



**TUALATIN HILLS  
PARK & RECREATION DISTRICT**

# **ADOPTED BUDGET**

**Fiscal Year 2020/21**



**ADOPTED BUDGET  
FISCAL YEAR  
2020/21**



**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.*



**THPRD**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Tualatin Hills Park & Recreation District  
Oregon**

For the Fiscal Year Beginning

**July 1, 2019**

*Christopher P. Morill*

Executive Director



**THPRD**

# TUALATIN HILLS PARK & RECREATION DISTRICT

## Fiscal Year 2020/21 Budget

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**THPRD**

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**THPRD**



# INTRODUCTION

Budget Committee Information

Message to the Budget Committee

Minutes of the February 25, 2020 Budget Committee Meeting

Minutes of the April 21, 2020 Budget Committee Meeting

Minutes of the May 21, 2020 Budget Committee Meeting

Resolution





**THPRD**



## TUALATIN HILLS PARK & RECREATION DISTRICT

### **2020/21 BUDGET COMMITTEE**

#### Board of Directors

Felicita Monteblanco  
Tya Ping  
Wendy Kroger  
Heidi Edwards  
Ashley Hartmeier-Prigg

#### Citizen Members

Shannon Kennedy  
Suzanne Massar  
Anthony Mills  
Samira Godil  
Ryan Bansbach

### **THPRD STAFF**

Doug Menke, General Manager  
Keith Hobson, Director of Business & Facilities  
Holly Thompson, Communications Director  
Aisha Panas, Director of Park & Recreation  
Services Jessica Collins, Executive Assistant





## MEMO

**To: The Budget Committee**  
**From: Doug Menke, General Manager**  
**Date: April 21, 2020**  
**Re: Proposed Budget Fiscal Year 2020/21**

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I am pleased to present the Proposed Budget Fiscal Year 2020/21 for the Tualatin Hills Park & Recreation District (THPRD). This budget represents a financial operating plan for THPRD to carry out its mission during the 2020/21 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**

The board of directors has completed their planning process for the coming fiscal year and has provided the following priorities for the upcoming budget:

- Investing in our Future through Technology,
- Planning for future natural areas, facility and trail needs, and funding resources, and
- Investing in our Employees and Volunteers.

The board of directors also identified core values that drive the development of the budget:

- Diversity, equity, inclusion and access
- Sustainability
- Community Vision

Staff took the budget priorities approved for FY 2020/21 and developed business plans designed to address each of the priorities. Each business plan was assessed based on its net cost and return on investment (ROI), the measurable outcome generated for the funding investment required. The plans with a reasonable net cost, and that most directly addressed the desired priorities, 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.

The district has completed a visioning process, the purpose of which was 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 2020/21 Budget**

While THPRD's mission and the eight long-term strategic goals have not changed, the budget priorities are being addressed in the FY 2020/21 proposed budget.

Investing in our Future through Technology: Key items in the budget for this include:

- Continue replacement of Finance Services' financial software to provide for growth and efficiency needs of THPRD
- Fund a Project Manager to begin evaluating business needs associated with the replacement of the registration system

Planning for future natural areas, facility and trail needs, and funding resources: Key items in the budget for this include:

- Continue the completion of the Bond Capital program, which has added 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
- Continue 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 within the district

- Complete analysis of park amenities on a walkable systems basis to reduce redundancies and provide opportunities for enhancement of amenities
- Complete a facilities functional plan to identify new major facilities needs and strategies for funding

Investing in our Employees and Volunteers: Key items in the budget for this include:

- 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
- Extend Employee Assistance Program services to all employees
- Implement a new on-line training content and delivery module

The core values identified by the board of directors are also being reflected in the FY 2020/21 proposed budget.

**Diversity, Equity, Inclusion and Access:** We provide all individuals the opportunity to play, learn, and explore, and all employees and volunteers the opportunity to further the district's mission. We do this by removing barriers to participation, fostering an inclusive culture, and offering programs that celebrate the district's diverse population. Key items in the budget for this 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 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 revised systems development fee policy to allow for reduced fees in relation to affordable housing development
- Continue to provide expanded afterschool programs serving 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
- Continue enhanced engagement procedures for public input on development projects
- Continue to provide the expanded financial assistance program that ensures that no district resident is denied a recreational opportunity purely due to financial limitations. Continue funding a full-time employee to support this program

**Sustainability:** It is our daily responsibility to be good stewards of our resources. The incorporation of environmental and financial sustainability principles includes: using resources and materials wisely, respecting and conserving natural systems and educating ourselves and our patrons. Key items in the budget for this include:

- Funding energy savings improvements that will ultimately lower the cost of operations through reduced energy usage
- Continue to participate in the Strategic Energy Management cohort, in order to enable the District to adopt current industry best practices for energy efficiency

**Community Vision:** The district will be responsive to community vision by being welcoming and inclusive, providing play for everyone, providing natural spaces, and making facilities accessible and safe. Key items in the budget for this include:

- Provide quality sports and recreational facilities for all ages, cultural backgrounds, abilities and income levels
- 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
- Continue positive collaboration with the City of Beaverton in providing free, open to all, community events and programs that share a common theme

## **Budget Process**

The April 21 and 22, 2020 budget committee work sessions are the second and third of four meetings for the budget committee, the fourth being the May 21, 2020 budget committee meeting.

The budget committee work sessions are intended to provide the budget committee an opportunity for in-depth review and discussion of the Proposed Budget Fiscal Year 2020/21, and to provide an opportunity for public comment at the first work session. While the proposed budget presented for the work sessions 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, 2020, the budget committee will be asked to approve THPRD's 2020/21 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 16, 2020. 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 2020/21 General Fund budget is \$62,906,920. This is a decrease of 17.7% from the 2019/20 fiscal year budget, which is primarily attributable to decreases in capital funding and budget reductions made in each division, offset by inflationary increases.

### General Fund Resources

Beginning Cash on Hand for the 2020/21 fiscal year is estimated at \$5,200,000, which represents a 20% decrease from the prior year. The Balance Forward from Prior Year Projects is estimated at \$2,286,733 which represents a 64.4% decrease from the prior year and is due primarily to timing of General Fund support for project work at Cedar Hills Park. The Capital Replacement Reserve funded in prior years also represents an additional \$2,000,000 of the beginning balance in the General Fund, which represents a 41.2% decrease from the prior year, due to utilization of a portion of the reserve for pension funding in fiscal year 2019/20.

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 \$26.7 billion to \$27.9 billion.

The FY 2020/21 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 \$0.29, resulting in a combined property tax rate per \$1,000 of \$1.60. The FY 2019/20 property tax rates for General Fund operations and bonded debt were \$1.31 and \$0.31, respectively.

In FY 2019/20, 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 2019/20, due to Measure 5 compression, were insignificant. It is anticipated in FY 2020/21 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 the 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 2020/21 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 2020/21 General Fund appropriations, 64.6% supports Personnel Services, 15.8% supports Materials & Services, 11.6% supports Capital Outlay, 1.6% supports Debt Service, 4.0% supports the Contingency Account and 2.4% supports the Capital Replacement Reserve fund to support major capital replacements. This distribution reflects a 11.0% increase Personnel Services funding, 2.2% increase in Materials and Services, 15.2% decrease in Capital Outlay, 3.2% increase in Contingency, 0.9% decrease in Capital Replacement Reserve and 0.3% decrease in Debt Service as compared to the FY 2019/20 current distribution.

The General Fund Capital Outlay appropriations of \$7,326,255 comprise 11.6% of the proposed General Fund budget. Capital outlay for information technology is included in the Information Services Department, and capital outlay for maintenance equipment is included in the Maintenance Operations Department. The balance of the capital outlay, \$6,738,935, is included in the Capital Projects Division which is divided into the following six categories: (1) carryover projects, (2) athletic facility, (3) building, (4) park and trail, (5) facility challenge grants, and (6) Americans with Disabilities Act improvements. Capital Projects Division capital outlay includes \$2,730,700 in grant funded projects, and \$2,286,733 in carryforward projects. The remaining \$1,721,502 includes projects evaluated in accordance with the budget priority to maintain existing facilities and avoid deferring replacements. Under this process, a maintenance replacement schedule has been developed and the General Fund Capital Outlay has been prioritized toward these replacements. In those capital outlay categories that include maintenance replacements, the program funding has been further broken down between replacements and improvements. Please refer to the Capital Projects section of your budget for details.

#### Comparison of Proposed General Fund Budget to Prior Projections

To put the proposed General Fund budget in perspective, it may be helpful to compare it to prior projections of FY 2020/21 General Fund resources and appropriations (a summary follows on page 13).

The proposed resources for the General Fund are approximately \$5.4 million higher than the projections provided in the midyear budget projection. Factors causing this increase include:

- Increase of \$2.7 million in Grant Revenues and \$2.3 million in Project Carryovers; this represents offsetting resources and expenditures
- Increase in Program and Facility Fees of \$0.1 million
- Increase in other revenues and transfers in of \$0.3 million

#### **Combined Personnel Services**

The FY 2020/21 proposed budget reflects a 0.7% overall decrease 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 and dental insurance costs of 10%. The overall decrease in personnel services costs is a result of offsetting changes in personnel services costs. The increase resulting from the cost-of-living and merit increases is 1.7%. The overall increase resulting from health and dental insurance cost increases is 0.7%, 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. While retirement plan costs increased significantly last year and required a budget transfer to cover the cost increase, the overall decrease based on the budgeted amount for FY 2020/21 is 1.0%. 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 decrease in overall cost of 1.0%, results from decreases in part-time staffing costs to reflect changes in programs and activities, and targeted budget reductions.

### **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 \$24.7 million. The project carryover commitment to FY 2020/21 is approximately \$18.9 million, leaving \$5.8 million of the carryover available for new project commitments. In addition, THPRD is projecting to generate approximately \$10.8 million of new SDC fund revenues in FY 2020/21. As shown in the SDC budget tab, these combined resources are being used as follows:

- To provide \$0.1 million of additional funding for carry-over projects, \$5.9 million of new funds for land acquisition, and \$2.8 million of development funds for new projects.
- This leaves approximately \$7.9 million available for appropriation to new projects in FY 2020/21 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 compiled in November 2019 based on the updated Parks Functional Plan, created a project list for the SDC fund, with priority projects identified for funding through FY 2024/25. 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 \$61.2 million and \$71.3 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.

The uncertainty over actual SDC revenue in FY 2020/21, plus the timing of its collection are the reasons that the proposed budget leaves a significant portion of the available SDC resources in an undesignated project appropriation.

### **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 2020/21 is estimated to be 29 cents per \$1,000 of assessed value, well under the projected rate of 37 cents used in the bond levy information.

The FY 2020/21 appropriation is based on available resources in the Bond Capital Projects Fund of \$5.8 million, which is comprised of \$5.7 million remaining of all of the bonds issued after accounting for estimated cumulative project expenditures through June 30, 2020, 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, 2020, are approximately \$99.0 million. Seven development categories, New Neighborhood Park Development, New Community Park Development, Facility Expansions, ADA/Access Improvements, Renovate and Redevelop Community Parks, and Deferred Park Maintenance Replacements, and Facility Rehabilitation, 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, 2019, 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 99 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.

#### Metro Bond Local Share Capital

In November 2019, the regional government entity for the Portland area, Metro, passed a renewal bond measure for funding investments and grants to support clean water, protect and restore culturally significant native plan communities, protect and improve fish and wildlife habitat, reduce impacts of climate change, enhance trail networks, and make parks and natural areas more accessible and inclusive. THPRD will receive an allocation of the portion of these funds designated to support local projects, the THPRD "Local Share". This fund accounts for the projects funded by these Metro bond funds.

### **Looking Forward Beyond FY 2020/21**

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.

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 2025. 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.

### **COVID-19 Response**

In planning for the next fiscal year we have to acknowledge the current health emergency resulting from the COVID-19 pandemic. This is having a significant impact on our communities, and Tualatin Hills Park & Recreation District is similarly affected. This situation is changing daily and we don't yet know what the outcome will be.

Because so much is unknown, we haven't reflected the impacts of this in our proposed budget. The budgetary impacts range from revenue losses to temporary sick leave mandates to staffing adjustments. Our management team is working to stay ahead of this issue and plan for possible contingencies. The actual operations will be monitored and budget adjustments, if necessary, will be made.

We appreciate your flexibility to modify the budget meeting process to a virtual meeting to do our part to promote social distancing and reduce the spread of the disease.

**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.

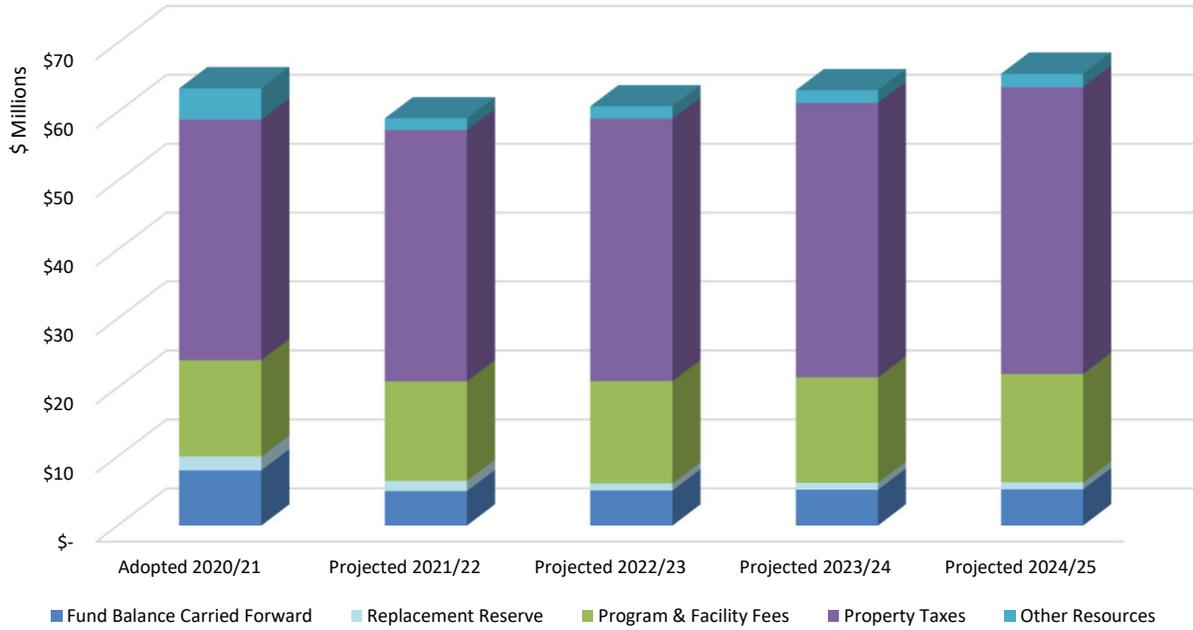
The board of directors and staff strive to keep the Tualatin Hills Park & Recreation District a major partner in enhancing the livability of our area. Staff look forward to meeting with you at 6:00 pm, Tuesday, April 21, 2020, at your budget committee work session, and sharing with you the Proposed Budget Fiscal Year 2020/21 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,

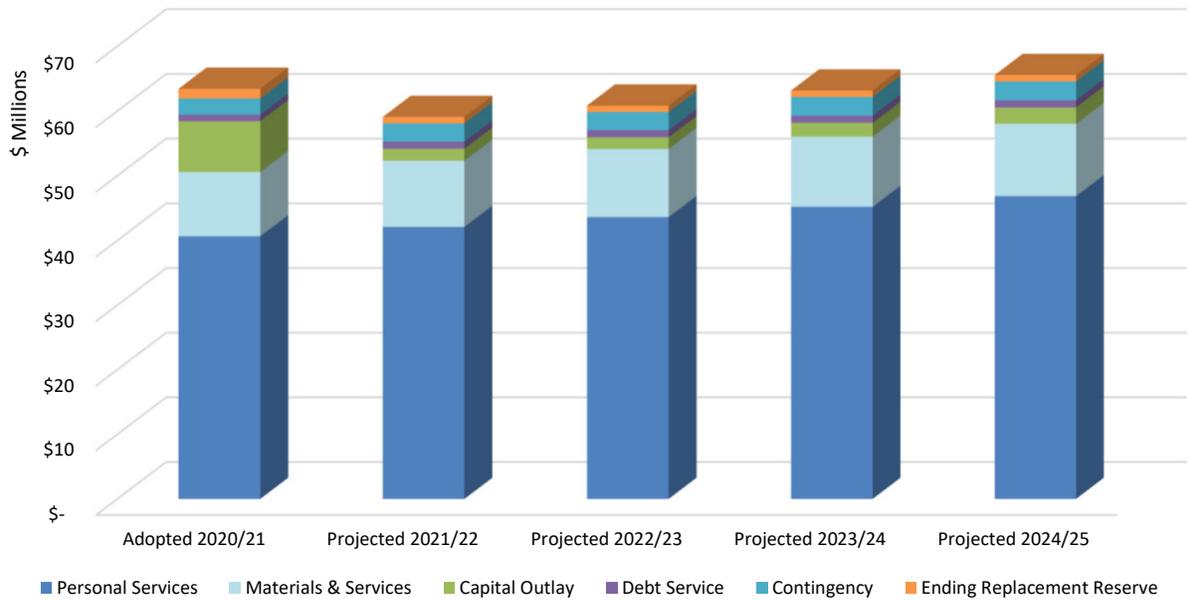
A handwritten signature in black ink, appearing to read 'Doug Menke', with a stylized flourish at the end.

Doug Menke  
General Manager

### Five Year Forecast - Resources



### Five Year Forecast - Expenditures





## Tualatin Hills Park & Recreation District

### Comparison of FY 2020/21 Adopted General Fund Budget to Prior Projections

	Adopted Budget 2020/21	Per Feb 2020 Midyear Projection		Per April 2019 Work Session Projection	
			Difference		Difference
Capital Replacement Reserve	\$ 2,000,000	\$ 2,000,000	\$ -	\$ 4,250,000	\$ (2,250,000)
Cash on Hand	5,200,000	5,100,000	100,000	5,100,000	100,000
Program & Facility Fees	13,979,922	13,830,418	149,504	13,999,148	(19,226)
Other Resources	4,225,883	1,614,000	2,611,883	1,732,866	2,493,017
Project Carryovers	2,816,471	-	2,816,471	-	2,816,471
Transfers in	300,000	-	300,000	-	300,000
Property Taxes	34,914,382	34,945,000	(30,618)	34,952,325	(37,943)
<b>Total Resources</b>	<b>\$ 63,436,658</b>	<b>\$ 57,489,418</b>	<b>\$ 5,947,240</b>	<b>\$ 60,034,339</b>	<b>\$ 3,402,319</b>
Personal Services	\$ 40,652,887	\$ 39,992,744	\$ 660,143	\$ 37,143,618	\$ 3,509,269
Materials & Services	9,921,490	10,536,074	(614,584)	10,648,770	(727,280)
Capital Outlay	7,855,993	1,204,346	6,651,647	2,815,286	5,040,707
Debt Service - COP and TAN	1,006,288	1,256,254	(249,966)	1,726,665	(720,377)
Transfers to Other Funds	-	-	-	-	-
Contingency	2,500,000	2,500,000	-	2,600,000	(100,000)
Ending Replacement Reserve	1,500,000	2,000,000	(500,000)	5,100,000	(3,600,000)
<b>Total Requirements</b>	<b>\$ 63,436,658</b>	<b>\$ 57,489,418</b>	<b>\$ 5,947,240</b>	<b>\$ 60,034,339</b>	<b>\$ 3,402,319</b>





## **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 25, 2020, 7 pm.

### Present:

Ashley Hartmeier-Prigg	Secretary/Budget Committee Member
Ryan Bansbach	Budget Committee Member
Heidi Edwards	Budget Committee Member
Samira Godil	Budget Committee Member
Suzanne Massar	Budget Committee Member
Anthony Mills	Budget Committee Member
Felicita Monteblanco	Budget Committee Member
Tya Ping	Budget Committee Member
Doug Menke	General Manager

### Absent:

Shannon Kennedy	Chair/Budget Committee Member
Wendy Kroger	Budget Committee Member

### **Agenda Item #1 – Call to Order**

The meeting was called to order by Felicita Monteblanco at 7:05 pm.

### **Agenda Item #2 – Election of Officers**

Moved to the end of the agenda.

### **Agenda Item #3 – General Manager’s Comments**

General Manager Doug Menke welcomed the budget committee and noted that the purposes of tonight’s meeting are to review operations to date for FY 2019/20, to review projections and receive input on the FY 2020/21 budget. He stated that the budget is driven by THPRD’s Comprehensive Plan goals and specific goals established with the board of directors, including:

- Improve intergovernmental coordination
- Implement the district’s new financial software
- Provide staff development and human resource management
- Plan for future growth of the district
- Continue to eliminate barriers to participation through our Diversity, Equity, Inclusion, and Access (DEIA) work as well as the Access for All initiative

Doug stated that the district is over 11 years into the Bond Capital Program funded by the \$100 million bond measure for expanding and improving the district’s parks and facilities with a small number of projects remaining.

Doug added that the meeting will conclude with a preview of the FY 2020/21 budget projections which will include more information regarding the increase in the district's retirement plan costs and how the budget and financial planning will be affected.

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 Baker, chief financial officer, commented that the budget process is designed to be as transparent and open to the public as possible and announced that five public meetings will be held as THPRD's budget is developed:

- Tonight, February 25 – Budget Committee Midyear Budget Review
- April 20 & 21– Budget Committee Work Sessions (*these dates were changed to April 21 & 22 later in the meeting*)
- May 21 – Budget Committee Meeting
- June 16 – Board of Directors Budget Hearing

Lori noted that overall financial projections to date are stable. While there are some specific revenue shortfalls, overall operating resources are in line with the budget. Although the district has made adjustments to allow for increases to pension funding in the current year, the district has managed the operations in a manner that did not make significant cuts to capital replacement projects and allows for a projected ending balance of \$5.1 million.

#### **Agenda Item #4 – Current Year (2019/20) 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, 2019.
- Total resources include the current year revenue and beginning fund balance.
  - The current year projected resources are expected to be lower than budget by approximately \$11.6 million (15% of total budgeted resources). This underage is primarily due to three resource items that have directly related costs:
    - \$8 million in budgeted revenue and related expenditures related to financing and purchase of a new administrative office building that is not occurring in the current year.
    - Grant revenues and the related expenditures are running below budget.
    - Beginning cash budgeted for carry forward capital projects was lower than budgeted due to spending on the Cedar Hills Park redevelopment project that occurred in the prior year.

Lori added that all of these items have a net zero impact on the projected results for the year, but show revenues and expenditures being lower than budgeted.

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 4.7%, 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 lower than last year due to the settlement during last year of the Comcast receivable by the county, and is expected to be approximately \$100,000 behind budget.
- Interest Revenue
  - Interest Revenue is lower than anticipated with rates decreasing approximately ½% from last year.
- Miscellaneous Revenue
  - Miscellaneous Revenue includes Rental Property, Telecommunication Site Leases, Sponsorships and Transfers-In. This category is projected to be slightly less than budget by the end of the year due to rental revenues budgeted from tenants (as part of the planned administrative office purchase) but not received as the property is not being not pursued.
- Program Revenue
  - Overall Program Revenue is projected to be short of budget by approximately 4.75%. This is consistent with prior results, due to our budget practice of projecting for maximum program levels.
  - Sports and Nature & Trails are projected to exceed targets, while Aquatics, Recreation and Tennis are expected to be under budget.

Anthony Mills asked why there was a \$100,000 difference budgeted for prior year taxes.

- ✓ Lori noted that because the budget is prepared in advance, the district could not be certain on the collection timing of the Comcast taxes.

Anthony requested more information on the variances related to the Aquatics revenue.

- ✓ Aisha Panas, director of Park & Recreation Services, noted closures at the Aquatic Center that contributed to the variances.

Tya Ping asked why the outdoor pools reflect revenue at midyear when they have been closed during this time period.

- ✓ Lori noted that the revenue reflected is year to date and the small variances are a result of deferred revenue.

Anthony asked how high school rentals impact revenue and the difference between projected and budgeted revenue.

- ✓ Aisha noted some factors that can contribute to this difference:
  - Planned programs versus activities/classes that occur based on participation.
  - High school rentals help recoup revenue and is shared across pools but is not a significant amount.

Ashley Hartmeier-Prigg clarified if this difference is based on the practice of projecting for maximum program offering levels.

- ✓ Lori confirmed and added that this is done to be sure there are enough expenditure appropriations to run the programs.
- ✓ Keith Hobson, director of Business & Facilities, added that the district tracks these throughout the year.

Lori provided an overview of the grants revenue. 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 in the coming year.

### Current Fiscal Expenditures Reports

Lori provided an overview of the expenditure graphs included in the budget committee's information packet, noting that the budget has been adjusted for the transfer of the additional \$5 million in pension spending. Each division that has staff that are part of the pension plan have budgeted dollars that have been moved into the expenditures and are also included in the projections. Variances noted reflect the additional pension funding.

- Board of Directors
  - Anticipated to be slightly under budget and includes direct board related costs, district legal fees, audit fees along with bi-annual election costs.
- Administration
  - Includes the office of the General Manager, Community Partnerships, Communications and Security Operations. These are all projected to come in under budget.
- Business & Facilities
  - Overall, the Business & Facilities Division is projected to be under budget by approximately \$2.3 million or 9.4% for the year. There is a shift from Finance to Capital Outlay in the amount of \$200,000 due to the timing of software hosting costs related to the new financial system. Additionally, there is savings of over \$100,000 due to the timing of hiring of support staff to support the new financial system implementation.
  - Debt service reflects the savings realized from favorable borrowing rates. In January, the district completed a refinancing of the 2010 and the 2019 debt issuances which will result in an overall savings of \$1.2 million over the remaining life of those debt issues, with a savings of \$75,000 in the current year on interest expense.
- Park & Recreation Services
  - Park & Recreation Services is projected to be under budget by 5.8% due mainly to position vacancies and expenditures are managed to offset projected revenue shortfalls.
  - All program areas are projected to be within budget.

Anthony inquired as to the reason for the increase in Community Programs.

- ✓ Lori replied that this is due to staffing positions being moved to Community Programs from a business plan approved last fiscal year.

### **Agenda Item #5 – Current Year (2019/20) Capital Outlay Review**

Keith Hobson, director of Business & Facilities, 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.
- System Development Charge (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, 2019.
- 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 2019/20, 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 2019/20 will be carried forward to FY 2020/21. There are a few projects, or segments of projects, that we know will be carried over, but will continue to track as the FY 2020/21 capital budget is developed.

- Approximately 24% of the \$8.9 million of projected capital outlay has been expended or encumbered through December 31, 2019. If amounts under contract as of December 31, 2019, are included, there is 53% expended or encumbered.
- Overall, the projected general fund capital outlay is under budget by approximately \$11.6 million. Approximately \$7.6 million of the savings is due to the Administrative office building, which the district is not proceeding with in the current year. There is an additional \$970,000 in savings due to grant funded projects. These are primarily budgeted grants awarded but will not be received until next fiscal year. There is also a current year savings of over \$3 million resulting from the timing of the Cedar Hills Park project expenditures.
- A few projects were budgeted in an anticipated capital projects replacement fund but with the budget transfers, the creation of this fund has been put on hold. To ensure their completion, these projects have been added to the General Fund projects and the cost of these projects has been offset by eliminating transfers to the capital replacement fund.
- 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.

Ryan Bansbach asked why the Enterprise Resource Planning ERP project carry forward is higher than the prior year's budget.

- ✓ Lori replied that this is due to the hosting fees moving from operating expenses to capital.

#### **Agenda Item #6 – System Development Charge Program Review**

Keith Hobson, director of Business & Facilities, provided an overview of the System Development Charge (SDC) Fund section of the budget committee's information packet:

- System Development Charge Report for December 2019
  - The report shows revenue and expenditure activity through December 31, 2019. Year-to-date collections and interest are approximately \$5.7 million.
- System Development Charge Graph
  - The current year is trending above the prior year, so it is anticipated the SDC revenue will be \$3 million higher than budgeted.
  - 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.
- Five Year Cash Flow Projection
  - New Capital Improvement Plan (CIP) reflects current revenue estimate and budgets expenditures by project phases to allow better allocation of resources and reflect the full life cycle of development.
  - Continues to reflect the significant acquisition commitments in North Bethany and South Cooper Mountain with development actively progressing.
  - Updating the Capital Improvement Program to identify project prioritization and which projects should be included in FY 2020/21 appropriations.

Anthony Mills inquired as to how far in the future the district projects SDC-related construction activity and what would happen should the activity stop.

- ✓ Keith noted that the amount is budgeted from year to year, and if that happened, there would be an undesignated appropriation in the budget. The district, along with county building officials, look five to six years ahead, but do not attempt to anticipate the next slow down in construction.
- ✓ Doug Menke, general manager, added that it is not unusual for a newly designated area of construction or urban area expansion to progress less quickly than originally planned.

Anthony asked about the result of the board's discussion supporting affordable housing using SDCs.

- ✓ Felicitia Montebianco replied that the board has taken great efforts to educate themselves on this topic, and while no firm decisions have been made, in-depth discussions are continuing regarding the affordable housing crisis.

### **Agenda Item #7 – Bond Capital Project Fund Update**

Keith Hobson, director of Business & Facilities, provided an overview of the Bond Capital Program section of the budget committee information packet:

- Through December 31, 2019, approximately 95% of the overall bond program budget has been expended.
- Nearly all bond projects have been started and many are fully completed. Natural Resource acquisition had a large property purchase earlier this fiscal year and is now nearly expended.
- Eleven major categories have been completed: New Neighborhood Park Development, New Neighborhood Park Land Acquisition, New Community Park Development, New Community Park Land Acquisition, Renovate and Redevelop Community Parks, Deferred Park Replacements, Facility Rehabilitation, Facility Expansions, ADA/Access Improvements, New Community Park Development, and Community Center/Park Land Acquisition.

Anthony Mills asked about discussions regarding a community center in Aloha.

- ✓ Keith noted that this was not to be funded with the bond measure, but used the land that was dedicated for a community center to acquire property for community park land knowing that the existing community park sites could be made available for a community center.

Suzanne Massar asked if there is a separate fund that houses bond proceeds.

- ✓ Keith confirmed.

### **Agenda Item #8 – Projected Capital Replacements**

Katherine Stokke, Operations Analysis manager, provided an overview of the Projected Capital Replacements section of the budget information packet:

- About 17 years ago, the district established a priority to maintain existing facilities and equipment and avoid deferring maintenance.
- Schedules are used to estimate replacement funding needs and track deferred replacements over the next 10 years in two categories: Major Assets and Routine Replacements.
- The FY 2020/21 capital replacement needs include current year replacements of \$3.6 million and deferred maintenance backlog of \$1.4 million for a total of approximately \$5 million. Projects will be prioritized due to the amount of funding available.
- Safety items are always addressed in a timely manner, and none of the backlog constitutes a safety concern.

Katherine noted that the major assets category had a decrease in the current year from \$609,000 to \$463,000. There was \$683,000 of major replacements funded this year. Most of the backlog is deferred due to the condition of asset, which allows for continued service from the asset. For routine assets, the balance of the routine deferrals, \$946,000, is about \$50,000 below the beginning deferred balance. Katherine added that looking forward to the next five to six years, staff is seeing generally lower major item replacements.

Ashley Hartmeier-Prigg asked if an item is deferred, does it get revaluated.

- ✓ Katherine confirmed that each item is reassessed and prioritized on a yearly basis.

### **Agenda Item #9 – 2020/21 Projected Resources and Expenditures**

Keith Hobson, director of Business & Facilities, provided an overview of the Projected Budget FY 2020/21 section of the budget committee information packet.

#### Projected Revenue Summary

- Early projection of resources and expenditures does not include new business plans, non-discretionary increases, new capital funding requests, updated pension cost estimates, or targeted budget reductions.
- Program revenue is estimated to increase by 1.8% overall, using inflationary adjustments. The actual budget for FY 2020/21 will be based on detailed programming levels anticipated for next year.
- Future projected resources are reduced for nonrecurring items such as grants, issuance of debt, or capital carry forward.
- Taxes are projected at an overall growth of 4.8% over current year budget, or 4.5% over the current year actual levy.

#### Projected Expenditure Summary

- The projected expenditures are based on anticipated inflationary increases, such as the general Consumer Price Index (CPI) or specific increases.
- Materials and Services has a targeted increase of 1.2% which reflects targeted increases of 2.5%, less elimination of one-time costs included in the FY 2019/20 budget.

#### Five-Year Fiscal Projection

- These projections are General Fund only as that is where all operations are accounted.
- Capital Outlay amounts will not be sufficient to keep up with replacement needs which the backlog will begin to rise though it appears to mitigate by FY 2024/25; budget reductions are being identified to offset this in the FY 2020/21 budget.

Heidi Edwards asked for information relating to the category Other Resources.

- ✓ Keith replied that this encompasses the miscellaneous revenues, including debt proceeds.

Ashley Hartmeier-Prigg asked what balance forward from previous year projects includes.

- ✓ Keith replied that this is projects that are not completed in the fiscal year and carry over as a separate balance.

### **Agenda Item #10 – Business Plans**

Keith Hobson, director of Business & Facilities, provided an overview of the Business Plans provided in the budget committee information packet.

In October, the board of directors conducted a planning session to develop priorities for the development of the FY 2020/21 budget. The priorities are as follows:

- Investing in technology
- Planning for future facility and trail needs
- Investing in our people

Interdepartmental teams were established to create funding requests, in the form of business plans, to address the board priorities. Given the budget pressures anticipated for FY 2020/21, staff worked to make these business plans as close to budget neutral as possible. In some

cases, this meant using existing staff time, and in others it meant redirecting material and services funding to the business plan. Highlights include:

- Investing in technology: Creating an inventory on existing tools and reclassify a vacant position to a project manager level position to help initiate a needs assessment for a new registration system.
- Planning for future facility and trail needs: Propose three new planning initiatives for parks, trails and facilities, which will be followed in FY 2021/22 by working with a long-range facility planning task force.
- Investing in our people: Expand Employee Assistance Program benefits to part-time staff and implement a centralized training content and tracking system through NeoGov.

Anthony Mills inquired about the empty cells on some of the business plan forms and if information is missing.

- ✓ Keith replied that some of these are budget neutral so there is no budget impact.

Anthony asked if information will eventually be entered.

- ✓ Keith replied that if there is no budget impact, no information will be provided.

Keith concluded the presentation of the midyear budget.

#### **Agenda Item #11 – Public Input**

There was no public comment.

#### **Agenda Item #12 – Set Date of Budget Committee Work Session**

The budget committee and staff had a discussion to determine the best option for the April work session. This is traditionally a lengthy one-night meeting and it was suggested to be changed to two nights to accommodate budget committee time. It was decided that the next meeting would be held over two consecutive nights, Tuesday, April 21 and Wednesday, April 22, for a shorter duration each evening and with public input happening on the first night only.

#### **Agenda Item #2 – Election of Officers (moved from the beginning of the agenda)**

Ashley Hartmeier-Prigg nominated Shannon Kennedy to serve as chair of the budget committee. Anthony Mills seconded the nomination. Hearing no further nominations, a vote was called. The vote was UNANIMOUS in favor of appointing Shannon Kennedy to serve as chair of the budget committee.

Felicita Montebianco nominated Ashley Hartmeier-Prigg to serve as secretary of the budget committee. Suzanne Massar seconded the nomination. Hearing no further nominations, a vote was called. The vote was UNANIMOUS in favor of appointing Ashley Hartmeier-Prigg to serve as secretary of the budget committee.

#### **Agenda Item #13 – Adjourn**

The meeting adjourned at 8:20 pm.

Recording Secretary,  
Jessica Collins

Transcribed by,  
Lindsay Lambert



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

A virtual work session of the Tualatin Hills Park & Recreation District Budget Committee was held at 6 pm, Tuesday, April 21, 2020.

### Present:

Shannon Kennedy	Chair/Budget Committee Member
Ashley Hartmeier-Prigg	Secretary/Budget Committee Member
Ryan Bansbach	Budget Committee Member
Heidi Edwards	Budget Committee Member
Samira Godil	Budget Committee Member
Wendy Kroger	Budget Committee Member
Suzanne Massar	Budget Committee Member
Anthony Mills	Budget Committee Member
Felicita Montebianco	Budget Committee Member
Tya Ping	Budget Committee Member
Doug Menke	General Manager

### **Agenda Item #1 – Call to Order**

The work session was called to order by Chair Shannon Kennedy at 6:00 pm.

### **Agenda Item #2 – Opening Comments**

*Note: A PowerPoint presentation was used throughout agenda items #2, #4, #5 and #6. A copy of the PowerPoint presentation was entered into the record.*

General Manager Doug Menke welcomed everyone to the FY 2020/21 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 16<sup>th</sup> consecutive year.

### **A. Guiding Themes/Strategies for FY 2020/21**

Doug shared the core values that impacted the preparation of the proposed budget for FY 2020/21:

- Diversity, Equity, Inclusion and Access
  - Ensure that THPRD serves the entire community and eliminates barriers that could limit participation from some segments in the community
  - Collaborate with the City of Beaverton to provide free, open to all, community events and programs
  - Continue to offer free swim lessons and lifeguard training to eliminate financial and language barriers
  - Continue to provide after school programs in the Beaverton School District
- Sustainability
  - Maintain and enhance service levels in THPRD parks, trails, natural areas and facilities
  - Continue to fund land acquisition capital for quality properties
  - Continue to operate under a grant strategy that prioritizes the district's needs

- Increase maintenance funding to keep up with growth in park acreage
- Community Vision
  - Continue to enhance engagement procedures for public input
  - Expand the financial assistance program to ensure no barriers for recreation opportunities due to financial limitations
  - Complete the visioning process

## **B. Board Priorities**

Doug referenced the Comprehensive Plan Update, Strategic Plan, five functional plans, and Service and Financial Sustainability Analysis as tools staff used to help guide the development of the proposed FY 2020/21 budget and the district's continued commitment to long-term planning along with priorities identified by the board of directors.

Doug detailed the priorities developed by the board for FY 2020/21 and referenced the business plans staff created for support:

- Investing in our future through technology
  - Continue implementing the new financial software
  - New project manager position to evaluate business needs for future replacement of the district's registration system
- Planning for future natural area, facility and trail needs and funding resources
  - Focus on the completion of remaining bond projects
  - Continue to manage the SDC capital program and operate under a grant strategy
  - Develop a facilities functional plan and analysis of park amenities
- Investing in our employees and volunteers
  - Continue to provide lifeguard training courses
  - Expand Employee Assistance Program to support district employees
  - Implement on-line training content and delivery

Doug noted that the proposed amount to fund the General Fund budget is just under \$63 million which is an overall decrease in expenditures compared to the prior year's budget due to capital spending and identified budget reductions.

Doug provided an update on the commitment to the district's Access for All efforts and noted that the allocation to continue these efforts is just over \$2.2 million.

## **C. COVID-19 Impact on Budget**

Doug referenced the current health emergency resulting from the COVID-19 pandemic and the impact on the district and surrounding communities. The situation is changing daily and with so much unknown, the impacts are not reflected in the proposed budget. A response team is engaged and working on possible contingencies and as the district moves into the next fiscal year, operations will be monitored, and adjustments will be made to address any potential shortfalls.

## **Agenda Item #3 – Public Comment**

The public was invited to provide input on the proposed budget via email or telephone to the budget committee.

Lori Baker, chief financial officer, read into the record the public comment received via email.

Sheri Hiefield expressed the need for additional dollars allocated to provide more of a district presence on THPRD trails rather than focus on expanding the system. She noted that trail users are not following the posted rules, such as off-leash dogs, smoking and graffiti, and asking the public to self-police creates undue conflict and is unfair to tax-paying residents. She suggested

adding additional staff to patrol the trails. Additionally, she conveyed her safety concerns and the need for an additional crosswalk on Laidlaw Road.

- ✓ General Manager Doug Menke noted that district staff will respond and recognized the increased activity on the trail systems during this time. The district is monitoring the off-leash situation and referenced the allocated funds in the proposed budget to build more dog runs to help alleviate this concern.
- ✓ Chair Shannon Kennedy thanked Doug and suggested that in the response to offer any tools in place for reporting concerns to the district.

#### **Agenda Item #4 – Review Proposed 2020/21 Fiscal Year Budget Resources**

Lori Baker, chief financial officer, provided a brief overview of the budget process. She stated that the proposed budget reflects staff's final proposal. The budget committee may make changes, which would be reflected in the budget that is 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.

Lori stated that THPRD's total resources for the FY 2020/21 proposed budget are approximately \$121 million. Of the total resources:

- Nearly 34% is from beginning Cash on Hand (\$41 million), with nearly 64% of Cash on Hand (\$27 million) in capital carry forwards from the 2008 bond measure, system development charge (SDC) and general funds.
- Approximately 35% (\$42 million) is from property taxes.
- The balance is from a variety of sources including program user fees, SDC fees, grants, and other income.

Lori explained that the total resources are approximately 7% less than the current year due to beginning fund balance, debt proceeds and interfund transfers, but offset by increases in projected SDC revenues and intergovernmental revenue from the Metro bond. She noted that otherwise there is little change in resources between FY 2019/20 and FY 2020/21.

#### 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 2019/20. Taxes have been increased by 3% on existing properties where market value is more than assessed value. New development growth is estimated at 1.5%, consistent with FY 2019/20.
- The beginning fund balance is projected at \$5.2 million, which is slightly higher than the projection provided in the February midyear budget document. The cash carry forward committed to capital project carryovers is significantly lower due to the completion of the Cedar Hills Park redevelopment.
- Program revenue is projected to increase by 3% from the FY 2019/20 budget which is attributable to fee adjustments to match increases in the direct program costs. 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 decreased approximately 10% mainly due to decreases in interest earning rates.
- SDC revenue increased 42% due to fluctuations in timing of development activity.
- All other resources remain relatively unchanged from the prior year.

### Resource Allocation

Lori 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.

Lori reviewed the district's goal for resource allocation by tracking cost recovery:

- Cost recovery has increased districtwide over three years, ending in FY 2017/18.
- In FY 2018/19, districtwide cost recovery decreased primarily due to fixed cost increases related to district pension funding.

Lori 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 are consistent with FY 2019/20 while revenue increased, partially due to the impacts of fee increases as well as changes in the mix of programming offered.

### **Agenda Item #5 – Review Proposed 2020/21 General Fund Expenditures**

Keith Hobson, director of Business & Facilities, noted that because THPRD has a balanced budget, appropriations total approximately \$121 million in the FY 2020/21 proposed budget. Total General Fund appropriations are approximately \$63 million, a decrease of about 17%.

- Personnel Services costs decreased by 1%. A cost of living increase of 3% is included, as well as an offsetting 10% increase for health benefits. Pension costs increased by \$5 million through a mid-year budget transfer resulting in a funding level of \$9 million and will be maintained in the FY 2020/21 budget and anticipated to continue for a few years.
- The FY 2020/21 proposed budget reflects, in the aggregate, conversion of four regular-part-time positions to full time and elimination of one vacant regular-part-time position. Additionally, the proposed budget reflects the addition of two limited duration full-time positions to support the financial system conversion and elimination of two vacant full-time positions. The total effect is a net increase of four full-time positions and a net decrease of five regular-part-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% for inflation and include anticipated utility rate and utilization changes. The FY 2020/21 proposed budget includes a 4.8% decrease, which includes the indexed increase but reflects the suggested budget reductions.
- General Fund capital outlay is down 65% compared to last year due to inclusion of last year's debt for a new office acquisition that the district did not proceed with. The remainder of the decrease is due to reductions in capital project carry forwards along with reductions in overall capital spending.

- The proposed contingency is up 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 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. A portion of the prior year contingency was used to fund the increase in pension funding.

### **A. Budget Reductions**

Keith explained that the district made approximately 3% in targeted budget reductions to help offset the pension cost increase while still protecting capital replacement funding. This 3% reduction is after inflationary adjustments were made in the targets resulting in an approximately 1% decrease.

### **B. Department Budgets**

#### 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
- Election costs of \$75K included

Reductions to the budget include:

- Increase in board stipends which are offset by reductions in conference costs
- Decrease in travel expense

#### Administration

Lori provided a brief overview of the Administration budget including:

- Continue to make progress on board values and budget priorities
- Drive internal and external diversity initiatives
- Move toward implementation of the community visioning process and determining next steps

#### Communications

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

- Focus on streamlined marketing of district programming around the registration process
  - Strategic and digital marketing options
  - Expansion of the Centro de Bienvenida into a full, multi-lingual welcome center
- Strengthen the Diversity, Equity, Inclusion and Access (DEIA) efforts
- Continue to eliminate barriers to participation and increase utilization of financial aid funds
- Strengthen recreation programs by expanding partnerships with community-based organizations
- Continue to strengthen the successful communications and brand with strategic marketing strategies
- Delivery and implementation of the visioning process

Reductions to the budget include:

- Professional services

#### Community Partnerships

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

- Position THPF to launch an expanded fundraising campaign in support of Access for All programs
- Support THPF executive director, trustees, champions councilors and THPRD staff who work with community partners to deliver Access for All programming
- Strengthen community support for THPF and increase annual operating fund

Reductions to the budget include:

- Professional services

### Security Operations

Geoff provided a brief overview of the Security Operations Department's budget highlights including:

- Further the ambassadorship approach with patrons and staff to support DEIA
- Train staff and patrons on emergency operation plans through classroom training and drills
- Upgrade the card access, camera and park patrol reporting systems

Reductions to the budget include:

- Encroachment surveys

Felicita Montebalanco commented on the key performance indicators in the Security Operations section of the budget document and requested more positive measurements in the future to reflect THPRD's community focus and align more with the district's values.

- ✓ Lori noted that staff did take a second look at the measurements and will be adjusting the estimates in the upcoming year. The district anticipates the numbers will be consistent or a little lower than reflected here.

Tya Ping asked about the increase in staff salary for Security Operations compared to the previous department presentations in light of having to let go a number of staff due to the COVID-19 pandemic.

- ✓ Lori replied that this is, in part, due to the timing of staff turnover during the budget reporting process and the prior year budgeted dollars are not the actual amount that was paid. When the new budget is calculated, the actual pay rates are updated, and the standard percentage is added to that number. Lori further noted that some employees are part of the union and fall under contractual requirements and all of these will continue to be reviewed as the district addresses the challenges resulting from the closures due to the COVID-19 pandemic.

Tya followed up to clarify whether the increases in the salaries that are higher than the 3% are non-negotiable due to employees being represented under the labor contract and should it be included in the budget.

- ✓ Lori replied that conversations regarding salary increases are ongoing.

Heidi Edwards referenced the testimony read into the record earlier and noted that as THPRD is expanding its trail system and continued growth of the district, this seems like a small appropriation for patrolling our trail systems and expressed appreciation for the testimony provided.

### Business & Facilities

Keith provided an overview of the Business & Facilities Division budget by department including:

- Continue implementation of the new financial system
- Begin needs assessment for district registration system
- Complete and implement the new SDC methodology
- Complete a facilities functional plan
- Continue to enhance training and development opportunities for district staff

Keith noted that the total appropriation for the entire Business & Facilities Division is approximately \$24 million, which represents a 3% decrease compared to FY 2019/20.

Reductions to the budget include:

- Elimination or downgrade of vacant full-time position
- Elimination of vacant or seasonal part-time positions
- Conference and training costs
- Savings in IT services and supplies
- Savings in other administrative services and supplies
- Maintenance Operations services and supplies

#### Finance Services

- Continue implementation of the new financial system which includes funding for two temporary support positions

#### Risk & Contract Management

- Coordinate with Human Resources to enhance the Employee Wellness Program
- Continue implementation of the state's electronic records management software system

#### Information Services

- Support THPRD initiatives, most notably playing a significant role in the financial system implementation
- Continue to monitor PCI compliance
- Document business requirements for an updated registration system which includes a position upgrade for a project manager

#### Operations Analysis

- Support the implementation of the new financial software including development of an employee training program

#### Human Resources

- Implement an on-line training system for employees
- Expand the employee assistance program to provide support for all district employees

#### Maintenance Operations

- Continue to monitor the Park Maintenance service model and make route adjustments if necessary as new or redeveloped properties are acquired
- Continue to coordinate and work on completing ADA Transition Plan items with the focus on safety and access to facilities
- Continue to pursue Strategic Energy Management incentives through Energy Trust of Oregon

#### Planning

- Continue to implement strategies for land acquisition in park deficient and urban growth areas
- Continue implementation of grant strategy

- Complete and implement the new SDC methodology

#### Design & Development

- Complete construction of Bethany Creek Trail #2 and oversee construction of trails in the Ridgeline development in North Bethany
- Complete construction of Bonnie Meadow Park
- Begin construction of Highland Park
- Master planning for Ridgeline Park, SW Quadrant and NW Quadrant neighborhood parks

Ashley Hartmeier-Prigg asked for clarification why the numbers attributed to athletic fields and sport courts maintained is decreased.

- ✓ Keith replied that staff will look into this and provide an update.

#### Park & Recreation Services

Aisha Panas, director of Park & Recreation Services, provided an overview of the Park & Recreation Services Division budget by department including:

- Collaborate with local government agencies in providing free, open to all, community events and programs
- Continue to grow the utilization of the THRIVE afterschool program
- Develop programs for underserved populations and work to break down barriers to participation

Aisha noted that the total appropriation for the entire Park & Recreation Services Division is approximately \$25 million, and represents a decrease of 1% compared to FY 2019/20.

Reductions to the budget include:

- Elimination of vacant or seasonal part-time positions
- Conference and training costs
- Materials and supplies
- Transportation costs

#### Aquatics

- Continue focus on staff recruitment and training to meet programming demands
- Continue to expand programs including adaptive swim lessons at more locations and lessons taught in Spanish
- Secure grant funding to continue Make a Splash swim lessons

#### Sports

- Continue to increase emerging sports opportunities for youth and adults
- Continue to grow the utilization of the Athletic Center's THRIVE afterschool program to serve more children

Suzanne Massar was excused from the meeting.

#### Recreation

- Continue partnerships with the medical community to promote improved health and wellness opportunities
- Continue Fitness in the Park and Walk With Me programs in underserved communities
- Secure grant funding to support Rec Mobile programming

#### Community Programs

- Continue collaboration with local government agencies to provide free community events and programs
- Seek partnerships and sponsorships to help support and enhance summer concert series
- Enhance district programs, services and facilities through volunteer engagement

### Nature & Trails

- Collaborate with partners to seek funding for the Scholls Ferry Road crossing of the Fanno Creek Trail
- Complete the year two implementation of the Nature Experiences and Workforce Training (NEWT) program
- Implement trail shoulder maintenance to reduce herbicide usage

Chair Shannon Kennedy requested clarification on the cost recovery in the Nature & Trails department as referenced in the budget document and why the decrease.

- ✓ Lori replied that this is consistent throughout the organization and the district looks at how it is progressing towards the targeted cost recovery. In FY 2018/19 the district increased funding of the pension plan and this impact was distributed across all departments. This shows as a setback in the cost recovery numbers because the revenue remained consistent, but costs increased.

Heidi Edwards asked how the Somerset West closure and Conestoga will affect the budget as proposed.

- ✓ Aisha replied that the impacts are reflected in the budget document. She added that the closure of Somerset West is due to the redevelopment project and the utilization of the parking lot as a staging area. It is a partial closure at Conestoga Recreation & Aquatic Center of the pool while the remainder of the building remains open.

## **Agenda Item #6 – Review Proposed 2020/21 Capital and Other Fund Expenditures**

### **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 2020/21 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, Bond Fund, Metro Local Share Capital Fund and SDC Fund.

Keith stated that the amount of replacements due in FY 2020/21 is approximately \$3.6 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 \$1.4 million making the total replacement funding needed \$5 million, but net costs adjustments and purged items reduces this need to \$3.6 million. With \$2.1 million available to be funded in the current year, the resulting backlog projected for June 30, 2021 is approximately \$1.5 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 synthetic turf on HMT Field #1 would be due for replacement. 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 and 2020/21

has decreased. Fiscal year 2018/19 was good for replacement funding and it was not expected to maintain that level. Keith pointed out that the funding level from the proposed budget over time would not eliminate backlog, and will result in some small increases. Keith outlined the mitigating factors:

- Once replacement reserve funding is restored and fully funded, this will reduce the total capital funding needed and help level large spikes in major replacement funding
- While eliminating the backlog would be preferred, the goal is to manage it effectively

Keith referenced the schedule of unfunded capital in the budget document for the last four years and projected for FY 2020/21. He noted that it is consistent with prior years within category amounts, with a slight increase due to boiler replacements at Garden Home Recreation Center and Aloha Swim Center. He further added these are deferred but there is funding available should the district experience any failures and need emergency repairs.

Ashley Hartmeier-Prigg recognized the diligent work of the district to build a replacement reserve fund that can afford to be on a pause for now but asked what the considerations are for those items being deferred that are deemed at the end of their useful life.

- ✓ Keith replied that at the beginning of the budget process, prior to knowing the amount of funding, staff prioritize items on the replacement list. He referenced the priority matrix in the budget document and noted two main factors in consideration:
  - The likelihood of the asset degrading or failing
  - The severity of the failure of the asset

Ashley asked if an item is deferred does it move higher up on the list for the following year.

- ✓ Keith replied that it could, but it depends on the severity of risk or what other items are coming due for replacement.

Felicita Montebianco shared her appreciation to staff for their hard work on making the budget document accessible and easy to understand.

Chair Shannon Kennedy echoed the appreciation for staff's work.

## **B. Capital Expenditures**

### Capital Projects

Keith Hobson, director of Business & Facilities, provided an overview of the Capital Projects which is the major part of the General Fund capital outlay:

- 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
- \$1.3 million in new funding for parks, building and athletic facility replacements
- The total carryforward balance is \$2.5 million
- Replacement projects to note:
  - Athletic Facility Replacements including court resurfacing at Garden Home and Sunset Park
  - Building replacements including work on the pool at Conestoga Recreation & Aquatic Center
  - Park and trail replacements including asphalt trail overlays at six sites, parking lot overlays at two sites, and boardwalk work
- Capital projects funded by outside sources include approximately \$2.8 million from grants
- Challenge grant allocations of \$75,000 which provides funds to friends' groups and advisory committees

### Other Capital Funds

- This reflects the appropriation from the November 2019 Metro Bond Measure
- THPRD is currently working to identify projects to be funded by this resource
- THPRD is working with the City of Beaverton to develop a joint list for the share allocated to the city

### **C. Special Revenue Fund Expenditures**

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. While the district is not receiving new revenue of this type, the funds are housed here in the event future maintenance of the sites is needed.

### **D. Debt Service**

Keith provided an overview of THPRD's Debt Service Fund that accounts for the property tax revenues and annual debt service payments on THPRD's General Obligation Bonds:

- Repayment of the \$59 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 \$8.1 million and based on the projected growth in assessed value results in a property tax rate of \$0.29 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

Ashley Hartmeier-Prigg clarified that when the bond was approved, taxpayers agreed to the \$0.37 rate but now are only paying \$0.29 due to THPRD's debt management.

- ✓ Keith replied that the voters approve the amount of a levy and as part of the election materials, the district had to provide an estimate provided by a financial advisor. The interest rates were favorable and results in a savings for the taxpayers.

### **E. System Development Charges**

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

- The overestimated revenue in FY 2018/19 and the shortfall in actual revenue caused the beginning cash balance to be under the budgeted amount by approximately \$2 million. Projections for the current year SDC revenue will exceed initial estimates by approximately \$1.8 million which will offset most of the beginning shortfall. 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 2019/20 budget which leaves adequate resources this year to fund project commitments. Carryforward projects were included in the FY 2019/20 adopted budget.
- Based largely on public input in the previous budget cycle, the Capital Improvement Plan (CIP) was updated to reflect phases of project development with the intent to slightly accelerate the project, but also to better match SDC appropriations with actual work being done.
- The updated CIP tracks existing and projected resources within the new Urban Growth Boundaries (UGB) such as North Bethany and South Cooper Mountain.

- Projects in the CIP have been prioritized based on criteria developed in the Parks Functional Plan and have also been through the filter of the available SDC resources to determine the actual projects to be funded.
- The total projected SDC resources in FY 2020/21 of \$35.5 million, less the \$18.8 million committed to carryforward projects, leaves \$16.7 million available for new acquisition and development project commitments.
- Approximately \$5.9 million is budgeted for new land acquisitions. This funding, along with carryforward acquisition funding of \$11.8 million, will allow the district to meet projected acquisition obligations in Bonny Slope West, North Bethany and South Cooper Mountain.
- The budget also includes \$2.8 million of funding for new development projects which includes master planning, design, and construction projects consistent with the CIP prioritization.
- Approximately \$7.9 million is budgeted into the undesignated projects appropriation due to both the large carryforward load and the volatility of SDC revenues.
- This is consistent with CIP projections of available funding to meet project commitments in FY 2020/21.

Chair Shannon Kennedy referenced testimony provided at last year's budget meeting and which neighborhoods those were and if any movement on projects had occurred.

- ✓ Keith replied that follow-up discussions were held with the North Bethany area residents and while Phase 1 on one park was completed, the recommendation was to wait an additional year to fully complete the other park project. The other park was in the NE quadrant and did move forward onto the five-year funded list. THPRD did a thorough analysis on the benefits of phasing in park construction or waiting until the district was able to fully complete a park to see the benefits. The determination based on that analysis was to wait until the entire park could be completed.

Felicita Montebalco recognized the amount of work and research staff conducted to address this community feedback and phased approach for projects.

Ashley Hartmeier-Prigg asked if dog parks would be an amenity that could be planned in these SDC growth areas.

- ✓ Keith replied that it would, and staff will continue to look at inclusion of dog parks for new park development.

## **F. Bond Capital Projects**

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

- The carryforward is estimated at \$5.8 million, based on expenditures to date.
- The Bond Fund Overview by project illustrates appropriations included in the bond levy.
- Consistent with the fiscal policies approved by the bond oversight committee, interest earnings on unspent bond funds have been allocated to projects based on their appropriation to ensure that these earnings help offset inflation.

### Overview of Bond Accomplishments

- Nearly \$99 million of bond funds have been expended and many project categories are complete
- Remaining development projects to complete include one park and two athletic facility projects
- Land acquisition is complete with the exception of the Natural Resource category
- With bond acquisition funds the district has acquired over 184 acres of park and natural areas

Keith provided updates on Somerset West Park and the Youth Athletic Field that are projects that will be in construction this year.

### **Agenda Item #7 – Budget Committee Questions and Recommendations**

Chair Shannon Kennedy thanked staff for their hard work on creating the budget document.

Wendy Kroger shared her appreciation for staff and their hard work and effort. She referenced the board of directors' budget and noted that though the bottom line of the budget didn't change, there was a shift within the budget. She requested that the board of directors' portion of the budget document reflect the increase in board stipend and the reduction in travel to remain as transparent as possible.

Chair Shannon Kennedy requested an explanation of what the increase in stipend was and the reasoning behind it.

- ✓ Felicity Montebalco, THPRD Board of Directors President, explained that this conversation began over a year ago as a result of a discussion about equity after a previous board member inquired if the stipend amount made sense in terms of the number of meetings board members attend. As background, she explained that special district elected officials can be reimbursed up to \$50 per day for their service. She further noted that the board's travel budget currently allotted is not something each board member can utilize due to job or family responsibilities, so the current board discussed alternatives that align with their values, commitment to each other and future board members. They did not want to increase the expenses of the board budget as a whole and instead reviewed the travel budget and how money could be moved around to address the stipend issue. They created a template of what qualified as reimbursable events at \$50 per day, not to exceed \$200 per month per board member, such as board meetings, budget meetings and meetings with other elected officials.

Shannon thanked Felicity for her explanation and transparency, and Wendy for raising the topic and recognized how hard the board members work.

Heidi Edwards agreed that the board budget should show the changes in the spirit of transparency and asked if it could be reflected in the current budget document.

- ✓ General Manager Doug Menke replied that staff could make the requested adjustments to the board document for the next committee meeting in May for consideration.

Heidi explained that it is important to reflect in the budget document how the board decided not to increase the board's overall budget, but to evaluate how funds could be reallocated to align with the board's values and address the accessibility and diversity of the current board members.

- ✓ Lori Baker, chief financial officer, commented that she will complete a draft of the request in the narrative in the board of directors' portion of the budget document to ensure it addresses this topic.
- ✓ Ashley Hartmeier-Prigg offered to create the first draft for staff if it is helpful and appropriate.
- ✓ Lori thanked her and agreed.

Heidi noted the current virtual environment and the digital budget document that can be difficult to navigate and expressed concern for the public and the accessibility to obtain a paper copy.

- ✓ Lori replied that in the published public notice of the budget committee meeting that members of the public could obtain a paper copy either by scheduled pick-up or via mail.

Shannon asked how the budget committee will be informed of financial impacts as the district moves through the difficult decisions related to the COVID-19 pandemic and how the budget document might change.

- ✓ General Manager Doug Menke replied that district staff will be providing COVID-19 updates at each board meeting for the coming months. When restrictions are lifted, the district will be in a staged reopening approach due to the complexity of circumstances to the delivery of services including finances, the public being ready and the governor's orders.
- ✓ Keith Hobson, director of Business & Facilities, added that amendments or adjustments to the budget are not anticipated. The only reason to do that would be to add appropriation authority and the district will be underspending appropriations to match up with the limitations on resources. Staff continues to calculate revenue impacts and make cost reductions and are looking at next fiscal year's budget.
- ✓ Holly Thompson, Communications director, added that the Communications department is committed to getting information out to the public and will be sure to get updates to the budget committee.

**Anthony Mills moved to approve the minutes of the February 25, 2020 Budget Committee meeting. Heidi Edwards seconded the motion. Lori noted one typo correction found by Wendy Kroger. Anthony Mills amended the motion to include the correction. Chair Shannon Kennedy recused herself from the vote due to her absence. The minutes were UNANIMOUSLY APPROVED.**

**Agenda Item #8 – Date of Next Budget Committee Meeting**

Chair Shannon Kennedy confirmed that the tentative meeting for Tuesday, April 22, is no longer needed and announced the next budget committee meeting will be Thursday, May 21, 2020.

**Agenda Item #9 – Adjourn**

There being no further business, the meeting adjourned at 8:04 pm.

Recording Secretary,  
Jessica Collins

Transcribed by,  
Lindsay Lambert



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

A virtual meeting of the Tualatin Hills Park & Recreation District Budget Committee was held at 6 pm, Thursday, May 21, 2020.

### Present:

Shannon Kennedy	Chair/Budget Committee Member
Ashley Hartmeier-Prigg	Secretary/Budget Committee Member
Ryan Bansbach	Budget Committee Member
Heidi Edwards	Budget Committee Member
Samira Godil	Budget Committee Member
Wendy Kroger	Budget Committee Member
Suzanne Massar	Budget Committee Member
Anthony Mills	Budget Committee Member
Felicita Montebianco	Budget Committee Member
Tya Ping	Budget Committee Member
Doug Menke	General Manager

### **Agenda Item #1 – Call Meeting to Order**

The meeting was called to order by Chair Shannon Kennedy at 6:00 pm.

### **Agenda Item #2 – Approve April 21, 2020 Work Session Minutes**

**Ashley Hartmeier-Prigg moved the budget committee approve the minutes of the April 21, 2020 Budget Committee Work Session. Felicita Montebianco seconded the motion. Anthony Mills noted a misspelling within the minutes as presented. The motion was UNANIMOUSLY APPROVED with the noted correction.**

### **Agenda Item #3 – General Budget Information**

*Note: A PowerPoint presentation was used throughout agenda items #3 and #4. A copy of the PowerPoint presentation was entered into the record.*

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 2020/21 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 2020/21, staff determined the amount to be \$8,128,679.

Keith referenced the replacement pages for the proposed budget document based on adjustments from the April work session as contained within the budget committee's information packet for this evening. Staff recommend two adjustments to the proposed budget that, if approved, will be reflected in the budget approved by the committee:

- Addition of \$529,738 to the general fund capital outlay for projects that are being carried forward from the current fiscal year due to closures, staffing impacts and fiscal uncertainty resulting from the COVID-19 pandemic. The increased funding is offset by increased resources from a higher beginning fund balance for project carryovers. These projects include:
  - Cedar Hills boiler replacement
  - Garden Home roof repairs
  - HMT Athletic Center roof repairs
  - Rock Creek Trail repairs
  - Greenway Park pathway repairs
  - Willow Creek boardwalk study
- Move appropriations for personnel services between programs in the Park & Recreation Services Division to reflect the district-wide responsibility of two program specialists. This is a reclassification of appropriations and does not have a net effect on the budget.

**Anthony Mills moved that the budget committee approve the recommended adjustments presented by staff. Heidi Edwards seconded the motion. The motion was UNANIMOUSLY APPROVED.**

#### **Agenda Item #4 – COVID-19 Planning Update**

Keith Hobson, director of Business & Facilities, provided an update on the current COVID-19 pandemic and how it will impact next year's financial operations:

- Staff continue to track the impacts of staffing reductions and facility closures. Based on results through April, it is projected that year-end results may provide a lower cash carryforward of approximately \$1.5M than the projected budget.
- Staff are working with operating plans for next year to reduce expenses to offset the lower beginning balance and revenue shortfalls anticipated for next year.
- Adjustments to date include staffing reductions, which resulted in a layoff of nearly 800 part-time employees and 23 full-time and regular part-time staff. An additional 41 regular status employees have been furloughed for 60 days. Decisions on furloughs and layoffs were based on the timing of district facilities reopening and programs resuming.
- Staff are developing reduced scale of summer camp offerings that can be programmed outdoors and meet all CDC and state public health requirements to address reopening.
- Based on information from the Governor's office and the Oregon Health Authority, the district will be reopening some amenities in the coming weekend. These amenities include skate parks, dog parks and tennis courts located on THPRD property.
- The district will begin to create plans for reopening facilities in the coming weeks and ensure all public health, cleaning and distancing requirements can be met, keeping in mind that the level of activity at each site financially justifies the cost of opening and running a facility.
- Staff continue to track resource reductions for FY 2020/21, including the reduced carryover balance and expenditure reductions to ensure that they are being offset.

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**

There was no public comment.

## **Agenda Item #6 – Budget Committee Discussion**

Chair Shannon Kennedy referenced an email from Wendy Kroger and invited her to speak to the topics before the budget committee.

Wendy noted that the district's advisory committee members have been working hard out in the parks and trails during the district closure. She wanted to bring attention to a member of the Parks and Facilities Advisory Committee who suggested a volunteer project that involved mile markers on district trails and is currently working with staff. Wendy wanted the committee members to be aware of the great suggestions that are being received and hopes that, as resources become available, some of these trail improvements can be addressed further.

- ✓ Felicita Montebalanco added that these types of ideas align with one of the budget priorities, investing in technology, and recognized that while they can't all be done this year, there will be things the district can do utilizing volunteer support combined with leveraging technology.

Wendy referenced the guiding theme of sustainability in the budget document and requested staff to expand on the projects that focus on the environmental aspect and the natural area restoration in progress.

- ✓ Keith Hobson, director of Business & Facilities, confirmed that the budget message does focus on energy savings measures and while the budget message will not change, staff can provide an update on natural area restoration work.
- ✓ Aisha Panas, director of Park & Recreation Services, provided an update on some ongoing projects which include:
  - Stream daylighting projects at two sites: Somerset West and Raleigh Park.
  - Planning for a habitat restoration project in a 25-acre natural area acquisition in the NE quadrant of the district.
  - Continuing a planning process to inventory and understand the long-term maintenance needs of hard surface trails which will allow the district to better budget for replacement projects and provide a carbon-free way for the public to get around.

Chair Shannon Kennedy thanked staff for their work on the budget process given the circumstances and acknowledged the hard work of the board of directors, as well.

Heidi Edwards and Felicita Montebalanco shared their appreciation for the volunteers and their service.

## **Agenda Item #7 – Approve 2020/21 Budget & Property Taxes to be Imposed**

**Anthony Mills moved that the budget committee approve the Proposed Fiscal Year 2020/21 Budget and the appropriations contained therein, as adjusted. Wendy Kroger seconded the motion. The motion was UNANIMOUSLY APPROVED.**

**Ryan Bansbach 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 \$8,128,679 for the fiscal year 2020/21. Wendy Kroger seconded the motion. The motion was UNANIMOUSLY APPROVED.**

## **Agenda Item #8 – Adjourn**

There being no further business, the meeting adjourned at 6:26 pm.

Recording Secretary,  
Jessica Collins

Transcribed by,  
Lindsay Lambert

## **Approval of May 21, 2020 Minutes received by e-mail**

Shannon Kennedy moved the Budget Committee approve the Minutes of the May 21, 2020 Budget Committee Meeting as submitted. Ashley Hartmeier-Prigg seconded the motion. The motion was APPROVED by MAJORITY vote.



# RESOLUTION NO. 2020-10

## 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 2020/21 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 2020/21 in a total amount of \$121,823,211. A copy of the budget will be kept on file in THPRD’s Administration Office and is incorporated by reference herein.

**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 \$8,128,679 for bonded debt. Taxes are hereby imposed and categorized for Tax Year 2020/21 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:

	<b>Subject to the General Government Limitations</b>	<b>Excluded from Limitations</b>
<b>General Fund</b>	\$1.3073 / \$1,000 AV	
<b>Bonded Debt Fund</b>		\$8,128,679

**Section 3. Fiscal Year 2020/21 Appropriations.** The amounts for the fiscal year beginning July 1, 2020 and for the purposes shown below are hereby appropriated as follows:

**General Fund**

Board of Directors	\$ 346,658
Administration	\$ 3,088,592
Business & Facilities	\$23,736,891
Park & Recreation Services	\$24,995,844
Capital Outlay	\$ 7,268,673
Capital Replacement Reserve	\$ 1,500,000
Contingency	<u>\$ 2,500,000</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$63,436,658</u></b>

**Bonded Debt Fund**

Bond Principal Payments	\$ 5,800,000
Bond Interest Payments	\$ 2,410,306
Bonded Debt Fund Reserve	<u>\$ 100,000</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 8,310,306</u></b>

**Systems Development Charge Fund**

Materials and Services	\$ 50,000
Capital Outlay	<u>\$35,446,278</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$35,496,278</u></b>

**Maintenance Mitigation Fund**

Materials and Services	<u>\$ 186,500</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 186,500</u></b>

**Metro Bond Local Share Capital Fund**

Capital Outlay	<u>\$ 8,628,870</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 8,628,870</u></b>

**Bond Capital Projects Fund**

Capital Outlay	<u>\$ 5,764,599</u>
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 5,764,599</u></b>

**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, 2020.

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BOARD OF DIRECTORS APPROVAL: June 16, 2020



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Felicita Monteblanco  
President/Director



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Tya Ping  
Secretary/Director

Adoption and date attested by:



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Jessica Collins  
Recording Secretary





# BUDGET INFORMATION

Guide to Budget Document

Budget Document Overview

Budget Process

Budget Calendar

Organizational Chart

Fund Structure





**THPRD**

# GUIDE TO BUDGET DOCUMENT

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

## BUDGET DOCUMENT SECTIONS

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, as well as the unfunded capital projects list.
- **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 Projects funded by the General Fund. Includes: listing and narratives of capital projects for the fiscal year.
- **OTHER CAPITAL FUNDS** Provides overview and summary of historical, proposed and adopted expenditures for the Metro Bond Local Capital Fund and the Capital Replacement Reserve Fund. The Metro Bond Local Capital Fund accounts for capital projects funded by the recently renewed Metro bond. The Capital Replacement Reserve Policy and Fund has been placed on hold until June 30, 2025. The Board will evaluate the funding policy at that point, and determine how to facilitate funding of the reserve for future capital replacement needs of the district.
- **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 2009, 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: listing and narratives of capital projects for the fiscal year.

- **BOND CAPITAL PROJECTS FUND** Provides narrative overview and summary of historical, proposed and adopted expenditures of the Bond Capital Projects funding approved by voters in November 2008. Includes: complete listing and detailed narratives of capital projects for the 2020/21 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.

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

## BUDGET DOCUMENT OVERVIEW

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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, 2020 and ending June 30, 2021, as adopted by the THPRD board of directors. As prepared and submitted, the adopted budget is intended to serve as:

1. A financial plan for the next fiscal year (2020/21), 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 2020/21 fiscal year.
3. An operations guide for programs and department goals and objectives.

### **Budgetary Accounting Basis**

The budgetary and accounting policies contained in the adopted budget conform to generally accepted accounting principles as established by the Governmental Accounting Standards Board. 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, Metro Bond Local Capital Fund, and Bond Capital Projects Fund.

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

### **Budget Process**

THPRD budgets all funds that are subject to the requirements of state local budget law. The budgeting process includes: 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.

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), 99 baseball/softball fields, 147 soccer/football/lacrosse fields, four (4) bocce courts, six (6) volleyball courts, 108 outdoor tennis courts, six (6) indoor tennis courts, 52 outdoor basketball pads, three (3) skate parks, one (1) hockey rink, and six (6) long/high jump courts.
- THPRD has 305 park and recreation facility sites comprised of approximately 2,495 acres; 1,371 acres of wetland/natural areas and 1,124 acres of developed sites including neighborhood, community and regional parks. THPRD sites include three lakes, 27 miles of stream corridor, and 52 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 2010 \$1,695,000 Full Faith and Credit Obligation (Series A), the 2010 \$995,000 Full Faith and Credit Obligation (Series 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 2020 Full Faith and Credit Financing of \$9,900,000 (which refunded the 2010 Series

B and the 2019 Full Faith and Credit Financing).

As of June 30, 2020, the non-general obligation outstanding balances are as follows: the 2010 \$1,145,000 Full Faith and Credit Obligation (Series A), the 2010 \$80,000 Full Faith and Credit Obligation (Series C), the 2013 \$269,235 Financing Agreement, and the 2020 \$9,900,000 Full Faith and Credit Obligation.

The general obligation bond balances outstanding as of June 30, 2020 are \$17,680,000 (Series 2011), \$32,160,000 (Series 2015) and \$8,710,000 (Series 2016).

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

**BUDGET SUMMARY FOR REQUIREMENTS:**

The adopted budget requirements for the 2020/21 fiscal year for all funds are \$121,823,211 and were \$130,450,053 for the 2019/20 fiscal year. Requirements, both current, proposed and approved are:

	<b>Actual 2017/18</b>	<b>Actual 2018/19</b>	<b>Budget 2019/20</b>	<b>Proposed Budget 2020/21</b>	<b>Adopted Budget 2020/21</b>	<b>% Change over 2019/20</b>
Personnel Services Costs	\$ 29,309,807	\$ 31,678,854	\$ 40,918,749	\$ 40,652,887	\$ 40,652,887	-0.7%
Materials & Services	7,905,943	8,429,753	10,673,612	10,157,990	10,157,990	-4.8%
General Fund Capital Projects	4,400,663	8,230,862	20,507,815	7,326,255	7,855,993	-61.7%
Debt Service	8,360,113	8,613,670	9,412,481	9,316,594	9,316,594	-1.0%
General Fund Contingency	-	-	600,000	2,500,000	2,500,000	316.7%
Transfers Out	-	-	2,518,000	-	-	-100.0%
Capital Replacement Reserve Capital Outlay	-	-	410,000	-	-	-100.0%
Metro Bond Local Share Capital	-	-	-	8,628,870	8,628,870	100.0%
System Development Charges Capital Outlay	4,808,648	4,474,873	31,323,770	35,446,278	35,446,278	13.2%
Bond Capital Projects Fund	2,632,522	5,436,191	9,835,626	5,764,599	5,764,599	-41.4%
<b>TOTAL EXPENDITURES</b>	<b>\$ 57,417,696</b>	<b>\$ 66,864,203</b>	<b>\$126,200,053</b>	<b>\$119,793,473</b>	<b>\$120,323,211</b>	<b>-4.7%</b>
Ending Fund Balance	42,114,770	43,414,287	-	-	-	0.0%
Capital Replacement Reserve	2,550,000	3,400,000	4,250,000	1,500,000	1,500,000	-64.7%
<b>TOTAL REQUIREMENTS</b>	<b>\$102,082,466</b>	<b>\$113,678,490</b>	<b>\$130,450,053</b>	<b>\$121,293,473</b>	<b>\$121,823,211</b>	<b>-6.6%</b>

## **SIGNIFICANT CHANGES:**

### **Personnel Services**

The adopted budget for Personnel Services has decreased 0.7% since FY 2019/20. THPRD will have 195 full-time positions for the 2020/21 fiscal year, a net increase of four (4) full-time positions from adding two (2) limited term full-time positions in support of the financial system conversion project, converting four (4) regular part time positions to full-time, and eliminating two vacant full-time positions.

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 a 1.7% increase in the overall change. The budget reflects an estimated increase in health benefit rates of 10.0%, accounting for 0.7% of the overall change, offset by a 0.4% decline resulting from changes in coverage levels as staff positions have turned over. THPRD's current collective bargaining agreement expires June 30, 2022 so the cost of living and health benefit cost increases are in accordance with the agreement. Retirement plan costs increased significantly in 2019/20 over the 2019/20 adopted budget, and required a \$5.0 million budget transfer to cover the cost increase. Reflecting the new higher rates in the 2019/20 budget results in a slight decrease in pension cost in the 2020/21 approved budget of 1.0%. Payroll taxes increases account for 0.5% of the increase. The balance of the change in overall cost, a decrease of approximately 2.2%, comes from budgeted increases for part-time personnel (0.9%) and full-time and regular part-time personnel (1.3%).

### **Materials & Services**

The adopted budget for Materials & Services has decreased 4.8% over FY 2019/20. Factors include an inflationary adjustment of 2.5% and addition of utilities and materials and services to reflect utilization and rate increases, offset by budget reductions in all divisions. 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 decreased by 61.7% from FY 2019/20 due in a large part to budgeted funds for additional staff office workspace in 2019/20 that were not incurred, completion of the Cedar Hills Park project in FY 2019/20 and carryforward projects from FY 2019/20. In FY 2020/21, Capital Projects funds will largely be focused on maintenance replacements and various other building replacement projects. Also funded are several significant grant projects.

As explained above, the Bond Capital Projects Fund balance in FY 2020/21 reflects the remaining funds available from the \$100 million general obligation bond as approved by voters.

The Metro Bond Local Capital Fund reflects the district's allocation of a portion of the Metro bond measure funding local share park, trail and natural area capital projects. The district is working to identify projects to be funded by this resource.

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 been placed on hold until June 30, 2025. At that time, the Board will evaluate funding needs, and implement a funding plan to meet future capital replacement funding needs.

## **BUDGET SUMMARY FOR RESOURCES:**

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

	<b>Actual 2017/18</b>	<b>Actual 2018/19</b>	<b>Budget 2019/20</b>	<b>Proposed Budget 2020/21</b>	<b>Adopted Budget 2020/21</b>	<b>% Change over 2019/20</b>
Beginning Fund Balance	\$ 36,139,962	\$ 44,664,770	\$ 49,897,602	\$ 40,574,552	\$ 41,104,290	-17.6%
Property Taxes-Current Year	37,777,419	40,061,250	41,058,157	42,469,688	42,469,688	3.4%
Prior Year Taxes	237,023	1,205,875	325,000	225,000	225,000	-30.8%
Interest on Investments	872,510	1,391,423	962,800	857,000	857,000	-11.0%
Swim Center & Tennis Revenue	4,090,525	4,269,153	5,027,952	5,040,337	5,040,337	0.3%
Recreation & Sports Revenue	7,740,409	7,872,449	8,563,454	8,939,585	8,939,585	4.4%
Grants and Intergovernmental Revenue	1,718,133	611,326	3,114,284	11,529,570	11,529,570	270.2%
Misc. and Rental Revenue	691,587	610,871	883,570	598,433	598,433	-32.3%
Sponsorships/Cellular Leases	189,753	196,217	194,540	226,750	226,750	16.6%
System Development Charges	12,287,676	8,500,336	7,404,694	10,532,558	10,532,558	42.2%
Debt Proceeds	-	4,000,000	8,000,000	-	-	-100.0%
Transfers In	337,469	294,820	5,018,000	300,000	300,000	-94.0%
<b>TOTALS</b>	<b>\$102,082,466</b>	<b>\$113,678,490</b>	<b>\$130,450,053</b>	<b>\$121,293,473</b>	<b>\$121,823,211</b>	<b>-6.6%</b>

### Beginning Fund Balances

Beginning balance from all funds for FY 2020/21 consists of \$10,016,471 from the General Fund, \$182,000 from the Mitigation Maintenance Reserve Fund, \$24,731,220 from the System Development Charges Fund, \$500,000 from the Debt Service Fund, and \$5,674,599 from the Bond Capital Projects Fund. The 17.6% decrease in the Beginning Fund Balance is due primarily to decrease in the beginning balances for the General Fund and Bond Capital Projects Fund, offset by increases in the System Development Charges Fund. The decrease in the General Fund cash on hand balance reflects FY 2019/20 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, offset in part by increases in pension expense. The increase in the System Development Charges cash on hand balance is due primarily to timing of FY 2019/20 expenditures which are carrying over in the FY 2020/21. 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 \$27.9 billion in assessed valuation total \$44,665,404 of which \$8,293,555 is for the General Obligation Debt Service Fund with \$7,722,245 expected to be collected. Of the \$36,536,725 General Fund Levy, THPRD expects to collect 95%, or \$34,709,889. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,493 General Fund and \$33,061 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 2019/20 taxable assessed property valuation of THPRD is \$27,029,675,055 and is estimated to increase by 4.5% in the 2020/21 fiscal year to \$27,948,233,336 which is net of \$297,777,096 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 \$225,000 (both General Fund and Debt Service Fund). Prior year collection projections for the 2020/21 fiscal year are lower than the amounts budgeted in the 2019/20, to align with remaining property tax receivable balances tracked by Washington County.

### Interest on Investments

Interest revenue is earned on investments of temporary excess cash. Interest revenue for FY 2020/21 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, with one outdoor pool having a planned closure in FY 2020/21 due to construction in the park where the pool is located. 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, and leased space within the Fanno Creek Service Center.

### Sponsorships/Cellular Lease Revenue

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

**SUMMARY OF ALL FUNDS**  
**Adopted Budget for FY 2020/21**

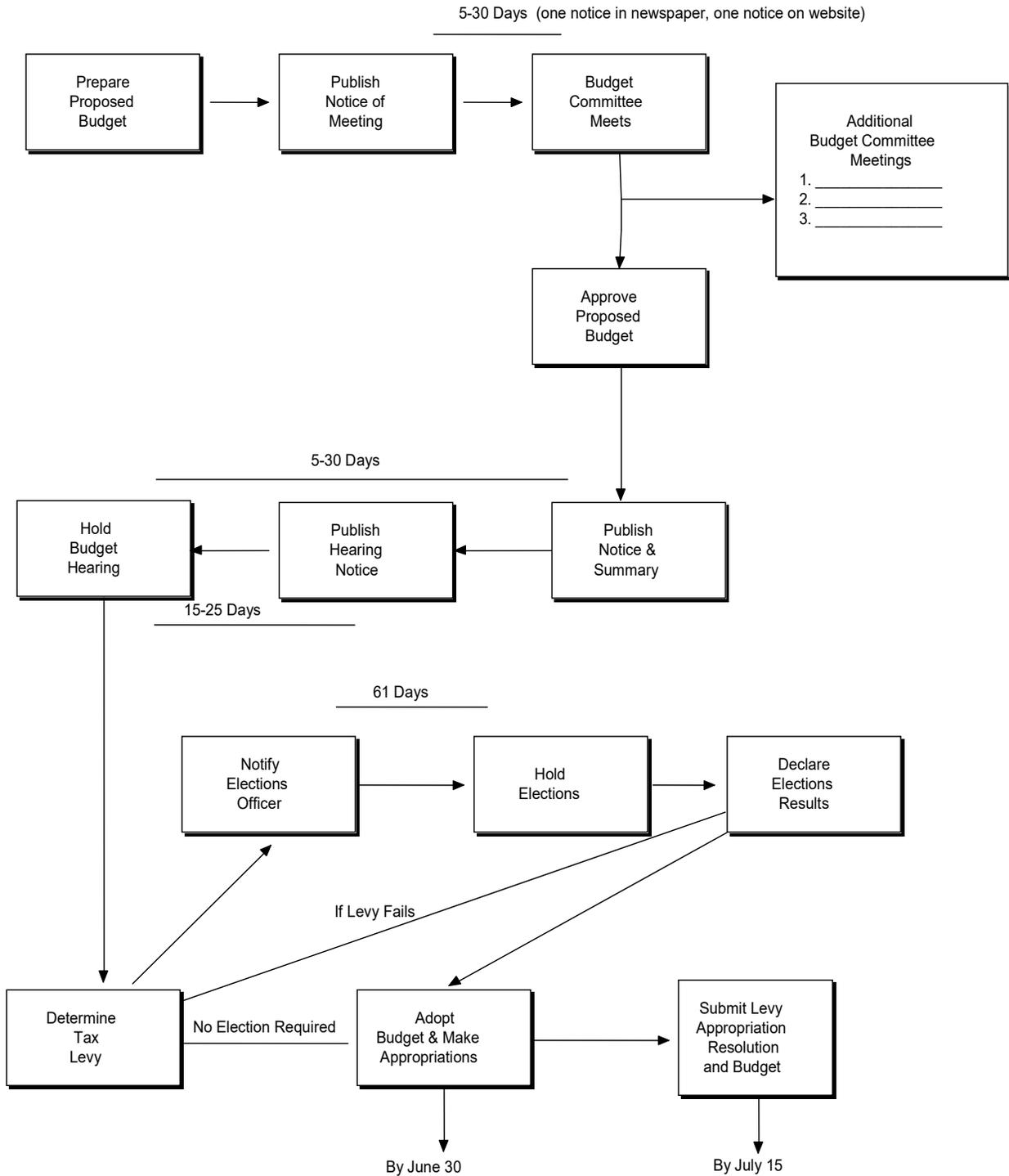
	Governmental Funds						Total All Funds
	Other Funds			Capital Projects Funds			
	General Fund	Mitigation Maintenance Reserve Fund		Debt Service Fund	Metro Bond Local Share Capital Fund	System Development Charge Fund	
<b>RESOURCES</b>							
Beginning Balance							
Capital Replacement Reserve	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Beginning Cash Balance	8,016,471	182,000	500,000	-	24,731,220	5,674,599	39,104,290
<b>Beginning Fund Balance</b>	<b>\$ 10,016,471</b>	<b>\$ 182,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 24,731,220</b>	<b>\$ 5,674,599</b>	<b>\$ 41,104,290</b>
<b>Revenues</b>							
Property Taxes-Current Year	\$ 34,714,382	\$ -	\$ 7,755,306	\$ -	\$ -	\$ -	\$ 42,469,688
Prior Year Taxes	200,000	-	25,000	-	-	-	225,000
Interest on Investments	500,000	4,500	30,000	-	232,500	90,000	857,000
Swim Center & Tennis Revenue	5,040,337	-	-	-	-	-	5,040,337
Recreation & Sports Revenue	8,939,585	-	-	-	-	-	8,939,585
Grants & Intergovernmental Revenue	2,900,700	-	-	8,628,870	-	-	11,529,570
Miscellaneous & Rental	598,433	-	-	-	-	-	598,433
Sponsorships/Cellular Leases	226,750	-	-	-	-	-	226,750
System Development Charges	-	-	-	-	10,532,558	-	10,532,558
Transfers In	300,000	-	-	-	-	-	300,000
<b>Total Revenues</b>	<b>\$ 53,420,187</b>	<b>\$ 4,500</b>	<b>\$ 7,810,306</b>	<b>\$ 8,628,870</b>	<b>\$ 10,765,058</b>	<b>\$ 90,000</b>	<b>\$ 80,718,921</b>
<b>TOTAL RESOURCES</b>	<b>\$ 63,436,658</b>	<b>\$ 186,500</b>	<b>\$ 8,310,306</b>	<b>\$ 8,628,870</b>	<b>\$ 35,496,278</b>	<b>\$ 5,764,599</b>	<b>\$121,823,211</b>
<b>REQUIREMENTS</b>							
<b>Appropriations by Category:</b>							
Personnel Services	\$ 40,652,887	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,652,887
Materials & Services	9,921,490	186,500	-	-	50,000	-	10,157,990
Capital Outlay	7,855,993	-	-	8,628,870	35,446,278	5,764,599	57,695,740
Debt Service	1,006,288	-	8,310,306	-	-	-	9,316,594
Contingency	2,500,000	-	-	-	-	-	2,500,000
<b>Total Appropriations</b>	<b>\$ 61,936,658</b>	<b>\$ 186,500</b>	<b>\$ 8,310,306</b>	<b>\$ 8,628,870</b>	<b>\$ 35,496,278</b>	<b>\$ 5,764,599</b>	<b>\$120,323,211</b>
Ending Unappropriated Fund Balance							
Capital Replacement Reserve	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 63,436,658</b>	<b>\$ 186,500</b>	<b>\$ 8,310,306</b>	<b>\$ 8,628,870</b>	<b>\$ 35,496,278</b>	<b>\$ 5,764,599</b>	<b>\$121,823,211</b>

**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.

<b>Division</b>	<b>Program</b>	<b>Adopted 2019/20 Staffing</b>	<b>Adjustments</b>	<b>Adopted 2020/21 Staffing</b>
Business & Facilities	Finance Services	7.00 FTE	Added two limited term positions (Project Manager and Accounting Office Technician) to support Financial System Implementation project.	9.00 FTE
Business & Facilities	Building & Pool Maintenance	20.00 FTE	Eliminated one FT Skill Tech 1.	19.00 FTE
Park & Recreation Services	Beaverton Swim Center	5.00 FTE	Eliminated one FT Program Coordinator.	4.00 FTE
Park & Recreation Services	Cedar Hills Recreation Center	9.63 FTE	Transfer one FT program specialist to Elsie Stuhr Center.	8.63 FTE
Park & Recreation Services	Athletic Center	10.63 FTE	Upgraded one RPT Building Tech to FT; Upgraded one RPT Sports Aide to FT Program Assistant II; Upgraded one RPT Evening Supervisor to FT Program Assistant I.	11.00 FTE
Park & Recreation Services	Elsie Stuhr Center	5.88 FTE	Transfer one FT program specialist from Cedar Hills Recreation Center.	6.88 FTE
Park & Recreation Services	Babette Horenstein Tennis Center	9.50 FTE	Upgraded one RPT Evening Weekend Supervisor to FT Program Assistant I; Eliminated RPT Office Tech II.	8.75 FTE
			<b>Increase in Full-time FTE</b>	<b>4.00 FTE</b>
			<b>Decrease in Regular Part-time FTE</b>	<b>(4.38) FTE</b>
			<b>Net Change</b>	<b>(0.38) FTE</b>

# BUDGET PROCESS



**FISCAL YEAR 2020/21  
BUDGET CALENDAR**

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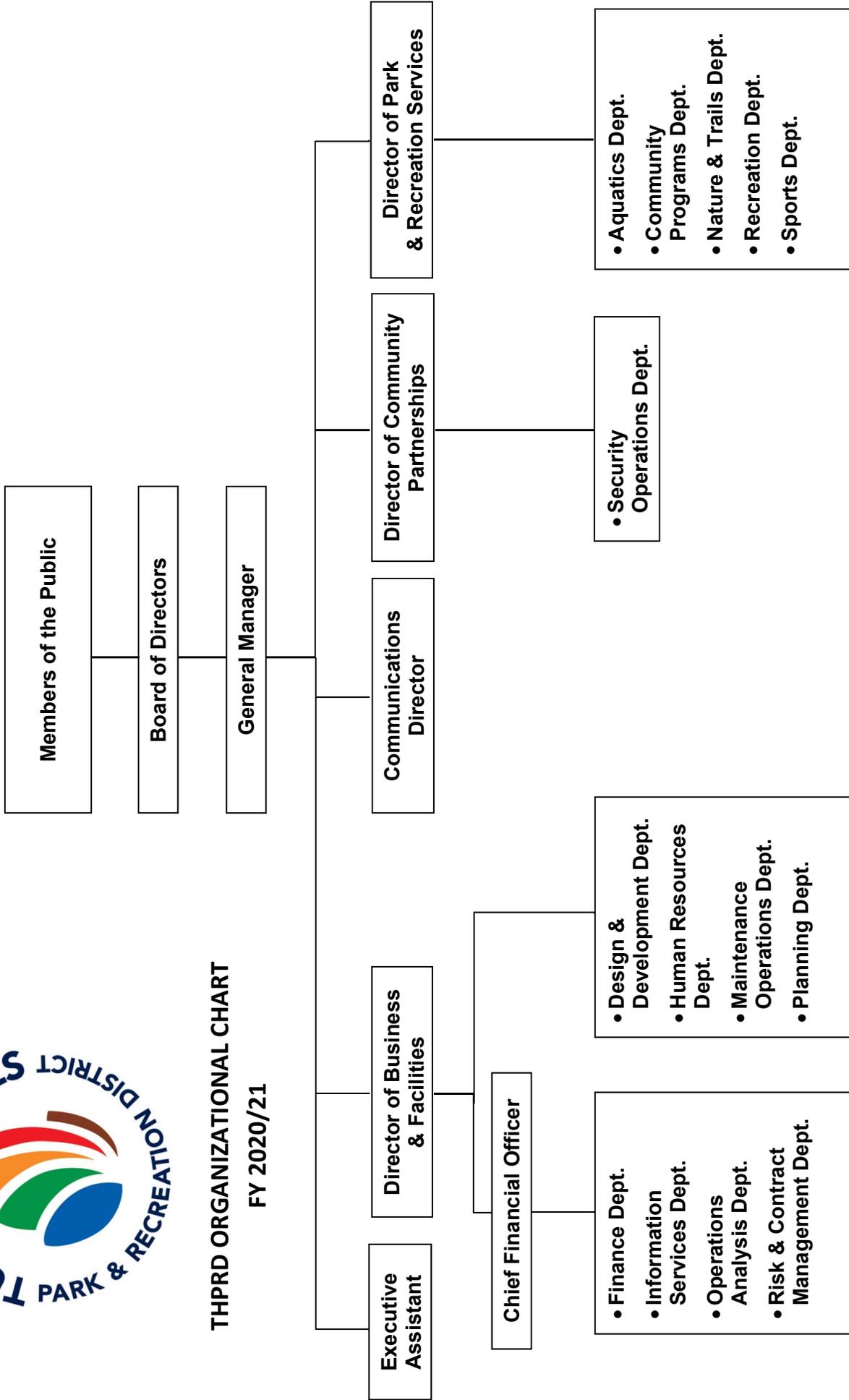
In accordance with District Budget Policy:

**2020**

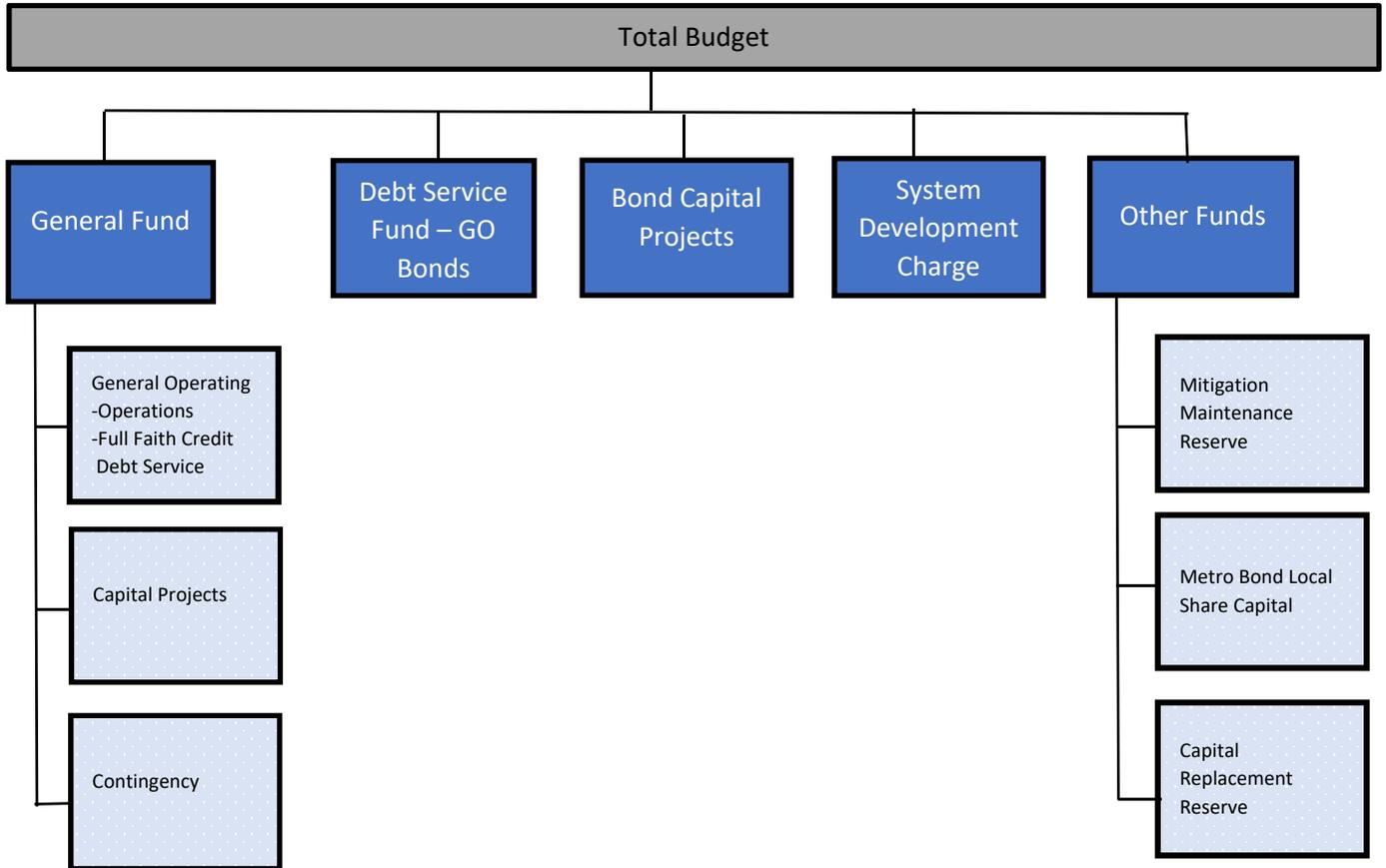
February 6	Publish Notice (Valley Times submission deadline – January 30)
February 6	Post Notice on District Website
February 25	Mid-year Budget Review Meeting
April 2	Publish Notice for both the April Work Session and the May Budget Committee Meeting (Valley Times submission deadline – March 27)
April 2	Post Notice on District Website
April 15	Deliver Proposed Budget to Budget Committee
April 21	Budget Committee Work Session (Public Input)
April 22	Budget Committee Work Session (Cancelled)
May 1	Post Notice on District Website
May 21	Budget Committee Meeting to Approve Budget (Public Input)
June 5	Publish Notice & Summary (Valley Times submission deadline – May 29)
June 5	Post Notice on District Website
June 16	Hold Public Hearing to Adopt Budget (Public Input)
July 15	Tax Levy Certified by Washington County



**THPRD ORGANIZATIONAL CHART  
FY 2020/21**



# THPRD Fund Structure







**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## **RESOURCES**

Analysis of Property Tax Rate and Collections

Analysis of Measures 5 and 50

Revenue Summary





**THPRD**

**ANALYSIS OF TAX RATE AND COLLECTIONS  
FISCAL YEAR 2020/21**

**ESTIMATED ASSESSED VALUATION**

**Real and Personal Property Within THPRD**

**\$ 27,948,233,336**

FY 2019/20 Full Assessed Valuation	\$ 27,029,675,055	
Less Urban Renewal	(289,103,977)	
FY 2019/20 Taxable Assessed Valuation	<u>26,740,571,078</u>	
Value Growth from Annual Increase <sup>1</sup>	810,890,252	3.00%
Estimated Exception Based Value Growth <sup>2</sup>	405,445,126	1.50%
Less Urban Renewal Increase	<u>(8,673,120)</u>	
Estimated Taxable Assessed Value	<u>\$ 27,948,233,336</u>	

**% Increase in Estimated Assessed Valuation**

**4.50%**

<b>ESTIMATED TAX LEVY</b>	<b>Tax Rate per \$1,000 Valuation</b>	<b>Amount</b>
<b>General Fund</b>		
Permanent Tax Rate for THPRD	1.3073	
General Fund Operating Levy: Estimated Assessed Valuation multiplied by Permanent Rate		\$ 36,536,725
<b>Bonded Debt Fund</b>		
Bonded Debt Levy		8,128,679
Estimated Tax Rate: Bonded Debt Levy divided by Estimated Assessed Valuation	<u>0.2908</u>	
<b>Estimated Tax Levy Totals</b>	<u>1.5981</u>	<u>\$ 44,665,404</u>

**ESTIMATED TAX COLLECTIONS**

**Amount**

Based on Estimated Collection Rate:	95.00%	
General Fund Current Year Tax Collections		\$ 34,709,889
Payment in lieu of Tax Collections		4,493
Bonded Debt Fund Current Year Tax Collections		7,722,245
Payment in lieu of Tax Collections		<u>33,061</u>
		<u>\$ 42,469,688</u>

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

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

## PROPERTY TAX MEASURES

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### **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 2019/20

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	0.31	1.62
Tualatin Valley Fire & Rescue	1.98	0.10	2.08
Tualatin Soil & Water District	0.08	-	0.08
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.47	0.66
<b>Total Tax Rate</b>	<b>8.08</b>	<b>0.95</b>	<b>9.03</b>
Taxing Agencies Including City of Beaverton			
Washington County	2.83	0.07	2.90
Tualatin Valley Fire & Rescue	1.94	0.10	2.04
THPRD	1.27	0.31	1.58
City of Beaverton	4.11	0.19	4.30
Port of Portland	0.07	-	0.07
Tualatin Soil & Water District	0.08	-	0.08
Metro Service District	0.19	0.47	0.66
Urban Renewal-Beaverton	0.41	-	0.41
<b>Total Tax Rate</b>	<b>10.90</b>	<b>1.14</b>	<b>12.04</b>

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
<b>Total Tax Rate</b>	<b>8.00</b>	<b>0.78</b>	<b>8.77</b>
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
<b>Total Tax Rate</b>	<b>10.81</b>	<b>0.98</b>	<b>11.79</b>

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5  
Impact on Washington County Taxing

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
<b>Total Tax Rate</b>	<b>8.01</b>	<b>0.69</b>	<b>8.70</b>
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
<b>Total Tax Rate</b>	<b>10.72</b>	<b>0.89</b>	<b>11.61</b>

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
<b>Total Tax Rate</b>	<b>8.00</b>	<b>0.64</b>	<b>8.64</b>
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
<b>Total Tax Rate</b>	<b>10.70</b>	<b>0.83</b>	<b>11.53</b>

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5  
Impact on Washington County Taxing  
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
<b>Total Tax Rate</b>	<b>7.96</b>	<b>0.65</b>	<b>8.61</b>
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
<b>Total Tax Rate</b>	<b>10.62</b>	<b>0.85</b>	<b>11.47</b>

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
<b>Total Tax Rate</b>	<b>7.75</b>	<b>0.80</b>	<b>8.55</b>
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
<b>Total Tax Rate</b>	<b>10.41</b>	<b>0.99</b>	<b>11.40</b>

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE 5  
Impact on Washington County Taxing  
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
<b>Total Tax Rate</b>	<b>7.76</b>	<b>0.95</b>	<b>8.71</b>
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
<b>Total Tax Rate</b>	<b>10.33</b>	<b>1.18</b>	<b>11.51</b>

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
<b>Total Tax Rate</b>	<b>7.58</b>	<b>1.00</b>	<b>8.58</b>
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
<b>Total Tax Rate</b>	<b>10.11</b>	<b>1.22</b>	<b>11.33</b>

**SUMMARY OF RESOURCES - ALL FUNDS**

<b>RESOURCES:</b>	<b>General Fund</b>	<b>Special Revenue Fund</b>	<b>Capital Projects Fund</b>	<b>Debt Service Fund</b>	<b>Total Resources</b>
Beginning Balance- Capital Replacement Reserve	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000
Cash on Hand for Fiscal Year	5,200,000	182,000	5,887,850	500,000	11,769,850
Beginning Fund Balance from Previous Year Projects Carried Forward	2,816,471	-	24,517,969	-	27,334,440
Previously Levied Taxes estimated to be received during ensuing year	200,000	-	-	25,000	225,000
<b>PROGRAM REVENUES:</b>					
Swim Center Revenue	3,780,320	-	-	-	3,780,320
Tennis Revenue	1,260,017	-	-	-	1,260,017
Recreation Program Revenue	6,382,547	-	-	-	6,382,547
Sports Program/Athletic Center Revenue	1,992,613	-	-	-	1,992,613
Natural & Trails Revenue	564,425	-	-	-	564,425
<b>OTHER REVENUES:</b>					
Miscellaneous Revenue	165,000	-	-	-	165,000
Interest Revenue	500,000	4,500	322,500	30,000	857,000
Telecommunication Site Lease Revenue	214,400	-	-	-	214,400
Facility Rental Revenue	433,433	-	-	-	433,433
Grants and Intergovernmental Revenue	2,900,700	-	8,628,870	-	11,529,570
Sponsorships	12,350	-	-	-	12,350
System Development Charges	-	-	10,532,558	-	10,532,558
Transfers In	300,000	-	-	-	300,000
Total Resources except taxes to be levied..... <b>Subtotal</b>	<u>\$ 28,722,276</u>	<u>\$ 186,500</u>	<u>\$ 49,889,747</u>	<u>\$ 555,000</u>	<u>\$ 79,353,523</u>
Current Year Property Taxes (Permanent Rate)	<u>34,714,382</u>	<u>-</u>	<u>-</u>	<u>7,755,306</u>	<u>42,469,688</u>
<b>TOTAL RESOURCES</b>	<u><u>\$ 63,436,658</u></u>	<u><u>\$ 186,500</u></u>	<u><u>\$ 49,889,747</u></u>	<u><u>\$ 8,310,306</u></u>	<u><u>\$ 121,823,211</u></u>

## 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 2020/21 (\$2,000,000) is the accumulated balance of funds reserved for future capital replacements.

**Beginning Fund Balance:** Beginning Fund Balance is a resource derived from prior year's budget. Beginning Fund Balance generally results from an over-collection of budgeted resources and under-expenditures of budget appropriations. The estimated Beginning Fund Balance for FY 2020/21 consists of General Fund (\$5,200,000), Mitigation Maintenance Reserve Fund (\$182,000), System Development Charges Fund (\$5,887,850) and Debt Service Fund (\$500,000).

**Beginning Fund Balance from Previous Year Projects Carried Forward:** Beginning Fund Balance from projects carried forward represents fund balance committed to projects in a prior year but not yet expended. The full listing of carryforward projects can be found within the Capital Projects and System Development Charges Fund sections, pages CP-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 (\$2,816,471), System Development Charges Fund (\$18,843,370) and Bond Capital Projects Fund (\$5,674,599).

**Prior Year's Taxes:** Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2020/21 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 2020/21 consists of General Fund (\$200,000) 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 \$3,780,320. 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	\$ 491,346	Swim Passes	\$ 493,698
Beaverton	590,896	General Admission	450,365
Conestoga - Aquatic	820,479	Aquatic Instruction	2,451,344
Harman	434,435	Facility Rentals	
Sunset	402,995	- Beaverton School District	38,398
Aquatic Center	934,084	- Other Rental Events	346,515
Raleigh	92,255		
Somerset West	13,830		
	<u>\$ 3,780,320</u>		<u>\$ 3,780,320</u>

**Tennis Revenue:** Tennis revenue of \$1,260,017 is generated by open play, instruction, special interest events and the sale of tennis balls.

<u>Tennis Program Revenue</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Open play	\$ 453,677	\$ -	\$ 453,677
Instruction	728,961	-	728,961
Special interest	52,621	16,804	69,425
Tennis ball sales	7,954	-	7,954
	<u>\$ 1,243,213</u>	<u>\$ 16,804</u>	<u>\$ 1,260,017</u>

**Recreation Program Revenue:** Recreation program and rental revenue of \$6,382,547 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	\$ 1,278,109	\$ 120,000	\$ 1,398,109
Cedar Hills Recreation Center	2,283,097	12,000	2,295,097
Elsie Stuhr Center	497,512	12,000	509,512
Conestoga - Recreation	1,972,389	59,200	2,031,589
Administration	148,240	-	148,240
	\$ 6,179,347	\$ 203,200	\$ 6,382,547

**Sports Program/Athletic Center Revenue:** Sports program and Athletic Center revenue of \$1,992,613 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	511,292	-	511,292
Indoor Sports	255,600	168,773	424,373
Outdoor Sports	115,155	547,075	662,230
Passes	117,907	-	117,907
Camp Rivendale	104,663	-	104,663
Inclusion Services	16,850	-	16,850
	\$ 1,276,765	\$ 715,848	\$ 1,992,613

**Nature & Trails Revenue:** Nature & Trails revenue of \$564,425 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	\$ 537,803	\$ 22,860	\$ 560,663
Outdoor Recreation	3,762	-	3,762
	\$ 541,565	\$ 22,860	\$ 564,425

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

**Miscellaneous Revenue:** Miscellaneous revenue of \$165,000 is earned from purchasing card program rebates (\$80,000), items sold at auctions (\$35,000), easements, miscellaneous fees and forfeitures, compensation for insurance proceeds and various other sources (\$50,000).

**Interest Revenue:** Interest revenue in the total amount of \$857,000 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 (\$500,000), Mitigation Maintenance Reserve Fund (\$4,500), Debt Service Fund (\$30,000), System Development Charges Fund (\$232,500) and Bond Capital Projects Fund (\$90,000).

**Telecommunication Site Lease Revenue:** Lease revenue of \$214,400 from site leases for cellular telephone transmission equipment.

**Facility Rental Revenue:** Facility rental revenue of \$433,433 is generated from the rental of THPRD-owned homes, concessionaire services at Jenkins Estate, along with leased space within the Fanno Creek Service Center.

**Grants and Intergovernmental Revenue:** Grants include funding from the following sources: Tualatin Soil & Water Conservation District (\$195,000), Reser Family Foundation (\$50,000), Oregon State Parks (\$1,425,000), Washington County Visitors Association (\$100,000), Travel Oregon (\$100,000), Nature Education Grant (\$100,000), Washington County (\$200,000), Metro Nature in Neighborhoods (\$285,700), Metro Regional Flex Funds (\$400,000), Environmental Education (\$25,000) and Hillman Foundation (\$20,000). Additionally, intergovernmental revenue includes funds from Metro for the Local Capital Fund (\$8,628,870).

**Sponsorships:** Sponsorships in the amount of \$12,350 are from corporation advertising, partnerships and various community events.

**System Development Charges:** These charges are assessed against new construction within THPRD. Projected revenue for FY 2020/21 is \$10,532,558 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 2020/21, \$200,000 is anticipated from SDC and other projects, and \$100,000 from the Bond Capital Fund projects.

**Current Year's Taxes for FY 2020/21:** Current Taxes levied against an estimated \$27.9 billion in assessed valuation total \$44,665,404. Of that amount, Debt Service Fund generates \$8,293,555, with collections anticipated at \$7,722,245, for retirement of general obligation debt. The General Fund levy totals \$36,536,725, with collections anticipated at \$34,709,889. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,493 General Fund and \$33,061 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.



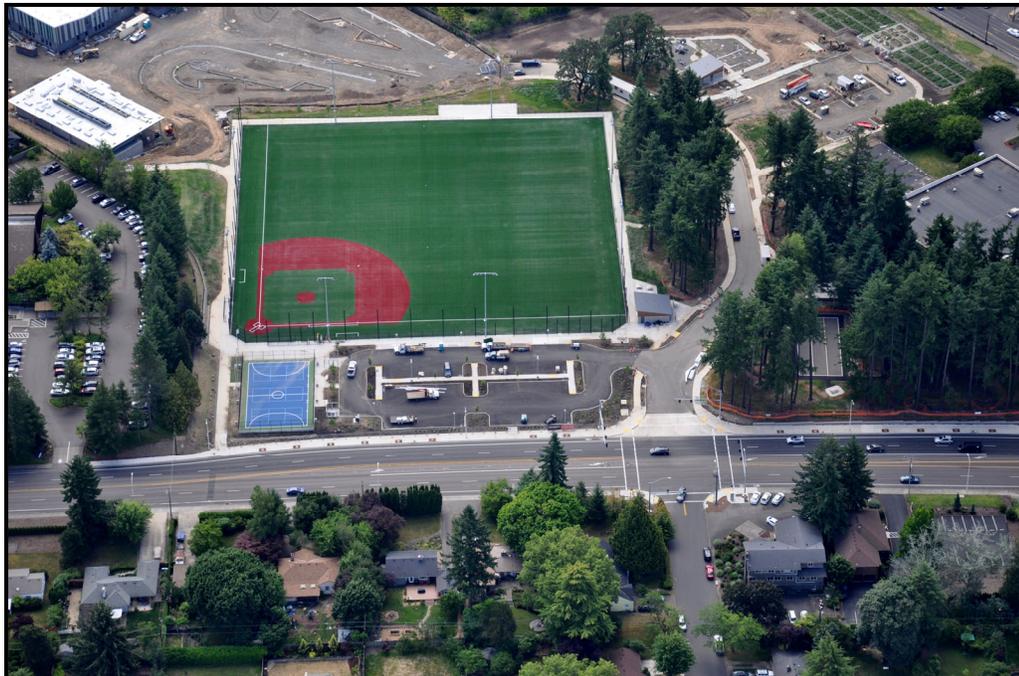
# CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2020/21

Five-year Capital Funding Sources

Projects by Funding Source

Capital Improvement Plan





**THPRD**

## CAPITAL IMPROVEMENT PLAN

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### **Capital Funding Sources FY 2020/21**

The Capital Funding Sources FY 2020/21 schedule shows the distribution of capital funding for the budget year 2020/21 between the various available sources of funding, including the General Fund, Metro Bond Local Share Capital Fund, 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.



**THPRD**

Capital Funding Sources 2020/21

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Metro Bond Local Share Capital Fund	
<b>ADA Improvements</b>						
ADA Improvement - Mid-block Crossings at Waterhouse Trail	\$ 25,000					\$ 25,000
ADA Improvement - Other	25,000					25,000
ADA Improvements	80,000					80,000
<b>ADA Improvements Total</b>	<b>\$ 130,000</b>					<b>\$ 130,000</b>
<b>Athletic Facility Replacement</b>						
Court Resurface (2)	\$ 97,000					\$ 97,000
Other Athletic Facility Replacements	40,000					40,000
<b>Athletic Facility Replacement Total</b>	<b>\$ 137,000</b>					<b>\$ 137,000</b>
<b>Building Replacements</b>						
Pump & Motor Replacement for Lap & Lesiure Pool - CRAC	\$ 40,000					\$ 40,000
Roof Repairs & Analysis (Phase 1) Flat Roof & Gables - GHRC	100,000					100,000
Roof Repairs - Phase 2 HMT Athletic Center	150,000					150,000
Pump & Motor Replacement - HSC	48,000					48,000
Pool Tank - CRAC	463,083					463,083
Paint Exterior of Building (w/abatement) - FCSC	40,000					40,000
Flooring & Partitions - CHRC & GHRC	86,000					86,000
Emergency Repairs	126,117					126,117
AHU Boiler - Harman Swim Center	24,000					24,000
Boiler Replacement - CHRC	188,000					188,000
Cardio and Weight Equipment	40,000					40,000
Roofs & Gutters - Year 2 of 5 - FCSC	120,000					120,000
Other Building Replacements	203,938					203,938
<b>Building Replacements Total</b>	<b>\$ 1,629,138</b>					<b>\$ 1,629,138</b>
<b>Development/Improvement</b>						
Bethany Creek Trail #2, Segment #3 - Design & Development			\$ 1,561,250			\$ 1,561,250
Building Expansion - site to be determined			995,000			995,000
Cedar Mill Creek Community Trail Segment #4 Master Planning and Design			299,500			299,500
Dog Parks - expansions and new sites			70,000			70,000
Fanno Creek Trail Seg. #5 - Scholls Ferry Rd. to 92 Ave.			250,000			250,000
Highland Park - Design and Permitting			375,000			375,000
MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW			235,000			235,000
MTIP Grant Match - Westside Trail, Segment 18			426,320			426,320
Natural Area Master Plan			100,000			100,000
Neighborhood Park Construction - Highland Park (NWQ -6)			1,620,000			1,620,000
Neighborhood Park Master Planning - North Bethany (NWQ -8)			55,000			55,000
Neighborhood Park Master Planning - So Cooper Mtn (SWQ-6)			135,000			135,000
North Bethany Park and Trail Development - Proj. Mgmt.			50,000			50,000
North Bethany Park and Trail Improvements			200,000			200,000
NW Quadrant New Neighborhood Park #4 Development			2,285,000			2,285,000
NW Quadrant New Neighborhood Park Development (Crowell)			58,500			58,500
RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design			100,000			100,000
So. Cooper Mtn Park and Trail Development - Project Mgmt.			49,500			49,500
Somerset West Park - Additional funding for bond project			220,000			220,000
SW Quadrant Neighborhood Park #5 Master Planning			267,500			267,500
Trail Development - 155th Ave Wetlands			500,000			500,000
<b>Development/Improvement Total</b>			<b>\$ 9,852,570</b>			<b>\$ 9,852,570</b>
<b>Facility Challenge Grants Total</b>	<b>\$ 75,000</b>					<b>\$ 75,000</b>
<b>Fleet &amp; Equipment Replacement</b>						
10K trailer (2)	\$ 30,000					\$ 30,000
Aerator (2)	14,000					14,000
Brush Cutter	3,000					3,000
Cordless Backpack Blowers (electric)	8,820					8,820
eWorkman (2)	30,000					30,000
Full Size Pick Up (PCC)	38,000					38,000
High Production Mower - Unit 7650	120,000					120,000
Minibus	37,000					37,000
Plate Compactor	1,500					1,500
Pressure Washer	4,000					4,000
Small tractor for Jenkins Estate	28,000					28,000
Tractor	45,000					45,000
<b>Fleet &amp; Equipment Replacement Total</b>	<b>\$ 359,320</b>					<b>\$ 359,320</b>
<b>Information Technology Improvement</b>						
Drone	\$ 2,000					\$ 2,000
ERP Software	792,458					792,458
<b>Information Technology Improvement Total</b>	<b>\$ 794,458</b>					<b>\$ 794,458</b>

Capital Funding Sources 2020/21

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Metro Bond Local Share Capital Fund	
<b>Information Technology Replacement</b>						
Desktop Printers	\$ 5,000					\$ 5,000
LAN / WAN Equipment	5,000					5,000
Servers	20,500					20,500
AEDs	9,000					9,000
Desktop replacement	27,000					27,000
Key Card Readers	10,000					10,000
LAN / WAN Equipment	5,000					5,000
Network Servers	42,000					42,000
Security Cameras	45,000					45,000
Storage Array	90,000					90,000
<b>Information Technology Replacement Total</b>	<b>\$ 258,500</b>					<b>\$ 258,500</b>
<b>Land Acquisition</b>						
Acquisition of Community Park Land - North Bethany			\$ 3,215,800			\$ 3,215,800
Acquisition of Natural Area Land - So. Cooper Mountain			846,000			846,000
Acquisition of Neighborhood Park Land - Infill Areas			1,600,000			1,600,000
Acquisition of Neighborhood Park Land - So. Cooper Mountain			7,995,000			7,995,000
Acquisition of Neighborhood Park Land- Bonny Slope West			1,500,000			1,500,000
Acquisition of Trails Land - Bonny Slope West			250,000			250,000
Acquisition of Trails Land - North Bethany			1,205,000			1,205,000
Acquisition of Trails Land - So. Cooper Mountain			1,035,000			1,035,000
<b>Land Acquisition Total</b>			<b>\$ 17,646,800</b>			<b>\$ 17,646,800</b>
<b>Multifield/Multipurpose Athletic Field Development</b>						
New Field in NW Quadrant		\$ 522,148				\$ 522,148
New Field in SW Quadrant		568,891				568,891
<b>Multifield/Multipurpose Athletic Field Development Total</b>		<b>\$ 1,091,039</b>				<b>\$ 1,091,039</b>
<b>Natural Area Preservation</b>						
155th Wetlands		\$ 18,712				\$ 18,712
Arborist/Tree Management		236,194				236,194
Bannister Creek Greenway/NE Park		69,475				69,475
Bronson Creek Park		24,872				24,872
Cedar Mill Creek Greenway		21,906				21,906
Center Street Wetlands Area		19,278				19,278
Commonwealth Lake		63,062				63,062
Fanno Creek Greenway		84,084				84,084
Findley		472,967				472,967
Fir Grove Park		11,594				11,594
Forest Hills Park		9,226				9,226
HL Cain Wetlands		15,395				15,395
HMT north woods and stream		40,052				40,052
Lilly K. Johnson Woods		919				919
Mt Williams Park		64,507				64,507
N. Johnson Greenway		262,760				262,760
North Bethany Greenway		22,023				22,023
Raleigh Park		109,915				109,915
Rock Creek Greenway		167,850				167,850
Roger Tilbury Memorial Park		4,149				4,149
Somerset		194,069				194,069
Tallac Terrace Park		10,511				10,511
Waterhouse Trail		25,608				25,608
Westside Trail - Burntwood area		7,117				7,117
Westside Trail 18		26,276				26,276
Whispering Woods II		105,105				105,105
Whispering Woods Phase 2		102,875				102,875
Willow Creek Greenway II		17,345				17,345
<b>Natural Area Preservation Total</b>		<b>\$ 2,207,846</b>				<b>\$ 2,207,846</b>
<b>Natural Area Preservation - Land Acquisition</b>						
Natural Area Acquisitions		\$ 83,891				\$ 83,891
<b>Natural Area Preservation - Land Acquisition Total</b>		<b>\$ 83,891</b>				<b>\$ 83,891</b>
<b>New Linear Park &amp; Trail Development</b>						
Miscellaneous Natural Trails		\$ 78,606				\$ 78,606
<b>New Linear Park &amp; Trail Development Total</b>		<b>\$ 78,606</b>				<b>\$ 78,606</b>
<b>New Linear Park &amp; Trail Land Acquisition</b>						
New Linear Park and Trail Acquisitions		\$ 1,198				\$ 1,198
<b>New Linear Park &amp; Trail Land Acquisition Total</b>		<b>\$ 1,198</b>				<b>\$ 1,198</b>

Capital Funding Sources 2020/21

Funding Sources						
General Fund	Bond Fund	SDC Fund	Grant Funds	Metro Bond Local Share Capital Fund	Total Funds	
<b>Park &amp; Trail Improvements</b>						
Memorial Benches					\$	8,000
<b>Grant Funded</b>						
Capital Project Tourism Development - HMT Complex			\$ 100,000			100,000
Land & Water Conservation Fund - Acquisition			750,000			750,000
Local Government Grant Program - Highland Park			75,000			75,000
Local Government Grant Program - HMT Complex			600,000			600,000
Major Streets Transportation Improvement Program Opportunity Fund - Westside Trail Alignment Alternatives			200,000			200,000
Metro Nature in Neighborhoods - Fanno Creek Greenway Bridge Replacement			245,700			245,700
National Endowment for the Humanities - Nature Center Interpretative Signage			100,000			100,000
Regional Flex Funds - Westside Trail Pedestrian & Bicycle Bridge			400,000			400,000
Reser Family Foundation Grant - Somerset West Playground Redevelopment			50,000			50,000
Tourism Development - HMT Complex			100,000			100,000
Tualatin River Environmental Enhancement - Irrigation Improvements			100,000			100,000
Tualatin River Environmental Enhancement - Raleigh Park Creek Improvements			85,000			85,000
Tualatin Watershed Improvement Grant - Bonnie Meadow Neighborhood Park Community Garden			5,000			5,000
Tualatin Watershed Improvement Grant - NWQYAF			5,000			5,000
<b>Park &amp; Trail Improvements Total</b>	<b>\$ 8,000</b>		<b>\$ 2,815,700</b>			<b>\$ 2,823,700</b>
<b>Park &amp; Trail Replacements</b>						
Commonwealth Lake bridges	\$				\$	282,000
Bridges & Boardwalks	285,792					285,792
HMT AC (N, S & E service road) grind/overlay	325,000					325,000
Irrigation Controllers (3) sites & Main Line Repair	75,000					75,000
Skate Park Mesh & Rails - Schiffler Park	20,000					20,000
Remove & Replace Ped Path, Repair Storage Containers - Nature Park	25,000					25,000
Asphalt Repair at 170th Entrance & Boardwalk feasibility study - Willow Creek Greenway	70,000					70,000
Other Park & Trail Replacements	566,085					566,085
<b>Park &amp; Trail Replacements Total</b>	<b>\$ 1,648,877</b>					<b>\$ 1,648,877</b>
<b>New Community Park Development</b>						
SW Community Park		\$ 151,550				\$ 151,550
<b>Renovate and Redevelop Community Parks Total</b>		<b>\$ 151,550</b>				<b>\$ 151,550</b>
<b>Renovate and Redevelop Neighborhood Parks</b>						
Somerset West Park		\$ 757,427				\$ 757,427
<b>Renovate and Redevelop Neighborhood Parks Total</b>		<b>\$ 757,427</b>				<b>\$ 757,427</b>
<b>Undesignated Projects Total</b>			<b>\$ 7,946,908</b>			<b>\$ 7,946,908</b>
<b>Undesignated Funds Total</b>						<b>\$ 1,393,042</b>
<b>Metro Local Bond Capital Share Fund</b>						
Undesignated Funds				\$ 8,628,870		
<b>Metro Local Bond Capital Share Fund Total</b>				<b>\$ 8,628,870</b>		
<b>Grand Total</b>	<b>\$ 5,040,293</b>	<b>\$ 5,764,599</b>	<b>\$ 35,446,278</b>	<b>\$ 2,815,700</b>	<b>\$ 8,628,870</b>	<b>\$ 57,695,740</b>



**THPRD**

Five-year Capital Funding Sources - FY 2021-2025

	Carryover Funds	2021 Funding	2022 Funding	2023 Funding	2024 Funding	2025 Funding	Total 5-Year Funding
<b>Sources of Funds</b>							
General Fund	\$ 2,816,471	\$ 2,223,822	\$ 5,087,823	\$ 6,801,448	\$ 2,996,098	\$ 2,965,023	\$ 22,890,685
Bond Fund		5,764,599					5,764,599
SDC Fund	18,843,370	16,602,908	10,023,360	13,949,400	21,940,403	11,151,100	92,510,541
Grant Funds		2,815,700					2,815,700
Metro Bond Local Share Capital Fund		8,628,870					8,628,870
<b>Total Funds</b>	<b>\$ 21,659,841</b>	<b>\$ 36,035,899</b>	<b>\$ 15,111,183</b>	<b>\$ 20,750,848</b>	<b>\$ 24,936,501</b>	<b>\$ 14,116,123</b>	<b>\$ 132,610,395</b>
<b>Athletic Facility Replacement</b>							
Baseball/Softball Backstops (2)		\$ 25,000	\$ 33,742	\$ 33,742	\$ 33,742	\$ 33,742	\$ 159,968
Court Resurface (2)		97,000	107,665	77,665	77,665	77,665	437,660
Parking Lots (1)		15,000					15,000
Synthetic Turf				550,000			550,000
Tennis Court Lifts			117,000	117,000	117,000	117,000	468,000
Athletic Field Poles/Light Replacement			250,000				250,000
Other Athletic Facility Replacements			59,386	65,886	59,386	59,386	244,044
<b>Athletic Facility Replacement Total</b>		<b>\$ 137,000</b>	<b>\$ 567,793</b>	<b>\$ 844,293</b>	<b>\$ 287,793</b>	<b>\$ 287,793</b>	<b>\$ 2,124,672</b>
<b>ADA Improvements</b>							
ADA Improvement - Mid-block Crossings at Waterhouse Trail		\$ 25,000					\$ 25,000
ADA Improvement - Other		25,000					25,000
ADA Improvements	\$ 80,000						80,000
<b>ADA Improvements Total</b>	<b>\$ 80,000</b>	<b>\$ 50,000</b>					<b>\$ 130,000</b>
<b>Building Replacements</b>							
Pump & Motor Replacement for Lap & Lesiure Pool - CRAC	\$ 30,000	\$ 10,000					\$ 40,000
Roof Repairs & Analysis (Phase 1) Flat Roof & Gables - GHRC	100,000						100,000
Roof Repairs - Phase 2 HMT Athletic Center	150,000						150,000
Pump & Motor Replacement - HSC	38,000	10,000					48,000
Pool Tank - CRAC	268,083	195,000					463,083
Paint Exterior of Building (w/abatement) - FCSC		40,000					40,000
Flooring & Partitions - CHRC & GHRC		86,000					86,000
Emergency Repairs		126,117					126,117
AHU Boiler - Harman Swim Center		24,000					24,000
Boiler Replacement - CHRC	188,000						188,000
Cardio and Weight Equipment		40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	200,000
Roofs & Gutters - Year 2 of 5 - FCSC		120,000					120,000
HVAC Components			187,554	269,754	187,554	187,554	832,416
Parking Lots			350,000		20,000		370,000
Roofs & Gutters			120,000	545,000	130,000	225,000	1,020,000
Other Building Replacements	26,738	177,200	1,006,879	3,195,099	897,454	877,879	6,181,249
<b>Building Replacements Total</b>	<b>\$ 800,821</b>	<b>\$ 828,317</b>	<b>\$ 1,704,433</b>	<b>\$ 4,049,853</b>	<b>\$ 1,275,008</b>	<b>\$ 1,330,433</b>	<b>\$ 9,988,865</b>
<b>Development/Improvement</b>							
Bethany Creek Trail #2, Segment #3 - Design & Development	\$ 1,561,250		\$ 600,000				\$ 2,161,250
Building Expansion - site to be determined	995,000						995,000
Cedar Mill Creek Community Trail Segment #4 Master Planning and Design	299,500						299,500
Dog Parks - expansions and new sites	44,000	\$ 26,000					70,000
Fanno Creek Trail Seg. #5 - Scholls Ferry Rd. to 92 Ave.		250,000					250,000
Highland Park - Design and Permitting	375,000						375,000
MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW	235,000						235,000
MTIP Grant Match - Westside Trail, Segment 18	426,320						426,320
Natural Area Master Plan	100,000						100,000
Neighborhood Park Construction - Highland Park (NWQ -6)		1,620,000					1,620,000
Neighborhood Park Master Planning - North Bethany (NWQ -8)		55,000	384,200	\$ 686,700			1,125,900
Neighborhood Park Master Planning - So Cooper Mtn (SWQ-6)		135,000	634,000	2,108,500			2,877,500
North Bethany Park and Trail Development - Proj. Mgmt.	50,000						50,000
North Bethany Park and Trail Improvements	200,000						200,000
NW Quadrant New Neighborhood Park #4 Development	2,285,000						2,285,000
NW Quadrant New Neighborhood Park Development (Crowell)	58,500						58,500
RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design	100,000						100,000
So. Cooper Mtn Park and Trail Development - Project Mgmt.	49,500						49,500
Somerset West Park - Additional funding for bond project		220,000					220,000
SW Quadrant Neighborhood Park #5 Master Planning	267,500		717,200	2,312,900			3,297,600
Trail Development - 155th Ave Wetlands		500,000					500,000
NW Quadrant Neighborhood Park Master Plan & Design			69,200	714,700	\$ 3,051,200	\$ 6,443,400	10,278,500
NE Quadrant Neighborhood Park Master Plan & Design			135,100	668,600	2,007,700		2,811,400
SW Quadrant Neighborhood Park Master Plan & Design			251,700	1,872,600	3,555,400	2,077,800	7,757,500
SE Quadrant Neighborhood Park Master Plan & Design					566,303		566,303
New Regional Trail Development - Westside Trail #14			1,601,960				1,601,960
Design & Develop Synthetic Turf Field W/ Lights - SCM				3,085,400			3,085,400
Trail Development - Westside Trail: Sunset Hwy Crossing					8,000,000		8,000,000
Youth Multi-Purpose Athletic Field - North Bethany (1)					1,129,900		1,129,900
Youth Multi-Purpose Athletic Field - North Bethany (2)					1,129,900		1,129,900
Youth Multi-Purpose Athletic Field - South Cooper Mountain						1,129,900	1,129,900
<b>Development/Improvement Total</b>	<b>\$ 7,046,570</b>	<b>\$ 2,806,000</b>	<b>\$ 4,393,360</b>	<b>\$ 11,449,400</b>	<b>\$ 19,440,403</b>	<b>\$ 9,651,100</b>	<b>\$ 54,786,833</b>
<b>Facility Challenge Grants</b>							
Facility Challenge Grants		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
<b>Facility Challenge Grants Total</b>		<b>\$ 75,000</b>	<b>\$ 375,000</b>				
<b>Fleet &amp; Equipment Improvement</b>							
Other Fleet & Equipment Improvement			\$ 60,000				\$ 60,000
<b>Fleet &amp; Equipment Improvement Total</b>			<b>\$ 60,000</b>				<b>\$ 60,000</b>

Five-year Capital Funding Sources - FY 2021-2025

	Carryover Funds	2021 Funding	2022 Funding	2023 Funding	2024 Funding	2025 Funding	Total 5-Year Funding
<b>Fleet &amp; Equipment Replacement</b>							
10K Trailer (2)		\$ 30,000					\$ 30,000
Aerator (2)		14,000					14,000
Brush Cutter		3,000					3,000
Cordless Backpack Blowers (electric)		8,820					8,820
eWorkman (2)		30,000					30,000
Full Size Pick Up (PCC)		38,000					38,000
High Production Mower - Unit 7650		120,000					120,000
Minibus		37,000					37,000
Plate Compactor		1,500					1,500
Pressure Washer		4,000					4,000
Small tractor for Jenkins Estate		28,000					28,000
Tractor		45,000					45,000
<b>Fleet &amp; Equipment Replacement Total</b>		<b>\$ 359,320</b>					<b>\$ 359,320</b>
<b>Information Technology Improvement</b>							
Drone	\$ 2,000						\$ 2,000
ERP Software	792,458						792,458
<b>Information Technology Improvement Total</b>	<b>\$ 794,458</b>						<b>\$ 794,458</b>
<b>Information Technology Replacement</b>							
Desktop Printers	\$ 5,000						\$ 5,000
LAN / WAN Equipment	5,000		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	25,000
Network Servers	20,500						20,500
AEDs		\$ 9,000	9,000	9,000	9,000	9,000	45,000
Desktop replacement		27,000	27,000	27,000	27,000	27,000	135,000
Key Card Readers		10,000	10,000	10,000	10,000	10,000	50,000
LAN / WAN Equipment		5,000	5,000	5,000	5,000	5,000	25,000
Network Servers		42,000	42,000	42,000	42,000	42,000	210,000
Security Cameras		45,000					45,000
Storage Array		90,000					90,000
<b>Information Technology Replacement Total</b>	<b>\$ 30,500</b>	<b>\$ 228,000</b>	<b>\$ 98,000</b>	<b>\$ 98,000</b>	<b>\$ 98,000</b>	<b>\$ 98,000</b>	<b>\$ 650,500</b>
<b>Land Acquisition</b>							
Acquisition of Community Park Land - North Bethany	\$ 1,965,800	\$ 1,250,000	\$ 2,500,000				\$ 5,715,800
Acquisition of Natural Area Land - So. Cooper Mountain	846,000						846,000
Acquisition of Neighborhood Park Land - Infill Areas		1,600,000	500,000	\$ 500,000	\$ 500,000	\$ 500,000	3,600,000
Acquisition of Neighborhood Park Land - So. Cooper Mountain	6,495,000	1,500,000					7,995,000
Acquisition of Neighborhood Park Land- Bonny Slope West	1,500,000		1,200,000				2,700,000
Acquisition of Trails Land - Bonny Slope West		250,000	86,000				336,000
Acquisition of Trails Land - North Bethany	455,000	750,000					1,205,000
Acquisition of Trails Land - So. Cooper Mountain	535,000	500,000	344,000				1,379,000
Acquisition of Land - Beaverton Downtown			1,000,000	2,000,000	2,000,000	1,000,000	6,000,000
<b>Land Acquisition Total</b>	<b>\$ 11,796,800</b>	<b>\$ 5,850,000</b>	<b>\$ 5,630,000</b>	<b>\$ 2,500,000</b>	<b>\$ 2,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 29,776,800</b>
<b>Natural Area Preservation</b>							
Arborist/Tree Management		\$ 236,194					\$ 236,194
Findley		472,967					472,967
N. Johnson Greenway		262,760					262,760
Raleigh Park		109,915					109,915
Rock Creek Greenway		167,850					167,850
Somerset		194,069					194,069
Whispering Woods II		105,105					105,105
Whispering Woods Phase 2		102,875					102,875
Other Natural Area Preservation		556,111					556,111
<b>Natural Area Preservation Total</b>		<b>\$ 2,207,846</b>					<b>\$ 2,207,846</b>
<b>Park &amp; Trail Improvements</b>							
Memorial Benches		\$ 8,000					\$ 8,000
<b>Grant Funded</b>							
Capital Project Tourism Development - HMT Complex		100,000					100,000
Land & Water Conservation Fund - Acquisition		750,000					750,000
Local Government Grant Program - Highland Park		75,000					75,000
Local Government Grant Program - HMT Complex		600,000					600,000
Major Streets Transportation Improvement Program Opportunity Fund - Westside Trail Alignment Alternatives		200,000					200,000
Metro Nature in Neighborhoods - Fanno Creek Greenway Bridge Replacement		245,700					245,700
National Endowment for the Humanities - Nature Center Interpretative Signage		100,000					100,000
Regional Flex Funds - Westside Trail Pedestrian & Bicycle Bridge		400,000					400,000
Reser Family Foundation Grant - Somerset West Playground Redevelopment		50,000					50,000
Tourism Development - HMT Complex		100,000					100,000
Tualatin River Environmental Enhancement - Irrigation Improvements		100,000					100,000
Tualatin River Environmental Enhancement - Raleigh Park Creek Improvements		85,000					85,000
Tualatin Watershed Improvement Grant - Bonnie Meadow							
Neighborhood Park Community Garden		5,000					5,000
Tualatin Watershed Improvement Grant - NWQYAF		5,000					5,000
<b>Park &amp; Trail Improvements Total</b>		<b>\$ 2,823,700</b>					<b>\$ 2,823,700</b>

Five-year Capital Funding Sources - FY 2021-2025

	Carryover Funds	2021 Funding	2022 Funding	2023 Funding	2024 Funding	2025 Funding	Total 5-Year Funding
<b>Park &amp; Trail Replacements</b>							
Commonwealth Lake bridges	\$ 282,000						\$ 282,000
Bridges & Boardwalks	285,792		\$ 190,277	\$ 190,277	\$ 190,277	\$ 190,277	1,046,900
HMT AC (N, S & E service road) grind/overlay	325,000						325,000
Irrigation Controllers (3) sites & Main Line Repair		\$ 75,000	219,600	219,600	219,600	219,600	953,400
Skate Park Mesh & Rails & Restroom Closure - Schiffler Park	17,900	2,100					20,000
Remove & Replace Ped Path, Repair Storage Containers - Nature Park	25,000						25,000
Asphalt Repair and Boardwalk Feasibility Study - Willow Creek Greenway	70,000						70,000
Concrete Sidewalk Repair			186,127	78,832	122,827	91,327	479,113
Parking Lots			699,795	656,795	29,795	129,795	1,516,180
Pedestrian Pathway			910,632	178,632	172,632	147,632	1,409,528
Play Equipment			253,333	253,333	453,333	323,333	1,283,332
Other Park & Trail Replacements	105,000	461,085	122,833	156,833	71,833	71,833	989,417
<b>Park &amp; Trail Replacements Total</b>	<b>\$ 1,110,692</b>	<b>\$ 538,185</b>	<b>\$ 2,582,597</b>	<b>\$ 1,734,302</b>	<b>\$ 1,260,297</b>	<b>\$ 1,173,797</b>	<b>\$ 8,399,870</b>
<b>Renovate and Redevelop Neighborhood Parks</b>							
Somerset West Park		\$ 757,427					\$ 757,427
<b>Renovate and Redevelop Neighborhood Parks Total</b>		<b>\$ 757,427</b>					<b>\$ 757,427</b>
<b>Undesignated Projects</b>							
Undesignated Projects		\$ 7,946,908					\$ 7,946,908
<b>Undesignated Projects Total</b>		<b>\$ 7,946,908</b>					<b>\$ 7,946,908</b>
<b>Natural Area Preservation - Land Acquisition</b>							
Natural Area Acquisitions		\$ 83,891					\$ 83,891
<b>Natural Area Preservation - Land Acquisition Total</b>		<b>\$ 83,891</b>					<b>\$ 83,891</b>
<b>New Linear Park &amp; Trail Development</b>							
Miscellaneous Natural Trails		\$ 78,606					\$ 78,606
<b>New Linear Park &amp; Trail Development Total</b>		<b>\$ 78,606</b>					<b>\$ 78,606</b>
<b>New Linear Park &amp; Trail Land Acquisition</b>							
New Linear Park & Trail Acquisition		\$ 1,198					\$ 1,198
<b>New Linear Park &amp; Trail Land Acquisition Total</b>		<b>\$ 1,198</b>					<b>\$ 1,198</b>
<b>Multifield/Multipurpose Athletic Field Development</b>							
New Field in NW Quadrant		\$ 522,148					\$ 522,148
New Field in SW Quadrant		568,891					568,891
<b>Multifield/Multipurpose Athletic Field Development Total</b>		<b>\$ 1,091,039</b>					<b>\$ 1,091,039</b>
<b>New Community Park Development</b>							
SW Community Park		\$ 151,550					\$ 151,550
<b>New Community Park Development Total</b>		<b>\$ 151,550</b>					<b>\$ 151,550</b>
<b>Undesignated Funds Total</b>		<b>\$ 1,393,042</b>					<b>\$ 1,393,042</b>
<b>Metro Local Bond Capital Share Fund</b>							
Undesignated Funds		\$ 8,628,870					\$ 8,628,870
<b>Metro Local Bond Capital Share Fund Total</b>		<b>\$ 8,628,870</b>					<b>\$ 8,628,870</b>
<b>Grand Total</b>	<b>\$ 21,659,841</b>	<b>\$ 36,035,899</b>	<b>\$ 15,111,183</b>	<b>\$ 20,750,848</b>	<b>\$ 24,936,501</b>	<b>\$ 14,116,123</b>	<b>\$ 132,610,395</b>



**THPRD**

Tualatin Hills Park & Recreation  
District CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2021 through 2025

PROJECTS BY FUNDING SOURCE

Source	Fiscal Year Ended					Total
	2021	2022	2023	2024	2025	
<b>General Fund</b>						
Athletic Facility Replacements	\$ 137,000	\$ 567,793	\$ 844,293	\$ 287,793	\$ 287,793	\$ 2,124,672
Building Replacements	1,629,138	1,704,433	4,049,853	1,275,008	1,330,433	9,988,865
Park & Trail Replacements	1,648,877	2,582,597	1,734,302	1,260,297	1,173,797	8,399,870
Park & Trail Improvements	8,000	-	-	-	-	8,000
Information Technology Replacements	258,500	98,000	98,000	98,000	98,000	650,500
Information Technology Improvements	794,458	-	-	-	-	794,458
Facility Challenge Grants	75,000	75,000	75,000	75,000	75,000	375,000
ADA Improvements	130,000	-	-	-	-	130,000
Fleet & Equipment Replacements	359,320	-	-	-	-	359,320
Fleet & Equipment Improvements	-	60,000	-	-	-	60,000
General Fund Total	\$ 5,040,293	\$ 5,087,823	\$ 6,801,448	\$ 2,996,098	\$ 2,965,023	\$ 22,890,685
<b>Grant Funds</b>						
Park & Trail Improvements	\$ 2,815,700	\$ -	\$ -	\$ -	\$ -	\$ 2,815,700
Grant Fund Total	\$ 2,815,700	\$ -	\$ -	\$ -	\$ -	\$ 2,815,700
<b>SDC Fund</b>						
Land Acquisition	\$ 17,646,800	\$ 5,630,000	\$ 2,500,000	\$ 2,500,000	\$ 1,500,000	\$ 29,776,800
Undesignated	7,946,908	-	-	-	-	7,946,908
Development/Improvement	9,852,570	4,393,360	11,449,400	19,440,403	9,651,100	54,786,833
SDC Fund Total	\$ 35,446,278	\$ 10,023,360	\$ 13,949,400	\$ 21,940,403	\$ 11,151,100	\$ 92,510,541
<b>Bond Fund</b>						
Renovate and Redevelop Neighborhood Parks	\$ 757,427	\$ -	\$ -	\$ -	\$ -	\$ 757,427
Natural Area Preservation	2,207,846	-	-	-	-	2,207,846
Natural Area Preservation - Land Acquisition	83,891	-	-	-	-	83,891
New Linear Park and Trail Development	78,606	-	-	-	-	78,606
New Linear Park and Trail Land Acquisition	1,198	-	-	-	-	1,198
Multifield/Multipurpose Athletic Field Development	1,091,039	-	-	-	-	1,091,039
New Community Park Development	151,550	-	-	-	-	151,550
Undesignated Funds	1,393,042	-	-	-	-	1,393,042
Bond Fund Total	\$ 5,764,599	\$ -	\$ -	\$ -	\$ -	\$ 5,764,599
<b>Metro Local Bond Capital Share Fund</b>						
Undesignated	\$ 8,628,870	\$ -	\$ -	\$ -	\$ -	\$ 8,628,870
Metro Local Bond Capital Share Fund Total	\$ 8,628,870	\$ -	\$ -	\$ -	\$ -	\$ 8,628,870
Total Capital Projects	\$ 57,695,740	\$ 15,111,183	\$ 20,750,848	\$ 24,936,501	\$ 14,116,123	\$ 132,610,395

Tualatin Hills Park & Recreation District  
 CAPITAL IMPROVEMENT PLAN  
 Five Year Plan - 2021 through 2025

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: Court resurface at two sites; Garden Home Park & Sunset 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
	2021	2022	2023	2024	2025	

Expenditures						
Capital Outlay	\$ 137,000	\$ 567,793	\$ 844,293	\$ 287,793	\$ 287,793	\$ 2,124,672
<b>Total Expenditures</b>	<b>\$ 137,000</b>	<b>\$ 567,793</b>	<b>\$ 844,293</b>	<b>\$ 287,793</b>	<b>\$ 287,793</b>	<b>\$ 2,124,672</b>

Funding Sources						
General Fund	\$ 137,000	\$ 567,793	\$ 844,293	\$ 287,793	\$ 287,793	\$ 2,124,672
<b>Total Funding Sources</b>	<b>\$ 137,000</b>	<b>\$ 567,793</b>	<b>\$ 844,293</b>	<b>\$ 287,793</b>	<b>\$ 287,793</b>	<b>\$ 2,124,672</b>

**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 - 2021 through 2025

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
	2021	2022	2023	2024	2025	

Expenditures						
Capital Outlay	\$ 1,629,138	\$ 1,704,433	\$ 4,049,853	\$ 1,275,008	\$ 1,330,433	\$ 9,988,865
<b>Total Expenditures</b>	<b>\$ 1,629,138</b>	<b>\$ 1,704,433</b>	<b>\$ 4,049,853</b>	<b>\$ 1,275,008</b>	<b>\$ 1,330,433</b>	<b>\$ 9,988,865</b>

Funding Sources						
General Fund	\$ 1,629,138	\$ 1,704,433	\$ 4,049,853	\$ 1,275,008	\$ 1,330,433	\$ 9,988,865
<b>Total Funding Sources</b>	<b>\$ 1,629,138</b>	<b>\$ 1,704,433</b>	<b>\$ 4,049,853</b>	<b>\$ 1,275,008</b>	<b>\$ 1,330,433</b>	<b>\$ 9,988,865</b>

**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 - 2021 through 2025

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, Irrigation system repair/replacements, Pedestrian Pathways (5 sites), Play Equipment (multiple sites), Signs (multiple sites), and Bridges/Boardwalk Repairs (multiple sites).

**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
	2021	2022	2023	2024	2025	

Expenditures						
Capital Outlay	\$ 1,648,877	\$ 2,582,597	\$ 1,734,302	\$ 1,260,297	\$ 1,173,797	\$ 8,399,870
<b>Total Expenditures</b>	<b>\$ 1,648,877</b>	<b>\$ 2,582,597</b>	<b>\$ 1,734,302</b>	<b>\$ 1,260,297</b>	<b>\$ 1,173,797</b>	<b>\$ 8,399,870</b>

Funding Sources						
General Fund	\$ 1,648,877	\$ 2,582,597	\$ 1,734,302	\$ 1,260,297	\$ 1,173,797	\$ 8,399,870
<b>Total Funding Sources</b>	<b>\$ 1,648,877</b>	<b>\$ 2,582,597</b>	<b>\$ 1,734,302</b>	<b>\$ 1,260,297</b>	<b>\$ 1,173,797</b>	<b>\$ 8,399,870</b>

**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 - 2021 through 2025

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: Memorial Benches, Tualatin Watershed Improvement Grant - Bonnie Meadows Neighborhood Park Community Garden, Reser Family Foundation Grant - Somerset West Playground Redevelopment, Tualatin Watershed Improvement Grant - Northwest Quadrant Youth Athletic Field, Local Government Grant Program - Highland Park, Capital Project Tourism Development - HMT Complex, Local Government Grant Program - HMT Complex, Tourism Development - HMT Complex, Tualatin River Environment Enhancement - Irrigation Improvements, National Endowment for the Humanities - Nature Center Interpretative Signage, Tualatin River Environmental Enhancement - Raleigh Park Creek Improvements, Land & Water Conservation Fund - Acquisition, Major Streets Transportation Improvement Program - Westside Trail Alignment Alternatives, Metro Nature in Neighborhoods - Fanno Creek Greenway Bridge Replacement, Regional Flex Funds - Westside Trail Pedestrian & Bicycle Bridge

**Justification and Current Status**  
 All projects involve improving and enhancing the safety and usability of the assets and sites.

Park & Trail Improvements	Fiscal Year Ended					Total
	2021	2022	2023	2024	2025	

Expenditures						
Capital Outlay	\$ 2,823,700	\$ -	\$ -	\$ -	\$ -	\$ 2,823,700
<b>Total Expenditures</b>	<b>\$ 2,823,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,823,700</b>

Funding Sources						
General Fund	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ 8,000
Grant Funds	2,815,700	-	-	-	-	2,815,700
<b>Total Funding Sources</b>	<b>\$ 2,823,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,823,700</b>

**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 - 2021 through 2025

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, security cameras and storage array.

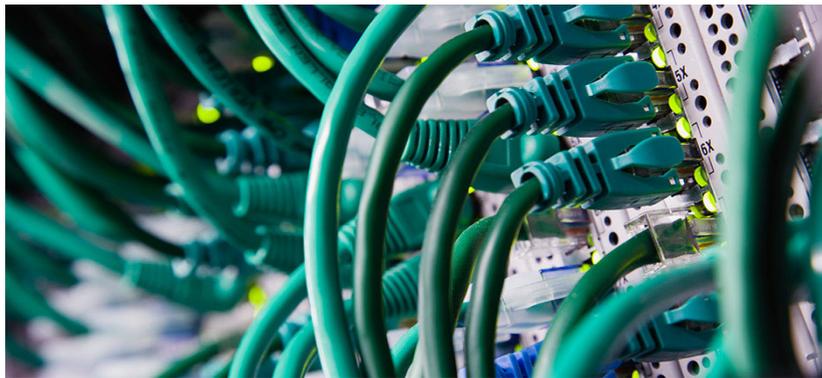
**Justification and Current Status**  
 Assets being replaced are at the end of their useful life, and without replacement, may fail.

Information Technology Replacements	Fiscal Year Ended					Total
	2021	2022	2023	2024	2025	

Expenditures						
Capital Outlay	\$ 258,500	\$ 98,000	\$ 98,000	\$ 98,000	\$ 98,000	\$ 650,500
<b>Total Expenditures</b>	<b>\$ 258,500</b>	<b>\$ 98,000</b>	<b>\$ 98,000</b>	<b>\$ 98,000</b>	<b>\$ 98,000</b>	<b>\$ 650,500</b>

Funding Sources						
General Fund	\$ 258,500	\$ 98,000	\$ 98,000	\$ 98,000	\$ 98,000	\$ 650,500
<b>Total Funding Sources</b>	<b>\$ 258,500</b>	<b>\$ 98,000</b>	<b>\$ 98,000</b>	<b>\$ 98,000</b>	<b>\$ 98,000</b>	<b>\$ 650,500</b>

**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 - 2021 through 2025

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 and Financial System Software.

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

Information Technology Improvements	Fiscal Year Ended					Total
	2021	2022	2023	2024	2025	
<b>Expenditures</b>						
Capital Outlay	\$ 794,458	\$ -	\$ -	\$ -	\$ -	\$ 794,458
<b>Total Expenditures</b>	<b>\$ 794,458</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 794,458</b>
<b>Funding Sources</b>						
General Fund	\$ 794,458	\$ -	\$ -	\$ -	\$ -	\$ 794,458
<b>Total Funding Sources</b>	<b>\$ 794,458</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 794,458</b>

**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.



Tualatin Hills Park & Recreation District  
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 Five Year Plan - 2021 through 2025

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
	2021	2022	2023	2024	2025	

Expenditures						
Capital Outlay	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
<b>Total Expenditures</b>	<b>\$ 75,000</b>	<b>\$ 375,000</b>				

Funding Sources						
General Fund	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
<b>Total Funding Sources</b>	<b>\$ 75,000</b>	<b>\$ 375,000</b>				

**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 - 2021 through 2025

PROJECTS BY FUNDING SOURCE

**ADA Improvements**

<b>Description</b>
This category includes asset additions and replacements in accordance with the district's ADA Access Plan. Projects included in this category include: Waterhouse Trails Improvements and other ADA improvements.

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

ADA Improvements	Fiscal Year Ended					Total
	2021	2022	2023	2024	2025	
<b>Expenditures</b>						
Capital Outlay	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000
<b>Total Expenditures</b>	<b>\$ 130,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 130,000</b>
<b>Funding Sources</b>						
General Fund	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000
<b>Total Funding Sources</b>	<b>\$ 130,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 130,000</b>

<b>Operating Budget Impact</b>
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 - 2021 through 2025

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, South Cooper Mountain, and infill areas), acquisition of land (Beaverton Downtown), and acquisition of trails land (North Bethany, Bonny Slope West, 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
	2021	2022	2023	2024	2025	

Expenditures						
Capital Outlay	\$ 17,646,800	\$ 5,630,000	\$ 2,500,000	\$ 2,500,000	\$ 1,500,000	\$ 29,776,800
<b>Total Expenditures</b>	<b>\$ 17,646,800</b>	<b>\$ 5,630,000</b>	<b>\$ 2,500,000</b>	<b>\$ 2,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 29,776,800</b>

Funding Sources						
SDC Fund	\$ 17,646,800	\$ 5,630,000	\$ 2,500,000	\$ 2,500,000	\$ 1,500,000	\$ 29,776,800
<b>Total Funding Sources</b>	<b>\$ 17,646,800</b>	<b>\$ 5,630,000</b>	<b>\$ 2,500,000</b>	<b>\$ 2,500,000</b>	<b>\$ 1,500,000</b>	<b>\$ 29,776,800</b>

**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  
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 Five Year Plan - 2021 through 2025

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: 10K Trailer (2), Aerator (2), Brush Cutter, Cordless Backpack Blowers (electric), eWorkman (2), Full Size Pick Up (PCC), High Production Mower, Minibus, Plate Compactor, Pressure Washer, Small tractor for Jenkins Estate, and a Tractor.

**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
	2021	2022	2023	2024	2025	
<b>Expenditures</b>						
Capital Outlay	\$ 359,320	\$ -	\$ -	\$ -	\$ -	\$ 359,320
<b>Total Expenditures</b>	<b>\$ 359,320</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 359,320</b>
<b>Funding Sources</b>						
General Fund	\$ 359,320	\$ -	\$ -	\$ -	\$ -	\$ 359,320
<b>Total Funding Sources</b>	<b>\$ 359,320</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 359,320</b>

**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 - 2021 through 2025

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: Small roller/compactor and Vaccum Excavator (cleanout, excavation, irrigation).

**Justification and Current Status**

Purchase of this equipment will enhance working efficiencies and improve operational service levels.

Fleet Equipment Improvements	Fiscal Year Ended					Total
	2021	2022	2023	2024	2025	

Expenditures						
Capital Outlay	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000</b>

Funding Sources						
General Fund	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
<b>Total Funding Sources</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000</b>

**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 - 2021 through 2025

PROJECTS BY FUNDING SOURCE

**Undesignated**

**Description**

This category includes undesignated projects to be funded by System Development Charge (SDC) funds, Bond Capital Projects Fund, and the Metro Local Bond Capital Share Fund. 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
	2021	2022	2023	2024	2025	

**Expenditures**

Capital Outlay	\$ 17,968,820	\$ -	\$ -	\$ -	\$ -	\$ 17,968,820
<b>Total Expenditures</b>	<b>\$ 17,968,820</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,968,820</b>

**Funding Sources**

SDC Fund	\$ 7,946,908	\$ -	\$ -	\$ -	\$ -	\$ 7,946,908
Bond Capital Projects Fund	1,393,042	-	-	-	-	1,393,042
Metro Local Bond Capital Share Fund	8,628,870	-	-	-	-	8,628,870
<b>Total Funding Sources</b>	<b>\$ 17,968,820</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 17,968,820</b>

**Operating Budget Impact**

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



Tualatin Hills Park & Recreation District  
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 Five Year Plan - 2021 through 2025

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: Bethany Creek Trail #2, Segment #3 - Design & Development, Building Expansion, Cedar Mill Creek Community Trail Segment #4 Master Planning and Design, Dog Parks - expansions and new sites, Fanno Creek Trail Seg. #5 - Scholls Ferry Rd. to 92 Ave., Highland Park - Design and Permitting, MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW , MTIP Grant Match - Westside Trail, Segment 18, Natural Area Master Plan, Neighborhood Park Construction - Highland Park (NWQ -6), Neighborhood Park Master Planning - North Bethany (NWQ -8), Neighborhood Park Master Planning - So Cooper Mtn (SWQ-6), North Bethany Park and Trail Development - Proj. Mgmt., North Bethany Park and Trail Improvements, NW Quadrant New Neighborhood Park #4 Development, NW Quadrant New Neighborhood Park Development (Crowell), RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design, So. Cooper Mtn Park and Trail Development - Project Mgmt., Somerset West Park - Additional funding for bond project, SW Quadrant Neighborhood Park #5 Master Planning, Trail Development - 155th Ave Wetlands, NW Quadrant Neighborhood Park Master Plan & Design, NE Quadrant Neighborhood Park Master Plan & Design, SW Quadrant Neighborhood Park Master Plan & Design, SE Quadrant Neighborhood Park Master Plan & Design, New Regional Trail Development - Westside Trail #14, Design & Develop Synthetic Turf Field W/ Lights - SCM , Trail Development - Westside Trail: Sunset Hwy Crossing, Youth Multi-Purpose Athletic Field - North Bethany (1), Youth Multi-Purpose Athletic Field - North Bethany (2), Youth Multi-Purpose Athletic Field - 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.

Development and Improvement	Fiscal Year Ended					Total
	2021	2022	2023	2024	2025	

Expenditures						
Capital Outlay	\$ 9,852,570	\$ 4,393,360	\$ 11,449,400	\$ 19,440,403	\$ 9,651,100	\$ 54,786,833
<b>Total Expenditures</b>	<b>\$ 9,852,570</b>	<b>\$ 4,393,360</b>	<b>\$ 11,449,400</b>	<b>\$ 19,440,403</b>	<b>\$ 9,651,100</b>	<b>\$ 54,786,833</b>

Funding Sources						
SDC Fund	\$ 9,852,570	\$ 4,393,360	\$ 11,449,400	\$ 19,440,403	\$ 9,651,100	\$ 54,786,833
<b>Total Funding Sources</b>	<b>\$ 9,852,570</b>	<b>\$ 4,393,360</b>	<b>\$ 11,449,400</b>	<b>\$ 19,440,403</b>	<b>\$ 9,651,100</b>	<b>\$ 54,786,833</b>

**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 - 2021 through 2025

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
	2021	2022	2023	2024	2025	

Expenditures						
Capital Outlay	\$ 757,427	\$ -	\$ -	\$ -	\$ -	\$ 757,427
<b>Total Expenditures</b>	<b>\$ 757,427</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 757,427</b>

Funding Sources						
Bond Fund	\$ 757,427	\$ -	\$ -	\$ -	\$ -	\$ 757,427
<b>Total Funding Sources</b>	<b>\$ 757,427</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 757,427</b>

**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 - 2021 through 2025

PROJECTS BY FUNDING SOURCE

**Natural area preservation**

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

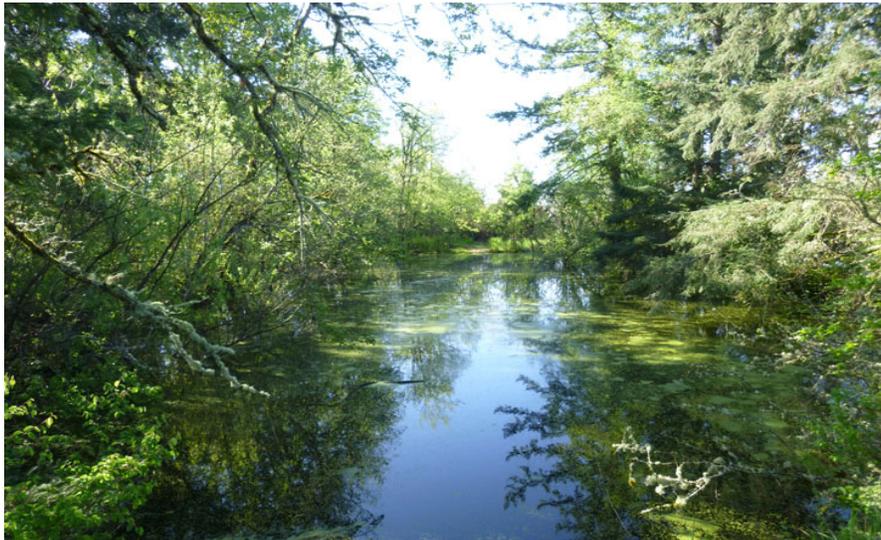
**Justification and Current Status**  
 The work entails improvement of habitats, enhancement of existing trails, vegetation, removal of non-native plants and improvement of user experience and safety at a total of 31 sites across the District.

	Fiscal Year Ended					Total
	2021	2022	2023	2024	2025	
<b>Natural area preservation</b>						

<b>Expenditures</b>						
Capital Outlay	\$ 2,207,846	\$ -	\$ -	\$ -	\$ -	\$ 2,207,846
<b>Total Expenditures</b>	<b>\$ 2,207,846</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,207,846</b>

<b>Funding Sources</b>						
Bond Fund	\$ 2,207,846	\$ -	\$ -	\$ -	\$ -	\$ 2,207,846
<b>Total Funding Sources</b>	<b>\$ 2,207,846</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,207,846</b>

**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 - 2021 through 2025

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.

Natural area preservation land acquisition	Fiscal Year Ended					Total
	2021	2022	2023	2024	2025	

Expenditures						
Capital Outlay	\$ 83,891	\$ -	\$ -	\$ -	\$ -	\$ 83,891
<b>Total Expenditures</b>	<b>\$ 83,891</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 83,891</b>

Funding Sources						
Bond Fund	\$ 83,891	\$ -	\$ -	\$ -	\$ -	\$ 83,891
<b>Total Funding Sources</b>	<b>\$ 83,891</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 83,891</b>

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 - 2021 through 2025

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
	2021	2022	2023	2024	2025	

Expenditures							
Capital Outlay	\$ 78,606	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,606
<b>Total Expenditures</b>	<b>\$ 78,606</b>	<b>\$ -</b>	<b>\$ 78,606</b>				

Funding Sources							
Bond Fund	\$ 78,606	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,606
<b>Total Funding Sources</b>	<b>\$ 78,606</b>	<b>\$ -</b>	<b>\$ 78,606</b>				

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 - 2021 through 2025

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.

	Fiscal Year Ended					
	2021	2022	2023	2024	2025	
<b>New linear park and trail acquisition</b>						<b>Total</b>

Expenditures							
Capital Outlay	\$ 1,198	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,198
<b>Total Expenditures</b>	<b>\$ 1,198</b>	<b>\$ -</b>	<b>\$ 1,198</b>				

Funding Sources							
Bond Fund	\$ 1,198	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,198
<b>Total Funding Sources</b>	<b>\$ 1,198</b>	<b>\$ -</b>	<b>\$ 1,198</b>				

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 - 2021 through 2025

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
	2021	2022	2023	2024	2025	
<b>Multi-field/Multi-purpose athletic field de</b>						

<b>Expenditures</b>						
Capital Outlay	\$ 1,091,039	\$ -	\$ -	\$ -	\$ -	\$ 1,091,039
<b>Total Expenditures</b>	<b>\$ 1,091,039</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,091,039</b>

<b>Funding Sources</b>						
Bond Fund	\$ 1,091,039	\$ -	\$ -	\$ -	\$ -	\$ 1,091,039
<b>Total Funding Sources</b>	<b>\$ 1,091,039</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,091,039</b>

**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 - 2021 through 2025

PROJECTS BY FUNDING SOURCE

***New Community Park Development***

Description
Additional Bond Capital Project Fund for SW Community Park.

Justification and Current Status
One time SDC Fee charge from Tualatin Valley Water District, in conjunction with the design and development of Mountain View Champions Park.

New Community Park Development	Fiscal Year Ended					Total
	2021	2022	2023	2024	2025	

Expenditures	2021	2022	2023	2024	2025	Total
Capital Outlay	\$ 151,550	\$ -	\$ -	\$ -	\$ -	\$ 151,550
<b>Total Expenditures</b>	<b>\$ 151,550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 151,550</b>

Funding Sources	2021	2022	2023	2024	2025	Total
Bond Fund	\$ 151,550	\$ -	\$ -	\$ -	\$ -	\$ 151,550
<b>Total Funding Sources</b>	<b>\$ 151,550</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 151,550</b>

Operating Budget Impact





**THPRD**



**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## **GENERAL FUND**

General Fund Summary





**THPRD**

## GENERAL FUND

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### **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.

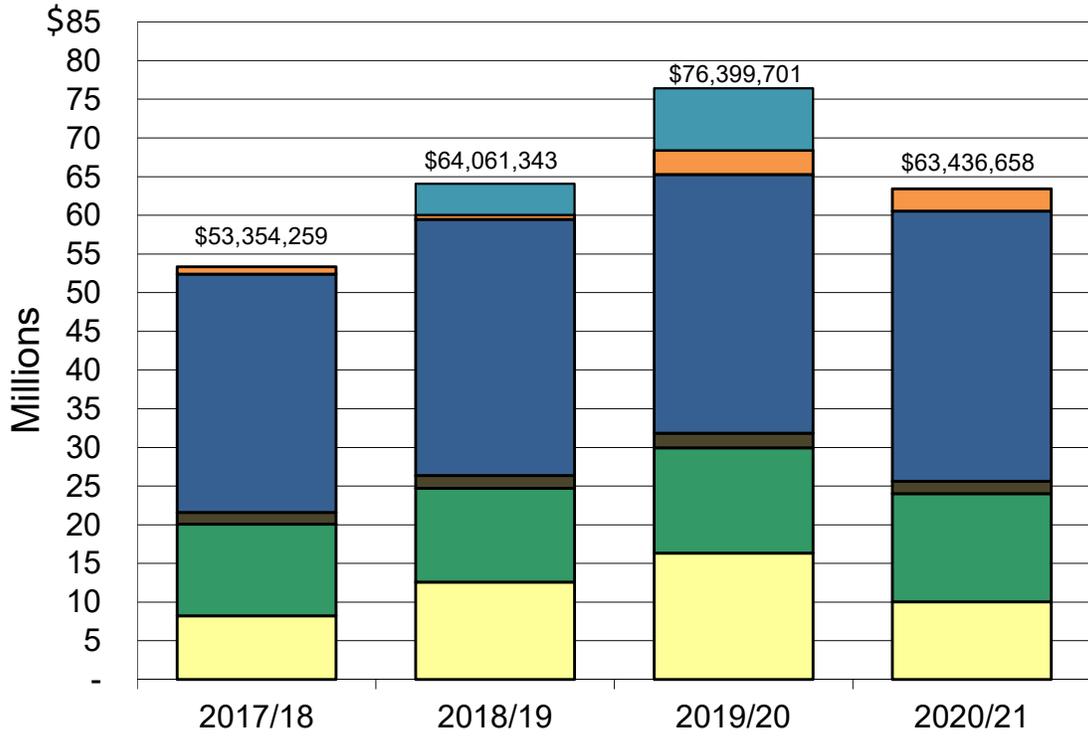


**THPRD**

**GENERAL FUND SUMMARY**  
**FY 2017/18 - FY 2020/21**

	Actual 2017/18	Actual 2018/19	Current 2019/20	Proposed 2020/21	Adopted 2020/21
<b>RESOURCES</b>					
Beginning Balance- Capital Replacement Reserve	\$ 1,700,000	\$ 2,550,000	\$ 3,400,000	\$ 2,000,000	\$ 2,000,000
Cash on Hand for Fiscal Year	7,211,016	8,068,663	6,500,000	5,200,000	5,200,000
Balance Forward from Previous Year Projects	1,009,395	1,965,151	6,428,700	2,286,733	2,816,471
Previously Levied Taxes estimated to be received during ensuing year	183,732	919,452	300,000	200,000	200,000
Program Resources	11,830,934	12,141,602	13,591,406	13,979,922	13,979,922
Other Resources	2,522,068	6,244,371	13,032,394	4,525,883	4,525,883
<b>Subtotal Resources</b> except taxes to be levied	<b>24,457,145</b>	<b>31,889,239</b>	<b>43,252,500</b>	<b>28,192,538</b>	<b>28,722,276</b>
Current Year Taxes (Permanent Rate multiplied by Assessed Value)	30,597,114	32,172,104	33,147,201	34,714,382	34,714,382
<b>TOTAL RESOURCES</b>	<b>\$ 55,054,259</b>	<b>\$ 64,061,343</b>	<b>\$ 76,399,701</b>	<b>\$ 62,906,920</b>	<b>\$ 63,436,658</b>
<b>EXPENDITURES</b>					
Board of Directors	\$ 226,289	\$ 287,244	\$ 267,956	\$ 346,658	\$ 346,658
Administration	2,334,048	2,379,832	3,263,689	3,088,592	3,088,592
Business & Facilities	19,999,810	19,308,403	24,467,907	23,736,891	23,736,891
Park & Recreation Services	16,152,894	19,625,019	25,264,922	24,995,844	24,995,844
Capital Projects	3,757,404	7,620,626	20,017,227	6,738,935	7,268,673
Transfers To Other Funds	-	-	2,518,000	-	-
Contingency	-	-	600,000	2,500,000	2,500,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 42,470,445</b>	<b>\$ 49,221,124</b>	<b>\$ 76,399,701</b>	<b>\$ 61,406,920</b>	<b>\$ 61,936,658</b>
Ending Unappropriated Fund Balance					
General Fund Balance	\$ 10,033,814	\$ 11,440,219	\$ -	\$ -	\$ -
Capital Replacement Reserve	2,550,000	3,400,000	-	1,500,000	1,500,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 55,054,259</b>	<b>\$ 64,061,343</b>	<b>\$ 76,399,701</b>	<b>\$ 62,906,920</b>	<b>\$ 63,436,658</b>

# General Fund Resources FY 2017/18- FY 2020/21

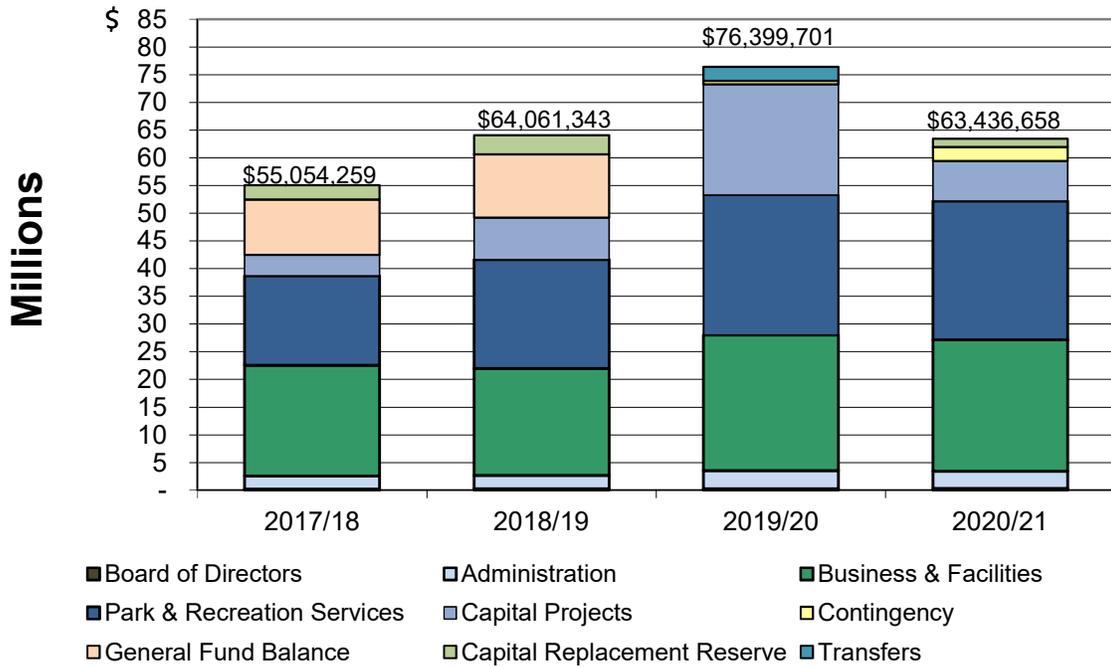


- 
- Carry Forward-Project/Non-project
  Program Fees & Charges
- Other Revenue
  Taxes
- Grants & Sponsorships
  Debt Proceeds

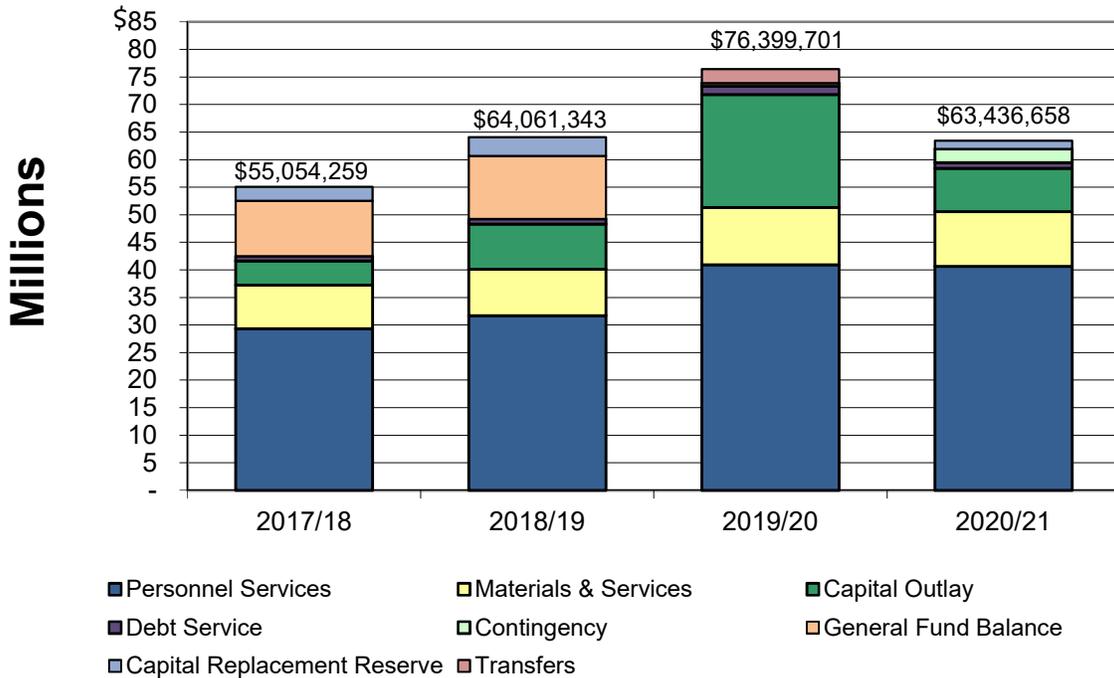
**GENERAL FUND RESOURCES**  
**FY 2017/18 - FY 2020/21**

<b>GENERAL FUND RESOURCES:</b>	<b>Actual 2017/18</b>	<b>Actual 2018/19</b>	<b>Current 2019/20</b>	<b>Proposed 2020/21</b>	<b>Adopted 2020/21</b>
Beginning Capital Replacement Reserve	\$ 1,700,000	\$ 2,550,000	\$ 3,400,000	\$ 2,000,000	\$ 2,000,000
Cash on Hand for Fiscal Year	7,211,016	8,068,663	6,500,000	5,200,000	5,200,000
Balance Forward from Previous Year Projects	1,009,395	1,965,151	6,428,700	2,286,733	2,816,471
Previously Levied Taxes estimated to be received during ensuing year	183,732	919,452	300,000	200,000	200,000
<b>PROGRAM RESOURCES:</b>					
Swim Center Revenue	3,028,311	3,207,755	3,819,780	3,780,320	3,780,320
Tennis Revenue	1,062,214	1,061,398	1,208,172	1,260,017	1,260,017
Recreation Program Revenue	5,421,580	5,437,766	6,127,000	6,382,547	6,382,547
Sports Program/Athletic Center Revenue	1,840,300	1,913,715	1,911,530	1,992,613	1,992,613
Natural Resources Revenue	478,529	520,968	524,924	564,425	564,425
<b>OTHER RESOURCES:</b>					
Miscellaneous Revenue	289,943	253,181	150,000	165,000	165,000
Interest Revenue	334,856	536,286	590,000	500,000	500,000
Telecommunication Site Lease Revenue	189,395	193,060	189,540	214,400	214,400
Rental Properties/Concession Revenue	401,644	355,699	733,570	433,433	433,433
Grants and Intergovernmental Revenue	968,403	611,150	3,114,284	2,900,700	2,900,700
Sponsorships	358	175	5,000	12,350	12,350
Debt Proceeds	-	4,000,000	8,000,000	-	-
Transfers In	337,469	294,820	250,000	300,000	300,000
<b>Total Resources</b> except taxes to be levied..... <b>Subtotal</b>	<b>\$ 24,457,145</b>	<b>\$ 31,889,239</b>	<b>\$ 43,252,500</b>	<b>\$ 28,192,538</b>	<b>\$ 28,722,276</b>
Current Year (Permanent Rate multiplied by Assessed Value)	30,597,114	32,172,104	33,147,201	34,714,382	34,714,382
<b>TOTAL RESOURCES</b>	<b>\$ 55,054,259</b>	<b>\$ 64,061,343</b>	<b>\$ 76,399,701</b>	<b>\$ 62,906,920</b>	<b>\$ 63,436,658</b>

## General Fund Requirements By Division FY 2017/18 - FY 2020/21



## General Fund Requirements By Account FY 2017/18 - FY 2020/21



**SUMMARY GENERAL FUND BUDGET  
FY 2017/18 - FY 2020/21**

	Actual 2017/18	Actual 2018/19	Current 2019/20	Proposed 2020/21	Adopted 2020/21
<b><u>REQUIREMENTS BY DIVISION</u></b>					
Board of Directors	\$ 226,289	\$ 287,244	\$ 267,956	\$ 346,658	\$ 346,658
Administration	2,334,048	2,379,832	3,263,689	3,088,592	3,088,592
Business & Facilities	19,999,810	19,308,403	24,467,908	23,736,891	23,736,891
Park & Recreation Services	16,152,894	19,625,019	25,264,921	24,995,844	24,995,844
Capital Projects	3,757,404	7,620,626	20,017,227	6,738,935	7,268,673
Transfers to Other Funds	-	-	2,518,000	-	-
Contingency	-	-	600,000	2,500,000	2,500,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 42,470,445</b>	<b>\$ 49,221,124</b>	<b>\$ 76,399,701</b>	<b>\$ 61,406,920</b>	<b>\$ 61,936,658</b>
Ending Unappropriated Fund Balance					
General Fund Balance	10,033,814	11,440,219	-	-	-
Capital Replacement Reserve	2,550,000	3,400,000	-	1,500,000	1,500,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 55,054,259</b>	<b>\$ 64,061,343</b>	<b>\$ 76,399,701</b>	<b>\$ 62,906,920</b>	<b>\$ 63,436,658</b>
<b><u>EXPENDITURES BY ACCOUNT</u></b>					
Personnel Services	\$ 29,309,807	\$ 31,678,855	\$ 40,918,749	\$ 40,652,888	\$ 40,652,888
Materials & Services	7,905,939	8,429,752	10,408,612	9,921,489	9,921,489
Capital Outlay	4,400,667	8,230,862	20,507,815	7,326,255	7,855,993
Debt Service	854,032	881,655	1,446,525	1,006,288	1,006,288
Transfers to Other Funds	-	-	2,518,000	-	-
Contingency	-	-	600,000	2,500,000	2,500,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 42,470,445</b>	<b>\$ 49,221,124</b>	<b>\$ 76,399,701</b>	<b>\$ 61,406,920</b>	<b>\$ 61,936,658</b>
Ending Unappropriated Fund Balance					
General Fund Balance	10,033,814	11,440,219	-	-	-
Capital Replacement Reserve	2,550,000	3,400,000	-	1,500,000	1,500,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 55,054,259</b>	<b>\$ 64,061,343</b>	<b>\$ 76,399,701</b>	<b>\$ 62,906,920</b>	<b>\$ 63,436,658</b>

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.

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.



**THPRD**



**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## **BOARD OF DIRECTORS**



*Felicita Monteblanco*  
President

*Tya Ping*  
Secretary

*Wendy Kroger*  
Secretary Pro-Tempore

*Heidi Edwards*  
Director

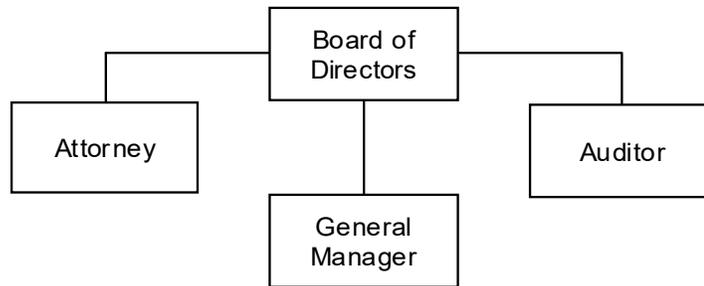
*Ashley Hartmeier-Prigg*  
Director



**THPRD**

## BOARD OF DIRECTORS

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### **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.

### **Budget Highlights**

The THPRD Board of Director's established values and priorities for the District for the FY20/21 budget, as referenced earlier in this document. In alignment with those values, specifically Diversity, Equity, Inclusion and Access, the Board revised the stipend guidelines in accordance with Oregon law pertaining to Special Districts. In prior years, board members received \$50 per month stipend. Oregon law allows for \$50 per day for members of Special District boards for reimbursement of expenses. The THPRD board's guideline now enables a board member to seek reimbursement for up to 4 meetings per month, or a total of \$200 in stipend per month. In order to maintain the same budget levels for the Board of Director's budget, allocations from the Travel line item were moved to the Stipend line item. The Board made this change in an effort to ensure that the future board members will be reflective of the community they represent by making a stipend available for an increased number of work days. Board members are not required to seek reimbursement via the stipend, but the option is available.



**THPRD**

**Division: Board of Directors**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 3,093	\$ 3,202	\$ 3,300	\$ 13,200	\$ 13,200
Materials & Services	223,196	284,043	264,656	333,458	333,458
<b>Total Appropriations</b>	<b>\$ 226,289</b>	<b>\$ 287,245</b>	<b>\$ 267,956</b>	<b>\$ 346,658</b>	<b>\$ 346,658</b>
<b>Summary by Department</b>					
Board of Directors	\$ 226,289	\$ 287,245	\$ 267,956	\$ 346,658	\$ 346,658
<b>Total Appropriations</b>	<b>\$ 226,289</b>	<b>\$ 287,245</b>	<b>\$ 267,956</b>	<b>\$ 346,658</b>	<b>\$ 346,658</b>



**THPRD**

**Division: Board of Directors**  
**Department: Board of Directors**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
<b><u>Board of Directors</u></b>					
PT Salaries	\$ 2,850	\$ 2,950	\$ 3,000	\$ 12,000	\$ 12,000
Payroll Taxes	243	252	300	1,200	1,200
<b>Personnel Services</b>	<b>\$ 3,093</b>	<b>\$ 3,202</b>	<b>\$ 3,300</b>	<b>\$ 13,200</b>	<b>\$ 13,200</b>
Professional and Technical Services	\$ 5,896	\$ 2,347	\$ 15,500	\$ 15,888	\$ 15,888
Elections	-	86,974	-	75,000	75,000
Supplies	6,693	4,124	5,031	5,157	5,157
Training, Travel and Memberships	40,226	38,349	41,625	29,850	29,850
<b>Material &amp; Services</b>	<b>\$ 52,815</b>	<b>\$ 131,794</b>	<b>\$ 62,156</b>	<b>\$ 125,895</b>	<b>\$ 125,895</b>
<b><u>Legal</u></b>					
Professional and Technical Services	\$ 117,781	\$ 98,449	\$ 146,500	\$ 150,163	\$ 150,163
<b>Material &amp; Services</b>	<b>\$ 117,781</b>	<b>\$ 98,449</b>	<b>\$ 146,500</b>	<b>\$ 150,163</b>	<b>\$ 150,163</b>
<b><u>Audit</u></b>					
Professional and Technical Services	\$ 52,600	\$ 53,800	\$ 56,000	\$ 57,400	\$ 57,400
<b>Material &amp; Services</b>	<b>\$ 52,600</b>	<b>\$ 53,800</b>	<b>\$ 56,000</b>	<b>\$ 57,400</b>	<b>\$ 57,400</b>
<b>Program Total</b>	<b>\$ 226,289</b>	<b>\$ 287,245</b>	<b>\$ 267,956</b>	<b>\$ 346,658</b>	<b>\$ 346,658</b>



**THPRD**



**TUALATIN HILLS  
PARK & RECREATION DISTRICT**

**ADMINISTRATION**



*General Manager*

*Communications*

*Community Partnerships*

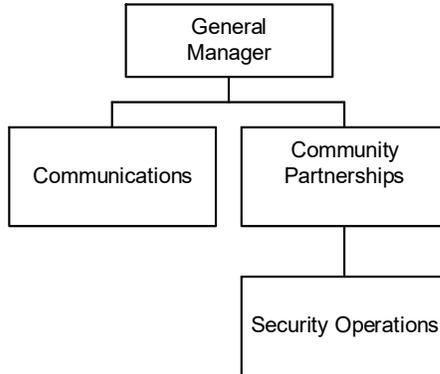
*Security Operations*



**THPRD**

# ADMINISTRATION

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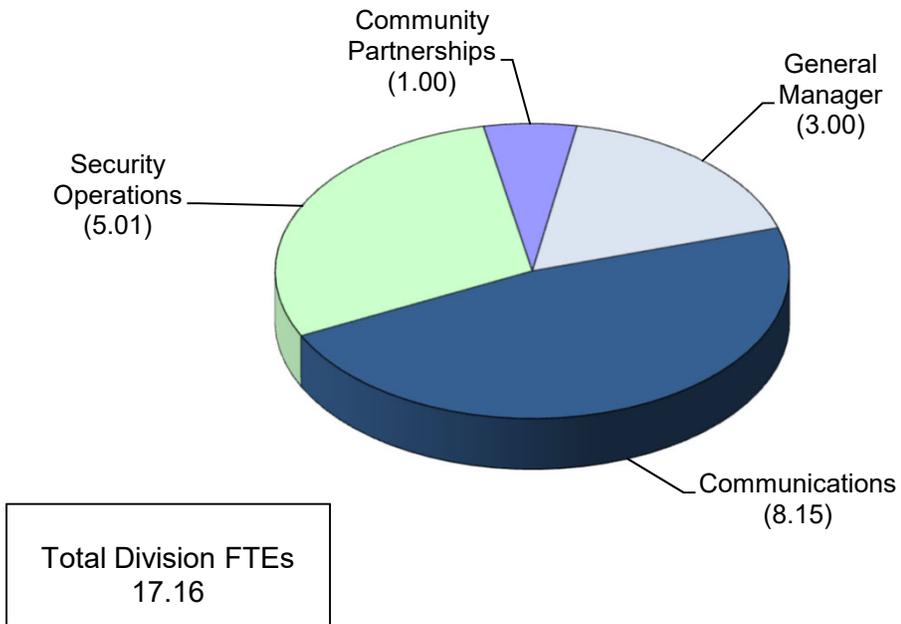
## Division Mission

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.

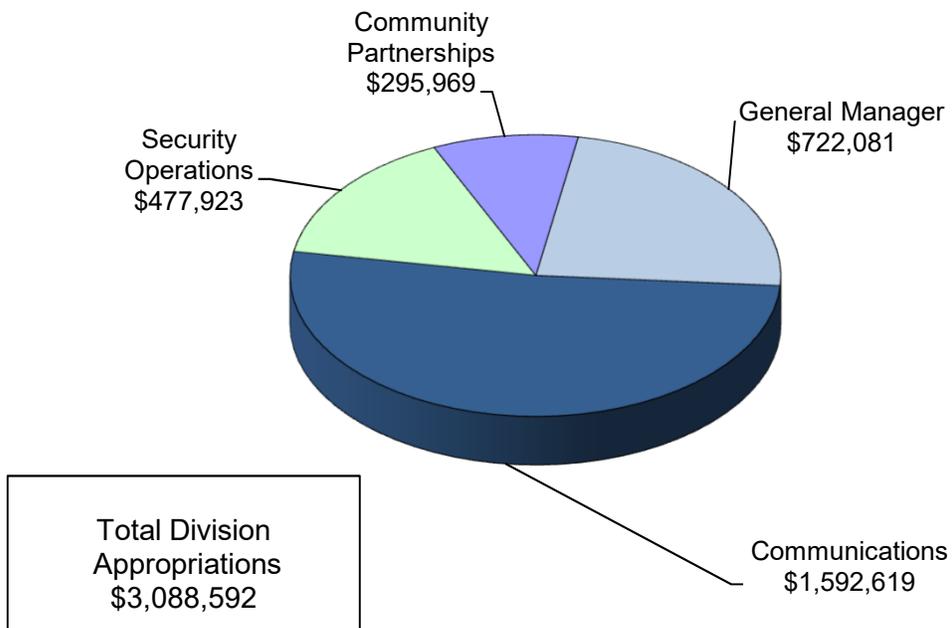
## Division Overview

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 2020/21



## Division Appropriations by Departments FY 2020/21



## Division: Administration

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 1,697,310	\$ 1,842,256	\$ 2,447,018	\$ 2,341,235	\$ 2,341,235
Materials & Services	636,739	537,576	816,671	747,357	747,357
<b>Total Appropriations</b>	<b>\$ 2,334,049</b>	<b>\$ 2,379,832</b>	<b>\$ 3,263,689</b>	<b>\$ 3,088,592</b>	<b>\$ 3,088,592</b>

<b>Summary by Department</b>					
Office of the General Manager	\$ 562,172	\$ 668,299	\$ 833,250	\$ 722,081	\$ 722,081
Communications	1,161,743	1,046,719	1,634,171	1,592,619	1,592,619
Community Partnerships	204,547	218,747	321,282	295,969	295,969
Security Operations	405,587	446,067	474,986	477,923	477,923
<b>Total Appropriations</b>	<b>\$ 2,334,049</b>	<b>\$ 2,379,832</b>	<b>\$ 3,263,689</b>	<b>\$ 3,088,592</b>	<b>\$ 3,088,592</b>

<b>Division Staff</b>					
Full-time	11.00	11.00	12.00	12.00	12.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	4.97	5.67	5.11	5.16	5.16

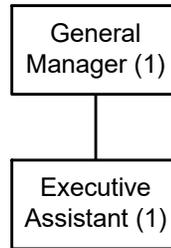


**THPRD**

## ADMINISTRATION

Office of the General Manager

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### 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 2019/20 Accomplishments

Directed implementation of THPRD's Goals and Objectives. Made significant progress, met or exceeded FY 2019/20 Goals and Objectives.

Continued implementation of the Bond Measure Capital Program, including completion of the current year projects, such as the Cedar Hills Park redevelopment project. Also completed significant land acquisitions included in the Bond Measure Capital Program, including an almost 25-acre natural area property.

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

Implemented scholarship program assessment recommendations to advance Access for All.

Continued work on cooperative agreements with partner agencies, such as City of Beaverton and Beaverton School District (implementation of Intergovernmental Agreement signed in 2018). Successfully completed Urban Service Agreement between THPRD, Metro, Washington County and the City of Beaverton.

Continued community visioning process to examine the needs of district users.

### FY 2020/21 Goals and Objectives

Make quantifiable progress on FY 2020/21 THPRD Board Values and Budget Priorities.

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

Continue to expand cooperative relationships with other agencies: Beaverton School District (including after school programming), City of Beaverton, Washington County, Clean Water Services, Tualatin Valley Fire & Rescue, Tualatin Valley Water District, Portland Community College, Metro (natural areas bond measure implementation), 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.

Continue expansion of THPRD's diversity, equity and inclusion efforts, and efforts to engage underserved populations.

Move toward implementation of community visioning process and determining next steps.

### Budget Highlights

No significant changes from the prior-year budget.



**THPRD**

**Division: Administration**  
 Department: Office of the General Manager

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 497,560	\$ 612,787	\$ 752,147	\$ 642,750	\$ 642,750
Materials & Services	64,612	55,512	81,103	79,331	79,331
<b>Total Appropriations</b>	<b>\$ 562,172</b>	<b>\$ 668,299</b>	<b>\$ 833,250</b>	<b>\$ 722,081</b>	<b>\$ 722,081</b>
<b>Summary by Program</b>					
General Manager	\$ 562,172	\$ 668,299	\$ 833,250	\$ 722,081	\$ 722,081
<b>Total Appropriations</b>	<b>\$ 562,172</b>	<b>\$ 668,299</b>	<b>\$ 833,250</b>	<b>\$ 722,081</b>	<b>\$ 722,081</b>
<b>Division Staff</b>					
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



**THPRD**

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

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 302,449	\$ 316,391	\$ 375,891	\$ 355,992	\$ 355,992
Employee Benefits	173,509	273,731	347,995	259,602	259,602
Payroll Taxes	21,602	22,665	28,261	27,156	27,156
<b>Personnel Services</b>	<b>\$ 497,560</b>	<b>\$ 612,787</b>	<b>\$ 752,147</b>	<b>\$ 642,750</b>	<b>\$ 642,750</b>
Communications	\$ 3,908	\$ 2,897	\$ 2,400	\$ 2,600	\$ 2,600
Supplies	3,094	3,083	8,603	9,500	9,500
Training, Travel and Memberships	56,530	49,532	69,100	66,231	66,231
Small Furniture and Equipment	1,080	-	1,000	1,000	1,000
<b>Material &amp; Services</b>	<b>\$ 64,612</b>	<b>\$ 55,512</b>	<b>\$ 81,103</b>	<b>\$ 79,331</b>	<b>\$ 79,331</b>
<b>Program Total</b>	<b>\$ 562,172</b>	<b>\$ 668,299</b>	<b>\$ 833,250</b>	<b>\$ 722,081</b>	<b>\$ 722,081</b>
<b>Department Staff</b>					
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

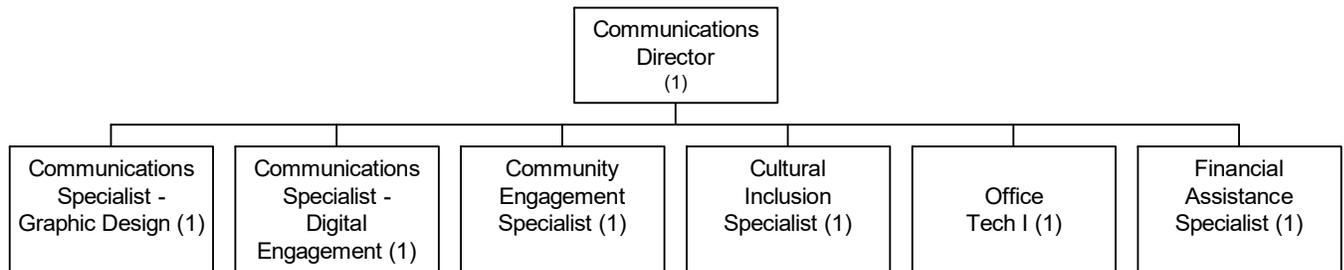


**THPRD**

## ADMINISTRATION

### Communications

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#### 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 2019/20 Accomplishments

Led the district's community visioning process with support from volunteer Visioning Task Force Members. Engaged with more than 10,000 people in the outreach phase, collecting more than 12,500 ideas, at 117 meetings and events. Partnered with community-based organizations on engagement with under-represented populations and multilingual outreach. Managed the process through the outreach, action teams, community survey, and plan development phases. Prepared a visioning plan for the board consideration in June 2020.

Expanded DEIA efforts. Hosted THPRD's first Welcoming Walk in partnership with Unite Oregon. Created a districtwide Inclusion Calendar to raise staff's awareness of various cultural celebrations when considering event scheduling. Created a DEIA web page and associated handouts to clearly communicate districtwide activities in support of DEIA work.

Built on last year's new event, 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. Expanded the event for Summer Registration to include volunteers with multiple language ability to expand our capacity to serve more non-English and non-Spanish speakers.

Hired the district's first Financial Aide Specialist and expanded our community engagement efforts in support of the Financial Aid Program. Improved district numbers in terms of access to and utilization of the financial aid program. Expanded the district's community engagement and partnership building in support of this program. Updated materials and streamlined the application process per recommendation in the 2019 Scholarship Assessment.

Emphasized THPRD's Access for All initiative through expanded marketing and communications initiatives such as districtwide mailings and the new THPRD Talk monthly e-blast.

Increased THPRD social media followers and displayed content through 1.3 million impressions on Facebook, Twitter and Instagram.

Led graphic design and marketing strategies for districtwide communications such as the activities guide and registration process. Updated the district's processes for preparing the activities guide as well as created a new marketing plan for the registration process. Provided internal customer service to THPRD staff on more than 720 annual marketing services requests.

Provided community engagement support to THPRD staff on different projects including dog run expansions. Participated in a cross-organizational team to plan grand opening events and celebrations.

**FY 2019/20 Accomplishments (continued)**

Coordinated holiday giving drive that collected nearly 600 gifts for school district families.

**FY 2020/21 Goals and Objectives**

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. Continue to refine the district's updated marketing plan for registration to increase awareness of THPRD offerings.

**Budget Highlights**

The adopted budget includes continued funding for a part-time position to assist with print production. This was a new position added mid-year in FY 2019/20 to help balance the workload. The cost was offset by identified savings in professional services. This extra support has been a vital part of the Communications Department work team and has helped to balance the print production and graphic design workload.

**Division: Administration**  
 Department: Communications

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 727,427	\$ 692,828	\$ 1,059,956	\$ 1,062,091	\$ 1,062,091
Materials & Services	434,316	353,891	574,215	530,528	530,528
<b>Total Appropriations</b>	<b>\$ 1,161,743</b>	<b>\$ 1,046,719</b>	<b>\$ 1,634,171</b>	<b>\$ 1,592,619</b>	<b>\$ 1,592,619</b>

<b>Summary by Program</b>					
Communications	\$ 1,161,743	\$ 1,046,719	\$ 1,634,171	\$ 1,592,619	\$ 1,592,619
<b>Total Appropriations</b>	<b>\$ 1,161,743</b>	<b>\$ 1,046,719</b>	<b>\$ 1,634,171</b>	<b>\$ 1,592,619</b>	<b>\$ 1,592,619</b>

<b>Division Staff</b>					
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)	1.56	1.87	1.10	1.15	1.15



**THPRD**

**Division: Administration**  
**Department: Communications**  
**Program: Communications**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 424,282	\$ 296,905	\$ 519,925	\$ 533,206	\$ 533,206
PT Salary	85,748	157,022	30,106	33,890	33,890
Employee Benefits	174,634	195,008	461,445	442,858	442,858
Payroll Taxes	42,763	43,893	48,480	52,137	52,137
<b>Personnel Services</b>	<b>\$ 727,427</b>	<b>\$ 692,828</b>	<b>\$ 1,059,956</b>	<b>\$ 1,062,091</b>	<b>\$ 1,062,091</b>
Professional and Technical Services	\$ 63,456	\$ 33,581	\$ 178,300	\$ 114,300	\$ 114,300
Supplies	18,044	20,431	38,901	45,250	45,250
Communication	332,879	276,771	336,424	353,125	353,125
Training, Travel and Memberships	14,662	21,133	18,590	15,353	15,353
Small Furniture and Equipment	5,275	1,975	2,000	2,500	2,500
<b>Material &amp; Services</b>	<b>\$ 434,316</b>	<b>\$ 353,891</b>	<b>\$ 574,215</b>	<b>\$ 530,528</b>	<b>\$ 530,528</b>
<b>Program Total</b>	<b>\$ 1,161,743</b>	<b>\$ 1,046,719</b>	<b>\$ 1,634,171</b>	<b>\$ 1,592,619</b>	<b>\$ 1,592,619</b>
<b>Department Staff</b>					
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)	1.56	1.87	1.10	1.15	1.15



## ADMINISTRATION

### Community Partnerships

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Director of Community Partnerships (1)
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#### 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 for raising participation from community leaders. The division works with the Tualatin Hills Park Foundation (THPF) to pursue funding grants, increase foundation resources, and guide individual and corporate investment in THPRD's Access for All initiative. The division is attracting partners in ground-level projects and programs that address THPRD's commitment to Access for All. The department assists THPF in activation and aligns priorities between THPRD, THPF and community leaders. It fosters a heightened culture of philanthropy to complement THPRD efforts to serve all members of our community.

#### FY 2019/20 Accomplishments

Following a successful capital campaign to construct Mountain View Champions Park, the division laid the groundwork for THPRD/THPF that has served to raise program related funding to benefit people of all abilities. The emphasis on program funding required the division to coordinate between THPRD's program experts, especially in the disability services area, THPF and partnering nonprofit organizations.

The results were threefold:

- A marked increase in philanthropy for THPRD and partnering organizations to design and implement new programs at THPRD facilities that serve people with disabilities.
- Establishment of a collaborative model for THPRD/THPF and the broader community to use to advance all elements of the Access for All initiative.
- Increased operating capacity at THPF that has allowed for a part time executive director position. The position was hired in September 2019.

#### FY 2020/21 Goals and Objectives

Position THPF to launch an expanded fundraising campaign in support of Access for All programs at THPRD, to include:

- Invest in cultural programs/events and patron financial assistance and retain commitments to all abilities programming.
- Raise funds from community businesses, foundations, and individual leaders to support Access for All at THPRD.
- Build the campaign's capacity to where THPF can support as much as \$150,000 per year moving forward.

Support THPF executive, trustees, champions councilors, and THPRD programmers who work with community partners to deliver Access for All.

Strengthen community support for THPF and grow the organization's annual operating fund.

#### Budget Highlights

No significant changes from the prior-year budget.



**THPRD**

**Division: Administration**  
 Department: Community Partnerships

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 183,046	\$ 198,045	\$ 282,862	\$ 271,402	\$ 271,402
Materials & Services	21,501	20,702	38,420	24,567	24,567
<b>Total Appropriations</b>	<b>\$ 204,547</b>	<b>\$ 218,747</b>	<b>\$ 321,282</b>	<b>\$ 295,969</b>	<b>\$ 295,969</b>

<b>Summary by Program</b>					
Community Partnerships	\$ 204,547	\$ 218,747	\$ 321,282	\$ 295,969	\$ 295,969
<b>Total Appropriations</b>	<b>\$ 204,547</b>	<b>\$ 218,747</b>	<b>\$ 321,282</b>	<b>\$ 295,969</b>	<b>\$ 295,969</b>

<b>Division Staff</b>					
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



**THPRD**

**Division: Administration**  
 Department: Community Partnerships  
 Program: Community Partnerships

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 139,692	\$ 142,632	\$ 155,448	\$ 153,052	\$ 153,052
Employee Benefits	31,934	43,742	114,755	105,611	105,611
Payroll Taxes	11,420	11,671	12,659	12,739	12,739
<b>Personnel Services</b>	<b>\$ 183,046</b>	<b>\$ 198,045</b>	<b>\$ 282,862</b>	<b>\$ 271,402</b>	<b>\$ 271,402</b>
Professional and Technical Services	\$ 17,901	\$ 17,102	\$ 34,820	\$ 20,967	\$ 20,967
Training, Travel and Memberships	3,600	3,600	3,600	3,600	3,600
<b>Material &amp; Services</b>	<b>\$ 21,501</b>	<b>\$ 20,702</b>	<b>\$ 38,420</b>	<b>\$ 24,567</b>	<b>\$ 24,567</b>
<b>Program Total</b>	<b>\$ 204,547</b>	<b>\$ 218,747</b>	<b>\$ 321,282</b>	<b>\$ 295,969</b>	<b>\$ 295,969</b>
<b>Department Staff</b>					
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



**THPRD**

## ADMINISTRATION

Security Operations Department

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Security Operations Manager (1)
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### Department Overview

The mission of the Security Operations Department is to protect THPRD assets, provide training and assistance to staff. Park Patrol proactively works to increase the safety of staff and patrons, and to act as ambassadors in order to promote access for all. Security Operations works closely with local law enforcement agencies at the city and county levels. The department also maintains strong working relationships with the Beaverton School District, PCC Rock Creek Campus, and Washington County Animal Services. The Security Operations manager reports to the Director of Community Partnerships.

### FY 2019/20 Accomplishments

Advanced our ambassadorship approach to welcoming and educating patrons with focused efforts on off-leash dogs.

In close coordination with the Beaverton School District, provided THPRD staff at the HMT complex with refresher training in the Parent Reunification Plan.

Strengthened relationships/partnerships with local law enforcement and assisted them with several investigations.

Collaborated with THPRD special events personnel and law enforcement partners to ensure safety and accessibility for all special events.

Responded to unauthorized camping on THPRD property and instituted a new operating procedure. The procedure ensures that park patrol staff work in pairs to address camping. Campers were treated with compassion and dignity and given cleanup assistance as well as social services information. Used speaking engagements with a wide variety of community groups to provide park safety advice and to share information about our efforts to maintain safe and secure parks. Participants were encouraged to ask questions or provide comments regarding their concerns or observations while on our property.

Deployed a limited number of still and video cameras, and posted signage indicating their use, at problem areas and at locations where we have received patron complaints.

### FY 2020/21 Goals and Objectives

Further the ambassadorship approach with patrons and staff in support of our DEIA philosophy.

Train staff and patrons on emergency operations plans through classroom training and drills. This includes collaboration with Washington County on the district's role in countywide emergencies.

Invest in personnel and technology to advance sustainability of the department and achieve the district's visioning plans.

Partner with Information Services to upgrade the district's card access, camera, and park patrol reporting systems.

Remain proactive with respect to unauthorized camping on district property.

Lead on encroachments impacting district property.

### Budget Highlights

No significant changes from the prior-year budget.



**THPRD**

**Division: Administration**  
 Department: Security Operations

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 289,277	\$ 338,596	\$ 352,053	\$ 364,992	\$ 364,992
Materials & Services	116,310	107,471	122,933	112,931	112,931
<b>Total Appropriations</b>	<b>\$ 405,587</b>	<b>\$ 446,067</b>	<b>\$ 474,986</b>	<b>\$ 477,923</b>	<b>\$ 477,923</b>

<b>Summary by Program</b>					
Security Operations	\$ 405,587	\$ 446,067	\$ 474,986	\$ 477,923	\$ 477,923
<b>Total Appropriations</b>	<b>\$ 405,587</b>	<b>\$ 446,067</b>	<b>\$ 474,986</b>	<b>\$ 477,923</b>	<b>\$ 477,923</b>

<b>Division Staff</b>					
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	3.80	4.01	4.01	4.01

**Division: Administration**  
**Department: Security Operations**

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2017/18</b>	<b>Prior Year Actual 2018/19</b>	<b>Projected Outcome 2019/20</b>	<b>Proposed Outcome 2020/21</b>
<b>Workloads:</b>				
Number of security checks conducted	40,903	41,402	41,250	41,000
Number of exclusions processed	228	177	125	120
Number of training classes conducted	6	4	20	20
Number of exclusion warnings processed	5	18	80	80
Number of encroachment violations handled	6	30	25	15
Number of staff assists	597	658	700	850

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

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 106,080	\$ 119,565	\$ 101,088	\$ 106,142	\$ 106,142
PT Salary	111,227	132,231	143,154	152,012	152,012
Employee Benefits	49,502	59,803	82,287	80,115	80,115
Payroll Taxes	22,468	26,997	25,524	26,723	26,723
<b>Personnel Services</b>	<b>\$ 289,277</b>	<b>\$ 338,596</b>	<b>\$ 352,053</b>	<b>\$ 364,992</b>	<b>\$ 364,992</b>
Professional and Technical Services	\$ 91,386	\$ 81,372	\$ 97,595	\$ 87,483	\$ 87,483
Other Services	14,851	14,152	11,648	11,648	11,648
Communication	3,270	3,970	3,365	3,700	3,700
Supplies	6,137	7,040	8,500	8,500	8,500
Training, Travel and Memberships	600	576	1,475	1,250	1,250
Small Furniture, Fixtures and Equip.	66	361	350	350	350
<b>Material &amp; Services</b>	<b>\$ 116,310</b>	<b>\$ 107,471</b>	<b>\$ 122,933</b>	<b>\$ 112,931</b>	<b>\$ 112,931</b>
<b>Program Total</b>	<b>\$ 405,587</b>	<b>\$ 446,067</b>	<b>\$ 474,986</b>	<b>\$ 477,923</b>	<b>\$ 477,923</b>
<b>Department Staff</b>					
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	3.80	4.01	4.01	4.01



**THPRD**



# BUSINESS & FACILITIES

FINANCE SERVICES



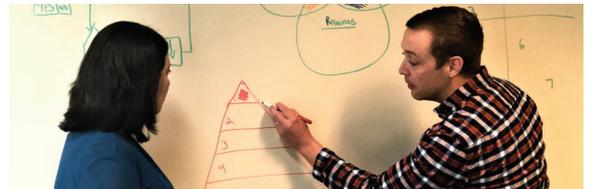
RISK & CONTRACT MANAGEMENT



INFORMATION SERVICES



OPERATIONS ANALYSIS



HUMAN RESOURCES



MAINTENANCE OPERATIONS



PLANNING



DESIGN & DEVELOPMENT

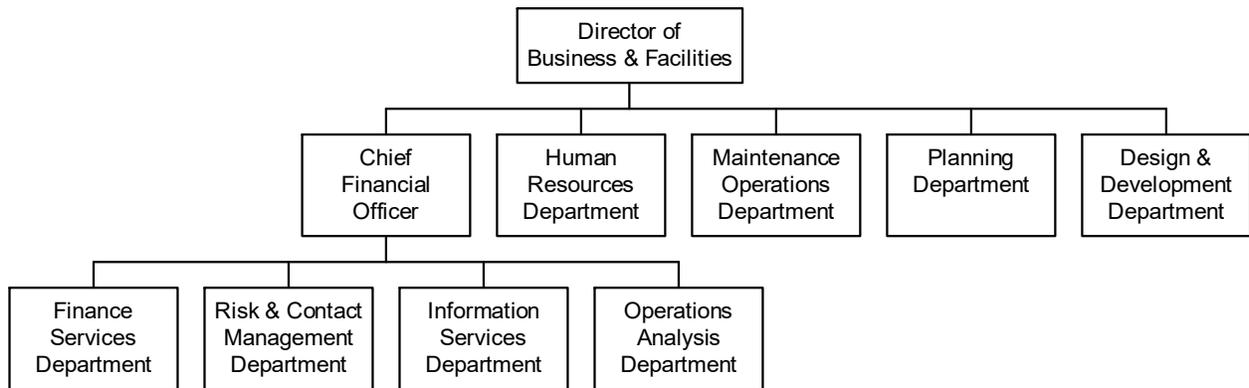




**THPRD**

## BUSINESS & FACILITIES DIVISION

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### Division Mission

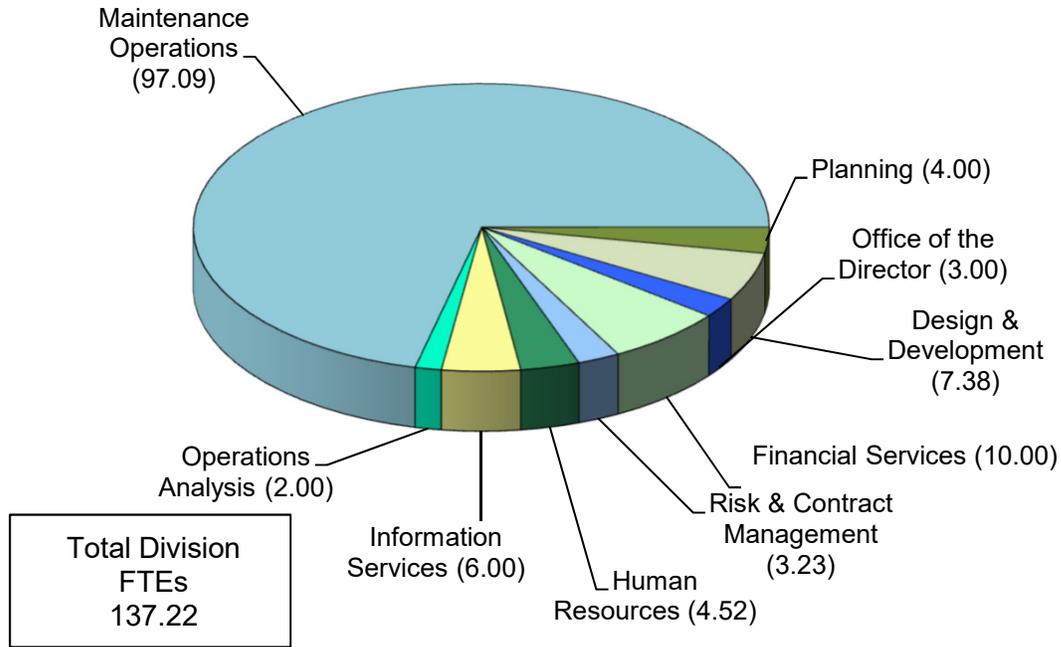
To provide financial and operational integrity and credibility to THPRD by ensuring the correctness of financial information, and adequacy of internal accounting and budgeting controls. To provide the necessary planning, development, interagency coordination, and maintenance to implement THPRD's Comprehensive 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

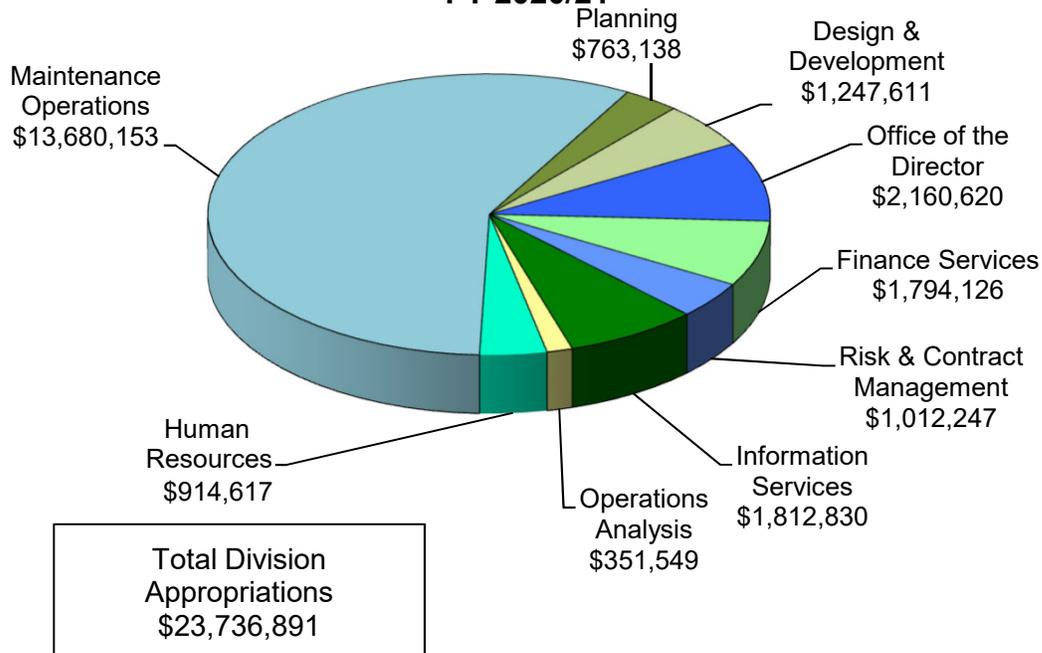
The director of Business & Facilities reports to the general manager and is responsible for all financial, administrative, and facility planning, development and maintenance operations functions of THPRD. The Business & Facilities Division budget includes the following departments: Office of the Director, 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 2020/21



## Division Appropriations by Departments FY 2020/21



## Division: Business & Facilities

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 12,932,962	\$ 12,437,012	\$ 16,182,312	\$ 16,085,215	\$ 16,085,215
Materials & Services	5,569,553	5,335,700	6,348,483	6,058,068	6,058,068
Debt Service	854,032	925,455	1,446,525	1,006,288	1,006,288
Capital Outlay	643,264	610,236	490,588	587,320	587,320
<b>Total Appropriations</b>	<b>\$ 19,999,811</b>	<b>\$ 19,308,403</b>	<b>\$ 24,467,908</b>	<b>\$ 23,736,891</b>	<b>\$ 23,736,891</b>

<b>Summary by Department</b>					
Office of the Director	\$ 1,623,326	\$ 1,771,898	\$ 2,666,233	\$ 2,160,620	\$ 2,160,620
Finance Services	754,318	861,843	1,675,519	1,794,126	1,794,126
Risk & Contract Management	648,945	690,598	948,954	1,012,247	1,012,247
Information Services	1,402,600	1,520,264	1,852,738	1,812,830	1,812,830
Operations Analysis	314,649	292,307	377,954	351,549	351,549
Human Resources	586,691	624,815	877,538	914,617	914,617
Maintenance Operations	13,288,949	12,015,192	14,018,299	13,680,153	13,680,153
Planning	508,977	561,711	800,073	763,138	763,138
Design & Development	871,356	969,775	1,250,600	1,247,611	1,247,611
<b>Total Appropriations</b>	<b>\$ 19,999,811</b>	<b>\$ 19,308,403</b>	<b>\$ 24,467,908</b>	<b>\$ 23,736,891</b>	<b>\$ 23,736,891</b>

<b>Division Staff</b>					
Full-time	101.00	92.00	92.00	93.00	93.00
Regular part-time (FTE)	4.38	0.00	0.00	0.00	0.00
Part-time (FTE)	63.41	49.71	50.90	44.22	44.22

Note: As of FY 2018/19, custodial staff and related facility costs have been moved to the Park & Recreation Services Division.

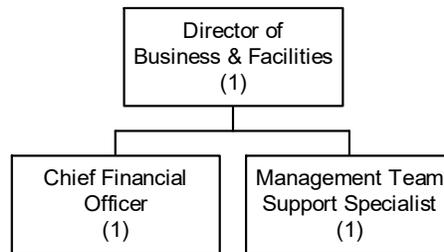


**THPRD**

## BUSINESS & FACILITIES DIVISION

Office of Director of Business & Facilities

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### 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 2019/20 Division Accomplishments

#### Goal: Improve Intergovernmental Coordination

Actively participated 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.

Worked with City of Beaverton, along with Washington County and Metro, to complete and execute agreements that provide guidance on long-term service responsibilities and streamline interagency activities.

With passage of the Metro Parks and Nature Bond, began developing project list for the THPRD local share allocation. Coordinated with City of Beaverton on a plan for the local share allocation to the population inside the city.

Implemented the district grant strategy; integrated grant opportunities matrix into district planning process.

#### Goal: Plan for Future Growth of the District

Initiated update of the Systems Development Charge (SDC) Methodology. Incorporated review of key policy areas, such as support for affordable housing development and scaling of fees based on unit size.

Completed research of park phasing concept and based on results of findings updated the SDC five-year capital improvement plan to expedite park delivery.

Continued 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. Continued land acquisition activity in new UGB expansion areas funded through SDCs collected in those areas.

#### Goal: Provide Staff Development and Human Resource Management

Developed and began implementing districtwide staff training plan, including enhanced new employee orientation program, continued DEIA training, and core supervisory training.

#### Other Activities

Continue work on all remaining park, trail and facility projects funded by the 2008 Parks Bond; major projects for 2019/20 included:

- Somerset West Park construction
- NW 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, development, and Land use approval

**FY 2019/20 Division Accomplishments  
(continued)**

Completed refinancing of approximately \$10 million of outstanding debt resulting in savings of approximately \$1.2 million.

**FY 2020/21 Division Goals and Objectives**

Priority: Invest in our Future Through Technology

Continue implementation of the Tyler Munis Enterprise Resource Planning (ERP) system, with phase 1 of the implementation including payroll, human resources, and time and attendance, and phase 2 including financial management, procurement, and budgeting.

Begin needs assessment and documentation of the district registration and daily operations systems.

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

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

Priority: Plan for Future Natural areas, Facility and Trail Needs, and Funding Resources

Complete and implement new SDC methodology. Update Administrative Procedures Guide as necessary. Update the five-year SDC Capital Improvement Plan based on available resources.

Complete a Facilities Functional Plan to assess life cycles of existing facilities, future needs, and strategies for meeting facility needs.

Conduct an analysis of existing parks amenities within pedestrian zones reduce redundancies, retire outdated amenities, and enhance amenities called out in the District Vision.

Finalize and implement capital plan to utilize local share funds from Metro Parks and Nature Bonds. Look for partnership opportunities in other categories of the Metro bond program.

Continue to implement the district grant strategy and identify outside resources to leverage district funds in addressing capital needs.

Continue implementation of the district's various capital programs, including maintenance

replacement program, SDC program, and 2008 bond program.

Priority: Invest in Employees and Volunteers

Continue to enhance training and development opportunities for all district staff, through in-person programs and on-line resources.

Continue to enhance Human Resources policies and tools to provide supervisors with strong resources, and to stay current with changes in legal and regulatory requirements.

Other Activities

Continue participation 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.

**Budget Highlights**

The adopted budget includes professional services funding for the completion of a new Facilities Functional Plan. Overall it has a reduced level of funding for technical services and training, travel, and memberships due to targeted budget reductions.

**Division: Business & Facilities**  
 Department: Office of the Director

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 600,211	\$ 610,394	\$ 756,430	\$ 760,622	\$ 760,622
Materials & Services	169,083	236,049	463,278	393,710	393,710
Debt Service	854,032	925,455	1,446,525	1,006,288	1,006,288
<b>Total Appropriations</b>	<b>\$ 1,623,326</b>	<b>\$ 1,771,898</b>	<b>\$ 2,666,233</b>	<b>\$ 2,160,620</b>	<b>\$ 2,160,620</b>

<b>Summary by Program</b>					
Office of the Director	\$ 769,294	\$ 846,443	\$ 1,219,708	\$ 1,154,332	\$ 1,154,332
Debt Service	854,032	925,455	1,446,525	1,006,288	1,006,288
<b>Total Appropriations</b>	<b>\$ 1,623,326</b>	<b>\$ 1,771,898</b>	<b>\$ 2,666,233</b>	<b>\$ 2,160,620</b>	<b>\$ 2,160,620</b>

<b>Division Staff</b>					
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



**THPRD**

**Division: Business & Facilities**  
 Department: Office of the Director  
 Program: Office of the Director

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 414,056	\$ 392,731	\$ 412,560	\$ 427,845	\$ 427,845
Employee Benefits	153,820	186,818	311,905	299,499	299,499
Payroll Taxes	32,335	30,845	31,965	33,278	33,278
<b>Personnel Services</b>	<b>\$ 600,211</b>	<b>\$ 610,394</b>	<b>\$ 756,430</b>	<b>\$ 760,622</b>	<b>\$ 760,622</b>
Professional and Technical Services	\$ 57,987	\$ 114,145	\$ 261,113	\$ 185,500	\$ 185,500
Rental Equipment	40,515	39,601	48,600	55,850	55,850
Other Services	5,300	5,050	6,250	6,400	6,400
Communication	25,089	26,754	62,830	65,680	65,680
Supplies	15,980	26,923	46,800	48,000	48,000
Training, Travel & Memberships	23,562	23,576	35,685	29,780	29,780
Small Furniture & Equipment	650	-	2,000	2,500	2,500
<b>Material &amp; Services</b>	<b>\$ 169,083</b>	<b>\$ 236,049</b>	<b>\$ 463,278</b>	<b>\$ 393,710</b>	<b>\$ 393,710</b>
<b>Program Total</b>	<b>\$ 769,294</b>	<b>\$ 846,443</b>	<b>\$ 1,219,708</b>	<b>\$ 1,154,332</b>	<b>\$ 1,154,332</b>
<b>Department Staff</b>					
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 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
Principal	\$ 297,686	\$ 308,520	\$ 474,378	\$ 470,264	\$ 470,264
Interest	556,346	616,935	972,147	536,024	536,024
<b>Debt Service</b>	<b>\$ 854,032</b>	<b>\$ 925,455</b>	<b>\$ 1,446,525</b>	<b>\$ 1,006,288</b>	<b>\$ 1,006,288</b>
<b>Program Total</b>	<b>\$ 854,032</b>	<b>\$ 925,455</b>	<b>\$ 1,446,525</b>	<b>\$ 1,006,288</b>	<b>\$ 1,006,288</b>

**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	\$ 120,000	\$ 125,000	\$ 130,000	\$ -	\$ -
Interest	18,750	12,750	6,500	-	-
<b>Sub-program Total</b>	<b>\$ 138,750</b>	<b>\$ 137,750</b>	<b>\$ 136,500</b>	<b>\$ -</b>	<b>\$ -</b>

**Sub-program:**

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

Principal	\$ 50,000	\$ 55,000	\$ 60,000	\$ 70,000	\$ 70,000
Interest	51,270	49,695	47,970	45,670	45,670
<b>Sub-program Total</b>	<b>\$ 101,270</b>	<b>\$ 104,695</b>	<b>\$ 107,970</b>	<b>\$ 115,670</b>	<b>\$ 115,670</b>

**Sub-program:**

**2010C-\$995,000 Thirty (30) Year Full Faith and Credit Obligations**

Principal	\$ 100,000	\$ 100,000	\$ 105,000	\$ 80,000	\$ 80,000
Interest	454,547	450,376	445,854	3,978	3,978
<b>Sub-program Total</b>	<b>\$ 554,547</b>	<b>\$ 550,376</b>	<b>\$ 550,854</b>	<b>\$ 83,978</b>	<b>\$ 83,978</b>

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

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
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**Sub-program:**

**2013-\$457,100 Fifteen (15) Year Financing Agreement**

Principal	\$ 27,686	\$ 28,520	\$ 29,378	\$ 30,264	\$ 30,264
Interest	10,404	9,570	8,710	7,826	7,826
<b>Sub-program Total</b>	<b>\$ 38,090</b>	<b>\$ 38,090</b>	<b>\$ 38,088</b>	<b>\$ 38,090</b>	<b>\$ 38,090</b>

**Sub-program:**

**2019-\$4,000,000 Twenty (20) Year Financing Agreement**

Principal	\$ -	\$ -	\$ 150,000	\$ -	\$ -
Interest	-	75,215	116,113	-	-
<b>Sub-program Total</b>	<b>\$ -</b>	<b>\$ 75,215</b>	<b>\$ 266,113</b>	<b>\$ -</b>	<b>\$ -</b>

**Sub-program:**

**2020-\$8,000,000 Thirty (30) Year Financing Agreement**

Principal	\$ -	\$ -	\$ -	\$ -	\$ -
Bond Issuance Costs	-	-	-	-	-
Interest	-	-	67,411	-	-
<b>Sub-program Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 67,411</b>	<b>\$ -</b>	<b>\$ -</b>

**Sub-program:**

**2020-\$9,900,000 Twenty (20) Year Financing Agreement**

Principal	\$ -	\$ -	\$ -	\$ 290,000	\$ 290,000
Interest	-	-	-	328,550	328,550
<b>Sub-program Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 618,550</b>	<b>\$ 618,550</b>

**Sub-program:**

**Tax Anticipation Funding**

Interest	\$ 21,375	\$ 19,329	\$ 279,589	\$ 150,000	\$ 150,000
<b>Sub-program Total</b>	<b>\$ 21,375</b>	<b>\$ 19,329</b>	<b>\$ 279,589</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>

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

**MATURITY SCHEDULE FOR GENERAL FUND DEBT**

Fiscal Year	FFCO Series 2010A \$ 1,695,000	FFCO Series 2010C \$ 995,000	Financing Agreement Series 2013 \$ 457,100	FFCO Series 2020 \$ 9,900,000	Totals
2020/21	\$ 115,670	\$ 83,978	\$ 38,090	\$ 618,550	\$ 856,288
2021/22	117,770	-	38,089	699,850	855,709
2022/23	119,670	-	38,089	698,450	856,209
2023/24	121,370	-	38,089	691,750	851,209
2024/25	127,770	-	38,090	695,950	861,810
2025/26	133,770	-	38,089	704,350	876,209
2026/27	139,255	-	38,090	696,750	874,095
2027/28	144,215	-	38,091	698,750	881,056
2028/29	143,860	-	-	694,950	838,810
2029/30	143,295	-	-	690,550	833,845
2030/31	132,730	-	-	685,550	818,280
2031/32	-	-	-	690,100	690,100
2032/33	-	-	-	689,050	689,050
2033/34	-	-	-	682,550	682,550
2034/35	-	-	-	685,750	685,750
2035/36	-	-	-	693,350	693,350
2036/37	-	-	-	690,200	690,200
2037/38	-	-	-	686,600	686,600
2038/39	-	-	-	687,550	687,550
2039/40	-	-	-	442,900	442,900
2040/41	-	-	-	-	-
2041/42	-	-	-	-	-
2042/43	-	-	-	-	-
2043/44	-	-	-	-	-
2044/45	-	-	-	-	-
2045/46	-	-	-	-	-
2046/47	-	-	-	-	-
2047/48	-	-	-	-	-
2048/49	-	-	-	-	-
<b>Totals</b>	<b>\$ 1,439,375</b>	<b>\$ 83,978</b>	<b>\$ 304,717</b>	<b>\$ 13,523,500</b>	<b>\$ 15,351,570</b>
<b>Interest Portion of Payments</b>	<b>(294,375)</b>	<b>(3,978)</b>	<b>(35,482)</b>	<b>(3,623,500)</b>	<b>(3,957,335)</b>
<b>Principal Balance</b>	<b>\$ 1,145,000</b>	<b>\$ 80,000</b>	<b>\$ 269,235</b>	<b>\$ 9,900,000</b>	<b>\$ 11,394,235</b>

**KEY TO DEBT ISSUES**

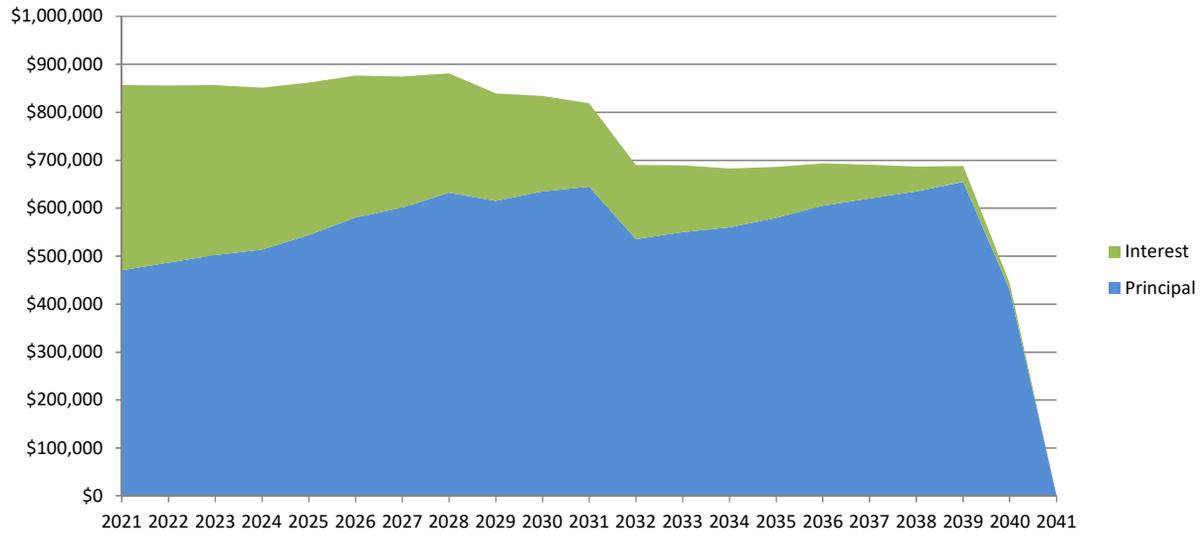
FFCO Energy Savings Series: In July 2010, THPRD issued \$1,695,000 of Full Faith and Credit Obligations to finance the Energy Savings Performance Contract capital projects.

FFCO Series 2010C: In November 2010, THPRD issued \$995,000 of Full Faith and Credit Obligations; the proceeds were used for the purchase of a portion of the 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 2020: In November 2010, THPRD issued \$6,820,000 of Full Faith and Credit Obligations to finance the purchase of the centralized maintenance facility. 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. In February 2020, THPRD refinanced these issues, to provide interest savings to the district.

### General Fund Annual Debt Service





**THPRD**



**TUALATIN HILLS**  
**PARK & RECREATION DISTRICT**

## **FINANCE SERVICES**



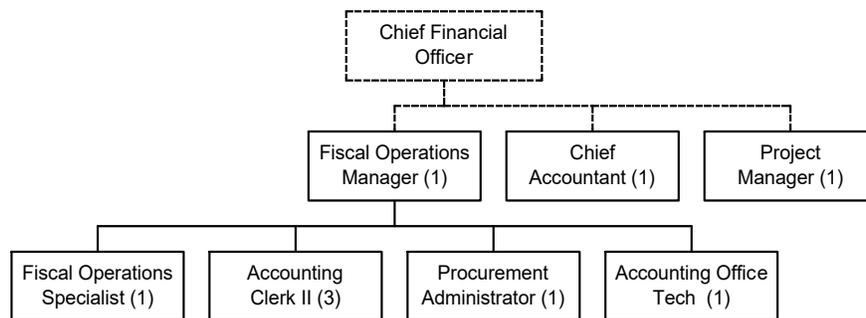


**THPRD**

## BUSINESS & FACILITIES DIVISION

### Finance Services Department

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### 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 2019/20 Accomplishments

#### Goal: Implement New Financial Software

Began phase 1 of the financial system implementation, which includes new employee timekeeping and payroll processes.

#### Other Activity

Continued monitoring of 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. Completed refinancing of 2010 and 2019 Bonds.

Continued steady usage of the purchasing card system to facilitate small purchasing while maintaining adequate security and procedural controls. Seventh year rebates resulted in a \$70,000 refund to THPRD.

Updated procurement policies and procedures, providing additional guidance on utilization of MWESB businesses in procurement.

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2019/20 Budget Document
- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY 2017/18 Comprehensive Annual Financial Report

### FY 2020/21 Goals and Objectives

Priority: Invest in our Future through Technology  
Continue the implementation of the new financial software (Tyler Munis system).

#### Other Activity

Continue to increase access, remove barriers in the procurement process, and diversify the current Minority, Women and Emerging Small Businesses (MWESB) contractor base.

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 budget includes continuation of funding for a temporary project manager position and a temporary accounting office tech to manage and assist with the conversion to a new financial software system. The part-time salary budget also includes additional staff support for the implementation.

**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 20<sup>th</sup> 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 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 716,913	\$ 809,979	\$ 1,377,249	\$ 1,479,910	\$ 1,479,910
Material & Services	37,405	51,864	298,270	314,216	314,216
<b>Total Appropriations</b>	<b>\$ 754,318</b>	<b>\$ 861,843</b>	<b>\$ 1,675,519</b>	<b>\$ 1,794,126</b>	<b>\$ 1,794,126</b>

<b>Summary by Program</b>					
Finance Services	\$ 754,318	\$ 861,843	\$ 1,675,519	\$ 1,794,126	\$ 1,794,126
<b>Total Appropriations</b>	<b>\$ 754,318</b>	<b>\$ 861,843</b>	<b>\$ 1,675,519</b>	<b>\$ 1,794,126</b>	<b>\$ 1,794,126</b>

<b>Division Staff</b>					
Full-time	6.00	6.00	7.00	9.00	9.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	1.04	1.04	3.00	1.00	1.00

**Division: Business & Facilities**  
 Department: Finance Services  
 Program: Finance Services

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Payroll checks processed	22,438	22,910	23,000	23,100
Accounts payable checks processed	4,851	4,244	4,000	3,900
Number of facility deposits audited	6,497	5,860	5,771	5,800
Purchase orders processed	448	491	500	500
Merchant cards processed	131,504	139,224	144,069	148,000
Purchasing card volume (amount expressed in \$1,000)	\$ 3,584	\$ 4,787	\$ 4,850	\$ 5,000

**Division: Business & Facilities**  
 Department: Finance Services  
 Program: Finance Services

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 465,048	\$ 509,193	\$ 548,198	\$ 710,876	\$ 710,876
PT Salary	-	-	274,611	107,273	107,273
Employee Benefits	211,795	256,363	478,763	583,834	583,834
Payroll Taxes	40,070	44,423	75,677	77,927	77,927
<b>Personnel Services</b>	<b>\$ 716,913</b>	<b>\$ 809,979</b>	<b>\$ 1,377,249</b>	<b>\$ 1,479,910</b>	<b>\$ 1,479,910</b>
Professional and Technical Services	\$ 15,247	\$ 23,298	\$ 263,715	\$ 235,725	\$ 235,725
Other Services	15,754	14,497	18,000	18,000	18,000
Rental Facilities	-	-	-	43,610	43,610
Supplies	799	384	1,250	500	500
Communication	2,182	4,727	4,900	5,990	5,990
Training, Travel and Memberships	2,320	5,868	8,910	9,310	9,310
Small Furniture & Office Equipment	1,103	3,090	1,495	1,081	1,081
<b>Material &amp; Services</b>	<b>\$ 37,405</b>	<b>\$ 51,864</b>	<b>\$ 298,270</b>	<b>\$ 314,216</b>	<b>\$ 314,216</b>
<b>Program Total</b>	<b>\$ 754,318</b>	<b>\$ 861,843</b>	<b>\$ 1,675,519</b>	<b>\$ 1,794,126</b>	<b>\$ 1,794,126</b>
<b>Department Staff</b>					
Full-time	6.00	6.00	7.00	9.00	9.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	1.04	1.04	3.00	1.00	1.00



**THPRD**



**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## **RISK & CONTRACT MANAGEMENT**



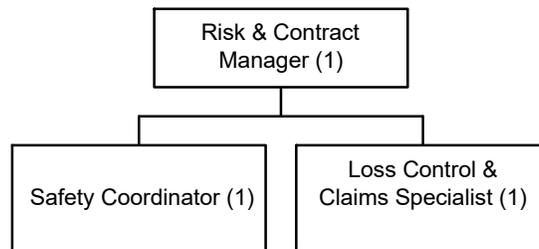


**THPRD**

## BUSINESS & FACILITIES DIVISION

Risk & Contract Management Department

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### 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 2019/20 Accomplishments

Goal: Continue to Eliminate Barriers to Participation Through the Access for All Initiative.

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

### Other Activity

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 \$31,848 by completing SDIS Best Practices.
- Received a longevity credit of \$20,792 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 \$38,736.

Administered lease agreements that include 11 residential properties, 16 telecommunication sites, 3 commercial, and 4 nonprofits.

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

### FY 2020/21 Goals and Objectives

Priority: Investing in our Employees and Volunteers

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

**FY 2020/21 Goals and Objectives (continued)**

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.

**Priority: Invest in our Future Through Technology**

Continue implementation of THPRD-specific retention schedule, utilizing the state's electronic records management system software.

**Budget Highlights**

The adopted budget includes additional funding for property insurance premiums related to adjusted property valuations, and expanded coverage for Fiduciary and Cyber liability.

**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 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 287,596	\$ 321,613	\$ 535,570	\$ 551,442	\$ 551,442
Material & Services	361,349	368,985	413,384	460,805	460,805
<b>Total Appropriations</b>	<b>\$ 648,945</b>	<b>\$ 690,598</b>	<b>\$ 948,954</b>	<b>\$ 1,012,247</b>	<b>\$ 1,012,247</b>

<b>Summary by Program</b>					
Risk & Contract Management	\$ 640,313	\$ 674,775	\$ 774,218	\$ 845,839	\$ 845,839
Safety	8,632	15,823	174,736	166,408	166,408
<b>Total Appropriations</b>	<b>\$ 648,945</b>	<b>\$ 690,598</b>	<b>\$ 948,954</b>	<b>\$ 1,012,247</b>	<b>\$ 1,012,247</b>

<b>Division Staff</b>					
Full-time	2.00	2.00	3.00	3.00	3.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.10	0.23	0.23	0.23	0.23

**Division: Business & Facilities**  
**Department: Risk & Contract Management**  
**Program: Risk & Contract Management**

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Number of contracts processed	128	153	140	120
Number of residential leases	12	11	11	10
Number of commercial leases	20	20	19	19
<b>Performance Measures:</b>				
<b><u>Reduce exposure of property &amp; liability claims<sup>1</sup></u></b>				
Number of liability claims filed against THPRD	6	9	4	7
Average cost per liability claim filed	\$695	\$2,909	\$3,055	\$2,500
Loss Ratio: liability claims only (single year) <sup>2</sup>	3.41%	22.21%	9.67%	15.00%
Loss Ratio: property and liability claims (single year) <sup>3</sup>	3.95%	11.07%	6.50%	10.00%
Loss Ratio: five-year trail <sup>4</sup>	52.12%	56.77%	32.33%	40.00%

<sup>1</sup> Property and casualty figures are based on a calendar year. Policy data as of: March 17, 2020.

<sup>2</sup> Loss Ratio for the liability-only claims costs as a percentage of liability premium costs.

<sup>3</sup> Loss Ratio for liability and property claims costs as a percentage of liability and property premium costs.

<sup>4</sup> 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 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 178,604	\$ 190,512	\$ 201,878	\$ 213,971	\$ 213,971
PT Salary	2,800	5,221	6,396	6,396	6,396
Employee Benefits	90,597	109,005	163,928	160,418	160,418
Payroll Taxes	15,337	16,875	18,382	20,849	20,849
<b>Personnel Services</b>	<b>\$ 287,338</b>	<b>\$ 321,613</b>	<b>\$ 390,584</b>	<b>\$ 401,634</b>	<b>\$ 401,634</b>
Other Services	\$ 7,599	\$ 4,806	\$ 8,300	\$ 17,300	\$ 17,300
Insurance	333,730	337,637	359,189	402,860	402,860
Supplies	2,474	1,559	3,325	11,725	11,725
Communication	2,092	2,892	3,120	3,120	3,120
Training, Travel and Memberships	7,080	5,854	9,700	9,200	9,200
Small Furniture & Office Equipment	-	414	-	-	-
<b>Material &amp; Services</b>	<b>\$ 352,975</b>	<b>\$ 353,162</b>	<b>\$ 383,634</b>	<b>\$ 444,205</b>	<b>\$ 444,205</b>
<b>Program Total</b>	<b>\$ 640,313</b>	<b>\$ 674,775</b>	<b>\$ 774,218</b>	<b>\$ 845,839</b>	<b>\$ 845,839</b>
<b>Department Staff</b>					
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)	0.10	0.23	0.23	0.23	0.23

**Division: Business & Facilities**  
 Department: Risk & Contract Management  
 Program: Safety

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Performance Measures:</b>				
<b><u>Reduce program participant incidents</u></b>				
Number of incident reports filed per 10,000 program visits	1.42	1.40	1.44	1.42
<b><u>Reduce exposure on workers' compensation claims<sup>1</sup></u></b>				
Number of claims filed	32	30	34	32
Number of time loss claims	6	6	5	6
Experience Modification history <sup>2</sup>	0.71	0.82	0.86	0.88
Frequency rate of WC claims per 100 FTE	7.38	6.16	6.77	6.75
WC costs as % of payroll	1.76	2.02	1.88	1.75
Average cost per claim	\$9,947	\$13,808	\$10,754	\$8,000
Average claim cost per FTE	\$734	\$851	\$728	\$700

<sup>1</sup> Policy data as of: March 17, 2020.

<sup>2</sup> 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**

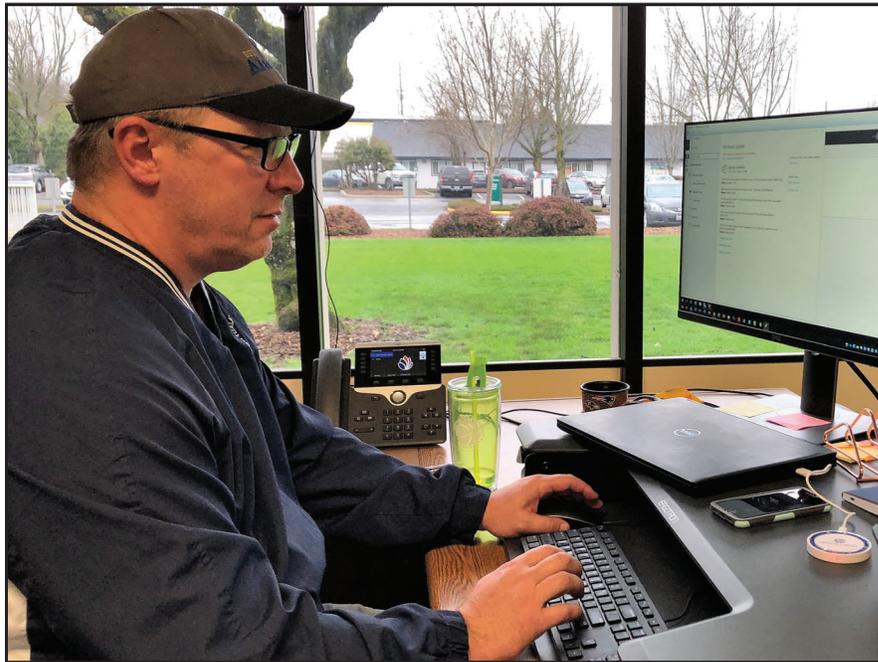
Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ -	\$ -	\$ 73,271	\$ 78,141	\$ 78,141
PT Salary	233	-	-	-	-
Employee Benefits	-	-	65,269	64,280	64,280
Payroll Taxes	25	-	6,446	7,387	7,387
<b>Personnel Services</b>	<b>\$ 258</b>	<b>\$ -</b>	<b>\$ 144,986</b>	<b>\$ 149,808</b>	<b>\$ 149,808</b>
Professional and Technical Services	\$ 455	\$ 5,656	\$ 8,500	\$ 2,000	\$ 2,000
Supplies	2,584	2,213	10,750	7,600	7,600
Training, Travel and Memberships	5,335	6,684	9,500	6,500	6,500
Small Furniture & Office Equipment	-	1,270	1,000	500	500
<b>Material &amp; Services</b>	<b>\$ 8,374</b>	<b>\$ 15,823</b>	<b>\$ 29,750</b>	<b>\$ 16,600</b>	<b>\$ 16,600</b>
<b>Program Total</b>	<b>\$ 8,632</b>	<b>\$ 15,823</b>	<b>\$ 174,736</b>	<b>\$ 166,408</b>	<b>\$ 166,408</b>
<b>Department Staff</b>					
Full-time	0.00	0.00	1.00	1.00	1.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00





**TUALATIN HILLS**  
**PARK & RECREATION DISTRICT**

## **INFORMATION SERVICES**



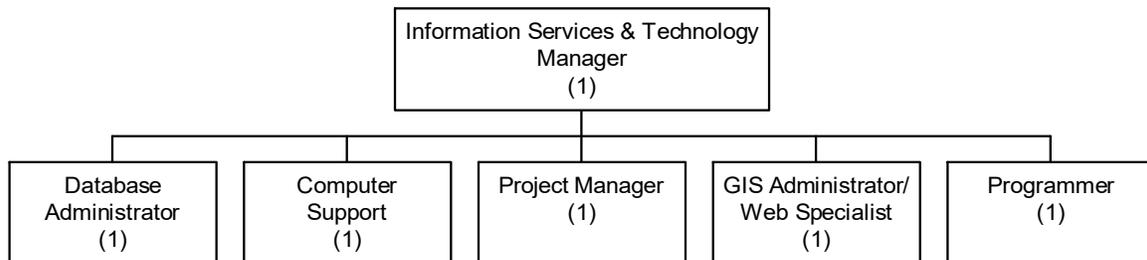


**THPRD**

## BUSINESS & FACILITIES DIVISION

### Information Services Department

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

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

#### FY 2019/20 Accomplishments

##### Goal: Implement New Financial Software

Completed initial integrations with the new ERP system from Tyler Technologies. This integration includes, but is not limited to the following:

- Single Sign On Authentication
- Network Access
- User Configuration

The integration work with the Tyler system will continue into next FY and beyond.

Completed a design and buildout of two new spaces at the new Financial Department Offices on Nimbus and classroom space in the Fanno Creek Service Center. These efforts involved configuring and installing all new infrastructure to accomplish a seamless integration with current district systems.

#### Other Activity

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 credential management and authentication processes. The district has now moved all our core services to a single sign on solution.

#### **FY 2020/21 Goals and Objectives**

##### Priority: Invest in our Future through Technology

Continue to explore and implement cloud-based solutions, such as Microsoft Azure, that will deliver improved features and functionality, while 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 and general network security, always to implement improvements in security and remain

## **FY 2020/21 Goals and Objectives (continued)**

responsible stewards of our patrons' sensitive information.

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

Begin to develop business requirements documentation to address the future replacement of the registration and daily operations system. Work with subject matter experts throughout the district to document current processes and business needs.

Develop smartphone and other mobile technology policies and standards to provide a roadmap of future implementations and integrations for work anywhere in the district.

Document user guides for THPRD staff to allow them to better understand the capabilities and functionality of currently implemented systems. This work will allow us to leverage technology already installed throughout the district to solve new problems that may arise.

Procure and install a new large storage array replacement. The current storage array will lose vendor support in FY 2021, and the procurement of the new array will allow us to maintain business continuity as well, as provide added capacity for potential future projects.

### **Budget Highlights**

The adopted budget includes funding for the following operating and capital items:

- Continual funding of THPRD's desktop and server replacements
- Continual funding of replacement of security cameras, key card readers, and AEDs
- Replacement of large central storage array

The adopted budget includes three business plans to address the budget priority of investing in technology. While none of these business plans requires funding, they will be staff priorities. The plans are:

- Documenting business requirements for an updated registration system. The district anticipates the need to replace the registration and daily operations system in the upcoming future. The first step in that process is the

documentation of the business needs for the system, in order to support decision making around how to proceed with the replacement of the system.

- Documenting current technology tools for the district. The work will include the development of a guide to technology at the district.
- Inventorying and developing standards and guidelines for utilization and maintenance of mobile communication tools for the district.

### **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 needed.
- 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, provided either by IS department staff or coordinated by IS staff.
- 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 5-year replacement cycle.

**Division: Business & Facilities**  
 Department: Information Services

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 736,494	\$ 813,402	\$ 1,009,044	\$ 1,029,778	\$ 1,029,778
Material & Services	519,955	569,186	587,856	555,052	555,052
Capital Outlay	146,151	137,676	255,838	228,000	228,000
<b>Total Appropriations</b>	<b>\$ 1,402,600</b>	<b>\$ 1,520,264</b>	<b>\$ 1,852,738</b>	<b>\$ 1,812,830</b>	<b>\$ 1,812,830</b>
<b>Summary by Program</b>					
Information Services	\$ 1,402,600	\$ 1,520,264	\$ 1,852,738	\$ 1,812,830	\$ 1,812,830
<b>Total Appropriations</b>	<b>\$ 1,402,600</b>	<b>\$ 1,520,264</b>	<b>\$ 1,852,738</b>	<b>\$ 1,812,830</b>	<b>\$ 1,812,830</b>
<b>Division Staff</b>					
Full-time	6.00	6.00	6.00	6.00	6.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

**Division: Business & Facilities**  
Department: Information Services  
Program: Information Services

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Number of desktop PCs maintained	215	245	265	275
Number of networked file servers maintained	52	51	51	51
<b>Performance Measures:</b>				
Maintain 98% network system reliability	98%	98%	98%	98%

**Division: Business & Facilities**  
**Department: Information Services**  
**Program: Information Services**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 477,409	\$ 492,488	\$ 521,699	\$ 548,464	\$ 548,464
Employee Benefits	218,046	277,410	441,272	429,861	429,861
Payroll Taxes	41,039	43,504	46,073	51,453	51,453
<b>Personnel Services</b>	<b>\$ 736,494</b>	<b>\$ 813,402</b>	<b>\$ 1,009,044</b>	<b>\$ 1,029,778</b>	<b>\$ 1,029,778</b>
Professional and Technical Services	\$ 394,864	\$ 312,747	\$ 442,866	\$ 417,900	\$ 417,900
Supplies	48,613	30,978	56,000	4,000	4,000
Communication	70,023	214,724	76,000	120,000	120,000
Training, Travel and Memberships	3,617	5,468	9,000	9,152	9,152
Small Furniture, Fixtures and Equip.	2,838	5,269	3,990	4,000	4,000
<b>Material &amp; Services</b>	<b>\$ 519,955</b>	<b>\$ 569,186</b>	<b>\$ 587,856</b>	<b>\$ 555,052</b>	<b>\$ 555,052</b>
Information Technology Replacement	\$ 146,151	\$ 125,255	\$ 248,338	\$ 228,000	\$ 228,000
Information Technology Improvement	-	12,421	7,500	-	-
<b>Capital Outlay</b>	<b>\$ 146,151</b>	<b>\$ 137,676</b>	<b>\$ 255,838</b>	<b>\$ 228,000</b>	<b>\$ 228,000</b>
<b>Program Total</b>	<b>\$ 1,402,600</b>	<b>\$ 1,520,264</b>	<b>\$ 1,852,738</b>	<b>\$ 1,812,830</b>	<b>\$ 1,812,830</b>
<b>Department Staff</b>					
Full-time	6.00	6.00	6.00	6.00	6.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	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 #
<b>INFORMATION TECHNOLOGY REPLACEMENT</b>			
1	Desktop	\$ 27,000	BF-35
2	Servers	42,000	BF-35
3	Storage Array	90,000	BF-35
4	Local Area/Wide Area Networks	5,000	BF-35
5	AED Defibrillators	9,000	BF-35
6	Security Cameras	45,000	BF-35
7	Key Card Readers	10,000	BF-36
<b>TOTAL INFORMATION TECHNOLOGY REPLACEMENT</b>		<b>\$ 228,000</b>	
<b>GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY</b>		<b>\$ 228,000</b>	

## INFORMATION SERVICES CAPITAL OUTLAY

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### Information Technology Capital Replacement

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**ITEM 1:**           **Desktop**

**BUDGET:**        \$27,000

**DESCRIPTION:** Replacement of desktop inventory, maintaining the five-year replacement schedule.

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**ITEM 2:**           **Servers**

**BUDGET:**        \$42,000

**DESCRIPTION:** Replacement of public web servers.

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**ITEM 3:**           **Storage Array**

**BUDGET:**        \$90,000

**DESCRIPTION:** Replacement of core central storage array used for server infrastructure.

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**ITEM 4:**           **Local Area/Wide Area Network**

**BUDGET:**        \$5,000

**DESCRIPTION:** Replacement of Wide Area Network equipment.

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**ITEM 5:**           **AED Defibrillators**

**BUDGET:**        \$9,000

**DESCRIPTION:** Replacement of Automated External Defibrillators.

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**ITEM 6:**           **Security Cameras**

**BUDGET:**        \$45,000

**DESCRIPTION:** Replacement of security cameras.

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## INFORMATION SERVICES CAPITAL OUTLAY

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**ITEM 7:**            **Key Card Readers**

**BUDGET:**        \$10,000

**DESCRIPTION:**   Replacement of key card readers.

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**TUALATIN HILLS**  
**PARK & RECREATION DISTRICT**

**OPERATIONS ANALYSIS**



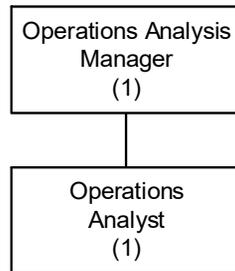


**THPRD**

## BUSINESS & FACILITIES DIVISION

Operations Analysis Department

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### 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 2019/20 Accomplishments

#### Goal: Implement New Financial Software

Assisted with implementation of new financial software, including chart of accounts and payroll input. Worked on staff training for initial modules for parallel running.

#### Other Activity

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.

Completed fourth year of the Strategic Energy Management cohort to track savings and incentivize energy efficient behavior. Participated in additional regional sustainability initiatives.

### FY 2020/21 Goals and Objectives

#### Priority: Invest in our Future through Technology

Continue assisting with implementation of new financial software, including development and management of employee training.

#### Other Activities

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

Continue participating in the Strategic Energy Management cohort and other sustainability partnerships. These enable THPRD to adopt current industry best practices for energy efficiency and additional resource conservation.

### Budget Highlights

The adopted budget reflects reduced funding for technical services and training, travel and memberships due to targeted budget reductions.



**THPRD**

**Division: Business & Facilities**  
**Department: Operations Analysis**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 285,082	\$ 278,999	\$ 330,052	\$ 342,549	\$ 342,549
Material & Services	29,567	13,308	47,902	9,000	9,000
<b>Total Appropriations</b>	<b>\$ 314,649</b>	<b>\$ 292,307</b>	<b>\$ 377,954</b>	<b>\$ 351,549</b>	<b>\$ 351,549</b>

<b>Summary by Program</b>					
Operations Analysis	\$ 314,649	\$ 292,307	\$ 377,954	\$ 351,549	\$ 351,549
<b>Total Appropriations</b>	<b>\$ 314,649</b>	<b>\$ 292,307</b>	<b>\$ 377,954</b>	<b>\$ 351,549</b>	<b>\$ 351,549</b>

<b>Division Staff</b>					
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 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
Districtwide program revenues as a % of revenue needed to meet cost recovery target	66%	62%	52%	56%
Aggregate registration as % of aggregate class minimums	168.0%	170.1%	156.8%	increase

**DEPARTMENTAL WORK PLAN**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
Performance Management	Documented Key Performance Indicator, Funded Service Levels, and Goal Outcome methodology.	Aligned performance measurement process with visioning and comprehensive plan update.	Continue working with departments to develop and/or maintain specific, measurable metrics.	Develop performance measurements that support the visioning outcomes and comprehensive plan update.
Budgeting	Developed five-year Capital Improvement Program.	Supported the system selection and initial project planning process for the new financial software system.	Support initial configuration and testing of new financial software system.	Integrate budget files with new financial software system. Provide training on new processes.
Resource Allocation	Provided updated reporting on cost recovery. Incorporated cost recovery into resource allocation for programs.	Analyzed data and supported Field Fee Team in the development of an affiliate field fee schedule. Provided updated reporting on resource allocation to centers.	Complete update of data source files for resource allocation analysis. Provide updated reporting on resource allocation to centers.	Integrate resource allocation data source files with new financial software system.

**Division: Business & Facilities**  
**Department: Operations Analysis**  
**Program: Operations Analysis**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 181,708	\$ 160,104	\$ 170,189	\$ 182,316	\$ 182,316
Employee Benefits	87,220	103,802	144,899	143,006	143,006
Payroll Taxes	16,154	15,093	14,964	17,227	17,227
<b>Personnel Services</b>	<b>\$ 285,082</b>	<b>\$ 278,999</b>	<b>\$ 330,052</b>	<b>\$ 342,549</b>	<b>\$ 342,549</b>
Professional and Technical Services	\$ 21,450	\$ 4,669	\$ 32,000	\$ -	\$ -
Supplies	1,204	78	1,800	1,000	1,000
Communication	713	954	780	1,200	1,200
Training, Travel and Memberships	5,805	7,607	12,822	6,300	6,300
Small Furniture & Office Equipment	395	-	500	500	500
<b>Material &amp; Services</b>	<b>\$ 29,567</b>	<b>\$ 13,308</b>	<b>\$ 47,902</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>
<b>Program Total</b>	<b>\$ 314,649</b>	<b>\$ 292,307</b>	<b>\$ 377,954</b>	<b>\$ 351,549</b>	<b>\$ 351,549</b>
<b>Department Staff</b>					
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

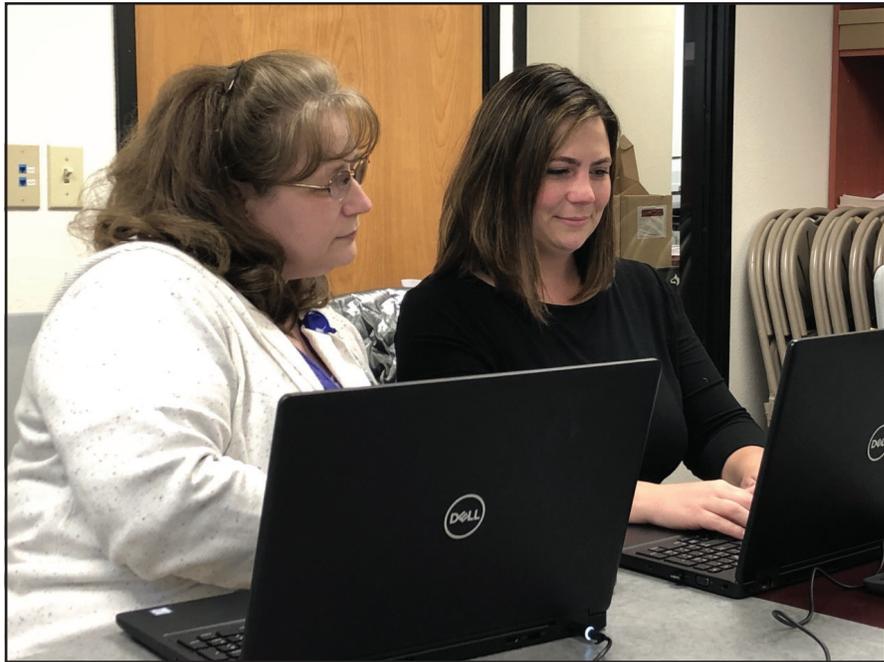


**THPRD**



**TUALATIN HILLS**  
**PARK & RECREATION DISTRICT**

## **HUMAN RESOURCES**



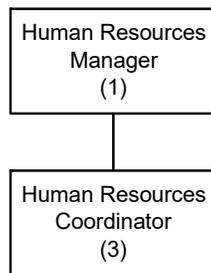


**THPRD**

## BUSINESS & FACILITIES DIVISION

### Human Resources Department

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#### Department Overview

The Human Resources manager reports directly to the director of Business & Facilities and is responsible for leading 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 and inclusion initiatives, employee performance evaluation, and training and development.

#### FY 2019/20 Accomplishments

##### Goal: Implement New Financial Software

Prepared personnel data for upload and configuration under the leadership of the project manager for the Tyler Munis implementation. Worked with financial services and information services staff to develop efficiencies and integration with existing talent management software.

##### Goal: Provide Staff Development and Human Resource Management

Built on the FY 2018/19 department reorganization to deepen HR business partner service to district leadership.

Developed and implemented the Your Break...Your Time campaign with the partnership of the Communications Department including contests, prizes, and new breaktime materials.

Implemented an updated in-person training program available to all district staff including new employee orientation and welcome program; diversity, equity, inclusion, and access topics; supervisory practices; wage & hour compliance; wellness; and general interest topics.

Implemented the updated background check process with system integration with Neogov, reducing the time needed to initiate and review findings. Partnered with Risk Management & Volunteer Services to update consistent review matrix.

Partnered with Kaiser Permanente and Impact Benefits to provide increased health and wellness support to all district staff including on-site flu clinics and wellness check-ins, and an expanded benefits and wellness fair open to all staff and covered family members.

Worked with consultant to finalize the district's pay equity analysis, and partnered with district leadership to assess and implement recommendations including updated job descriptions.

Developed sufficient qualified applications through recruitment efforts to successfully fill regular status positions. Implemented a regular status recruitment and selection planning guide to better support hiring managers.

Partnered with Operations Analysis staff to assess human resources systems for increased efficiency and responsiveness. Implemented improvements to the part-time/seasonal hiring practice and updated information and materials available on the department's intranet.

### **FY 2019/20 Accomplishments (Continued)**

Assessed, developed, and implemented improvements to the district's protected leaves and accommodations program.

Maintained unemployment insurance experience rating of .1%, the lowest possible rating, for the third consecutive year resulting in excess amounts paid to the fund.

### **FY 2020/21 Goals and Objectives**

#### Investing in our Future through Technology

Support the implementation of the Tyler Munis timekeeping and payroll functions in Fall 2020, and work under the leadership of the project manager to develop additional human resources systems in 2021.

Continue improving human resources systems to support efficient, current, supportive processes and procedures for staff at all levels of the organization, utilizing technology as appropriate to standardize, automate, and communicate with stakeholders.

#### Investing in our Employees and Volunteers

Continue building out the district's training and development program including leadership cohorts, individual development plans, and online training options.

Partner with stakeholders to assess and develop the district's employment brand and identify opportunities to market hard-to-fill positions in a continued period of full-employment.

Implement updated part-time salary schedule to better meet the needs of the district and support the equitable hire and retention of well-qualified staff.

### **Budget Highlights**

The adopted budget includes increased funding for implementation of an on-line training system and expansion of employee assistance program coverage. Both of these are approved business plans under the priority of investing in our employees and volunteers.

### **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 (online, lecture-style, and interactive).

Process new hire packets within two work days of receipt.

Partner with supervisors to promptly respond to and investigate complaints of harassment, discrimination, or retaliation.

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 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 510,994	\$ 513,939	\$ 703,452	\$ 726,386	\$ 726,386
Material & Services	75,697	110,876	174,086	188,231	188,231
<b>Total Appropriations</b>	<b>\$ 586,691</b>	<b>\$ 624,815</b>	<b>\$ 877,538</b>	<b>\$ 914,617</b>	<b>\$ 914,617</b>

<b>Summary by Program</b>					
Human Resources	\$ 586,691	\$ 624,815	\$ 877,538	\$ 914,617	\$ 914,617
<b>Total Appropriations</b>	<b>\$ 586,691</b>	<b>\$ 624,815</b>	<b>\$ 877,538</b>	<b>\$ 914,617</b>	<b>\$ 914,617</b>

<b>Division Staff</b>					
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	0.52	0.52	0.52

**Division: Business & Facilities**  
 Department: Human Resources  
 Program: Human Resources

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Total number of recruitments: FT & RPT positions	24	22	20	20
Total number of training sessions	11	11	11	12
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
<b>Performance Measures:</b>				
Total recruitment applications received	1,842	1,300	1,200	1,200
Average number of applications per position	77	59	60	60
Total training contact hours	870	815	1,000	1,500
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%
<b>Goal Outcome Measures:</b>				
Number of employees receiving bilingual premium pay out of qualifying positions	14	50	43	increase

**Division: Business & Facilities**  
 Department: Human Resources  
 Program: Human Resources

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 338,209	\$ 289,729	\$ 354,166	\$ 375,276	\$ 375,276
PT Salary	-	9,964	17,820	18,266	18,266
RPT Salaries	4,150	-	-	-	-
Employee Benefits	139,801	186,167	298,547	295,603	295,603
Payroll Taxes	28,834	28,079	32,919	37,241	37,241
<b>Personnel Services</b>	<b>\$ 510,994</b>	<b>\$ 513,939</b>	<b>\$ 703,452</b>	<b>\$ 726,386</b>	<b>\$ 726,386</b>
Professional and Technical Services	\$ 29,163	\$ 57,997	\$ 95,162	\$ 138,274	\$ 138,274
Supplies	5,524	3,015	4,000	9,106	9,106
Communication	9,013	10,722	12,080	10,467	10,467
Travel, Training and Memberships	31,124	31,252	60,844	29,384	29,384
Small Furniture & Equipment	873	7,890	2,000	1,000	1,000
<b>Material &amp; Services</b>	<b>\$ 75,697</b>	<b>\$ 110,876</b>	<b>\$ 174,086</b>	<b>\$ 188,231</b>	<b>\$ 188,231</b>
<b>Program Total</b>	<b>\$ 586,691</b>	<b>\$ 624,815</b>	<b>\$ 877,538</b>	<b>\$ 914,617</b>	<b>\$ 914,617</b>
<b>Department Staff</b>					
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	0.52	0.52	0.52



**THPRD**



**TUALATIN HILLS**  
**PARK & RECREATION DISTRICT**

## **MAINTENANCE OPERATIONS**



*Athletic Facilities Maintenance*

*Building & Pool Maintenance*

*Park Maintenance*

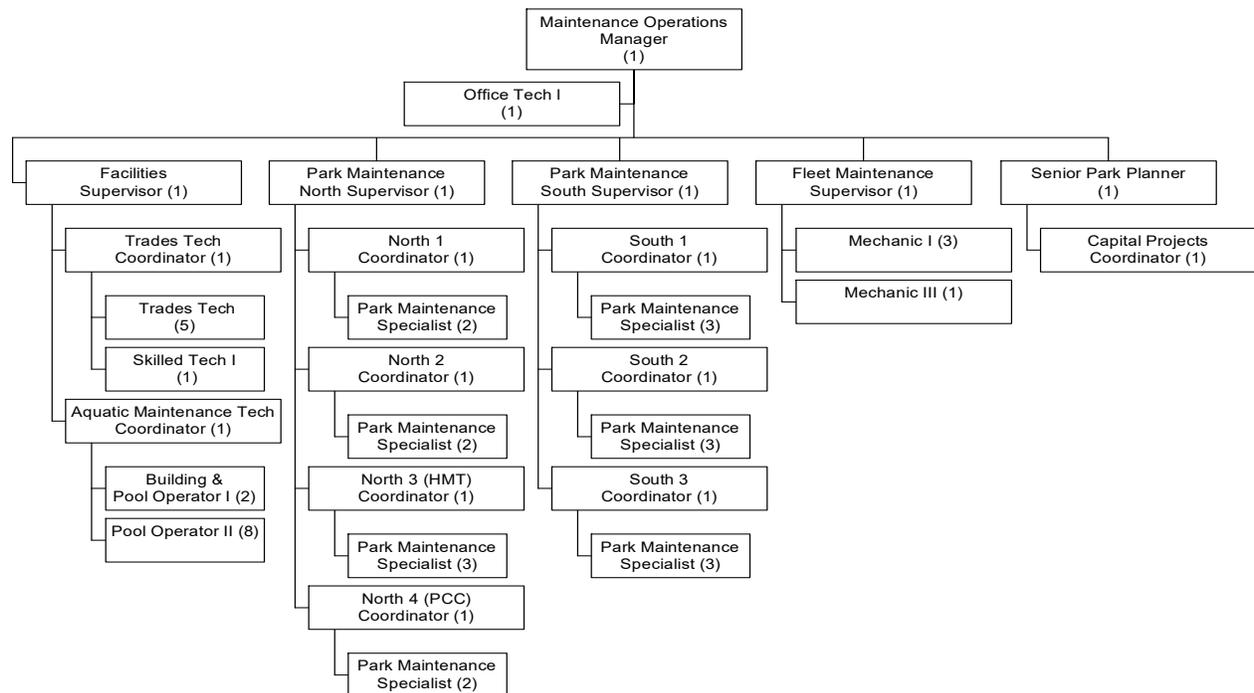
*Fleet Maintenance*



**THPRD**

# BUSINESS & FACILITIES DIVISION

## Maintenance Operations Department



### Department Overview

The Maintenance Operations manager reports to the director of Business & Facilities and is responsible for all park and facility maintenance activities at the district as well as the fleet maintenance program.

Maintenance operations programs (parks, athletic facilities, recreation facilities, and fleet) are managed by supervisors, who report to the Maintenance Operations manager.

### 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. It also performs hazard tree inspections as part of a growing arboriculture program.

Park Maintenance staff supports the facility and program needs of the sports department which includes all the athletic field services and game day preparation for soccer, football, baseball, softball, lacrosse, rugby and cricket leagues. Also, within the scope of the park maintenance program is the maintenance of a majority of the Beaverton School District athletic fields and courts

### Facility Maintenance

The Facility Maintenance program provides preventative maintenance, repair and custodial services to the aquatic, historic and non-programmed THPRD facilities. Trade staff provide painting, plumbing, carpentry, electrical, and HVAC services to all THPRD facilities. Facility maintenance staff maintain outdoor restrooms, gymnasiums, indoor and outdoor pools, and historic buildings. They perform much of the preventative maintenance and help develop the operational budget and proposed capital projects list. All full-time aquatic maintenance positions require an Aquatic Pool 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 shops. The fleet includes compact trucks, heavy-duty trucks, tractors, 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 2019/20 Accomplishments**

#### Goal: Continue to Eliminate Barriers to Participation Through the Access for All Initiative

Completed the final phase of the ADA improvements at Veterans Memorial Park along with several other ADA projects at numerous district facilities.

Replaced the pedestrian bridge on the east side of Commonwealth Lake Park including providing ADA compliant approaches from either side.

Upgraded all the pathways in Florence Pointe Park using general funds along with ADA funds, resulting in a major improvement to the entire park.

#### Goal: Provide Staff Development and Human Resources Management

Continued to make technical, professional and safety training continues a high priority for the Maintenance Operations Department. Staff attended numerous training workshops, seminars and conferences including; Energy Trust of Oregon's Strategic Energy Management, Sports Turf Management Association, Oregon Recreation & Park Association, National Recreation and Park Association Certified Playground Safety Inspectors, Aquatic Pool Operator Certification, and Automotive Service Excellence Certifications.

Facility Maintenance staff has enrolled one trades tech position into the Oregon LBME (Limited Building Maintenance Electrical) Apprenticeship program to help alleviate the electrical needs of district facilities.

### Other Activities

Completed the project to replace the Raleigh Park/ Swim Center pool deck, pool tank and associated amenities by the end of the fiscal year.

Completed phase 1 of the Garden Home Recreation Center roof replacement project by the end of the fiscal year. That work encompassed completing an engineering study and re-roofing the flat roof areas and the gymnasium roof.

Completed additional facility improvements including:

- Phase 1 of the HMT AC roof project and Phase 1 of the FCSC roof project that will be energy efficient and will help in the district's energy reduction goals.
- HVAC control upgrades at multiple facility locations and the Cedar Hills Recreation Center's boiler replacement.

Achieved energy reduction milestones through the ETO/SEM program, which were awarded to the district in this fiscal year and totaled \$6,300. The district saved 84,993 kwh of electricity and 3,115 therms in gas over the fiscal year.

Completed numerous other park asphalt replacements and upgrades to provide easy accessibility and use.

### **FY 2020/21 Department Goals and Objectives** Priority: Planning for Future Natural Areas, Facility and Trail Needs, and Funding Resources

Continue to coordinate and work on completing items listed in the ADA Transition Plan with the focus on safety items and access to parks and several facilities.

Continue to plan and coordinate the replacement of asphalt/concrete pathways and sidewalks at several facilities and parks to provide easy accessibility and use.

Staff will take on the maintenance of new parks that will open to the public; Bonnie Meadows, Abbey Creek, Cedar Grove urban plaza, the NW quadrant youth athletic field and a re-developed Somerset West.

Complete the Conestoga Recreation & Aquatic Center's underwater lights and slide replacement project. The project is tentatively

## **FY 2020/21 Department Goals and Objectives (Continued)**

scheduled to begin in March and will be completed by June.

Complete the asphalt replacement project at the HMT Complex, which will focus on the pathways surrounding and associated with the Athletic Center.

Complete court resurfacing and crack repairs at Sunset Park (4) and Garden Home Park (2) tennis courts. In addition, replace the home run netting at the HMT complex at softball field #1.

Complete phase 2 of the Garden Home Recreation Center roof replacement project. That work will encompass the re-shingling of the remaining roof areas of the facility. In addition, complete phase 2 of 4 of the roof replacement project for the FCSC.

### Other Activities

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.

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 and Oil Impacts

Due to growth and new properties that are being maintained, THPRD is expecting to consume approximately 43,000 gallons of gasoline and 12,000 gallons of diesel fuel in FY 2020/21. Due to the rising costs of raw materials, major producers of lubricating oil and greases have recently announced a 12% price increase to consumers in February 2020. Fleet staff will repair major items whenever possible, instead of using outside service providers.

### New or Expanded Facilities Impacts

The adopted budget includes part-time staffing, supplies, and utility increases necessary to maintain new or expanded parks, athletic fields and facilities resulting from the completion of

numerous 2008 Bond Fund capital projects as well as projects funded from the System Development Charge fund and grant funds. Additions include new park sites at; Bonnie Meadows Park, Crowell Woods Park, Abbey Creek Park, Cedar Grove urban plaza and the youth athletic field by the Living Hope Church.

### Utility Impacts

The adopted budget reflects natural gas rate increases of 2.0% beginning in November 2020, and electricity rate increases of 3.0% starting in January 2020. In FY 2019/20, overall electricity usage decreased by 1.4% and natural gas usage increased by 4.7%. Electricity and natural gas consumption are expected to remain consistent in FY 2020/21.

- THPRD is enrolled in the Energy Trust of Oregon's Strategic Energy Management Program to help drive energy savings in all the district's electrical and gas consumption
- Water usage decreased in FY 2019/20 by 4.6% driven in large part by THPRD's water conservation efforts and investments into efficient programming and practices
- Water usage is expected to increase in FY 2020/21 as new irrigated park sites are added to the inventory such as the redeveloped Cedar Hills Park. The proposed budget reflects an increase in water utility costs resulting from an average 8% rate increase from the district's water providers

### Other Impacts

A Building Maintenance Tech Coordinator position is being downgraded to a Trades Tech position, and a Skilled Tech I position is being eliminated. A Mechanic II has been upgraded to a Mechanic I.

The adopted budget also reflects small reductions in services, supplies and part-time labor as part of targeted budget reductions.



**THPRD**

**Division: Business & Facilities**  
**Department: Maintenance Operations**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 8,492,084	\$ 7,695,675	\$ 9,546,794	\$ 9,263,364	\$ 9,263,364
Materials & Services	4,299,752	3,846,957	4,236,755	4,057,469	4,057,469
Capital Outlay	497,113	472,560	234,750	359,320	359,320
<b>Total Appropriations</b>	<b>\$ 13,288,949</b>	<b>\$ 12,015,192</b>	<b>\$ 14,018,299</b>	<b>\$ 13,680,153</b>	<b>\$ 13,680,153</b>

<b>Summary by Program</b>					
Superintendent of Maintenance Op.	\$ 788,375	\$ 988,841	\$ 834,199	\$ 814,340	\$ 814,340
Park Maintenance North	-	3,333,952	4,106,513	4,114,598	4,114,598
Park Maintenance South	-	2,688,436	3,146,308	3,046,547	3,046,547
Athletic Facilities Maintenance	2,200,067	-	-	-	-
Park Maintenance	3,776,688	-	-	-	-
Building & Pool Maintenance	5,125,560	3,506,163	4,512,788	4,187,499	4,187,499
Fleet Maintenance	1,398,259	1,497,800	1,418,491	1,517,169	1,517,169
<b>Total Appropriations</b>	<b>\$ 13,288,949</b>	<b>\$ 12,015,192</b>	<b>\$ 14,018,299</b>	<b>\$ 13,680,153</b>	<b>\$ 13,680,153</b>

<b>Division Staff</b>					
Full-time	69.00	58.00	56.00	55.00	55.00
Regular part-time (FTE)	4.38	0.00	0.00	0.00	0.00
Part-time (FTE)	61.01	48.26	46.78	42.09	42.09

FY 18/19: Combined Park & Athletic Facilities, organized into North & South zones.

**Division: Business & Facilities**  
 Department: Maintenance Operations  
 Program: Manager of Maintenance Operations

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2017/18</b>	<b>Prior Year Actual 2018/19</b>	<b>Projected Outcome 2019/20</b>	<b>Proposed Outcome 2020/21</b>
<b>Goal Outcome Measures:</b>				
<b>Replacement Balance*</b>				
5-year balance	\$13,835,935	\$12,520,018	\$ 20,349,670	\$21,460,320
10-year balance	\$29,232,624	\$27,827,036	\$ 40,028,341	\$43,834,802
Total annual metric tons of CO2 generated (Scopes 1 and 2)	6,133	6,133	decrease	decrease

\* Replacement balance includes deferred replacement backlog plus projected future major replacements

**Division: Business & Facilities**  
**Department: Maintenance Operations**  
**Program: Manager of Maintenance Operations**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 457,871	\$ 553,058	\$ 385,383	\$ 405,012	\$ 405,012
PT Salary	26,816	27,490	41,268	23,563	23,563
Employee Benefits	214,800	296,823	316,754	308,187	308,187
Payroll Taxes	43,070	54,435	38,000	37,536	37,536
<b>Personnel Services</b>	<b>\$ 742,557</b>	<b>\$ 931,806</b>	<b>\$ 781,405</b>	<b>\$ 774,298</b>	<b>\$ 774,298</b>
Professional and Technical Services	\$ 7,998	\$ 6,797	\$ 5,000	\$ 2,050	\$ 2,050
Communications	4,249	6,399	5,237	5,368	5,368
Supplies	5,970	9,795	9,840	2,859	2,859
Training, Travel and Memberships	5,196	8,721	9,205	5,665	5,665
Small Furniture, Fixtures and Equip.	-	1,051	-	-	-
Utilities	22,405	24,272	23,512	24,100	24,100
<b>Material &amp; Services</b>	<b>\$ 45,818</b>	<b>\$ 57,035</b>	<b>\$ 52,794</b>	<b>\$ 40,042</b>	<b>\$ 40,042</b>
<b>Program Total</b>	<b>\$ 788,375</b>	<b>\$ 988,841</b>	<b>\$ 834,199</b>	<b>\$ 814,340</b>	<b>\$ 814,340</b>
<b>Department Staff</b>					
Full-time	6.00	6.00	4.00	4.00	4.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	1.39	1.44	1.37	0.70	0.70

**Division: Business & Facilities**  
**Department: Maintenance Operations**  
**Program: Park Maintenance-North**

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2017/18</b>	<b>Prior Year Actual 2018/19</b>	<b>Projected Outcome 2019/20</b>	<b>Proposed Outcome 2020/21</b>
<b>Workload:</b>				
Developed acres	-	547	552	558
Undeveloped acres	-	722	760	780
<b>Total Acres</b>	-	<b>1,269</b>	<b>1,312</b>	<b>1,338</b>
Athletic fields maintained	-	142	141	141
Sport courts maintained	-	114	114	114
<b>Total Fields and Courts</b>	-	<b>256</b>	<b>255</b>	<b>255</b>
<b>Efficiency:</b>				
Park cost per developed acre	-	2,698	\$2,995	\$3,119
Park cost per undeveloped acre	-	227	\$242	\$248
Total cost per field and court count	-	6,558	\$7,321	8,552
Total courts/fields per FTE	-	14	14.5	13.5
Total developed park acres per FTE	-	34	33.8	33.3
<b>Goal Outcome Measures:</b>				
Water (gallons/developed acre with ETR)	-	32,730	29,814	decrease
Electricity (kWh/lighted field and court count)	-	11,720	8,061	8,061
Water (gallons/field count)	-	117,677	117,906	117,906
Water (gallons/field count with ETR)	-	65,316	67,911	decrease
<b>Performance Measures:</b>				
% of desired service level (DSL) on fields	-	100%	100%	100%
% of desired service level (DSL) on courts	-	100%	100%	100%
% of park standards met		87%	90%	90%

FY18/19: Combined Park & Athletic Facilities into North & South Zones

**Division: Business & Facilities**  
**Department: Maintenance Operations**  
**Program: Park Maintenance North**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ -	\$ 860,163	\$ 952,938	\$ 970,392	\$ 970,392
PT Salary	-	526,569	707,937	707,502	707,502
Employee Benefits	-	514,846	870,688	832,993	832,993
Payroll Taxes	-	153,052	174,758	174,348	174,348
<b>Personnel Services</b>	<b>\$ -</b>	<b>\$ 2,054,630</b>	<b>\$ 2,706,321</b>	<b>\$ 2,685,235</b>	<b>\$ 2,685,235</b>
Professional and Technical Services	\$ -	\$ 1,741	\$ 1,000	\$ 1,500	\$ 1,500
Rental Equipment	-	99	3,000	3,000	3,000
Communication	-	33,295	38,287	38,300	38,300
Other Services	-	135,320	245,864	232,287	232,287
Supplies	-	278,796	322,355	321,600	321,600
Training, Travel and Memberships	-	3,358	7,740	9,940	9,940
Utilities	-	826,713	781,946	822,736	822,736
<b>Material &amp; Services</b>	<b>\$ -</b>	<b>\$ 1,279,322</b>	<b>\$ 1,400,192</b>	<b>\$ 1,429,363</b>	<b>\$ 1,429,363</b>
<b>Program Total</b>	<b>\$ -</b>	<b>\$ 3,333,952</b>	<b>\$ 4,106,513</b>	<b>\$ 4,114,598</b>	<b>\$ 4,114,598</b>
<b>Department Staff</b>					
Full-time	0.00	14.00	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	20.88	21.78	21.65	21.65
<b>Funded Service Level</b>					
High-production mowing acres maintained at 100% DSL	-	123	123	123	123
Total high-production mowing acres in inventory	-	132	132	132	132
Baseball/softball fields maintained at 100% DSL	-	56	55	55	55
Total baseball/softball fields in inventory	-	56	55	55	55
Sport courts maintained at 100% DSL	-	114	114	114	114
Total sport courts	-	114	114	114	114

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 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workload:</b>				
Developed acres	-	551	566	566
Undeveloped acres	-	586	587	591
<b>Total Acres</b>	-	<b>1,137</b>	<b>1,153</b>	<b>1,157</b>
Athletic fields maintained	-	107	105	105
Sport courts maintained	-	66	66	66
<b>Total Fields and Courts</b>	-	<b>173</b>	<b>171</b>	<b>171</b>
<b>Efficiency:</b>				
Park cost per developed acre	-	\$2,776	\$2,864	\$3,052
Park cost per undeveloped acre	-	\$290	\$318	\$325
Total cost per field and court count	-	\$5,775	\$6,186	\$6,592
Total courts/fields per FTE	-	15.4	15.3	17.1
Total developed park acres per FTE	-	27.7	28.5	31.8
<b>Goal Outcome Measures:</b>				
Water (gallons/developed acre with ETR)	-	25,487	25,537	decrease
Electricity (kWh/lighted field and court count)	-	7,803	8,565	8,565
Water (gallons/field count)	-	20,227	19,432	19,432
Water (gallons/field count with ETR)	-	9,948	11,717	decrease
<b>Performance Measures:</b>				
% of desired service level (DSL) on fields	-	100%	100%	100%
% of desired service level (DSL) on courts	-	100%	100%	100%
% of park standards met	-	86%	88%	88%

FY18/19: Combined Park & Athletic Facilities into North & South Zones

**Division: Business & Facilities**  
**Department: Maintenance Operations**  
**Program: Park Maintenance South**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ -	\$ 844,409	\$ 889,770	\$ 900,178	\$ 900,178
PT Salary	-	467,022	538,301	457,809	457,809
Employee Benefits	-	504,572	811,423	772,792	772,792
Payroll Taxes	-	140,981	152,599	143,607	143,607
<b>Personnel Services</b>	<b>\$ -</b>	<b>\$ 1,956,984</b>	<b>\$ 2,392,093</b>	<b>\$ 2,274,386</b>	<b>\$ 2,274,386</b>
Professional and Technical Services	\$ -	\$ 14,733	\$ 18,000	\$ 10,500	\$ 10,500
Rental Equipment	-	15,129	8,300	4,500	4,500
Other Services	-	103,411	170,300	148,800	148,800
Communications	-	18,056	19,000	19,000	19,000
Supplies	-	222,116	225,920	208,330	208,330
Training, Travel and Memberships	-	2,135	7,150	6,800	6,800
Utilities	-	351,837	305,045	373,731	373,731
Small Furniture, Fixtures and Equip.	-	4,035	500	500	500
<b>Material &amp; Services</b>	<b>\$ -</b>	<b>\$ 731,452</b>	<b>\$ 754,215</b>	<b>\$ 772,161</b>	<b>\$ 772,161</b>
<b>Program Total</b>	<b>\$ -</b>	<b>\$ 2,688,436</b>	<b>\$ 3,146,308</b>	<b>\$ 3,046,547</b>	<b>\$ 3,046,547</b>
<b>Department Staff</b>					
Full-time	0.00	13.00	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	18.08	18.08	14.77	14.77
<b>Funded Service Level</b>					
High-production mowing acres maintained at 100% DSL	-	128	128	128	128
Total high-production mowing acres in inventory	-	138	138	138	138
Baseball/softball fields maintained at 100% DSL	-	46	44	44	44
Total baseball/softball fields in inventory	-	46	44	44	44
Sport courts maintained at 100% DSL	-	66	66	66	66
Total sport courts	-	66	66	66	66

FY 18/19: Combined Park & Athletic Facilities, organized into North & South zones.

**Division: Business & Facilities**  
 Department: Maintenance Operations  
 Program: Athletic Facilities Maintenance

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2017/18</b>	<b>Prior Year Actual 2018/19</b>	<b>Projected Outcome 2019/20</b>	<b>Proposed Outcome 2020/21</b>
<b>Workload:</b>				
Athletic fields maintained	251	-	-	-
Outdoor sport courts maintained <sup>1</sup>	179	-	-	-
<b>Total Workload Units</b>	<b>430</b>	-	-	-
<b>Efficiency:</b>				
Cost per athletic field	\$5,930	-	-	-
Cost per outdoor sport court	\$2,881	-	-	-
<b>Goal Outcome Measures:</b>				
Electricity (kWh/lighted field and court count)	5,076	-	-	-
Water (gallons/field count)	95,566	-	-	-
Water (gallons/field count with ETR)	decrease	-	-	-
% number of irrigation systems automated (of irrigation systems desired to be automated)	91.5%	-	-	-
<b>Performance Measures:</b>				
% of desired service level (DSL) on fields	100%	-	-	-
% of desired service level (DSL) on courts	100%	-	-	-

<sup>1</sup> Includes 6 indoor tennis courts.

FY18/19: Combined Park & Athletic Facilities into North & South Zones

**Division: Business & Facilities**  
 Department: Maintenance Operations  
 Program: Athletic Facilities Maintenance

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 633,395	\$ -	\$ -	\$ -	\$ -
PT Salary	372,519	-	-	-	-
Employee Benefits	342,964	-	-	-	-
Payroll Taxes	101,784	-	-	-	-
<b>Personnel Services</b>	<b>\$ 1,450,662</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Other Services	\$ 144,069	\$ -	\$ -	\$ -	\$ -
Communications	14,275	-	-	-	-
Supplies	286,576	-	-	-	-
Training, Travel and Memberships	3,830	-	-	-	-
Utilities	300,159	-	-	-	-
Small Furniture, Fixtures and Equip.	496	-	-	-	-
<b>Material &amp; Services</b>	<b>\$ 749,405</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Program Total</b>	<b>\$ 2,200,067</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Staff</b>					
Full-time	10.00	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)	16.69	0.00	0.00	0.00	0.00
<b>Funded Service Level</b>					
Baseball/softball fields maintained at 100% DSL	103	-	-	-	-
Total baseball/softball fields in inventory	103	-	-	-	-
Sport courts maintained at 100% DSL	177	-	-	-	-
Total sport courts	177	-	-	-	-

**Division: Business & Facilities**  
 Department: Maintenance Operations  
 Program: Park Maintenance

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2017/18</b>	<b>Prior Year Actual 2018/19</b>	<b>Projected Outcome 2019/20</b>	<b>Proposed Outcome 2020/21</b>
<b>Workload:</b>				
Developed acres	1,095	-	-	-
Undeveloped acres	1,294	-	-	-
<b>Total Workload Units</b>	<b>2,389</b>	-	-	-
<b>Efficiency:</b>				
Cost per developed acre	\$3,377	-	-	-
Cost per undeveloped acre	\$317	-	-	-
<b>Goal Outcome Measures:</b>				
Electricity (kWh/developed acre)	103	-	-	-
Water (gallons/developed acre)	43,879	-	-	-
Water (gallons/developed acre with ETR)	decrease	-	-	-
Vehicle miles traveled per developed acre	324	-	-	-
<b>Performance Measures:</b>				
% of desired service level (DSL) high-production mowing for developed acres	93%	-	-	-

FY18/19: Combined Park & Athletic Facilities into North & South Zones

**Division: Business & Facilities**  
**Department: Maintenance Operations**  
**Program: Park Maintenance**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 1,114,081	\$ -	\$ -	\$ -	\$ -
PT Salary	688,404	-	-	-	-
Employee Benefits	578,655	-	-	-	-
Payroll Taxes	185,901	-	-	-	-
<b>Personnel Services</b>	<b>\$ 2,567,041</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Professional and Technical Services	\$ 73,880	\$ -	\$ -	\$ -	\$ -
Rental Equipment	12,575	-	-	-	-
Communication	31,262	-	-	-	-
Other Services	46,333	-	-	-	-
Supplies	320,833	-	-	-	-
Training, Travel and Memberships	9,125	-	-	-	-
Utilities	715,639	-	-	-	-
<b>Material &amp; Services</b>	<b>\$ 1,209,647</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Program Total</b>	<b>\$ 3,776,688</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Department Staff</b>					
Full-time	20.00	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)	26.52	0.00	0.00	0.00	0.00
<b>Funded Service Level</b>					
High-production mowing acres maintained at 100% DSL	325	-	-	-	-
Total high-production mowing acres in inventory	328	-	-	-	-

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

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2017/18</b>	<b>Prior Year Actual 2018/19</b>	<b>Projected Outcome 2019/20</b>	<b>Proposed Outcome 2020/21</b>
<b>Workload:</b>				
Buildings - 1,000 sq feet of space	461	461	461	461
Pools - 1,000 sq feet of space	125	125	125	125
<b>Total Workload Units</b>	<b>586</b>	<b>586</b>	<b>586</b>	<b>586</b>
<b>Efficiency:</b>				
Cost per sq foot of buildings <sup>1</sup>	\$6.55	\$6.52	\$8.83	\$8.76
Cost per sq foot of pools <sup>1</sup>	\$16.66	\$16.42	\$18.49	\$20.33
<b>Goal Outcome Measures:<sup>2</sup></b>				
Gas (Therms/sq foot)	0.89	0.81	0.87	0.85
Electricity (kWh/sq foot)	12.5	11.5	12.1	11.5
Water (gallons/sq foot)	49.1	51.5	53.9	54.0
<b>Performance Measures:</b>				
% of desired service level (DSL) in buildings	88%	88%	88%	88%
% of desired service level (DSL) in pools	72%	73%	73%	73%

<sup>1</sup> Restated to include building maintenance costs transferred to Park & Recreation division

<sup>2</sup> Based on total building and pool square footage

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

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 1,549,473	\$ 1,190,041	\$ 1,301,760	\$ 1,283,060	\$ 1,283,060
RPT Salary	233,223	-	-	-	-
PT Salary	381,446	190,217	215,279	206,954	206,954
Employee Benefits	824,964	639,432	1,208,961	1,113,157	1,113,157
Payroll Taxes	188,173	124,021	163,435	157,542	157,542
<b>Personnel Services</b>	<b>\$ 3,177,279</b>	<b>\$ 2,143,711</b>	<b>\$ 2,889,435</b>	<b>\$ 2,760,713</b>	<b>\$ 2,760,713</b>
Professional and Technical Services	\$ 5,795	\$ 5,018	\$ 12,902	\$ 15,062	\$ 15,062
Rental Equipment	2,030	-	-	-	-
Other Services	152,265	74,781	147,261	89,957	89,957
Supplies	402,049	298,185	364,110	310,616	310,616
Training, Travel and Memberships	8,180	6,919	10,485	10,248	10,248
Utilities	1,296,149	910,614	1,023,477	934,156	934,156
Communication	77,158	63,516	65,118	66,747	66,747
<b>Material &amp; Services</b>	<b>\$ 1,943,626</b>	<b>\$ 1,359,033</b>	<b>\$ 1,623,353</b>	<b>\$ 1,426,786</b>	<b>\$ 1,426,786</b>
Building/Pool Equip. Replacement	\$ 4,655	\$ 3,419	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	<b>\$ 4,655</b>	<b>\$ 3,419</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Program Total</b>	<b>\$ 5,125,560</b>	<b>\$ 3,506,163</b>	<b>\$ 4,512,788</b>	<b>\$ 4,187,499</b>	<b>\$ 4,187,499</b>
<b>Department Staff</b>					
Full-time	28.00	20.00	20.00	19.00	19.00
Regular part-time (FTE)	4.38	0.00	0.00	0.00	0.00
Part-time (FTE)	15.68	7.13	4.82	4.24	4.24
<b>Funded Service Level</b>					
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**

<b>Description</b>	<b>Prior Year Actual 2017/18</b>	<b>Prior Year Actual 2018/19</b>	<b>Projected Outcome 2019/20</b>	<b>Proposed Outcome 2020/21</b>
<b>Workload:</b>				
Vehicle & equipment units	530	540	653	665
<b>Total Workload Units</b>	<b>530</b>	<b>540</b>	<b>653</b>	<b>665</b>
<b>Efficiency:</b>				
Cost per vehicle & equipment unit	\$1,709	\$1,677	\$1,477	\$1,598
Vehicle & equipment unit per FTE	112	114	138	141
<b>Goal Outcome Measures:</b>				
Fuel cost/mile traveled	\$0.17	\$0.16	\$0.19	decrease
Fuel cost/mile traveled (indexed for fuel cost)	\$0.24	\$0.21	\$0.22	decrease
Fuel cost/developed acre	\$120.84	\$134.26	\$153.20	decrease
Fuel cost/developed acre (indexed)	\$165.71	\$179.00	\$176.12	decrease
Fossil fuel usage/mile traveled (gal/1,000 mi)	70.1	59.9	59.3	decrease
<b>Performance Measures:</b>				
% of desired service level (DSL) in preventative maintenance for fleet	77%	68%	80%	85%
% of alternate fuel on-road vehicle miles	13.5%	9.6%	11.5%	11.7%

**Division: Business & Facilities**  
**Department: Maintenance Operations**  
**Program: Fleet Maintenance**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 335,811	\$ 344,536	\$ 375,667	\$ 382,192	\$ 382,192
PT Salary	15,809	15,087	25,349	25,349	25,349
Employee Benefits	168,810	211,743	332,301	317,135	317,135
Payroll Taxes	34,115	37,178	44,223	44,056	44,056
<b>Personnel Services</b>	<b>\$ 554,545</b>	<b>\$ 608,544</b>	<b>\$ 777,540</b>	<b>\$ 768,732</b>	<b>\$ 768,732</b>
Professional and Technical Services	\$ 5,360	\$ 3,924	\$ 6,535	\$ 5,235	\$ 5,235
Rental Equipment	-	633	1,700	1,013	1,013
Communications	2,608	2,612	2,500	2,563	2,563
Supplies	44,516	52,570	48,817	33,722	33,722
Vehicle & Equipment Parts	144,575	182,623	138,425	132,437	132,437
Vehicle & Equipment Services	21,501	29,012	32,950	34,471	34,471
Gas & Oil (Vehicles)	132,684	147,412	171,274	177,576	177,576
Training, Travel and Memberships	12	1,329	4,000	2,100	2,100
<b>Material &amp; Services</b>	<b>\$ 351,256</b>	<b>\$ 420,115</b>	<b>\$ 406,201</b>	<b>\$ 389,117</b>	<b>\$ 389,117</b>
Maintenance Equip. Replacement	\$ 415,089	\$ 439,198	\$ 164,750	\$ 359,320	\$ 359,320
Maintenance Equip. Improvements	77,369	29,943	70,000	-	-
<b>Capital Outlay</b>	<b>\$ 492,458</b>	<b>\$ 469,141</b>	<b>\$ 234,750</b>	<b>\$ 359,320</b>	<b>\$ 359,320</b>
<b>Program Total</b>	<b>\$ 1,398,259</b>	<b>\$ 1,497,800</b>	<b>\$ 1,418,491</b>	<b>\$ 1,517,169</b>	<b>\$ 1,517,169</b>
<b>Department Staff</b>					
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
<b>Funded Service Level</b>					
Vehicle & equipment units maintained at 100% DSL	408	421	441	455	455
Total vehicle & equipment units in inventory	530	540	653	665	665

**Division: Business & Facilities**  
**Department: Maintenance Operations**  
**Program: Fleet Maintenance**  
**Detail of Capital Outlay**

Project Number	Capital Project	Adopted Budget	Page #
<b>MAINTENANCE EQUIPMENT REPLACEMENTS</b>			
1	10K trailer (2)	\$ 30,000	BF-69
2	eWorkman (2)	30,000	BF-69
3	Aerator (2)	14,000	BF-69
4	Full size pick-up	38,000	BF-69
5	Small tractor	28,000	BF-69
6	Brush cutter	3,000	BF-69
7	Plate compactor	1,500	BF-70
8	Pressure washer	4,000	BF-70
9	Tractor	45,000	BF-70
10	High production mower - Unit 7650	120,000	BF-70
11	Cordless Backpack Blowers	8,820	BF-70
12	Minibus	37,000	BF-70
<b>TOTAL MAINTENANCE EQUIPMENT REPLACEMENTS</b>		<b><u>\$ 359,320</u></b>	
<b>TOTAL MAINTENANCE EQUIPMENT CAPITAL OUTLAY</b>		<b><u><u>\$ 359,320</u></u></b>	

## FLEET MAINTENANCE CAPITAL OUTLAY

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### MAINTENANCE EQUIPMENT REPLACEMENTS

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**ITEM 1:**           **10K trailer (2)**

**BUDGET:**       \$30,000

**DESCRIPTION:** Replacement of unit #5922 (2007) and unit #5930 (2003) 10k trailers for Park Maintenance. Normal life is 120 months.

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**ITEM 2:**           **eWorkman (2)**

**BUDGET:**       \$30,000

**DESCRIPTION:** Replacement of unit #5421 (2012) and unit #5241 (2009) for Park Maintenance. Normal life is 72 months.

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**ITEM 3:**           **Aerator (2)**

**BUDGET:**       \$14,000

**DESCRIPTION:** Replacement of unit #A857 (2004) and unit #P857 (2007) for Park Maintenance. Normal life is 120 months.

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**ITEM 4:**           **Full size pick-up**

**BUDGET:**       \$38,000

**DESCRIPTION:** Replacement of unit #2334 (2007) for Park Maintenance. Normal life is 120 months or 90K miles.

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**ITEM 5:**           **Small tractor**

**BUDGET:**       \$28,000

**DESCRIPTION:** Replacement of unit #A858 (2000) for Park Maintenance. Normal life is 120 months or 4,600 hrs.

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**ITEM 6:**           **Brush cutter**

**BUDGET:**       \$3,000

**DESCRIPTION:** Replacement of unit #N380 (2006) for Park Maintenance. Normal life is 120 months.

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## FLEET MAINTENANCE CAPITAL OUTLAY

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<b>ITEM 7:</b>	<b>Plate compactor</b>
<b>BUDGET:</b>	\$1,500
<b>DESCRIPTION:</b>	Replacement of unit #P865 (1997) for Park Maintenance. Normal life is 120 months.

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<b>ITEM 8:</b>	<b>Pressure washer</b>
<b>BUDGET:</b>	\$4,000
<b>DESCRIPTION:</b>	Replacement of unit #A708 (2007) for Park Maintenance. Normal life is 120 months.

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<b>ITEM 9:</b>	<b>Tractor</b>
<b>BUDGET:</b>	\$45,000
<b>DESCRIPTION:</b>	Replacement of unit #7560 (2006) for Park Maintenance. Normal life is 120 months or 4,600 hrs.

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<b>ITEM 10:</b>	<b>High production mower - Unit 7650</b>
<b>BUDGET:</b>	\$120,000
<b>DESCRIPTION:</b>	Replacement of unit #7650 (2010) for Park Maintenance. Normal life is 84 months.

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<b>ITEM 11:</b>	<b>Cordless Backpack Blowers</b>
<b>BUDGET:</b>	\$8,820
<b>DESCRIPTION:</b>	Replacement of gas powered units with rechargeable electric units. Replace unit #P116 (2006), #A108 (2009), #A109 (2011), #A111 (2011), #P136 (2011), #P148 (2012), and #P149 (2012) for Park Maintenance. Normal life is 48 months.

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<b>ITEM 12:</b>	<b>Minibus</b>
<b>BUDGET:</b>	\$37,000
<b>DESCRIPTION:</b>	Replacement of one state van rental with purchase of a minibus for after-school and camp programs.

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# TUALATIN HILLS PARK & RECREATION DISTRICT

## PLANNING



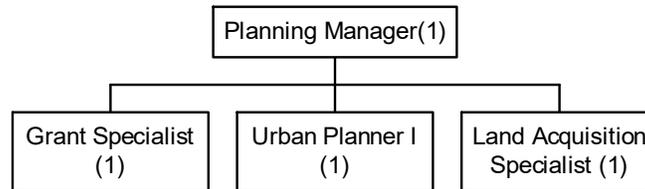


**THPRD**

## BUSINESS & FACILITIES DIVISION

Planning Department

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### 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 2019/20 Accomplishments

Goal: Improve Intergovernmental Coordination  
Memorialized THPRD's role as the primary park provider for the City of Beaverton through the drafting and adoption of an Urban Service Agreement with the city, Washington County and Metro. Memorialized the future role of the district, Washington County and the City of Beaverton in their respective planning efforts through an updated Cooperative Agreement with the City of Beaverton, Washington County and Metro (replacing a 1997 Cooperative Agreement).

Hired a full-time grant specialist who has taken the lead of the grant strategy for the district, increasing the number and quality of grant applications, as well as number of grant awards. Worked with program staff to effectively pursue grants to meet identified facility and program needs. Updated grant policies and operating procedures.

Represented THPRD on the Washington County Coordinating Committee Transportation Advisory Committee. Served on the Department of Land Conservation and Development's rulemaking task force for House Bills 2001 and 2003 (missing middle housing).

Represented all park and recreation providers in the region on the Metro Technical Advisory Committee (MTAC) and served as an alternate on the Metro Policy Advisory Committee (MPAC) on behalf of special districts in Washington County.

Monitored Washington County and City of Beaverton land use review processes for applications that include or impact park/trail projects and facilities.

Goal: Plan for Future Growth of the District  
Pursued local, regional, state, federal and private grants for park and trail system acquisition and development and recreation program support. Successful awards include: (1) Cultural Coalition of Washington County for Fiesta en el Parque 2020 (\$1,800); Association of Aquatics Professionals for 30 Coast Guard-approved lifejackets (approx. value \$500); Tualatin Soil & Water Conservation District for the Bonnie Meadow Community Garden (\$5,000). Projects seeking grant funding include Somerset West Neighborhood Park (Reser Family Foundation); Inaugural June Crabb Memorial Pickleball Tournament (Washington County Visitors Association); Make A Splash Swim Program (USA Swimming Foundation), Rec Mobile Summer Camp (Henry Lea Hillman Jr. Foundation); Howard M. Terpenning Complex parking lot and path improvements (Washington County Visitors Association and Local Government Grant Program); Highlands Neighborhood Park (Land & Water Conservation Fund); Nature Center Interpretative Elements (Travel Oregon); NWQ Youth Athletic Field (Tualatin Soil & Water Conservation District); and Camp Rivendale (Juan Young Trust).

**FY 2019/20 Accomplishments (continued)**

Managed THPRD's land acquisition, coordinating and negotiating park and trail acquisition with developers in new urban growth areas. Built partnerships with city and county, as well as private landowners to strategically target areas of mutual interest for land acquisition. Began process of implementing land acquisition strategy for new urban areas and underserved areas of the district. Updated land acquisition policies and operating procedures.

Updated the district's system development charge methodology to take into consideration tiered levels for single-family and multi-family housing, affordable housing and level of service.

**FY 2020/21 Goals and Objectives****Priority: Plan for Future Natural areas, Facility and Trail Needs, and Funding Resources**

Continue to implement strategies for acquisition in areas defined in the Comprehensive Plan as park deficient, focusing on downtown Beaverton, as well as in future urban growth areas expected to be included in THPRD. Coordinate land acquisition efforts, as warranted, with City of Beaverton, Beaverton and/or Hillsboro School Districts, Washington County, Clean Water Services and Metro.

Complete and implement new SDC methodology and update SDC Administrative Procedures Guide, as necessary.

Coordinate with Maintenance on an analysis of existing park amenities within pedestrian zones to reduce redundancies, retire outdated amenities and provide amenities identified in the District Vision.

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.

**Other Activities**

Participate in Washington County and City of Beaverton land use and planning projects including design planning in 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. Prepare a two to three-year work plan for project coordination efforts with the City of Beaverton and Washington County.

Work with Metro officials on regional planning issues of interest to THPRD through continued membership on MTAC and as an alternative on MPAC.

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

**Budget Highlights**

No significant changes from the prior-year budget.

**Division: Business & Facilities**  
 Department: Planning

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 472,888	\$ 478,329	\$ 742,201	\$ 726,228	\$ 726,228
Materials & Services	36,089	83,382	57,872	36,910	36,910
<b>Total Appropriations</b>	<b>\$ 508,977</b>	<b>\$ 561,711</b>	<b>\$ 800,073</b>	<b>\$ 763,138</b>	<b>\$ 763,138</b>

<b>Summary by Program</b>					
Planning	\$ 508,977	\$ 561,711	\$ 800,073	\$ 763,138	\$ 763,138
<b>Total Appropriations</b>	<b>\$ 508,977</b>	<b>\$ 561,711</b>	<b>\$ 800,073</b>	<b>\$ 763,138</b>	<b>\$ 763,138</b>

<b>Division Staff</b>					
Full-time	3.00	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)	1.08	0.00	0.00	0.00	0.00

**Division: Business & Facilities**  
**Department: Planning**  
**Program: Planning**

**KEY PERFORMANCE INDICATORS <sup>1</sup>**

	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Land Acquisition</b>				
# of outreach to Tier 1 owners	N/A	N/A	11	6
# of negotiated agreements - MOU or Purchase and sale agreements	6	6	14	14
# of properties acquired	7	3	7	13
<b>Voluntary Annexation Program</b>				
# of mailers sent to property owners	N/A	5,000	N/A	5,000
# of properties annexed through VAP	N/A	17	N/A	5
<b>Intergovernmental Coordination</b>				
# of meetings with city and county	N/A	N/A	8	8
# of meetings with Clean Water Services	N/A	N/A	5	5
Review & Attendance at city and county pre-application conferences	N/A	N/A	Increase	Increase

<sup>1</sup> Key Performance Indicators new as of Projected 19/20 and FY 20/21, Prior years restated

**DEPARTMENT WORK PLAN**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
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.	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.	Acquired one trail corridor and one combined trail and natural area for a total of 6.14 acres. Acquired an additional 15 acres of neighborhood park land in North Bethany and .31 miles of trail corridor easement. Acquired .37 for Crowell Woods (NWQ Park). Started update of 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. Will coordinate with the City of Beaverton to Target areas in downtown Beaverton. Will continue outreach to owners in underserved areas consistent with the land acquisition study.
Pursue annexation	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.	n/a	Voluntary Annexation Program #12 completed.	Outreach will begin for a Special District Initiated Annexation Program/Voluntary Annexation Program #13 (VAP #13) in late summer/early fall.
Seek grants and outside funding sources.	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.	Grant strategy was approved. Eighteen month work plan developed. Six public sector grants applied for and 5 private foundation grants applied for. Major grant awards include two Land and Water Conservation Fund grants totaling \$450,000 and \$400,000 RFFA funds for the Westside Trail Bridge.	Hired grant specialist. Continue implementing the grant strategy to expand funding outside sources. Target to increase grant applications to average of 3 per quarter. Updated grant policy and operating procedures.	Update the Grant Strategy to reflect new policies and operating procedures. Identify grant-funded project interests with district friend groups and advisory committees. Increase grant application submissions to an average of four per quarter with a 50% win rate. Work with managers to develop two-year department specific grant plans for FY22 and FY23. Migrate grant management data to Tyler Munis.
Intergovernmental Coordination	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.	Continued work on urban service agreement with City of Beaverton. Worked with City on Downtown Design Plan and provided support on Washington County's North Bethany Main Street Planning and Schackelford realignment.	Final USA language was agreed upon and agreement reached by all jurisdictions that the only parties necessary to the agreement are the City of Beaverton, Washington County, Metro and the district. New Cooperative Agreement language in final draft form. Both agreements signed by the end of the year.	Continued strengthen of partnership with the city through coordinating on workplans to see where there is alignment; Participate both with staff and financially on the Cooper Mountain Plan; coordinate on downtown open space planning and 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 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 268,380	\$ 286,136	\$ 389,084	\$ 390,905	\$ 390,905
PT Salary	62,693	8,361	-	-	-
Employee Benefits	112,493	156,388	319,139	301,061	301,061
Payroll Taxes	29,322	27,444	33,978	34,262	34,262
<b>Personnel Services</b>	<b>\$ 472,888</b>	<b>\$ 478,329</b>	<b>\$ 742,201</b>	<b>\$ 726,228</b>	<b>\$ 726,228</b>
Professional and Technical Services	\$ 23,655	\$ 71,852	\$ 43,497	\$ 25,000	\$ 25,000
Supplies	2,821	6,477	300	-	-
Communications	3,470	1,683	4,000	3,100	3,100
Training, Travel and Memberships	6,143	3,370	10,075	8,810	8,810
<b>Material &amp; Services</b>	<b>\$ 36,089</b>	<b>\$ 83,382</b>	<b>\$ 57,872</b>	<b>\$ 36,910</b>	<b>\$ 36,910</b>
<b>Program Total</b>	<b>\$ 508,977</b>	<b>\$ 561,711</b>	<b>\$ 800,073</b>	<b>\$ 763,138</b>	<b>\$ 763,138</b>
<b>Department Staff</b>					
Full-time	3.00	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)	1.08	0.00	0.00	0.00	0.00



**THPRD**



**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## DESIGN & DEVELOPMENT



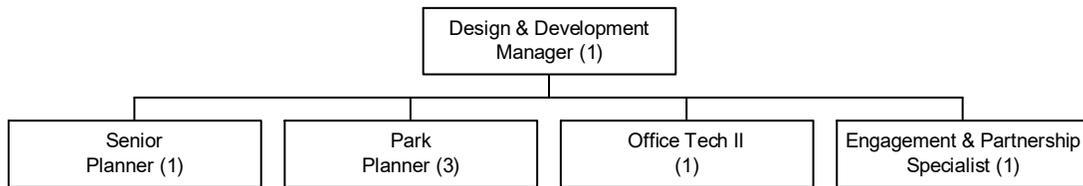


**THPRD**

# BUSINESS & FACILITIES DIVISION

Design & Development Department

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## 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 charge (SDC) project management including projects under the bond program, implementation of THPRD master plans, public outreach for capital and SDC project planning, easement coordination, and interagency coordination.

## FY 2019/20 Accomplishments

Goal: Plan for Future Growth of the District  
Assisted with the design, development and construction documentation of several developments in South Cooper Mountain.

### Non-Bond Projects:

- Completed construction: NW Quadrant Neighborhood Park #1 (Crowell Woods), Bonny Slope Trail and Waterhouse Trail #4 (*ConnectOregon* Grant), Abbey Creek Park Phase 1
- Projects in construction: Bethany Creek Trail #2 Segment 3, Cedar Grove Plaza and NW Quadrant Neighborhood Park #2 (Bonnie Meadow)
- Continue master plan process: Beaverton Creek Trail, Ridgeline Neighborhood Park in North Bethany
- Completed design development: Highland Park

### 2008 Bond Projects in Process:

- Completed construction: Cedar Hills Park

- Projects in construction: Somerset West Park and NW Quadrant Youth Athletic Field (Living Hope)
- Projects in master plan phase: SW Quadrant Youth Athletic Field (Mountain View Champions Park)

## FY 2020/21 Goals and Objectives

Priority: Plan for Future Natural areas, Facility and Trail Needs, and Funding Resources  
Provide oversight of developer SDC projects, master plan, development and site work and interagency coordination for properties THPRD has purchased in new urban areas.

### Non-Bond Trail Projects:

- Complete construction: Bethany Creek Trail #2 segment 3
- Continue master plan for Beaverton Creek Trail
- Continue to oversee construction of community trails in the Ridgeline development in North Bethany
- Begin design: SW 155<sup>th</sup> Avenue Wetland Trail connection to Westside Trail
- Continue to assist in the design of Fanno Creek Trail Segment 5

### Non-Bond Park Projects:

- Complete construction on NW Quadrant Neighborhood Park #2 (Bonnie Meadow)
- Complete master plan of Ridgeline Park in North Bethany
- Begin construction of Highland Park
- Begin master plan of SW Quadrant NH Park #5 (Miller Hill Rd), NW Quadrant NH Park #8 (159<sup>th</sup> & Heckman) and SW Quadrant NH Park #6 in the South Cooper Mountain Heights area

## **FY 2020/21 Goals and Objectives (continued)**

### 2008 Bond Projects:

- Complete master plan of SW Quadrant Youth Athletic Field (Mt. View Champions)
- Complete construction on Somerset West Park and NW Quadrant Youth Athletic Field (Living Hope)

### Other Activities

Continue to incorporate sustainable elements.

Provide design/planning and project assistance to other departments as needed.

### **Budget Highlights**

The adopted budget has a reduced level of funding for technical services and training, travel, and memberships due to targeted budget reductions.

### **Performance Standards**

Design and develop new parks, facilities, athletic fields and trail projects identified in the 2019 SDC CIP list and the adopted FY 2020/21 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 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 830,700	\$ 914,682	\$ 1,181,520	\$ 1,204,936	\$ 1,204,936
Materials & Services	40,656	55,093	69,080	42,675	42,675
<b>Total Appropriations</b>	<b>\$ 871,356</b>	<b>\$ 969,775</b>	<b>\$ 1,250,600</b>	<b>\$ 1,247,611</b>	<b>\$ 1,247,611</b>

<b>Summary by Program</b>					
Design & Development	\$ 871,356	\$ 969,775	\$ 1,250,600	\$ 1,247,611	\$ 1,247,611
<b>Total Appropriations</b>	<b>\$ 871,356</b>	<b>\$ 969,775</b>	<b>\$ 1,250,600</b>	<b>\$ 1,247,611</b>	<b>\$ 1,247,611</b>

<b>Division Staff</b>					
Full-time	6.00	7.00	7.00	7.00	7.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.18	0.18	0.37	0.38	0.38

**Division: Business & Facilities**  
**Department: Design & Development**  
**Program: Design & Development**

**KEY PERFORMANCE INDICATORS**

	<b>Prior Year Actual 2017/18</b>	<b>Prior Year Actual 2018/19</b>	<b>Projected Outcome 2019/20</b>	<b>Proposed Outcome 2020/21</b>
Total trail miles	29.52	30.02	30.02	increase
Number of regional trail segments completed	23 of 59 complete	24 of 59	24 of 59	24 of 59
Number of community trail segments completed	15 of 56 complete	18 of 56	22 of 56	25 of 56

**DEPARTMENT WORK PLAN**

<b>Description</b>	<b>Prior Year Actual 2017/18</b>	<b>Prior Year Actual 2018/19</b>	<b>Projected Outcome 2019/20</b>	<b>Proposed Outcome 2020/21</b>
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.	Began construction of Cedar Hills Park. Completed construction of Westside Trail Seg. 18, SW Quadrant Community Park, and Aquatic Center Renovation Phase II. Completed master planning for the Beaverton Creek Trail (Crescent Connection), NH Park #1 & #2 as identified in the FY 2014/2015 budget, North Bethany Trail Seg 2. Continued master plan of Bonny Slope Trail. Began Bethany Creek Falls Phase III-V. Continued construction documentation for Somerset West Park. Continued design/permitting of 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. These included approximately 8-10 projects.	Completed construction of the South section to Westside Trail #18 (MTIP grant), Abbey Creek pedestrian/CWS sewer line bridge (#1), BSD Kaiser trail and development of Bethany Creek Falls Phases I, II and III and Bethany Creek Park. Continued construction for Abbey Creek pedestrian/CWS storm crossings (#2 & #3). Attained land use approval, completed construction documents, obtained permits and began construction administration for NW Quadrant Neighborhood Park #1 (Crowell Woods), Bonny Slope Trail and Waterhouse Trail #4 (ConnectOregon Grant). Attained master plan approval for Bethany Creek Trail #2 Segment 3, NW Quadrant Neighborhood Park #2 (Bonnie Meadow). Began the master plan	Complete construction of Cedar Hills Park, 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. Begin construction on Ridgeline Park in North Bethany. Complete construction on NW Quadrant Neighborhood Park #1 (Crowell Woods), Abbey Creek Park (Abbey Meadows) phase one. Complete bidding for NW Quadrant Neighborhood Park #2 (Bonnie Meadow) and phase one to Highland Park. Begin master planning phase for SW Quadrant Youth Athletic Field (MVCP). Begin construction for Somerset West Park and NW Quadrant Youth Athletic Field (Living Hope).	Complete construction of Bethany Creek Trail #2 Segment 3, NW Quadrant NH Park #2 (Bonnie Meadow), Highland Park, NW Quadrant Youth Athletic Field (Living Hope) and Somerset West Park Phase 1. Begin design for SW 155th Avenue Wetland Trail connection to Westside Trail. Continue master plan for the Beaverton Creek Trail. Complete master plan for SW Quadrant Youth Athletic Field (MVCP) and Ridgeline Park in North Bethany. Begin master plan for SW Quadrant NH Park (Miller Hill Rd) and NW Quadrant NH Park #*(159th & Heckman).

**Division: Business & Facilities**  
**Department: Design & Development**  
**Program: Design & Development**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 527,150	\$ 542,708	\$ 604,390	\$ 636,573	\$ 636,573
PT Salary	1,149	9,798	10,752	10,976	10,976
Employee Benefits	256,893	314,713	512,215	499,574	499,574
Payroll Taxes	45,508	47,463	54,163	57,813	57,813
<b>Personnel Services</b>	<b>\$ 830,700</b>	<b>\$ 914,682</b>	<b>\$ 1,181,520</b>	<b>\$ 1,204,936</b>	<b>\$ 1,204,936</b>
Professional and Technical Services	\$ 19,699	\$ 32,859	\$ 30,660	\$ 9,500	\$ 9,500
Supplies	5,382	10,322	18,000	15,250	15,250
Communications	1,769	1,716	2,000	1,900	1,900
Training, Travel and Memberships	12,817	9,043	16,920	15,025	15,025
Small Furniture & Office Equipment	989	1,153	1,500	1,000	1,000
<b>Material &amp; Services</b>	<b>\$ 40,656</b>	<b>\$ 55,093</b>	<b>\$ 69,080</b>	<b>\$ 42,675</b>	<b>\$ 42,675</b>
<b>Program Total</b>	<b>\$ 871,356</b>	<b>\$ 969,775</b>	<b>\$ 1,250,600</b>	<b>\$ 1,247,611</b>	<b>\$ 1,247,611</b>
<b>Department Staff</b>					
Full-time	6.00	7.00	7.00	7.00	7.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.18	0.18	0.37	0.38	0.38



**THPRD**

# PARK & RECREATION SERVICES

AQUATICS



SPORTS



RECREATION



COMMUNITY PROGRAMS



NATURE & TRAILS

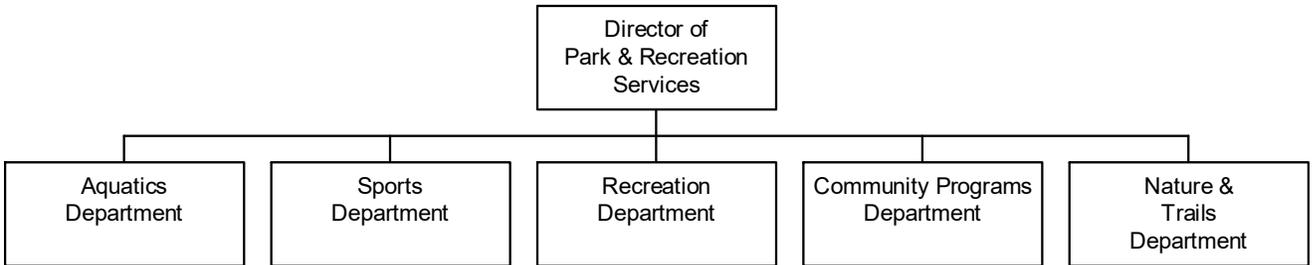




**THPRD**

## PARK & RECREATION SERVICES DIVISION

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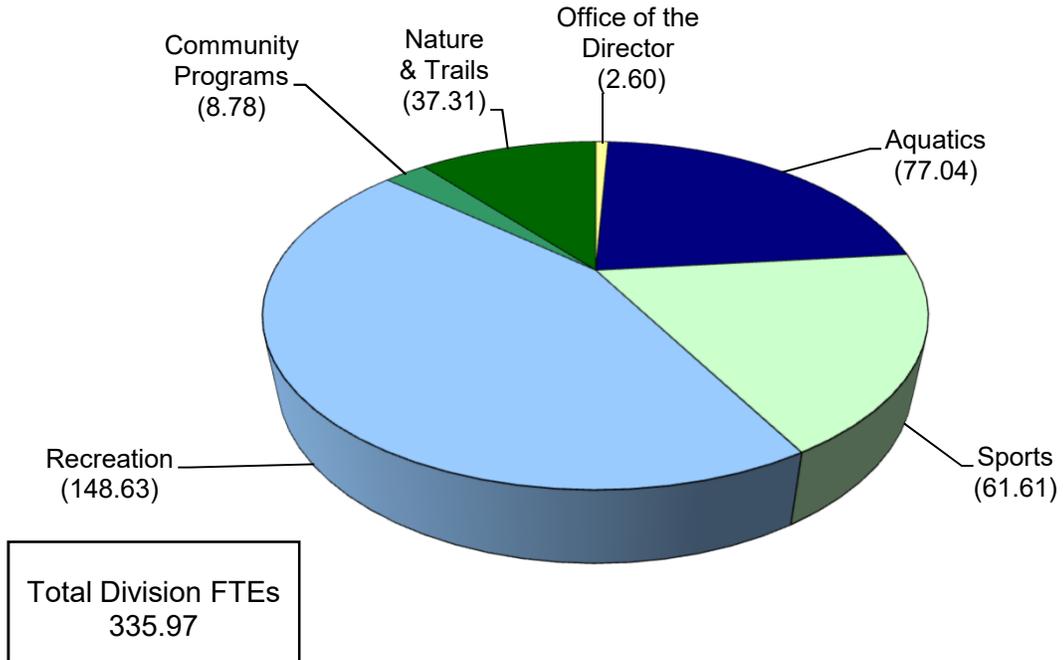
### Division Mission

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.

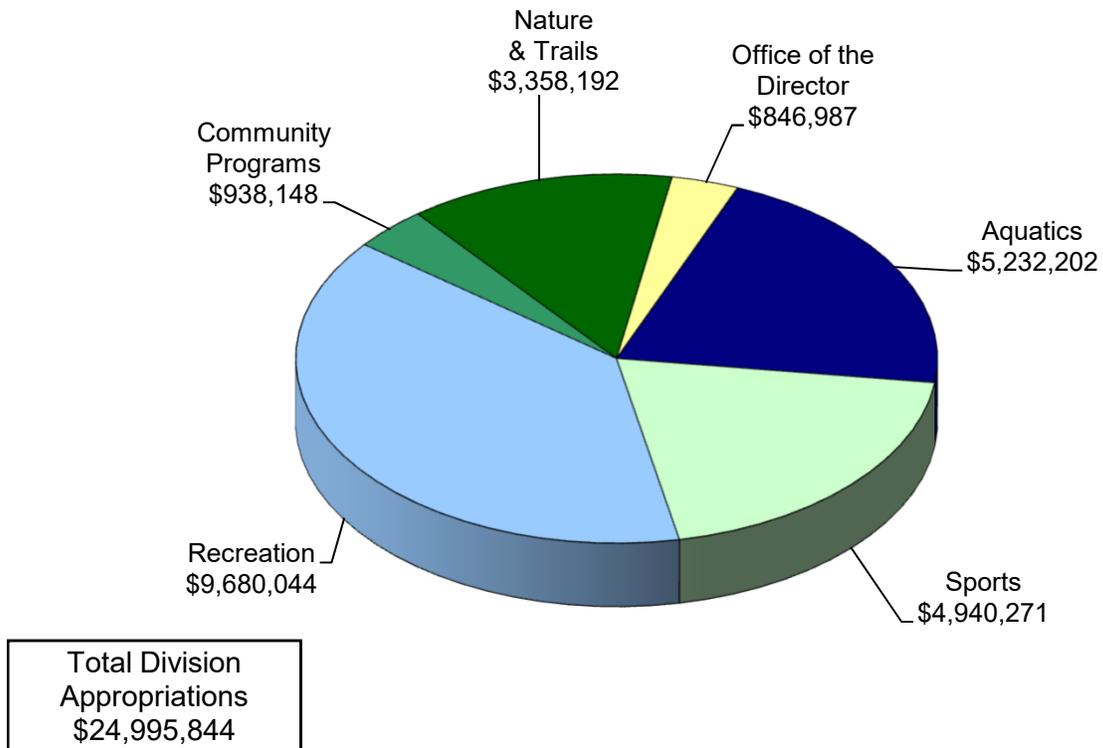
### Division Overview

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 2020/21



## Division Appropriations by Departments FY 2020/21



## Division: Park & Recreation Services

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 14,676,443	\$ 17,396,390	\$ 22,286,119	\$ 22,213,237	\$ 22,213,237
Materials & Services	1,476,454	2,228,630	2,978,802	2,782,607	2,782,607
<b>Total Appropriations</b>	<b>\$ 16,152,897</b>	<b>\$ 19,625,020</b>	<b>\$ 25,264,921</b>	<b>\$ 24,995,844</b>	<b>\$ 24,995,844</b>

<b>Summary by Department</b>					
Office of the Director	\$ 609,838	\$ 638,648	\$ 886,968	\$ 846,987	\$ 846,987
Aquatics	3,823,968	4,126,382	5,428,491	5,232,202	5,232,202
Sports	3,094,009	3,914,064	4,944,902	4,940,271	4,940,271
Recreation	6,138,429	7,721,924	9,726,713	9,680,044	9,680,044
Community Programs	520,629	481,118	867,891	938,148	938,148
Nature & Trails	1,966,024	2,742,884	3,409,956	3,358,192	3,358,192
<b>Total Appropriations</b>	<b>\$ 16,152,897</b>	<b>\$ 19,625,020</b>	<b>\$ 25,264,921</b>	<b>\$ 24,995,844</b>	<b>\$ 24,995,844</b>

<b>Division Staff</b>					
Full-time	65.00	75.00	86.00	90.00	90.00
Regular part-time (FTE)	14.03	17.54	14.03	9.65	9.65
Part-time (FTE)	194.12	218.27	241.32	236.32	236.32



**THPRD**

# PARK & RECREATION SERVICES DIVISION

Office of Director of Park & Recreation Services

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## 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 2019/20 Division Accomplishments

### Goal: Continue to eliminate barriers to participation through the Access for All Initiative

Held a successful summer event series to include six concerts, a theater in the park event, the second annual Fiesta en el Parque, a community celebration of Latino culture, and the annual Party in the Park at the HMT Recreation Complex.

Successfully implemented our revised Learn to Swim program, focused on improved skill progression.

Received 30 life jackets from the Association of Aquatic Professionals Lifejacket and Swim Lesson grant program. Additionally, we received 70 life jackets through the Oregon State Marine Board for our drowning prevention programs.

Expanded the Make a Splash (free swim lesson program) offerings from one week in June and added the program at Harman and Beaverton pools during spring break 2019.

Increased the number of Learn to Swim classes taught by Spanish-speaking instructors at Harman Swim Center.

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.

FACT Oregon and THPRD's 3<sup>rd</sup> annual All Ability Tri4Youth event nearly doubled in size to 182 participants in summer 2019 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.

### Goal: Improve Intergovernmental Coordination

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 an engineering study with local agency partners to determine the best location for the Scholls Ferry Road crossing of the Fanno Creek Trail at Greenway Park.

### Goal: Plan for Future Growth of the District

Established dog park and dog run criteria and considerations for the Parks Functional Plan and opened the district's first pilot dog run at Jackie Husen Park. Also worked with the City of Beaverton to update its code to allow dog runs within city limits.

The THRIVE afterschool program was expanded this school year to include THPRD's first on-site school program at Chehalem Elementary School, and a new program at the Athletic Center, which serves Beaver Acres and Elmonica elementary schools.

## **FY 2019/20 Division Accomplishments (continued)**

### Goal: Provide Staff Development and Human Resource Management

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 for the second year.

Supported staff across departmental lines to achieve individual professional certification through the National Recreation and Park Association. Currently, 30 THPRD staff are designated as Certified Park and Recreation Professionals.

### Other Activities

Maintained agency accreditation through the Commission on the Accreditation of Park and Recreation Agencies.

Continued partnership with Family Promise as their first park and recreation agency partner in the country to provide safe overnight housing for families experiencing homelessness.

Refined trail program to include more habitat corridors such as Fanno Creek Trail and environmentally friendly practices.

The Babette Horenstein Tennis Center (BHTC) expanded tennis camp offerings last summer, running 24 camps compared to 9 in 2018. These included nine 10 & under camps and 15 Junior Development camps for ages 9-13. Also, the BHTC and the Athletic Center (AC) combined resources to offer joint sports camps at PCC Rock Creek, Mountain View Champions Park, and the HMT Complex.

## **FY 2020/21 Division Goals and Objectives**

Priority: Invest in our Future through Technology  
Support the implementation of the new financial system.

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

Update agreements with the affiliated aquatic clubs and pool space allocations by spring 2021.

Continue community outreach efforts to expand dog park and dog run options throughout the district.

### Priority: Invest in our Employees and Volunteers

Seek innovative methods of providing staff development opportunities through coordinated

trainings that support continued learning and professional certification.

Develop an enhanced all-ages workforce development program for volunteers interested in gaining skills necessary to enter the workforce.

### Other Activities

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.

Increase emerging sports opportunities for youth and adults. The AC and BHTC will be exploring adding a pickleball and futsal leagues.

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.

Work collaboratively across departments to develop a framework for the continuous improvement of THPRD facilities for people experiencing disability.

Expand the offerings of adaptive classes as well as Learn to Swim class classes offered for non-English speaking customers.

Collaborate with local government agencies in providing free, open to all, community events and programs that share a common theme.

Continue to grow the utilization of the THRIVE afterschool program both within and outside of THPRD facilities.

Develop programs for underserved populations and work to break down barriers to participation, consistent with THPRD's Access for All initiative.

## **Budget Highlights**

The adopted budget includes the elimination of one full time position within the Aquatics Department. Other budget adjustments include a reduction in the level of district general fund support provided to the Rec Mobile and Nature Mobile. Supplemental funding to support these programs will be sought from the Tualatin Hills Park Foundation and other sources.

**Division: Park & Recreation Services**  
**Department: Office of the Director**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 319,617	\$ 349,016	\$ 455,247	\$ 442,301	\$ 442,301
Materials & Services	290,221	289,632	431,721	404,686	404,686
<b>Total Appropriations</b>	<b>\$ 609,838</b>	<b>\$ 638,648</b>	<b>\$ 886,968</b>	<b>\$ 846,987</b>	<b>\$ 846,987</b>
<b>Summary by Program</b>					
Office of the Director	\$ 609,838	\$ 638,648	\$ 886,968	\$ 846,987	\$ 846,987
<b>Total Appropriations</b>	<b>\$ 609,838</b>	<b>\$ 638,648</b>	<b>\$ 886,968</b>	<b>\$ 846,987</b>	<b>\$ 846,987</b>
<b>Division Staff</b>					
Full-time	2.00	2.00	2.00	2.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.58	0.58	1.03	0.60	0.60



**THPRD**

**Division: Park & Recreation Services**  
 Department: Office of the Director  
 Program: Office of the Director

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 202,005	\$ 214,439	\$ 225,939	\$ 233,074	\$ 233,074
PT Salary	23,155	15,186	29,925	17,500	17,500
Employee Benefits	76,149	100,693	178,210	170,837	170,837
Payroll Taxes	18,308	18,698	21,173	20,890	20,890
<b>Personnel Services</b>	<b>\$ 319,617</b>	<b>\$ 349,016</b>	<b>\$ 455,247</b>	<b>\$ 442,301</b>	<b>\$ 442,301</b>
Professional and Technical Services	\$ 72,185	\$ 20,036	\$ 68,000	\$ 29,000	\$ 29,000
Fee reductions-Scholarship Program	188,521	226,576	300,001	327,501	327,501
Communication	1,573	1,674	6,000	1,500	1,500
Supplies	7,997	14,746	20,000	8,841	8,841
Training, Travel and Memberships	19,451	26,600	37,720	37,844	37,844
Small Furniture, Fixtures and Equip.	494	-	-	-	-
<b>Material &amp; Services</b>	<b>\$ 290,221</b>	<b>\$ 289,632</b>	<b>\$ 431,721</b>	<b>\$ 404,686</b>	<b>\$ 404,686</b>
<b>Program Total</b>	<b>\$ 609,838</b>	<b>\$ 638,648</b>	<b>\$ 886,968</b>	<b>\$ 846,987</b>	<b>\$ 846,987</b>
<b>Department Staff</b>					
Full-time	2.00	2.00	2.00	2.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.58	0.58	1.03	0.60	0.60

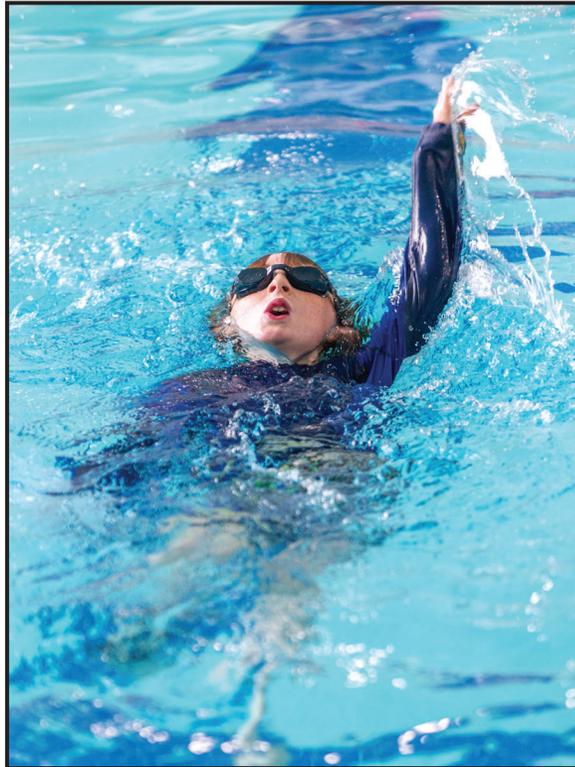


**THPRD**



**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## **AQUATICS**



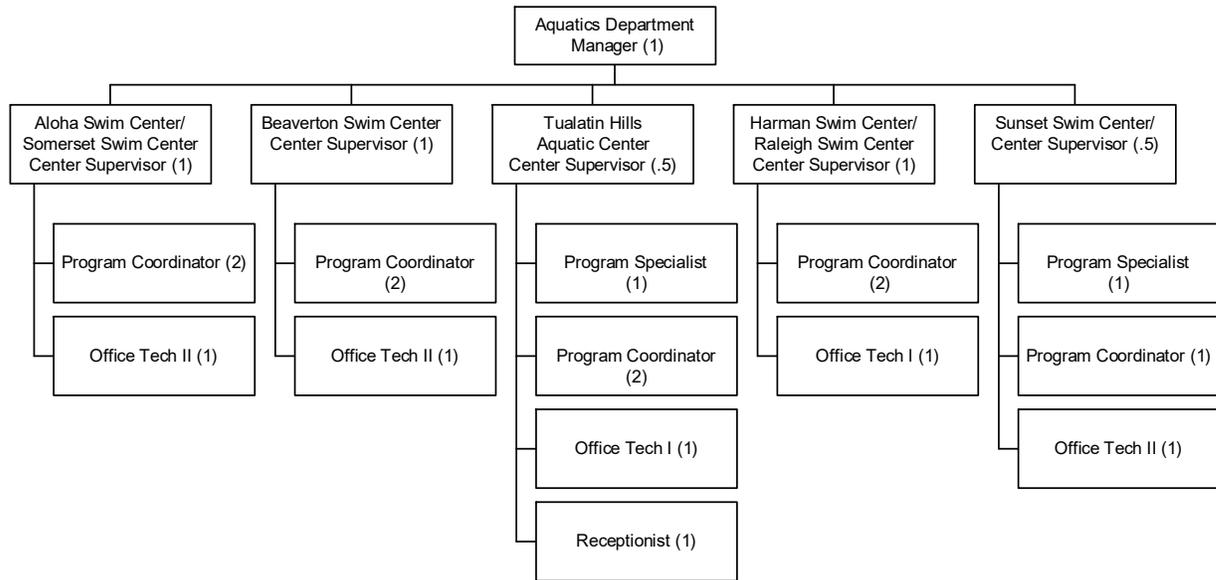
*Aloha Swim Center*  
*Tualatin Hills Aquatic Center*  
*Beaverton Swim Center*  
*Harman Swim Center*  
*Sunset Swim Center*  
*Raleigh Swim Center*  
*Somerset West Swim Center*



**THPRD**

# 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 2019/20 Accomplishments

#### Goal: Continue to Eliminate Barriers to Participation through the Access for all Initiative

Expanded the Make a Splash (free swim lesson program) offerings from one week in June and added the program at Harman and Beaverton pools during spring break 2019.

Increased the number of Learn to Swim classes taught by Spanish-speaking instructors at Harman Swim Center.

Expanded adaptive aquatics class offerings from two to four indoor pools (Beaverton, Harman, Sunset and Aloha.)

#### Goal: Provide Staff Development and Human Resource Management

Offered two water fitness instructor courses to the public. This course was developed in-house and is offered to the public in an effort to expand our recruitment of water fitness instructors.

Provided lifeguarding courses more consistently with at least one course offered each month. We continued to promote our Hire to Train program as an option for those who would like to work for the district starting with this training program especially when the cost of the lifeguarding class is a barrier to participation.

#### Other Activities

Continued to promote water safety education in the community through public events and school presentations.

Successfully implemented our revised Learn to Swim program, focused on improved skill progression.

Grant recipients of 30 life jackets from the Association of Aquatic Professionals Lifejacket and Swim Lesson grant program. Additionally, we received 70 life jackets through the Oregon State Marine Board for our drowning prevention programs.

### **FY 2020/21 Goals and Objectives**

#### Priority: Invest in Employees and Volunteers

Continued focus on recruiting and training enough lifeguards and swim instructors to enable us to keep up with program demand.

#### Other Activities

Update agreements with the affiliated aquatic clubs and pool space allocations by spring 2021.

Continue to promote drowning prevention through water safety education at the pools and through online promotions.

Continue to expand the offerings of adaptive classes as well as Learn to Swim class classes offered for non-English speaking customers.

Secure grant funding to continue the Make a Splash swim lesson program through selected spaces in the Learn to Swim program.

### **Budget Highlights**

The adopted budget eliminates one vacant program coordinator position at the Beaverton Swim Center.

The adopted budget also reflects a significantly reduced budget for Somerset West Swim Center due to the planned closure during construction of the park upgrades in summer 2020. The budget reflects funding for the start of the summer season in 2021.

**Division: Park & Recreation Services**  
 Department: Aquatics

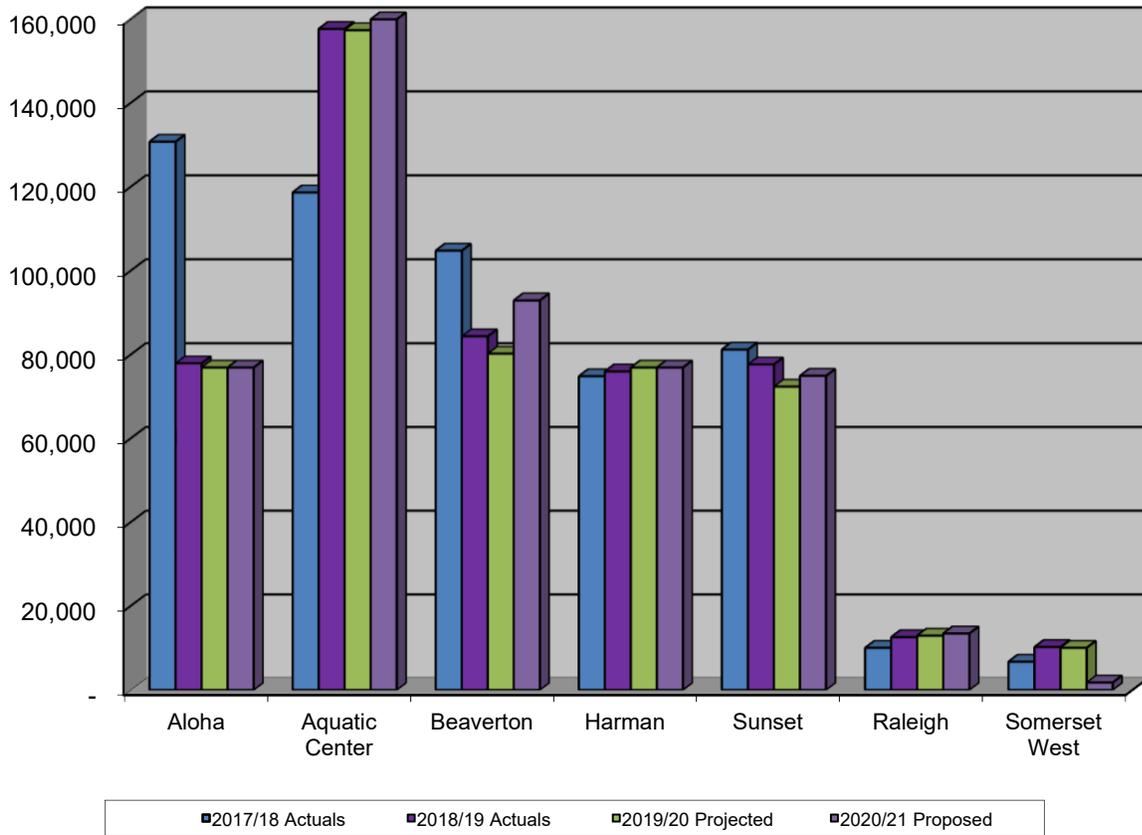
Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 3,733,240	\$ 4,024,597	\$ 5,259,062	\$ 5,071,680	\$ 5,071,680
Materials & Services	90,728	101,785	169,429	160,522	160,522
<b>Total Appropriations</b>	<b>\$ 3,823,968</b>	<b>\$ 4,126,382</b>	<b>\$ 5,428,491</b>	<b>\$ 5,232,202</b>	<b>\$ 5,232,202</b>

<b>Summary by Program</b>					
Manager of Aquatics	\$ 234,528	\$ 256,924	\$ 318,780	\$ 315,179	\$ 315,179
Aloha Swim Center	532,816	608,451	908,854	869,529	869,529
Tualatin Hills Aquatic Center	907,501	1,031,146	1,193,286	1,247,419	1,247,419
Beaverton Swim Center	748,396	746,904	1,107,364	994,185	994,185
Harman Swim Center	639,255	740,941	937,235	896,032	896,032
Sunset Swim Center	647,534	651,934	820,704	828,123	828,123
Raleigh Swim Center	64,680	42,063	65,500	68,507	68,507
Somerset West Swim Center	49,258	48,019	76,768	13,228	13,228
<b>Total Appropriations</b>	<b>\$ 3,823,968</b>	<b>\$ 4,126,382</b>	<b>\$ 5,428,491</b>	<b>\$ 5,232,202</b>	<b>\$ 5,232,202</b>

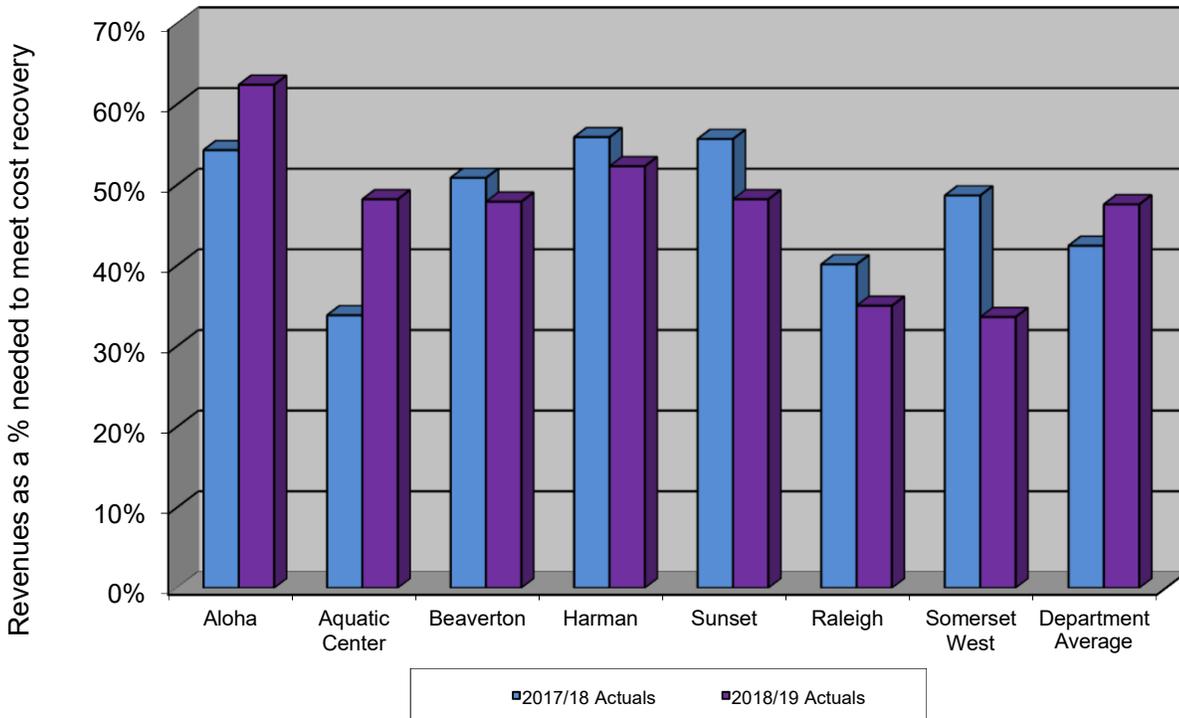
<b>Division Staff</b>					
Full-time	18.00	19.00	23.00	22.00	22.00
Regular part-time (FTE)	5.26	4.39	0.00	0.00	0.00
Part-time (FTE)	52.81	54.74	56.93	54.04	54.04

<b>Funded Service Level</b>					
Program Hours	38,991	38,563	36,950	39,221	39,221
Contact Hours	447,404	451,352	427,564	477,043	477,043

### Attendance by Center



### Cost Recovery Progress



**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Manager of Aquatics

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 131,244	\$ 137,280	\$ 144,556	\$ 150,532	\$ 150,532
PT Salary	-	-	-	-	-
Employee Benefits	47,711	59,762	108,123	104,102	104,102
Payroll Taxes	11,156	11,592	11,971	12,270	12,270
<b>Personnel Services</b>	<b>\$ 190,111</b>	<b>\$ 208,634</b>	<b>\$ 264,650</b>	<b>\$ 266,904</b>	<b>\$ 266,904</b>
Supplies	\$ 16,975	\$ 22,617	\$ 13,830	\$ 13,800	\$ 13,800
Communications	5,182	5,556	5,000	5,000	5,000
Training, Travel and Memberships	22,260	20,117	35,300	29,475	29,475
<b>Material &amp; Services</b>	<b>\$ 44,417</b>	<b>\$ 48,290</b>	<b>\$ 54,130</b>	<b>\$ 48,275</b>	<b>\$ 48,275</b>
<b>Program Total</b>	<b>\$ 234,528</b>	<b>\$ 256,924</b>	<b>\$ 318,780</b>	<b>\$ 315,179</b>	<b>\$ 315,179</b>
<b>Department Staff</b>					
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: Park & Recreation Services**  
 Department: Aquatics  
 Program: Aloha Swim Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance	130,841	78,001	77,000	77,000
Number of classes held	971	1,317	1,161	1,250
% of classes held vs. offered	83%	96%	96%	96%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$4.07	\$7.80	\$11.14	\$11.29
Estimated maintenance cost per visit <sup>2</sup>	\$0.76	\$1.21	\$1.37	\$1.87
Utilities cost per square foot	\$5.02	\$5.15	\$5.15	\$5.50
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	242%	196%	171%	100%
Revenues as a % needed to meet cost recovery - Budget	49%	53%	52%	55%
Revenues as a % needed to meet cost recovery - Actual	54%	62%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Aloha Swim Center

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 108,009	\$ 125,355	\$ 263,454	\$ 266,667	\$ 266,667
RPT Salary	89,714	-	-	-	-
PT Salary	209,153	341,883	319,621	294,799	294,799
Employee Benefits	81,472	86,927	243,641	232,458	232,458
Payroll Taxes	36,907	44,108	61,211	58,460	58,460
<b>Personnel Services</b>	<b>\$ 525,255</b>	<b>\$ 598,273</b>	<b>\$ 887,927</b>	<b>\$ 852,384</b>	<b>\$ 852,384</b>
Supplies	\$ 6,985	\$ 10,178	\$ 13,078	\$ 9,139	\$ 9,139
Bank Charges and Fees	-	-	7,849	8,006	8,006
Small Furniture & Equipment	576	-	-	-	-
<b>Material &amp; Services</b>	<b>\$ 7,561</b>	<b>\$ 10,178</b>	<b>\$ 20,927</b>	<b>\$ 17,145</b>	<b>\$ 17,145</b>
<b>Program Total</b>	<b>\$ 532,816</b>	<b>\$ 608,451</b>	<b>\$ 908,854</b>	<b>\$ 869,529</b>	<b>\$ 869,529</b>
<b>Department Staff</b>					
Full-time	2.00	2.00	4.00	4.00	4.00
Regular part-time (FTE)	1.75	1.75	0.00	0.00	0.00
Part-time (FTE)	11.46	11.10	11.19	10.40	10.40
<b>Funded Service Level</b>					
Program Hours	9,681	9,599	9,139	9,645	9,645
Contact Hours	74,878	70,102	62,294	64,179	64,179

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Tualatin Hills Aquatic Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance	118,748	157,719	157,427	160,000
Number of classes held	393	879	868	880
% of classes held vs. offered	92%	98%	97%	98%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$7.64	\$6.54	\$7.27	\$7.80
Estimated maintenance cost per visit <sup>2</sup>	\$2.57	\$2.24	\$2.82	\$2.96
Utilities cost per square foot	\$4.91	\$5.02	\$4.97	\$5.26
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	245%	226%	208%	100%
Revenues as a % needed to meet cost recovery - Budget	48%	49%	47%	50%
Revenues as a % needed to meet cost recovery - Actual	34%	48%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Tualatin Hills Aquatic Center

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 371,127	\$ 352,647	\$ 380,916	\$ 399,228	\$ 399,228
RPT Salary	50,904	-	-	-	-
PT Salary	209,224	356,064	369,189	402,149	402,149
Employee Benefits	210,114	250,683	346,013	337,128	337,128
Payroll Taxes	55,710	62,454	76,826	82,041	82,041
<b>Personnel Services</b>	<b>\$ 897,079</b>	<b>\$ 1,021,848</b>	<b>\$ 1,172,944</b>	<b>\$ 1,220,546</b>	<b>\$ 1,220,546</b>
Supplies	\$ 10,422	\$ 9,281	\$ 9,015	\$ 12,955	\$ 12,955
Bank Charges and Fees	-	-	11,327	13,418	13,418
Advertising	-	17	-	500	500
<b>Material &amp; Services</b>	<b>\$ 10,422</b>	<b>\$ 9,298</b>	<b>\$ 20,342</b>	<b>\$ 26,873</b>	<b>\$ 26,873</b>
<b>Program Total</b>	<b>\$ 907,501</b>	<b>\$ 1,031,146</b>	<b>\$ 1,193,286</b>	<b>\$ 1,247,419</b>	<b>\$ 1,247,419</b>
<b>Department Staff</b>					
Full-time	5.00	5.00	5.50	5.50	5.50
Regular part-time (FTE)	0.88	0.88	0.00	0.00	0.00
Part-time (FTE)	11.81	11.57	11.77	11.46	11.46
<b>Funded Service Level</b>					
Program Hours	6,774	6,527	6,509	6,815	6,815
Contact Hours	176,390	181,916	180,987	159,155	159,155

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Beaverton Swim Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance	104,859	84,437	80,300	93,000
Number of classes held	976	1,197	938	1,325
% of classes held vs. offered	92%	96%	94%	95%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$7.14	\$8.83	\$12.09	\$10.69
Estimated maintenance cost per visit <sup>2</sup>	\$1.04	\$1.42	\$1.73	\$1.59
Utilities cost per square foot	\$4.90	\$3.99	\$4.45	\$4.19
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	207%	191%	154%	100%
Revenues as a % needed to meet cost recovery - Budget	52%	54%	45%	47%
Revenues as a % needed to meet cost recovery - Actual	51%	48%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Beaverton Swim Center

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 244,500	\$ 216,672	\$ 347,654	\$ 297,449	\$ 297,449
RPT Salary	47,584	-	-	-	-
PT Salary	267,091	315,761	348,529	355,890	355,890
Employee Benefits	134,396	155,060	315,454	249,140	249,140
Payroll Taxes	49,163	46,647	73,443	67,906	67,906
<b>Personnel Services</b>	<b>\$ 742,734</b>	<b>\$ 734,140</b>	<b>\$ 1,085,080</b>	<b>\$ 970,385</b>	<b>\$ 970,385</b>
Supplies	\$ 5,662	\$ 11,824	\$ 14,799	\$ 16,400	\$ 16,400
Bank charges and fees	-	-	6,735	6,800	6,800
Small Furniture & Equipment	-	940	750	600	600
<b>Material &amp; Services</b>	<b>\$ 5,662</b>	<b>\$ 12,764</b>	<b>\$ 22,284</b>	<b>\$ 23,800</b>	<b>\$ 23,800</b>
<b>Program Total</b>	<b>\$ 748,396</b>	<b>\$ 746,904</b>	<b>\$ 1,107,364</b>	<b>\$ 994,185</b>	<b>\$ 994,185</b>
<b>Department Staff</b>					
Full-time	4.00	4.00	5.00	4.00	4.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	8.27	9.94	11.39	11.65	11.65
<b>Funded Service Level</b>					
Program Hours	10,114	10,319	8,973	10,333	10,333
Contact Hours	50,731	51,695	44,606	106,663	106,663

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Harman Swim Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance	74,909	76,042	76,980	77,000
Number of classes held	683	689	1,128	1,200
% of classes held vs. offered	92%	90%	96%	92%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$8.53	\$9.74	\$11.52	\$11.64
Estimated maintenance cost per visit <sup>2</sup>	\$1.27	\$1.46	\$1.74	\$1.96
Utilities cost per square foot	\$5.66	\$5.52	\$5.96	\$5.72
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	191%	178%	161%	100%
Revenues as a % needed to meet cost recovery - Budget	45%	48%	42%	45%
Revenues as a % needed to meet cost recovery - Actual	56%	52%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Harman Swim Center

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 266,993	\$ 291,573	\$ 308,594	\$ 302,627	\$ 302,627
RPT Salary	12,306	-	-	-	-
PT Salary	192,081	219,213	277,063	265,709	265,709
Employee Benefits	117,711	177,135	270,615	251,947	251,947
Payroll Taxes	41,134	45,434	60,558	58,567	58,567
<b>Personnel Services</b>	<b>\$ 630,225</b>	<b>\$ 733,355</b>	<b>\$ 916,830</b>	<b>\$ 878,850</b>	<b>\$ 878,850</b>
Supplies	\$ 9,030	\$ 7,586	\$ 12,987	\$ 9,616	\$ 9,616
Bank Charges and Fees	-	-	7,418	7,566	7,566
<b>Material &amp; Services</b>	<b>\$ 9,030</b>	<b>\$ 7,586</b>	<b>\$ 20,405</b>	<b>\$ 17,182</b>	<b>\$ 17,182</b>
<b>Program Total</b>	<b>\$ 639,255</b>	<b>\$ 740,941</b>	<b>\$ 937,235</b>	<b>\$ 896,032</b>	<b>\$ 896,032</b>
<b>Department Staff</b>					
Full-time	4.00	4.00	4.00	4.00	4.00
Regular part-time (FTE)	0.88	0.88	0.00	0.00	0.00
Part-time (FTE)	8.49	9.08	9.43	9.26	9.26
<b>Funded Service Level</b>					
Program Hours	5,043	5,044	5,989	6,034	6,034
Contact Hours	53,426	55,082	53,145	49,405	49,405

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Sunset Swim Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance	81,295	77,741	72,420	75,000
Number of classes held	818	894	849	850
% of classes held vs. offered	86%	98%	99%	99%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$7.97	\$8.39	\$11.33	\$11.04
Estimated maintenance cost per visit <sup>2</sup>	\$1.97	\$1.42	\$1.82	\$1.96
Utilities cost per square foot	\$5.16	\$5.83	\$5.65	\$6.05
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	179%	182%	182%	100%
Revenues as a % needed to meet cost recovery - Budget	43%	43%	39%	37%
Revenues as a % needed to meet cost recovery - Actual	56%	48%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Sunset Swim Center

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 170,757	\$ 196,345	\$ 256,249	\$ 270,975	\$ 270,975
RPT Salary	75,524	-	-	-	-
PT Salary	245,444	249,087	260,860	258,128	258,128
Employee Benefits	103,800	156,705	228,531	223,824	223,824
Payroll Taxes	42,376	39,907	54,524	55,251	55,251
<b>Personnel Services</b>	<b>\$ 637,901</b>	<b>\$ 642,044</b>	<b>\$ 800,164</b>	<b>\$ 808,178</b>	<b>\$ 808,178</b>
Supplies	\$ 9,597	\$ 8,724	\$ 15,085	\$ 14,381	\$ 14,381
Bank Charges and Fees	-	-	5,455	5,564	5,564
Office Supplies	-	912	-	-	-
Small Furniture and Equipment	-	199	-	-	-
Training, Travel and Memberships	36	55	-	-	-
<b>Material &amp; Services</b>	<b>\$ 9,633</b>	<b>\$ 9,890</b>	<b>\$ 20,540</b>	<b>\$ 19,945</b>	<b>\$ 19,945</b>
<b>Program Total</b>	<b>\$ 647,534</b>	<b>\$ 651,934</b>	<b>\$ 820,704</b>	<b>\$ 828,123</b>	<b>\$ 828,123</b>
<b>Department Staff</b>					
Full-time	2.00	3.00	3.50	3.50	3.50
Regular part-time (FTE)	1.75	0.88	0.00	0.00	0.00
Part-time (FTE)	8.13	8.86	8.98	8.99	8.99
<b>Funded Service Level</b>					
Program Hours	4,751	4,911	4,940	5,406	5,406
Contact Hours	55,365	59,833	56,891	68,083	68,083

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Raleigh Swim Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance	10,060	12,630	13,000	13,500
Number of classes held	105	187	195	100
% of classes held vs. offered	85%	93%	96%	88%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$6.43	\$3.33	\$3.65	\$5.07
Estimated maintenance cost per visit <sup>2</sup>	\$1.49	\$0.97	\$1.35	\$1.41
Utilities cost per square foot	\$7.20	\$5.45	\$5.55	\$6.13
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	144%	134%	142%	100%
Revenues as a % needed to meet cost recovery - Budget	30%	36%	43%	46%
Revenues as a % needed to meet cost recovery - Actual	40%	35%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Raleigh Swim Center

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
PT Salary	\$ 56,872	\$ 37,362	\$ 54,609	\$ 57,190	\$ 57,190
Payroll Taxes	5,061	3,073	5,461	5,719	5,719
<b>Personnel Services</b>	<b>\$ 61,933</b>	<b>\$ 40,435</b>	<b>\$ 60,070</b>	<b>\$ 62,909</b>	<b>\$ 62,909</b>
Supplies	\$ 2,747	\$ 1,607	\$ 4,279	\$ 4,424	\$ 4,424
Small Furniture and Equipment	-	21	-	-	-
Bank Charges and Fees	-	-	1,151	1,174	1,174
<b>Material &amp; Services</b>	<b>\$ 2,747</b>	<b>\$ 1,628</b>	<b>\$ 5,430</b>	<b>\$ 5,598</b>	<b>\$ 5,598</b>
<b>Program Total</b>	<b>\$ 64,680</b>	<b>\$ 42,063</b>	<b>\$ 65,500</b>	<b>\$ 68,507</b>	<b>\$ 68,507</b>
<b>Department Staff</b>					
Full-time	0.00	0.00	0.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	2.10	1.88	1.86	1.92	1.92
<b>Funded Service Level</b>					
Program Hours	1,196	1,076	529	832	832
Contact Hours	19,322	17,597	15,400	22,205	22,205

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Somerset West Swim Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance	6,770	10,274	10,095	1,800
Number of classes held	258	184	220	100
% of classes held vs. offered	87%	98%	89%	90%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$7.28	\$4.67	\$5.55	\$7.35
Estimated maintenance cost per visit <sup>2</sup>	\$2.06	\$1.09	\$1.18	\$5.08
Utilities cost per square foot	\$17.59	\$7.67	\$8.88	\$1.32
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	159%	163%	131%	100%
Revenues as a % needed to meet cost recovery - Budget	52%	44%	35%	11%
Revenues as a % needed to meet cost recovery - Actual	49%	34%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities

**Division: Park & Recreation Services**  
 Department: Aquatics  
 Program: Somerset West Swim Center

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
PT Salary	\$ 44,146	\$ 42,424	\$ 64,906	\$ 10,476	\$ 10,476
Payroll Taxes	3,856	3,444	6,491	1,048	1,048
<b>Personnel Services</b>	<b>\$ 48,002</b>	<b>\$ 45,868</b>	<b>\$ 71,397</b>	<b>\$ 11,524</b>	<b>\$ 11,524</b>
Supplies	\$ 1,256	\$ 2,106	\$ 4,355	\$ 1,704	\$ 1,704
Office Supplies	-	45	-	-	-
Bank Charges and Fees	-	-	1,016	-	-
<b>Material &amp; Services</b>	<b>\$ 1,256</b>	<b>\$ 2,151</b>	<b>\$ 5,371</b>	<b>\$ 1,704</b>	<b>\$ 1,704</b>
<b>Program Total</b>	<b>\$ 49,258</b>	<b>\$ 48,019</b>	<b>\$ 76,768</b>	<b>\$ 13,228</b>	<b>\$ 13,228</b>
<b>Department Staff</b>					
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)	2.55	2.31	2.31	0.36	0.36
<b>Funded Service Level</b>					
Program Hours	1,432	1,087	871	156	156
Contact Hours	17,292	15,127	14,241	7,353	7,353



**THPRD**



**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## **SPORTS**



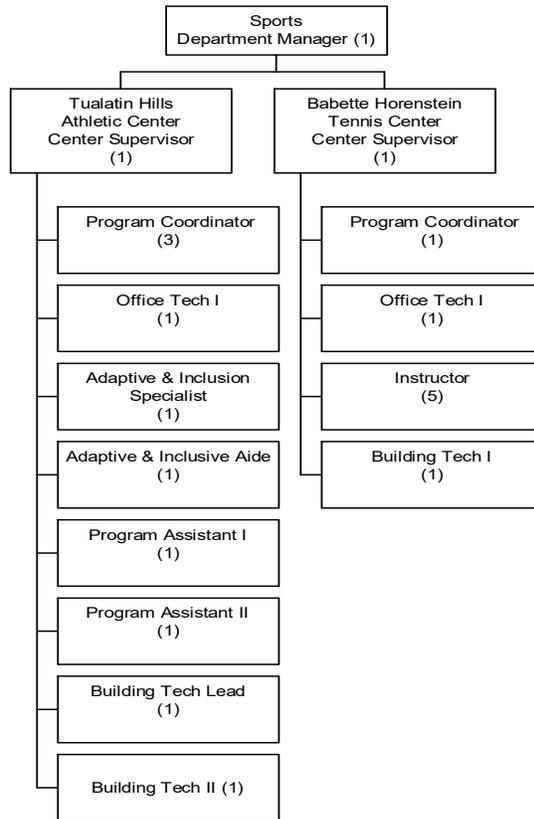
*Tualatin Hills Athletic Center  
Babette Horenstein Tennis Center  
Camp Rivendale*



**THPRD**

# 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 2019/2020 Accomplishments

Goal: Continue to eliminate barriers to participation through the Access for All Initiative

The THRIVE afterschool program was expanded this school year to include the AC, which serves Beaver Acres and Elmonica elementary schools. THRIVE staff is currently serving 26 children in the program, and participation rates continue to increase.

The BHTC expanded tennis camp offerings last summer, running 24 camps compared to 9 in 2018. These included nine 10 & under camps and 15 Junior Development camps for ages 9-13. Also, the BHTC and the AC combined resources to offer joint sports camps at PCC Rock Creek, Mountain View Champions Park, and the HMT Complex.

### **FY 2019/2020 Accomplishments (continued)**

The BHTC hosted our first-ever Pacific Northwest Regional Pickleball Tournament, marking the first time this event had been held outside of Bend, Oregon, due to the growth of the event and the need for a larger facility. Four hundred and fifty players from 15 states and Canada participated. The BHTC's nine outdoor tennis courts were transformed into twenty-eight pickleball courts for the four-day event, which ran September 5-8, 2019.

FACT Oregon and THPRD's 3<sup>rd</sup> annual All Ability Tri4Youth event nearly doubled in size to 182 participants in summer 2019 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.

#### Goal: Provide Staff Development and Human Resource Management

The Sports Department was reorganized in January 2020 to repurpose vacant positions to better meet the needs of both the AC and BHTC and to facilitate the upgrade of several positions in terms of hours worked in the centers. These changes allow the AC and BHTC to better serve patrons and provide more programming opportunities within both centers. The reorganization also increases staff coverage to allow for enhanced program oversight, ongoing training opportunities, and supervision of part-time staff.

Crisis Prevention Institute training was offered to 27 center supervisors and program staff who became certified in Nonviolent Crisis Intervention training programs. The training teaches a safe, non-harmful behavior management system designed to help human service professionals provide the best possible care, welfare, safety, and security for disruptive, assaultive, and out-of-control individuals, even during their most violent moments. A select group of staff created a behavior matrix, which will

#### Other Activities

BHTC hosted the first-ever cornhole tournament. Twelve teams participated in the event, and vendors were on-site to provide food and beverages.

### **FY 2020/21 Goals and Objectives**

#### Priority: Invest in Employees and Volunteers

Continue to refine the behavior management system and implement across district programs. Refine the behavior matrix, which includes definitions of

misconduct, outlines reasonable consequences, and identifies the communication chain.

#### Other Activities

Implement recreational programs through the Program Fund established for people experiencing disabilities in coordination with the Champions Too Steering Committee. Expand Access for All programming across the district.

Continue to increase emerging sports opportunities for youth and adults. The AC and BHTC will be exploring adding a pickleball and futsal leagues.

Adaptive and Inclusion Services staff have been working with the Beaverton School District's Community Transition Program (CTP), a structured program for students ages 18-21 who have graduated with a non-standard diploma. Students are provided with classroom instruction and community service opportunities, with a focus on pre-vocational and vocational skills. THPRD staff created accounts for students and showed them drop-in activities and programs. Throughout the process, staff attended 10 classrooms and helped more than 100 students experiencing disabilities.

The BHTC recently partnered with the Portland, Oregon chapter of ACEing Autism is now offering our first-ever tennis program for these athletes. The fall season ran from September 29 to December 7, and the winter program runs from January 4 through February 22, 2020. A grant from Nike has made it possible for the athletes to participate in this year's program at no cost.

Continue to grow the utilization of the AC's THRIVE afterschool program up to its maximum capacity in order to serve more children from Beaver Acres and Elmonica elementary schools.

#### **Budget Highlights**

BHTC to launch an annual regional pickleball tournament through a grant from Washington County Visitors Association. The event would be held at the Babette Horenstein Tennis Center in September 2020 and would be named the June Crabb Memorial Tournament. June served as a member of the THPRD Board of Directors from 1990-1995 and helped bring the sport to the district and the Beaverton area.

**Division: Park & Recreation Services**  
**Department: Sports**

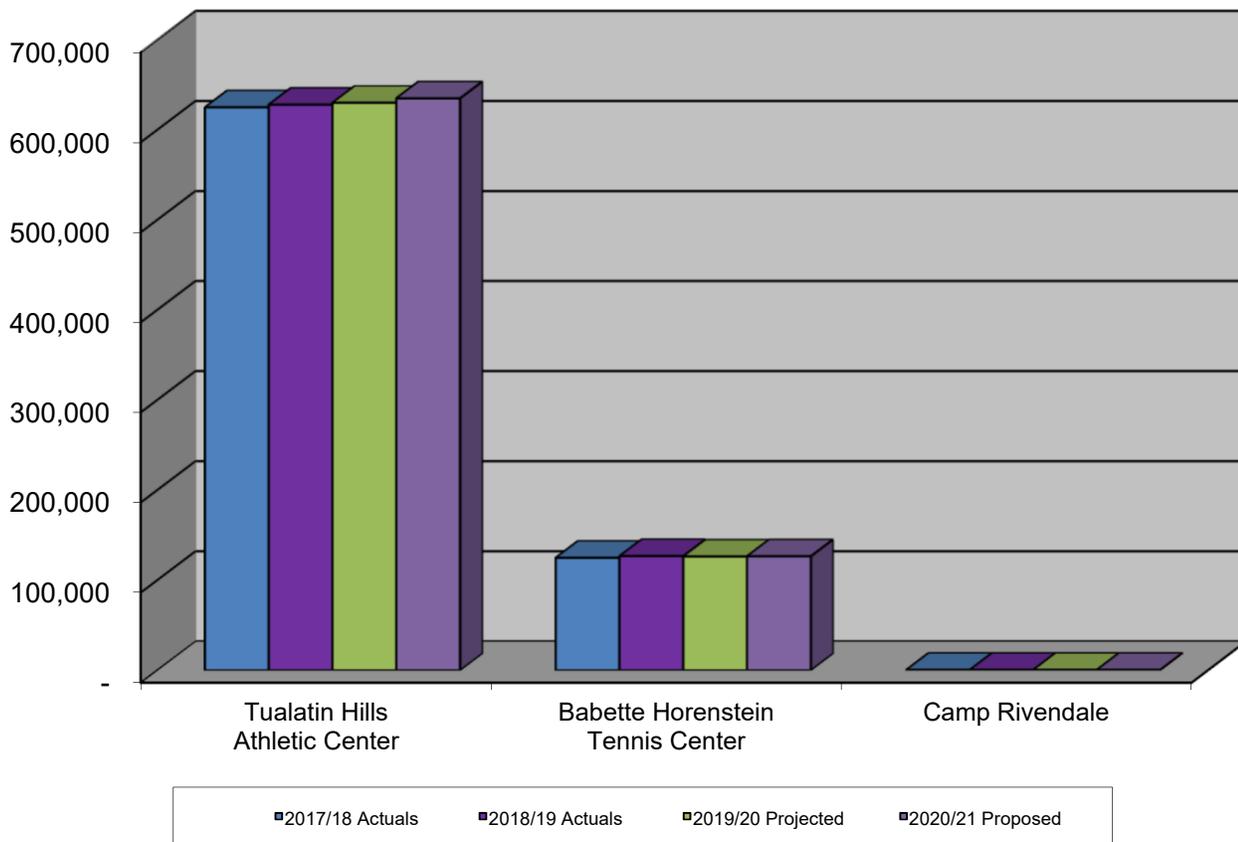
Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 2,757,008	\$ 3,243,671	\$ 4,179,117	\$ 4,193,199	\$ 4,193,199
Materials & Services	337,001	670,393	765,785	747,072	747,072
<b>Total Appropriations</b>	<b>\$ 3,094,009</b>	<b>\$ 3,914,064</b>	<b>\$ 4,944,902</b>	<b>\$ 4,940,271</b>	<b>\$ 4,940,271</b>

<b>Summary by Program</b>					
Superintendent of Sports	\$ 174,421	\$ 162,756	\$ 250,647	\$ 247,816	\$ 385,636
Tualatin Hills Athletic Center	1,753,273	2,252,321	2,908,481	2,883,909	2,746,089
Babette Horenstein Tennis Center	1,022,936	1,380,808	1,634,521	1,661,764	1,661,764
Camp Rivendale	143,379	118,179	151,253	146,782	146,782
<b>Total Appropriations</b>	<b>\$ 3,094,009</b>	<b>\$ 3,914,064</b>	<b>\$ 4,944,902</b>	<b>\$ 4,940,271</b>	<b>\$ 4,940,271</b>

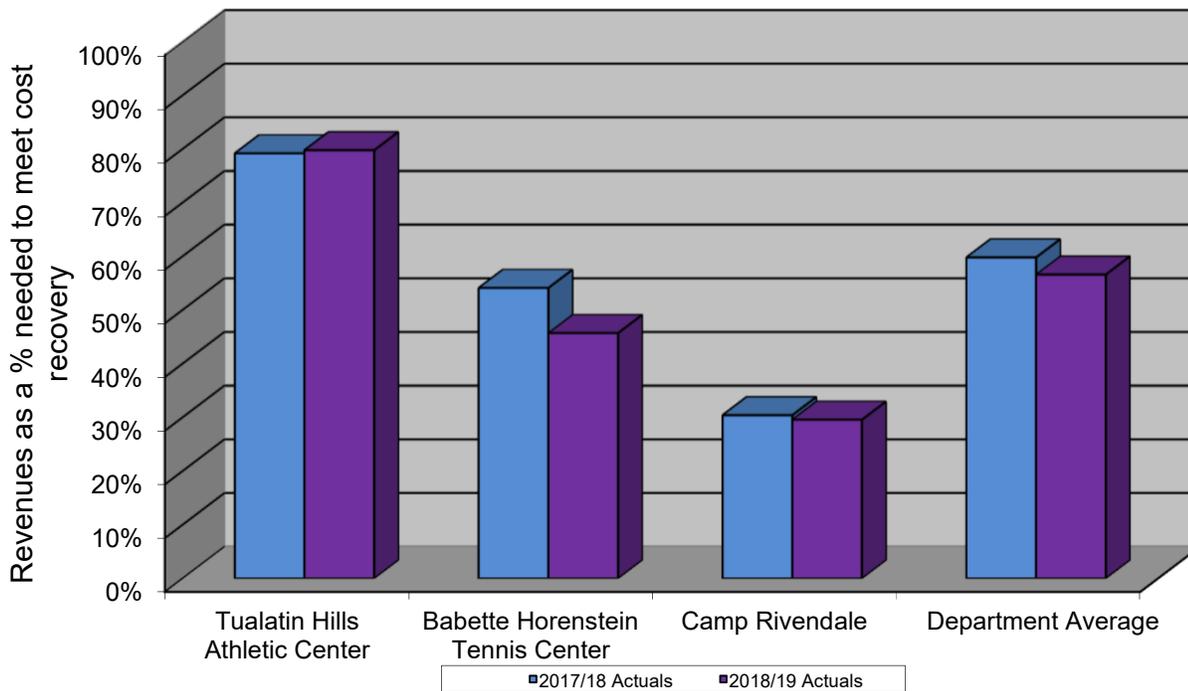
<b>Division Staff</b>					
Full-time	13.00	15.00	15.00	19.00	19.00
Regular part-time (FTE)	5.25	6.13	6.13	1.75	1.75
Part-time (FTE)	36.52	41.22	42.44	40.86	40.86

<b>Funded Service Level</b>					
Program Hours	51,231	49,411	47,763	51,174	51,174
Contact Hours	431,224	431,459	452,361	514,139	514,139

### Attendance by Center



### Cost Recovery Progress



**Division: Park & Recreation Services**  
 Department: Sports  
 Program: Manager of Sports

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 104,603	\$ 93,082	\$ 112,018	\$ 120,409	\$ 190,642
PT Salary	-	-	-	14,853	14,853
Employee Benefits	50,016	46,893	88,654	87,601	147,558
Payroll Taxes	8,962	8,144	9,841	11,940	19,570
<b>Personnel Services</b>	<b>\$ 163,581</b>	<b>\$ 148,119</b>	<b>\$ 210,513</b>	<b>\$ 234,803</b>	<b>\$ 372,623</b>
Communications	\$ 7,884	\$ 8,394	\$ 8,500	\$ 7,279	\$ 7,279
Supplies	976	3,429	6,000	1,700	1,700
Other Services	-	-	15,600	-	-
Training, Travel and Memberships	1,980	2,720	9,884	3,884	3,884
Small Furniture and Equipment	-	94	150	150	150
<b>Material &amp; Services</b>	<b>\$ 10,840</b>	<b>\$ 14,637</b>	<b>\$ 40,134</b>	<b>\$ 13,013</b>	<b>\$ 13,013</b>
<b>Program Total</b>	<b>\$ 174,421</b>	<b>\$ 162,756</b>	<b>\$ 250,647</b>	<b>\$ 247,816</b>	<b>\$ 385,636</b>
<b>Department Staff</b>					
Full-time	1.00	1.00	1.00	1.00	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	0.57	0.57

**Division: Park & Recreation Services**  
 Department: Sports  
 Program: Tualatin Hills Athletic Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance	625,000	628,000	630,000	635,000
Number of classes held	617	618	600	610
% of classes held vs. offered	89%	88%	86%	87%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$2.81	\$3.05	\$3.50	\$4.01
Estimated maintenance cost per visit <sup>2</sup>	\$0.50	\$0.41	\$0.51	\$0.53
Utilities cost per square foot	\$1.23	\$1.28	\$1.19	\$1.32
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	157%	171%	170%	100%
Revenues as a % needed to meet cost recovery - Budget	87%	85%	74%	77%
Revenues as a % needed to meet cost recovery - Actual	79%	80%	increase	increase
Percentage of field hours used versus allocated	88%	88%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities.

**Division: Park & Recreation Services**  
 Department: Sports  
 Program: Tualatin Hills Athletic Center

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 423,676	\$ 476,866	\$ 525,631	\$ 703,619	\$ 633,386
RPT Salary	83,592	127,276	132,294	-	-
PT Salary	651,819	748,400	930,591	915,840	915,840
Employee Benefits	223,260	332,947	670,740	622,936	562,979
Payroll Taxes	115,522	142,079	160,782	164,110	156,480
<b>Personnel Services</b>	<b>\$ 1,497,869</b>	<b>\$ 1,827,568</b>	<b>\$ 2,420,038</b>	<b>\$ 2,406,505</b>	<b>\$ 2,268,685</b>
Professional and Technical Services	\$ 74,295	\$ 83,406	\$ 91,410	\$ 91,410	\$ 91,410
Bank Charges and Fees	-	-	20,757	21,172	21,172
Supplies	174,856	256,527	292,322	278,696	278,696
Utilities	-	77,664	76,404	80,076	80,076
Communication	601	8	350	350	350
Training, Travel and Memberships	4,143	3,894	2,200	2,200	2,200
Small Furniture and Equipment	1,509	3,254	5,000	3,500	3,500
<b>Material &amp; Services</b>	<b>\$ 255,404</b>	<b>\$ 424,753</b>	<b>\$ 488,443</b>	<b>\$ 477,404</b>	<b>\$ 477,404</b>
<b>Program Total</b>	<b>\$ 1,753,273</b>	<b>\$ 2,252,321</b>	<b>\$ 2,908,481</b>	<b>\$ 2,883,909</b>	<b>\$ 2,746,089</b>
<b>Department Staff</b>					
Full-time	7.00	8.00	8.00	11.00	10.00
Regular part-time (FTE)	1.75	2.63	2.63	0.00	0.00
Part-time (FTE)	27.71	30.86	31.99	30.32	30.32
<b>Funded Service Level</b>					
Program Hours	11,770	11,867	12,091	12,691	12,691
Contact Hours	294,120	297,241	290,094	309,196	309,196

**Division: Park & Recreation Services**  
 Department: Sports  
 Program: Babette Horenstein Tennis Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance	124,822	126,664	126,250	126,500
Number of classes held	1,714	1,559	1,581	1,583
% of classes held vs. offered	83%	82%	85%	84%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$8.20	\$9.94	\$10.22	\$10.27
Estimated maintenance cost per visit <sup>2</sup>	\$1.20	\$1.55	\$1.70	\$1.73
Utilities cost per square foot	\$0.95	\$1.22	\$1.05	\$1.23
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	179%	194%	187%	100%
Revenues as a % needed to meet cost recovery - Budget	56%	49%	73%	77%
Revenues as a % needed to meet cost recovery - Actual	54%	46%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities.

**Division: Park & Recreation Services**  
 Department: Sports  
 Program: Babette Horenstein Tennis Center

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 348,431	\$ 415,812	\$ 430,420	\$ 501,690	\$ 501,690
RPT Salary	158,859	150,074	198,466	121,544	121,544
PT Salary	161,385	198,417	210,475	210,580	210,580
Employee Benefits	260,524	345,632	509,480	525,391	525,391
Payroll Taxes	65,486	77,315	88,970	88,779	88,779
<b>Personnel Services</b>	<b>\$ 994,685</b>	<b>\$ 1,187,250</b>	<b>\$ 1,437,811</b>	<b>\$ 1,447,984</b>	<b>\$ 1,447,984</b>
Professional and Technical Services	\$ -	\$ 32,513	\$ 31,635	\$ 32,418	\$ 32,418
Bank Charges and Fees	-	-	18,657	19,030	19,030
Supplies	27,661	37,484	47,425	38,301	38,301
Rental Equipment	-	1,380	1,845	1,891	1,891
Communication	-	118	-	-	-
Utilities	-	121,214	96,848	122,040	122,040
Small Furniture and Equipment	-	300	-	-	-
Training, Travel and Memberships	590	549	300	100	100
<b>Material &amp; Services</b>	<b>\$ 28,251</b>	<b>\$ 193,558</b>	<b>\$ 196,710</b>	<b>\$ 213,780</b>	<b>\$ 213,780</b>
<b>Program Total</b>	<b>\$ 1,022,936</b>	<b>\$ 1,380,808</b>	<b>\$ 1,634,521</b>	<b>\$ 1,661,764</b>	<b>\$ 1,661,764</b>
<b>Department Staff</b>					
Full-time	5.00	6.00	6.00	7.00	7.00
Regular part-time (FTE)	3.50	3.50	3.50	1.75	1.75
Part-time (FTE)	5.10	6.78	6.84	6.71	6.71
<b>Funded Service Level</b>					
Program Hours	38,941	37,024	35,228	38,039	38,039
Contact Hours	127,744	125,378	155,607	198,283	198,283

**Division: Park & Recreation Services**

Department: Sports

Program: Camp Rivendale

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2017/18</b>	<b>Prior Year Actual 2018/19</b>	<b>Projected Outcome 2019/20</b>	<b>Proposed Outcome 2020/21</b>
<b>Workloads:</b>				
Attendance	450	430	414	430
<b>Performance Measures:</b>				
Estimated maintenance cost per visit <sup>1</sup>	\$4.86	\$4.58	\$4.66	\$4.30
Utilities cost per square foot	\$2.41	\$3.44	\$4.18	\$4.83
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	521%	357%	272%	100%
Revenues as a % needed to meet cost recovery - Budget	26%	26%	25%	25%
Revenues as a % needed to meet cost recovery - Actual	30%	30%	increase	increase

<sup>1</sup> Total maintenance cost does not include utilities.

**Division: Park & Recreation Services**  
 Department: Sports  
 Program: Camp Rivendale

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
PT Salary	\$ 91,122	\$ 73,666	\$ 100,686	\$ 94,461	\$ 94,461
Payroll Taxes	9,751	7,068	10,069	9,446	9,446
<b>Personnel Services</b>	<b>\$ 100,873</b>	<b>\$ 80,734</b>	<b>\$ 110,755</b>	<b>\$ 103,907</b>	<b>\$ 103,907</b>
Rental Equipment	\$ 34,900	\$ 27,892	\$ 30,000	\$ 32,248	\$ 32,248
Supplies	7,606	9,553	10,498	10,627	10,627
<b>Material &amp; Services</b>	<b>\$ 42,506</b>	<b>\$ 37,445</b>	<b>\$ 40,498</b>	<b>\$ 42,875</b>	<b>\$ 42,875</b>
<b>Program Total</b>	<b>\$ 143,379</b>	<b>\$ 118,179</b>	<b>\$ 151,253</b>	<b>\$ 146,782</b>	<b>\$ 146,782</b>
<b>Department Staff</b>					
Full-time	0.00	0.00	0.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	3.71	3.58	3.61	3.26	3.26
<b>Funded Service Level</b>					
Program Hours	520	520	444	444	444
Contact Hours	9,360	8,840	6,660	6,660	6,660



**THPRD**



**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## RECREATION



*Cedar Hills Recreation Center*

*Conestoga Recreation & Aquatic Center*

*Garden Home Recreation Center*

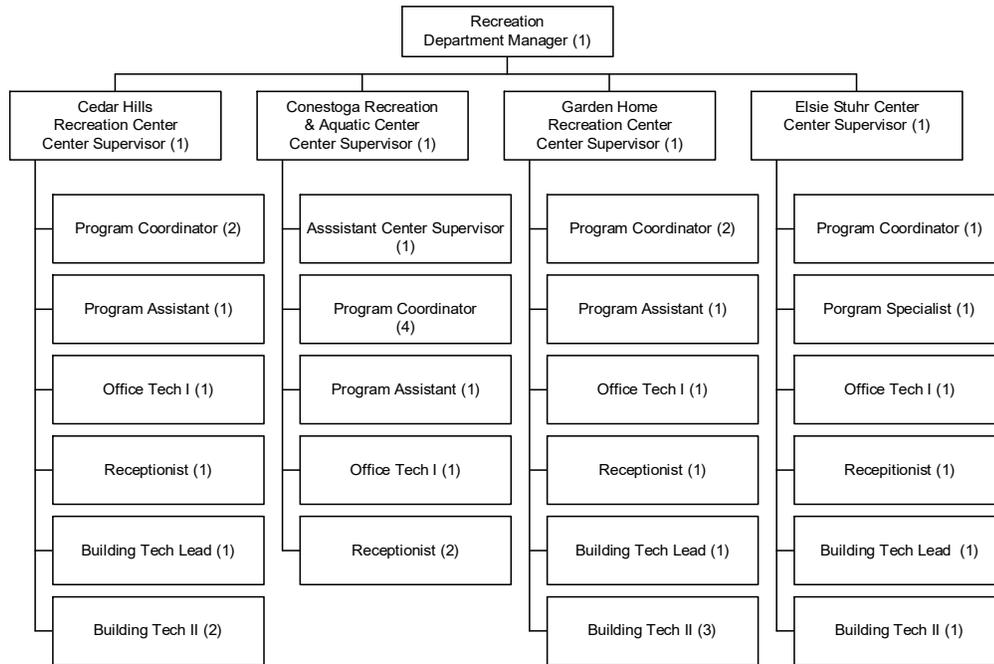
*Elsie Stuhr Center*



**THPRD**

# 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 2019/20 Accomplishments

Goal: Continue to eliminate barriers to participation through the Access for All Initiative

Through the exercise equipment replacement program, the department continues to update and purchase ADA-accessible fitness machines.

Garden Home Recreation Center held nine weeks of free Rec Mobile Camp this summer. This camp

provided 97 children with a free week of summer camp.

Garden Home Recreation Center’s Rec Mobile program expanded its outreach to underserved areas and low-income apartment complexes in January 2020. Families, as well as individual children, participate in Rec Mobile activities. Activities during the winter are focused around arts and science. When weather and light allow, physical activity is built into the planned activities.

Conestoga’s Big Truck Day celebrated 21 years of family fun. For the second year, a soft opening was held an hour earlier allowing those with sensory issues to enjoy the event “horn-free.” Big Truck Day attracted over 7,500 visitors from the metro area. Through our collaboration with Family Promise of Beaverton, the Elsie Stuhr Center, Garden Home Recreation Center, and Cedar Hills Recreation Center provided temporary housing for families experiencing homelessness.

Conestoga hosted the kick-off for City of Beaverton’s Welcoming Week by inviting the community to the

3<sup>rd</sup> annual Celebrating Indian Culture event, attended by over 600 people. Conestoga also hosted the 5<sup>th</sup> annual Family PRIDE Dance in conjunction with PFLAG; over 200 families attended.

Goal: Improve Intergovernmental Coordination

THPRD's continued partnership with BSD's free and reduced lunch program, and supper program for our afterschool program sites provided thousands of meals for children in the community.

The expansion of the THPRD afterschool program included the first program offered onsite at Chehalem Elementary School. This expansion was made possible through our partnership with the Beaverton School District.

THPRD's partnership with Northwest Regional Education Service District (NWRES D) has provided spaces for 4-8 students in the nine-month preschool programs at Cedar Hills Recreation Center and Conestoga Recreation & Aquatic Center. Partnering with NWRES D has expanded to include staff training opportunities focused on early intervention and parent communication.

Other Activities:

The districtwide middle school cross country program, housed out of the Cedar Hills Recreation Center, saw participation increase by over 21%, with over 320 students participating in the program.

Cedar Hills Recreation Center's Fall Festival offered family-friendly activities such as face painting, crafts, BINGO, and many other festival games. The event brought in over 1,500 people along with support from over 70 volunteers and community partners like the Beaverton Police Department.

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 \$50,000 for the center.

Garden Home Recreation Center's 3<sup>rd</sup> annual Mini-Market was held to promote local vendors and businesses, provide a community activity, and celebrate the Garden Home Community Library's summer reading program.

**FY 2020/21 Goals and Objectives**

Priority: Invest in Employees and Volunteers

Seek innovative methods of providing staff development opportunities through coordinated trainings that support continued learning and professional certification.

Other Activities

Continue to partner with new or current medical community partners 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.

Continue with the 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.

Secure grant funding allowing the Rec Mobile program to continue 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 a maintenance closure at the Conestoga Recreation & Aquatic Center in the spring of 2021.

The budget includes a reduction of program hours at impacting lap swim at Conestoga Recreation & Aquatic Center during low use times.

The budget also includes a reduction in Rec Mobile services. Staff will pursue alternative funding to continue to offer activities at park sites and community events.

**Division: Park & Recreation Services**  
**Department: Recreation**

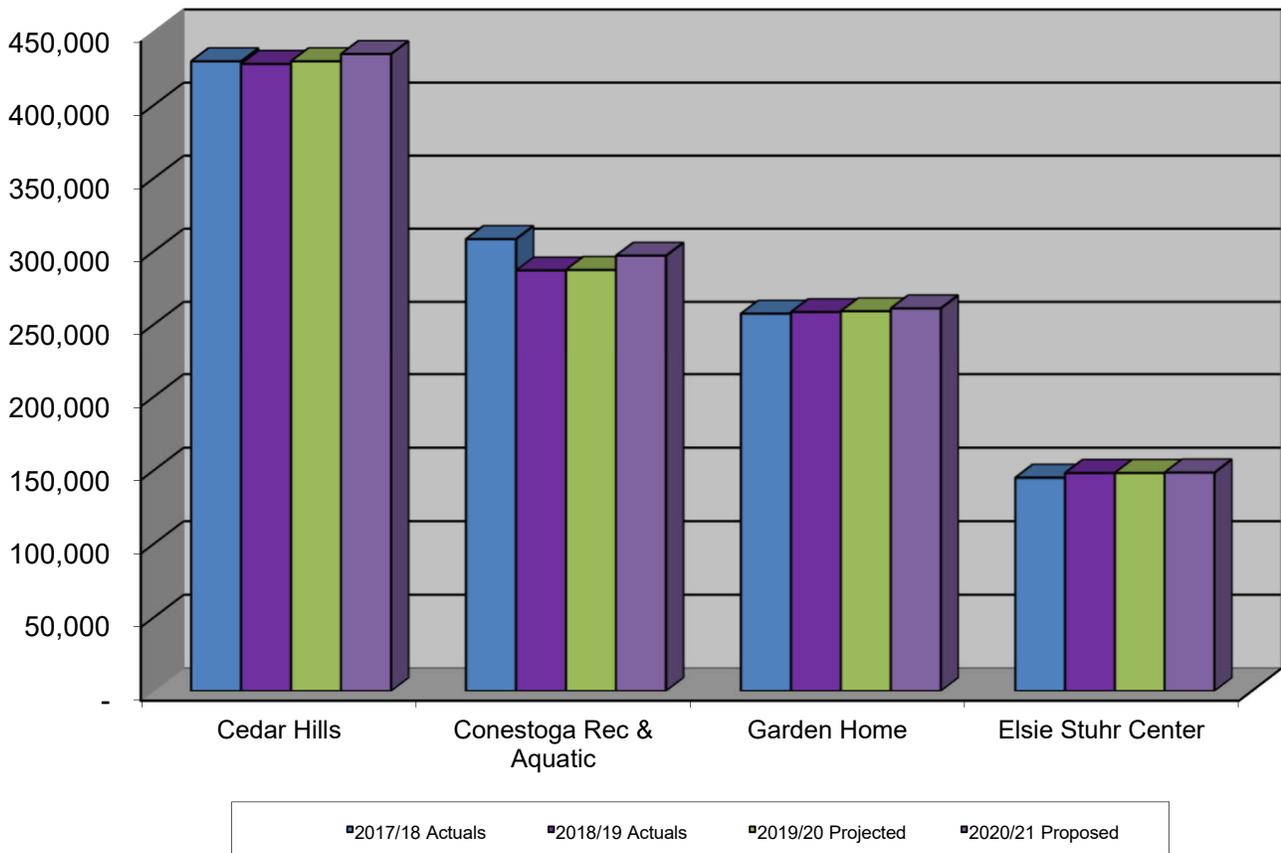
Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 5,687,049	\$ 6,898,625	\$ 8,646,736	\$ 8,706,774	\$ 8,706,774
Materials & Services	451,380	823,299	1,079,977	973,270	973,270
<b>Total Appropriations</b>	<b>\$ 6,138,429</b>	<b>\$ 7,721,924</b>	<b>\$ 9,726,713</b>	<b>\$ 9,680,044</b>	<b>\$ 9,680,044</b>

<b>Summary by Program</b>					
Manager of Recreation	\$ 250,482	\$ 250,830	\$ 445,540	\$ 343,009	\$ 483,489
Cedar Hills Recreation Center	1,599,819	2,279,225	2,777,439	2,698,315	2,698,315
Conestoga Rec. & Aquatic Center	2,486,043	2,416,494	3,109,751	3,024,781	3,024,781
Garden Home Recreation Center	1,021,664	1,684,847	2,049,629	2,250,388	2,250,388
Elsie Stuhr Center	780,421	1,090,528	1,344,354	1,363,551	1,223,071
<b>Total Appropriations</b>	<b>\$ 6,138,429</b>	<b>\$ 7,721,924</b>	<b>\$ 9,726,713</b>	<b>\$ 9,680,044</b>	<b>\$ 9,680,044</b>

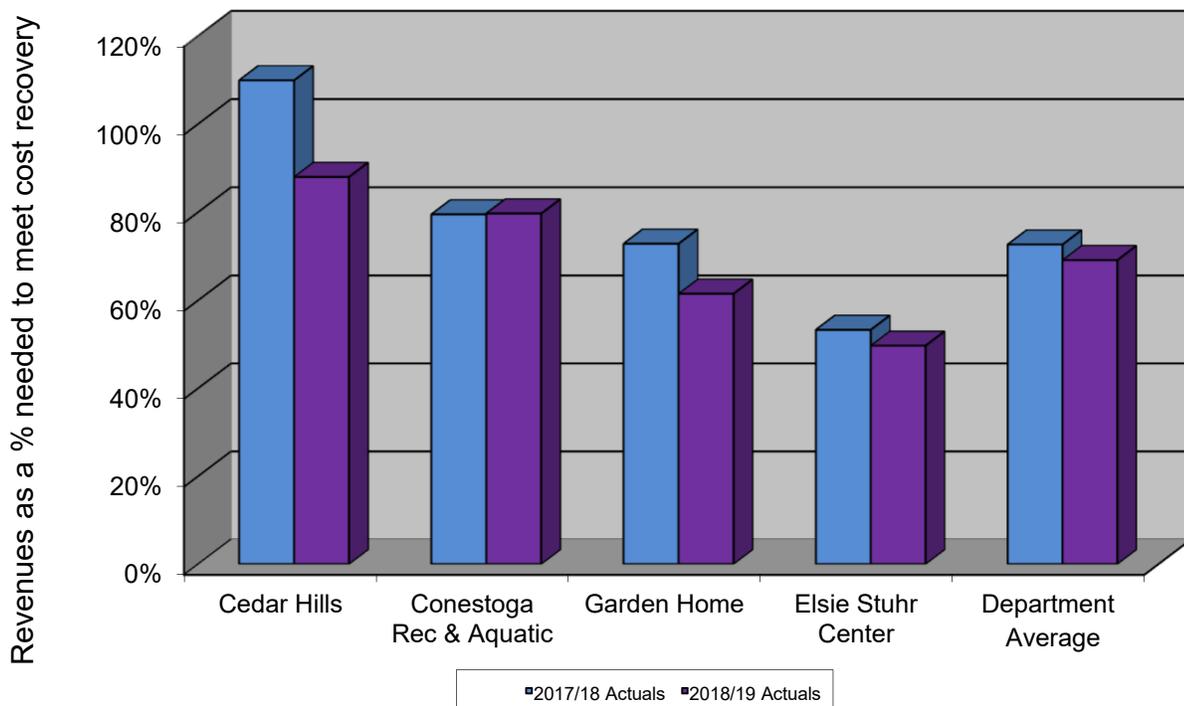
<b>Division Staff</b>					
Full-time	20.00	23.00	28.00	28.00	28.00
Regular part-time (FTE)	3.52	7.02	7.90	7.90	7.90
Part-time (FTE)	87.69	99.78	114.97	113.73	113.73

<b>Funded Service Level</b>					
Program Hours	68,883	79,390	88,513	84,463	84,463
Contact Hours	1,461,712	1,573,261	1,642,367	1,549,396	1,549,396

### Attendance by Center



### Cost Recovery Progress



**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Manager of Recreation

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 153,334	\$ 119,645	\$ 114,154	\$ 120,431	\$ 192,232
PT Salary	-	-	170,888	88,970	88,970
Employee Benefits	59,896	84,312	89,930	87,614	148,490
Payroll Taxes	13,032	10,183	27,118	19,354	27,157
	<b>\$ 226,262</b>	<b>\$ 214,140</b>	<b>\$ 402,090</b>	<b>\$ 316,369</b>	<b>\$ 456,849</b>
Communications	\$ 7,707	\$ 10,843	\$ 5,520	\$ 5,520	\$ 5,520
Supplies	11,045	9,843	20,035	13,600	13,600
Training, Travel and Memberships	5,468	15,426	17,895	7,520	7,520
Small Furniture and Equipment	-	578	-	-	-
<b>Material &amp; Services</b>	<b>\$ 24,220</b>	<b>\$ 36,690</b>	<b>\$ 43,450</b>	<b>\$ 26,640</b>	<b>\$ 26,640</b>
<b>Program Total</b>	<b>\$ 250,482</b>	<b>\$ 250,830</b>	<b>\$ 445,540</b>	<b>\$ 343,009</b>	<b>\$ 483,489</b>
<b>Department Staff</b>					
Full-time	1.00	1.00	1.00	1.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	5.70	3.13	3.13

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Cedar Hills Recreation Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance	430,000	428,200	430,000	435,000
Number of classes held	1,677	1,550	1,600	1,675
% of classes held vs. offered	92%	91%	91%	93%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$3.71	\$4.32	\$4.81	\$5.07
Estimated maintenance cost per visit <sup>2</sup>	\$0.62	\$0.78	\$0.94	\$0.95
Utilities cost per square foot	\$1.57	\$1.94	\$1.81	\$2.01
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	163%	166%	144%	100%
Revenues as a % needed to meet cost recovery - Budget	89%	79%	77%	80%
Revenues as a % needed to meet cost recovery - Actual	110%	88%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Does not include utilities.

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Cedar Hills Recreation Center

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 291,448	\$ 415,190	\$ 461,951	\$ 403,455	\$ 403,455
RPT Salary	36,133	118,946	134,992	144,495	144,495
PT Salary	821,306	963,425	1,123,062	1,171,352	1,171,352
Employee Benefits	192,173	339,553	526,814	481,642	481,642
Payroll Taxes	116,320	155,532	172,982	172,113	172,113
<b>Personnel Services</b>	<b>\$ 1,457,380</b>	<b>\$ 1,992,646</b>	<b>\$ 2,419,801</b>	<b>\$ 2,373,057</b>	<b>\$ 2,373,057</b>
Other Services	\$ 3,147	\$ 31,364	\$ 6,900	\$ 6,900	\$ 6,900
Bank Charges and Fees	-	-	34,166	34,849	34,849
Supplies	133,655	173,343	233,335	197,085	197,085
Utilities	2,427	74,283	67,867	77,154	77,154
Communication	-	1,320	5,200	4,100	4,100
Training, Travel and Memberships	701	697	2,470	970	970
Small Furniture and Equipment	2,509	5,572	7,700	4,200	4,200
<b>Material &amp; Services</b>	<b>\$ 142,439</b>	<b>\$ 286,579</b>	<b>\$ 357,638</b>	<b>\$ 325,258</b>	<b>\$ 325,258</b>
<b>Program Total</b>	<b>\$ 1,599,819</b>	<b>\$ 2,279,225</b>	<b>\$ 2,777,439</b>	<b>\$ 2,698,315</b>	<b>\$ 2,698,315</b>
<b>Department Staff</b>					
Full-time	6.00	7.00	7.00	6.00	6.00
Regular part-time (FTE)	0.88	2.63	2.63	2.63	2.63
Part-time (FTE)	27.81	34.06	33.91	34.63	34.63
<b>Funded Service Level</b>					
Program Hours	27,172	30,872	28,461	27,612	27,612
Contact Hours	535,196	573,955	533,135	493,223	493,223

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance	308,414	286,928	287,318	297,000
Number of classes held	1,717	1,331	1,179	1,189
% of classes held vs. offered	82%	60%	53%	65%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$6.53	\$7.37	\$9.92	\$10.18
Estimated maintenance cost per visit <sup>2</sup>	\$1.13	\$1.48	\$1.80	\$1.82
Utilities cost per square foot	\$3.53	\$3.45	\$3.57	\$3.51
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	183%	176%	174%	100%
Revenues as a % needed to meet cost recovery - Budget	78%	78%	71%	74%
Revenues as a % needed to meet cost recovery - Actual	80%	80%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Does not include utilities.

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

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 527,815	\$ 410,214	\$ 543,534	\$ 563,463	\$ 563,463
RPT Salary	63,992	64,410	82,431	82,301	82,301
PT Salary	1,253,614	1,299,376	1,458,559	1,382,347	1,382,347
Employee Benefits	311,296	307,512	573,576	559,043	559,043
Payroll Taxes	176,946	179,963	211,459	206,000	206,000
<b>Personnel Services</b>	<b>\$ 2,333,663</b>	<b>\$ 2,261,475</b>	<b>\$ 2,869,559</b>	<b>\$ 2,793,154</b>	<b>\$ 2,793,154</b>
Bank Charges and Fees	\$ -	\$ -	\$ 47,378	\$ 48,326	\$ 48,326
Professional and Technical Services	-	1,000	-	-	-
Communication	28	221	1,400	-	-
Supplies	147,907	152,310	185,014	183,301	183,301
Rental Equipment	2,169	-	-	-	-
Training, Travel and Memberships	252	396	-	-	-
Small Furniture, Fixtures and Equip.	2,024	1,092	6,400	-	-
<b>Material &amp; Services</b>	<b>\$ 152,380</b>	<b>\$ 155,019</b>	<b>\$ 240,192</b>	<b>\$ 231,627</b>	<b>\$ 231,627</b>
<b>Program Total</b>	<b>\$ 2,486,043</b>	<b>\$ 2,416,494</b>	<b>\$ 3,109,751</b>	<b>\$ 3,024,781</b>	<b>\$ 3,024,781</b>
<b>Department Staff</b>					
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)	43.58	47.41	48.76	46.01	46.01
<b>Funded Service Level</b>					
Program Hours	24,736	31,289	30,946	28,738	28,738
Contact Hours	518,138	595,107	605,739	574,254	574,254

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance	123,990	123,173	124,950	127,000
Number of classes held	958	598	475	561
% of classes held vs. offered	92%	45%	32%	51%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$9.15	\$8.56	\$10.48	\$10.11
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	230%	209%	182%	100%
Revenues as a % needed to meet cost recovery - Budget	59%	59%	52%	76%
Revenues as a % needed to meet cost recovery - Actual	57%	55%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

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

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 297,316	\$ 246,981	\$ 337,858	\$ 314,137	\$ 314,137
RPT Salary	19,220	17,305	37,305	38,246	38,246
PT Salary	550,318	513,519	572,776	528,201	528,201
Employee Benefits	162,891	174,173	341,155	304,318	304,318
Payroll Taxes	77,970	75,628	96,867	89,824	89,824
<b>Personnel Services</b>	<b>\$ 1,107,715</b>	<b>\$ 1,027,606</b>	<b>\$ 1,385,961</b>	<b>\$ 1,274,726</b>	<b>\$ 1,274,726</b>
Communication	\$ -	\$ 190	\$ 600	\$ -	\$ -
Bank Charges and Fees	-	-	17,395	17,743	17,743
Supplies	27,101	27,061	26,901	35,113	35,113
<b>Material &amp; Services</b>	<b>\$ 27,101</b>	<b>\$ 27,251</b>	<b>\$ 44,896</b>	<b>\$ 52,856</b>	<b>\$ 52,856</b>
<b>Program Total</b>	<b>\$ 1,134,816</b>	<b>\$ 1,054,857</b>	<b>\$ 1,430,857</b>	<b>\$ 1,327,582</b>	<b>\$ 1,327,582</b>
<b>Department Staff</b>					
Full-time	4.80	4.80	4.80	4.00	4.00
Regular part-time (FTE)	0.88	0.88	0.88	0.88	0.88
Part-time (FTE)	20.78	20.80	20.62	18.82	18.82
<b>Funded Service Level</b>					
Program Hours	5,245	5,779	5,915	5,036	5,036
Contact Hours	102,464	104,197	105,161	101,290	101,290

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance	184,424	163,755	162,368	170,000
Number of classes held	759	733	704	628
% of classes held vs. offered	87%	85%	93%	86%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$7.33	\$8.32	\$9.48	\$10.24
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	151%	177%	174%	100%
Revenues as a % needed to meet cost recovery - Budget	96%	83%	80%	73%
Revenues as a % needed to meet cost recovery - Actual	93%	96%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

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

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 230,499	\$ 163,233	\$ 205,676	\$ 249,326	\$ 249,326
RPT Salary	44,772	47,105	45,126	44,055	44,055
PT Salary	703,296	785,857	885,783	854,146	854,146
Employee Benefits	148,405	133,339	232,421	254,725	254,725
Payroll Taxes	98,976	104,335	114,592	116,176	116,176
<b>Personnel Services</b>	<b>\$ 1,225,948</b>	<b>\$ 1,233,869</b>	<b>\$ 1,483,598</b>	<b>\$ 1,518,428</b>	<b>\$ 1,518,428</b>
Bank Charges and Fees	\$ -	\$ -	\$ 29,983	\$ 30,583	\$ 30,583
Professional and Technical Services	-	1,000	-	-	-
Communications	28	31	800	-	-
Supplies	120,806	125,249	158,113	148,188	148,188
Rental Equipment	2,169	-	-	-	-
Training, Travel and Memberships	252	396	-	-	-
Small Furniture, Fixtures and Equip.	2,024	1,092	6,400	-	-
<b>Material &amp; Services</b>	<b>\$ 125,279</b>	<b>\$ 127,768</b>	<b>\$ 195,296</b>	<b>\$ 178,771</b>	<b>\$ 178,771</b>
<b>Program Total</b>	<b>\$ 1,351,227</b>	<b>\$ 1,361,637</b>	<b>\$ 1,678,894</b>	<b>\$ 1,697,199</b>	<b>\$ 1,697,199</b>
<b>Department Staff</b>					
Full-time	3.20	3.20	3.20	4.00	4.00
Regular part-time (FTE)	0.88	0.88	0.88	0.88	0.88
Part-time (FTE)	22.80	26.61	28.14	27.19	27.19
<b>Funded Service Level</b>					
Program Hours	19,491	25,510	25,031	23,702	23,702
Contact Hours	415,674	490,910	500,578	472,964	472,964

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Garden Home Recreation Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance	257,356	258,413	259,000	261,000
Number of classes held	765	730	685	700
% of classes held vs. offered	75%	74%	69%	70%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$3.97	\$4.78	\$6.10	\$6.51
Estimated maintenance cost per visit <sup>2</sup>	\$0.95	\$1.47	\$1.84	\$2.21
Utilities cost per square foot	\$1.38	\$1.36	\$1.34	\$1.48
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	162%	161%	138%	100%
Revenues as a % needed to meet cost recovery - Budget	55%	54%	50%	60%
Revenues as a % needed to meet cost recovery - Actual	73%	62%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Does not include utilities.

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Garden Home Recreation Center

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 239,559	\$ 373,145	\$ 430,747	\$ 457,605	\$ 457,605
RPT Salary	35,304	95,870	122,116	136,922	136,922
PT Salary	475,004	594,377	596,977	740,602	740,602
Employee Benefits	103,177	295,384	522,134	526,165	526,165
Payroll Taxes	75,673	109,479	114,564	132,691	132,691
<b>Personnel Services</b>	<b>\$ 928,717</b>	<b>\$ 1,468,255</b>	<b>\$ 1,786,538</b>	<b>\$ 1,993,985</b>	<b>\$ 1,993,985</b>
Professional and Technical Services	\$ 70	\$ 2,670	\$ 6,698	\$ 6,186	\$ 6,186
Bank Charges and Fees	-	-	21,243	21,668	21,668
Supplies	92,210	138,983	156,988	147,014	147,014
Utilities	-	72,021	74,370	78,643	78,643
Communications	-	1,954	2,438	1,538	1,538
Training, Travel and Memberships	437	964	1,354	1,354	1,354
Small Furniture, Fixtures and Equip.	230	-	-	-	-
<b>Material &amp; Services</b>	<b>\$ 92,947</b>	<b>\$ 216,592</b>	<b>\$ 263,091</b>	<b>\$ 256,403</b>	<b>\$ 256,403</b>
<b>Program Total</b>	<b>\$ 1,021,664</b>	<b>\$ 1,684,847</b>	<b>\$ 2,049,629</b>	<b>\$ 2,250,388</b>	<b>\$ 2,250,388</b>
<b>Department Staff</b>					
Full-time	5.00	7.00	7.00	7.00	7.00
Regular part-time (FTE)	0.88	2.63	2.63	2.63	2.63
Part-time (FTE)	16.30	18.31	18.18	23.11	23.11
<b>Funded Service Level</b>					
Program Hours	16,975	17,229	18,739	21,373	21,373
Contact Hours	408,378	404,199	381,499	411,940	411,940

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Elsie Stuhr Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance	145,000	148,198	148,250	148,500
Number of classes held	591	575	580	575
% of classes held vs. offered	95%	93%	94%	94%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$5.38	\$5.29	\$6.55	\$6.87
Estimated maintenance cost per visit <sup>2</sup>	\$0.76	\$1.68	\$1.85	\$1.91
Utilities cost per square foot	\$2.31	\$2.58	\$2.53	\$2.71
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	90%	107%	87%	100%
Revenues as a % needed to meet cost recovery - Budget	54%	53%	48%	39%
Revenues as a % needed to meet cost recovery - Actual	53%	50%	increase	increase

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Does not include utilities.

**Division: Park & Recreation Services**  
 Department: Recreation  
 Program: Elsie Stuhr Center

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 201,737	\$ 313,176	\$ 333,103	\$ 422,200	\$ 350,399
RPT Salary	40,593	44,115	43,678	45,215	45,215
PT Salary	307,100	323,154	363,745	284,368	284,368
Employee Benefits	142,436	220,833	354,347	402,656	341,780
Payroll Taxes	49,161	60,831	73,875	75,770	67,967
<b>Personnel Services</b>	<b>\$ 741,027</b>	<b>\$ 962,109</b>	<b>\$ 1,168,748</b>	<b>\$ 1,230,209</b>	<b>\$ 1,089,729</b>
Other Services	\$ 2,740	\$ 17,373	\$ 19,954	\$ 5,801	\$ 5,801
Bank Charges and Fees	-	-	11,193	11,417	11,417
Utilities	-	40,019	53,098	59,629	59,629
Communication	-	7,020	6,433	2,500	2,500
Supplies	36,393	46,854	82,223	53,290	53,290
Training, Travel and Memberships	261	17,153	2,705	705	705
<b>Material &amp; Services</b>	<b>\$ 39,394</b>	<b>\$ 128,419</b>	<b>\$ 175,606</b>	<b>\$ 133,342</b>	<b>\$ 133,342</b>
<b>Program Total</b>	<b>\$ 780,421</b>	<b>\$ 1,090,528</b>	<b>\$ 1,344,354</b>	<b>\$ 1,363,551</b>	<b>\$ 1,223,071</b>
<b>Department Staff</b>					
Full-time	3.00	5.00	5.00	6.00	5.00
Regular part-time (FTE)	0.88	0.88	0.88	0.88	0.88
Part-time (FTE)	7.49	8.37	8.42	6.85	6.85
<b>Funded Service Level</b>					
Program Hours	10,274	10,606	10,367	6,740	6,740
Contact Hours	118,428	123,804	121,994	69,979	69,979



**THPRD**



**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## COMMUNITY PROGRAMS



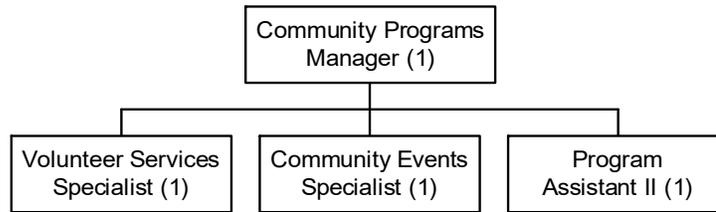


**THPRD**

# PARK & RECREATION SERVICES DIVISION

Community Programs Department

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## 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 2019/20 Accomplishments

Goal: Continue to eliminate barriers to participation through the Access for All Initiative

Partnered with Waste Not Food Taxi and Eagle Scout volunteers to build and install produce boxes at three community gardens to collect excess produce and donate to those in need.

Hosted the second annual Fiesta en el Parque at Schiffler Park, a free community event celebrating Latino culture and diversity in the park district.

Coordinated an ADA Transition Plan team with Maintenance Operations tasked with prioritizing the elimination of barriers identified in the audit.

Held a successful summer event series to include six concerts, a theater in the park event, and Party in the Park at the HMT Recreation Complex.

Goal: Improve Intergovernmental Coordination  
Partnered with the City of Beaverton and American Legion Post 124 to host a Fourth of July celebration at Veterans Memorial Park.

Goal: Plan for Future Growth of the District  
Established dog park criteria and considerations for the updated Parks Functional Plan.

Opened the district’s first pilot dog run at Jackie Husen Park and worked with the City of Beaverton to update their code to allow dog runs within city limits.

Goal: Provide Staff Development and Human Resource Management  
Supported staff across departmental lines to achieve individual professional certification through the National Recreation and Park Association. Currently, 30 THPRD staff are designated as Certified Park and Recreation Professionals.

## Other Activities

Maintained agency accreditation through the Commission for Accreditation for Park and Recreation Agencies (CAPRA).

Placed volunteers in 3,996 positions, contributing 55,300 hours of support to district events, programs, and sites; totaling over \$1.4 million in added value to THPRD.

Managed oversight of the Jenkins Estate to help guide programming, partnerships, and recreational activities at the historic property.

## FY 2020/21 Goals and Objectives

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

Continue community outreach efforts to expand dog park and dog run options throughout the district.

## **FY 2020/21 Goals and Objectives (continued)**

### Priority: Invest in Employees and Volunteers

Develop an enhanced all-ages workforce development program for volunteers interested in gaining skills necessary to enter the workforce.

Seek innovative methods of providing staff development opportunities through coordinated trainings that support continued learning and professional certification.

### Other Activities

Maintain agency accreditation through the Commission for Park and Recreation Agencies (CAPRA).

Seek partnerships, sponsorships, and in-kind donations to help support and enhance our summer concert series.

Continue positive collaboration with local government agencies in providing free, open to all, community events and programs that share a common theme.

Continue to work collaboratively across departments to develop a framework for the continuous improvement of THPRD facilities for people experiencing disability.

Provide support for the Jenkins Estate programming opportunities that include continued support of Camp Rivendale for people experiencing disability.

### **Budget Highlights**

The adopted budget reflects a Community Cultural Participation grant secured through the Cultural Coalition of Washington County to support cultural programming and activities for the Fiesta en el Parque event at Schiffler Park this summer.

**Division: Park & Recreation Services**  
**Department: Community Programs**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 402,313	\$ 411,824	\$ 738,857	\$ 822,132	\$ 822,132
Materials & Services	118,316	69,294	129,034	116,016	116,016
<b>Total Appropriations</b>	<b>\$ 520,629</b>	<b>\$ 481,118</b>	<b>\$ 867,891</b>	<b>\$ 938,148</b>	<b>\$ 938,148</b>

<b>Summary by Program</b>					
Manager of Community Prog.	\$ 520,629	\$ 481,118	\$ 867,891	\$ 938,148	\$ 938,148
<b>Total Appropriations</b>	<b>\$ 520,629</b>	<b>\$ 481,118</b>	<b>\$ 867,891</b>	<b>\$ 938,148</b>	<b>\$ 938,148</b>

<b>Division Staff</b>					
Full-time	3.00	3.00	4.00	4.00	4.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	2.32	1.16	2.80	4.78	4.78

**Division: Park & Recreation Services**  
**Department: Community Programs**  
**Program: Manager of Community Programs**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 214,548	\$ 208,400	\$ 322,901	\$ 338,251	\$ 338,251
PT Salary	78,905	36,334	95,905	162,953	162,953
Employee Benefits	81,091	143,423	279,123	272,403	272,403
Payroll Taxes	27,769	23,667	40,928	48,525	48,525
<b>Personnel Services</b>	<b>\$ 402,313</b>	<b>\$ 411,824</b>	<b>\$ 738,857</b>	<b>\$ 822,132</b>	<b>\$ 822,132</b>
Professional and Technical Services	\$ 92,997	\$ 50,068	\$ 64,584	\$ 52,363	\$ 52,363
Rental Facility	2,400	1,800	2,400	2,400	2,400
Communications	1,448	1,561	1,500	1,538	1,538
Supplies	13,349	10,058	47,550	50,375	50,375
Small Furniture and Equipment	500	614	-	-	-
Training, Travel and Memberships	7,622	5,193	13,000	9,340	9,340
<b>Material &amp; Services</b>	<b>\$ 118,316</b>	<b>\$ 69,294</b>	<b>\$ 129,034</b>	<b>\$ 116,016</b>	<b>\$ 116,016</b>
<b>Program Total</b>	<b>\$ 520,629</b>	<b>\$ 481,118</b>	<b>\$ 867,891</b>	<b>\$ 938,148</b>	<b>\$ 938,148</b>
<b>Department Staff</b>					
Full-time	3.00	3.00	4.00	4.00	4.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	2.32	1.16	2.80	4.78	4.78



**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## **NATURE & TRAILS**



*Nature & Trails*

*Tualatin Hills Nature Center*

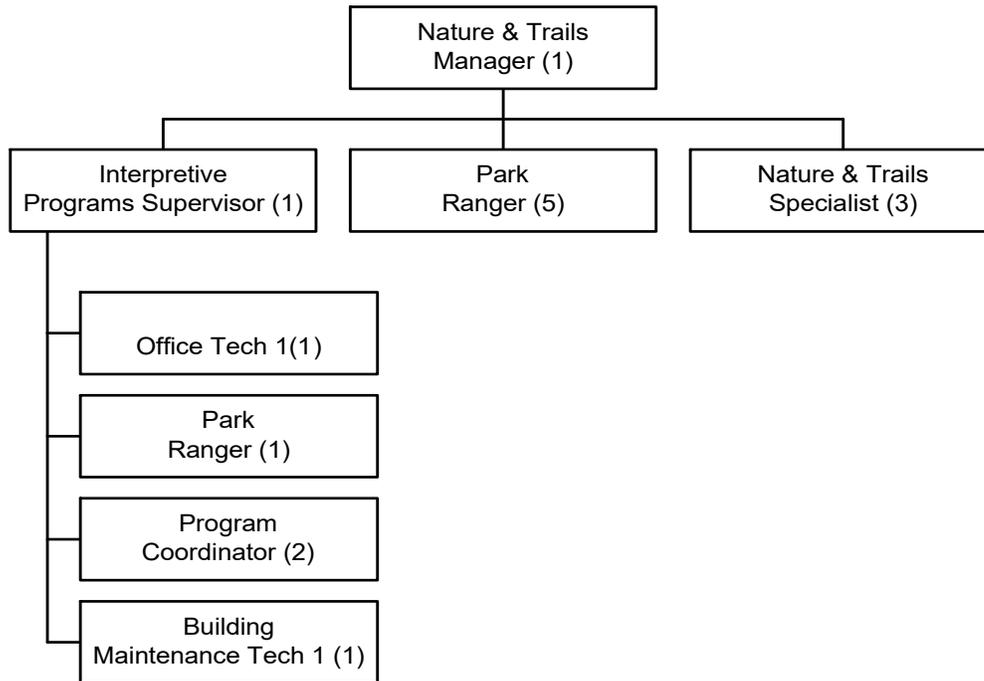
*Cooper Mountain Nature Park*



**THPRD**

# 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.

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.

### FY 2019/20 Accomplishments

Goal: Continue to eliminate barriers to participation through the Access for All Initiative

Completed implementation of the first year Nature Education and Workforce Training (NEWT) program with Adelantes Mujeres and other partners.

Increased contact hours for free Nature Mobile programming by changing the program hours and staffing model.

Goal: Plan for Future Growth of the District

Completed an engineering study with local agency partners to determine the best location for the Scholls Ferry Road crossing of the Fanno Creek Trail at Greenway Park.

Analyzed data from habitat inventory program to implement on-the-ground operations via site plans.

### Other Activities

Refined trail program to include more habitat corridors such as Fanno Creek Trail and environmentally friendly practices.

Provided new nature-based preschool programming at the Jenkins Estate.

**FY 2020/21 Goals and Objectives**Priority: Plan for Future Natural Area, Facility and Trail Needs, and Funding Resources

Collaborate with partners to seek funding for Scholls Ferry Road crossing of the Fanno Creek Trail at Greenway Park.

Create designs for Tualatin Hills Nature Park interpretive sign replacement project.

Priority: Invest in Employees and Volunteers

Complete year two implementation of the NEWT program with Adelantes Mujeres and other partners. Apply for grant funds with partners to continue program.

Other Activities

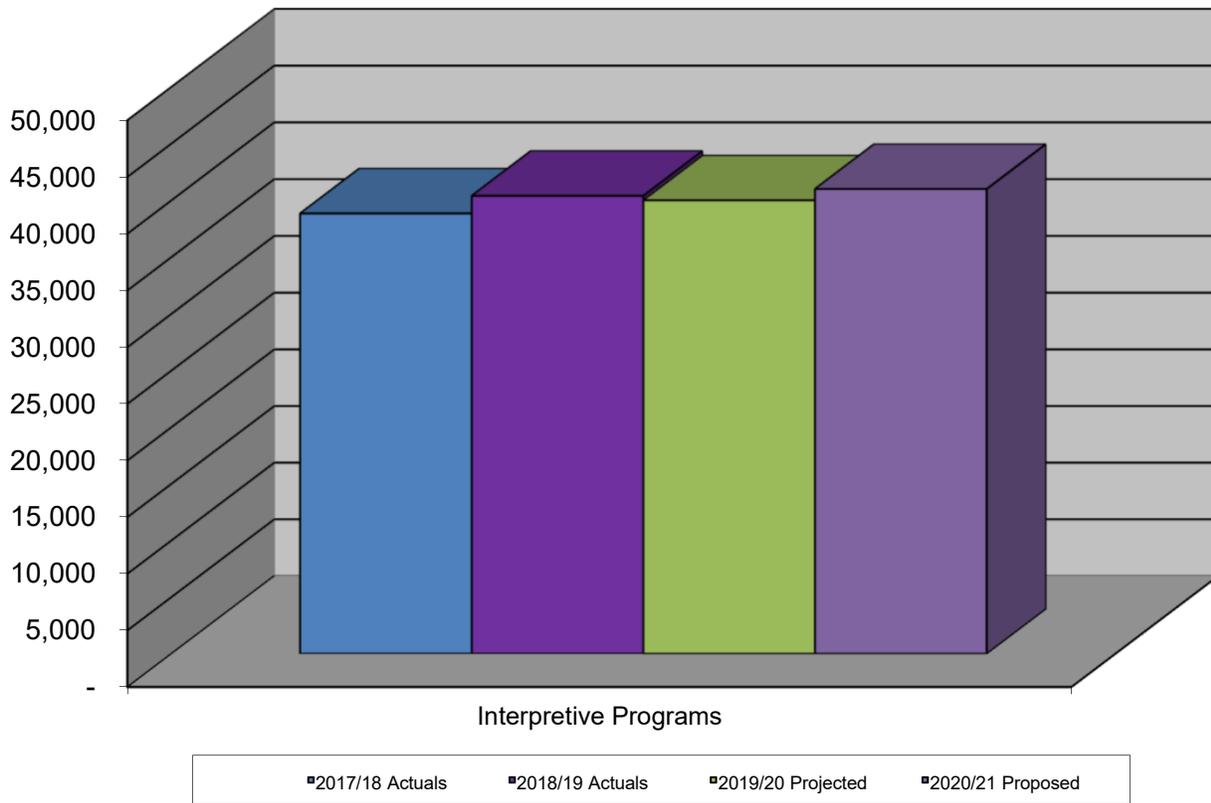
Implement trail shoulder maintenance to reduce herbicide usage.

Implement construction of the stream and habitat enhancement project with Clean Water Services at Fanno Creek Greenway. (Project was postponed to 2020 due to permit requirements.)

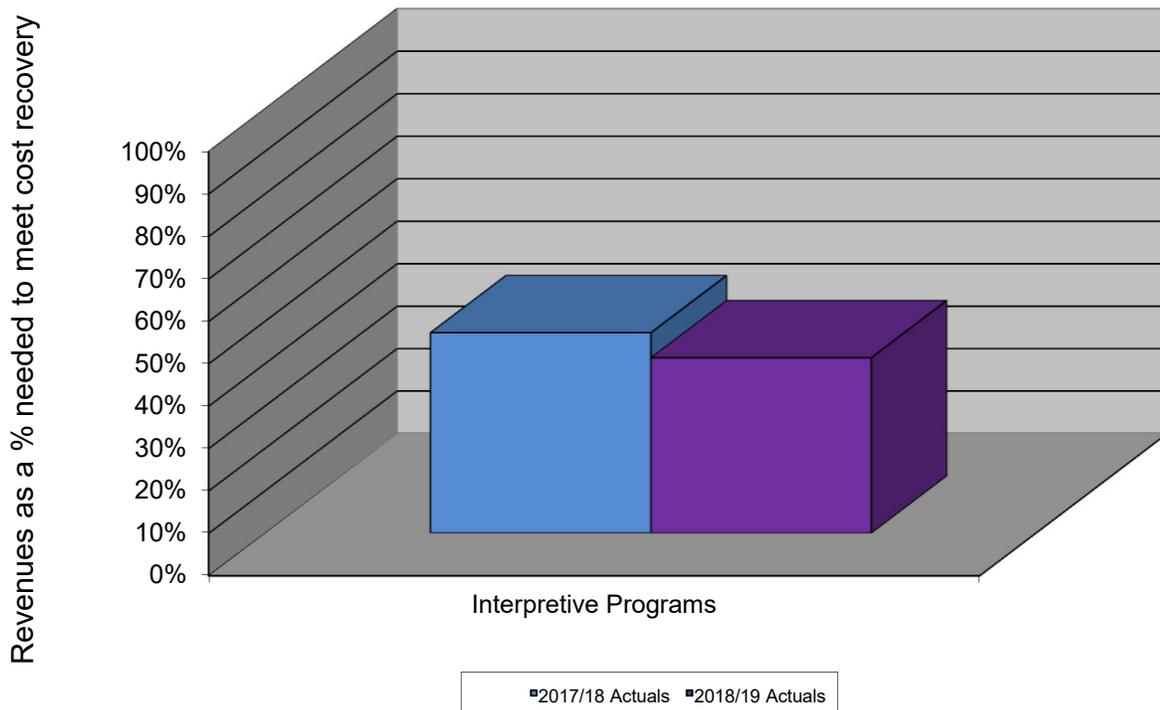
**Budget Highlights**

No significant changes from the prior year budget.

### Attendance by Center



### Cost Recovery Progress





**THPRD**

**Division: Park & Recreation Services**  
**Department: Nature & Trails**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Personnel Services	\$ 1,777,216	\$ 2,468,657	\$ 3,007,100	\$ 2,977,151	\$ 2,977,151
Materials & Services	188,808	274,227	402,856	381,041	381,041
<b>Total Appropriations</b>	<b>\$ 1,966,024</b>	<b>\$ 2,742,884</b>	<b>\$ 3,409,956</b>	<b>\$ 3,358,192</b>	<b>\$ 3,358,192</b>

<b>Summary by Program</b>					
Nature & Trails	\$ 1,119,055	\$ 1,621,436	\$ 1,890,148	\$ 1,891,052	\$ 1,891,052
Nature Education Programs	846,969	1,121,448	1,519,808	1,467,140	1,467,140
<b>Total Appropriations</b>	<b>\$ 1,966,024</b>	<b>\$ 2,742,884</b>	<b>\$ 3,409,956</b>	<b>\$ 3,358,192</b>	<b>\$ 3,358,192</b>

<b>Division Staff</b>					
Full-time	12.00	16.00	15.00	15.00	15.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	16.52	21.95	23.15	22.31	22.31

<b>Funded Service Level</b>					
Program Hours	13,508	15,533	17,290	15,729	15,729
Contact Hours	185,888	212,559	213,887	217,726	217,726

**Division: Park & Recreation Services**  
 Department: Nature & Trails  
 Program: Nature & Trails

**KEY PERFORMANCE INDICATORS**

Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
---------------------------------	---------------------------------	---------------------------------	--------------------------------

**Percent of natural areas that meet or exceeds native plant coverage for:**

* High functioning sites	55%	64%	75%	80%
* Medium functioning sites	92%	96%	100%	100%
* Low functioning sites	100%	100%	100%	100%

**# of trail users on main trails**

* Fanno Creek Trail	138,390	162,244	175,224	189,241
* Rock Creek Trail	133,362	143,093	148,817	154,769
* Westside Trail	99,559	109,676	119,547	130,306

**DEPARTMENT WORK PLAN**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
Implement the THPRD Natural Resource Management Plan, Trails Management Plan (TMP), and Inventory Program.	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.	Crunched data from habitat inventory program to implement on the ground operations via site plans.	Review completed goals/objectives, use visioning info to begin NRFP update.
Engage in community outreach to promote awareness and involvement in Natural Resources programs.	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.	Ran Nature Education Workforce Training program in partnership with Adelante Mujeres.	Continue NEWT program. Apply for grant funds with partners to continue program.
Restore and enhance habitat in natural area parks.	Concluded Lowami Hart Woods, Hansen Ridge, and Fanno Creek (1) bond enhancements.	Carried out site plans and new maintenance responsibilities across all natural areas.	Refined trail program to include more habitat corridors such as Fanno Creek Trail and environmentally friendly practices. Continued to ensure high-functioning natural areas receive adequate care.	Implement trail shoulder maintenance to reduce herbicide usage.
Pursue cooperative and collaborative relationships with THPRD Departments and outside agencies that benefit natural resource assets.	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.	Continued partnership with Clean Water Services at Fanno Creek Greenway-stream construction was delayed. Collaborated with Tigard, Wa Co, City of Beaverton, and other agencies to plan a mid-block crossing of Scholls Ferry Road at Greenway Park.	Construct stream enhancement project at Fanno Creek Greenway. Seek funding for mid-block crossing at Scholls Ferry Road at Greenway Park.

**Division: Park & Recreation Services**  
**Department: Nature & Trails**  
**Program: Nature & Trails**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 559,870	\$ 756,210	\$ 736,929	\$ 753,262	\$ 753,262
PT Salary	84,517	264,098	207,971	158,219	158,219
Employee Benefits	285,368	326,557	591,485	629,597	629,597
Payroll Taxes	64,299	94,931	102,391	97,472	97,472
<b>Personnel Services</b>	<b>\$ 994,054</b>	<b>\$ 1,441,796</b>	<b>\$ 1,638,776</b>	<b>\$ 1,638,550</b>	<b>\$ 1,638,550</b>
Professional and Technical Services	\$ 68,628	\$ 68,481	\$ 85,300	\$ 79,300	\$ 79,300
Other Services	1,498	8,080	26,062	60,450	60,450
Nature & Trails	133	-	-	-	-
Rental Equipment	-	614	1,900	1,900	1,900
Utilities	-	1,912	2,000	2,000	2,000
Communications	3,576	7,652	4,940	4,940	4,940
Supplies	43,855	42,550	118,230	92,572	92,572
Training, Travel and Memberships	2,779	48,515	9,940	9,440	9,440
Small Furniture, Fixtures and Equip.	4,532	1,836	3,000	1,900	1,900
<b>Material &amp; Services</b>	<b>\$ 125,001</b>	<b>\$ 179,640</b>	<b>\$ 251,372</b>	<b>\$ 252,502</b>	<b>\$ 252,502</b>
<b>Program Total</b>	<b>\$ 1,119,055</b>	<b>\$ 1,621,436</b>	<b>\$ 1,890,148</b>	<b>\$ 1,891,052</b>	<b>\$ 1,891,052</b>
<b>Department Staff</b>					
Full-time	8.00	11.00	10.00	10.00	10.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	4.02	6.84	6.17	5.52	5.52

**Division: Park & Recreation Services**  
**Department: Nature & Trails**  
**Program: Nature Education Programs**

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Projected Outcome 2019/20	Proposed Outcome 2020/21
<b>Workloads:</b>				
Attendance - Interpretive Programs	38,843	40,400	40,000	41,000
Trail Count - Tualatin Hills Nature Park	141,627	133,710	133,000	95,000
Trail Count - Cooper Mountain Nature Park	69,840	75,297	75,000	76,000
Number of classes held	711	691	700	700
% of classes held vs. offered	96%	94%	93%	93%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$3.38	\$3.88	\$5.10	\$6.06
Estimated maintenance cost per visit <sup>2</sup>	\$0.47	\$0.55	\$0.70	\$0.91
Utilities cost per square foot	\$2.15	\$1.65	\$1.25	\$1.96
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	125%	136%	126%	100%
Revenues as a % needed to meet cost recovery - Budget	38%	41%	34%	37%
Revenues as a % needed to meet cost recovery - Actual	47%	41%	increase	increase
Natural Resource education participant hours	85,176	86,000	86,500	86,500

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities

**Division: Park & Recreation Services**  
**Department: Nature & Trails**  
**Program: Nature Education Programs**

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Program Appropriations</b>					
FT Salary	\$ 267,265	\$ 347,011	\$ 359,930	\$ 379,357	\$ 379,357
PT Salary	334,954	453,948	532,103	551,160	551,160
Employee Benefits	122,317	149,503	386,884	315,474	315,474
Payroll Taxes	58,626	76,399	89,407	92,610	92,610
<b>Personnel Services</b>	<b>\$ 783,162</b>	<b>\$ 1,026,861</b>	<b>\$ 1,368,324</b>	<b>\$ 1,338,601</b>	<b>\$ 1,338,601</b>
Professional and Technical Services	\$ -	\$ 2,429	\$ 16,960	\$ 10,550	\$ 10,550
Bank Charges & Fees	-	-	-	6,375	6,375
Rental Equipment	24,622	17,141	18,251	16,166	16,166
Utilities	-	16,032	23,459	20,822	20,822
Communication	1,810	4,263	5,825	5,800	5,800
Supplies	30,638	36,278	80,839	62,726	62,726
Training, Travel and Memberships	6,214	16,204	4,650	4,600	4,600
Small Furniture, Fixtures and Equip.	523	2,240	1,500	1,500	1,500
<b>Material &amp; Services</b>	<b>\$ 63,807</b>	<b>\$ 94,587</b>	<b>\$ 151,484</b>	<b>\$ 128,539</b>	<b>\$ 128,539</b>
<b>Program Total</b>	<b>\$ 846,969</b>	<b>\$ 1,121,448</b>	<b>\$ 1,519,808</b>	<b>\$ 1,467,140</b>	<b>\$ 1,467,140</b>
<b>Department Staff</b>					
Full-time	4.00	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)	12.50	15.11	16.98	16.79	16.79
<b>Funded Service Level</b>					
Program Hours	13,508	15,533	17,290	15,729	15,729
Contact Hours	185,888	212,559	213,887	217,726	217,726



**THPRD**



# CAPITAL PROJECTS

Capital Projects Summary

Capital Projects Narratives





**THPRD**

## Division: Capital Projects

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Adopted Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Capital Outlay	\$ 3,757,404	\$ 7,620,626	\$ 20,017,227	\$ 6,738,935	\$ 7,268,673
<b>Total Appropriations</b>	<b>\$ 3,757,404</b>	<b>\$ 7,620,626</b>	<b>\$ 20,017,227</b>	<b>\$ 6,738,935</b>	<b>\$ 7,268,673</b>
<b>Summary by Department</b>					
Carryover Projects	\$ 2,062,567	\$ 762,620	\$ 7,099,593	\$ 2,503,833	\$ 3,033,571
Athletic Facility Replacements	84,483	1,212,775	23,000	137,000	137,000
Athletic Facility Improvements	-	14,000	64,812	-	-
Building Replacements	623,193	886,693	975,638	613,317	613,317
Building Improvements	112,903	72,424	7,829,400	-	-
Park & Trail Replacements	474,297	479,319	690,000	536,085	536,085
Park & Trail Improvements	282,155	4,081,464	3,069,784	2,823,700	2,823,700
Facility Challenge Grants	24,810	44,010	75,000	75,000	75,000
ADA Improvements	92,996	67,321	190,000	50,000	50,000
<b>Total Appropriations</b>	<b>\$ 3,757,404</b>	<b>\$ 7,620,626</b>	<b>\$ 20,017,227</b>	<b>\$ 6,738,935</b>	<b>\$ 7,268,673</b>

## CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2020/21	Page #
<b>CARRYOVER PROJECTS</b>					
1	Financial Software	\$ 792,458	\$ -	\$ 792,458	CP-4
2	Roof Repairs and Analysis	250,000	-	250,000	CP-4
3	Boiler	188,000	-	188,000	CP-4
4	Panic Hardware	17,738	-	17,738	CP-4
5	Stuhr Center Boiler Chemical Feeder Pot	4,000	-	4,000	CP-4
6	Bridges & Boardwalks (3 sites)	567,792	-	567,792	CP-4
7	Drone	2,000	-	2,000	CP-4
8	Pool Deck	268,083	195,000	463,083	CP-5
9	Pump and Motor (4 sites)	73,000	20,000	93,000	CP-5
10	Asphalt Pedestrian Pathways (4 sites)	525,000	-	525,000	CP-5
11	Skate Park Mesh and Rails	17,900	2,100	20,000	CP-5
12	Desktop Printers	5,000	-	5,000	CP-5
13	Servers	20,500	-	20,500	CP-5
14	LAN / WAN Equipment	5,000	-	5,000	CP-5
15	ADA Improvements	80,000	-	80,000	CP-6
	<b>TOTAL CARRYOVER PROJECTS</b>	<b>\$ 2,816,471</b>	<b>\$ 217,100</b>	<b>\$ 3,033,571</b>	
<b>ATHLETIC FACILITY REPLACEMENT</b>					
16	Tennis Court Resurface (2 sites)			\$ 97,000	CP-6
17	Cricket Net			10,000	CP-6
18	Protective Net			15,000	CP-6
19	Parking Lot			15,000	CP-6
	<b>TOTAL ATHLETIC FACILITY REPLACEMENT</b>			<b>\$ 137,000</b>	
<b>BUILDING REPLACEMENT</b>					
20	Cardio and Weight Equipment			\$ 40,000	CP-6
21	Boiler Repairs			24,000	CP-6
22	Roof Repairs			120,000	CP-7
23	Roof Treatment (4 sites)			10,000	CP-7
	<b>Building Furnishings</b>				
24	Ergonomic Equipment/Fixtures			6,000	CP-7
25	Lead Abatement and Paint			40,000	CP-7
26	Community Event Furnishings			4,000	CP-7
	<b>Floor Coverings</b>				
27	Flooring and Partitions (2 sites)			86,000	CP-7
28	Flooring Resurface			39,000	CP-7
	<b>HVAC Components</b>				
29	Duct Cleaning (2 sites)			11,200	CP-8
30	Fan Bearing			2,500	CP-8
31	Emergency Repairs			126,117	CP-8
	<b>Plumbing 25 Yr Life</b>				
32	Boiler Cleaning			7,500	CP-8
	<b>Pool Apparatus &amp; Underwater Lights</b>				
33	Lane Line Reels			6,000	CP-8
34	Thermal Pool Covers (2 sites)			56,000	CP-8
35	Underwater Lights			35,000	CP-8
	<b>TOTAL BUILDING REPLACEMENT</b>			<b>\$ 613,317</b>	

## CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Adopted Budget 2020/21	Page #
<b>PARK AND TRAIL REPLACEMENTS</b>					
36	Bridges and Boardwalks			\$ 20,000	CP-9
37	Concrete Sidewalk Repair (4 sites)			91,000	CP-9
38	Drinking Fountain and Pad (2 sites)			19,000	CP-9
39	Irrigation Systems (4 sites)			75,000	CP-9
40	Asphalt Pedestrian Pathways (6 sites)			144,000	CP-9
41	Pedestrian Pathway Design			25,000	CP-9
42	Pedestrian Pathway Preventative Maintenance			25,000	CP-9
43	Parking Lots (2 sites)			101,000	CP-10
44	ADA Swings (7 sites)			6,085	CP-10
45	Playground Components			20,000	CP-10
46	Pier Post Study			10,000	CP-10
	<b>TOTAL PARK AND TRAIL REPLACEMENTS</b>			<b>\$ 536,085</b>	
<b>PARK AND TRAIL IMPROVEMENTS</b>					
<b>Grant Funded Projects</b>					
47	Memorial Benches			\$ 8,000	CP-10
48	Tualatin Watershed Improvement Grant - Bonnie Meadow Neighborhood Park Community Garden			5,000	CP-10
49	Reser Family Foundation Grant - Somerset West Playground Redevelopment			50,000	CP-10
50	Tualatin Watershed Improvement Grant - Northwest Quadrant Youth Athletic Field			5,000	CP-11
51	Local Government Grant Program - Highland Park			75,000	CP-11
52	Capital Project Tourism Development - HMT Complex			100,000	CP-11
53	Local Government Grant Program - HMT Complex			600,000	CP-11
54	Tourism Development - HMT Complex			100,000	CP-11
55	Tualatin River Environmental Enhancement - Irrigation Improvements			100,000	CP-11
56	National Endowment for the Humanities - Nature Center Interpretative Signage			100,000	CP-11
57	Tualatin River Environmental Enhancement - Raleigh Park Creek Improvements			85,000	CP-12
58	Land & Water Conservation Fund - Acquisition			750,000	CP-12
59	Major Streets Transportation Improvement Program - Westside Trail Alignment Alternatives			200,000	CP-12
60	Metro Nature in Neighborhoods - Fanno Creek Greenway Bridge Replacement			245,700	CP-12
61	Regional Flex Funds - Westside Trail Pedestrian & Bicycle Bridge			400,000	CP-12
	<b>TOTAL PARK AND TRAIL IMPROVEMENTS</b>			<b>\$ 2,823,700</b>	
<b>FACILITY CHALLENGE GRANTS</b>					
62	Challenge Grants			\$ 75,000	CP-13
	<b>TOTAL FACILITY CHALLENGE GRANTS</b>			<b>\$ 75,000</b>	
<b>ADA IMPROVEMENTS</b>					
63	ADA Improvement - Mid-block Crossings at Waterhouse Trail			\$ 25,000	CP-13
64	ADA Improvement - Other			25,000	CP-13
	<b>TOTAL ADA IMPROVEMENTS</b>			<b>\$ 50,000</b>	
	<b>TOTAL FUNDED CAPITAL ITEMS</b>			<b>\$ 7,268,673</b>	

## CAPITAL PROJECTS

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### Carryover Projects

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**ITEM 1:**           **Financial Software**

**BUDGET:**       \$792,458

**DESCRIPTION:**   Purchase of new financial software to replace existing software

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**ITEM 2:**           **Roof Repairs and Analysis**

**BUDGET:**       \$250,000

**DESCRIPTION:**   Analysis and repairs (Phase 1) of flat roof and gables at Garden Home Recreation Center and roof repair at HMT Athletic Center

---

**ITEM 3:**           **Boiler**

**BUDGET:**       \$188,000

**DESCRIPTION:**   Replacement of existing boiler at Cedar Hills Recreation Center

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**ITEM 4:**           **Panic Hardware**

**BUDGET:**       \$17,738

**DESCRIPTION:**   Replacement of panic hardware and controls at HMT Athletic Center and HMT Aquatic Center

---

**ITEM 5:**           **Stuhr Center Boiler Chemical Feeder Pot**

**BUDGET:**       \$4,000

**DESCRIPTION:**   Replacement of the chemical feeder pot at Elsie Stuhr Center

---

**ITEM 6:**           **Bridges & Boardwalks (3 sites)**

**BUDGET:**       \$567,792

**DESCRIPTION:**   Repair of decking and substructure at Commonwealth Lake (2 sites) and Willow Creek Greenway

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**ITEM 7:**           **Drone**

**BUDGET:**       \$2,000

**DESCRIPTION:**   Purchase of drone to assist multiple departments with roof inspections, encroachments, and natural resource assessment

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## CAPITAL PROJECTS

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**ITEM 8:**           **Pool Deck**

**BUDGET:**       \$463,083

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

---

**ITEM 9:**           **Pump and Motor (4 sites)**

**BUDGET:**       \$93,000

**DESCRIPTION:**   Replacement of main circulation pump and motor at Conestoga Recreation & Aquatic Center, Harman Swim Center

---

**ITEM 10:**         **Asphalt Pedestrian Pathways (3 sites)**

**BUDGET:**       \$525,000

**DESCRIPTION:**   Asphalt pathway repairs at the HMT Athletic Center, Tualatin Hills Nature Park, and Willow Creek Greenway

---

**ITEM 11:**         **Skate Park Mesh and Rails**

**BUDGET:**       \$20,000

**DESCRIPTION:**   Replacement of skate park fence mesh and addition of new bottom rail at Schiffler Park

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**ITEM 12:**         **Desktop Printers**

**BUDGET:**       \$5,000

**DESCRIPTION:**   Replacement of desktop printers

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**ITEM 13:**         **Servers**

**BUDGET:**       \$20,500

**DESCRIPTION:**   Replacement of public web servers

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**ITEM 14:**         **LAN / WAN Equipment**

**BUDGET:**       \$5,000

**DESCRIPTION:**   Replacement of Wide Area Network equipment

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## CAPITAL PROJECTS

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**ITEM 15:**            **ADA Improvements**  
**BUDGET:**            \$80,000  
**DESCRIPTION:**    Miscellaneous improvements at multiple sites to meet requirements within the Americans with Disabilities Act

---

### **Athletic Facility Replacement**

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**ITEM 16:**            **Tennis Court Resurface (2 sites)**  
**BUDGET:**            \$97,000  
**DESCRIPTION:**    Color coat and crack repair of tennis courts at Garden Home Park and Sunset Park

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**ITEM 17:**            **Cricket Net**  
**BUDGET:**            \$10,000  
**DESCRIPTION:**    Replacement of protective netting around the HMT cricket pitch

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**ITEM 18:**            **Protective Net**  
**BUDGET:**            \$15,000  
**DESCRIPTION:**    Replacement of protective home run netting on HMT softball field 1

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**ITEM 19:**            **Parking Lot**  
**BUDGET:**            \$15,000  
**DESCRIPTION:**    Seal coat and painting of asphalt parking lot at PCC Sports Complex

---

### **Building Replacement**

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**ITEM 20:**            **Cardio and Weight Equipment**  
**BUDGET:**            \$40,000  
**DESCRIPTION:**    Replacement of weight room equipment at selected recreation facilities

---

**ITEM 21:**            **Boiler Repairs**  
**BUDGET:**            \$24,000  
**DESCRIPTION:**    Refurbishment of heat recovery loop at Harman Swim Center

---

## CAPITAL PROJECTS

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**ITEM 22:            Roof Repairs**  
**BUDGET:**        \$120,000  
**DESCRIPTION:**    Phase 2 of roof repairs at Fanno Creek Service Center

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**ITEM 23:            Roof Treatment (4 sites)**  
**BUDGET:**        \$10,000  
**DESCRIPTION:**    Cleaning and treatment of roofs at Jenkins Estate and pavilions at Burntwood Park, Tallac Terrace Park, and Greenway Park

---

### **Building Furnishings**

**ITEM 24:            Ergonomic Equipment/Fixtures**  
**BUDGET:**        \$6,000  
**DESCRIPTION:**    Replacement of workstation components to incorporate ergonomic safety features

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**ITEM 25:            Lead Abatement and Paint**  
**BUDGET:**        \$40,000  
**DESCRIPTION:**    Lead abatement and repainting of main entrance at Fanno Creek Service Center

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**ITEM 26:            Community Event Furnishings**  
**BUDGET:**        \$4,000  
**DESCRIPTION:**    Replacement of tables, chairs, and canopies that support the special event program

---

### **Floor Coverings**

**ITEM 27:            Flooring and Partitions (2 sites)**  
**BUDGET:**        \$86,000  
**DESCRIPTION:**    Replacement of restroom partitions and flooring at Cedar Hills Recreation Center and Garden Home Recreation Center

---

**ITEM 28:            Flooring Resurface**  
**BUDGET:**        \$39,000  
**DESCRIPTION:**    Replacement of non-slip flooring in Raleigh Swim Center

---

## CAPITAL PROJECTS

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### HVAC Components

**ITEM 29:**            **Duct Cleaning (2 sites)**

**BUDGET:**            \$11,200

**DESCRIPTION:**    Cleaning of HVAC ductwork at Garden Home Recreation Center and Harman Swim Center

---

**ITEM 30:**            **Fan Bearing**

**BUDGET:**            \$2,500

**DESCRIPTION:**    Replacement of pool fan bearing at Harman Swim Center

---

**ITEM 31:**            **Emergency Repairs**

**BUDGET:**            \$126,117

**DESCRIPTION:**    Unplanned and urgent repairs and replacements to critical systems at all facilities

---

### Plumbing 25 Yr Life

**ITEM 32:**            **Boiler Cleaning**

**BUDGET:**            \$7,500

**DESCRIPTION:**    Teardown and maintenance of boiler at HMT Aquatic Center

---

### Pool Apparatus & Underwater Lights

**ITEM 33:**            **Lane Line Reels**

**BUDGET:**            \$6,000

**DESCRIPTION:**    Replacement of lane line reels at HMT Aquatic Center

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**ITEM 34:**            **Thermal Pool Covers (2 sites)**

**BUDGET:**            \$56,000

**DESCRIPTION:**    Replacement of thermal pool covers at Harman Swim Center and Sunset Swim Center

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**ITEM 35:**            **Underwater Lights**

**BUDGET:**            \$35,000

**DESCRIPTION:**    Replacement of underwater pool lights at Aloha Swim Center

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## CAPITAL PROJECTS

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### Park And Trail Replacements

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**ITEM 36:           Bridges and Boardwalks**

**BUDGET:**           \$20,000

**DESCRIPTION:**    Replacement of pedestrian bridge beam and stringer at Schlottmann Creek Greenway

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**ITEM 37:           Concrete Sidewalk Repair (4 sites)**

**BUDGET:**           \$91,000

**DESCRIPTION:**    Repair and/or replacement of concrete sidewalk panels at Carolwood Park, Summercrest Park, Fanno Creek Service Center, and Wonderland Park

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**ITEM 38:           Drinking Fountain and Pad (2 sites)**

**BUDGET:**           \$19,000

**DESCRIPTION:**    Replacement of drinking fountain and concrete pad at Little Peoples Park and Skyview Park

---

**ITEM 39:           Irrigation Systems (4 sites)**

**BUDGET:**           \$75,000

**DESCRIPTION:**    Replacement of irrigation main lines at HMT Sports Complex and irrigation controllers at Fir Grove School, Schiffler Park, and Elsie Stuhr Center

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**ITEM 40:           Asphalt Pedestrian Pathways (6 sites)**

**BUDGET:**           \$144,000

**DESCRIPTION:**    Replacement and overlay of asphalt pathway at Autumn Ridge Park, Ridgecrest Park, Summercrest Park, Westside Trail, Rock Creek Trail, and Waterhouse Trail

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**ITEM 41:           Pedestrian Pathway Design**

**BUDGET:**           \$25,000

**DESCRIPTION:**    Design for pedestrian pathway replacement at Moonshadow Woods

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**ITEM 42:           Pedestrian Pathway Preventative Maintenance**

**BUDGET:**           \$25,000

**DESCRIPTION:**    Unplanned and urgent repairs and replacements to asphalt and concrete surfacing at all sites

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## CAPITAL PROJECTS

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**ITEM 43:**           **Parking Lots (2 sites)**  
**BUDGET:**           \$101,000  
**DESCRIPTION:**    Asphalt overlay of the Somerset West Swim Center parking lot, and asphalt seal coat and painting of parking lot at Garden Home Recreation Center

---

**ITEM 44:**           **ADA Swings (7 sites)**  
**BUDGET:**           \$6,085  
**DESCRIPTION:**    Replacement of ADA swings at Northwest Park, Skyview Park, Camp Rivendale, HMT Recreation Complex, Elsie Stuhr Center, Wildwood Park, and Florence Point Park

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**ITEM 45:**           **Playground Components**  
**BUDGET:**           \$20,000  
**DESCRIPTION:**    Replacement of playground components at multiple sites

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**ITEM 46:**           **Pier Post Study**  
**BUDGET:**           \$10,000  
**DESCRIPTION:**    Core testing of the structural integrity of east fishing pier in Commonwealth Lake

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### **Park And Trail Improvements**

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#### **Grant Funded Projects**

**ITEM 47:**           **Memorial Benches**  
**BUDGET:**           \$8,000  
**DESCRIPTION:**    Purchase of recycled plastic benches for memorial bench program offered for patrons

---

**ITEM 48:**           **Tualatin Watershed Improvement Grant - Bonnie Meadow Neighborhood Park**  
**BUDGET:**           \$5,000  
**DESCRIPTION:**    Development of 12-plot community garden, including six raised ADA-compliant beds, funded through the Tualatin Watershed Improvement Grant program

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**ITEM 49:**           **Reser Family Foundation Grant - Somerset West Playground Redevelopment**  
**BUDGET:**           \$50,000  
**DESCRIPTION:**    Play area surfacing, play equipment, and general construction work for the playground funded through the Reser Family Foundation Grant program

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## CAPITAL PROJECTS

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**ITEM 50: Tualatin Watershed Improvement Grant - Northwest Quadrant Youth Athletic Field**

**BUDGET:** \$5,000

**DESCRIPTION:** Drainage improvements for youth athletic field funded through the Tualatin Watershed Improvement Grant program

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**ITEM 51: Local Government Grant Program - Highland Park**

**BUDGET:** \$75,000

**DESCRIPTION:** Component of new park development funded through the Local Government Grant Program

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**ITEM 52: Capital Project Tourism Development - HMT Complex**

**BUDGET:** \$100,000

**DESCRIPTION:** Construction of a new seat wall and pavement improvements funded through the Capital Project Tourism Development program

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**ITEM 53: Local Government Grant Program - HMT Complex**

**BUDGET:** \$600,000

**DESCRIPTION:** Improvements to north parking lot, installation of new shade structure, and pathway improvements funded through the Local Government Grant Program

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**ITEM 54: Tourism Development - HMT Complex**

**BUDGET:** \$100,000

**DESCRIPTION:** Informational kiosks and installation of new campus signage funded through the Tourism Development program

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**ITEM 55: Tualatin River Environmental Enhancement - Irrigation Improvements**

**BUDGET:** \$100,000

**DESCRIPTION:** Replacement of irrigation heads and upgraded software to improve efficiency funded through the Tualatin River Environmental Enhancement program

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**ITEM 56: National Endowment for the Humanities - Nature Center Interpretative Signage**

**BUDGET:** \$100,000

**DESCRIPTION:** Development of new interpretative signage at the Tualatin Hills Nature Center funded through the National Endowment for the Humanities

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## CAPITAL PROJECTS

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**ITEM 57:** **Tualatin River Environmental Enhancement - Raleigh Park Creek Improvements**  
**BUDGET:** \$85,000  
**DESCRIPTION:** Daylighting of the creek at Raleigh Park funded through the Tualatin River Environmental Enhancement program

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**ITEM 58:** **Land & Water Conservation Fund - Acquisition**  
**BUDGET:** \$750,000  
**DESCRIPTION:** Acquisition of new park land funded through the Land & Water Conservation Fund program

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**ITEM 59:** **Major Streets Transportation Improvement Program - Westside Trail Alignment Alternatives**  
**BUDGET:** \$200,000  
**DESCRIPTION:** Consultant work to review options for trail and bridge alignment funded through the Major Streets Transportation Improvement Program Opportunity Fund program

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**ITEM 60:** **Metro Nature in Neighborhoods - Fanno Creek Greenway Bridge Replacement**  
**BUDGET:** \$245,700  
**DESCRIPTION:** Installation of new bridge funded through the Metro Nature in Neighborhoods grant program

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**ITEM 61:** **Regional Flex Funds - Westside Trail Pedestrian & Bicycle Bridge**  
**BUDGET:** \$400,000  
**DESCRIPTION:** Design and engineering of pedestrian and bicycle bridge over Highway 26 as part of the Westside Trail funded through the Regional Flex Funds program

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## CAPITAL PROJECTS

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### Facility Challenge Grants

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**ITEM 62:**            **Challenge Grants**

**BUDGET:**            \$75,000

**DESCRIPTION:**    Matching funds for advisory committees and friends groups funding for facility improvements

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### ADA Improvements

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**ITEM 63:**            **ADA Improvement - Mid-block Crossings at Waterhouse Trail**

**BUDGET:**            \$25,000

**DESCRIPTION:**    Improvements to Waterhouse Trail sections in conjunction with mid-block crossings project with Washington County to meet requirements within the Americans with Disabilities Act

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**ITEM 64:**            **ADA Improvement - Other**

**BUDGET:**            \$25,000

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

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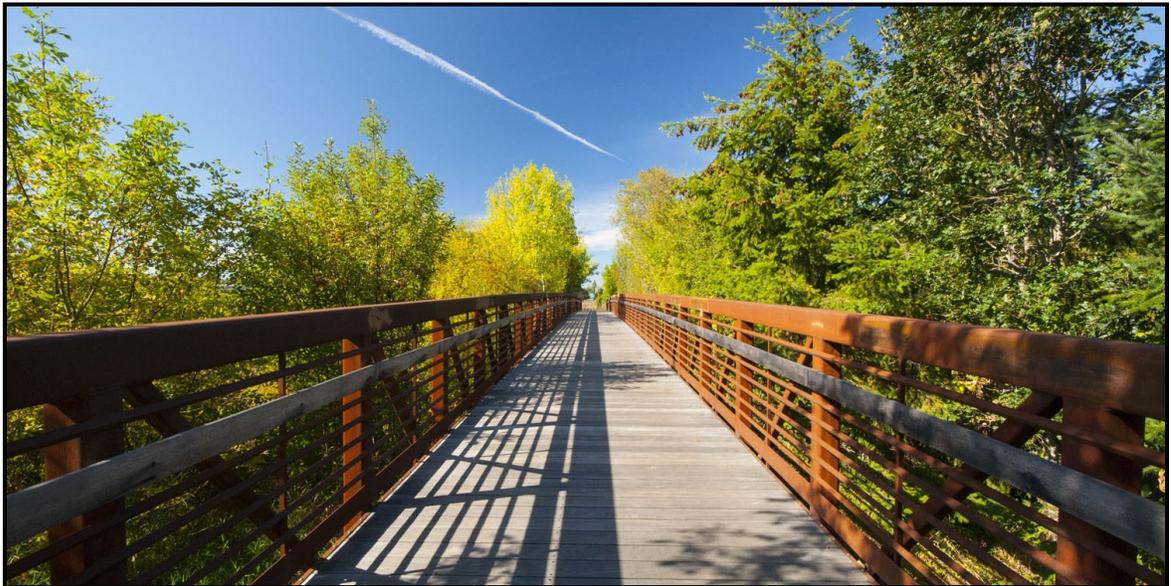
**THPRD**



## **OTHER CAPITAL FUNDS**

Metro Bond Local Project Fund

Capital Replacement Reserve





**THPRD**

## METRO BOND LOCAL SHARE CAPITAL FUND

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### FUND DESCRIPTION

#### **Metro Bond Local Capital Fund**

In November 2019, the regional government entity for the Portland area, Metro, passed a renewal bond measure for funding investments and grants to support clean water, protect and restore culturally significant native plan communities, protect and improve fish and wildlife habitat, reduce impacts of climate change, enhance trail networks, and make parks and natural areas more accessible and inclusive. THPRD will receive an allocation of the portion of these funds designated to support local projects, the THPRD "Local Share". This fund accounts for the projects funded by these Metro bond funds.

THPRD is currently working to identify projects to be funded by this resource, based on the criteria established by Metro. Until the projects are identified the appropriation is shown as Undesignated Projects.



**THPRD**

## METRO BOND LOCAL SHARE CAPITAL FUND

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Resources:</b>					
Intergovernmental Revenue	\$ -	\$ -	\$ -	\$ 8,628,870	\$ 8,628,870
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,628,870</b>	<b>\$ 8,628,870</b>
<b>Requirements:</b>					
Capital Outlay	\$ -	\$ -	\$ -	\$ 8,628,870	\$ 8,628,870
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,628,870</b>	<b>\$ 8,628,870</b>

METRO BOND LOCAL SHARE CAPITAL FUND PROJECTS

Item Number	Capital Project	Adopted Budget 2020/21	Page #
1	<b>UNDESIGNATED PROJECTS</b> Undesignated Projects <b>TOTAL UNDESIGNATED PROJECTS</b>	\$ 8,628,870 <u>\$ 8,628,870</u>	OCF-5
	<b>GRAND TOTAL CAPITAL OUTLAY</b>	<u>\$ 8,628,870</u>	

## METRO BOND LOCAL SHARE CAPITAL FUND PROJECTS

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### **Undesignated Projects**

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**ITEM 1:**            **Undesignated Projects**

**BUDGET:**         \$8,628,870

**DESCRIPTION:**         Capital to fund projects to be determined at a later date. The amount is the THPRD allocation of the portion of the Metro Parks and Nature Bond designated to Support Local Projects.

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**THPRD**

## CAPITAL REPLACEMENT RESERVE

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### FUND DESCRIPTION

#### **Capital Replacement Reserve Fund**

The Capital Replacement Reserve policy and fund have been placed on hold until June 30, 2025. At that time, the Board will review the policy and work towards a goal of funding the reserve for future capital replacement funding needs.

## CAPITAL REPLACEMENT RESERVE

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Resources:</b>					
Transfers from General Fund	\$ -	\$ -	\$ 4,660,000	\$ -	\$ -
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,660,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Requirements:</b>					
Capital Outlay	\$ -	\$ -	\$ 410,000	\$ -	\$ -
Ending Fund Balance	-	-	4,250,000	-	-
<b>Total Requirements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,660,000</b>	<b>\$ -</b>	<b>\$ -</b>



**TUALATIN HILLS**  
PARK & RECREATION DISTRICT

## **OTHER FUNDS**

Mitigation Maintenance Reserve Fund





**THPRD**

## OTHER FUNDS

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### 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.



**THPRD**

## SPECIAL REVENUE FUND

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Resources:</b>					
Beginning Cash on Hand	\$ 166,052	\$ 168,952	\$ 172,000	\$ 182,000	\$ 182,000
Miscellaneous Revenue	-	5,148	-	-	-
Interest Income	2,900	4,381	3,000	4,500	4,500
<b>Total Resources</b>	<b>\$ 168,952</b>	<b>\$ 178,481</b>	<b>\$ 175,000</b>	<b>\$ 186,500</b>	<b>\$ 186,500</b>
<b>Requirements:</b>					
Materials & Services	\$ -	\$ -	\$ 175,000	\$ 186,500	\$ 186,500
Ending Fund Balance	168,952	178,481	-	-	-
<b>Total Requirements</b>	<b>\$ 168,952</b>	<b>\$ 178,481</b>	<b>\$ 175,000</b>	<b>\$ 186,500</b>	<b>\$ 186,500</b>
<b>Summary by Fund</b>					
Mitigation Maintenance Reserve Fund	\$ 168,952	\$ 178,481	\$ 175,000	\$ 186,500	\$ 186,500
<b>Total Requirements</b>	<b>\$ 168,952</b>	<b>\$ 178,481</b>	<b>\$ 175,000</b>	<b>\$ 186,500</b>	<b>\$ 186,500</b>

## MITIGATION MAINTENANCE RESERVE FUND

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Summary of Appropriations</b>					
Maintenance Supplies	\$ -	\$ -	\$ 175,000	\$ 186,500	\$ 186,500
<b>Material &amp; Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 175,000</b>	<b>\$ 186,500</b>	<b>\$ 186,500</b>
<b>Department Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 175,000</b>	<b>\$ 186,500</b>	<b>\$ 186,500</b>



## **DEBT SERVICE FUND**

Analysis of General Obligation Debt

Local Budget Form (LB-35)

Maturity of General Obligation Debt





**THPRD**

## DEBT SERVICE FUND

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### 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 2019/20)	\$ 44,976,780,933
General Obligation Debt Capacity (2.5% of Real Market Value)	1,124,419,523
Less: Outstanding Debt	<u>(58,550,000)</u>
Remaining Legal Debt Capacity	<u>\$ 1,065,869,523</u>

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, 2020, of \$17,680,000.

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, 2020, is \$32,160,000.

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, 2020, 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 2019/20	DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year FY 2020/21	
Actual	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year FY 2017/18	First Preceding Year FY 2018/19				
			<b>Resources</b>		
1	153,507	-44,480	0	500,000	500,000
2					
3	53,292	286,425	25,000	25,000	25,000
4	74,498	110,916	30,000	30,000	30,000
5	0	0	0		
6	31,475	31,160	32,079	33,061	33,061
7	312,772	384,021	87,079	588,061	588,061
8			7,878,877	7,722,245	7,722,245
9	7,148,829	7,857,985			
<b>10</b>	<b>7,461,601</b>	<b>8,242,006</b>	<b>7,965,956</b>	<b>8,310,306</b>	<b>8,310,306</b>
			<b>Requirements</b>		
			<b>Bond Principal Payments</b>		
			<b>Issue Date</b>		
1			03/01/1998	0	0
2	2,170,000	2,365,000	04/02/2009	0	0
3	1,685,000	1,820,000	09/13/2011	2,155,000	2,155,000
4	665,000	715,000	05/15/2015	3,645,000	3,645,000
5	4,520,000	4,900,000	<b>Total Principal</b>	<b>5,800,000</b>	<b>5,800,000</b>
			<b>Bond Interest Payments</b>		
			<b>Issue Date</b>		
6			03/01/1998		
7	158,725	82,775	04/02/2009	0	0
8	818,506	766,990	09/13/2011	615,756	615,756
9	1,716,300	1,689,700	05/15/2015	1,502,000	1,502,000
10	292,550	292,550	10/12/2016	292,550	292,550
11	2,986,081	2,832,015	<b>Total Interest</b>	<b>2,410,306</b>	<b>2,410,306</b>
			<b>Unappropriated Balance for Following Year By</b>		
			<b>Issue Date</b>		
12				0	0
13	-44,480	509,991	Ending balance (prior years)		
14			<b>Total Unappropriated Ending Fund Balance</b>	<b>100,000</b>	<b>100,000</b>
15	0	0	Refunded bond escrow payment		
16			Issuance costs for refunding bonds		
<b>17</b>	<b>7,461,601</b>	<b>8,242,006</b>	<b>7,965,956</b>	<b>8,310,306</b>	<b>8,310,306</b>

\*If this form is used for revenue bonds, property tax resources may not be included.



**THPRD**

## 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
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>\$ 17,680,000</u>	<u>\$ 3,082,388</u>	<u>\$ 20,762,388</u>

#### Series 2015

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
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>\$ 32,160,000</u>	<u>\$ 6,079,000</u>	<u>\$ 38,239,000</u>

## DEBT SERVICE FUND

### Series 2016

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
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	\$ 1,989,750	\$ 10,699,750

### Total General Obligation Bonds

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
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
	\$ 58,550,000	\$ 11,151,138	\$ 69,701,138



# 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)





**THPRD**

## SYSTEM DEVELOPMENT CHARGES FUND

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### **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 currently updating its methodology, but the impacts of this update are not yet known, and are not reflected in the proposed budget.

THPRD is projecting to carryover \$24,731,220 in unexpended SDCs to the 2020/21 fiscal year, \$18,843,370 of which is committed to projects being carried over. THPRD is budgeting an additional \$10,532,558 in SDC Fund revenues in the 2020/21 fiscal year and \$232,500 in interest earnings.



## SYSTEM DEVELOPMENT CHARGES FUND

Description	Prior Year Actual 2017/18	Prior Year Actual 2018/19	Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Resources:</b>					
Beginning Cash on Hand	\$ 9,607,060	\$ 17,307,632	\$ 23,761,276	\$ 24,731,220	\$ 24,731,220
System Development Charges	12,287,677	8,500,336	7,512,694	10,532,558	10,532,558
System Development Charge Waivers	-	-	(108,000)	-	-
Sale of Assets	-	-	-	-	-
Transfer From General Fund	-	-	108,000	-	-
Interest Earnings	221,543	464,096	139,800	232,500	232,500
<b>Total Resources</b>	<b>\$ 22,116,280</b>	<b>\$ 26,272,064</b>	<b>\$ 31,413,770</b>	<b>\$ 35,496,278</b>	<b>\$ 35,496,278</b>
<b>Appropriations:</b>					
Materials and Services	\$ -	\$ -	\$ 90,000	\$ 50,000	\$ 50,000
Capital Outlay	4,808,648	4,474,873	31,323,770	35,446,278	35,446,278
<b>Total Appropriations</b>	<b>\$ 4,808,648</b>	<b>\$ 4,474,873</b>	<b>\$ 31,413,770</b>	<b>\$ 35,496,278</b>	<b>\$ 35,496,278</b>
<b>Summary by Department</b>					
Materials and Services	\$ -	\$ -	\$ 90,000	\$ 50,000	\$ 50,000
Carryover Projects					
Land Acquisition	9,432	607,290	10,395,800	11,796,800	11,796,800
Development/Improvements	2,584,780	3,303,692	11,435,570	7,072,570	7,072,570
Land Acquisition	2,155,784	553,309	2,500,000	5,850,000	5,850,000
Development/Improvements	58,652	10,582	765,000	2,780,000	2,780,000
Undesignated Projects	-	-	6,227,400	7,946,908	7,946,908
<b>Total Appropriations</b>	<b>\$ 4,808,648</b>	<b>\$ 4,474,873</b>	<b>\$ 31,413,770</b>	<b>\$ 35,496,278</b>	<b>\$ 35,496,278</b>

**SYSTEM DEVELOPMENT CHARGES FUND**

<b>Item Number</b>	<b>SDC Capital Project</b>	<b>Carryover Funds</b>	<b>Additional Funding</b>	<b>Adopted 2020/21</b>	<b>Page #</b>
<b>CARRYOVER PROJECTS</b>					
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	846,000	-	846,000	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	6,495,000	-	6,495,000	SDC-6
6	Acquisition of Trails Land - North Bethany	455,000	-	455,000	SDC-7
	<b>Subtotal Land Acquisition Carryover</b>	<b>\$ 11,796,800</b>	<b>\$ -</b>	<b>\$ 11,796,800</b>	
7	Metro Grant Match - Westside Trail, Segment 18	\$ 426,320	\$ -	\$ 426,320	SDC-7
8	NW Quadrant New Neighborhood Park Development (Crowell)	58,500	-	58,500	SDC-7
9	Natural Area Master Plan	100,000	-	100,000	SDC-7
10	Building Expansion - site to be determined	995,000	-	995,000	SDC-7
11	MTIP Grant Match - Beaverton Creek Trail Land acquisition	235,000	-	235,000	SDC-7
12	North Bethany Park and Trail Development - Project Mgmt.	50,000	-	50,000	SDC-8
13	SW Quadrant Neighborhood Park #5 Master Planning	267,500	-	267,500	SDC-8
14	Cedar Mill Creek Community Trail Segment #4 Master Planning and Design	299,500	-	299,500	SDC-8
15	South Cooper Mtn Park and Trail Development - Project Mgmt.	49,500	-	49,500	SDC-8
16	NW Quadrant New Neighborhood Park #4 Development	2,285,000	-	2,285,000	SDC-8
17	Bethany Creek Trail #2, Segment #3 - Design & Development	1,561,250	-	1,561,250	SDC-8
18	North Bethany Park and Trail Improvements	200,000	-	200,000	SDC-9
19	Active Transportation Project Readiness Grant Match - Westside Trail, Hwy 26 Overcrossing Design	100,000	-	100,000	SDC-9
20	Dog Parks - expansions and new sites	44,000	26,000	70,000	SDC-9
21	Highland Park - Design and Permitting	375,000	-	375,000	SDC-9
	<b>Subtotal Development/Improvements Carryover</b>	<b>\$ 7,046,570</b>	<b>\$ 26,000</b>	<b>\$ 7,072,570</b>	
	<b>TOTAL CARRYOVER PROJECTS</b>	<b>\$ 18,843,370</b>	<b>\$ 26,000</b>	<b>\$ 18,869,370</b>	
<b>LAND ACQUISITION</b>					
22	Acquisition of Community Park Land - North Bethany			\$ 1,250,000	SDC-9
23	Acquisition of Trails Land - North Bethany			750,000	SDC-9
24	Acquisition of Neighborhood Park Land - South Cooper Mountain			1,500,000	SDC-10
25	Acquisition of Trails Land - South Cooper Mountain			500,000	SDC-10
26	Acquisition of Trails Land - Bonny Slope West			250,000	SDC-10
27	Acquisition of Neighborhood Park Land - Infill Areas			1,600,000	SDC-10
	<b>TOTAL LAND ACQUISITION</b>			<b>\$ 5,850,000</b>	

**SYSTEM DEVELOPMENT CHARGES FUND**

<b>Item Number</b>	<b>SDC Capital Project</b>	<b>Carryover Funds</b>	<b>Additional Funding</b>	<b>Adopted 2020/21</b>	<b>Page #</b>
<b>DEVELOPMENT/IMPROVEMENTS</b>					
28	Neighborhood Park Construction - Highland Park (NWQ -6)			\$ 1,620,000	SDC-10
29	Neighborhood Park Master Planning - North Bethany (NWQ -8)			55,000	SDC-10
30	Neighborhood Park Master Planning - South Cooper Mtn (SWQ-6)			135,000	SDC-11
31	Trail Development - 155th Ave Wetlands			500,000	SDC-11
32	Somerset West Park - Additional funding for bond project			220,000	SDC-11
33	Fanno Creek Trail Seg. #5 - Scholls Ferry Rd. to 92 Ave.			250,000	SDC-11
	<b>TOTAL DEVELOPMENT/IMPROVEMENTS</b>			<b>\$ 2,780,000</b>	
<b>UNDESIGNATED PROJECTS</b>					
34	Undesignated Projects			\$ 7,946,908	SDC-11
	<b>TOTAL UNDESIGNATED PROJECTS</b>			<b>\$ 7,946,908</b>	
	<b>GRAND TOTAL CAPITAL OUTLAY</b>			<b>\$ 35,446,278</b>	

## SYSTEM DEVELOPMENT CHARGES FUND

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### Carryover Projects

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**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

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**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

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**ITEM 3:**            **Acquisition of Natural Area Land - South Cooper Mountain**

**BUDGET:**            \$846,000

**DESCRIPTION:**    Carryover funding for purchase of additional properties for future natural area site to meet commitments in South Cooper Mountain new urban area

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**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

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**ITEM 5:**            **Acquisition of Neighborhood Park Land - South Cooper Mountain**

**BUDGET:**            \$6,495,000

**DESCRIPTION:**    Carryover funding for purchase of additional properties for future neighborhood park sites to meet commitments in South Cooper Mountain new urban area

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## SYSTEM DEVELOPMENT CHARGES FUND

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**ITEM 6:**            **Acquisition of Trails Land - North Bethany**

**BUDGET:**            \$455,000

**DESCRIPTION:**    Carryover funding for purchase of additional properties and/or easements for future trail corridors to meet commitments in North Bethany new urban area

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**ITEM 7:**            **Metro 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. Balance of grant match due upon project close-out

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**ITEM 8:**            **NW Quadrant New Neighborhood Park Development (Crowell)**

**BUDGET:**            \$58,500

**DESCRIPTION:**    Development of a new park on undeveloped land owned by THPRD at 175th and SW Marty Lane. Final project close-out items.

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**ITEM 9:**            **Natural Area Master Plan**

**BUDGET:**            \$100,000

**DESCRIPTION:**    Master planning on one natural area

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**ITEM 10:**          **Building Expansion - site to be determined**

**BUDGET:**            \$995,000

**DESCRIPTION:**    Expansion of existing facility to provide new space for programming options

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**ITEM 11:**          **Metro Grant Match - Beaverton Creek Trail Land Acquisition**

**BUDGET:**            \$235,000

**DESCRIPTION:**    Grant match (\$220,000) and staff project management time (\$15,000) to complete right-of-way acquisition for a community trail

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## SYSTEM DEVELOPMENT CHARGES FUND

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**ITEM 12: North Bethany Park and Trail Development - Project Management**

**BUDGET:** \$50,000

**DESCRIPTION:** Staff project management time to monitor construction of several park and trail project phases by developer under SDC credit agreement

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**ITEM 13: SW Quadrant Neighborhood Park #5 Master Planning**

**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

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**ITEM 14: 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

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**ITEM 15: 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

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**ITEM 16: NW Quadrant New Neighborhood Park #4 Development**

**BUDGET:** \$2,285,000

**DESCRIPTION:** Development of a new neighborhood park on undeveloped land owned by THPRD at SW 187th and SW Bonnie Meadow Lane

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**ITEM 17: Bethany Creek Trail #2, Segment #3 - Design & Development**

**BUDGET:** \$1,561,250

**DESCRIPTION:** Master planning, design and development for Bethany Creek Community Trail #2, Segment #3 from Springville Road to Westside Regional Trail

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## SYSTEM DEVELOPMENT CHARGES FUND

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**ITEM 24:                    Acquisition of Neighborhood Park Land - South Cooper Mountain**

**BUDGET:**                \$1,500,000

**DESCRIPTION:**        Purchase of additional properties for future neighborhood park sites to meet commitments in Cooper Mountain new urban area.

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**ITEM 25:                    Acquisition of Trails Land - South Cooper Mountain**

**BUDGET:**                \$500,000

**DESCRIPTION:**        Purchase of additional properties and/or easements for future trail corridors to meet commitments in Cooper Mountain new urban area.

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**ITEM 26:                    Acquisition of Trails Land - Bonny Slope West**

**BUDGET:**                \$250,000

**DESCRIPTION:**        Purchase of additional properties for future neighborhood park sites to meet commitments in Bonny Slope West new urban area.

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**ITEM 27:                    Acquisition of Neighborhood Park Land - Infill Areas**

**BUDGET:**                \$1,600,000

**DESCRIPTION:**        Purchase of additional properties for future neighborhood park sites that address underserved areas (per GRASP analysis) within THPRD boundaries.

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### **Development/Improvements**

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**ITEM 28:                    Neighborhood Park Construction - Highland Park**

**BUDGET:**                \$1,620,000

**DESCRIPTION:**        Development of a new neighborhood park on undeveloped land owned by THPRD at NW 167th and NW Trillium St.

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**ITEM 29:                    Neighborhood Park Master Planning - North Bethany**

**BUDGET:**                \$55,000

**DESCRIPTION:**        Site master planning for a new neighborhood park on undeveloped land owned by THPRD at NW 159th and NW Heckman Road.

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## SYSTEM DEVELOPMENT CHARGES FUND

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**ITEM 30:            Neighborhood Park Master Planning - South Cooper Mountain**

**BUDGET:**            \$135,000

**DESCRIPTION:**    Site master Planning for a new neighborhood park in the South Cooper Mountain Heights area at Barrows and SW Bittern Terrace.

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**ITEM 31:            Trail Development - 155th Ave Wetlands**

**BUDGET:**            \$500,000

**DESCRIPTION:**    Design and permit soft surface trail connection between Westside Trail segment 4 and Sexton Mountain Elementary School.

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**ITEM 32:            Somerset West Park - Additional funding for bond project**

**BUDGET:**            \$220,000

**DESCRIPTION:**    Portion of funding for redevelopment of Somerset Set West Park; project is primarily funded by the Bond fund, but additional funding provided by the SDC Fund is necessary to fund the contingency cost of project.

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**ITEM 33:            Fanno Creek Trail Seg. #5 - Scholls Ferry Rd. to 92 Ave.**

**BUDGET:**            \$250,000

**DESCRIPTION:**    THPRD share of cost for Fanno Creek Trail Seg. #5; project is primarily funded by the City of Beaverton.

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### **Undesignated Projects**

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**ITEM 34:            Undesignated Projects**

**BUDGET:**            \$7,946,908

**DESCRIPTION:**    Capital Outlay to fund projects to be determined at a later time.

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SYSTEM DEVELOPMENT CHARGE FUND  
PROJECTS LIST  
Five-year CIP November 2019

Exhibit A

Master Planning  
Design & Permitting

Construction  
New Project

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
	<b>Net Available Beginning Balance</b>			<b>3,607,726</b>	<b>3,607,726</b>			<b>(205,330)</b>	<b>(205,330)</b>			<b>(6,589,500)</b>	<b>(6,589,500)</b>			<b>26,754</b>	<b>26,754</b>			<b>10,375,802</b>	<b>10,375,802</b>
	Estimated SDC Revenue			7,458,566	9,261,612			2,663,249	3,307,068			2,551,835	3,168,720			544,538	676,176			1,698,943	2,109,648
	<b>Total Available Funding</b>			<b>11,066,292</b>	<b>12,869,338</b>			<b>2,457,919</b>	<b>3,101,738</b>			<b>(4,037,665)</b>	<b>(3,420,780)</b>			<b>571,292</b>	<b>702,930</b>			<b>12,074,745</b>	<b>12,485,450</b>
	Land Acquisition for Trails in New Urban Areas* (NoB)	904,000	1,000,000	10,162,292	11,869,338	904,000	1,000,000	1,553,919	2,101,738												
	Neighborhood Park Development, design, permitting & construction: NW-Q5 (Abbey Creek Park, Phase 1)	384,000	384,000	9,778,292	11,485,338	384,000	384,000	1,169,919	1,717,738												
	Neighborhood Park Development, Design & Permitting: NW-Q6 (NoB Highland Park)	400,000	420,000	9,378,292	11,065,338	400,000	420,000	769,919	1,297,738												
	Land Acquisition for Neighborhood Park Land (SCM)	700,000	1,000,000	8,678,292	10,065,338					700,000	1,000,000	(4,737,665)	(4,420,780)								
	Land Acquisition for Park Infill (Hwy 217/Hwy26/Barnes)	350,000	500,000	8,328,292	9,565,338													350,000	500,000	11,724,745	11,985,450
	Bonny Slope / BSD Trail Development (carry over add'l funding)	61,600	77,000	8,266,692	9,488,338													61,600	77,000	11,663,145	11,908,450
	MTIP Grant Match - Westside Trail, Segment 18 (carry over add'l funding)	274,256	342,820	7,992,436	9,145,518													274,256	342,820	11,388,889	11,565,630
	NW Quadrant New Neighborhood Park Development (carry over add'l funding)	392,000	490,000	7,600,436	8,655,518													392,000	490,000	10,996,889	11,075,630
	Bethany Creek Trail #2, Segment #3 - Design & Development (carry over add'l funding)	596,000	745,000	7,004,436	7,910,518													596,000	745,000	10,400,889	10,330,630
	<b>TOTAL FY 2019/20 COSTS</b>	<b>4,061,856</b>	<b>4,958,820</b>			<b>1,688,000</b>	<b>1,804,000</b>			<b>700,000</b>	<b>1,000,000</b>			<b>-</b>	<b>-</b>			<b>1,673,856</b>	<b>2,154,820</b>		
2020/21	Beginning Balance			7,004,436	7,910,518			769,919	1,297,738			(4,737,665)	(4,420,780)			571,292	702,930			10,400,889	10,330,630
	Estimated SDC Revenue			9,566,669	12,639,070			3,062,338	4,045,829			3,412,559	4,508,525			399,209	527,417			2,692,564	3,557,299
	Estimated Available Funding			16,571,105	20,549,588			3,832,258	5,343,567			(1,325,106)	87,745			970,501	1,230,347			13,093,453	13,887,929
	Land Acquisition for Community Parks in New Urban Areas (NoB)	1,060,000	1,326,000	15,511,105	19,223,588	1,060,000	1,326,000	2,772,258	4,017,567												
	Land Acquisition for Trails in New Urban Areas (NoB)*	579,500	879,100	14,931,605	18,344,488	579,500	879,100	2,192,758	3,138,467												
	New Neighborhood Park, Construction: NW-Q6 (NoB Highland Park) (21/22)	1,506,500	1,622,300	13,425,105	16,722,188	1,506,500	1,622,300	686,258	1,516,167												
	New Neighborhood Park Development, Master Planning: NW-Q8 (NoB Trachsel/Maletis)	49,800	53,300	13,375,305	16,668,888	49,800	53,300	636,458	1,462,867												
	Land Acquisition for Neighborhood Parks in New Urban Areas (SCM)	1,200,000	1,600,000	12,175,305	15,068,888					1,200,000	1,600,000	(2,525,106)	(1,512,255)								
	Land Acquisition for Trails in New Urban Areas (SCM)	358,000	544,000	11,817,305	14,524,888					358,000	544,000	(2,883,106)	(2,056,255)								
	Design & Develop Natural Areas for Public Access - South Cooper Mountain Area	275,000	500,000	11,542,305	14,024,888					275,000	500,000	(3,158,106)	(2,556,255)								
	New Neighborhood Park, Master Planning: SW-Q6 (South Cooper Mountain Heights)	127,500	136,500	11,414,805	13,888,388					127,500	136,500	(3,285,606)	(2,692,755)								
	Land Acquisition for Trails in New Urban Areas (BSW)*	214,500	286,000	11,200,305	13,602,388									214,500	286,000	756,001	944,347				
	New Neighborhood Park Development, Master Planning: SW-Q5 (Altisan) (Unfunded)	140,900	150,900	11,059,405	13,451,488													140,900	150,900	12,952,553	13,737,029
	155th Avenue Wetlands - Trail Development**	196,522	216,174	10,862,883	13,235,314													196,522	216,174	12,756,031	13,520,855
	Land Acquisition for Beaverton Downtown	800,000	1,000,000	10,062,883	12,235,314													800,000	1,000,000	11,956,031	12,520,855
	Land Acquisition for Infill	800,000	1,000,000	9,262,883	11,235,314													800,000	1,000,000	11,156,031	11,520,855
	<b>Subtotal FY 2020/21 Costs</b>	<b>7,308,222</b>	<b>9,314,274</b>			<b>3,195,800</b>	<b>3,880,700</b>			<b>1,960,500</b>	<b>2,780,500</b>			<b>214,500</b>	<b>286,000</b>			<b>1,937,422</b>	<b>2,367,074</b>		
2021/22	Beginning Balance			9,262,883	11,235,314			636,458	1,462,867			(3,285,606)	(2,692,755)			756,001	944,347			11,156,031	11,520,855
	Estimated SDC Revenue			12,279,026	17,342,937			3,798,181	5,364,563			4,340,771	6,130,920			647,258	914,190			3,492,815	4,933,264
	Estimated Available Funding FY21/22			21,541,909	28,578,251			4,434,638	6,827,430			1,055,165	3,438,165			1,403,259	1,858,537			14,648,847	16,454,119
	New Neighborhood Park Development, Design & Permitting: NW-Q8 (Trachsel/Maletis)	373,600	384,200	21,168,309	28,194,051	373,600	384,200	4,061,038	6,443,230												
	Land Acquisition for Community Parks in New Urban Areas (NoB)	2,000,000	2,500,000	19,168,309	25,694,051	2,000,000	2,500,000	2,061,038	3,943,230												
	New Neighborhood Park Development, Master Planning: NW-Q5 (Abbey Creek Phase II) (22/23)	63,400	69,200	19,104,909	25,624,851	63,400	69,200	1,997,638	3,874,030												
	Land Acquisition for Trails in New Urban Areas: South Cooper Mountain*	258,000	344,000	18,846,909	25,280,851					258,000	344,000	797,165	3,094,165								
	New Neighborhood Park Development, Design & Permitting: SW-Q6 (South Cooper Mountain Heights)	606,700	634,000	18,240,209	24,646,851					606,700	634,000	190,465	2,460,165								
	New Neighborhood Park Development, Master Planning: SW-Q7 (Gorman) (22/23)	234,900	251,700	18,005,309	24,395,151					234,900	251,700	(44,435)	2,208,465								
	Land Acquisition for Neighborhood Parks in New Urban Areas: Bonny Slope West	900,000	1,200,000	17,105,309	23,195,151									900,000	1,200,000	503,259	658,537				

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
	Land Acquisition for Trails in New Urban Areas: Bonny Slope West*	64,500	86,000	17,040,809	23,109,151									64,500	86,000	438,759	572,537				
	Land Acquisition for Beaverton Downtown	800,000	1,000,000	16,240,809	22,109,151													800,000	1,000,000	13,848,847	15,454,119
	Land Acquisition for Park Infill	400,000	500,000	15,840,809	21,609,151													400,000	500,000	13,448,847	14,954,119
	Beaverton Creek Trail: Segment #3-4 (Grant Match)	474,116	600,000	15,366,693	21,009,151													474,116	600,000	12,974,731	14,354,119
	New Neighborhood Park Development, Design & Permitting: SW-Q5 (Altishan)	687,100	717,200	14,679,593	20,291,951													687,100	717,200	12,287,631	13,636,919
	New Neighborhood Park Development, Master Planning: NE-Q3 (Wilson) (Unfunded)	124,500	135,100	14,555,093	20,156,851													124,500	135,100	12,163,131	13,501,819
	New Regional Trail Development - Westside Trail #14**	1,494,640	1,601,960	13,060,453	18,554,891													1,494,640	1,601,960	10,668,491	11,899,859
	<b>Subtotal FY 2021/22 Costs</b>	<b>8,481,456</b>	<b>10,023,360</b>			<b>2,437,000</b>	<b>2,953,400</b>			<b>1,099,600</b>	<b>1,229,700</b>			<b>964,500</b>	<b>1,286,000</b>			<b>3,980,356</b>	<b>4,554,260</b>		
2022/23	<b>Beginning Balance</b>			<b>13,060,453</b>	<b>18,554,891</b>			<b>1,997,638</b>	<b>3,874,030</b>			<b>(44,435)</b>	<b>2,208,465</b>			<b>438,759</b>	<b>572,537</b>			<b>10,668,491</b>	<b>11,899,859</b>
	<b>Estimated SDC Revenue</b>			<b>12,341,667</b>	<b>17,432,103</b>			<b>4,105,161</b>	<b>5,798,372</b>			<b>5,045,764</b>	<b>7,126,936</b>			<b>807,747</b>	<b>1,140,909</b>			<b>2,382,997</b>	<b>3,365,886</b>
	<b>Estimated Available Funding</b>			<b>25,402,120</b>	<b>35,986,994</b>			<b>6,102,799</b>	<b>9,672,402</b>			<b>5,001,328</b>	<b>9,335,400</b>			<b>1,246,505</b>	<b>1,713,446</b>			<b>13,051,487</b>	<b>15,265,745</b>
	New Neighborhood Park Development, Design & Permitting: NW-Q5 (NoB Abbey Creek, Phase II)	414,300	431,900	24,987,820	35,555,094	414,300	431,900	5,688,499	9,240,502												
	New Neighborhood Park Development, Construction: NW-Q8 (NoB Trachsel/Maletis)	626,000	686,700	24,361,820	34,868,394	626,000	686,700	5,062,499	8,553,802												
	New Neighborhood Park Development, Master Planning: NW-Q7 (NoB Orr)	264,000	282,800	24,097,820	34,585,594	264,000	282,800	4,798,499	8,271,002												
	New Neighborhood Park Development, Construction: SW-Q6 (South Cooper Mountain Heights)	1,953,300	2,108,500	22,144,520	32,477,094					1,953,300	2,108,500	3,048,028	7,226,900								
	New Neighborhood Park Development, Design & Permitting: SW-Q7 (Gorman)	1,584,500	1,634,800	20,560,020	30,842,294					1,584,500	1,634,800	1,463,528	5,592,100								
	Design & Develop Synthetic Turf Field w/ Lights - South Cooper Mountain (FY 18/19)	2,880,300	3,085,400	17,679,720	27,756,894					2,880,300	3,085,400	(1,416,772)	2,506,700								
	Land Acquisition/ Park Development Beaverton Downtown	1,500,000	2,000,000	16,179,720	25,756,894													1,500,000	2,000,000	11,551,487	13,265,745
	Land Acquisition for Park Infill	400,000	500,000	15,779,720	25,256,894													400,000	500,000	11,151,487	12,765,745
	New Neighborhood Park Development, Construction: SW-Q5 (Altishan)	2,141,600	2,312,900	13,638,120	22,943,994													2,141,600	2,312,900	9,009,887	10,452,845
	New Neighborhood Park Development, Design & Permitting: NE-Q3 (Wilson)	643,700	668,600	12,994,420	22,275,394													643,700	668,600	8,366,187	9,784,245
	New Neighborhood Park Development, Master Planning: SW-Q4 (Sterling) (Unfunded)	222,000	237,800	12,772,420	22,037,594													222,000	237,800	8,144,187	9,546,445
	<b>Subtotal FY 2022/23 Costs</b>	<b>12,629,700</b>	<b>13,949,400</b>			<b>1,304,300</b>	<b>1,401,400</b>			<b>6,418,100</b>	<b>6,828,700</b>			<b>-</b>	<b>-</b>			<b>4,907,300</b>	<b>5,719,300</b>		
2023/24	<b>Beginning Balance</b>			<b>12,772,420</b>	<b>22,037,594</b>			<b>4,798,499</b>	<b>8,271,002</b>			<b>(1,416,772)</b>	<b>2,506,700</b>			<b>1,246,505</b>	<b>1,713,446</b>			<b>8,144,187</b>	<b>9,546,445</b>
	<b>Estimated SDC Revenue</b>			<b>11,972,710</b>	<b>15,963,614</b>			<b>4,522,731</b>	<b>6,030,307</b>			<b>3,512,225</b>	<b>4,682,967</b>			<b>1,186,545</b>	<b>1,582,061</b>			<b>2,751,209</b>	<b>3,668,279</b>
	<b>Estimated Available Funding</b>			<b>24,745,131</b>	<b>38,001,208</b>			<b>9,321,230</b>	<b>14,301,310</b>			<b>2,095,454</b>	<b>7,189,668</b>			<b>2,433,051</b>	<b>3,295,507</b>			<b>10,895,396</b>	<b>13,214,723</b>
	Trail Development - Westside Trail: Sunset Hwy Crossing**	6,000,000	8,000,000	18,745,131	30,001,208													6,000,000	8,000,000	4,895,396	5,214,723
	Land Acquisition/ Park Development Beaverton Downtown	1,500,000	2,000,000	17,245,131	28,001,208													1,500,000	2,000,000	3,395,396	3,214,723
	Land Acquisition for Park Infill	400,000	500,000	16,845,131	27,501,208													400,000	500,000	2,995,396	2,714,723
	New Neighborhood Park, Master Planning: SE-Q1 (Cobb)(unfunded)	476,811	566,303	16,368,320	26,934,905													476,811	566,303	2,518,585	2,148,420
	New Neighborhood Park, Construction: NE-Q3 (Wilson)	1,856,300	2,007,700	14,512,020	24,927,205													1,856,300	2,007,700	662,285	140,720
	New Neighborhood Park Development, Construction: NW-Q5 (NoB Abbey Creek, Phase II)	857,800	957,900	13,654,220	23,969,305	857,800	957,900	8,463,430	13,343,410												
	New Neighborhood Park Development, Design & Permitting: NW-Q7 (NoB Orr)	1,413,000	1,469,500	12,241,220	22,499,805	1,413,000	1,469,500	7,050,430	11,873,910												
	New Neighborhood Park Master Planning: NW-Q2 and Park Blocks (MP 21/22)	529,900	623,800	11,711,320	21,876,005	529,900	623,800	6,520,530	11,250,110												
	Youth Multi-Purpose Athletic Field - North Bethany (1)	1,054,800	1,129,900	10,656,520	20,746,105	1,054,800	1,129,900	5,465,730	10,120,210												
	Youth Multi-Purpose Athletic Field - North Bethany (2)	1,054,800	1,129,900	9,601,720	19,616,205	1,054,800	1,129,900	4,410,930	8,990,310												
	New Neighborhood Park Development, Construction: SW-Q7 (Gorman)	3,132,600	3,418,800	6,469,120	16,197,405					3,132,600	3,418,800	(1,037,146)	3,770,868								
	New Neighborhood Park Development, Master Plan: SW-Q9	127,500	136,600	6,341,620	16,060,805					127,500	136,600	(1,164,646)	3,634,268								
	<b>Subtotal FY 2023/24 Costs</b>	<b>18,403,511</b>	<b>21,940,403</b>			<b>4,910,300</b>	<b>5,311,000</b>			<b>3,260,100</b>	<b>3,555,400</b>			<b>-</b>	<b>-</b>			<b>10,233,111</b>	<b>13,074,003</b>		
24/25	<b>Beginning Balance</b>			<b>6,341,620</b>	<b>16,060,805</b>			<b>4,410,930</b>	<b>8,990,310</b>			<b>(1,164,646)</b>	<b>3,634,268</b>			<b>2,433,051</b>	<b>3,295,507</b>			<b>662,285</b>	<b>140,720</b>
	<b>Estimated SDC Revenue</b>			<b>8,874,762</b>	<b>11,833,016</b>			<b>1,632,623</b>	<b>2,176,831</b>			<b>4,260,268</b>	<b>5,680,358</b>			<b>771,255</b>	<b>1,028,339</b>			<b>2,210,616</b>	<b>2,947,488</b>
	<b>Estimated Available Funding</b>			<b>15,216,381</b>	<b>27,893,820</b>			<b>6,043,553</b>	<b>11,167,141</b>			<b>3,095,622</b>	<b>9,314,625</b>			<b>3,204,305</b>	<b>4,323,846</b>			<b>2,872,901</b>	<b>3,088,208</b>
	New Neighborhood Park, Construction: NW-Q7 (Orr)	3,888,500	4,209,700	11,327,881	23,684,120	3,888,500	4,209,700	2,155,053	6,957,441												
	New Neighborhood Park, Design & Permitting: NW-Q2 and Park Blocks (unfunded)	2,176,500	2,233,700	9,151,381	21,450,420	2,176,500	2,233,700	(21,447)	4,723,741												
	New Neighborhood Park Development, Design & Permitting: SW-Q9	606,700	634,000	8,544,681	20,816,420					606,700	634,000	2,488,922	8,680,625								

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
	Youth Multi-Purpose Athletic Field - South Cooper Mountain	1,054,800	1,129,900	7,489,881	19,686,520					1,054,800	1,129,900	1,434,122	7,550,725								
	Land Acquisition for Park Infill	400,000	500,000	7,089,881	19,186,520													400,000	500,000	2,472,901	2,588,208
	Land Acquisition/ Park Development Beaverton Downtown	800,000	1,000,000	6,289,881	18,186,520													800,000	1,000,000	1,672,901	1,588,208
	New Neighborhood Park, Design & Permitting: SW-Q4 (Sterling)	1,396,400	1,443,800	4,893,481	16,742,720													1,396,400	1,443,800	276,501	144,408
	<b>Subtotal FY 2024/25 Costs</b>	<b>10,322,900</b>	<b>11,151,100</b>			<b>6,065,000</b>	<b>6,443,400</b>			<b>1,661,500</b>	<b>1,763,900</b>							<b>2,596,400</b>	<b>2,943,800</b>		
	<b>Subtotal for 6-year CIP List</b>	<b>61,207,645</b>	<b>71,337,357</b>			<b>19,600,400</b>	<b>21,793,900</b>			<b>15,099,800</b>	<b>17,158,200</b>			<b>1,179,000</b>	<b>1,572,000</b>			<b>25,328,445</b>	<b>30,813,257</b>		
<b>Five Year CIP Credit Projects</b>																					
	New Neighborhood Park Development: NW-Q11 (NoB/Polygo	1,919,700	2,056,400	2,973,781	14,686,320	1,919,700	2,056,400	(1,941,147)	2,667,341												
	New Neighborhood Park Development: SW-Q8	2,853,900	3,057,200	119,881	11,629,120					2,853,900	3,057,200	(1,419,778)	4,493,525								
	<b>Subtotal Credit Projects</b>	<b>4,773,600</b>	<b>5,113,600</b>			<b>1,919,700</b>	<b>2,056,400</b>			<b>2,853,900</b>	<b>3,057,200</b>										
	<b>Fund Balance</b>			<b>119,881</b>	<b>11,629,120</b>			<b>(1,941,147)</b>	<b>2,667,341</b>			<b>(1,419,778)</b>	<b>4,493,525</b>			<b>3,204,305</b>	<b>4,323,846</b>			<b>1,672,901</b>	<b>1,588,208</b>
<b>Five Year CIP Unfunded Projects</b>																					
	Youth Multi-Purpose Athletic Field - North Bethany (3)	1,054,800	1,129,900	(934,919)	10,499,220	1,054,800	1,129,900	(2,995,947)	1,537,441												
	New Neighborhood Park Development: NW-Q2 (West neighborhood park)	6,813,300	7,298,600	(7,748,219)	3,200,620	6,813,300	7,298,600	(9,809,247)	(5,761,159)												
	Youth Baseball/Softball Athletic Field - North Bethany (1)	600,000	800,000	(8,348,219)	2,400,620	600,000	800,000	(10,409,247)	(6,561,159)												
	Youth Baseball/Softball Athletic Field - North Bethany (2)	600,000	800,000	(8,948,219)	1,600,620	600,000	800,000	(11,009,247)	(7,361,159)												
	New Neighborhood Park, Construction: NW-Q2 & Park Blocks	8,466,100	9,110,700	(17,414,319)	(7,510,080)	8,466,100	9,110,700	(19,475,347)	(16,471,859)												
	New Community Park, Master Plan - NW-Q1 (NoB East Community Park)***	425,100	452,200	(17,839,419)	(7,962,280)	425,100	452,200	(19,900,447)	(16,924,059)												
	New Community Park, Design & Permitting - NW Q1 (NoB East Community Park)**	2,413,800	2,495,200	(20,253,219)	(10,457,480)	2,413,800	2,495,200	(22,314,247)	(19,419,259)												
	New Community Park, Construction - NW-Q1 (NoB East Community Park)**	11,947,300	12,782,600	(32,200,519)	(23,240,080)	11,947,300	12,782,600	(34,261,547)	(32,201,859)												
	Youth Multi-Purpose Athletic Field - South Cooper Mountain	1,054,800	1,129,900	(33,255,319)	(24,369,980)					1,054,800	1,129,900	(2,474,578)	3,363,625								
	Youth Baseball/Softball Athletic Field - South Cooper Mountain	1,054,800	1,129,900	(34,310,119)	(25,499,880)					1,054,800	1,129,900	(3,529,378)	2,233,725								
	New Neighborhood Park Development, Construction: SW-Q9	1,825,900	2,108,400	(36,136,019)	(27,608,280)					1,825,900	2,108,400	(5,355,278)	125,325								
	New Neighborhood Park, Design & Permitting: SE-Q1 (Cobb)	1,921,487	2,189,961	(38,057,506)	(29,798,241)													1,921,487	2,189,961	(248,586)	(601,753)
	New Neighborhood Park, Construction: SW-Q4 (Sterling)	3,062,000	3,332,100	(41,119,506)	(33,130,341)													3,062,000	3,332,100	(3,310,586)	(3,933,853)
	Community Park Development, Master Plan: Paul & Verna Winkelman Park - Phase II***	97,497	115,796	(38,155,003)	(29,914,036)													97,497	115,796	(3,408,083)	(4,049,648)
	Community Park Development, Design & Permitting: Paul & Verna Winkelman Park - Phase II***	2,652,856	3,000,536	(40,807,858)	(32,914,572)													2,652,856	3,000,536	(6,060,939)	(7,050,185)
	Community Park Development, Construction: Paul & Verna Winkelman Park - Phase II***	7,526,078	9,088,844	(48,333,936)	(42,003,416)													7,526,078	9,088,844	(13,587,016)	(16,139,028)
	Land Acquisition for Beaverton Creek Trail Segments 1 & 2* New Regional Trail Design & Development - Beaverton Creek Trail: Segment #1**	645,000	1,677,000	(48,978,936)	(43,680,416)													645,000	1,677,000	(14,232,016)	(17,816,028)
	New Regional Trail Design & Development - Beaverton Creek Trail: Segment #2**	800,000	900,000	(49,778,936)	(44,580,416)													800,000	900,000	(15,032,016)	(18,716,028)
	New Neighborhood Park, Master Planning: NE-Q4 (Lehman - NW Thompson Rd. & NW Saltzman Rd)	545,442	647,815	#REF!	#REF!													545,442	647,815	(16,377,458)	(20,263,843)
	New Neighborhood Park, Design & Permitting: NE-Q4 (Lehman - NW Thompson Rd. & NW Saltzman Rd)	2,087,131	2,394,248	#REF!	#REF!													2,087,131	2,394,248	(18,464,589)	(22,658,091)
	New Neighborhood Park, Construction: NE-Q4 (Lehman - NW Thompson Rd. & NW Saltzman Rd)	8,865,579	10,614,135	#REF!	#REF!													8,865,579	10,614,135	(27,330,168)	(33,272,226)
	Complete Development of Roger Tilbury Park, update Master Plan - Phase 2	61,895	73,512	#REF!	#REF!													61,895	73,512	(27,392,063)	(33,345,738)
	Complete Development of Roger Tilbury Park, Design & Permitting - Phase 2	611,793	677,622	#REF!	#REF!													611,793	677,622	(28,003,856)	(34,023,360)
	Complete Development of Roger Tilbury Park, Construction - Phase 2	1,500,954	1,831,658	#REF!	#REF!													1,500,954	1,831,658	(29,504,810)	(35,855,018)
	New Community Park Design & Development, Master Planning: SW-Q2 Mt. Williams - SW Davis Rd & SW 160th	431,393	512,360	#REF!	#REF!													431,393	512,360	(29,936,203)	(36,367,378)
	New Community Park Design & Development, Design & Permitting: SW-Q2 Mt. Williams - SW Davis Rd & SW 160th	2,124,769	2,390,168	#REF!	#REF!													2,124,769	2,390,168	(32,060,972)	(38,757,547)
	New Community Park Design & Development, Construction: SW-Q2 Mt. Williams - SW Davis Rd & SW 160th Ave)**	6,537,776	7,898,216	#REF!	#REF!													6,537,776	7,898,216	(38,598,747)	(46,655,762)
	New Regional Trail Design & Development - Fanno Creek Trail #5**	200,000	300,000	#REF!	#REF!													200,000	300,000	(38,798,747)	(46,955,762)
	New Community Trail Design & Development S. Johnson Creek Trail #5**	700,000	850,000	#REF!	#REF!													700,000	850,000	(39,498,747)	(47,805,762)
	New Regional Trail Design & Development - Westside Trail #15-#17**	800,000	1,100,000	#REF!	#REF!													800,000	1,100,000	(40,298,747)	(48,905,762)
	Design & Develop Natural Areas for Public Access - Lilly K. Johnson Woods Natural Area	275,000	500,000	#REF!	#REF!													275,000	500,000	(40,573,747)	(49,405,762)
	New Neighborhood Park, Construction: SE-Q1 (Cobb)	7,653,084	9,181,625	#REF!	#REF!													7,653,084	9,181,625	(48,501,831)	(59,087,387)

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
	New Regional Trail Design & Development: Westside Trail #19**	2,894,000	3,100,600	#REF!	#REF!													2,894,000	3,100,600	(51,395,831)	(62,187,987)
	Design & Develop Synthetic Turf Field w/Lights - NE Quadrant	2,880,300	3,085,400	#REF!	#REF!													2,880,300	3,085,400	(54,276,131)	(65,273,387)
	Community Park Master Planning: NE-Q1(Teufel)***	853,361	1,013,525	#REF!	#REF!													853,361	1,013,525	(55,129,492)	(66,286,912)
	Community Park Design & Development, Design & Permitting: NE-Q1 (Teufel)***	3,451,046	3,931,538	#REF!	#REF!													3,451,046	3,931,538	(58,580,538)	(70,218,450)
	Community Park Design & Development, Construction: NE-Q1 (Teufel)***	13,684,761	16,420,424	#REF!	#REF!													13,684,761	16,420,424	(72,265,299)	(86,638,875)
	New Community Park, Master Planning: SW-Q1 (Papageorge)***	445,934	529,631	#REF!	#REF!													445,934	529,631	(72,711,233)	(87,168,505)
	New Community Park, Design & Permitting: SW-Q1 (Papageorge)***	2,228,769	2,400,413	#REF!	#REF!													2,228,769	2,400,413	(74,940,002)	(89,568,918)
	New Community Park, Construction: SW-Q1 (Papageorge)***	6,725,780	8,234,781	#REF!	#REF!													6,725,780	8,234,781	(81,665,781)	(97,803,699)
	New Neighborhood Park, Master Planning: NE-Q2 (NE Neighborhood Park)	308,097	365,923	#REF!	#REF!													308,097	365,923	(81,973,878)	(98,169,622)
	New Neighborhood Park, Design & Permitting: NE-Q2 (NE Neighborhood Park)	1,352,092	1,525,570	#REF!	#REF!													1,352,092	1,525,570	(83,325,970)	(99,695,192)
	New Neighborhood Park, Construction : NE-Q2 (NE Neighborhood Park)	4,834,621	5,822,304	#REF!	#REF!													4,834,621	5,822,304	(88,160,591)	(105,517,496)
	<b>Subtotal Unfunded Projects</b>	<b>126,089,392</b>	<b>146,343,104</b>			<b>32,320,400</b>	<b>34,869,200</b>			<b>3,935,500</b>	<b>4,368,200</b>			-	-			<b>89,833,492</b>	<b>107,105,704</b>		
	<b>Other SDC CIP Projects</b>																				
	Minor building enhancements/ expansions																				
	<b>Total All Listed Projects</b>	<b>192,070,637</b>	<b>222,794,061</b>			<b>53,840,500</b>	<b>58,719,500</b>			<b>21,889,200</b>	<b>24,583,600</b>			<b>1,179,000</b>	<b>1,572,000</b>			<b>115,161,937</b>	<b>137,918,961</b>		

\*Acquisition Costs for Trails are 43% of Total Estimated Cost  
\*\*Improvement/Development Costs for Trails are 40% 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





**THPRD**

## BOND CAPITAL PROJECTS FUND

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### **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 2017/18	Prior Year Actual 2018/19	Adopted Budget 2019/20	Proposed Budget 2020/21	Adopted Budget 2020/21
<b>Resources:</b>					
Beginning Cash on Hand	\$ 16,292,929	\$ 14,648,852	\$ 9,635,626	\$ 5,674,599	\$ 5,674,599
Grants	749,731	-	-	-	-
Interest Earnings	238,714	275,744	200,000	90,000	90,000
<b>Total Resources</b>	<b>\$ 17,281,374</b>	<b>\$ 14,924,596</b>	<b>\$ 9,835,626</b>	<b>\$ 5,764,599</b>	<b>\$ 5,764,599</b>
<b>Appropriations:</b>					
Capital Outlay	\$ 2,632,522	\$ 5,436,191	\$ 9,835,626	\$ 5,764,599	\$ 5,764,599
<b>Total Appropriations</b>	<b>\$ 2,632,522</b>	<b>\$ 5,436,191</b>	<b>\$ 9,835,626</b>	<b>\$ 5,764,599</b>	<b>\$ 5,764,599</b>

<b>Summary by Department</b>					
New Neighborhood Park Development	\$ 1,350	\$ -	\$ -	\$ -	\$ -
Renovate/Redevelop Neighborhood Park	86,256	17,735	1,217,351	757,427	757,427
New Community Park Development	166,428	107,706	-	151,550	151,550
Renovate/Redevelop Community Parks	2,067,276	5,024,165	464,427	-	-
Natural Area Restoration	83,636	26,054	2,400,874	2,207,846	2,207,846
Natural Area Preservation-Land Acquisition	158,530	214,116	3,749,192	83,891	83,891
New Linear Park/Trail Development	24,266	1,295	76,342	78,606	78,606
New Linear Park/Trail-Land Acquisition	-	-	1,163	1,198	1,198
Multifield/Use Athletic Field Development	37,436	35,935	1,918,740	1,091,039	1,091,039
Facility Rehabilitation	3,364	7,384	7,537	-	-
ADA/Access Improvements	3,980	1,800	-	-	-
Undesignated Funds	-	-	-	1,393,042	1,393,042
<b>Total Appropriations</b>	<b>\$ 2,632,522</b>	<b>\$ 5,436,191</b>	<b>\$ 9,835,626</b>	<b>\$ 5,764,599</b>	<b>\$ 5,764,599</b>

## BOND CAPITAL PROJECTS FUND

Item Number		Adopted Budget 2020/21	Page #
	<b>RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS</b>		
1	Somerset West Park	\$ 757,427	BOND-6
	<b>TOTAL RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS</b>	<b><u>\$ 757,427</u></b>	
	<b>NEW COMMUNITY PARK DEVELOPMENT</b>		
2	SW Community Park	\$ 151,550	BOND-6
	<b>TOTAL RENOVATE AND REDEVELOP COMMUNITY PARKS</b>	<b><u>\$ 151,550</u></b>	
	<b>NATURAL AREA PRESERVATION</b>		
3	Roger Tilbury Memorial Park	\$ 4,149	BOND-6
4	Mt Williams Park	64,507	BOND-6
5	Somerset	194,069	BOND-6
6	Rock Creek Greenway	167,850	BOND-7
7	Whispering Woods Phase 2	102,875	BOND-7
8	Raleigh Park	109,915	BOND-7
9	Bannister Creek Greenway/NE Park	69,475	BOND-7
10	Lilly K. Johnson Woods	919	BOND-7
11	Findley	472,967	BOND-7
12	N. Johnson Greenway	262,760	BOND-8
13	Commonwealth Lake	63,062	BOND-8
14	155th Wetlands	18,712	BOND-8
15	Whispering Woods II	105,105	BOND-8
16	Fanno Creek Greenway	84,084	BOND-8
17	HMT north woods and stream	40,052	BOND-8
18	Cedar Mill Creek Greenway	21,906	BOND-8
19	Fir Grove Park	11,594	BOND-9
20	HL Cain Wetlands	15,395	BOND-9
21	Bronson Creek Park	24,872	BOND-9
22	Center Street Wetlands Area	19,278	BOND-9
23	Tallac Terrace Park	10,511	BOND-9
24	Forest Hills Park	9,226	BOND-9
25	Arborist/Tree Management	236,194	BOND-9
26	North Bethany Greenway	22,022	BOND-10
27	Willow Creek Greenway II	17,346	BOND-10
28	Westside Trail 18	26,276	BOND-10
29	Westside Trail - Burntwood area	7,117	BOND-10
30	Waterhouse Trail	25,608	BOND-10
	<b>TOTAL NATURAL AREA PRESERVATION</b>	<b><u>\$ 2,207,846</u></b>	
	<b>NATURAL AREA PRESERVATION - LAND ACQUISITION</b>		
31	Natural Area Acquisitions	\$ 83,891	BOND-10
	<b>TOTAL NATURAL AREA PRESERVATION - LAND ACQUISITION</b>	<b><u>\$ 83,891</u></b>	
	<b>NEW LINEAR PARK AND TRAIL DEVELOPMENT</b>		
32	Miscellaneous Natural Trails	\$ 78,606	BOND-11
	<b>TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT</b>	<b><u>\$ 78,606</u></b>	
	<b>NEW LINEAR PARK AND TRAIL LAND ACQUISITION</b>		
33	New Linear Park and Trail Acquisitions	\$ 1,198	BOND-11
	<b>TOTAL NEW LINEAR PARK AND TRAIL ACQUISITIONS</b>	<b><u>\$ 1,198</u></b>	

## BOND CAPITAL PROJECTS FUND

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Item Number		Adopted Budget 2020/21	Page #
	<b>MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT</b>		
34	New Field in NW Quadrant	\$ 522,148	BOND-11
35	New Field in SW Quadrant	568,891	BOND-11
	<b><i>TOTAL MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT</i></b>	<b><u>\$ 1,091,039</u></b>	
	<b>UNDESIGNATED FUNDS</b>		
36	Undesignated Funds	\$ 1,393,042	BOND-11
	<b><i>TOTAL UNDESIGNATED FUNDS</i></b>	<b><u>\$ 1,393,042</u></b>	
	<b>GRAND TOTAL CAPITAL OUTLAY</b>	<b><u>\$ 5,764,599</u></b>	

## BOND CAPITAL PROJECTS FUND

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### Renovate And Redevelop Neighborhood Parks

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**ITEM 1:** Somerset West Park

**BUDGET:** \$757,427

**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

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### New Community Park Development

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**ITEM 2:** SW Community Park

**BUDGET:** \$151,550

**DESCRIPTION:** One time SDC Fee charge from Tualatin Valley Water District, in conjunction with the design and development of Mountain View Champions park.

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### Natural Area Preservation

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**ITEM 3:** Roger Tilbury Memorial Park

**BUDGET:** \$4,149

**DESCRIPTION:** Enhancement of natural areas to remove weed species, replanting native trees and shrubs, and enhancement of the creek to improve bank stability.

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**ITEM 4:** Mt Williams Park

**BUDGET:** \$64,507

**DESCRIPTION:** Removal of weeds and replanting of native trees and shrubs after park development.

---

**ITEM 5:** Somerset

**BUDGET:** \$194,069

**DESCRIPTION:** Enhancement and daylighting of stream.

---

## BOND CAPITAL PROJECTS FUND

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**ITEM 6:           Rock Creek Greenway**

**BUDGET:**       \$167,850

**DESCRIPTION:** Enhancement of wildlife corridor with additional native plant cover, wildlife watching opportunities for patrons and reduction in mowing for sustainability.

---

**ITEM 7:           Whispering Woods Phase 2**

**BUDGET:**       \$102,875

**DESCRIPTION:** Expansion of earlier project to have greater overall impact and improve water quality at the confluence of two creeks.

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**ITEM 8:           Raleigh Park**

**BUDGET:**       \$109,915

**DESCRIPTION:** Enhancement of stream and flood management.

---

**ITEM 9:           Bannister Creek Greenway/NE Park**

**BUDGET:**       \$69,475

**DESCRIPTION:** Protection of water quality near the headwaters of the stream which is a major tributary to Bronson Creek.

---

**ITEM 10:          Lilly K. Johnson Woods**

**BUDGET:**       \$919

**DESCRIPTION:** Enhancement of oak habitat through removal of weeds and installation of native plants.

---

**ITEM 11:          Findley**

**BUDGET:**       \$472,967

**DESCRIPTION:** Enhancement of vegetation along creek and wetlands. Restoration of floodplain function in streamside areas.

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## BOND CAPITAL PROJECTS FUND

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**ITEM 12:**            **N. Johnson Greenway**

**BUDGET:**            \$262,760

**DESCRIPTION:**    Enhancement of vegetation and removal of non-native plants.

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**ITEM 13:**            **Commonwealth Lake**

**BUDGET:**            \$63,062

**DESCRIPTION:**    Enhancement of vegetation and removal of non-native plants.

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**ITEM 14:**            **155th Wetlands**

**BUDGET:**            \$18,712

**DESCRIPTION:**    Enhancement of vegetation and removal of non-native plants.

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**ITEM 15:**            **Whispering Woods II**

**BUDGET:**            \$105,105

**DESCRIPTION:**    Enhancement of vegetation and removal of non-native plants.

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**ITEM 16:**            **Fanno Creek Greenway**

**BUDGET:**            \$84,084

**DESCRIPTION:**    Restoration of floodplain and wetland habitat.

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**ITEM 17:**            **HMT north woods and stream**

**BUDGET:**            \$40,052

**DESCRIPTION:**    Enhancement of vegetation and removal of non-native plants adjacent to soccer fields.

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**ITEM 18:**            **Cedar Mill Creek Greenway**

**BUDGET:**            \$21,906

**DESCRIPTION:**    Enhancement of vegetation and removal non-native plants in the stream corridor.

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## BOND CAPITAL PROJECTS FUND

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**ITEM 19:           Fir Grove Park**

**BUDGET:**       \$11,594

**DESCRIPTION:**   Improvement of habitat, user experience, and safety.

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**ITEM 20:           HL Cain Wetlands**

**BUDGET:**       \$15,395

**DESCRIPTION:**   Improvement of frog habitat.

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**ITEM 21:           Bronson Creek Park**

**BUDGET:**       \$24,872

**DESCRIPTION:**   Enhancement of vegetation and removal non-native plants in the stream corridor.

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**ITEM 22:           Center Street Wetlands Area**

**BUDGET:**       \$19,278

**DESCRIPTION:**   Improvement of habitat in central city natural area.

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**ITEM 23:           Tallac Terrace Park**

**BUDGET:**       \$10,511

**DESCRIPTION:**   Improvement of habitat in neighborhood park site.

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**ITEM 24:           Forest Hills Park**

**BUDGET:**       \$9,226

**DESCRIPTION:**   Improvement of habitat in neighborhood park site.

---

**ITEM 25:           Arborist/Tree Management**

**BUDGET:**       \$236,194

**DESCRIPTION:**   Promotion of forest health through removal of non-native trees. Improvement of safety by modifying hazard trees into wildlife trees.

---

## BOND CAPITAL PROJECTS FUND

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**ITEM 26:**            **North Bethany Greenway**

**BUDGET:**            \$22,022

**DESCRIPTION:**    Improvement of natural area between Rock Creek Trail and Springville Rd.

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**ITEM 27:**            **Willow Creek Greenway II**

**BUDGET:**            \$17,346

**DESCRIPTION:**    Enhancement of vegetation and removal of non-native plants in the eastern stream corridor.

---

**ITEM 28:**            **Westside Trail 18**

**BUDGET:**            \$26,276

**DESCRIPTION:**    Removal of old trail segments and restoration of corridor habitat.

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**ITEM 29:**            **Westside Trail - Burntwood area**

**BUDGET:**            \$7,117

**DESCRIPTION:**    Enhancement of vegetation and removal of non-native plants.

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**ITEM 30:**            **Waterhouse Trail**

**BUDGET:**            Enhancement of vegetation and removal of non-native plants.

**DESCRIPTION:**    Enhancement of vegetation and removal of non-native plants in the eastern stream corridor.

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### **Natural Area Preservation - Land Acquisition**

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**ITEM 31:**            **Natural Area Acquisitions**

**BUDGET:**            \$83,891

**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.

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## BOND CAPITAL PROJECTS FUND

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### New Linear Park And Trail Development

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**ITEM 32:**           **Miscellaneous Natural Trails**

**BUDGET:**           \$78,606

**DESCRIPTION:**    Development of various soft surface trails throughout THPRD.

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### New Linear Park And Trail Land Acquisition

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**ITEM 33:**           **New Linear Park and Trail Acquisitions**

**BUDGET:**           \$1,198

**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.

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### Multifield/Multipurpose Athletic Field Development

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**ITEM 34:**           **New Field in NW Quadrant**

**BUDGET:**           \$522,148

**DESCRIPTION:**    Development of one grass athletic field in the northwest quadrant.

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**ITEM 35:**           **New Field in SW Quadrant**

**BUDGET:**           \$568,891

**DESCRIPTION:**    Development of one multipurpose sports court at Mountain View Champions Park.

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### Undesignated Funds

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**ITEM 36:**           **Undesignated Funds**

**BUDGET:**           \$1,393,042

**DESCRIPTION:**    Capital to fund projects to be determined at a later time.

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## **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**

## THPRD HISTORY AND BACKGROUND

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

THPRD is governed by an elected five-member board of directors and is managed by professional staff. Since its inception, general 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.

	<b><u>2000</u></b>	<b><u>2010</u></b>
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%

<b>Diversity of THPRD as of the 2010 Census</b>		
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 2018/19 fiscal year were:

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Nike, Inc.	\$ 827,364,920	1	3.21%
Nike IHM	190,649,200	2	0.74%
Comcast Corporation	155,657,600	3	0.60%
Portland General Electric	141,884,143	4	0.55%
Northwest Natural Gas Co.	133,187,000	5	0.52%
Maxim Integrated Products, Inc.	110,401,140	6	0.43%
Beaverton LLC	98,069,390	7	0.38%
Harsch Investment Corporation	80,170,634	8	0.31%
Portland II LLC	67,306,110	9	0.26%
LaSalle Owner LLC	62,147,700	10	0.24%
All Other Taxpayers	23,917,361,751		92.76%
<b>Totals</b>	<b>\$25,784,199,588</b>		<b>100.00%</b>

Source: Washington County, Department of Assessment & Taxation  
(Ranking based on levied tax amount)

Information for Washington County as of the 2018/19 Fiscal Year:

### Washington County

Fiscal Year	THPRD Population (estimated)	County Population (estimated) <sup>a)</sup>	Personal Income (amounts expressed in thousands) <sup>b)</sup>	Per Capita Personal Income <sup>b)</sup>	Unemployment Rate <sup>c)</sup>	School Enrollment <sup>d)</sup>
2010	231,925	531,638	\$22,063,030	\$41,500	9.0%	38,090
2011	226,764	540,967	\$24,026,099	\$44,414	7.7%	38,814
2012	229,486	548,524	\$25,788,385	\$47,008	7.1%	39,054
2013	232,239	555,264	\$25,969,097	\$46,757	6.3%	39,427
2014	235,026	562,316	\$28,446,967	\$50,569	5.6%	39,509
2015	237,847	572,664	\$30,877,272	\$53,899	4.7%	39,910
2016	240,701	584,910	\$32,175,890	\$55,017	4.1%	40,725
2017	243,589	591,336	\$34,161,728	\$57,787	3.5%	40,912
2018	246,512	596,904	\$36,442,209	\$60,971	3.4%	41,016
2019	249,470	601,592	n/a	n/a	3.1%	41,101

Source: <sup>a)</sup> US Census Bureau

<sup>b)</sup> US Dept. of Commerce, Bureau of Economic Analysis

<sup>c)</sup> US Dept. of Labor, Metropolitan District

<sup>d)</sup> Beaverton School District

## THPRD HISTORY AND BACKGROUND (continued)

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A comparative cost of General Fund services per capita as of FY 2009 and FY 2019:

	<b>FY 2008/09</b>	<b>FY 2018/19</b>	<b>% change</b>
	<b>Actual</b>	<b>Actual</b>	
Population	228,025	249,470 <sup>1)</sup>	10.72%
Cost Per Capita:			
Personnel Services	\$ 95.47	\$126.98	33.01%
Materials & Services	30.72	33.79	9.99%
Capital Outlay	9.75	32.99	238.36%
Debt Service	3.15	3.53	12.06%
Total cost per capita	\$139.09	\$197.29	41.84%

<sup>1)</sup> Estimated – based on Medium Growth Population Forecast (1.2%)

Source: Portland State University Center for Population Research and Census

## COMPREHENSIVE PLAN SUMMARY

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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 Five-Year Fiscal Projection FY 2019/20 through FY 2024/25

	Current Budget 2019/20	Adopted Budget 2020/21	Projected 2021/22	Projected 2022/23	Projected 2023/24	Projected 2024/25
Cash on Hand	\$ 6,500,000	\$ 5,200,000	\$ 5,000,000	\$ 5,100,000	\$ 5,200,000	\$ 5,250,000
Beginning Replacement Reserve	3,400,000	2,000,000	1,500,000	1,000,000	1,000,000	1,000,000
Program & Facility Fees <sup>1</sup>	13,591,406	13,979,922	14,399,320	14,831,300	15,276,239	15,734,525
Other Resources <sup>2</sup>	13,032,394	4,525,883	1,698,316	1,774,741	1,854,604	1,938,061
Carryover Projects	6,428,700	2,816,471	-	-	-	-
Property Taxes <sup>3</sup>	33,447,201	34,914,382	36,485,529	38,127,377	39,843,109	41,636,050
<b>Total Resources</b>	<b>\$ 76,399,701</b>	<b>\$ 63,436,658</b>	<b>\$ 59,083,165</b>	<b>\$ 60,833,418</b>	<b>\$ 63,173,952</b>	<b>\$ 65,558,636</b>
Personnel Services <sup>4</sup>	\$ 40,918,749	\$ 40,652,887	\$ 42,099,767	\$ 43,611,756	\$ 45,191,786	\$ 46,842,916
Materials & Services <sup>5</sup>	10,408,612	9,921,490	10,219,135	10,525,709	10,841,480	11,166,724
Capital Outlay	20,507,815	7,855,993	1,858,555	1,789,744	2,139,477	2,537,186
Debt Service - COP and TAN	1,446,525	1,006,288	1,105,709	1,106,209	1,101,209	1,111,810
Transfers to Other Funds	2,518,000	-	-	-	-	-
Contingency	600,000	2,500,000	2,800,000	2,800,000	2,900,000	2,900,000
Ending Replacement Reserve	-	1,500,000	1,000,000	1,000,000	1,000,000	1,000,000
<b>Total Expenditures</b>	<b>\$ 76,399,701</b>	<b>\$ 63,436,658</b>	<b>\$ 59,083,165</b>	<b>\$ 60,833,418</b>	<b>\$ 63,173,952</b>	<b>\$ 65,558,636</b>
<b>Revenue Assumptions</b>						
	<u>2020/21</u>		<u>2021/22</u>		<u>2022/25</u>	
<sup>1</sup> Program Fee & Facility Annual Increase	Actual Estimate		3.00%		3.00%	
<sup>2</sup> Other Resources	Actual Estimate		3.00%		3.00%	
<sup>3</sup> Property Tax Annual Increase (Based on Permanent Rate only)	Actual Estimate		4.50%		4.50%	
<b>Expenditure Assumptions</b>						
<sup>4</sup> Personal Services	Actual Estimate		4.50%		4.50%	
<sup>5</sup> Materials & Services	Actual Estimate		3.00%		3.00%	

## **POLICIES AND PROCEDURES**

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### **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)

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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:**

Supervisor and department heads have the primary responsibility for implementing the safety and health program. Their efforts will directly affect the success of the program. The supervisor/department head will be held accountable for performing specific loss-prevention activities.

Specifically, the supervisor shall:

- < Set the model example for safe work procedures, practices and behavior.
- < Maintain a safe work environment. Enforce safe work procedures and the use of safe equipment and material.
- < Enforce all established company policies, procedures and safety rules. 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)

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### **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)

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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.*

## POLICIES AND PROCEDURES (continued)

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### 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 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.*

## POLICIES AND PROCEDURES (continued)

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### 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.*

## SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Budget	Proposed	Adopted
Program	2017/18	2018/19	2019/20	2020/21	2020/21
<b>BOARD OF DIRECTORS</b>	-	-	-	-	-
<b>ADMINISTRATION</b>					
Office of the General Manager	3.00	3.00	3.00	3.00	3.00
Communications	7.56	7.87	8.10	8.15	8.15
Community Partnerships	1.00	1.00	1.00	1.00	1.00
Security Operations	4.41	4.80	5.01	5.01	5.01
<b>TOTAL ADMINISTRATION</b>	<b>15.97</b>	<b>16.67</b>	<b>17.11</b>	<b>17.16</b>	<b>17.16</b>
<b>BUSINESS &amp; FACILITIES</b>					
Office of the Director	3.00	3.00	3.00	3.00	3.00
Finance Services	7.04	7.04	10.00	10.00	10.00
Risk & Contract Management	2.10	2.23	3.23	3.23	3.23
Information Services	6.00	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	4.52	4.52	4.52
<b>Maintenance Operations</b>					
Maintenance Operations Manager	7.39	7.44	5.37	4.70	4.70
Building & Pool Maintenance	48.06	27.13	24.82	23.24	23.24
Fleet Maintenance	5.73	5.73	5.73	5.73	5.73
Athletic Facilities Maintenance	26.69	-	-	-	-
Park Maintenance	46.52	-	-	-	-
Parks & Athletic Facilities Maintenance-North	-	34.88	35.78	35.65	35.65
Parks & Athletic Facilities Maintenance-South	-	31.08	31.08	27.77	27.77
<b>Total Maintenance Operations</b>	<b>134.39</b>	<b>106.26</b>	<b>102.78</b>	<b>97.09</b>	<b>97.09</b>
Planning	4.08	4.00	4.00	4.00	4.00
Design & Development	6.18	7.18	7.37	7.38	7.38
<b>TOTAL BUSINESS &amp; FACILITIES</b>	<b>168.79</b>	<b>141.71</b>	<b>142.90</b>	<b>137.22</b>	<b>137.22</b>

## SUMMARY OF STAFFING BY PROGRAM

<b>DIVISION</b>					
Department Program	Actual 2017/18	Actual 2018/19	Budget 2019/20	Proposed 2020/21	Adopted 2020/21
<b>PARK &amp; RECREATION SERVICES</b>					
Office of the Director	2.58	2.58	3.03	2.60	2.60
<b>Aquatics</b>					
Manager of Aquatics	1.01	1.00	1.00	1.00	1.00
Aloha Swim Center	15.21	14.85	15.19	14.40	14.40
Tualatin Hills Aquatic Center	17.69	17.45	17.27	16.96	16.96
Beaverton Swim Center	12.27	13.94	16.39	15.65	15.65
Harman Swim Center	13.37	13.96	13.43	13.26	13.26
Sunset Swim Center	11.88	12.74	12.48	12.49	12.49
Raleigh Swim Center	2.10	1.88	1.86	1.92	1.92
Somerset West Swim Center	2.55	2.31	2.31	0.36	0.36
<b>Total Aquatics</b>	<b>76.08</b>	<b>78.13</b>	<b>79.93</b>	<b>76.04</b>	<b>76.04</b>
<b>Sports</b>					
Manager of Sports	1.00	1.00	1.00	1.57	2.57
Tualatin Hills Athletic Center	36.46	41.49	42.62	41.32	40.32
Babette Horenstein Tennis Center	13.60	16.28	16.34	15.46	15.46
Camp Rivendale	3.71	3.58	3.61	3.26	3.26
<b>Total Sports</b>	<b>54.77</b>	<b>62.35</b>	<b>63.57</b>	<b>61.61</b>	<b>61.61</b>
<b>Recreation</b>					
Manager of Recreation	1.00	1.00	6.70	4.13	5.13
Cedar Hills Recreation Center	34.69	43.69	43.54	43.26	43.26
Conestoga Rec. & Aquatic Center	53.34	57.17	58.52	55.77	55.77
Garden Home Recreation Center	22.18	27.94	27.81	32.74	32.74
Elsie Stuhr Center	11.37	14.25	14.30	13.73	12.73
<b>Total Recreation</b>	<b>122.58</b>	<b>144.05</b>	<b>150.87</b>	<b>149.63</b>	<b>149.63</b>
<b>Community Programs</b>					
Manager of Community Programs	5.32	4.16	6.80	8.78	8.78
<b>Total Community Programs</b>	<b>5.32</b>	<b>4.16</b>	<b>6.80</b>	<b>8.78</b>	<b>8.78</b>
<b>Nature &amp; Trails</b>					
Nature & Trails	12.02	17.84	16.17	15.52	15.52
Nature Education Programs	16.50	20.11	21.98	21.79	21.79
<b>Total Natural &amp; Trails</b>	<b>28.52</b>	<b>37.95</b>	<b>38.15</b>	<b>37.31</b>	<b>37.31</b>
<b>TOTAL PARK &amp; RECREATION SERVICES</b>	<b>289.85</b>	<b>329.22</b>	<b>342.35</b>	<b>335.97</b>	<b>335.97</b>
<b>TOTAL ALL DIVISIONS</b>	<b>474.61</b>	<b>487.60</b>	<b>502.36</b>	<b>490.35</b>	<b>490.35</b>

**Note:** Departmental reorganizations have occurred during this time period.

## GLOSSARY

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### **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.

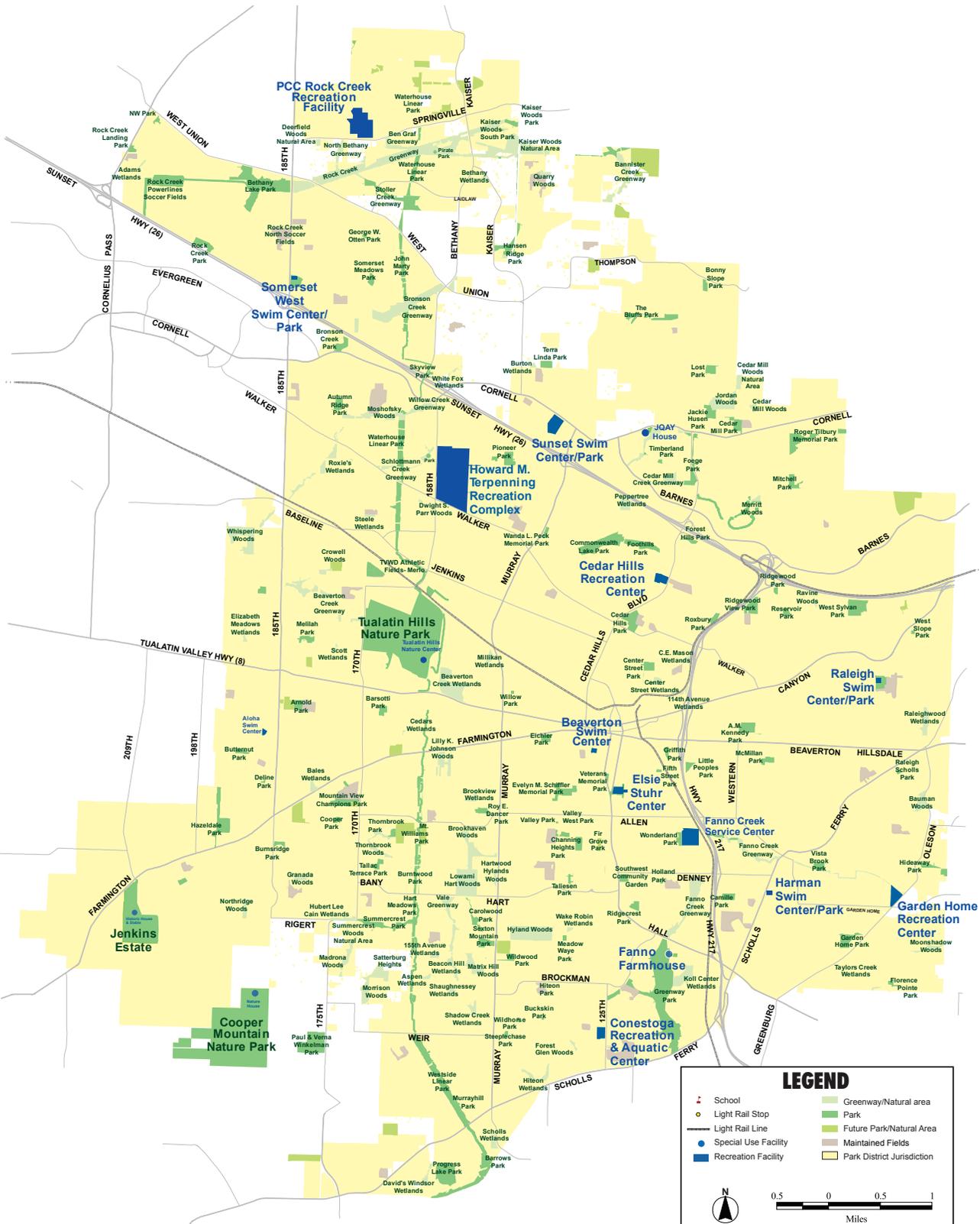
**Unappropriated Fund Balance**

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





**THPRD**