

**TUALATIN HILLS PARK & RECREATION DISTRICT
BEAVERTON, OREGON
ADOPTED BUDGET
FISCAL YEAR
2019/20**



**ADOPTED BUDGET
FISCAL YEAR
2019/20**



**TUALATIN HILLS
PARK & RECREATION DISTRICT**

BEAVERTON, OREGON

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Tualatin Hills Park & Recreation District
Oregon**

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morill

Executive Director

TUALATIN HILLS PARK & RECREATION DISTRICT

Fiscal Year 2019/20 Budget

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INTRODUCTION

Budget Committee Information

Message to the Budget Committee

Minutes of the February 19, 2019 Budget Committee Meeting

Minutes of the April 16, 2019 Budget Committee Meeting

Minutes of the May 21, 2019 Budget Committee Meeting

Budget Resolution





TUALATIN HILLS PARK & RECREATION DISTRICT

2019/20 BUDGET COMMITTEE

Board of Directors

John Griffiths

Ali Kavianian

Wendy Kroger

Felicita Monteblanco

Todd Duwe

Electors

Susan Cole

Shannon Kennedy

Anthony Mills

Samira Godil

Ashley Hartmeier-Prigg

THPRD STAFF

Doug Menke, General Manager

Keith Hobson, Director of Business & Facilities

Holly Thompson, Communications Director

Geoff Roach, Director of Community Partnerships

Aisha Panas, Director of Park & Recreation Services

Jessica Collins, Executive Assistant





MEMO

To: The Budget Committee
From: Doug Menke, General Manager
Date: April 16, 2019
Re: Proposed Budget Fiscal Year 2019/20

I am pleased to present the Proposed Budget Fiscal Year 2019/20 for the Tualatin Hills Park & Recreation District (THPRD). This budget represents a financial operating plan for THPRD to carry out its mission during the 2019/20 fiscal year.

Mission and Goals

THPRD's mission statement remains the same: "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." THPRD's strategic direction is guided by the long-term goals established in the 2013 Comprehensive Plan Update. These goals are:

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

Planning Process

Goal Outcomes and Business Plans

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

Staff took the goal outcome measures approved for FY 2019/20 and developed business plans designed to achieve the goal outcomes. Each business plan was assessed based on its return on investment (ROI), the measurable outcome generated for the funding investment required. The plans with a reasonable ROI, and that most directly addressed the desired goal outcomes, were approved for inclusion in the proposed budget.

Within each departmental budget narrative, we have described the business plans that are included within that department's proposed budget.

Comprehensive Plan

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

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

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

Finally, functional plans in five key areas (parks, programs, natural resources, trails, and athletic facilities) were completed; these plans provide direction on how to achieve the recommendations of the Strategic Plan and the Service and Financial Sustainability Plan. We have also made revisions to policies and operational procedures to implement recommendations of the planning efforts.

We have just commenced a visioning process, the purpose of which will be to conduct meaningful, cross-cultural, extensive engagement, to better understand the goals and aspirations of the patrons we serve. From the information learned through this effort a guiding vision for the district's future will be developed to ensure the work we are doing meets the aspirational needs of our community

Key Themes for the FY 2019/20 Budget

While THPRD's mission and the eight long-term strategic goals have not changed, all of the above planning efforts have highlighted some key priorities, or themes, that are being addressed in the FY 2019/20 proposed budget:

- We are continuing our efforts to ensure that THPRD serves our entire community, and we are working to eliminate barriers that may limit participation by segments of our community. Key items in the budget for this theme include:
 - Provide quality sports and recreational facilities for park district residents and workers of all ages, cultural backgrounds, abilities and income levels
 - Continue to coordinate and work on completing ADA Transition Plan items with the focus on safety items and access to several facilities
 - Continue positive collaboration with the City of Beaverton in providing free, open to all, community events and programs that share a common theme
 - Continue partnering with the City of Beaverton in their efforts to support not for profit agencies to provide safe shelter spaces for individuals and families who are experiencing homelessness; we are also creating a resource in the budget to mitigate the impact of systems development fees for affordable housing development.
 - Expand afterschool programs to serve the children in the Beaverton School District
 - Continue to provide expanded number of class offerings for the Make A Splash free swim lesson program at each of the indoor pools
 - Provide lifeguard training courses that eliminate barriers to participation, such as providing financial assistance to allow individuals to participate in the course and testing, and providing language support for individuals during courses.

- We are working to enhance our communication and outreach efforts with patrons and residents. While this will support our marketing efforts, it is also intended to provide new channels for patrons to communicate with THPRD. Key items in the budget for this theme include:

- Effectively communicate information about park district goals, policies, programs and facilities among district residents, customers, staff, district advisory committees, the district board, partnering agencies and other groups
 - Continuing enhanced engagement procedures for public input on development projects
 - Expanding the financial assistance program that ensures that no district resident is denied a recreational opportunity purely due to financial limitations. Funding a full-time employee to support this program
 - Complete the visioning process, the purpose of which is to conduct meaningful, cross-cultural, extensive engagement, to better understand the goals and aspirations of the patrons we serve.
- We are working to maintain and enhance our levels of service in THPRD's parks, trails, natural areas and recreation facilities while also improving efficiency of maintenance services. The Comprehensive Plan Update identifies opportunities for us to enhance the level of service at our various facilities even as we add to our inventory through the investments funded by the 2008 bond measure. Key items in the budget for this theme include:
 - Continue the completion of the Bond Capital program, which will add additional parks, natural areas, trail connections and athletic facilities
 - Continue to manage the SDC capital program which will add new parks, trails and open space to serve newly developing, or redeveloping, areas of the district
 - Implementing the Comprehensive Plan Update and Service and Financial Sustainability Analysis recommendations, including implementation of the update of the Parks Functional Plan
 - Funding additional part-time maintenance staffing, supplies and utility cost increases to maintain new or expanded parks, athletic fields and buildings
 - Continuing to operate under a grant strategy that prioritizes THPRD's needs and matches them against available funding opportunities
 - Acquire, conserve and enhance natural areas and open spaces with the district
- We are working to ensure continuity of service for our patrons and minimize service disruptions. Key items in the budget for this theme include:
 - Continuing funding of a Capital Replacement Reserve that, when fully funded, will ensure funding of capital replacements and facilities in the future
 - Completing replacement of Finance Services' financial software to provide for growth and efficiency needs of THPRD
- We are working to move resource allocation on THPRD services in line with the targets established by the Service and Financial Sustainability Analysis. While this work involves reviewing fees for our services, we are first looking to enhance resource allocation through efficiencies and cost savings, as well as by targeted service divestment. Key items in the budget for this theme include:
 - Funding energy savings improvements that will ultimately lower the cost of operations through reduced energy usage; enhancements include energy efficiency projects at HMT Recreation Complex, Cedar Hills Recreation Center, Elsie Stuhr Center and Conestoga Recreation & Aquatic Center
 - Continuing to participate in the Strategic Energy Management cohort, in order to enable the District to adopt current industry best practices for energy efficiency
 - Continue with targeted fee adjustments to bring programs and activities in line with resource allocation targets

Budget Process

The April 16, 2019 budget committee work session is the second of three meetings for the budget committee, the third being the May 21, 2019 budget committee meeting.

The budget committee work session is intended to provide the budget committee an opportunity for in-depth review and discussion of the Proposed Budget Fiscal Year 2019/20, 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 21, 2019, the budget committee will be asked to approve THPRD's 2019/20 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 18, 2019. 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 2019/20 General Fund budget is \$76,399,701. This is an increase of 22.0% from the 2018/19 fiscal year budget, which is primarily attributable to increases in capital funding, but also to inflationary increases and increases in the Capital Replacement Reserve, which is transferring to a separate fund in FY 2019/20.

General Fund Resources

Beginning Cash on Hand for the 2019/20 fiscal year is estimated at \$6,500,000, which is consistent with the prior year. The Balance Forward from Prior Year Projects is estimated at \$6,428,700 which represents a 227.1% increase from the prior year and is due primarily to timing of General Fund support for project work at Cedar Hills Park, as well as timing of the financial system replacement project. The Capital Replacement Reserve funded through FY 2018/19 also represents an additional \$3,400,000 of the beginning balance in the General Fund.

THPRD's overall assessed valuation is estimated to increase by 4.5%. This represents the 3% allowed under statute for those properties where assessed value is below the real market value, plus 1.5% of exception-based growth from new development. Accordingly, the overall assessed value is estimated to increase from \$25.5 billion to \$26.7 billion.

The FY 2019/20 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 \$0.31, resulting in a combined property tax rate per \$1,000 of \$1.62. The FY 2018/19 property tax rates for General Fund operations and bonded debt were \$1.31 and \$0.32, respectively.

In FY 2018/19, 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 2018/19, due to Measure 5 compression, were insignificant. It is anticipated in FY 2019/20 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. Please refer to the table, Measure 5 Impact on Washington County Taxing Agencies (included in your budget document on page RE-3).

The estimates for program fee revenue in the proposed budget are based on a detail review of class offerings and program revenue trends. 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 2019/20 proposed budget, staff carefully reviewed program revenue calculations to ensure that budget revenues are realistic in light of current participation levels.

General Fund Appropriations

Of the proposed FY 2019/20 General Fund appropriations, 47% supports Personnel Services, 14% supports Materials & Services, 27% supports Capital Outlay, 3% supports Debt Service, 3% supports the Contingency Account and 6% supports the transfer to other funds, most significantly to the Capital Replacement Reserve fund to support major capital replacements. This distribution reflects a 6% decrease Personnel Services funding, 1% decrease in Materials and Services, 6% increase in Capital Outlay, 1%

decrease in Contingency, 1% increase in Capital Replacement Reserve and 1% increase in Debt Service as compared to the current year distribution.

The General Fund Capital Outlay appropriations of \$20,507,815 comprise 27% of the proposed General Fund budget. Capital outlay for information technology is included in the Information Services Department, and capital outlay for maintenance equipment is included in the Maintenance Operations Department. The balance of the capital outlay, \$19,986,427, 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. In accordance with the budget priority to maintain existing facilities and avoid deferring replacements, a maintenance replacement schedule has been developed and the General Fund Capital Outlay has been prioritized toward these replacements. In those capital outlay categories that include maintenance replacements, the program funding has been further broken down between replacements and improvements. Please refer to the Capital 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 2019/20 General Fund resources and appropriations (a summary follows on page 19).

The proposed resources for the General Fund are approximately \$18.6 million higher than the projections provided in the midyear budget projection. Factors causing this increase include:

- Increase of \$0.7 million in Program and Facility Fees for targeted program additions
- Increase of \$6.4 million in Project Carryovers; this represents offsetting resources and expenditures
- Increase of \$11.4 million in Other Resources due to increases in grants and \$8.0 million in debt proceeds
- Increase in Property Taxes of \$0.1 million

Combined Personnel Services

The FY 2019/20 proposed budget reflects a 9.1% overall increase in Personnel Services costs. Included in the increase is a 3% cost-of-living adjustment and merit increases for represented full-time and regular part-time employees. The budget also reflects anticipated increases in health insurance rates of 4%, and no change for dental insurance costs. THPRD's current collective bargaining agreement expires June 30, 2019 so the cost of living and health benefit cost increases should be considered as place-holders pending completion of the new collective bargaining agreement. The overall increase in personnel services costs resulting from the cost-of-living and merit increases is 0.7%. The overall increase resulting from health and dental insurance cost increases is 1.4%, although only 0.5% of the increase is due to increases in rates, and the balance is due to changes in coverage levels as staff positions have turned over. Retirement plan costs increased significantly in 2018/19, over the adopted budget, and required a budget transfer to cover the cost increase. Reflecting the new higher rates in the 2019/20 proposed budget contributes 3.4% of the overall increase. Payroll tax increases account for 0.2% of the increase.

The proposed budget reflects four upgraded regular part-time positions to full time, and elimination of one other vacant regular part-time position. The budget also reflects the conversion of a part-time financial assistance specialist to a new full-time position. The net effect of all the position changes is an increase of five full-time positions and a decrease of five regular part-time position, and an overall increase in cost resulting from the changes of 0.2% of the Personnel Services cost. The balance of the change in Personnel Services cost, an increase in overall cost of 3.2%, results from increases in part-time staffing costs to reflect increases in programs and activities, and increases in the maintenance load.

System Development Charges Fund

In the System Development Charges Fund (SDC) budget tab, you will note that THPRD estimates a carryover balance of SDC funds of approximately \$23.8 million. The project carryover commitment to FY 2019/20 is approximately \$20.1 million, leaving \$3.7 million of the carryover available for new project commitments. In addition, THPRD is projecting to generate approximately \$7.6 million of new SDC revenues in FY 2019/20. As shown in the SDC budget tab, these combined resources are being used as follows:

- To provide \$1.7 million of additional funding for carry-over projects, \$2.5 million of new funds for land acquisition, and \$0.8 million of development funds for new projects.
- This leaves approximately \$6.3 million available for appropriation to new projects in FY 2018/19 once the receipt of the SDC revenue is assured.

The board of directors programs the use of SDC funds using a five-year SDC Capital Improvement Plan (CIP). The most recent update of this five-year plan, which was completed in March 2019 based on the updated Parks Functional Plan, created a project list for the SDC fund, with priority projects identified for funding through FY 2020/21. The project list was updated to designate funding for North Bethany, South Cooper Mountain, Bonnie Slope West and non-overlay areas based on anticipated SDC revenues in each of these areas. The updated CIP reflects an updated cash flow projection, based on the rates resulting from the revised SDC methodology, and anticipates total available SDC resources over the five years of between \$47.2 million and \$55.5 million.

Residential construction activity has been strong as the economy has rebounded from the 2008 recession, and we have continued to adjust the revenue projections to reflect anticipated revenues from new urban expansion areas such as North Bethany and South Cooper Mountain. Timing of construction activity continues to be difficult to predict, however, and our 2018/19 budgeted revenue projections will not be met by actual revenues. As a result we are lowering our revenue projection for the FY 2019/20 Proposed Budget to a more conservative level. In addition, due to the uncertainty in the level of SDC activity, however, the five-year SDC cash flow projections include a revenue estimation reserve that offsets 20-25% of estimated revenue. This is the reason for the wide range in estimated five-year SDC resources.

The uncertainty over actual SDC revenue in FY 2019/20, plus the timing of its collection are also the reasons that the proposed budget leaves a significant portion of the available SDC resources in an undesignated project appropriation.

Bond Capital Projects Fund

With the approval by THPRD voters of the \$100 million Park Bond Levy request in November 2008, THPRD has been actively implementing a capital project program to develop the projects included in the bond measure. THPRD issued most of the bond authorization in two separate issues. The first issue of \$58.5 million was issued in April 2009, and the second issue of \$40.1 million was issued in September 2011. As we have previously noted to the budget committee, THPRD was able to issue the bonds at very favorable market rates, resulting in actual bond levy rates well below those estimated in the election materials. The positive interest rate environment in FY 2014/15 made it possible to refinance the 2009 issue at lower rates resulting in a reduction of debt service cost to THPRD taxpayers of approximately 6%. In conjunction with this refinancing, the district also issued the remaining \$1.4 million of authorization under the \$100 million total. In FY 2016/17, favorable rates again allowed for the refinancing of a portion of the 2011 issue resulting in additional cost savings of approximately \$900,000. The combined bond property tax rate for FY 2019/20 is estimated to be 31 cents per \$1,000 of assessed value, well under the projected rate of 37 cents used in the bond levy information.

The FY 2019/20 appropriation is based on available resources in the Bond Capital Projects Fund of \$9.8 million, which is comprised of \$9.6 million remaining of all of the bonds issued after accounting for estimated cumulative project expenditures through June 30, 2019, plus additional revenues from interest earnings. Bond Capital Projects Fund resources are appropriated to individual projects based on estimates used to create the bond levy package placed before THPRD voters. Where actual project costs on completed projects differ from the project budgets, THPRD can reallocate funds to projects within a project category, and, within certain guidelines, between project categories. At this time, the projected overall bond capital program costs are within overall available funds. The budget reflects only available funds within categories and any specific project shortfall will need to be addressed prior to awarding the contract on these bond projects.

The estimated cumulative project expenditures from the Bond Capital Projects Fund through June 30, 2019, are approximately \$93.5 million. Five development categories, New Neighborhood Park Development, New Community Park Development, Facility Expansions, ADA/Access Improvements, and Deferred Park Maintenance Replacements, are completed.

Land acquisition activity has also been proceeding and four acquisition categories, New Neighborhood Park Land Acquisition, Linear Park and Trail Land Acquisition, New Community Park Land Acquisition and Community Center Land Acquisition are complete. As of June 30, 2018, 11 neighborhood park sites, two community park sites, and two community center sites, totaling 85 acres, have been acquired under the bond program as well as over 83 acres of natural area and trail corridor.

Other Funds

Debt Service

The Debt Service Fund reflects the revenue and expenditure activity associated with annual debt service on the \$100 million approved by THPRD voters in 2008. This debt service is supported by a separate tax levy.

Special Revenue

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

Capital Replacement Reserve

The Capital Replacement Reserve is being established as a separate fund in FY 2019/20, to separately account for the capital replacement reserve previously established in the general fund. For budget purposes, the district will track capital replacement funding, reserve balances, and associated project costs for the major capital replacements in this fund.

Looking Forward Beyond FY 2019/20

A hallmark of THPRD budgeting and financial and operational management over the last several years has been the long-term focus applied in decision-making. Over the last 10 years, THPRD's budget has been guided by the Comprehensive Plan and the Long-term Financial Plan and this long-term focus has ensured that key, and sometimes difficult, decisions were made early and crisis responses were not necessary. This has evolved into our efforts to meet resource allocation goals with the intent of establishing capital replacement reserves to ensure that THPRD can continue to provide high-quality facilities and services into the future. Our strong financial planning and our stable position has been recognized by credit rating agencies allowing us to borrow funds at very competitive interest rates, further reducing cost to our taxpayers.

We are maintaining this long-term focus and we continually monitor a forward-looking 10-year projection of our financial position and our deferred maintenance backlog. We have continued to manage backlogs through funding of replacement projects each year and fund dollars for the Capital Replacement Reserve. The fact that we are able to also continue funding a Capital Replacement Reserve is also evidence of the success of our financial planning and resource allocation efforts.

We have included the five year operating forecast for the General Fund in the Supplemental Data. The forecast reflects a balanced budget projected through fiscal year 2023, including the funding of the Capital Replacement Reserve. As we continue to move toward our resource allocation targets, this long-term perspective should continue to improve and ensure that we are leaving a legacy of outstanding service and stability for future generations.

Acknowledgments

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

THPRD's advisory committees (Nature & Trails, Parks & Facilities, and Programs & Events), as well as special interest groups and individuals, are also to be commended for their time, expert advice and recommendations.

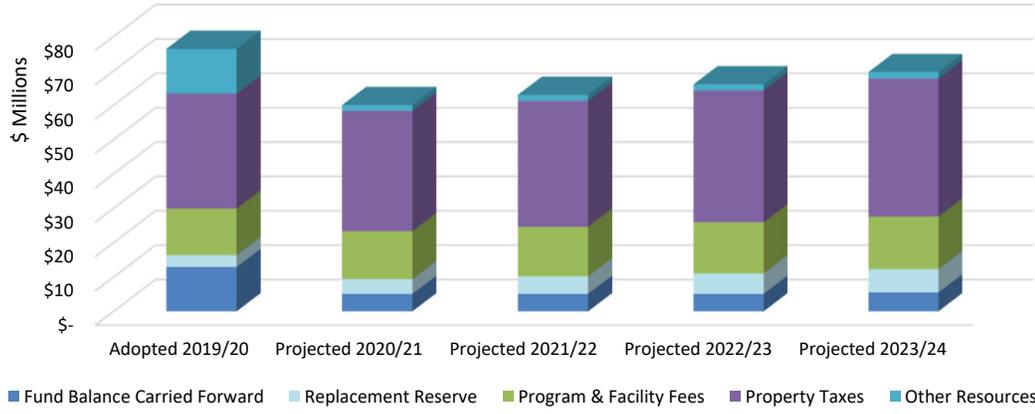
The board of directors and staff strive to keep the Tualatin Hills Park & Recreation District a major partner in enhancing the livability of our area. Staff look forward to meeting with you at 6 pm, Tuesday, April 16, 2019, at your budget committee work session, and sharing with you the Proposed Budget Fiscal Year 2019/20 which has a direct impact on why and how the Tualatin Hills Park & Recreation District enhances the quality of life for the patrons we serve.

Sincerely,

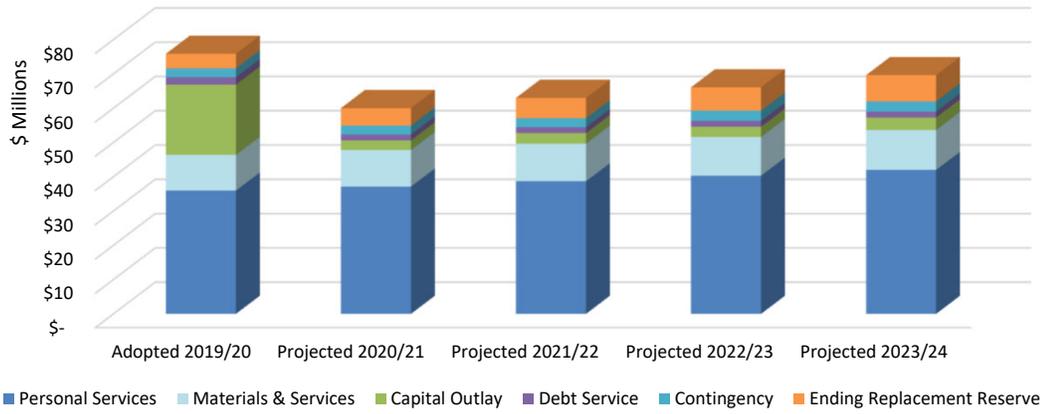
A handwritten signature in black ink, appearing to read "Doug Menke". The signature is fluid and cursive, with a large initial "D" and "M".

Doug Menke
General Manager

Five Year Forecast - Resources



Five Year Forecast - Expenditures



FY 2018-19 THPRD Goal Outcomes

Parks

Final 2014-15 (PY Service Level) Final 2015-16 (PY Service Level) Final 2016-17 (PY Service Level) Final 2017-18 (CY Service Level) 2018-19 Goal Outcome

| Measures | Demand | Final 2014-15 (PY Service Level) | Final 2015-16 (PY Service Level) | Final 2016-17 (PY Service Level) | Final 2017-18 (CY Service Level) | 2018-19 Goal Outcome |
|--|---|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------|
| Goal 1 | Provide quality neighborhood and community parks that are readily accessible to the residents through the District's Service Area. | | | | | |
| Input | | | 651,616 | 424,858 | 451,146 | increase |
| | \$ of park grants applied for | | | | | |
| Output | | | 262,524 | 340,156 | - | increase |
| | \$ of park grants awarded | | (1) | (1) | (1) | decrease |
| | % of district below service threshold (74.7) | 1% | | | | |
| | % of district that is identified walkable access below service threshold | 25% | (1) | (1) | (1) | decrease |
| Efficiency | | | | | | |
| Outcome | | | | | | |
| | Average GRASP Score | 82 | (1) | (1) | (1) | maintain |
| Strategies | Strategy: Continue to pursue partnerships in land acquisition, facility development, programming, marketing, maintenance and other activities with partnering service providers (6B) | | | | | |
| Action Steps | Strategy: Use current baseline GRASP® analysis to guide future park development and land acquisition. (1D) | | | | | |
| | 2018-19 - Action Step: Update the Parks Functional Plan, including an updated GRASP analysis. | | | | | |
| | 2018-19 - Action Step: Update the SDC CIP to reflect updated Parks Functional Plan. | | | | | |
| | 2018-19 - Action Step: Conduct a land acquisition study to address needs in underserved areas of the district, as well as ensure service in new urban areas; this type of inventory study to include natural resource properties as well as future park sites, including urban parks, such as plazas, amphitheaters, etc. | | | | | |
| | 2018-19 - Action Step: Develop strategy for land acquisition in urban reserves and underserved areas to be included in Parks Functional Plan Update. | | | | | |
| | 2018-19 - Action Step: Complete IGA with City of Beaverton. | | | | | |
| | 2018-19 - Action Step: Form a Long-range Facility Planning Task Force to plan implementation of community visioning process results, including | | | | | |
| (1) Not available every year. Periodically measured through the update of the GRASP® analysis. | | | | | | |

FY 2018-19 THPRD Goal Outcomes

Programs

Final 2014-15 (PY Service Level) Final 2015-16 (PY Service Level) Final 2016-17 (PY Service Level) Final 2017-18 (CY Service Level) 2018-19 Goal Outcome

| Goal 2 | Provide quality sports and recreation facilities and programs for district residents and workers of all ages, cultural backgrounds, abilities and income levels. | | | | | |
|---------------------|--|---------|---------|---------|---------|----------|
| Measures | Demand | | | | | |
| | Scholarship Program applications approved | 966 | 594 | 813 | 752 | increase |
| | \$ of Scholarship Program funds used | 241,944 | 180,881 | 153,460 | 195,393 | increase |
| | Input | | | | | |
| | \$ of program grants applied for | | | - | 3,600 | increase |
| | Output | | | | | |
| | \$ of program grants awarded | | | - | - | increase |
| | Contact hours for afterschool programming | | | | | increase |
| | Efficiency | | | | | |
| | Aggregate registration as % of aggregate class minimums | 162.7% | 165.8% | 172.0% | 168.0% | maintain |
| | Outcome | | | | | |
| | | | | | | |
| Strategies | Strategy: Review IGA with Beaverton School District. (18.a.3) | | | | | |
| | Strategy: Provide a variety of programs at recreation centers to address the needs of all user groups, including children, teens, adults, seniors, ethnic and minority persons, and persons with disabilities; provide programs and services that meet the needs of people of all abilities. | | | | | |
| Action Steps | 2018-19 - Action Step: Hold regular meetings of BSD and THPRD staff (and other potential partners such as Beaverton PAL) to discuss program | | | | | |
| | 2018-19 - Action Step: Review Internal Diversity Development Plan and Community Outreach Roadmap and develop short-term action plan. | | | | | |
| | 2018-19 - Action Step: Expand special events and seek out opportunities to partner on events in Beaverton and unincorporated areas of the district. | | | | | |
| | 2018-19 - Action Step: Form a Long-range Facility Planning Task Force to plan implementation of community visioning process results, including | | | | | |
| | 2018-19 - Action Step: Complete the Scholarship Program assessment and make recommendations to the board about how the scholarship program should be directed to advance Access for All; including how THPRD should: | | | | | |
| | <ul style="list-style-type: none"> • Operate the program moving forward • Prepare staff and others to implement the program • Partner with THPF to expand the program's reach | | | | | |

FY 2018-19 THPRD Goal Outcomes

Maintenance and Operations

Final 2014-15 (PY Service Level)
 Final 2015-16 (PY Service Level)
 Final 2016-17 (PY Service Level)
 Final 2017-18 (CY Service Level)
 2018-19 Goal Outcome

| Goal 3 | Operate and maintain parks in an efficient, safe and cost effective manner, while maintaining high standards. | | | | |
|-----------------|---|-----------|-----------|-----------|--------------------|
| Measures | Demand | | | | |
| | Input | | | | |
| | Output | | | | |
| | Efficiency | | | | |
| | Outcome | | | | |
| | % of park standards met | | | TBD | increase |
| | \$ of unfunded major capital replacement reserve liability | 8,338,197 | 7,400,210 | 7,312,021 | 5,958,376 decrease |

Note: There are no Goal 3 strategies or actions steps for FY2018/19.

FY 2018-19 THPRD Goal Outcomes

Natural Resources

Final 2014-15 (PY Service Level) Final 2015-16 (PY Service Level) Final 2016-17 (PY Service Level) Final 2017-18 (CY Service Level) 2018-19 Goal Outcome

| Goal 4 | Acquire, conserve and enhance natural areas and open spaces within the district. | | | | | |
|---------------------|--|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------|
| Measures | Demand | Final 2014-15 (PY Service Level) | Final 2015-16 (PY Service Level) | Final 2016-17 (PY Service Level) | Final 2017-18 (CY Service Level) | 2018-19 Goal Outcome |
| Input | | | 110,000 | 423,125 | 93,935 | increase |
| | \$ of natural area grants applied for | | | | | |
| Output | | | - | 250,000 | 69,935 | increase |
| | \$ of natural area grants awarded | | | | | |
| | Remaining balance of natural resource bond funds: | | | | | |
| | Restoration \$ | 2,740,598 | 2,522,648 | 2,440,333 | 2,205,778 | decrease |
| | Restoration % remaining of available funds | 71% | 65% | 63% | 60% | decrease |
| | Land Acquisition \$ | 4,137,588 | 3,829,720 | 3,748,073 | 3,627,503 | decrease |
| | Land Acquisition % remaining of available funds | 48% | 44% | 43% | 42% | decrease |
| Efficiency | | | | | | |
| Outcome | | | | | | |
| | Cumulative # of natural resource acres acquired with bond or bond leveraged funds. | 62 | 68 | 72 | 83 | increase |
| Strategies | Strategy: Develop an interconnected system of greenways and wildlife habitat. (4B) | | | | | |
| Action Steps | 2018-19 - Action Step: Form a Long-range Facility Planning Task Force to plan implementation of community visioning process results, including | | | | | |

FY 2018-19 THPRD Goal Outcomes

Trails

Final 2014-15 (PY Service Level) Final 2015-16 (PY Service Level) Final 2016-17 (PY Service Level) Final 2017-18 (CY Service Level) 2018-19 Goal Outcome

| Goal 5 | Develop and maintain a core system of regional trails, complemented by an interconnected system of community and neighborhood trails, to provide a variety of recreational opportunities, such as walking, bicycling and jogging. |
|---|---|
| Measures | Demand |
| Input | \$ of trail grants applied for |
| Output | \$ of trail grants awarded |
| Efficiency | |
| Outcome | Number of discrete trailsheds |
| Strategies | Strategy: THPRD will identify several (3 to 5) ideas per budget cycle from the Alternative Parks and Recreation Operations and Capital Development Funding Sources section of the Service and Financial Sustainability Analysis and formulate a work team to explore the pros and cons, and potential outcomes for consideration to implement through managers. |
| Action Steps | <p>2018-19 - Action Step: Continue implementation of grant strategy that prioritizes district needs and matches them against available funding opportunities and dedicates adequate resources to achieve strategic goals.</p> <p>2018-19 - Action Step: Form a Long-range Facility Planning Task Force to plan implementation of community visioning process results, including</p> |
| (2) Trailsheds reflect the number of independent trail systems. A decrease reflects greater interconnectivity. Data not available every year. Periodically measured through the update of the Trails Functional Plan. | |



FY 2018-19 THPRD Goal Outcomes

Efficient Service Delivery

Final 2014-15 (PY Service Level) Final 2015-16 (PY Service Level) Final 2016-17 (PY Service Level) Final 2017-18 (CY Service Level) 2018-19 Goal Outcome

| Goal 6 | Provide value and efficient service delivery for taxpayers, patrons and others who help fund park district activities. | | | | |
|--|--|---------|---------|---------|----------|
| Measures Demand | | | | | |
| Average applicants per recruitment | 60 | 56 | 77 | 59 | increase |
| Input | | | | | |
| % of FT and RPT employee non-retirement turnover | | | | 6.8% | decrease |
| Output | | | | | |
| \$ training expenditures | 217,606 | 250,595 | 229,821 | 202,386 | increase |
| Efficiency | | | | | |
| Outcome | | | | | |

Note: There are no Goal 6 strategies or actions steps for FY2018/19.

FY 2018-19 THPRD Goal Outcomes

Communication

Final 2014-15 (PY Service Level) Final 2015-16 (PY Service Level) Final 2016-17 (PY Service Level) Final 2017-18 (CY Service Level) 2018-19 Goal Outcome

| | | | | | |
|---------------------|---|--------|--------|--------|----------|
| Goal 7 | Effectively communicate information about park district goals, policies, programs and facilities among public within the District, customers, staff, District advisory committees the District Board, partnering agencies and other groups. | | | | |
| Measures | Demand | | | | |
| | Input | | | | |
| | Output | | | | |
| | Discrete public contact points engaged in park master planning outreach. | | 1,604 | 3,057 | increase |
| | Active accounts | 29,606 | 31,173 | 31,466 | increase |
| | Efficiency | | | | |
| | Outcome | | | | |
| Strategies | Strategy: Work with ethnic and/or cultural advocacy or community groups to enhance communications about district programs, facilities and other opportunities to their constituencies. (7F) | | | | |
| Action Steps | 2018-19 - Action Step: Provide draft DEI action plan for evaluation of how the plan fits into the larger visioning effort. 2018-19 - Action Step: Prepare FY 2019/20 goal objectives to continue visioning effort after June 2019. | | | | |

FY 2018-19 THPRD Goal Outcomes

Sustainability

Final 2014-15 (PY Service Level) Final 2015-16 (PY Service Level) Final 2016-17 (PY Service Level) Final 2017-18 (CY Service Level) 2018-19 Goal Outcome

| | | | | | |
|---------------------|---|--|---------|---------|----------|
| Goal 8 | Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of park district programs and facilities. | | | | |
| Measures | Demand | | | | |
| | Input | | | | |
| | \$ of sustainability grants applied for | | 350,614 | 134,271 | increase |
| | Output | | | | |
| | \$ of sustainability grants awarded | | 287,212 | 134,271 | increase |
| | Efficiency | | | | |
| | Outcome | | | | |
| | Cumulative annual utility \$ savings achieved with grant or grant leveraged funds | | 79,652 | 144,504 | increase |
| Strategies | Strategy: THPRD will identify several (3 to 5) ideas per budget cycle from the Alternative Parks and Recreation Operations and Capital Development Funding Sources section of the Service and Financial Sustainability Analysis and formulate a work team to explore the pros and cons, and potential outcomes for consideration to implement through managers. | | | | |
| Action Steps | 2018-19 - Action Step: Continue implementation of grant strategy that prioritizes district needs and matches them against available funding opportunities and dedicates adequate resources to achieve strategic goals. | | | | |



Tualatin Hills Park & Recreation District

Comparison of FY 2019/20 Adopted General Fund Budget to Prior Projections

| | Adopted Budget 2019/20 | Per Feb 2019 Midyear Projection | | Per April 2018 Work Session Projection | |
|-----------------------------|------------------------------|---------------------------------------|----------------------|--|----------------------|
| | | | Difference | | Difference |
| Capital Replacement Reserve | \$ 3,400,000 | \$ 3,400,000 | \$ - | \$ 3,400,000 | \$ - |
| Cash on Hand | 6,500,000 | 6,500,000 | - | 4,000,000 | 2,500,000 |
| Program & Facility Fees | 13,591,406 | 12,863,114 | 728,292 | 12,851,738 | 739,668 |
| Other Resources | 12,782,394 | 1,423,997 | 11,358,397 | 3,259,115 | 9,523,279 |
| Project Carryovers | 6,428,700 | - | 6,428,700 | - | 6,428,700 |
| Transfers in | 250,000 | 250,000 | - | - | 250,000 |
| Property Taxes | 33,447,201 | 33,340,000 | 107,201 | 33,408,627 | 38,574 |
| Total Resources | \$ 76,399,701 | \$ 57,777,111 | \$ 18,622,590 | \$ 56,919,480 | \$ 19,480,221 |
| Personal Services | \$ 35,965,749 | \$ 35,073,815 | \$ 891,934 | \$ 34,492,340 | \$ 1,473,409 |
| Materials & Services | 10,408,612 | 9,472,219 | 936,393 | 9,529,283 | 879,329 |
| Capital Outlay | 20,507,815 | 5,031,552 | 15,476,263 | 4,600,476 | 15,907,339 |
| Debt Service - COP and TAN | 2,149,525 | 1,349,525 | 800,000 | 1,212,381 | 937,144 |
| Transfers to Other Funds | 518,000 | - | 518,000 | - | 518,000 |
| Contingency | 2,600,000 | 2,600,000 | - | 2,835,000 | (235,000) |
| Ending Replacement Reserve | 4,250,000 | 4,250,000 | - | 4,250,000 | - |
| Total Requirements | \$ 76,399,701 | \$ 57,777,111 | \$ 18,622,590 | \$ 56,919,480 | \$ 19,480,221 |





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

A Tualatin Hills Park & Recreation District Budget Committee Meeting was held at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton, on Tuesday, February 19, 2019, 7 pm.

Present:

| | |
|------------------------|-----------------------------------|
| Susan Cole | Chair/Budget Committee Member |
| Shannon Kennedy | Secretary/Budget Committee Member |
| Todd Duwe | Budget Committee Member |
| Samira Godil | Budget Committee Member |
| John Griffiths | Budget Committee Member |
| Ashley Hartmeier-Prigg | Budget Committee Member |
| Ali Kavianian | Budget Committee Member |
| Wendy Kroger | Budget Committee Member |
| Anthony Mills | Budget Committee Member |
| Felicita Montebianco | Budget Committee Member |
| Doug Menke | General Manager |

Agenda Item #1 – Call to Order

The meeting was called to order by Chair Susan Cole at 7 pm. All present introduced themselves.

Agenda Item #2 – Election of Officers

Shannon Kennedy nominated Susan Cole to serve as chair of the budget committee. Felicita Montebianco seconded the nomination. Hearing no further nominations, a vote was called. The vote was UNANIMOUS in favor of appointing Susan Cole to serve as chair of the budget committee.

Anthony Mills nominated Shannon Kennedy to serve as secretary of the budget committee. Ali Kavianian seconded the nomination. Hearing no further nominations, a vote was called. The vote was UNANIMOUS in favor of appointing Shannon Kennedy to serve as secretary of the budget committee.

Agenda Item #3 – General Manager’s Comments

General Manager Doug Menke welcomed the budget committee and noted the absence of Keith Hobson, director of Business & Facilities, and that Lori Baker, chief financial officer, will lead the majority of the discussion. He noted that the purposes of tonight’s meeting are to review operations to date for FY 2018/19, to review projections and receive input on the FY 2019/20 budget. He stated that the budget is driven by THPRD’s Comprehensive Plan goals. Staff created performance measure outcomes for these goals as part of the budget process and these are used to develop business plans. Staff will review the outcomes of these measures.

Doug noted that staff continue to implement the Comprehensive Plan and the Service and Financial Sustainability Plan, including:

- Continuing efforts to ensure THPRD serves our entire community and eliminate barriers that may limit participation by segments of our community.
- Working to enhance communication and engagement efforts with patrons and residents by introducing an expanded engagement procedure for public input on development projects which includes a new staff member dedicated to engagement and outreach.
- Working to maintain and enhance levels of service in THPRD's parks, trails, natural areas and recreation facilities while also improving efficiency of maintenance services.
- Working to ensure continuity of service for our patrons and minimize service disruptions by continuing to fund the Capital Replacement Reserve that, when fully funded, will ensure funding of capital replacements and facilities in the future.
- Working to move resource allocation on THPRD services in line with the targets established by the Service and Financial Sustainability Analysis.

Doug stated staff will continue to take steps to prioritize services, reduce costs, and improve resource allocation through revenue to ensure that THPRD is delivering the maximum value to the community and managing its finances for the future.

Lori commented that the budget process is designed to be as transparent and open to the public as possible and announced that four public meetings will be held as THPRD's budget is developed:

- Tonight, February 19 – Budget Committee Midyear Budget Review
- April 16 – Budget Committee Work Session
- May 21 – Budget Committee Meeting
- June 18 – Board of Directors Budget Hearing

Lori noted that overall financial projections to date are very positive. While there are some specific revenue shortfalls, overall resources are exceeding budget. There is also a significant savings on expenditures, that when added together with the resource overage yields a projected ending balance of \$6.5 million.

Agenda Item #4 – Current Year (2018/19) Goal Outcomes Review

Katherine Stokke, Operations Analysis manager, provided an update on priority goal outcomes approved by the board and updated with the FY 2017/18 information as well as the status of the business plans from the past two years:

- Priority goals approved in November have been updated with progress through December.
- Several goals and action steps revolve around grants and the district actively pursues grants where applicable.
- Additional goals and action steps focus on land acquisition, completion of the parks functional plan, public outreach and communication and spending down the Natural Resource bond funds.

Katherine explained that the current FY 2018/19 business plans are moving forward as expected. She further noted that business plans from the prior fiscal year, 2017/18, are concluded except for the Enterprise Resource Planning (ERP) systems implementation. She added that the board approved moving forward with the ERP solution contracting at the February board meeting.

Anthony Mills referenced the acronym GRASP in the goal outcomes and asked for a definition.

- ✓ Katherine replied that GRASP stands for Geo-Referenced Amenities Standards Process.

Minutes; Budget Committee Meeting of February 19, 2019

Agenda Item #5 – Current Year (2018/19) Budget Review

Lori Baker, chief financial officer, provided comments on the current year revenue information provided in the budget committee information packet.

Current Fiscal Revenue Reports

- The revenue projections are based on actual results through December 31, 2018.
- Total resources include the current year revenue and beginning fund balance.
 - The current year projected resources are expected to exceed budget by approximately \$500,000 (less than 1% of total budgeted resources). This overage is primarily due to a larger beginning cash on hand balance than budgeted. Additionally, we have higher than budgeted prior-year tax collections offset by lower than anticipated grant revenue.

Lori provided comments on the revenue graphs in the budget committee's information packet, noting that the graphs compare monthly trends over three years based on the first six months of actual results and provide the basis for making year-end projections.

- Current Year Taxes
 - Actual collections are higher than projected at 4.8%, slightly above the budgeted 4.5%. Staff anticipate the actual collection rate to be close to prior-year levels.
- Prior Year Taxes
 - Collections are trending significantly higher than last year due to the ongoing settlement of the Comcast receivable by the county. This includes several years of back taxes totaling close to one million dollars.
- Interest Revenue
 - Interest Revenue is higher than anticipated with rates increasing over the previous couple of years. The district expects this to continue to trend upward and be higher than budget for the end of the year.
- Miscellaneous Revenue
 - Miscellaneous Revenue includes Rental Property, Telecommunication Site Leases, Sponsorships and Transfers-In. This category is projected to be slightly more than budget by the end of the year.
- Program Revenue
 - Overall Program Revenue is projected to be short of budget by approximately 4%. This is consistent with prior results, due to our budget practice of projecting for maximum program levels; Any shortages are offset by lower program costs.

Anthony Mills asked what the future tax revenue will be from Comcast.

- ✓ Lori noted between \$100,000 and \$200,000 per year.

Shannon Kennedy inquired why programs are budgeted at maximum capacity when it's known that will not happen.

- ✓ Lori replied that Oregon local budget law requires appropriations for spending. If the district does not have enough expenses in the budget and ends up exceeding revenue, it won't be able to increase to that capacity because the appropriations on the expense side to cover the costs are not there.

Susan Cole referenced Conestoga's revenue and asked for the reason behind the shortfall.

- ✓ Aisha Panas, director of Park & Recreation Services, replied that there have been some challenges with staffing on the aquatics side which affects programming.
- ✓ Doug Menke added that the recreation side at Conestoga is doing well.

Lori provided an overview of the grants revenue. A trend line for grants is not shown since the timing varies so much year to year that any trend analysis is not meaningful. The grant process is different as the district receives the revenue after the money is spent. Staff anticipate that any grant money not received will be carried forward to cover costs in the coming year.

Anthony requested information about the Recovery Zone Economic Development Bonds (RZEDB) subsidy.

- ✓ Lori replied that it is an interest rate subsidy that goes along with one of the issued bonds.
- Anthony asked if the subsidy will run out at some point.
- ✓ Lori replied that it aligns with debt payments.

Susan Cole referenced the Butternut Park play equipment and whether a grant is expected.

- ✓ Lori replied that the grant was not awarded.

Ashley Hartmeier-Prigg asked why the administration numbers are low for recreation.

- ✓ Aisha replied that this reflects assessments and changes in how out-of-district patrons are able to pay for programs.

Anthony referenced the grants chart and asked if the district is showing grants that have not been awarded and others that we have not heard the outcome.

- ✓ Lori indicated that a grant has been awarded when the dollar amount shows. The others will be carried forward.

Anthony would like to see a differentiation on the chart between those grants that were denied and those the district is awaiting funding.

Current Fiscal Expenditures Reports

Lori provided an overview of the expenditure graphs included in the budget committee's information packet, noting that all will be under budget except for the board of director's category. Personnel Services are projected to be under budget. She added that these numbers take into consideration the increase in pension costs but do not reflect the budget transfer approved by the board in January.

- Board of Directors
 - Anticipated to be over budget due to two additional board seats up for election. The budget transfer approved by the board in January is anticipated to cover the shortfall.
- Administration
 - Includes the office of the General Manager, Community Partnerships, Communications and Security Operations. These are all projected to come in on or under budget, except for Security Operations, which is projected to be slightly over budget due to salary and benefits costs being more than anticipated.
- Business & Facilities
 - Overall, the Business & Facilities Division is projected to be under budget by approximately \$431,000, with \$277,000 in savings recognized from debt service.
- Park & Recreation Services
 - Park & Recreation Services is projected to be under budget by 4.8% due mainly to position vacancies and expenditures are managed to offset projected revenue shortfalls.
 - All program areas are projected to be within budget, except for Community Programs due to unanticipated benefit costs for the year.

Anthony inquired as to the reason for the variance in the debt service category.

- ✓ Lori replied that this reflects our tax anticipation note and also the \$4 million debt issuance issued to fund Cedar Hills Park and Somerset West redevelopment projects. The district will be under budget due to interest savings on the tax anticipation note, and timing of the debt issuance.

John Griffiths asked if that included general obligation bonds.

- ✓ Lori confirmed it is only general fund debt. General obligation bond costs are accounted for in a separate fund, and funded entirely by property taxes.

Susan inquired about the under expenditure in the capital outlay.

- ✓ Lori replied that it has to do with timing and also with the debt funding for Cedar Hills Park, which will carry forward into the upcoming year, as the project will last longer than a year.

Anthony asked if the county election costs are just an estimate.

- ✓ Lori replied that it is an estimate based on multiple factors.

Susan asked about the vehicles and equipment category being under budget.

- ✓ Lori replied that this is related to operational savings, and does not include capital.

Ali Kavianian inquired how underutilized the facilities are due to understaffing.

- ✓ Aisha replied that it is dependent on the facilities. Additional information will be provided to the committee

John asked where the overage is reflected for the unexpected pension impact on the district's contingency fund.

- ✓ Lori indicated that the district's projections determined that there wasn't a need to make the transfer. These documents do not reflect any transfer.

John further clarified whether the pension funds will show as contingency or spread across departments.

- ✓ Lori confirmed that it is spread across departments.

Susan clarified her understanding of the budget transfer that the board approved and removed from contingency to disperse across departments. She further explained that contingency is for the purpose of absorbing fluctuations.

- ✓ Lori said they anticipate replenishing the contingency as well as increasing the amount of contingency set aside next year.

Agenda Item #6 – Current Year (2018/19) Capital Outlay Review

Katherine Stokke, Operations Analysis manager, provided an overview of the Capital Outlay section of the budget committee's information packet:

- The report under capital outlay includes all general fund capital including Information Services capital and Maintenance equipment capital.
- SDC projects are included in the SDC Fund and bond projects are included in the Bond Capital Program Fund.
- The report is based on information through December 31, 2018.
- Several projects have been completed while others have contracts awarded.
- Maintenance staff prepare a master maintenance replacement project schedule at the beginning of each year, which helps with scheduling projects around planned facility closures. For FY 2018/19, projects are generally proceeding on schedule and most should be completed by the end of the year.

- Any projects that are not completed by the end of FY 2018/19 will be carried forward to FY 2019/20. There are a few projects, or segments of projects, that we know will be carried over, but will continue to track as FY 2019/20 capital budget is developed.
- Approximately 45% of the \$13.3 million capital outlay has been expended or encumbered through December 31, 2018.
- Overall, the projected general fund capital outlay is under budget by approximately \$1.8 million. Approximately \$1.2 million of the savings is due to grant-funded projects. These are primarily budgeted grants awarded but will not be received until next fiscal year.
- No projects were eliminated to provide savings. THPRD has experienced several unbudgeted emergency replacements this year and the savings are over and above these unbudgeted capital expenditures.

Anthony Mills asked the nature of the unbudgeted expenses.

- ✓ Lori replied that the majority were facility related.

Shannon Kennedy asked where the emergency expenditures are reflected.

- ✓ Lori directed her to the Monthly Capital Project Report to identify those line items.

Agenda Item #7 – System Development Charge Program Review

Lori Baker, chief financial officer, provided an overview of the System Development Charges Fund section of the budget committee's information packet:

- System Development Charges Report for December 2018
 - The report shows revenue and expenditure activity through December 31, 2018. Year-to-date collections and interest is approximately \$3.9 million.
- System Development Charges Graph
 - The current year is trending below budget projections, so it is anticipated the SDC revenue will be \$2.7 million less than budget. This is due to slower construction activity than originally anticipated.
 - A portion of the SDC revenue is left as undesignated to provide adequate appropriations to meet land acquisition commitments and to offset any possible shortfalls in revenue collection.
 - The revenue shortfall will not create a problem because \$6.2 million was set aside as undesignated project appropriations.
- Five Year Cash Flow Projection
 - Continues to reflect the significant acquisition commitments in North Bethany and South Cooper Mountain with development actively progressing.
 - Completing the update to the Parks Functional Plan to be presented for board approval.
 - Updating the Capital Improvement Program to be completed prior to the proposed budget and will form the basis for new project recommendations.

Anthony Mills noted the slowing real estate market and inquired if this was expected in areas such as South Cooper Mountain.

- ✓ Doug replied that there is evidence that South Cooper Mountain is not moving along as quickly, due in part to jurisdictional requirements during the master planning processes to get to the level of infrastructure needed. He believes development will continue, but not at the pace anticipated. Some of the same thing is happening in the final phases of the North Bethany development. At the same time, there are a variety of activities occurring in new developments in the urban core.

Todd Duwe asked where the SDC forecasting information comes from.

- ✓ Doug replied that district staff work closely with the City of Beaverton and Washington County and have continual discussions with developers.

John Griffiths referenced the \$4 million debt for Cedar Hills Park and Somerset West that was issued due to lack of bond funds and asked if any SDC funds were used.

- ✓ Lori replied there is approximately \$1 million dollars funded by SDCs.
- ✓ Doug added that managing the usage of SDCs can be tricky in that it has to truly be new growth capital.

John asked how the district arrived at the \$1 million amount.

- ✓ Doug replied it was based on the number of new amenities included in the plan and recognizing that SDC revenue was slowing down.

Anthony asked how the \$4 million debt was issued.

- ✓ Lori replied that they are full faith and credit bonds approved by the board.

Anthony asked if there is a maximum amount of debt the board can issue.

- ✓ Lori indicated that the district has a debt policy.
- ✓ Doug added that the district has a lot of potential for additional debt.

Susan Cole requested to have a subtotal by fiscal year added to the SDC report moving forward.

Ali Kavianian asked about the \$1.5 million in collection fees.

- ✓ Lori replied that the collection fee started at 3% and was reduced to 1.6%. Additional information on the history of collection fees will be provided to the committee.

Agenda Item #8 – Bond Capital Project Fund Update

Katherine Stokke, Operations Analysis manager, provided an overview of the Bond Capital Program section of the budget committee information packet:

- Through December 31, approximately 90% of the overall bond program budget has been expended. The Cedar Hills Park project construction is underway with \$3.7 million in bond spending through December.
- Nearly all bond projects have been started and 76% are fully complete. If small natural resource restoration projects are removed, the district has completed 89 out of 100 projects.
- Eight major categories have been completed: New Neighborhood Park Development, New Neighborhood Park Land Acquisition, New Community Park Land Acquisition, Deferred Park Replacements, Facility Expansions, ADA/Access Improvements, New Community Park Development, and Community Center/Park Land Acquisition.

Anthony Mills requested confirmation on bonds issued that provided over \$30 million in interest savings.

- ✓ Katherine confirmed that \$30 million is correct.

John Griffiths asked how many projects were identified in the bond.

- ✓ Lori replied that the count is 146 projects.

John asked if there is a projection date for when all projects will be complete.

- ✓ Doug replied that the development side is estimating two to three years, but the spending of natural resource bond funds is difficult to forecast. Funds will be set aside to cover any necessary maintenance required in relation to these sites. A board transfer to a segregated fund would be requested, so the bond fund could be closed. The last large project is Somerset West which is scheduled for construction in the summer of 2020.

Agenda Item #9 – 2019/20 Projected Resources and Expenditures

Lori Baker, chief financial officer, provided an overview of the Projected Capital Replacements and Projected Budget FY 2019/20 sections of the budget committee information packet.

Maintenance Operations Division Capital Replacement Forecast Summary

- About 16 years ago, THPRD established a priority to maintain existing facilities and equipment and to avoid deferring maintenance.
- Schedules are used to estimate replacement funding needs and track deferred replacements over the next 10 years.
- The FY 2019/20 capital replacement needs include current year replacements of \$2.7 million and deferred maintenance backlog of \$1.6 million for a total of approximately \$4.3 million. Projects will be prioritized due to the limited amount of funding available.

Maintenance Operations Division Replacement Funding Analysis

- As of June 30, 2019, the projected deferred backlog will be \$1.6 million.

Replacement Reserve Fund

Lori noted that following a recommendation from THPRD's Service and Financial Sustainability Analysis, a capital replacement sinking fund was created whereby THPRD would set aside funds in a replacement reserve over the life of the asset so that the funds are already in place when an asset needs to be replaced. As was noted last year, staff needed to calculate the unfunded accumulated amounts in three phases:

1. Major capital replacements (completed)
2. Routine replacements (in progress)
3. Entire facility replacements

Lori noted that staff completed the first phase and determined that for major replacements, THPRD had a cumulative unfunded reserve amount of approximately \$8 million and would need to set aside an additional \$650,000 annually. In FY 2016/17, 2017/18, and 2018/19, \$850,000 was set aside each year to meet the current year funding requirement, as well as contribute to the unfunded amount. Staff anticipate making a similar commitment in FY 2019/20 to continue the progress. The unfunded reserve for routine assets has been calculated at approximately \$30 million. While the long-term goal is to fund this, it's not as critical as long as the district continues to maintain funding for routine asset replacements. As with this current year, in the 2019/20 budget it is anticipated to use a portion of this balance to fund replacements, as well as continuing to fund the unfunded reserve.

Todd Duwe asked how the capital replacements are tracked for the district.

- ✓ Lori replied it is currently done with spread sheets but noted that the new Enterprise Resource Planning (ERP) software will assist with tracking.

Susan Cole asked if the new software has an asset management component in it.

- ✓ Lori confirmed that it has an asset tracking component, but it will not be completed in the first two phase of implementation. The district will be looking at that further along in the implementation phases, in combination with a GPS tracking system which will help identify assets.

Projected Revenue Summary

- Program revenue is estimated to increase by 3.1% overall, using inflationary adjustments. The actual budget for FY 2019/20 will be based on detailed programming levels anticipated for next year.

- Future projected resources are reduced for nonrecurring items such as grants, or capital carry forward.
- Taxes are projected at an overall growth of 4.8% over current year budget, using the assessed value growth of 3% and new growth in the district due to new construction.

Susan Cole asked why the recreation program revenue growth is only at .28%.

- ✓ Lori noted that it is likely a classification error in the reporting. Staff will research and provide updated information to the committee.

Projected Expenditure Summary

- New business plans are not included in the projected expenditures, but the amount does include the Cost of Living Adjustment (COLA) and merit increases in the personnel services as well as projections for increased health benefits and retirement benefits.
- Materials and Services has a targeted increase of 2.4% which reflects targeted increases of 3%, less elimination of a one-time cost included in the FY 2018/19 budget.
- Contingency has been increased to \$2.6 million. The district projects funding the capital replacement reserve an additional \$850,000 for a total of \$4.25 million.

Five-Year Fiscal Projection

- Includes inflation percentages to project five years out.

Lori concluded the presentation of the midyear budget.

Agenda Item #10 – Public Input

There was no public comment.

Agenda Item #11 – Set Date of Budget Committee Work Session

Chair Susan Cole announced that the next budget committee meeting is scheduled for 6 pm, Tuesday, April 16, 2019, at the Elsie Stuhr Center.

Felicita Monteblanco suggested public input be taken at the beginning and end of the next work session.

Agenda Item #12 – Adjourn

The meeting adjourned at 8:13 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Lindsay Lambert



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

A Tualatin Hills Park & Recreation District Budget Committee Work Session was held at 6 pm, Tuesday, April 16, 2019, at the Elsie Stuhr Center, Manzanita Room, 5550 SW Hall Boulevard, Beaverton.

Present:

| | |
|------------------------|-----------------------------------|
| Susan Cole | Chair/Budget Committee Member |
| Shannon Kennedy | Secretary/Budget Committee Member |
| Samira Godil | Budget Committee Member |
| John Griffiths | Budget Committee Member |
| Ashley Hartmeier-Prigg | Budget Committee Member |
| Ali Kavianian | Budget Committee Member |
| Wendy Kroger | Budget Committee Member |
| Anthony Mills | Budget Committee Member |
| Felicita Monteblanco | Budget Committee Member |
| Doug Menke | General Manager |

Absent:

| | |
|-----------|-------------------------|
| Todd Duwe | Budget Committee Member |
|-----------|-------------------------|

Agenda Item #1 – Call to Order

The work session was called to order by Chair Susan Cole at 6:00 pm.

Agenda Item #2 – Opening Comments

Note: A PowerPoint presentation was used throughout agenda items #2, #4, and #5. A copy of the PowerPoint presentation was entered into the record.

General Manager Doug Menke welcomed everyone to the FY 2019/20 Budget Committee Work Session and outlined the interactive public meeting process. He announced that THPRD received the Government Finance Officers Association's Distinguished Budget Presentation Award for the 15th consecutive year.

A. Guiding Themes/Strategies for FY 2019/20

Doug referenced the Comprehensive Plan Update, Strategic Plan, five functional plans, and Service and Financial Sustainability Analysis as tools staff used to develop the following themes that drove the development of the proposed FY 2019/20 budget, noting the recent update to the Parks Functional Plan:

- Ensure THPRD serves our entire community and eliminates barriers that could limit participation from some segments of our community
- Enhance communication and outreach efforts
- Maintain and enhance service levels in THPRD parks, trails, natural areas and facilities
- Ensure continuity of service and minimize service disruptions
- Move resource allocation on THPRD services toward established targets

Doug noted that the proposed amount to fund the General Fund budget is just over \$76 million.

B. Goal Outcomes & Performance Measures

Aisha Panas, director of Park & Recreation Services, provided an update to the district's Access for All efforts which fall into four main categories:

- Welcoming Environment
- Partner Support
- Financial Assistance
- Targeted Programming

Aisha further noted the growth in the programs since the previous year's presentation that includes several new initiatives:

- Centro de Bienvenida
- Staff Diversity, Equity and Inclusion (DEI) trainings
- Changes and increased funding to the existing Scholarship program
- Family Promise partnership for families experiencing homelessness
- Nature Experiences and Workforce Training (NEWT)

Aisha stated that to show financial commitment to these initiatives the allocated budget is nearly \$2.4 million.

Lori Baker, chief financial officer, provided a brief update of the business plan process and how the district uses these to impact priority goals.

Katherine Stokke, Operations Analysis manager, provided an overview of the FY 2019/20 business plans submitted, noting 13 out of 14 were funded, some with modification or other funding, and the one that was not funded was deferred and recommended to be resubmitted in FY 2020/21.

Holly Thompson, Communications director, introduced the visioning process the district will begin soon. She explained that the visioning process will set the course for THPRD's future with public feedback driving the process. A volunteer taskforce will be helping during the proposed timeframe:

- Public engagement through September 2019
- Action teams through November 2019
- Community review through February 2020
- Plan adoption in May 2020

Agenda Item #3 – Public Comment

Carl Tebbe, 2005 SW 75th Avenue, Beaverton, chairman of the West Slope Neighborhood Association Committee (NAC), is before the THPRD Budget Committee regarding the 2008 Bond Measure purchase of a 2-acre parcel of land in the West Slope neighborhood. After the bond measure passed, the NAC suggested THPRD buy the property for a park when development plans fell through. The property lies in an underserved area with no other parks close by. There is currently nothing on the land and the community is asking for small improvements such as grass and benches. Referencing the Capital Improvement Plan (CIP) list, he stated that the NAC was previously informed that improvements were planned and inquired why the project has moved down on the priority list with an approximate timeline of an additional one to three years before development.

- ✓ Keith Hobson, director of Business & Facilities, indicated that this project is included in the Systems Develop Charges (SDC) CIP list and suggested to defer discussion as staff will outline the SDC list and processes later in the presentation.
- ✓ Susan Cole referred to the public budget document available on THPRD's website and suggested review of the CIP list.

Terry Lawler, 8540 SW Gayle Lane, Beaverton, is before the THPRD Budget Committee to address funding the undeveloped land in the West Slope neighborhood. She expressed her frustration that the budget seems to acknowledge newly developed areas where SDCs come from, but requests consideration for this property's development as a long-time tax-paying homeowner. She asked that the district reconsider the process in place for park development and funding.

- ✓ Susan asked the members of the budget committee to keep these comments in mind during the review of the budget document and stated that there will be time for deliberation. She further noted that if a budget adjustment is recommended there will need to be a formal motion made, then passed with a majority vote. She encouraged the committee to hear from all presenters and either consider deliberations at the end of this meeting, or at the next scheduled meeting.

Agenda Item #4 – Review Proposed 2019/20 Fiscal Year Budget Resources

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

Keith stated that THPRD's total resources for the FY 2019/20 proposed budget are approximately \$130 million. Of the total resources:

- Nearly 40% is from beginning Cash on Hand (\$50 million), with nearly 85% of Cash on Hand (\$43 million) in capital carry forwards from the bond, System Development Charge (SDC) and general funds.
- Approximately one-third (\$41 million) is from property taxes.
- The balance is from a variety of sources including program user fees, SDC fees, debt proceeds, grants, and other income.

Keith explained that there is approximately a 12% increase in resources due to beginning fund balance, grant revenues, debt proceeds and interfund transfers, but offset by reductions in projected SDC revenues. He noted that otherwise there is little change in resources between FY 2018/19 and FY 2019/20.

General Fund Resources

- The tax levy is based on estimated assessed value and the budget committee will be asked to approve tax levies at the May meeting. The proposed budget was prepared with an estimated increase in assessed value of 4.5%, which is equal to the budgeted increase for FY 2018/19. Taxes have been increased by 3% on existing properties where market value is more than assessed value. New development growth is conservatively estimated at 1.5%, consistent with FY 2018/19.
- The beginning fund balance is projected at \$6.5 million, consistent with the estimate provided in the February midyear budget document. The cash carry forward committed to capital project carryovers is higher due to the large capital replacement funding in FY 2018/19 and a single \$3 million carry forward for the portion of the Cedar Hills Park redevelopment funded by debt issued in FY 2018/19.
- Program revenue is projected to increase by 9% from the FY 2018/19 budget which reflects targeted program expansions and field fee increases which are based on recommendations from the field fee taskforce. Program revenue is built from the compilation of all program activities and is based on actual programs, not an overall estimate. The loss of revenue from programs that do not run is offset by costs that are not incurred. The budget is based on minimum levels of participation in classes; as such, more revenue than budgeted is realized on the programs that run over minimum.

- Interest revenue increased 78% mainly due to increases in interest earning rates.
- SDC revenue decreased 47% due to fluctuations in timing of development activity.
- All other resources remain relatively unchanged from the prior year.

Ashley Hartmeier-Prigg asked if the established 1.5% for new development takes into account the slowing real estate and development market.

- ✓ Keith explained that there is a fair amount of development activity taking place in the new urban growth areas which is expected to appear on the tax rolls in FY 2019/20, and the district is confident with the conservative estimate.

A. Cost Recovery Targets

Keith Hobson, director of Business & Facilities, reviewed how cost recovery targets are established as an element of the Service and Financial Sustainability Plan. This plan was adopted in 2013, but staff anticipates initiating an update to the plan after the completion of the visioning project. Cost recovery targets were established using the following process:

- Development of a resource allocation philosophy to determine the use of limited tax resources
- Determining the level of subsidy to be allocated to programs and services
- Determining cost recovery by how much of the program costs are covered by user fees and other direct revenue support

This approach is based on the measurement of who benefits from programs. Programs and services that primarily provide a private benefit, such as private lessons or facility rentals, have a higher cost recovery target. Programs that primarily provide public benefit, such as parks, trails, and free community events, have a low or zero cost recovery target. This process was completed with community support through public open houses that allowed participants to sort the various offerings into the resource allocation pyramid.

Anthony Mills asked where a soccer team using a field would fall on the pyramid.

- ✓ Keith replied that it is a Tier III activity (which is 100% cost recovery).

Katherine Stokke, Operations Analysis manager, reviewed the district's goal for resource allocation by tracking cost recovery:

- Cost recovery has increased districtwide over the past three years
- In FY 2017/18, districtwide cost recovery saw growth within all departments

John Griffiths asked what will happen when 100% cost recovery is reached and if it means a decrease in the reliance on taxes.

- ✓ Katherine replied that it would allow for greater impact. The goal will always shift due to the mix of programs offered.
- ✓ Keith added that it will diversify the district and free up opportunities to do more with the tax revenue because more of the costs will be covered by the user fees.

Katherine reviewed contact hours and program revenue over the last eight fiscal years and noted that contact hours and program revenue generally track in the same direction. Contact hours planned level off slightly in FY 2019/20 while revenue increased, partially due to the impacts of fee increases as well as changes in the mix of programming offered.

Ashley Hartmeier-Prigg asked if the district tries to offer Tier III activities and above to increase revenue.

- ✓ Katherine confirmed that this is dependent on the shifting of program offerings.

- ✓ Keith added that the other factor causing a divergence between revenue and contact hours is the implementation of the field fees because it is a revenue source that does not have contact hours associated.

Interfund Transfers

Lori Baker, chief financial officer, provided an overview of interfund transfers which occur when the district has a need to move dollars between funds. The Capital Replacement Reserve Fund will be moved into its own fund to track ongoing major replacement costs. There are three components involved in funding this account:

- Transfer the beginning balance of \$3.4 million
- Transfer of current year funding in the amount of \$850,000
- Transfer of \$410,000 to cover the replacement costs being appropriated

Once the reserve is fully funded, the district will fund costs from the reserve, and will have an annual reserve replenishment amount from the General Fund.

Additionally, in the proposed budget, there is \$108,000 being transferred from the General Fund to the System Development Charges (SDC) fund to cover potential affordable housing waivers. Finally, the General Fund is receiving a transfer of \$250,000 to cover the cost of project management for SDC and Bond fund projects. This transfer process has been a consistent practice by the district for over ten years.

- ✓ Keith added that the \$250,000 is based on project managers hours billed to a project.

Agenda Item #5 – Review Proposed 2019/20 Fiscal Year Budget Resources

A. Capital Improvement Plan

Keith Hobson, director of Business & Facilities, explained that the Capital Improvement Plan (CIP) section lists all capital expenditures regardless of funding source. The section contains tables that show capital outlay for FY 2019/20 and a five-year projection, and shows the source of funding for this capital. The project summary pages include projections of available funding for the General Fund, Replacement Reserve Fund, Bond Fund and SDC Fund.

Keith noted that the CIP section includes the unfunded capital and deferred replacements. The unfunded capital list includes maintenance replacement items as well as any new capital requests from staff. Unfunded capital is categorized by severity of need. Overall, the level of unfunded capital has decreased from FY 2018/19; it is down in all categories except for category three, due to a few large projects.

Keith stated that the amount of replacements due in FY 2019/20 is approximately \$3.5 million. This amount is on the low end of the average, which ranges between \$3.5 and \$5 million. The beginning deferred maintenance backlog was \$1.6 million and with an additional net decrease of \$610,000 due to cost adjustments, the total replacement funding needed is \$4.5 million. With \$3.1 million available to be funded in FY 2019/20, the resulting backlog projected for June 30, 2020 is approximately \$1.4 million.

Keith explained that while the backlog balances can fluctuate up or down in any given year due to the amount of major replacements due or available funding, it is trending in the right direction. He noted obligations are at or below normal until FY 2022/23, when the Fanno Creek Service Center roof replacement would be due along with synthetic turf on HMT Field #1. Between now and then, the district should be able to manage the backlog balance and continue to fund the replacement reserve. The benefit of the replacement reserve fund is realized when it is fully funded. At that point it will help offset some of the impact of the higher requirements projected in four years. It is not necessarily THPRD's goal to get the deferred balance to zero, as some

replacement deferrals are intentional due to condition of assets. Maximizing the useful life of assets ensures that THPRD receives the best value for its investment.

Keith reviewed the level of funding for replacement items, showing an overall trend of increasing funding for capital replacements, but also showing that the funding in FY 2019/20 has decreased. The current fiscal year was good for replacement funding and it was not expected to maintain that level, which occurred due to low costs and strong resources. Keith pointed out that the funding level from the proposed budget over time would not eliminate backlog, and could result in some small increases. Keith outlined the mitigating factors:

- The reduced backlog funding in 2019/20 is the result of increases in operating costs. While some are ongoing, some are one-time costs.
- When the replacement reserve is fully funded, it will slightly reduce the total capital funding needed and help level out large spikes in major replacement funding.
- While eliminating the backlog would be preferred, the goal is to manage it effectively. Maintaining a backlog that is consistently under \$2 million is a very strong position.

John Griffiths asked if assets are deferred due to the condition, should they still be labeled as deferred.

- ✓ Keith indicated a balance would still show even if the definition of deferred was more defined.

Ashley Hartmeier-Prigg asked for confirmation of when the reserve will be met.

- ✓ Keith replied that the prediction is five years.

Susan Cole inquired if the capital replacement reserve is comingled with the general fund or in its own fund.

- ✓ Keith noted it had been part of the general fund but in the FY 2019/20 budget it will move to its own fund.

Susan asked if the bond funds purchase land, what funding source is used to develop the land.

- ✓ Keith replied that there are three resources for developing new sites: System Development Charges, issuing debt or bond funds and anticipation of any future bond. The recently approved Parks Functional Plan outlines current and new prioritization processes.

Susan commented that part of the bond measure funds went to develop new parks, but some was used for land-banking knowing that in the future, development funds may come the way of that park.

- ✓ Keith confirmed and added that most of the park development that occurred was on parks that were acquired in the 1996 bond.
- ✓ Doug Menke, general manager, added that the district went above and beyond on land acquisition in the present bond, partly due to land prices. The cost increases over the years have led to debt issuance to complete those projects. It is common practice to secure land for future development.

B. Operating Expenditures

Keith Hobson, director of Business & Facilities noted that because THPRD has a balanced budget, appropriations total approximately \$130 million in the FY 2019/20 proposed budget. Total General Fund appropriations are approximately \$76 million, an increase of about 22%.

- Personnel Services costs increased by 9%. The current three-year collective bargaining agreement expires on June 30, 2019, and the budget reflects costs in line with the agreement, as well with estimates of the costs in the new agreement. A cost of living increase of 3% is included, as well as a 4% increase for health benefits. Dental benefits and payroll tax rates are unchanged. Based on the most recent valuation dated July 1,

2018, pension costs are budgeted to be 3.4% of the overall 9%. While there has been strong investment performance, there was also significant distributions with many employees reaching retirement age, and a modification of assumptions by the plan actuary.

- The FY 2019/20 proposed budget reflects, in the aggregate, conversion of one part-time position to a new full-time position, conversion of four regular part-time positions to full-time, and elimination of one regular part-time position. The total effect is a net increase of five full-time positions. Each vacant position is evaluated prior to filling, as part of ongoing efforts to move toward cost recovery.
- Budget targets for Materials and Services were given an indexed increase of 2.5%. The FY 2019/20 proposed budget includes a 12.5% increase, which includes the indexed increase but also targeted increases in business plans and utility rate increases. Utility rate and utilization changes are reflected in the proposed budget; gas and electricity are anticipated to increase by 2%, and water is projected to increase by 10%.
- General Fund capital outlay is up 54% compared to last year due to general fund debt support for a facility acquisition, but also due to a larger than normal capital project carry-forward.
- The proposed contingency is up slightly from the prior year, in order to maintain a balance that is at a consistent percentage of operating expenses as the prior year, that complies with financial best practice of maintaining this at least 5% of operating cost. This supports the adopted fiscal policy of maintaining General Fund ending balance of at least 10% of operating costs.

Anthony Mills asked how many employee retirements have happened.

- ✓ Keith confirmed that 20 is a good estimate over the last couple of years.

Anthony requested an update on the Winterhawks partnership progress.

- ✓ Doug replied that it will not be in the budget discussion, but noted that the Winterhawks are in the process of raising funds.

Board of Directors

Lori Baker, chief financial officer, provided a brief overview of the board of directors' budget, including:

- District legal services and audit services
- District memberships and training costs
- No election costs budgeted for FY 2019/20

Felicita Monteblanco asked if Diversity, Equity and Inclusion (DEI) training is included in the board budget.

- ✓ Keith replied that the costs are covered elsewhere.

Felicita encouraged a language change on page BD-1 to remove the term 'citizens', noting that THPRD serves everyone who lives in the district.

Ashley Hartmeier-Prigg asked how the budget for the legal fees was decided and if it is based on a historical amount.

- ✓ Lori Baker confirmed it is based on a historical amount.

Administration

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

- Continue to make progress on district goal outcomes
- Continue to Implement the Comprehensive Plan Update
- Drive internal and external diversity initiatives

- Support the completion of the community visioning process

Communications

Holly Thompson, Communications director, provided a brief overview of the Communications Department's budget highlights including:

- Focus on community visioning process
- Upgrade scholarship assistant position to full time to support changes from the assessment and increase utilization by 20%
- Strengthen Diversity, Equity and Inclusion (DEI) efforts by expanding partnerships with community-based organizations
- Develop targeted marketing for recreation programming

Shannon Kennedy asked what the professional/technical services line item includes.

- ✓ Holly explained that a large part is the visioning process and was included in the FY 2018/19 budget in the Business & Facilities Division and transferred to Communications for FY 2019/20.

Anthony referenced the printed activities guide and asked if there have been thoughts on phasing out the mass distribution with more people having access to the internet.

- ✓ Holly replied that the district has discussed this topic and added that it is only the summer guide mailed to district households. She referenced national research of park and recreation agencies and the trending decreases in participation after elimination of printed versions of available activities. She concluded that there will be more discussions regarding the activities guide in the future.

Felicita noted a recent conversation with a parent and how her family uses the printed version and that it can differ between users.

Shannon added that it may be a regulatory requirement to provide this information in print.

John Griffiths asked what other languages can the activities guide be delivered.

- ✓ Holly noted that it is not provided in multiple languages and added that targeted marketing and community events are important to help users understand and navigate the guide. The district has increased its Spanish outreach with fliers and dedicated events for registration and noted it is something the district can continue to build on.

Community Partnerships

Geoff Roach, director of Community Partnerships, provided a brief overview of the Community Partnerships Division's responsibilities and budget highlights including work with the Tualatin Hills Park Foundation (THPF):

- Make substantial progress in raising \$200,000 in program funds for people experiencing disability
- Complement THPRD's efforts to expand the scholarship program to help all members of our community access recreation at THPRD
- Increase operating fund for THPF
- Prepare for the hire of a part-time executive director and emphasize the growth of the general fund

Anthony referenced the expansion of THPF and asked for clarification and if there is a strategic plan in place.

- ✓ Geoff noted that though the foundation had great accomplishments, prior to 2013 there was not a lot of sustainability. He further noted that THPF is comprised of an emerging

group of leaders with proven successes, that will take on the strategy for growth with the hire of a new executive director, moving towards sustainability.

Samira Godil asked when the executive director is expected to be hired.

- ✓ Geoff replied that there is a trustee meeting in May 2019 to approve the work completed by a volunteer taskforce and Human Resources staff, and the recruitment could possibly begin in June.

Security Operations

Mark Pierce, Security Operations manager, provided a brief overview of the Security Operations Department's responsibilities and budget highlights including:

- Provide training to staff to increase safety
- Continue to make positive contact with the community as part of Security Operations ambassadorship outreach
- Assist with the upgrade to card access readers and security camera upgrades in partnership with the Information Services department

Wendy Kroger requested additional information on the cleanup of homeless camps and noted the decrease in the material & services budget.

- ✓ Mark indicated that clean up expenses are tracked closely and confirmed that there is adequate funding in the current budget. He further noted that much of the funding resides in the Nature & Trails and Maintenance Operations budgets.

Shannon asked the reason for the decrease in the number of security checks performed.

- ✓ Mark noted his emphasis is the ambassadorship to the community and staff are increasing quality contacts rather than quantity.

Anthony noted there could be concern of missing something if the number of routine patrols is decreasing.

- ✓ Doug noted that the emphasis is on the opportunity to engage in quality conversations and interactions.
- ✓ Mark added that the number of issued exclusions will decrease with better quality contact with the community.

Anthony referenced the staffing information in the budget document and asked about the number of park patrol staff.

- ✓ Mark replied that there are six part-time staff in Park Patrol.

Anthony asked why they are part time rather than full time.

- ✓ Doug replied that cost savings is a factor and the part-time status allows for staff who are already cadets or in school to pursue training leading to full-time positions in law enforcement.

Felicita asked whether homeless camp statistics have risen on park property.

- ✓ Mark noted an overall decrease compared to the prior year. In January through March of 2019 nine homeless camps were addressed compared to 12 in 2018.

Anthony inquired as to how many individuals are residing in the camps.

- ✓ Mark replied that the camps typically consist of single individuals.

Felicita expressed her appreciation for the district's attention to suspected child abuse. She inquired how the district prepares staff to deal with other difficult situations.

- ✓ Mark replied that this will be included in trainings provided to staff.

Susan Cole asked how Park Patrol handles situations with off-leash pets.

- ✓ Mark confirmed that staff do respond to off-leash complaints and after a verbal reminder of the rules, most park users are compliant.

Business & Facilities

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

- Continue project oversight of the bond and SDC capital improvement and the general fund maintenance programs
- Strategic land acquisition targets in new urban service areas
- Continue ongoing legislative advocacy
- Continue pursuit of public and private partnerships
- A higher debt service due to debt issuance to support a facility acquisition

Keith noted that the total appropriation for the entire Business & Facilities Division is approximately \$23 million, a 14% increase over FY 2018/19. The increase is attributed to Personnel Services and utilities, but also the debt service cost increase.

Ashley requested clarification on the definition of part time.

- ✓ Keith replied that it is an employee who works less than 29 hours per week.

Samira asked if part-time staff receive benefits.

- ✓ Keith replied that they receive mandated benefits such as sick leave. Regular part time employees who work between 30-35 hours receive prorated benefits.

Ashley asked what is included in debt service.

- ✓ Keith responded that it is primarily debt repayment and includes issuance costs.

Finance Services

Lori Baker, chief financial officer, provided a brief overview of the Finance Services Department's responsibilities and budget highlights including:

- Funding for temporary positions, including a project manager, to support the implementation of the new financial software system
- Includes a position transfer to create a new procurement administrator to support district purchasing and contracting

Ashley asked about the expected project timeline for the financial software implementation.

- ✓ Lori replied that it will take 18 months once contract negotiations are complete.

Ashley inquired whether it included the input of historical data.

- ✓ Lori confirmed that the conversion plan accounts for this.

Risk & Contract Management

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

- Transfer of one full-time safety coordinator from Maintenance Operations to Risk Management
- Adjusted deductible on property losses
- Support annual accreditation of Oregon OSHA Safety and Health Achievement Recognition Program
- Reduce claim costs and improve employee injury recovery rates through Risk Management Steering Committee initiatives

- Coordinate with Security Operations to provide training in Emergency Response Program, defensive driving, and the Beaverton School District Parent Reunification program
- Provide increased procurement opportunities for Minority, Women and Emerging Small Businesses (MWESB)

Anthony asked for clarification on loss control.

- ✓ Mark replied that Risk Management works with staff to develop best practices to minimize injuries.

Felicita encouraged a language change to page BF-22 regarding MWESB procurement.

Ashley requested more information on workers compensation experience modification factor and the meaning of 0.75 or better.

- ✓ Mark explained that it is a national metric and added that the district is below (better than) average.

Samira asked how the district continues to increase access and remove barriers in the procurement process.

- ✓ Mark replied that currently the district is a member of Oregon Association of Minority Entrepreneurs and regularly attends meetings. In addition, staff attend other organization's meetings and workshops, such as Oregon Certification Office for Business Inclusion and Diversity and the city of Beaverton. There is a board policy in place to ensure the district is soliciting MWESB vendors during the procurement process. The new software will have the capability to track these procurements.
- ✓ Keith added that this will be one of the benefits of the new full-time procurement administrator position to track procurements and ensure policy compliance.

Information Services

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

- Safety/Security Systems Replacement moving into the Information Services budget which includes door security hardware, camera systems and AED devices
- Provide support for new financial system replacement
- Provide support for business plans put forward by other departments

Anthony referenced the replacement of the banner printer noted in the budget document and inquired how many banners the district prints.

- ✓ Holly replied that the printer is utilized daily. It has gone beyond its useful life and no longer qualifies for service.

Ashley asked why AEDs are in the Information Services budget.

- ✓ Clint responded that IS manages all district devices that connect in some way to the network.

Operations Analysis

Katherine Stokke, Operations Analysis manager, provided a brief overview of the Operations Analysis Department's responsibilities and budget highlights including:

- Continue implementation of resource allocation strategy and evaluation of program offerings as identified in the Service and Financial Sustainability Analysis
- Continue building up energy saving program through participation in Energy Trust of Oregon Strategic Energy Management program, working closely with Maintenance Operations

- Assist with financial software implementation

Human Resources

Christine Hoffmann, Human Resources manager, provided a brief overview of the Human Resources Department's responsibilities and budget highlights including:

- Transfer of talent management software and recognition program to the FY 2019/20 budget
- Increase staff training opportunities
- Update recruitment and selection processes and partner with departments to hire and onboard staff
- Partner with Finance and Information Services on implementation of the new financial software
- Leverage funds to support a part-time recruiting assistant to support departments in hiring and onboarding part-time and seasonal staff

Shannon inquired as to why there is a variance in the employee benefits when the FTE (Full Time Equivalent) count increased only slightly.

- ✓ Christine replied that this increase results from the districtwide increase.

Felicita asked about the loss of the equity coordinator and if those duties are now part of the Human Resources (HR) coordinators.

- ✓ Christine noted that all HR coordinators utilize an equity lens and the department is now multi-lingual.

Felicita asked about the positions in other departments that housed equity coordinators.

- ✓ Holly clarified that those positions are housed in Communications and include a cultural inclusion specialist and community engagement specialist.

Ashley asked which department is responsible for the DEI training budget.

- ✓ Christine noted that this fiscal year the district has a consultant who is conducting a climate survey and developing districtwide training for all staff. In FY 2019/20 the district plans to partner with other local agencies to provide smaller trainings.
- ✓ Keith added that funds reside in the Human Resources, Park & Recreation Services and Communications budgets.

Maintenance Operations

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

- The safety coordinator position transferred to the Risk and Contract Management Department
- A vacant capital project coordinator position transferred to the Finance Services Department and will be used to fund the hiring of a procurement specialist
- Additional funds have been added to the Park Maintenance operating budget to maintain new and redeveloped properties
- Continue to coordinate and work on completing ADA Transition Plan items with the focus on safety and access to facilities
- Continue to monitor our Park Maintenance service model and make route adjustments if necessary as new or redeveloped properties are acquired
- Continue to pursue Strategic Energy Management incentives through Energy Trust of Oregon

Wendy inquired if there is adequate budget to clean up homeless camps.

- ✓ Jon confirmed that there are adequate resources in the budget.

Wendy asked whether the new amenities, parks and trails are impacting the deferred maintenance list as it seems to not be decreasing as quickly.

- ✓ Keith responded that the district extensively tracks the maintenance replacement program to ensure it is prioritized in the budget process and maintenance impact statements are created on capital replacements to track costs. Annual maintenance budgets are increased based on the impact statement to continue to maintain the asset.

Wendy referred to the deferred maintenance that isn't decreasing as quickly as in the past and noted there appears to be a correlation.

- ✓ Keith indicated many factors affect this including personal services increases, costs for new district initiatives, and capital replacement cost increases.

Shannon asked about the increase in water rates.

- ✓ Keith replied that it a supply issue due to the Willamette river supply system and the cost of implementation is causing a projected increase. Due to some recent federal infrastructure loans secured for that project, rates may regulate.

Susan asked for confirmation of where the district's water supply comes from.

- ✓ Keith replied that THPRD is served by Tualatin Valley Water District and the City of Beaverton.

Shannon referenced the budget decrease from FY 2017/18 actuals to the adopted FY 2018/19 budget and asked if there was a pool offline to account for this and the reasoning for it increasing in the proposed budget this year.

- ✓ Keith responded that it is a result of the reorganization of the maintenance staff, and related costs, to recreation facilities.

Ashley inquired if the district has the intention of moving towards cleaner emission vehicles and equipment.

- ✓ Jon commented that the new Fleet Maintenance supervisor for the district will assess vehicles and equipment for alternatives.
- ✓ Keith added that as part of the district's sustainable purchasing policy when large equipment is identified for purchase a carbon impact assessment is completed.

Anthony referenced past efforts in reducing miles traveled by district vehicles.

- ✓ Jon responded that over the previous eight years maintenance has been adjusting its service model. Last year park maintenance and athletic facilities combined in the north and south to eliminate overlap. Staff crossover was eliminated at 52 sites.

Anthony requested more information on the procedures for cleaning up homeless camps.

- ✓ Jon replied that staff are taking all necessary safety precautions.

Anthony further inquired as to how much is left behind.

- ✓ Jon indicated it is a case by case basis but noted most are not very large.
- ✓ Doug added that in the event there is a large cleanup, the district utilizes a third-party contractor to reduce risk to staff.

Planning

Jeannine Rustad, Planning manager, provided a brief overview of the Planning Department's responsibilities and budget highlights including:

- Implementation of strategies for land acquisition in park deficient areas, as well as new urban growth areas
- Continue implementation of grant strategy

- Continue working with City of Beaverton on the urban service agreement

Samira Godil was excused from the meeting.

Susan asked how the district defines a park deficient area.

- ✓ Jeannine replied that the Parks Functional Plan contains a map that measures level of service. A consultant has measured the quality and quantity of amenities and walkability to THPRD parks and trails.

Susan encouraged THPRD, as it goes through the planning process, to consider pet areas as the population density increases.

- ✓ Jeannine confirmed that conversations are taking place regarding zoning within the city of Beaverton.

Shannon referred to the public testimony provided to the budget committee at the start of the meeting and asked for a factual reflection on whether West Slope is underserved.

- ✓ Jeannine noted that according to the color-coded map included in the Parks Functional Plan, West Slope is identified as not up to THPRD's level of service, which is why the land was purchased by bond funds for future development.

Anthony referred to the map noted earlier and inquired what district population lives in the grey and yellow zones.

- ✓ Jeannine replied that some of the grey zones are low density and referred to the prioritization criteria.

Anthony noted that statistics on the different zones could provide context.

Design & Development

Gery Keck, Design & Development manager, provided a brief overview of the Design & Development Department's responsibilities and budget highlights including:

- Begin the construction phase of the NW Neighborhood Park in the Bonnie Meadow area and the NW Youth Athletic Field adjacent to the Living Hope Church
- Complete the master plan of SW Quadrant Youth Athletic Facility at Mountain View Champions Park
- Continue the master planning of the Beaverton Creek Trail
- Complete construction of the Cedar Hills Park Redevelopment, Waterhouse Trail Segment #4, Bonny Slope Trail and the Crowell Woods Neighborhood Park

John asked when Cedar Hills Park will be complete.

- ✓ Gery replied that it is scheduled to be complete in the Fall.

Park & Recreation Services

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

- An enhanced focus on breaking down barriers to recreation opportunities through targeted programming
- Part time staffing additions in Community Programs
- Expansion of existing afterschool programming

Aisha noted that the total appropriation for the entire Park & Recreation Services Division is slightly over \$23 million, just under a \$2 million increase over FY 2018/19.

Ashley asked what the associated costs are with the National Recreation and Parks Association's Gold Medal process.

- ✓ Aisha noted there is no application fee, but there are costs associated for complying with the requirements which includes any promotional materials, such as the video that is required of all finalists.

Anthony asked what the benefits are to the public if the district wins the Gold Medal award.

- ✓ Aisha replied that being a finalist indicates the agency is among the best in its category. It allows staff to attend the national conference and meet other park and recreation professionals, share ideas, programs and bring that knowledge back to THPRD.
- ✓ Doug added that it also is a beneficial recognition to include on future grant applications.

John commented that the Gold Medal process has been a driver for improvement at the district.

Susan requested an update on the concessionaire at the Jenkins Estate.

- ✓ Aisha noted that the Jenkins Estate is overseen by Community Programs and an update will be provided later in the meeting, though she added that a new concessionaire is currently managing events at the estate.

Aquatics

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

- Continue focus on staff recruitment to meet programming demands
- Continue to provide opportunities for families to participate at the pools by offering at least one free open swim each week throughout the year
- Expand Make a Splash swim lessons
- Fund upgrade of four regular part time staff to full time

Anthony inquired about the cost of the lifeguard programs.

- ✓ Sharon replied that the junior lifeguard training is \$171, and the lifeguard training program is \$281.

John asked for additional information on aquatics programming for people experiencing disability.

- ✓ Sharon explained that the programs offered include one on one instruction and an internal training program, and by decentralizing the adaptive aquatics, more people can participate.

Shannon questioned why there were increases at Beaverton Swim Center and Aloha Swim Center.

- ✓ Sharon explained it is due to staffing changes.

Felicita asked how THPRD compares to other agencies with offerings of programs for people experiencing disability and what is the level of out of district participation.

- ✓ Sharon responded that out of district participation is limited due to cost but THPRD's program is quite large and unique with the one on one instruction.
- ✓ Julie Rocha, Sports manager, added that through THPF's program fund the district is working with the Autism Society of Oregon on aquatic safety classes.

Anthony inquired about group aquatic programs for participants on the autism spectrum.

- ✓ Sabrina Taylor Schmitt, Recreation manager, added that Conestoga Recreation and Aquatic Center has a Friday morning quiet swim program.

Sports

Julie Rocha, Sports manager, provided a brief overview of the Sports Department's budget highlights including:

- Shift operational dollars to provide for field staff and a new concession stand at Cedar Hills Park
- Continue to implement new recreational programs through the Program Fund established for people experiencing disabilities in coordination with the Champions Too Steering Committee and the Access for All Initiative
- Funding software for an online tennis and field reservation system
- Funding for the expansion of an afterschool program to be offered at the Athletic Center

Recreation

Sabrina Taylor Schmitt, Recreation manager, provided a brief overview of the Recreation Department's responsibilities and budget highlights including:

- Provide families in need access to 9-month preschool to support children in early intervention and early childhood special education program
- Funding to support the expansion of afterschool programs to serve the children of the Beaverton School District (BSD)
- Partner with new or current medical community partners to promote improved health and wellness opportunities for all members of the community
- Continue to offer the popular Fitness in the Park and Walk with Me programs in underserved communities across the district, providing free and inclusive recreation opportunities to community members of all fitness levels

John requested additional information regarding the increase in the afterschool program.

- ✓ Sabrina referenced the business plan submitted to support the expansion of the program onsite at potentially two schools that will mirror THPRD's existing program.
- ✓ Aisha added that it is an identified need within BSD. THPRD's programs are at capacity and the department is confident that staff could run the expanded programs at a BSD site. The challenge is access to BSD schools.

Susan asked if THPRD would pay rent to BSD for the use of the site.

- ✓ Aisha replied that it could be a part of the current shared use agreement and that discussions continue with BSD.

Ashley questioned the capacity at the facilities with respect to how many programs are offered.

- ✓ Sabrina explained that facilities are at capacity during peak hours. Programming staff continue to be innovative in space utilization and expanding current offerings to meet the needs of the community.

Community Programs

Keith Watson, Community Programs manager, provided a brief overview of the Community Programs Department's responsibilities and budget highlights including:

- Continue collaboration with local government agencies to provide free community events and programs
- Listen, engage, and respond to input on community-related topics such as dog parks, community gardens, and historic properties
- Enhance district programs, services, and facilities through volunteer engagement
- Budget includes the transfer of the volunteer services specialist and associated program funds from the Nature & Trails department
- Funding for additional part-time staff hours to support and enhance volunteer services and community events
- Funding to create year-round access to ADA accessible restrooms at the Jenkins Estate

Felicita expressed appreciation for the volunteer specialist efforts, but noted that THPRD is barely scratching the surface on the volunteer capacity of the community. She added that the district could benefit from utilizing the community champions to do more.

Ashley referenced the money allocated to dog parks and asked if a location of a new park is known.

- ✓ Keith replied that staff are working with the Parks and Facilities Advisory committee and their work on the recommendations for the updated Parks Functional Plan was invaluable. He indicated the next step is site identification based on criteria developed by the committee.

Ashley asked if there is a specific emphasis on programming for the diversity of the community.

- ✓ Keith shared some recent cultural events and partnerships with community organizations to sponsor and host various events. The district will continue these efforts to ensure the community is aware that THPRD facilities are available for many diverse events.
- ✓ Holly added that Communications partners with community-based organizations to let the community know that THPRD can assist in hosting various cultural events and activities in parks and facilities.

Anthony expressed agreement with Felicita's comments regarding untapped volunteer resources and provided a suggestion of having volunteers to remind park and trail users of off-leash rules.

- ✓ Keith agreed that there is an issue with off-leash dogs on THPRD property, but noted that confronting park and trail users is not ideal for volunteers.
- ✓ Bruce Barbarasch, Nature & Trails manager, added that there is a park steward program at THPRD which allows for the volunteers to inform park users about THPRD opportunities and rules.
- ✓ Holly added that Communications is working with Security Operations to create some light-hearted videos regarding good dog behavior on district property.
- ✓ Budget committee and district staff discussion occurred regarding dog parks throughout the district and ways to connect with community members and create ownership of parks which would empower people to speak up with respect to the rules. The location of the current dog parks leaves a significant portion of the district underserved and to address this staff are looking to create more dog-based special events.

Susan inquired as to the reason the restrooms at the Jenkins Estate are closed.

- ✓ Keith noted that the district is aware of this and is working on it. He added that the business plan submitted will add funding for additional staff time for maintenance and automated locks.

Shannon asked for the reason the supplies budget increased by \$27,000.

- ✓ Keith commented that a large part is the volunteer services budget transfer to Community Programs.

John inquired how the visioning process could assist with the expansion of dog parks and address concerns.

- ✓ Holly replied that the visioning process will rely on public feedback to very broad questions, so the district anticipates comments on many different topics, including dog parks. The visioning process will help inform the work that is already happening and the data from the extensive outreach will give the district a foundation and the ability to set parameters on amenities.

Nature & Trails

Bruce Barbarasch, Nature & Trails manager, provided a brief overview of the Nature & Trails Department's responsibilities and budget highlights including:

- Transfer of volunteer staff and materials to Community Programs
- Additional funds for new park acreage

Anthony asked about the ownership of a parcel of land south of the Nature Park noting it might make a great location for a dog park.

- ✓ Bruce confirmed that it is owned by the Bonneville Power Administration. He further acknowledged the work that has been done on setting criteria for ideal locations that would create a successful site for a dog park regarding size and challenges.

Shannon requested that the committee remain focused on the budgetary issues and take conversations outside of the scope of the committee offline.

C. Capital Expenditures

Keith Hobson, director of Business & Facilities, provided an overview of the General Fund Capital Projects:

- Information Services capital and Maintenance Operations equipment may be found in their respective department budgets
- Projects are prioritized toward maintenance replacements and some selected improvements
- Total replacement funding is approximately \$3.1 million, which includes Information Services and Maintenance Operations capital
- Capital projects funded by outside sources include approximately \$2.9 million from grants
- The total carryforward balance is \$6.4 million, plus additional funding of \$670,000 for a total of approximately \$7.1 million
- The primary reason for the increase in capital project carryforward funding is the \$3.4 million of support for the Cedar Hills Park bond program project
- Energy saving capital improvements include:
 - Continuing investments in LED lighting fixtures
- Challenge grant allocations of \$75,000 which provides funds to friends' groups and advisory committees
- Replacement projects to note:
 - \$560,000 of asphalt path replacement and overlay at six sites including Greenway Park, Waterhouse Linear Park and Willow Creek Greenway
 - Replacement of bridges and boardwalks at Willow Creek and Commonwealth Lake
 - Replacing the pool tank and deck, along with related improvements at Raleigh Swim Center
 - Wood flooring refinishing at the Tualatin Hills Athletic Center, Cedar Hills Recreation Center and the Conestoga Recreation & Aquatic Center
- Investments in items to improve employee safety and new funding to address ADA improvement items identified through the recently completed ADA Transition Plan
- Funding for the acquisition and renovation of new administrative office space to address the needs of staff approved by the board of directors in April 2019

Keith showed the budget committee examples of replacements that demonstrate the backlog in terms of assets used by the public.

Keith reviewed THPRD's reserve fund for major replacement items, noting that the available replacement funding the past four years and the proposed FY 2019/20 budget are net of \$850,000 each year, which is being appropriated into the replacement reserve fund. The amount of funding for the replacement reserve is based on a sinking fund calculation that sets aside the cost of replacing an asset over the life of the asset, which was a key recommendation of the Service and Financial Sustainability Plan. The \$850,000 annual contribution reflects the current year funding need plus a contribution to the unfunded balance from prior years.

New in FY 2019/20, the accumulated balance of this fund, currently maintained in the General Fund, is being transferred to a separate reserve fund and the district is appropriating funds for new major replacement projects that are in part already reserved in this fund.

The \$410,000 being appropriated is for two major replacement projects: cardio and weight equipment and roof refurbishment and replacements at three sites. Over half of this appropriation includes funds already set aside in the replacement reserve, but offset with additional transfers from the general fund to ensure that the timeline to fully fund this reserve stays intact. Once the reserve is fully funded there will only be an annual contribution based on the calculation of the annual requirement to keep the reserve fully funded.

The total reserve fund balance includes the backlog items already at the end of their useful life, and includes the portion of used life of all other major assets that will need to be replaced. The net replacement reserve liability is trending downward as the district continues to fund replacements and replacement reserve. The FY 2019/20 budget has reached a milestone where the reserve balance funded exceeds the net liability. One of the benefits of maintaining the replacement reserve is that when it reaches a sufficient balance to offset the need for interim financing it can be used for interfund borrowing to eliminate the need for outside debt financing which will save \$280,000 of estimated interest on tax and revenue anticipation notes appropriated this year.

Keith noted that routine replacements are being calculated similarly to FY 2018/19. The total estimated replacement reserve liability is approximately \$30 million.

Ashley Hartmeier-Prigg referenced the district's need for new administrative office space and asked if HMT would need to be retrofitted.

- ✓ Keith replied that modifications would be necessary, but this is not included in the budgeted project and additional funding would be needed.

Ashley noted the recent roof project at the Aquatic Center and questioned why the overhead lights were not completed at the same time.

- ✓ Keith noted that they were originally converted to LED lighting but did not meet specifications for standard levels of lighting for user experience.

Susan Cole expressed appreciation that the replacement reserve is designated to a separate fund which adds to the district's transparency but asked if there is a board adopted policy to move the \$850,000 or is it due to operating target.

- ✓ Keith replied it is a target.

Susan asked if there is a board adopted policy establishing an ending target fund balance each year to achieve.

- ✓ Keith replied that a calculation is done each year based on useful life and what the established reserve amount should be if the reserve was fully funded.

Susan encouraged to explore a policy and each fiscal year moving forward reflect what that target might be. She noted that it would be beneficial to the committee to see the district's targets. An adopted policy would be a fiscally conservative way to protect these funds.

Felicita Montebalanco referenced the landscaping budgetary line item and questioned whether it is safety related or for aesthetics.

- ✓ Keith explained that it is mostly aesthetic to address the visual impact of the door put in at the Aquatic Center.

Felicita expressed her shock at the cost of the slide for Autumn Ridge Park.

- ✓ Jon Campbell, Maintenance Operations manager, noted it is a replacement slide to address standards at the park and confirmed that the \$10,000 for the equipment is a reasonable cost including installation.

D. Special Revenue, Debt Service, and System Development Charges

Keith Hobson, director of Business & Facilities, explained that THPRD allows developers to use THPRD property to mitigate their impact to wetland areas or buffers around streams. Fees collected from these projects are placed in a Special Revenue Fund to be used to maintain the sites.

Keith provided an overview of THPRD's Debt Service Fund that accounts for the repayment of principal and interest of THPRD's General Obligation Bonds:

- Repayment of the \$64 million outstanding bond balance from the \$100 million 2008 bond levy is funded through a separate property tax levy
- The levy amount is set based on the annual debt service payment required and the rate is then determined based on the total assessed value
- The total levy amount needed is \$7.9 million and based on the projected growth in assessed value results in a property tax rate of \$0.31 per thousand, which continues to be well below the projected rate of \$0.37 stated in the 2008 election materials
- This lower rate is due to a combination of the favorable market conditions at the time of the original issue and refinancing, but also due to THPRD's strong credit ratings

Susan Cole referenced in the budget document series 2011 and inquired as to the gap in principal payments for 2026 and 2027.

- ✓ Keith attributed this to the refunding done in series 2016.

Anthony Mills referenced the Bonded Debt Resources and Requirement chart in the budget document and noticed inconsistencies in the alignment of the columns.

- ✓ Keith indicated that staff will review.

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

- Although increased SDC revenues were anticipated three years ago due to the new rates and the new urban growth areas, the projection for 2019/20 is to be below projected revenue. These estimates are based on projected permit activity from the city and county, but the timing of these permits is difficult to predict.
- Significant SDC resources were left uncommitted in the FY 2018/19 budget which leaves adequate resources this year to fund project commitments.
- Carryforward projects were included in the FY 2018/19 adopted budget. Approximately \$1.7 million is proposed to be added in FY 2019/20.
- The Parks Functional Plan (PFP) update is complete which enables the district to update the SDC five-year Capital Improvement Plan (CIP).
- The most recent CIP tracks existing and projected resources within the new Urban Growth Boundaries (UGB).
- Projects in the CIP have been prioritized based on criteria developed in the PFP and they have also been through the filter of the SDC resources to determine the actual projects to be funded.

- Approximately \$9.6 million is available for new acquisition and development project commitments.
- Approximately \$2.5 million is budgeted for new land acquisitions. This funding, along with carryforward funding of \$10.4 million, will allow the district to meet projected acquisition obligations in Bonny Slope West, North Bethany and South Cooper Mountain.
- Approximately \$765,000 is budgeted for new development projects dedicated to improvements on district-owned land in North Bethany.
- New development commitments will follow the prioritization from the five-year CIP.

Ashley Hartmeier-Prigg referenced the SDC fund chart in the budget document and asked what the additional funding column represents.

- ✓ Keith noted it is additional SDC resources to ensure that projects reach completion in a challenging environment where costs are increasing.

John Griffiths referred to the earlier public testimony regarding the West Slope park site and inquired if it would be eligible for SDC funding.

- ✓ Doug Menke, general manager, noted that while it is eligible, it does not meet the criteria in the PFP which is focused on the new growth areas that are generating the SDCs.

John commented that if the SDCs are targeted for the expansion in new growth areas and not the other district-owned land, it will result in debt that is not sustainable or the need for a future bond measure.

- ✓ Doug noted that if development increases and the district reaches the full revenue target and had excess funds, the board could make the decision to reallocate the SDCs.
- ✓ Keith noted, as previously mentioned, the district will follow the CIP prioritization and that project is lower on the list. However, if development occurs outside the UGB that generates SDCs the project has a likelihood of moving higher on the list. Keith noted that the list is prioritized by two factors: criteria and available resources.

Shannon Kennedy reflected that the public testimony related to the West Slope park site referenced a much lower cost than the \$2.5 million listed in the CIP.

- ✓ Keith added that there is a significant investment in the master planning process and to obtain the necessary permits.

Anthony suggested that staff provide this information to the NAC meetings to help park users better understand the costs associated with park expansion.

Anthony asked about the district's philosophy in predicting SDC resources.

- ✓ Keith agreed that it is difficult to predict, and it is largely based on timing. If a recession occurs, developable land may sit idle for some time.

Felicita Montebianco expressed appreciation that there are SDC waivers for affordable housing included in the FY 2019/20 proposed budget, but was hoping it would be higher. She noted that with the Metro bond there will be 200 units in Beaverton and 600 units in Washington County that excludes Beaverton and Hillsboro. The district needs to acknowledge that it has been a barrier and needs to be part of the solution. While providing SDC waivers for ten units is transformative for those families or individuals, 20 or 50 would be better. She would like to see more resources allocated from other areas without compromising safety.

Susan noted that the unfortunate reality is that THPRD won't have the impact to move the needle without other agencies making the same commitment and there is tremendous benefit to park development. She expressed concern that increasing the amount allocated would not be enough; it needs to be a regional solution.

Felicita agreed but added that the district can set the tone. She added her appreciation of Rachael Duke with Community Partners for Affordable Housing who attended a board meeting and shared how powerful it would be to be able to explain to grant makers that they have a local jurisdiction that is making sacrifices on their behalf because they believe that affordable housing is a priority. While she understands that the transportation SDC is very high, she is happy to write a letter to use her voice for the betterment of the community.

Ashley asked how the district came to the amount of \$108,000 for SDC waivers.

- ✓ Keith replied that there was board direction to establish some level of funding, but the criteria haven't been finalized. This dollar amount was balanced against other items in the budget and determined that the district would cover ten units at the multi-family rate.

Susan asked for an explanation for the committee's benefit that the district is not able to waive SDCs and that this is a backfill from the general fund revenues.

- ✓ Keith provided an overview on the district's SDC methodology and state law for waiving SDC fees. The way to do that without affecting the general fund is to update the SDC methodology and reflect that. It is a state law that if SDC fees are waived from the fund, the funds have to be backfilled otherwise, everyone else who is paying SDC fees has grounds to say they are paying more than their fair share.

E. Bond Capital Projects

Keith Hobson, director of Business & Facilities, provided an overview of the Bond Capital Projects Fund:

- The carryforward is estimated at \$9.6 million, based on expenditures to date.
- The Bond Fund Overview by project illustrates appropriations included in the bond levy.
- With the \$4 million of general fund debt proceeds borrowed to support the Cedar Hills Park Redevelopment project, staff is projecting costs are within available resources. This assumes that consistent with the funding plan approved by the board, SDCs will be used to cover contingency on the Somerset West Park project.
- Continue the district's practice, consistent with the fiscal policies approved by the bond oversight committee, and adopted by the board, to move funds as needed at the time of contract award.
- Surpluses in either of the Natural Resource categories will not be used to cover shortfalls in any of the other categories.
- The bond capital program is nearing completion. Nearly \$95 million of bond funds have been expended and many project categories have been completed.
- There are few development projects to complete which include two parks, one currently in construction and two athletic facilities. Land acquisition is complete except for the Natural Resource category but over 169 acres have been acquired thus far.
- The bond oversight committee reached the end of its 10-year charter last spring and their work is complete with the publication of their February 2018 addendum to their 2017 report.

Gery Keck, Design & Development manager, and Bruce Barbarasch, Nature & Trails manager, shared pictures of various bond projects and explained the status of the different bond areas including:

- Renovate and Redevelop a Community Park
- Renovate and Redevelop a Neighborhood Park
- New Youth Athletic Field
- Natural Area Preservation
- Natural Area Acquisition

Agenda Item #6 – Public Comment

There was no public comment.

Susan Cole noted the letter from Reach Community Development regarding affordable housing and entered into public record.

Agenda Item #7 – Budget Committee Questions and Recommendations

Ashley Hartmeier-Prigg asked if SDCs are paid by the developer, then passed on to the buyer during purchase.

- ✓ Susan Cole confirmed the SDCs are paid at the point the permit is pulled, but added that the developer's financial records are proprietary which makes it hard to know what the drivers are. Washington County contains several layers of government including Clean Water Services which have SDCs for waste water treatment, Tualatin Valley Water District has SDCs for improvements on drinking water, City of Beaverton for water, sewer and storm water and Washington County has voter-approved transportation tax. In her opinion, for the needle to move on affordable housing all the overlapping districts would come together with a global policy.

Ashley echoed earlier comments and reflected that there is a 20% budget increase of allocated carryover dollars, but is a small percentage. If the district could do more for affordable housing, it could benefit the Gold Medal process or grant funding.

Shannon Kennedy asked what jurisdiction the budget committee has to influence this issue.

- ✓ Keith Hobson, director of Business & Facilities, replied that the committee would not have the authority to direct how the board applies the fund, but it is within the committee's purview to weigh in on the appropriations in the budget. The transfer would be an appropriation, so the committee could make a recommendation to adjust that but keeping in mind there needs to be an offsetting reduction from another expenditure category.
- ✓ Susan provided an explanation that the committee could make a motion to amend the general fund and identify an offset, so the budget remains balanced.
- ✓ Keith added that the projected SDC revenue was reduced knowing this is offsetting waivers and an increase in the funding for waivers would not create additional resources.

Felicita Montebianco asked if various proposals could be provided of what different options on affordable housing would look like.

Shannon suggested if a motion was made, the committee could ask staff to help identify areas where taking money away to increase the dollars for SDCs would be feasible.

Anthony Mills asked about discussion on a future bond.

- ✓ Doug Menke, general manager, confirmed that discussions have been had and the visioning process is one of the early stages of the process. It is a timing sequence based on other initiatives in front of the public.
- ✓ Keith added that it would be beneficial to time when the current bond expires.

John Griffiths referenced board members' recent trip to Salem to meet with legislative representatives and provided a letter with alternate tools available for affordable housing which include:

- SDC credits for open spaces
- Deferring collection of SDCs

- Financing SDCs over time
- Credit for prior use of the property
- Partnering with the school district
- Local government coalition

He further noted that while THPRD serves the same population, the district's funds are more efficiently used to provide that population with services such as the scholarship program and afterschool program expansion.

Keith mentioned that the approval of the minutes from the February 19, 2019 meeting were inadvertently left off the agenda.

Chair Susan Cole called for a motion to amend the agenda to allow for approval of the minutes.

Ashley Hartmeier-Prigg moved that the budget committee amend the agenda to allow for approval of the minutes. Anthony Mills seconded the motion. The motion was UNANIMOUSLY APPROVED. Chair Susan Cole called for approval of the minutes as submitted. The minutes were UNANIMOUSLY APPROVED.

Anthony suggested that the district sponsor a community meeting regarding affordable housing.

- ✓ Felicity noted that those meetings are already happening but sometimes THPRD is not invited, adding that the district needs to work on being a resource to the community.

Shannon noted that the current budgeted amount is a step in right direction and expressed appreciation for John's previous comments. She added that she believes \$108,000 is sufficient and suggested to have more conversations with our overlay partners.

Ashley asked if changes could be made at the May meeting.

- ✓ Keith added that the budget could be approved, or adjustments proposed.

Susan outlined the responsibilities of the budget committee as follows:

- Hear the budget
- Allow for public testimony
- Approve the tax rate of the district

It is up to the committee to ask for extended meetings or additional information from staff to make decisions by consensus.

Felicity reiterated the request for additional proposals on affordable housing in May and encouraged the budget committee to look at past board minutes to review the affordable housing testimonies.

Susan suggested to get a consensus of the committee this evening to guide this request and asked for other comments. If the committee would like staff to prepare alternate proposals it would have to be a consensus otherwise it might not be a good use of staff's time.

Shannon Kennedy moved that the \$108,000 proposed is sufficient for the current budget cycle. Wendy Kroger seconded the motion. The motion passed by MAJORITY vote.

Felicity complimented staff on the readability and organization of the budget document as provided.

Ali Kavianian expressed appreciation for district staff and acknowledged several accomplishments including:

- New grants

- Districtwide savings
- Community involvement and engagement
- Collaboration with other government agencies
- Programs with a focus on health and wellness

Agenda Item #8 – Date of Next Budget Committee Meeting: May 21, 2019

Chair Susan Cole announced the next budget committee meeting will be May 21, 2019.

Agenda Item #9 – Adjourn

There being no further business, the meeting adjourned at 10:32 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Lindsay Lambert



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

A Tualatin Hills Park & Recreation District Budget Committee Meeting was held at 6:00 pm, Tuesday, May 21, 2019, at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton.

Present:

| | |
|------------------------|-----------------------------------|
| Susan Cole | Chair/ Budget Committee Member |
| Shannon Kennedy | Secretary/Budget Committee Member |
| Samira Godil | Budget Committee Member |
| John Griffiths | Budget Committee Member |
| Ashley Hartmeier-Prigg | Budget Committee Member |
| Ali Kavianian | Budget Committee Member |
| Wendy Kroger | Budget Committee Member |
| Anthony Mills | Budget Committee Member |
| Felicita Monteblanco | Budget Committee Member |
| Doug Menke | General Manager |

Absent:

| | |
|-----------|-------------------------|
| Todd Duwe | Budget Committee Member |
|-----------|-------------------------|

Agenda Item #1 – Call Meeting to Order

The meeting was called to order by Chair Susan Cole at 6:00 pm.

Agenda Item #2 – Approve April 16, 2019 Work Session Minutes

Wendy Kroger moved the budget committee approve the minutes of the April 16, 2019 Budget Committee Work Session. Anthony Mills seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #3 – General Budget Information

Keith Hobson, director of Business & Facilities, announced that tonight is the third and final meeting of the budget committee to review the district's FY 2019/20 budget. At the conclusion of the meeting, staff will request the budget committee approve the budget and property tax levies.

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

- The General Fund Property Tax Levy is based on a permanent tax rate of \$1.3073 per \$1,000 of assessed value. The actual amount received is dependent on the total assessed value as determined by Washington County; staff anticipate a 4.5% increase over the current year.
- The Bonded Debt Fund Levy is based on the amount needed to satisfy principal and interest payments on the district's voter-approved general obligation bonds. Staff determined the amount needed and the tax rate will be dependent on the total assessed value. For FY 2019/20, staff determined the amount to be \$8,293,555.

Agenda Item #4 – Review Budget Information

Keith Hobson, director of Business & Facilities, provided a brief overview of the additional information requested at the April work session as contained within the budget committee's information packet for this evening, which included the following:

- Capital Improvement Plan Project Development

Keith explained that based on public input, staff have provided park development costs based on recently completed projects with a breakdown by the components that drive these costs. Additionally, staff have prepared a research process to investigate the feasibility of phasing park development to identify if it is possible to deliver a smaller level of development faster without increasing overall costs. Key issues to investigate in this process include:

- Conversations with permitting agencies to see what can reasonably be done without triggering regulatory improvements.
- Conduct a financial analysis to determine if a phasing approach would make a significant impact on the timing of park delivery without increases to the overall costs.

Keith referenced Chair Susan Cole's previously emailed questions and provided brief explanations for the budget committee.

- Clarification of the description in the memo provided in the budget document of what the district currently does or is proposing to do in the future in reference to project development.
 - ✓ Keith indicated this is not the current practice. The district occasionally phases projects but have not done this extensive of an analysis.
- Explanation on the criteria to determine park need in a specific area and how population density impacts the district's decision.
 - ✓ Keith replied that the GRASP analysis measures the number and quality of park amenities rather than density. The prioritization criteria for which parks would be developed faster, population density is factored in. Additionally, the district is looking at design modification to address higher density areas that might need a smaller park but a higher level of development.
- Referencing the community characteristics section of the prioritization criteria process chart whether it serves district residents, provide information on the evaluation metrics of scoring points for being surrounded by out-of-district residents.
 - ✓ Keith replied that staff are looking at areas that will be annexed into the district in the future and provide amenities that actively serve district residents.
- Noting concerns that if there are connectivity issues at parks (under the site characteristics section in the criteria), whether the district is creating a self-perpetuating problem because if there is no connectivity and a park scores low because of that, the park is not developed which then means connectivity does not happen.
 - ✓ Keith explained that the district is looking at both existing and planned connectivity.
- Explanation on site readiness under the site characteristics section and whether a park that is not ready for development could change from an active use park to a passive use park.
 - ✓ Keith replied that land is acquired with a purpose and classification and the category of funding clarifies the use.

Susan asked for clarification on scoring if there was an area of the district that is isolated from connectivity and underserved.

- ✓ Keith replied that it is possible to score lower and added this is not whether a park will be developed but rather a prioritization of how quickly it will take place. Though it might rate

low in the connectivity category there are other factors that could potentially affect the overall score.

Keith thanked the budget committee members for their time and expertise in serving the residents of the Tualatin Hills Park & Recreation District.

Agenda Item #5 – Public Comment

Marie Knapp, 7563 NW Catalpa St, Portland, provided a handout to the THPRD Budget Committee with a link to a community petition for the development of Abbey Creek Park and Highland Park in the North Bethany area. For several years SDC funds have been collected at the rate of \$12,000 per house to develop amenities for the growing population. The North Bethany community has seen little benefit and would like to see how the money has been spent to see if a fair share is being allocated. While millions of dollars have been allocated to land acquisition and carried over, no amenities have been put in place.

Elliot Knapp-Levi, 7563 NW Catalpa St, Portland, is before the THPRD Budget Committee to request a park in the North Bethany area before winter.

Aditya Kukday, 17206 NW Viola St, Portland, is before the THPRD Budget Committee to express frustration over North Bethany interactions with THPRD staff regarding information requests and reports at Community Participation Organization meetings with contradictory information. Property taxes in North Bethany are higher than other areas of the district and has roughly 2,000 houses and have contributed more than \$25 million in SDCs. There are still no parks in the area, which leaves homeowners wondering where the money is going.

Rucha Kulkarni, 17206 NW Viola St, Portland, is before the THPRD Budget Committee regarding the lack of recreation centers north of Highway 26. She shared that the registration process is frustrating and there is a lack of space in the programs. In North Bethany, the public was asked for input, but the final plans differed from the design ideas provided and the park development keeps getting pushed back. She would like to know where the property tax dollars are being spent. It is appreciated that PCC Rock Creek offers some programs but she thinks that THPRD can do more.

Praba Selva, 16837 NW Crossvine St, Portland, is before the THPRD Budget Committee and expressed agreement with previous testimony regarding the need for parks in North Bethany and wants the schedule expedited for development.

Madhukar Eshwarachar, 16952 NW Viola St, Portland, is before the THPRD Budget Committee to address the need for parks in North Bethany. He stated that there is no sense of belonging in the area which is different from other areas he's previously resided. The neighborhood needs spaces for children to be outside and play. With the completion of a park design also comes a sense of pride for both the neighborhood and THPRD.

Justin Field, 17202 NW Viola St, Portland, is before the THPRD Budget Committee to discuss the lack of parks in the North Bethany area. He noted his appreciation for THPRD's parks and trail systems but is frustrated with the lack of parks in North Bethany. The recently released design of Abbey Creek Park amenities is very basic and disappointing. The neighbors are hearing that there are budget constraints and feel that they are not benefitting from the high property taxes they are paying.

Piotr Macech, 7342 NW 170th Ave, Portland, is before the THPRD Budget Committee to express agreement with previous testimony regarding the need for parks in North Bethany,

disappointment in the recently released park design and added that there needs to be some accountability for the high taxes that North Bethany homeowners are paying.

Paul Baker, 16926 NW Anita St, Portland, is before the THPRD Budget Committee regarding the need for parks in North Bethany and feels that certain developers (Polygon and DR Horton) are treated differently with respect to getting parks built more quickly. He added that the design survey for Abbey Creek Park was ignored, and the neighborhood is ready for parks to be constructed. He questioned the costs provided to build the park and commented that they seemed too high.

Anand Koppal, NW Viola St, Portland, is before the THPRD Budget Committee to address the lack of parks in the North Bethany area.

Saurabh Jain, 17391 NW Woodrush Way, Portland, is before the THPRD Budget Committee to address the lack of parks in the North Bethany area and would like to know how to help expedite the development.

An audience member (no testimony card completed) is before the THPRD Budget Committee to express concern for the lack of parks in the North Bethany area and would like to see park improvements completed this summer.

Susan Cole thanked the members of the public for their testimony and reminded the audience that public testimony is also allowed at the monthly board of director's meetings.

Felicita Montebianco added her appreciation to the members of the public for their testimonies.

Keith Hobson, director of Business & Facilities, provided comments in response to the public testimony:

- The North Bethany parks plan is based on the concept plan Washington County adopted which focused on land acquisition for parks and trails.
- THPRD have accounted for and tracked SDCs in North Bethany and can make that information available.
- Polygon elected to build the parks in exchange for SDC credits while the other developers chose not to do that.
- Land acquisition funds carried over and not used is to ensure when opportunities for land acquisition arise, funds are available.

Susan asked what the property tax rates for North Bethany are compared to other areas in the district.

- ✓ Keith replied that district staff can ask Washington County for that information.

Susan clarified that the tax rate is consistent across the district, but what varies is the taxable value of homes.

Anthony Mills added that it is the real market value of your property that is being taxed.

Shannon Kennedy was excused from the meeting.

Keith addressed the design concerns at Abbey Creek and the timing of the park development, noting two competing demands staff are trying to balance to expedite construction:

- Funding was a limiting factor, but staff is addressing the issue
- Trying to avoid additional permitting which could delay the project

He further noted that the public comment is not being ignored and staff will hold another neighborhood meeting for design to determine if there is an alternative to address concerns. It will still be a phased development in an effort to not trigger additional permitting for the project. Staff can provide a more comprehensive review at a future board meeting or work session regarding SDCs.

Susan clarified that funds are appropriated in the 2019/20 budget for two parks in North Bethany.

- ✓ Keith confirmed there are appropriated funds for Phase 1 development.
- ✓ Ali Kavarianian added that the district wants to expedite the development, but some projects need to be completed in phases due to jurisdictional constraints. The board wants to hear the community concerns and commended the testimonies tonight and the efforts of the North Bethany homeowners in advocating for their parks.

Ashley Hartmeier-Prigg asked for clarification on what the factors are that could trigger additional permitting for a project.

- ✓ Keith replied that it is impacted square footage.

Ashley inquired when SDC allocations are received.

- ✓ Keith replied that SDCs are received throughout the year as permits are pulled.

Samira Godil noted concerns in staff communication and lack of response.

- ✓ Keith replied that the district does have a policy in place for public records requests and if a broad request comes in, staff will try to narrow down the request to expedite delivery and lower costs. For public questions, staff try to answer in a timely manner.

Doug Menke, general manager, noted that further discussion of North Bethany parks could be held at either a future board meeting or work session and added that there are many factors in development and the planning is very complex.

John Griffiths referenced the successful public outreach for Crowell Woods and asked whether Abbey Creek was prior to this process.

- ✓ Keith confirmed and added that the master plan was completed before any homes were built. Staff regularly attend Community Participation Organization (CPO) meetings and will continue to participate and have ongoing discussions.

Felicita shared her understanding of members of the public that live in unincorporated Washington County and the benefits and challenges that come with that. Communicating with a population of 250,000 is challenging but with social media and other outlets, the district is getting better. Board members are available to listen and learn and value creating community.

Anthony asked if there are any Frequently Asked Questions regarding North Bethany.

- ✓ Keith replied that there is not, but the information is available via other publicly available documents.

Samira referenced the tight timeline to have another public meeting and still allow for an October completion.

- ✓ Keith confirmed that the district will move forward with construction while the play equipment design is resolved.

Wendy Kroger referenced the public testimony and asked if there is a way staff can encapsulate a timeline of when the district can address the concerns brought forth and get it on the website.

- ✓ Keith confirmed that staff can create this information.

Agenda Item #6 – Budget Committee Discussion

Board President Ali Kavianian thanked his fellow budget committee members and district staff on this year's budget development process.

Ashley Hartmeier-Prigg asked what the protocol would be for adjusting the budget.

- ✓ Keith Hobson, director of Business & Facilities, confirmed that this could be done with either a budget transfer to move appropriations or a supplemental budget process.

Wendy Kroger complimented staff for addressing the public testimony and would like to find a way to develop pre-parks moving forward without triggering permitting issues.

Ashley asked for the definition of service levels.

- ✓ Keith replied that service levels are based on the scoring methodology which is geographically based and takes into account the amenities and the quality of the park.

Anthony Mills asked if it is based on walking or driving.

- ✓ Keith confirmed it is based on walkability.
- ✓ Doug Menke, general manager, added that perspective matters when it comes to walkability and the closeness of parks.

Agenda Item #7 – Approve 2019/20 Budget & Property Taxes to be Imposed

Samira Godil moved that the budget committee approve the Proposed Fiscal Year 2019/20 Budget and the appropriations contained therein. Anthony Mills seconded the motion. The motion was UNANIMOUSLY APPROVED.

Anthony Mills moved that the budget committee establish and approve the General Fund Property Tax Levy at the Permanent Tax Rate of \$1.3073 and establish and approve the Bond Fund Property Tax Levy in the amount of \$8,293,555 for the fiscal year 2019/20. Wendy Kroger seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Adjourn

The meeting adjourned at 7:10 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Lindsay Lambert

RESOLUTION NO. 2019-07

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION CONSISTENT WITH THE REQUIREMENTS OF ORS 294.456 APPROVING A BUDGET, MAKING APPROPRIATIONS, DETERMINING, MAKING, DECLARING, ITEMIZING AND CATEGORIZING THE AD VALOREM PROPERTY TAX AMOUNTS AND RATES TO BE CERTIFIED TO THE WASHINGTON COUNTY ASSESSOR FOR FISCAL YEAR 2019/20 FOR THE TUALATIN HILLS PARK & RECREATION DISTRICT

WHEREAS, the Tualatin Hills Park & Recreation District (THPRD) must, consistent with the requirements of the Oregon Local Budget Law (ORS 294.305 to 294.565) prepare and adopt an annual budget; and

WHEREAS, THPRD has complied with the procedures set out in Oregon’s Local Budget Law for preparing the budget, involving the public, estimating revenues, expenditures and proposed ad valorem property taxes and outlining the programs and services provided by THPRD.

NOW THEREFORE, it is hereby resolved as follows:

Section 1. Budget Approved and Adopted. The THPRD Board of Directors hereby approves and adopts a budget for Fiscal Year 2019/20 in a total amount of \$130,450,053. A copy of the budget will be kept on file in THPRD’s Administration Office.

Section 2. Levy of Taxes. The THPRD Board of Directors hereby make the appropriations described in Section #3 below and determine, make and declare the ad valorem property tax amount provided for in the budget at the rate of \$1.3073 per \$1,000 of assessed value (AV) and a property tax of \$8,293,555 for bonded debt. Taxes are hereby imposed and categorized for Tax Year 2019/20 upon the assessed value of all taxable property within the boundaries of THPRD. The following allocations and categorization (subject to the limitations of OR. CONST. Article XI, Sec. 11b) make up the levy:

| | Subject to the General Government Limitations | Excluded from Limitations |
|-------------------------|--|--------------------------------------|
| General Fund | \$1.3073 / \$1,000 AV | |
| Bonded Debt Fund | | \$8,293,555 |

Section 3. Fiscal Year 2019/20 Appropriations. The amounts for the fiscal year

beginning July 1, 2019 and for the purposes shown below are hereby appropriated as follows:

General Fund

| | |
|-----------------------------|----------------------------|
| Board of Directors | \$ 267,956 |
| Administration | \$ 2,891,689 |
| Business & Facilities | \$22,853,208 |
| Park & Recreation Services | \$23,001,621 |
| Capital Outlay | \$20,017,227 |
| Contingency | \$ 2,600,000 |
| Transfers to Other Funds | \$ 4,768,000 |
| TOTAL APPROPRIATIONS | <u>\$76,399,701</u> |

Bonded Debt Fund

| | |
|-----------------------------|----------------------------|
| Bond Principal Payments | \$ 5,310,000 |
| Bond Interest Payments | \$ 2,655,956 |
| TOTAL APPROPRIATIONS | <u>\$ 7,965,956</u> |

Systems Development Charge Fund

| | |
|-----------------------------|----------------------------|
| Capital Outlay | \$31,413,770 |
| TOTAL APPROPRIATIONS | <u>\$31,413,770</u> |

Maintenance Mitigation Fund

| | |
|-----------------------------|--------------------------|
| Materials and Services | \$ 175,000 |
| TOTAL APPROPRIATIONS | <u>\$ 175,000</u> |

Capital Replacement Reserve Fund

| | |
|-----------------------------|----------------------------|
| Capital Outlay | \$ 410,000 |
| Ending Fund Balance | \$ 4,250,000 |
| TOTAL APPROPRIATIONS | <u>\$ 4,660,000</u> |

Bond Capital Projects Fund

| | |
|-----------------------------|----------------------------|
| Capital Outlay | \$ 9,835,626 |
| TOTAL APPROPRIATIONS | <u>\$ 9,835,626</u> |

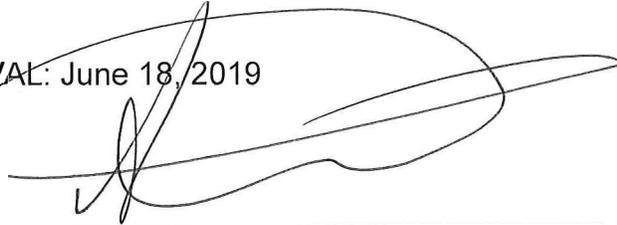
Section 4. The Budget Officer, Keith D. Hobson, is hereby authorized consistent with the terms of ORS 310.060 to certify to the Washington County Clerk and Washington County Assessor the tax levy made by this resolution and shall file with the State Treasurer and the Division of Audits of the Secretary of State a true copy of the Budget

as finally adopted.

Section 5. This resolution takes effect on July 1, 2019.

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BOARD OF DIRECTORS APPROVAL: June 18, 2019



Ali Kavianian
President/Director



Wendy Kroger
Secretary Pro-Tempore/Director

Adoption and date attested by:



Jessica Collins
Recording Secretary



BUDGET INFORMATION

Guide to Budget Document

Budget Document Overview

Budget Process

Budget Calendar

Organizational Chart

Fund Structure



GUIDE TO BUDGET DOCUMENT

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

BUDGET DOCUMENT SECTIONS

THPRD's budget is divided into 16 sections:

- **INTRODUCTION** General manager's message, budget committee members.
- **BUDGET INFORMATION** Includes the budget document overview, which provides detailed information on budget practices, the reporting entity and services. Also included are expenditure and revenue summaries, the budget process, and budget calendar.
- **RESOURCES** Provides a narrative description and summary of all 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 Partnerships, and Security Operations. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **BUSINESS & FACILITIES** Provides narrative overview, graphs and summary of historical, proposed and adopted expenditures for the departments within the Business & Facilities Division. The departments are Office of the Director, Finance Services, Risk & Contract Management, Information Services, Operations Analysis, Human Resources, Maintenance Operations, Planning and Design & Development. 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 and Maintenance Equipment Replacements, as well as maturity schedule for all debt (Full Faith and Credit Obligations and Financing Agreements) being repaid from the General Fund.
- **PARK & RECREATION SERVICES** Provides narrative overview, graphs and summary of historical, proposed and adopted expenditures for the departments within the Park & Recreation Services Division. The departments are Office of the Director, Aquatics, Sports, Recreation, Community Programs and Nature & Trails. 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 Projected funded by the General Fund. Includes: complete listing and detailed narratives of projects for the 2019/20 fiscal year.
- **CAPITAL REPLACEMENT RESERVE** Provides summary of adopted expenditures for capital replacements. The reserve fund was previously included as part of the general fund, but is being established as a separate budget basis fund in FY 2019/20.
- **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. Includes: Local Budget Form 35, and maturity schedules for the General Obligation Bonds, Series 2011, Series 2015 and Series 2016.
- **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. Includes: complete listing and detailed narratives of projects for the 2019/20 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. Includes: complete listing and detailed narratives of projects for the 2019/20 fiscal year.
- **SUPPLEMENTAL DATA** Provides information on THPRD's history and general information, along with THPRD policies and procedures. Includes: Comprehensive Plan Summary, General Fund Five-Year Projections, Summary of Staffing by Program, and a Glossary.

BUDGET DOCUMENT ORGANIZATION

THPRD accounts for its operations both by line-item (the category of the revenue or expenditure) and by cost center (the sub-program, program, department, division or fund in which the activity occurs). This budget document is organized by cost center and the following table shows the organization structure of each cost center level, along with the type of information presented for each level.

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

BUDGET DOCUMENT OVERVIEW

In compliance with the State of Oregon Local Budget Law, the Tualatin Hills Park & Recreation District (THPRD) adopted budget, for the year beginning July 1, 2019 and ending June 30, 2020, is presented as adopted by the THPRD board of directors. As prepared, proposed and approved by the budget committee, and adopted by the board of directors, the adopted budget is intended to serve as:

1. A financial plan for the next fiscal year (2019/20), outlining the forecasted expenditure requirements and the means for financing these requirements.
2. An operational plan for the use and deployment of personnel, materials and services and other resources during the 2019/20 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), Capital Replacement Reserve, Debt Service Fund, System Development Charges 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: citizen input through various stages of preparation, public budget committee meetings, approval of the proposed budget by the budget committee, public hearing, and adoption of the approved budget by the board of directors.

Balanced Budget

In accordance with Oregon Budget Law, 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.

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

Park & 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.

Transfers Out - includes transfers to the Capital Replacement Reserve Fund and SDC Fund.

Contingency - includes the General Fund contingency appropriation.

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

Budget Amendment Procedure

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

Most other budget changes after adoption require a supplemental budget. Additional resources not anticipated in the original budget may be added through the use of a supplemental budget. Supplemental budgets not exceeding 10% of a fund's original appropriation may be proposed by the board of directors at a regular board meeting, and notice must be published stating that a supplemental budget will be considered. Supplemental budgets in excess of 10% of original fund appropriations require a hearing before the public, publications in newspapers for consideration of a supplemental budget along with a summary of funds being adjusted, and approval by the board of directors. Original and supplemental budgets may be modified by the use of appropriation transfers between the expenditures categories; such transfers require approval by the board of directors.

The Reporting Entity and its Services

THPRD operates under Oregon Revised Statute Chapter 266 as a separate municipal corporation and has a board of directors comprised of a president and four (4) directors, two of whom serve as secretary and secretary pro-tempore. The board hires a general manager to manage the day-to-day operations of THPRD. The governing board appoints members of the community to serve on various committees including the budget committee.

- THPRD provides park and recreation services to nearly 250,000 residents within 50 square miles of east Washington County, including the City of Beaverton.
- THPRD facilities include five (5) indoor and two (2) outdoor swim centers, a combined recreation/aquatic center, two recreation centers, an athletic center with six (6) indoor multipurpose athletic courts, a senior center, historic sites (Jenkins Estate, Fanno Farmhouse and the John Quincy Adams Young House), a 220-acre Nature Park and Center, the Cooper Mountain Nature Park and Center, a tennis center with six (6) indoor and eight (8) outdoor courts, and a camp for developmentally disabled youth.
- THPRD maintains, either through direct ownership or joint use agreement (including school sites), 102 baseball/softball fields, 147 soccer/football/lacrosse fields, four (4) bocce courts, five (5) volleyball courts, 110 outdoor tennis courts, six (6) indoor tennis courts, 51 outdoor basketball pads, three (3) skate parks, one (1) hockey rink, and six (6) long/high jump courts.
- THPRD has 302 park and recreation facility sites comprised of approximately 2,465 acres; 1,347 acres of wetland/natural areas and 1,118 acres of developed sites including neighborhood, community and regional parks. THPRD sites include three lakes, 27 miles of stream corridor, and 51 miles of off-street pathways.
- THPRD programs include aquatics instruction, leagues and drop-in programs, youth and adult sports leagues and fitness programs, youth and adult general and specialized recreation programs, youth after-school and day camps, senior fitness and recreation programs, recreation programs for people experiencing disability, and natural resource education programs.

Permanent Rate

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

Debt Administration

Debt Outstanding consists of the 2006 \$2,430,000 Full Faith and Credit Advance Refunding of two 1997 Certificates of Participation and the 2000 Full Faith and Credit Obligation, the 2010 \$1,695,000 Full Faith and Credit Obligation (Series A), the 2010 \$7,815,000 Full Faith and Credit Obligation (Series B&C), the 2013 \$457,100 Financing Agreement, the 2009 \$58,505,000 General Obligation Bond (most of which was advance refunded 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 2019 Full Faith and Credit Financing of \$4,000,000.

As of June 30, 2019, the non-general obligation outstanding balances are as follows: the 2006 \$130,000 Full Faith and Credit Advance Refunding Obligation, the 2010 \$1,205,000 Full Faith and Credit Obligation (Series A), the 2010 \$7,005,000 Full Faith and Credit Obligation (Series B&C), the 2013 \$298,613 Financing Agreement, and the 2019 \$4,000,000 Full Faith and Credit Obligation.

The general obligation bond balances outstanding as of June 30, 2019 are \$19,665,000 (Series 2011), \$35,485,000 (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.

In fiscal year 2019/20, THPRD anticipates issuing a \$8,000,000 Full Faith and Credit Obligation for the purpose of funding the purchase and build-out of a building to provide office space for district employees. Issuance of this debt is consistent with the THPRD debt policy. The adopted budget includes issuance and interest costs for the borrowing.

BUDGET SUMMARY FOR REQUIREMENTS:

The adopted budget requirements for the 2019/20 fiscal year for all funds are \$130,450,053 and was \$116,951,748 for the 2018/19 fiscal year. Requirements, both current and adopted are:

| | Actual 2016/17 | Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 | % Change over 2018/19 |
|---|----------------------|----------------------|------------------------------|-------------------------------|------------------------------|--------------------------------|
| Personnel Services Costs | \$ 27,597,582 | \$ 29,309,807 | \$ 33,007,024 | \$35,965,749 | \$35,965,749 | 9.1% |
| Materials & Services | 7,381,751 | 7,905,943 | 9,416,031 | 10,583,612 | 10,583,612 | 12.4% |
| General Fund Capital Projects | 5,576,272 | 4,400,663 | 13,307,068 | 20,507,015 | 20,507,015 | 53.9% |
| Debt Service | 18,101,313 | 8,360,113 | 8,993,892 | 10,115,481 | 10,115,481 | 12.5% |
| General Fund Contingency | - | - | 2,500,000 | 2,600,000 | 2,600,000 | 4.0% |
| Transfers Out | - | - | - | 4,768,000 | 4,768,000 | 100.0% |
| Capital Replacement Reserve Capital Outlay | - | - | - | 410,000 | 410,000 | 100.0% |
| System Development Charges Capital Outlay | 13,607,246 | 4,808,648 | 29,924,176 | 31,413,770 | 31,413,770 | 5.3% |
| Bond Capital Projects Fund | 11,321,225 | 2,632,522 | 16,403,557 | 9,835,626 | 9,835,626 | -40.0% |
| TOTAL EXPENDITURES | \$ 83,585,389 | \$ 57,417,696 | \$113,551,748 | \$126,200,053 | \$126,200,053 | 11.1% |
| Ending Fund Balance | 34,439,962 | 42,114,770 | - | - | - | 0.0% |
| Capital Replacement Reserve | 1,700,000 | 2,550,000 | 3,400,000 | 4,250,000 | 4,250,000 | 25.0% |
| TOTAL REQUIREMENTS | \$119,725,351 | \$102,082,466 | \$116,951,748 | \$130,450,053 | \$130,450,053 | 11.5% |

SIGNIFICANT CHANGES:

Personnel Services

The adopted budget for Personnel Services has increased 9.1% since FY 2018/19. THPRD will have 191 full-time positions for the 2019/20 fiscal year, a net increase of 5 full-time positions from converting 1 part-time position to a full-time position and upgrading 4 regular part-time positions to 4 full-time positions and eliminating one regular part-time position.

The budget reflects a 3.0% cost-of-living adjustment and merit increases for all represented full-time and regular part-time employees, and funding for non-represented staff increases in accordance with the board-approved Compensation Policy, the total of which accounts for 0.7% of the overall increase. The budget reflects an estimated increase in health benefit costs of 11.6%, accounting for 1.4% of the overall increase, although only 0.5% of the increase is due to increases in rates (which are estimated to increase 4%), and the balance is due to changes in coverage levels as staff positions have turned over. THPRD's current collective bargaining agreement expires June 30, 2019 so the cost of living and health benefit cost increases should be considered as placeholders pending completion of the new collective bargaining agreement. Retirement plan costs increased significantly in 2018/19 over the 2018/19 adopted budget, and required a budget transfer to cover the cost increase. Reflecting the new higher rates in the 2019/20 adopted budget contributes 3.4% of the overall increase. Payroll taxes increases account for 0.2% of the increase. The balance of the increase in overall cost, approximately 3.4%, comes from budgeted increases for part-time personnel (3.2%) and full-time and regular part-time personnel (0.2%).

Materials & Services

The adopted budget for Materials & Services has increased 12.4% over FY 2018/19. Factors include an inflationary adjustment of 2.5% and addition of utilities and materials and services to reflect utilization and rate increases, and additional software hosting fees. All approved business plans have been accounted for in the adopted 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 53.9% from FY 2018/19 due in a large part to budgeted funds for additional staff office workspace and carryforward projects from FY 2018/19. In FY 2019/20, in addition to the office building project, Capital Projects funds will largely be focused on maintenance replacements, funding for lighting at the Aquatic Center, pedestrian pathways, and various other building replacement projects. Also funded are several significant grant projects.

As explained above, the Bond Capital Projects Fund balance in FY 2019/20 reflects the remaining funds available from the \$100 million general obligation bond as approved by voters.

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

Ending Balance - Capital Replacement Reserve

The Capital Replacement Reserve has increased 25% over FY 2018/19. Funding of this reserve began in FY 2015/16 and will continue in FY 2019/20. These reserves are for future capital replacement needs. Beginning in FY 2019/20, major capital replacement expenditures are being funded by the reserve fund. This funding is in addition to capital outlay in the General Fund.

BUDGET SUMMARY FOR RESOURCES:

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

| | Actual 2016/17 | Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 | % Change over 2018/19 |
|--------------------------------------|---------------------------|---------------------------|---------------------------------------|--|---------------------------------------|--|
| Beginning Fund Balance | \$ 49,012,901 | \$ 36,139,962 | \$ 43,221,618 | \$49,897,602 | \$49,897,602 | 15.4% |
| Property Taxes-Current Year | 36,193,473 | 37,777,419 | 39,415,959 | 41,058,157 | 41,058,157 | 4.2% |
| Prior Year Taxes | 347,543 | 237,023 | 372,000 | 325,000 | 325,000 | -12.6% |
| Interest on Investments | 516,988 | 872,510 | 546,000 | 962,800 | 962,800 | 76.3% |
| Swim Center & Tennis Revenue | 3,710,490 | 4,090,525 | 4,672,464 | 5,027,952 | 5,027,952 | 7.6% |
| Recreation & Sports Revenue | 6,931,443 | 7,740,409 | 7,804,952 | 8,563,454 | 8,563,454 | 9.7% |
| Grants and Intergovernmental Revenue | 806,188 | 1,718,133 | 1,998,539 | 3,114,284 | 3,114,284 | 55.8% |
| Misc. and Rental Revenue | 1,984,866 | 691,587 | 475,350 | 883,570 | 883,570 | 85.9% |
| Sponsorships/Cellular Leases | 228,480 | 189,753 | 182,200 | 194,540 | 194,540 | 6.8% |
| System Development Charges | 9,631,364 | 12,287,676 | 14,004,566 | 7,404,694 | 7,404,694 | -47.1% |
| Debt Proceeds | 9,993,919 | - | 4,000,000 | 8,000,000 | 8,000,000 | 100.0% |
| Transfers In | 367,696 | 337,469 | 258,100 | 5,018,000 | 5,018,000 | 1844.2% |
| TOTALS | \$119,725,351 | \$102,082,466 | \$116,951,748 | \$130,450,053 | \$130,450,053 | 11.5% |

Beginning Fund Balances

Beginning balance from all funds for FY 2019/20 consists of \$16,328,700 from the General Fund (\$3,400,000 is from the Capital Replacement Reserve and \$12,928,700 is the remaining General Fund cash on hand), \$172,000 from the Mitigation Maintenance Reserve Fund, \$23,761,276 from the System Development Charges Fund, and \$9,635,626 from the Bond Capital Projects Fund. The 15.4% increase in the Beginning Fund Balance is due primarily to an increase in the beginning balances for the General Fund and the System Development Charges Fund. The increase in the General Fund cash on hand balance reflects FY 2018/19 expenditures projected to be less than budget, revenues projected at slightly more than budget, and capital projects being carried over to the next fiscal year. The increase in the System Development Charges cash on hand balance is due primarily to timing of FY 2018/19 expenditures which are carrying over in the FY2019/20. 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 \$26.7 billion in assessed valuation total \$43,180,653 of which \$8,293,555 is for the General Obligation Debt Service Fund with \$7,878,877 expected to be collected. Of the \$34,887,098 General Fund Levy, THPRD expects to collect 95%, or \$33,142,743. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,458 General Fund and \$32,079 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 2018/19 taxable assessed property valuation of THPRD is \$25,784,199,588 and is estimated to increase by 4.5% in the 2018/19 fiscal year to \$26,686,375,172, which is net of \$258,113,397 in urban renewal assessed value.

Property Taxes - Prior Year

Prior year taxes are property taxes that have been levied but remain uncollected. THPRD expects to collect \$325,000 (both General Fund and Debt Service Fund). Prior year collection projections for the 2019/20 fiscal year are decreased from the amounts budgeted in the 2018/19 due to the settlement of outstanding receivables that occurred in 2018/19.

Interest on Investments

Interest revenue is earned on investments of temporary excess cash. Interest revenue for FY 2019/20 is projected to be higher than the previous year budget for the general fund, the System Development Charges Fund and the Bond Capital Projects Fund due to increased interest rates.

In accordance with district policy, THPRD's primary investment vehicles are the State of Oregon Local Government Investment Pool (LGIP), commercial paper, bankers' acceptance and United States Government Treasury and agency securities. The LGIP consists of a diversified portfolio, and transfers into and out of the LGIP accounts can be made daily. This provides a flexible mode for keeping surplus cash invested.

The investable cash balance within the Bond Capital Projects Fund will be invested in the LGIP, along with allowable securities as approved by THPRD's investment policies. The anticipated revenue will be used strictly for related expenditures of the fund.

Swim Center & Tennis Revenue

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

Recreation & Sports Revenue

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

Program revenue estimates are based upon anticipated instructional, camp and class offerings, along with historical trending analysis of other fees, such as pass sales and rentals. Patron usage has remained stable and program revenues are increasing. THPRD continually evaluates all programs, readjusting them to emphasize the popular offerings, and discontinues those with less participation.

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

Grants and Intergovernmental Revenue

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

Miscellaneous and Rental Revenue

Miscellaneous revenue is earned from various sources including purchasing card program rebates, refunds, surplus equipment sold at auction, easement and mitigation payments, miscellaneous fees and forfeitures, insurance proceeds, and proceeds from sale of land. Rental revenue is generated from the rental of residential houses located on THPRD property, concessionaire services at Jenkins Estate, leased space within the Fanno Creek Service Center and projected leased space in the administrative building.

Sponsorships/Cellular Lease Revenue

Sponsorships/cellular lease revenue is from corporate advertising, partnerships (including concessions) and 16 cellular telecommunication site leases at 11 sites within THPRD.

System Development Charges

System Development Charges are assessed against new construction within THPRD.

Debt Proceeds

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

Transfers In

Transfers In reflect THPRD's policy of allowing project management staff time from SDC and Bond related capital projects to be reimbursed to the General Fund, transfer of the Capital Replacement Reserve to the Capital Replacement Reserve Fund, General Fund allocation of dollars to fund the Capital Replacement Reserve, and transfers of General Fund dollars to replace SDC credits for affordable housing projects in the SDC Fund.

SUMMARY OF ALL FUNDS
Adopted Budget for FY 2019/20

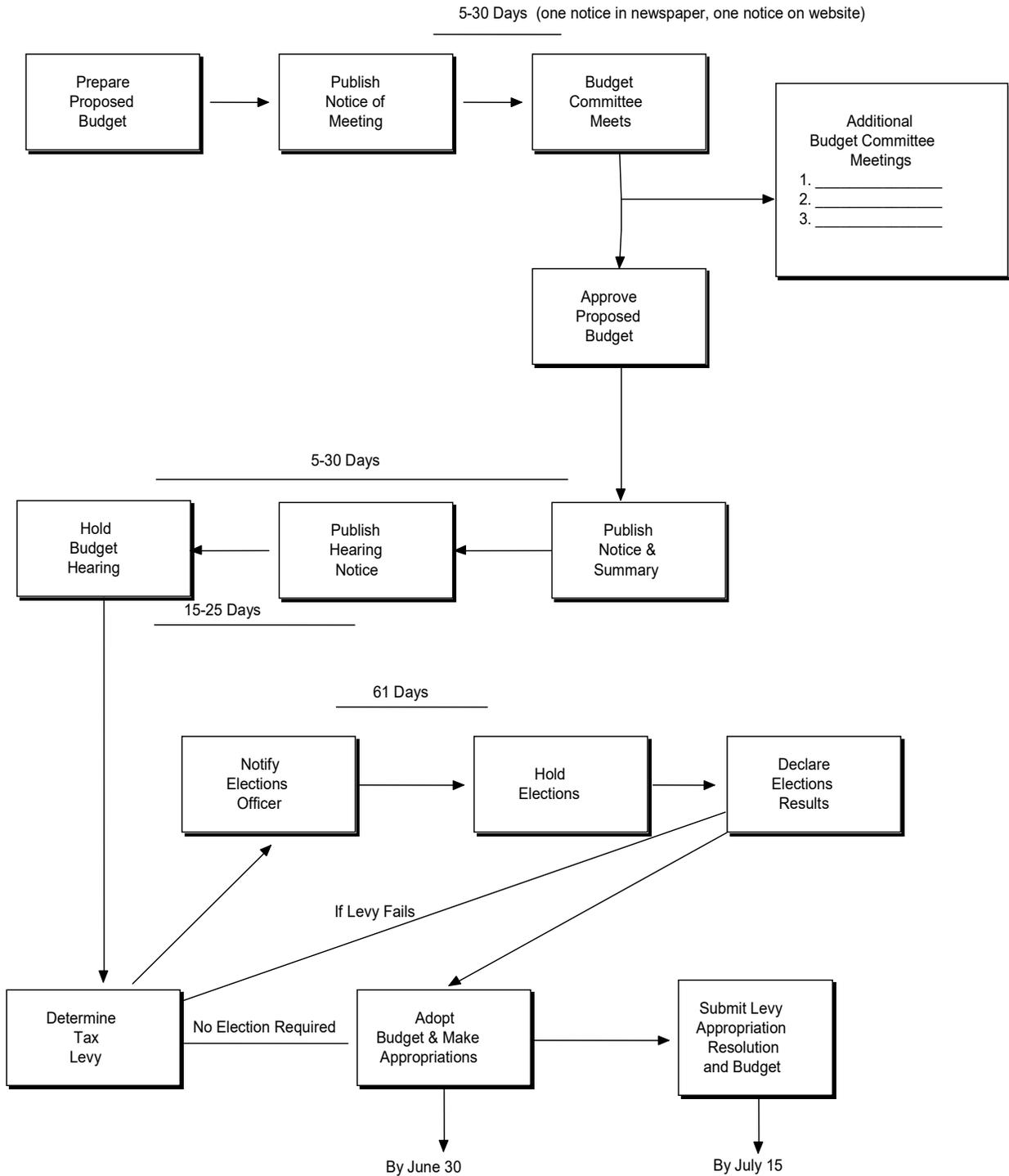
| | Governmental Funds | | | | | | Total All Funds |
|------------------------------------|----------------------|-------------------------------------|----------------------------------|---------------------|-------------------------|-------------------------|-----------------------|
| | Other Funds | | | | | | |
| | General Fund | Mitigation Maintenance Reserve Fund | Capital Replacement Reserve Fund | Debt Service Fund | System Dev. Charge Fund | Bond Capital Proj. Fund | |
| RESOURCES | | | | | | | |
| Beginning Balance | | | | | | | |
| Capital Replacement Reserve | \$ 3,400,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,400,000 |
| Beginning Cash Balance | 12,928,700 | 172,000 | - | - | 23,761,276 | 9,635,626 | 46,497,602 |
| Beginning Fund Balance | \$ 16,328,700 | \$ 172,000 | \$ - | \$ - | \$ 23,761,276 | \$ 9,635,626 | \$ 49,897,602 |
| Revenues | | | | | | | |
| Property Taxes-Current Year | \$ 33,147,201 | \$ - | \$ - | \$ 7,910,956 | \$ - | \$ - | \$ 41,058,157 |
| Prior Year Taxes | 300,000 | - | - | 25,000 | - | - | 325,000 |
| Interest on Investments | 590,000 | 3,000 | - | 30,000 | 139,800 | 200,000 | 962,800 |
| Swim Center & Tennis Revenue | 5,027,952 | - | - | - | - | - | 5,027,952 |
| Recreation & Sports Revenue | 8,563,454 | - | - | - | - | - | 8,563,454 |
| Grants & Intergovernmental Revenue | 3,114,284 | - | - | - | - | - | 3,114,284 |
| Miscellaneous & Facility Rental | 1,073,110 | - | - | - | - | - | 1,073,110 |
| Sponsorships | 5,000 | - | - | - | - | - | 5,000 |
| System Development Charges | - | - | - | - | 7,404,694 | - | 7,404,694 |
| Debt Proceeds | 8,000,000 | - | - | - | - | - | 8,000,000 |
| Transfers In | 250,000 | - | 4,660,000 | - | 108,000 | - | 5,018,000 |
| Total Revenues | \$ 60,071,001 | \$ 3,000 | \$ 4,660,000 | \$ 7,965,956 | \$ 7,652,494 | \$ 200,000 | \$ 80,552,451 |
| TOTAL RESOURCES | \$ 76,399,701 | \$ 175,000 | \$ 4,660,000 | \$ 7,965,956 | \$ 31,413,770 | \$ 9,835,626 | \$ 130,450,053 |
| REQUIREMENTS | | | | | | | |
| Appropriations by Category: | | | | | | | |
| Personnel Services | \$ 35,965,749 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 35,965,749 |
| Materials & Services | 10,408,612 | 175,000 | - | - | - | - | 10,583,612 |
| Capital Outlay | 20,507,815 | - | 410,000 | - | 31,413,770 | 9,835,626 | 62,167,211 |
| Debt Service | 2,149,525 | - | - | 7,965,956 | - | - | 10,115,481 |
| Transfers Out | 4,768,000 | - | - | - | - | - | 4,768,000 |
| Contingency | 2,600,000 | - | - | - | - | - | 2,600,000 |
| Total Appropriations | \$ 76,399,701 | \$ 175,000 | \$ 410,000 | \$ 7,965,956 | \$ 31,413,770 | \$ 9,835,626 | \$ 126,200,053 |
| Ending Unappropriated Fund Balance | | | | | | | |
| Capital Replacement Reserve | \$ - | \$ - | \$ 4,250,000 | \$ - | \$ - | \$ - | \$ 4,250,000 |
| TOTAL REQUIREMENTS | \$ 76,399,701 | \$ 175,000 | \$ 4,660,000 | \$ 7,965,956 | \$ 31,413,770 | \$ 9,835,626 | \$ 130,450,053 |

STAFFING CHANGES
Full-time and Regular Part-time

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

| Division | Program | Adopted 2018/19 Staffing | Adjustments | Adopted 2019/20 Staffing |
|--|----------------------------|---|--|---|
| Administration | Communications | 6.00 FTE | Added one financial assistance specialist | 7.00 FTE |
| Business & Facilities | Finance Services | 6.00 FTE | Transferred one FT procurement administrator repurposed from Maintenance Operations capital projects coordinator | 7.00 FTE |
| Business & Facilities | Maintenance Operations | 6.00 FTE | Transferred one FT capital projects coordinator to Finance Services; transferred one FT safety coordinator to Risk & Contract Management | 4.00 FTE |
| Business & Facilities | Risk & Contract Management | 2.00 FTE | Transferred one FT safety coordinator from Maintenance Operations | 3.00 FTE |
| Park & Recreation Services | Aloha Swim Center | 3.75 FTE | Upgraded one RPT office tech to FT; upgraded one RPT program coordinator to FT | 4.00 FTE |
| Park & Recreation Services | Aquatic Center | 5.88 FTE | Upgraded one RPT receptionist to FT; transferred 50% center supervisor position to Sunset Swim Center | 5.50 FTE |
| Park & Recreation Services | Beaverton Swim Center | 4.00 FTE | Transferred one RPT program coordinator from Harman Swim Center and upgraded to FT | 5.00 FTE |
| Park & Recreation Services | Harman Swim Center | 4.88 FTE | Transferred one RPT program coordinator to Beaverton Swim Center | 4.00 FTE |
| Park & Recreation Services | Sunset Swim Center | 3.88 FTE | Deleted one RPT program coordinator; transferred 50% center supervisor position from Aquatic Center | 3.50 FTE |
| Park & Recreation Services | Community Programs | 3.00 FTE | Transferred one FT volunteer services specialist repurposed from Nature & Trails natural resources coordinator | 4.00 FTE |
| Park & Recreation Services | Nature & Trails | 11.00 FTE | Transferred one FT natural resources volunteer coordinator to Community Programs | 10.00 FTE |
| Increase in Full-time FTE | | | | 5.00 FTE |
| Decrease in Regular Part-time FTE | | | | (4.38) FTE |
| Net Change | | | | 0.62 FTE |

BUDGET PROCESS



**FISCAL YEAR 2019/20
BUDGET CALENDAR**

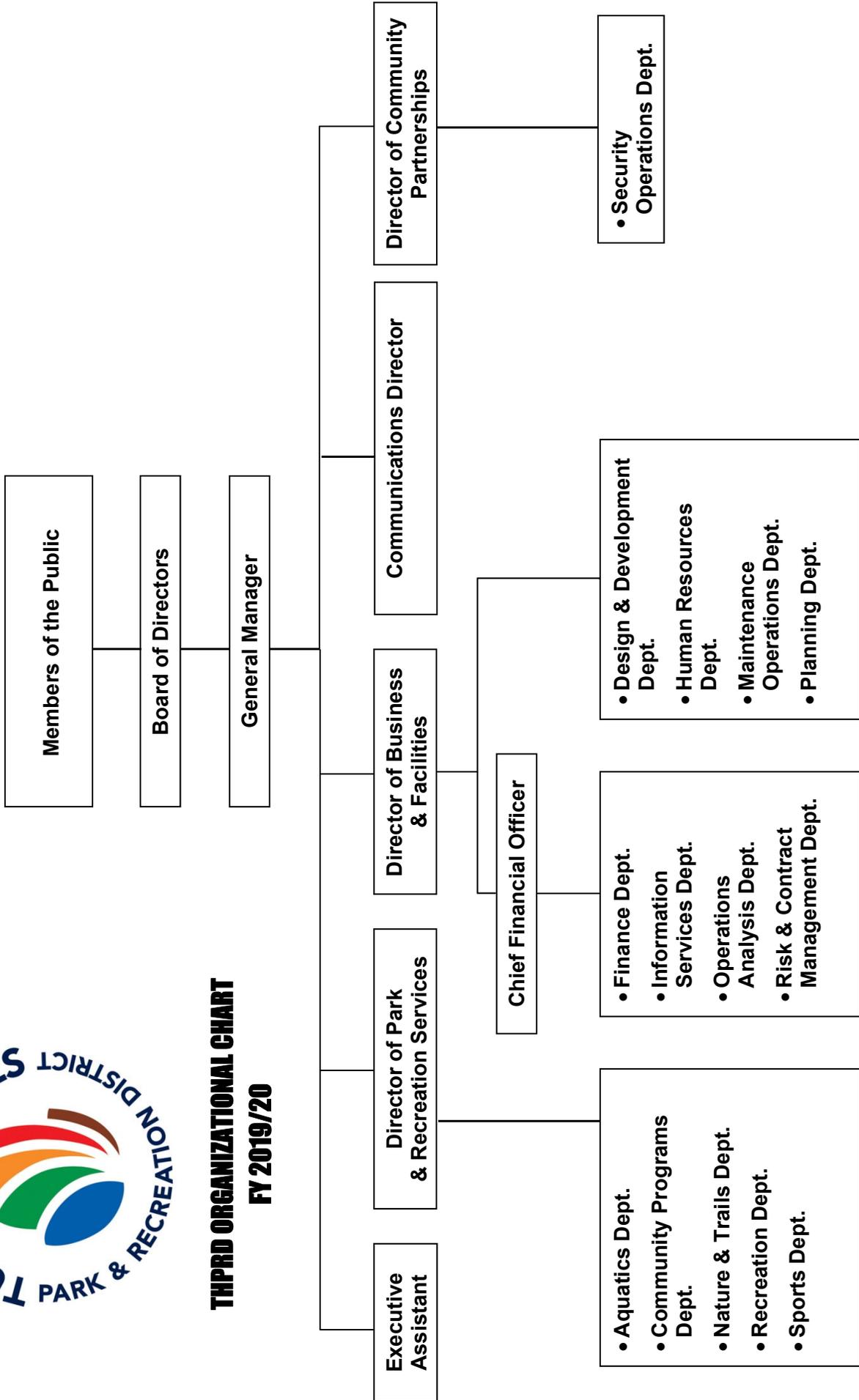
In accordance with District Budget Policy:

2019

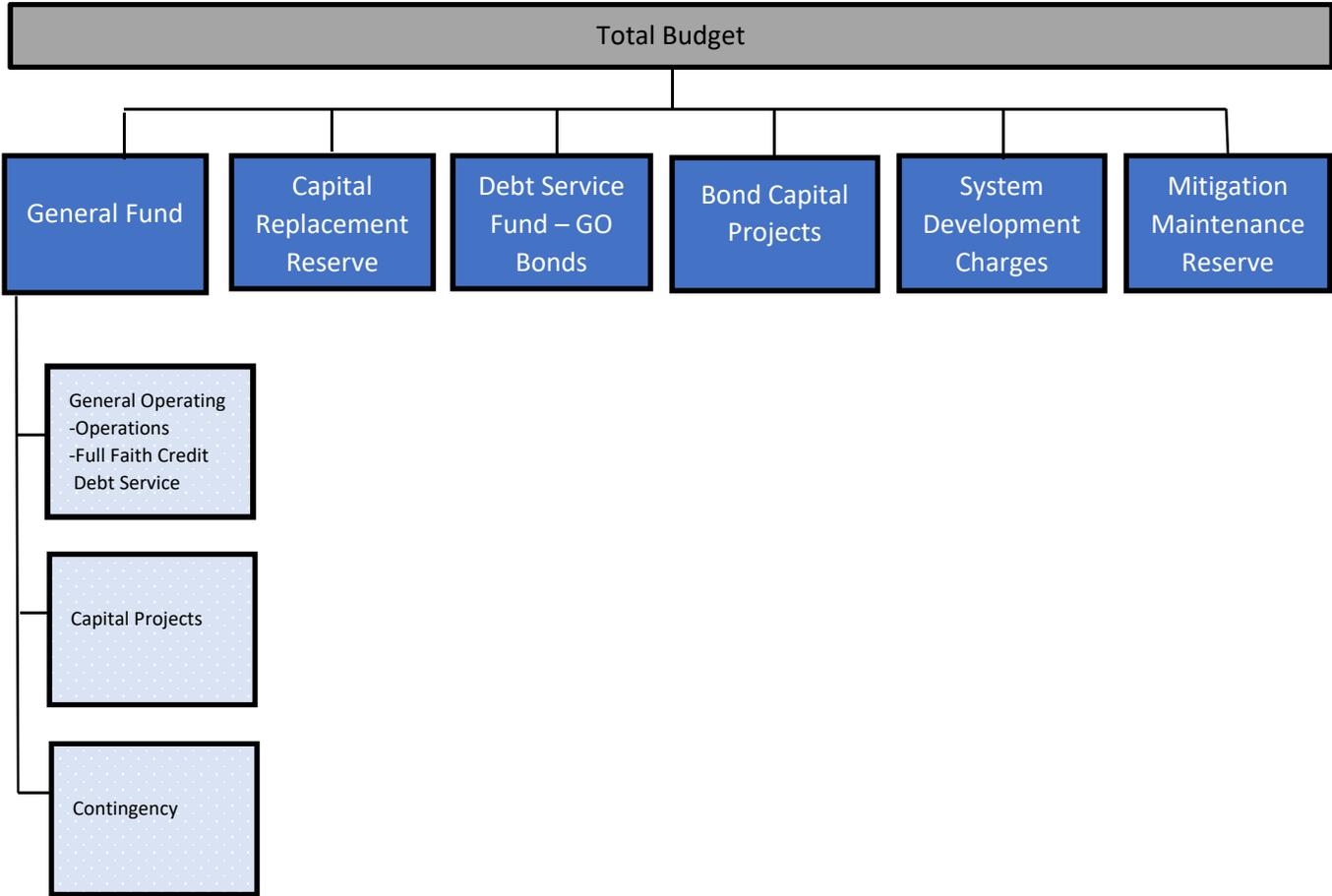
| | |
|-------------|---|
| February 7 | Publish Notice (Valley Times submission deadline – January 30) |
| February 7 | Post Notice on District Website |
| February 19 | Mid-year Budget Review Meeting |
| April 4 | Publish Notice for both the April Work Session and the May Budget Committee Meeting (Valley Times submission deadline – March 27) |
| April 4 | Post Notice on District Website |
| April 9 | Deliver Proposed Budget to Budget Committee |
| April 16 | Budget Committee Work Session (Public Input) |
| May 2 | Post Notice on District Website |
| May 21 | Budget Committee Meeting to Approve Budget (Public Input) |
| June 6 | Publish Notice & Summary (Valley Times submission deadline – May 29) |
| June 6 | Post Notice on District Website |
| June 18 | Hold Public Hearing to Adopt Budget (Public Input) |
| July 15 | Tax Levy Certified by Washington County |



**THPRD ORGANIZATIONAL CHART
FY 2019/20**



THPRD Fund Structure





RESOURCES

Analysis of Property Tax Rate and Collections

Analysis of Measures 5 and 50

Revenue Summary



**ANALYSIS OF TAX RATE AND COLLECTIONS
FISCAL YEAR 2019/20**

ESTIMATED ASSESSED VALUATION

Real and Personal Property Within THPRD

\$ 26,686,375,172

| | | |
|---|-------------------|-------|
| FY 2017/18 Full Assessed Valuation | \$ 25,784,199,588 | |
| Less Urban Renewal | (250,595,531) | |
| FY 2017/18 Taxable Assessed Valuation | 25,533,604,057 | |
| Value Growth from Annual Increase ¹ | 773,525,988 | 3.00% |
| Estimated Exception Based Value Growth ² | 386,762,994 | 1.50% |
| Less Urban Renewal Increase | (7,517,866) | |
| Estimated Taxable Assessed Value | \$ 26,686,375,172 | |

% Increase in Estimated Assessed Valuation

4.50%

| ESTIMATED TAX LEVY | Tax Rate per \$1,000 Valuation | Amount |
|--|---|---------------|
| General Fund | | |
| Permanent Tax Rate for THPRD | 1.3073 | |
| General Fund Operating Levy: Estimated Assessed Valuation multiplied by Permanent Rate | | \$ 34,887,098 |
| Bonded Debt Fund | | |
| Bonded Debt Levy | | 8,293,555 |
| Estimated Tax Rate: Bonded Debt Levy divided by Estimated Assessed Valuation | 0.3108 | |
| Estimated Tax Levy Totals | 1.6181 | \$ 43,180,653 |

ESTIMATED TAX COLLECTIONS

Amount

| | | |
|---|--------|---------------|
| Based on Estimated Collection Rate: | 95.00% | |
| General Fund Current Year Tax Collections | | \$ 33,142,743 |
| Payment in lieu of Tax Collections | | 4,458 |
| Bonded Debt Fund Current Year Tax Collections | | 7,878,877 |
| Payment in lieu of Tax Collections | | 32,079 |
| | | \$ 41,058,157 |

¹ Measure 50 allows for an annual 3% increase on maximum assessed valuation up to market value for individual properties.

² Measure 50 allows increases in maximum assessed value due to changes in property including new construction, land partitions, rezoning, etc.

PROPERTY TAX MEASURES

PROPERTY TAX

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

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

MEASURE 5

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

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

MEASURE 50

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

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

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5
Impact on Washington County Taxing

FY 2018/19

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

FY 2017/18

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

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5
Impact on Washington County Taxing
FY 2016/17

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

FY 2015/16

| Taxing Agencies Excluding City of Beaverton | Rates Subject to \$10 Limit | Rates Excluded from Limit | Total |
|--|--------------------------------|------------------------------|--------------|
| Enhanced Sheriff Patrol | 1.32 | - | 1.32 |
| Washington County | 2.84 | - | 2.84 |
| Urban Road Improvements | 0.25 | - | 0.25 |
| THPRD | 1.31 | 0.32 | 1.63 |
| Tualatin Valley Fire & Rescue | 1.98 | 0.13 | 2.11 |
| Port of Portland | 0.07 | - | 0.07 |
| Metro Service District | 0.19 | 0.20 | 0.39 |
| Total Tax Rate | 7.96 | 0.65 | 8.61 |
| Taxing Agencies Including City of Beaverton | | | |
| Washington County | 2.81 | - | 2.81 |
| Tualatin Valley Fire & Rescue | 1.96 | 0.13 | 2.09 |
| THPRD | 1.29 | 0.32 | 1.61 |
| City of Beaverton | 4.13 | 0.20 | 4.33 |
| Port of Portland | 0.07 | - | 0.07 |
| Metro Service District | 0.19 | 0.20 | 0.39 |
| Urban Renewal-Beaverton | 0.17 | - | 0.17 |
| Total Tax Rate | 10.62 | 0.85 | 11.47 |

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5
Impact on Washington County Taxing
FY 2014/15

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

FY 2013/14

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

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5
Impact on Washington County Taxing

FY 2012/13

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

FY 2011/12

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

SUMMARY OF RESOURCES - ALL FUNDS

| RESOURCES: | General Fund | Special Revenue Fund | Capital Replacement Reserve Fund | Capital Projects Fund | Debt Service Fund | Total Resources |
|---|----------------------|-----------------------------|---|------------------------------|--------------------------|------------------------|
| Beginning Balance- Capital Replacement Reserve | \$ 3,400,000 | \$ - | \$ - | \$ - | \$ - | \$ 3,400,000 |
| Cash on Hand for Fiscal Year | 6,500,000 | 172,000 | - | 3,607,726 | - | 10,279,726 |
| Beginning Fund Balance from Previous Year Projects Carried Forward | 6,428,700 | - | - | 29,789,176 | - | 36,217,876 |
| Previously Levied Taxes estimated to be received during ensuing year | 300,000 | - | - | - | 25,000 | 325,000 |
| PROGRAM REVENUES: | | | | | | |
| Swim Center Revenue | 3,819,780 | - | - | - | - | 3,819,780 |
| Tennis Revenue | 1,208,172 | - | - | - | - | 1,208,172 |
| Recreation Program Revenue | 6,127,000 | - | - | - | - | 6,127,000 |
| Sports Program/Athletic Center Revenue | 1,911,530 | - | - | - | - | 1,911,530 |
| Natural & Trails Revenue | 524,924 | - | - | - | - | 524,924 |
| OTHER REVENUES: | | | | | | |
| Miscellaneous Revenue | 150,000 | - | - | - | - | 150,000 |
| Interest Revenue | 590,000 | 3,000 | - | 339,800 | 30,000 | 962,800 |
| Telecommunication Site Lease Revenue | 189,540 | - | - | - | - | 189,540 |
| Facility Rental Revenue | 733,570 | - | - | - | - | 733,570 |
| Grants and Intergovernmental Revenue | 3,114,284 | - | - | - | - | 3,114,284 |
| Sponsorships | 5,000 | - | - | - | - | 5,000 |
| Debt Proceeds | 8,000,000 | - | - | - | - | 8,000,000 |
| System Development Charges | - | - | - | 7,404,694 | - | 7,404,694 |
| Transfers In | 250,000 | - | 4,660,000 | 108,000 | - | 5,018,000 |
| Total Resources except taxes to be levied..... Subtotal | \$ 43,252,500 | \$ 175,000 | \$ 4,660,000 | \$ 41,249,396 | \$ 55,000 | \$ 89,391,896 |
| Current Year Property Taxes (Permanent Rate) | 33,147,201 | - | - | - | 7,910,956 | 41,058,157 |
| TOTAL RESOURCES | \$ 76,399,701 | \$ 175,000 | \$ 4,660,000 | \$ 41,249,396 | \$ 7,965,956 | \$ 130,450,053 |

RESOURCES NARRATIVE - ALL FUNDS

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

Beginning Balance- Capital Replacement Reserve: The estimated Beginning Balance- Capital Replacement Reserve for FY 2018/19 (\$3,400,000) is the accumulated balance of funds reserved for future capital replacements. For FY 2019/20, the Capital Replacement Reserve is transferring to a separate budget basis fund, for use in funding capital replacements going forward.

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 2019/20 consists of General Fund (\$6,500,000), Mitigation Maintenance Reserve Fund (\$172,000), System Development Charges Fund (\$3,607,726).

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-3 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 (\$6,428,700), System Development Charges Fund (\$20,153,550) and Bond Capital Projects Fund (\$9,635,626).

Prior Year's Taxes: Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2018/19 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 2019/20 consists of General Fund (\$300,000) 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 \$3,819,780. 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 | \$ 470,522 | Swim Passes | \$ 497,520 |
| Beaverton | 565,537 | General Admission | 578,767 |
| Conestoga - Aquatic | 970,087 | Aquatic Instruction | 2,395,878 |
| Harman | 420,105 | Facility Rentals | |
| Sunset | 377,204 | - Beaverton School District | 46,869 |
| Aquatic Center | 854,922 | - Other Rental Events | 300,746 |
| Raleigh | 87,150 | | |
| Somerset West | 74,253 | | |
| | <u>\$ 3,819,780</u> | | <u>\$ 3,819,780</u> |

Tennis Revenue: Tennis revenue of \$1,208,172 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 | \$ 414,775 | \$ - | \$ 414,775 |
| Instruction | 724,123 | - | 724,123 |
| Special interest | 45,820 | 15,500 | 61,320 |
| Tennis ball sales | 7,954 | - | 7,954 |
| | <u>\$ 1,192,672</u> | <u>\$ 15,500</u> | <u>\$ 1,208,172</u> |

Recreation Program Revenue: Recreation program and rental revenue of \$6,127,000 is generated from Cedar Hills Recreation Center, Garden Home Recreation Center, the Elsie Stuhr Center, Conestoga Recreation & Aquatic Center, Administration registrations, out-of-district assessments and facility room rentals.

| Recreational Program Revenue | Program | Facility Rental | Total |
|-------------------------------|---------------------|-------------------|---------------------|
| Garden Home Recreation Center | \$ 1,020,540 | \$ 102,000 | \$ 1,122,540 |
| Cedar Hills Recreation Center | 2,174,786 | 12,000 | 2,186,786 |
| Elsie Stuhr Center | 592,568 | 10,000 | 602,568 |
| Conestoga - Recreation | 1,791,976 | 53,200 | 1,845,176 |
| Administration | 369,930 | - | 369,930 |
| | <u>\$ 5,949,800</u> | <u>\$ 177,200</u> | <u>\$ 6,127,000</u> |

Sports Program/Athletic Center Revenue: Sports program and Athletic Center revenue of \$1,911,530 is generated primarily from Camp Rivendale and inclusion services, basketball, softball and volleyball, along with rentals and field use fees received from the affiliated sports groups field usage.

| Sports Program/Athletic Center Revenue | Program | Facility Rental | Total |
|--|---------------------|-------------------|---------------------|
| Concessions | \$ 96,578 | \$ - | \$ 96,578 |
| Fitness & Exercise | 46,320 | - | 46,320 |
| Special Events | 12,400 | - | 12,400 |
| Special Interest | 479,767 | - | 479,767 |
| Indoor Sports | 255,600 | 122,750 | 378,350 |
| Outdoor Sports | 115,155 | 547,075 | 662,230 |
| Passes | 117,911 | - | 117,911 |
| Camp Rivendale | 101,124 | - | 101,124 |
| Inclusion Services | 16,850 | - | 16,850 |
| | <u>\$ 1,241,705</u> | <u>\$ 669,825</u> | <u>\$ 1,911,530</u> |

Nature & Trails Revenue: Nature & Trails revenue of \$524,924 is generated from instruction and outdoor recreation programs held at both the Tualatin Hills Nature Center and Cooper Mountain Nature Park.

| Nature & Trails Revenue | Program | Facility Rental | Total |
|-------------------------------------|-------------------|------------------|-------------------|
| Instruction/Environmental Education | \$ 488,284 | \$ 32,250 | \$ 520,534 |
| Outdoor Recreation | 4,390 | - | 4,390 |
| | <u>\$ 492,674</u> | <u>\$ 32,250</u> | <u>\$ 524,924</u> |

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

Miscellaneous Revenue: Miscellaneous revenue of \$150,000 is earned from purchasing card program rebates (\$75,000), items sold at auctions (\$35,000), easements, miscellaneous fees and forfeitures, compensation for insurance proceeds and various other sources (\$40,000).

Interest Revenue: Interest revenue in the total amount of \$962,800 is derived from available cash-on-hand that is invested in the State of Oregon Local Government Investment Pool or other allowable vehicles per THPRD's Investment Policy. These invested funds will be used at a later date to meet payroll, operating costs and capital improvements. Interest revenue consists of General Fund (\$590,000), Mitigation Maintenance Reserve Fund (\$3,000), Debt Service Fund (\$30,000), System Development Charges Fund (\$139,800) and Bond Capital Projects Fund (\$200,000).

Telecommunication Site Lease Revenue: Lease revenue of \$189,540 from site leases for cellular telephone transmission equipment.

Facility Rental Revenue: Facility rental revenue of \$733,570 is generated from the rental of THPRD-owned homes, concessionaire services at Jenkins Estate, along with leased space within the Fanno Creek Service Center and potential lease revenue associated with the administrative building.

Grants and Intergovernmental Revenue: Grants include funding from the following sources: Natural Resource operating grant (\$25,000), Environmental Education Grant (\$45,000), Memorial Benches (\$8,000), Energy Trust of Oregon Strategic Energy Management incentives (\$6,500), Energy Incentive Grants (\$74,282), ConnectOregon Waterhouse Trail #4 (\$400,000), Metro Nature in Neighborhoods (\$220,700), Local Government Grant Program (LGGP) Cedar Hills Park (\$340,156), (LWCF) Crowell Woods (\$390,000), (LWCF) Commonwealth Lake Park bridge (\$60,554), (LWCF) Outdoor Recreation Legacy (\$661,092), MSTIP Opportunity Funds (\$300,000), Natural Resource Trail Grant (\$400,000), and Recovery Zone Economic Development Bond (RZEDB) interest subsidy (\$183,000).

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

Debt Proceeds: Proceeds in the amount of \$8,000,000 are anticipated to fund costs associated with the addition of employee workspace.

System Development Charges: These charges are assessed against new construction within THPRD. Projected revenue for FY 2019/20 is \$7,404,694 and may only be utilized for improvements related to expansion.

Transfers In: Transfers In to the General Fund reflect the fiscal policy of recovering project management staff time from capital projects to the General Fund. In FY 2019/20, \$35,000 is anticipated from SDC and other projects, and \$215,000 from the Bond Capital Fund projects. Transfers in to the Capital Replacement Reserve include the transfer of the beginning balance of the reserve of \$3,400,000 plus current year funding of the reserve of \$850,000 and current year funding of capital outlay from the reserve of \$410,000. Transfers In to the SDC Fund are \$108,000 to replace budgeted affordable housing credits.

Current Year's Taxes for FY 2019/20: Current Taxes levied against an estimated \$26.7 billion in assessed valuation total \$43,180,653. Of that amount, Debt Service Fund generates \$8,293,555, with collections anticipated at \$7,878,877, for retirement of general obligation debt. The General Fund levy totals \$34,887,098, with collections anticipated at \$33,142,743. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,458 General Fund and \$32,079 Debt Service Fund). The PILOT funds result from de-annexed property with associated long-term debt obligations, and will be collected annually until the obligations are paid in full.

CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2019/20

Five-year Capital Funding Sources

Projects by Funding Source

Capital Improvement Plan



CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2019/20

The Capital Funding Sources FY 2019/20 schedule shows the distribution of capital funding for the budget year 2019/20 between the various available sources of funding, including the General Fund, Capital Replacement Reserve, Bond Fund, SDC Fund and Grant Funds.

Five-Year Capital Funding Sources

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

Projects by Funding Source

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

Capital Improvement Plan

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



Capital Funding Sources 2019/20

| | Funding Sources | | | | | Total Funds |
|---|---------------------|-----------------------------|-----------------|----------------------|-------------|----------------------|
| | General Fund | Capital Replacement Reserve | Bond Fund | SDC Fund | Grant Funds | |
| ADA Improvements | | | | | | |
| ADA Improvement - Bronson Creek South play equipment | \$ 40,000 | | | | | \$ 40,000 |
| ADA Improvement - Drinking fountain detection barriers | 5,000 | | | | | 5,000 |
| ADA Improvement - Fire & Safety (Continued) | 20,000 | | | | | 20,000 |
| ADA Improvement - Hand Dryers (Continued) | 15,000 | | | | | 15,000 |
| ADA Improvement - Other | 50,000 | | | | | 50,000 |
| ADA Improvement - Veterans Memorial Park (Phase 3) | 60,000 | | | | | 60,000 |
| ADA Improvements | 25,000 | | | | | 25,000 |
| ADA Improvements Total | \$ 215,000 | | | | | \$ 215,000 |
| Athletic Facility Improvement | | | | | | |
| Solar Panel Contract Buyout | \$ 38,812 | | | | | \$ 38,812 |
| Field and Court Reservation Software | 26,000 | | | | | 26,000 |
| Athletic Facility Improvement Total | \$ 64,812 | | | | | \$ 64,812 |
| Athletic Facility Replacement | | | | | | |
| Drainage Culvert (2 Sites) | \$ 23,000 | | | | | \$ 23,000 |
| Athletic Facility Replacement Total | \$ 23,000 | | | | | \$ 23,000 |
| Building Improvements | | | | | | |
| New Office Facility | \$ 7,750,000 | | | | | \$ 7,750,000 |
| HVAC Improvements | 121,218 | | | | | 121,218 |
| Other Building Improvements | 78,500 | | | | | 78,500 |
| Building Improvements Total | \$ 7,949,718 | | | | | \$ 7,949,718 |
| Building Replacements | | | | | | |
| HMT Aquatic Center Lighting | \$ 310,000 | | | | | \$ 310,000 |
| HMT Athletic Center - Basketball Surface | 78,000 | | | | | 78,000 |
| Emergency Repairs | 123,700 | | | | | 123,700 |
| HVAC Boilers & Furnaces | 188,000 | | | | | 188,000 |
| Cardio and weight equipment | | \$ 40,000 | | | | 40,000 |
| Installation of a membrane cover over W side of building -FCSC | | 120,000 | | | | 120,000 |
| Phase 2 repairs / caulking, seal coating -Athletic Center | | 50,000 | | | | 50,000 |
| Roof repairs & analysis (phase 1) for flat roof and gables-GHRC | | 200,000 | | | | 200,000 |
| Pool Tanks | 268,083 | | | | | 268,083 |
| Raleigh Swim Center Pool Tank/Deck | 941,754 | | | | | 941,754 |
| Other Building Replacements | 463,938 | | | | | 463,938 |
| Building Replacements Total | \$ 2,373,475 | \$ 410,000 | | | | \$ 2,783,475 |
| Development/Improvement | | | | | | |
| Abbey Creek Park - Phase 1 Development | | | | \$ 345,000 | | \$ 345,000 |
| Bethany Creek Trail #2, Segment #3 - Design & Development | | | | 1,715,500 | | 1,715,500 |
| Bonny Slope / BSD Trail Development | | | | 444,800 | | 444,800 |
| Building Expansion - site to be determined | | | | 995,000 | | 995,000 |
| Cedar Hills Park - additional funding for bond project | | | | 1,038,000 | | 1,038,000 |
| Cedar Mill Creek Community Trail Segment #4 Master Planning | | | | 299,500 | | 299,500 |
| ConnectOregon Grant Match - Waterhouse Trail, Segment 4 | | | | 602,900 | | 602,900 |
| Dog Parks - expansions and new sites | | | | 70,000 | | 70,000 |
| Fanno Creek Trail - Denny Road Crossing Improvements | | | | 20,000 | | 20,000 |
| Highland Park - Phase 1 Development | | | | 420,000 | | 420,000 |
| MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW | | | | 237,750 | | 237,750 |
| MTIP Grant Match - Westside Trail, Segment 18 | | | | 426,320 | | 426,320 |
| Natural Area Master Plan | | | | 100,000 | | 100,000 |
| North Bethany Park and Trail Development - Proj. Mgmt. | | | | 100,000 | | 100,000 |
| North Bethany Park and Trail Improvements | | | | 252,300 | | 252,300 |
| NW Quadrant Neighborhood Park Master Plan & Design | | | | 115,500 | | 115,500 |
| NW Quadrant New Neighborhood Park Development (2) | | | | 4,151,000 | | 4,151,000 |
| RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design | | | | 200,000 | | 200,000 |
| So. Cooper Mtn Park and Trail Development - Project Mgmt. | | | | 49,500 | | 49,500 |
| SW Quadrant Neighborhood Park Master Plan and Design | | | | 267,500 | | 267,500 |
| Waterhouse Trail Improvements. | | | | 350,000 | | 350,000 |
| Development/Improvement Total | | | | \$ 12,200,570 | | \$ 12,200,570 |
| Facility Challenge Grants Total | \$ 75,000 | | | | | \$ 75,000 |
| Facility Rehabilitation | | | | | | |
| Structural Upgrades | | | \$ 7,537 | | | \$ 7,537 |
| Facility Rehabilitation Total | | | \$ 7,537 | | | \$ 7,537 |
| Fleet & Equipment Improvement | | | | | | |
| Minibuses (2) | \$ 70,000 | | | | | \$ 70,000 |
| Vehicle Wraps | 13,000 | | | | | 13,000 |
| Fleet & Equipment Improvement Total | \$ 83,000 | | | | | \$ 83,000 |

Capital Funding Sources 2018/19

| | Funding Sources | | | | | |
|---|-------------------|-----------------------------|---------------------|----------------------|-------------|----------------------|
| | General Fund | Capital Replacement Reserve | Bond Fund | SDC Fund | Grant Funds | Total Funds |
| Fleet & Equipment Replacement | | | | | | |
| 52" mower (3) | \$ 24,750 | | | | | \$ 24,750 |
| Backhoe | 110,000 | | | | | 110,000 |
| Toro z-mower (2) | 30,000 | | | | | 30,000 |
| Fleet & Equipment Replacement Total | \$ 164,750 | | | | | \$ 164,750 |
| Information Technology Improvement | | | | | | |
| Drone | \$ 8,645 | | | | | \$ 8,645 |
| ERP Software | 803,958 | | | | | 803,958 |
| Community Programs computer (busn plan) | 5,500 | | | | | 5,500 |
| Tablet - Bldg. Maint. | 2,000 | | | | | 2,000 |
| Information Technology Improvement Total | \$ 820,103 | | | | | \$ 820,103 |
| Information Technology Replacement | | | | | | |
| Desktop Printers | \$ 5,000 | | | | | \$ 5,000 |
| Desktop replacement | 67,000 | | | | | 67,000 |
| Network Servers | 37,000 | | | | | 37,000 |
| LAN / WAN Equipment | 5,000 | | | | | 5,000 |
| AEDs | 9,000 | | | | | 9,000 |
| Security Cameras | 58,800 | | | | | 58,800 |
| Key Card Readers | 31,538 | | | | | 31,538 |
| Banner Printer | 35,000 | | | | | 35,000 |
| Information Technology Replacement Total | \$ 248,338 | | | | | \$ 248,338 |
| Land Acquisition | | | | | | |
| Acquisition of Community Park Land - North Bethany | | | | \$ 1,965,800 | | \$ 1,965,800 |
| Acquisition of Natural Area Land - So. Cooper Mountain | | | | 500,000 | | 500,000 |
| Acquisition of Neighborhood Park Land - Cooper Mountain | | | | 1,000,000 | | 1,000,000 |
| Acquisition of Neighborhood Park Land - Infill Areas | | | | 890,000 | | 890,000 |
| Acquisition of Neighborhood Park Land - So. Cooper Mountain | | | | 5,505,000 | | 5,505,000 |
| Acquisition of Neighborhood Park Land- Bonny Slope West | | | | 1,500,000 | | 1,500,000 |
| Acquisition of Trails Land - North Bethany | | | | 1,000,000 | | 1,000,000 |
| Acquisition of Trails Land - So. Cooper Mountain | | | | 535,000 | | 535,000 |
| Land Acquisition Total | | | | \$ 12,895,800 | | \$ 12,895,800 |
| Multifield/Multipurpose Athletic Field Development | | | | | | |
| New Field in NW Quadrant | | | \$ 1,360,625 | | | \$ 1,360,625 |
| New Field in SW Quadrant | | | 558,115 | | | 558,115 |
| Multifield/Multipurpose Athletic Field Development Total | | | \$ 1,918,740 | | | \$ 1,918,740 |
| Natural Area Preservation | | | | | | |
| 155th Wetlands | | | \$ 25,519 | | | \$ 25,519 |
| Arborist/Tree Management | | | 291,166 | | | 291,166 |
| Bannister Creek Greenway/NE Park | | | 78,877 | | | 78,877 |
| Bronson Creek New Properties | | | 102,076 | | | 102,076 |
| Bronson Creek Park | | | 25,519 | | | 25,519 |
| Cedar Mill Creek Greenway | | | 30,623 | | | 30,623 |
| Center Street Wetlands Area | | | 20,415 | | | 20,415 |
| Commonwealth Lake | | | 61,245 | | | 61,245 |
| Fanno Creek Greenway | | | 81,661 | | | 81,661 |
| Fanno Creek Park | | | 5,622 | | | 5,622 |
| Findley | | | 459,340 | | | 459,340 |
| Fir Grove Park | | | 25,519 | | | 25,519 |
| Forest Hills Park | | | 10,208 | | | 10,208 |
| HL Cain Wetlands | | | 25,519 | | | 25,519 |
| HMT north woods and stream | | | 51,038 | | | 51,038 |
| Hyland Woods Phase 2 | | | 22,247 | | | 22,247 |
| Jenkins Estate Phase 2 | | | 74,836 | | | 74,836 |
| Lilly K. Johnson Woods | | | 9,394 | | | 9,394 |
| Mt Williams Park | | | 72,294 | | | 72,294 |
| N. Johnson Greenway | | | 255,189 | | | 255,189 |
| North Bethany Greenway | | | 25,519 | | | 25,519 |
| Raleigh Park | | | 106,748 | | | 106,748 |
| Rock Creek Greenway | | | 163,014 | | | 163,014 |
| Roger Tilbury Memorial Park | | | 7,335 | | | 7,335 |
| Somerset | | | 157,756 | | | 157,756 |
| Tallac Terrace Park | | | 10,208 | | | 10,208 |
| Waterhouse Trail | | | 25,519 | | | 25,519 |
| Westside Trail - Burntwood area | | | 25,519 | | | 25,519 |
| Westside Trail 18 | | | 25,519 | | | 25,519 |
| Whispering Woods Phase 2 | | | 99,911 | | | 99,911 |
| Willow Creek Greenway II | | | 25,519 | | | 25,519 |
| Natural Area Preservation Total | | | \$ 2,400,874 | | | \$ 2,400,874 |
| Natural Area Preservation - Land Acquisition | | | | | | |
| Natural Area Acquisitions | | | \$ 3,749,192 | | | \$ 3,749,192 |
| Natural Area Preservation - Land Acquisition Total | | | \$ 3,749,192 | | | \$ 3,749,192 |

Capital Funding Sources 2019/20

| | Funding Sources | | | | | Total Funds |
|--|----------------------|-----------------------------|---------------------|----------------------|---------------------|----------------------|
| | General Fund | Capital Replacement Reserve | Bond Fund | SDC Fund | Grant Funds | |
| New Linear Park & Trail Development | | | | | | |
| Miscellaneous Natural Trails | | | \$ 76,342 | | | \$ 76,342 |
| New Linear Park & Trail Development Total | | | \$ 76,342 | | | \$ 76,342 |
| New Linear Park & Trail Land Acquisition | | | | | | |
| New Linear Park and Trail Acquisitions | | | \$ 1,163 | | | \$ 1,163 |
| New Linear Park & Trail Land Acquisition Total | | | \$ 1,163 | | | \$ 1,163 |
| Park & Trail Improvements | | | | | | |
| Cedar Hills Park - Additional Funding for Bond Project | \$ 2,988,335 | | | | | \$ 2,988,335 |
| Somerset West Park - Additional Funding for Bond Project | 400,000 | | | | | 400,000 |
| Greenway Concept plan - Regional trail design and upgrades | 75,000 | | | | | 75,000 |
| Retaining wall on East side of BHTC | 40,000 | | | | | 40,000 |
| RTP Grant match (Recreation Trail Program) | 100,000 | | | | | 100,000 |
| Grant Funded | | | | | | |
| Memorial Benches | | | | | \$ 8,000 | 8,000 |
| Connect Oregon - Waterhouse Trail | | | | | 400,000 | 400,000 |
| ETO - Sunset HVAC | | | | | 74,282 | 74,282 |
| LGGP - Cedar Hills Park | | | | | 340,156 | 340,156 |
| LWCF - Commonwealth Lake Park Bridge Replacement | | | | | 60,554 | 60,554 |
| LWCF - Crowell Woods | | | | | 390,000 | 390,000 |
| LWCF-ORLP - Bonnie Meadow Area Park | | | | | 661,092 | 661,092 |
| Metro Nature in Neighborhoods - Fanno Creek Greenway | | | | | 220,700 | 220,700 |
| RTP - Greenway Park Loop Trail | | | | | 400,000 | 400,000 |
| Washington County MSTIP - Waterhouse Trail | | | | | 300,000 | 300,000 |
| Park & Trail Improvements Total | \$ 3,603,335 | | | | \$ 2,854,784 | \$ 6,458,119 |
| Park & Trail Replacements | | | | | | |
| Pedestrian Pathway (9 sites) | \$ 699,500 | | | | | \$ 699,500 |
| Bridges & Boardwalks (2 sites) | 1,133,000 | | | | | 1,133,000 |
| Other Park & Trail Replacements | 200,000 | | | | | 200,000 |
| Park & Trail Replacements Total | \$ 2,032,500 | | | | | \$ 2,032,500 |
| Renovate and Redevelop Community Parks | | | | | | |
| Cedar Hills Park & Athletic Field | | | \$ 464,427 | | | \$ 464,427 |
| Renovate and Redevelop Community Parks Total | | | \$ 464,427 | | | \$ 464,427 |
| Renovate and Redevelop Neighborhood Parks | | | | | | |
| Somerset West Park | | | \$ 1,217,351 | | | \$ 1,217,351 |
| Renovate and Redevelop Neighborhood Parks Total | | | \$ 1,217,351 | | | \$ 1,217,351 |
| Undesignated Projects Total | | | | \$ 6,317,400 | | \$ 6,317,400 |
| Grand Total | \$ 17,653,031 | \$ 410,000 | \$ 9,835,626 | \$ 31,413,770 | \$ 2,854,784 | \$ 62,167,211 |



Five-year Capital Funding Sources - FY 2020-2024

| | Carryover Funds | 2020 Funding | 2021 Funding | 2022 Funding | 2023 Funding | 2024 Funding | Total 5-Year Funding |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
| Sources of Funds | | | | | | | |
| General Fund | \$ 6,428,700 | \$ 11,224,331 | \$ 5,018,675 | \$ 3,520,766 | \$ 2,943,759 | \$ 2,700,446 | \$ 31,836,677 |
| Replacement Reserve Fund | | 410,000 | 265,000 | 407,000 | 2,578,500 | 285,000 | 3,945,500 |
| Bond Fund | | 9,835,626 | | | | | 9,835,626 |
| SDC Fund | 20,153,550 | 11,260,220 | 10,138,300 | 9,676,360 | 16,649,000 | 14,138,800 | 82,016,230 |
| Grant Funds | | 2,854,784 | | | | | 2,854,784 |
| Total Funds | \$ 26,582,250 | \$ 35,584,961 | \$ 15,421,975 | \$ 13,604,126 | \$ 22,171,259 | \$ 17,124,246 | \$ 130,488,817 |
| Athletic Facility Improvement | | | | | | | |
| Solar panel contract buyout | | \$ 38,812 | | | | | \$ 38,812 |
| Field and Court Reservation Software | | 26,000 | | | | | 26,000 |
| Athletic Facility Improvement Total | | \$ 64,812 | | | | | \$ 64,812 |
| Athletic Facility Replacement | | | | | | | |
| Drainage Culvert (2) | | \$ 23,000 | | | | | \$ 23,000 |
| Athletic Field Poles / Light Replacement | | | | \$ 250,000 | | | 250,000 |
| Synthetic Turf | | | | | \$ 550,000 | | 550,000 |
| Other Athletic Facility Replacements | | | \$ 122,000 | 287,793 | 287,793 | 287,793 | 985,379 |
| Athletic Facility Replacement Total | | \$ 23,000 | \$ 122,000 | \$ 537,793 | \$ 837,793 | \$ 337,793 | \$ 1,888,379 |
| ADA Improvements | | | | | | | |
| ADA Improvement - Bronson Creek South play equipment | | \$ 40,000 | | | | | \$ 40,000 |
| ADA Improvement - Drinking fountain detection barriers | | 5,000 | | | | | 5,000 |
| ADA Improvement - Fire & Safety (Continued) | | 20,000 | | | | | 20,000 |
| ADA Improvement - Hand Dryers (Continued) | | 15,000 | | | | | 15,000 |
| ADA Improvement - Other | | 50,000 | | | | | 50,000 |
| ADA Improvement - Veterans Memorial Park (Phase 3) | | 60,000 | | | | | 60,000 |
| ADA Improvements | \$ 25,000 | | | | | | 25,000 |
| ADA Improvements Total | \$ 25,000 | \$ 190,000 | | | | | \$ 215,000 |
| Building Improvements | | | | | | | |
| New Office Facility | | \$ 7,750,000 | | | | | \$ 7,750,000 |
| HVAC Improvements | \$ 97,718 | 23,500 | | | | | 121,218 |
| Other Building Improvements | 7,500 | 71,000 | | | | | 78,500 |
| Building Improvements Total | \$ 105,218 | \$ 7,844,500 | | | | | \$ 7,949,718 |
| Building Replacements | | | | | | | |
| HMT Aquatic Center Lighting | | \$ 310,000 | | | | | \$ 310,000 |
| HMT Athletic Center - Basketball Surface | | 78,000 | | | | | 78,000 |
| Emergency Repairs | | 123,700 | | | | | 123,700 |
| HVAC Boilers & Furnaces | \$ 100,000 | 88,000 | \$ 5,000 | \$ 40,000 | \$ 120,000 | | 353,000 |
| Cardio and weight equipment | | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 200,000 |
| Installation of a membrane cover over W side of building -FCSC | | 120,000 | | | | | 120,000 |
| Phase 2 repairs / caulking, seal coating -Athletic Center | | 50,000 | | | | | 50,000 |
| Roof repairs & analysis (phase 1) for flat roof and gables-GHRC | | 200,000 | | | | | 200,000 |
| Pool Tanks | 268,083 | - | | 53,000 | 150,500 | | 471,583 |
| Raleigh Swim Center Pool Tank/Deck | 756,754 | 185,000 | | | | | 941,754 |
| Roofs & Gutters | | | | 24,000 | 1,508,000 | 90,000 | 1,622,000 |
| Other Building Replacements | | 463,938 | 2,212,075 | 1,566,453 | 1,264,633 | 1,005,433 | 6,512,532 |
| Building Replacements Total | \$ 1,124,837 | \$ 1,658,638 | \$ 2,257,075 | \$ 1,723,453 | \$ 3,083,133 | \$ 1,135,433 | \$ 10,982,569 |
| Development/Improvement | | | | | | | |
| Abbey Creek Park - Phase 1 Development | | \$ 345,000 | | | | | \$ 345,000 |
| Bethany Creek Trail #2, Segment #3 - Design & Development | \$ 970,500 | 745,000 | | \$ 600,000 | | | 2,315,500 |
| Bonny Slope / BSD Trail Development | 367,800 | 77,000 | | | | | 444,800 |
| Building Expansion - site to be determined | 995,000 | | | | | | 995,000 |
| Cedar Hills Park - additional funding for bond project | 1,038,000 | | | | | | 1,038,000 |
| Cedar Mill Creek Community Trail Segment #4 Master Planning and Design | 299,500 | | | | | | 299,500 |
| ConnectOregon Grant Match - Waterhouse Trail, Segment 4 | 602,900 | | | | | | 602,900 |
| Dog Parks - expansions and new sites | 70,000 | | | | | | 70,000 |
| Fanno Creek Trail - Denny Road Crossing Improvements | 20,000 | | | | | | 20,000 |
| Highland Park - Phase 1 Development | | 420,000 | | | | | 420,000 |
| MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW | 237,750 | | | | | | 237,750 |
| MTIP Grant Match - Westside Trail, Segment 18 | 83,500 | 342,820 | | | | | 426,320 |
| Natural Area Master Plan | 100,000 | | | | | | 100,000 |
| North Bethany Park and Trail Development - Proj. Mgmt. | 100,000 | | | | | | 100,000 |
| North Bethany Park and Trail Improvements | 229,300 | 23,000 | | | | | 252,300 |
| NW Quadrant Neighborhood Park Master Plan & Design | 115,500 | | | 500,000 | | | 615,500 |
| NW Quadrant New Neighborhood Park Development (2) | 3,661,000 | 490,000 | \$ 1,124,200 | 1,844,400 | \$ 7,258,300 | | 14,377,900 |
| RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design | 200,000 | | | | | | 200,000 |
| So. Cooper Mtn Park and Trail Development - Project Mgmt. | 49,500 | | 500,000 | | | | 549,500 |
| SW Quadrant Neighborhood Park Master Plan and Design | 267,500 | | 2,879,000 | | 8,390,700 | \$ 2,879,000 | 14,416,200 |
| New Regional Trail Development - Westside Trail #14** | | | | 1,601,960 | | | 1,601,960 |
| Trail Development - Westside Trail: Sunset Hwy Crossing** | | | | | | 8,000,000 | 8,000,000 |
| Youth Multi-Purpose Athletic Field - North Bethany (1),(2) | | | | | | 2,259,800 | 2,259,800 |
| Waterhouse Trail Improvements. | 350,000 | | | | | | 350,000 |
| Development/Improvement Total | \$ 9,757,750 | \$ 2,442,820 | \$ 4,503,200 | \$ 4,546,360 | \$ 15,649,000 | \$ 13,138,800 | \$ 50,037,930 |
| Facility Challenge Grants | | | | | | | |
| Facility Challenge Grants | | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 375,000 |
| Facility Challenge Grants Total | | \$ 75,000 | \$ 375,000 |
| Facility Rehabilitation | | | | | | | |
| Structural Upgrades | | \$ 7,537 | | | | | \$ 7,537 |
| Facility Rehabilitation Total | | \$ 7,537 | | | | | \$ 7,537 |
| Fleet & Equipment Improvement | | | | | | | |
| 2 Minibuses (15 passenger vans) for Afterschool Program Expansion busn plan | | \$ 70,000 | | | | | \$ 70,000 |
| Vehicle Wraps | \$ 13,000 | | | | | | 13,000 |
| Fleet & Equipment Improvement Total | \$ 13,000 | \$ 70,000 | | | | | \$ 83,000 |
| Fleet & Equipment Replacement | | | | | | | |
| 52" mower (3) | | \$ 24,750 | | | | | \$ 24,750 |
| Backhoe | | 110,000 | | | | | 110,000 |
| Toro z-mower (2) | | 30,000 | | | | | 30,000 |
| 24 Passenger Bus | | | \$ 70,000 | | | | 70,000 |
| Other Fleet & Equipment | | | 360,500 | | \$ 210,000 | \$ 105,000 | 675,500 |
| Fleet & Equipment Replacement Total | | \$ 164,750 | \$ 430,500 | | \$ 210,000 | \$ 105,000 | \$ 910,250 |

Five-year Capital Funding Sources - FY 2020-2024

| | Carryover Funds | 2020 Funding | 2021 Funding | 2022 Funding | 2023 Funding | 2024 Funding | Total 5-Year Funding |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|
| Information Technology Improvement | | | | | | | |
| Drone | \$ 8,645 | | | | | | \$ 8,645 |
| ERP Software | 803,958 | | | | | | 803,958 |
| Community Programs computer (busn plan) | | \$ 5,500 | | | | | 5,500 |
| Tablet - Bldg. Maint. | | 2,000 | | | | | 2,000 |
| Information Technology Improvement Total | \$ 812,603 | \$ 7,500 | | | | | \$ 820,103 |
| Information Technology Replacement | | | | | | | |
| Desktop Printers | | \$ 5,000 | \$ 67,000 | \$ 67,000 | \$ 67,000 | \$ 67,000 | \$ 273,000 |
| Desktop replacement | | 67,000 | 5,000 | 5,000 | 5,000 | 5,000 | 87,000 |
| Network Servers | | 37,000 | 37,000 | 37,000 | 37,000 | 37,000 | 185,000 |
| LAN / WAN Equipment | | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 25,000 |
| AEDs | | 9,000 | 5,400 | 5,400 | 5,400 | 5,400 | 30,600 |
| Security Cameras | | 58,800 | 58,800 | 58,800 | 58,800 | 58,800 | 294,000 |
| Key Card Readers | | 31,538 | 31,538 | 31,538 | 31,538 | 31,538 | 157,690 |
| Banner Printer | | 35,000 | | | | | 35,000 |
| Telephony | | | | | | 90,000 | 90,000 |
| Information Technology Replacement Total | | \$ 248,338 | \$ 209,738 | \$ 209,738 | \$ 209,738 | \$ 299,738 | \$ 1,177,290 |
| Building & Pool Equipment Replacements | | | | | | | |
| Other Building & Pool Equipment Replacements | \$ - | \$ - | \$ 71,200 | \$ 29,685 | \$ 29,685 | \$ 29,685 | \$ 160,255 |
| Building & Pool Equipment Replacements Total | \$ - | \$ - | \$ 71,200 | \$ 29,685 | \$ 29,685 | \$ 29,685 | \$ 160,255 |
| Land Acquisition | | | | | | | |
| Acquisition of Community Park Land - North Bethany | \$ 1,965,800 | | \$ 1,326,000 | \$ 2,500,000 | | | \$ 5,791,800 |
| Acquisition of Natural Area Land - So. Cooper Mountain | 500,000 | | | | | | 500,000 |
| Acquisition of Neighborhood Park Land - Cooper Mountain | | \$ 1,000,000 | 1,600,000 | | | | 2,600,000 |
| Acquisition of Neighborhood Park Land - Infill Areas | 390,000 | 500,000 | 1,000,000 | 1,000,000 | \$ 1,000,000 | \$ 1,000,000 | 4,890,000 |
| Acquisition of Neighborhood Park Land - So. Cooper Mountain | 5,505,000 | | | | | | 5,505,000 |
| Acquisition of Neighborhood Park Land- Bonny Slope West | 1,500,000 | | | 1,200,000 | | | 2,700,000 |
| Acquisition of Trails Land - North Bethany | | 1,000,000 | 879,100 | | | | 1,879,100 |
| Acquisition of Trails Land - So. Cooper Mountain | 535,000 | | 544,000 | 344,000 | | | 1,423,000 |
| Acquisition of Trails Land - Bonny Slope West | | | 286,000 | 86,000 | | | 372,000 |
| Land Acquisition Total | \$ 10,395,800 | \$ 2,500,000 | \$ 5,635,100 | \$ 5,130,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 25,660,900 |
| Natural Area Preservation | | | | | | | |
| Arborist/Tree Management | | \$ 291,166 | | | | | \$ 291,166 |
| Bronson Creek New Properties | | 102,076 | | | | | 102,076 |
| Findley | | 459,340 | | | | | 459,340 |
| N. Johnson Greenway | | 255,189 | | | | | 255,189 |
| Raleigh Park | | 106,748 | | | | | 106,748 |
| Rock Creek Greenway | | 163,014 | | | | | 163,014 |
| Somerset | | 157,756 | | | | | 157,756 |
| Other Natural Area Preservation | | 865,585 | | | | | 865,585 |
| Natural Area Preservation Total | | \$ 2,400,874 | | | | | \$ 2,400,874 |
| Park & Trail Improvements | | | | | | | |
| Cedar Hills Park - Additional Funding for Bond Project | \$ 2,988,335 | | | | | | \$ 2,988,335 |
| Somerset West Park - Additional Funding for Bond Project | 400,000 | | | | | | 400,000 |
| Greenway Concept plan - Regional trail design and upgrades | | \$ 75,000 | | | | | 75,000 |
| Retaining wall on East side of BHTC | | 40,000 | | | | | 40,000 |
| RTP Grant match (Recreation Trail Program) | | 100,000 | | | | | 100,000 |
| Grant Funded | | | | | | | |
| Memorial Benches | | 8,000 | | | | | 8,000 |
| Connect Oregon - Waterhouse Trail | | 400,000 | | | | | 400,000 |
| ETO - Sunset HVAC | | 74,282 | | | | | 74,282 |
| LGGP - Cedar Hills Park | | 340,156 | | | | | 340,156 |
| LWCF - Commonwealth Lake Park Bridge Replacement | | 60,554 | | | | | 60,554 |
| LWCF - Crowell Woods | | 390,000 | | | | | 390,000 |
| LWCF-ORLP - Bonnie Meadow Area Park | | 661,092 | | | | | 661,092 |
| Metro Nature in Neighborhoods - Fanno Creek Greenway | | 220,700 | | | | | 220,700 |
| RTP - Greenway Park Loop Trail | | 400,000 | | | | | 400,000 |
| Washington County MSTIP - Waterhouse Trail | | 300,000 | | | | | 300,000 |
| Park & Trail Improvements Total | \$ 3,388,335 | \$ 3,069,784 | | | | | \$ 6,458,119 |
| Park & Trail Replacements | | | | | | | |
| Asphalt pathway | \$ 39,500 | | | | | | \$ 39,500 |
| Asphalt Pedestrian Pathway | 100,000 | | | | | | 100,000 |
| Bridges & Boardwalks | 313,000 | \$ 300,000 | | | | | 613,000 |
| Commonwealth Lake bridges | 447,207 | 72,793 | | | | | 520,000 |
| HMT AC (N, S & E service road) grind/overlay | | 325,000 | | | | | 325,000 |
| Landscaping | 60,000 | 10,000 | | | | | 70,000 |
| Remove and replace pedestrian path (Stoller Crk junction to Waterhouse Crk junction-shoulder) | | 110,000 | | | | | 110,000 |
| Pathway Lighting | | | \$ 150,000 | | | | 150,000 |
| Other Park & Trail Replacements | | 255,000 | 1,968,162 | \$ 1,352,097 | \$ 1,076,910 | \$ 1,002,797 | 5,654,966 |
| Park & Trail Replacements Total | \$ 959,707 | \$ 1,072,793 | \$ 2,118,162 | \$ 1,352,097 | \$ 1,076,910 | \$ 1,002,797 | \$ 7,582,466 |
| Renovate and Redevelop Community Parks | | | | | | | |
| Cedar Hills Park & Athletic Field | | \$ 464,427 | | | | | \$ 464,427 |
| Renovate and Redevelop Community Parks Total | | \$ 464,427 | | | | | \$ 464,427 |
| Renovate and Redevelop Neighborhood Parks | | | | | | | |
| Somerset West Park | | \$ 1,217,351 | | | | | \$ 1,217,351 |
| Renovate and Redevelop Neighborhood Parks Total | | \$ 1,217,351 | | | | | \$ 1,217,351 |
| Undesignated Projects | | | | | | | |
| Undesignated Projects | | \$ 6,317,400 | | | | | \$ 6,317,400 |
| Undesignated Projects Total | | \$ 6,317,400 | | | | | \$ 6,317,400 |
| Natural Area Preservation - Land Acquisition | | | | | | | |
| Natural Area Acquisitions | | \$ 3,749,192 | | | | | \$ 3,749,192 |
| Natural Area Preservation - Land Acquisition Total | | \$ 3,749,192 | | | | | \$ 3,749,192 |
| New Linear Park & Trail Development | | | | | | | |
| Miscellaneous Natural Trails | | \$ 76,342 | | | | | \$ 76,342 |
| New Linear Park & Trail Development Total | | \$ 76,342 | | | | | \$ 76,342 |
| New Linear Park & Trail Land Acquisition | | | | | | | |
| New Linear Park and Trail Acquisitions | | \$ 1,163 | | | | | \$ 1,163 |
| New Linear Park & Trail Land Acquisition Total | | \$ 1,163 | | | | | \$ 1,163 |
| Multifield/Multipurpose Athletic Field Development | | | | | | | |
| New Field in NW Quadrant | | \$ 1,360,625 | | | | | \$ 1,360,625 |
| New Field in SW Quadrant | | 558,115 | | | | | 558,115 |
| Multifield/Multipurpose Athletic Field Development Total | | \$ 1,918,740 | | | | | \$ 1,918,740 |
| Grand Total | \$ 26,582,250 | \$ 35,584,961 | \$ 15,421,975 | \$ 13,604,126 | \$ 22,171,259 | \$ 17,124,246 | \$ 130,488,817 |

Tualatin Hills Park & Recreation District

CAPITAL IMPROVEMENT PLAN

Five Year Plan - 2020 through 2024

PROJECTS BY FUNDING SOURCE

| Source | Fiscal Year Ended | | | | | Total |
|--|-------------------|---------------|---------------|---------------|---------------|----------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |
| General Fund | | | | | | |
| Athletic Facility Replacements | \$ 23,000 | \$ 122,000 | \$ 287,793 | \$ 287,793 | \$ 287,793 | \$ 1,008,379 |
| Athletic Facility Improvements | 64,812 | - | - | - | - | 64,812 |
| Building Replacements | 2,373,475 | 2,212,075 | 1,566,453 | 1,264,633 | 1,005,433 | 8,422,069 |
| Building Improvements | 7,949,718 | - | - | - | - | 7,949,718 |
| Park & Trail Replacements | 2,032,500 | 1,968,162 | 1,352,097 | 1,076,910 | 1,002,797 | 7,432,466 |
| Park & Trail Improvements | 3,603,335 | - | - | - | - | 3,603,335 |
| Information Technology Replacements | 248,338 | 209,738 | 209,738 | 209,738 | 299,738 | 1,177,290 |
| Information Technology Improvements | 820,103 | - | - | - | - | 820,103 |
| Facility Challenge Grants | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 | 375,000 |
| ADA Improvements | 215,000 | - | - | - | - | 215,000 |
| Maintenance Equipment Replacements | - | 71,200 | 29,685 | 29,685 | 29,685 | 160,255 |
| Fleet & Equipment Replacements | 164,750 | 360,500 | - | - | - | 525,250 |
| Fleet & Equipment Improvements | 83,000 | - | - | - | - | 83,000 |
| General Fund Total | \$ 17,653,031 | \$ 5,018,675 | \$ 3,520,766 | \$ 2,943,759 | \$ 2,700,446 | \$ 31,836,677 |
| Grant Funds | | | | | | |
| Park & Trail Improvements | \$ 2,854,784 | \$ - | \$ - | \$ - | \$ - | \$ 2,854,784 |
| Grant Fund Total | \$ 2,854,784 | \$ - | \$ - | \$ - | \$ - | \$ 2,854,784 |
| Replacement Reserve | | | | | | |
| Athletic Facility Replacements | \$ - | \$ - | \$ 250,000 | \$ 550,000 | \$ 50,000 | \$ 850,000 |
| Building Replacements | 410,000 | 45,000 | 157,000 | 1,818,500 | 130,000 | 2,560,500 |
| Park & Trail Replacements | - | 150,000 | - | - | - | 150,000 |
| Fleet Equipment Replacements | - | 70,000 | - | 210,000 | 105,000 | 385,000 |
| Replacement Reserve Total | \$ 410,000 | \$ 265,000 | \$ 407,000 | \$ 2,578,500 | \$ 285,000 | \$ 3,945,500 |
| SDC Fund | | | | | | |
| Land Acquisition | \$ 12,895,800 | \$ 5,635,100 | \$ 5,130,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 25,660,900 |
| Undesignated | 6,317,400 | - | - | - | - | 6,317,400 |
| Development/Improvement | 12,200,570 | 4,503,200 | 4,546,360 | 15,649,000 | 13,138,800 | 50,037,930 |
| SDC Fund Total | \$ 31,413,770 | \$ 10,138,300 | \$ 9,676,360 | \$ 16,649,000 | \$ 14,138,800 | \$ 82,016,230 |
| Bond Fund | | | | | | |
| Renovate and Redevelop Neighborhood Parks | \$ 1,217,351 | \$ - | \$ - | \$ - | \$ - | \$ 1,217,351 |
| Renovate and Redevelop Community Parks | 464,427 | - | - | - | - | 464,427 |
| Natural Area Preservation | 2,400,874 | - | - | - | - | 2,400,874 |
| Natural Area Preservation - Land Acquisition | 3,749,192 | - | - | - | - | 3,749,192 |
| New Linear Park and Trail Development | 76,342 | - | - | - | - | 76,342 |
| New Linear Park and Trail Land Acquisition | 1,163 | - | - | - | - | 1,163 |
| Multifield/Multipurpose Athletic Field Development | 1,918,740 | - | - | - | - | 1,918,740 |
| Facility Rehabilitation | 7,537 | - | - | - | - | 7,537 |
| Bond Fund Total | \$ 9,835,626 | \$ - | \$ - | \$ - | \$ - | \$ 9,835,626 |
| Total Capital Projects | \$ 62,167,211 | \$ 15,421,975 | \$ 13,604,126 | \$ 22,171,259 | \$ 17,124,246 | \$ 130,488,817 |

Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
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PROJECTS BY FUNDING SOURCE

Athletic Facility Replacements

Description
 This category includes maintenance of existing athletic facilities, where replacement of existing assets is necessary in order to maintain service levels. Projects included in this category are: Drainage culvert replacements at two sites; Somerset West Park and Raleigh Park.

Justification and Current Status
 Athletic field surface and fixture replacements are based on need and asset useful life.

| Athletic Facility Replacements | Fiscal Year Ended | | | | | Total |
|--------------------------------|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Capital Outlay | \$ 23,000 | \$ 122,000 | \$ 537,793 | \$ 837,793 | \$ 337,793 | \$ 1,858,379 |
| Total Expenditures | \$ 23,000 | \$ 122,000 | \$ 537,793 | \$ 837,793 | \$ 337,793 | \$ 1,858,379 |

| Funding Sources | | | | | | |
|------------------------------|------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| General Fund | \$ 23,000 | \$ 122,000 | \$ 287,793 | \$ 287,793 | \$ 287,793 | \$ 1,008,379 |
| Replacement Reserve Fund | - | - | 250,000 | 550,000 | 50,000 | 850,000 |
| Total Funding Sources | \$ 23,000 | \$ 122,000 | \$ 537,793 | \$ 837,793 | \$ 337,793 | \$ 1,858,379 |

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



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
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PROJECTS BY FUNDING SOURCE

Athletic Facility Improvements

Description
 This category includes improvement of existing athletic facilities, in order to enhance usability and increase service levels. Projects included in this category are: Solar contract buyout at PCC Rock Creek Sports Complex and the purchase of Field and Court Reservation Software .

Justification and Current Status
 Purchase of the solar contract at PCC Rock Creek Sports Complex is in accordance with contract terms. The purchase and implementation of field and court reservation software will improve the efficiencies and tracking capabilities for the district.

| Athletic Facility Improvements | Fiscal Year Ended | | | | | Total |
|--------------------------------|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Capital Outlay | \$ 64,812 | \$ - | \$ - | \$ - | \$ - | \$ 64,812 |
| Total Expenditures | \$ 64,812 | \$ - | \$ - | \$ - | \$ - | \$ 64,812 |

| Funding Sources | | | | | | |
|------------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| General Fund | \$ 64,812 | \$ - | \$ - | \$ - | \$ - | \$ 64,812 |
| Total Funding Sources | \$ 64,812 | \$ - | \$ - | \$ - | \$ - | \$ 64,812 |

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



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
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PROJECTS BY FUNDING SOURCE

Building Replacements

Description

This category includes maintenance of existing buildings, pool equipment and structures, where replacement of existing assets is necessary in order to maintain service levels. Projects included in this category are: Cardio and Weight Equipment, Pool Tanks, HVAC Boilers & Furnaces, Roofs & Gutters, Plumbing 15 Year, Floor Covering, Windows & Doors, Parking Lots, Building Exterior, Building Furnishings, Park Furnishings, HVAC Components, Pool Apparatus, Pool Mechanical System Repair and Security Systems.

Justification and Current Status

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

| Building Replacements | Fiscal Year Ended | | | | | Total |
|-----------------------|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Capital Outlay | \$ 2,783,475 | \$ 2,257,075 | \$ 1,723,453 | \$ 3,083,133 | \$ 1,135,433 | \$ 10,982,569 |
| Total Expenditures | \$ 2,783,475 | \$ 2,257,075 | \$ 1,723,453 | \$ 3,083,133 | \$ 1,135,433 | \$ 10,982,569 |

| Funding Sources | | | | | | |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| General Fund | \$ 2,373,475 | \$ 2,212,075 | \$ 1,566,453 | \$ 1,264,633 | \$ 1,005,433 | \$ 1,005,433 |
| Replacement Reserve Fund | 410,000 | 45,000 | 157,000 | 1,818,500 | 130,000 | 2,560,500 |
| Total Funding Sources | \$ 2,783,475 | \$ 2,257,075 | \$ 1,723,453 | \$ 3,083,133 | \$ 1,135,433 | \$ 3,565,933 |

Operating Budget Impact

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



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2020 through 2024

PROJECTS BY FUNDING SOURCE

Building Improvements

Description
 This category includes improvement of existing buildings, pool equipment and structures, in order to enhance usability and increase service levels. Projects included in this category are: New office facility, Building Furnishings (4 sites), HVAC components, Parking Lots, and Windows & Doors.

Justification and Current Status
 The district is pursuing additional employee office space, and continuing to upgrade assets at sites in order to enhance usability and safety.

| Building Improvements | Fiscal Year Ended | | | | | Total |
|------------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |
| Expenditures | | | | | | |
| Capital Outlay | \$ 7,949,718 | \$ - | \$ - | \$ - | \$ - | \$ 7,949,718 |
| Total Expenditures | \$ 7,949,718 | \$ - | \$ - | \$ - | \$ - | \$ 7,949,718 |
| Funding Sources | | | | | | |
| General Fund | \$ 7,949,718 | \$ - | \$ - | \$ - | \$ - | \$ 7,949,718 |
| Total Funding Sources | \$ 7,949,718 | \$ - | \$ - | \$ - | \$ - | \$ 7,949,718 |

Operating Budget Impact
 The additional office space is planned to be financed, which will result in debt service costs and other building related maintenance costs which have been included in the 2019/20 budget, and will be ongoing. The other projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
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PROJECTS BY FUNDING SOURCE

Park and Trail Replacements

Description
 This category includes maintenance of existing park and trail equipment, surfaces and systems, where replacement of existing assets is necessary in order to maintain service levels. Projects included in this category are: Erosion Control, Park Furnishings, Pedestrian Pathways (6 sites), Play Equipment (1 site), Signs (multiple sites), and Bridges/Boardwalk Repairs (1 site).

Justification and Current Status
 Park and Trail equipment, surface and system replacements are based on need and asset useful life.

| Park and Trail Replacements | Fiscal Year Ended | | | | | Total |
|-----------------------------|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Capital Outlay | \$ 2,032,500 | \$ 2,118,162 | \$ 1,352,097 | \$ 1,076,910 | \$ 1,002,797 | \$ 7,582,466 |
| Total Expenditures | \$ 2,032,500 | \$ 2,118,162 | \$ 1,352,097 | \$ 1,076,910 | \$ 1,002,797 | \$ 7,582,466 |

| Funding Sources | | | | | | |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| General Fund | \$ 2,032,500 | \$ 1,968,162 | \$ 1,352,097 | \$ 1,076,910 | \$ 1,002,797 | \$ 7,432,466 |
| Replacement Reserve Fund | - | 150,000 | - | - | - | 150,000 |
| Total Funding Sources | \$ 2,032,500 | \$ 2,118,162 | \$ 1,352,097 | \$ 1,076,910 | \$ 1,002,797 | \$ 7,582,466 |

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



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
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PROJECTS BY FUNDING SOURCE

Park & Trail Improvements

Description
 This category includes improvement of existing park and trail equipment, surfaces and systems, in order to enhance usability and increase service levels. Projects included in this category are: Cedar Hills Park - Additional funding for Bond Project, Somerset West Park - Additional Funding for Bond Project, Concept Plan (2 sites), Erosion Control (1 site), Pedestrian Pathway (1 site), Memorial Benches, Connect Oregon - Waterhouse Trail, Energy Trust of Oregon - Sunset HVAC, Local Government Grant Program - Cedar Hills Park, Land and Water Conservation Fund - Commonwealth Lake Park Bridge Replacement, Land and Water Conservation Fund - Crowell Woods, Land and Water Conservation Fund - Bonnie Meadow Area Park, Metro Nature in Neighborhoods - Fanno Creek Greenway, Greenway Park Loop Trail, Washington County Major Streets Transportation Improvement Program - Waterhouse Trail.

Justification and Current Status
 All projects involve improving and enhancing the safety and usability of the assets and sites. Cedar Hills Park and Waterhouse Trail construction is underway. Cedar Hills Park is scheduled for completion in Fall 2019.

| Park & Trail Improvements | Fiscal Year Ended | | | | | Total |
|---------------------------|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Capital Outlay | \$ 6,458,119 | \$ - | \$ - | \$ - | \$ - | \$ 6,458,119 |
| Total Expenditures | \$ 6,458,119 | \$ - | \$ - | \$ - | \$ - | \$ 6,458,119 |

| Funding Sources | | | | | | |
|------------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| General Fund | \$ 3,603,335 | \$ - | \$ - | \$ - | \$ - | \$ 3,603,335 |
| Grant Funds | 2,854,784 | - | - | - | - | 2,854,784 |
| Total Funding Sources | \$ 6,458,119 | \$ - | \$ - | \$ - | \$ - | \$ 6,458,119 |

Operating Budget Impact
 The Cedar Hills Park project will result in additional maintenance and operating costs that have been included in the 2019/20 budget and will be ongoing. The other projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
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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, banner printer, and telephony.

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 |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |
| Expenditures | | | | | | |
| Capital Outlay | \$ 248,338 | \$ 209,738 | \$ 209,738 | \$ 209,738 | \$ 299,738 | \$ 1,177,290 |
| Total Expenditures | \$ 248,338 | \$ 209,738 | \$ 209,738 | \$ 209,738 | \$ 299,738 | \$ 1,177,290 |
| Funding Sources | | | | | | |
| General Fund | \$ 248,338 | \$ 209,738 | \$ 209,738 | \$ 209,738 | \$ 299,738 | \$ 1,177,290 |
| Total Funding Sources | \$ 248,338 | \$ 209,738 | \$ 209,738 | \$ 209,738 | \$ 299,738 | \$ 1,177,290 |

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



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
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PROJECTS BY FUNDING SOURCE

Information Technology Improvements

Description
 This category includes improvement of information technology equipment and systems, in order to enhance usability and increase service levels. Projects included in this category are: Drone, Financial System Software, Community Programs Computer, Tablet Computer Building Maintenance.

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

| Information Technology Improvements | Fiscal Year Ended | | | | | Total |
|-------------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |
| Expenditures | | | | | | |
| Capital Outlay | \$ 820,103 | \$ - | \$ - | \$ - | \$ - | \$ 820,103 |
| Total Expenditures | \$ 820,103 | \$ - | \$ - | \$ - | \$ - | \$ 820,103 |
| Funding Sources | | | | | | |
| General Fund | \$ 820,103 | \$ - | \$ - | \$ - | \$ - | \$ 820,103 |
| Total Funding Sources | \$ 820,103 | \$ - | \$ - | \$ - | \$ - | \$ 820,103 |

Operating Budget Impact
 Replacement of the financial and timekeeping software will result in additional hosting and maintenance costs for the district (\$245,000 per year), offset by existing budget for hosting fees of the current systems (\$70,000), resulting in net cost increase of \$175,000 annually for the district. Purchase of information services equipment, including computers and servers, will add this equipment to the four-year replacement cycle, which increases costs as replacements occur.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
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PROJECTS BY FUNDING SOURCE

Facility Challenge Grants

Description
 This category includes district matching fund support of capital projects proposed by advisory committees and friends groups.

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

| Facility Challenge Grants | Fiscal Year Ended | | | | | Total |
|---------------------------|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Capital Outlay | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 375,000 |
| Total Expenditures | \$ 75,000 | \$ 375,000 |

| Funding Sources | | | | | | |
|------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| General Fund | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 375,000 |
| Total Funding Sources | \$ 75,000 | \$ 375,000 |

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



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2020 through 2024

PROJECTS BY FUNDING SOURCE

ADA Improvements

Description
 This category includes asset additions and replacements in accordance with the district's ADA Access Plan. Projects included in this category include: Conestoga pool deck, Veteran's Memorial Park, Harman Swim Center parking lot access ramp, Bonny Slope Park drinking fountain, Harman Swim Center Phase 2, and other ADA improvements.

Justification and Current Status
 Asset additions and replacements in accordance with the district's ADA Access Plan.

| ADA Improvements | Fiscal Year Ended | | | | | Total |
|------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |
| Expenditures | | | | | | |
| Capital Outlay | \$ 215,000 | \$ - | \$ - | \$ - | \$ - | \$ 215,000 |
| Total Expenditures | \$ 215,000 | \$ - | \$ - | \$ - | \$ - | \$ 215,000 |
| Funding Sources | | | | | | |
| General Fund | \$ 215,000 | \$ - | \$ - | \$ - | \$ - | \$ 215,000 |
| Total Funding Sources | \$ 215,000 | \$ - | \$ - | \$ - | \$ - | \$ 215,000 |

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



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2020 through 2024

PROJECTS BY FUNDING SOURCE

Land Acquisition

Description
 This category includes acquisition of land funded by System Development Charge (SDC) land acquisition funds. Projects included in this category include: acquisition of community park land (North Bethany), acquisition of natural area land (South Cooper Mountain), acquisition of neighborhood park land (Bonny Slope, North Bethany, South Cooper Mountain, and infill areas), and acquisition of trails land (North Bethany and South Cooper Mountain).

Justification and Current Status
 SDC's are fees assessed to developers of new housing and business units within district boundaries. The fees help ensure adequate funding for new park and recreational facilities (including capital improvements) that are needed as a result of the new developments. Land acquisition under the SDC funding provides the space needed for the new park and recreational facilities.

| Land Acquisition | Fiscal Year Ended | | | | | Total |
|------------------|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Capital Outlay | \$ 12,895,800 | \$ 5,635,100 | \$ 5,130,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 25,660,900 |
| Total Expenditures | \$ 12,895,800 | \$ 5,635,100 | \$ 5,130,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 25,660,900 |

| Funding Sources | | | | | | |
|------------------------------|----------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| SDC Fund | 12,895,800 | 5,635,100 | 5,130,000 | 1,000,000 | 1,000,000 | 25,660,900 |
| Total Funding Sources | \$ 12,895,800 | \$ 5,635,100 | \$ 5,130,000 | \$ 1,000,000 | \$ 1,000,000 | \$ 25,660,900 |

Operating Budget Impact
 The annual cost to maintain one acre of undeveloped land is approximately \$270. Total incremental expenditures associated with the new land is unknown until the land acquisitions are complete.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
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PROJECTS BY FUNDING SOURCE

Maintenance Equipment Replacements

Description
 This category includes routine replacement of existing maintenance equipment, where replacement of existing assets is necessary in order to maintain service levels.

Justification and Current Status
 Equipment replacements are based upon need and asset useful life.

| Maintenance Equipment Replacements | Fiscal Year Ended | | | | | Total |
|------------------------------------|-------------------|------------------|------------------|------------------|------------------|-------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |
| Expenditures | | | | | | |
| Capital Outlay | \$ - | \$ 71,200 | \$ 29,685 | \$ 29,685 | \$ 29,685 | \$ 160,255 |
| Total Expenditures | \$ - | \$ 71,200 | \$ 29,685 | \$ 29,685 | \$ 29,685 | \$ 160,255 |

| | | | | | | |
|------------------------------|-------------|------------------|------------------|------------------|------------------|-------------------|
| Funding Sources | | | | | | |
| General Fund | \$ - | \$ 71,200 | \$ 29,685 | \$ 29,685 | \$ 29,685 | \$ 160,255 |
| Total Funding Sources | \$ - | \$ 71,200 | \$ 29,685 | \$ 29,685 | \$ 29,685 | \$ 160,255 |

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



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2020 through 2024

PROJECTS BY FUNDING SOURCE

Fleet Equipment Replacements

Description
 This category includes routine replacement of existing fleet maintenance equipment and vehicles, where replacement of existing assets is necessary in order to maintain service levels. Projects included in this category are: 52" Mower (3), Backhoe (1) and Toro Z-Mower (2).

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

| Fleet Equipment Replacements | Fiscal Year Ended | | | | | Total |
|------------------------------|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|-------------------|-------------------|-------------|-------------------|-------------------|-------------------|
| Capital Outlay | \$ 164,750 | \$ 430,500 | \$ - | \$ 210,000 | \$ 105,000 | \$ 910,250 |
| Total Expenditures | \$ 164,750 | \$ 430,500 | \$ - | \$ 210,000 | \$ 105,000 | \$ 910,250 |

| Funding Sources | | | | | | |
|------------------------------|-------------------|-------------------|-------------|-------------------|-------------------|-------------------|
| General Fund | \$ 164,750 | \$ 360,500 | \$ - | \$ - | \$ - | \$ 525,250 |
| Replacement Reserve Fund | | 70,000 | - | 210,000 | 105,000 | 385,000 |
| Total Funding Sources | \$ 164,750 | \$ 430,500 | \$ - | \$ 210,000 | \$ 105,000 | \$ 910,250 |

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



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2020 through 2024

PROJECTS BY FUNDING SOURCE

Fleet Equipment Improvements

Description
 This category includes routine addition of fleet maintenance equipment and vehicles, in order to enhance working efficiencies and improve service levels. Projects included in this category are: vehicle wraps and minibuses (2) for after school program expansion.

Justification and Current Status
 Purchase of (2) 15-passenger vans to support after school program expansion. The continuation of vehicle wraps in accordance with District policy.

| Fleet Equipment Improvements | Fiscal Year Ended | | | | | Total |
|------------------------------|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Capital Outlay | \$ 83,000 | \$ - | \$ - | \$ - | \$ - | \$ 83,000 |
| Total Expenditures | \$ 83,000 | \$ - | \$ - | \$ - | \$ - | \$ 83,000 |

| Funding Sources | | | | | | |
|------------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| General Fund | \$ 83,000 | \$ - | \$ - | \$ - | \$ - | \$ 83,000 |
| Total Funding Sources | \$ 83,000 | \$ - | \$ - | \$ - | \$ - | \$ 83,000 |

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



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2020 through 2024

PROJECTS BY FUNDING SOURCE

Undesignated

Description
 This category includes undesignated projects to be funded by System Development Charge (SDC) funds. Projects included in this category have not yet been identified, and will have future project assignment.

Justification and Current Status
 SDC's are fees assessed to developers of new housing and business units within district boundaries. The fees help ensure adequate funding for new park and recreational facilities (including capital improvements) that are needed as a result of the new developments.

| Undesignated | Fiscal Year Ended | | | | | Total |
|------------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |
| Expenditures | | | | | | |
| Capital Outlay | \$ 6,317,400 | \$ - | \$ - | \$ - | \$ - | \$ 6,317,400 |
| Total Expenditures | \$ 6,317,400 | \$ - | \$ - | \$ - | \$ - | \$ 6,317,400 |
| Funding Sources | | | | | | |
| SDC Fund | \$ 6,317,400 | \$ - | \$ - | \$ - | \$ - | \$ 6,317,400 |
| Total Funding Sources | \$ 6,317,400 | \$ - | \$ - | \$ - | \$ - | \$ 6,317,400 |

Operating Budget Impact
 Projects are not identified at this time. Maintenance impact will be evaluated once projects are designated.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
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PROJECTS BY FUNDING SOURCE

Development and Improvement

Description

This category includes acquisition of park equipment, surface and system additions funded by System Development Charge (SDC) funds. Projects included in this category include: Abbey Creek Park - Phase 1 Development, Bethany Creek Trail #2, Segment #3 - Design and Development, Bonny Slope/Beaverton School District Trail Development, Building Expansion, Cedar Hills Park - additional funding for bond project, Cedar Mill Creek Community Trail Segment #4 Master Planning and Design, ConnectOregon Grant Match - Waterhouse Trail, Segment 4, Dog Parks - expansion and new sites, Fanno Creek Trail - Denney Road Crossing Improvements, Highland Park - Phase 1 Development, Metro Transportation Improvement Program (MTIP) Grant Match - Beaverton Creek, Trail Land Acquisition, MTIP Grant Match - Westside Trail Segment 18, Natural Area Master Plan, North Bethany Park and Trail Development - Project Management, North Bethany Park and Trail Developments, NW Quadrant Neighborhood Park Master Plan & Design, NW Quadrant New Neighborhood Park Development (2), Active Transportation Project Readiness Match - Westside Trail, Highway 26 Overcrossing Design, South Cooper Mountain Park and Trail Development - Project Management, New Regional Trail Development - Westside Trail #14, Trail Development - Westside Trail: Sunset Highway Crossing, Youth Multi-Purpose Athletic Field - North Bethany (2), Waterhouse Trail Improvements.

Justification and Current Status

SDC's are fees assessed to developers of new housing and business units within district boundaries. The fees help ensure adequate funding for new park and recreational facilities (including capital improvements) that are needed as a result of the new developments.

| Development and Improvement | Fiscal Year Ended | | | | | Total |
|-----------------------------|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|----------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| Capital Outlay | \$ 12,200,570 | \$ 4,503,200 | \$ 4,546,360 | \$ 15,649,000 | \$ 13,138,800 | \$ 50,037,930 |
| Total Expenditures | \$ 12,200,570 | \$ 4,503,200 | \$ 4,546,360 | \$ 15,649,000 | \$ 13,138,800 | \$ 50,037,930 |

| Funding Sources | | | | | | |
|------------------------------|----------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| SDC Fund | \$ 12,200,570 | \$ 4,503,200 | \$ 4,546,360 | \$ 15,649,000 | \$ 13,138,800 | \$ 50,037,930 |
| Total Funding Sources | \$ 12,200,570 | \$ 4,503,200 | \$ 4,546,360 | \$ 15,649,000 | \$ 13,138,800 | \$ 50,037,930 |

Operating Budget Impact

The annual cost to maintain one mile of trail is approximately \$26,786. Total incremental expenditures associated with trails is unknown until the trail sections are complete and inventoried. Annual cost to maintain one developed park acre is approximately \$2,782. Total incremental costs are unknown until park projects are complete.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2020 through 2024

PROJECTS BY FUNDING SOURCE

Renovate and redevelop neighborhood parks

Description
 This category includes 2008 bond approved renovation and redevelopment neighborhood park projects. Projects included in this category include: Somerset West Park

Justification and Current Status
 Design and redevelopment of one existing neighborhood park. Phase I amenities will include: hybrid traditional/natural play area, hard surface looped path and two foot bridges, ADA improvements, open lawn area with backstop, drainage improvements, new irrigation system and various natural area improvements

| Renovate and redevelop neighborhood parks | Fiscal Year Ended | | | | | Total |
|---|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Capital Outlay | \$ 1,217,351 | \$ - | \$ - | \$ - | \$ - | \$ 1,217,351 |
| Total Expenditures | \$ 1,217,351 | \$ - | \$ - | \$ - | \$ - | \$ 1,217,351 |

| Funding Sources | | | | | | |
|------------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Bond Fund | \$ 1,217,351 | \$ - | \$ - | \$ - | \$ - | \$ 1,217,351 |
| Total Funding Sources | \$ 1,217,351 | \$ - | \$ - | \$ - | \$ - | \$ 1,217,351 |

Operating Budget Impact
 Estimated annual maintenance cost for this neighborhood park is \$23,750.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2020 through 2024

PROJECTS BY FUNDING SOURCE

Renovate and redevelop community parks

Description
 This category includes 2008 bond approved renovation and redevelopment community park projects. Projects included in this category include: Cedar Hills Park and Athletic Field.

Justification and Current Status
 Design and redevelopment of one existing community park. Amenities will include: park access drive and intersection improvements, parking lots, synthetic turf field and field lighting, various sport courts, picnic area and pavilion, restroom and concession building, splash pad, play equipment, community garden, pedestrian lighting and a new irrigation system

| Renovate and redevelop community parks | Fiscal Year Ended | | | | | Total |
|--|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Capital Outlay | \$ 464,427 | \$ - | \$ - | \$ - | \$ - | \$ 464,427 |
| Total Expenditures | \$ 464,427 | \$ - | \$ - | \$ - | \$ - | \$ 464,427 |

| Funding Sources | | | | | | |
|------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| Bond Fund | \$ 464,427 | \$ - | \$ - | \$ - | \$ - | \$ 464,427 |
| Total Funding Sources | \$ 464,427 | \$ - | \$ - | \$ - | \$ - | \$ 464,427 |

Operating Budget Impact
 Estimated annual maintenance cost for this park redevelopment and athletic field is \$48,500.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2020 through 2024

PROJECTS BY FUNDING SOURCE

Natural area preservation

Description

This category includes 2008 bond approved natural area preservation projects. Projects included in this category include: Roger Tilbury Memorial Park, Fanno Creek Park, Mt Williams Park, Hyland Woods Phase 2, Jenkins Estate Phase 2, Somerset, Rock Creek Greenway, Whispering Woods Phase 2, Raleigh Park, Bannister Creek Greenway/NE Park, Lilly K. Johnson Woods, Findley, N. Johnson Greenway, Commonwealth Lake, 155th Wetlands, Bronson Creek New Properties, Fanno Creek Greenway, Fir Grove Park, HL Cain Wetlands, Bronson Creek Park, Center Street Wetlands Area, Tallac Terrace Park, Forest Hills Park, Arborist/Tree Management, North Bethany Greenway, Willow Creek Greenway II, Westside Trail 18, Westside Trail - Burntwood Area, Waterhouse Trail.

Justification and Current Status

The work entails improvement of habitats, enhancement of existing trails, vegetation, removal of non-native plants and improvement of user experience and safety at a total of 31 sites across the District.

| Natural area preservation | Fiscal Year Ended | | | | | Total |
|---------------------------|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Capital Outlay | \$ 2,400,874 | \$ - | \$ - | \$ - | \$ - | \$ 2,400,874 |
| Total Expenditures | \$ 2,400,874 | \$ - | \$ - | \$ - | \$ - | \$ 2,400,874 |

| Funding Sources | | | | | | |
|------------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Bond Fund | \$ 2,400,874 | \$ - | \$ - | \$ - | \$ - | \$ 2,400,874 |
| Total Funding Sources | \$ 2,400,874 | \$ - | \$ - | \$ - | \$ - | \$ 2,400,874 |

Operating Budget Impact

Estimated annual maintenance cost for these projects will be determined upon completion of the project.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2020 through 2024

PROJECTS BY FUNDING SOURCE

Natural area preservation land acquisition

| |
|--|
| Description |
| This category includes 2008 bond approved natural area preservation land acquisition projects. |

| |
|--|
| Justification and Current Status |
| Acquisition of high-priority natural areas that will connect existing properties or purchase large parcels with healthy native plant communities and water quality benefits. |

| | Fiscal Year Ended | | | | | |
|---|-------------------|------|------|------|------|--|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |
| Natural area preservation land acquisition | | | | | | |

| Expenditures | | | | | | |
|---------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Capital Outlay | \$ 3,749,192 | \$ - | \$ - | \$ - | \$ - | \$ 3,749,192 |
| Total Expenditures | \$ 3,749,192 | \$ - | \$ - | \$ - | \$ - | \$ 3,749,192 |

| Funding Sources | | | | | | |
|------------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Bond Fund | \$ 3,749,192 | \$ - | \$ - | \$ - | \$ - | \$ 3,749,192 |
| Total Funding Sources | \$ 3,749,192 | \$ - | \$ - | \$ - | \$ - | \$ 3,749,192 |

| |
|---|
| Operating Budget Impact |
| The annual cost to maintain one acre of undeveloped land is approximately \$270. Total incremental expenditures associated with the new land is unknown until the land acquisitions are complete. |



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2020 through 2024

PROJECTS BY FUNDING SOURCE

New linear park and trail development

| Description |
|---|
| This category includes 2008 bond approved trail and linear park projects. |

| Justification and Current Status |
|--|
| Development of various soft surface trails throughout THPRD. |

| New linear park and trail development | Fiscal Year Ended | | | | | Total |
|---------------------------------------|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Capital Outlay | \$ 76,342 | \$ - | \$ - | \$ - | \$ - | \$ 76,342 |
| Total Expenditures | \$ 76,342 | \$ - | \$ - | \$ - | \$ - | \$ 76,342 |

| Funding Sources | | | | | | |
|------------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| Bond Fund | \$ 76,342 | \$ - | \$ - | \$ - | \$ - | \$ 76,342 |
| Total Funding Sources | \$ 76,342 | \$ - | \$ - | \$ - | \$ - | \$ 76,342 |

| Operating Budget Impact |
|--|
| Annual cost to maintain one mile of trail is approximately \$26,786. Total incremental costs for each trail section are unknown until the trail section is complete and inventoried. |



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2020 through 2024

PROJECTS BY FUNDING SOURCE

New linear park and trail acquisition

| |
|--|
| Description |
| This category includes 2008 bond approved trail and linear park land acquisitions. |

| |
|--|
| Justification and Current Status |
| Acquisition of land, easements, leases or land use agreements for linear parks and trails. Acquisitions may be located in multiple quadrants; property to be determined. |

| New linear park and trail acquisition | Fiscal Year Ended | | | | | Total |
|---------------------------------------|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|-----------------|-------------|-------------|-------------|-------------|-----------------|
| Capital Outlay | \$ 1,163 | \$ - | \$ - | \$ - | \$ - | \$ 1,163 |
| Total Expenditures | \$ 1,163 | \$ - | \$ - | \$ - | \$ - | \$ 1,163 |

| Funding Sources | | | | | | |
|------------------------------|-----------------|-------------|-------------|-------------|-------------|-----------------|
| Bond Fund | \$ 1,163 | \$ - | \$ - | \$ - | \$ - | \$ 1,163 |
| Total Funding Sources | \$ 1,163 | \$ - | \$ - | \$ - | \$ - | \$ 1,163 |

| |
|--|
| Operating Budget Impact |
| Annual cost to maintain one mile of trail is approximately \$26,786. Total incremental costs for each trail section are unknown until the trail section is complete and inventoried. |



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2020 through 2024

PROJECTS BY FUNDING SOURCE

Multi-field/Multi-purpose athletic field development

Description
 This category includes 2008 bond approved multi-field/multi-purpose athletic field development projects. Projects included in this category include: new field in the NW Quadrant and new athletic facility in the SW Quadrant.

Justification and Current Status
 Development of one grass athletic field in the northwest quadrant. Development of one multipurpose sports court at Mountain View Champions Park.

| | Fiscal Year Ended | | | | | Total |
|--|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |
| Multi-field/Multi-purpose athletic field de | | | | | | |

| Expenditures | | | | | | |
|---------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Capital Outlay | \$ 1,918,740 | \$ - | \$ - | \$ - | \$ - | \$ 1,918,740 |
| Total Expenditures | \$ 1,918,740 | \$ - | \$ - | \$ - | \$ - | \$ 1,918,740 |

| Funding Sources | | | | | | |
|------------------------------|---------------------|-------------|-------------|-------------|-------------|---------------------|
| Bond Fund | \$ 1,918,740 | \$ - | \$ - | \$ - | \$ - | \$ 1,918,740 |
| Total Funding Sources | \$ 1,918,740 | \$ - | \$ - | \$ - | \$ - | \$ 1,918,740 |

Operating Budget Impact
 Annual cost to maintain one sports field is approximately \$3,049. Total incremental costs for each field are unknown until all fields are constructed and placed into service.



Tualatin Hills Park & Recreation District
 CAPITAL IMPROVEMENT PLAN
 Five Year Plan - 2020 through 2024

PROJECTS BY FUNDING SOURCE

Facility rehabilitation

Description
 This category includes 2008 bond approved facility rehabilitation projects. Projects included in this category include: Seismic upgrades.

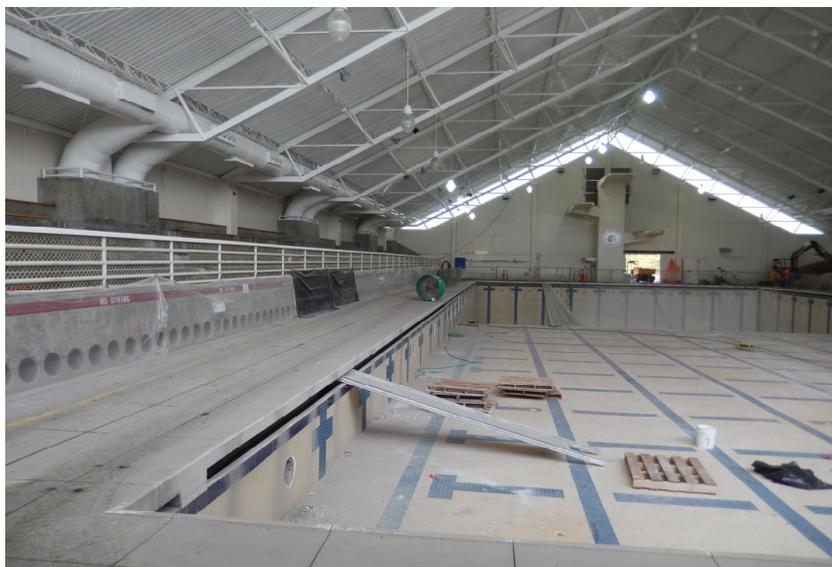
Justification and Current Status
 Seismic upgrades to existing natural gas shut off valves at seven facilities.

| Facility rehabilitation | Fiscal Year Ended | | | | | Total |
|-------------------------|-------------------|------|------|------|------|-------|
| | 2020 | 2021 | 2022 | 2023 | 2024 | |

| Expenditures | | | | | | |
|---------------------------|-----------------|-------------|-------------|-------------|-------------|-----------------|
| Capital Outlay | \$ 7,537 | \$ - | \$ - | \$ - | \$ - | \$ 7,537 |
| Total Expenditures | \$ 7,537 | \$ - | \$ - | \$ - | \$ - | \$ 7,537 |

| Funding Sources | | | | | | |
|------------------------------|-----------------|-------------|-------------|-------------|-------------|-----------------|
| Bond Fund | \$ 7,537 | \$ - | \$ - | \$ - | \$ - | \$ 7,537 |
| Total Funding Sources | \$ 7,537 | \$ - | \$ - | \$ - | \$ - | \$ 7,537 |

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

General Fund Summary



GENERAL FUND

FUND DESCRIPTION

The General Fund accounts for THPRD's general operations. It is used to account for all transactions not specifically related to THPRD's other funds.

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

The requirements of the General Fund are for program operations and for capital outlay. The main operating Divisions of the General Fund are Board of Directors, Administration, Business & Facilities, and Park & Recreation Services, along with Contingency and Transfers to other funds.

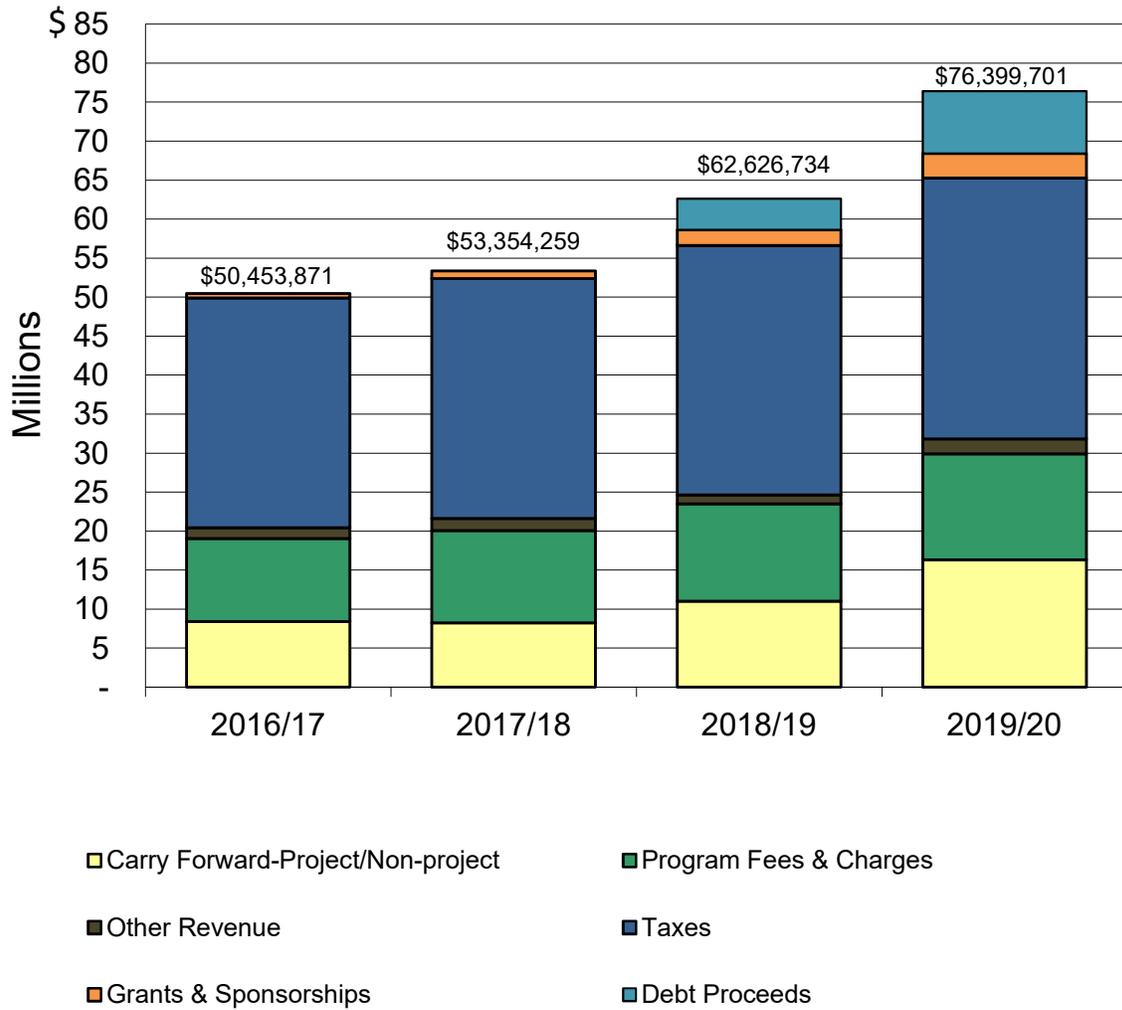


GENERAL FUND SUMMARY
FY 2016/17 - FY 2019/20

| | Actual 2016/17 | Actual 2017/18 | Current 2018/19 | Proposed 2019/20 | Adopted 2019/20 |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| RESOURCES | | | | | |
| Beginning Balance- Capital Replacement Reserve | \$ - | \$ 1,700,000 | \$ 2,550,000 | \$ 3,400,000 | \$ 3,400,000 |
| Cash on Hand for Fiscal Year | 5,989,552 | 7,211,016 | 6,500,000 | 6,500,000 | 6,500,000 |
| Balance Forward from Previous Year Projects | 2,431,785 | 1,009,395 | 1,965,151 | 6,428,700 | 6,428,700 |
| Previously Levied Taxes estimated to be received during ensuing year | 271,128 | 183,732 | 347,000 | 300,000 | 300,000 |
| Program Resources | 10,641,932 | 11,830,934 | 12,477,416 | 13,591,406 | 13,591,406 |
| Other Resources | 1,946,372 | 2,522,068 | 7,164,189 | 13,032,394 | 13,032,394 |
| Subtotal Resources except taxes to be levied | 21,280,769 | 24,457,145 | 31,003,756 | 43,252,500 | 43,252,500 |
| Current Year Taxes (Permanent Rate multiplied by Assessed Value) | 29,173,102 | 30,597,114 | 31,622,978 | 33,147,201 | 33,147,201 |
| TOTAL RESOURCES | \$ 50,453,871 | \$ 55,054,259 | \$ 62,626,734 | \$ 76,399,701 | \$ 76,399,701 |
| EXPENDITURES | | | | | |
| Board of Directors | \$ 274,731 | \$ 226,289 | \$ 311,500 | \$ 267,956 | \$ 267,956 |
| Administration | 2,193,088 | 2,334,048 | 2,601,140 | 2,891,689 | 2,891,689 |
| Business & Facilities | 18,702,595 | 19,999,810 | 20,122,802 | 22,853,208 | 22,853,208 |
| Park & Recreation Services | 15,022,220 | 16,152,894 | 21,161,880 | 23,001,621 | 23,001,621 |
| Capital Projects | 5,190,831 | 3,757,404 | 12,529,412 | 20,017,227 | 20,017,227 |
| Transfers To Other Funds | - | - | - | 4,768,000 | 4,768,000 |
| Contingency | - | - | 2,500,000 | 2,600,000 | 2,600,000 |
| TOTAL EXPENDITURES | \$ 41,383,465 | \$ 42,470,445 | \$ 59,226,734 | \$ 76,399,701 | \$ 76,399,701 |
| Ending Unappropriated Fund Balance | | | | | |
| General Fund Balance | \$ 8,220,407 | \$ 10,033,814 | \$ - | \$ - | \$ - |
| Capital Replacement Reserve* | 1,700,000 | 2,550,000 | 3,400,000 | - | - |
| TOTAL REQUIREMENTS | \$ 51,303,872 | \$ 55,054,259 | \$ 62,626,734 | \$ 76,399,701 | \$ 76,399,701 |

* The Capital Replacement Reserve has been segregated into a separate fund for budget purposes beginning in FY 2019/20.

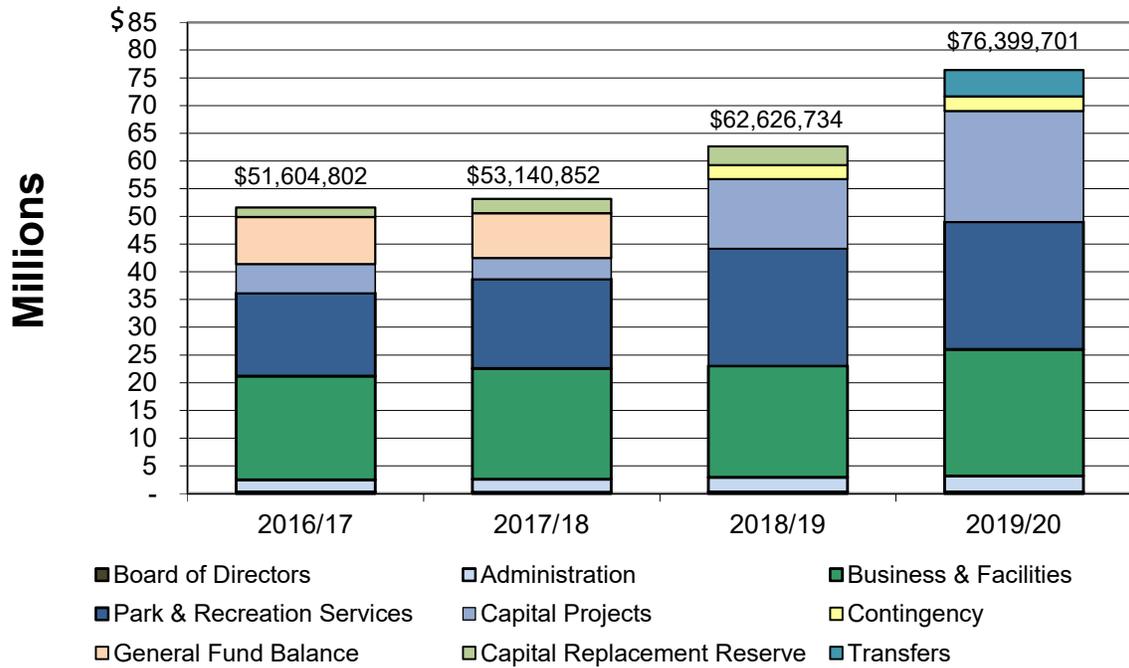
General Fund Resources FY 2016/17- FY 2019/20



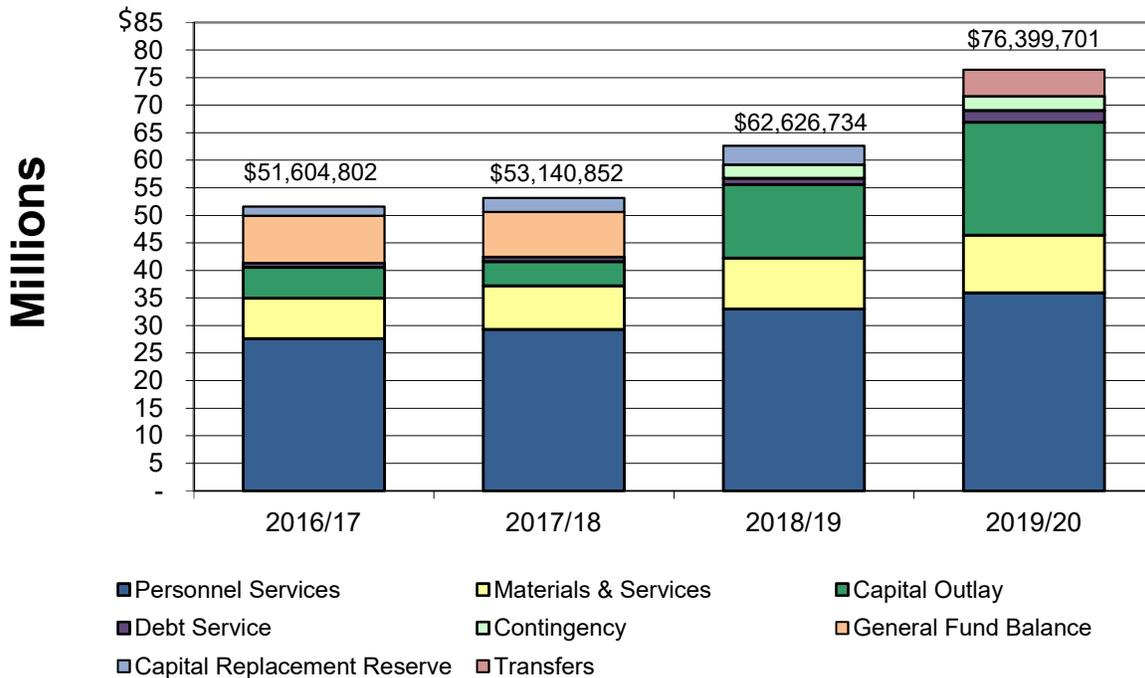
GENERAL FUND RESOURCES
FY 2016/17 - FY 2019/20

| GENERAL FUND RESOURCES: | Actual 2016/17 | Actual 2017/18 | Current 2018/19 | Proposed 2019/20 | Adopted 2019/20 |
|--|---------------------------|---------------------------|----------------------------|-----------------------------|----------------------------|
| Beginning Capital Replacement Reserve | \$ 850,000 | \$ 1,700,000 | \$ 2,550,000 | \$ 3,400,000 | \$ 3,400,000 |
| Cash on Hand for Fiscal Year | 5,989,552 | 7,211,016 | 6,500,000 | 6,500,000 | 6,500,000 |
| Balance Forward from Previous Year Projects | 2,431,785 | 1,009,395 | 1,965,151 | 6,428,700 | 6,428,700 |
| Previously Levied Taxes estimated to be received during ensuing year | 271,128 | 183,732 | 347,000 | 300,000 | 300,000 |
| PROGRAM RESOURCES: | | | | | |
| Swim Center Revenue | 2,732,311 | 3,028,311 | 3,527,061 | 3,819,780 | 3,819,780 |
| Tennis Revenue | 978,178 | 1,062,214 | 1,145,403 | 1,208,172 | 1,208,172 |
| Recreation Program Revenue | 4,883,483 | 5,421,580 | 5,616,772 | 6,127,000 | 6,127,000 |
| Sports Program/Athletic Center Revenue | 1,631,316 | 1,840,300 | 1,727,357 | 1,911,530 | 1,911,530 |
| Natural Resources Revenue | 416,644 | 478,529 | 460,823 | 524,924 | 524,924 |
| OTHER RESOURCES: | | | | | |
| Miscellaneous Revenue | 172,235 | 289,943 | 140,350 | 150,000 | 150,000 |
| Interest Revenue | 199,811 | 334,856 | 250,000 | 590,000 | 590,000 |
| Telecommunication Site Lease Revenue | 227,673 | 189,395 | 177,200 | 189,540 | 189,540 |
| Rental Properties/Concession Revenue | 408,240 | 401,644 | 335,000 | 733,570 | 733,570 |
| Grants and Intergovernmental Revenue | 569,910 | 968,403 | 1,998,539 | 3,114,284 | 3,114,284 |
| Sponsorships | 807 | 358 | 5,000 | 5,000 | 5,000 |
| Debt Proceeds | - | - | 4,000,000 | 8,000,000 | 8,000,000 |
| Transfers In | 367,696 | 337,469 | 258,100 | 250,000 | 250,000 |
| Total Resources except taxes to be levied..... Subtotal | \$ 22,130,769 | \$ 24,457,145 | \$ 31,003,756 | \$ 43,252,500 | \$ 43,252,500 |
| Current Year Taxes (Permanent Rate multiplied by Assessed Value) | 29,173,102 | 30,597,114 | 31,622,978 | 33,147,201 | 33,147,201 |
| TOTAL RESOURCES | \$ 51,303,871 | \$ 55,054,259 | \$ 62,626,734 | \$ 76,399,701 | \$ 76,399,701 |

General Fund Requirements By Division FY 2016/17 - FY 2019/20



General Fund Requirements By Account FY 2016/17 - FY 2019/20



**SUMMARY GENERAL FUND BUDGET
FY 2016/17 - FY 2019/20**

| | Actual 2016/17 | Actual 2017/18 | Current 2018/19 | Proposed 2019/20 | Adopted 2019/20 |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| <u>REQUIREMENTS BY DIVISION</u> | | | | | |
| Board of Directors | \$ 274,731 | \$ 226,289 | \$ 311,500 | \$ 267,956 | \$ 267,956 |
| Administration | 2,193,088 | 2,334,048 | 2,601,140 | 2,891,689 | 2,891,689 |
| Business & Facilities | 18,702,595 | 19,999,810 | 20,122,803 | 22,853,208 | 22,853,208 |
| Park & Recreation Services | 15,022,220 | 16,152,894 | 21,161,879 | 23,001,621 | 23,001,621 |
| Capital Projects | 5,190,831 | 3,757,404 | 12,529,412 | 20,017,227 | 20,017,227 |
| Transfers to Other Funds | - | - | - | 4,768,000 | 4,768,000 |
| Contingency | - | - | 2,500,000 | 2,600,000 | 2,600,000 |
| TOTAL EXPENDITURES | \$ 41,383,465 | \$ 42,470,445 | \$ 59,226,734 | \$ 76,399,701 | \$ 76,399,701 |
| Ending Unappropriated Fund Balance | | | | | |
| General Fund Balance | \$ 8,220,407 | \$ 10,033,814 | \$ - | \$ - | \$ - |
| Capital Replacement Reserve | 1,700,000 | 2,550,000 | 3,400,000 | - | - |
| TOTAL REQUIREMENTS | \$ 51,303,872 | \$ 55,054,259 | \$ 62,626,734 | \$ 76,399,701 | \$ 76,399,701 |
| <u>EXPENDITURES BY ACCOUNT</u> | | | | | |
| Personnel Services | \$ 27,597,581 | \$ 29,309,807 | \$ 33,007,024 | \$ 35,965,749 | \$ 35,965,749 |
| Materials & Services | 7,381,760 | 7,905,939 | 9,251,731 | 10,408,612 | 10,408,612 |
| Capital Outlay | 5,576,272 | 4,400,667 | 13,307,068 | 20,507,815 | 20,507,815 |
| Debt Service | 827,852 | 854,032 | 1,160,911 | 2,149,525 | 2,149,525 |
| Transfers to Other Funds | - | - | - | 4,768,000 | 4,768,000 |
| Contingency | - | - | 2,500,000 | 2,600,000 | 2,600,000 |
| TOTAL EXPENDITURES | \$ 41,383,465 | \$ 42,470,445 | \$ 59,226,734 | \$ 76,399,701 | \$ 76,399,701 |
| Ending Unappropriated Fund Balance | | | | | |
| General Fund Balance | \$ 8,220,407 | \$ 10,033,814 | \$ - | \$ - | \$ - |
| Capital Replacement Reserve | 1,700,000 | 2,550,000 | 3,400,000 | - | - |
| TOTAL REQUIREMENTS | \$ 51,303,872 | \$ 55,054,259 | \$ 62,626,734 | \$ 76,399,701 | \$ 76,399,701 |

Personnel Services - Includes full-time, regular part-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 Obligations and the interest on Tax Anticipation Notes.

Transfers to Other Funds - Includes transfers to the Capital Replacement Reserve Fund and the SDC Fund.

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

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



BOARD OF DIRECTORS

Ali Kavarianian
President

Felicita Monteblanco
Secretary

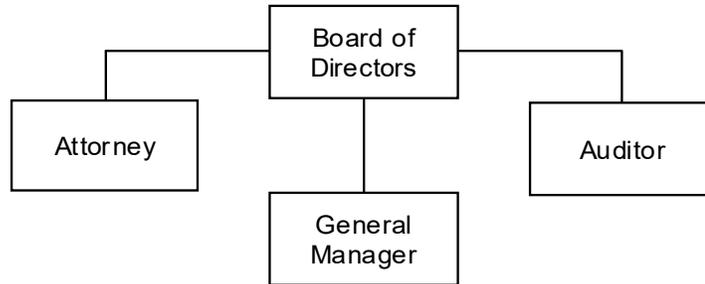
Wendy Kroger
Secretary Pro-Tempore

Todd Duwe
Director

John Griffiths
Director



BOARD OF DIRECTORS



Mission

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

Overview

The governing board is composed of five elected members who are responsible for the overall budgetary and policy direction of THPRD. The board of directors approves the scope and direction of services to be provided to all members of the public within district boundaries and ensures that the needs of this public are met, in so far as possible, with available resources.

In addition to setting policy and hiring the general manager, the board appoints advisory committee members, including the budget committee.



Division: Board of Directors

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | \$ 3,255 | \$ 3,093 | \$ 3,300 | \$ 3,300 | \$ 3,300 |
| Materials & Services | 271,476 | 223,196 | 308,200 | 264,656 | 264,656 |
| Total Appropriations | \$ 274,731 | \$ 226,289 | \$ 311,500 | \$ 267,956 | \$ 267,956 |
| Summary by Department | | | | | |
| Board of Directors | \$ 274,731 | \$ 226,289 | \$ 311,500 | \$ 267,956 | \$ 267,956 |
| Total Appropriations | \$ 274,731 | \$ 226,289 | \$ 311,500 | \$ 267,956 | \$ 267,956 |



Division: Board of Directors
Department: Board of Directors

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| <u>Board of Directors</u> | | | | | |
| PT Salaries | \$ 3,000 | \$ 2,850 | \$ 3,000 | \$ 3,000 | \$ 3,000 |
| Payroll Taxes | 255 | 243 | 300 | 300 | 300 |
| Personnel Services | \$ 3,255 | \$ 3,093 | \$ 3,300 | \$ 3,300 | \$ 3,300 |
| Professional and Technical Services | \$ 4,532 | \$ 5,896 | \$ 17,500 | \$ 15,500 | \$ 15,500 |
| Elections | 47,247 | - | 50,000 | - | - |
| Supplies | 1,453 | 6,693 | 3,152 | 5,031 | 5,031 |
| Training, Travel and Memberships | 27,070 | 40,226 | 43,048 | 41,625 | 41,625 |
| Material & Services | \$ 80,302 | \$ 52,815 | \$ 113,700 | \$ 62,156 | \$ 62,156 |
| <u>Legal</u> | | | | | |
| Professional and Technical Services | \$ 147,174 | \$ 117,781 | \$ 140,000 | \$ 146,500 | \$ 146,500 |
| Material & Services | \$ 147,174 | \$ 117,781 | \$ 140,000 | \$ 146,500 | \$ 146,500 |
| <u>Audit</u> | | | | | |
| Professional and Technical Services | \$ 44,000 | \$ 52,600 | \$ 54,500 | \$ 56,000 | \$ 56,000 |
| Material & Services | \$ 44,000 | \$ 52,600 | \$ 54,500 | \$ 56,000 | \$ 56,000 |
| Program Total | \$ 274,731 | \$ 226,289 | \$ 311,500 | \$ 267,956 | \$ 267,956 |





**TUALATIN HILLS
PARK & RECREATION DISTRICT**

ADMINISTRATION



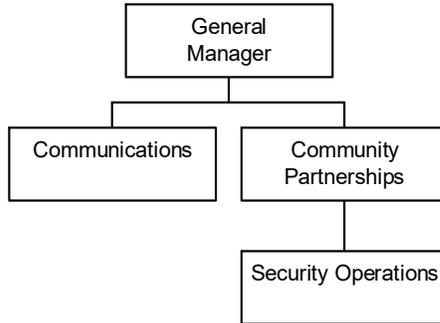
General Manager

Communications

Community Partnerships

Security Operations

ADMINISTRATION



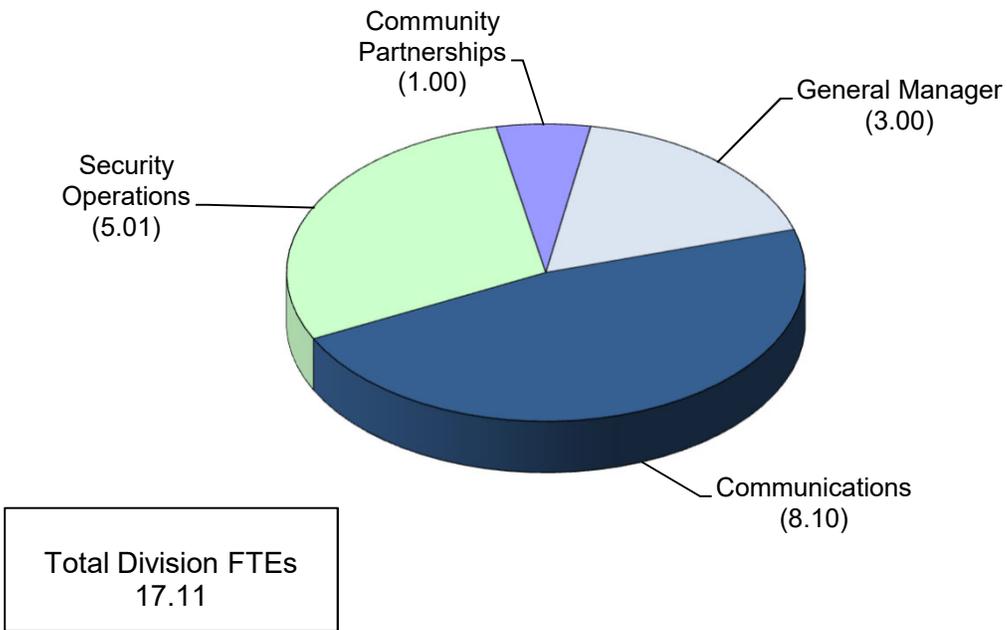
Division Mission

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

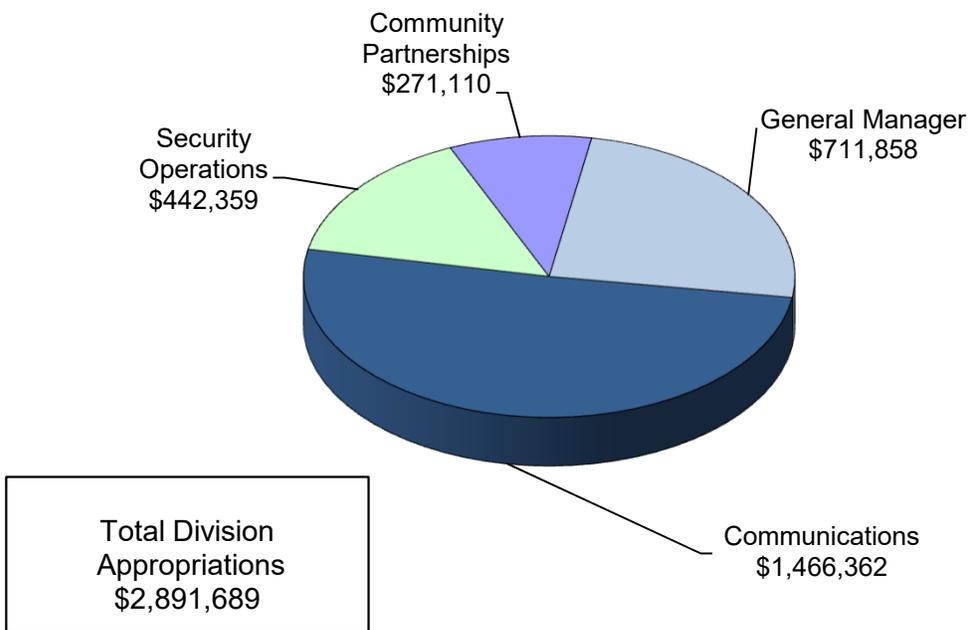
Division Overview

The Administration Division includes the operation of the General Manager's Office, the executive assistant to the general manager and board of directors, the Communications director, the director of Community Partnerships, and Security Operations. Activities include providing direction, supervision, coordination, fundraising, and general support of THPRD's operations.

Division Staffing by Departments FY 2019/20



Division Appropriations by Departments FY 2019/20



Division: Administration

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | \$ 1,569,666 | \$ 1,697,310 | \$ 1,864,993 | \$ 2,075,018 | \$ 2,075,018 |
| Materials & Services | 623,421 | 636,739 | 736,147 | 816,671 | 816,671 |
| Total Appropriations | \$ 2,193,087 | \$ 2,334,049 | \$ 2,601,140 | \$ 2,891,689 | \$ 2,891,689 |

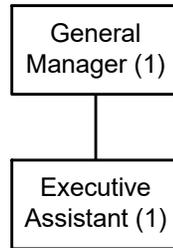
| | | | | | |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Summary by Department | | | | | |
| Office of the General Manager | \$ 493,496 | \$ 562,172 | \$ 650,953 | \$ 711,858 | \$ 711,858 |
| Communications | 1,125,076 | 1,161,743 | 1,257,274 | 1,466,362 | 1,466,362 |
| Community Partnerships | 213,355 | 204,547 | 241,518 | 271,110 | 271,110 |
| Security Operations | 361,160 | 405,587 | 451,395 | 442,359 | 442,359 |
| Total Appropriations | \$ 2,193,087 | \$ 2,334,049 | \$ 2,601,140 | \$ 2,891,689 | \$ 2,891,689 |

| | | | | | |
|-------------------------|-------|-------|-------|-------|-------|
| Division Staff | | | | | |
| Full-time | 11.00 | 11.00 | 11.00 | 12.00 | 12.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 4.90 | 4.97 | 5.67 | 5.11 | 5.11 |



ADMINISTRATION

Office of the General Manager



Department Overview

The Office of the General Manager includes the general manager and the executive assistant. The department provides general management of THPRD and implementation of THPRD's goals.

FY 2018/19 Accomplishments

Directed implementation of THPRD's Goals and Objectives. Made significant progress, met or exceeded FY 2018/19 Goals and Objectives.

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

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

Completed an assessment of the district's scholarship program via a thorough outreach process.

Continued work on cooperative agreements with partner agencies, such as City of Beaverton (development of an Urban Service Agreement) and Beaverton School District (implementation of Intergovernmental Agreement signed in 2018).

Kicked-off a community visioning process to examine the needs of district users.

FY 2019/20 Goals and Objectives

Make quantifiable progress on FY 2019/20 THPRD Goal Outcomes adopted by the board of directors.

Implement Comprehensive Plan Update and Service and Financial Sustainability Analysis recommendations, including an update of the Parks Functional Plan.

Continue to expand cooperative relationships with other agencies: Beaverton School District (including after school programming), City of Beaverton (formalize urban service agreement), Washington County, Tualatin Valley Fire & Rescue, Tualatin Valley Water District, Portland Community College, Metro, and private/public partnerships.

Ensure that Bond Measure Capital Program provides efficient and timely delivery of capital projects that meet commitments made to the members of the public within district boundaries.

Implement scholarship program assessment recommendations to advance Access for All.

Expand THPRD's diversity, equity and inclusion efforts, including district-wide baseline equity training and expanding efforts to engage underserved populations.

Continue community visioning process, including extensive community outreach efforts and diverse community engagement work.

Budget Highlights

No significant changes from the prior-year budget.



Division: Administration
 Department: Office of the General Manager

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|

| Summary of Appropriations | | | | | |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Services | \$ 415,344 | \$ 497,560 | \$ 571,829 | \$ 630,755 | \$ 630,755 |
| Materials & Services | 78,152 | 64,612 | 79,124 | 81,103 | 81,103 |
| Total Appropriations | \$ 493,496 | \$ 562,172 | \$ 650,953 | \$ 711,858 | \$ 711,858 |

| Summary by Program | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| General Manager | \$ 493,496 | \$ 562,172 | \$ 650,953 | \$ 711,858 | \$ 711,858 |
| Total Appropriations | \$ 493,496 | \$ 562,172 | \$ 650,953 | \$ 711,858 | \$ 711,858 |

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



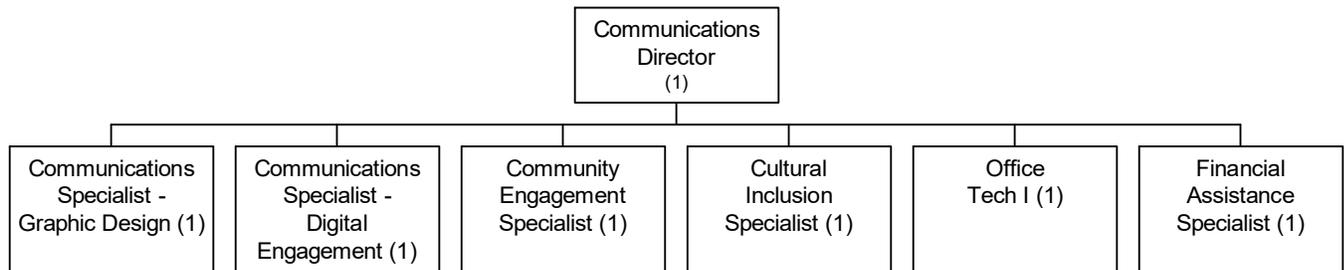
Division: Administration
 Department: Office of the General Manager
 Program: General Manager

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 287,823 | \$ 302,449 | \$ 358,587 | \$ 375,891 | \$ 375,891 |
| Employee Benefits | 107,098 | 173,509 | 186,389 | 226,603 | 226,603 |
| Payroll Taxes | 20,423 | 21,602 | 26,853 | 28,261 | 28,261 |
| Personnel Services | \$ 415,344 | \$ 497,560 | \$ 571,829 | \$ 630,755 | \$ 630,755 |
| Communications | \$ 6,881 | \$ 3,908 | \$ 9,300 | \$ 2,400 | \$ 2,400 |
| Supplies | 7,844 | 3,094 | 6,550 | 8,603 | 8,603 |
| Training, Travel and Memberships | 63,427 | 56,530 | 63,274 | 69,100 | 69,100 |
| Small Furniture and Equipment | - | 1,080 | - | 1,000 | 1,000 |
| Material & Services | \$ 78,152 | \$ 64,612 | \$ 79,124 | \$ 81,103 | \$ 81,103 |
| Program Total | \$ 493,496 | \$ 562,172 | \$ 650,953 | \$ 711,858 | \$ 711,858 |
| Department Staff | | | | | |
| Full-time | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |



ADMINISTRATION

Communications



Department Overview

The Communications Department is dedicated to ensuring all patrons have access to information and the ability to provide input on their parks, recreation programs, trails, and natural areas. We offer ways to connect and be engaged. We are committed to Access for All and strive to be leaders in innovation to serve our diverse community.

The department is responsible for districtwide communications and serves as a convener on community engagement, diversity, equity, and inclusion work. The department also administers the scholarship program. The communications director reports directly to the general manager.

FY 2018/19 Accomplishments

This was a rebuilding year for the department. The combination of retirements and staff vacancies allowed the district to reconsider the department's portfolio. In September, the district hired a new communications director. Based on this and an analysis of the department completed last fiscal year, the district reorganized the department and redirected existing positions to additional community engagement work. During FY 2018/19 every position in the department will have turned over meaning there has been a great deal of training and on-boarding.

Established new department-wide procedures including an editorial calendar, project worksheets, a new graphic design work order system (to better manage and track work), shared department files, inclement weather communications protocol, and more.

Hosted the district's first Centro de Bienvenida, a registration event for Spanish-speaking patrons. Partnered with the Beaverton School District to provide expanded customer service to Spanish-

speaking patrons to assist them through the registration process.

Completed a Scholarship Assessment Project that connected with 300+ patrons and 46 community-based organizations. Began to implement recommendations within the report to better serve the public.

Began the district's visioning process work. Successfully completed the RFP process and planning for the 20-month project. Began community engagement work in the spring.

Emphasized THPRD's Access for All initiative through expanded marketing and communications initiatives such as district wide mailings and the new THPRD Talk monthly e-blast.

Increased THPRD social media followers by more than 1,300 people this year and displayed content through 1.3 million impressions on Facebook, Twitter and Instagram. Maintained presence on Nextdoor and used it to communicate with more than 59,700 subscribers within THPRD boundaries.

Led graphic design and marketing strategies for districtwide communications such as the activities guide and registration postcards. Also provided internal customer service to THPRD staff on more than 300 annual marketing services requests.

Provided community engagement customer service to THPRD staff expanding our in-house project management capabilities such as the Field Fees video and accompanying survey.

Coordinated holiday giving drive that collected 600 gifts for school district families.

FY 2019/20 Goals and Objectives

Lead the district's visioning process. Coordinate the engagement phase with extensive public involvement. Ensure successful multicultural outreach. Lead the development of the vision report including action teams, community review and deliver a vision report by Spring 2020.

Strengthen the district's diversity, equity and inclusion work by coordinating districtwide work with community-based organizations. Strengthen the district's partnership with the Beaverton School District and other key partners to better serve our diverse community.

Lead the implementation work on the district's Scholarship Assessment Report. Continue to eliminate barriers to participation and increase utilization of available scholarship funds. Expand outreach and marketing efforts by partnering with community-based organizations to connect with patrons through expanded outreach efforts.

Continue to strengthen THPRD's successful communications and brand with strategic marketing strategies.

Budget Highlights

The adopted budget includes funding to increase an existing half-time scholarship program assistant position to a full-time financial assistance specialist position. This need was emphasized by the Scholarship Assessment Report which calls on the district to expand our work in this area. In order to implement the recommendations, greater staff support is required. The budget also includes funding to support the visioning process.

Division: Administration
 Department: Communications

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|

Summary of Appropriations

| | | | | | |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | \$ 704,114 | \$ 727,427 | \$ 775,628 | \$ 892,147 | \$ 892,147 |
| Materials & Services | 420,962 | 434,316 | 481,646 | 574,215 | 574,215 |
| Total Appropriations | \$ 1,125,076 | \$ 1,161,743 | \$ 1,257,274 | \$ 1,466,362 | \$ 1,466,362 |

Summary by Program

| | | | | | |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Communications | \$ 1,125,076 | \$ 1,161,743 | \$ 1,257,274 | \$ 1,466,362 | \$ 1,466,362 |
| Total Appropriations | \$ 1,125,076 | \$ 1,161,743 | \$ 1,257,274 | \$ 1,466,362 | \$ 1,466,362 |

Division Staff

| | | | | | |
|-------------------------|------|------|------|------|------|
| Full-time | 6.00 | 6.00 | 6.00 | 7.00 | 7.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 1.49 | 1.56 | 1.87 | 1.10 | 1.10 |



Division: Administration
 Department: Communications
 Program: Communications

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 433,968 | \$ 424,282 | \$ 477,387 | \$ 519,925 | \$ 519,925 |
| PT Salary | 44,725 | 85,748 | 57,426 | 30,106 | 30,106 |
| Employee Benefits | 184,486 | 174,634 | 194,661 | 293,636 | 293,636 |
| Payroll Taxes | 40,935 | 42,763 | 46,154 | 48,480 | 48,480 |
| Personnel Services | \$ 704,114 | \$ 727,427 | \$ 775,628 | \$ 892,147 | \$ 892,147 |
| Professional and Technical Services | \$ 95,952 | \$ 63,456 | \$ 67,140 | \$ 178,300 | \$ 178,300 |
| Supplies | 17,408 | 18,044 | 24,901 | 38,901 | 38,901 |
| Communication | 291,755 | 332,879 | 368,800 | 336,424 | 336,424 |
| Training, Travel and Memberships | 15,847 | 14,662 | 18,805 | 18,590 | 18,590 |
| Small Furniture and Equipment | - | 5,275 | 2,000 | 2,000 | 2,000 |
| Material & Services | \$ 420,962 | \$ 434,316 | \$ 481,646 | \$ 574,215 | \$ 574,215 |
| Program Total | \$ 1,125,076 | \$ 1,161,743 | \$ 1,257,274 | \$ 1,466,362 | \$ 1,466,362 |
| Department Staff | | | | | |
| Full-time | 6.00 | 6.00 | 6.00 | 7.00 | 7.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 1.49 | 1.56 | 1.87 | 1.10 | 1.10 |



ADMINISTRATION

Community Partnerships

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

Department Overview

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

The division is responsible for attracting philanthropy and participation by community leaders to secure funding grants, increase foundation resources, and guide individual and corporate investment in THPRD initiatives. The division is attracting partners in ground-level projects and programs that address THPRD's commitment to Access for All. The department assists the Tualatin Hills Park Foundation (THPF) in activation. It fosters a heightened culture of philanthropy to complement THPRD efforts to serve all members of the THPRD community.

FY 2018/19 Accomplishments

Leveraging the successful completion of the capital campaign for Mountain View Champions Park (MVCP) in 2017, the division redirected its focus. It shifted THPF into raising philanthropy for programs that increase recreation opportunities at THPRD for people experiencing disabilities. Program examples include: annual All Abilities Tri-4Youth, spring egg hunts for individuals with autism and their families, community gardening for people of all abilities, expanded physical education for school district's special education classes at a THPRD park, art classes for people with autism, and more. THPF also began increasing the Park Foundation's operational capacity.

In addition, the THPF board has grown to thirteen effective trustees. The board's maximum capacity is fifteen people. All trustees financially support a Legacy Circle matching campaign to increase capacity of THPF's general operating fund. The goal is the hiring of the part time executive director.

It was a pivotal year for fundraising having successfully shifted from the completed \$1.5 million capital campaign for MVCP to raising program funds. The shift was supported by our community

leaders as evidenced by new people joining the Park Foundation's board and by all members of the leadership group, called the Champions Council, remaining engaged and supporting the new areas of Park Foundation emphasis.

FY 2019/20 Goals and Objectives

Advance on the \$200,000 fundraising goal in support of the program fund for people experiencing disabilities.

Track developments in THPRD's scholarship program and emerging emphasis on community engagement with people not already benefiting from recreation at THPRD to determine the fundraising need and timing that allows THPRD and THPF, in tandem, to increase recreational participation.

Increase THPF general operating fund capacity through growth of the Legacy Circle and evaluate opportunities and timing to secure foundation support for a capacity building grant.

Support the Champions Council and the steering committee of nonprofit and service providers working with THPRD to increase recreational opportunities for people experiencing disabilities.

Build stronger community support for THPF and continue to recruit board and council members. Prepare for the hire of the part time executive director and emphasize the growth of the general fund.

Budget Highlights

No significant changes from the prior-year budget.



Division: Administration
Department: Community Partnerships

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | \$ 175,503 | \$ 183,046 | \$ 199,098 | \$ 232,690 | \$ 232,690 |
| Materials & Services | 37,852 | 21,501 | 42,420 | 38,420 | 38,420 |
| Total Appropriations | \$ 213,355 | \$ 204,547 | \$ 241,518 | \$ 271,110 | \$ 271,110 |

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Summary by Program | | | | | |
| Community Partnerships | \$ 213,355 | \$ 204,547 | \$ 241,518 | \$ 271,110 | \$ 271,110 |
| Total Appropriations | \$ 213,355 | \$ 204,547 | \$ 241,518 | \$ 271,110 | \$ 271,110 |

| | | | | | |
|-------------------------|------|------|------|------|------|
| Division Staff | | | | | |
| Full-time | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |



Division: Administration
 Department: Community Partnerships
 Program: Community Partnerships

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 134,532 | \$ 139,692 | \$ 151,811 | \$ 155,448 | \$ 155,448 |
| Employee Benefits | 30,201 | 31,934 | 35,164 | 64,583 | 64,583 |
| Payroll Taxes | 10,770 | 11,420 | 12,123 | 12,659 | 12,659 |
| Personnel Services | \$ 175,503 | \$ 183,046 | \$ 199,098 | \$ 232,690 | \$ 232,690 |
| Professional and Technical Services | \$ 34,252 | \$ 17,901 | \$ 38,820 | \$ 34,820 | \$ 34,820 |
| Training, Travel and Memberships | 3,600 | 3,600 | 3,600 | 3,600 | 3,600 |
| Material & Services | \$ 37,852 | \$ 21,501 | \$ 42,420 | \$ 38,420 | \$ 38,420 |
| Program Total | \$ 213,355 | \$ 204,547 | \$ 241,518 | \$ 271,110 | \$ 271,110 |
| Department Staff | | | | | |
| Full-time | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |



ADMINISTRATION

Security Operations Department

| |
|---------------------------------------|
| Security Operations Manager (1) |
|---------------------------------------|

Department Overview

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

FY 2018/19 Accomplishments

Continued close relationships with local law enforcement. Assisted law enforcement with several investigations. We continue to partner with these agencies by occasionally allowing the use of THPRD properties for their training purposes. We also continued to maintain office space on the HMT campus for Beaverton Police patrol division officers.

Continued to educate patrons regarding THPRD's smoke-free policy and monitored usage on THPRD properties. Park Patrol statistics show frequency of tobacco smoking is rising. Marijuana usage has slightly declined.

Continued to work with Beaverton School District staff on the joint Parent Reunification Plan for the HMT complex. Refresher training with THPRD staff was also conducted.

Designed and conducted several security operational plans with THPRD's law enforcement partners for special events. This included two new events, the All-Ability Tri4Youth and the Portland Rose Festival Half Marathon. Once again, we coordinated the popular Beaverton Police K-9 demonstration at Party in the Park.

Continued to respond to unauthorized camping sites on THPRD property. Statistics show camping has risen on park property and at locations just off our regional trails. Besides finding many of these camps

while in the field, Park Patrol promptly answered patron calls regarding camp locations. Campers were treated with compassion and offered assistance with area cleanup and provided with published materials listing resources for the unhoused in the tri-county area.

Continued to advise and speak to community groups regarding our efforts to maintain safe and secure parks. We made appearances at most of the county's Citizen Participation Organizations (CPOs) and the City of Beaverton's Neighborhood Association Committees (NACs) at their monthly meetings. Participants were encouraged to ask questions or provide comments regarding their concerns or observations while on our property.

We continued to deploy both still and video cameras around any problem areas. We also continued to focus attention in and around skate parks due to a rise in patron complaints.

FY 2019/20 Goals and Objectives

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

Continue to be proactive to discourage unauthorized camping. This includes patrolling the regional trail network, checking natural areas and undeveloped park property.

Continue to train all staff on the Emergency Management Plan which includes Shelter-in-Place protocols and the recent directive established by Homeland Security that advocates mandatory training for Run, Hide, Fight options for active shooter incidents. Provide debriefing meetings with involved staff for further education and training following emergencies for which plans have been initiated.

FY 2019/20 Goals and Objectives (continued)

Continue to provide training regarding security concerns for a segment at THPRD's Leadership Academy and provide annual training in cooperation with Risk Management for staff on driver's training. Continue to train staff and monitor any incidents regarding suspected child abuse and maintain and secure written reports.

Continue monitoring THPRD's fire prevention, intrusion alarm and keyless access door controls. Make necessary repairs to the fire systems that are mandated by the local fire marshal. Educate staff on THPRD's intrusion systems and proper procedures regarding fire panel alerts and resets. Investigate and follow up on any employee response/non-response regarding intrusion systems after-hour callouts for a specific facility. Update 24-hour callouts lists as required. Manage day-to day keyless card issuance, alarm panel authorization, control exterior master key inventory and issuance. These areas were all identified in standards recognized and examined recently by accreditation officials.

Continue to monitor and maintain camera video surveillance systems at five centers. Train appropriate staff on basic use of equipment and troubleshooting minor problems. Partner with IS Department for replacement of these camera systems.

Assist management staff in presenting the updated THPRD Rules & Regulations to legal staff for review and eventual presentation to the THPRD Board of Directors. Once approved, publish rules in an updated handbook and distribute copies to staff and local law enforcement.

Continue to work with THPRD's Design & Development, Nature & Trails and Maintenance Departments on encroachment issues, investigations and unauthorized camping site cleanups and restoration of land.

Budget Highlights

No significant changes from the prior-year budget.

Division: Administration
Department: Security Operations

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|

Summary of Appropriations

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Services | \$ 274,705 | \$ 289,277 | \$ 318,438 | \$ 319,426 | \$ 319,426 |
| Materials & Services | 86,455 | 116,310 | 132,957 | 122,933 | 122,933 |
| Total Appropriations | \$ 361,160 | \$ 405,587 | \$ 451,395 | \$ 442,359 | \$ 442,359 |

Summary by Program

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Security Operations | \$ 361,160 | \$ 405,587 | \$ 451,395 | \$ 442,359 | \$ 442,359 |
| Total Appropriations | \$ 361,160 | \$ 405,587 | \$ 451,395 | \$ 442,359 | \$ 442,359 |

Division Staff

| | | | | | |
|-------------------------|------|------|------|------|------|
| Full-time | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 3.41 | 3.41 | 3.80 | 4.01 | 4.01 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Number of security checks conducted | 40,903 | 41,000 | 41,250 | 40,000 |
| Number of exclusions processed | 228 | 230 | 250 | 150 |
| Number of training classes conducted | 6 | 8 | 8 | 12 |
| Number of incident reports filed | 98 | 80 | 90 | 80 |
| Number of encroachment violations handled | 6 | 13 | 12 | 10 |
| Number of staff assists | 597 | 600 | 610 | 590 |

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|--------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 101,220 | \$ 106,080 | \$ 111,384 | \$ 101,088 | \$ 101,088 |
| PT Salary | 106,783 | 111,227 | 132,214 | 143,154 | 143,154 |
| Employee Benefits | 45,056 | 49,502 | 49,612 | 49,660 | 49,660 |
| Payroll Taxes | 21,646 | 22,468 | 25,228 | 25,524 | 25,524 |
| Personnel Services | \$ 274,705 | \$ 289,277 | \$ 318,438 | \$ 319,426 | \$ 319,426 |
| Professional and Technical Services | \$ 67,960 | \$ 91,386 | \$ 106,219 | \$ 97,595 | \$ 97,595 |
| Other Services | 10,580 | 14,851 | 11,648 | 11,648 | 11,648 |
| Communication | 2,297 | 3,270 | 3,365 | 3,365 | 3,365 |
| Supplies | 5,553 | 6,137 | 9,800 | 8,500 | 8,500 |
| Training, Travel and Memberships | 65 | 600 | 1,475 | 1,475 | 1,475 |
| Small Furniture, Fixtures and Equip. | - | 66 | 450 | 350 | 350 |
| Material & Services | \$ 86,455 | \$ 116,310 | \$ 132,957 | \$ 122,933 | \$ 122,933 |
| Program Total | \$ 361,160 | \$ 405,587 | \$ 451,395 | \$ 442,359 | \$ 442,359 |
| Department Staff | | | | | |
| Full-time | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 3.41 | 3.41 | 3.80 | 4.01 | 4.01 |



BUSINESS & FACILITIES

FINANCE SERVICES



RISK & CONTRACT MANAGEMENT



INFORMATION SERVICES



OPERATIONS ANALYSIS



HUMAN RESOURCES



MAINTENANCE OPERATIONS



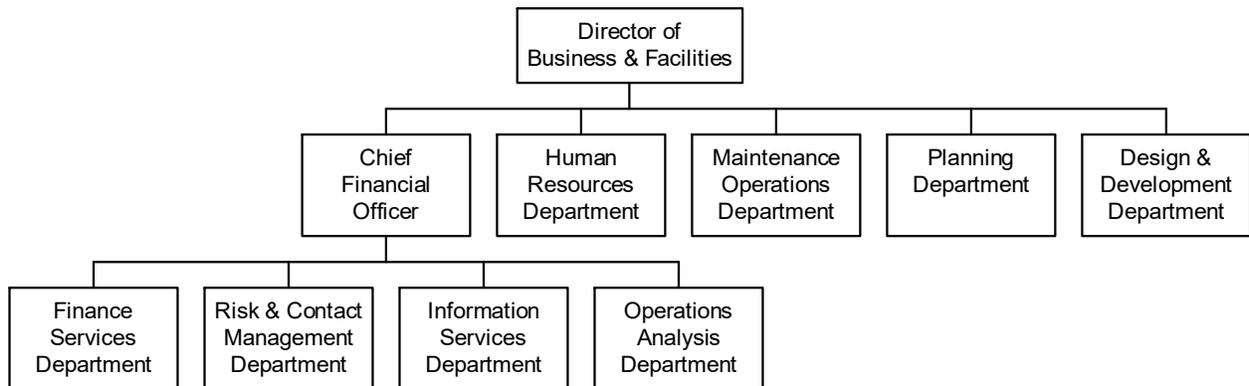
PLANNING



DESIGN & DEVELOPMENT



BUSINESS & FACILITIES DIVISION



Division Mission

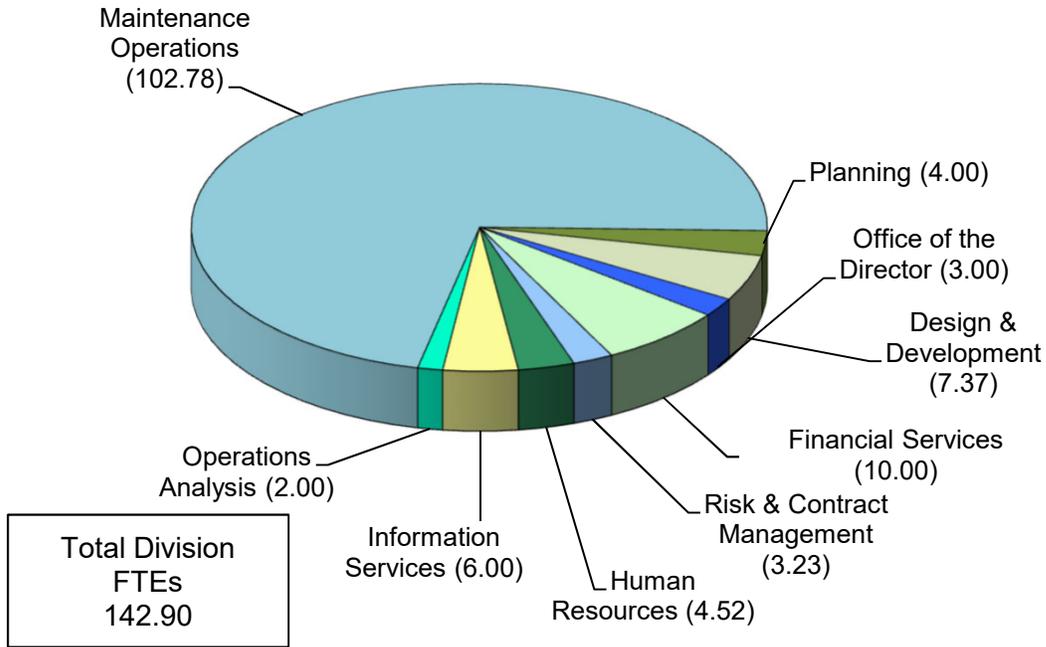
To provide financial and operational integrity and credibility to THPRD by ensuring the correctness of financial information, and adequacy of internal accounting and budgeting controls. To provide the necessary planning, development, interagency coordination, and maintenance to implement THPRD's Comprehensive Plan and ensure that facilities meet current and future needs of our residents. To improve THPRD operations by providing cost effective resources and promoting technological innovation. To enhance employee and patron safety, and insure against risks to THPRD. To maintain a fair and equitable human resources management system that values employees and assists in strengthening individuals, and assures compliance with all applicable laws, rules and regulations.

Division Overview

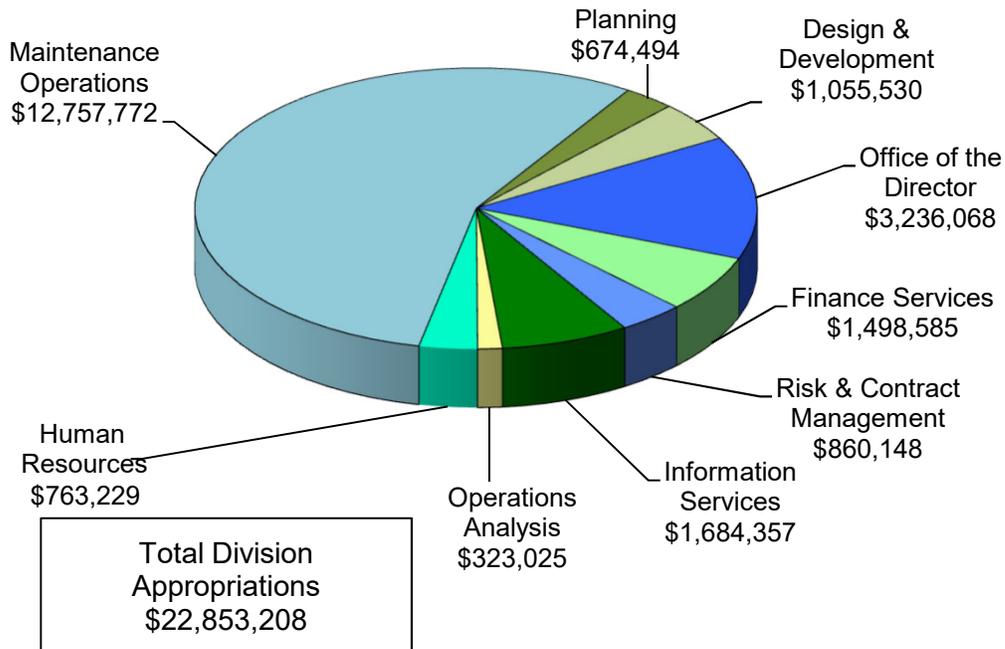
The director of Business & Facilities reports to the general manager and is responsible for all financial, administrative, and facility planning, development and maintenance operations functions of THPRD. The Business & Facilities Division budget includes the following departments: Office of the Director, Finance Services, Risk & Contract Management, Information Services, Operations Analysis, Human Resources, Maintenance Operations, Planning, and Design & Development.

Activities of the Business & Facilities Division include budgeting and financial management, maintenance of THPRD's information technology applications and infrastructure, recruitment and personnel management, and promotion of THPRD's safety and risk management programs. Activities also include planning, acquisition, development, and maintenance of all facilities, parks and trails, and management of the capital improvement program (bond funded and system development charge (SDC) funded). The division also monitors THPRD activity for compliance with applicable statutory and regulatory authority, and coordinates land use regulation issues with other local agencies.

Division Staffing by Departments FY 2019/20



Division Appropriations by Departments FY 2019/20



Division: Business & Facilities

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | \$ 12,350,319 | \$ 12,932,962 | \$ 12,609,758 | \$ 13,864,612 | \$ 13,864,612 |
| Materials & Services | 5,138,983 | 5,569,553 | 5,574,478 | 6,348,483 | 6,348,483 |
| Debt Service | 827,852 | 854,032 | 1,160,911 | 2,149,525 | 2,149,525 |
| Capital Outlay | 385,441 | 643,264 | 777,656 | 490,588 | 490,588 |
| Total Appropriations | \$ 18,702,595 | \$ 19,999,811 | \$ 20,122,803 | \$ 22,853,208 | \$ 22,853,208 |

| | | | | | |
|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Summary by Department | | | | | |
| Office of the Director | \$ 1,540,500 | \$ 1,623,326 | \$ 2,149,359 | \$ 3,236,068 | \$ 3,236,068 |
| Finance Services | 678,422 | 754,318 | 839,154 | 1,498,585 | 1,498,585 |
| Risk & Contract Management | 610,606 | 648,945 | 707,863 | 860,148 | 860,148 |
| Information Services | 1,209,840 | 1,402,600 | 1,677,188 | 1,684,357 | 1,684,357 |
| Operations Analysis | 275,288 | 314,649 | 346,361 | 323,025 | 323,025 |
| Human Resources | 571,014 | 586,691 | 657,943 | 763,229 | 763,229 |
| Maintenance Operations | 12,584,793 | 13,288,949 | 12,067,198 | 12,757,772 | 12,757,772 |
| Planning | 397,891 | 508,977 | 646,964 | 674,494 | 674,494 |
| Design & Development | 834,241 | 871,356 | 1,030,773 | 1,055,530 | 1,055,530 |
| Total Appropriations | \$ 18,702,595 | \$ 19,999,811 | \$ 20,122,803 | \$ 22,853,208 | \$ 22,853,208 |

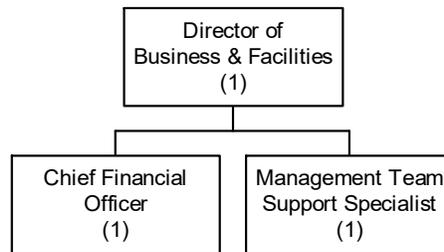
| | | | | | |
|-------------------------|-------|--------|-------|-------|-------|
| Division Staff | | | | | |
| Full-time | 97.00 | 101.00 | 92.00 | 92.00 | 92.00 |
| Regular part-time (FTE) | 6.13 | 4.38 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 61.68 | 63.41 | 49.71 | 50.90 | 50.90 |

Note: As of FY 2018/19, custodial staff and related facility costs have been moved to the Park & Recreation Services Division.



BUSINESS & FACILITIES DIVISION

Office of Director of Business & Facilities



Department Overview

This budget unit supports the activities of the director of Business & Facilities. Activities of the office of the director include the management, either directly or through the chief financial officer, of all departments in the Business & Facilities Division. It also provides legislative advocacy for THPRD at the federal and state levels. The director of Business & Facilities serves as THPRD's Budget Officer and is responsible to the general manager for the annual budget process, and financial and operational advice to the general manager, board of directors, committees and departments. Detail on non-general obligation debt is also maintained within this department.

FY 2018/19 Division Accomplishments

Continued work on all remaining park, trail, and facility projects funded by the 2008 Parks Bond. Began construction of Cedar Hills Park.

Continued work on SDC funded park and trail projects. Completed construction of Westside Trail segment 18. Completed land use approval and bid award for Crowell Woods Park.

Continued actively participating in Special Districts Association of Oregon's Legislative Committee and Oregon Recreation and Park Association Legislative committee and worked on key legislative issues impacting THPRD. Developed THPRD state legislative platform for 2019, and organized state legislative visit day. Worked with THPRD's federal legislative advocacy firm to support key federal legislation and enhance partnerships with federal agencies.

Implemented a strategy for identifying and pursuing land acquisition targets to meet goals of the comprehensive and functional plans for enhancing service level in underserved areas. Completed an update of Parks Functional Plan.

Continued work with the Future Trends Team, an interdepartmental staff team serving as a think-tank for viewing long-term trends and environmental scanning.

Addressed staffing needs through successful recruitment of Human Resources Manager, Operations Analysis Manager, Full-time Land Acquisition Specialist and Chief Accountant.

Completed solicitation of district legal services and completed transition to new legal services provider.

Completed assessment of alternative strategies for meeting long-term office space needs for district administration. Based on the assessment conducted due diligence on prospective facility purchase.

FY 2019/20 Division Goals and Objectives

Strategic Plan Objective 1D – Future Land in New UGB Expansion Areas

Continue to implement strategy for identifying and pursuing priority land acquisition targets to meet goals of the comprehensive and functional plans, and to meet THPRD obligations in new urban areas. Continue land acquisition activity in new UGB expansion areas funded through SDC's collected in those areas.

FY 2019/20 Division Goals and Objectives (continued)

Strategic Plan Objective 6B – Pursue Partnerships in Land Acquisition and Facility Development

Continue actively participating in Special Districts Association of Oregon and Oregon Recreation and Parks Association Legislative Committees, as well as other legislative advocacy work at the federal and state level.

Continue working with City of Beaverton to complete and execute agreements that provide guidance on long-term service responsibilities and streamline interagency activities.

Continue to implement the district grant strategy; integrate grant opportunities matrix into district planning process.

Objective 2F - Address general improvement and acquisition recommendations.

Continue work on all remaining park, trail and facility projects funded by the 2008 Parks Bond; major projects for 2019/20 include:

- Somerset West Park construction
- NW quadrant athletic field construction
- SW quadrant athletic field land use approval

Continue work on SDC funded park and trail projects; major projects for 2019/20 include:

- NW quadrant new neighborhood park #2 design, land use, and bid award
- North Bethany Creek Trail #2, design and development
- Beaverton Creek Trail master planning.

Budget Highlights

The adopted budget includes funding for debt issuance cost and debt service on new debt anticipated to be issued during the year. The proceeds from this debt will be used to fund the purchase and development of additional employee office space.

Division: Business & Facilities
 Department: Office of the Director

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | \$ 536,496 | \$ 600,211 | \$ 566,513 | \$ 623,265 | \$ 623,265 |
| Materials & Services | 176,152 | 169,083 | 421,935 | 463,278 | 463,278 |
| Debt Service | 827,852 | 854,032 | 1,160,911 | 2,149,525 | 2,149,525 |
| Total Appropriations | \$ 1,540,500 | \$ 1,623,326 | \$ 2,149,359 | \$ 3,236,068 | \$ 3,236,068 |

| | | | | | |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Summary by Program | | | | | |
| Office of the Director | \$ 712,648 | \$ 769,294 | \$ 988,448 | \$ 1,086,543 | \$ 1,086,543 |
| Debt Service | 827,852 | 854,032 | 1,160,911 | 2,149,525 | 2,149,525 |
| Total Appropriations | \$ 1,540,500 | \$ 1,623,326 | \$ 2,149,359 | \$ 3,236,068 | \$ 3,236,068 |

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



Division: Business & Facilities
 Department: Office of the Director
 Program: Office of the Director

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 366,532 | \$ 414,056 | \$ 389,957 | \$ 412,560 | \$ 412,560 |
| PT Salary | - | - | - | - | - |
| Employee Benefits | 141,527 | 153,820 | 146,387 | 178,740 | 178,740 |
| Payroll Taxes | 28,437 | 32,335 | 30,169 | 31,965 | 31,965 |
| Personnel Services | \$ 536,496 | \$ 600,211 | \$ 566,513 | \$ 623,265 | \$ 623,265 |
| Professional and Technical Services | \$ 58,620 | \$ 57,987 | \$ 214,000 | \$ 261,113 | \$ 261,113 |
| Rental Equipment | 38,798 | 40,515 | 48,000 | 48,600 | 48,600 |
| Other Services | 2,800 | 5,300 | 6,250 | 6,250 | 6,250 |
| Communication | 30,664 | 25,089 | 65,380 | 62,830 | 62,830 |
| Supplies | 21,980 | 15,980 | 48,000 | 46,800 | 46,800 |
| Training, Travel & Memberships | 21,857 | 23,562 | 38,305 | 35,685 | 35,685 |
| Small Furniture & Equipment | 1,433 | 650 | 2,000 | 2,000 | 2,000 |
| Material & Services | \$ 176,152 | \$ 169,083 | \$ 421,935 | \$ 463,278 | \$ 463,278 |
| Program Total | \$ 712,648 | \$ 769,294 | \$ 988,448 | \$ 1,086,543 | \$ 1,086,543 |
| Department Staff | | | | | |
| Full-time | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| Principal | \$ 276,876 | \$ 297,686 | \$ 308,520 | \$ 624,378 | \$ 624,378 |
| Interest and Bond Issuance Costs | 550,976 | 556,346 | 852,391 | 1,525,147 | 1,525,147 |
| Debt Service | \$ 827,852 | \$ 854,032 | \$ 1,160,911 | \$ 2,149,525 | \$ 2,149,525 |
| Program Total | \$ 827,852 | \$ 854,032 | \$ 1,160,911 | \$ 2,149,525 | \$ 2,149,525 |

Sub-program:

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

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

| | | | | | |
|--------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Principal | \$ 110,000 | \$ 120,000 | \$ 125,000 | \$ 130,000 | \$ 130,000 |
| Interest | 24,250 | 18,750 | 12,750 | 6,500 | 6,500 |
| Sub-program Total | \$ 134,250 | \$ 138,750 | \$ 137,750 | \$ 136,500 | \$ 136,500 |

Sub-program:

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

| | | | | | |
|--------------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| Principal | \$ 45,000 | \$ 50,000 | \$ 55,000 | \$ 60,000 | \$ 60,000 |
| Interest | 52,920 | 51,270 | 49,695 | 47,970 | 47,970 |
| Sub-program Total | \$ 97,920 | \$ 101,270 | \$ 104,695 | \$ 107,970 | \$ 107,970 |

Sub-program:

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

| | | | | | |
|--------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Principal | \$ 95,000 | \$ 100,000 | \$ 100,000 | \$ 105,000 | \$ 105,000 |
| Interest | 457,934 | 454,547 | 450,376 | 445,854 | 445,854 |
| Sub-program Total | \$ 552,934 | \$ 554,547 | \$ 550,376 | \$ 550,854 | \$ 550,854 |

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|

Sub-program:

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

| | | | | | |
|--------------------------|------------------|------------------|------------------|------------------|------------------|
| Principal | \$ 26,876 | \$ 27,686 | \$ 28,520 | \$ 29,378 | \$ 29,378 |
| Interest | 11,213 | 10,404 | 9,570 | 8,710 | 8,710 |
| Sub-program Total | \$ 38,089 | \$ 38,090 | \$ 38,090 | \$ 38,088 | \$ 38,088 |

Sub-program:

2019-\$4,000,000 Twenty (20) Year Financing Agreement

| | | | | | |
|--------------------------|-------------|-------------|-------------------|-------------------|-------------------|
| Principal | \$ - | \$ - | \$ - | \$ 150,000 | \$ 150,000 |
| Interest | - | - | 180,000 | 116,113 | 116,113 |
| Sub-program Total | \$ - | \$ - | \$ 180,000 | \$ 266,113 | \$ 266,113 |

Sub-program:

2020-\$8,000,000 Thirty (30) Year Financing Agreement

| | | | | | |
|--------------------------|-------------|-------------|-------------|-------------------|-------------------|
| Principal | \$ - | \$ - | \$ - | \$ 150,000 | \$ 150,000 |
| Bond Issuance Costs | - | - | - | 250,000 | 250,000 |
| Interest | - | - | - | 370,411 | 370,411 |
| Sub-program Total | \$ - | \$ - | \$ - | \$ 770,411 | \$ 770,411 |

Sub-program:

Tax Anticipation Funding

| | | | | | |
|--------------------------|-----------------|------------------|-------------------|-------------------|-------------------|
| Interest | \$ 4,659 | \$ 21,375 | \$ 150,000 | \$ 279,589 | \$ 279,589 |
| Sub-program Total | \$ 4,659 | \$ 21,375 | \$ 150,000 | \$ 279,589 | \$ 279,589 |



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

MATURITY SCHEDULE FOR GENERAL FUND DEBT

| Fiscal Year | FFCO Series 2006 2,430,000 | FFCO Series 2010A 1,695,000 | FFCO Series 2010B&C 7,815,000 | Financing Agreement Series 2013 457,100 | FFCO Series 2019 4,000,000 | FFCO Series 2020 8,000,000 | Totals |
|---------------------------------|----------------------------------|-----------------------------------|-------------------------------------|--|----------------------------------|----------------------------------|----------------------|
| 2019/20 | \$ 136,500 | \$ 107,970 | \$ 550,854 | \$ 38,088 | \$ 266,113 | \$ 520,411 | \$ 1,619,936 |
| 2020/21 | - | 115,670 | 685,896 | 38,090 | 266,598 | 520,411 | 1,626,665 |
| 2021/22 | - | 117,770 | 683,256 | 38,089 | 266,932 | 520,411 | 1,626,458 |
| 2022/23 | - | 119,670 | 679,868 | 38,089 | 267,116 | 520,411 | 1,625,154 |
| 2023/24 | - | 121,370 | 670,956 | 38,089 | 262,150 | 520,411 | 1,612,976 |
| 2024/25 | - | 127,770 | 666,046 | 38,090 | 262,183 | 520,411 | 1,614,500 |
| 2025/26 | - | 133,770 | 660,304 | 38,089 | 267,066 | 520,411 | 1,619,640 |
| 2026/27 | - | 139,255 | 646,916 | 38,090 | 266,648 | 520,411 | 1,611,320 |
| 2027/28 | - | 144,215 | 643,210 | 38,091 | 266,080 | 520,411 | 1,612,007 |
| 2028/29 | - | 143,860 | 633,552 | - | 265,361 | 520,411 | 1,563,184 |
| 2029/30 | - | 143,295 | 623,262 | - | 264,491 | 520,411 | 1,551,459 |
| 2030/31 | - | 132,730 | 612,336 | - | 263,471 | 520,411 | 1,528,948 |
| 2031/32 | - | - | 604,418 | - | 262,301 | 520,411 | 1,387,130 |
| 2032/33 | - | - | 590,486 | - | 265,980 | 520,411 | 1,376,877 |
| 2033/34 | - | - | 580,882 | - | 264,358 | 520,411 | 1,365,651 |
| 2034/35 | - | - | 570,266 | - | 262,585 | 520,411 | 1,353,262 |
| 2035/36 | - | - | 558,640 | - | 266,467 | 520,411 | 1,345,518 |
| 2036/37 | - | - | 546,001 | - | 265,083 | 520,411 | 1,331,495 |
| 2037/38 | - | - | 532,352 | - | 263,566 | 520,411 | 1,316,329 |
| 2038/39 | - | - | 517,692 | - | 265,760 | 520,411 | 1,303,863 |
| 2039/40 | - | - | 507,021 | - | - | 520,411 | 1,027,432 |
| 2040/41 | - | - | - | - | - | 520,411 | 520,411 |
| 2041/42 | - | - | - | - | - | 520,411 | 520,411 |
| 2042/43 | - | - | - | - | - | 520,411 | 520,411 |
| 2043/44 | - | - | - | - | - | 520,411 | 520,411 |
| 2044/45 | - | - | - | - | - | 520,411 | 520,411 |
| 2045/46 | - | - | - | - | - | 520,411 | 520,411 |
| 2046/47 | - | - | - | - | - | 520,411 | 520,411 |
| 2047/48 | - | - | - | - | - | 520,411 | 520,411 |
| 2048/49 | - | - | - | - | - | 520,425 | 520,425 |
| Totals | \$ 136,500 | \$ 1,547,345 | \$ 12,764,214 | \$ 342,805 | \$ 5,300,309 | \$ 15,612,344 | \$ 35,703,517 |
| Interest Portion of Payments | (6,500) | (342,345) | (5,759,214) | (44,192) | (1,300,309) | (7,612,344) | (15,064,904) |
| Principal Balance | \$ 130,000 | \$ 1,205,000 | \$ 7,005,000 | \$ 298,613 | \$ 4,000,000 | \$ 8,000,000 | \$ 20,638,613 |

KEY TO DEBT ISSUES

FFCO Series 2006: In December 2006, THPRD issued \$2,430,000 of Full Faith and Credit Obligations to refinance the eligible balances of the 1997 Certificates of Participation, and the 1997 and 2000 Full Faith and Credit Obligations.

FFCO Energy Savings Series: In July 2010, THPRD issued \$1,695,000 of Full Faith and Credit Obligations to finance the Energy Savings Performance Contract capital projects.

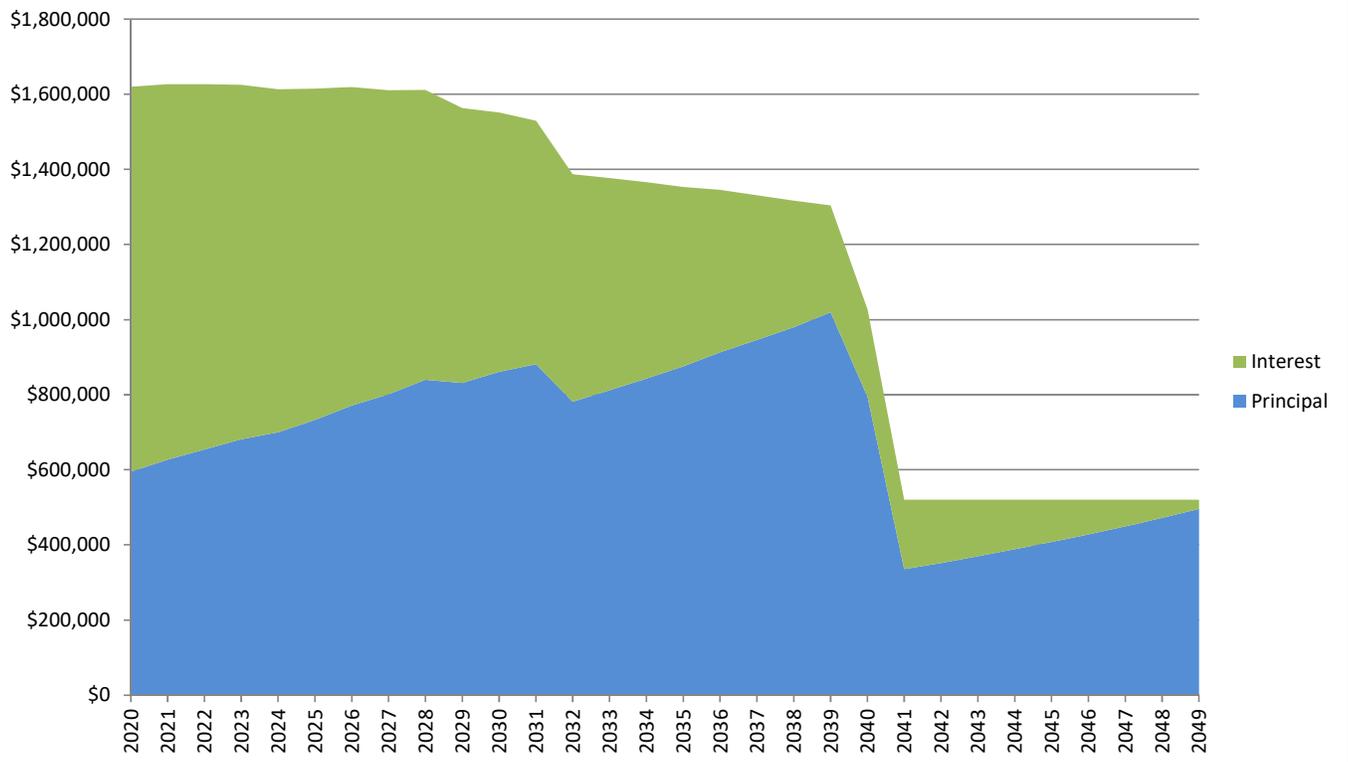
FFCO Series 2010B&C: In November 2010, THPRD issued \$7,815,000 of Full Faith and Credit Obligations; the proceeds were used for the purchase of a centralized maintenance facility and subsequent renovations.

Financing Agreement Series 2013: In February 2013, THPRD borrowed \$457,100 under a Financing Agreement to finance the Energy Savings Performance Contract Phase II capital projects.

FFCO Series 2019: In February 2019, THPRD borrowed \$4,000,000 of Full Faith and Credit Obligations to finance additional funding needs for the redevelopment of Cedar Hills Park and Somerset West Park.

FFCO Series 2020: THPRD anticipates borrowing approximately \$8,000,000 of Full Faith and Credit Obligations to finance funding of additional employee office space.

General Fund Annual Debt Service





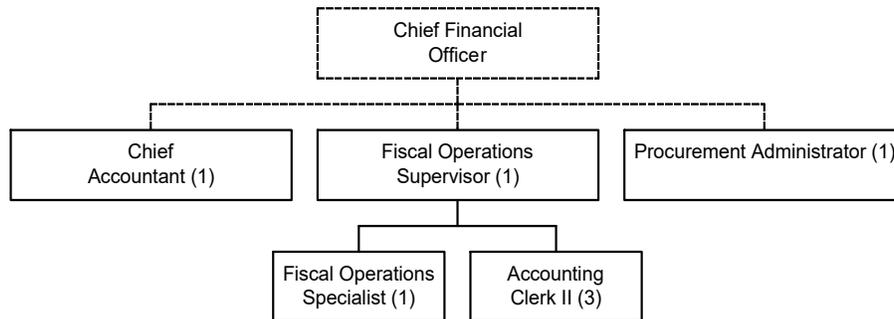
**TUALATIN HILLS
PARK & RECREATION DISTRICT**

FINANCE SERVICES



BUSINESS & FACILITIES DIVISION

Finance Services Department



Department Overview

The Finance Services Department is responsible to the chief financial officer for THPRD's financial services, which includes management and issuance of debt, the investment of public funds and assistance with the annual budget process. The Finance Services Department is also responsible for operational activities, including payroll, purchasing, accounts payable, cash receipts, fixed assets, inventory, and financial reporting for THPRD and the Tualatin Hills Park Foundation.

FY 2018/19 Accomplishments

Continued monitoring available Bond Capital Projects Fund investments and arbitrage compliance for the 2009, 2011, 2015, and 2016 debt issues.

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

Continued steady usage of the purchasing card system to facilitate small purchasing while maintaining adequate security and procedural controls. Fifth year rebates resulted in a \$68,000 refund to THPRD.

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2018/19 Budget Document
- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY 2016/17 Comprehensive Annual Financial Report

FY 2019/20 Goals and Objectives

Comprehensive Plan Goal 6: Provide value and efficient service

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

Continue to monitor for regulatory changes that impact operational activities.

Budget Highlights

The adopted budget includes a funding for a temporary project manager position and two temporary accounting clerks to manage and assist with the conversion to a new financial software system (Tyler Munis system).

The adopted budget includes funding to create a new Procurement Administrator position to support the district purchasing and contracting functions, especially in complying with federal procurement standards for projects using federal grant funds. The addition of this position is being offset by elimination of a vacant project management support position in the Maintenance Department.

Performance Standards

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

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

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

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



Division: Business & Facilities
 Department: Finance Services

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|

Summary of Appropriations

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| Personnel Services | \$ 635,678 | \$ 716,913 | \$ 788,114 | \$ 1,200,315 | \$ 1,200,315 |
| Material & Services | 42,744 | 37,405 | 51,040 | 298,270 | 298,270 |
| Total Appropriations | \$ 678,422 | \$ 754,318 | \$ 839,154 | \$ 1,498,585 | \$ 1,498,585 |

Summary by Program

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| Finance Services | \$ 678,422 | \$ 754,318 | \$ 839,154 | \$ 1,498,585 | \$ 1,498,585 |
| Total Appropriations | \$ 678,422 | \$ 754,318 | \$ 839,154 | \$ 1,498,585 | \$ 1,498,585 |

Division Staff

| | | | | | |
|-------------------------|------|------|------|------|------|
| Full-time | 6.00 | 6.00 | 6.00 | 7.00 | 7.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 1.04 | 1.04 | 3.00 | 3.00 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|--|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Payroll checks processed | 21,321 | 21,500 | 22,000 | 23,000 |
| Accounts payable checks processed | 8,816 | 5,500 | 5,500 | 5,000 |
| Number of facility deposits audited | 7,022 | 6,713 | 6,800 | 6,500 |
| Purchase orders processed | 524 | 550 | 550 | 500 |
| Merchant cards processed | 120,562 | 125,000 | 125,000 | 135,000 |
| Purchasing card volume (amount expressed in \$1,000) | \$2,900 | \$2,900 | \$3,000 | \$3,800 |

Division: Business & Facilities

Department: Finance Services

Program: Finance Services

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 409,122 | \$ 465,048 | \$ 450,679 | \$ 548,198 | \$ 548,198 |
| PT Salary | - | - | 80,069 | 274,611 | 274,611 |
| Employee Benefits | 191,332 | 211,795 | 210,187 | 301,829 | 301,829 |
| Payroll Taxes | 35,224 | 40,070 | 47,179 | 75,677 | 75,677 |
| Personnel Services | \$ 635,678 | \$ 716,913 | \$ 788,114 | \$ 1,200,315 | \$ 1,200,315 |
| Professional and Technical Services | \$ 15,821 | \$ 15,247 | \$ 17,565 | \$ 263,715 | \$ 263,715 |
| Other Services | 17,091 | 15,754 | 18,000 | 18,000 | 18,000 |
| Supplies | 625 | 799 | 925 | 1,250 | 1,250 |
| Communication | 2,667 | 2,182 | 3,170 | 4,900 | 4,900 |
| Training, Travel and Memberships | 6,496 | 2,320 | 10,880 | 8,910 | 8,910 |
| Small Furniture & Office Equipment | 44 | 1,103 | 500 | 1,495 | 1,495 |
| Material & Services | \$ 42,744 | \$ 37,405 | \$ 51,040 | \$ 298,270 | \$ 298,270 |
| Program Total | \$ 678,422 | \$ 754,318 | \$ 839,154 | \$ 1,498,585 | \$ 1,498,585 |
| Department Staff | | | | | |
| Full-time | 6.00 | 6.00 | 6.00 | 7.00 | 7.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 1.04 | 1.04 | 3.00 | 3.00 |





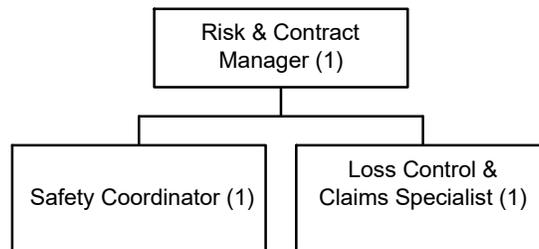
TUALATIN HILLS
PARK & RECREATION DISTRICT

RISK & CONTRACT MANAGEMENT



BUSINESS & FACILITIES DIVISION

Risk & Contract Management Department



Department Overview

The Risk & Contract manager is responsible to the chief financial officer and provides the following support to all departments districtwide:

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

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

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

FY 2018/19 Accomplishments

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

- Reduced property and liability premiums by \$35,289 through completing SDIS Best Practices.
- Received a longevity credit of \$23,298 from SDIS for outstanding loss control.
- Implemented an increase in the property insurance deductibles to take advantage of savings and redirect the premiums and/or

savings towards reserve to cover losses related to the higher deductible. Estimated net savings of \$23,604 annually.

Administered lease agreements that include 11 residential properties, 16 telecommunication sites, 2 commercial, and 4 nonprofits.

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

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

FY 2019/20 Goals and Objectives

Continue managing the Safety and Health Achievement Recognition Program SHARP's annual accreditation with Oregon OSHA for all sites. Tualatin Hills Park & Recreation District is the largest multi-site agency to complete this program in the state and is the first park and recreation agency to graduate within the country.

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

- Zero incident and injury concept
- Reduction in workers compensation claims and "loss time" injuries
- Reduction in property and liability claims

Continue implementation of THPRD-specific retention schedule, utilizing the state's electronic records management system software.

FY 2019/20 Goals and Objectives (continued)

Continue to increase access, remove barriers in the procurement process, and diversify the current Minority, Women and Emerging Small Businesses (MWESB) contractor base.

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

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

Budget Highlights

The adopted budget reflects the transfer of one full-time safety coordinator position from Maintenance Operations to Risk & Contract Management; this transfer actually took place during the FY 18/19 fiscal year. The transfer supports an operational adjustment to ensure timely communication and coordination regarding occupational safety, liability problems and regulations with the district.

Performance Standards

Maintain workers compensation experience modification factor at 0.75 or better.

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

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

Review all outside contractual agreements for consistency with THPRD standards.

Division: Business & Facilities
Department: Risk & Contract Management

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|

Summary of Appropriations

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Services | \$ 272,994 | \$ 287,596 | \$ 306,025 | \$ 446,764 | \$ 446,764 |
| Material & Services | 337,612 | 361,349 | 401,838 | 413,384 | 413,384 |
| Total Appropriations | \$ 610,606 | \$ 648,945 | \$ 707,863 | \$ 860,148 | \$ 860,148 |

Summary by Program

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Risk & Contract Management | \$ 603,271 | \$ 640,313 | \$ 682,213 | \$ 709,061 | \$ 709,061 |
| Safety | 7,335 | 8,632 | 25,650 | 151,087 | 151,087 |
| Total Appropriations | \$ 610,606 | \$ 648,945 | \$ 707,863 | \$ 860,148 | \$ 860,148 |

Division Staff

| | | | | | |
|-------------------------|------|------|------|------|------|
| Full-time | 2.00 | 2.00 | 2.00 | 3.00 | 3.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.19 | 0.10 | 0.23 | 0.23 | 0.23 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|--|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Number of contracts processed | 159 | 150 | 150 | 132 |
| Number of residential leases | 12 | 10 | 10 | 10 |
| Number of commercial leases | 20 | 18 | 18 | 22 |
| Performance Measures: | | | | |
| <u>Reduce exposure of property & liability claims¹</u> | | | | |
| Number of liability claims filed against THPRD | 6 | 6 | 6 | 6 |
| Average cost per liability claim filed | \$4,283 | \$4,140 | \$5,269 | \$2,500 |
| Loss Ratio: liability claims only (single year) ² | 21.62% | 1.94% | 30.36% | 25.00% |
| Loss Ratio: property and liability claims (single year) ³ | 13.07% | 20.29% | 49.94% | 12.00% |
| Loss Ratio: five-year trail ⁴ | 63.98% | 46.51% | 51.63% | 55.00% |

¹ Property and casualty figures are based on a calendar year. Policy data as of: March 15, 2018.

² Loss Ratio for the liability-only claims costs as a percentage of liability premium costs.

³ Loss Ratio for liability and property claims costs as a percentage of liability and property premium costs.

⁴ Special Districts Insurance Services bases premiums on 65%. National standard is 60%.

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 170,700 | \$ 178,604 | \$ 189,024 | \$ 201,878 | \$ 201,878 |
| PT Salary | 3,176 | 2,800 | 6,240 | 6,396 | 6,396 |
| Employee Benefits | 83,842 | 90,597 | 93,721 | 98,771 | 98,771 |
| Payroll Taxes | 14,520 | 15,337 | 17,040 | 18,382 | 18,382 |
| Personnel Services | \$ 272,238 | \$ 287,338 | \$ 306,025 | \$ 325,427 | \$ 325,427 |
| Other Services | \$ 6,058 | \$ 7,599 | \$ 9,100 | \$ 8,300 | \$ 8,300 |
| Insurance | 313,476 | 333,730 | 352,068 | 359,189 | 359,189 |
| Supplies | 7,202 | 2,474 | 2,850 | 3,325 | 3,325 |
| Communication | 2,030 | 2,092 | 3,120 | 3,120 | 3,120 |
| Training, Travel and Memberships | 2,267 | 7,080 | 9,050 | 9,700 | 9,700 |
| Small Furniture & Office Equipment | - | - | - | - | - |
| Material & Services | \$ 331,033 | \$ 352,975 | \$ 376,188 | \$ 383,634 | \$ 383,634 |
| Program Total | \$ 603,271 | \$ 640,313 | \$ 682,213 | \$ 709,061 | \$ 709,061 |
| Department Staff | | | | | |
| Full-time | 2.00 | 2.00 | 2.00 | 3.00 | 3.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.19 | 0.10 | 0.23 | 0.23 | 0.23 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Adopted Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|-------------------------------|
| Performance Measures: | | | | |
| <u>Reduce program participant incidents</u> | | | | |
| Number of incident reports filed per 10,000 program visits | 2.5 | 1.93 | 1.93 | 1.93 |
| <u>Reduce exposure on workers' compensation claims¹</u> | | | | |
| Number of claims filed | 25 | 32 | 38 | 32 |
| Number of time loss claims | 8 | 6 | 6 | 6 |
| Experience Modification history ² | 0.65 | 0.71 | 0.82 | 0.80 |
| Frequency rate of WC claims per 100 FTE | 5.36 | 6.56 | 7.55 | 7.00 |
| WC costs as % of payroll | 2.36 | 1.65 | 1.56 | 1.50 |
| Average cost per claim | \$17,629 | \$10,256 | \$6,721 | \$6,500 |
| Average claim cost per FTE | \$946 | \$673 | \$508 | \$500 |

¹ Policy data as of: February 25, 2019.

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

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ - | \$ - | \$ - | \$ 73,271 | \$ 73,271 |
| PT Salary | 663 | 233 | - | - | - |
| Employee Benefits | - | - | - | 41,620 | 41,620 |
| Payroll Taxes | 93 | 25 | - | 6,446 | 6,446 |
| Personnel Services | \$ 756 | \$ 258 | \$ - | \$ 121,337 | \$ 121,337 |
| Professional and Technical Services | \$ 1,062 | \$ 455 | \$ 5,900 | \$ 8,500 | \$ 8,500 |
| Supplies | (2,822) | 2,584 | 12,600 | 10,750 | 10,750 |
| Training, Travel and Memberships | 4,823 | 5,335 | 6,650 | 9,500 | 9,500 |
| Small Furniture & Office Equipment | 3,516 | - | 500 | 1,000 | 1,000 |
| Material & Services | \$ 6,579 | \$ 8,374 | \$ 25,650 | \$ 29,750 | \$ 29,750 |
| Program Total | \$ 7,335 | \$ 8,632 | \$ 25,650 | \$ 151,087 | \$ 151,087 |
| Department Staff | | | | | |
| Full-time | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |





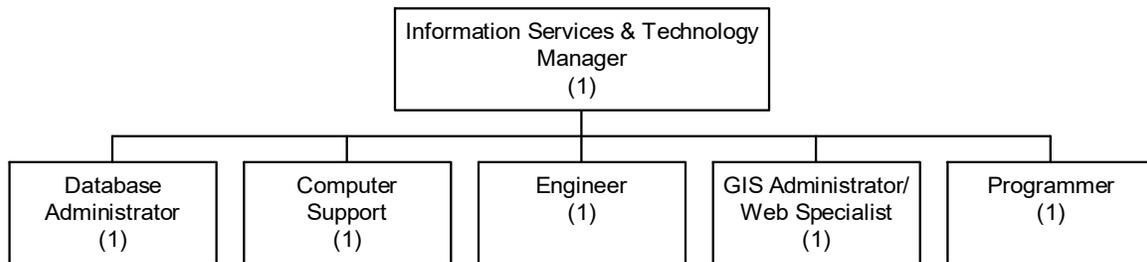
TUALATIN HILLS
PARK & RECREATION DISTRICT

INFORMATION SERVICES



BUSINESS & FACILITIES DIVISION

Information Services Department



Department Overview

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

The Information Services Department 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 and accomplish necessary tasks. The Information Services Department provides cost-effective direction for information technology management, including network design and administration, applications development, database administration, web services, IP telephony, call center operations, technical support, training, private cloud management and collaborative services.

The Information Services Department staff not only 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.

FY 2018/19 Accomplishments

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

Completed a total redesign and deployment of our core network, as well as the district's wireless network. This was accomplished with the support of third-party vendors who focused on determining the district's business needs and designing a solution around those needs while incorporating industry best practices.

Completed a total redesign of our private cloud including our physical hardware and virtual environment. This change has allowed the system to be better managed by a smaller amount of human interaction, while increasing the systems' reliability and capability.

Completed a refresh of the district's phone system, including replacement of all the district's desk phones.

Completed important updates to the THPRD Online Registration Portal, most notably in the checkout and class search areas. These updates have allowed for a more consistent user experience, as well as more reliable results when paying for purchases through our third-party vendor site.

Completed important updates to the THPRD internal Daily Ops system, most notably in the areas of class management and scholarships. These updates allow for easier management of our scholarship programs, as well as a more consistent experience for our users.

FY 2019/20 Goals and Objectives

Comprehensive Plan Goal 6: Provide value and efficient service

Continue to explore and implement cloud-based solutions, such as Microsoft Azure, that will deliver improved features and functionality, while

FY 2019/20 Goals and Objectives (continued)

providing a more predictable service level and budget. Specifically, in this area, the IS department will be exploring possibilities for business continuity and disaster recovery.

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 for receipt of credit card payments. Evaluate credit card receipt processes and implement improvements in security and responsible stewardship of our patrons' sensitive information.

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

Develop smartphone capabilities in the area of patron ID cards. Using smartphone technology, our patrons will be able to scan into district facilities without the need for a physical card.

Budget Highlights

The adopted budget includes funding for the following operating and capital items:

- Addition of cloud computing operational costs
- Continual funding of THPRD's desktop and server replacements
- Replacement of the banner printer used to print vinyl banners used to promote district offerings
- Funding of replacement of security cameras and key card readers
- Replacement of AEDs

Information Services Standards

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

This includes:

- Computer workstation access for all full-time and regular part-time staff. Shared stations for various part-time staff that are supervisors.

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

Performance Standards

System reliability standards are:

- All trouble calls responded to within four hours 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 4 to 5-year replacement cycle.

Division: Business & Facilities
 Department: Information Services

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|

Summary of Appropriations

| | | | | | |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | \$ 653,325 | \$ 736,494 | \$ 835,352 | \$ 840,663 | \$ 840,663 |
| Material & Services | 472,126 | 519,955 | 584,680 | 587,856 | 587,856 |
| Capital Outlay | 84,389 | 146,151 | 257,156 | 255,838 | 255,838 |
| Total Appropriations | \$ 1,209,840 | \$ 1,402,600 | \$ 1,677,188 | \$ 1,684,357 | \$ 1,684,357 |

Summary by Program

| | | | | | |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Information Services | \$ 1,209,840 | \$ 1,402,600 | \$ 1,677,188 | \$ 1,684,357 | \$ 1,684,357 |
| Total Appropriations | \$ 1,209,840 | \$ 1,402,600 | \$ 1,677,188 | \$ 1,684,357 | \$ 1,684,357 |

Division Staff

| | | | | | |
|-------------------------|------|------|------|------|------|
| Full-time | 5.00 | 6.00 | 6.00 | 6.00 | 6.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Number of desktop PCs maintained | 216 | 215 | 218 | 225 |
| Number of networked file servers maintained | 52 | 52 | 54 | 70 |
| Performance Measures: | | | | |
| Maintain 98% network system reliability | 98% | 98% | 98% | 98% |

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|--------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 413,809 | \$ 477,409 | \$ 538,805 | \$ 521,699 | \$ 521,699 |
| Employee Benefits | 204,056 | 218,046 | 249,543 | 272,891 | 272,891 |
| Payroll Taxes | 35,460 | 41,039 | 47,004 | 46,073 | 46,073 |
| Personnel Services | \$ 653,325 | \$ 736,494 | \$ 835,352 | \$ 840,663 | \$ 840,663 |
| Professional and Technical Services | \$ 368,508 | \$ 394,864 | \$ 450,690 | \$ 442,866 | \$ 442,866 |
| Supplies | 35,256 | 48,613 | 56,000 | 56,000 | 56,000 |
| Communication | 65,431 | 70,023 | 65,000 | 76,000 | 76,000 |
| Training, Travel and Memberships | 2,549 | 3,617 | 9,000 | 9,000 | 9,000 |
| Small Furniture and Office Equipment | 382 | 2,838 | 3,990 | 3,990 | 3,990 |
| Material & Services | \$ 472,126 | \$ 519,955 | \$ 584,680 | \$ 587,856 | \$ 587,856 |
| Information Technology Replacement | \$ 73,180 | \$ 146,151 | \$ 233,812 | \$ 248,338 | \$ 248,338 |
| Information Technology Improvement | 11,209 | - | 23,344 | 7,500 | 7,500 |
| Capital Outlay | \$ 84,389 | \$ 146,151 | \$ 257,156 | \$ 255,838 | \$ 255,838 |
| Program Total | \$ 1,209,840 | \$ 1,402,600 | \$ 1,677,188 | \$ 1,684,357 | \$ 1,684,357 |
| Department Staff | | | | | |
| Full-time | 5.00 | 6.00 | 6.00 | 6.00 | 6.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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

| Project Number | Capital Project | Adopted Budget | Page # |
|--|------------------|-------------------|--------|
| INFORMATION TECHNOLOGY REPLACEMENT | | | |
| 1 | Desktop | \$ 67,000 | BF-35 |
| 2 | Servers | 37,000 | BF-35 |
| 3 | Desktop Printers | 5,000 | BF-35 |
| 4 | LAN/WAN | 5,000 | BF-35 |
| 5 | AEDs | 9,000 | BF-35 |
| 6 | Security Cameras | 58,800 | BF-35 |
| 7 | Key Card Readers | 31,538 | BF-36 |
| 8 | Banner Printer | 35,000 | BF-36 |
| TOTAL INFORMATION TECHNOLOGY REPLACEMENT | | \$ 248,338 | |
| INFORMATION TECHNOLOGY IMPROVEMENT | | | |
| 9 | Tablet | 2,000 | BF-36 |
| 10 | Computer | 5,500 | BF-36 |
| TOTAL INFORMATION TECHNOLOGY IMPROVEMENT | | \$ 7,500 | |
| GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY | | \$ 255,838 | |

INFORMATION SERVICES CAPITAL OUTLAY

Information Technology Capital Replacement

ITEM 1: **Desktop**

BUDGET: \$67,000

DESCRIPTION: Replacement of one-fifth of desktop inventory, maintaining the five-year replacement schedule

ITEM 2: **Servers**

BUDGET: \$37,000

DESCRIPTION: Replacement of public web servers

ITEM 3: **Desktop Printers**

BUDGET: \$5,000

DESCRIPTION: Replacement of one-fourth of desktop printer inventory, maintaining the four-year replacement cycle

ITEM 4: **LAN/WAN**

BUDGET: \$5,000

DESCRIPTION: Replacement of and upgrades to Wide Area Network equipment

ITEM 5: **AEDs**

BUDGET: \$9,000

DESCRIPTION: Replacement of AED Defibrillators for recreational and aquatic facilities.

ITEM 6: **Security Cameras**

BUDGET: \$58,800

DESCRIPTION: Replacement of Security Cameras in accordance with the replacement schedule.

INFORMATION SERVICES CAPITAL OUTLAY

ITEM 7: **Key Card Readers**

BUDGET: \$31,538

DESCRIPTION: Replacement of key card readers at facilities in accordance with the replacement schedule.

ITEM 8: **Banner Printer**

BUDGET: \$35,000

DESCRIPTION: Replacement of banner printer to print vinyl banners that are used to promote district offerings at centers, on pathways, on buildings and in fields throughout the district.

Information Technology Capital Improvement

ITEM 9: **Tablet**

BUDGET: \$2,000

DESCRIPTION: Purchase of tablet computer.

ITEM 10: **Computer**

BUDGET: \$5,500

DESCRIPTION: Purchase of computer and software.



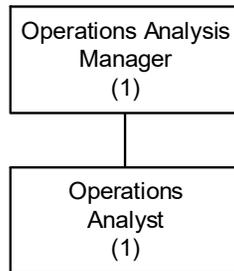
TUALATIN HILLS
PARK & RECREATION DISTRICT

OPERATIONS ANALYSIS



BUSINESS & FACILITIES DIVISION

Operations Analysis Department



Department Overview

The Operations Analysis manager is responsible to the chief financial officer and conducts THPRD's performance measurement, reporting, financial planning, capital budgeting, business planning and management of THPRD's non-financial data.

Operations Analysis provides support to THPRD's cross-departmental initiatives. This includes the process improvement committees and other work groups, cost recovery calculation, and the calculation and adoption of program fees.

FY 2018/19 Accomplishments

Continued implementation of resource allocation strategy, including budget to actuals comparison, and evaluation of program offerings as identified in the Service and Financial Sustainability Analysis. Worked with other departments to refine key performance indicators.

Supported the Field Fees Task Force in analyzing field fees and proposing a fee schedule.

Completed third year of the Strategic Energy Management cohort and expanded the staff engagement pilot program to all enrolled centers to incentivize energy efficient behavior.

FY 2019/20 Goals and Objectives

Comprehensive Plan Goal 6: Provide value and efficient service

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

Assist with implementation of new financial software.

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

Comprehensive Plan Goal 8: Incorporate principles of environmental and financial sustainability

Continue participating in the Strategic Energy Management cohort. This enables THPRD to adopt current industry best practices for energy efficiency.

Budget Highlights

No significant changes from the prior-year budget.



Division: Business & Facilities
Department: Operations Analysis

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|

Summary of Appropriations

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Services | \$ 270,275 | \$ 285,082 | \$ 299,627 | \$ 275,123 | \$ 275,123 |
| Material & Services | 5,013 | 29,567 | 46,734 | 47,902 | 47,902 |
| Total Appropriations | \$ 275,288 | \$ 314,649 | \$ 346,361 | \$ 323,025 | \$ 323,025 |

Summary by Program

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Operations Analysis | \$ 275,288 | \$ 314,649 | \$ 346,361 | \$ 323,025 | \$ 323,025 |
| Total Appropriations | \$ 275,288 | \$ 314,649 | \$ 346,361 | \$ 323,025 | \$ 323,025 |

Division Staff

| | | | | | |
|-------------------------|------|------|------|------|------|
| Full-time | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Division: Business & Facilities
Department: Operations Analysis
Program: Operations Analysis

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|------------------------|--|--|---|---|
| Performance Management | Realigned Key Performance Indicators and Goal Outcomes based on board-approved functional plans. | Document Key Performance Indicator, Funded Service Levels, and Goal Outcome methodology. | Develop actual program and contact hour methodology. Align performance measurement process with visioning and comprehensive plan update. | Develop performance measurements that support the visioning outcomes and comprehensive plan update. |
| Budgeting | Implemented program-based budgeting. Developed routine replacement reserve fund methodology. Restructured business plan teams. | Develop five-year Capital Improvement Program. | Support the system selection and initial project planning process for the new financial software system. | Integrate budget files with new financial software system. Provide training on new processes. |
| Cost Recovery | Set field and pool lane fees at a 3-year increase schedule. Provided updated reporting on cost recovery. | Provide updated reporting on cost recovery. Incorporate cost recovery into resource allocation for programs. | Analyze data and support Field Fee Team in the development of an increase schedule for affiliate field fees. Provided updated reporting on cost recovery. | Build a process for operational assessments of resource allocation performance for all centers. |

Division: Business & Facilities
 Department: Operations Analysis
 Program: Operations Analysis

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 178,007 | \$ 181,708 | \$ 192,907 | \$ 170,189 | \$ 170,189 |
| Employee Benefits | 76,995 | 87,220 | 89,969 | 89,970 | 89,970 |
| Payroll Taxes | 15,273 | 16,154 | 16,751 | 14,964 | 14,964 |
| Personnel Services | \$ 270,275 | \$ 285,082 | \$ 299,627 | \$ 275,123 | \$ 275,123 |
| Professional and Technical Services | \$ - | \$ 21,450 | \$ 31,050 | \$ 32,000 | \$ 32,000 |
| Supplies | 333 | 1,204 | 1,800 | 1,800 | 1,800 |
| Communication | 813 | 713 | 780 | 780 | 780 |
| Training, Travel and Memberships | 3,867 | 5,805 | 12,604 | 12,822 | 12,822 |
| Small Furniture & Office Equipment | - | 395 | 500 | 500 | 500 |
| Material & Services | \$ 5,013 | \$ 29,567 | \$ 46,734 | \$ 47,902 | \$ 47,902 |
| Program Total | \$ 275,288 | \$ 314,649 | \$ 346,361 | \$ 323,025 | \$ 323,025 |
| Department Staff | | | | | |
| Full-time | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |





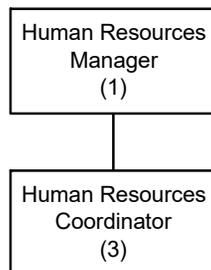
TUALATIN HILLS
PARK & RECREATION DISTRICT

HUMAN RESOURCES



BUSINESS & FACILITIES DIVISION

Human Resources Department



Department Overview

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

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

FY 2018/19 Accomplishments

Reorganized the department to create a human resources business partner model with three coordinators supporting the district's departments and staff. Rather than a stand-alone single classification for equity initiatives, all members of the department are charged with actively promoting diversity and inclusion initiatives.

Prioritized and carried out phase two of the internal diversity and inclusion plan including creating and providing implicit bias training for hiring officials and updating district hiring practices to attract a diverse pool of candidates and to promote equity in the selection process.

Partnered with the Communications Department to develop a scope of work and retain a consultant to assess the district's climate as it relates to diversity, equity, and inclusion, and to provide all-staff training and development in these areas.

Identified district interests related to the terms and conditions of employment for bargaining unit staff and met in good faith with the Tualatin Hills Employees Association, represented by the Oregon School Employees Association, to negotiate a successor agreement.

Developed a scope of work and retained a consultant to conduct a pay equity analysis in accordance with the Oregon Equal Pay Act of 2017 to review the district's compensation and classification systems and to identify and redress any areas of potential inequity.

Developed sufficient qualified applications through recruitment efforts to successfully fill fifty-three regular status positions, more than doubling the targeted number of twenty-five recruitments. Reviewed and updated Recruitment and Selection policy and practices to create efficiencies and reduce barriers in the recruitment process.

Maintained unemployment insurance experience rating of .1%, the lowest possible rating, for the third consecutive year resulting in excess amounts paid to the fund and received a refund of \$40,000.

FY 2019/20 Goals and Objectives

Comprehensive Plan Goal 6: Provide value and efficient service

Develop and implement NEOGOV employee "offboarding" system which provides electronic handling of the employee separation process and a paperless record-retention system.

Assess human resources systems for increased efficiency and responsiveness to stakeholders. Identify target areas for improvement and roll out

FY 2019/20 Goals and Objectives (continued)

new processes in accordance with change management best practices.

Review data currently maintained in Springbrook and Neogov systems and develop plan for data migration to Tyler Munis in collaboration with the Finance and Information Systems departments.

Develop and coordinate employee training programs including new employee onboarding, leadership development, and both technical and competency-based learning.

Work with stakeholders to implement updated background check process.

Budget Highlights

The adopted budget includes funding for the addition of a part-time (0.52 FTE) human resources coordinator to assist with seasonal hiring.

Performance Standards

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

Increase access to training as measured by training content provided in multiple formats (video-based, lecture-style, and interactive).

Process new hire packets within 24 hours of receipt.

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

Division: Business & Facilities
 Department: Human Resources

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|

Summary of Appropriations

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Services | \$ 490,306 | \$ 510,994 | \$ 521,627 | \$ 589,143 | \$ 589,143 |
| Material & Services | 80,708 | 75,697 | 136,316 | 174,086 | 174,086 |
| Total Appropriations | \$ 571,014 | \$ 586,691 | \$ 657,943 | \$ 763,229 | \$ 763,229 |

Summary by Program

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Human Resources | \$ 571,014 | \$ 586,691 | \$ 657,943 | \$ 763,229 | \$ 763,229 |
| Total Appropriations | \$ 571,014 | \$ 586,691 | \$ 657,943 | \$ 763,229 | \$ 763,229 |

Division Staff

| | | | | | |
|-------------------------|------|------|------|------|------|
| Full-time | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.52 | 0.52 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Total number of recruitments: FT & RPT positions | 24 | 22 | 20 | 30 |
| Total number of training sessions | 11 | 11 | 11 | 15 |
| Total number of unemployment insurance claims processed | 34 | 40 | 40 | 40 |
| Total number of PT, RPT & FT new hire packets processed | 880 | 885 | 885 | 900 |
| Performance Measures: | | | | |
| Total recruitment applications received | 1,842 | 1,300 | 1,200 | 2,400 |
| Average number of applications per position | 77 | 59 | 60 | 80 |
| Total training contact hours | 870 | 815 | 1,000 | 1,200 |
| Average total cost per unemployment insurance claim | \$890 | \$875 | \$875 | \$875 |
| Total amount of unemployment insurance paid | \$30,260 | \$35,000 | \$35,000 | \$35,000 |
| Unemployment insurance experience/tax rate | 0.1% | 0.1% | 0.1% | 0.1% |
| Goal Outcome Measures: | | | | |
| Number of employees receiving bilingual premium pay out of qualifying positions | 14 of 35 | 13 of 35 | 15 of 35 | increase |

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 330,641 | \$ 338,209 | \$ 345,277 | \$ 354,166 | \$ 354,166 |
| PT Salary | - | - | - | 17,820 | 17,820 |
| RPT Salaries | - | 4,150 | - | - | - |
| Employee Benefits | 131,437 | 139,801 | 146,354 | 184,238 | 184,238 |
| Payroll Taxes | 28,228 | 28,834 | 29,996 | 32,919 | 32,919 |
| Personnel Services | \$ 490,306 | \$ 510,994 | \$ 521,627 | \$ 589,143 | \$ 589,143 |
| Professional and Technical Services | \$ 39,899 | \$ 29,163 | \$ 67,205 | \$ 95,162 | \$ 95,162 |
| Supplies | 4,406 | 5,524 | 1,570 | 4,000 | 4,000 |
| Communication | 4,280 | 9,013 | 9,630 | 12,080 | 12,080 |
| Travel, Training and Memberships | 27,441 | 31,124 | 56,711 | 60,844 | 60,844 |
| Small Furniture & Equipment | 4,682 | 873 | 1,200 | 2,000 | 2,000 |
| Material & Services | \$ 80,708 | \$ 75,697 | \$ 136,316 | \$ 174,086 | \$ 174,086 |
| Program Total | \$ 571,014 | \$ 586,691 | \$ 657,943 | \$ 763,229 | \$ 763,229 |
| Department Staff | | | | | |
| Full-time | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.52 | 0.52 |





**TUALATIN HILLS
PARK & RECREATION DISTRICT**

MAINTENANCE OPERATIONS



Athletic Facilities Maintenance

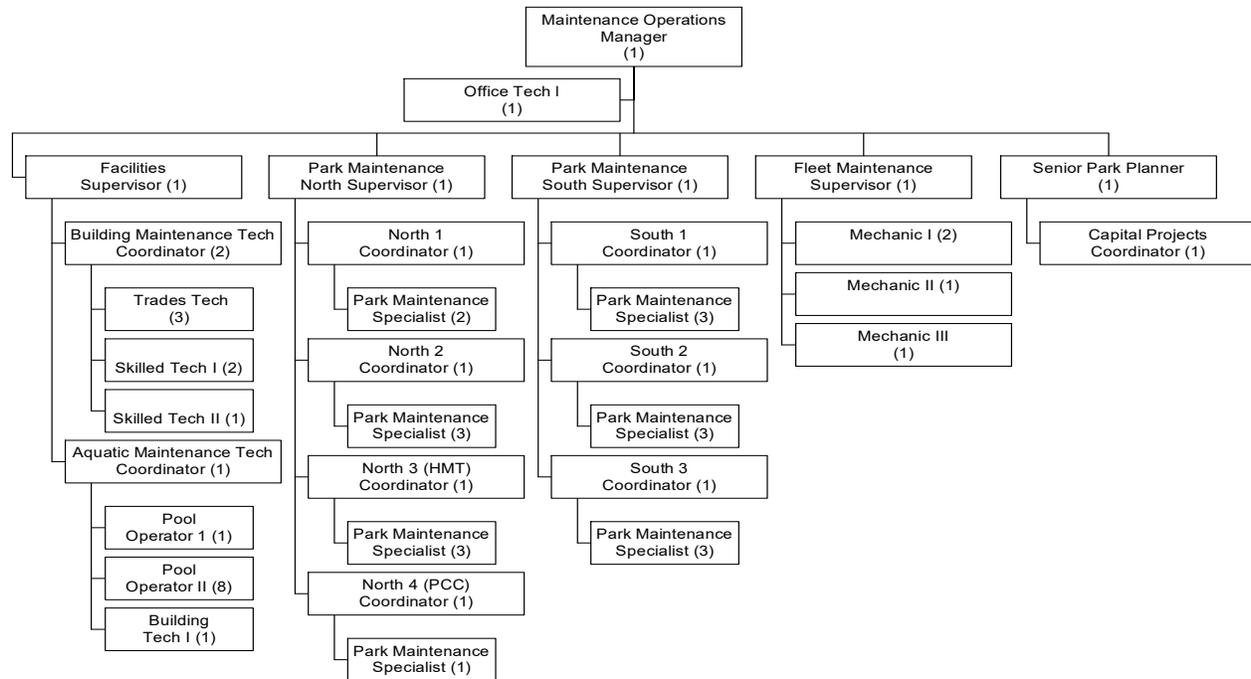
Building & Pool Maintenance

Park Maintenance

Fleet Maintenance

BUSINESS & FACILITIES DIVISION

Maintenance Operations Department



Department Overview

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

Maintenance operations programs (park-north, park-south, buildings & pools, and fleet) are managed by supervisors, who report to the manager of Maintenance Operations.

Park Maintenance

The park maintenance program encompasses all park and athletic facility maintenance activities. Park maintenance is responsible for the inspection and upkeep of district playground equipment, park pathways, parking lots, landscaped areas, refuse services, irrigation and drainage systems, restrooms, tables and benches, signage, drinking fountains, bridges and boardwalks, picnic shelters and community gardens. Park maintenance also supports the

facility and program needs of the sports department which includes all the athletic field services and game day preparation for soccer, football, and softball, lacrosse, rugby and cricket leagues. Also, within the scope of the park maintenance program is the maintenance of a majority of Beaverton School District athletic fields and courts.

In addition to routine services, the park maintenance program supports special and community events throughout the year, works closely with park patrol on safety related matters, and performs hazard tree inspections as part of a growing arboriculture program.

Buildings & Pool Maintenance

The building & pool maintenance program provides maintenance, preventative maintenance and custodial services to the pools and non-programmed THPRD facilities. Trade staff provides painting, plumbing, carpentry, electrical, and HVAC services to all THPRD facilities. Building & pool maintenance staff maintain outdoor restrooms, gymnasiums, indoor and outdoor pools, and historic buildings.

Department Overview (continued)

They perform much of the preventative maintenance on critical equipment and help develop the operational budget and proposed capital projects list. All full-time pool maintenance positions require an Aquatics Facility Operator Certification.

Fleet Maintenance

The fleet maintenance program services and repairs all THPRD's fleet and power equipment inventory at THPRD's Fanno Creek Service Center mechanical shop. The fleet includes compact trucks, heavy-duty trucks, tractors, trailers, and specialized turf mowers. THPRD staff provide welding and fabrication services, manage a comprehensive preventive maintenance program and an annual fleet replacement program. THPRD routinely shares equipment and services with other Washington County public agencies including a co-purchased fueling facility at the Tualatin Valley Water District.

FY 2018/19 Accomplishments

The double synthetic turf field at the PCC Rock Creek Recreation Facility was replaced. During the replacement process, a cricket pitch was added between the fields to address the increase interest in the sport. Three clean outs were also installed in the drainage system to aid in future maintenance activities.

Phase 1 of the ADA Transition Plan to analyze the non-compliant ADA items associated with the parking areas and access routes to the Elsie Stuhr and Haman Swim Centers was completed. Preliminary design plans were completed along with construction cost estimates which will be used for future budgeting purposes.

Staff prepared a presentation for the Oregon Parks and Recreation Department in support of a Land & Water Conservation Fund (LWCF) grant application for the Commonwealth Lake Park bridge replacement project. The project was awarded \$60,554 in grant funding.

In 2018, the parks and athletic facilities maintenance departments merged together into a north and south park maintenance service model. Each THPRD park and BSD programmed site has been assigned one full time technician. The new service model will reduce service overlap, increase department

efficiencies, and will provide sole ownership for each site and the amenities maintained.

Technical, professional and safety training continues to be a high priority for Maintenance Operations. Staff attended numerous training workshops, including Energy Trust of Oregon's Strategic Energy Management workshops, Sports Turf Management Association national conference, Oregon Recreation & Park Association annual conference, Resource Management School, National Recreation and Park Association Certified Playground Safety Inspector course, Aquatic Facility Operator Certification, and Automotive Service Excellence Certifications.

FY 2019/20 Goals and Objectives

The goal of the Maintenance Operations Department is to provide efficient and effective maintenance services that protect and enhance the value of THPRD assets and natural resources.

Strategic Plan Goal #1: Provide Quality Neighborhood and Community Parks that are Readily Accessible

Continue to coordinate and work on completing ADA Transition Plan items with the focus on safety items and access to parks and several facilities.

Replace the pedestrian bridge on the east side of Commonwealth Lake Park. The new bridge will have compliant ADA approaches, and will be wider to accommodate heavy park use on the paved loop pathway.

Strategic Plan Goal #4: Provide Quality Sports and Recreation Facilities

Complete the Raleigh Park Swim Center pool deck, pool tank and drainage project. The project will begin in early September 2019, and will be complete later in the fall.

Strategic Plan Goal #5: Operate and Maintain Parks in an Efficient and Cost-Effective Manner Productivity – Manage the percentage of total hours spent on direct productive activities.

Performance – Provide efficient service delivery that meets or exceeds the percentage of desired service levels (DSL) per visit.

FY 2019/20 Goals and Objectives (continued)

Quality – Consistently meet the service quality standards identified in the Maintenance Standards Manual.

Prioritization – Assure the most important tasks are being accomplished or addressed during each site visit.

Budget Highlights

Fleet Fuel Impacts – Due to growth and new properties that are being maintained, THPRD is expecting to consume approximately 44,500 gallons of gasoline (2.7% increase), and 11,500 gallons of diesel fuel (8% increase) in FY 2019/20.

New or Expanded Facilities Impacts

The adopted budget includes part-time staffing, supply, and utility increases necessary to maintain new or expanded parks, athletic fields and buildings resulting from completion of numerous 2008 Bond Fund capital projects as well as projects funded from the System Development Charge fund and grant funds. Additions include redeveloped park lands at Cedar Hills Park, a new park at Crowell Woods and a new property acquisition at Schiffler Park.

Utility Impacts

The adopted budget reflects natural gas rate increases of 2.0% beginning in November 2019, and electricity rate increases of 2.0% starting in January 2019. Electricity and natural gas consumption are expected to remain consistent in FY 2019/20.

Water usage is expected to increase slightly in FY 2019/20 as new irrigated park sites are added to the inventory. The adopted budget reflects an increase in water utility costs resulting primarily from a 10% rate increase from the district's primary water provider.

Two positions were transferred to other departments within the Business and Facilities Division: The Safety Coordinator was moved to Risk and Contracts Department, and the Capital Projects Coordinator was restructured as a Procurement Administrator in the Finance Services Department.



Division: Business & Facilities
Department: Maintenance Operations

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | \$ 8,316,427 | \$ 8,492,084 | \$ 7,746,122 | \$ 8,286,267 | \$ 8,286,267 |
| Materials & Services | 3,967,314 | 4,299,752 | 3,800,576 | 4,236,755 | 4,236,755 |
| Capital Outlay | 301,052 | 497,113 | 520,500 | 234,750 | 234,750 |
| Total Appropriations | \$ 12,584,793 | \$ 13,288,949 | \$ 12,067,198 | \$ 12,757,772 | \$ 12,757,772 |

| | | | | | |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Summary by Program | | | | | |
| Maintenance Operations Manager | \$ 801,301 | \$ 788,375 | \$ 965,196 | \$ 709,815 | \$ 709,815 |
| Park Maintenance North | - | - | 3,390,475 | 3,798,947 | 3,798,947 |
| Park Maintenance South | - | - | 2,698,281 | 2,859,129 | 2,859,129 |
| Athletic Facilities Maintenance | 2,045,297 | 2,200,067 | - | - | - |
| Park Maintenance | 3,391,241 | 3,776,688 | - | - | - |
| Building & Pool Maintenance | 5,176,683 | 5,125,560 | 3,484,748 | 4,092,638 | 4,092,638 |
| Fleet Maintenance | 1,170,271 | 1,398,259 | 1,528,498 | 1,297,243 | 1,297,243 |
| Total Appropriations | \$ 12,584,793 | \$ 13,288,949 | \$ 12,067,198 | \$ 12,757,772 | \$ 12,757,772 |

| | | | | | |
|-------------------------|-------|-------|-------|-------|-------|
| Division Staff | | | | | |
| Full-time | 67.00 | 69.00 | 58.00 | 56.00 | 56.00 |
| Regular part-time (FTE) | 6.13 | 4.38 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 60.36 | 61.01 | 48.26 | 46.78 | 46.78 |

FY 18/19: Combined Park & Athletic Facilities, organized into North & South zones.

Division: Business & Facilities
 Department: Maintenance Operations
 Program: Maintenance Operations Manager

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|--|--|--|--|---|
| Goal Outcome Measures: | | | | |
| 5-year balance* | \$13,832,096 | \$13,835,935 | \$12,520,018 | \$16,099,670 |
| 10-year balance* | \$28,521,716 | \$29,232,624 | \$27,827,036 | \$35,778,341 |
| Deferred maintenance and major replacement reserve fund liability balance | \$ 7,309,021 | \$ 5,958,376 | \$ 3,702,114 | \$ 3,277,478 |
| Total annual metric tons of CO2 generated | 14,322 | 14,346 | 14,346 | decrease |

* Replacement balance includes deferred replacement backlog plus projected future replacements (major replacement only) shown net of Capital Replacement Reserve balance.

Division: Business & Facilities
 Department: Maintenance Operations
 Program: Maintenance Operations Manager

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 466,586 | \$ 457,871 | \$ 560,614 | \$ 385,383 | \$ 385,383 |
| PT Salary | 15,086 | 26,816 | 43,290 | 41,268 | 41,268 |
| Employee Benefits | 227,858 | 214,800 | 249,453 | 192,370 | 192,370 |
| Payroll Taxes | 42,069 | 43,070 | 54,842 | 38,000 | 38,000 |
| Personnel Services | \$ 751,599 | \$ 742,557 | \$ 908,199 | \$ 657,021 | \$ 657,021 |
| Professional and Technical Services | \$ 12,660 | \$ 7,998 | \$ 16,692 | \$ 5,000 | \$ 5,000 |
| Communications | 4,399 | 4,249 | 3,600 | 5,237 | 5,237 |
| Supplies | 7,564 | 5,970 | 3,413 | 9,840 | 9,840 |
| Training, Travel and Memberships | 2,674 | 5,196 | 9,780 | 9,205 | 9,205 |
| Utilities | 22,405 | 22,405 | 23,512 | 23,512 | 23,512 |
| Material & Services | \$ 49,702 | \$ 45,818 | \$ 56,997 | \$ 52,794 | \$ 52,794 |
| Program Total | \$ 801,301 | \$ 788,375 | \$ 965,196 | \$ 709,815 | \$ 709,815 |
| Department Staff | | | | | |
| Full-time | 6.00 | 6.00 | 6.00 | 4.00 | 4.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.73 | 1.39 | 1.44 | 1.37 | 1.37 |

Division: Business & Facilities
 Department: Maintenance Operations
 Program: Park Maintenance North

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|--|--|--|---|
| Workload: | | | | |
| Developed acres | - | - | 547 | 552 |
| Undeveloped acres | - | - | 722 | 760 |
| Total Acres | - | - | 1,269 | 1,312 |
| Athletic fields maintained | - | - | 144 | 144 |
| Sport courts maintained | - | - | 123 | 124 |
| Total Fields and Courts | - | - | 267 | 268 |
| Efficiency: | | | | |
| Park cost per developed acre | - | - | \$2,698 | \$2,995 |
| Park cost per undeveloped acre | - | - | \$227 | \$242 |
| Total cost per field and court count | - | - | \$6,558 | \$7,321 |
| Total courts/fields per FTE | - | - | 14.2 | 14.5 |
| Total developed park acres per FTE | - | - | 34.1 | 33.8 |
| Goal Outcome Measures: | | | | |
| Water (gallons/developed acre with ETR) | - | - | 32,730 | decrease |
| Electricity (kWh/lighted field and court count) | - | - | 10,687 | 10,687 |
| Water (gallons/field count) | - | - | 111,178 | 111,178 |
| Water (gallons/field count with ETR) | - | - | 65,316 | decrease |
| Performance Measures: | | | | |
| % of desired service level (DSL) on fields | - | - | 100% | 100% |
| % of desired service level (DSL) on courts | - | - | 100% | 100% |
| % of park standards met | | | 87% | 89% |

FY18/19: Reorganized Park & Athletic Facilities into North & South Zones

Division: Business & Facilities
Department: Maintenance Operations
Program: Park Maintenance North

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|---|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ - | \$ - | \$ 905,472 | \$ 952,938 | \$ 952,938 |
| PT Salary | - | - | 600,792 | 707,937 | 707,937 |
| Employee Benefits | - | - | 461,522 | 563,122 | 563,122 |
| Payroll Taxes | - | - | 156,294 | 174,758 | 174,758 |
| Personnel Services | \$ - | \$ - | \$ 2,124,080 | \$ 2,398,755 | \$ 2,398,755 |
| Professional and Technical Services | \$ - | \$ - | \$ 1,000 | \$ 1,000 | \$ 1,000 |
| Rental Equipment | - | - | 3,000 | 3,000 | 3,000 |
| Communication | - | - | 29,537 | 38,287 | 38,287 |
| Other Services | - | - | 245,586 | 245,864 | 245,864 |
| Supplies | - | - | 329,126 | 322,355 | 322,355 |
| Training, Travel and Memberships | - | - | 8,440 | 7,740 | 7,740 |
| Utilities | - | - | 649,706 | 781,946 | 781,946 |
| Material & Services | \$ - | \$ - | \$ 1,266,395 | \$ 1,400,192 | \$ 1,400,192 |
| Program Total | \$ - | \$ - | \$ 3,390,475 | \$ 3,798,947 | \$ 3,798,947 |
| Department Staff | | | | | |
| Full-time | 0.00 | 0.00 | 14.00 | 14.00 | 14.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.00 | 20.88 | 21.78 | 21.78 |
| Funded Service Level | | | | | |
| High-production mowing acres maintained at 100% DSL | - | - | 123 | 123 | 123 |
| Total high-production mowing acres in inventory | - | - | 132 | 132 | 132 |
| Baseball/softball fields maintained at 100% DSL | - | - | 58 | 58 | 58 |
| Total baseball/softball fields in inventory | - | - | 58 | 58 | 58 |
| Sport courts maintained at 100% DSL | - | - | 123 | 124 | 124 |
| Total sport courts | - | - | 123 | 124 | 124 |

FY 18/19: Combined Park & Athletic Facilities, organized into North & South zones.

Division: Business & Facilities
Department: Maintenance Operations
Program: Park Maintenance South

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|--|--|--|---|
| Workload: | | | | |
| Developed acres | - | - | 551 | 566 |
| Undeveloped acres | - | - | 586 | 587 |
| Total Acres | - | - | 1,137 | 1,153 |
| Athletic fields maintained | - | - | 107 | 105 |
| Sport courts maintained | - | - | 56 | 62 |
| Total Fields and Courts | - | - | 163 | 167 |
| Efficiency: | | | | |
| Park cost per developed acre | - | - | \$2,776 | \$2,864 |
| Park cost per undeveloped acre | - | - | \$290 | \$318 |
| Total cost per field and court count | - | - | \$6,129 | \$6,335 |
| Total courts/fields per FTE | - | - | 14.5 | 14.9 |
| Total developed park acres per FTE | - | - | 27.7 | 28.5 |
| Goal Outcome Measures: | | | | |
| Water (gallons/developed acre with ETR) | - | - | 25,487 | decrease |
| Electricity (kWh/lighted field and court count) | - | - | 8,802 | 8,802 |
| Water (gallons/field count) | - | - | 17,714 | 17,714 |
| Water (gallons/field count with ETR) | - | - | 9,948 | decrease |
| Performance Measures: | | | | |
| % of desired service level (DSL) on fields | - | - | 100% | 100% |
| % of desired service level (DSL) on courts | - | - | 100% | 100% |
| % of park standards met | - | - | 88% | 89% |

FY18/19: Reorganized Park & Athletic Facilities into North & South Zones

Division: Business & Facilities
Department: Maintenance Operations
Program: Park Maintenance South

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|---|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ - | \$ - | \$ 857,904 | \$ 889,770 | \$ 889,770 |
| PT Salary | - | - | 525,082 | 538,301 | 538,301 |
| Employee Benefits | - | - | 434,839 | 524,244 | 524,244 |
| Payroll Taxes | - | - | 145,137 | 152,599 | 152,599 |
| Personnel Services | \$ - | \$ - | \$ 1,962,962 | \$ 2,104,914 | \$ 2,104,914 |
| Professional and Technical Services | \$ - | \$ - | \$ 18,000 | \$ 18,000 | \$ 18,000 |
| Rental Equipment | - | - | 8,300 | 8,300 | 8,300 |
| Other Services | - | - | 169,600 | 170,300 | 170,300 |
| Communications | - | - | 17,499 | 19,000 | 19,000 |
| Supplies | - | - | 217,168 | 225,920 | 225,920 |
| Training, Travel and Memberships | - | - | 4,650 | 7,150 | 7,150 |
| Utilities | - | - | 299,602 | 305,045 | 305,045 |
| Small Furniture and Equipment | - | - | 500 | 500 | 500 |
| Material & Services | \$ - | \$ - | \$ 735,319 | \$ 754,215 | \$ 754,215 |
| Program Total | \$ - | \$ - | \$ 2,698,281 | \$ 2,859,129 | \$ 2,859,129 |
| Department Staff | | | | | |
| Full-time | 0.00 | 0.00 | 13.00 | 13.00 | 13.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.00 | 18.08 | 18.08 | 18.08 |
| Funded Service Level | | | | | |
| High-production mowing acres maintained at 100% DSL | - | - | 128 | 128 | 128 |
| Total high-production mowing acres in inventory | - | - | 138 | 138 | 138 |
| Baseball/softball fields maintained at 100% DSL | - | - | 46 | 44 | 44 |
| Total baseball/softball fields in inventory | - | - | 46 | 44 | 44 |
| Sport courts maintained at 100% DSL | - | - | 56 | 62 | 62 |
| Total sport courts | - | - | 56 | 62 | 62 |

FY 18/19: Reorganized Park & Athletic Facilities into North and South Zones

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|--|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workload: | | | | |
| Athletic fields maintained | 256 | 251 | - | - |
| Outdoor sport courts maintained ¹ | 178 | 179 | - | - |
| Total Workload Units | 434 | 430 | - | - |
| Efficiency: | | | | |
| Cost per athletic field | \$5,667 | \$5,930 | - | - |
| Cost per outdoor sport court | \$2,793 | \$2,881 | - | - |
| Goal Outcome Measures: | | | | |
| Electricity (kWh/lighted field and court count) | 5,226 | 5,076 | - | - |
| Water (gallons/field count) | 92,951 | 95,566 | - | - |
| Water (gallons/field count with ETR) | 70,140 | decrease | - | - |
| % number of irrigation systems automated (of irrigation systems desired to be automated) | 91.5% | 91.5% | - | - |
| Performance Measures: | | | | |
| % of desired service level (DSL) on fields | 97% | 100% | - | - |
| % of desired service level (DSL) on courts | 100% | 100% | - | - |

¹ Includes 6 indoor tennis courts.

FY18/19: Reorganized Park & Athletic Facilities into North & South Zones

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|---|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 637,521 | \$ 633,395 | \$ - | \$ - | \$ - |
| PT Salary | 343,048 | 372,519 | - | - | - |
| Employee Benefits | 328,983 | 342,964 | - | - | - |
| Payroll Taxes | 99,941 | 101,784 | - | - | - |
| Personnel Services | \$ 1,409,493 | \$ 1,450,662 | \$ - | \$ - | \$ - |
| Professional and Technical Services | \$ 2,456 | \$ - | \$ - | \$ - | \$ - |
| Rental Equipment | - | - | - | - | - |
| Other Services | 131,737 | 144,069 | - | - | - |
| Communications | 11,050 | 14,275 | - | - | - |
| Supplies | 331,637 | 286,576 | - | - | - |
| Training, Travel and Memberships | 2,333 | 3,830 | - | - | - |
| Utilities | 155,985 | 300,159 | - | - | - |
| Small Furniture, Fixtures and Equip. | 606 | 496 | - | - | - |
| Material & Services | \$ 635,804 | \$ 749,405 | \$ - | \$ - | \$ - |
| Program Total | \$ 2,045,297 | \$ 2,200,067 | \$ - | \$ - | \$ - |
| Department Staff | | | | | |
| Full-time | 10.00 | 10.00 | 0.00 | 0.00 | 0.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 16.41 | 16.69 | 0.00 | 0.00 | 0.00 |
| Funded Service Level | | | | | |
| Baseball/softball fields maintained at 100% DSL | 103 | 103 | - | - | - |
| Total baseball/softball fields in inventory | 106 | 103 | - | - | - |
| Sport courts maintained at 100% DSL | 178 | 177 | - | - | - |
| Total sport courts | 178 | 177 | - | - | - |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|--|--|--|---|
| Workload: | | | | |
| Developed acres | 1,089 | 1,095 | - | - |
| Undeveloped acres | 1,290 | 1,294 | - | - |
| Total Workload Units | 2,379 | 2,389 | - | - |
| Efficiency: | | | | |
| Cost per developed acre | \$3,288 | \$3,377 | - | - |
| Cost per undeveloped acre | \$308 | \$317 | - | - |
| Goal Outcome Measures: | | | | |
| Electricity (kWh/developed acre) | 100 | 103 | - | - |
| Water (gallons/developed acre) | 39,322 | 43,879 | - | - |
| Water (gallons/developed acre with ETR) | 28,430 | decrease | - | - |
| Vehicle miles traveled per developed acre | 341 | 324 | - | - |
| Performance Measures: | | | | |
| % of desired service level (DSL) high-production mowing for developed acres | 93% | 93% | - | - |

FY18/19: Reorganized Park & Athletic Facilities into North & South Zones

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|---|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 1,101,777 | \$ 1,114,081 | \$ - | \$ - | \$ - |
| PT Salary | 569,159 | 688,404 | - | - | - |
| Employee Benefits | 553,823 | 578,655 | - | - | - |
| Payroll Taxes | 170,769 | 185,901 | - | - | - |
| Personnel Services | \$ 2,395,528 | \$ 2,567,041 | \$ - | \$ - | \$ - |
| Professional and Technical Services | \$ 85,822 | \$ 73,880 | \$ - | \$ - | \$ - |
| Rental Equipment | 13,005 | 12,575 | - | - | - |
| Communication | 30,404 | 31,262 | - | - | - |
| Other Services | 50,422 | 46,333 | - | - | - |
| Supplies | 260,917 | 320,833 | - | - | - |
| Training, Travel and Memberships | 5,397 | 9,125 | - | - | - |
| Utilities | 549,746 | 715,639 | - | - | - |
| Material & Services | \$ 995,713 | \$ 1,209,647 | \$ - | \$ - | \$ - |
| Program Total | \$ 3,391,241 | \$ 3,776,688 | \$ - | \$ - | \$ - |
| Department Staff | | | | | |
| Full-time | 20.00 | 20.00 | 0.00 | 0.00 | 0.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 26.37 | 26.52 | 0.00 | 0.00 | 0.00 |
| Funded Service Level | | | | | |
| High-production mowing acres maintained at 100% DSL | 325 | 325 | - | - | - |
| Total high-production mowing acres in inventory | 328 | 328 | - | - | - |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|--|--|--|---|
| Workload: | | | | |
| Buildings - 1,000 sq feet of space | 461 | 461 | 461 | 461 |
| Pools - 1,000 sq feet of space | 125 | 125 | 125 | 125 |
| Total Workload Units | 586 | 586 | 586 | 582 |
| Efficiency: | | | | |
| Cost per sq foot of buildings ¹ | \$7.00 | \$6.55 | \$7.53 | \$7.75 |
| Cost per sq foot of pools ¹ | \$15.34 | \$16.66 | \$16.65 | \$17.57 |
| Goal Outcome Measures:² | | | | |
| Gas (Therms/sq foot) | 0.90 | 0.89 | 0.90 | 0.87 |
| Electricity (kWh/sq foot) | 12.7 | 12.5 | 12.0 | 12.1 |
| Water (gallons/sq foot) | 54.2 | 49.1 | 45.0 | 53.9 |
| Performance Measures: | | | | |
| % of desired service level (DSL) in buildings | 88% | 88% | 88% | 88% |
| % of desired service level (DSL) in pools | 72% | 72% | 73% | 73% |

¹ Restated to include building maintenance costs transferred to Park & Recreation division

² Based on total building and pool square footage

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|--|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 1,511,506 | \$ 1,549,473 | \$ 1,242,040 | \$ 1,301,760 | \$ 1,301,760 |
| RPT Salary | 299,642 | 233,223 | - | - | - |
| PT Salary | 357,913 | 381,446 | 213,059 | 215,279 | 215,279 |
| Employee Benefits | 855,819 | 824,964 | 524,886 | 788,811 | 788,811 |
| Payroll Taxes | 188,243 | 188,173 | 153,242 | 163,435 | 163,435 |
| Personnel Services | \$ 3,213,123 | \$ 3,177,279 | \$ 2,133,227 | \$ 2,469,285 | \$ 2,469,285 |
| Professional and Technical Services | \$ 20,558 | \$ 5,795 | \$ 6,292 | \$ 12,902 | \$ 12,902 |
| Rental Equipment | 3,051 | 2,030 | - | - | - |
| Other Services | 161,472 | 152,265 | 86,278 | 147,261 | 147,261 |
| Supplies | 391,570 | 402,049 | 298,683 | 364,110 | 364,110 |
| Training, Travel and Memberships | 9,335 | 8,180 | 7,685 | 10,485 | 10,485 |
| Utilities | 1,290,470 | 1,296,149 | 884,783 | 1,023,477 | 1,023,477 |
| Communication | 72,304 | 77,158 | 63,800 | 65,118 | 65,118 |
| Material & Services | \$ 1,948,760 | \$ 1,943,626 | \$ 1,347,521 | \$ 1,623,353 | \$ 1,623,353 |
| Building/Pool Equip. Replacement | \$ 12,012 | \$ 4,655 | \$ 4,000 | \$ - | \$ - |
| Building/Pool Equip. Improvement | 2,788 | - | - | - | - |
| Capital Outlay | \$ 14,800 | \$ 4,655 | \$ 4,000 | \$ - | \$ - |
| Program Total | \$ 5,176,683 | \$ 5,125,560 | \$ 3,484,748 | \$ 4,092,638 | \$ 4,092,638 |
| Department Staff | | | | | |
| Full-time | 26.00 | 28.00 | 20.00 | 20.00 | 20.00 |
| Regular part-time (FTE) | 6.13 | 4.38 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 16.12 | 15.68 | 7.13 | 4.82 | 4.82 |
| Funded Service Level | | | | | |
| 1,000 sq ft of building maintained at 100% DSL | 406 | 406 | 406 | 390 | 390 |
| Total 1,000 sq ft of building | 461 | 461 | 461 | 457 | 457 |
| 1,000 sq ft of pools maintained at 100% DSL | 84 | 88 | 88 | 92 | 92 |
| Total 1,000 sq ft of pools | 125 | 125 | 125 | 125 | 125 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|--|--|--|--|---|
| Workload: | | | | |
| Vehicle & equipment units | 514 | 530 | 540 | 560 |
| Total Workload Units | 514 | 530 | 540 | 560 |
| Efficiency: | | | | |
| Cost per vehicle & equipment unit | \$1,720 | \$1,709 | \$1,786 | \$1,897 |
| Vehicle & equipment unit per FTE | 89.4 | 91.8 | 94.3 | 97.7 |
| Goal Outcome Measures: | | | | |
| Fuel cost/mile traveled | \$0.15 | \$0.17 | \$0.22 | decrease |
| Fuel cost/mile traveled (indexed for fuel cost) | \$0.22 | \$0.24 | \$0.24 | decrease |
| Fuel cost/developed acre | \$110.44 | \$120.84 | \$155.99 | decrease |
| Fuel cost/developed acre (indexed) | \$163.51 | \$165.71 | \$163.04 | decrease |
| Fossil fuel usage/mile traveled (gal/1,000 mi) | 62.9 | 70.1 | 66.4 | decrease |
| Performance Measures: | | | | |
| % of desired service level (DSL) in preventative maintenance for fleet | 75% | 77% | 68% | 80% |
| % of alternate fuel on-road vehicle miles | 10.4% | 13.5% | 9.6% | 17.8% |

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|--|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 329,336 | \$ 335,811 | \$ 363,582 | \$ 375,667 | \$ 375,667 |
| PT Salary | 19,599 | 15,809 | 25,349 | 25,349 | 25,349 |
| Employee Benefits | 164,060 | 168,810 | 186,945 | 211,053 | 211,053 |
| Payroll Taxes | 33,689 | 34,115 | 41,778 | 44,223 | 44,223 |
| Personnel Services | \$ 546,684 | \$ 554,545 | \$ 617,654 | \$ 656,292 | \$ 656,292 |
| Professional and Technical Services | \$ 2,837 | \$ 5,360 | \$ 6,535 | \$ 6,535 | \$ 6,535 |
| Rental Equipment | 1,500 | - | 1,300 | 1,700 | 1,700 |
| Communications | 2,261 | 2,608 | 2,500 | 2,500 | 2,500 |
| Supplies | 43,866 | 44,516 | 44,135 | 48,817 | 48,817 |
| Vehicle & Equipment Parts | 144,071 | 144,575 | 133,350 | 138,425 | 138,425 |
| Vehicle & Equipment Services | 19,977 | 21,501 | 31,750 | 32,950 | 32,950 |
| Gas & Oil (Vehicles) | 121,258 | 132,684 | 171,274 | 171,274 | 171,274 |
| Training, Travel and Memberships | 1,565 | 12 | 3,500 | 4,000 | 4,000 |
| Material & Services | \$ 337,335 | \$ 351,256 | \$ 394,344 | \$ 406,201 | \$ 406,201 |
| Maintenance Equip. Replacement | \$ 269,881 | \$ 415,089 | \$ 472,500 | \$ 164,750 | \$ 164,750 |
| Maintenance Equip. Improvements | 16,371 | 77,369 | 44,000 | 70,000 | 70,000 |
| Capital Outlay | \$ 286,252 | \$ 492,458 | \$ 516,500 | \$ 234,750 | \$ 234,750 |
| Program Total | \$ 1,170,271 | \$ 1,398,259 | \$ 1,528,498 | \$ 1,297,243 | \$ 1,297,243 |
| Department Staff | | | | | |
| Full-time | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.73 | 0.73 | 0.73 | 0.73 | 0.73 |
| Funded Service Level | | | | | |
| Vehicle & equipment units maintained at 100% DSL | 396 | 408 | 421 | 441 | 441 |
| Total vehicle & equipment units in inventory | 514 | 530 | 540 | 560 | 560 |

Division: Business & Facilities
 Department: Maintenance Operations
 Program: Fleet Maintenance
 Detail of Capital Outlay

| Project Number | Capital Project | Adopted Budget | Page # |
|---|-------------------|---------------------------------|--------|
| MAINTENANCE EQUIPMENT REPLACEMENTS | | | |
| 1 | Backhoe | \$ 110,000 | BF-69 |
| 2 | Toro z-mowers | 30,000 | BF-69 |
| 3 | 52" Mowers | 24,750 | BF-69 |
| TOTAL MAINTENANCE EQUIPMENT REPLACEMENTS | | <u>\$ 164,750</u> | |
| MAINTENANCE EQUIPMENT IMPROVEMENTS | | | |
| 4 | 15-Passenger Vans | \$ 70,000 | BF-69 |
| TOTAL MAINTENANCE EQUIPMENT IMPROVEMENTS | | <u>\$ 70,000</u> | |
| TOTAL MAINTENANCE EQUIPMENT CAPITAL OUTLAY | | <u><u>\$ 234,750</u></u> | |

FLEET MAINTENANCE CAPITAL OUTLAY

MAINTENANCE EQUIPMENT REPLACEMENTS

ITEM 1: **Backhoe**

BUDGET: \$110,000

DESCRIPTION: Replacement of unit #7890 (2006) Case backhoe (Park Maintenance). Normal life 180 months or 4,600 hrs.

ITEM 2: **Toro z-mowers**

BUDGET: \$30,000

DESCRIPTION: Replacement of two units - #7732 and #7761 Toro mower (Park Maintenance). Normal life of 60 months or 1,500 hours.

ITEM 3: **52" Mowers**

BUDGET: \$24,750

DESCRIPTION: Replacement of three units - #5702, #5704 & #5780 Toro 52" (Park Maintenance). Normal life 48 months or 900 hours.

MAINTENANCE EQUIPMENT IMPROVEMENTS

ITEM 4: **15-Passenger Vans**

BUDGET: \$70,000

DESCRIPTION: Purchase of 15-passenger van for afterschool program.





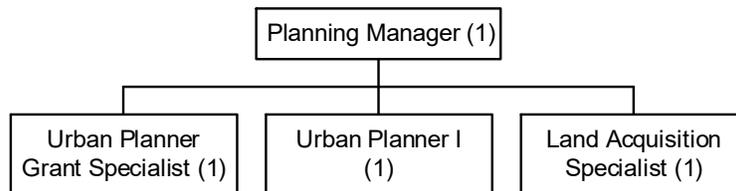
TUALATIN HILLS
PARK & RECREATION DISTRICT

PLANNING



BUSINESS & FACILITIES DIVISION

Planning Department



Department Overview

The Planning manager is responsible to the director of Business & Facilities for managing land acquisition activity; managing intergovernmental relations and land use legislation at the state, regional and local level; implementing the grant strategy; and monitoring development applications at the City of Beaverton and Washington County.

FY 2018/19 Accomplishments

Hired a full-time land acquisition specialist who has taken over the day-to-day operations of land acquisition. Managed THPRD's land acquisition, coordinating and negotiating park and trail acquisition with developers in new urban growth areas. Developed land acquisition strategy for new urban areas and underserved areas of the district. Completed a land acquisition study and completed the update of the Parks Functional Plan.

Monitored Washington County and City of Beaverton land use review processes for applications that include or impact park/trail projects and facilities.

Made significant progress on the collaboration and negotiation with City of Beaverton and Washington County to memorialize THPRD's role as the primary park provider for the city. Drafted an Urban Service Agreement to memorialize the district's role in the provision of recreation services within the City of Beaverton.

Advocated for THPRD's interests during Washington County's ordinance process including ordinances to update the transportation system plan and the North Bethany Sub-area Plan.

Pursued regional, state and federal grants for park and trail system acquisition and development. Successful awards include: (1)

Land and Water Conservation Fund Grants for Commonwealth Lake Park Bridge Replacement (\$60,554) and Crowell Woods – A New Neighborhood Park (\$389,092); (2) \$400,000 from Metro's allocation of Regional Flexible Funds Allocation for the design of the design of the Westside Trail bicycle and pedestrian bridge over Highway 26. Projects seeking grant funding include Somerset West Park (Local Government Grant Program); Greenway Park trail improvements (Recreational Trail Program) and Bonnie Meadow Area Park (Land and Water Conservation Fund, Outdoor Recreation Legacy Partnership).

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

Represented THPRD on the Washington County Coordinating Committee Transportation Advisory Committee, Washington County's Aloha Tomorrow Committee and North Bethany Downtown Design Team, the City of Beaverton's Beaverton Downtown Design Team, Metro's Regional Trail Committee and Regional Transportation Plan Update.

FY 2019/20 Goals and Objectives

Strategic Plan Objective 1D - Future Land in New UGB Expansion Areas

Implement strategies for acquisition in areas defined in the Comprehensive Plan as park deficient, as well as in future urban growth areas expected to be included in THPRD. Coordinate efforts, as warranted, with City of Beaverton, Beaverton and/or Hillsboro School Districts, Washington County, Clean Water Services and Metro.

Strategic Plan Objective 6B - Pursue Partnership in Land Acquisition and Facility Development

FY 2019/20 Goals and Objectives (continued)

Draft and submit for approval an urban service agreement and intergovernmental agreement with the City of Beaverton. Prepare a two to three-year work plan for project coordination efforts with the City of Beaverton.

Participate in Washington County and City of Beaverton land use and planning projects including design planning in North Bethany, Downtown Beaverton and Cooper Mountain.

Continue to strengthen the partnership and cooperation in planning and land use efforts between THPRD and the City of Beaverton.

Work with Metro officials on regional planning issues of interest to THPRD through continued membership on MTAC.

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

Service and Financial Sustainability Plan Target 19 - Explore alternative funding sources that strategically align with targeted services

Continue the implementation of the grant strategy. Increase the number of grants applied for while effectively pursuing grants to meet identified facility and program needs.

Strategic Plan Objective 6C - Continue to ensure that revenues from the District's SDC's cover the cost of new facilities and land necessitated by new population growth and development

Coordinate with the City of Beaverton in requiring properties that annex into the city to also annex into the district.

Budget Highlights

No significant changes from the prior-year budget.

Division: Business & Facilities
 Department: Planning

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|

Summary of Appropriations

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Services | \$ 387,849 | \$ 472,888 | \$ 583,335 | \$ 616,622 | \$ 616,622 |
| Materials & Services | 10,042 | 36,089 | 63,629 | 57,872 | 57,872 |
| Total Appropriations | \$ 397,891 | \$ 508,977 | \$ 646,964 | \$ 674,494 | \$ 674,494 |

Summary by Program

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Planning | \$ 397,891 | \$ 508,977 | \$ 646,964 | \$ 674,494 | \$ 674,494 |
| Total Appropriations | \$ 397,891 | \$ 508,977 | \$ 646,964 | \$ 674,494 | \$ 674,494 |

Division Staff

| | | | | | |
|-------------------------|------|------|------|------|------|
| Full-time | 2.00 | 3.00 | 4.00 | 4.00 | 4.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 1.13 | 1.08 | 0.00 | 0.00 | 0.00 |

Division: Business & Facilities
 Department: Planning
 Program: Planning

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|--|--|--|--|--|
| Acquire new parks, athletic fields, natural areas and trail corridor properties identified in district master plans and the System Development Charge (SDC) Capital Improvement Program. | Acquisition of 5 sites for new or existing neighborhood parks, 2 community park sites, 4 trail corridor properties, and 1 natural area site. Develop relationships with land owners in the NE and SW quadrants to work towards acquisition of significant natural areas in those quadrants. | Acquire one trail corridor and one combined trail and natural area for a total of 6.14 acres. Donation of trail corridors through development process in South Cooper Mountain. Develop land acquisition strategy for new urban areas and underserved areas of the district. Update Parks Functional Plan. | Acquisition will be guided by the Parks and Trails Functional Plans and land acquisition strategy. Many acquisitions are expected to come from the new urban growth areas in North Bethany, South Cooper Mountain and Bonny Slope West. Board approval of updated Parks Functional Plan. Update 5-year capital improvement plan. Hire a full-time land acquisition specialist. | Acquisition will be guided by the Parks and Trails Functional Plans and land acquisition strategy. Many acquisitions are expected to come from the new urban growth areas in North Bethany, South Cooper Mountain and Bonny Slope West. In new urban areas, work with developers to acquire property using system development charge credits as opposed to cash. |
| Pursue annexation | Twelve properties, totaling 2.16 acres, were annexed into the district via Special District Initiated Annexation Program/Voluntary Annexation Program #11. | Due to level of interest and cost, the Voluntary Annexation program will run on an every other year basis; therefore, the program is not anticipated for this fiscal year. | Voluntary Annexation Program #12 to be completed. | Due to level of interest and cost, the Voluntary Annexation program will run on an every other year basis; therefore, the program is not anticipated for this fiscal year. |
| Seek grants and outside funding sources. | Applied for three grants, two of which were awarded: (1) a \$400,000 ConnectOregon grant; and (2) a \$3,693,212 Regional Flexible Funds Grant. Formed a grant steering committee, finalized the grant strategy. | Board approval of grant strategy. Implementation of grant strategy, including developing workplan of projects based on functional plans and programming needs. Continue to research new funding opportunities. Increase number of grant applications (4 publicly funded grants and 3 private foundation funding opportunities for programming). Secure regional flexible funds towards the design of the Westside Trail highway 26 overcrossing. | Continue implementing the grant strategy to expand funding outside sources. Target to increase grant applications to average of 3 per quarter. | Hire Urban Planner - Grant Specialist, reevaluating classification, if necessary. Continue implementing the grant strategy. Target to increase grant applications to average of 4 per quarter. |
| Intergovernmental Coordination | Coordinated with the City of Beaverton on common principles for Intergovernmental Agreement. Represented district on Washington County Aloha Tomorrow advisory committee and City of Beaverton Active Transportation Plan and Comprehensive updates. | Draft urban service agreement and intergovernmental agreement. Partner with the City of Beaverton on the Downtown Design project and provide technical support on Washington County's North Bethany Main Street Planning project. | Approval of urban service agreement by board, City of Beaverton Council and Washington County Board of Commissioners. Approval of board and city council of Intergovernmental Agreement. Prepare 2-3 year work plan for project coordination efforts between city and district. | Approval of urban service agreement by board, City of Beaverton and Washington County Board of County Commissioners. Work with City of Beaverton on implementation strategy for Downtown parks. Work with regional and county partners and developers on affordable housing. |
| % of THPRD below service threshold (74.7) | decrease | decrease | decrease | decrease |
| % of THPRD that is identified walkable access below service threshold | increase | increase | increase | increase |

Division: Business & Facilities

Department: Planning

Program: Planning

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 195,049 | \$ 268,380 | \$ 380,735 | \$ 389,084 | \$ 389,084 |
| PT Salary | 87,417 | 62,693 | - | - | - |
| Employee Benefits | 79,215 | 112,493 | 169,602 | 193,560 | 193,560 |
| Payroll Taxes | 26,168 | 29,322 | 32,998 | 33,978 | 33,978 |
| Personnel Services | \$ 387,849 | \$ 472,888 | \$ 583,335 | \$ 616,622 | \$ 616,622 |
| Professional and Technical Services | \$ - | \$ 23,655 | \$ 43,497 | \$ 43,497 | \$ 43,497 |
| Supplies | 828 | 2,821 | 300 | 300 | 300 |
| Communications | 2,717 | 3,470 | 4,000 | 4,000 | 4,000 |
| Training, Travel and Memberships | 6,497 | 6,143 | 15,832 | 10,075 | 10,075 |
| Material & Services | \$ 10,042 | \$ 36,089 | \$ 63,629 | \$ 57,872 | \$ 57,872 |
| Program Total | \$ 397,891 | \$ 508,977 | \$ 646,964 | \$ 674,494 | \$ 674,494 |
| Department Staff | | | | | |
| Full-time | 2.00 | 3.00 | 4.00 | 4.00 | 4.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 1.13 | 1.08 | 0.00 | 0.00 | 0.00 |





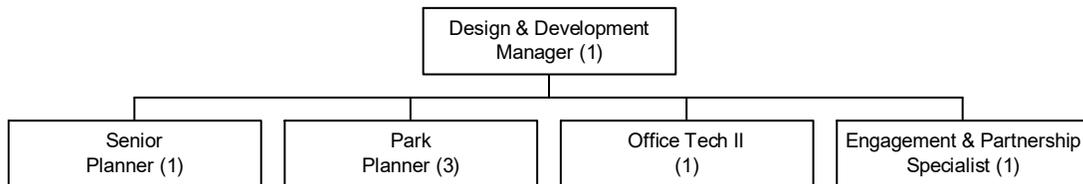
TUALATIN HILLS
PARK & RECREATION DISTRICT

DESIGN & DEVELOPMENT



BUSINESS & FACILITIES DIVISION

Design & Development Department



Department Overview

The Design & Development manager is responsible to the director of Business & Facilities. Areas of responsibility for the department include capital project administration, master planning, design and construction of park, trail and facility development.

Design & Development activities include: park, trail and facility planning and design, capital improvement and Systems Development Charges project management including projects under the bond program, implementation of THPRD master plans, public outreach for capital and systems development charges project planning, easement coordination, and interagency coordination.

FY 2018/19 Accomplishments

Non-Bond Projects:

- Completed construction: South section to Westside Trail #18 (MTIP grant), Abbey Creek pedestrian/CWS sewer line bridge (#1), BSD Kaiser trail, Bethany Creek Falls Phases I, II and III and Bethany Creek Park.
- Projects in construction: Abbey Creek pedestrian/CWS storm crossings (#2 & #3), NW Quadrant Neighborhood Park #1 (Crowell Woods), Bonny Slope Trail and Waterhouse Trail #4 (ConnectOregon Grant), phase one of Abbey Creek Park (Abbey Meadows).
- Attained master plan approval: Bethany Creek Trail #2 Segment 3, NW Quadrant Neighborhood Park #2 (Bonnie Meadow) and Cedar Grove Plaza.
- Began master plan process: Beaverton Creek Trail-Crescent Connection and Ridgeline Neighborhood Park in North Bethany.

- Completed design development phase of Highland Park phase one.
- Assisted with the design development and construction documentation of several developments in South Cooper Mountain.

2008 Bond Projects in Process:

- Completed the feasibility study of North Bethany Trail #2.
- Projects in master plan phase: SW Quadrant Youth Athletic Field (Mountain View Champions Park).
- Projects in the design development phase: Somerset West Park and NW Quadrant Youth Athletic Field (Living Hope).
- Projects in construction phase: Cedar Hills Park Redevelopment.

FY 2019/20 Goals and Objectives

Comprehensive Plan Goal 5: Develop and maintain a core system of regional trails complemented by and interconnected system of community and neighborhood trails to provide recreational opportunities such as walking, biking and jogging

Non-Bond Projects:

- Complete construction of Bonny Slope Trail and Waterhouse Trail Segment #4 (Connect OR grant).
- Continue master planning for Beaverton Creek Trail.
- Complete land use and design development phase of Bethany Creek Trail #2 segment 3.
- Oversee construction of community trails in the Ridgeline development in North Bethany.

Comprehensive Plan Goal 1: Provide quality neighborhood and community parks throughout the District's service area

Non-Bond Projects:

- Begin construction on Ridgeline Park in North Bethany.
- Complete construction on NW Quadrant Neighborhood Park #1 (Crowell Woods) and Abbey Creek Park (Abbey Meadows) phase one.
- Complete bidding for NW Quadrant Neighborhood Park #2 (Bonnie Meadow) and phase one of Highland Park.
- Provide oversight of developer SDC projects, master plan, development and site work and interagency coordination for properties THPRD has purchased in new urban areas.

2008 Bond Projects:

- Complete master plan of SW Quadrant Youth Athletic Facility (Mt. View Champions).
- Begin construction on Somerset West Park and NW Quadrant Youth Athletic Field (Living Hope).

Comprehensive Goal 8: Incorporate principles of environmental and financial sustainability

- Continue to incorporate sustainable elements, including participation on THPRD's Energy Team into all projects.
- Provide design/planning and project assistance to other departments as needed.

Budget Highlights

No significant changes from the prior-year budget

Performance Standards

Design and develop new parks, facilities, athletic fields and trail projects identified in the 2017 SDC CIP list and the adopted FY 2019/20 budget. Follow the 2013 Comprehensive Plan update, utilize the Parks, Trails, Natural Resources and Athletic Facilities functional plans, and continue working to achieve goals of the 2008 bond measure.

Division: Business & Facilities
Department: Design & Development

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|

Summary of Appropriations

| | | | | | |
|-----------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| Personnel Services | \$ 786,969 | \$ 830,700 | \$ 963,043 | \$ 986,450 | \$ 986,450 |
| Materials & Services | 47,272 | 40,656 | 67,730 | 69,080 | 69,080 |
| Total Appropriations | \$ 834,241 | \$ 871,356 | \$ 1,030,773 | \$ 1,055,530 | \$ 1,055,530 |

Summary by Program

| | | | | | |
|-----------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| Design & Development | \$ 834,241 | \$ 871,356 | \$ 1,030,773 | \$ 1,055,530 | \$ 1,055,530 |
| Total Appropriations | \$ 834,241 | \$ 871,356 | \$ 1,030,773 | \$ 1,055,530 | \$ 1,055,530 |

Division Staff

| | | | | | |
|-------------------------|------|------|------|------|------|
| Full-time | 6.00 | 6.00 | 7.00 | 7.00 | 7.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.18 | 0.18 | 0.37 | 0.37 |

Division: Business & Facilities
Department: Design & Development
Program: Design & Development

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---|--|--|--|
| <p>Develop new parks, athletic fields, natural areas and trail corridor properties identified in THPRD master plans and the System Development Charge (SDC) Capital Improvement Plan.</p> | <p>Completed construction of Westside to Waterhouse Trail, Garden Home Rec Seismic, Aquatic Center Phase I, SE Quadrant youth athletic field at Conestoga Middle School. Completed construction supervision of Ridgewood View Park, 3 trail projects in North Bethany. Continued construction at Bethany Creek Falls Phase I & II components and begin construction on Phase III-V and SW Quadrant Community Park. Completed master plans for Cedar Hills Park, Somerset West, NH Park #1 as identified in the FY 2014/15 budget. Began Beaverton Creek Trail (Crescent Connection) MP. Began work on Waterhouse Trail Seg. 4 (ConnectOregon grant). Provided design review of site work for North Bethany, South Cooper Mountain and Bonny Slope West projects for properties and/or amenities THPRD has or intends to purchase (8-10 projects). Complete VAP #11.</p> | <p>Begin construction of Cedar Hills Park. Complete construction of North section of Westside Trail Seg. 18, SW Quadrant Community Park, and Aquatic Center Renovation Phase II. Complete master planning for the NH Park #1 and #2. Continue master plan of Bonny Slope Trail and Beaverton Creek Trail (Crescent Connection). Begin Bethany Creek Falls Phase III-V. Continue const. documentation for Somerset West Park. Continue design/permitting of Waterhouse Trail Seg. 4 (ConnectOregon grant). Provide design review of site work for North Bethany, South Cooper Mountain and Bonny Slope West projects for properties and/or amenities THPRD has or intends to purchase. These include approximately 8-10 projects.</p> | <p>Continue construction of Cedar Hills Park. Complete construction of the South Section of Westside Trail Seg. 18. Continue master planning for the Beaverton Creek Trail (Crescent Connection). Complete bidding and begin construction on NH Park #1. Begin construction documents for NH Park #2. Start Design Development for Bonny Slope Trail. Continue design and permitting the Waterhouse Trail Seg 4. Finish master planning Bethany Creek Trail #2 Seg 3. Begin construction of Bethany Creek Falls Phase V. Continue construction of Bethany Creek Falls Phase IV. Begin master planning SWQ Athletic Field. Begin construction of Somerset West Park and NWQ Athletic Field.</p> | <p>Complete construction of Cedar Hills Park. Complete master planning for the Beaverton Creek Trail (Crescent Connection). Complete construction of NW Quadrant NH Park #1 (Crowell Woods). Complete construction of Bonny Slope Trail. Complete construction of Waterhouse Trail #4. Complete construction of Abbey Creek Park Phase I. Begin construction of Somerset West Park Phase I. Begin construction of NW Quadrant NH Park #2 (Bonnie Meadow). Begin construction for NW Quadrant Youth Athletic Field (Living Hope). Continue design and permitting for SW Quadrant Youth Athletic Field. Begin construction of Highlands Park Phase I. Continue master planning for Beaverton Creek Trail. Continue design and permitting of Cedar Grove Plaza.</p> |

Division: Business & Facilities
Department: Design & Development
Program: Design & Development

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 515,029 | \$ 527,150 | \$ 626,145 | \$ 604,390 | \$ 604,390 |
| PT Salary | - | 1,149 | 4,992 | 10,752 | 10,752 |
| Employee Benefits | 228,762 | 256,893 | 277,062 | 317,145 | 317,145 |
| Payroll Taxes | 43,178 | 45,508 | 54,844 | 54,163 | 54,163 |
| Personnel Services | \$ 786,969 | \$ 830,700 | \$ 963,043 | \$ 986,450 | \$ 986,450 |
| Professional and Technical Services | \$ 21,760 | \$ 19,699 | \$ 29,000 | \$ 30,660 | \$ 30,660 |
| Supplies | 7,054 | 5,382 | 19,480 | 18,000 | 18,000 |
| Communications | 3,048 | 1,769 | 1,490 | 2,000 | 2,000 |
| Training, Travel and Memberships | 14,498 | 12,817 | 16,360 | 16,920 | 16,920 |
| Small Furniture & Office Equipment | 912 | 989 | 1,400 | 1,500 | 1,500 |
| Material & Services | \$ 47,272 | \$ 40,656 | \$ 67,730 | \$ 69,080 | \$ 69,080 |
| Program Total | \$ 834,241 | \$ 871,356 | \$ 1,030,773 | \$ 1,055,530 | \$ 1,055,530 |
| Department Staff | | | | | |
| Full-time | 6.00 | 6.00 | 7.00 | 7.00 | 7.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.18 | 0.18 | 0.37 | 0.37 |



PARK & RECREATION SERVICES

AQUATICS



SPORTS



RECREATION



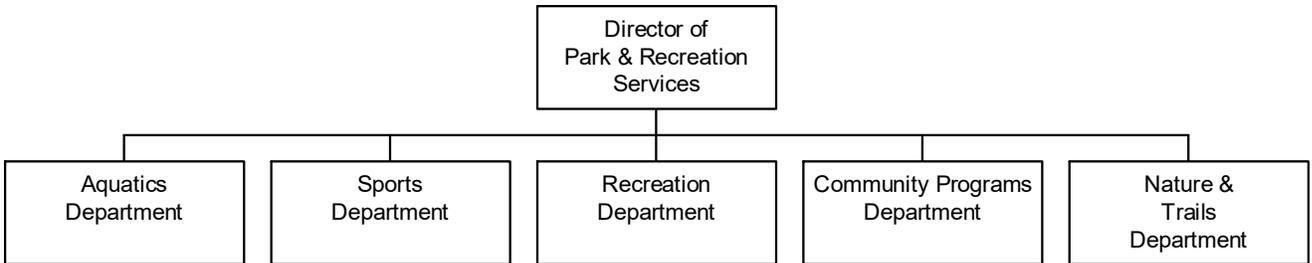
COMMUNITY PROGRAMS



NATURE & TRAILS



PARK & RECREATION SERVICES DIVISION



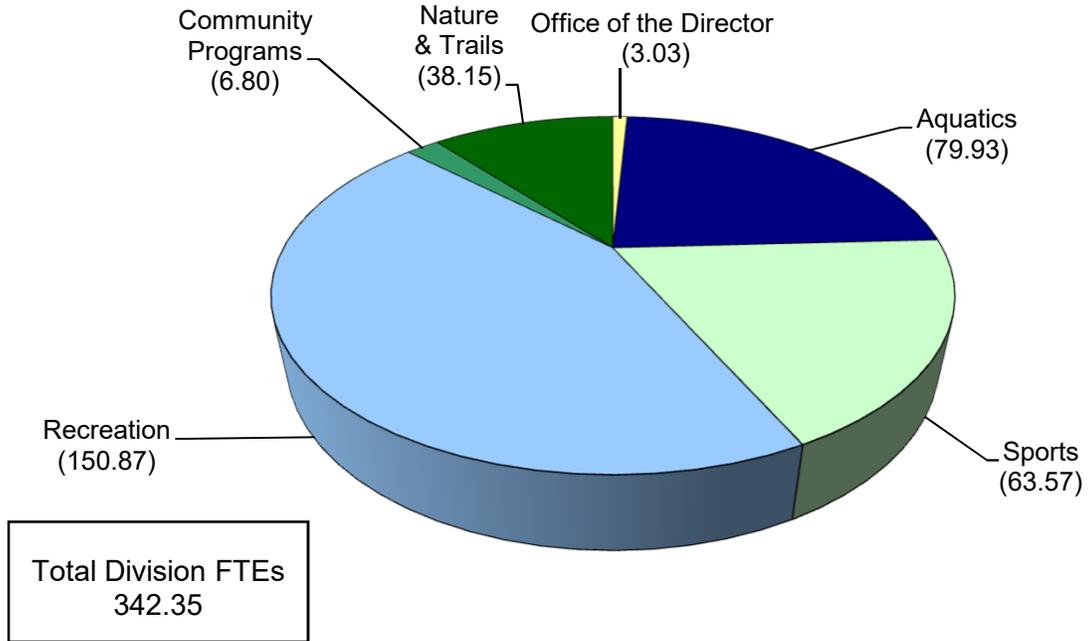
Division Mission

To provide a broad range of safe, high-quality recreation programs and special events that are responsive to the needs, abilities and interests of the diverse community we serve. To provide stewardship and protection of THPRD's natural resources. Monitor and respond to the needs of our trail users to provide a safe and functional developed trail system.

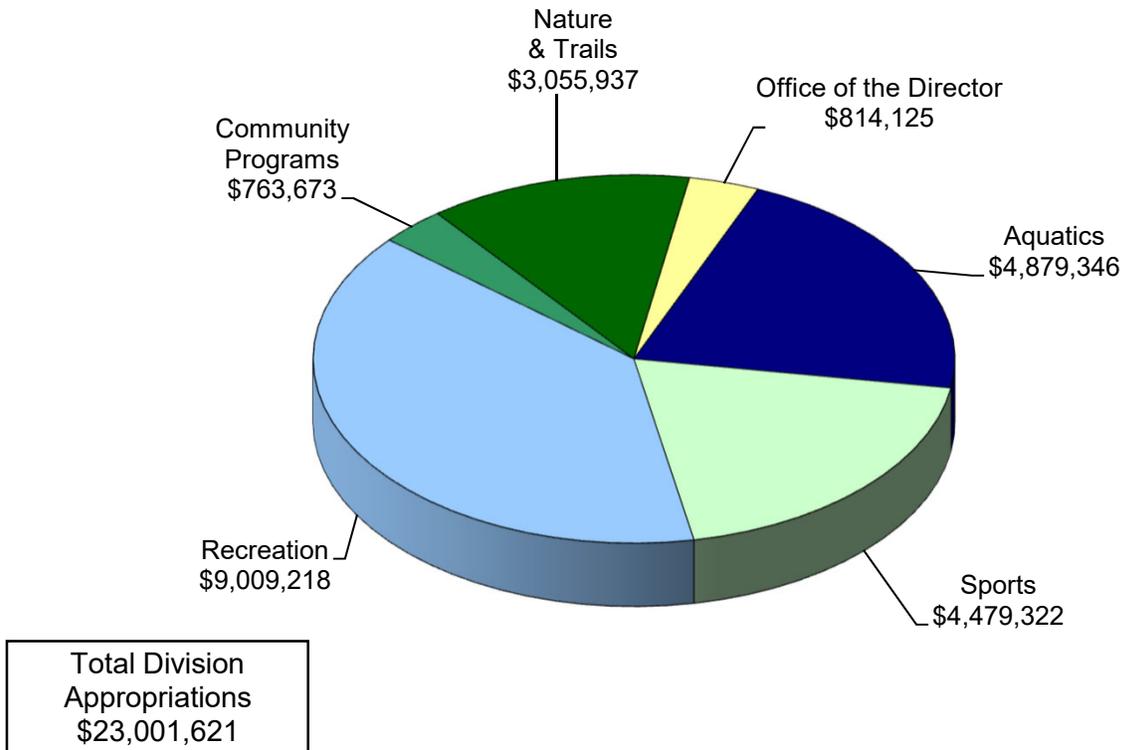
Division Overview

The director of Park & Recreation Services reports to the general manager and is responsible for all administrative functions relating to recreation program activities; aquatics programs; natural resource functions; trails management and maintenance; sports and sports leagues; volunteer programs, special events, and community programs. The Park & Recreation Services Division budget includes the following departments: Office of the Director, Aquatics, Community Programs, Nature & Trails, Recreation, and Sports. Activities of the Park & Recreation Division also include staff development, customer experience, management of the ADA Transition Plan, the adaptive recreation and inclusion services programs, and oversight of the district's accreditation through the Commission on the Accreditation of Park and Recreation Agencies.

Division Staffing by Departments FY 2019/20



Division Appropriations by Departments FY 2019/20



Division: Park & Recreation Services

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|--|--|---------------------------------------|--|---------------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | \$ 13,674,343 | \$ 14,676,443 | \$ 18,528,970 | \$ 20,022,819 | \$ 20,022,819 |
| Materials & Services | 1,347,874 | 1,476,454 | 2,632,909 | 2,978,802 | 2,978,802 |
| Total Appropriations | \$ 15,022,217 | \$ 16,152,897 | \$ 21,161,879 | \$ 23,001,621 | \$ 23,001,621 |

| | | | | | |
|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Summary by Department | | | | | |
| Office of the Director | \$ 528,140 | \$ 609,838 | \$ 682,972 | \$ 814,125 | \$ 814,125 |
| Aquatics | 3,667,124 | 3,823,968 | 4,454,117 | 4,879,346 | 4,879,346 |
| Sports | 3,007,314 | 3,094,009 | 4,212,403 | 4,479,322 | 4,479,322 |
| Recreation | 4,806,584 | 6,138,429 | 8,412,747 | 9,009,218 | 9,009,218 |
| Community Programs | 1,144,137 | 520,629 | 485,486 | 763,673 | 763,673 |
| Nature & Trails | 1,868,918 | 1,966,024 | 2,914,154 | 3,055,937 | 3,055,937 |
| Total Appropriations | \$ 15,022,217 | \$ 16,152,897 | \$ 21,161,879 | \$ 23,001,621 | \$ 23,001,621 |

| | | | | | |
|-------------------------|--------|--------|--------|--------|--------|
| Division Staff | | | | | |
| Full-time | 72.00 | 68.00 | 83.00 | 87.00 | 87.00 |
| Regular part-time (FTE) | 14.04 | 14.03 | 18.42 | 14.03 | 14.03 |
| Part-time (FTE) | 206.87 | 196.44 | 227.80 | 241.32 | 241.32 |



PARK & RECREATION SERVICES DIVISION

Office of Director of Park & Recreation Services



Department Overview

This budget unit supports the activities of the director of Park & Recreation Services.

Activities of the Office of Director budget include the management and supervision of the program staff and the coordination and implementation of the division's activities.

FY 2018/19 Accomplishments

Represented THPRD as a finalist for the National Recreation and Park Association's (NRPA) Gold Medal award at the 2018 NRPA annual conference and maintained CAPRA accreditation.

Worked with Family Promise as their first park and recreation agency partner in the country to provide safe overnight housing for families experiencing homelessness.

Created the district's first position focused exclusively on fitness programs to share resources and provide greater consistency between facilities, improve staff training, and cross-promote programs and offerings between centers.

Held a successful summer event series to include four concerts, a theater in the park event, Fiesta en el Parque, THPRD's first community celebration of Latino culture, and the always popular Party in the Park at the HMT Recreation Complex.

Partnered with the City of Beaverton and the German International School on the Holiday Tree Lighting and Holiday Market events.

Expanded the Make a Splash free swim lesson program from four to six THPRD pools, providing 268 children with free lessons, and expanded the program at two facilities to include spring break options for families.

Expanded the Hire to Train program, a successful lifeguard recruitment program first implemented in FY 2016/17.

Staff collaborated with the community on a park/habitat enhancement component in the Greenway Park Concept Plan.

Nature & Trails staff partnered with Adelantes Mujeres to connect Hispanic youth to nature through the partially grant-funded Nature Education and Workforce Training (NEWT) program

The Nature Mobile provided free nature education programming to more than 10,000 visitors at THPRD parks, natural areas, and events.

The Rec Mobile program provided recreation programming to over 10,000 people at THPRD parks, natural areas, and community events. The Rec Mobile also expanded outreach to provide free recreation activities at local fire stations and low-income housing complexes.

Continued the partnership with the Northwest Regional Education Service District by providing guaranteed spaces in THPRD's 9-month preschool programs to support families in need.

Completed the first full year of programming at Mountain View Champions Park, a 21.5-acre site in Aloha featuring "Champions Too," Oregon's first athletic field for people of all abilities.

Partnered with FACT Oregon to host the second annual All Abilities Tri4Youth triathlon at the HMT Complex to provide youth experiencing disability, their siblings, and peers an opportunity to compete in a triathlon.

FY 2018/19 Accomplishments (continued)

Fully integrated the trail maintenance team into the Nature & Trails department to provide a higher level of service to walkers, runners, and wildlife watchers on paved trails throughout the district.

Provided a new nature-based preschool program based out of the Cooper Mountain Nature Park.

Developed the Jenkins Estate Concept Plan to identify programming opportunities that include continued support of Camp Rivendale for persons experiencing disabilities.

Adjusted the Free First Friday Open Swim program by making available free open swim opportunities at THPRD pools throughout each month, ensuring there is at least one free open swim opportunity every week throughout the year.

FY 2019/20 Goals and Objectives

Health & Wellness

Continue to partner with new or current medical community partners in an effort to promote improved health and wellness opportunities for all members of the community.

Offer the popular Fitness in the Park and Walk with Me programs in underserved communities across the district, providing free and inclusive recreation opportunities to community members of all fitness levels.

Conservation

Implement the Fanno Creek Greenway construction of the stream and habitat enhancement project with Clean Water Services.

Provide new nature-based programming at the Jenkins Estate.

Social Equity

Offer more free, community-oriented events in conjunction with partners such as City of Beaverton and Washington County.

Expand the number of class offerings for the Make A Splash free swim lesson program at each of the indoor pools from one week in June and the new spring break offerings to include opportunities each season.

Increase the number of Learn to Swim classes taught by Spanish-speaking instructors.

Complete implementation of the NEWT program with Adelantes Mujeres and other partners.

Provide education in partnership with FACT Oregon to key THPRD staff through orientations and trainings focused on best practices when serving people experiencing disabilities.

Develop programs for underserved populations and work to break down barriers to participation, consistent with THPRD's Access for All initiative.

Continue positive collaboration with local government agencies in providing free, open to all, community events and programs that share a common theme.

Budget Highlights

The adopted budget includes increased funding for the Fee reduction/scholarship program to support Access for All initiatives.

Division: Park & Recreation Services
 Department: Office of the Director

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|

Summary of Appropriations

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Services | \$ 307,774 | \$ 319,617 | \$ 337,769 | \$ 382,404 | \$ 382,404 |
| Materials & Services | 220,366 | 290,221 | 345,203 | 431,721 | 431,721 |
| Total Appropriations | \$ 528,140 | \$ 609,838 | \$ 682,972 | \$ 814,125 | \$ 814,125 |

Summary by Program

| | | | | | |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Office of the Director | \$ 528,140 | \$ 609,838 | \$ 682,972 | \$ 814,125 | \$ 814,125 |
| Total Appropriations | \$ 528,140 | \$ 609,838 | \$ 682,972 | \$ 814,125 | \$ 814,125 |

Division Staff

| | | | | | |
|-------------------------|------|------|------|------|------|
| Full-time | 3.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 1.03 | 0.58 | 0.58 | 1.03 | 1.03 |



Division: Park & Recreation Services

Department: Office of the Director

Program: Office of the Director

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 202,536 | \$ 202,005 | \$ 215,343 | \$ 225,939 | \$ 225,939 |
| PT Salary | 14,486 | 23,155 | 16,005 | 29,924 | 29,924 |
| Employee Benefits | 73,154 | 76,149 | 87,489 | 105,368 | 105,368 |
| Payroll Taxes | 17,598 | 18,308 | 18,932 | 21,173 | 21,173 |
| Personnel Services | \$ 307,774 | \$ 319,617 | \$ 337,769 | \$ 382,404 | \$ 382,404 |
| Professional and Technical Services | \$ 25,864 | \$ 72,185 | \$ 66,000 | \$ 68,000 | \$ 68,000 |
| Fee reductions-Scholarship Program | 154,157 | 188,521 | 206,800 | 300,001 | 300,001 |
| Communication | 1,330 | 1,573 | 6,000 | 6,000 | 6,000 |
| Supplies | 7,763 | 7,997 | 28,933 | 20,000 | 20,000 |
| Training, Travel and Memberships | 29,702 | 19,451 | 37,470 | 37,720 | 37,720 |
| Small Furniture and Equipment | 1,550 | 494 | - | - | - |
| Material & Services | \$ 220,366 | \$ 290,221 | \$ 345,203 | \$ 431,721 | \$ 431,721 |
| Program Total | \$ 528,140 | \$ 609,838 | \$ 682,972 | \$ 814,125 | \$ 814,125 |
| Department Staff | | | | | |
| Full-time | 3.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 1.03 | 0.58 | 0.58 | 1.03 | 1.03 |





TUALATIN HILLS
PARK & RECREATION DISTRICT

AQUATICS



Aloha Swim Center

Tualatin Hills Aquatic Center

Beaverton Swim Center

Harman Swim Center

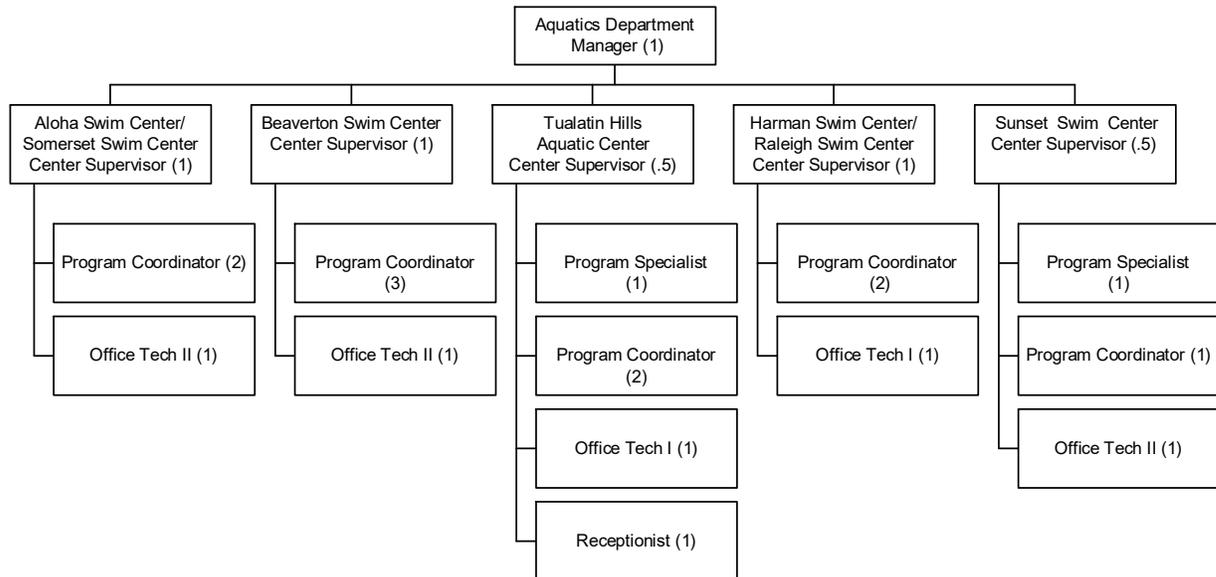
Sunset Swim Center

Raleigh Swim Center

Somerset West Swim Center

PARK & RECREATION SERVICES DIVISION

Aquatics Department



Department Overview

The Aquatics Department manager is responsible to the director of Park & Recreation Services and is responsible for the operation of seven swim centers, their programs, and staff. The manager is also responsible for aquatic program oversight at Conestoga Recreation & Aquatic Center.

The Aquatics Department plans, organizes and administers the financial, operational and personnel activities of a comprehensive program including: program development in the areas of instructional, recreational, fitness and competitive aquatics activities; certification courses, senior activities and programs for guests experiencing disability; supervision and training of staff; and coordinates with the Maintenance Operations Department on the operation of the pools.

FY 2018/19 Accomplishments

Implemented free swim lessons for high school students on early release Wednesdays.

Expanded the Make a Splash free swim lesson program to offer the program at two facilities during spring break, in addition to the successful program offered at several facilities in the summer.

Expanded the Hire to Train program from a successful lifeguard recruitment program to offering swim instructor and water fitness instructor training components.

Adjusted the Free First Friday Open Swim program by making free open swim opportunities available at THPRD pools throughout each month, ensuring there is at least one free open swim opportunity every week throughout the year.

Completed a two-year process of updating the use agreement with the five affiliated aquatic clubs.

Expanded the Healing Waters program from Tuesday and Thursday mornings to adding Tuesday and Thursday evenings.

FY 2019/20 Goals and Objectives

Health & Wellness

Continue to promote water safety education in the community to include backyard pool safety and open water safety.

Continue to offer two water fitness instructor courses, developed in-house, to the public in an effort to recruit qualified fitness instructors.

FY 2019/20 Goals and Objectives (continued)

Social Equity

Expand the number of class offerings for the Make A Splash free swim lesson program at each of the indoor pools from one week in June and the new spring break offerings to include opportunities each season.

Increase the number of Learn to Swim classes taught by Spanish-speaking instructors.

Expand adaptive aquatics classes to all indoor pools.

Provide lifeguard training courses that eliminate barriers to participation, such as financial and language barriers. Additionally, recruit Spanish-speaking certified lifeguard training instructors and expand marketing efforts through high schools and colleges.

Budget Highlights

The adopted budget includes the upgrade of the following regular part time positions to full time positions:

- office tech II at Aloha Swim Center
- program coordinator at Aloha Swim Center
- program coordinator at Beaverton Swim Center
- receptionist at the Aquatic Center

These upgrades are funded through savings in part time labor and elimination of a vacant regular part time program coordinator position.

Division: Park & Recreation Services
Department: Aquatics

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | \$ 3,577,101 | \$ 3,733,240 | \$ 4,338,703 | \$ 4,709,917 | \$ 4,709,917 |
| Materials & Services | 90,023 | 90,728 | 115,414 | 169,429 | 169,429 |
| Total Appropriations | \$ 3,667,124 | \$ 3,823,968 | \$ 4,454,117 | \$ 4,879,346 | \$ 4,879,346 |

| | | | | | |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Summary by Program | | | | | |
| Manager of Aquatics | \$ 223,795 | \$ 234,528 | \$ 248,823 | \$ 272,124 | \$ 272,124 |
| Aloha Swim Center | 503,935 | 532,816 | 686,566 | 823,822 | 823,822 |
| Tualatin Hills Aquatic Center | 808,406 | 907,501 | 1,064,717 | 1,070,343 | 1,070,343 |
| Beaverton Swim Center | 784,240 | 748,396 | 788,381 | 995,157 | 995,157 |
| Harman Swim Center | 641,448 | 639,255 | 797,884 | 837,634 | 837,634 |
| Sunset Swim Center | 588,364 | 647,534 | 729,456 | 737,998 | 737,998 |
| Raleigh Swim Center | 55,399 | 64,680 | 62,216 | 65,500 | 65,500 |
| Somerset West Swim Center | 61,537 | 49,258 | 76,074 | 76,768 | 76,768 |
| Total Appropriations | \$ 3,667,124 | \$ 3,823,968 | \$ 4,454,117 | \$ 4,879,346 | \$ 4,879,346 |

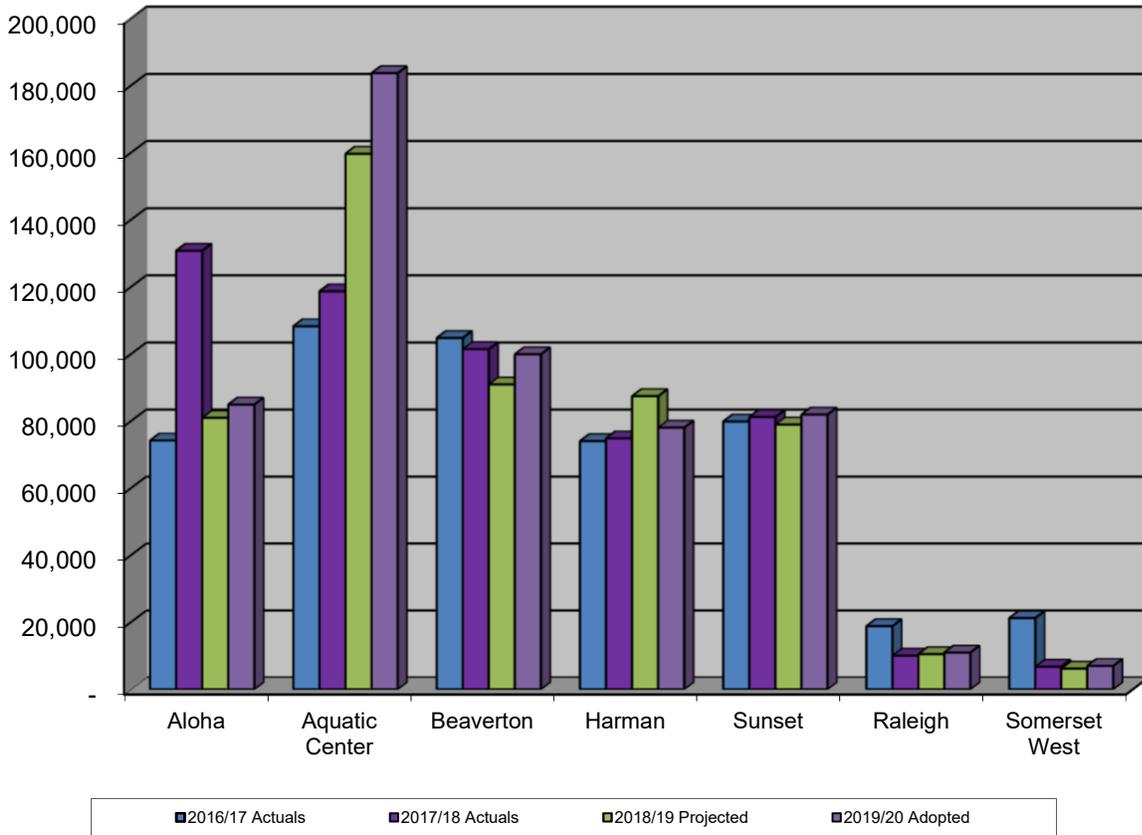
Division Staff

| | | | | | |
|-------------------------|-------|-------|-------|-------|-------|
| Full-time | 18.00 | 18.00 | 19.00 | 23.00 | 23.00 |
| Regular part-time (FTE) | 5.26 | 5.26 | 4.39 | 0.00 | 0.00 |
| Part-time (FTE) | 56.94 | 52.81 | 54.74 | 56.93 | 56.93 |

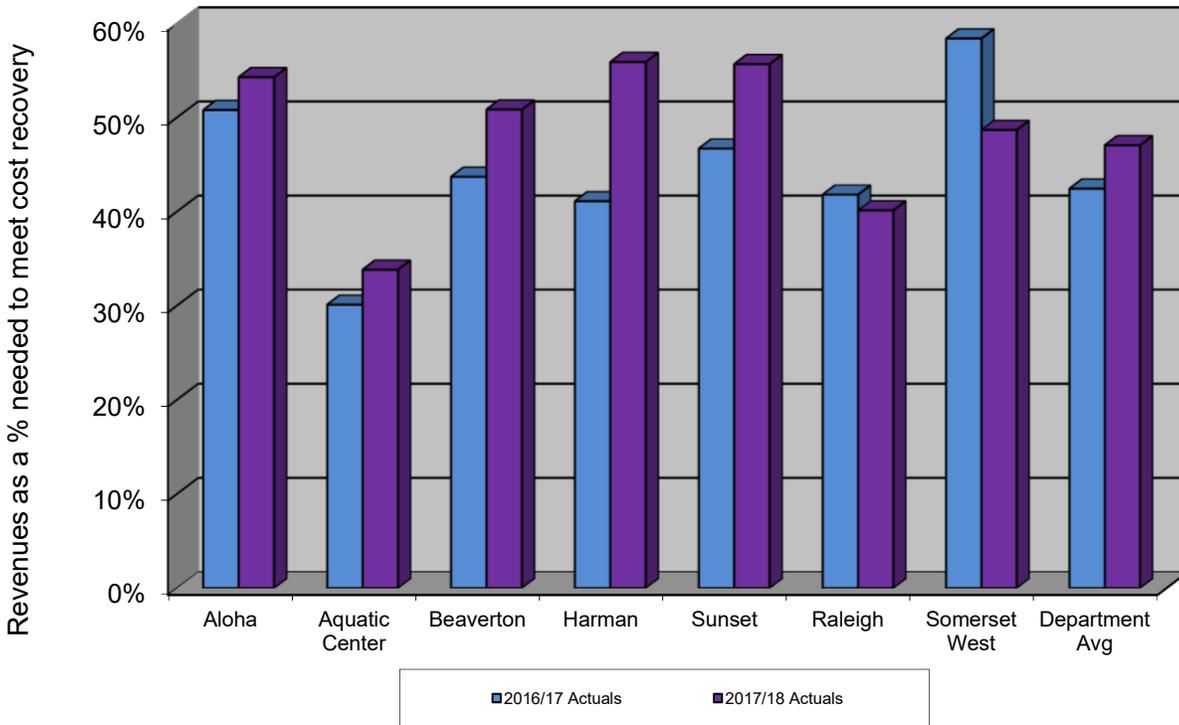
Funded Service Level

| | | | | | |
|---------------|---------|---------|---------|---------|---------|
| Program Hours | 39,107 | 38,991 | 38,563 | 36,950 | 36,950 |
| Contact Hours | 440,224 | 447,404 | 451,352 | 427,564 | 427,564 |

Attendance by Center



Cost Recovery Progress



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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 125,832 | \$ 131,244 | \$ 137,806 | \$ 144,556 | \$ 144,556 |
| PT Salary | 84 | 47,711 | - | - | - |
| Employee Benefits | 43,206 | - | 46,835 | 61,467 | 61,467 |
| Payroll Taxes | 10,500 | 11,156 | 11,372 | 11,971 | 11,971 |
| Personnel Services | \$ 179,622 | \$ 190,111 | \$ 196,013 | \$ 217,994 | \$ 217,994 |
| Supplies | \$ 16,733 | \$ 16,975 | \$ 12,510 | \$ 13,830 | \$ 13,830 |
| Communications | 4,188 | 5,182 | 5,000 | 5,000 | 5,000 |
| Training, Travel and Memberships | 23,252 | 22,260 | 35,300 | 35,300 | 35,300 |
| Material & Services | \$ 44,173 | \$ 44,417 | \$ 52,810 | \$ 54,130 | \$ 54,130 |
| Program Total | \$ 223,795 | \$ 234,528 | \$ 248,823 | \$ 272,124 | \$ 272,124 |
| Department Staff | | | | | |
| Full-time | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.01 | 0.00 | 0.00 | 0.00 | 0.00 |

Division: Park & Recreation Services

Department: Aquatics

Program: Aloha Swim Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 74,262 | 130,841 | 81,000 | 85,000 |
| Number of classes held | 971 | 971 | 1,050 | 1,200 |
| % of classes held vs. offered | 83% | 83% | 89% | 92% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$6.79 | \$4.07 | \$8.22 | \$9.69 |
| Estimated maintenance cost per visit ² | \$1.13 | \$0.76 | \$1.11 | \$1.51 |
| Utilities cost per square foot | \$4.94 | \$5.02 | \$4.98 | \$5.07 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 245% | 242% | 220% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 47% | 49% | 53% | 56% |
| Revenues as a % needed to meet cost recovery - Actual | 51% | 54% | increase | increase |

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|--------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 112,182 | \$ 108,009 | \$ 125,199 | \$ 263,454 | \$ 263,454 |
| RPT Salary | 89,052 | 89,714 | 95,874 | - | - |
| PT Salary | 172,076 | 209,153 | 318,765 | 319,621 | 319,621 |
| Employee Benefits | 89,709 | 81,472 | 80,545 | 158,609 | 158,609 |
| Payroll Taxes | 33,012 | 36,907 | 54,935 | 61,211 | 61,211 |
| Personnel Services | \$ 496,031 | \$ 525,255 | \$ 675,318 | \$ 802,895 | \$ 802,895 |
| Supplies | \$ 7,904 | \$ 6,985 | \$ 11,248 | \$ 13,078 | \$ 13,078 |
| Bank Charges and Fees | - | - | - | 7,849 | 7,849 |
| Small Furniture & Equipment | - | 576 | - | - | - |
| Material & Services | \$ 7,904 | \$ 7,561 | \$ 11,248 | \$ 20,927 | \$ 20,927 |
| Program Total | \$ 503,935 | \$ 532,816 | \$ 686,566 | \$ 823,822 | \$ 823,822 |
| Department Staff | | | | | |
| Full-time | 2.00 | 2.00 | 2.00 | 4.00 | 4.00 |
| Regular part-time (FTE) | 1.75 | 1.75 | 1.75 | 0.00 | 0.00 |
| Part-time (FTE) | 11.33 | 11.46 | 11.10 | 11.19 | 11.19 |
| Funded Service Level | | | | | |
| Program Hours | 9,654 | 9,681 | 9,599 | 9,139 | 9,139 |
| Contact Hours | 75,196 | 74,878 | 70,102 | 62,294 | 62,294 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 108,363 | 118,748 | 159,743 | 183,748 |
| Number of classes held | 568 | 393 | 745 | 574 |
| % of classes held vs. offered | 96% | 92% | 92% | 96% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$7.46 | \$7.64 | \$6.51 | \$5.83 |
| Estimated maintenance cost per visit ² | \$2.69 | \$2.57 | \$2.23 | \$2.32 |
| Utilities cost per square foot | \$4.92 | \$4.91 | \$5.12 | \$5.26 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 180% | 245% | 250% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 44% | 48% | 49% | 50% |
| Revenues as a % needed to meet cost recovery - Actual | 30% | 34% | increase | increase |

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|--------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 342,160 | \$ 371,127 | \$ 368,104 | \$ 380,916 | \$ 380,916 |
| RPT Salary | 43,124 | 50,904 | 42,423 | - | - |
| PT Salary | 181,863 | 209,224 | 351,077 | 369,189 | 369,189 |
| Employee Benefits | 184,551 | 210,114 | 217,709 | 223,070 | 223,070 |
| Payroll Taxes | 49,095 | 55,710 | 77,475 | 76,826 | 76,826 |
| Personnel Services | \$ 800,793 | \$ 897,079 | \$ 1,056,788 | \$ 1,050,001 | \$ 1,050,001 |
| Supplies | \$ 7,613 | \$ 10,422 | \$ 7,929 | \$ 9,015 | \$ 9,015 |
| Bank Charges and Fees | - | - | - | 11,327 | 11,327 |
| Material & Services | \$ 7,613 | \$ 10,422 | \$ 7,929 | \$ 20,342 | \$ 20,342 |
| Program Total | \$ 808,406 | \$ 907,501 | \$ 1,064,717 | \$ 1,070,343 | \$ 1,070,343 |
| Department Staff | | | | | |
| Full-time | 5.00 | 5.00 | 5.00 | 5.50 | 5.50 |
| Regular part-time (FTE) | 0.88 | 0.88 | 0.88 | 0.00 | 0.00 |
| Part-time (FTE) | 12.04 | 11.81 | 11.57 | 11.77 | 11.77 |
| Funded Service Level | | | | | |
| Program Hours | 6,461 | 6,774 | 6,527 | 6,509 | 6,509 |
| Contact Hours | 168,234 | 176,390 | 181,916 | 180,987 | 180,987 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 104,859 | 101,514 | 91,000 | 100,000 |
| Number of classes held | 976 | 900 | 938 | 1,185 |
| % of classes held vs. offered | 92% | 95% | 94% | 95% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$7.48 | \$7.37 | \$8.30 | \$9.95 |
| Estimated maintenance cost per visit ² | \$1.22 | \$1.07 | \$1.31 | \$1.28 |
| Utilities cost per square foot | \$4.95 | \$4.90 | \$4.37 | \$4.97 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 192% | 207% | 197% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 54% | 52% | 54% | 49% |
| Revenues as a % needed to meet cost recovery - Actual | 44% | 51% | increase | increase |

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|--------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 298,132 | \$ 244,500 | \$ 307,098 | \$ 347,654 | \$ 347,654 |
| RPT Salary | 1,697 | 47,584 | - | - | - |
| PT Salary | 276,270 | 267,091 | 268,242 | 348,529 | 348,529 |
| Employee Benefits | 151,355 | 134,396 | 143,679 | 203,247 | 203,247 |
| Payroll Taxes | 49,985 | 49,163 | 59,977 | 73,443 | 73,443 |
| Personnel Services | \$ 777,439 | \$ 742,734 | \$ 778,996 | \$ 972,873 | \$ 972,873 |
| Supplies | \$ 6,801 | \$ 5,662 | \$ 9,385 | \$ 14,799 | \$ 14,799 |
| Bank charges and fees | - | - | - | 6,735 | 6,735 |
| Small Furniture & Equipment | - | - | - | 750 | 750 |
| Material & Services | \$ 6,801 | \$ 5,662 | \$ 9,385 | \$ 22,284 | \$ 22,284 |
| Program Total | \$ 784,240 | \$ 748,396 | \$ 788,381 | \$ 995,157 | \$ 995,157 |
| Department Staff | | | | | |
| Full-time | 4.00 | 4.00 | 4.00 | 5.00 | 5.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 11.74 | 8.27 | 9.94 | 11.39 | 11.39 |
| Funded Service Level | | | | | |
| Program Hours | 10,144 | 10,114 | 10,319 | 8,973 | 8,973 |
| Contact Hours | 51,591 | 50,731 | 51,695 | 44,606 | 44,606 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 74,078 | 74,909 | 87,500 | 78,100 |
| Number of classes held | 716 | 683 | 775 | 720 |
| % of classes held vs. offered | 94% | 92% | 94% | 94% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$8.66 | \$8.53 | \$8.83 | \$10.73 |
| Estimated maintenance cost per visit ² | \$1.51 | \$1.27 | \$1.25 | \$1.68 |
| Utilities cost per square foot | \$5.74 | \$5.66 | \$5.80 | \$5.93 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 196% | 191% | 177% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 36% | 45% | 48% | 46% |
| Revenues as a % needed to meet cost recovery - Actual | 41% | 56% | increase | increase |

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|--------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 237,676 | \$ 266,993 | \$ 277,189 | \$ 308,594 | \$ 308,594 |
| RPT Salary | 55,670 | 12,306 | 62,051 | - | - |
| PT Salary | 185,419 | 192,081 | 255,714 | 277,063 | 277,063 |
| Employee Benefits | 107,992 | 117,711 | 129,364 | 171,014 | 171,014 |
| Payroll Taxes | 43,463 | 41,134 | 60,961 | 60,558 | 60,558 |
| Personnel Services | \$ 630,220 | \$ 630,225 | \$ 785,279 | \$ 817,229 | \$ 817,229 |
| Supplies | \$ 11,228 | \$ 9,030 | \$ 12,605 | \$ 12,987 | \$ 12,987 |
| Bank Charges and Fees | - | - | - | 7,418 | 7,418 |
| Material & Services | \$ 11,228 | \$ 9,030 | \$ 12,605 | \$ 20,405 | \$ 20,405 |
| Program Total | \$ 641,448 | \$ 639,255 | \$ 797,884 | \$ 837,634 | \$ 837,634 |
| Department Staff | | | | | |
| Full-time | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Regular part-time (FTE) | 0.88 | 0.88 | 0.88 | 0.00 | 0.00 |
| Part-time (FTE) | 8.80 | 8.49 | 9.08 | 9.43 | 9.43 |
| Funded Service Level | | | | | |
| Program Hours | 5,550 | 5,043 | 5,044 | 5,989 | 5,989 |
| Contact Hours | 51,103 | 53,426 | 55,082 | 53,145 | 53,145 |

Division: Park & Recreation Services

Department: Aquatics

Program: Sunset Swim Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 79,947 | 81,295 | 79,000 | 82,000 |
| Number of classes held | 801 | 818 | 850 | 858 |
| % of classes held vs. offered | 85% | 86% | 94% | 97% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$7.36 | \$7.97 | \$8.71 | \$9.00 |
| Estimated maintenance cost per visit ² | \$1.67 | \$1.97 | \$1.39 | \$1.54 |
| Utilities cost per square foot | \$5.21 | \$5.16 | \$5.21 | \$5.23 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 177% | 179% | 182% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 34% | 43% | 43% | 42% |
| Revenues as a % needed to meet cost recovery - Actual | 47% | 56% | increase | increase |

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 151,226 | \$ 170,757 | \$ 216,371 | \$ 256,249 | \$ 256,249 |
| RPT Salary | 94,032 | 75,524 | 62,051 | - | - |
| PT Salary | 191,836 | 245,444 | 247,618 | 260,860 | 260,860 |
| Employee Benefits | 103,843 | 103,800 | 134,924 | 145,825 | 145,825 |
| Payroll Taxes | 39,627 | 42,376 | 54,812 | 54,524 | 54,524 |
| Personnel Services | \$ 580,564 | \$ 637,901 | \$ 715,776 | \$ 717,458 | \$ 717,458 |
| Supplies | \$ 7,760 | \$ 9,597 | \$ 13,680 | \$ 15,085 | \$ 15,085 |
| Bank Charges and Fees | - | - | - | 5,455 | 5,455 |
| Training, Travel and Memberships | 40 | 36 | - | - | - |
| Material & Services | \$ 7,800 | \$ 9,633 | \$ 13,680 | \$ 20,540 | \$ 20,540 |
| Program Total | \$ 588,364 | \$ 647,534 | \$ 729,456 | \$ 737,998 | \$ 737,998 |
| Department Staff | | | | | |
| Full-time | 2.00 | 2.00 | 3.00 | 3.50 | 3.50 |
| Regular part-time (FTE) | 1.75 | 1.75 | 0.88 | 0.00 | 0.00 |
| Part-time (FTE) | 7.81 | 8.13 | 8.86 | 8.98 | 8.98 |
| Funded Service Level | | | | | |
| Program Hours | 4,794 | 4,751 | 4,911 | 4,940 | 4,940 |
| Contact Hours | 55,868 | 55,365 | 59,833 | 56,891 | 56,891 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 18,875 | 10,060 | 10,500 | 11,000 |
| Number of classes held | 71 | 105 | 97 | 100 |
| % of classes held vs. offered | 84% | 85% | 88% | 88% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$2.94 | \$6.43 | \$4.89 | \$5.95 |
| Estimated maintenance cost per visit ² | \$0.97 | \$1.49 | \$1.70 | \$1.65 |
| Utilities cost per square foot | \$6.10 | \$7.20 | \$6.58 | \$7.33 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 145% | 144% | 134% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 30% | 30% | 36% | 43% |
| Revenues as a % needed to meet cost recovery - Actual | 42% | 40% | increase | increase |

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|--------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| PT Salary | \$ 47,511 | \$ 56,872 | \$ 53,125 | \$ 54,609 | \$ 54,609 |
| Payroll Taxes | 4,737 | 5,061 | 5,312 | 5,461 | 5,461 |
| Personnel Services | \$ 52,248 | \$ 61,933 | \$ 58,437 | \$ 60,070 | \$ 60,070 |
| Supplies | \$ 3,151 | \$ 2,747 | \$ 3,779 | \$ 4,279 | \$ 4,279 |
| Bank Charges and Fees | - | - | - | 1,151 | 1,151 |
| Material & Services | \$ 3,151 | \$ 2,747 | \$ 3,779 | \$ 5,430 | \$ 5,430 |
| Program Total | \$ 55,399 | \$ 64,680 | \$ 62,216 | \$ 65,500 | \$ 65,500 |
| Department Staff | | | | | |
| Full-time | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 2.29 | 2.10 | 1.88 | 1.86 | 1.86 |
| Funded Service Level | | | | | |
| Program Hours | 1,248 | 1,196 | 1,076 | 529 | 529 |
| Contact Hours | 20,753 | 19,322 | 17,597 | 15,400 | 15,400 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 21,281 | 6,770 | 6,162 | 7,000 |
| Number of classes held | 186 | 258 | 184 | 250 |
| % of classes held vs. offered | 62% | 87% | 91% | 91% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$2.89 | \$7.28 | \$9.36 | \$10.97 |
| Estimated maintenance cost per visit ² | \$0.72 | \$2.06 | \$2.52 | \$2.44 |
| Utilities cost per square foot | \$13.44 | \$17.59 | \$14.14 | \$15.95 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 166% | 159% | 163% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 53% | 52% | 44% | 35% |
| Revenues as a % needed to meet cost recovery - Actual | 58% | 49% | increase | increase |

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|--------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| PT Salary | \$ 55,338 | \$ 44,146 | \$ 65,542 | \$ 64,906 | \$ 64,906 |
| Payroll Taxes | 4,846 | 3,856 | 6,554 | 6,491 | 6,491 |
| Personnel Services | \$ 60,184 | \$ 48,002 | \$ 72,096 | \$ 71,397 | \$ 71,397 |
| Supplies | \$ 1,353 | \$ 1,256 | \$ 3,978 | \$ 4,355 | \$ 4,355 |
| Bank Charges and Fees | - | - | - | 1,016 | 1,016 |
| Material & Services | \$ 1,353 | \$ 1,256 | \$ 3,978 | \$ 5,371 | \$ 5,371 |
| Program Total | \$ 61,537 | \$ 49,258 | \$ 76,074 | \$ 76,768 | \$ 76,768 |
| Department Staff | | | | | |
| Full-time | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 2.92 | 2.55 | 2.31 | 2.31 | 2.31 |
| Funded Service Level | | | | | |
| Program Hours | 1,256 | 1,432 | 1,087 | 871 | 871 |
| Contact Hours | 17,479 | 17,292 | 15,127 | 14,241 | 14,241 |





TUALATIN HILLS
PARK & RECREATION DISTRICT

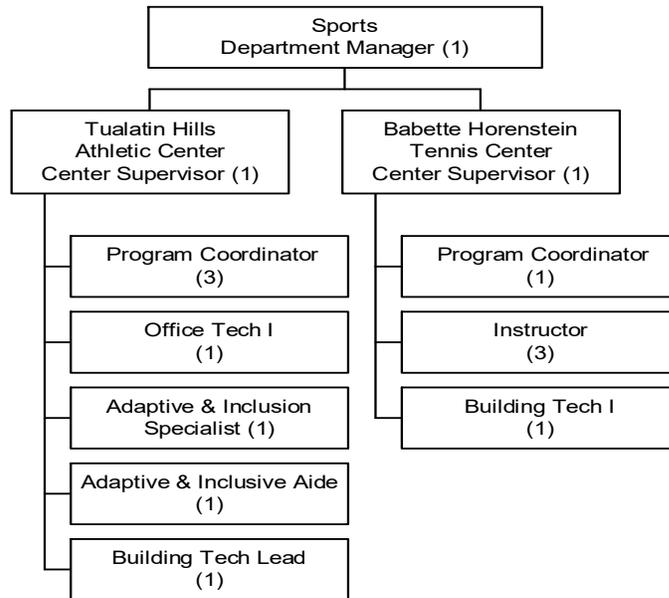
SPORTS



Tualatin Hills Athletic Center
Babette Horenstein Tennis Center
Camp Rivendale

PARK & RECREATION SERVICES DIVISION

Sports Department



Department Overview

The Sports Department manager is responsible to the director of Park & Recreation Services and oversees recreational services for the Babette Horenstein Tennis Center (BHTC), Tualatin Hills Athletic Center (AC), sports fields, tennis courts, affiliated sports organizations, and coordinates the Beaverton School District (BSD) intergovernmental agreement. Additionally, the Sports Department manager oversees THPRD's inclusion services program, including Camp Rivendale, and the development and implementation of the adaptive recreation program.

The Tualatin Hills Athletic Center provides as many as 200 diverse programs each quarter, schedules districtwide sports leagues that involve over 20,000 participants, and hosts numerous tournaments and special events at several locations. BHTC provides instruction, and manages leagues and tournaments for youth and adults, working with the Greater Portland Tennis Council and United States Tennis Association. This department works with affiliated sports governing bodies, field, and program steering committees coordinating with other departments and the BSD to offer services.

FY 2018/19 Accomplishments

Staff collaborated with the affiliated sports leagues and the public on development of a resource allocation methodology to set the field fees for 2020 and beyond.

A pilot project with the USTA/PNW began in June of 2018 with the Oregon Elite Tennis program. The program, led by former world #1 doubles player Jonathan Stark, is now based out of BHTC.

A single tennis court at Raleigh Park was resurfaced in August of 2018 and converted into four permanent pickleball courts.

BHTC added new LED lights inside the center in spring of 2018 and added new LED lights to the air structures in the fall of 2018.

Permanent pickleball lines were painted on a court within one of the air structures in the fall of 2018 to provide two pickleball courts for our patrons. Tick marks were added to allow for temporary lines to create up to eight pickleball courts for year-round play, also within one of the air structures.

FY 2018/19 Accomplishments (continued)

The AC has added weights and TRX sports equipment in the alcoves of the upper track level for enhanced training options.

The lighting system on the HMT campus was upgraded to better serve the athletic fields and skatepark. The new Musco Lighting System allows for scheduling the lights from a smartphone, web page, or through a 24-hour call center.

Partnered with the Edwards Center, a local non-profit organization serving adults experiencing disabilities. Participants worked within two community garden plots and implemented twice weekly walking classes at Mountain View Champions Park.

The 4th Annual Programmers Summit was held, bringing the non-profit agencies serving individuals experiencing disabilities together. The event facilitates important conversations on ideas for new programming and opportunities for people experiencing disabilities.

FACT Oregon and THPRD's 2nd annual All Abilities Tri4Youth event nearly doubled in size to 155 participants in summer 2018 and is anticipated to continue to grow with volunteers and athletes. The Tri4Youth event allows people of all abilities to challenge themselves and allows family and friends to participate in this swimming, biking and running event.

THPRD hosted the Rose City Softball League, which is the largest LGBTQ sports organization in the state of Oregon. Rose City played at the HMT softball fields every Sunday during the spring and summer. The organization also held its biggest tournament of the year, The Portland Cup, at HMT in July 2018.

FY 2019/20 Goals and Objectives

Health & Wellness

Implement the recreational programs through the Program Fund established for people experiencing disabilities in coordination with the Champions Too Steering Committee.

Continue to increase emerging sports opportunities for youth and adults. AC will be adding a 7v7 adult soccer league. BHTC will be exploring adding a pickleball league.

Social Equity

Implement 2020 field fees and continue to work with the field fee task force to reduce the costs associated with maintaining fields.

Track the energy savings and electrical usage of the LED lighting at the BHTC.

Provide education in partnership with FACT Oregon to key THPRD staff through orientations and trainings focused on best practices when serving people experiencing disabilities.

Budget Highlights

The adopted budget includes funding for the expansion of an afterschool program to be offered at the Tualatin Hills Athletic Center.

Division: Park & Recreation Services
Department: Sports

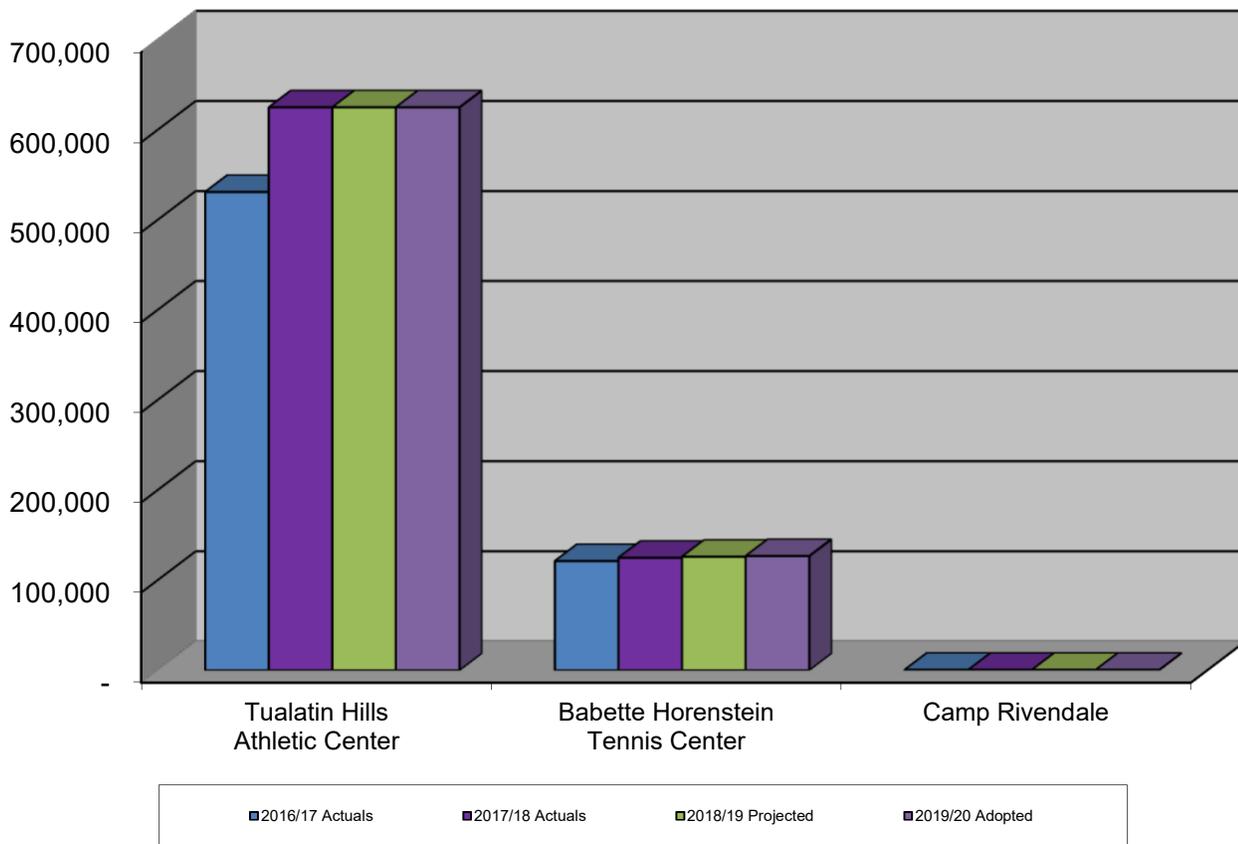
| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | \$ 2,712,160 | \$ 2,757,008 | \$ 3,485,707 | \$ 3,713,537 | \$ 3,713,537 |
| Materials & Services | 295,154 | 337,001 | 726,696 | 765,785 | 765,785 |
| Total Appropriations | \$ 3,007,314 | \$ 3,094,009 | \$ 4,212,403 | \$ 4,479,322 | \$ 4,479,322 |

| | | | | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Summary by Program | | | | | |
| Manager of Sports | \$ 353,988 | \$ 174,421 | \$ 196,103 | \$ 214,492 | \$ 214,492 |
| Tualatin Hills Athletic Center | 1,506,453 | 1,753,273 | 2,462,020 | 2,632,074 | 2,632,074 |
| Babette Horenstein Tennis Center | 1,022,187 | 1,022,936 | 1,392,083 | 1,481,503 | 1,481,503 |
| Camp Rivendale | 124,686 | 143,379 | 162,197 | 151,253 | 151,253 |
| Total Appropriations | \$ 3,007,314 | \$ 3,094,009 | \$ 4,212,403 | \$ 4,479,322 | \$ 4,479,322 |

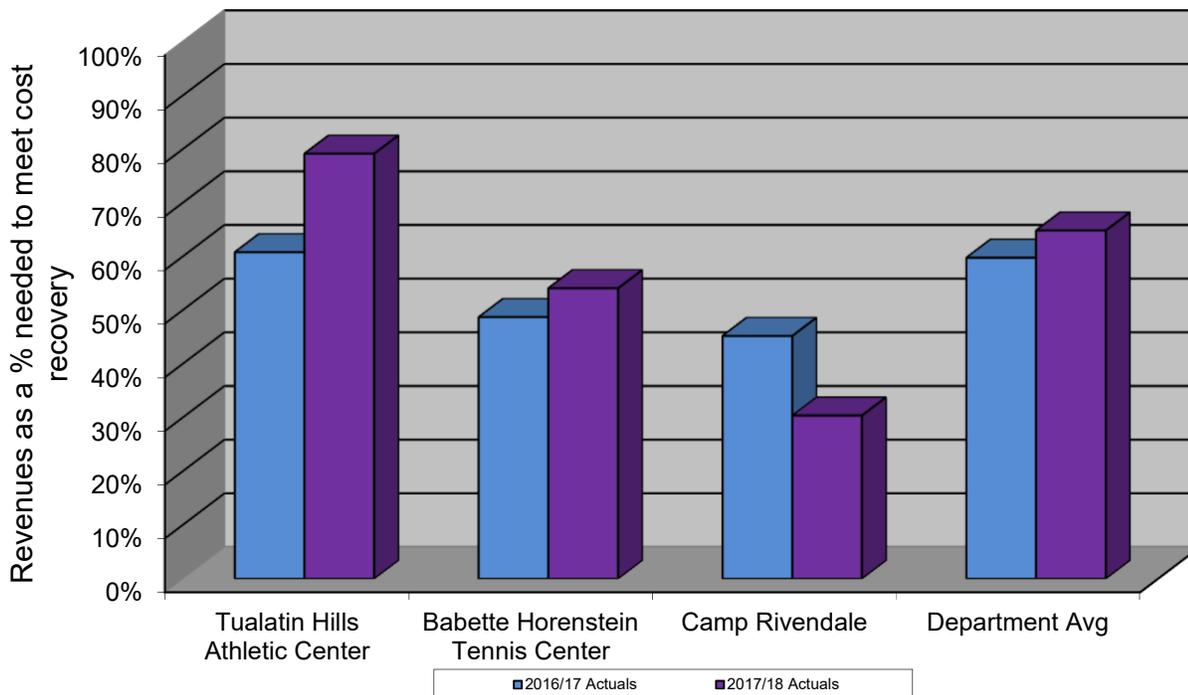
| | | | | | |
|-------------------------|-------|-------|-------|-------|-------|
| Division Staff | | | | | |
| Full-time | 15.00 | 13.00 | 15.00 | 15.00 | 15.00 |
| Regular part-time (FTE) | 4.38 | 5.25 | 6.13 | 6.13 | 6.13 |
| Part-time (FTE) | 38.04 | 36.52 | 41.22 | 42.44 | 42.44 |

| | | | | | |
|-----------------------------|---------|---------|---------|---------|---------|
| Funded Service Level | | | | | |
| Program Hours | 45,748 | 51,231 | 49,411 | 47,763 | 47,763 |
| Contact Hours | 418,470 | 431,224 | 431,459 | 452,361 | 452,361 |

Attendance by Center



Cost Recovery Progress



Division: Park & Recreation Services
 Department: Sports
 Program: Manager of Sports

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 100,136 | \$ 104,603 | \$ 109,834 | \$ 112,018 | \$ 112,018 |
| PT Salary | 150,024 | - | - | - | - |
| Employee Benefits | 46,358 | 50,016 | 52,798 | 52,499 | 52,499 |
| Payroll Taxes | 25,422 | 8,962 | 9,535 | 9,841 | 9,841 |
| Personnel Services | \$ 321,940 | \$ 163,581 | \$ 172,167 | \$ 174,358 | \$ 174,358 |
| Rental Facilities | \$ 10,010 | \$ - | \$ - | \$ - | \$ - |
| Communications | 7,402 | 7,884 | 8,500 | 8,500 | 8,500 |
| Supplies | 5,585 | 976 | 5,600 | 6,000 | 6,000 |
| Other Services | - | - | - | 15,600 | 15,600 |
| Training, Travel and Memberships | 7,985 | 1,980 | 9,836 | 9,884 | 9,884 |
| Small Furniture and Equipment | 1,066 | - | - | 150 | 150 |
| Material & Services | \$ 32,048 | \$ 10,840 | \$ 23,936 | \$ 40,134 | \$ 40,134 |
| Program Total | \$ 353,988 | \$ 174,421 | \$ 196,103 | \$ 214,492 | \$ 214,492 |
| Department Staff | | | | | |
| Full-time | 2.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 7.19 | 0.00 | 0.00 | 0.00 | 0.00 |

Note: As of FY 2017/18, Specialized Recreation was moved to the Athletic Center.

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 530,999 | 625,000 | 625,000 | 625,000 |
| Number of classes held | 575 | 617 | 600 | 600 |
| % of classes held vs. offered | 84% | 89% | 86% | 86% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$2.84 | \$3.03 | \$4.05 | \$3.84 |
| Estimated maintenance cost per visit ² | \$0.48 | \$0.50 | \$0.43 | \$0.44 |
| Utilities cost per square foot | \$1.36 | \$1.23 | \$1.21 | \$1.26 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 151% | 157% | 160% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 81% | 87% | 85% | 81% |
| Revenues as a % needed to meet cost recovery - Actual | 61% | 79% | increase | increase |
| Percentage of field hours used versus allocated | 89% | 88% | increase | increase |

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities.

Note: Specialized Recreation moved to the Athletic Center from the Manager of Sports in FY 2017/18.

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 434,775 | \$ 423,676 | \$ 536,653 | \$ 525,631 | \$ 525,631 |
| RPT Salary | 84,709 | 83,592 | 135,898 | 132,294 | 132,294 |
| PT Salary | 457,314 | 651,819 | 887,968 | 930,591 | 930,591 |
| Employee Benefits | 227,834 | 223,260 | 285,983 | 394,333 | 394,333 |
| Payroll Taxes | 95,576 | 115,522 | 156,181 | 160,782 | 160,782 |
| Personnel Services | \$ 1,300,208 | \$ 1,497,869 | \$ 2,002,683 | \$ 2,143,631 | \$ 2,143,631 |
| Professional and Technical Services | \$ 88,149 | \$ 74,295 | \$ 90,080 | \$ 91,410 | \$ 91,410 |
| Bank Charges and Fees | - | - | - | 20,757 | 20,757 |
| Supplies | 114,070 | 174,856 | 286,580 | 292,322 | 292,322 |
| Utilities | - | - | 74,977 | 76,404 | 76,404 |
| Communication | 596 | 601 | 750 | 350 | 350 |
| Training, Travel and Memberships | 1,968 | 4,143 | 3,200 | 2,200 | 2,200 |
| Small Furniture and Equipment | 1,462 | 1,509 | 3,750 | 5,000 | 5,000 |
| Material & Services | \$ 206,245 | \$ 255,404 | \$ 459,337 | \$ 488,443 | \$ 488,443 |
| Program Total | \$ 1,506,453 | \$ 1,753,273 | \$ 2,462,020 | \$ 2,632,074 | \$ 2,632,074 |
| Department Staff | | | | | |
| Full-time | 7.00 | 7.00 | 8.00 | 8.00 | 8.00 |
| Regular part-time (FTE) | 1.75 | 1.75 | 2.63 | 2.63 | 2.63 |
| Part-time (FTE) | 20.97 | 27.71 | 30.86 | 31.99 | 31.99 |
| Funded Service Level | | | | | |
| Program Hours | 10,577 | 11,770 | 11,867 | 12,091 | 12,091 |
| Contact Hours | 284,487 | 294,120 | 297,241 | 290,094 | 290,094 |

Note: As of FY 2017/18, Specialized Recreation was moved from the Manager of Sports.

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 121,235 | 124,822 | 126,000 | 126,750 |
| Number of classes held | 1,455 | 1,714 | 1,490 | 1,330 |
| % of classes held vs. offered | 86% | 83% | 82% | 80% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$8.43 | \$8.20 | \$8.56 | \$9.24 |
| Estimated maintenance cost per visit ² | \$1.23 | \$1.20 | \$1.56 | \$1.56 |
| Utilities cost per square foot | \$1.01 | \$0.95 | \$0.98 | \$0.97 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 167% | 179% | 189% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 51% | 56% | 49% | 80% |
| Revenues as a % needed to meet cost recovery - Actual | 49% | 54% | increase | increase |

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities.

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 341,265 | \$ 348,431 | \$ 416,154 | \$ 430,420 | \$ 430,420 |
| RPT Salary | 175,001 | 158,859 | 189,212 | 198,466 | 198,466 |
| PT Salary | 160,206 | 161,385 | 201,275 | 210,475 | 210,475 |
| Employee Benefits | 246,218 | 260,524 | 314,307 | 356,462 | 356,462 |
| Payroll Taxes | 65,427 | 65,486 | 83,893 | 88,970 | 88,970 |
| Personnel Services | \$ 988,117 | \$ 994,685 | \$ 1,204,841 | \$ 1,284,793 | \$ 1,284,793 |
| Professional and Technical Services | \$ - | \$ - | \$ 32,899 | \$ 31,635 | \$ 31,635 |
| Bank Charges and Fees | - | - | - | 18,657 | 18,657 |
| Supplies | 32,806 | 27,661 | 48,883 | 47,425 | 47,425 |
| Rental Equipment | - | - | - | 1,845 | 1,845 |
| Utilities | - | - | 103,080 | 96,848 | 96,848 |
| Training, Travel and Memberships | 1,264 | 590 | 2,380 | 300 | 300 |
| Material & Services | \$ 34,070 | \$ 28,251 | \$ 187,242 | \$ 196,710 | \$ 196,710 |
| Program Total | \$ 1,022,187 | \$ 1,022,936 | \$ 1,392,083 | \$ 1,481,503 | \$ 1,481,503 |
| Department Staff | | | | | |
| Full-time | 6.00 | 5.00 | 6.00 | 6.00 | 6.00 |
| Regular part-time (FTE) | 2.63 | 3.50 | 3.50 | 3.50 | 3.50 |
| Part-time (FTE) | 5.16 | 5.10 | 6.78 | 6.84 | 6.84 |
| Funded Service Level | | | | | |
| Program Hours | 34,651 | 38,941 | 37,024 | 35,228 | 35,228 |
| Contact Hours | 124,733 | 127,744 | 125,378 | 155,607 | 155,607 |

Division: Park & Recreation Services

Department: Sports

Program: Camp Rivendale

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|--|--|--|---|
| Workloads: | | | | |
| Attendance | 446 | 450 | 425 | 435 |
| Performance Measures: | | | | |
| Estimated maintenance cost per visit ¹ | \$5.82 | \$4.86 | \$4.24 | \$4.14 |
| Utilities cost per square foot | \$1.62 | \$2.41 | \$3.85 | \$3.28 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 355% | 521% | 357% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 29% | 26% | 26% | 26% |
| Revenues as a % needed to meet cost recovery - Actual | 45% | 30% | increase | increase |

¹ Total maintenance cost does not include utilities.

Division: Park & Recreation Services
 Department: Sports
 Program: Camp Rivendale

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| PT Salary | \$ 91,472 | \$ 91,122 | \$ 96,378 | \$ 100,686 | \$ 100,686 |
| Payroll Taxes | 10,423 | 9,751 | 9,638 | 10,069 | 10,069 |
| Personnel Services | \$ 101,895 | \$ 100,873 | \$ 106,016 | \$ 110,755 | \$ 110,755 |
| Rental Equipment | \$ 12,700 | \$ 34,900 | \$ 46,000 | \$ 30,000 | \$ 30,000 |
| Supplies | 9,786 | 7,606 | 10,181 | 10,498 | 10,498 |
| Training, Travel and Memberships | 305 | - | - | - | - |
| Material & Services | \$ 22,791 | \$ 42,506 | \$ 56,181 | \$ 40,498 | \$ 40,498 |
| Program Total | \$ 124,686 | \$ 143,379 | \$ 162,197 | \$ 151,253 | \$ 151,253 |
| Department Staff | | | | | |
| Full-time | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 4.72 | 3.71 | 3.58 | 3.61 | 3.61 |
| Funded Service Level | | | | | |
| Program Hours | 520 | 520 | 520 | 444 | 444 |
| Contact Hours | 9,250 | 9,360 | 8,840 | 6,660 | 6,660 |





TUALATIN HILLS
PARK & RECREATION DISTRICT

RECREATION



Cedar Hills Recreation Center

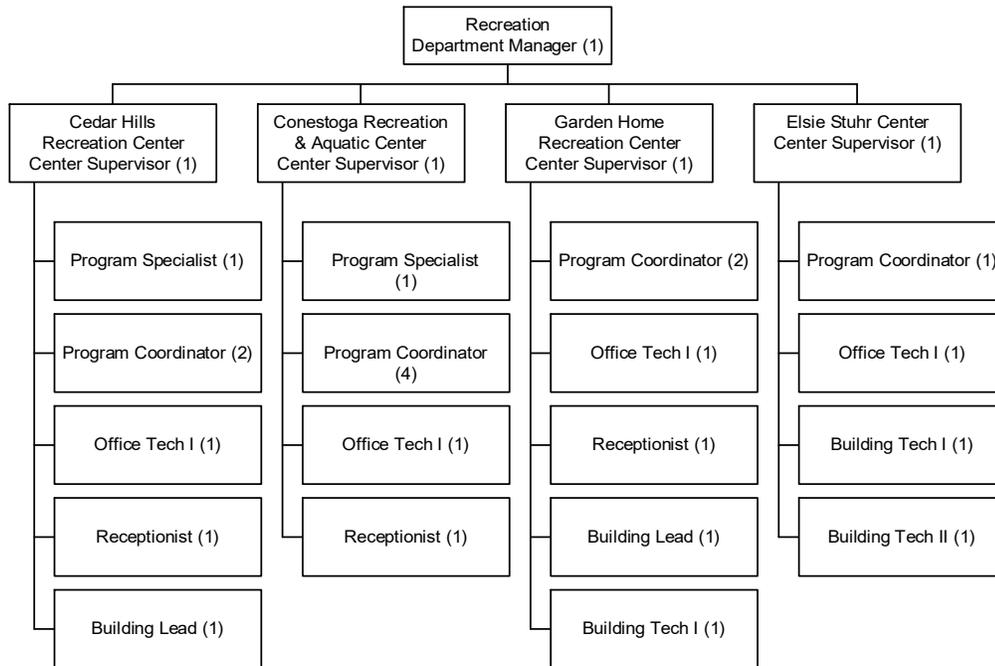
Conestoga Recreation & Aquatic Center

Garden Home Recreation Center

Elsie Stuhr Center

PARK & RECREATION SERVICES DIVISION

Recreation Department



Department Overview

The Recreation Department manager is responsible to the director of Park & Recreation Services and oversees the operation of the four recreation centers, their programs, and staff.

The Recreation Department plans, organizes, and administers the operational and personnel activities of a comprehensive recreation program. These recreation facilities provide as many as 400 diverse recreation programs, fitness classes, special events, preschool and after school programs each quarter. This department also oversees the planning and operation of the THPRD Rec Mobile program and the Cedar Mill Farmers Market.

FY 2018/19 Accomplishments

Through our collaboration with Family Promise of Beaverton, The Elsie Stuhr Senior Center, Garden Home and Cedar Hills Recreation Center provided temporary housing for families experiencing homelessness.

THPRD's partnership with Northwest Regional Education Service District has provided spaces for

4-8 students in the nine-month preschool programs at CHRC and CRAC.

Through the exercise equipment replacement program, the department purchased 10 new ADA-accessible fitness machines.

THPRD's continued partnership with BSD's free and reduced lunch program resulted in Cedar Hills Recreation Center serving the highest number of meals over the summer months of all participating sites.

The districtwide middle school cross country program, housed out of Cedar Hills Recreation Program saw participation increase by over 21%, with over 320 students participating in the program.

Garden Home Recreation Center's Rec Mobile program expanded its outreach to underserved areas and low-income apartment complexes in January 2019. Families as well as individual children come to enjoy activities. Activities during the winter are focused around arts and science. When

FY 2018/19 Accomplishments (continued)

weather and light allow, physical activity is built into the planned activities.

Cedar Hills Recreation Center's Fall Festival offered family-friendly activities such as face painting, crafts, BINGO, and many other festival games. The event had over 1,500 people in attendance along with support from over 70 volunteers and community partners like the Beaverton Police Department.

Conestoga hosted the kick off for City of Beaverton's Welcoming Week by inviting the community to the 2nd annual Celebrating Indian Culture event, attended by over 600 people. Conestoga also hosted the 4th annual Family PRIDE Dance in conjunction with PFLAG; over 200 families attended.

Conestoga's Big Truck Day celebrated 20 years of family fun! For the second year, a soft opening was held an hour earlier for those with sensory issues to enjoy the event "horn-free." Big Truck Day attracted over 7,500 visitors from the metro area.

The Elsie Stuhr Center's Estate and Rummage Sale (formerly the Harvest Bazaar) is the center's largest and most popular annual event and fundraiser. Community members donated gently used clothing, furniture, housewares, holiday items and more. Dedicated volunteers put in thousands of hours prepping for the event, which raised almost \$47,000 for the center.

Garden Home Recreation Center's 2nd annual Mini-Market was held to promote local vendors and businesses (35 booths total), provide a community activity and celebrate the Garden Home Community Library's summer reading program.

FY 2019/20 Goals and Objectives

Health & Wellness

Continue to partner with new or current medical community partners to promote improved health and wellness opportunities for all members of the community. Hold senior Health & Wellness Forums to solicit community feedback.

Offer the popular Fitness in the Park and Walk with Me programs in underserved communities across the district, providing free and inclusive recreation opportunities to community members of all fitness levels.

Social Equity

Explore options to partner and/or secure grant funding to expand afterschool programs to serve the children of the Beaverton School District.

Develop programs for underserved populations and work to break down barriers to participation, consistent with THPRD's Access for All initiative.

Expand the Rec Mobile program to provide outreach to communities beyond low-income families. Provide events in the community that work with and address the needs and interests of various ethnic populations within the district.

Budget Highlights

The adopted budget includes funding to support the expansion of afterschool programs to serve the children of the Beaverton School District.

Division: Park & Recreation Services
 Department: Recreation

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | \$ 4,441,545 | \$ 5,687,049 | \$ 7,436,507 | \$ 7,929,241 | \$ 7,929,241 |
| Materials & Services | 365,039 | 451,380 | 976,240 | 1,079,977 | 1,079,977 |
| Total Appropriations | \$ 4,806,584 | \$ 6,138,429 | \$ 8,412,747 | \$ 9,009,218 | \$ 9,009,218 |

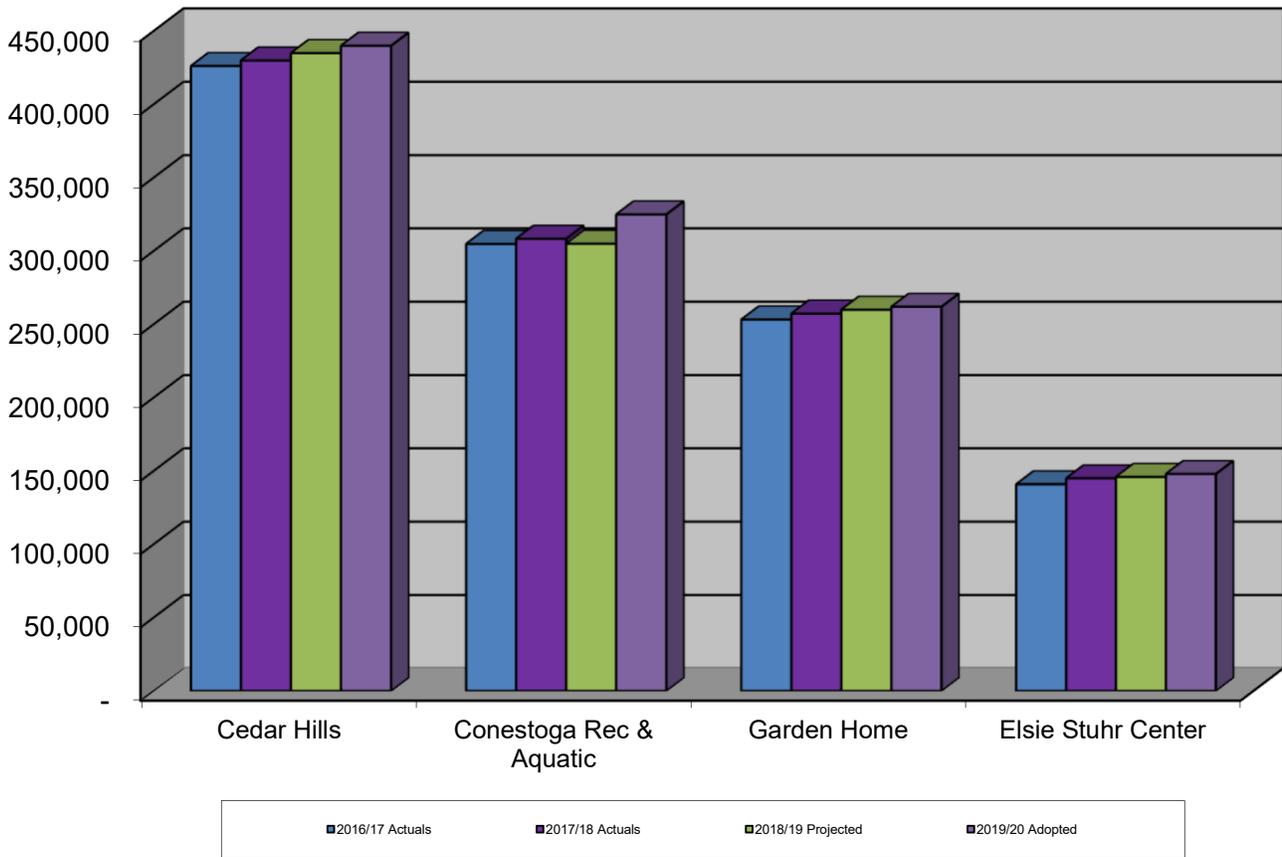
| | | | | | |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Summary by Program | | | | | |
| Manager of Recreation | \$ 203,331 | \$ 250,482 | \$ 242,090 | \$ 408,696 | \$ 408,696 |
| Cedar Hills Recreation Center | 1,512,551 | 1,599,819 | 2,488,594 | 2,606,500 | 2,606,500 |
| Conestoga Rec. & Aquatic Center | 2,114,217 | 2,486,043 | 2,780,999 | 2,907,717 | 2,907,717 |
| Garden Home Recreation Center | 976,485 | 1,021,664 | 1,742,998 | 1,871,190 | 1,871,190 |
| Elsie Stuhr Center | - | 780,421 | 1,158,066 | 1,215,115 | 1,215,115 |
| Total Appropriations | \$ 4,806,584 | \$ 6,138,429 | \$ 8,412,747 | \$ 9,009,218 | \$ 9,009,218 |

| | | | | | |
|-------------------------|-------|-------|--------|--------|--------|
| Division Staff | | | | | |
| Full-time | 19.00 | 20.00 | 28.00 | 28.00 | 28.00 |
| Regular part-time (FTE) | 3.52 | 3.52 | 7.90 | 7.90 | 7.90 |
| Part-time (FTE) | 85.41 | 87.69 | 108.15 | 114.97 | 114.97 |

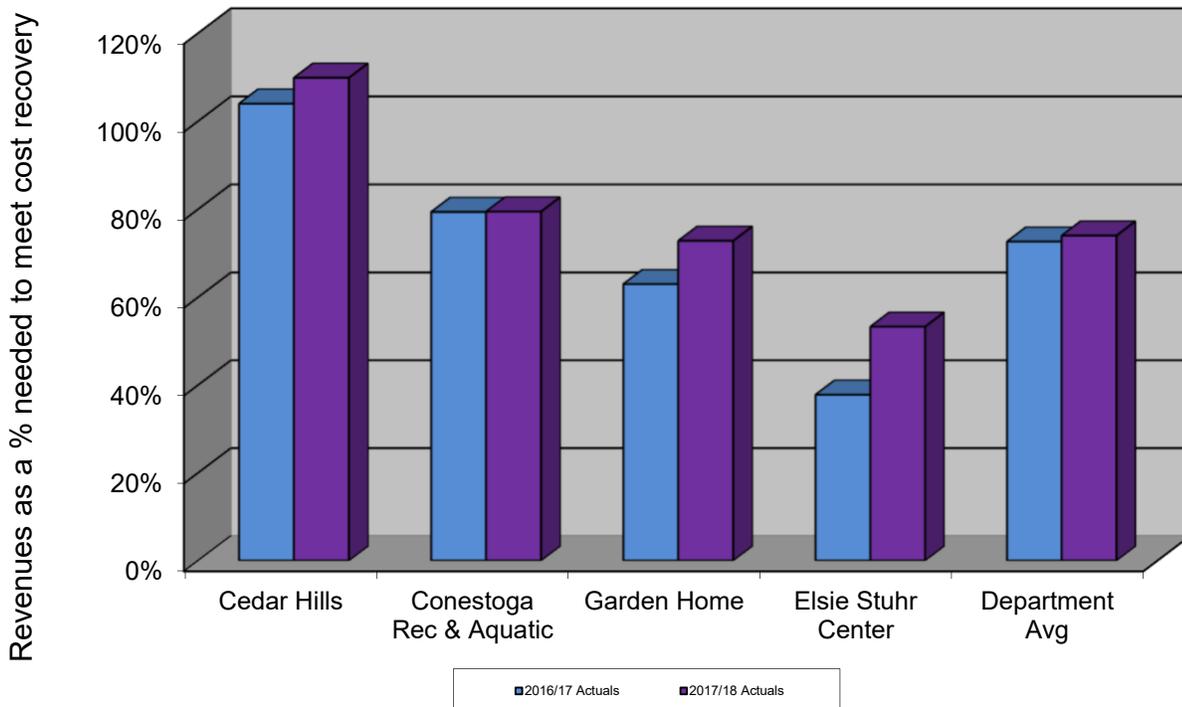
| | | | | | |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|
| Funded Service Level | | | | | |
| Program Hours | 68,504 | 68,883 | 89,996 | 88,513 | 88,513 |
| Contact Hours | 1,410,139 | 1,461,712 | 1,697,065 | 1,642,367 | 1,642,367 |

Note: As of FY 2017/18, Elsie Stuhr Center was moved from the former Programs & Special Activities Department.

Attendance by Center



Cost Recovery Progress



Division: Park & Recreation Services
 Department: Recreation
 Program: Manager of Recreation

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 126,432 | \$ 153,334 | \$ 139,129 | \$ 114,154 | \$ 114,154 |
| PT Salary | - | - | - | 170,888 | 170,888 |
| Employee Benefits | 44,501 | 59,896 | 60,447 | 53,086 | 53,086 |
| Payroll Taxes | 10,539 | 13,032 | 11,404 | 27,118 | 27,118 |
| | \$ 181,472 | \$ 226,262 | \$ 210,980 | \$ 365,246 | \$ 365,246 |
| Communications | \$ 4,750 | \$ 7,707 | \$ 5,520 | \$ 5,520 | \$ 5,520 |
| Supplies | 2,762 | 11,045 | 13,500 | 20,035 | 20,035 |
| Training, Travel and Memberships | 13,586 | 5,468 | 12,090 | 17,895 | 17,895 |
| Small Furniture and Equipment | 761 | - | - | - | - |
| Material & Services | \$ 21,859 | \$ 24,220 | \$ 31,110 | \$ 43,450 | \$ 43,450 |
| Program Total | \$ 203,331 | \$ 250,482 | \$ 242,090 | \$ 408,696 | \$ 408,696 |
| Department Staff | | | | | |
| Full-time | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 0.00 | 0.00 | 0.00 | 5.70 | 5.70 |

Division: Park & Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 426,175 | 430,000 | 435,000 | 440,000 |
| Number of classes held | 1,385 | 1,677 | 1,650 | 1,670 |
| % of classes held vs. offered | 90% | 92% | 92% | 93% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$3.55 | \$3.71 | \$4.43 | \$4.91 |
| Estimated maintenance cost per visit ² | \$0.62 | \$0.62 | \$0.78 | \$0.79 |
| Utilities cost per square foot | \$1.61 | \$1.57 | \$1.65 | \$1.77 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 163% | 169% | 167% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 92% | 89% | 79% | 81% |
| Revenues as a % needed to meet cost recovery - Actual | 104% | 110% | increase | increase |

¹ Does not include maintenance or utilities.

² Does not include utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 265,150 | \$ 291,448 | \$ 456,837 | \$ 461,951 | \$ 461,951 |
| RPT Salary | 69,038 | 36,133 | 123,225 | 134,992 | 134,992 |
| PT Salary | 790,299 | 821,306 | 1,123,661 | 1,123,062 | 1,123,062 |
| Employee Benefits | 160,086 | 192,173 | 307,681 | 355,875 | 355,875 |
| Payroll Taxes | 114,302 | 116,320 | 169,917 | 172,982 | 172,982 |
| Personnel Services | \$ 1,398,875 | \$ 1,457,380 | \$ 2,181,321 | \$ 2,248,862 | \$ 2,248,862 |
| Other Services | \$ 3,446 | \$ 3,147 | \$ 4,459 | \$ 6,900 | \$ 6,900 |
| Bank Charges and Fees | - | - | - | 34,166 | 34,166 |
| Supplies | 104,888 | 133,655 | 226,789 | 233,335 | 233,335 |
| Utilities | - | 2,427 | 62,584 | 67,867 | 67,867 |
| Communication | 295 | - | 3,938 | 5,200 | 5,200 |
| Training, Travel and Memberships | 318 | 701 | 2,403 | 2,470 | 2,470 |
| Small Furniture and Equipment | 4,729 | 2,509 | 7,100 | 7,700 | 7,700 |
| Material & Services | \$ 113,676 | \$ 142,439 | \$ 307,273 | \$ 357,638 | \$ 357,638 |
| Program Total | \$ 1,512,551 | \$ 1,599,819 | \$ 2,488,594 | \$ 2,606,500 | \$ 2,606,500 |
| Department Staff | | | | | |
| Full-time | 5.00 | 6.00 | 7.00 | 7.00 | 7.00 |
| Regular part-time (FTE) | 0.88 | 0.88 | 2.63 | 2.63 | 2.63 |
| Part-time (FTE) | 25.27 | 27.81 | 34.06 | 33.91 | 33.91 |
| Funded Service Level | | | | | |
| Program Hours | 25,758 | 27,172 | 30,872 | 28,461 | 28,461 |
| Contact Hours | 471,971 | 535,196 | 573,955 | 533,135 | 533,135 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 304,872 | 308,414 | 305,000 | 325,000 |
| Number of classes held | 1,537 | 1,717 | 1,549 | 1,400 |
| % of classes held vs. offered | 87% | 82% | 71% | 84% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$6.61 | \$6.86 | \$8.28 | \$8.95 |
| Estimated maintenance cost per visit ² | \$0.82 | \$1.13 | \$1.28 | \$1.44 |
| Utilities cost per square foot | \$3.65 | \$3.53 | \$3.65 | \$3.62 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 183% | 187% | 178% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 75% | 78% | 78% | 75% |
| Revenues as a % needed to meet cost recovery - Actual | 79% | 79% | increase | increase |

¹ Does not include maintenance or utilities.

² Does not include utilities.

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 495,693 | \$ 527,815 | \$ 564,242 | \$ 543,534 | \$ 543,534 |
| RPT Salary | 50,306 | 63,992 | 79,965 | 82,431 | 82,431 |
| PT Salary | 989,270 | 1,253,614 | 1,391,701 | 1,458,559 | 1,458,559 |
| Employee Benefits | 283,803 | 311,296 | 328,654 | 371,542 | 371,542 |
| Payroll Taxes | 153,017 | 176,946 | 205,337 | 211,459 | 211,459 |
| Personnel Services | \$ 1,972,089 | \$ 2,333,663 | \$ 2,569,899 | \$ 2,667,525 | \$ 2,667,525 |
| Bank Charges and Fees | \$ - | \$ - | \$ - | \$ 47,378 | \$ 47,378 |
| Communication | 5 | 28 | 1,400 | 1,400 | 1,400 |
| Supplies | 141,009 | 147,907 | 203,300 | 185,014 | 185,014 |
| Rental Equipment | - | 2,169 | - | - | - |
| Training, Travel and Memberships | 404 | 252 | - | - | - |
| Small Furniture and Equipment | 710 | 2,024 | 6,400 | 6,400 | 6,400 |
| Material & Services | \$ 142,128 | \$ 152,380 | \$ 211,100 | \$ 240,192 | \$ 240,192 |
| Program Total | \$ 2,114,217 | \$ 2,486,043 | \$ 2,780,999 | \$ 2,907,717 | \$ 2,907,717 |
| Department Staff | | | | | |
| Full-time | 8.00 | 8.00 | 8.00 | 8.00 | 8.00 |
| Regular part-time (FTE) | 1.76 | 1.76 | 1.76 | 1.76 | 1.76 |
| Part-time (FTE) | 43.84 | 43.58 | 47.41 | 48.76 | 48.76 |
| Funded Service Level | | | | | |
| Program Hours | 24,725 | 24,736 | 31,289 | 30,946 | 30,946 |
| Contact Hours | 523,909 | 518,138 | 595,107 | 605,739 | 605,739 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 109,708 | 123,990 | 115,000 | 125,000 |
| Number of classes held | 1,016 | 958 | 835 | 700 |
| % of classes held vs. offered | 92% | 81% | 78% | 78% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$8.88 | \$9.15 | \$9.60 | \$10.19 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 237% | 230% | 244% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 45% | 50% | 59% | 56% |
| Revenues as a % needed to meet cost recovery - Actual | 60% | 57% | increase | increase |

¹ Does not include maintenance or utilities.

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|--------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 283,547 | \$ 297,316 | \$ 341,396 | \$ 337,858 | \$ 337,858 |
| RPT Salary | 26,279 | 19,220 | 35,168 | 37,305 | 37,305 |
| PT Salary | 413,060 | 550,318 | 556,381 | 572,776 | 572,776 |
| Employee Benefits | 158,759 | 162,891 | 188,323 | 220,069 | 220,069 |
| Payroll Taxes | 70,471 | 77,970 | 94,532 | 96,867 | 96,867 |
| Personnel Services | \$ 952,116 | \$ 1,107,715 | \$ 1,215,800 | \$ 1,264,875 | \$ 1,264,875 |
| Communication | \$ - | \$ - | \$ 600 | \$ 600 | \$ 600 |
| Bank Charges and Fees | - | - | - | 17,395 | 17,395 |
| Supplies | 21,698 | 27,101 | 26,293 | 26,901 | 26,901 |
| Material & Services | \$ 21,698 | \$ 27,101 | \$ 26,893 | \$ 44,896 | \$ 44,896 |
| Program Total | \$ 973,814 | \$ 1,134,816 | \$ 1,242,693 | \$ 1,309,771 | \$ 1,309,771 |
| Department Staff | | | | | |
| Full-time | 4.80 | 4.80 | 4.80 | 4.80 | 4.80 |
| Regular part-time (FTE) | 0.88 | 0.88 | 0.88 | 0.88 | 0.88 |
| Part-time (FTE) | 18.22 | 20.78 | 20.80 | 20.62 | 20.62 |
| Funded Service Level | | | | | |
| Program Hours | 5,412 | 5,245 | 5,779 | 5,915 | 5,915 |
| Contact Hours | 105,715 | 102,464 | 104,197 | 105,161 | 105,161 |

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

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 195,164 | 184,424 | 190,000 | 200,000 |
| Number of classes held | 521 | 759 | 714 | 700 |
| % of classes held vs. offered | 87% | 83% | 86% | 90% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$5.84 | \$7.33 | \$7.48 | \$8.17 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 170% | 151% | 159% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 105% | 106% | 96% | 83% |
| Revenues as a % needed to meet cost recovery - Actual | 94% | 93% | increase | increase |

¹ Does not include maintenance or utilities.

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

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 212,146 | \$ 230,499 | \$ 222,846 | \$ 205,676 | \$ 205,676 |
| RPT Salary | 24,027 | 44,772 | 44,797 | 45,126 | 45,126 |
| PT Salary | 576,210 | 703,296 | 835,320 | 885,783 | 885,783 |
| Employee Benefits | 125,044 | 148,405 | 140,331 | 151,473 | 151,473 |
| Payroll Taxes | 82,546 | 98,976 | 110,805 | 114,592 | 114,592 |
| Personnel Services | \$ 1,019,973 | \$ 1,225,948 | \$ 1,354,099 | \$ 1,402,650 | \$ 1,402,650 |
| Bank Charges and Fees | \$ - | \$ - | \$ - | \$ 29,983 | \$ 29,983 |
| Communications | 5 | 28 | 800 | 800 | 800 |
| Supplies | 119,311 | 120,806 | 177,007 | 158,113 | 158,113 |
| Rental Equipment | - | 2,169 | - | - | - |
| Training, Travel and Memberships | 404 | 252 | - | - | - |
| Small Furniture and Equipment | 710 | 2,024 | 6,400 | 6,400 | 6,400 |
| Material & Services | \$ 120,430 | \$ 125,279 | \$ 184,207 | \$ 195,296 | \$ 195,296 |
| Program Total | \$ 1,140,403 | \$ 1,351,227 | \$ 1,538,306 | \$ 1,597,946 | \$ 1,597,946 |
| Department Staff | | | | | |
| Full-time | 3.20 | 3.20 | 3.20 | 3.20 | 3.20 |
| Regular part-time (FTE) | 0.88 | 0.88 | 0.88 | 0.88 | 0.88 |
| Part-time (FTE) | 25.62 | 22.80 | 26.61 | 28.14 | 28.14 |
| Funded Service Level | | | | | |
| Program Hours | 19,313 | 19,491 | 25,510 | 25,031 | 25,031 |
| Contact Hours | 418,194 | 415,674 | 490,910 | 500,578 | 500,578 |

Division: Park & Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 253,296 | 257,356 | 260,000 | 262,000 |
| Number of classes held | 1,189 | 985 | 868 | 900 |
| % of classes held vs. offered | 85% | 87% | 82% | 82% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$3.86 | \$3.97 | \$4.56 | \$5.14 |
| Estimated maintenance cost per visit ² | \$1.04 | \$0.95 | \$1.89 | \$1.66 |
| Utilities cost per square foot | \$1.41 | \$1.38 | \$1.24 | \$1.40 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 161% | 162% | 162% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 57% | 62% | 55% | 54% |
| Revenues as a % needed to meet cost recovery - Actual | 63% | 73% | increase | increase |

¹ Does not include maintenance or utilities.

² Does not include utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 268,485 | \$ 239,559 | \$ 431,558 | \$ 430,747 | \$ 430,747 |
| RPT Salary | 33,700 | 35,304 | 127,310 | 122,116 | 122,116 |
| PT Salary | 400,734 | 475,004 | 566,041 | 596,977 | 596,977 |
| Employee Benefits | 116,304 | 103,177 | 245,251 | 343,695 | 343,695 |
| Payroll Taxes | 69,886 | 75,673 | 112,571 | 114,564 | 114,564 |
| Personnel Services | \$ 889,109 | \$ 928,717 | \$ 1,482,731 | \$ 1,608,099 | \$ 1,608,099 |
| Professional and Technical Services | \$ - | \$ 70 | \$ 6,698 | \$ 6,698 | \$ 6,698 |
| Bank Charges and Fees | - | - | - | 21,243 | 21,243 |
| Supplies | 87,198 | 92,210 | 171,563 | 156,988 | 156,988 |
| Utilities | - | - | 78,265 | 74,370 | 74,370 |
| Communications | - | - | 2,438 | 2,438 | 2,438 |
| Training, Travel and Memberships | 178 | 437 | 1,303 | 1,354 | 1,354 |
| Small Furniture and Equipment | - | 230 | - | - | - |
| Material & Services | \$ 87,376 | \$ 92,947 | \$ 260,267 | \$ 263,091 | \$ 263,091 |
| Program Total | \$ 976,485 | \$ 1,021,664 | \$ 1,742,998 | \$ 1,871,190 | \$ 1,871,190 |
| Department Staff | | | | | |
| Full-time | 5.00 | 5.00 | 7.00 | 7.00 | 7.00 |
| Regular part-time (FTE) | 0.88 | 0.88 | 2.63 | 2.63 | 2.63 |
| Part-time (FTE) | 16.30 | 16.30 | 18.31 | 18.18 | 18.18 |
| Funded Service Level | | | | | |
| Program Hours | 18,021 | 16,975 | 17,229 | 18,739 | 18,739 |
| Contact Hours | 414,259 | 408,378 | 404,199 | 381,499 | 381,499 |

Division: Park & Recreation Services

Department: Recreation

Program: Elsie Stuhr Center

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance | 141,000 | 145,000 | 146,000 | 148,000 |
| Number of classes held | 580 | 591 | 550 | 600 |
| % of classes held vs. offered | 93% | 95% | 92% | 95% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$5.04 | \$5.38 | \$5.29 | \$6.08 |
| Estimated maintenance cost per visit ² | \$1.36 | \$0.76 | \$1.71 | \$1.70 |
| Utilities cost per square foot | \$2.39 | \$2.31 | \$2.43 | \$2.41 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 93% | 90% | 100% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 41% | 53% | 54% | 53% |
| Revenues as a % needed to meet cost recovery - Actual | 38% | 53% | increase | increase |

¹ Does not include maintenance or utilities.

² Does not include utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Elsie Stuhr Center

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ - | \$ 201,737 | \$ 321,109 | \$ 333,103 | \$ 333,103 |
| RPT Salary | - | 40,593 | 42,285 | 43,678 | 43,678 |
| PT Salary | - | 307,100 | 345,774 | 363,745 | 363,745 |
| Employee Benefits | - | 142,436 | 212,376 | 225,108 | 225,108 |
| Payroll Taxes | - | 49,161 | 70,032 | 73,875 | 73,875 |
| Personnel Services | \$ - | \$ 741,027 | \$ 991,576 | \$ 1,039,509 | \$ 1,039,509 |
| Other Services | \$ - | \$ 2,740 | \$ 18,953 | \$ 19,954 | \$ 19,954 |
| Bank Charges and Fees | - | - | - | 11,193 | 11,193 |
| Utilities | - | - | 52,416 | 53,098 | 53,098 |
| Communication | - | - | 7,333 | 6,433 | 6,433 |
| Supplies | - | 36,393 | 85,083 | 82,223 | 82,223 |
| Training, Travel and Memberships | - | 261 | 2,705 | 2,705 | 2,705 |
| Material & Services | \$ - | \$ 39,394 | \$ 166,490 | \$ 175,606 | \$ 175,606 |
| Program Total | \$ - | \$ 780,421 | \$ 1,158,066 | \$ 1,215,115 | \$ 1,215,115 |
| Department Staff | | | | | |
| Full-time | 0.00 | 3.00 | 5.00 | 5.00 | 5.00 |
| Regular part-time (FTE) | 0.00 | 0.88 | 0.88 | 0.88 | 0.88 |
| Part-time (FTE) | 0.00 | 7.49 | 8.37 | 8.42 | 8.42 |
| Funded Service Level | | | | | |
| Program Hours | - | 10,274 | 10,606 | 10,367 | 10,367 |
| Contact Hours | - | 118,428 | 123,804 | 121,994 | 121,994 |

Note: As of FY 2017/18, Elsie Stuhr Center was moved from the former Programs & Special Activities Department.





TUALATIN HILLS
PARK & RECREATION DISTRICT

COMMUNITY PROGRAMS



PARK & RECREATION SERVICES DIVISION

Community Programs Department



Department Overview

The Community Programs manager is responsible to the director of Park & Recreation Services and oversees THPRD's Americans with Disabilities Act (ADA) program and transition plan, dog parks, historic facilities, community gardens, volunteer services, and special events.

This department provides programs for the community that include concerts, theater, and collaborative events with the City of Beaverton and Washington County. The department also coordinates volunteer activities including recruitment and placement.

The Volunteer Services Program expands opportunities for volunteer involvement at THPRD and strengthens volunteerism in our community. The program provides benefit to individuals, THPRD, and the community as a whole.

Community Programs also provides oversight of the concessionaire at the Jenkins Estate and serves as the district liaison to the Master Gardeners program that operates at the Jenkins Estate.

FY 2018/19 Accomplishments

Represented THPRD as a finalist for the National Recreation and Park Association's (NRPA) Gold Medal award at the 2018 NRPA annual conference.

Maintained agency accreditation through the Commission for Accreditation for Park and Recreation Agencies (CAPRA).

Supported staff across departmental lines to achieve individual professional certification through the National Recreation and Park Association. Currently, 29 THPRD staff are designated as Certified Park and Recreation Professionals.

Held a successful summer event series to include five concerts, a theater in the park event, and Party in the Park at the HMT Recreation Complex.

Hosted the first annual Fiesta en el Parque at Schiffler Park, a free community event celebrating Latino culture and diversity in the park district.

Partnered with the City of Beaverton and the German International School on the Holiday Tree Lighting and Holiday Market events.

Coordinated an ADA Transition Plan team with Maintenance Operations tasked with prioritizing the elimination of barriers identified in the audit.

Placed volunteers in 3,898 positions, contributing 49,600 hours of support in 14 program areas.

Developed a concept plan for the Jenkins Estate to help guide programming, partnerships, and recreational activities at the historic property.

Coordinated outreach efforts with the Parks & Facilities Advisory Committee to establish future dog park criteria and considerations for the Parks Functional Plan.

FY 2019/20 Goals and Objectives

Pursue the Gold Medal award nomination for the 2019 NRPA conference and maintain the agency's CAPRA accreditation.

Continue positive collaboration with local government agencies in providing free, open to all, community events and programs that share a common theme.

Provide support for the Jenkins Estate programming opportunities that include continued support of Camp Rivendale for people experiencing disability.

Develop a strategy of theme and supporting messages for THPRD displays at community events that encourage patron engagement and feedback. Establish meaningful methods to obtain community feedback that supports THPRD visioning efforts.

FY 2019/20 Goals and Objectives (continued)

Continue to work collaboratively across departments to develop a framework for the continuous improvement of THPRD facilities for people experiencing disability.

Budget Highlights

The adopted budget reflects an updated department staffing structure and increased part time staff hours with a focus toward supporting free, community-based neighborhood events, partnerships with local government agencies, and enhanced districtwide volunteer program activities.

Division: Park & Recreation Services
Department: Community Programs

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
|-------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|

Summary of Appropriations

| | | | | | |
|-----------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|
| Personnel Services | \$ 940,891 | \$ 402,313 | \$ 386,136 | \$ 634,639 | \$ 634,639 |
| Materials & Services | 203,246 | 118,316 | 99,350 | 129,034 | 129,034 |
| Total Appropriations | \$ 1,144,137 | \$ 520,629 | \$ 485,486 | \$ 763,673 | \$ 763,673 |

Summary by Program

| | | | | | |
|-------------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|
| Manager of Community Programs | \$ 434,085 | \$ 520,629 | \$ 485,486 | \$ 763,673 | \$ 763,673 |
| Elsie Stuhr Center | 710,052 | - | - | - | - |
| Total Appropriations | \$ 1,144,137 | \$ 520,629 | \$ 485,486 | \$ 763,673 | \$ 763,673 |

Division Staff

| | | | | | |
|-------------------------|------|------|------|------|------|
| Full-time | 5.00 | 3.00 | 3.00 | 4.00 | 4.00 |
| Regular part-time (FTE) | 0.88 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 8.53 | 2.32 | 1.16 | 2.80 | 2.80 |

Funded Service Level

| | | | | | |
|---------------|---------|---|---|---|---|
| Program Hours | 9,899 | - | - | - | - |
| Contact Hours | 115,135 | - | - | - | - |

Note: As of FY 2017/18, the Elsie Stuhr Center was moved to the Recreation Department.



Division: Park & Recreation Services
 Department: Community Programs
 Program: Manager of Community Programs

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 163,322 | \$ 214,548 | \$ 228,313 | \$ 322,901 | \$ 322,901 |
| PT Salary | 36,269 | 78,905 | 39,516 | 95,905 | 95,905 |
| Employee Benefits | 52,829 | 81,091 | 93,508 | 174,905 | 174,905 |
| Payroll Taxes | 18,067 | 27,769 | 24,799 | 40,928 | 40,928 |
| Personnel Services | \$ 270,487 | \$ 402,313 | \$ 386,136 | \$ 634,639 | \$ 634,639 |
| Professional and Technical Services | \$ 136,034 | \$ 92,997 | \$ 63,100 | \$ 64,584 | \$ 64,584 |
| Rental Facility | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 |
| Communications | 1,040 | 1,448 | 1,500 | 1,500 | 1,500 |
| Supplies | 13,763 | 13,349 | 19,750 | 47,550 | 47,550 |
| Small Furniture and Equipment | - | 500 | - | - | - |
| Training, Travel and Memberships | 10,361 | 7,622 | 12,600 | 13,000 | 13,000 |
| Material & Services | \$ 163,598 | \$ 118,316 | \$ 99,350 | \$ 129,034 | \$ 129,034 |
| Program Total | \$ 434,085 | \$ 520,629 | \$ 485,486 | \$ 763,673 | \$ 763,673 |
| Department Staff | | | | | |
| Full-time | 2.00 | 3.00 | 3.00 | 4.00 | 4.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 1.12 | 2.32 | 1.16 | 2.80 | 2.80 |

Division: Park & Recreation Services
 Department: Community Programs
 Program: Elsie Stuhr Center

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|--------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 171,721 | \$ - | \$ - | \$ - | \$ - |
| RPT Salary | 38,128 | - | - | - | - |
| PT Salary | 288,529 | - | - | - | - |
| Employee Benefits | 126,387 | - | - | - | - |
| Payroll Taxes | 45,639 | - | - | - | - |
| Personnel Services | \$ 670,404 | \$ - | \$ - | \$ - | \$ - |
| Professional and Technical Services | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other Services | 3,099 | - | - | - | - |
| Communication | 900 | - | - | - | - |
| Supplies | 35,079 | - | - | - | - |
| Training, Travel and Memberships | 570 | - | - | - | - |
| Small Furniture, Fixtures and Equip. | - | - | - | - | - |
| Material & Services | \$ 39,648 | \$ - | \$ - | \$ - | \$ - |
| Program Total | \$ 710,052 | \$ - | \$ - | \$ - | \$ - |
| Department Staff | | | | | |
| Full-time | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Regular part-time (FTE) | 0.88 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 7.41 | 0.00 | 0.00 | 0.00 | 0.00 |
| Funded Service Level | | | | | |
| Program Hours | 9,899 | - | - | - | - |
| Contact Hours | 115,135 | - | - | - | - |

Note: As of FY 2017/18, Elsie Stuhr Center moved to the Recreation Department.



TUALATIN HILLS
PARK & RECREATION DISTRICT

NATURE & TRAILS



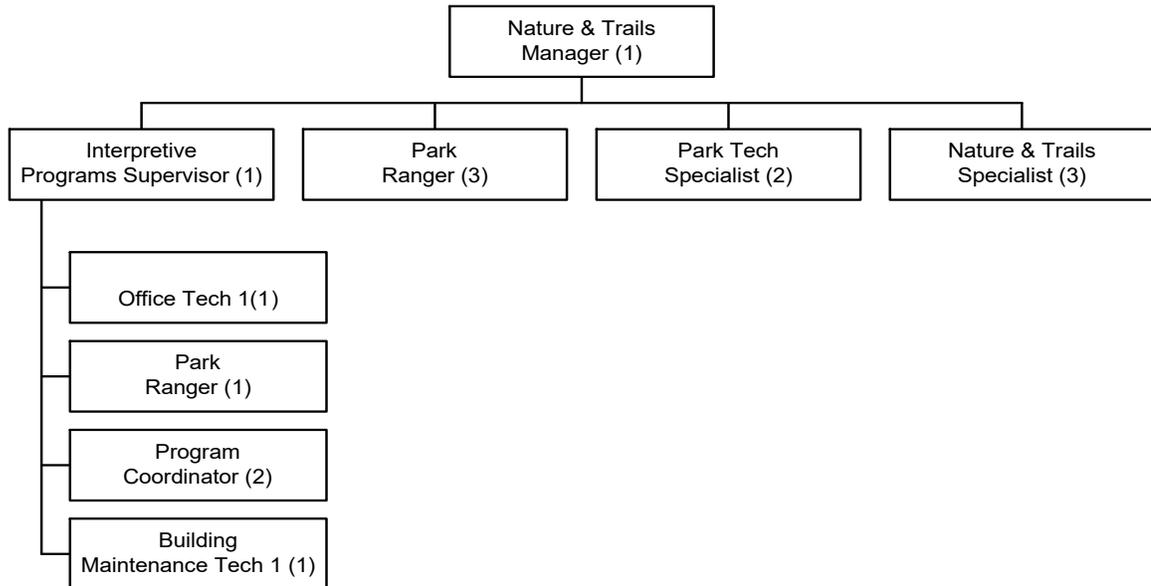
Nature & Trails

Tualatin Hills Nature Center

Cooper Mountain Nature Park

PARK & RECREATION SERVICES DIVISION

Nature & Trails Department



Department Overview

The Nature & Trails manager is responsible to the director of Park & Recreation Services. Under the direction of the manager, the Tualatin Hills Nature Center, Cooper Mountain Nature House, and Nature & Trails staff operate a coordinated program which uses the Nature Center and Nature Mobile to educate patrons about THPRD's natural areas, volunteer opportunities, trails, and environmental education programs.

The Nature & Trails Department provides districtwide stewardship of natural areas and environmental education programs, manages nearly 70 miles of trails, and 1,500 acres of natural areas in 140 sites, including Cooper Mountain Nature Park and the Tualatin Hills Nature Park and Nature Center.

The department connects patrons with natural areas and community destinations through the trails program which maintains and promotes trail uses, provides visitor services and responds to inquiries. The program sets standards, suggests improvements to the trail system, and empowers THPRD to work with community partners and other jurisdictions in addressing trails issues.

2018/19 Accomplishments

Offered nine weeks of a new camp for children ages 5-8 at Cooper Mountain Nature Park.

Operated a new nature-based preschool program at Cooper Mountain Nature Park.

Permits for the Fanno Creek Greenway stream and habitat enhancement project with Clean Water Services were completed.

The trail maintenance team has been integrated into department operations to better serve the community. A trail asset inventory was completed.

Enhanced the Fanno Creek Trail by adding a crosswalk at SW 90th and by organizing partners to address the crossing of Scholls Ferry Road.

Received a grant to operate the NEWT (Nature Education and Workforce Training) program with Adelantes Mujeres, Beaverton School District (BSD) Multilingual Department and other community partners.

FY 2019/20 Goals and Objectives

Health & Wellness

Complete an engineering study to determine the best location for the Scholls Ferry Road crossing of the Fanno Creek Trail at Greenway Park.

Conservation

Implement the Fanno Creek Greenway construction of the stream and habitat enhancement project with Clean Water Services.

FY 2019/20 Goals and Objectives (continued)

Provide new nature-based programming at the Jenkins Estate.

Social Equity

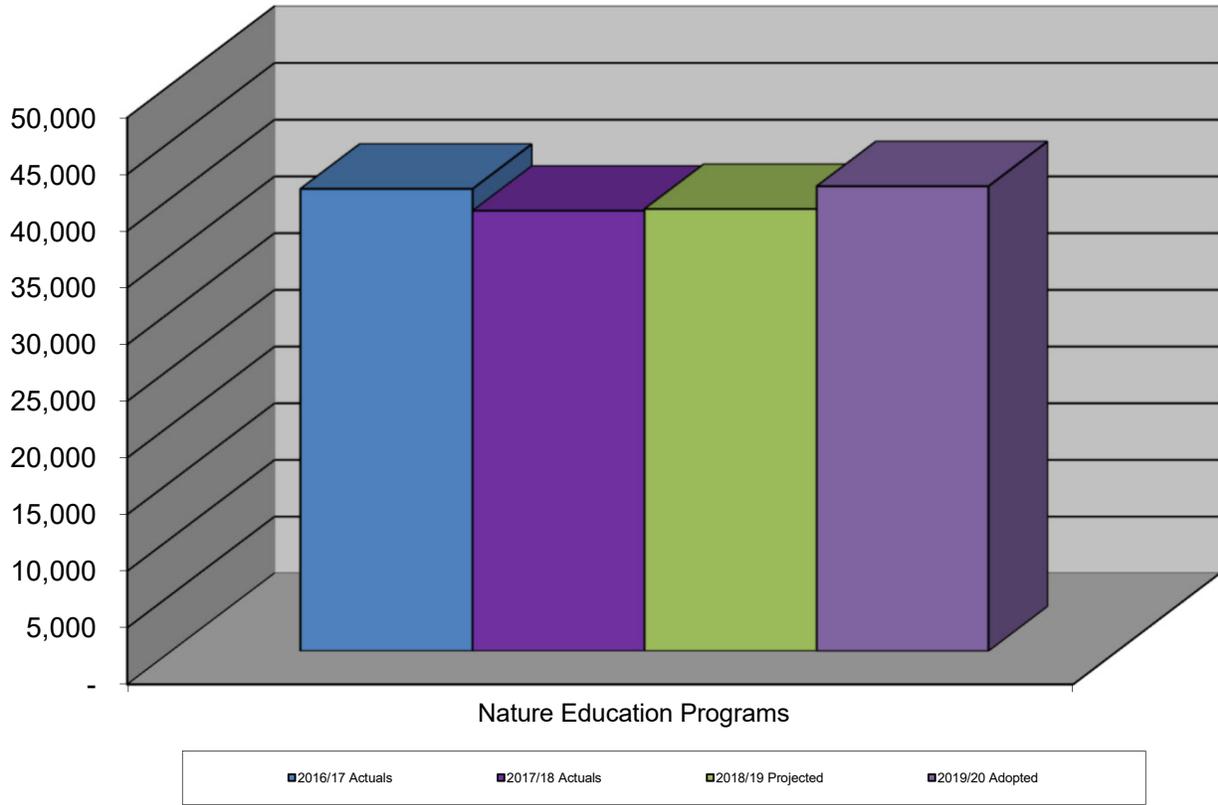
Complete implementation of the NEWT program with Adelantes Mujeres and other partners.

Increase contact hours for free Nature Mobile programming by changing the program hours and staffing model.

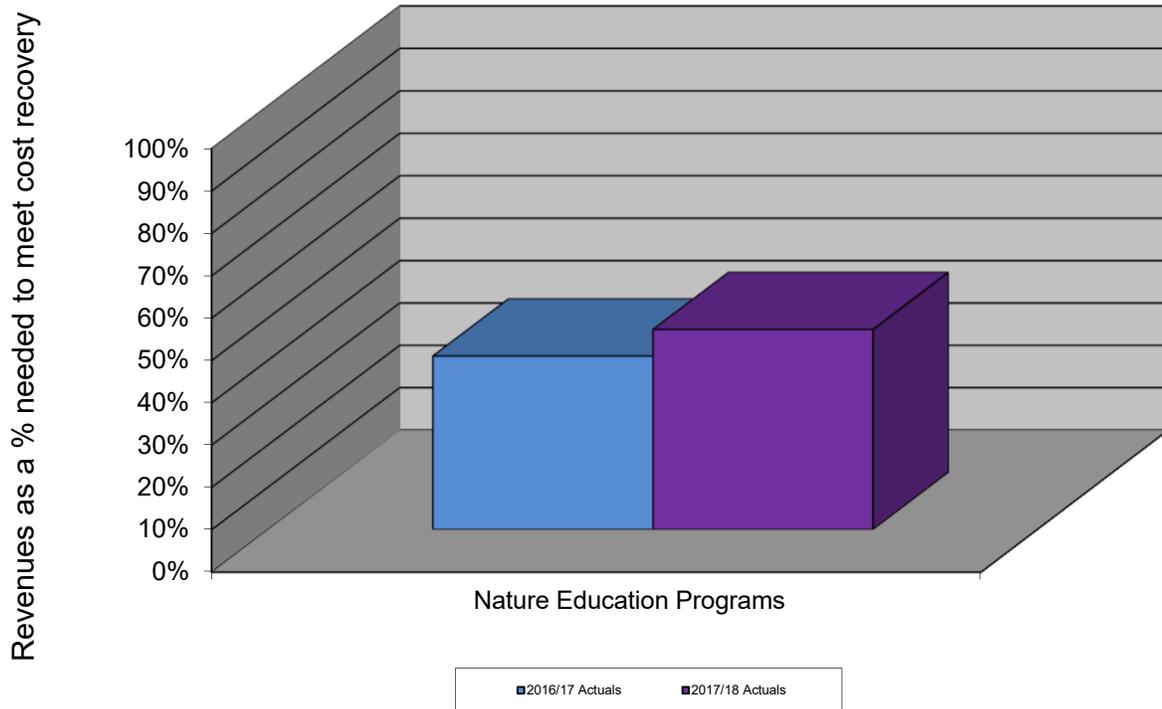
Budget Highlights

The adopted budget includes the transfer of the Natural Resources volunteer coordinator to the Community Programs department. Funding adjustments include full time and part time staffing as well as materials to support program growth.

Attendance by Center



Cost Recovery Progress





Division: Park & Recreation Services
 Department: Nature & Trails

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Personnel Services | \$ 1,694,872 | \$ 1,777,216 | \$ 2,544,148 | \$ 2,653,081 | \$ 2,653,081 |
| Materials & Services | 174,046 | 188,808 | 370,006 | 402,856 | 402,856 |
| Total Appropriations | \$ 1,868,918 | \$ 1,966,024 | \$ 2,914,154 | \$ 3,055,937 | \$ 3,055,937 |

| | | | | | |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Summary by Program | | | | | |
| Nature & Trails | \$ 1,065,893 | \$ 1,119,055 | \$ 1,759,513 | \$ 1,716,385 | \$ 1,716,385 |
| Nature Education Programs | 803,025 | 846,969 | 1,154,641 | 1,339,552 | 1,339,552 |
| Total Appropriations | \$ 1,868,918 | \$ 1,966,024 | \$ 2,914,154 | \$ 3,055,937 | \$ 3,055,937 |

| | | | | | |
|-------------------------|-------|-------|-------|-------|-------|
| Division Staff | | | | | |
| Full-time | 12.00 | 12.00 | 16.00 | 15.00 | 15.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 16.92 | 16.52 | 21.95 | 23.15 | 23.15 |

| | | | | | |
|-----------------------------|---------|---------|---------|---------|---------|
| Funded Service Level | | | | | |
| Program Hours | 12,752 | 13,508 | 15,533 | 17,290 | 17,290 |
| Contact Hours | 179,684 | 185,888 | 212,559 | 213,887 | 213,887 |

Division: Park & Recreation Services
Department: Nature & Trails
Program: Nature & Trails

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|--|---|--|---|--|
| Implement the THPRD Natural Resource Management Plan, Trails Management Plan, and Inventory Program. | Complete site inventories of all properties in zone three. Continue beaver benefit study with partners. | Completed surveys for all remaining high functioning natural area sites, which include Cooper Mountain Nature Park and Tualatin Hills Nature Park. | Completed habitat inventory surveys for all remaining moderate functioning sites. Conducted study to better serve the Latino community. | Analyze data from habitat inventory program to implement on the ground operations. Implement findings of study. |
| Engage in community outreach to promote awareness and involvement in Natural Resources programs. | Propose changes to indoor and outdoor programming spaces to better accommodate patron needs. | Worked with Adelante Mujeres to provide Chicas spring and summer program. Expanded preschool program to a second location. | Expanded preschool offerings at new location in south part of park district. Increased volunteer offerings for people over the age of 55. Launched new full day camps at Cooper Mountain Nature Park. | Run Nature Education Workforce Training program in partnership with Adelante Mujeres. |
| Restore and enhance habitat in natural area parks. | Wrap up at least three bond projects. Refine data collection/database system. | Concluded Lowami Hart Woods, Hansen Ridge, and Fanno Creek (1) bond enhancements. | Carried out site plans and new maintenance responsibilities across all natural areas. | Refine trail program to include more habitat corridors and environmentally friendly practices. Continue to ensure high-functioning natural areas receive adequate care. |
| Pursue cooperative and collaborative relationships with THPRD departments and outside agencies that benefit natural resource assets. | Implement phase one of Rock Creek Greenway habitat/mitigation project with CWS. | Completed design for Fanno Creek Greenway stream and habitat enhancement project with Clean Water Services. | Implemented Fanno Creek Greenway phase two of stream and habitat enhancement project with Clean Water Services. | Continue partnership with Clean Water Services at Fanno Creek Greenway. Collaborate with Tigard, Wa Co, City of Beaverton, and other agencies to plan a mid-block crossing of Scholls Ferry Road at Greenway Park. |
| Total trail miles | 29.39 | 29.52 | Increase | increase |
| Number of regional trail segments completed | 22 of 59 complete | 23 of 59 complete | 23 of 59 complete | 25 of 59 complete |
| Number of community trail segments completed | 15 of 56 complete | 15 of 56 complete | 15 of 56 complete | 19 of 56 complete |

Division: Park & Recreation Services
 Department: Nature & Trails
 Program: Nature & Trails

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|--------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 538,171 | \$ 559,870 | \$ 797,246 | \$ 736,929 | \$ 736,929 |
| PT Salary | 94,833 | 84,517 | 214,313 | 207,971 | 207,971 |
| Employee Benefits | 263,658 | 285,368 | 395,617 | 417,722 | 417,722 |
| Payroll Taxes | 62,166 | 64,299 | 107,448 | 102,391 | 102,391 |
| Personnel Services | \$ 958,828 | \$ 994,054 | \$ 1,514,624 | \$ 1,465,013 | \$ 1,465,013 |
| Professional and Technical Services | \$ 48,188 | \$ 68,628 | \$ 84,015 | \$ 85,300 | \$ 85,300 |
| Other Services | 2,163 | 1,498 | 13,646 | 26,062 | 26,062 |
| Rental Equipment | - | 133 | 1,900 | 1,900 | 1,900 |
| Utilities | - | - | 2,000 | 2,000 | 2,000 |
| Communications | 2,948 | 3,576 | 5,970 | 4,940 | 4,940 |
| Supplies | 47,224 | 43,855 | 123,758 | 118,230 | 118,230 |
| Training, Travel and Memberships | 4,481 | 2,779 | 11,600 | 9,940 | 9,940 |
| Small Furniture, Fixtures and Equip. | 2,061 | 4,532 | 2,000 | 3,000 | 3,000 |
| Material & Services | \$ 107,065 | \$ 125,001 | \$ 244,889 | \$ 251,372 | \$ 251,372 |
| Program Total | \$ 1,065,893 | \$ 1,119,055 | \$ 1,759,513 | \$ 1,716,385 | \$ 1,716,385 |
| Department Staff | | | | | |
| Full-time | 8.00 | 8.00 | 11.00 | 10.00 | 10.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 4.02 | 4.02 | 6.84 | 6.17 | 6.17 |

Division: Park & Recreation Services
 Department: Nature & Trails
 Program: Nature Education Programs

KEY PERFORMANCE INDICATORS

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Projected Outcome 2018/19 | Proposed Outcome 2019/20 |
|---|---------------------------------|---------------------------------|---------------------------------|--------------------------------|
| Workloads: | | | | |
| Attendance - Interpretive Programs | 40,769 | 38,843 | 39,000 | 41,000 |
| Trail Count - Tualatin Hills Nature Park | 144,010 | 141,627 | 142,000 | 142,500 |
| Trail Count - Cooper Mountain Nature Park | 64,410 | 69,840 | 68,000 | 68,500 |
| Number of classes held | 678 | 711 | 700 | 725 |
| % of classes held vs. offered | 91% | 96% | 93% | 95% |
| Performance Measures: | | | | |
| Estimated cost per visit ¹ | \$3.22 | \$3.38 | \$3.95 | \$3.91 |
| Estimated maintenance cost per visit ² | \$0.48 | \$0.46 | \$0.49 | \$0.69 |
| Utilities cost per square foot | \$2.01 | \$2.15 | \$1.94 | \$1.96 |
| Goal Outcome Measures: | | | | |
| Average enrollment as a % of class minimums | 138% | 125% | 139% | 100% |
| Revenues as a % needed to meet cost recovery - Budget | 37% | 38% | 40% | 39% |
| Revenues as a % needed to meet cost recovery - Actual | 41% | 47% | increase | increase |
| Natural Resource education participant hours | 86,039 | 85,176 | 86,000 | 86,500 |

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

Division: Park & Recreation Services
 Department: Nature & Trails
 Program: Nature Education Programs

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|--------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Program Appropriations | | | | | |
| FT Salary | \$ 244,729 | \$ 267,265 | \$ 346,904 | \$ 359,930 | \$ 359,930 |
| RPT Salary | 1,416 | - | - | - | - |
| PT Salary | 329,468 | 334,954 | 450,036 | 532,103 | 532,103 |
| Employee Benefits | 105,451 | 122,317 | 153,406 | 206,628 | 206,628 |
| Payroll Taxes | 54,980 | 58,626 | 79,178 | 89,407 | 89,407 |
| Personnel Services | \$ 736,044 | \$ 783,162 | \$ 1,029,524 | \$ 1,188,068 | \$ 1,188,068 |
| Professional and Technical Services | \$ 2,458 | \$ - | \$ 9,460 | \$ 16,960 | \$ 16,960 |
| Utilities | - | - | 19,117 | 23,459 | 23,459 |
| Rental Equipment | 21,127 | 24,622 | 21,305 | 18,251 | 18,251 |
| Communication | 1,788 | 1,810 | 5,525 | 5,825 | 5,825 |
| Supplies | 34,844 | 30,638 | 63,810 | 80,839 | 80,839 |
| Training, Travel and Memberships | 5,801 | 6,214 | 4,400 | 4,650 | 4,650 |
| Small Furniture, Fixtures and Equip. | 963 | 523 | 1,500 | 1,500 | 1,500 |
| Material & Services | \$ 66,981 | \$ 63,807 | \$ 125,117 | \$ 151,484 | \$ 151,484 |
| Program Total | \$ 803,025 | \$ 846,969 | \$ 1,154,641 | \$ 1,339,552 | \$ 1,339,552 |
| Department Staff | | | | | |
| Full-time | 4.00 | 4.00 | 5.00 | 5.00 | 5.00 |
| Regular part-time (FTE) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Part-time (FTE) | 12.90 | 12.50 | 15.11 | 16.98 | 16.98 |
| Funded Service Level | | | | | |
| Program Hours | 12,752 | 13,508 | 15,533 | 17,290 | 17,290 |
| Contact Hours | 179,684 | 185,888 | 212,559 | 213,887 | 213,887 |



CAPITAL PROJECTS

Capital Projects Summary

Capital Projects Narratives



Division: Capital Projects

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Capital Outlay | \$ 5,190,831 | \$ 3,757,404 | \$ 12,529,412 | \$ 20,017,227 | \$ 20,017,227 |
| Total Appropriations | \$ 5,190,831 | \$ 3,757,404 | \$ 12,529,412 | \$ 20,017,227 | \$ 20,017,227 |
| Summary by Department | | | | | |
| Carryover Projects | \$ 3,200,399 | \$ 2,062,567 | \$ 2,396,151 | \$ 7,099,593 | \$ 7,099,593 |
| Athletic Facility Replacements | 727,452 | 84,483 | 1,265,000 | 23,000 | 23,000 |
| Athletic Facility Improvements | - | - | 15,000 | 64,812 | 64,812 |
| Building Replacements | 392,465 | 623,193 | 2,154,480 | 975,638 | 975,638 |
| Building Improvements | 106,024 | 112,903 | 167,079 | 7,829,400 | 7,829,400 |
| Park & Trail Replacements | 423,752 | 474,297 | 706,750 | 690,000 | 690,000 |
| Park & Trail Improvements | 272,295 | 282,155 | 5,656,452 | 3,069,784 | 3,069,784 |
| Facility Challenge Grants | 26,887 | 24,810 | 75,000 | 75,000 | 75,000 |
| ADA Improvements | 41,557 | 92,996 | 93,500 | 190,000 | 190,000 |
| Total Appropriations | \$ 5,190,831 | \$ 3,757,404 | \$ 12,529,412 | \$ 20,017,227 | \$ 20,017,227 |

CAPITAL PROJECTS

| Item Number | Capital Project | Carryover Funds | Additional Funding | Adopted Budget 2019/20 | Page # |
|--------------------------------------|--|---------------------|--------------------|------------------------|--------|
| CARRYOVER PROJECTS | | | | | |
| 1 | ERP Software | \$ 803,958 | \$ - | \$ 803,958 | CP-4 |
| 2 | Additional Funding for Bond Project | 3,388,335 | - | 3,388,335 | CP-4 |
| 3 | Boiler | 100,000 | 88,000 | 188,000 | CP-4 |
| 4 | Bridges & Boardwalks (3 sites) | 760,207 | 372,793 | 1,133,000 | CP-4 |
| 5 | Drone | 8,645 | - | 8,645 | CP-4 |
| 6 | Pool Tank | 268,083 | - | 268,083 | CP-4 |
| 7 | Pool Tank and Deck | 756,754 | 185,000 | 941,754 | CP-5 |
| 8 | Asphalt Pedestrian Pathways (2 sites) | 139,500 | - | 139,500 | CP-5 |
| 9 | Landscaping | 60,000 | 10,000 | 70,000 | CP-5 |
| 10 | HVAC Improvement | 97,718 | 13,600 | 111,318 | CP-5 |
| 11 | Shower Facility Repair | 7,500 | 1,500 | 9,000 | CP-5 |
| 12 | Vehicle Wraps | 13,000 | - | 13,000 | CP-5 |
| 13 | ADA Improvements | 25,000 | - | 25,000 | CP-5 |
| | TOTAL CARRYOVER PROJECTS | \$ 6,428,700 | \$ 670,893 | \$ 7,099,593 | |
| ATHLETIC FACILITY REPLACEMENT | | | | | |
| 14 | Drainage Culverts (2 sites) | | | \$ 23,000 | CP-6 |
| | TOTAL ATHLETIC FACILITY REPLACEMENT | | | \$ 23,000 | |
| ATHLETIC FACILITY IMPROVEMENT | | | | | |
| 15 | Solar Panel | | | \$ 38,812 | CP-6 |
| 16 | Field and Court Reservation Software | | | 26,000 | CP-6 |
| | TOTAL ATHLETIC FACILITY IMPROVEMENT | | | \$ 64,812 | |
| BUILDING REPLACEMENT | | | | | |
| 17 | Aloha Pool Tank Acid Wash and Polish | | | \$ 50,000 | CP-6 |
| 18 | Stuhr Ctr Boiler Chemical Feeder Pot | | | 4,000 | CP-6 |
| | Building Exterior | | | | |
| 19 | Gable Painting and Caulking (2 sites) | | | 15,000 | CP-6 |
| | Building Furnishings | | | | |
| 20 | Ergonomic Equipment/Fixtures | | | 6,000 | CP-7 |
| 21 | Natatorium Lighting | | | 310,000 | CP-7 |
| 22 | Air Structure Curtains | | | 23,000 | CP-7 |
| 23 | Sump Pump Pit Covers | | | 4,200 | CP-7 |
| 24 | Tables, Chairs, Canopies | | | 4,000 | CP-7 |
| | Floor Coverings | | | | |
| 25 | Wood Floor Refinish (3 sites) | | | 137,500 | CP-7 |
| | HVAC Components | | | | |
| 26 | Emergency Repairs | | | 123,700 | CP-8 |
| | Parking Lots | | | | |
| 27 | Parking Lot Resurface | | | 75,000 | CP-8 |
| | Plumbing | | | | |
| 28 | Water Heater | | | 6,000 | CP-8 |
| | Pool Apparatus & Mechanical Systems | | | | |
| 29 | Pool Filter Sand and Laterals (3 sites) | | | 46,000 | CP-8 |
| 30 | Pump and Motor (4 sites) | | | 73,000 | CP-8 |
| 31 | Pool Filter Grids | | | 7,000 | CP-8 |
| 32 | Lane Line Reels | | | 4,000 | CP-9 |
| | Security Systems | | | | |
| 33 | Panic Hardware (2 sites) | | | 17,738 | CP-9 |
| | Windows & Doors | | | | |
| 34 | Fanno Farmhouse Windows | | | 55,000 | CP-9 |
| 35 | Exit Door | | | 7,500 | CP-9 |
| 36 | Cedar Hills Rec Ctr Window Retint | | | 7,000 | CP-9 |
| | TOTAL BUILDING REPLACEMENT | | | \$ 975,638 | |

CAPITAL PROJECTS

| Item Number | Capital Project | Carryover Funds | Additional Funding | Adopted Budget 2019/20 | Page # |
|------------------------------------|---|-----------------|--------------------|------------------------|--------|
| BUILDING IMPROVEMENT | | | | | |
| 37 | New Office Facility | | | \$ 7,750,000 | CP-9 |
| 38 | LED Light Fixtures at Cedar Hills Recreation Center | | | 33,000 | CP-10 |
| 39 | Storage Shed | | | 15,000 | CP-10 |
| 40 | Fencing | | | 1,500 | CP-10 |
| 41 | Office Thermostat Zone System | | | 9,900 | CP-10 |
| 42 | Asphalt Pedestrian Pathway | | | 10,000 | CP-10 |
| 43 | Restroom Automatic Locks | | | 10,000 | CP-10 |
| | TOTAL BUILDING IMPROVEMENT | | | \$ 7,829,400 | |
| PARK AND TRAIL REPLACEMENTS | | | | | |
| 44 | Bridges and Boardwalks | | | \$ 75,000 | CP-10 |
| 45 | Erosion Control | | | 15,000 | CP-11 |
| 46 | Autumn Ridge Park Slide | | | 10,000 | CP-11 |
| 47 | Skate Park Mesh, Rails, and Restroom Enclosure | | | 20,000 | CP-11 |
| 48 | Asphalt Pedestrian Pathways (6 sites) | | | 560,000 | CP-11 |
| 49 | Signage | | | 10,000 | CP-11 |
| | TOTAL PARK AND TRAIL REPLACEMENTS | | | \$ 690,000 | |
| PARK AND TRAIL IMPROVEMENTS | | | | | |
| 50 | Greenway Park Concept Plan Pathways | | | \$ 75,000 | CP-11 |
| 51 | Greenway Park Recreational Trails Program Grant Match | | | 100,000 | CP-12 |
| 52 | Retaining Wall | | | 40,000 | CP-12 |
| | Grant Funded Projects | | | | |
| 53 | Memorial Benches | | | 8,000 | CP-12 |
| 54 | Connect Oregon - Waterhouse Trail | | | 400,000 | CP-12 |
| 55 | Local Government Grant Program - Cedar Hills Park | | | 340,156 | CP-12 |
| 56 | Land Water Conservation Fund - Commonwealth Lake Park Bridge | | | 60,554 | CP-12 |
| 57 | Land Water Conservation Fund - Crowell Woods | | | 390,000 | CP-12 |
| 58 | Recreational Trails Program - Greenway Park Loop Trail | | | 400,000 | CP-13 |
| 59 | Metro Nature in Neighborhoods - Fanno Creek Greenway | | | 220,700 | CP-13 |
| 60 | Land Water Conservation Fund - Bonnie Meadow Area Park | | | 661,092 | CP-13 |
| 61 | Washington County Major Streets Transportation Improvement Program - Waterhouse Trail | | | 300,000 | CP-13 |
| 62 | Energy Trust of Oregon - Sunset HVAC | | | 74,282 | CP-13 |
| | TOTAL PARK AND TRAIL IMPROVEMENTS | | | \$ 3,069,784 | |
| FACILITY CHALLENGE GRANTS | | | | | |
| 63 | Challenge Grants | | | \$ 75,000 | CP-13 |
| | TOTAL FACILITY CHALLENGE GRANTS | | | \$ 75,000 | |
| ADA IMPROVEMENTS | | | | | |
| 64 | ADA Improvement - Bronson Creek South | | | \$ 40,000 | CP-14 |
| 65 | ADA Improvement - Veterans Memorial Park | | | 60,000 | CP-14 |
| 66 | ADA Improvement - Other | | | 90,000 | CP-14 |
| | TOTAL ADA IMPROVEMENTS | | | \$ 190,000 | |
| | TOTAL FUNDED CAPITAL ITEMS | | | \$ 20,017,227 | |

CAPITAL PROJECTS

Carryover Projects

ITEM 1: **ERP Software**

BUDGET: \$803,958

DESCRIPTION: Purchase of new accounting software to replace existing software

ITEM 2: **Additional Funding for Bond Project**

BUDGET: \$3,388,335

DESCRIPTION: Portion of funding for redevelopment of Cedar Hills Park; this project is primarily funded by the Bond Fund with additional funding provided by the SDC Fund for the contingency cost of the project

ITEM 3: **Boiler**

BUDGET: \$188,000

DESCRIPTION: Replacement of existing boiler at Cedar Hills Recreation Center

ITEM 4: **Bridges & Boardwalks (3 sites)**

BUDGET: \$1,133,000

DESCRIPTION: Repair of decking and substructure at Commonwealth Lake (2 sites) and Willow Creek Greenway

ITEM 5: **Drone**

BUDGET: \$8,645

DESCRIPTION: Purchase of one drone to assist multiple departments with roof inspections, encroachments, and natural resource assessment

ITEM 6: **Pool Tank**

BUDGET: \$268,083

DESCRIPTION: Engineering/Design and preliminary construction funding for the replacement of the pool deck, underwater and overhead lights, resurfacing of pool tanks and slide replacement at Conestoga Recreation & Aquatic Center

CAPITAL PROJECTS

ITEM 7: Pool Tank and Deck

BUDGET: \$941,754

DESCRIPTION: Engineering/Design and preliminary construction funding for the replacement of the pool tank/deck, fencing (with a seat wall), surge tank, drainage utilities, underwater lights and addition of sun shade structures at Raleigh Swim Center

ITEM 8: Asphalt Pedestrian Pathways (2 sites)

BUDGET: \$139,500

DESCRIPTION: Replacement and overlay of asphalt pathways at Westside Linear Trail and Florence Pointe Park

ITEM 9: Landscaping

BUDGET: \$70,000

DESCRIPTION: Landscape improvements on the south side of HMT Aquatic Center

ITEM 10: HVAC Improvement

BUDGET: \$111,318

DESCRIPTION: Installation of HVAC heat exchanger system at Sunset Swim Center partially funded by incentive rebate from Energy Trust of Oregon

ITEM 11: Shower Facility Repair

BUDGET: \$9,000

DESCRIPTION: Repair of the wall in the shower room at Raleigh Swim Center

ITEM 12: Vehicle Wraps

BUDGET: \$13,000

DESCRIPTION: Installation of vehicle wraps on existing THPRD vehicles.

ITEM 13: ADA Improvements

BUDGET: \$25,000

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

CAPITAL PROJECTS

Athletic Facility Replacement

ITEM 14: **Drainage Culverts (2 sites)**

BUDGET: \$23,000

DESCRIPTION: Installation of drainage culverts at Somerset West Park and Raleigh Hills Park

Athletic Facility Improvement

ITEM 15: **Solar Panel**

BUDGET: \$38,812

DESCRIPTION: Buyout of solar panel contract for PCC-Rock Creek

ITEM 16: **Field and Court Reservation Software**

BUDGET: \$26,000

DESCRIPTION: Purchase of software to manage athletic field and court reservations

Building Replacement

ITEM 17: **Aloha Pool Tank Acid Wash and Polish**

BUDGET: \$50,000

DESCRIPTION: Acid wash and polish treatment of the Aloha Swim Center pool tank

ITEM 18: **Stuhr Ctr Boiler Chemical Feeder Pot**

BUDGET: \$4,000

DESCRIPTION: Replacement of the chemical feeder pot at Elsie Stuhr Center

Building Exterior

ITEM 19: **Gable Painting and Caulking (2 sites)**

BUDGET: \$15,000

DESCRIPTION: Painting and caulking of two window gables at the HMT Tennis Center and one at the HMT Aquatic Center

CAPITAL PROJECTS

Building Furnishings

ITEM 20: **Ergonomic Equipment/Fixtures**

BUDGET: \$6,000

DESCRIPTION: Replacement of workstation components to incorporate ergonomic safety features

ITEM 21: **Natatorium Lighting**

BUDGET: \$310,000

DESCRIPTION: Modification of light fixtures at the HMT Aquatic Center to improve lighting levels

ITEM 22: **Air Structure Curtains**

BUDGET: \$23,000

DESCRIPTION: Replacement of court divider curtains in the HMT Tennis Center and West Air Structure, and repairs in the East Air Structure

ITEM 23: **Sump Pump Pit Covers**

BUDGET: \$4,200

DESCRIPTION: Replacement of two sump pump pit covers on the splash pad at Conestoga Recreation & Aquatic Center

ITEM 24: **Tables, Chairs, Canopies**

BUDGET: \$4,000

DESCRIPTION: Replacement of tables, chairs and canopies that support the special event program

Floor Coverings

ITEM 25: **Wood Floor Refinish (3 sites)**

BUDGET: \$137,500

DESCRIPTION: Sanding and refinishing of the hardwood courts at the HMT Athletic Center, Cedar Hills Recreation Center, and Conestoga Recreation and Aquatic Center.

CAPITAL PROJECTS

HVAC Components

ITEM 26: **Emergency Repairs**

BUDGET: \$123,700

DESCRIPTION: Unplanned and urgent repairs and replacements to critical systems at all facilities

Parking Lots

ITEM 27: **Parking Lot Resurface**

BUDGET: \$75,000

DESCRIPTION: Asphalt repairs and overlay in the north parking lot at Harman Swim Center

Plumbing

ITEM 28: **Water Heater**

BUDGET: \$6,000

DESCRIPTION: Replacement of water heater at HMT Athletic Center

Pool Apparatus & Mechanical Systems

ITEM 29: **Pool Filter Sand and Laterals (3 sites)**

BUDGET: \$46,000

DESCRIPTION: Replacement of pool filter sand and laterals at Beaverton Swim Center, Conestoga Recreation & Aquatic Center, and Raleigh Swim Center

ITEM 30: **Pump and Motor (4 sites)**

BUDGET: \$73,000

DESCRIPTION: Replacement of main circulation pumps at Conestoga Recreation and Aquatic Center, Harman Swim Center, Raleigh Swim Center, and Somerset Swim Center

ITEM 31: **Pool Filter Grids**

BUDGET: \$7,000

DESCRIPTION: Replacement of plastic filter grids and covers that support the HMT Aquatic Center pool filter system

CAPITAL PROJECTS

ITEM 32: **Lane Line Reels**
BUDGET: \$4,000
DESCRIPTION: Replacement of the lane line reels at HMT Aquatic Center

Security Systems

ITEM 33: **Panic Hardware (2 sites)**
BUDGET: \$17,738
DESCRIPTION: Replacement of the panic hardware and controls at HMT Athletic Center and HMT Aquatic Center

Windows & Doors

ITEM 34: **Fanno Farmhouse Windows**
BUDGET: \$55,000
DESCRIPTION: Repairs and replacement of exterior windows and paint at the Fanno Farmhouse

ITEM 35: **Exit Door**
BUDGET: \$7,500
DESCRIPTION: Replacement of the exit door located in the southwest corner of the pool deck of Aloha Swim Center

ITEM 36: **Cedar Hills Rec Ctr Window Retint**
BUDGET: \$7,000
DESCRIPTION: Tinting of classroom windows on the east side of Cedar Hills Recreation Center to reduce solar gain and sun glare

Building Improvement

ITEM 37: **New Office Facility**
BUDGET: \$7,750,000
DESCRIPTION: Funding of the addition of employee workspace

CAPITAL PROJECTS

ITEM 38: LED Light Fixtures

BUDGET: \$33,000

DESCRIPTION: Installation of new light fixtures compatible with LED bulbs at Cedar Hills Recreation Center

ITEM 39: Storage Shed

BUDGET: \$15,000

DESCRIPTION: Installation of an outside storage shed at Harman Swim Center

ITEM 40: Fencing

BUDGET: \$1,500

DESCRIPTION: Installation of a vegetation barrier in the north parking lot at Harman Swim Center

ITEM 41: Office Thermostat Zone System

BUDGET: \$9,900

DESCRIPTION: Upgrade of the HVAC control system at Elsie Stuhr Center

ITEM 42: Asphalt Pedestrian Pathway

BUDGET: \$10,000

DESCRIPTION: Asphalt overlay and addition of path at Cedar Hills Recreation Center

ITEM 43: Restroom Automatic Locks

BUDGET: \$10,000

DESCRIPTION: Installation of automatic locks on restrooms at Camp Rivendale pavilion

Park And Trail Replacements

ITEM 44: Bridges and Boardwalks

BUDGET: \$75,000

DESCRIPTION: Design for boardwalk replacement in Greenway Park

CAPITAL PROJECTS

ITEM 45: Erosion Control

BUDGET: \$15,000

DESCRIPTION: Restoration of the bank on the south side of Commonwealth Lake

ITEM 46: Autumn Ridge Park Slide

BUDGET: \$10,000

DESCRIPTION: Replacement of the playground slide at Autumn Ridge Park

ITEM 47: Skate Park Mesh, Rails, and Restroom Enclosure

BUDGET: \$20,000

DESCRIPTION: Replacement of the screen and the addition of new bottom rail to the fence surrounding the skate park at Schiffler Park

ITEM 48: Asphalt Pedestrian Pathways (6 sites)

BUDGET: \$560,000

DESCRIPTION: Replacement and overlay of asphalt pathways at Greenway Park, HMT Sports Complex, Rock Creek Trail, Tualatin Hills Nature Park, Waterhouse Linear Park and Willow Creek Greenway

ITEM 49: Signage

BUDGET: \$10,000

DESCRIPTION: Replacement and improvement of signage throughout THPRD in accordance with the Signage Master Plan

Park And Trail Improvements

ITEM 50: Greenway Park Concept Plan Pathways

BUDGET: \$75,000

DESCRIPTION: Design for pathway improvements at Greenway Park

CAPITAL PROJECTS

ITEM 51: Greenway Park Recreational Trails Program Grant Match
BUDGET: \$100,000
DESCRIPTION: Grant match for Recreational Trails Program project at Greenway Park

ITEM 52: Retaining Wall
BUDGET: \$40,000
DESCRIPTION: Design and permitting for future retaining wall located on the east side of the HMT Tennis Center

Grant Funded Projects

ITEM 53: Memorial Benches
BUDGET: \$8,000
DESCRIPTION: Purchase of recycled plastic benches for memorial bench program offered for patrons

ITEM 54: Connect Oregon - Waterhouse Trail
BUDGET: \$400,000
DESCRIPTION: Completion of the Waterhouse Trail Segment #4 funded through the Connect Oregon grant fund

ITEM 55: Local Government Grant Program - Cedar Hills Park
BUDGET: \$340,156
DESCRIPTION: Construction of a picnic pavilion and multiuse sport courts at Cedar Hills Park funded through the Local Government Grant Program

ITEM 56: Land Water Conservation Fund - Commonwealth Lake Park Bridge Replacement
BUDGET: \$60,554
DESCRIPTION: Bridge replacement funded through the Land Water Conservation Fund program

ITEM 57: Land Water Conservation Fund - Crowell Woods
BUDGET: \$390,000
DESCRIPTION: Construction of Crowell Woods Park funded through the Land Water Conservation Fund program

CAPITAL PROJECTS

ITEM 58: Recreational Trails Program - Greenway Park Loop Trail

BUDGET: \$400,000

DESCRIPTION: Installation of boardwalk funded through the Recreational Trails Program

ITEM 59: Metro Nature in Neighborhoods - Fanno Creek Greenway

BUDGET: \$220,700

DESCRIPTION: Installation of new bridge funded through the Metro Nature in Neighborhoods grant program

ITEM 60: Land Water Conservation Fund - Bonnie Meadow Area Park

BUDGET: \$661,092

DESCRIPTION: Construction of Bonnie Meadow Area Park funded through the Land Water Conservation Fund program

ITEM 61: Washington County Major Streets Transportation Improvement Program - Waterhouse Trail

BUDGET: \$300,000

DESCRIPTION: Installation of new boardwalk and replacement of existing boardwalk for the Waterhouse Trail funded through the Washington County Major Streets Transportation Improvement Program

ITEM 62: Energy Trust of Oregon - Sunset HVAC

BUDGET: \$74,282

DESCRIPTION: Energy efficient HVAC improvement project at Sunset Swim Center funded by the incentive rebate program from Energy Trust of Oregon

Facility Challenge Grants

ITEM 63: Challenge Grants

BUDGET: \$75,000

DESCRIPTION: Matching funds for advisory committees and friends groups funding for facility improvements

CAPITAL PROJECTS

ADA Improvements

ITEM 64: **ADA Improvement - Bronson Creek South**

BUDGET: \$40,000

DESCRIPTION: Replacement of existing play equipment to meet requirements within the Americans with Disabilities Act (ADA)

ITEM 65: **ADA Improvement - Veterans Memorial Park**

BUDGET: \$60,000

DESCRIPTION: Phase 3 improvements for site access to meet requirements within the Americans with Disabilities Act

ITEM 66: **ADA Improvement - Other**

BUDGET: \$90,000

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

CAPITAL REPLACEMENT RESERVE

Capital Replacement Reserve Overview

Capital Replacement Reserve Project Summary

Capital Replacement Reserve Project Narrative



CAPITAL REPLACEMENT RESERVE

FUND DESCRIPTION

Capital Replacement Reserve Fund

THPRD sets aside funds for future capital replacement needs. This fund is being established in FY 2019-20, to separately account for the capital replacement reserve previously established in the general fund. For budget purposes, the district will track major capital replacement funding and associated costs in this fund.



CAPITAL REPLACEMENT RESERVE

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-----------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Resources: | | | | | |
| Beginning Cash on Hand | \$ - | \$ - | \$ - | \$ - | \$ - |
| Transfers from General Fund | - | - | - | 4,660,000 | 4,660,000 |
| Total Resources | \$ - | \$ - | \$ - | \$ 4,660,000 | \$ 4,660,000 |
| Requirements: | | | | | |
| Capital Outlay | \$ - | \$ - | \$ - | \$ 410,000 | \$ 410,000 |
| Ending Fund Balance | - | - | - | 4,250,000 | 4,250,000 |
| Total Requirements | \$ - | \$ - | \$ - | \$ 4,660,000 | \$ 4,660,000 |

CAPITAL REPLACEMENT RESERVE PROJECTS

| Item Number | Capital Project | Adopted Budget 2019/20 | Page # |
|-----------------------------|-----------------------------------|------------------------------|--------|
| BUILDING REPLACEMENT | | | |
| 1 | Cardio and Weight Equipment | \$ 40,000 | CR-5 |
| 2 | Roofs and Gutters (3 sites) | 370,000 | CR-5 |
| | TOTAL BUILDING REPLACEMENT | <u>\$ 410,000</u> | |
| | TOTAL FUNDED CAPITAL ITEMS | <u>\$ 410,000</u> | |

CAPITAL PROJECTS

Building Replacement

ITEM 1: **Cardio and Weight Equipment**

BUDGET: \$40,000

DESCRIPTION: Replacement of weight room equipment at selected recreation facilities

ITEM 2: **Roofs and Gutters (3 sites)**

BUDGET: \$370,000

DESCRIPTION: Replacement, repairs, and analysis of existing roofs at Fanno Creek Service Center, Garden Home Recreation Center, and HMT Athletic Center



OTHER FUNDS

Mitigation Maintenance Reserve Fund



OTHER FUNDS

FUND DESCRIPTION

Special Revenue Fund

THPRD receives mitigation reserve funds periodically, and has been recording them separately since the 2005/06 Budget Year. When received, these funds are a reserve against future maintenance cost at mitigation sites. A portion of the funds are available for use on a variety of natural area restoration projects, and all funds will be accounted for within the Mitigation Maintenance Reserve Fund.



SPECIAL REVENUE FUND

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-------------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Resources: | | | | | |
| Beginning Cash on Hand | \$ 164,356 | \$ 166,052 | \$ 163,800 | \$ 172,000 | \$ 172,000 |
| Interest Income | 1,696 | 2,900 | 500 | 3,000 | 3,000 |
| Total Resources | \$ 166,052 | \$ 168,952 | \$ 164,300 | \$ 175,000 | \$ 175,000 |
| Requirements: | | | | | |
| Materials & Services | \$ - | \$ - | \$ 164,300 | \$ 175,000 | \$ 175,000 |
| Ending Fund Balance | 166,052 | 168,952 | - | - | - |
| Total Requirements | \$ 166,052 | \$ 168,952 | \$ 164,300 | \$ 175,000 | \$ 175,000 |
| Summary by Fund | | | | | |
| Mitigation Maintenance Reserve Fund | \$ 166,052 | \$ 168,952 | \$ 164,300 | \$ 175,000 | \$ 175,000 |
| Total Requirements | \$ 166,052 | \$ 168,952 | \$ 164,300 | \$ 175,000 | \$ 175,000 |



MITIGATION MAINTENANCE RESERVE FUND

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Summary of Appropriations | | | | | |
| Maintenance Supplies | \$ - | \$ - | \$ 164,300 | \$ 175,000 | \$ 175,000 |
| Material & Services | \$ - | \$ - | \$ 164,300 | \$ 175,000 | \$ 175,000 |
| | | | | | |
| Department Total | \$ - | \$ - | \$ 164,300 | \$ 175,000 | \$ 175,000 |



DEBT SERVICE FUND

Analysis of General Obligation Debt

Local Budget Form (LB-35)

Maturity of General Obligation Debt



DEBT SERVICE FUND

FUND DESCRIPTION

The Debt Service Fund provides for bond principal and interest payments on outstanding General Obligation Bonds, those for which a property tax levy supports the maturing principal and interest payments. These levies are levied outside THPRD's permanent rate and are not part of the governmental limit set by Measure 5. On November 4, 2008, the voters approved a bond measure in the amount of \$100 million, for land acquisition, natural area preservation, improvements to trails and parks, along with other major capital projects throughout THPRD.

DEBT CAPACITY

ORS 266.512 established a parameter of bonded indebtedness for park and recreation districts. Aggregate bonded indebtedness is governed by the real market value of all taxable properties within THPRD.

The aggregate amount of general obligation bonds issued and outstanding at any one time shall in no case exceed two and one-half percent (2.5%) of the real market value of all taxable property of THPRD.

The following table shows THPRD's debt capacity.

| | |
|---|-------------------------|
| Real Market Value (FY 2017/18) | \$ 43,450,653,770 |
| General Obligation Debt Capacity (2.5% of Real Market Value) | 1,086,266,344 |
| Less: Outstanding Debt | <u>(63,860,000)</u> |
| Remaining Legal Debt Capacity | <u>\$ 1,022,406,344</u> |

In April 2009, based on the approved authority of \$100 million, THPRD issued the first series of General Obligation Bonds in the amount of \$58,505,000. As of July 1, 2019, this series of bonds is paid in full.

In September 2011, THPRD issued the second series of General Obligation Bonds in the amount of \$40,060,000. The bonds have a true interest cost of 3.25%. In October 2016, THPRD advance refunded a portion of the bonds (Series 2016), leaving an outstanding balance as of July 1, 2019, of \$19,665,000.

In May 2015, THPRD advance refunded a portion of the General Obligation Bonds, Series 2009 (\$36,445,000) and issued the balance of the approved authority (\$1,435,000). The bonds have a true interest cost of 2.19%. The outstanding balance as of July 1, 2019, is \$35,485,000.

In October 2016, THPRD advance refunded a portion of the General Obligation Bonds, Series 2011 (\$8,620,000). The bonds have a true interest cost of 1.83%. The outstanding balance as of July 1, 2019, is \$8,710,000.



**BONDED DEBT
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:
 Revenue Bonds or
 General Obligation Bonds

**FORM
LB-35**

Debt Service
(Fund) Tualatin Hills Park & Recreation District
(Name of Municipal Corporation)

| Historical Data | | Adopted Budget This Year FY 2018/19 | DESCRIPTION OF RESOURCES AND REQUIREMENTS | Proposed By Budget Officer | Approved By Budget Committee | Adopted By Governing Body |
|--|-------------------------------------|---|--|---|---------------------------------|------------------------------|
| Actual | Second Preceding Year FY 2016/17 | | | | | |
| Resources | | | | | | |
| 1 | 286,350 | 153,507 | 0 | 0 | 0 | 0 |
| 2 | | | | | | |
| 3 | 76,415 | 53,292 | 25,000 | 25,000 | 25,000 | 25,000 |
| 4 | 49,913 | 74,498 | 15,000 | 30,000 | 30,000 | 30,000 |
| 5 | 9,993,919 | 0 | 0 | | | |
| 6 | 29,810 | 31,475 | 31,160 | 32,079 | 32,079 | 32,079 |
| 7 | 10,436,407 | 312,772 | 71,160 | 87,079 | 87,079 | 87,079 |
| 8 | | | 7,761,821 | 7,878,877 | 7,878,877 | 7,878,877 |
| 9 | 6,990,561 | 7,148,829 | | | | |
| 10 | 17,426,968 | 7,461,601 | 7,832,981 | 7,965,956 | 7,965,956 | 7,965,956 |
| Requirements | | | | | | |
| Bond Principal Payments | | | | | | |
| | | | | | | |
| | | | Issue Date | Budgeted Payment Date | | |
| 1 | 1,990,000 | 2,170,000 | 04/02/2009 | | 0 | 0 |
| 2 | 1,570,000 | 1,685,000 | 09/13/2011 | 06/01/2020 | 1,985,000 | 1,985,000 |
| 3 | 600,000 | 665,000 | 05/15/2015 | 06/01/2020 | 3,325,000 | 3,325,000 |
| 4 | 4,160,000 | 4,520,000 | | Total Principal | 5,310,000 | 5,310,000 |
| Bond Interest Payments | | | | | | |
| | | | Issue Date | Budgeted Payment Date | | |
| 5 | 218,420 | 158,725 | 04/02/2009 | 12/01/2019 & 06/01/2020 | 0 | 0 |
| 6 | 849,906 | 818,506 | 09/13/2011 | 12/01/2019 & 06/01/2020 | 695,156 | 695,156 |
| 7 | 1,728,300 | 1,716,300 | 05/15/2015 | 12/01/2019 & 06/01/2020 | 1,668,250 | 1,668,250 |
| 8 | 441,939 | 292,550 | 10/12/2016 | 12/01/2019 & 06/01/2020 | 292,550 | 292,550 |
| 9 | 3,238,565 | 2,986,081 | | Total Interest | 2,655,956 | 2,655,956 |
| Unappropriated Balance for Following Year By | | | | | | |
| | | | Issue Date | Payment Date | | |
| 10 | | | | | 0 | 0 |
| 11 | 153,707 | -44,480 | | 11. Ending balance (prior years) | | |
| 12 | | | | Total Unappropriated Ending Fund Balance | 0 | 0 |
| 13 | 9,874,696 | 0 | | 13. Refunded bond escrow payment | | |
| 14 | | | | 14. Issuance costs for refunding bonds | | |
| 15 | 17,426,968 | 7,461,601 | 7,832,981 | TOTAL REQUIREMENTS | 7,965,956 | 7,965,956 |

*If this form is used for revenue bonds, property tax resources may not be included.



DEBT SERVICE FUND

Maturity Schedule

Maturity schedules of aggregate future debt service on the Series 2009 \$58.505 million of General Obligation Bonds (as adjusted for the advance refunding), Series 2011 \$31.980 million (as adjusted for the advance refunding), Series 2015 \$37.880 million and Series 2016 \$8.710 million are listed as follows:

Schedule of Future Debt Service Requirements of General Obligation Bonds

Series 2011

| Fiscal Year ending June 30 | Principal | Interest | Total Debt Service |
|-------------------------------|----------------------|---------------------|-----------------------|
| 2020 | \$ 1,985,000 | \$ 695,156 | \$ 2,680,156 |
| 2021 | 2,155,000 | 615,756 | 2,770,756 |
| 2022 | 2,315,000 | 551,106 | 2,866,106 |
| 2023 | 2,500,000 | 458,506 | 2,958,506 |
| 2024 | 2,675,000 | 383,506 | 3,058,506 |
| 2025 | 2,865,000 | 299,914 | 3,164,914 |
| 2026 | - | 206,800 | 206,800 |
| 2027 | - | 206,800 | 206,800 |
| 2028 | 1,340,000 | 206,800 | 1,546,800 |
| 2029 | 3,830,000 | 153,200 | 3,983,200 |
| | <u>\$ 19,665,000</u> | <u>\$ 3,777,544</u> | <u>\$ 23,442,544</u> |

Series 2015

| Fiscal Year ending June 30 | Principal | Interest | Total Debt Service |
|-------------------------------|----------------------|---------------------|-----------------------|
| 2020 | \$ 3,325,000 | \$ 1,668,250 | \$ 4,993,250 |
| 2021 | 3,645,000 | 1,502,000 | 5,147,000 |
| 2022 | 3,980,000 | 1,319,750 | 5,299,750 |
| 2023 | 4,340,000 | 1,120,750 | 5,460,750 |
| 2024 | 4,725,000 | 903,750 | 5,628,750 |
| 2025 | 5,125,000 | 667,500 | 5,792,500 |
| 2026 | 5,545,000 | 421,250 | 5,966,250 |
| 2027 | 4,800,000 | 144,000 | 4,944,000 |
| | <u>\$ 35,485,000</u> | <u>\$ 7,747,250</u> | <u>\$ 43,232,250</u> |

DEBT SERVICE FUND

Series 2016

| Fiscal Year ending June 30 | Principal | Interest | Total Debt Service |
|-------------------------------|--------------|--------------|-----------------------|
| 2020 | \$ - | \$ 292,550 | \$ 292,550 |
| 2021 | - | 292,550 | 292,550 |
| 2022 | - | 292,550 | 292,550 |
| 2023 | - | 292,550 | 292,550 |
| 2024 | - | 292,550 | 292,550 |
| 2025 | - | 292,550 | 292,550 |
| 2026 | 3,125,000 | 292,550 | 3,417,550 |
| 2027 | 3,355,000 | 167,550 | 3,522,550 |
| 2028 | 2,230,000 | 66,900 | 2,296,900 |
| | \$ 8,710,000 | \$ 2,282,300 | \$ 10,992,300 |

Total General Obligation Bonds

| Fiscal Year ending June 30 | Principal | Interest | Total Debt Service |
|-------------------------------|---------------|---------------|-----------------------|
| 2020 | \$ 5,310,000 | \$ 2,655,956 | \$ 7,965,956 |
| 2021 | 5,800,000 | 2,410,306 | 8,210,306 |
| 2022 | 6,295,000 | 2,163,406 | 8,458,406 |
| 2023 | 6,840,000 | 1,871,806 | 8,711,806 |
| 2024 | 7,400,000 | 1,579,806 | 8,979,806 |
| 2025 | 7,990,000 | 1,259,964 | 9,249,964 |
| 2026 | 8,670,000 | 920,600 | 9,590,600 |
| 2027 | 8,155,000 | 518,350 | 8,673,350 |
| 2028 | 3,570,000 | 273,700 | 3,843,700 |
| 2029 | 3,830,000 | 153,200 | 3,983,200 |
| | \$ 63,860,000 | \$ 13,807,094 | \$ 77,667,094 |

SYSTEM DEVELOPMENT CHARGES FUND

System Development Charges Fund Overview

System Development Charges Fund Project Summary

System Development Charges Fund Project Narrative

System Development Charges Fund Capital Improvement Program (CIP)



SYSTEM DEVELOPMENT CHARGES FUND

FUND DESCRIPTION

On November 17, 1998, the board of directors adopted the System Development Charges (SDC) Resolution. In early 1999, the City of Beaverton City Council and the Washington County Board of Commissioners adopted resolutions to collect the SDCs within those areas that they have jurisdiction over and that are within THPRD. Both the city and the county are now collecting those fees.

THPRD completed subsequent updates to the SDC Methodology in FY 2007/08 and in FY 2015/16, both of which resulted in increases to the SDC fees. In the intervening years between methodology updates, the fees are generally adjusted for inflationary (deflationary) cost adjustments.

THPRD is projecting to carryover \$23,761,276 in unexpended SDCs to the 2019/20 fiscal year, and is budgeting an additional \$7,404,694 in SDC Fund revenues in the 2019/20 fiscal year and \$139,800 in interest earnings. The SDC Fund is budgeting a transfer in from the General Fund of \$108,000, which reflects funds to replace those budgeted for affordable housing SDC waivers in the 2019/20 fiscal year.



SYSTEM DEVELOPMENT CHARGES FUND

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-----------------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Resources: | | | | | |
| Beginning Cash on Hand | \$ 12,063,936 | \$ 9,607,060 | \$ 15,809,110 | \$ 23,761,276 | \$ 23,761,276 |
| System Development Charges | 9,631,364 | 12,287,677 | 14,004,566 | 7,404,694 | 7,512,694 |
| System Development Charge Waivers | - | - | - | - | (108,000) |
| Sale of Assets | 1,404,391 | - | - | - | - |
| Transfer From General Fund | - | - | - | 108,000 | 108,000 |
| Interest Earnings | 114,615 | 221,543 | 110,500 | 139,800 | 139,800 |
| Total Resources | \$ 23,214,306 | \$ 22,116,280 | \$ 29,924,176 | \$ 31,413,770 | \$ 31,413,770 |
| Appropriations: | | | | | |
| Capital Outlay | \$ 13,607,246 | \$ 4,808,648 | \$ 29,924,176 | \$ 31,413,770 | \$ 31,413,770 |
| Total Appropriations | \$ 13,607,246 | \$ 4,808,648 | \$ 29,924,176 | \$ 31,413,770 | \$ 31,413,770 |
| Summary by Department | | | | | |
| Carryover Projects | | | | | |
| Land Acquisition | \$ 582,355 | \$ 9,432 | \$ 6,213,800 | \$ 10,395,800 | \$ 10,395,800 |
| Development/Improvements | 2,960,174 | 2,584,780 | 9,560,400 | 11,435,570 | 11,435,570 |
| Land Acquisition | 10,041,543 | 2,155,784 | 6,780,000 | 2,500,000 | 2,500,000 |
| Development/Improvements | 23,174 | 58,652 | 1,205,000 | 765,000 | 765,000 |
| Undesignated Projects | - | - | 6,164,976 | 6,317,400 | 6,317,400 |
| Total Appropriations | \$ 13,607,246 | \$ 4,808,648 | \$ 29,924,176 | \$ 31,413,770 | \$ 31,413,770 |

SYSTEM DEVELOPMENT CHARGES FUND

| Item Number | SDC Capital Project | Carryover Funds | Additional Funding | Adopted 2019/20 | Page # |
|---------------------------|---|------------------------|---------------------------|------------------------|---------------|
| CARRYOVER PROJECTS | | | | | |
| 1 | Acquisition of Community Park Land - North Bethany | \$ 1,965,800 | \$ - | \$ 1,965,800 | SDC-6 |
| 2 | Acquisition of Neighborhood Park Land- Bonny Slope West | 1,500,000 | - | 1,500,000 | SDC-6 |
| 3 | Acquisition of Natural Area Land - South Cooper Mountain | 500,000 | - | 500,000 | SDC-6 |
| 4 | Acquisition of Trails Land - South Cooper Mountain | 535,000 | - | 535,000 | SDC-6 |
| 5 | Acquisition of Neighborhood Park Land - South Cooper Mountain | 5,505,000 | - | 5,505,000 | SDC-6 |
| 6 | Acquisition of Neighborhood Park Land - Infill Areas | 390,000 | - | 390,000 | SDC-7 |
| | Subtotal Land Acquisition Carryover | \$ 10,395,800 | \$ - | \$ 10,395,800 | |
| 7 | Bonny Slope / BSD Trail Development | \$ 367,800 | \$ 77,000 | \$ 444,800 | SDC-7 |
| 8 | MTIP Grant Match - Westside Trail, Segment 18 | 83,500 | 342,820 | 426,320 | SDC-7 |
| 9 | NW Quadrant Neighborhood Park Master Plan and Design | 115,500 | - | 115,500 | SDC-7 |
| 10 | NW Quadrant New Neighborhood Park Development | 1,851,000 | - | 1,851,000 | SDC-7 |
| 11 | Natural Area Master Plan | 100,000 | - | 100,000 | SDC-7 |
| 12 | Building Expansion - site to be determined | 995,000 | - | 995,000 | SDC-8 |
| 13 | MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW | 237,750 | - | 237,750 | SDC-8 |
| 14 | North Bethany Park and Trail Development - Proj. Mgmt. | 100,000 | - | 100,000 | SDC-8 |
| 15 | ConnectOregon Grant Match - Waterhouse Trail, Segment 4 | 602,900 | - | 602,900 | SDC-8 |
| 16 | SW Quadrant Neighborhood Park Master Plan and Design | 267,500 | - | 267,500 | SDC-8 |
| 17 | Cedar Mill Creek Community Trail Segment #4 Master Planning and Design | 299,500 | - | 299,500 | SDC-8 |
| 18 | So. Cooper Mtn Park and Trail Development - Project Mgmt. | 49,500 | - | 49,500 | SDC-9 |
| 19 | NW Quadrant New Neighborhood Park Development | 1,810,000 | 490,000 | 2,300,000 | SDC-9 |
| 20 | Bethany Creek Trail #2, Segment #3 - Design & Development | 970,500 | 745,000 | 1,715,500 | SDC-9 |
| 21 | Cedar Hills Park - additional funding for bond project | 1,038,000 | - | 1,038,000 | SDC-9 |
| 22 | North Bethany Park and Trail Improvements | 229,300 | 23,000 | 252,300 | SDC-9 |
| 23 | RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design | 200,000 | - | 200,000 | SDC-9 |
| 24 | Dog Parks - expansions and new sites | 70,000 | - | 70,000 | SDC-10 |
| 25 | Fanno Creek Trail - Denney Road Crossing Improvements | 20,000 | - | 20,000 | SDC-10 |
| 26 | Waterhouse Trail Improvements. | 350,000 | - | 350,000 | SDC-10 |
| | Subtotal Development/Improvements Carryover | \$ 9,757,750 | \$ 1,677,820 | \$ 11,435,570 | |
| | TOTAL CARRYOVER PROJECTS | \$ 20,153,550 | \$ 1,677,820 | \$ 21,831,370 | |
| LAND ACQUISITION | | | | | |
| 27 | Acquisition of Trails Land - North Bethany | | | \$ 1,000,000 | SDC-10 |
| 28 | Acquisition of Neighborhood Park Land - Cooper Mountain | | | 1,000,000 | SDC-10 |
| 29 | Acquisition of Neighborhood Park Land - Infill Areas | | | 500,000 | SDC-10 |
| | TOTAL LAND ACQUISITION | | | \$ 2,500,000 | |

SYSTEM DEVELOPMENT CHARGES FUND

| Item Number | SDC Capital Project | Carryover Funds | Additional Funding | Adopted 2019/20 | Page # |
|---------------------------------|--|------------------------|---------------------------|------------------------|---------------|
| DEVELOPMENT/IMPROVEMENTS | | | | | |
| 30 | Abbey Creek Park - Phase 1 Development | | | \$ 345,000 | SDC-11 |
| 31 | Highland Park - Phase 1 Development | | | 420,000 | SDC-11 |
| | TOTAL DEVELOPMENT/IMPROVEMENTS | | | <u>\$ 765,000</u> | |
| UNDESIGNATED PROJECTS | | | | | |
| 32 | Undesignated Projects | | | \$ 6,317,400 | SDC-11 |
| | TOTAL UNDESIGNATED PROJECTS | | | <u>\$ 6,317,400</u> | |
| | GRAND TOTAL CAPITAL OUTLAY | | | <u>\$ 31,413,770</u> | |

SYSTEM DEVELOPMENT CHARGES FUND

Carryover Projects

ITEM 1: **Acquisition of Community Park Land - North Bethany**

BUDGET: \$1,965,800

DESCRIPTION: Carryover funding for purchase of additional properties for future community park site to meet commitments in North Bethany new urban area

ITEM 2: **Acquisition of Neighborhood Park Land- Bonny Slope West**

BUDGET: \$1,500,000

DESCRIPTION: Carryover funding for purchase of additional properties for future neighborhood park sites to meet commitments in Bonny Slope West new urban area

ITEM 3: **Acquisition of Natural Area Land - South Cooper Mountain**

BUDGET: \$500,000

DESCRIPTION: Carryover funding for purchase of additional properties for future natural area site to meet commitments in South Cooper Mountain new urban area

ITEM 4: **Acquisition of Trails Land - South Cooper Mountain**

BUDGET: \$535,000

DESCRIPTION: Carryover funding for purchase of additional properties and/or easements for future trail corridors to meet commitments in South Cooper Mountain new urban area

ITEM 5: **Acquisition of Neighborhood Park Land - South Cooper Mountain**

BUDGET: \$5,505,000

DESCRIPTION: Carryover funding for purchase of additional properties for future neighborhood park sites to meet commitments in South Cooper Mountain new urban area

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 6: Acquisition of Neighborhood Park Land - Infill Areas

BUDGET: \$390,000

DESCRIPTION: Carryover funding for purchase of additional properties for future neighborhood park sites that address underserved areas (per GRASP analysis) within THPRD boundaries

ITEM 7: Bonny Slope / BSD Trail Development

BUDGET: \$444,800

DESCRIPTION: Design and construction of trails in Bluffs Park to connect the surrounding neighborhoods to the school site and park property

ITEM 8: MTIP Grant Match - Westside Trail, Segment 18

BUDGET: \$426,320

DESCRIPTION: THPRD match for the grant award to complete Westside Trail Segment 18 from Kaiser Road to Kaiser Woods Natural Area. Includes safety watcher services and staff project management

ITEM 9: NW Quadrant Neighborhood Park Master Plan and Design

BUDGET: \$115,500

DESCRIPTION: Site master planning and design for a new neighborhood park on undeveloped land owned by THPRD at SW 187th and SW Bonnie Meadow Lane

ITEM 10: NW Quadrant New Neighborhood Park Development

BUDGET: \$1,851,000

DESCRIPTION: Development of a new neighborhood park on undeveloped land owned by THPRD at SW 175th and SW Marty Lane

ITEM 11: Natural Area Master Plan

BUDGET: \$100,000

DESCRIPTION: Master planning on one natural area

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 12: **Building Expansion - site to be determined**

BUDGET: \$995,000

DESCRIPTION: Expansion of existing facility to provide new space for programming options

ITEM 13: **MTIP Grant Match - Beaverton Creek Trail Land Acquisition/ROW**

BUDGET: \$237,750

DESCRIPTION: Grant match (\$220,000 and staff project management time (\$21,000 to complete right-of-way acquisition for a community trail

ITEM 14: **North Bethany Park and Trail Development - Project Management**

BUDGET: \$100,000

DESCRIPTION: Staff project management time to monitor construction of several park and trail project phases by developer under SDC credit agreement

ITEM 15: **ConnectOregon Grant Match - Waterhouse Trail, Segment 4**

BUDGET: \$602,900

DESCRIPTION: THPRD match for grant award to complete permitting, jurisdictional requirements, and construction of a small segment of the Waterhouse Trail that was outside of the scope of the bond-funded project

ITEM 16: **SW Quadrant Neighborhood Park Master Plan and Design**

BUDGET: \$267,500

DESCRIPTION: Site master planning for new neighborhood park on undeveloped land owned by THPRD at SW Miller Hill Rd and SW Georgene Ct

ITEM 17: **Cedar Mill Creek Community Trail Segment #4 Master Planning and Design**

BUDGET: \$299,500

DESCRIPTION: Master planning and design for Cedar Mill Creek Community Trail Segment #4 from NW 114th Ave to Foege Park

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 18: South Cooper Mtn Park and Trail Development - Project Management

BUDGET: \$49,500

DESCRIPTION: Staff project management time to monitor construction of new projects by developers under SDC credit agreements

ITEM 19: NW Quadrant New Neighborhood Park Development

BUDGET: \$2,300,000

DESCRIPTION: Development of a new neighborhood park on undeveloped land owned by THPRD at SW 187th and SW Bonnie Meadow Lane

ITEM 20: Bethany Creek Trail #2, Segment #3 - Design & Development

BUDGET: \$1,715,500

DESCRIPTION: Master planning, design and development for Bethany Creek Community Trail #2, Segment #3 from Springville Road to Westside Regional Trail

ITEM 21: Cedar Hills Park - additional funding for bond project

BUDGET: \$1,038,000

DESCRIPTION: Portion of funding for redevelopment of Cedar Hills Park; project is primarily funded by the Bond Fund and General Fund Debt, but additional funding provided by the SDC Fund is necessary to fund the contingency cost of the project.

ITEM 22: North Bethany Park and Trail Improvements

BUDGET: \$252,300

DESCRIPTION: Complete the design, permitting, finish grading and seeding at three neighborhood park sites in North Bethany. Also fund THPRD's share of cost for two community trail crossings of Abbey Creek; to be cost shared with Clean Water Services. Complete design of two North Bethany parks.

**ITEM 23: RFFA Active Transportation Project Readiness Match -
Westside Trail, Hwy 26 Overcrossing Design**

BUDGET: \$200,000

DESCRIPTION: Matching funds to complete master planning and 30% design for the Westside Trail overcrossing of Highway 26.

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 24: Dog Parks - expansions and new sites

BUDGET: \$70,000

DESCRIPTION: Creation of new off-leash dog areas, or enhancement of existing off-leash dog areas at sites to be determined.

ITEM 25: Fanno Creek Trail - Denney Road Crossing Improvements

BUDGET: \$20,000

DESCRIPTION: Installation of flashing beacon light at Fanno Creek Trail crossing of Denney Road.

ITEM 26: Waterhouse Trail Improvements

BUDGET: \$350,000

DESCRIPTION: THPRD share of design and construction of 850' of Waterhouse Trail and bridge north of Springville Road in partnership with Clean Water Services.

Land Acquisition

ITEM 27: Acquisition of Trails Land - North Bethany

BUDGET: \$1,000,000

DESCRIPTION: Purchase of additional properties for future neighborhood park sites to meet commitments in North Bethany new urban area.

ITEM 28: Acquisition of Neighborhood Park Land - Cooper Mountain

BUDGET: \$1,000,000

DESCRIPTION: Purchase of additional properties for future neighborhood park sites to meet commitments in Cooper Mountain new urban area.

ITEM 29: Acquisition of Neighborhood Park Land - Infill Areas

BUDGET: \$500,000

DESCRIPTION: Purchase of additional properties for future neighborhood park sites that address underserved areas (per GRASP analysis) within THPRD boundaries.

SYSTEM DEVELOPMENT CHARGES FUND

Development/Improvements

ITEM 30: **Abbey Creek Park - Phase 1 Development**

BUDGET: \$345,000

DESCRIPTION: Development of phase one to Abbey Creek Park at NW 170th Ave. and NW Ernst St.

ITEM 31: **Highland Park - Phase 1 Development**

BUDGET: \$420,000

DESCRIPTION: Development of phase one to Highland Park at NW 167th and NW Trillium St.

Undesignated Projects

ITEM 32: **Undesignated Projects**

BUDGET: \$6,317,400

DESCRIPTION: Capital to fund projects to be determined at a later time.





| Fiscal Year | Project or Item Description | District Wide | | | | North Bethany | | | | South Cooper Mountain | | | | Bonny Slope West | | | | Non-Overlay | | | |
|-------------|--|-------------------|-------------------|--------------------------|-------------------|------------------|------------------|--------------------------|------------------|-----------------------|------------------|--------------------------|--------------------|------------------|------------------|--------------------------|----------------|------------------|------------------|--------------------------|-------------------|
| | | Total Cost | | Annual Available Funding | | Costs | | Annual Available Funding | | Costs | | Annual Available Funding | | Costs | | Annual Available Funding | | Costs | | Annual Available Funding | |
| | | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate |
| 2019/20 | Beginning Cash Balance | | | \$ 23,761,276 | \$ 23,761,276 | | | \$ 2,089,770 | \$ 2,089,770 | | | \$ - | \$ - | | | \$ 1,526,754 | \$ 1,526,754 | | | \$ 20,144,752 | \$ 20,144,752 |
| | Less: Carryover Appropriations | | | 20,153,550 | 20,153,550 | | | 2,295,100 | 2,295,100 | | | 6,589,500 | 6,589,500 | | | 1,500,000 | 1,500,000 | | | 9,768,950 | 9,768,950 |
| | Net Available Beginning Balance | | | 3,607,726 | 3,607,726 | | | (205,330) | (205,330) | | | (6,589,500) | (6,589,500) | | | 26,754 | 26,754 | | | 10,375,802 | 10,375,802 |
| | Estimated SDC Revenue | | | 7,212,186 | 9,015,232 | | | 2,567,722 | 3,209,652 | | | 2,460,240 | 3,075,300 | | | 525,005 | 656,256 | | | 1,659,219 | 2,074,024 |
| | Total Available Funding | | | 10,819,912 | 12,622,958 | | | 2,362,392 | 3,004,322 | | | (4,129,260) | (3,514,200) | | | 551,758 | 683,010 | | | 12,035,022 | 12,449,826 |
| | Land Acquisition for Trails in New Urban Areas* (NoB) | 904,000 | 1,000,000 | 9,915,912 | 11,622,958 | 904,000 | 1,000,000 | 1,458,392 | 2,004,322 | | | | | | | | | | | | |
| | Neighborhood Park Development: NW-Q5 (Abbey Creek Park, Phase 1) | 241,500 | 345,000 | 9,674,412 | 11,277,958 | 241,500 | 345,000 | 1,216,892 | 1,659,322 | | | | | | | | | | | | |
| | Neighborhood Park Development: NW-Q6 (NoB Highland Park, Phase 1) | 294,000 | 420,000 | 9,380,412 | 10,857,958 | 294,000 | 420,000 | 922,892 | 1,239,322 | | | | | | | | | | | | |
| | Land Acquisition for Neighborhood Park Land (SCM) | 700,000 | 1,000,000 | 8,680,412 | 9,857,958 | | | | | 700,000 | 1,000,000 | (4,829,260) | (4,514,200) | | | | | | | | |
| | Land Acquisition for Park Infill (Hwy 217/Hwy26/Barnes) | 350,000 | 500,000 | 8,330,412 | 9,357,958 | | | | | | | | | | | | | 350,000 | 500,000 | 11,685,022 | 11,949,826 |
| | Bonny Slope / BSD Trail Development (carry over add'l funding) | 61,600 | 77,000 | 8,268,812 | 9,280,958 | | | | | | | | | | | | 61,600 | 77,000 | 11,623,422 | 11,872,826 | |
| | MTIP Grant Match - Westside Trail, Segment 18 (carry over add'l funding) | 274,256 | 342,820 | 7,994,556 | 8,938,138 | | | | | | | | | | | | 274,256 | 342,820 | 11,349,166 | 11,530,006 | |
| | NW Quadrant New Neighborhood Park Development (carry over add'l funding) | 392,000 | 490,000 | 7,602,556 | 8,448,138 | | | | | | | | | | | | 392,000 | 490,000 | 10,957,166 | 11,040,006 | |
| | Bethany Creek Trail #2, Segment #3 - Design & Development (carry over add'l funding) | 596,000 | 745,000 | 7,006,556 | 7,703,138 | | | | | | | | | | | | 596,000 | 745,000 | 10,361,166 | 10,295,006 | |
| | TOTAL FY 2019/20 COSTS | 3,813,356 | 4,919,820 | | | 1,439,500 | 1,765,000 | | | 700,000 | 1,000,000 | | | - | - | | | 1,673,856 | 2,154,820 | | |
| 2020/21 | Beginning Balance | | | 7,006,556 | 7,703,138 | | | 922,892 | 1,239,322 | | | (4,829,260) | (4,514,200) | | | 551,758 | 683,010 | | | 10,361,166 | 10,295,006 |
| | Estimated SDC Revenue | | | 9,217,202 | 12,289,603 | | | 2,944,984 | 3,926,645 | | | 3,281,710 | 4,375,613 | | | 383,910 | 511,880 | | | 2,606,599 | 3,475,465 |
| | Estimated Available Funding | | | 16,223,758 | 19,992,741 | | | 3,867,875 | 5,165,967 | | | (1,547,550) | (138,587) | | | 935,668 | 1,194,890 | | | 12,967,765 | 13,770,472 |
| | Land Acquisition for Community Parks in New Urban Areas (NoB) | 1,060,000 | 1,326,000 | 15,163,758 | 18,666,741 | 1,060,000 | 1,326,000 | 2,807,875 | 3,839,967 | | | | | | | | | | | | |
| | Land Acquisition for Trails in New Urban Areas (NoB)* | 579,500 | 879,100 | 14,584,258 | 17,787,641 | 579,500 | 879,100 | 2,228,375 | 2,960,867 | | | | | | | | | | | | |
| | New Neighborhood Park Development: NW-Q8 (NoB Trachsel/Maletis) | 1,049,400 | 1,124,200 | 13,534,858 | 16,663,441 | 1,049,400 | 1,124,200 | 1,178,975 | 1,836,667 | | | | | | | | | | | | |
| | Land Acquisition for Neighborhood Parks in New Urban Areas (SCM) | 1,200,000 | 1,600,000 | 12,334,858 | 15,063,441 | | | | | 1,200,000 | 1,600,000 | (2,747,550) | (1,738,587) | | | | | | | | |
| | Land Acquisition for Trails in New Urban Areas (SCM) | 358,000 | 544,000 | 11,976,858 | 14,519,441 | | | | | 358,000 | 544,000 | (3,105,550) | (2,282,587) | | | | | | | | |
| | Design & Develop Natural Areas for Public Access - South Cooper Mountain Area | 275,000 | 500,000 | 11,701,858 | 14,019,441 | | | | | 275,000 | 500,000 | (3,380,550) | (2,782,587) | | | | | | | | |
| | New Neighborhood Park: SW-Q6 (South Cooper Mountain Heights) | 2,687,500 | 2,879,000 | 9,014,358 | 11,140,441 | | | | | 2,687,500 | 2,879,000 | (6,068,050) | (5,661,587) | | | | | | | | |
| | Land Acquisition for Trails in New Urban Areas (BSW)* | 214,500 | 286,000 | 8,799,858 | 10,854,441 | | | | | | | | | 214,500 | 286,000 | 721,168 | 908,890 | | | | |
| | | - | - | 8,799,858 | 10,854,441 | | | | | | | | | | | | | | | | |
| | | - | - | 8,799,858 | 10,854,441 | | | | | | | | | | | | | | | | |
| | Land Acquisition for Infill | 800,000 | 1,000,000 | 7,999,858 | 9,854,441 | | | | | | | | | | | | | 800,000 | 1,000,000 | 12,167,765 | 12,770,472 |
| | Subtotal FY 2020/21 Costs | 8,223,900 | 10,138,300 | | | 2,688,900 | 3,329,300 | | | 4,520,500 | 5,523,000 | | | 214,500 | 286,000 | | | 800,000 | 1,000,000 | | |
| 2021/22 | Beginning Balance | | | 7,999,858 | 9,854,441 | | | 1,178,975 | 1,836,667 | | | (6,068,050) | (5,661,587) | | | 721,168 | 908,890 | | | 12,167,765 | 12,770,472 |
| | Estimated SDC Revenue | | | 11,815,793 | 16,879,704 | | | 3,644,570 | 5,206,528 | | | 4,165,129 | 5,950,184 | | | 621,081 | 887,258 | | | 3,385,013 | 4,835,733 |
| | Estimated Available Funding FY21/22 | | | 19,815,651 | 26,734,145 | | | 4,823,545 | 7,043,195 | | | (1,902,921) | 288,597 | | | 1,342,249 | 1,796,148 | | | 15,552,778 | 17,606,205 |
| | New Neighborhood Park Development: NW-Q6 (NoB Highlands) | 1,819,800 | 1,844,400 | 17,995,851 | 24,889,745 | 1,819,800 | 1,844,400 | 3,003,745 | 5,198,795 | | | | | | | | | | | | |
| | Land Acquisition for Community Parks in New Urban Areas (NoB) | 2,000,000 | 2,500,000 | 15,995,851 | 22,389,745 | 2,000,000 | 2,500,000 | 1,003,745 | 2,698,795 | | | | | | | | | | | | |
| | New Park Master Plan - NW-Q2, Q1, Park Blocks (NoB) | 400,000 | 500,000 | 15,595,851 | 21,889,745 | 400,000 | 500,000 | 603,745 | 2,198,795 | | | | | | | | | | | | |
| | Land Acquisition for Trails in New Urban Areas: South Cooper Mountain* | 258,000 | 344,000 | 15,337,851 | 21,545,745 | | | | | 258,000 | 344,000 | (2,160,921) | (55,403) | | | | | | | | |
| | Land Acquisition for Neighborhood Parks in New Urban Areas: Bonny Slope West | 900,000 | 1,200,000 | 14,437,851 | 20,345,745 | | | | | | | | | 900,000 | 1,200,000 | 442,249 | 596,148 | | | | |
| | Land Acquisition for Trails in New Urban Areas: Bonny Slope West* | 64,500 | 86,000 | 14,373,351 | 20,259,745 | | | | | | | | | 64,500 | 86,000 | 377,749 | 510,148 | | | | |
| | Land Acquisition for Park Infill | 800,000 | 1,000,000 | 13,573,351 | 19,259,745 | | | | | | | | | | | | | 800,000 | 1,000,000 | 14,752,778 | 16,606,205 |
| | Beaverton Creek Trail: Segment #3-4 (Grant Match) | 474,116 | 600,000 | 13,099,235 | 18,659,745 | | | | | | | | | | | | | 474,116 | 600,000 | 14,278,662 | 16,006,205 |
| | New Regional Trail Development - Westside Trail #14** | 1,494,640 | 1,601,960 | 11,604,595 | 17,057,785 | | | | | | | | | | | | | 1,494,640 | 1,601,960 | 12,784,022 | 14,404,245 |
| | Subtotal FY 2021/22 Costs | 8,211,056 | 9,676,360 | | | 4,219,800 | 4,844,400 | | | 258,000 | 344,000 | | | 964,500 | 1,286,000 | | | 2,768,756 | 3,201,960 | | |
| 2022/23 | Beginning Balance | | | 11,604,595 | 17,057,785 | | | 603,745 | 2,198,795 | | | (2,160,921) | (55,403) | | | 377,749 | 510,148 | | | 12,784,022 | 14,404,245 |
| | Estimated SDC Revenue | | | 11,877,683 | 16,968,118 | | | 3,939,295 | 5,627,564 | | | 4,841,784 | 6,916,834 | | | 775,109 | 1,107,298 | | | 2,321,495 | 3,316,422 |
| | Estimated Available Funding | | | 23,482,277 | 34,025,903 | | | 4,543,040 | 7,826,359 | | | 2,680,862 | 6,861,431 | | | 1,152,857 | 1,617,446 | | | 15,105,518 | 17,720,667 |
| | New Neighborhood Park Development: NW-Q5 (Abbey Creek) | 1,478,000 | 1,498,000 | 22,004,277 | 32,527,903 | 1,478,000 | 1,498,000 | 3,065,040 | 6,328,359 | | | | | | | | | | | | |
| | New Neighborhood Park Development: NW-Q7 (NoB - Orr) | 5,377,300 | 5,760,300 | 16,626,977 | 26,767,603 | 5,377,300 | 5,760,300 | (2,312,260) | 568,059 | | | | | | | | | | | | |
| | New Neighborhood Park: SW-Q7 (Gorman) | 4,952,600 | 5,305,300 | 11,674,377 | 21,462,303 | | | | | 4,952,600 | 5,305,300 | (2,271,738) | 1,556,131 | | | | | | | | |
| | Design & Develop Synthetic Turf Field w/ Lights - South Cooper Mountain (FY 18/19) | 2,880,300 | 3,085,400 | 8,794,077 | 18,376,903 | | | | | 2,880,300 | 3,085,400 | (5,152,038) | (1,529,269) | | | | | | | | |
| | Land Action - Infill | 800,000 | 1,000,000 | 7,994,077 | 17,376,903 | | | | | | | | | | | | | 800,000 | 1,000,000 | 14,305,518 | 16,720,667 |
| | Subtotal FY 2022/23 Costs | 15,488,200 | 16,649,000 | | | 6,855,300 | 7,258,300 | | | 7,832,900 | 8,390,700 | | | - | - | | | 800,000 | 1,000,000 | | |
| 2023/24 | Beginning Balance | | | 7,994,077 | 17,376,903 | | | (2,312,260) | 568,059 | | | (5,152,038) | (1,529,269) | | | 1,152,857 | 1,617,446 | | | 14,305,518 | 16,720,667 |
| | Estimated SDC Revenue | | | 11,649,007 | 15,532,009 | | | 4,389,500 | 5,852,667 | | | 3,408,675 | 4,544,901 | | | 1,151,590 | 1,535,453 | | | 2,699,241 | 3,598,988 |

| Fiscal Year | Project or Item Description | Total Cost | | Annual Available Funding | | Costs | | Annual Available Funding | | Costs | | Annual Available Funding | | Costs | | Annual Available Funding | | Costs | | Annual Available Funding | |
|-------------|---|-----------------------|-----------------------|--------------------------|-------------------|----------------------|----------------------|--------------------------|------------------|----------------------|----------------------|--------------------------|--------------------|---------------------|---------------------|--------------------------|------------------|----------------------|-----------------------|--------------------------|-------------------|
| | | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate | Low Estimate | High Estimate |
| | Estimated Available Funding | | | \$ 19,643,084 | \$ 32,908,912 | | | \$ 2,077,240 | \$ 6,420,726 | | | \$ (1,743,362) | \$ 3,015,631 | | | \$ 2,304,447 | \$ 3,152,899 | | | \$ 17,004,759 | \$ 20,319,655 |
| | Trail Development - Westside Trail: Sunset Hwy Crossing** | 6,000,000 | 8,000,000 | 13,643,084 | 24,908,912 | | | | | | | | | | | | | 6,000,000 | 8,000,000 | 11,004,759 | 12,319,655 |
| | Land Acquisition - Infill | 800,000 | 1,000,000 | 12,843,084 | 23,908,912 | | | | | | | | | | | | | 800,000 | 1,000,000 | 10,204,759 | 11,319,655 |
| | Youth Multi-Purpose Athletic Field - North Bethany (1) | 1,054,800 | 1,129,900 | 11,788,284 | 22,779,012 | 1,054,800 | 1,129,900 | 1,022,440 | 5,290,826 | | | | | | | | | | | | |
| | Youth Multi-Purpose Athletic Field - North Bethany (2) | 1,054,800 | 1,129,900 | 10,733,484 | 21,649,112 | 1,054,800 | 1,129,900 | (32,360) | 4,160,926 | | | | | | | | | | | | |
| | New Neighborhood Park Development: SW-Q9 (SCM North) | 2,559,600 | 2,879,000 | 8,173,884 | 18,770,112 | | | | | 2,559,600 | 2,879,000 | (4,302,962) | 136,631 | | | | | | | | |
| | Subtotal FY 2023/24 Costs | 11,469,200 | 14,138,800 | | | 2,109,600 | 2,259,800 | | | 2,559,600 | 2,879,000 | | | | | | | 6,800,000 | 9,000,000 | | |
| | Subtotal for 5-year CIP List | 47,205,712 | 55,522,280 | | | 17,313,100 | 19,456,800 | | | 15,871,000 | 18,136,700 | | | 1,179,000 | 1,572,000 | | | 12,842,612 | 16,356,780 | | |
| | Five Year CIP Credit Projects | | | | | | | | | | | | | | | | | | | | |
| | New Neighborhood Park Development: NW-Q11 (NoB/Polygon) | 1,919,700 | 2,056,400 | 6,254,184 | 16,713,712 | 1,919,700 | 2,056,400 | (1,952,060) | 2,104,526 | | | | | | | | | | | | |
| | New Neighborhood Park Development: SW-Q8 | 2,853,900 | 3,057,200 | 3,400,284 | 13,656,512 | | | | | 2,853,900 | 3,057,200 | (7,156,862) | (2,920,569) | | | | | | | | |
| | Subtotal Credit Projects | 4,773,600 | 5,113,600 | | | 1,919,700 | 2,056,400 | | | 2,853,900 | 3,057,200 | | | | | | | | | | |
| | Fund Balance | | | 3,400,284 | 13,656,512 | | | (1,952,060) | 2,104,526 | | | (7,156,862) | (2,920,569) | | | 2,304,447 | 3,152,899 | | | 10,204,759 | 11,319,655 |
| | Five Year CIP Unfunded Projects | | | | | | | | | | | | | | | | | | | | |
| | Youth Multi-Purpose Athletic Field - North Bethany (3) | 1,054,800 | 1,129,900 | 2,345,484 | 12,526,612 | 1,054,800 | 1,129,900 | (3,006,860) | 974,626 | | | | | | | | | | | | |
| | New Neighborhood Park Development: NW-Q2 (West neighborhood park) | 6,813,300 | 7,298,600 | (4,467,816) | 5,228,012 | 6,813,300 | 7,298,600 | (9,820,160) | (6,323,974) | | | | | | | | | | | | |
| | Youth Baseball/Softball Athletic Field - North Bethany (1) | 600,000 | 800,000 | (5,067,816) | 4,428,012 | 600,000 | 800,000 | (10,420,160) | (7,123,974) | | | | | | | | | | | | |
| | Youth Baseball/Softball Athletic Field - North Bethany (2) | 600,000 | 800,000 | (5,667,816) | 3,628,012 | 600,000 | 800,000 | (11,020,160) | (7,923,974) | | | | | | | | | | | | |
| | New Community Park Design & Development - NW Kaiser Rd & NW Brugger Rd*** | - | - | (5,667,816) | 3,628,012 | | | | | | | | | | | | | | | | |
| | Youth Multi-Purpose Athletic Field - South Cooper Mountain | 1,054,800 | 1,129,900 | (6,722,616) | 2,498,112 | | | | | 1,054,800 | 1,129,900 | (8,211,662) | (4,050,469) | | | | | | | | |
| | Youth Baseball/Softball Athletic Field - South Cooper Mountain | 1,054,800 | 1,129,900 | (7,777,416) | 1,368,212 | | | | | 1,054,800 | 1,129,900 | (9,266,462) | (5,180,369) | | | | | | | | |
| | Community Park Development: Paul & Verna Winkelman Park - Phase II | 9,928,950 | 10,276,425 | (17,706,366) | (8,908,213) | | | | | | | | | | | | | 9,928,950 | 10,276,425 | 275,809 | 1,043,230 |
| | Land Acquisition for Beaverton Creek Trail Segments 1 & 2* | 645,000 | 1,677,000 | (18,351,366) | (10,585,213) | | | | | | | | | | | | | 645,000 | 1,677,000 | (369,191) | (633,770) |
| | New Regional Trail Design & Development - Beaverton Creek Trail: Segment #1** | 800,000 | 900,000 | (19,151,366) | (11,485,213) | | | | | | | | | | | | | 800,000 | 900,000 | (1,169,191) | (1,533,770) |
| | New Regional Trail Design & Development - Beaverton Creek Trail: Segment #2** | 800,000 | 900,000 | (19,951,366) | (12,385,213) | | | | | | | | | | | | | 800,000 | 900,000 | (1,969,191) | (2,433,770) |
| | New Neighborhood Park Design & Development: SW-Q4 (Sterling - SW 165th & SW Farmington Rd) | 1,575,000 | 2,125,000 | (21,526,366) | (14,510,213) | | | | | | | | | | | | | 1,575,000 | 2,125,000 | (3,544,191) | (4,558,770) |
| | New Neighborhood Park Design & Development: NE-Q4 (Lehman - NW Thompson Rd. & NW Saltzman Rd) | 1,575,000 | 2,125,000 | (23,101,366) | (16,635,213) | | | | | | | | | | | | | 1,575,000 | 2,125,000 | (5,119,191) | (6,683,770) |
| | Complete Development of Roger Tilbury Park - Phase 2 | 250,000 | 500,000 | (23,351,366) | (17,135,213) | | | | | | | | | | | | | 250,000 | 500,000 | (5,369,191) | (7,183,770) |
| | New Community Park Design & Development: SW-Q2 Mt. Williams - SW Davis Rd & SW 160th Ave)*** | 6,100,000 | 7,625,000 | (29,451,366) | (24,760,213) | | | | | | | | | | | | | 6,100,000 | 7,625,000 | (11,469,191) | (14,808,770) |
| | New Regional Trail Design & Development - Fanno Creek Trail #5** | 200,000 | 300,000 | (29,651,366) | (25,060,213) | | | | | | | | | | | | | 200,000 | 300,000 | (11,669,191) | (15,108,770) |
| | New Community Trail Design & Development S. Johnson Creek Trail #5** | 700,000 | 850,000 | (30,351,366) | (25,910,213) | | | | | | | | | | | | | 700,000 | 850,000 | (12,369,191) | (15,958,770) |
| | New Regional Trail Design & Development - Westside Trail #15-#17** | 800,000 | 1,100,000 | (31,151,366) | (27,010,213) | | | | | | | | | | | | | 800,000 | 1,100,000 | (13,169,191) | (17,058,770) |
| | Design & Develop Natural Areas for Public Access - Lilly K. Johnson Woods Natural Area | 275,000 | 500,000 | (31,426,366) | (27,510,213) | | | | | | | | | | | | | 275,000 | 500,000 | (13,444,191) | (17,558,770) |
| | Design & Develop Natural Areas for Public Access - Bannister Creek Area | 275,000 | 500,000 | (31,701,366) | (28,010,213) | | | | | | | | | | | | | 275,000 | 500,000 | (13,719,191) | (18,058,770) |
| | New Neighborhood Park Design & Development: NE-Q3 (Wilson) | 2,535,700 | 2,716,400 | (34,237,066) | (30,726,613) | | | | | | | | | | | | | 2,535,700 | 2,716,400 | (16,254,891) | (20,775,170) |
| | New Neighborhood Park Design & Development: SE-Q1 (Cobb) | 11,495,700 | 12,313,400 | (45,732,766) | (43,040,013) | | | | | | | | | | | | | 11,495,700 | 12,313,400 | (27,750,591) | (33,088,570) |
| | New Regional Trail Design & Development: Westside Trail #19** | 2,894,000 | 3,100,600 | (48,626,766) | (46,140,613) | | | | | | | | | | | | | 2,894,000 | 3,100,600 | (30,644,591) | (36,189,170) |
| | Design & Develop Synthetic Turf Field w/Lights - NE Quadrant | 2,880,300 | 3,085,400 | (51,507,066) | (49,226,013) | | | | | | | | | | | | | 2,880,300 | 3,085,400 | (33,524,891) | (39,274,570) |
| | Community Park Design & Development: NE-Q1 (Teufel) | 16,793,100 | 17,989,200 | (68,300,166) | (67,215,213) | | | | | | | | | | | | | 16,793,100 | 17,989,200 | (50,317,991) | (57,263,770) |
| | New Community Park: SW-Q1 (Papageorge) | 8,775,450 | 9,400,500 | (77,075,616) | (76,615,713) | | | | | | | | | | | | | 8,775,450 | 9,400,500 | (59,093,441) | (66,664,270) |
| | New Neighborhood Park: NE-Q2 (NE Neighborhood Park) | 6,050,100 | 6,481,000 | (83,125,716) | (83,096,713) | | | | | | | | | | | | | 6,050,100 | 6,481,000 | (65,143,541) | (73,145,270) |
| | Neighborhood Park Development: SW-Q5 (Altishan) | 2,969,600 | 3,181,100 | (86,095,316) | (86,277,813) | | | | | | | | | | | | | 2,969,600 | 3,181,100 | (68,113,141) | (76,326,370) |
| | Subtotal Unfunded Projects | 89,495,600 | 99,934,325 | | | 9,068,100 | 10,028,500 | | | 2,109,600 | 2,259,800 | | | | | | | 78,317,900 | 87,646,025 | | |
| | Other SDC CIP Projects | | | | | | | | | | | | | | | | | | | | |
| | Minor building enhancements/ expansions | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | |
| | Total All Listed Projects | \$ 141,474,912 | \$ 160,570,205 | | | \$ 28,300,900 | \$ 31,541,700 | | | \$ 20,834,500 | \$ 23,453,700 | | | \$ 1,179,000 | \$ 1,572,000 | | | \$ 91,160,512 | \$ 104,002,805 | | |

*Acquisition Costs for Trails are 43% of Total Estimated Cost
**Improvement/Development Costs for Trails are 40% of Total Estimated Project Cost
***Improvement/Development Costs for Community Parks are 75% of Total Estimated Project Cost

BOND CAPITAL PROJECTS FUND

Bond Capital Projects Fund Overview

Bond Capital Projects Fund Project Summary

Bond Capital Projects Fund Project Narrative



BOND CAPITAL PROJECTS FUND

FUND DESCRIPTION

On November 4, 2008, THPRD voters approved a \$100 million Parks Bond Levy request. This levy request included a specific list of projects and land acquisition targets to be funded by the bond levy, and had specific dollar amounts designated for each of these projects and acquisitions. The project line items in the budget are based on the specified amounts from the levy.

Subsequent to the passage of the levy request, THPRD worked with a project management consultant to develop a master project schedule. This project schedule was then used to develop a projected cash flow of bond expenditures. Based on this cash flow, THPRD proceeded to issue only part of the authorized levy, with gross proceeds of \$58.5 million, in the spring of 2009. In September 2011, an additional portion of the levy, \$40.1 million, was issued. In May 2015, the final \$1.4 million authorized under the levy was issued.



BOND CAPITAL PROJECTS FUND

| Description | Prior Year Actual 2016/17 | Prior Year Actual 2017/18 | Adopted Budget 2018/19 | Proposed Budget 2019/20 | Adopted Budget 2019/20 |
|-----------------------------|---------------------------------|---------------------------------|------------------------------|-------------------------------|------------------------------|
| Resources: | | | | | |
| Beginning Cash on Hand | \$ 27,226,923 | \$ 16,292,929 | \$ 16,233,557 | \$ 9,635,626 | \$ 9,635,626 |
| Grants | 236,278 | 749,731 | - | - | - |
| Interest Earnings | 150,953 | 238,714 | 170,000 | 200,000 | 200,000 |
| Total Resources | \$ 27,614,154 | \$ 17,281,374 | \$ 16,403,557 | \$ 9,835,626 | \$ 9,835,626 |
| Appropriations: | | | | | |
| Capital Outlay | \$ 11,321,225 | \$ 2,632,522 | \$ 16,403,557 | \$ 9,835,626 | \$ 9,835,626 |
| Total Appropriations | \$ 11,321,225 | \$ 2,632,522 | \$ 16,403,557 | \$ 9,835,626 | \$ 9,835,626 |

| Summary by Department | | | | | |
|--|----------------------|---------------------|----------------------|---------------------|---------------------|
| New Neighborhood Park Development | \$ 16,664 | \$ 1,350 | \$ - | \$ - | \$ - |
| Renovate/Redevelop Neighborhood Parks | 300,215 | 86,256 | 1,027,231 | 1,217,351 | 1,217,351 |
| New Community Park Development | 9,177,087 | 166,428 | - | - | - |
| Renovate/Redevelop Community Parks | 8,414 | 2,067,276 | 7,616,563 | 464,427 | 464,427 |
| Natural Area Restoration | 149,332 | 83,636 | 2,267,243 | 2,400,874 | 2,400,874 |
| Natural Area Preservation-Land Acquisition | 100,905 | 158,530 | 3,684,333 | 3,749,192 | 3,749,192 |
| New Linear Park/Trail Development | 387,765 | 24,266 | 692,864 | 76,342 | 76,342 |
| New Linear Park/Trail-Land Acquisition | 270 | - | 1,132 | 1,163 | 1,163 |
| Multifield/Use Athletic Field Development | 319,281 | 37,436 | 1,064,281 | 1,918,740 | 1,918,740 |
| Facility Rehabilitation | 853,374 | 3,364 | 49,910 | 7,537 | 7,537 |
| Facility Expansion and Improvements | 7 | - | - | - | - |
| ADA/Access Improvements | 7,911 | 3,980 | - | - | - |
| Total Appropriations | \$ 11,321,225 | \$ 2,632,522 | \$ 16,403,557 | \$ 9,835,626 | \$ 9,835,626 |

BOND CAPITAL PROJECTS FUND

| Item Number | | Adopted Budget 2019/20 | Page # |
|----------------|---|------------------------------|---------|
| | RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS | | |
| 1 | Somerset West Park | \$ 1,217,351 | BOND-6 |
| | TOTAL RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS | <u>\$ 1,217,351</u> | |
| | RENOVATE AND REDEVELOP COMMUNITY PARKS | | |
| 2 | Cedar Hills Park and Athletic Field | \$ 464,427 | BOND-6 |
| | TOTAL RENOVATE AND REDEVELOP COMMUNITY PARKS | <u>\$ 464,427</u> | |
| | NATURAL AREA PRESERVATION | | |
| 3 | Roger Tilbury Memorial Park | \$ 7,335 | BOND-6 |
| 4 | Fanno Creek Park | 5,622 | BOND-6 |
| 5 | Mt Williams Park | 72,294 | BOND-7 |
| 6 | Hyland Woods Phase 2 | 22,247 | BOND-7 |
| 7 | Jenkins Estate Phase 2 | 74,836 | BOND-7 |
| 8 | Somerset West Park | 157,756 | BOND-7 |
| 9 | Rock Creek Greenway | 163,014 | BOND-7 |
| 10 | Whispering Woods Phase 2 | 99,911 | BOND-7 |
| 11 | Raleigh Park | 106,748 | BOND-8 |
| 12 | Bannister Creek Greenway/NE Park | 78,877 | BOND-8 |
| 13 | Lilly K. Johnson Woods | 9,394 | BOND-8 |
| 14 | NE Quadrant Property | 459,340 | BOND-8 |
| 15 | N. Johnson Greenway | 255,189 | BOND-8 |
| 16 | Commonwealth Lake Park | 61,245 | BOND-8 |
| 17 | 155th Wetlands | 25,519 | BOND-9 |
| 18 | Bronson Creek New Properties | 102,076 | BOND-9 |
| 19 | Fanno Creek Greenway | 81,661 | BOND-9 |
| 20 | HMT north woods and stream | 51,038 | BOND-9 |
| 21 | Cedar Mill Creek Greenway | 30,623 | BOND-9 |
| 22 | Fir Grove Park | 25,519 | BOND-9 |
| 23 | HL Cain Wetlands | 25,519 | BOND-10 |
| 24 | Bronson Creek Park | 25,519 | BOND-10 |
| 25 | Center Street Wetlands Area | 20,415 | BOND-10 |
| 26 | Tallac Terrace Park | 10,208 | BOND-10 |
| 27 | Forest Hills Park | 10,208 | BOND-10 |
| 28 | Arborist/Tree Management | 291,166 | BOND-10 |
| 29 | North Bethany Greenway | 25,519 | BOND-10 |
| 30 | Willow Creek Greenway II | 25,519 | BOND-11 |
| 31 | Westside Trail Segment 18 | 25,519 | BOND-11 |
| 32 | Westside Trail - Burntwood area | 25,519 | BOND-11 |
| 33 | Waterhouse Trail | 25,519 | BOND-11 |
| | TOTAL NATURAL AREA PRESERVATION | <u>\$ 2,400,874</u> | |
| | NATURAL AREA PRESERVATION - LAND ACQUISITION | | |
| 34 | Natural Area Acquisitions | \$ 3,749,192 | BOND-11 |
| | TOTAL NATURAL AREA PRESERVATION - LAND ACQUISITION | <u>\$ 3,749,192</u> | |
| | NEW LINEAR PARK AND TRAIL DEVELOPMENT | | |
| 35 | Miscellaneous Natural Trails | \$ 76,342 | BOND-11 |
| | TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT | <u>\$ 76,342</u> | |

BOND CAPITAL PROJECTS FUND

| Item Number | | Adopted Budget 2019/20 | Page # |
|----------------|---|------------------------------|---------|
| | NEW LINEAR PARK AND TRAIL LAND ACQUISITION | | |
| 36 | New Linear Park and Trail Acquisitions | \$ 1,163 | BOND-12 |
| | TOTAL NEW LINEAR PARK AND TRAIL ACQUISITIONS | \$ 1,163 | |
| | MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT | | |
| 37 | New Field in NW Quadrant | \$ 1,360,625 | BOND-12 |
| 38 | New Field in SW Quadrant | 558,115 | BOND-12 |
| | TOTAL MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT | \$ 1,918,740 | |
| | FACILITY REHABILITATION | | |
| 39 | Structural Upgrades | \$ 7,537 | BOND-12 |
| | TOTAL FACILITY REHABILITATION | \$ 7,537 | |
| | GRAND TOTAL CAPITAL OUTLAY | \$ 9,835,626 | |

BOND CAPITAL PROJECTS FUND

Renovate And Redevelop Neighborhood Parks

ITEM 1: Somerset West Park

BUDGET: \$1,217,351

DESCRIPTION: Design and redevelopment of one existing neighborhood park. Phase I amenities will include: hybrid traditional/natural play area, hard surface looped path and two foot bridges, ADA improvements, open lawn area with backstop, drainage improvements, new irrigation system and various natural area improvements

Renovate And Redevelop Community Parks

ITEM 2: Cedar Hills Park & Athletic Field

BUDGET: \$464,427

DESCRIPTION: Design and redevelopment of one existing community park. Amenities will include: park access drive and intersection improvements, parking lots, synthetic turf field and field lighting, various sport courts, picnic area and pavilion, restroom and concession building, splash pad, play equipment, community garden, pedestrian lighting and a new irrigation system

Natural Area Preservation

ITEM 3: Roger Tilbury Memorial Park

BUDGET: \$7,335

DESCRIPTION: Enhancement of natural areas to remove weed species, replanting native trees and shrubs, and enhancement of the creek to improve bank stability.

ITEM 4: Fanno Creek Park

BUDGET: \$5,622

DESCRIPTION: In conjunction with Clean Water Services, removal of weeds and replanting of native trees and shrubs to provide shade and habitat diversity.

BOND CAPITAL PROJECTS FUND

ITEM 5: **Mt. Williams Park**

BUDGET: \$72,294

DESCRIPTION: Removal of weeds and replanting of native trees and shrubs after park development.

ITEM 6: **Hyland Woods Phase 2**

BUDGET: \$22,247

DESCRIPTION: Improvement of foraging habitat for red-legged frogs and expansion of earlier project to cover entire park.

ITEM 7: **Jenkins Estate Phase 2**

BUDGET: \$74,836

DESCRIPTION: Preservation of heritage oaks, improvement to gray squirrel habitat and expansion of earlier project to cover most of the property.

ITEM 8: **Somerset West Park**

BUDGET: \$157,756

DESCRIPTION: Enhancement and daylighting of stream.

ITEM 9: **Rock Creek Greenway**

BUDGET: \$163,014

DESCRIPTION: Enhancement of wildlife corridor with additional native plant cover, wildlife watching opportunities for patrons and reduction in mowing for sustainability.

ITEM 10: **Whispering Woods Phase 2**

BUDGET: \$99,911

DESCRIPTION: Expansion of earlier project to have greater overall impact and improve water quality at the confluence of two creeks.

BOND CAPITAL PROJECTS FUND

ITEM 11: **Raleigh Park**

BUDGET: \$106,748

DESCRIPTION: Enhancement of stream and flood management.

ITEM 12: **Bannister Creek Greenway/NE Park**

BUDGET: \$78,877

DESCRIPTION: Protection of water quality near the headwaters of the stream which is a major tributary to Bronson Creek.

ITEM 13: **Lilly K. Johnson Woods**

BUDGET: \$9,394

DESCRIPTION: Enhancement of oak habitat through removal of weeds and installation of native plants.

ITEM 14: **NE Quadrant Property**

BUDGET: \$459,340

DESCRIPTION: Enhancement of vegetation along creek and wetlands. Restoration of floodplain function in streamside areas.

ITEM 15: **N. Johnson Greenway**

BUDGET: \$255,189

DESCRIPTION: Enhancement of vegetation and removal of non-native plants.

ITEM 16: **Commonwealth Lake Park**

BUDGET: \$61,245

DESCRIPTION: Enhancement of vegetation and removal of non-native plants.

BOND CAPITAL PROJECTS FUND

ITEM 17: **155th Wetlands**

BUDGET: \$25,519

DESCRIPTION: Enhancement of vegetation and removal of non-native plants.

ITEM 18: **Bronson Creek New Properties**

BUDGET: \$102,076

DESCRIPTION: Enhancement of vegetation and removal of non-native plants.

ITEM 19: **Fanno Creek Greenway**

BUDGET: \$81,661

DESCRIPTION: Restoration of floodplain and wetland habitat.

ITEM 20: **HMT north woods and stream**

BUDGET: \$51,038

DESCRIPTION: Enhancement of vegetation and removal of non-native plants adjacent to soccer fields.

ITEM 21: **Cedar Mill Creek Greenway**

BUDGET: \$30,623

DESCRIPTION: Enhancement of vegetation and removal non-native plants in the stream corridor.

ITEM 22: **Fir Grove Park**

BUDGET: \$25,519

DESCRIPTION: Improvement of habitat, user experience, and safety.

BOND CAPITAL PROJECTS FUND

ITEM 23: **HL Cain Wetlands**
BUDGET: \$25,519
DESCRIPTION: Improvement of frog habitat.

ITEM 24: **Bronson Creek Park**
BUDGET: \$25,519
DESCRIPTION: Enhancement of vegetation and removal non-native plants in the stream corridor.

ITEM 25: **Center Street Wetlands Area**
BUDGET: \$20,415
DESCRIPTION: Improvement of habitat in central city natural area.

ITEM 26: **Tallac Terrace Park**
BUDGET: \$10,208
DESCRIPTION: Improvement of habitat in neighborhood park site.

ITEM 27: **Forest Hills Park**
BUDGET: \$10,208
DESCRIPTION: Improvement of habitat in neighborhood park site.

ITEM 28: **Arborist/Tree Management**
BUDGET: \$291,166
DESCRIPTION: Promotion of forest health through removal of non-native trees. Improvement of safety by modifying hazard trees into wildlife trees.

ITEM 29: **North Bethany Greenway**
BUDGET: \$25,519
DESCRIPTION: Improvement of natural area between Rock Creek Trail and Springville Rd.

BOND CAPITAL PROJECTS FUND

ITEM 30: **Willow Creek Greenway II**

BUDGET: \$25,519

DESCRIPTION: Enhancement of vegetation and removal of non-native plants in the eastern stream corridor.

ITEM 31: **Westside Trail Segment 18**

BUDGET: \$25,519

DESCRIPTION: Removal of old trail segments and restoration of corridor habitat.

ITEM 32: **Westside Trail - Burntwood area**

BUDGET: \$25,519

DESCRIPTION: Enhancement of vegetation and removal of non-native plants.

ITEM 33: **Waterhouse Trail**

BUDGET: \$25,519

DESCRIPTION: Enhancement of vegetation and removal of non-native plants.

Natural Area Preservation - Land Acquisition

ITEM 34: **Natural Area Acquisitions**

BUDGET: \$3,749,192

DESCRIPTION: Acquisition of high-priority natural areas that will connect existing properties or purchase large parcels with healthy native plant communities and water quality benefits.

New Linear Park And Trail Development

ITEM 35: **Miscellaneous Natural Trails**

BUDGET: \$76,342

DESCRIPTION: Development of various soft surface trails throughout THPRD.

BOND CAPITAL PROJECTS FUND

New Linear Park And Trail Land Acquisition

ITEM 36: **New Linear Park and Trail Acquisitions**

BUDGET: \$1,163

DESCRIPTION: Acquisition of land, easements, leases or land use agreements for linear parks and trails. Acquisitions may be located in multiple quadrants; property to be determined.

Multifield/Multipurpose Athletic Field Development

ITEM 37: **New Field in NW Quadrant**

BUDGET: \$1,360,625

DESCRIPTION: Development of one grass athletic field in the northwest quadrant.

ITEM 38: **New Athletic Facility in SW Quadrant**

BUDGET: \$558,115

DESCRIPTION: Development of one multipurpose sports court at Mountain View Champions Park.

Facility Rehabilitation

ITEM 39: **Structural Upgrades**

BUDGET: \$7,537

DESCRIPTION: Seismic upgrades to existing natural gas shut off valves at seven facilities.

SUPPLEMENTAL DATA

THPRD History and Background

Comprehensive Plan Summary

General Fund Five-year Projections

Policies and Procedures

Summary of Staffing by Program

Glossary

THPRD Map



THPRD HISTORY AND BACKGROUND

In 1955, a group of individuals formed the Tualatin Hills Park & Recreation District (THPRD) to provide parks and recreational opportunities for the people 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 obligations bonds, property taxes, and three-year levies (since replaced by a permanent tax rate) have supported THPRD. Additional revenue comes from user fees for programs and facilities. THPRD also benefits from donations made through the Tualatin Hills Park Foundation.

Demographic Portrait

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

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

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

THPRD HISTORY AND BACKGROUND (continued)

Economic Information

The top 10 taxpayers (in order of actual taxes levied) within THPRD for the 2017/18 fiscal year were:

| Taxpayer | Taxable Assessed Value | Rank | Percentage of Total Taxable Assessed Value |
|---------------------------------|-------------------------|------|--|
| Nike, Inc. | \$ 696,381,658 | 1 | 2.83% |
| Comcast Corporation | 272,500,600 | 2 | 1.11% |
| Portland General Electric | 134,000,371 | 3 | 0.55% |
| Northwest Natural Gas Co. | 130,654,000 | 4 | 0.53% |
| Maxim Integrated Products, Inc. | 121,840,480 | 5 | 0.50% |
| Nike IHM | 115,554,910 | 6 | 0.47% |
| Beaverton LLC | 94,221,900 | 7 | 0.38% |
| Frontier Communications | 79,406,000 | 8 | 0.32% |
| Harsch Investment Corp | 77,720,253 | 9 | 0.32% |
| LaSalle Owner LLC | 60,337,580 | 10 | 0.25% |
| All Other Taxpayers | 22,786,149,033 | | 92.74% |
| Totals | <u>\$24,568,766,785</u> | | <u>100.00%</u> |

Source: Washington County, Department of Assessment & Taxation
(Ranking based on levied tax amount)

Information for Washington County as of the 2017/18 Fiscal Year:

Washington County

| Fiscal Year | THPRD Population (estimated) | County Population (estimated) ^{a)} | Personal Income (amounts expressed in thousands) ^{b)} | Per Capita Personal Income ^{b)} | Unemployment Rate ^{c)} | School Enrollment ^{d)} |
|-------------|------------------------------|---|--|--|---------------------------------|---------------------------------|
| 2009 | 228,025 | 537,318 | \$21,609,808 | \$41,185 | 10.0% | 37,536 |
| 2010 | 231,925 | 531,610 | \$22,026,683 | \$41,438 | 10.6% | 38,460 |
| 2011 | 226,764 | 540,410 | \$23,973,949 | \$44,436 | 7.8% | 38,571 |
| 2012 | 229,486 | 547,672 | \$25,737,117 | \$47,026 | 6.9% | 39,054 |
| 2013 | 232,239 | 554,996 | \$25,919,173 | \$46,735 | 6.4% | 38,775 |
| 2014 | 235,026 | 562,998 | \$28,387,146 | \$50,542 | 5.7% | 39,088 |
| 2015 | 237,847 | 574,326 | \$30,840,797 | \$53,878 | 5.1% | 40,725 |
| 2016 | 240,701 | 582,779 | \$32,076,558 | \$55,044 | 4.7% | 40,568 |
| 2017 | 243,589 | 588,957 | \$33,765,596 | \$57,331 | 3.5% | 40,806 |
| 2018 | 246,512 | 597,695 | n/a | n/a | 3.9% | 40,964 |

Source: ^{a)} US Census Bureau

^{b)} US Dept. of Commerce, Bureau of Economic Analysis

^{c)} US Dept. of Labor, Metropolitan District

^{d)} Beaverton School District

THPRD HISTORY AND BACKGROUND (continued)

A comparative cost of General Fund services per capita as of FY 2008 and FY 2018:

| | FY 2007/08 | FY 2017/18 | % change |
|-----------------------|-------------------|-----------------------|-----------------|
| | <u>Actual</u> | <u>Actual</u> | |
| Population | 224,192 | 246,512 ¹⁾ | 9.96% |
| Cost Per Capita: | | | |
| Personnel Services | \$90.20 | \$118.90 | 31.82% |
| Materials & Services | 28.44 | 32.07 | 12.76% |
| Capital Outlay | 8.58 | 17.85 | 108.04% |
| Debt Service | <u>3.50</u> | <u>3.46</u> | -1.14% |
| Total cost per capita | <u>\$130.72</u> | <u>\$172.28</u> | 31.79% |

¹⁾ Estimated – based on Medium Growth Population Forecast (1.2%)

Source: Portland State University Center for Population Research and Census

COMPREHENSIVE PLAN SUMMARY

In September 2013, the Tualatin Hills Park & Recreation District (THPRD) adopted an update to the 2006 Comprehensive Plan. This plan serves as a high-level guide for future decisions and activities about how THPRD will acquire, develop, operate and maintain land, facilities and programs for the future. A companion effort, the development of a Service and Financial Sustainability Analysis, resulted in a new approach to resource allocation for THPRD. This analysis, formalized into the adoption of a Service and Financial Sustainability Plan in December 2013, also determines additional service needs that can be provided in harmony with other recreation providers. An updated Strategic Plan was also adopted in December 2013. This plan was informed by the comprehensive plan update and featured new and revised objectives and action steps to help THPRD realize its eight goals:

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

The comprehensive plan update process identified a number of key level-of-service recommendations. These recommendations reflect short-term and longer-term capital development and improvement strategies to the community's unmet needs and priority investments for critical parks and recreation services.

- Develop a trails functional plan
- Use strategies for addressing low-scoring/functioning components within the system
- Conduct ongoing review of geographic information system (GIS) data
- Complete inventory and update level of service analysis
- Use current baseline GRASP (Geo-Referenced Amenities Standards Program) analysis to guide future park development
- Address walkable level of service
- Consider design/development criteria
- Conduct a field capacity analysis
- Explore opportunities for enterprise facilities and additional amenities
- General improvement and acquisition recommendations

The 2013 Comprehensive Plan Update and subsequent adoption of the revised Strategic Plan helped THPRD define a 10-year plan for growth. In early 2014, staff began work on formalizing how we achieve this plan. The planning began with a review of several policies and procedures in spring 2014, and continued with the development of functional plans in five key areas:

- Programs
- Parks
- Natural resources
- Trails
- Athletic facilities

Tualatin Hills Park & Recreation District

General Fund and Capital Replacement Reserve Five-Year Fiscal Projection FY 2018/19 through FY 2023/24

| | Current Budget 2018/19 | Adopted Budget 2019/20 | Projected 2020/21 | Projected 2021/22 | Projected 2022/23 | Projected 2023/24 |
|---|------------------------------|------------------------------|----------------------|----------------------|----------------------|----------------------|
| Cash on Hand | \$ 6,500,000 | \$ 6,500,000 | \$ 5,100,000 | \$ 5,100,000 | \$ 5,100,000 | \$ 5,485,000 |
| Beginning Replacement Reserve | 2,550,000 | 3,400,000 | 4,250,000 | 5,100,000 | 5,950,000 | 6,800,000 |
| Program & Facility Fees ¹ | 12,477,416 | 13,591,406 | 13,999,148 | 14,419,123 | 14,851,696 | 15,297,247 |
| Other Resources ² | 7,164,189 | 13,032,394 | 1,732,866 | 1,784,852 | 1,838,397 | 1,893,549 |
| Carryover Projects | 1,965,151 | 6,428,700 | - | - | - | - |
| Property Taxes ³ | 31,969,978 | 33,447,201 | 34,952,325 | 36,612,560 | 38,351,657 | 40,173,361 |
| Total Resources | \$ 62,626,734 | \$ 76,399,701 | \$ 60,034,339 | \$ 63,016,535 | \$ 66,091,751 | \$ 69,649,158 |
| Personal Services ⁴ | \$33,007,024 | \$ 35,965,749 | \$ 37,143,618 | \$ 38,690,081 | \$ 40,306,134 | \$ 41,994,910 |
| Materials & Services ⁵ | 9,251,731 | 10,408,612 | 10,648,770 | 10,968,233 | 11,297,280 | 11,636,198 |
| Capital Outlay | 13,307,068 | 20,507,815 | 2,815,286 | 3,081,762 | 2,978,182 | 3,670,073 |
| Debt Service - COP and TAN | 1,160,911 | 2,149,525 | 1,726,665 | 1,726,458 | 1,725,154 | 1,712,976 |
| Transfers to Other Funds | - | 518,000 | - | - | - | - |
| Contingency | 2,500,000 | 2,600,000 | 2,600,000 | 2,600,000 | 2,985,000 | 2,985,000 |
| Ending Replacement Reserve | 3,400,000 | 4,250,000 | 5,100,000 | 5,950,000 | 6,800,000 | 7,650,000 |
| Total Expenditures | \$ 62,626,734 | \$ 76,399,701 | \$ 60,034,339 | \$ 63,016,535 | \$ 66,091,751 | \$ 69,649,158 |
| Revenue Assumptions | | | | | | |
| | <u>2019/20</u> | <u>2020/21</u> | <u>2021/24</u> | | | |
| ¹ Program Fee & Facility Annual Increase | Actual Estimate | 3.00% | 3.00% | | | |
| ² Other Resources | Actual Estimate | 3.00% | 3.00% | | | |
| ³ Property Tax Annual Increase (Based on Permanent Rate only) | Actual Estimate | 4.50% | 4.75% | | | |
| Expenditure Assumptions | | | | | | |
| ⁴ Personal Services | Actual Estimate | 4.50% | 4.50% | | | |
| ⁵ Materials & Services | Actual Estimate | 3.00% | 3.00% | | | |

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 Tuesday of each month. All meetings are open to the public except in those instances where the board is meeting in executive session.

Budget Committee

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

Administration

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

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

EMPLOYMENT POLICIES AND PROCEDURES:

Employees shall be selected on the basis of experience, ability, training, and other qualifications as outlined in the job description for the class of work to be performed. Employment is contingent on the results of a reference and background check. 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 six (6) months of employment. The probationary employee will have one written performance review at the end of the six-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.

POLICIES AND PROCEDURES (continued)

To fulfill this obligation and to insure and comply with federal and state anti-drug abuse laws, THPRD must establish a work environment where employees are free from the effects of drugs and alcohol by means of drug awareness education, as well as a drug-testing program.

The purpose of this program is to establish a fair and equitable policy for all THPRD employees regarding the possession, sale, distribution or use of a controlled substance and the testing for use of drugs or alcohol in the workplace. Although drug and alcohol abuse will not be tolerated, it is the intent of THPRD to provide assistance should an employee come under the influence.

SAFETY AND HEALTH POLICIES:

Supervisors and department heads have the primary responsibility for implementing the safety and health program. Their efforts will directly affect the success of the program. The supervisor/department head will be held accountable for performing specific loss-prevention activities.

Specifically, the supervisor shall:

- < Set the model example for safe work procedures, practices and behavior.
- < Maintain a safe work environment. Enforce safe work procedures and the use of safe equipment and material.
- < Enforce all established company policies, procedures and safety rules. Ensure work group is knowledgeable and complies.
- < Conduct orientation training in safe work practices and procedures to all new employees. Hold follow up sessions in accident prevention, hazard recognition and reporting. Actively involve the work group in safety and health issues and problem solving.
- < Investigate all accidents to determine cause, contributing factors and necessary corrective action to prevent recurrence. Document findings and recommend corrective action. Take corrective action as authorized, a written investigation report should be submitted to the director of Business & Facilities within 24 hours.
- < Observe employee work practices. Coach and positively reinforce safe work procedures. Take immediate action to correct unsafe practices.
- < Follow up on all employee advisements of safety and health hazards, suggestions or issues. Provide feedback to employee on actions taken.
- < Communicate safety and health needs to the department head.
- < Assist with the development of safety rules for the workplace.

POLICIES AND PROCEDURES (continued)

FINANCIAL POLICIES:

THPRD has developed a long-term financial plan to establish viable financial strategies for the future. As part of that plan, the board of directors adopted revised comprehensive financial policies.

THPRD Goals and Budget Policies

1. The board will review and adopt THPRD goals each year before preparation of the budget. The adopted goals will guide development of the budget. The board may carry over or revise goals from one year to the next.
2. The goals and budget will be developed in accordance with state law, contractual obligations with employees, vendors, contractors and others, and the best interests of THPRD residents.
3. The budget committee will meet at least once a year to consider and approve the THPRD annual budget.
4. The budget committee will provide public oversight of budget preparation, recommend changes to the proposed budget, and provide information to the public about THPRD business and operations.

Fees and Charges

1. The manager will establish fees for THPRD services based on policy guidelines established by the board. These policy guidelines include:
 - a. Fees will be calculated to achieve the desired level of cost recovery based on direct cost for each service type.
 - b. Fees will be established for out-of-district users of THPRD services that are equitable with fees for THPRD residents recognizing the contribution made by THPRD residents through property taxes.
 - c. Appropriate fee discounts will be established for select user groups including seniors, youth, patrons with disabilities, and the military. Only THPRD residents will be eligible for fee discounts. Only one discount may be applied to each fee.
 - d. The THPRD Scholarship Program will provide accommodation for low-income THPRD residents in the form of a limited amount of user fee waivers.
 - e. Fees will be periodically compared against similar fees for both public and private sector providers.
 - f. Fees will be adjusted and implemented, as necessary, to ensure continued equity, consistency and fairness.
2. The board will review THPRD's fee policy as needed to ensure fees are in line with these guidelines.

Investment Policies

1. Scope - These investment policies and portfolio guidelines apply to all THPRD activities and funds, including bond and note proceeds, except for any trust funds which are governed by the terms of a trust agreement. All such funds will be invested in compliance with the provisions of Oregon Revised Statute (ORS) Chapter 294, these policies, and written administrative procedures.
2. Objectives - THPRD's investment objectives are safety (preservation of principal), liquidity (availability of funds), and rate of return (yield), in that order.

In investing public funds, THPRD will not assume unreasonable investment risks to obtain investment income. THPRD's investment portfolio will remain sufficiently liquid to enable THPRD to meet all operating requirements, which might be reasonably anticipated. THPRD will diversify its investments to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

POLICIES AND PROCEDURES (continued)

In managing its investment portfolio, THPRD will specifically avoid any purchase of financial forwards or futures, any leveraged investment purchases or investments not authorized by ORS 294.035.

Debt Policies

1. THPRD use of non-general obligation supported debt should not negatively impact future operations.

Working Guidelines:

THPRD should not issue any new non-general obligation debt until other financial targets are met, unless the source of future annual debt service is identified, with preference toward using debt for projects that provide cost savings or revenue enhancements.

2. THPRD use of non-general obligation debt should provide an appropriate matching of the benefits provided to the cost of the debt service.

Working Guidelines – use of debt:

Non-general obligation debt should be used for projects that provide savings or revenue enhancements that meet or exceed the debt service costs, and for land acquisition or capital improvements. Non-general obligation debt may be used to finance capital replacements in an emergency situation.

Working Guidelines – term of debt:

The term of non-general obligation debt should not exceed 100% of the weighted average life of the projects being funded.

Minimum Fund Balances/Reserves Policies

1. THPRD should maintain an appropriate level of ending fund balance in the General Operating Fund to provide financial stability and minimize service disruptions.

Working Guidelines:

THPRD should maintain ending general operating fund balance levels of 10% of operating expenses. In any year in which THPRD is not at the targeted fund level, the budgeted contingency or unappropriated ending fund balance will be increased by 1% of property tax revenues.

2. THPRD should measure its obligation for replacement of assets and ensure that replacements are managed in a manner that does not negatively impact THPRD services.

Working Guidelines – measurement of replacement obligation:

THPRD should measure the replacement obligation based on deferred replacements (i.e., backlog) for both major and routine replacements plus percentage of life used for major replacements.

Working Guidelines – prioritization of maintenance replacements funding:

THPRD should priority fund all major items replacements (subject to condition of asset deferrals) and a minimum of \$350,000 of routine replacements, and fund the balance of routine replacements based on available funding.

Cost Recovery Policies

1. THPRD should establish consistent guidelines to measure the full cost of THPRD programs and capital projects.

Working Guidelines – operating programs:

THPRD will measure the cost of providing services for both the direct cost and indirect cost. The direct cost includes all the specific identifiable expenses (fixed and variable) associated with providing a service, program

POLICIES AND PROCEDURES (continued)

or facility; these costs would not exist without the service or program. The indirect cost encompasses overhead (fixed and variable) including the administrative cost of THPRD; these costs would exist without any of the specific services or programs.

Working Guidelines – capital projects:

THPRD should measure the cost of capital projects based on the direct external cost plus the full cost (including indirect cost allocations) of THPRD staff time to manage the projects.

2. THPRD should maintain fee policies that utilize the measurement of cost recovery/subsidy of THPRD programs subject to other THPRD goals.

Working Guidelines:

The desired level of cost recovery of direct costs will be based on the level of public versus private benefit the service provides as sorted by into five tiers:

- a. Tier 5, mostly individual benefit, will have desired cost recovery of 200%,*
- b. Tier 4, considerable individual benefit, will have desired cost recovery of 150%,*
- c. Tier 3, individual and community benefit, will have desired cost recovery of 100%,*
- d. Tier 2, considerable community benefit, will have desired cost recovery of 75%,*
- e. And Tier 1, mostly community benefit, will have little to no cost recovery from fees.*

Categories of THPRD services have been sorted and assigned a cost recovery tier through the Service and Financial Sustainability Assessment. Service categories can move between tiers, if necessary, but only upon completion of an established review process with criteria consistent with those that drove the initial tier assignment.

3. THPRD should recognize cost recovery of internal support functions for activities funded by special or restricted funds to ensure that there are no hidden interfund subsidies.

Working Guidelines:

THPRD should charge the cost of staff support to capital projects, and should recognize an interfund reimbursement so that all capital costs are borne by the capital projects fund.

Cost/Benefit Analysis Policy

1. THPRD should establish a consistent methodology of measuring cost/benefit analysis that can be used for proposed capital expansion or acquisitions.

Working Guidelines:

THPRD should assess cost/benefit based on net present value of net financial returns using a discount rate equal to THPRD current borrowing rate.

Financial Goal Measurement Policies

1. THPRD should establish, through the long-term financial planning process, financial goals and strategies, and should periodically review these goals and strategies.

Working Guidelines:

THPRD should review the goals and strategies annually as part of THPRD's annual goal outcomes.

2. THPRD should periodically measure the progress toward the financial goals.

Working Guidelines:

THPRD should develop an annual reporting process for measuring progress toward the financial goals.

POLICIES AND PROCEDURES (continued)

Capital Replacement Reserve Fund

1. The District will create and maintain a separate Capital Replacement Reserve Fund for the purpose of funding life cycle repair/replacement projects for the District's capital assets (Goal 2 from the District's Service and Financial Sustainability Plan, 2013).
2. The District will establish a target funding level for the reserve fund that is adequate to fund identified replacements as they come due.

Working Guidelines:

The reserve fund target funding level should be based on the aggregate cost of replacement multiplied by the percentage of asset life expired as of the date of the target calculation.

The assets to be used to calculate the reserve fund target funding level will be all assets that the District classifies as Major Replacements assets.

3. The District will fund the Capital Reserve fund using general operating revenues at an amount necessary to maintain the funding target.

Working Guidelines:

Until the Capital Reserve fund is funded at the reserve fund target funding level, the District will transfer funds into the reserve fund at an amount sufficient to reach the reserve fund target funding level by the end of fiscal year 2024/25. Funding of the reserve will be not less than a net of \$850,000 each fiscal year.

Once the Capital Reserve fund is funded at the Target funding level, the District will fund the reserve at an annual amount necessary to maintain the balance at the reserve fund target funding level.

4. The District will utilize replacement funds to fund replacements included in the target balance calculation.

Working Guidelines:

The capital replacement reserve will cover the full cost of the applicable asset replacement, even if the actual cost exceeds the amount set aside in the reserve.

The timing of actual replacements using replacement reserve funds will be based on an actual condition of asset assessment, and not solely based on an estimated useful life.

The capital replacement reserve fund can only be expended for the replacement of assets in the target balance calculation.

5. Any use of the replacement reserve fund that exceeds the funded balance for that item will be repaid to the reserve by the general fund.

Working Guidelines:

Repayment of an excess payment by the reserve fund will be established each year through the budget process.

SUMMARY OF STAFFING BY PROGRAM

| DIVISION | | | | | |
|---|---------------|---------------|---------------|---------------|---------------|
| Department | Actual | Actual | Adopted | Proposed | Adopted |
| Program | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 |
| BOARD OF DIRECTORS | - | - | - | - | |
| ADMINISTRATION | | | | | |
| Office of the General Manager | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Communications | 7.49 | 7.56 | 7.87 | 8.10 | 8.10 |
| Community Partnerships | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Security Operations | 4.41 | 4.41 | 4.80 | 5.01 | 5.01 |
| TOTAL ADMINISTRATION | 15.90 | 15.97 | 16.67 | 17.11 | 17.11 |
| BUSINESS & FACILITIES | | | | | |
| Office of the Director | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Finance Services | 6.00 | 7.04 | 7.04 | 10.00 | 10.00 |
| Risk & Contract Management | 2.19 | 2.10 | 2.23 | 3.23 | 3.23 |
| Information Services | 5.00 | 6.00 | 6.00 | 6.00 | 6.00 |
| Operations Analysis | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Human Resources | 4.00 | 4.00 | 4.00 | 4.52 | 4.52 |
| Maintenance Operations | | | | | |
| Maintenance Operations Manager | 6.73 | 7.39 | 7.44 | 5.37 | 5.37 |
| Building & Pool Maintenance | 48.25 | 48.06 | 27.13 | 24.82 | 24.82 |
| Fleet Maintenance | 5.73 | 5.73 | 5.73 | 5.73 | 5.73 |
| Athletic Facilities Maintenance | 26.41 | 26.69 | - | - | - |
| Park Maintenance | 46.37 | 46.52 | - | - | - |
| Parks & Athletic Facilities Maintenance-North | - | - | 34.88 | 35.78 | 35.78 |
| Parks & Athletic Facilities Maintenance-South | - | - | 31.08 | 31.08 | 31.08 |
| Total Maintenance Operations | 133.49 | 134.39 | 106.26 | 102.78 | 102.78 |
| Planning | 3.13 | 4.08 | 4.00 | 4.00 | 4.00 |
| Design & Development | 6.00 | 6.18 | 7.18 | 7.37 | 7.37 |
| TOTAL BUSINESS & FACILITIES | 164.81 | 168.79 | 141.71 | 142.90 | 142.90 |

SUMMARY OF STAFFING BY PROGRAM

| DIVISION | | | | | |
|---|---------------|---------------|---------------|---------------|---------------|
| Department | Actual | Actual | Adopted | Proposed | Adopted |
| Program | 2016/17 | 2017/18 | 2018/19 | 2019/20 | 2019/20 |
| PARK & RECREATION SERVICES | | | | | |
| Office of the Director | 4.03 | 2.58 | 2.58 | 3.03 | 3.03 |
| Aquatics | | | | | |
| Manager of Aquatics | 1.01 | 1.01 | 1.00 | 1.00 | 1.00 |
| Aloha Swim Center | 15.08 | 15.21 | 14.85 | 15.19 | 15.19 |
| Tualatin Hills Aquatic Center | 17.92 | 17.69 | 17.45 | 17.27 | 17.27 |
| Beaverton Swim Center | 15.74 | 12.27 | 13.94 | 16.39 | 16.39 |
| Harman Swim Center | 13.68 | 13.37 | 13.96 | 13.43 | 13.43 |
| Sunset Swim Center | 11.56 | 11.88 | 12.74 | 12.48 | 12.48 |
| Raleigh Swim Center | 2.29 | 2.10 | 1.88 | 1.86 | 1.86 |
| Somerset West Swim Center | 2.92 | 2.55 | 2.31 | 2.31 | 2.31 |
| Total Aquatics | 80.20 | 76.08 | 78.13 | 79.93 | 79.93 |
| Sports | | | | | |
| Manager of Sports | 9.19 | 1.00 | 1.00 | 1.00 | 1.00 |
| Tualatin Hills Athletic Center | 29.72 | 36.46 | 41.49 | 42.62 | 42.62 |
| Babette Horenstein Tennis Center | 13.79 | 13.60 | 16.28 | 16.34 | 16.34 |
| Camp Rivendale | 4.72 | 3.71 | 3.58 | 3.61 | 3.61 |
| Total Sports | 57.42 | 54.77 | 62.35 | 63.57 | 63.57 |
| Recreation | | | | | |
| Manager of Recreation | 1.00 | 1.00 | 1.00 | 6.70 | 6.70 |
| Cedar Hills Recreation Center | 31.15 | 34.69 | 43.69 | 43.54 | 43.54 |
| Conestoga Rec. & Aquatic Center | 53.60 | 53.34 | 57.17 | 58.52 | 58.52 |
| Garden Home Recreation Center | 22.18 | 22.18 | 27.94 | 27.81 | 27.81 |
| Elsie Stuhr Center | 11.29 | 11.37 | 14.25 | 14.30 | 14.30 |
| Total Recreation | 119.22 | 122.58 | 144.05 | 150.87 | 150.87 |
| Community Programs | | | | | |
| Manager of Community Programs | 3.12 | 5.32 | 4.16 | 6.80 | 6.80 |
| Total Community Programs | 3.12 | 5.32 | 4.16 | 6.80 | 6.80 |
| Nature & Trails | | | | | |
| Nature & Trails | 12.02 | 12.02 | 17.84 | 16.17 | 16.17 |
| Nature Education Programs | 16.90 | 16.50 | 20.11 | 21.98 | 21.98 |
| Total Nature & Trails | 28.92 | 28.52 | 37.95 | 38.15 | 38.15 |
| TOTAL PARK & RECREATION SERVICES | 292.91 | 289.85 | 329.22 | 342.35 | 342.35 |
| | | | | | |
| TOTAL ALL DIVISIONS | 473.62 | 474.61 | 487.60 | 502.36 | 502.36 |

Note: Departmental reorganizations have occurred during this time period.

GLOSSARY

Account

A term used to identify an individual asset, liability, expenditure control, and revenue control or fund balance.

Accrual Basis of Accounting

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at the time or not).

Ad Hoc Committee

Committee formed with the sole purpose of the specific case or situation at hand.

Ad Valorem

In proportion to value. A basis for levy tax upon property.

Adopted Budget

The budget amended and approved by the budget committee becomes the adopted budget after the board of directors takes action on it. The adopted budget becomes effective July 1.

Adopted Fee Study

A study adopted by the board of directors on November 19, 1997. The board of directors requested that THPRD's current program and facility fee structure be evaluated and that changes be recommended.

Annexation

The incorporation of land into an existing agency with a resulting change in the boundaries of the agency.

Appropriation

A legal authorization made by THPRD to incur obligations and make expenditures for specific purposes and shall be limited to a single fiscal year.

Approved Budget

The proposed budget as amended and approved by the budget committee is recommended to the board of directors for adoption and is referred to as the approved budget.

Assessed Value

The value set by the County Assessor on real and personal property in order to establish a basis for levying taxes.

Assets

Property owned by a government, which has monetary value.

Balanced Budget

Refers to a budget in which revenues are equal to expenditures. Thus, neither a budget deficit nor a budget surplus exists. More generally, it refers to a budget that has no budget deficit, but could possibly have a budget surplus.

Bond

A written promise to pay a specified sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance large capital projects, such as buildings and streets.

Bond Measure (2008)

This \$100 million measure was approved by voters within THPRD boundaries in November 2008. Funds were allocated to dozens of projects to preserve natural areas, establish new trails and trail connections, add athletic fields, develop parks and redevelop others, and upgrade or expand recreational facilities. The measure also provided money to acquire land for parks, trails and natural areas.

Bond Projects Fund

A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities and/or designated fixed assets.

Bonded Debt

The portion of indebtedness represented by outstanding bonds.

Budget

A plan, a financial operation embodying an estimate of expenditures for a given period or purpose and the proposed means of financing the estimated expenditures.

Budget Calendar

Schedule of key dates or milestones followed by THPRD departments in the preparation, review and administration of the budget.

Budget Document

The estimate of expenditures and budget resources as set forth on the estimated sheets, tax levy and the financial summary.

Budget Message

A general discussion of the proposed budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the governmental unit's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

Budgetary Control

The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available revenues.

Capital Assets

Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Improvements Program (CIP)

A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

Capital Outlay

Expenditures which result in the acquisition of or addition to fixed assets.

Capital Projects

A long-term major improvement or acquisition of equipment or property for public use.

Capital Replacement Reserve

A fund to accumulate for future capital replacement needs.

Certificates of Participation (COP)

COPs are a method of financing large equipment and other capital expenditures. They are technically lease-purchase securities. The payment of the debt is made to an escrow agent and is called a lease payment. The escrow agent acts as a lessor for the property to be acquired or constructed with the proceeds of the COP. The owners of the certificates do not have an ownership interest in the property financed with the proceeds of the certificates.

Chart of Accounts

The classification system used by a governmental agency to organize the accounting for various funds.

Comprehensive Plan

A plan defining THPRD's future. The plan offers direction for THPRD to accomplish its stated mission. It sets goals, and presents objectives and action to act as mileposts by which THPRD can measure its progress.

Computer Technology Plan

A plan that focuses on the prevailing computer trends expected in the next three years, and outlines technological opportunities for THPRD. The plan identifies a new communication infrastructure, which will be the foundation for an efficient operation today and for streamlining the implementation of future components.

Contingency

An appropriation of funds to cover unforeseen events and emergencies, which occur during the fiscal year.

Cost Recovery

The degree to which the cost (direct and/or indirect) of facilities, services, and programs is supported by user fees and/or other designated funding mechanisms such as grants, partnerships, volunteer services, etc., rather than tax subsidies.

Current Funds

Funds the resources of which are expended for operating purposes during the current fiscal period.

Current Liabilities

Liabilities which are payable within a relatively short period of time, usually no longer than a year.

Current Taxes

Taxes levied and becoming due during the current fiscal period, from the time the amount of the tax levy is first established to the date on which a penalty for nonpayment is attached.

Debt

An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes and floating debt.

Debt Service

Payments of interest and principal related to long-term debt.

Debt Service Fund

A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. Formally called a Sinking Fund.

Delinquent Taxes

Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until canceled.

Departments

A major administrative division of THPRD, which indicates overall management responsibility for an operation, or a group of related operations within a functional area.

Employee Benefits

Benefits include retirement, group health, dental and life insurance, workers' compensation, and disability insurance.

Encumbrance

Obligations in the form of purchase orders, contracts or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved. Obligations cease to be encumbrances when paid or when the actual liability is set up.

Enterprise Fund

A fund used to account for a business-type activity utilizing the accrual method of accounting to recognize and record revenues and expenses when measurable.

Equipment

Tangible property of a more or less permanent nature (other than land, buildings, or improvements other than buildings), which is useful in carrying on operations. Examples are machinery, trucks, and furnishings.

Expense/Expenditure

This term refers to the outflow of funds paid or to be paid for an asset or goods and services obtained regardless of when the expense is actually paid.

Fiscal Year

A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations - July 1 through June 30 for all Oregon municipalities.

Fixed Assets

Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Forfeiture

The automatic loss of cash or other property as a punishment for not complying with provisions and as compensation for the resulting damages or losses.

FTE

Full Time Equivalent. Staffing levels are measured in FTEs to give a consistent comparison from year to year. In most cases, an FTE is one full-time position filled for the entire year; however, in some instances an FTE may consist of several part-time positions.

Functional Plan

THPRD's 2013 Comprehensive Plan Update mandated establishment of five functional plans, one each for athletic facilities, natural resources, parks, programs, and trails. The plans provide staff in each discipline with operational priorities, goals, vision, strategies, and procedures. The overriding objective is to meet the community's recreational needs, present and future, in a cost-effective manner.

Fund

An independent fiscal and accounting entity with a self balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities of attaining certain objectives.

Fund Balance

The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the period over its liabilities, reserves and appropriations for the period.

General Fund

A fund used to account for THPRD financial operations, which are not accounted for in any other fund. The primary sources of revenue are property taxes, state and local shared revenues and user fees.

General Long-Term Debt

Long-term debt legally payable from general revenues and backed by the full faith and credit of a governmental unit.

General Obligation Bonds

Bonds for whose payment the full faith and credit of the issuing body are pledged.

Goal

A statement of broad direction, purpose or intent; the purpose toward which an endeavor is directed.

Grant

A donation or contribution by one governmental unit to another unit. The donation or contribution may be made to aid in the support of a specified purpose or function or general purpose.

Intergovernmental Agreement (IGA)

This is a cooperative agreement made between two governmental agencies. It spells out the services each partner will provide and how the respective resources and facilities of each may be shared for mutual and/or taxpayer benefit. THPRD has numerous IGAs, most notably with the Beaverton School District and the City of Beaverton.

Internal Control

A plan of organization for purchasing, accounting and other financial activities, which among other things provide:

- ✓ The duties of employees are subdivided so that no single employee handles a financial action from beginning to end;
- ✓ Proper authorization from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and
- ✓ Records and procedures are arranged appropriately to facilitate effective control.

Levy

(Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a governmental unit.

Local Improvement District

The property, which is to be assessed for the cost or part of the cost of local improvement and the property on which the local improvement is located.

Measure 5

A constitutional limit on property tax rates passed by voters in the State of Oregon in November 1990. The law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. For schools, the maximum rate is limited to \$5.

Measure 47

A constitutional limit on individual property tax collections approved by voters in November 1996. The limit applies to FY 1997/98 and all future fiscal years. The measure was a citizen initiative and limits property taxes to FY 1995/96 levels, less 10%, requires majority voter turnout for tax elections, limits fees and charges and prioritizes Public Education and Public Safety in the allocation of lost revenues. The measure never took affect due to its repeal by the voters in May 1997 with the passage of Measure 50.

Measure 50

Passed by voters in May 1997, the legislatively referred measure repealed Measure 47, but also significantly reduced future property taxes. The measure rolls back assessed value on individual property to FY 1995/96 values, less 10%. It reduces FY 1997/98 THPRD levy authority by an average of 18.9%, and then converts it to a rate to be applied to assessed value in all future years. Assessed value growth is limited to 3% per year. The measure reinstates Measure 47 limits on fees and charges and on majority turnout election requirements.

Metro Greenspaces

A program administered by Metro for the acquisition of public parks and open space lands throughout the region. A \$135.6 million bond program was approved by voters in 1995. Of that amount, \$25 million was set aside for local government grants.

Objective

A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a given program.

Operating Budget

A budget, which applies to all outlays other than capital outlays.

Operating Expenses

Expenses for general governmental purposes.

Operating Statement

A statement summarizing the financial operations of a governmental unit for an accounting period as contrasted with a balance sheet, which shows financial position at a given moment in time.

Part-time Employee

An employee scheduled less than 30 hours per week, to a maximum of 1,559 hours per year. Part-time employees are not members of the collective bargaining unit.

Personnel Services

Payroll expenses such as: wages, Social Security, medical and dental insurance benefits and retirement contributions.

Program

A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which THPRD is responsible.

Proposed Budget

THPRD budget approved by the general manager and submitted to the budget committee for their deliberation.

Regular Part-time Employee

An employee scheduled between a minimum of 30 hours to a maximum of 35 hours per week, for no more than 1,820 hours per year. Regular part-time employees are members of the collective bargaining unit, and have similar, but reduced benefits as offered to full-time employees.

Resources

The actual assets of a governmental unit, such as cash, taxes receivable, land, buildings, etc. Contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected and bonds authorized and unissued.

Revenue

The term designates an increase to a fund's assets which:

- ✓ Does not increase a liability (e.g., proceeds from a loan),
- ✓ Does not represent a repayment of an expenditure already made,
- ✓ Does not represent a cancellation of certain liabilities,
- ✓ Does not represent an increase in contributed capital.

Risk Management

An organized attempt to protect a government's assets against accidental loss in the most economical manner.

Senate Bill 122

Mandates local governments (cities, counties, and special districts) and regional governments regarding the provision of urban services in two (2) ways.

- ✓ It requires each local government to agree to cooperate and communicate with each other as it relates to land use issues, master plan preparation, design and development review and capital project identification and funding.
- ✓ It requires each local government to negotiate ultimate Urban Service Boundaries to establish who will serve the unincorporated population in their planning areas.

Special Revenue Fund

A fund used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes.

Subsidy

Financial support for programs or services through taxes rather than through user or participant fees, or other forms of alternative funding.

System Development Charge

In general terms, these are fees assessed to developers of new housing and business units within THPRD boundaries. The fees help assure adequate funding for new park and recreational facilities (including capital improvements) needed because of those developments.

Tax Base

In Oregon, a designated amount of property tax which can be levied for operating expenses without annual voter approval. The original base must be established by the voters at a general or primary election. Thereafter, the base can be increased 6%, annually, without the approval of the voters.

Tax Levy

The total amount to be raised by general property taxes.

Tax Rate

The amount of property tax paid by property owners for each \$1,000 of their property's assessed value.

Taxes

Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit. Note: The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges as, for example, plans review fees.

Transfers

Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund.

Unappropriated Fund Balance

Where the fund balance at the close of the preceding year is not included in the annual budget, this term designates that portion of the current fiscal year's estimated revenues which has not been appropriated. Where the fund balance of the preceding year is included, this term designates the estimated fund balance at the end of the current fiscal year.



TUALATIN HILLS PARK & RECREATION DISTRICT

Parks, Recreation Facilities, Maintained School Grounds & Natural Areas

