to free swims, but we do anticipate an increase due to some additional classes, as well as an increased offering of lap swim and open swim times.

9. Was additional lobbying capacity able to be added to next year's budget?

Response: Yes! \$35,000 was added for "District Values-oriented Lobbying Support." Those funds were added to the professional services area of the Park Services Division budget, where our state and federal lobbying dollars also reside.

10. Page CIP 2: EDA Grant Match for HMT - what's an EDA Grant? Context?

Response: This grant opportunity comes through the Economic Development Administration, and the specific interest area is related to outdoor recreation. We've submitted a proposal for the conversion of our northern baseball diamond to synthetic turf, the construction of a multi-court pickleball facility, and the repaving of our north parking lot. Total funding for this project would come from the EDA grant (\$5 million), SDCs (\$1.3 million), and our capital replacement program (\$400,000 for the parking lot repaving).

11. Page GF-2: Contingency - why the large increase from \$2.5M to \$8.3M? How are these funds held/deployed under the contingency bucket?

Response: The contingency was increased for next fiscal year to protect/reserve funds for the many unresolved items that are currently being worked on. These items include, but are not limited to, labor union negotiations, class/comp study, and the next stage of COVID. Budget law allows the district to transfer funds out of contingency to an existing appropriation as long as the transfer from contingency does not exceed 15% of the fund's total appropriations. These transfers would be approved by the Board of Directors at a regular board meeting. Public notice of the transfer would be provided and any member of the public wishing to comment on the transfer could do so.

12. Page ADM-22: Safety Services - Training, Travel and Memberships went from \$1,250 to \$9,250 - context for the increase?

Response: The increase in this line item is to fund several initiatives for the coming budget year: provide for an outside vendor to teach verbal communication to Safety Services/Nature & Trails staff/some front desk personnel (\$3,500 estimate); provide adequate funding for proper emergency management training to key personnel (\$2,500); provide formal supervisory training for the Safety Services Lead (\$1,000); provide for outside training to be brought in to instruct Safety Services personnel in a variety of other topics (\$1,000 estimate).

13. Page ADM-37: Parent/Student Reunification for local school districts - tell me more! I've got zero context and sounds meaningful.

Response: In 2014, Safety Services was asked by the Beaverton School District if one of our facilities could be used as a "safe shelter" for students and staff in the event of an evacuation of a Beaverton school. The plan is designed to be "all hazards" to include any event that would necessitate the evacuation of any BSD school where students/staff must be moved to a different location. Should this occur, the HMT campus would be alerted that there is an incident at a school and students/staff are headed our way. THPRD staff would close and prepare the HMT campus for the arrival of students and the corresponding number of parents. BSD staff, THPRD staff, Beaverton C.E.R.T., BPD, and WCSO would all coordinate the effort to then reunite students and parents using the Tennis and Athletic Centers. Drills/walk-throughs at the HMT campus are conducted with all of the partners on a yearly basis.

14. Page ADM-62: Community Partnerships - there's no context/info provided and there's nothing budgeted for 22/23. This pops up later in the binder as well. Just curious to understand what this represents and the \$0 allocation.

Response: This information is included in the budget as part of our requirement for three years of data on each work group. The Community Partnerships director position was eliminated in 2020 and its remaining functions were moved to other departments. This information will be removed from the budget book once we've moved past the third year.

15. Page PSV-5: Partner with other jurisdictions re: racial equity - this is incredible! Yes! How best can the Board help support/partner on this work?

Response: One way this is playing out currently is the work we're doing with the City of Beaverton on the Downtown Park & Open Space Framework Plan. Our engagement & partnership specialist Liana and Communications director Holly are working specifically on crafting a meaningful outreach plan in conjunction with this planning effort – bringing in many of the district's best practices for engagement that were used in the award-winning Vision Action Plan effort. The Board's help in raising awareness of these important joint planning efforts and their associated outreach opportunities would be much appreciated.

16. Page PSV-8: Professional and Technical Services - \$85k in 21/22 up to \$229k 22/23. What's the increase?

Response: The increase is primarily related to a shifting of professional services dollars from other divisions, such as the legislative support funding which had previously been housed in Business Services (\$54,000), comprehensive planning funding also in Business Services (\$30,000), NRPA/CAPRA and staff development funding shifted from Recreation Services (\$24,000), and the new funds added for District Values-based lobbying support (\$35,000).

17. Page PSV-18: Park Maintenance South - Other Services. \$62k in 21/22 up to \$267k 22/23. What's the increase?

Response: These dollars represent modest inflationary increases, but primarily represent a reallocation of part-time dollars toward contracted maintenance services to reflect the challenges we've had with hiring part-time staff.

18. Page PSV-38: Geo-Referenced Amenities Standards Process (GRASP). New to me! Are we already doing this? Do we have past results/date we could review? I love data and this speaks directly to our values!!!

Response: We have used GRASP since our last comprehensive plan update in 2013. It's been a great tool for assessing the quality of system. We last updated the park system's GRASP scores in 2019 with the update of the Parks Functional Plan, and we're currently working with a consultant to perform the analysis for new and renovated parks brought online since that time. Page 33 of the Parks Functional Plan shows the current level of service map, which indicates well-served areas (purple),

areas below service thresholds (yellow), and areas with no service (grey). One note about yellow- and grey-colored areas: some of these are large industrial, office, or commercial areas such as downtown Beaverton and the Sunset Transit Center area.

19. Page RSV-5: Gender Inclusion Policy. I'm 100% behind more of this! Can I learn more? Rolling out the policy - will it include options for gender inclusive sports?

Response: THPRD is offering training about supporting transgender and non-binary patrons and their families. Presented by Reid Vanderburgh, a Portland-based author and educator, this training will provide staff an opportunity to learn about various forms of gender identity and how they manifest in the world. The training will be in two parts – first, staff will learn about terminology, the realities of gender identity, and the kinds of experiences people have when they transition away from the gender assigned to them at birth. The second part of the training will focus on how such identities play out in the world, with examples based on real-life scenarios.

The focus of the policy is to educate staff to provide a welcoming and safe environment for all community members and let participants participate in the program based on how they identify. The policy will be focused on district programs. Affiliates will address this as a club based on the DEIA requirements.

20. Page RSV-31: Meals on Wheels. Wow - didn't know we supported their work. Tell me more about the lease/partnership!

Response: THPRD has partnered with Meals on Wheels People for over 30+ years, formalizing our relationship in 2003. We are currently renegotiating our contract due to their changing of operations. They have started to resume in-person meals this week at the Elsie Stuhr Center on Monday/Wednesday from 12-1p after a two-year pause.

21. Page RSV-48: THPRD Welcome Center. Another WOW! Exciting! Tell me more and do we need add'l funding to support?

Response: A districtwide Welcome Center is being created focused on providing exceptional customer engagement, coordinating the district's quarterly registration process, and supporting the district's bilingual registration events through Centro de Bienvenida. One of the major goals for the first year is researching and compiling many of the district's departments' procedures, then creating training to enhance that exceptional customer service experience center to center. No additional funding is being requested at this time.

22. Page RSV-49: Recreation Manager. \$366k in 21/22 up to \$1.1M 22/23. Explain the increase...tied to FTE increase?

Response: The additions include the 6 FTE staff and part-time staff for the potential partnership with Northwest Regional Educational Service District, where they would fund these full-time positions.

23. Page CP-3 Line #80: Westside Trail Bridge. Educate me on the MSTIP grant. \$600k - already awarded? Would like to better understand how this joint project will/does work as I didn't think all of this was approved yet.

Response: These are MSTIP Opportunity Funds that we expect to use toward the item on line 79 of this same list. We have a \$1.9 million request in to Metro for Parks & Nature Bond funding. Our understanding is that the \$600,000 has not yet been awarded, but we are counting on using these funds as our match if we're successful in getting the Metro funding.

We've done the initial planning work for the bridge, and have requested funding for the design and engineering phase. Total construction cost is north of \$20 million, so we will continue to leverage existing funding and seek grants for bringing this project to fruition. We expect to hear about the Metro grant request in August 2022

24. Page BI-5: Personnel Services Costs budget is 158% of actual 20/21. I remember hearing difficulties in hiring. What are some of the efforts in hiring and how long does it take to fill a vacancy (time to hire)?

Response: This is an incredibly tight labor market due to the pandemic, inflation, historically low unemployment rate, and continued high quit rate as employees across industries either leave the work force or seek new opportunities. At THPRD, we've streamlined the recruitment process while continuing to focus on inclusion; we have increased outreach to the community; created a referral and recruitment incentive program; provided mid-year salary increases for part-time and seasonal classifications; and are currently negotiating with our labor group on a total compensation package intended to be more attractive for recruitment and retention. The proposed budget also includes a fund for part-time and seasonal positions to develop an updated total compensation package for part-time and seasonal workers. Average time to hire for the last 12 months is at 61 days.

25. Page BI-6: 3% merit increase for all represented full-time employees - What's the range and distribution of the merit increase?

Response: The district is currently negotiating a successor agreement with the THPRD Employees Association. The contract expiring 6/30/2022 included rate ranges and contract language that provided for an anniversary date 3% merit increase up to the top of the salary range, which currently includes 9 steps.

26. Page BI-7: Swim Center & Tennis Revenue budget is 577% of actual 20/21. How achievable is this increase? How's the period to date 21/22 actual compared to 21/22 budget?

Response: On FY 20/21 actuals, we had several facilities open at different times during the year and still have closed facilities. We adopted a full budget for FY 2021/22, and centers have been working on revised operating plans that adjust expenditures to align with lower revenue expectations. We still have a few swim centers closed and will not hit revenue targets in aquatics but are close to the revenue targets in sports, tennis, and recreation.

27. Page BI-7: Recreation & Sports Revenue budget is 473% of actual 20/21. How achievable is this increase? How's the period to date 21/22 actual compared to 21/22 budget?

Response: Please see response to question #26.

28. Page BI-7: Grants and Intergovernmental Revenue budget of 22 million. What are some of the new grants? Are any recurring?

Response: Nearly \$13 million of that \$22 million figure comes from capital projects for which the district has either already been awarded grant funds, or is actively pursuing grant dollars. Some examples include:

- **\$5 million requested from the Economic Development Administration for outdoor recreation improvements at the Howard M. Terpenning Recreation Complex (pending; one-time grant)**
- **\$2.1 million from Oregon State lottery funds for improvements at Greenway Park and the Fanno Creek Trail crossing of Scholls Ferry Road (awarded and awaiting agreements; one-time grant)**
- **\$1.9 million from American Rescue Plan Act funds through Oregon legislators for permanent restroom structures (awarded and awaiting agreements; one-time grant)**
- **\$1.9 million from Metro Parks & Nature Bond for design and engineering of Westside Trail Bridge over Highway 26 (pending request; one-time ask, but likely to need several more grants to fund \$20+ million construction cost)**
- **\$750,000 from Local Government Grant Program for La Raíz Park engineering and construction (pending request; one-time ask)**

Additionally, there are program-related grant funds that have been embedded within the Recreation Services budgets where the programs are housed, including funding from the Northwest Regional Education Service District for preschool teacher positions.

29. Page SD-6: Materials & Services assumptions for 23/24 and 24/27 are 7%. However, the annual increase of the dollar amounts is 3%. Where would I see the 7%?

Response: Thank you for catching this mistake. It is a formula error. Please see the attached replacement page.

30. Comments on class registration: It's awesome that the district is providing assistance with class registration. Have you considered a lottery system? For example, allow people 3 days (or just set a cutoff date) to register, and if the demand is higher than the class size, a lottery will be run. This way, everyone gets an equal opportunity. The staff can help patrons register in advance without giving them preferential treatment. Some patrons won't be at a disadvantage just because they don't have access to computers at 8 on Saturday morning, they don't have time because they have to work, they are not fast enough or tech savvy, etc.

Response: Thank you for the feedback on class registration. There are many good ideas out there for updating our registration process. At this time, our focus is on completing the Tyler Munis implementation process. After we complete our financial system update, which will take another couple of years, we will then move on to begin to scope changes to our website and registration system. It will take us time and a lot of planning on the front end to be prepared for that project. We will be examining closely all aspects of the registration process and how to improve the experience for patrons. So please be patient with us as we must first complete the Tyler Munis implementation before being ready to undertake large-scale changes to our registration process or system.