

TUALATIN HILLS PARK & RECREATION DISTRICT BEAVERTON, OREGON

**APPROVED BUDGET
FISCAL YEAR
2015/16**



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PARK & RECREATION DISTRICT**

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PARK & RECREATION DISTRICT**

BEAVERTON, OREGON

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

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Tualatin Hills Park & Recreation District, Oregon** for its annual budget for the fiscal year beginning July 1, 2014. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Tualatin Hills Park & Recreation District
Oregon**

For the Fiscal Year Beginning

July 1, 2014

A handwritten signature in black ink, appearing to read 'Jeffrey R. Enos'.

Executive Director

INTRODUCTION

Budget Committee Information

Meeting Agenda

Message to the Budget Committee

Minutes of the May 18, 2015 Budget Committee Meeting





TUALATIN HILLS PARK & RECREATION DISTRICT

2015/16 BUDGET COMMITTEE

Board of Directors

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

Citizen Members

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

DISTRICT STAFF

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





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

**Board of Directors Regular Meeting
June 22, 2015
6:00 pm Executive Session; 7:00 pm Regular Meeting
HMT Recreation Complex, Peg Ogilbee Dryland Meeting Room
15707 SW Walker Road, Beaverton**

AGENDA

1. Executive Session*
 - A. Land
2. Call Regular Meeting to Order
3. Action Resulting from Executive Session
4. Election of Officers for Fiscal Year 2015/16
 - A. Recognition of Outgoing Board Member
5. Budget Hearing: Resolution Adopting the Fiscal Year 2015/16 Budget, Levying Taxes, and Making Appropriations
 - A. Open Hearing
 - B. Staff Report
 - C. Public Comment**
 - D. Board Discussion
 - E. Close Hearing
 - F. Board Action
6. Audience Time**
7. Board Time
8. Consent Agenda***
 - A. Approve: Minutes of June 8, 2015 Regular Board Meeting
 - B. Approve: Monthly Bills
 - C. Approve: Resolution Authorizing Issuance of Tax and Revenue Anticipation Notes for FY 2015/16
 - D. Award: ADA Accessibility Audit and Transition Plan Contract
9. Unfinished Business
 - A. Approve: Advisory Committee Structure Recommendation
10. Adjourn

Executive Session:** Executive Sessions are permitted under the authority of ORS 192.660. Copies of the statute are available at the offices of Tualatin Hills Park & Recreation District. *Public Comment/Audience Time:** If you wish to be heard on an item not on the agenda, or a Consent Agenda item, you may be heard under Audience Time with a 3-minute time limit. If you wish to speak on an agenda item, also with a 3-minute time limit, please wait until it is before the Board. Note: Agenda items may not be considered in the order listed. *****Consent Agenda:** If you wish to speak on an agenda item on the Consent Agenda, you may be heard under Audience Time. Consent Agenda items will be approved without discussion unless there is a request to discuss a particular Consent Agenda item. The issue separately discussed will be voted on separately. In compliance with the Americans with Disabilities Act (ADA), this material, in an alternate format, or special accommodations for the meeting, will be made available by calling 503-645-6433 at least 48 hours prior to the meeting.





MEMO

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

I am pleased to present the Proposed Budget Fiscal Year 2015/16 for the Tualatin Hills Park & Recreation District. This budget represents a financial operating plan for the park district to carry out its mission during the 2015/16 fiscal year.

Mission and Goals

The park district mission statement remains the same: "The mission of the Tualatin Hills Park & Recreation District is to provide natural areas, high quality park and recreational facilities, services and programs that meet the needs of the diverse communities it serves." The strategic direction of the park district is guided by the long-term goals established in the 2013 Comprehensive Plan Update. These goals are:

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

Planning Process

Goal Outcomes and Business Plans

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

Staff took the goal outcome measures approved for 2015/16 and developed business plans designed to achieve the goal outcomes. Each business plan was assessed based on its return on investment (ROI), the measurable outcome generated for the funding investment required. The plans with a reasonable ROI, and that most directly addressed the desired goal outcomes were approved for inclusion in the proposed budget.

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

Comprehensive Plan

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

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

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

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

Key Themes for the FY 2015/16 Budget

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

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

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

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

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

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

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

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

Budget Process

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

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

The Budget Committee Work Session is intended to provide the budget committee an opportunity for in-depth review and discussion of the Proposed Budget Fiscal Year 2015/16, and to provide an opportunity for public comment. While the proposed budget presented for the work session is the final budget proposed by staff, the budget committee has the full ability to make modifications to the budget before recommending approval. The budget committee will also have the opportunity at the work session to request additional information from staff to be provided at the final budget committee meeting in May.

At the final Budget Committee Meeting on May 18, 2015, the budget committee will be asked to approve the park district's 2015/16 fiscal year budget, subject to any adjustments made by the committee. The final step in the budget process, as always, is the Budget Hearing and adoption by the board of directors, scheduled for June 22, 2015. Once again, an opportunity for public comment will be provided at both the budget committee meeting and the budget hearing.

General Fund Resources and Appropriations

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

General Fund Resources

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

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

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

In FY 2014/15, local government agencies combined tax rates did not exceed the Measure 5 limit of \$10 per thousand in most of the park district. There were some areas within the park district, however, where the combined tax rate did exceed the Measure 5 limit. Within these areas, where an individual property's assessed value was close to or equal to the Measure 5 value, the taxes received were reduced due to Measure 5 compression. The park district's property tax revenue losses in FY 2014/15, due to Measure 5 compression, were insignificant. It is anticipated in FY 2015/16 that if the combined rates again exceed \$10 per thousand that tax reductions to the district due to Measure 5 compression will again be insignificant. Please refer to the table, Measure 5 Impact on Washington County Taxing Agencies (included in your budget document on page RE-3).

The estimates for program fee revenue in the proposed budget are based on a detail review of class offerings and program revenue trends. We did experience slight declines in program participation in 2011 and 2012 as we completed the phase-in of fee increases approved in 2007, but participation rates have recovered and have been slowly but steadily increasing in the years since. Due to the fee increases, program revenue has shown steady growth since 2007 and this is expected to continue. In developing the FY 2015/16 proposed budget, staff also carefully reviewed program revenue calculations to ensure that budget revenues are realistic in light of current participation levels. Staff will provide a detailed overview on the program and participation trends at the Budget Committee Work Session.

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

General Fund Appropriations

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

The General Fund Capital Outlay appropriations of \$6,873,151 comprise 14% of the proposed General Fund budget. Capital Outlay for information technology is included in the Information Services

Department, and Capital Outlay for maintenance equipment is included in the Maintenance Operations Department. The balance of the Capital Outlay, \$6,444,551, is included in the Capital Outlay Division which is divided into the following seven categories: (1) carry over projects, (2) athletic facility, (3) building, (4) energy savings performance contract, (5) park and trail, (6) facility Challenge Grants, and (7) Americans with Disabilities Act. In accordance with the budget priority to maintain existing facilities and avoid deferring replacements, a maintenance replacement schedule has been developed and the General Fund Capital Outlay has been prioritized toward these replacements. In those Capital Outlay categories that include maintenance replacements, the program funding has been further broken down between replacements and improvements. Please refer to the Capital Outlay section of your budget for details.

Comparison of Proposed General Fund Budget to Prior Projections

To put the proposed General Fund budget in perspective, it may be helpful to compare it to prior projections of FY 2015/16 General Fund resources and appropriations (a summary follows on page 17).

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

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

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

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

Combined Personnel Services

The FY 2015/16 proposed budget reflects a 1.9% overall increase in Personnel Services costs. Included in the increase is a 2.45% cost-of-living adjustment and merit increases for represented full-time and regular part-time employees based on the park district's current collective bargaining agreement, which expires June 30, 2016. The budget also reflects anticipated increases in health insurance cost of 9.24%, and no increase for dental insurance cost. The overall increase in personnel services cost resulting from the cost-of-living and merit increases is 1.5%, and the overall increase resulting from health and dental insurance cost increases is 1.2%. Retirement plan costs are projected to decrease based on the strong earnings on retirement plan assets and the migration toward Tier II participation, and the overall decrease resulting from reductions in retirement plan costs is 0.4%. Payroll taxes have also decreased due to reductions in unemployment insurance rates and the overall decrease resulting from payroll taxes is 0.2%.

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

System Development Charge Fund

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

- To provide \$4.5 million of new funds for land acquisition, and \$2.8 million of development funds for new projects.
- This leaves approximately \$3.3 million available for appropriation to new projects in FY 2015/16 once the receipt of the SDC revenue is assured.

The board of directors programs the use of SDC funds using a five-year SDC Capital Improvement Plan (CIP). The most recent update of this five-year plan, approved by the board of directors in February 2014, created a project list for the SDC fund, with priority projects identified for funding through FY 2017/18. The five-year projection of SDC cash flow is updated periodically, and the most recent version was provided to the budget committee at the February midyear meeting. This five-year projection showed \$11.7 million of uncommitted SDC funds through FY 2018/19.

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

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

Bond Capital Projects Fund

With the approval by district voters of the \$100 million Park Bond Levy request in November 2008, the park district has been actively implementing a capital project program to develop the projects included in the bond measure. The district issued most of the bond authorization in two separate issues. The first issue of \$58.5 million was issued in April 2009, and the second issue of \$40.1 million was issued in September 2011. As we have previously noted to the budget committee, the district was able to issue the bonds at very favorable market rates, resulting in actual bond levy rates well below those estimated in the election materials. The current interest rate environment is now making it possible to refinance the 2009 issue at lower rates resulting in a reduction of debt service cost to district taxpayers of approximately 6%. In conjunction with this refinance, the district will issue the remaining \$1.4 million of authorization under the \$100 million total, although the premium on this issue is expected to increase the proceeds to \$1.75 million.

The FY 2015/16 appropriation is based on available resources in the Bond Fund of \$31 million, which is comprised of \$29 million remaining of all of the bonds issued after accounting for estimated cumulative project expenditures through June 30, 2015, plus additional revenues from interest earnings and the additional bond issue noted above. Bond Fund resources are appropriated to individual projects based on estimates used to create the bond levy package placed before district voters. Where actual project costs on completed projects differ from the project budgets, the park district can reallocate funds to projects

within a project category, and, within certain guidelines, between project categories. At this time, the overall bond capital program costs are in excess of available funds. The budget reflects only available funds and any shortfall will need to be addressed prior to awarding the contract on the final bond projects that are creating the shortfall.

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

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

Other Funds

Debt Service

The Debt Service Fund reflects the revenue and expenditure activity associated with annual debt service on the \$25.9 million of General Obligation Bonds approved by park district voters in 1994, and the \$100 million approved by park district voters in 2008. This debt service is supported by a separate tax levy.

Special Revenue

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

Capital Projects

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

Looking Forward Beyond FY 2015/16

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

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

Acknowledgments

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

The park district's advisory committees (Aquatics, Elsie Stuhr Center, Historic Facilities, Natural Resources, Parks, Recreation, Sports, and Trails), as well as special interest groups and individuals, are also to be commended for their time, expert advice and recommendations.

The board of directors and staff strive to keep the Tualatin Hills Park & Recreation District a major partner in enhancing the livability of our area. Staff looks forward to meeting with you at 6 pm, Monday, April 20, 2015, at your budget committee work session, and sharing with you the Proposed Budget Fiscal Year 2015/16 which has a direct impact on why and how the Tualatin Hills Park & Recreation District enhances the quality of life for the residents we serve.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doug Menke', with a stylized, cursive script.

Doug Menke
General Manager

FY 2015-16 THPRD Goal Outcomes - Final Fiscal

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

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



FY 2015-16 THPRD Goal Outcomes - Final Fiscal

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

FY 2015-16 THPRD Goal Outcomes - Final Fiscal

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



FY 2015-16 THPRD Goal Outcomes - Final Fiscal

Strategic Plan Goal / Objective	Service and Financial Sustainability Analysis Objective	2010-11 (PY Service Level)	2011-12 (PY Service Level)	Final 2012-13 (PY Service Level)	2013-14 Goal Outcome (PY Serv Level)	2014-15 Goal Outcome (Current Serv Level)	Basis of Measurement	2015-16 Goal Proposed Outcome (Target)
Goal 7. Effective Information & Communication								
Primary Measures:								
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	22 - Increase targeted marketing and outreach efforts.	N/A	N/A	N/A	N/A	N/A	Specific Measures to be developed through the Marketing Plan	N/A
		8.75 out of 10	8.75 out of 10	8.75 out of 10	8.75 out of 10	maintain	Population (patron) satisfaction	maintain
Secondary Measures:								
7.B - Regularly communicate with and provide opportunities for the general public to learn about and comment on district activities	22.A - THPRD will increase marketing and promotional opportunities funding.	N/A	N/A	N/A	N/A	N/A	# of contacts with public resulting in usage of recreations/sports programs	increase
	22.B - THPRD will expand the use of email blasts to increase promotion of upcoming opportunities for program registration and special events.	N/A	N/A	N/A	N/A	N/A	# of patron email addresses collected	increase
Goal 8. Environmental and Financial Sustainability								
Primary Measures:								
Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of park district programs and facilities.	19.B - THPRD will pursue alternative funding for efficiency measures to reduce the costs to the taxpayer of operations, maintenance, and safety over the next several years. • Research return on investment (ROI) amortization schedules for investing in and converting to green practices.	56.34	48.55	57.79	54.71	decrease	Water (Gallons) per year per Building & Pool square foot:	decrease
		49,260	57,081	59,500	50,319	decrease	Water (Gallons) per year per developed Acre	decrease
		44,473	61,809	53,526	TBD	N/A	Water (Gallons) per year per developed Acre normalized for ETR	decrease
		47,053	55,400	73,625	60,590	decrease	Water (Gallons) per year per # of athletic fields & courts maintained	decrease
		42,480	59,988	66,232	TBD	N/A	Water (Gallons) per year per # of athletic fields & courts maintained normalized for ETR	decrease
		14,856	14,549	14,408	14,392	decrease	Total annual metric tons of CO2 generated	decrease
		N/A	N/A	N/A	N/A	N/A	Acres of parking surface run off treated on-site	increase
Secondary Measures:								
8.A - Consider the environmental impacts of maintenance and operational activities and standards.	19.B - THPRD will pursue alternative funding for efficiency measures to reduce the costs to the taxpayer of operations, maintenance, and safety over the next several years. • Research return on investment (ROI) amortization schedules for investing in and converting to green practices.	1.14	1.06	0.94	0.91	decrease	Gas (Therms) per year per Building & Pool square foot:	decrease
		13.32	12.73	12.42	12.33	decrease	Electric (kWh) per year per Building & Pool square foot:	decrease
		98.83	99.51	117.48	116.72	decrease	Electric (kWh) per year per developed Acre	decrease
		806.47	751.93	816.76	811.87	decrease	Electric (kWh) per year per # of athletic fields & courts maintained	decrease
8.B - Provide and enhance opportunities for employees to reduce impacts on the natural environment (e.g., through use of alternative forms or transportation or energy use).		84.8%	84.9%	85.2%	91.5%	increase	% Number of irrigation systems automated (of irrigation systems desired to be automated)	increase
							% Number of desired lighted sites automated:	
		61.0%	61.0%	61.0%	61.0%	increase	Athletic Fields (of fields desired to light)	increase
		100.0%	100.0%	100.0%	100.0%	maintain	Parking Lots (of parking lots desired to light)	maintain
		92.0%	92.0%	92.0%	92.0%	increase	Pathways (of pathways desired to light)	increase
N/A	N/A	N/A	N/A	N/A	N/A	Fossil fuel usage / mile travelled	decrease	

Tualatin Hills Park and Recreation District

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

	Proposed Budget 2015/16	Per Feb 2015 Mid-year Projection	Difference	Per April 2014 Worksession Projection	Difference
Cash on Hand	4,270,000	4,200,000	70,000	3,100,000	1,170,000
Program & Facility Fees	10,700,320	10,611,428	88,892	10,625,622	74,698
Other Resources	1,781,808	1,426,458	355,350	1,615,910	165,898
Project Carryovers	3,466,071	-	3,466,071	-	3,466,071
Transfers in	421,057	421,057	-	503,047	(81,990)
Property Taxes	27,445,905	27,445,905	-	27,204,980	240,925
Total Resources	\$ 48,085,161	\$44,104,848	\$3,980,313	\$43,049,559	\$ 5,035,602
Personal Services	28,546,400	28,312,214	234,186	\$28,788,967	(242,567)
Materials & Services	8,555,880	8,299,849	256,031	8,384,388	171,492
Capital Outlay	6,873,151	3,283,055	3,590,096	2,516,473	4,356,678
Debt Service - COP and TAN	959,730	959,730	-	984,731	(25,001)
Contingency	2,300,000	2,600,000	(300,000)	2,375,000	(75,000)
Capital Replacement Reserve	850,000	650,000	200,000	-	850,000
Total Expenditures	\$ 48,085,161	\$44,104,848	\$3,980,313	\$43,049,559	\$ 5,035,602





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

A Tualatin Hills Park & Recreation District Budget Committee Meeting was held at 6:30 pm, Monday, May 18, 2015, at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton.

Present:

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

Absent:

Stephen Pearson	Secretary/Budget Committee Member
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Agenda Item #1 – Call Meeting to Order

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

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

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

Agenda Item #3 – General Budget Information

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

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

- The General Fund Property Tax Levy is based on a permanent tax rate of \$1.3073 per \$1,000 of assessed value. The actual amount received is dependent on the total assessed value as determined by Washington County; staff anticipates a 4% increase over the current year.
- The Bonded Debt Fund Levy is based on the amount needed to satisfy principal and interest payments on THPRD's voter-approved general obligation bonds. Staff determines the amount needed and the tax rate will be dependent on the total assessed value. For FY 2015/16, staff determined the amount to be slightly over \$7 million.

Agenda Item #4 – Review Budget Information & Recommendations

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

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

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

Agenda Item #5 – Public Comment

There was no public comment.

Agenda Item #6 – Budget Committee Discussion

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

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

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

Greg Cody moved that the budget committee establish and approve the General Fund Property Tax Levy at the Permanent Tax Rate of \$1.3073 and establish and approve the Bond Fund Property Tax Levy in the amount of \$7,071,684 for the fiscal year 2015/16. Larry Pelatt seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Adjourn

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

Recording Secretary,
Jessica Collins

Transcribed by,
Marilou Caganap

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

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

BUDGET INFORMATION

Guide to Budget Document

Budget Document Overview

Budget Process

Budget Calendar

Organizational Chart



GUIDE TO BUDGET DOCUMENT

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

BUDGET DOCUMENT SECTIONS

The Park District's budget is divided into sixteen sections:

- **INTRODUCTION** General Manager's message, Budget committee members.
- **BUDGET INFORMATION** Includes the Budget Document overview, which provides detailed information on budget practices, the reporting entity and services. Also included are expenditure and revenue summaries, the budget process, and budget calendar.
- **RESOURCES** Provides a narrative description and summary of all District resources.
- **CAPITAL IMPROVEMENT PLAN** Provides information on the District-wide capital improvements from all funding sources, as well as the unfunded capital projects list.
- **GENERAL FUND** Provides graphs of revenue and expenditures: Includes summary of historical and approved General Fund resources and appropriations.
- **BOARD OF DIRECTORS** Provides narrative overview and summary of historical and proposed expenditures for the Board of Directors' Division.
- **ADMINISTRATION** Provides narrative overview, graph and summary of historical and approved expenditures for the departments within the Administration Division. The departments are General Manager, Communications and Outreach, Security Operations and Community Partnerships. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **BUSINESS & FACILITIES** Provides narrative overview, graphs and summary of historical and approved expenditures for the departments within the Business and Facilities Division. The departments are Office of the Director, Finance, Risk and Contract Management, Human Resources, Information Services, and Maintenance Operations. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures. It also includes Capital Outlay for Information Technology Replacements and Improvements and Maintenance Equipment Replacements, as well as maturity schedule for all debt (Full Faith and Credit Obligations and Financing Agreements) being repaid from the General Fund.
- **PLANNING** Provides narrative overview and summary of historical and approved expenditures for the departments within the Planning Division. The departments are Office of the Director and Planning and Development. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **PARK & RECREATION SERVICES** Provides narrative overview, graphs and summary of historical and approved expenditures for the departments within the Park and Recreational Services Division. The departments are Office of the Director, Aquatics, Sports, Recreation, Programs and Special Activities and Natural Resources and Trails. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **CAPITAL OUTLAY** Provides summary of historical and approved expenditures for General Fund funded Capital Projects. Includes: complete listing and detailed narratives of approved projects for the 2015/16 fiscal year.
- **OTHER FUNDS** Provides narrative overview and summary of historical and approved expenditures of the Special Revenues Fund, funds held for Mitigation Maintenance Reserves and the Capital Project Fund, funds received from the Metro Natural Areas Bond Measure.
- **DEBT SERVICE FUND** Provides detailed information on the Park District's General Obligation debt. Includes: Local Budget Form 35, and maturity schedules for the General Obligation Bonds, Series 2011 and Series 2015.
- **SYSTEM DEVELOPMENT CHARGES FUND** Provides narrative overview, and summary of historical and approved expenditures of System Development Charge Fees collected for new residential and non-residential development. Includes: complete listing and detailed narratives of approved projects for the 2015/16 fiscal year.
- **BOND CAPITAL PROJECTS FUND** Provides narrative overview, and summary of historical and approved

expenditures of the Bond Capital Projects funding approved by voters in November 2008. Includes: complete listing and detailed narratives of approved projects for the 2015/16 fiscal year.

- **SUPPLEMENTAL DATA** Provides information on the Park District's history and general information, along with Park District Policies and Procedures. Includes: Twenty-Year Comprehensive Master Plan Summary, Summary of Staffing by Department, Five-year Financial Projections, and a Glossary.

BUDGET DOCUMENT ORGANIZATION

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

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

BUDGET DOCUMENT OVERVIEW

In compliance with the State of Oregon Local Budget Law, the Tualatin Hills Park & Recreation District approved budget, for the year beginning July 1, 2015 and ending June 30, 2016 is submitted for your adoption. As prepared, proposed and approved by the budget committee, the budget is intended to serve as:

1. A financial plan for the next fiscal year (2015/16), outlining the forecasted expenditure requirements and the approved means for financing these requirements.
2. An operational plan for the use and deployment of personnel, materials and services and other resources during the 2015/16 fiscal year.
3. An operations guide for programs and department goals and objectives.

Budgetary Accounting Basis

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

In accordance with generally accepted accounting principles, all governmental funds are both budgeted and accounted for using the modified accrual basis of accounting with revenues being recorded when measurable and available and expenditures being recorded when the goods or services are received.

Budget Process

The park district budgets all funds that are subject to the requirements of state local budget law. The budgeting process includes: citizen input through various stages of preparation, public Budget Committee meetings, approval of the proposed budget by the Budget Committee, public hearing, and adoption of the approved budget by the Board of Directors.

Balanced Budget

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

Budget Management

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

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

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

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

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

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

Capital Outlay - includes capital outlay costs for general capital replacements and improvements.

Contingency – includes the General Fund contingency appropriation.

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

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

Budget Amendment Procedure

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

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

The Reporting Entity and its Services

The Tualatin Hills Park & Recreation District (THPRD) operates under Oregon Revised Statutes Chapter 266 as a separate municipal corporation and has a Board of Directors comprised of a President and four (4) Directors, two of whom serve as Secretary and Secretary Pro-Tempore. The Board hires a General Manager to manage the day-to-day operations of the Park district. The governing Board appoints members of the community to serve on various committees including the Budget Committee.

- THPRD provides park and recreation services to more than 230,000 residents within 50 square miles of east Washington County, including the City of Beaverton.
- THPRD facilities include five indoor and two outdoor swim centers, a combined recreation/aquatic center, two recreation centers, an athletic center with six indoor multi-purpose athletic courts, a senior center, historic sites (Jenkins Estate, Fanno Farmhouse and the John Quincy Adams Young House), a 220-acre Nature Park and Center, the Cooper Mountain Nature Park and Center, a tennis center with six indoor and eight outdoor courts, and a camp for developmentally disabled youth.
- THPRD maintains, either through direct ownership or joint use agreement (including school sites), 107 baseball/softball fields, 150 soccer/football/lacrosse fields, 3 bocce courts, 5 volleyball courts, 102 outdoor tennis courts, 6 indoor tennis courts, 50 outdoor basketball pads, 3 skate parks, 1 hockey rink, and 8 long/high jump courts.
- THPRD has 288 park and recreation facility sites comprised of approximately 2,350 acres; 1,275 acres of wetland/natural areas and 1,075 acres of developed sites including neighborhood, community and regional parks. THPRD sites include three lakes, 27 miles of stream corridor, and 46 miles of off-street pathways.
- THPRD programs include aquatics instruction, leagues and drop-in programs, youth and adult sports leagues and fitness programs, youth and adult general and specialized recreation programs, youth after-school and day camps, senior fitness and recreation programs, developmentally disabled and special needs recreation programs, and natural resource education programs.

Permanent Rate

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

Debt Administration

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

As of June 30, 2015, the non-general obligation outstanding balances are as follows: the 2006 Full Faith and Credit Advance Refunding Obligation \$595,000, the 2010 Full Faith and Credit Obligation (Series A) \$1,395,000, the 2010 Full Faith and Credit Obligation (Series B&C) \$7,390,000 and the 2013 Financing Agreement \$407,785.

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

All debt issuances were utilized to fund construction of building and purchase of equipment and to purchase land needed to meet the needs of the community.

BUDGET SUMMARY FOR EXPENDITURES:

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

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

SIGNIFICANT CHANGES:

Personnel Services

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

The budget reflects a 2.45% cost-of-living adjustment and merit increases for all represented full-time and regular part-time employees in accordance with the collective bargaining agreement, and funding for non-represented staff increases in accordance with the Board-approved Compensation Policy, the total of which accounts for 1.5% of the overall increase. The budget reflects an estimated health increase of 9.24% and no increase in dental, accounting for 1.2% of the overall increase. Furthermore, retirement benefits decreased by 5.3% due to market stability and reduced positions, resulting in a 0.4% decrease netted against the overall annual increase. Payroll taxes decreased by 6.8% from lower unemployment rates, resulting in a 0.2% decrease netted against the overall annual increase. Finally, the net reduction in positions accounted for a 1.6% decrease against the overall increase. The balance of the increase in overall cost, approximately 1.4%, comes from budgeted increases for part-time personnel.

Materials and Services

The approved budget for Materials and Services has increased 4.5% over FY 2014/15. Factors include an inflationary adjustment of 2.0%, increased maintenance supplies for newly acquired acreage, utility rate increases and costs of program expansion. All approved business plans have been accounted for in the approved budget amounts.

Capital Outlay

General Fund Capital Outlay has been differentiated between maintenance replacement expenditures and new asset expenditures. Within these two categories, the expenditures include funding for: Carry Over Projects,

Athletic Facility, Park, and Building Replacements/Improvements, ADA Improvements, Maintenance Equipment and Computer/Office Equipment. Capital Outlay expenditures have been prioritized to maintenance replacement projects in order to minimize the balance of deferred maintenance replacements. General Fund Capital Outlay has increased by 19.0% from FY 2014/15 due to increased funding from Cash on Hand and Carry Over Projects. In FY 2015/16, capital outlay funds will largely be focused on maintenance replacements, including two large roofing projects as listed in the Capital Outlay section.

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

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

BUDGET SUMMARY FOR RESOURCES:

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

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

Beginning Fund Balances

Cash on hand from all funds for FY 2015/16 consists of \$7,736,071 from the General Fund, \$162,500 from the Maintenance Mitigation Fund, \$250,000 from the Debt Service Fund, \$11,440,748 from the Systems Development Charge Fund, and \$29,140,469 from the Bond Capital Projects Fund. The General Fund balance reflects FY 2014/15 revenues in excess of budget, expenditures less than budget, and projects budgeted, but not completed. The Maintenance Mitigation Fund balance includes funds received from developers for maintenance of existing mitigation sites. The Debt Service Fund balance represents carryforward of taxes levied in previous years plus interest earnings. The System Development Charge Fund balance includes funds accumulated for budgeted current, and future, capital expansion projects. The Bond Capital Project Fund includes available funds to complete the designated list of projects.

Property Taxes - Current Year

Taxes levied against an estimated \$22.1 billion in assessed valuation total \$35,957,505 of which \$7,071,684 is for the General Obligation Debt Service Fund with \$6,718,100 expected to be collected. Of the \$28,885,821 General Fund Levy, the Park district expects to collect 95%, or \$27,441,530. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,375 General Fund and \$28,535 Debt Service Fund.) The PILOT funds result from de-annexed property that had long term debt obligations associated at the time of withdrawal from District boundaries. The PILOT funds will be collected annually until the obligations are paid in full.

The FY 2014/15 taxable assessed property valuation of the park district is \$21,245,116,844 and is estimated to increase by 4.0% in the 2015/16 fiscal year to \$22,095,786,092.

Property Taxes - Prior Year

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

Interest on Investments

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

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

The investable cash balance within the Bond Capital Projects Fund will be invested in the Oregon Local Government Investment Pool, along with allowable securities as approved by the district's Investment Policies. The anticipated revenue will be used strictly for related expenditures of the fund.

Swim Center & Tennis Revenue

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

Recreation and Sports Revenue

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

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

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

Grants and Intergovernmental Revenue

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

Miscellaneous Revenue

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

Rental Revenue

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

Sponsorships/Cellular Lease Revenue

Sponsorships/cellular lease revenue is from corporate advertising, partnerships (including concessions) and 24 cellular telecommunication site leases at 19 sites within the district.

Metro Natural Areas Bond

A 2006 natural areas bond measure provided funds directly to the district, on a reimbursement basis, for land acquisition and projects that protect and improve natural areas, water quality and access to nature. This bond measure funding was fully expended within FY 2012/13.

System Development Charge

System Development Charges are assessed against new construction within the district.

Debt Proceeds

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

Transfers In

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

SUMMARY OF ALL FUNDS
Approved Budget for FY 2015/16

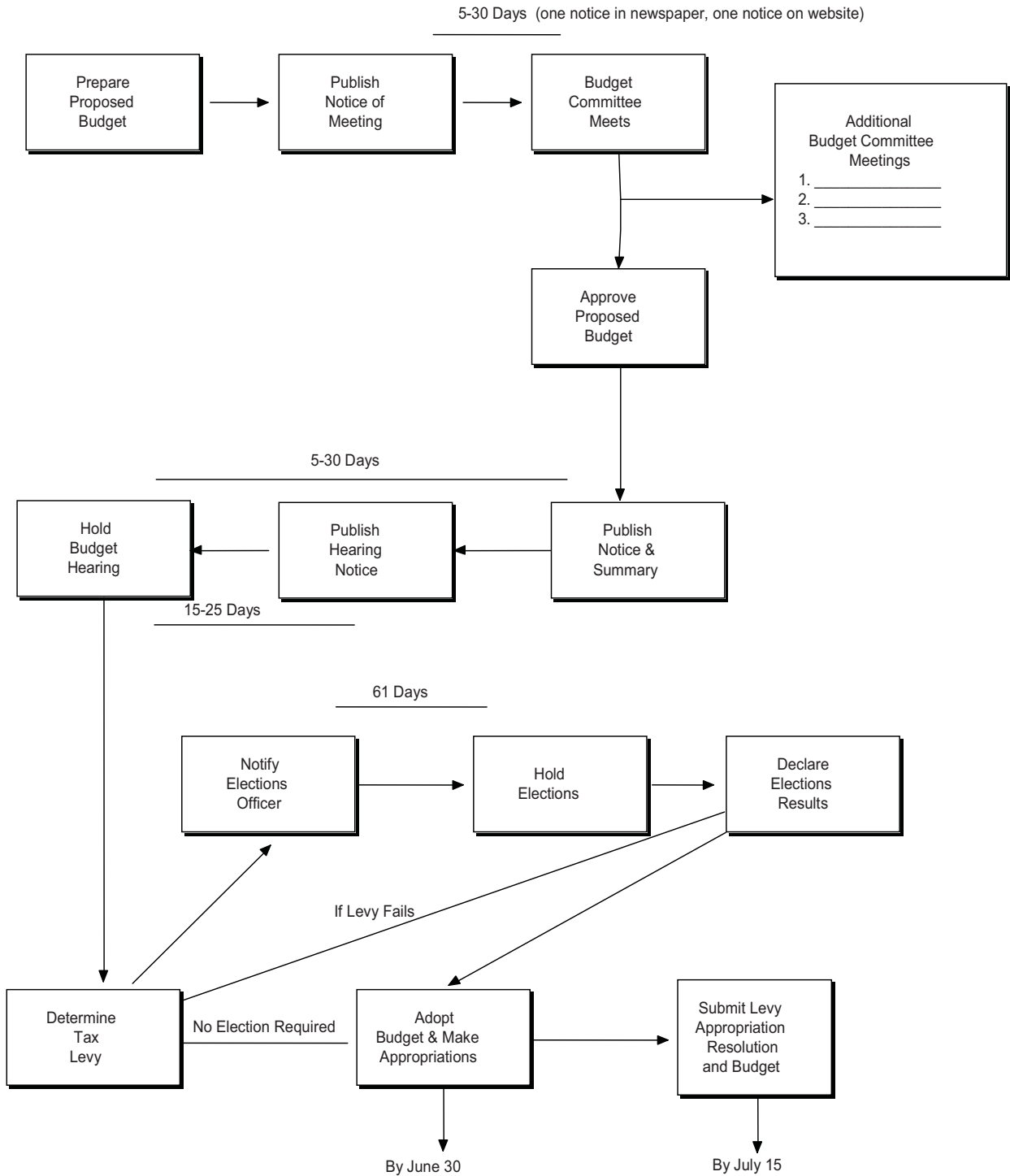
	Governmental Funds					Total All Funds
		Other Funds				
	General Fund	Maintenance Mitigation Fund	Debt Service Fund	System Dev. Charge Fund	Bond Capital Proj. Fund	
RESOURCES						
Beginning Fund Balance	\$ 7,736,071	\$ 162,500	\$ 250,000	\$11,440,748	\$29,140,469	\$ 48,729,788
Revenues						
Property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

Staffing Changes
Full-time and Regular Part-time

The following table summarizes the changes in Full-time and Regular Part-time staffing levels by Division and Program

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

BUDGET PROCESS



**FISCAL YEAR 2015/16
BUDGET CALENDAR**

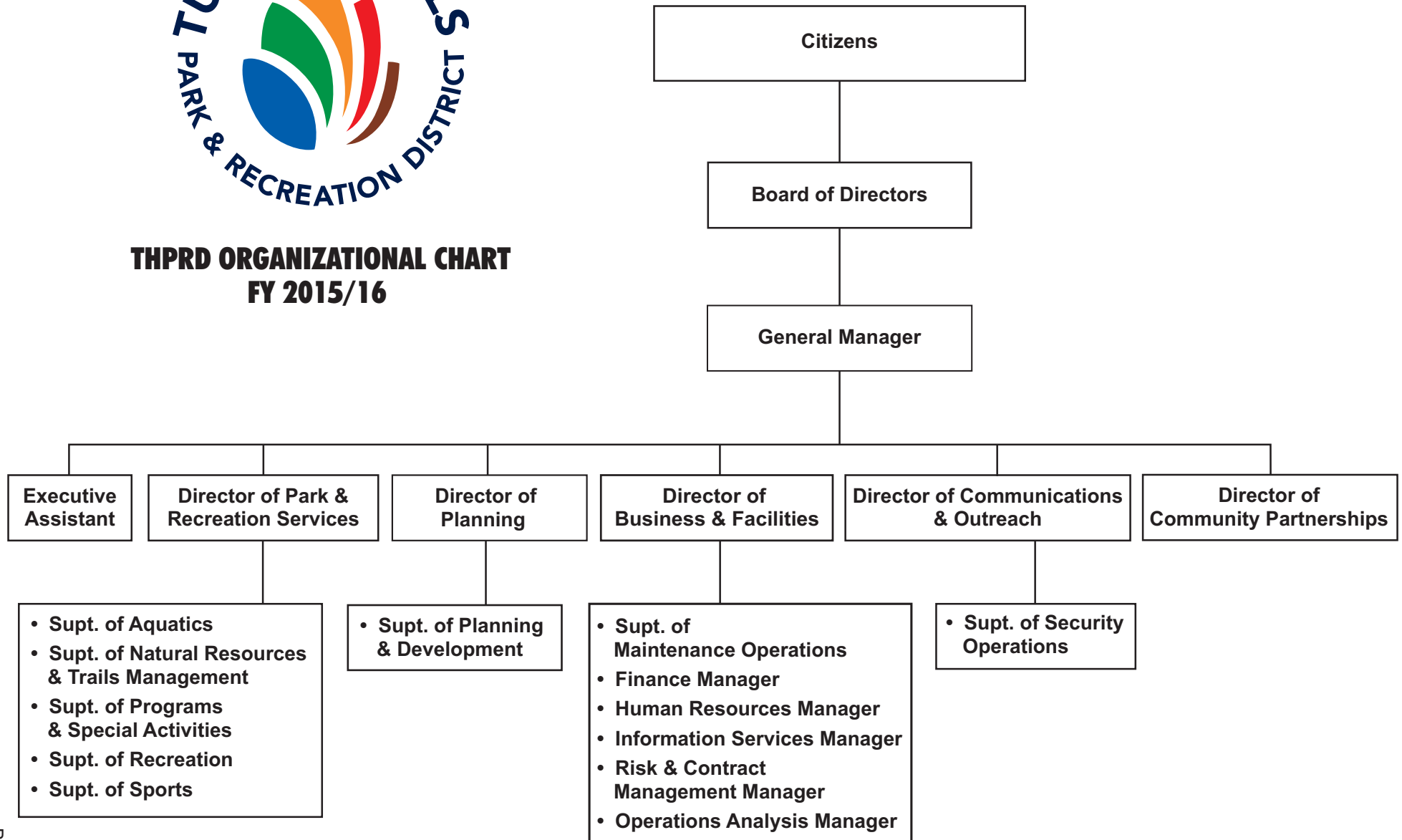
In accordance with District Budget Policy:

2015

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



**THPRD ORGANIZATIONAL CHART
FY 2015/16**





RESOURCES

Analysis of Property Tax Rate and Collections

Analysis of Measure 5 and 50

Revenue Summary



ANALYSIS OF TAX RATE AND COLLECTIONS

FISCAL YEAR 2015/16

ESTIMATED ASSESSED VALUATION

Real and Personal Property Within the Park District

\$ 22,095,786,092

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

% Increase in Estimated Assessed Valuation

4.00%

ESTIMATED TAX LEVY

**Tax Rate per
\$1,000 Valuation**

Amount

General Fund

Permanent Tax Rate for District

1.3073

General Fund Operating Levy:
Estimated Assessed Valuation multiplied by
Permanent Rate

\$ 28,885,821

Bonded Debt Fund

Bonded Debt Levy

7,071,684

Estimated Tax Rate:
Bonded Debt Levy divided by Estimated
Assessed Valuation

0.3200

Estimated Tax Levy Totals

1.63

\$ 35,957,505

ESTIMATED TAX COLLECTIONS

Amount

Based on Estimated Collection Rate: 95.00%

General Fund Current Year Tax Collections
Payment in lieu of Tax Collections

\$ 27,441,530
4,375

Bonded Debt Fund Current Year Tax Collections
Payment in lieu of Tax Collections

6,718,100
28,535

\$ 34,192,540

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

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

PROPERTY TAX MEASURES

PROPERTY TAX

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

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

MEASURE 5

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

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

MEASURE 50

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

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

TUALATIN HILLS PARK & RECREATION DISTRICT

**MEASURE #5
Impact on Washington County Taxing**

FY 2014/15

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

FY 2013/14

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

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5
Impact on Washington County Taxing

FY 2012/13

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

FY 2011/12

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

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5
Impact on Washington County Taxing

FY 2010/11

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.27	-	1.27
Washington County	2.84	0.14	2.98
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.44	1.75
T.V. Fire & Rescue	1.77	0.11	1.88
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.31	0.41
TriMet	-	0.09	0.09
Total Tax Rate	7.61	1.09	8.70
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.14	2.98
T.V. Fire & Rescue	1.77	0.11	1.88
T.H.P.R.D.	1.31	0.44	1.75
City of Beaverton	3.96	0.24	4.20
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.31	0.41
TriMet	-	0.09	0.09
Total Tax Rate	10.05	1.33	11.38

FY 2009/10

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.28	-	1.28
Washington County	2.84	0.15	2.99
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.43	1.74
T.V. Fire & Rescue	1.77	0.12	1.89
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.34	0.44
TriMet	-	0.09	0.09
Total Tax Rate	7.62	1.13	8.75
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.15	2.99
T.V. Fire & Rescue	1.77	0.12	1.89
T.H.P.R.D.	1.31	0.43	1.74
City of Beaverton	3.96	0.24	4.20
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.34	0.44
TriMet	-	0.09	0.09
Total Tax Rate	10.05	1.37	11.42

SUMMARY OF RESOURCES - ALL FUNDS

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

RESOURCES NARRATIVE - ALL FUNDS

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

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

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

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

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

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

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

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

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

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

Recreational Program Revenue	Program	Facility Rental	Total
Garden Home Recreation Center	916,994	82,800	999,794
Cedar Hills Recreation Center	1,619,784	-	1,619,784
Elsie Stuhr Center	550,784	14,400	565,184
Camp Rivendale	100,116	-	100,116
Conestoga - Recreation	1,293,989	52,400	1,346,389
Administration	473,000	-	473,000
	<u>\$ 4,954,667</u>	<u>\$ 149,600</u>	<u>\$ 5,104,267</u>

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

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

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

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

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

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

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

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

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

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

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

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

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

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



CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2015/16

Five Year Capital Funding Sources



CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2015/16

The Capital Funding Sources FY 2015/16 schedule shows the distribution of capital funding for the budget year 2015/16 between the various available sources of funding, including the General Fund, Bond Project Fund, SDC Fund and Grant Funds.

Five-Year Capital Funding Sources

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



Capital Funding Sources FY 2015-16

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

Capital Funding Sources FY 2015-16

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

Capital Funding Sources FY 2015-16

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

Five Year Capital Funding Sources FY 2016-19

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

Five Year Capital Funding Sources FY 2016-19

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

Five Year Capital Funding Sources FY 2016-19

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

Tualatin Hills Park & Recreation District

Capital Improvement Plan

2016 thru 2020

PROJECTS BY FUNDING SOURCE

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



Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Total Project Cost: \$334,800

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

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

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

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

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

Budget Impact/Other
No incremental operating or maintenance costs anticipated for the replacements listed.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Total Project Cost: \$1,503,300

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

Description

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

Justification

Athletic field surface addition to enhance field usability.

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

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

Budget Impact/Other

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Total Project Cost: \$3,620,469

Project # 03 Bldg Rplc
Project Name Building Replacements Total

Description

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

Justification

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

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

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

Budget Impact/Other

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

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

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Total Project Cost: \$15,000

Project # 04 Bldg Impr
Project Name Building Improvements Total

Description

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

Justification

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

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

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

Budget Impact/Other

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Total Project Cost: \$1,227,082

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

Description

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

Justification

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

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

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

Budget Impact/Other

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

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

Total Project Cost: \$401,600

Description

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

Justification

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

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

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

Budget Impact/Other

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Project # 07 Main Eq R
Project Name Maintenance Equipment Replacement

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

Total Project Cost: \$3,200

Description

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

Justification

Maintenance equipment replacements based on need and asset useful life.

Expenditures	2016	2017	2018	2019	2020	Total
Capital Outlay	3,200					3,200
Total	3,200					3,200

Funding Sources	2016	2017	2018	2019	2020	Total
General Fund	3,200					3,200
Total	3,200					3,200

Budget Impact/Other

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$90,000

Project # 08 IT Rplc

Project Name Information Technology Replacement Total

Description

Includes the following projects:

Application software
LAN/WAN equipment
Laptops
PCI credit card reader
Printers
Servers

Justification

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

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

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

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these replacements.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$50,400

Project # 09 IT Imprv

Project Name Information Technology Improvement Total

Description

Includes the following projects:
Disaster recovery backup
Workstations

Justification

Information technology equipment additions to enhance working efficiencies.

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

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

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these improvements.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$147,500

Project # 10 Chall Grt

Project Name Facility Challenge Grants Total

Description

Includes the following projects:
Challenge Grant Competitive Fund (carryover)
Challenge Grants

Justification

District matching funds for Advisory Committee and Friends groups' capital projects.

Expenditures	2016	2017	2018	2019	2020	Total
Capital Outlay	147,500					147,500
Total	147,500					147,500

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

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these Challenge Grant projects.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Total Project Cost: \$44,800

Project # 11 ADA Imp
Project Name ADA Improvements Total

Description

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

Justification

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

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

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

Budget Impact/Other

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$6,960,000

Project # 12 Land Acq

Project Name Land Acquisition Total

Description

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

Justification

Additional SDC land acquisition funds.

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

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

Budget Impact/Other

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Equipment

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$285,000

Project # 13 Fleet

Project Name Fleet & Equipment Replacement Total

Description

Includes the following projects:

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

Justification

Maintenance equipment replacements based on need and asset useful life.

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

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

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these replacements.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$3,310,498

Project # 14 Undesig

Project Name Undesignated Total

Description

Includes the following project:
Undesignated Projects

Justification

Undesignated SDC funds for future project assignment.

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

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

Budget Impact/Other

No specific projects identified at this time.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

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

Total Project Cost: \$5,101,000

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

Justification
<p>SDC funded park equipment, surface and system additions to enhance park usability.</p>

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

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

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,910,666

Project # 16 Ren Neigh

Project Name Renovate And Redevelop Neighborhood Parks Total

Description

Includes the following projects:
Somerset West Park

Justification

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

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

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

Budget Impact/Other

Minimal incremental maintenance costs anticipated for this redeveloped neighborhood park.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$9,440,602

Project # 17 New Comm

Project Name New Community Park Development Total

Description

Includes the following project:
SW Community Park

Justification

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

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

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

Budget Impact/Other

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$7,842,916

Project # 18 Ren Comm

Project Name Renovate And Redevelop Community Parks Total

Description

Includes the following project:
Cedar Hills Park & Athletic Field

Justification

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

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

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

Budget Impact/Other

Minimal incremental maintenance costs anticipated for this redeveloped community park.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Total Project Cost: \$2,745,387

Project #	19 NR Preser
Project Name	Natural Area Preservation Total

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

Justification
<p>2008 Bond approved natural area preservation projects.</p>

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

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

Budget Impact/Other
<p>Minimal incremental maintenance costs anticipated for preservation sites.</p>

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$4,279,479

Project # 20 NR Land A

Project Name Natural Area Preservation - Land Acquisition Total

Description

Includes the following project:
Natural Area Acquisitions

Justification

2008 Bond approved natural area preservation land acquisition projects.

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

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

Budget Impact/Other

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Total Project Cost: \$1,547,785

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

Description

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

Justification

2008 Bond approved trail and linear park projects.

Expenditures	2016	2017	2018	2019	2020	Total
Capital Outlay	794,137	406,121	173,600	173,927		1,547,785
Total	794,137	406,121	173,600	173,927		1,547,785

Funding Sources	2016	2017	2018	2019	2020	Total
Bond Fund	794,137	406,121	173,600	173,927		1,547,785
Total	794,137	406,121	173,600	173,927		1,547,785

Budget Impact/Other

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$8,239

Project # 22 Trl LA

Project Name New Linear Park and Trail Land Acquisition

Description

Includes the following projects:
Linear Park and Trail Land Acquisitions

Justification

2008 Bond approved linear park and trail land acquisitions.

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

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

Budget Impact/Other

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,581,085

Project # 23 Ath Field

Project Name Multi-Field/Multi-Purpose Athletic Field Dev Total

Description

Includes the following projects:

New Field in NW Quadrant

New Field in SW Quadrant

New Field in SE Quadrant

Justification

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

Expenditures	2016	2017	2018	2019	2020	Total
Capital Outlay	231,2 8	686,3 0	3 8,46	304, 68		1, 81,08
Total	231,298	686,350	358,469	304,968		1,581,085

Funding Sources	2016	2017	2018	2019	2020	Total
Bond Fund	231,2 8	686,3 0	3 8,46	304, 68		1, 81,08
Total	231,298	686,350	358,469	304,968		1,581,085

Budget Impact/Other

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

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

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

Total Project Cost: \$1,143,881

Project # 24 Fac Rehab
Project Name Facility Rehabilitation Total

Description

Includes the following projects:
 Structural Upgrades at several facilities

Justification

2008 Bond approved facility rehabilitation projects.

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

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

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these facility upgrades.

Capital Improvement Plan

2016 *thru* 2020

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$418,152

Project # 25 ComCtr LA

Project Name Community Center/Park Land Acquisition Total

Description

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

Justification

2008 Bond approved community center/community park land acquisition project.

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

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

Budget Impact/Other

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



GENERAL FUND

General Fund Summary



GENERAL FUND

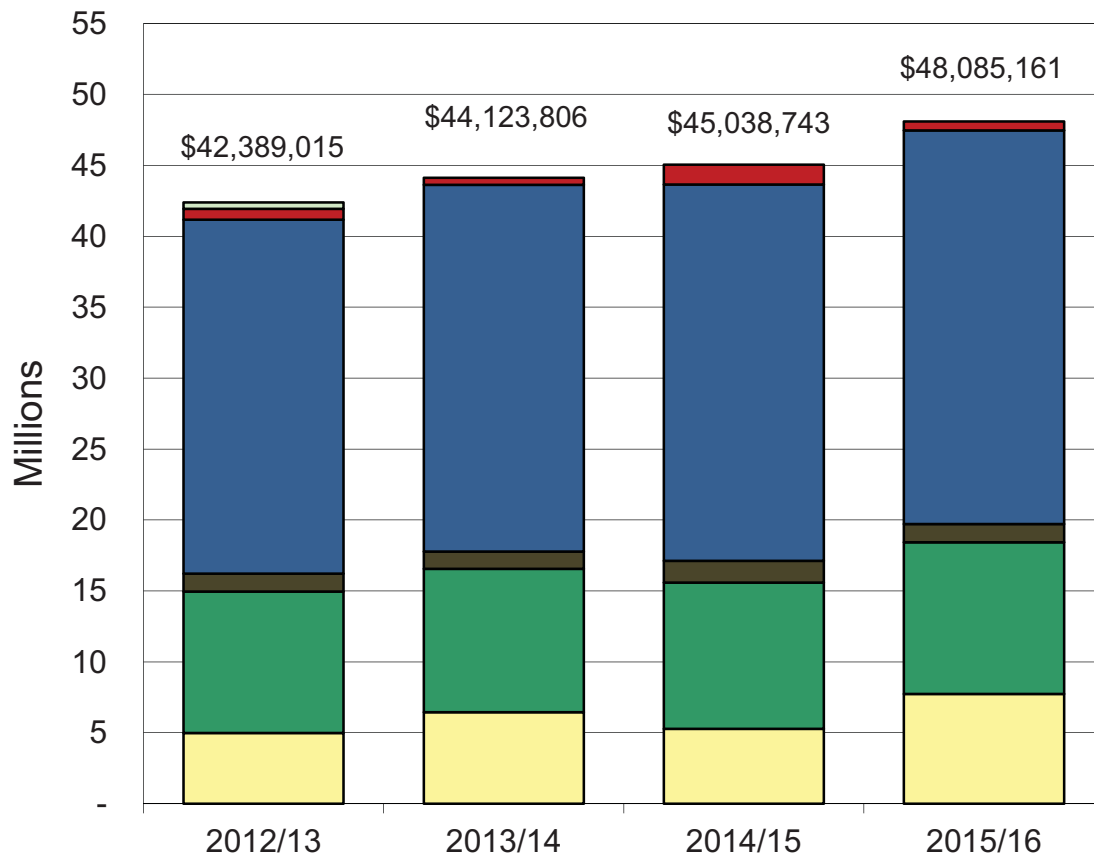
FUND DESCRIPTION

The General Fund accounts for the District's general operations. It is used to account for all transactions not specifically related to the District's other funds.

The General Fund resources have been detailed within the Resources section of this budget document. Major resources are property taxes and user fees.

The expenditures of the General Fund are for program operations and for capital outlay. The main operating Divisions of the General Fund are Board of Directors, Administration, Business and Facilities, Planning and Park and Recreation Services, along with Contingency and Capital Replacement Reserve.

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

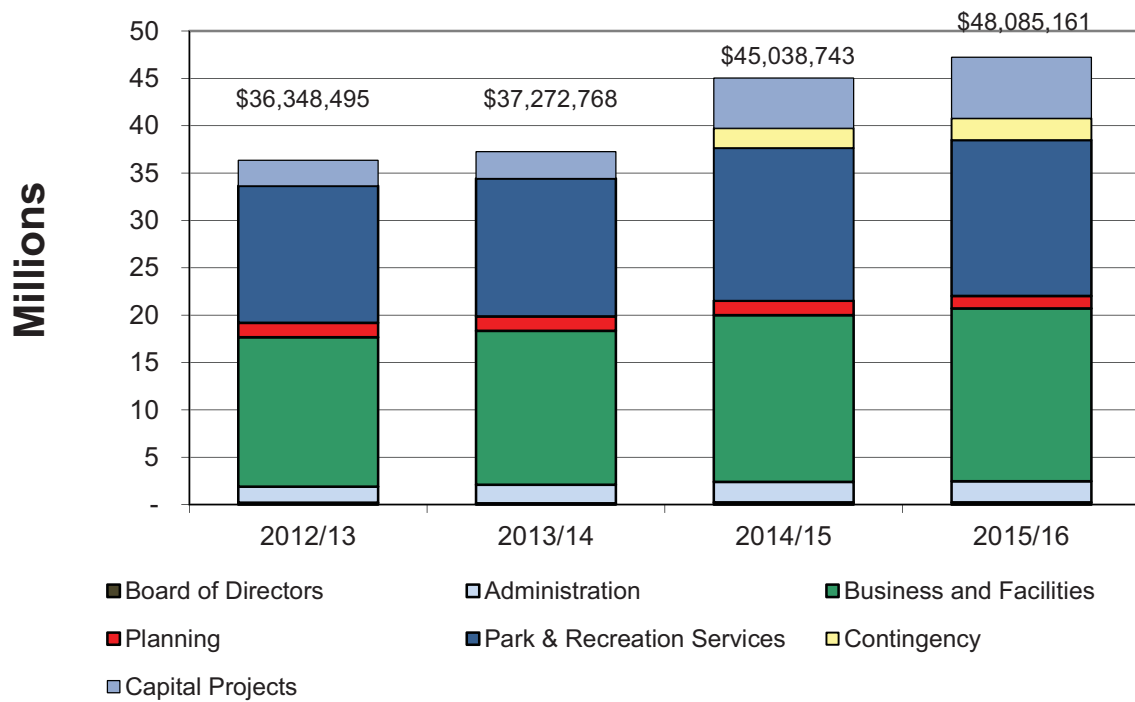


- Carry Forward-Project/Non Project
- Program Fees & Charges
- Other Income
- Taxes
- Grants & Sponsorships
- Debt Proceeds

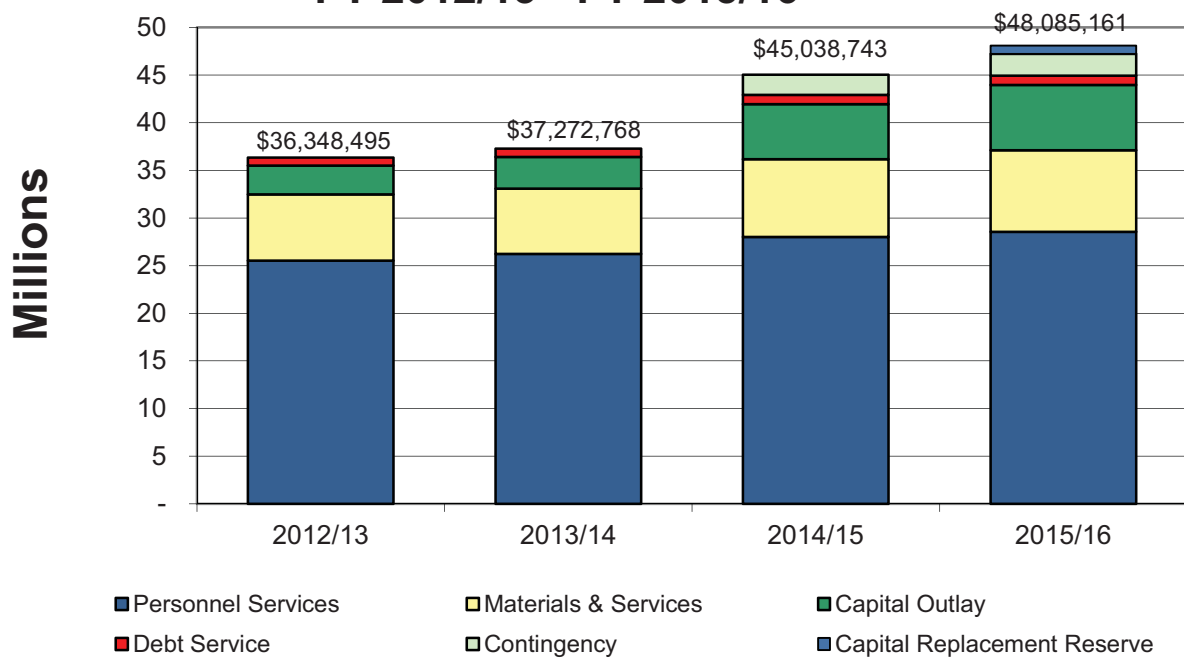
GENERAL FUND RESOURCES
FY 2012/13 - FY 2015/16

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

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



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



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

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

EXPENDITURES BY ACCOUNT

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

Personnel Services - Includes Full time, Part time employees, employee benefits and payroll taxes.

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

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

Debt Service - Includes the annual principal and interest payments due on Certificates of Participation and Full Faith and Credit Obligations and the interest on Tax Anticipation Notes.

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

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



BOARD OF DIRECTORS

John Griffiths
President

Bob Scott
Secretary

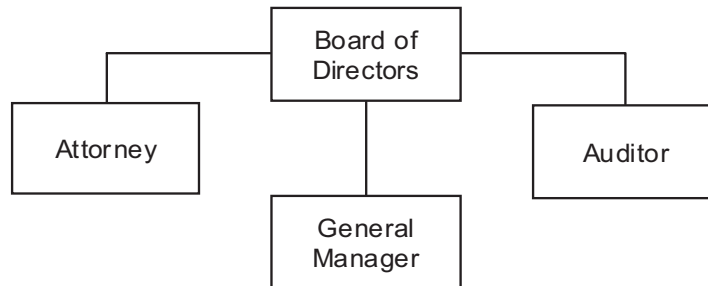
Jerry Jones Jr.
Secretary Pro-Tempore

Joe Blowers
Director

Larry Pelatt
Director



BOARD OF DIRECTORS



Mission

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

Overview

The governing board is composed of five elected members who are responsible for the overall budgetary and policy direction of the park district. The board of directors approves the scope and direction of services to be provided to all citizens and ensures that the needs of the citizens are met, in so far as possible, with available resources.

In addition to setting policy and hiring the general manager, the board appoints advisory committee members, including the budget committee.



Division: Board of Directors

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



Division: Board of Directors
Department: Board of Directors

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





ADMINISTRATION



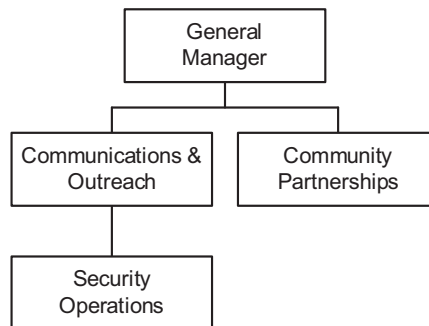
General Manager

Communications & Outreach

Security Operations

Community Partnerships

ADMINISTRATION



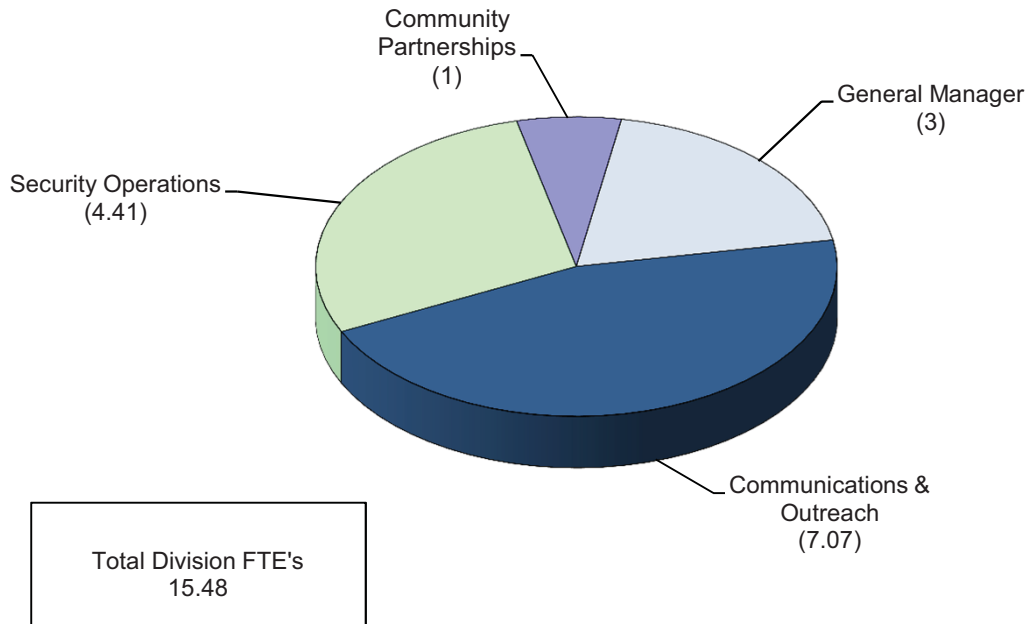
Division Mission

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

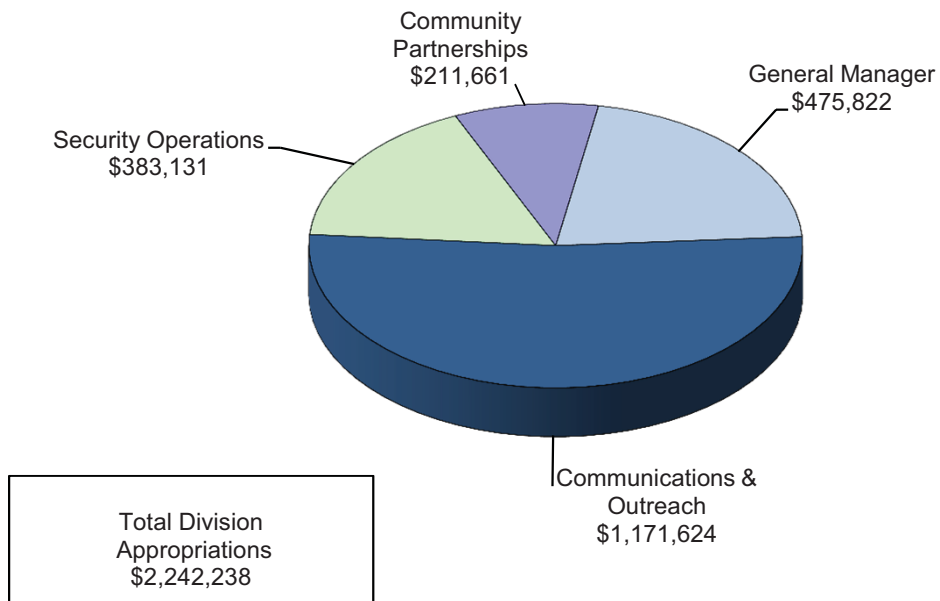
Division Overview

The Administration Division includes the operation of the General Manager's Office, the executive assistant to the general manager and board of directors, the director of Communications & Outreach, the director of Community Partnerships, and Security Operations. Activities include providing direction, supervision, coordination, fundraising, and general support of the park district's operations.

Administration Division Staffing FY 2015/16



Administration Division Appropriations FY 2015/16



Division: Administration

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

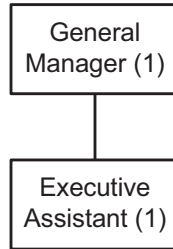
Summary by Department					
Office of General Manager	391,312	412,868	465,733	475,822	475,822
Communication and Outreach	1,003,293	1,199,315	1,120,458	1,171,624	1,171,624
Security Operations	318,700	341,809	369,448	383,131	383,131
Community Partnerships	-	-	205,990	211,661	211,661
Total Appropriations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

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



ADMINISTRATION

Office of the General Manager



Department Overview

The Office of the General Manager includes the general manager and the executive assistant. The department provides general management of the district and implementation of the park district's goals.

FY 2014/15 Accomplishments

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

Continued implementation of the Bond Measure Capital Program including completion of the current year projects and design work on projects to be completed in subsequent years. Also completed significant land acquisitions included in the Bond Measure Capital Program.

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

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

FY 2015/16 Goals and Objectives

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

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

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

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

Budget Highlights

No significant changes from the prior year budget.



Division: Administration
Department: Office of the General Manager

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

Summary by Program					
General Manager	391,312	412,868	465,733	475,822	475,822
Total Appropriations	391,312	412,868	465,733	475,822	475,822

Division Staff					
Full Time	2.00	2.00	3.00	3.00	3.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00



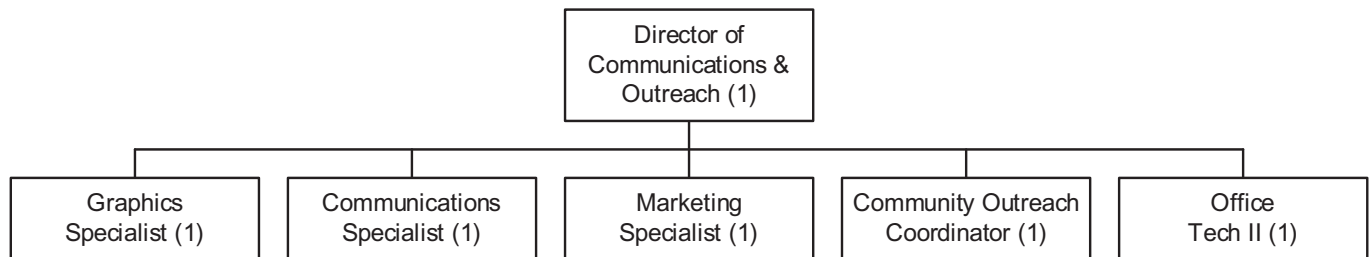
Division: Administration
Department: Office of General Manager
Program: General Manager

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	235,881	244,892	280,246	288,974	288,974
P.T. Salary	455	308	-	-	-
Employee Benefits	80,347	88,872	92,274	94,037	94,037
Payroll Taxes	20,830	20,884	23,563	21,911	21,911
Personnel Services	337,513	354,956	396,083	404,922	404,922
Communications	6,577	5,077	6,550	9,300	9,300
Supplies	1,270	3,532	5,000	4,500	4,500
Training, Travel and Memberships	45,952	49,303	58,100	57,100	57,100
Material & Services	53,799	57,912	69,650	70,900	70,900
Program Total	391,312	412,868	465,733	475,822	475,822
Department Staff					
Full Time	2.00	2.00	3.00	3.00	3.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00



ADMINISTRATION

Communications & Outreach



Department Overview

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

FY 2014/15 Accomplishments

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

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

Continued broad-based communications program to inform taxpayers about district's progress on implementation of the November 2008 voter-approved bond measure. This included published stories, mailings, media outreach, and special events. Directed production of graphics-added bond oversight report to the public.

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

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

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

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

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

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

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

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

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

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

FY 2015/16 Goals and Objectives

Implement districtwide marketing plan.

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

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

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

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

Budget Highlights

The proposed budget includes funding for the following:

- Marketing plan implementation
- Districtwide mobile app

These represent approved business plans under the goal of effectively communicating information about park district goals, policies, programs and facilities among district residents, customers, staff, district advisory committees, the district board, partnering agencies and other groups.

Division: Administration
Department: Communications and Outreach

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

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

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

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



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

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



ADMINISTRATION

Security Operations Department

Superintendent of Security Operations (1)

Department Overview

The mission of the Security Operations Department is to protect district assets, reduce crime, and provide training and assistance to employees to increase their safety and that of patrons. Through its Park Patrol unit, Security Operations works closely with local law enforcement agencies at the city and county levels. The department also maintains regular working relationships with the Beaverton School District, Portland Community College Rock Creek Campus, and Washington County Animal Control. The superintendent of Security Operations reports directly to the director of Communications & Outreach.

FY 2014/15 Accomplishments

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

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

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

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

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

FY 2015/16 Goals and Objectives

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

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

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

Continue monitoring the district's fire prevention, intrusion alarm and keyless access door controls. Educate employees on the district's intrusion systems and proper procedures regarding fire alarm panel alerts and resets. Investigate and follow up on any employee response regarding intrusion system callouts after hours. Update 24-hour callout lists as required. Manage day-to-day keyless card issuance and alarm panel authorization.

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

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

Budget Highlights

No significant changes from the prior year budget.



Division: Administration
Department: Security Operations

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

Summary by Program					
Security Operations	318,700	341,809	369,448	383,131	383,131
Total Appropriations	318,700	341,809	369,448	383,131	383,131

Division Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	2.90	3.41	3.41	3.41	3.41

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

KEY PERFORMANCE INDICATORS

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

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

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	83,844	87,948	91,818	95,944	95,944
P.T. Salary	88,508	107,699	113,757	116,940	116,940
Employee Benefits	36,885	41,049	40,497	38,007	38,007
Payroll Taxes	20,194	22,272	21,889	22,046	22,046
Personnel Services	229,431	258,968	267,961	272,937	272,937
Professional and Technical Services	78,352	68,628	82,021	90,546	90,546
Other Services	6,370	8,364	7,941	7,941	7,941
Communication	(330)	913	2,710	2,710	2,710
Supplies	4,483	4,401	6,920	7,102	7,102
Training, Travel and Memberships	164	535	1,422	1,422	1,422
Small Furniture, Fixtures and Equip.	230	-	473	473	473
Material & Services	89,269	82,841	101,487	110,194	110,194
Program Total	318,700	341,809	369,448	383,131	383,131
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	2.90	3.41	3.41	3.41	3.41



ADMINISTRATION

Community Partnerships

Director of Community Partnerships (1)
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Department Overview

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

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

FY 2014/15 Accomplishments

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

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

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

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

FY 2015/16 Goals and Objectives

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

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

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

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

Budget Highlights

No significant changes from the prior year budget.



Division: Administration
Department: Community Partnerships

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Summary of Appropriations					
Personnel Services	-	-	163,570	169,241	169,241
Materials & Services	-	-	42,420	42,420	42,420
Total Appropriations	-	-	205,990	211,661	211,661

Summary by Program					
Community Partnerships	-	-	205,990	211,661	211,661
Total Appropriations	-	-	205,990	211,661	211,661

Division Staff					
Full Time	0.00	0.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

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



Division: Administration
Department: Community Partnerships
Program: Community Partnerships

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



BUSINESS & FACILITIES

FINANCE SERVICES



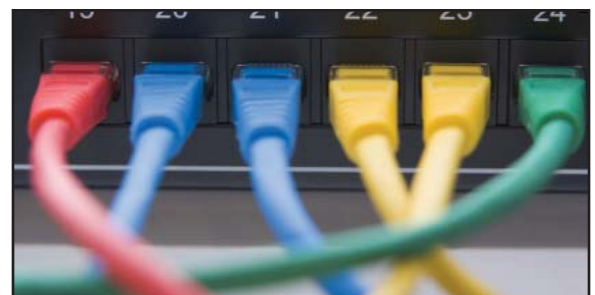
RISK & CONTRACT MANAGEMENT



HUMAN RESOURCES



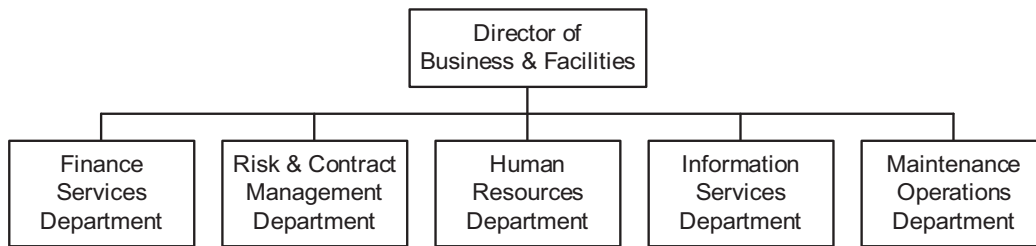
INFORMATION SERVICES



MAINTENANCE OPERATIONS



BUSINESS & FACILITIES DIVISION



Division Mission

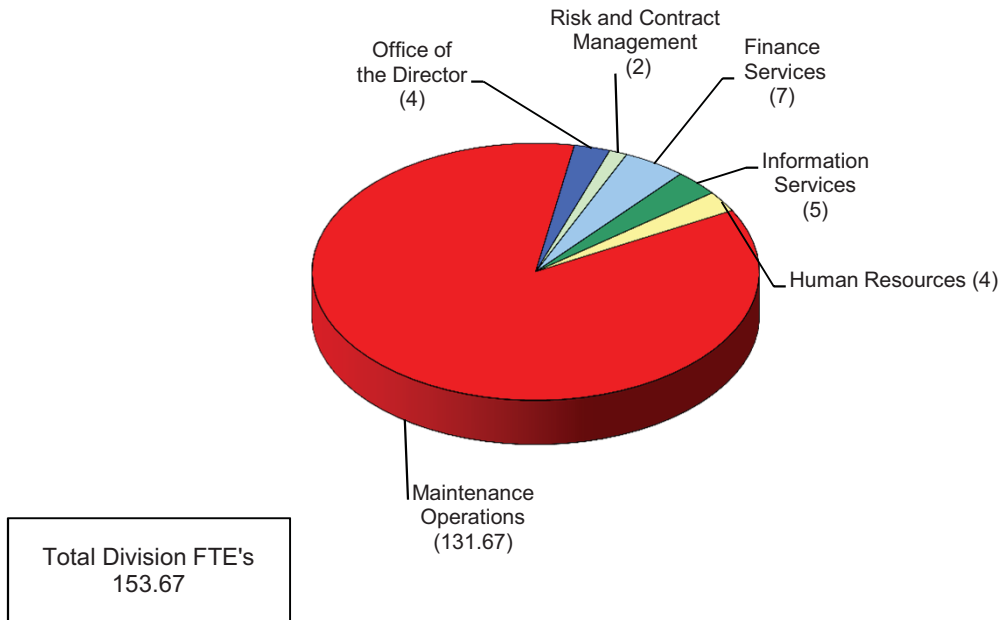
To provide financial and operational integrity and credibility to the park district by ensuring the correctness of financial information, and adequacy of internal accounting and budgeting controls. To improve district operations by providing cost effective resources and promoting technological innovation.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

Division Overview

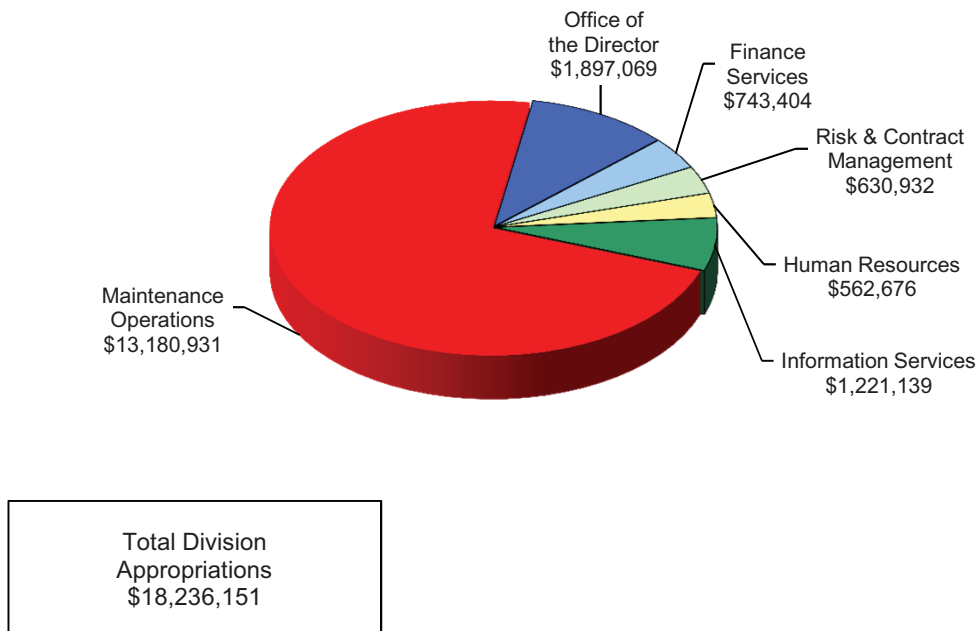
The director of Business & Facilities reports to the general manager and is responsible for all financial, administrative, and maintenance operations functions of the park district. The Business & Facilities Division budget includes the following departments: Finance Services, Risk & Contract Management,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

Activities of the Business & Facilities Division include administrative support to the Administration, Planning, and Park & Recreation Services Divisions, budgeting and financial management, maintenance of the district's information technology applications and infrastructure, recruitment and personnel management, promotion of the district's safety and risk management program, and maintenance operations of all facilities, parks and trails. The division also monitors district activity for compliance with applicable statutory and regulatory authority.

Division Staffing by Departments FY 2015/16



Division Appropriations by Departments FY 2015/16



Division: Business and Facilities

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

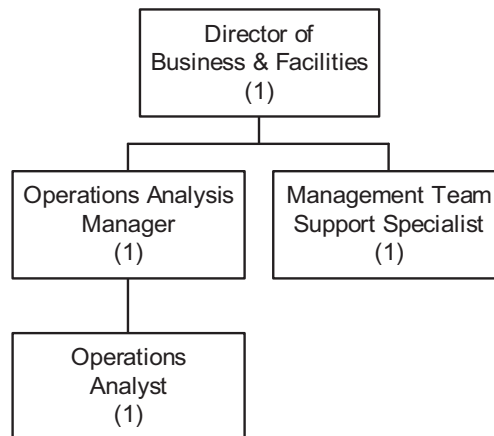
Summary by Department					
Office of the Director	1,649,051	1,585,520	1,927,000	1,897,069	1,897,069
Finance Services	723,253	709,260	735,010	743,404	743,404
Risk and Contract Management	596,545	612,865	589,446	630,932	630,932
Human Resources	354,640	385,290	549,012	562,676	562,676
Information Services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

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



BUSINESS & FACILITIES DIVISION

Office of Director of Business & Facilities



Department Overview

This budget unit supports the activities of the director of Business & Facilities. Activities of the office of the director include the management of all departments in the Business & Facilities Division, operations analysis activities relative to all district operations, and legislative advocacy for the park district with the Special Districts Association of Oregon. The director of Business & Facilities serves as THPRD's Budget Officer and is responsible to the general manager for the annual budget process, and financial and operational advice to the general manager, board of directors, committees and departments. Detail on non-general obligation debt is also maintained within this department.

FY 2014/15 Division Accomplishments

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

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

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

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

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

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

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

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

FY 2015/16 Division Goals and Objectives

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

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

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

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

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

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

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

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

Budget Highlights

No significant changes from the prior year budget.

Division: Business and Facilities

Department: Office of the Director

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

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

Division Staff					
Full Time	4.00	4.00	4.00	4.00	4.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.08	0.00	0.00	0.00	0.00



Division: Business and Facilities

Department: Office of the Director

Program: Office of the Director

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	353,633	366,740	388,461	391,604	391,604
P.T. Salary	2,002	-	-	-	-
Employee Benefits	135,923	151,991	148,465	156,794	156,794
Payroll Taxes	33,577	33,763	35,383	32,501	32,501
Personnel Services	525,135	552,494	572,309	580,899	580,899
Professional and Technical Services	157,851	48,619	176,300	146,550	146,550
Rental Equipment	39,871	40,755	42,000	42,000	42,000
Other Services	5,550	5,600	6,250	6,250	6,250
Communication	40,576	38,204	71,400	73,100	73,100
Supplies	34,658	31,208	60,000	61,200	61,200
Training, Travel & Memberships	17,914	16,022	26,275	27,340	27,340
Small Furniture & Equipment	237	847	-	-	-
Material & Services	296,657	181,255	382,225	356,440	356,440
Program Total	821,792	733,749	954,534	937,339	937,339
Department Staff					
Full Time	4.00	4.00	4.00	4.00	4.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.08	0.00	0.00	0.00	0.00

Division: Business and Facilities

Department: Office of the Director

Program: Debt Service

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

Sub Program:**2005-\$340,000 Ten (10) Year Financing Agreement**

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

Sub Program:**2006-\$2,430,000 Nineteen (19) Year Combined Refunding Full Faith and Credit Obligations****(Refinancing of 1997 Certificates of Participation and 1997 and 2000 Full Faith and Credit Obligations)**

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

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

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

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

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

Division: Business and Facilities

Department: Office of the Director

Program: Debt Service

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



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

MATURITY SCHEDULE FOR GENERAL FUND DEBT

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

KEY TO DEBT ISSUES

FFCO Series 2006:	In December, 2006 the District issued \$2,430,000 of Full Faith and Credit Obligations to refinance the eligible balances of the 1997 Certificates of Participation, and the 1997 and 2000 Full Faith and Credit Obligations.
FFCO Energy Savings Series 2010A:	In July, 2010 the District issued \$1,695,000 of Full Faith and Credit Obligations to finance the Energy Savings Performance Contract capital projects.
FFCO Series 2010B&C:	In November, 2010 the District issued \$7,815,000 of Full Faith and Credit Obligations; the proceeds were used for the purchase of a centralized maintenance facility and subsequent renovations.
Financing Agreement Series 2013:	On February 15, 2013 the Park District borrowed \$457,100 under a Financing Agreement to finance the Energy Savings Performance Contract Phase II capital projects.



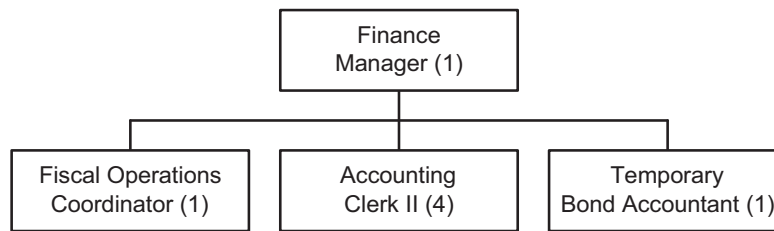


FINANCE SERVICES



BUSINESS & FACILITIES DIVISION

Finance Services Department



Department Overview

The Finance manager is responsible to the director of Business & Facilities for the district's Finance Services, which includes management and issuance of debt, the investment of public funds and assistance with the annual budget process. The Finance manager is also responsible for all operational activities, including payroll, purchasing, accounts payable, cash receipts, fixed assets, inventory, and financial reporting for the district and the Tualatin Hills Park Foundation.

FY 2014/15 Accomplishments

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

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

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

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

Received the following awards:

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

FY 2015/16 Goals and Objectives

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

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

Budget Highlights

The proposed budget includes funding for the following publications:

- Budget in Brief
- Popular Annual Financial Report

These represent approved business plans under the goal of effectively communicating information about park district goals, policies, programs and facilities among district residents, customers, staff, district advisory committees, the district board, partnering agencies and other groups.

Performance Standards

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

Performance Standards (continued)

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

Monthly financial reports issued by the 20th of the following month.

Process all credit card activity (web-related) on a daily basis to ensure optimum cash flow.

Division: Business and Facilities
Department: Finance Services

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

Division: Business and Facilities

Department: Finance Services

Program: Finance Services

KEY PERFORMANCE INDICATORS

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

¹ Start of purchase card use in September 2013

Division: Business and Facilities

Department: Finance Services

Program: Finance Services

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





RISK & CONTRACT MANAGEMENT



BUSINESS & FACILITIES DIVISION

Risk & Contract Management Department



Department Overview

The Risk & Contract manager is responsible to the director of Business & Facilities for providing support to all departments in the district in the following areas:

Risk Management provides a comprehensive districtwide program to reduce and maintain risk exposures so departments can achieve their strategic and operational goals. Administrative services include ensuring adequate property, casualty and workers compensation insurance coverage; review of service, lease and public improvement contracts, and other risk transfer activities.

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

FY 2014/15 Accomplishments

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

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

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

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

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

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

FY 2015/16 Goals and Objectives

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

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

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

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

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

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

FY 2015/16 Goals and Objectives (continued)

Coordinate with Human Resources Department to enhance the Employee Wellness Program, encouraging employee participation to improve employee injury recovery rates in case of workplace injury.

Budget Highlights

No significant changes from the prior year budget.

Performance Standards

Maintain workers compensation experience modification factor at 0.75 or better.

Maintain property and liability insurance loss ratio of 55% or better.

Review and file all claims to the appropriate insurance carrier within 48 working hours of receipt.

Review all outside contractual agreements for consistency with standard district.

Division: Business and Facilities
Department: Risk and Contract Management

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Summary of Appropriations					
Personnel Services	263,782	282,543	217,127	251,294	251,294
Material & Services	332,763	330,322	372,319	379,638	379,638
Total Appropriations	596,545	612,865	589,446	630,932	630,932
Summary by Program					
Risk and Contract Management	468,525	480,653	568,511	604,407	604,407
Safety/Wellness	128,020	132,212	20,935	26,525	26,525
Total Appropriations	596,545	612,865	589,446	630,932	630,932
Division Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.19	0.19	0.00	0.00	0.00

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

KEY PERFORMANCE INDICATORS

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

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

² Loss Ratio for the liability only claims costs as a percentage of liability premium costs.

³ Loss Ratio for liability and property claims costs as a percentage of liability and property premium costs.

⁴ Special Districts Association of Oregon's bases premiums on 65%. National standard is 60%.

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

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

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

KEY PERFORMANCE INDICATORS

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

¹ Policy data as of: March 20, 2015.

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

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

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





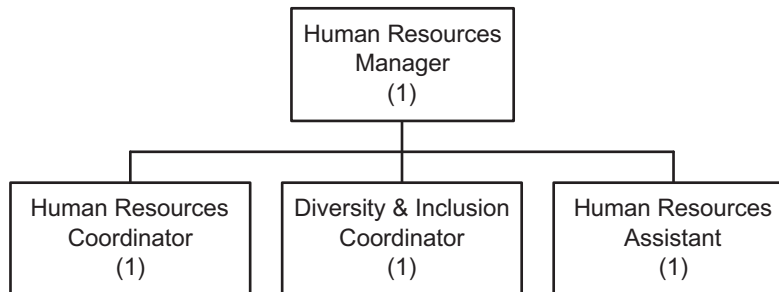
TUALATIN HILLS
PARK & RECREATION DISTRICT

HUMAN RESOURCES



BUSINESS & FACILITIES DIVISION

Human Resources Department



Department Overview

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

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

FY 2014/15 Accomplishments

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

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

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

FY 2015/16 Goals and Objectives

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

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

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

Budget Highlights

No significant changes from the prior year budget.

Performance Standards

Generate a sufficient number of applications through the recruitment process for successful recruitment – target 25.

Maintain access to training as measured by training contact hours (hours of training X number of employees in attendance).

Process new hire packets within 24 hours of receipt.

Maintain unemployment insurance experience rating at current level as measured by total number of accepted claims/total amount of charges.



Division: Business and Facilities

Department: Human Resources

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Summary of Appropriations					
Personnel Services	327,274	343,681	417,722	428,760	428,760
Material & Services	27,366	41,609	131,290	133,916	133,916
Total Appropriations	354,640	385,290	549,012	562,676	562,676
Summary by Program					
Human Resources	354,640	385,290	549,012	562,676	562,676
Total Appropriations	354,640	385,290	549,012	562,676	562,676
Division Staff					
Full Time	3.00	3.00	4.00	4.00	4.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Business and Facilities

Department: Human Resources

Program: Human Resources

KEY PERFORMANCE INDICATORS

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

Division: Business and Facilities

Department: Human Resources

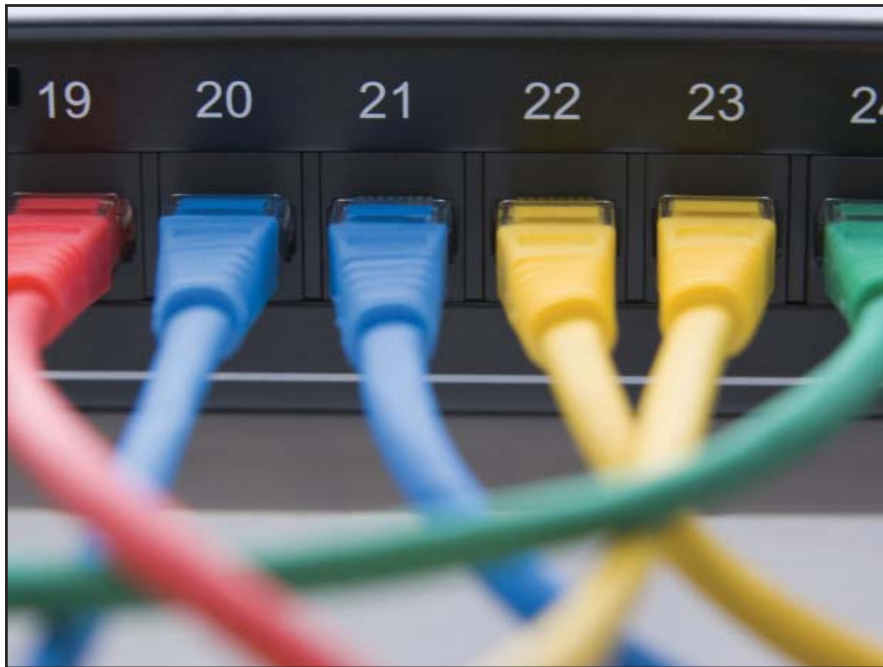
Program: Human Resources

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	215,223	223,116	278,809	290,784	290,784
Employee Benefits	90,739	99,141	111,861	112,065	112,065
Payroll Taxes	21,312	21,424	27,052	25,911	25,911
Personnel Services	327,274	343,681	417,722	428,760	428,760
Professional and Technical Services	11,969	12,173	76,600	68,175	68,175
Supplies	1,496	1,231	2,035	2,306	2,306
Communication	200	474	2,500	3,610	3,610
Travel, Training and Memberships	13,701	27,016	49,795	59,825	59,825
Small Furniture & Equipment		715	360	-	-
Material & Services	27,366	41,609	131,290	133,916	133,916
Program Total	354,640	385,290	549,012	562,676	562,676
Department Staff					
Full Time	3.00	3.00	4.00	4.00	4.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00



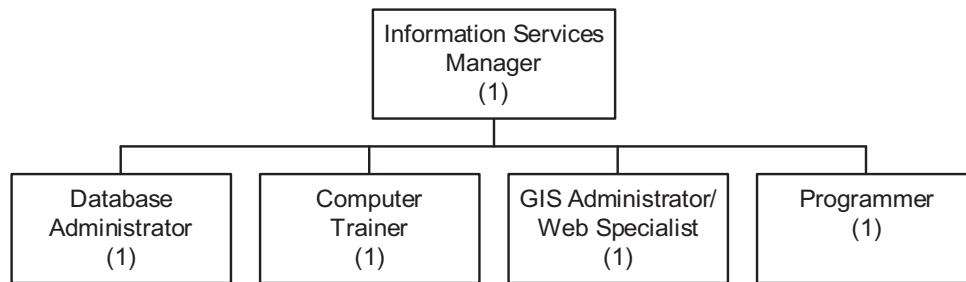


INFORMATION SERVICES



BUSINESS & FACILITIES DIVISION

Information Services Department



Department Overview

The Information Services manager is responsible to the director of Business & Facilities for maintaining and supporting the district's wide area network, Internet and custom application resources.

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

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

FY 2014/15 Accomplishments

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

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

FY 2015/16 Goals and Objectives

Continue to implement the private cloud environment.

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

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

Continue to implement the district's electronic records management system. Work with Oregon Secretary of State to implement Oregon Records Management System in two more departments.

Budget Highlights

The proposed budget includes funding for the following capital enhancements:

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

Budget Highlights (continued)

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

Information Services Standards

In order to ensure the equitable distribution of resources and a sensibly supportable environment, an effective level of technology standards have been developed for the type and quantity of technology available in the district.

This includes:

- Computer workstation access for all full-time and regular part-time staff. Shared stations for various part-time staff that are supervisors.
- Network, email, voicemail and Internet access to all approved full-time and regular part-time staff.
- Business operations and departmental software available to appropriate staff; applicable to staff job status, duties and responsibilities.
- Support for all THPRD custom software, third-party software and larger technology systems for use in all district departments.
- Technical support for district computers and all components of the infrastructure, including operation of the telecommunication system.
- Reliable network backup and network security.

Performance Standards

System reliability standards are:

- All trouble calls responded to within four hours.
- All hardware repairs completed within 48 hours of receiving needed parts.
- All software upgrades/service downtime not to exceed four hours.
- Continual upgrades to district information technology system through a 4-5 year replacement cycle.

Division: Business and Facilities
Department: Information Services

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Summary of Appropriations					
Personnel Services	578,294	603,627	607,433	618,729	618,729
Material & Services	238,792	296,313	440,160	462,010	462,010
Capital Outlay	155,626	184,066	201,800	140,400	140,400
Total Appropriations	972,712	1,084,006	1,249,393	1,221,139	1,221,139

Summary by Program					
Information Services	972,712	1,084,006	1,249,393	1,221,139	1,221,139
Total Appropriations	972,712	1,084,006	1,249,393	1,221,139	1,221,139

Division Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Business and Facilities

Department: Information Services

Program: Information Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Number of desktop PCs maintained	213	215	217	217
Number of networked file servers maintained	49	52	53	53
Performance Measures:				
Maintain 98% network system reliability	98%	98%	98%	98%

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

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	375,852	385,984	395,490	404,522	404,522
Employee Benefits	164,697	179,650	173,578	178,175	178,175
Payroll Taxes	37,745	37,993	38,365	36,032	36,032
Personnel Services	578,294	603,627	607,433	618,729	618,729
Professional and Technical Services	132,855	197,731	297,960	316,010	316,010
Supplies	30,159	30,051	51,200	54,000	54,000
Communication	71,030	64,544	76,000	76,000	76,000
Training, Travel and Memberships	4,748	3,987	12,000	12,000	12,000
Small Furniture, Fixtures and Equip.	-	-	3,000	4,000	4,000
Material & Services	238,792	296,313	440,160	462,010	462,010
Information Technology Replacement	117,244	116,862	53,500	90,000	90,000
Information Technology Improvement	38,382	67,204	148,300	50,400	50,400
Capital Outlay	155,626	184,066	201,800	140,400	140,400
Program Total	972,712	1,084,006	1,249,393	1,221,139	1,221,139
Department Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Business and Facilities
 Department: Information Services
 Program: Information Services
 Detail of Capital Outlay

Project Number	Capital Project	Approved Budget	Page #
INFORMATION TECHNOLOGY REPLACEMENT			
1	PCI Credit Card Reader	10,000	BF-41
2	Laptops	8,500	BF-41
3	Servers	37,000	BF-41
4	Printers	5,000	BF-41
5	LAN/WAN Equipment	5,000	BF-41
6	Adobe Licenses	4,500	BF-41
7	Application Software	20,000	BF-42
	TOTAL INFORMATION TECHNOLOGY REPLACEMENT	\$90,000	
INFORMATION TECHNOLOGY IMPROVEMENT			
8	IS Disaster Recovery Backup	48,000	BF-42
9	Computer Workstations and monitors	2,400	BF-42
	TOTAL INFORMATION TECHNOLOGY IMPROVEMENT	\$50,400	
	GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY	\$140,400	

INFORMATION SERVICES CAPITAL OUTLAY

Information Technology Capital Replacement

ITEM 1: **PCI Credit Card Reader**

BUDGET: \$10,000

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

ITEM 2: **Laptops**

BUDGET: \$8,500

DESCRIPTION: Replacement of laptops.

ITEM 3: **Servers**

BUDGET: \$37,000

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

ITEM 4: **Printers**

BUDGET: \$5,000

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

ITEM 5: **LAN/WAN Equipment**

BUDGET: \$5,000

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

ITEM 6: **Adobe Licenses**

BUDGET: \$4,500

DESCRIPTION: Update of the version of Adobe software.

INFORMATION SERVICES CAPITAL OUTLAY

ITEM 7: **Application Software**

BUDGET: \$20,000

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

Information Technology Capital Improvement

ITEM 8: **IS Disaster Recovery Backup**

BUDGET: \$48,000

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

ITEM 9: **Computer Workstations and monitors**

BUDGET: \$2,400

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



MAINTENANCE OPERATIONS



Athletic Facilities Maintenance

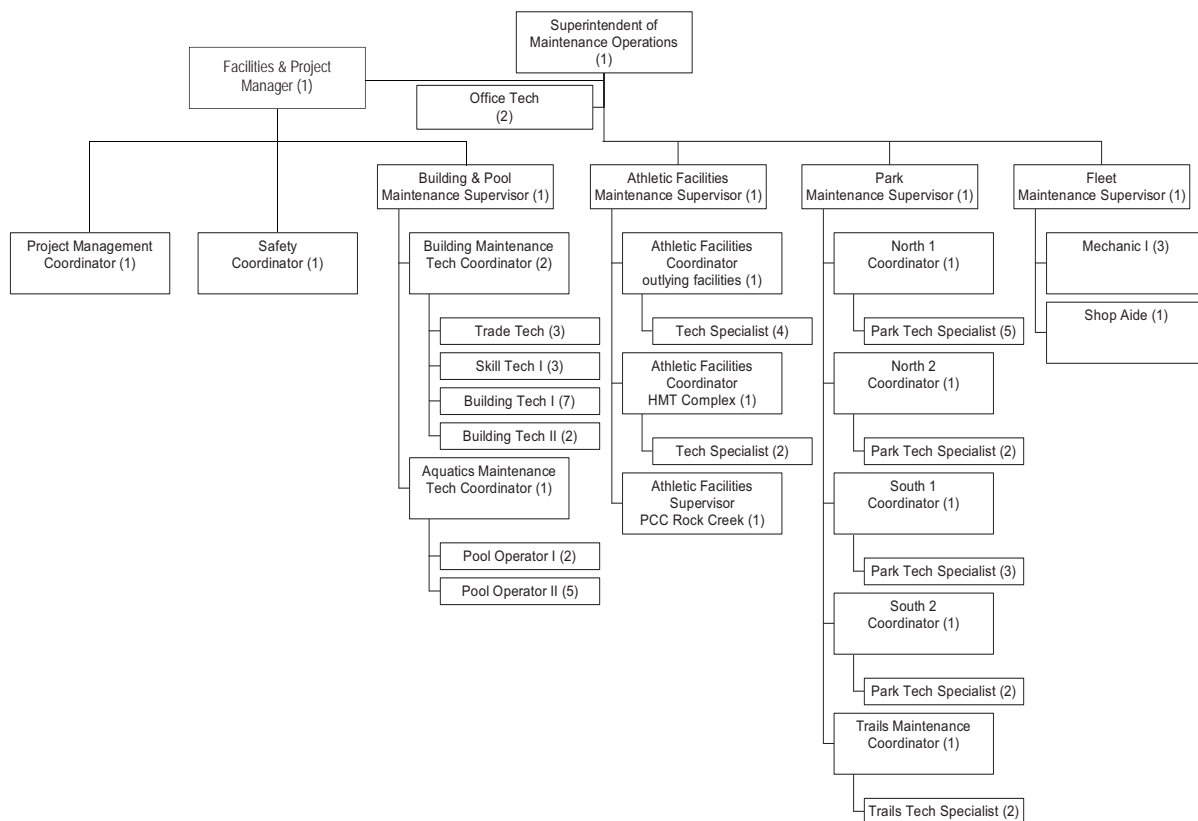
Building & Pool Maintenance

Park Maintenance

Fleet Maintenance

BUSINESS & FACILITIES DIVISION

Maintenance Operations Department



Department Overview

The Maintenance Operations Department is responsible to the director of Business & Facilities for providing and coordinating all maintenance support services to park district buildings, pools, athletic fields, grounds and fleet. In addition, the department maintains school, church and community college sports fields, which are available for public use.

Maintenance Operations programs (Park, Athletic Facilities, Buildings & Pools, and Fleet) are managed by supervisors, who report to the superintendent of Maintenance Operations.

Park Maintenance

The Park Maintenance Program maintains play structures, irrigation systems, drinking fountains, pedestrian and bike paths, parking lots, regional and community trail systems, drainage systems, picnic shelters, bridges, boardwalks, turf, community gardens and ornamental landscapes.

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

Athletic Facilities Maintenance

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

Department Overview (continued)

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

Building & Pool Maintenance

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

Fleet Maintenance

The district's fleet and power equipment inventory are serviced and repaired at the district's Fanno Creek Service Center mechanical shops. The fleet includes compact trucks, heavy-duty trucks, tractors, and specialized turf mowers. District staff provide welding and fabrication services, manage a comprehensive preventive maintenance program and an annual fleet replacement program. The district routinely shares equipment and services with other Washington County public agencies including a fueling facility at the Tualatin Valley Water District.

FY 2014/15 Accomplishments

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

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

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

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

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

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

FY 2015/16 Goals and Objectives

The goal of the Maintenance Operations Department is to provide efficient and effective maintenance services that protect and enhance the value of park district assets and natural resources. Factors to monitor and assure efficiency and effectiveness are:

FY 2015/16 Goals and Objectives (continued)

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

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

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

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

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

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

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

Budget Highlights

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

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

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

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

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

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

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

Budget Highlights (continued)

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

Division: Business and Facilities
Department: Maintenance Operations Department

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

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

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



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

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

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

KEY PERFORMANCE INDICATORS

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

¹ Includes 6 indoor tennis courts

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

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

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

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

KEY PERFORMANCE INDICATORS

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

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

² Based on total building and pool square footage

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

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

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

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

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

**BUILDING & POOL MAINTENANCE
CAPITAL OUTLAY**

Building & Pool Equipment Support Replacement

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

BUDGET: \$1,000

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

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

BUDGET: \$1,000

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

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

BUDGET: \$1,200

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

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

KEY PERFORMANCE INDICATORS

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

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

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

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

KEY PERFORMANCE INDICATORS

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

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

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	302,947	314,592	327,352	338,087	338,087
P.T. Salary	19,468	17,646	23,868	23,706	23,706
Employee Benefits	118,550	127,447	136,681	139,463	139,463
Payroll Taxes	36,582	37,140	39,922	38,898	38,898
Personnel Services	477,547	496,825	527,823	540,154	540,154
Professional and Technical Services	4,073	3,811	5,675	5,610	5,610
Rental Equipment	-	-	1,250	1,300	1,300
Communications	864	2,075	-	2,500	2,500
Supplies	36,450	28,466	33,883	38,094	38,094
Vehicle & Equipment Parts	101,245	121,797	112,300	117,626	117,626
Vehicle & Equipment Services	19,927	21,281	28,275	29,050	29,050
Gas & Oil (Vehicles)	196,087	202,115	185,647	180,800	180,800
Training, Travel and Memberships	-	1,993	2,100	2,500	2,500
Material & Services	358,646	381,538	369,130	377,480	377,480
Maintenance Equip. Replacement	192,447	317,627	242,900	285,000	285,000
Maintenance Equip. Improvements	6,055	-	-	-	-
Capital Outlay	198,502	317,627	242,900	285,000	285,000
Program Total	1,034,695	1,195,990	1,139,853	1,202,634	1,202,634
Department Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.75	0.75	0.75	0.73	0.73
Funded Service Level					
Vehicle & Equip Units Maintained at 100% DSL	376	348	402	409	409
Total Vehicle & Equip Units in Inventory	476	490	490	497	497

Division: Business and Facilities

Department: Maintenance

Program: Fleet Maintenance

Detail of Capital Outlay

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

**VEHICLES & EQUIPMENT
CAPITAL OUTLAY**

Maintenance Equipment Capital Replacement

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

BUDGET: \$38,000

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

ITEM 2: **Cargo Van**

BUDGET: \$25,000

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

ITEM 3: **PTO implement - mower**

BUDGET: \$8,000

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

ITEM 4: **Infield Rakes (2)**

BUDGET: \$29,000

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

ITEM 5: **72" mowers (2)**

BUDGET: \$29,000

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

ITEM 6: **52" mower (2)**

BUDGET: \$16,000

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

**VEHICLES & EQUIPMENT
CAPITAL OUTLAY**

ITEM 7: **Field Tractor**

BUDGET: \$55,000

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

ITEM 8: **HD Utility Vehicle**

BUDGET: \$23,500

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

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

BUDGET: \$32,000

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

ITEM 10: **Utility Vehicles (2)**

BUDGET: \$29,500

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

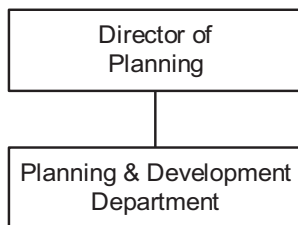


PLANNING



Planning & Development

PLANNING DIVISION



Division Mission

To provide necessary planning, development and interagency coordination to implement the park district's Comprehensive Plan Update, and ensure that the park district facilities continue to meet the changing needs of our residents.

Division Overview

The director of Planning reports to the general manager and is responsible for park district development activity, including the capital improvement program plan, the system development charge (SDC) program, the Parks Bond Capital program and related land acquisition. The division provides strategic coordination with other government agencies regarding annexation, land use planning, transportation planning as it relates to regional and community trails, and long-term provision of park and recreation services. The Planning Division includes the Planning & Development Department.



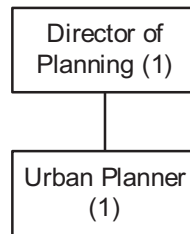
Division: Planning

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



PLANNING DIVISION

Office of Director of Planning



Office Overview

This budget unit supports the activities of the director of Planning. Activities of the office of director include oversight of the Planning & Development Department, acquisitions and intergovernmental relations.

FY 2014/15 Office Accomplishments

Oversaw the work of the Planning & Development Department on bond-related capital projects, including assistance on some of the more contentious projects.

Supported the work of the Parks Bond Citizens Oversight Committee.

Managed the park district's acquisition program.

Implemented the acquisitions element of the bond program.

Continued to participate in Washington County processes to implement the plan for the North Bethany urban growth boundary expansion area.

Monitored Washington County and City of Beaverton land use review processes for park/trail projects.

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

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

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

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

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

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

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

FY 2015/16 Office Goals and Objectives

Continue to oversee and guide Planning & Development staff working on various capital projects, especially bond program projects.

Move forward on targeted land acquisitions for parks, trails and natural areas consistent with the Comprehensive Plan Update, Parks, Trails and Natural Resource functional plans as well as commitments made in the 2008 bond measure. (The focus of acquisition efforts will remain on acquiring natural areas.)

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

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

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

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

Pursue additional support for development of the park district's trails system.

Work with Metro officials on regional planning issues of interest to the park district, including continued membership on MTAC.

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

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

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

Budget Highlights

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

Division: Planning
Department: Office of the Director

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Summary of Appropriations					
Personnel Services	361,674	494,726	522,675	473,493	473,493
Materials & Services	6,087	8,224	9,440	11,015	11,015
Total Appropriations	367,761	502,950	532,115	484,508	484,508
Summary by Program					
Office of the Director	367,761	502,950	532,115	484,508	484,508
Total Appropriations	367,761	502,950	532,115	484,508	484,508
Division Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	1.65	1.45	1.45	1.13	1.13



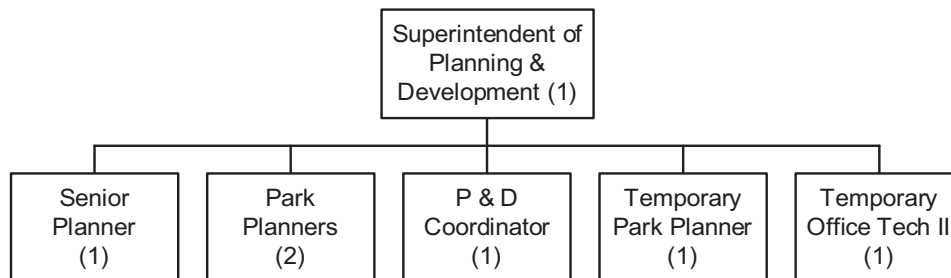
Division: Planning
Department: Office of the Director
Program: Office of the Director

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	113,928	247,787	200,232	202,222	202,222
P.T. Salary	180,230	130,631	213,865	165,929	165,929
Employee Benefits	34,979	77,419	68,505	71,276	71,276
Payroll Taxes	32,537	38,889	40,073	34,066	34,066
Personnel Services	361,674	494,726	522,675	473,493	473,493
Supplies	489	303	400	400	400
Communications	2,358	3,073	2,000	2,000	2,000
Training, Travel and Memberships	3,240	4,848	7,040	8,615	8,615
Material & Services	6,087	8,224	9,440	11,015	11,015
Program Total	367,761	502,950	532,115	484,508	484,508
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	1.65	1.45	1.45	1.13	1.13



PLANNING DIVISION

Planning & Development Department



Department Overview

The superintendent of Planning & Development is responsible to the director of Planning. Areas of responsibility for the department include capital project administration, master planning, design and park, trail and facility development. All land acquisition for the district (with the exception of some system development charge-related land acquisition) is administered by the director of Planning.

Planning & Development activities include: Park, trail and facility planning and design, capital improvement project management including projects under the bond program, implementation of district master plans, the Voluntary Annexation Program, public outreach for capital project planning, easement coordination, and serving as the Trails Advisory Committee liaison.

FY 2014/15 Accomplishments

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

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

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

2008 Bond Projects status:

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

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

Projects in construction documentation: SW Quadrant Community Park

Projects in construction administration: Beaverton Swim Center - seismic upgrades

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

Grants:

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

FY 2015/16 Goals and Objectives

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

2008 Bond Projects:

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

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

Projects planned for construction administration: Westside to Waterhouse Trail Connection

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

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

Budget Highlights

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

Performance Standards

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

Division: Planning
Department: Planning and Development

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Summary of Appropriations					
Personnel Services	1,069,912	949,040	914,911	793,799	793,799
Materials & Services	65,511	45,814	76,260	58,750	58,750
Total Appropriations	1,135,423	994,854	991,171	852,549	852,549

Summary by Program					
Planning and Development	1,135,423	994,854	991,171	852,549	852,549
Total Appropriations	1,135,423	994,854	991,171	852,549	852,549

Division Staff					
Full Time	11.00	9.00	8.00	7.00	7.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

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

KEY PERFORMANCE INDICATORS

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

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

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



PARK & RECREATION SERVICES

AQUATICS



SPORTS



RECREATION



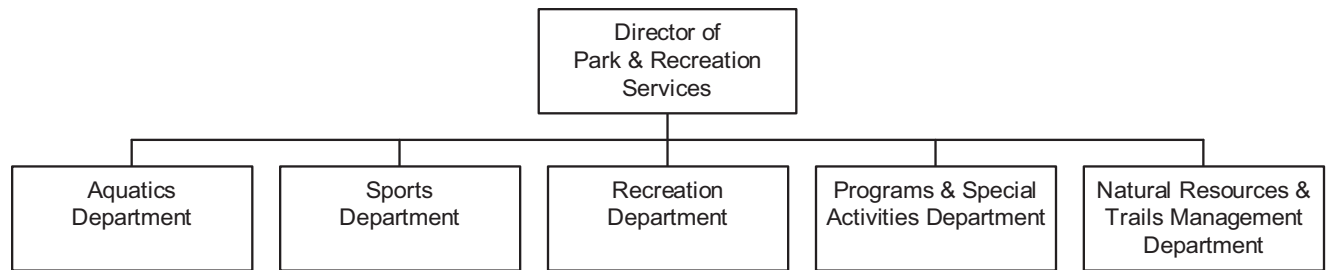
PROGRAMS & SPECIAL ACTIVITIES



NATURAL RESOURCES & TRAILS



PARK & RECREATION SERVICES DIVISION



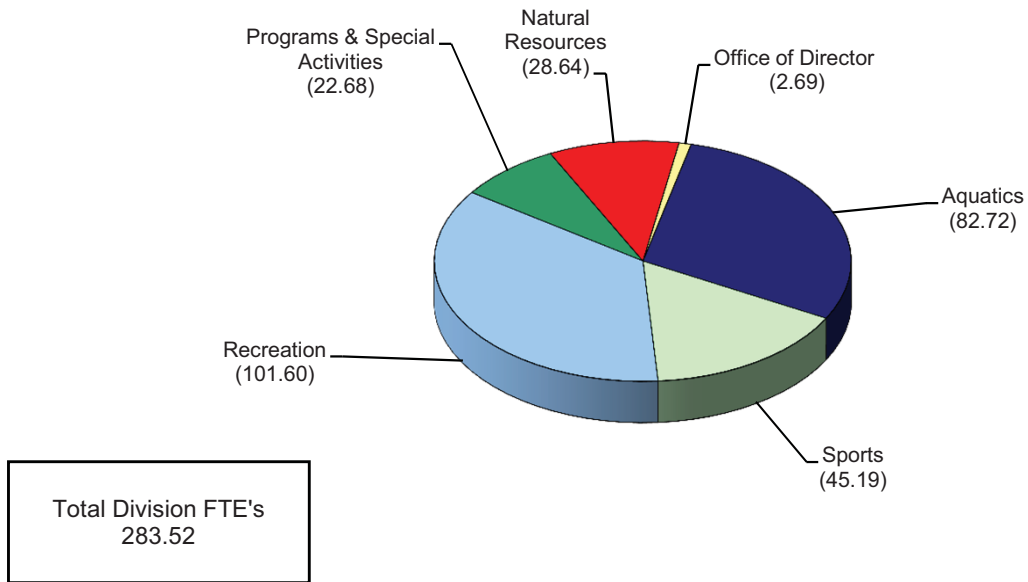
Division Mission

To provide a broad range of safe, high-quality recreation programs and special events that are responsive to the needs, abilities and interests of the diverse community we serve. To provide stewardship and protection of the park district's natural resources. Monitor and respond to the needs of our trail users to provide a safe and functional developed trail system.

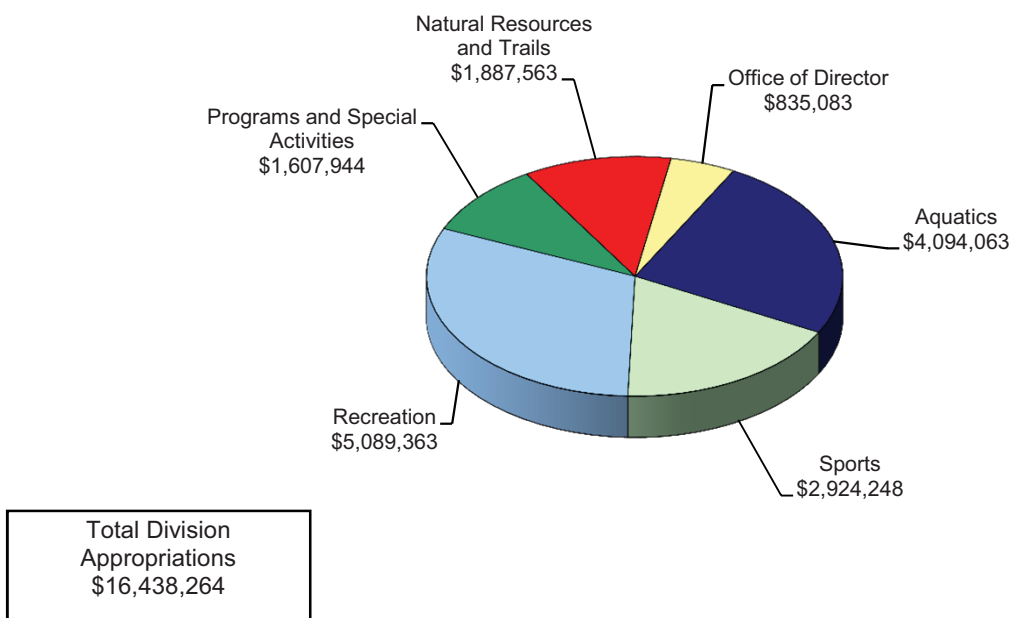
Division Overview

The director of Park & Recreation Services reports to the general manager and is responsible for all administrative functions relating to recreation program activities; aquatics programs; natural resource functions; trails management; sports; volunteer programs, special events, special programs and activities. In addition, the director helps coordinate the park district's legislative advocacy efforts. The Park & Recreation Services Division budget includes the following departments: Office of the Director, Aquatics, Natural Resources & Trails Management, Programs & Special Activities, Recreation, and Sports.

Division Staffing by Departments FY 2015/16



Division Appropriations by Departments FY 2015/16



Division: Park & Recreation Services

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

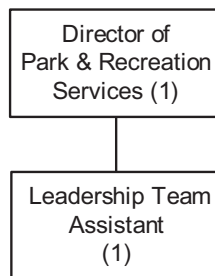
Summary by Department					
Office of the Director	637,774	581,337	759,647	835,083	835,083
Aquatics	3,570,613	3,677,869	4,099,609	4,094,063	4,094,063
Sports	1,583,584	1,593,384	1,789,516	2,924,248	2,924,248
Recreation	4,449,385	4,548,610	4,925,270	5,089,363	5,089,363
Programs and Special Activities	2,770,543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

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



PARK & RECREATION SERVICES DIVISION

Office of Director of Park & Recreation Services



Department Overview

This budget unit supports the activities of the director of Park & Recreation Services.

Activities of the Office of Director budget include the management and supervision of the program staff and the coordination and implementation of the division's activities. Legislative advocacy for the park district at the state and federal level.

FY 2014/15 Division Accomplishments

Further developing (with the Beaverton School District) a cooperative environmental education program.

Held another successful Family Triathlon and Party in the Park which included an International Festival in partnership with the City of Beaverton.

Maintained positive working relationships with our affiliate clubs and the Beaverton School District.

Increased legislative contacts both at the state and federal levels through direct contacts and advocating for specific programs, initiatives and bills.

Continued efforts to update the intergovernmental agreement with the Beaverton School District to maximize the use of facilities for both agencies.

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

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

Held the Third Annual Trailways event.

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

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

FY 2015/16 Division Goals and Objectives

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

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

Seek to add socialization components to adult program and activities.

Continue implementation of the Cost Recovery Model.

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

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

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

Implement Strategic Plan initiatives as appropriate.

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

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

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

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

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

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

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

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

Seek grant funding to help expand programming.

Monitor program and class participation to assure appropriate cost recovery.

Continue monitoring of the Jenkins Estate concessionaire to assure quality.

Complete service assessments of all program areas.

Emphasize and offer program opportunities for middle school age children.

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

Budget Highlights

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

Division: Park & Recreation Services

Department: Office of the Director

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



Division: Park & Recreation Services

Department: Office of the Director

Program: Office of the Director

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





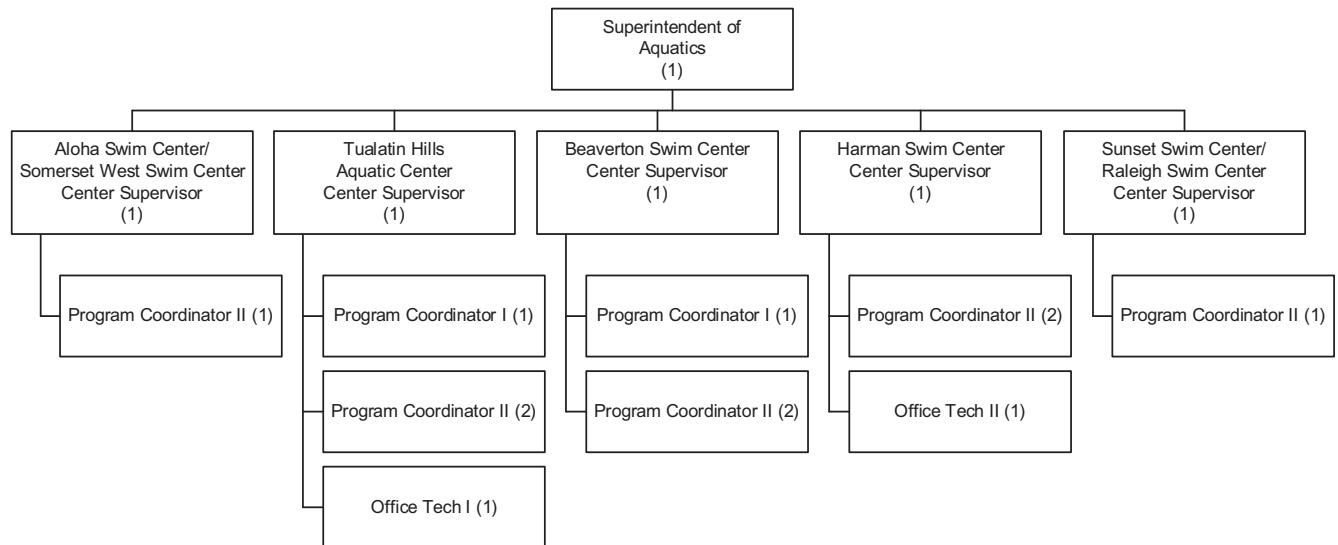
AQUATICS



Aloha Swim Center
Tualatin Hills Aquatic Center
Beaverton Swim Center
Harman Swim Center
Sunset Swim Center
Raleigh Swim Center
Somerset West Swim Center

PARK & RECREATION SERVICES DIVISION

Aquatics Department



Department Overview

The superintendent of Aquatics is responsible to the director of Park & Recreation Services and is responsible for the operation of seven swim centers, their programs, and staff. The superintendent is also responsible for aquatic program oversight at Conestoga Recreation & Aquatic Center.

The Aquatics Department plans, organizes and administers the financial, operational and personnel activities of a comprehensive program including: program development in the areas of instructional, recreational, fitness and competitive aquatics activities; certification courses, senior activities and programs for guests with special needs; supervision and training of staff; and coordinates with the Maintenance Operations Department in the operation of the pools.

FY 2014/15 Accomplishments

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

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

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

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

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

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

FY 2015/16 Goals and Objectives

Continue implementation of the Cost Recovery Model.

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

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

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

FY 2015/16 Goals and Objectives (continued)

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

Continue to provide training opportunities for volunteers working with guests with special needs.

Increase program opportunities for middle school aged children and low-income families.

Budget Highlights

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

Division: Park & Recreation Services

Department: Aquatics

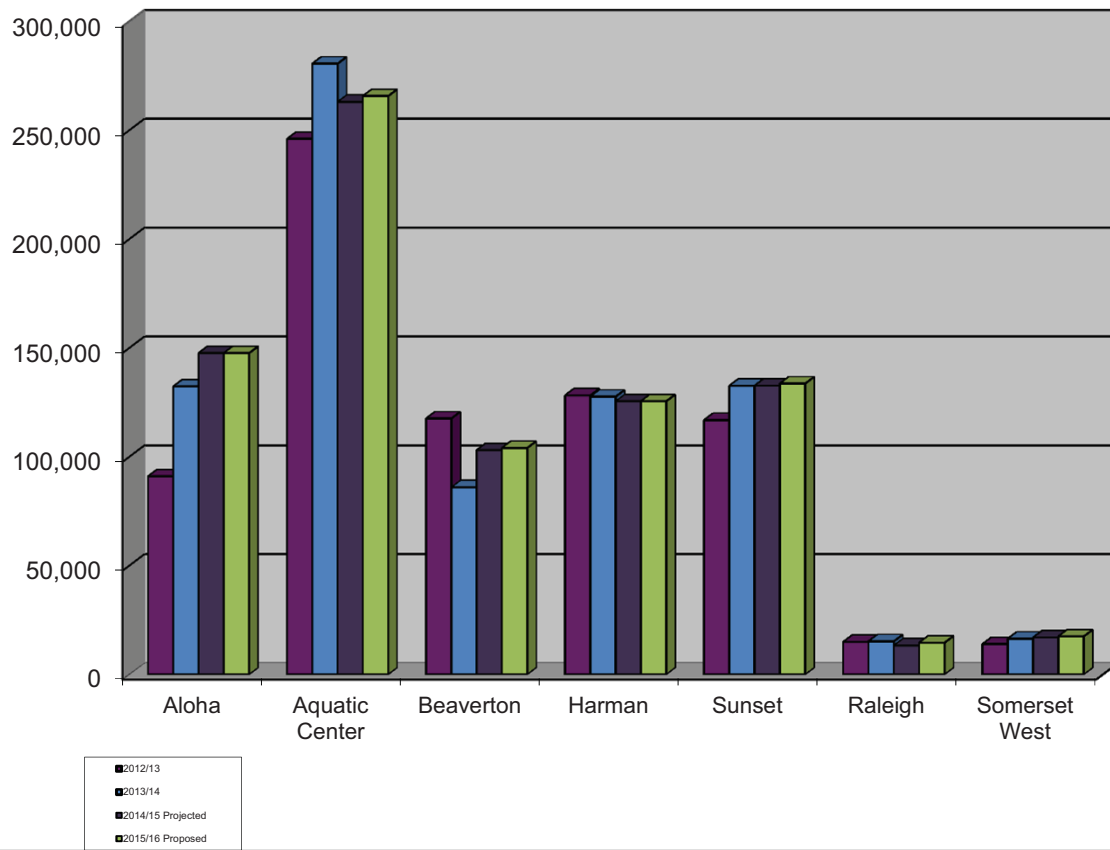
Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Summary of Appropriations					
Personnel Services	3,516,086	3,604,840	4,005,574	3,990,191	3,990,191
Materials & Services	54,527	73,029	94,035	103,872	103,872
Total Appropriations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

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

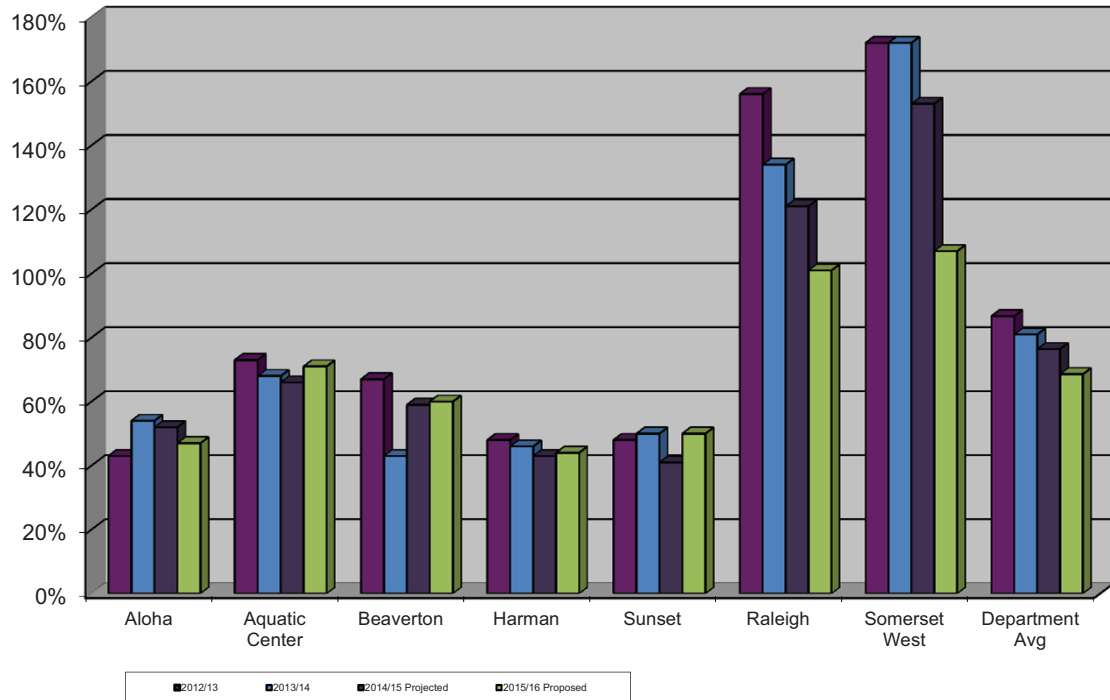
Division Staff					
Full Time	20.00	20.00	20.00	18.00	18.00
Regular Part Time (FTE)	7.89	7.89	7.89	7.01	7.01
Part Time (FTE)	45.81	49.39	51.16	57.71	57.71

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

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
Department: Aquatics
Program: Superintendent of Aquatics

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	112,332	116,076	118,282	120,411	120,411
P.T. Salary	567	575	352	384	384
Employee Benefits	33,993	37,610	35,053	34,961	34,961
Payroll Taxes	11,106	11,187	11,431	10,638	10,638
Personnel Services	157,998	165,448	165,118	166,394	166,394
Supplies	19,523	24,267	18,544	13,726	13,726
Communications	2,511	3,040	3,200	5,000	5,000
Training, Travel and Memberships	13,276	20,484	28,334	32,332	32,332
Material & Services	35,310	47,791	50,078	51,058	51,058
Program Total	193,308	213,239	215,196	217,452	217,452
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.01	0.02	0.01	0.01	0.01

Division: Park & Recreation Services

Department: Aquatics

Program: Aloha Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance ¹	91,024	132,327	147,638	147,638
Number of classes held	603	1,014	1,140	1,140
Percentage of classes held vs. offered	86%	86%	91%	100%
Performance Measures:				
Estimated cost per visit ¹	\$ 5.55	\$ 4.68	\$ 4.31	\$ 5.13
Direct facility operations cost recovery ²	43%	54%	52%	47%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	199%	179%	173%	100%

¹ Reflects facility closure February 19 to March 20, 2013.² Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Aloha Swim Center

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	164,852	193,121	207,143	151,791	151,791
R.P.T. Salary	77,405	79,274	87,180	91,987	91,987
P.T. Salary	116,333	170,467	234,650	294,336	294,336
Employee Benefits	100,706	123,721	129,193	104,717	104,717
Payroll Taxes	40,774	48,754	55,893	54,140	54,140
Personnel Services	500,070	615,337	714,059	696,971	696,971
Supplies	4,255	4,023	8,615	8,980	8,980
Small Furniture and Equipment	624	-	-	-	-
Material & Services	4,879	4,023	8,615	8,980	8,980
Program Total	504,949	619,360	722,674	705,951	705,951
Department Staff					
Full Time	2.00	3.00	3.00	2.00	2.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	8.16	9.06	9.43	11.57	11.57
Funded Service Level					
Program Hours	6,986	6,799	8,243	8,975	8,975
Contact Hours	211,202	213,508	222,175	234,473	234,473

Division: Park & Recreation Services
 Department: Aquatics
 Program: Tualatin Hills Aquatic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance ¹	246,032	280,612	263,074	265,705
Number of classes held	1,000	884	837	840
Percentage of classes held vs. offered	96%	94%	94%	100%
Performance Measures:				
Estimated cost per visit	\$ 3.32	\$ 3.09	\$ 3.37	\$ 3.56
Direct facility operations cost recovery ¹	73%	68%	66%	71%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	210%	213%	210%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Aquatics
Program: Tualatin Hills Aquatic Center

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	360,964	362,695	391,280	344,261	344,261
R.P.T. Salary	33,170	34,812	37,295	39,352	39,352
P.T. Salary	190,142	223,699	251,961	291,841	291,841
Employee Benefits	164,320	172,972	170,360	166,140	166,140
Payroll Taxes	66,199	68,398	72,752	68,863	68,863
Personnel Services	814,795	862,576	923,648	910,457	910,457
Supplies	2,906	4,426	6,485	6,552	6,552
Small Furniture & Equipment	-	-	500	500	500
Material & Services	2,906	4,426	6,985	7,052	7,052
Program Total	817,701	867,002	930,633	917,509	917,509
Department Staff					
Full Time	6.00	6.00	6.00	5.00	5.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	7.76	9.83	10.25	12.09	12.09
Funded Service Level					
Program Hours	8,120	8,729	8,051	9,496	9,496
Contact Hours	288,756	317,201	347,351	324,726	324,726

Division: Park & Recreation Services

Department: Aquatics

Program: Beaverton Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance ¹	117,595	86,016	103,012	104,042
Number of classes held	2,221	1,323	1,530	1,560
Percentage of classes held vs. offered	95%	96%	93%	100%
Performance Measures:				
Estimated cost per visit ¹	\$ 7.07	\$ 8.17	\$ 8.18	\$ 8.18
Direct facility operations cost recovery ²	67%	43%	59%	60%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	321%	316%	315%	100%

¹ Reflects extended closure in fiscal year 2013/14.

² Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Beaverton Swim Center

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	264,444	247,253	281,454	283,104	283,104
R.P.T. Salary	77,693	76,300	87,497	43,295	43,295
P.T. Salary	295,150	187,888	248,288	273,516	273,516
Employee Benefits	116,546	128,893	149,406	135,080	135,080
Payroll Taxes	74,626	57,884	66,442	61,797	61,797
Personnel Services	828,459	698,218	833,087	796,792	796,792
Supplies	2,911	4,808	9,577	10,597	10,597
Material & Services	2,911	4,808	9,577	10,597	10,597
Program Total	831,370	703,026	842,664	807,389	807,389
Department Staff					
Full Time	4.00	4.00	4.00	4.00	4.00
Regular Part Time (FTE)	1.75	1.75	1.75	0.88	0.88
Part Time (FTE)	12.05	10.80	11.48	12.20	12.20
Funded Service Level					
Program Hours	10,971	9,020	9,355	10,352	10,352
Contact Hours	196,306	192,742	198,394	197,257	197,257

Division: Park & Recreation Services

Department: Aquatics

Program: Harman Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance	128,224	127,617	125,500	125,500
Number of classes held	573	596	625	1,045
Percentage of classes held vs. offered	100%	80%	80%	100%
Performance Measures:				
Estimated cost per visit	\$ 5.36	\$ 5.43	\$ 5.48	\$ 5.64
Direct facility operations cost recovery ¹	48%	46%	43%	44%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	181%	182%	180%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Harman Swim Center

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	238,568	251,979	258,649	240,328	240,328
R.P.T. Salary	100,923	101,430	111,144	115,118	115,118
P.T. Salary	141,726	135,711	154,009	167,697	167,697
Employee Benefits	146,473	143,225	132,314	117,638	117,638
Payroll Taxes	55,141	54,963	56,944	54,257	54,257
Personnel Services	682,831	687,308	713,060	695,038	695,038
Supplies	3,751	5,470	5,090	10,056	10,056
Small Furniture and Equipment	481	-	-	-	-
Material & Services	4,232	5,470	5,090	10,056	10,056
Program Total	687,063	692,778	718,150	705,094	705,094
Department Staff					
Full Time	5.00	4.00	4.00	4.00	4.00
Regular Part Time (FTE)	1.76	1.76	1.76	1.75	1.75
Part Time (FTE)	5.95	6.66	6.77	7.36	7.36
Funded Service Level					
Program Hours	6,097	6,022	5,845	6,647	6,647
Contact Hours	156,627	131,765	131,071	116,740	116,740

Division: Park & Recreation Services

Department: Aquatics

Program: Sunset Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance	116,872	132,636	132,655	133,650
Number of classes held	601	693	560	670
Percentage of classes held vs. offered	94%	97%	83%	100%
Performance Measures:				
Estimated cost per visit	\$ 3.98	\$ 3.80	\$ 4.10	\$ 4.31
Direct facility operations cost recovery ¹	48%	50%	41%	50%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	189%	181%	195%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Sunset Swim Center

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	155,003	135,400	138,099	144,786	144,786
R.P.T. Salary	44,717	86,091	92,801	95,941	95,941
P.T. Salary	146,623	145,606	189,902	210,355	210,355
Employee Benefits	76,241	91,187	85,732	101,054	101,054
Payroll Taxes	39,436	40,956	44,800	46,304	46,304
Personnel Services	462,020	499,240	551,334	598,440	598,440
Supplies	2,751	5,130	8,834	11,230	11,230
Material & Services	2,751	5,130	8,834	11,230	11,230
Program Total	464,771	504,370	560,168	609,670	609,670
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	6.68	7.46	7.62	8.00	8.00
Funded Service Level					
Program Hours	5,946	6,363	6,218	6,530	6,530
Contact Hours	138,541	146,807	151,890	161,067	161,067

Division: Park & Recreation Services

Department: Aquatics

Program: Raleigh Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance	14,961	15,239	13,333	14,586
Number of classes held	48	77	89	82
Percentage of classes held vs. offered	61%	81%	86%	100%
Performance Measures:				
Estimated cost per visit	\$ 1.99	\$ 2.05	\$ 3.58	\$ 3.79
Direct facility operations cost recovery ¹	156%	134%	121%	101%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	145%	147%	125%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Aquatics

Program: Raleigh Swim Center

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
P.T. Salary	25,838	26,971	41,418	49,366	49,366
Payroll Taxes	3,153	3,000	4,142	4,937	4,937
Personnel Services	28,991	29,971	45,560	54,303	54,303
Supplies	734	1,279	2,156	2,199	2,199
Material & Services	734	1,279	2,156	2,199	2,199
Program Total	29,725	31,250	47,716	56,502	56,502
Department Staff					
Full Time	0.00	0.00	0.00	0.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	3.10	3.37	3.38	3.88	3.88
Funded Service Level					
Program Hours	1,157	1,174	1,068	1,313	1,313
Contact Hours	56,850	55,158	50,104	63,325	63,325

Division: Park & Recreation Services
 Department: Aquatics
 Program: Somerset West Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance	13,952	16,442	17,002	17,500
Number of classes held	236	236	256	256
Percentage of classes held vs. offered	68%	100%	100%	100%
Performance Measures:				
Estimated cost per visit	\$ 2.54	\$ 2.85	\$ 2.80	\$ 4.35
Direct facility operations cost recovery ¹	172%	172%	153%	107%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	175%	160%	155%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Aquatics
Program: Somerset West Swim Center

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
P.T. Salary	36,697	42,005	54,280	65,269	65,269
Payroll Taxes	4,225	4,737	5,428	6,527	6,527
Personnel Services	40,922	46,742	59,708	71,796	71,796
Supplies	804	102	2,700	2,700	2,700
Material & Services	804	102	2,700	2,700	2,700
Program Total	41,726	46,844	62,408	74,496	74,496
Department Staff					
Full Time	0.00	0.00	0.00	0.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	2.10	2.19	2.22	2.60	2.60
Funded Service Level					
Program Hours	1,515	2,195	2,218	2,290	2,290
Contact Hours	62,014	77,990	80,419	75,807	75,807





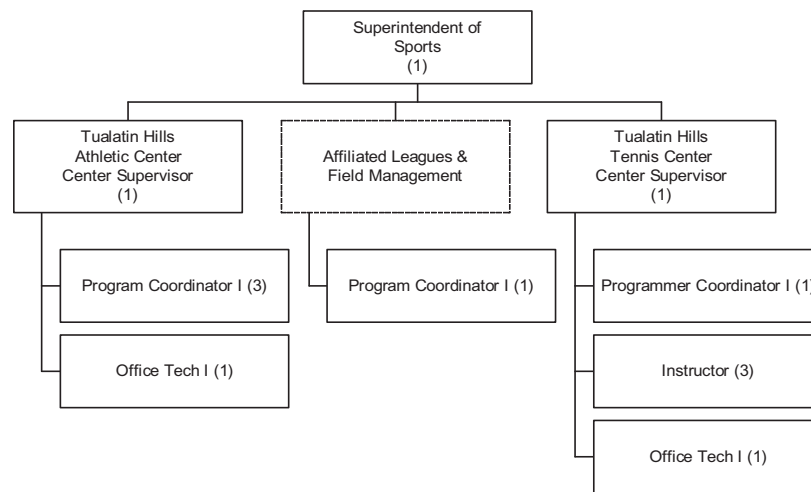
SPORTS



Tualatin Hills Athletic Center
Tualatin Hills Tennis Center

PARK & RECREATION SERVICES DIVISION

Sports Department



Department Overview

The superintendent of Sports is responsible to the director of Park & Recreation Services and oversees recreational services for the Tennis Center, Athletic Center, sports fields, tennis courts, affiliated sports organizations, and the Beaverton School District (BSD) intergovernmental agreement. The Athletic Center provides as many as 200 diverse programs quarterly, districtwide sports leagues that involve over 20,000 participants and numerous tournaments and special events. The Tennis Center provides instruction, leagues and tournaments for youth and adults, working with the Greater Portland Tennis Council and United State Tennis Association. This department works with seven steering committees, an advisory committee, coordinating with other departments and the BSD to offer services.

FY 2014/15 Accomplishments

Continued development and implementation of the Cost Recovery Model.

Implemented the field sports affiliation policy and 10-year vision plans with the youth sports organizations.

Implemented two new special needs sports camps and teen adventure recreation programs.

Developed and offered new adult sports league components that included socialization components.

Developed tennis facility location and use evaluations.

Enhanced the continuum of tennis play by offering 20 half-day rookie and challenger tournaments.

FY 2015/16 Goals and Objectives

Continue implementation of the Cost Recovery Model.

Complete implementation of the field sports affiliation policy and agreements.

Expand special needs sports camps and teen adventure recreation programming.

Expand socialization components in adult sports leagues.

Host national and international girls softball tournaments.

Develop and implement tennis staff training program.

Increase locations for tennis instruction at lower levels.

Budget Highlights

The proposed budget includes the following:

- Funding allocations for program implementation of special needs sports camps and teen adventure recreation programming, and new tennis instruction location. There is no new funding being requested; only existing resources are being used.
- Transfer of the Tennis Center from the Programs & Special Activities Department to the Sports Department.



Division: Park & Recreation Services
Department: Sports

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Summary of Appropriations					
Personnel Services	1,297,555	1,268,483	1,445,086	2,536,158	2,536,158
Materials & Services	286,029	324,901	344,430	388,090	388,090
Total Appropriations	1,583,584	1,593,384	1,789,516	2,924,248	2,924,248

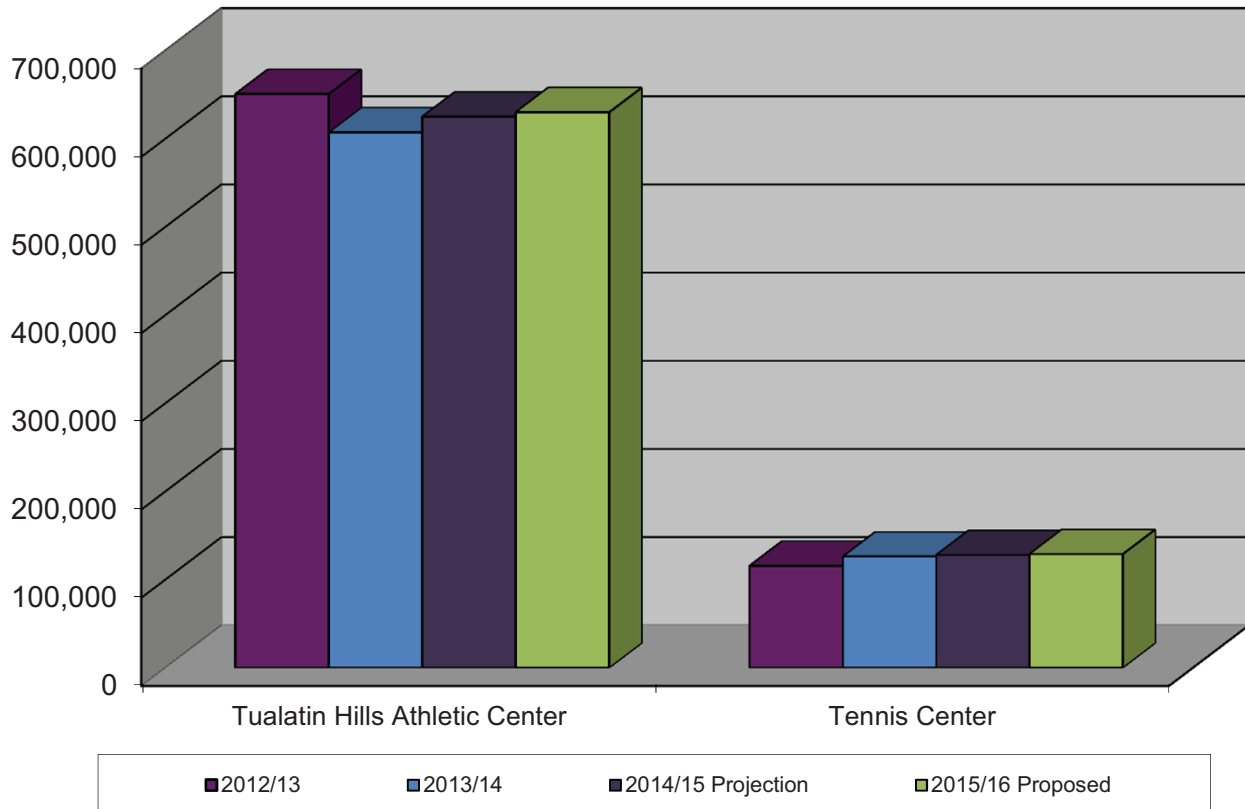
Summary by Program					
Superintendent of Sports	271,959	288,706	306,302	316,066	316,066
Tualatin Hills Athletic Center	1,311,625	1,304,678	1,483,214	1,532,906	1,532,906
Tennis Center	-	-	-	1,075,276	1,075,276
Total Appropriations	1,583,584	1,593,384	1,789,516	2,924,248	2,924,248

Division Staff					
Full Time	7.00	7.00	7.00	13.00	13.00
Regular Part Time (FTE)	1.75	1.75	1.75	5.24	5.24
Part Time (FTE)	21.07	20.16	21.05	26.95	26.95

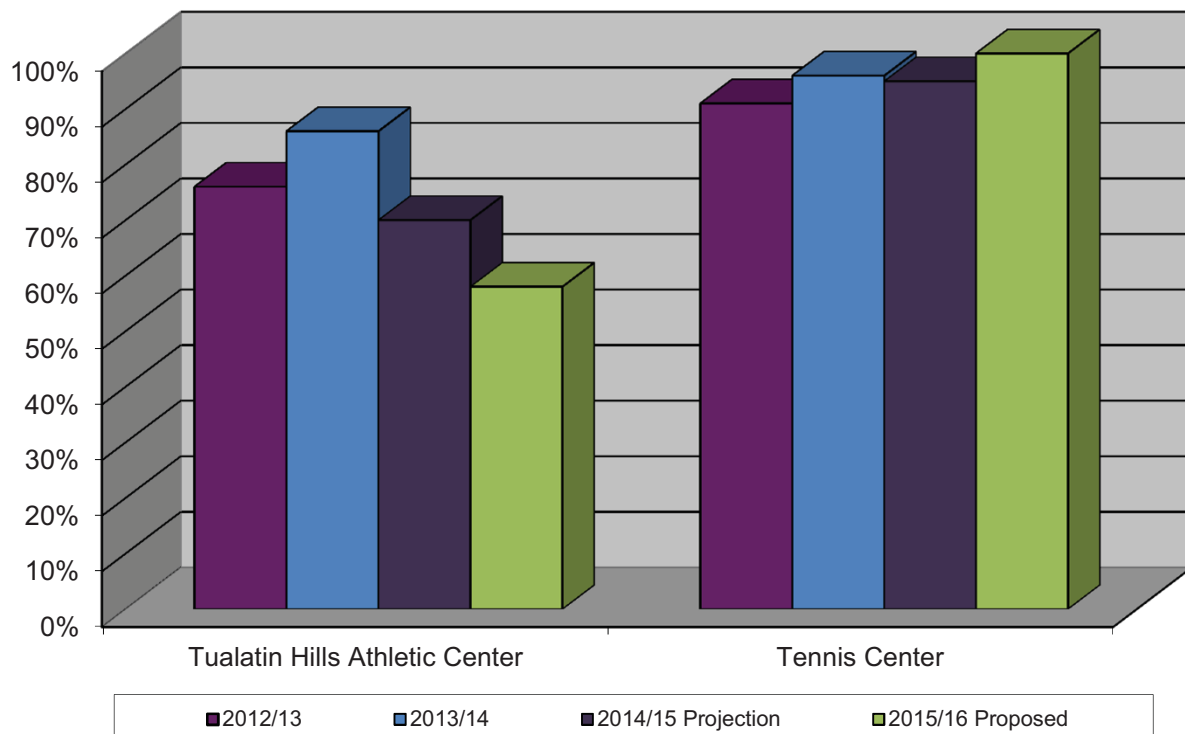
Funded Service Level					
Program Hours	10,368	10,563	10,238	46,332	46,332
Contact Hours	279,877	283,565	282,509	406,687	406,687

Note: As of FY 2015/16 the Tennis Center has been moved from the Programs & Special Services department.

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services

Department: Sports

Program: Superintendent of Sports

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	150,278	159,500	167,232	174,130	174,130
Employee Benefits	67,053	73,588	72,719	75,240	75,240
Payroll Taxes	14,540	15,112	17,361	16,756	16,756
Personnel Services	231,871	248,200	257,312	266,126	266,126
Rental Facilities	34,852	31,103	42,500	42,500	42,500
Communications	1,879	3,627	2,000	1,000	1,000
Supplies	1,237	1,498	2,000	2,000	2,000
Training, Travel and Memberships	2,120	3,283	2,490	4,440	4,440
Small Furniture and Equipment		995	-	-	-
Material & Services	40,088	40,506	48,990	49,940	49,940
Program Total	271,959	288,706	306,302	316,066	316,066
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Park & Recreation Services
Department: Sports
Program: Tualatin Hills Athletic Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance	650,623	607,130	625,000	630,000
Number of classes held	527	537	550	600
Percentage of classes held vs. offered	87%	88%	88%	100%
Performance Measures:				
Estimated cost per visit	\$ 2.02	\$ 2.15	\$ 2.31	\$ 2.39
Direct Facility Operations Cost Recovery ¹	76%	86%	70%	58%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	137%	137%	137%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Sports
Program: Tualatin Hills Athletic Center

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	274,801	267,021	305,764	320,217	320,217
R.P.T.Salary	76,248	87,373	88,715	90,898	90,898
P.T. Salary	473,918	432,852	535,034	551,084	551,084
Employee Benefits	145,560	145,366	162,596	173,292	173,292
Payroll Taxes	95,157	87,671	95,665	96,066	96,066
Personnel Services	1,065,684	1,020,283	1,187,774	1,231,557	1,231,557
Professional and Technical Services	120,960	120,015	147,080	149,330	149,330
Supplies	123,231	161,681	144,460	147,951	147,951
Communication	-	150	1,000	1,000	1,000
Training, Travel and Memberships	1,551	1,953	1,900	1,968	1,968
Small Furniture and Equipment	199	596	1,000	1,100	1,100
Material & Services	245,941	284,395	295,440	301,349	301,349
Program Total	1,311,625	1,304,678	1,483,214	1,532,906	1,532,906
Department Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	1.75	1.75	1.75	1.75	1.75
Part Time (FTE)	21.07	20.16	21.05	21.78	21.78
Funded Service Level					
Program Hours	10,368	10,563	10,238	10,167	10,167
Contact Hours	279,877	283,565	282,509	276,499	276,499

Division: Park & Recreation Services

Department: Sports

Program: Tennis Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance	115,618	126,174	127,943	128,918
Number of classes held	1,248	1,272	1,321	1,349
Percentage of classes held vs. offered	75%	86%	87%	100%
Performance Measures:				
Estimated cost per visit	\$ 8.35	\$ 7.88	\$ 8.10	\$ 8.13
Direct Facility Operations Cost Recovery ¹	91%	96%	95%	102%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	128%	132%	132%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services

Department: Sports

Program: Tennis Center

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary				384,659	384,659
R.P.T. Salary				183,240	183,240
P.T. Salary				147,903	147,903
Employee Benefits				249,042	249,042
Payroll Taxes				73,631	73,631
Personnel Services	-	-	-	1,038,475	1,038,475
Supplies				34,461	34,461
Communications				-	-
Training, Travel and Memberships				2,340	2,340
Small Furniture and Equipment				-	-
Material & Services	-	-	-	36,801	36,801
Program Total	-	-	-	1,075,276	1,075,276
Department Staff					
Full Time				6.00	6.00
Regular Part Time (FTE)				3.49	3.49
Part Time (FTE)				5.17	5.17
Funded Service Level					
Program Hours				36,165	36,165
Contact Hours				130,188	130,188

Note: As of FY 2015/16 the Tennis Center has been moved from the Programs & Special Services department.





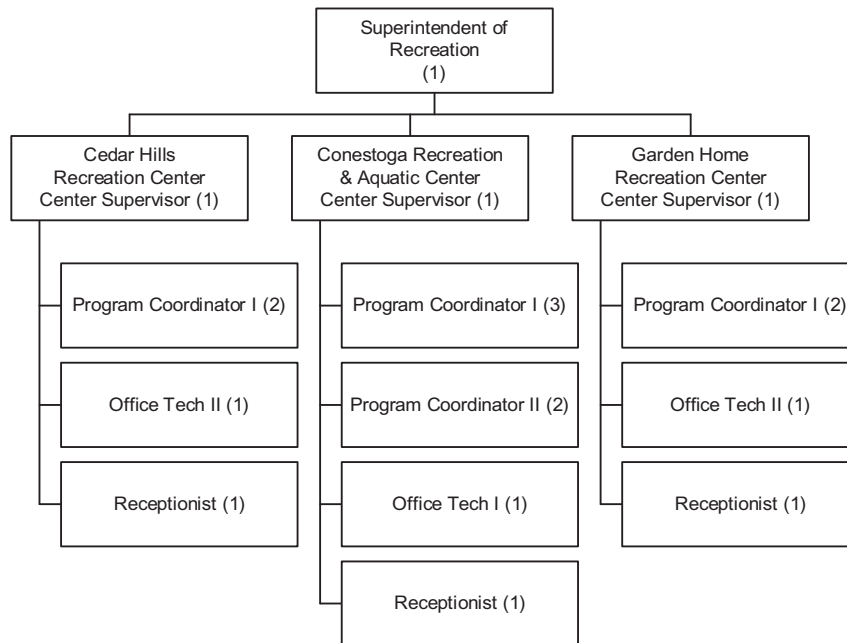
RECREATION



Cedar Hills Recreation Center
Conestoga Recreation & Aquatic Center
Garden Home Recreation Center

PARK & RECREATION SERVICES DIVISION

Recreation Department



Department Overview

The superintendent of Recreation is responsible to the director of Park & Recreation Services and oversees the operation of the three recreation centers, their programs, and staff.

The Recreation Department plans, organizes, and administers the operational and personnel activities of a comprehensive recreation program. These recreational facilities provide as many as 400 diverse recreation programs, special events, and after school programs quarterly. This department also oversees the planning and operation of the Tualatin Hills Rec Mobile program and the Cedar Mill Farmers Market.

FY 2014/15 Accomplishments

Participated in a Washington County Public Health Task Force to provide options for families to improve health, physical fitness and healthy eating choices.

Increased after school enrollment over 5% and revenue 12% district-wide.

Started a new archery program at Cedar Hills Recreation Center. Exceeded attendance and revenue figures for the year by the end of the first term. To date, there have been 1,474 participants.

Continued participation on the Community Advisory Council to help develop adequate health care for low-income families in our community.

Implemented USDA Snack Program in after school program at Conestoga Recreation & Aquatic Center. This provided free healthy snacks to participants as well as reduced costs to the program.

Increased outreach to low-income families through partnership with Family Care Health Plan.

Assumed oversight and renegotiated the Jenkins Estate concessionaire contract.

Assumed supervision and oversight of Cedar Mill Farmers Market.

Fully implemented a new nine-month preschool at Fanno Farmhouse.

FY 2015/16 Goals and Objectives

Begin implementation of the Cost Recovery Model.

Develop programs for underserved ages 12-19.

Develop and grow other program areas to partner with new or current medical community partners. This is an effort to promote good health and wellness.

FY 2015/16 Goals and Objectives (continued)

Continue to standardize operations for all three recreation centers.

Budget Highlights

The proposed budget includes funding for the following:

- Transfer of the Cedar Mill Farmers Market from the Programs & Special Activities Department.
- Creation of a teen and inclusive recreation program district-wide. This represents an approved business plan under the goal of exploring a systematic approach to and strategies for advancing or affirming market position. As well as to provide a variety of programs at recreation centers to address the needs of all user groups, including children, teens, adults, seniors, ethnic and minority residents, and persons with disabilities: provide programs and services that meet the needs of people of all incomes.

Otherwise, the proposed budget reflects continuation of most program levels from the previous year.

Division: Park & Recreation Services
Department: Recreation

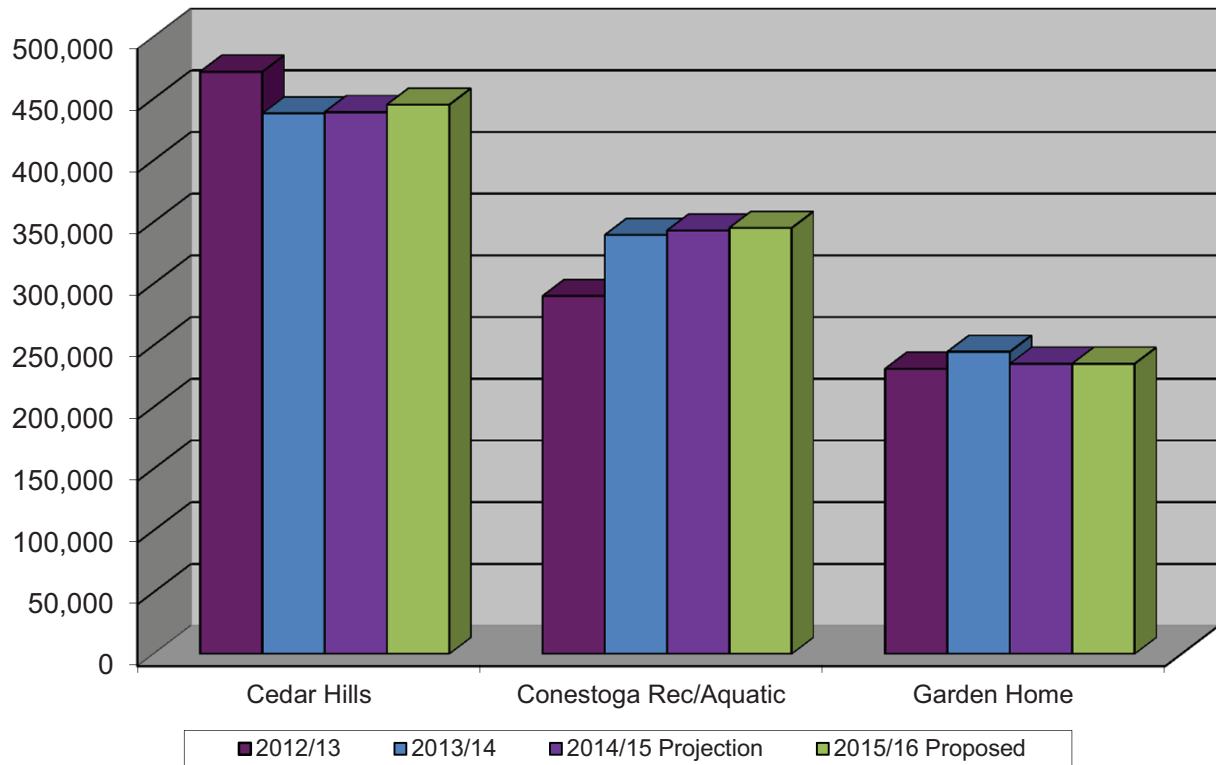
Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Summary of Appropriations					
Personnel Services	4,098,359	4,189,194	4,458,463	4,612,544	4,612,544
Materials & Services	351,026	359,416	466,807	476,819	476,819
Total Appropriations	4,449,385	4,548,610	4,925,270	5,089,363	5,089,363

Summary by Program					
Superintendent of Recreation	172,989	190,728	191,793	204,312	204,312
Cedar Hills Recreation Center	1,445,432	1,463,835	1,545,840	1,620,320	1,620,320
Conestoga Rec. & Aquatic Center	1,942,844	1,948,725	2,052,485	2,145,801	2,145,801
Garden Home Recreation Center	888,120	945,322	1,135,152	1,118,930	1,118,930
Total Appropriations	4,449,385	4,548,610	4,925,270	5,089,363	5,089,363

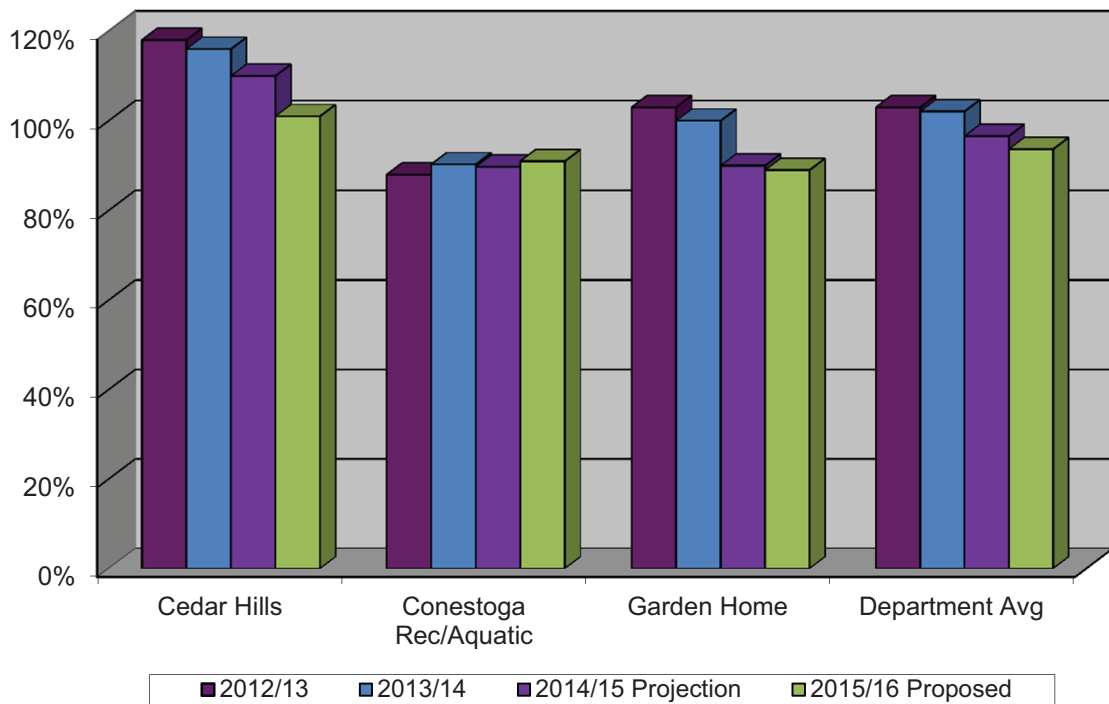
Division Staff					
Full Time	19.00	19.00	19.00	19.00	19.00
Regular Part Time (FTE)	4.39	4.39	3.52	3.52	3.52
Part Time (FTE)	79.06	76.77	77.54	79.08	79.08

Funded Service Level					
Program Hours	73,790	69,536	71,857	73,048	73,048
Contact Hours	1,710,154	1,732,202	1,807,815	1,812,394	1,812,394

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
Department: Recreation
Program: Superintendent of Recreation

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	103,656	109,052	110,556	120,411	120,411
Employee Benefits	41,371	45,272	43,608	45,881	45,881
Payroll Taxes	10,296	10,585	10,729	10,600	10,600
	155,323	164,909	164,893	176,892	176,892
Communications	2,787	3,513	3,000	3,360	3,360
Supplies	6,477	7,989	11,780	12,000	12,000
Training, Travel and Memberships	8,214	11,690	12,120	12,060	12,060
Small Furniture, Fixtures and Equip.	188	2,627	-	-	-
Material & Services	17,666	25,819	26,900	27,420	27,420
Program Total	172,989	190,728	191,793	204,312	204,312
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.12	0.00	0.00	0.00	0.00

Division: Park & Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance	471,722	437,966	439,000	445,000
Number of classes held	1,360	1,320	1,350	1,340
Percentage of classes held vs. offered	92%	90%	92%	100%
Performance Measures:				
Estimated cost per visit	\$ 3.06	\$ 3.34	\$ 3.47	\$ 3.60
Direct facility operations cost recovery ¹	118%	116%	110%	101%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	149%	149%	149%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Recreation
Program: Cedar Hills Recreation Center

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	274,896	283,700	293,890	302,972	302,972
R.P.T. Salary	40,381	40,707	43,046	45,423	45,423
P.T. Salary	749,299	773,264	802,384	847,463	847,463
Employee Benefits	140,036	135,884	141,353	150,423	150,423
Payroll Taxes	120,671	121,276	115,071	118,158	118,158
Personnel Services	1,325,283	1,354,831	1,395,744	1,464,439	1,464,439
Other Services	-	-	-	3,181	3,181
Supplies	118,642	106,704	146,453	148,985	148,985
Communication	195	-	-	-	-
Training, Travel and Memberships	1,074	394	1,251	1,276	1,276
Small Furniture and Equipment	238	1,906	2,392	2,439	2,439
Material & Services	120,149	109,004	150,096	155,881	155,881
Program Total	1,445,432	1,463,835	1,545,840	1,620,320	1,620,320
Department Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	25.33	25.05	24.31	26.29	26.29
Funded Service Level					
Program Hours	26,519	26,427	26,189	27,214	27,214
Contact Hours	547,351	549,700	550,728	548,519	548,519

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance	289,927	339,417	343,000	345,100
Number of classes held	1,905	1,875	1,935	1,945
Percentage of classes held vs. offered	86%	89%	92%	100%
Performance Measures:				
Estimated cost per visit	\$ 6.70	\$ 5.74	\$ 5.64	\$ 6.27
Direct facility operations cost recovery ¹	88%	90%	90%	91%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	156%	146%	145%	100%

¹ Does not include maintenance or utilities.

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

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	441,885	489,287	505,102	514,867	514,867
R.P.T. Salary	124,208	125,386	77,320	78,059	78,059
P.T. Salary	853,083	779,487	914,672	968,356	968,356
Employee Benefits	240,794	281,931	263,637	287,001	287,001
Payroll Taxes	163,582	153,282	155,215	157,948	157,948
Personnel Services	1,823,552	1,829,373	1,915,946	2,006,231	2,006,231
Professional and Technical Services	5,550	5,955	-	-	-
Rental Equipment	1,759	-	-	-	-
Communication	25	195	1,875	9,050	9,050
Other Services	1,329	-	6,000	-	-
Supplies	107,331	102,632	119,714	118,520	118,520
Training, Travel and Memberships	861	2,435	150	-	-
Small Furniture, Fixtures and Equip.	2,437	8,135	8,800	12,000	12,000
Material & Services	119,292	119,352	136,539	139,570	139,570
Program Total	1,942,844	1,948,725	2,052,485	2,145,801	2,145,801
Department Staff					
Full Time	8.00	8.00	8.00	8.00	8.00
Regular Part Time (FTE)	2.63	2.63	1.76	1.76	1.76
Part Time (FTE)	36.79	36.06	37.47	37.26	37.26
Funded Service Level					
Program Hours	25,411	23,736	25,872	26,990	26,990
Contact Hours	804,275	849,465	911,176	913,859	913,859

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance	134,927	140,000	143,000	145,000
Number of classes held	884	872	930	940
Percentage of classes held vs. offered	95%	90%	93%	100%
Performance Measures:				
Estimated cost per visit	\$ 6.95	\$ 6.55	\$ 6.80	\$ 7.22
Direct facility operations cost recovery ¹	66%	69%	69%	59%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	195%	177%	174%	100%

¹ Does not include maintenance or utilities.

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

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	257,517	265,863	310,774	313,822	313,822
R.P.T. Salary	88,747	88,273	38,411	39,361	39,361
P.T. Salary	317,381	304,705	370,056	377,879	377,879
Employee Benefits	148,301	163,558	170,278	178,393	178,393
Payroll Taxes	75,566	72,714	75,360	74,313	74,313
Personnel Services	887,512	895,113	964,879	983,768	983,768
Communication	25	195	1,000	9,050	9,050
Supplies	20,236	19,788	19,144	16,100	16,100
Training, Travel and Memberships	793	1,402	-	-	-
Material & Services	21,054	21,385	20,144	25,150	25,150
Program Total	908,566	916,498	985,023	1,008,918	1,008,918
Department Staff					
Full Time	4.20	4.20	4.80	4.80	4.80
Regular Part Time (FTE)	1.75	1.75	0.88	0.88	0.88
Part Time (FTE)	16.52	15.65	17.41	15.25	15.25
Funded Service Level					
Program Hours	10,788	10,151	9,834	9,705	9,705
Contact Hours	496,237	490,725	526,775	499,320	499,320

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance	155,000	199,417	200,000	200,100
Number of classes held	1,021	1,003	1,005	1,005
Percentage of classes held vs. offered	80%	87%	91%	100%
Performance Measures:				
Estimated cost per visit	\$ 6.67	\$ 5.18	\$ 4.82	\$ 5.58
Direct facility operations cost recovery ¹	105%	109%	111%	121%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	145%	136%	136%	100%

¹ Does not include maintenance or utilities.

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

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	184,368	223,424	194,328	201,045	201,045
R.P.T. Salary	35,461	37,113	38,909	38,698	38,698
P.T. Salary	535,702	474,782	544,616	590,477	590,477
Employee Benefits	92,493	118,373	93,359	108,608	108,608
Payroll Taxes	88,016	80,568	79,855	83,635	83,635
Personnel Services	936,040	934,260	951,067	1,022,463	1,022,463
Professional and Technical Services	5,550	5,955	-	-	-
Rental Equipment	1,759	-	-	-	-
Other Services	1,329	-	6,000	-	-
Communications	-	-	875	-	-
Supplies	87,095	82,844	100,570	102,420	102,420
Training, Travel and Memberships	68	1,033	150	-	-
Small Furniture, Fixtures and Equip.	2,437	8,135	8,800	12,000	12,000
Material & Services	98,238	97,967	116,395	114,420	114,420
Program Total	1,034,278	1,032,227	1,067,462	1,136,883	1,136,883
Department Staff					
Full Time	3.80	3.80	3.20	3.20	3.20
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	20.27	20.40	20.06	22.01	22.01
Funded Service Level					
Program Hours	14,623	13,585	16,038	17,285	17,285
Contact Hours	308,038	358,740	384,401	414,539	414,539

Division: Park & Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance	230,895	244,734	235,000	235,000
Number of classes held	971	1,004	980	980
Percentage of classes held vs. offered	72%	69%	70%	100%
Performance Measures:				
Estimated cost per visit	\$ 3.85	\$ 3.86	4.29	4.79
Direct facility operations cost recovery ¹	103%	100%	90%	89%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	127%	138%	136%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	222,488	260,284	268,817	269,768	269,768
R.P.T. Salary	30,550	32,912	35,393	37,354	37,354
P.T. Salary	360,632	344,213	470,645	461,197	461,197
Employee Benefits	110,815	132,019	128,271	120,998	120,998
Payroll Taxes	69,716	70,653	78,754	75,665	75,665
Personnel Services	794,201	840,081	981,880	964,982	964,982
Professional and Technical Services	9,945	7,361	-	300	300
Supplies	80,549	94,586	149,782	149,848	149,848
Rental Equipment	-	-	-	-	-
Rental Facility	-	-	-	-	-
Communications	200	245	450	600	600
Training, Travel and Memberships	588	865	840	1,200	1,200
Small Furniture, Fixtures and Equip.	2,637	2,184	2,200	2,000	2,000
Material & Services	93,919	105,241	153,272	153,948	153,948
Program Total	888,120	945,322	1,135,152	1,118,930	1,118,930
Department Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	16.82	15.66	15.76	15.53	15.53
Funded Service Level					
Program Hours	21,860	19,373	19,796	18,844	18,844
Contact Hours	358,528	333,037	345,911	350,016	350,016





PROGRAMS & SPECIAL ACTIVITIES

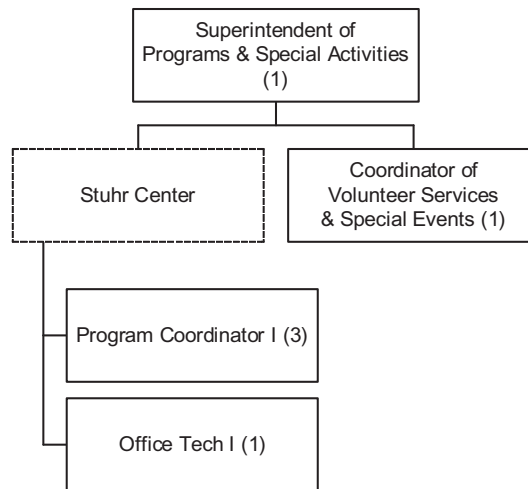


Elsie Stuhr Center

Camp Rivendale

PARK & RECREATION SERVICES DIVISION

Programs & Special Activities Department



Department Overview

The superintendent of Programs & Special Activities is responsible to the director of Park & Recreation Services and oversees the Elsie Stuhr Center, programs for the disabled and ADA, the Inclusion Program, Camp Rivendale, and the coordinator of Volunteer Services and Special Events.

This department provides integrated recreational opportunities for the community to include special events, senior and disabled programs, and volunteer services.

FY 2014/15 Accomplishments

Held a highly successful Concert and Theater in the Park Series, with six concerts, including “Groovin’ on the Grass” with Shemkia Copeland and Robert Cray, and one theater presentation.

Planned and implemented the third Sunday Trailways event celebrating the completion of the Westside Trail.

Held a very successful fundraiser at the Stuhr Center, Harvest Bazaar.

Increased participation in the district’s Inclusion Program due to marketing targeted to parents with children with special needs through the Beaverton School District.

FY 2015/16 Goals and Objectives

Continue implementation of the Cost Recovery Model.

Work with a consultant to complete the ADA Access Audit of facilities and properties, and the accompanying Transition Plan.

Continue to work to maximize expense efficiency of each departmental budget, while still maintaining maximum revenues.

Coordinate another successful Party in the Park.

Hold a successful Fourth Annual Trailways 2015.

Budget Highlights

The proposed budget reflects the transfer of the Tennis Center to the Sports Department and the Cedar Mill Farmers Market to the Recreation Department.



Division: Park & Recreation Services
Department: Programs and Special Activities

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Summary of Appropriations					
Personnel Services	2,461,966	2,412,166	2,452,290	1,351,839	1,351,839
Materials & Services	308,577	235,594	289,460	256,105	256,105
Total Appropriations	2,770,543	2,647,760	2,741,750	1,607,944	1,607,944

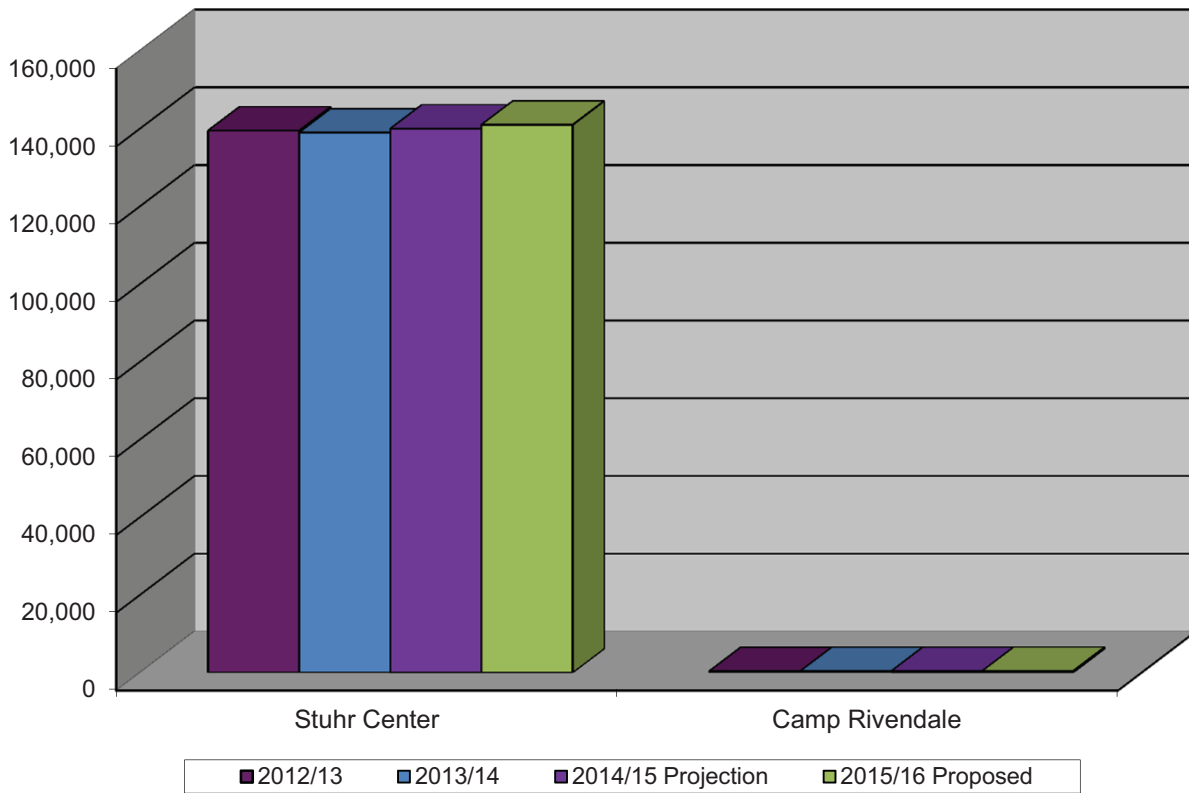
Summary by Program					
Superintendent of Prog. & Spec. Act.	458,289	462,256	473,800	455,544	455,544
Jenkins Estate	221,944	37,600	-	-	-
Camp Rivendale	130,180	137,752	149,552	153,913	153,913
Elsie Stuhr Center	995,112	1,015,537	1,075,316	998,487	998,487
Tennis Center	965,018	994,615	1,043,082	-	-
Total Appropriations	2,770,543	2,647,760	2,741,750	1,607,944	1,607,944

Division Staff					
Full Time	14.00	13.00	13.00	6.00	6.00
Regular Part Time (FTE)	4.37	4.37	4.37	0.88	0.88
Part Time (FTE)	23.39	20.83	21.34	15.80	15.80

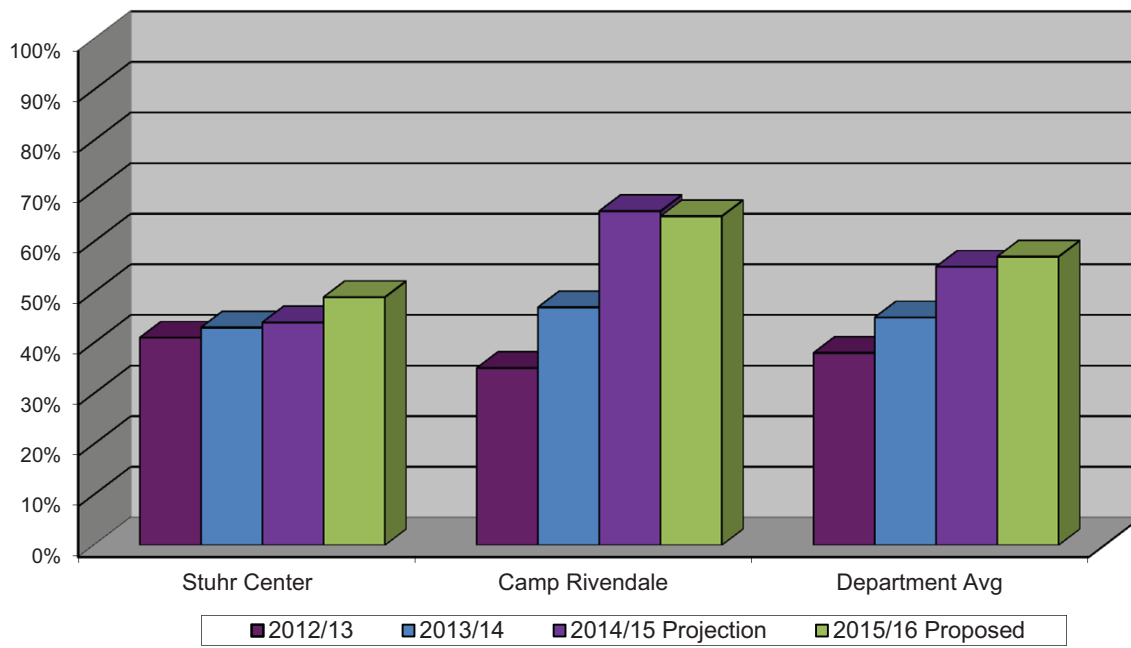
Funded Service Level					
Program Hours	47,541	47,486	45,713	9,560	9,560
Contact Hours	394,803	344,939	252,554	128,764	128,764

Note: As of FY 2015/16 the Tennis Center was moved to the Sports department.

Attendance by Center



Cost Recovery by Center



Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Superintendent of Programs and Special Activities

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	184,600	189,888	189,202	193,121	193,121
P.T. Salary	38,773	49,070	56,144	36,942	36,942
Employee Benefits	64,803	71,417	68,229	69,188	69,188
Payroll Taxes	23,018	23,719	23,985	20,899	20,899
Personnel Services	311,194	334,094	337,560	320,150	320,150
Professional and Technical Services	118,749	106,397	103,123	101,394	101,394
Rental Facility	2,400	2,400	2,400	2,400	2,400
Communications	2,675	2,350	3,000	3,000	3,000
Supplies	12,133	9,699	13,000	13,500	13,500
Training, Travel and Memberships	10,372	5,423	14,717	15,100	15,100
Small Furniture, Fixtures and Equip.	766	1,893	-	-	-
Material & Services	147,095	128,162	136,240	135,394	135,394
Program Total	458,289	462,256	473,800	455,544	455,544
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	1.27	1.35	1.73	1.11	1.11

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Elsie Stuhr Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance	139,500	139,000	140,000	141,000
Number of classes held	571	571	575	576
Percentage of classes held vs. offered	76%	93%	93%	100%
Performance Measures:				
Estimated cost per visit	\$ 7.13	\$ 7.31	\$ 7.34	\$ 7.79
Direct facility operations cost recovery ¹	41%	43%	44%	49%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	142%	140%	140%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Elsie Stuhr Center

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	312,717	338,254	317,153	240,835	240,835
R.P.T. Salary	33,762	35,236	34,042	35,922	35,922
P.T. Salary	341,281	363,701	385,782	414,049	414,049
Employee Benefits	157,305	145,936	160,105	132,373	132,373
Payroll Taxes	77,459	81,149	75,873	69,625	69,625
Personnel Services	922,524	964,276	972,955	892,804	892,804
Professional and Technical Services	4,052	405	-	-	-
Other Services	3,166	2,742	7,030	7,030	7,030
Communication	1,589	2,945	5,564	4,000	4,000
Supplies	63,678	45,148	87,727	92,613	92,613
Training, Travel and Memberships	103	21	2,040	2,040	2,040
Material & Services	72,588	51,261	102,361	105,683	105,683
Program Total	995,112	1,015,537	1,075,316	998,487	998,487
Department Staff					
Full Time	5.00	5.00	5.00	4.00	4.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	8.79	9.17	9.34	10.04	10.04
Funded Service Level					
Program Hours	9,368	9,235	9,387	8,960	8,960
Contact Hours	137,142	114,358	94,798	98,764	98,764



Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Jenkins Estate

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	76,052	5,232			
P.T. Salary	54,572	15,353			
Employee Benefits	34,681	3,933			
Payroll Taxes	15,132	2,526			
Personnel Services	180,437	27,044	-	-	-
Professional and Technical Services	2,692	960			
Other Services	-	-			
Communications	1,250	-			
Supplies	36,507	9,548			
Training, Travel and Memberships	1,058	48			
Material & Services	41,507	10,556	-	-	-
Program Total	221,944	37,600	-	-	-
Department Staff					
Full Time	1.00				
Regular Part Time (FTE)	0.00				
Part Time (FTE)	3.10				
Funded Service Level					
Contact Hours	82,480	51,662			

Division: Park & Recreation Services
 Department: Programs and Special Activities
 Program: Camp Rivendale

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance	420	440	442	460
Performance Measures:				
Direct Facility Operations Cost Recovery ¹	35%	47%	66%	65%
Goal Outcome Measures:				
Average enrollment as a percent of class minimums	337%	317%	317%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Camp Rivendale

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
P.T. Salary	100,812	107,026	122,540	126,259	126,259
Payroll Taxes	11,989	12,091	12,254	12,626	12,626
Personnel Services	112,801	119,117	134,794	138,885	138,885
Rental Equipment	9,205	10,187	5,931	5,940	5,940
Supplies	8,002	8,255	8,415	8,882	8,882
Training, Travel and Memberships	172	193	412	206	206
Material & Services	17,379	18,635	14,758	15,028	15,028
Program Total	130,180	137,752	149,552	153,913	153,913
Department Staff					
Full Time	0.00	0.00	0.00	0.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	4.45	4.45	4.76	4.65	4.65
Funded Service Level					
Program Hours	480	480	560	600	600
Contact Hours	24,000	24,000	28,000	30,000	30,000



Division: Park & Recreation Services
Department: Programs and Special Activities
Program: Tennis Center

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	351,446	361,163	374,210		
R.P.T. Salary	157,411	167,232	175,336		
P.T. Salary	124,848	131,312	143,704		
Employee Benefits	230,718	237,042	238,613		
Payroll Taxes	70,587	70,886	75,118		
Personnel Services	935,010	967,635	1,006,981		
Supplies	27,904	25,548	33,761		
Communications	25	104	-		
Training, Travel and Memberships	1,277	1,328	2,340		
Small Furniture and Equipment	802		-		
Material & Services	30,008	26,980	36,101		
Program Total	965,018	994,615	1,043,082		
Department Staff					
Full Time	6.00	6.00	6.00		
Regular Part Time (FTE)	3.49	3.49	3.49		
Part Time (FTE)	5.78	5.86	5.51		
Funded Service Level					
Program Hours	37,693	37,771	35,766		
Contact Hours	151,181	154,919	129,756		

Note: As of FY 2015/16 the Tennis Center was moved to the Sports department.





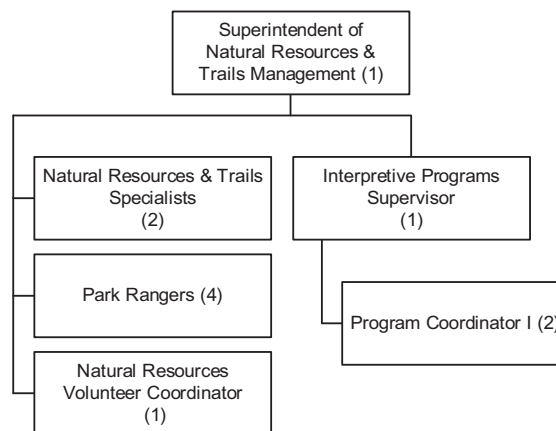
NATURAL RESOURCES & TRAILS



Natural Resources
Tualatin Hills Nature Center
Cooper Mountain Nature Park

PARK & RECREATION SERVICES DIVISION

Natural Resources & Trails Management Department



Department Overview

The superintendent of Natural Resources & Trails Management is responsible to the director of Park & Recreation Services. Under the direction of the superintendent of Natural Resources & Trails Management, the Tualatin Hills Nature Center, Cooper Mountain Nature House, and Natural Resources staff operate a coordinated program which uses the Nature Center and Nature Mobile to educate patrons about the district's natural resource areas, volunteer opportunities, trails, and environmental education programs.

The Natural Resources Department provides districtwide stewardship of natural areas and environmental education programs, co-manages 60 miles of trails, and 1,400 acres of natural areas in 140 sites, including Cooper Mountain Nature Park and the Tualatin Hills Nature Park and Nature Center.

The department connects patrons with natural areas and community destinations through the Trails Management Program which promotes trail uses, visitor services, and inquiries. The program sets standards, suggests improvements to the trail system, and empowers the park district to work with community partners and other jurisdictions in addressing trails issues.

FY 2014/15 Accomplishments

Continued to plan and implement bond-funded natural resource enhancement projects.

Partnered with Clean Water Services to complete phase two of the Fanno Creek Greenway restoration.

Collaborated with Regional Arts & Culture Council and other partners to place five natural resource interpretive art installations in natural area parks.

Brought in the highest Nature Center annual revenue to date.

Worked with stakeholders to create and receive board adoption of a Natural Resources Functional Plan.

Managed a multi-departmental team to create maps that show the quality of trails based on amenities and conditions.

FY 2015/16 Goals and Objectives

Continue implementation of the Cost Recovery Model.

Manage natural resources bond projects, closing out two of them. Start four new natural resource restoration/enhancement bond projects.

Implement at least four Natural Resources Functional Plan (NRFP) short-term milestones including:

1. Use NRFP criteria to rank all natural areas. Use information to prioritize staff projects.
2. Map key biodiversity corridors in the district.
3. Perform a gap analysis of environmental education program offerings.
4. Define and clarify quality standards for environmental education programs.

Budget Highlights

There are no significant changes from the prior year budget.



Division: Park & Recreation Services
Department: Natural Resources and Trails

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Summary of Appropriations					
Personnel Services	1,345,693	1,423,397	1,575,424	1,665,023	1,665,023
Materials & Services	108,795	107,779	219,515	222,540	222,540
Total Appropriations	1,454,488	1,531,176	1,794,939	1,887,563	1,887,563

Summary by Program					
Natural Resources	735,867	831,968	1,027,627	1,061,956	1,061,956
Interpretive Programs	718,621	699,208	767,312	825,607	825,607
Total Appropriations	1,454,488	1,531,176	1,794,939	1,887,563	1,887,563

Division Staff					
Full Time	11.00	11.00	11.00	11.00	11.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	12.79	13.63	14.99	16.76	16.76

Funded Service Level					
Program Hours	9,406	9,921	10,588	13,254	13,254
Contact Hours	157,486	161,215	167,111	185,054	185,054

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Natural Resources

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Implement the THPRD Natural Resource Management Plan, Trails Management Plan (TMP), and Inventory Program.	Started at least one phase of all planned bond projects. Completed regional trail signage and nature/trail map projects.	Continued more than 20 active bond projects. Substantially completed Natural Resources Functional Plan. Inventoried 30 natural resources sites.	Completed 4 additional bond restoration projects. The Natural Resources Functional Plan was completed and adopted. Natural Resources inventory was completed for 20 more properties.	Use NRFP criteria to rank all natural areas. Use information to prioritize staff projects. Map key biodiversity corridors in the district.
Engage in community outreach to promote awareness and involvement in Natural Resources programs.	Engaged more volunteers through outreach, recognition, and increased newsletters. We increased the amount of Nature Days in the Parks from three seven events. Nearly 15,000 promotional postcards were mailed to increase awareness and participation in Cooper Mountain Nature Park Programs.	Improved outreach to underserved communities through partnership with Elmonica Elementary school and traveling nature mobile programs. Set up two partnerships with middle schools for service learning programs to engage teen volunteers in stewardship activities.	The service learning program was expanded to the International School of Beaverton. Nature Mobile tried new methods to reach different audiences.	Perform a gap analysis of program offerings. Define and clarify quality standards for programs.
Restore and enhance habitat in natural area parks.	Installed more than 10,000 plants at Camille Park and Bauman Park. Collaborated with community to come up with Fanno Creek Trail landscape/habitat vision and planted 3,000 shrubs/trees. Wrote habitat restoration plans for Rosa and Hideaway Parks.	Implemented phase two of Fanno Creek Trail vision project to remove weeds and install plants along trail. Interpretive signs were completed. Wrote Mt Williams restoration plan and soft surface trail plan.	Installed thousands of trees and shrubs as part of Lowami Hart Woods and Koll Center Wetlands restoration projects. Continued to provide management of habitat mitigation for development bond project impacts including development of Morrison Woods mitigation bank with Planning staff.	Begin phase one of Mt Williams and Jenkins Estate bond projects. Continue with Pollinator Project in Rock Creek Greenway at 185th.
Pursue cooperative and collaborative relationships with THPRD Departments and outside agencies that benefit natural resource assets.	Started restoration work at Bronson Creek Greenway with CWS. Worked with Metro to implement a new wildfire management plan at Cooper Mountain Nature Park.	Collaborated with Regional Arts & Culture Council and other partners to place four art installation in natural area parks. Collaborated with Clean Water Services to restore Fanno Creek Greenway.	Placed large logs for habitat and water quality with CWS as part of Bronson Creek Greenway Project. Completed phase two of Fanno Creek Greenway with CWS.	Coordinate mitigation bank expansion with Planning and Maintenance staff. Investigate opportunities to partner with home owner associations to improve watershed connectivity.

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Natural Resources

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	407,408	464,807	504,934	520,897	520,897
P.T. Salary	68,623	66,525	115,947	122,635	122,635
Employee Benefits	154,828	199,234	201,054	209,251	209,251
Payroll Taxes	55,417	60,415	69,497	68,547	68,547
Personnel Services	686,276	790,981	891,432	921,330	921,330
Professional and Technical Services	17,740	5,937	31,419	28,026	28,026
Other Services	2,194	628	3,900	3,900	3,900
Rental Equipment	-	-	1,242	1,250	1,250
Communications	1,638	3,703	3,600	3,600	3,600
Supplies	21,385	17,484	86,414	94,200	94,200
Training, Travel and Memberships	2,718	7,410	9,070	8,650	8,650
Small Furniture, Fixtures and Equip.	3,916	5,825	550	1,000	1,000
Material & Services	49,591	40,987	136,195	140,626	140,626
Program Total	735,867	831,968	1,027,627	1,061,956	1,061,956
Department Staff					
Full Time	7.00	7.00	8.00	8.00	8.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	2.50	2.73	4.05	4.14	4.14

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Nature Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Projected Outcome 2014/15	Proposed Outcome 2015/16
Workloads:				
Attendance- Interpretive Programs	46,927	45,958	46,000	46,500
Trail Count- Tualatin Hills Nature Park	107,080	97,661	102,000	105,000
Trail Count- Cooper Mountain Nature Park	44,990	54,258	54,500	55,000
Number of classes held	643	707	700	725
Percentage of classes held vs. offered	83%	88%	88%	100%
Performance Measures:				
Estimated cost per visit	\$ 3.61	\$ 4.03	\$ 3.66	\$ 3.94
Direct Facility Operations Cost Recovery ¹	46%	47%	50%	45%
Goal Outcome Measures:				
Average Enrollment as a Percent of Class minimums	140%	148%	148%	100%

¹ Does not include maintenance or utilities.

Division: Park & Recreation Services
Department: Natural Resources and Trails
Program: Interpretive Programs

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Program Appropriations					
F.T. Salary	234,499	191,573	201,344	210,897	210,897
R.P.T. Salary	41,464	41,195	42,254	43,295	43,295
P.T. Salary	229,871	268,926	306,479	349,185	349,185
Employee Benefits	97,787	77,567	77,489	80,350	80,350
Payroll Taxes	55,796	53,155	56,426	59,966	59,966
Personnel Services	659,417	632,416	683,992	743,693	743,693
Professional and Technical Services	4,620	2,403	3,861	3,938	3,938
Rental Equipment	8,908	24,558	13,040	18,530	18,530
Communication	2,801	2,871	3,025	3,250	3,250
Supplies	38,645	31,454	56,644	49,546	49,546
Training, Travel and Memberships	2,927	5,222	4,750	4,650	4,650
Small Furniture, Fixtures and Equip.	1,303	284	2,000	2,000	2,000
Material & Services	59,204	66,792	83,320	81,914	81,914
Program Total	718,621	699,208	767,312	825,607	825,607
Department Staff					
Full Time	4.00	4.00	3.00	3.00	3.00
Regular Part Time (FTE)	0.88	0.88	0.88	0.88	0.88
Part Time (FTE)	10.29	10.90	10.94	12.62	12.62
Funded Service Level					
Program Hours	9,406	9,921	10,588	13,254	13,254
Contact Hours	157,486	161,215	167,111	185,054	185,054



CAPITAL PROJECTS

Capital Projects Summary

Capital Projects Narratives



Division: Capital Projects

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Summary of Appropriations					
Capital Outlay	2,693,743	2,831,892	5,310,718	6,444,551	6,444,551
Total Appropriations	2,693,743	2,831,892	5,310,718	6,444,551	6,444,551
Summary by Department					
Carry Over Projects	858,381	802,963	1,465,860	4,593,048	4,593,048
Athletic Facility Replacements	414,696	600,075	277,000	334,800	334,800
Athletic Facility Improvements	-	-	6,500	3,300	3,300
Building Replacements	770,510	381,699	2,428,323	557,543	557,543
Building Improvements	3,730	147,107	121,500	13,200	13,200
Energy Savings Performance Contract	156,700	-	-	-	-
Park & Trail Replacements	279,311	591,992	419,552	419,060	419,060
Park & Trail Improvements	132,991	203,428	463,000	401,600	401,600
Facility Challenge Grants	55,451	47,985	97,500	97,500	97,500
ADA Improvements	21,973	56,643	31,483	24,500	24,500
Total Appropriations	2,693,743	2,831,892	5,310,718	6,444,551	6,444,551



CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Approved Budget 2015/16	Page #
CARRY OVER PROJECTS					
1	JQAY House renovation	1,800		1,800	CO-5
2	Challenge Grant Competitive Fund	50,000		50,000	CO-5
3	HMT Aquatic Center dive tower louvers	9,500		9,500	CO-5
4	Jenkins Estate lead abatement (main house)	9,000	9,000	18,000	CO-5
5	Conestoga Middle School synthetic turf field	650,000		650,000	CO-5
6	HMT Tennis Center roof	868,000	320,000	1,188,000	CO-5
7	HMT Aquatic Center roof, pool tank, pool deck, gutter, tile, equipment	1,432,488	397,306	1,829,794	CO-5
8	Hydro-jetter & camera	11,340	6,292	17,632	CO-6
9	Signage Master Plan	25,000		25,000	CO-6
10	McMillian Park playground	87,468	88,500	175,968	CO-6
11	McMillian Park ADA curb, ramp & table	20,300		20,300	CO-6
12	Commonwealth Lake pedestrian path relocation	78,968	60,000	138,968	CO-6
13	Pedestrian path construction (6 sites)	172,707	100,879	273,586	CO-6
14	Rock Creek Greenway sidewalk/ramp replacement	9,500		9,500	CO-6
15	Greenway Park bridge replacement	40,000	145,000	185,000	CO-7
TOTAL CARRY OVER PROJECTS		3,466,071	1,126,977	4,593,048	
ATHLETIC FACILITY REPLACEMENTS					
16	Synthetic turf field - Sunset High School			200,000	CO-7
17	Tennis court resurfacing (2 sites)			60,000	CO-7
18	Tennis court resurfacing - HMT Tennis Center (6 indoor courts)			44,000	CO-7
19	Skate ramp rebuilding - HMT Skate Park (3 ramps)			30,800	CO-7
TOTAL ATHLETIC FACILITY REPLACEMENTS				334,800	
ATHLETIC FACILITY IMPROVEMENTS					
20	Push-button activated lights - PCC tennis courts			3,300	CO-7
TOTAL ATHLETIC FACILITY IMPROVEMENTS				3,300	
BUILDING REPLACEMENTS					
21	Pool gutter; tank, deck and floor resurfacing - Harman Swim Center			345,500	CO-8
22	Cardio weight room equipment			40,000	CO-8
Building Exterior					
23	Roof and gutter repair - (4 sites)			25,028	CO-8
Building Furnishings					
24	Room dividers - Conestoga Rec/Aquatic Center			1,000	CO-8
25	Furniture - HMT Admin			14,600	CO-8
26	Tables - Cedar Hills Rec Center			5,500	CO-8
Electrical Components					
27	Exterior light fixtures - Garden Home Rec Center			1,000	CO-9
28	Electrical panel - placement assessment (multiple sites)			15,000	CO-9
Exterior Fixtures					
29	Outdoor courts relamping - HMT Tennis Center			1,600	CO-9
Floor Covering Replacement (Short & Long Life)					
30	Tile & wood floor - Garden Home Rec Center			2,500	CO-9
HVAC Components & Fixtures					
31	Roof vent covers - Aquatic Center			2,500	CO-9
32	Furnace - Jenkins Estate			4,400	CO-9
33	HVAC controls - Sunset Swim Center			1,200	CO-10
Plumbing					
34	Restroom fixtures (2 sites)			3,000	CO-10
35	Auto-flush toilet valves - Harman Swim Center			1,000	CO-10
36	Main drain & backwash flanges - Beaverton Swim Center			4,200	CO-10
37	Water heater - Stuhr Center			2,500	CO-10
Pool Apparatus					
38	Pit ladder (2 sites)			2,000	CO-10
39	Skim gutter grates - Conestoga Rec/Aquatic Center			1,000	CO-11
Pool Mechanical Systems					
40	Valve & vacuum - Somerset West Swim Center			2,350	CO-11
41	Surge protection for multiple pumps - Conestoga Rec/Aquatic Center			15,000	CO-11
42	Hot water pumps - Conestoga Rec/Aquatic Center			4,000	CO-11
43	Backwash valve - Aquatic Center			5,000	CO-11
44	Circulation pump & motor - Raleigh Swim Center			2,800	CO-11

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Approved Budget 2015/16	Page #
<u>Security</u>					
45	Fire suppression (Phase 1) - Jenkins Estate			8,663	CO-11
<u>Windows/Doors</u>					
46	Windows (2 sites)			2,000	CO-12
47	Doors (7 sites)			8,000	CO-12
<u>Equipment & Other</u>					
48	Gym mats - Conestoga Rec/Aquatic Center			2,800	CO-12
49	Ergonomic equipment/fixtures			6,000	CO-12
50	Portable stage			11,206	CO-12
51	Equipment for Special Events support			16,196	CO-12
TOTAL BUILDING REPLACEMENTS				557,543	
<u>BUILDING IMPROVEMENTS</u>					
52	Aqua Climb			5,000	CO-13
53	LED lighting - Nature Center			3,300	CO-13
54	Carpet - Garden Home Rec Center			2,500	CO-13
<u>Equipment</u>					
55	Shaved ice machine - Cedar Hills Rec Center			2,400	CO-13
TOTAL BUILDING IMPROVEMENTS				13,200	
<u>PARK & TRAIL REPLACEMENTS</u>					
56	Bridge/Boardwalk Repairs (4 sites)			15,500	CO-13
57	Concrete Curbing (1 site)			4,500	CO-13
58	Sidewalk Repair/Replacement (3 sites)			39,070	CO-14
59	Irrigation & Drainage System Repairs (4 sites)			10,000	CO-14
60	Parking Lots (2 sites)			236,480	CO-14
61	Pedestrian Pathways (3 sites)			59,710	CO-14
62	Play Equipment (2 sites)			17,500	CO-14
63	Dog Bag Dispensers			10,000	CO-14
64	Trash Cans			5,000	CO-14
65	Tables & Benches			4,800	CO-15
66	Fencing/lumber - Harman Community Garden			16,500	CO-15
TOTAL PARK & TRAIL REPLACEMENTS				419,060	
<u>PARK & TRAIL IMPROVEMENTS</u>					
67	Memorial Bench Fund			8,000	CO-15
68	Solar Powered Trash Compactors			13,600	CO-15
<u>Grant Funded Projects</u>					
69	Undesignated grant-funded project			25,000	CO-15
70	Westside Trail #18/ODOT Grant			80,000	CO-15
71	LWCF grant match for undesignated project			100,000	CO-16
72	LWCF small grant match for undesignated project			75,000	CO-16
73	RTP grant match for undesignated project			100,000	CO-16
TOTAL PARK & TRAIL IMPROVEMENTS				401,600	
<u>FACILITY CHALLENGE GRANTS</u>					
74	Challenge Grants			97,500	CO-16
TOTAL FACILITY CHALLENGE GRANTS				97,500	
<u>ADA IMPROVEMENTS</u>					
75	Aquatic Lift (2 sites)			21,000	CO-16
76	Front desk redesign - Harman Swim Center			3,500	CO-16
TOTAL ADA IMPROVEMENTS				24,500	
TOTAL FUNDED CAPITAL ITEMS				6,444,551	

CAPITAL PROJECTS

Carry Over Projects

ITEM 1: **JQAY House renovation**

BUDGET: \$1,800

DESCRIPTION: Remaining funds for renovation of historical facility.

ITEM 2: **Challenge Grant Competitive Fund**

BUDGET: \$50,000

DESCRIPTION: Unused Challenge Grant Funds from prior year will be made available on a competitive basis.

ITEM 3: **HMT Aquatic Center dive tower louvers**

BUDGET: \$9,500

DESCRIPTION: Replacement of actuators and louvers at the Aquatic Center.

ITEM 4: **Jenkins Estate lead abatement (main house)**

BUDGET: \$18,000

DESCRIPTION: Removal of all layers of paint and repainting on the interior doors at Jenkins Estate.

ITEM 5: **Conestoga Middle School synthetic turf field**

BUDGET: \$650,000

DESCRIPTION: Installation of a synthetic turf field at Conestoga Middle School with funding from other sources contributing to overall cost.

ITEM 6: **HMT Tennis Center roof**

BUDGET: \$1,188,000

DESCRIPTION: Replacement of existing metal roof, insulation and vapor barrier.

ITEM 7: **HMT Aquatic Center roof, pool tank, pool deck, gutter, tile, equipment**

BUDGET: \$1,829,794

DESCRIPTION: Replacement of metal roof, insulation and vapor barrier. Replacement of concrete deck and recoating with non-skid epoxy. Replacement of pool tank coating with epoxy coating. Replacement of pneumatic controls for HVAC to DDC. Replacement of existing 10' valves for main drain and pool gutters.

CAPITAL PROJECTS

ITEM 8: **Hydro-jetter & camera**

BUDGET: \$17,632

DESCRIPTION: Purchase of camera to complete the hydro-jet equipment assembly.

ITEM 9: **Signage Master Plan**

BUDGET: \$25,000

DESCRIPTION: Replacement and improvement of signage throughout district.

ITEM 10: **McMillian Park playground**

BUDGET: \$175,968

DESCRIPTION: Relocation and replacement of play equipment at McMillan Park.

ITEM 11: **McMillian Park ADA curb, ramp & table**

BUDGET: \$20,300

DESCRIPTION: Installation of playground curbing, ADA ramp and ADA picnic table at McMillan Park.

ITEM 12: **Commonwealth Lake pedestrian path relocation**

BUDGET: \$138,968

DESCRIPTION: Design, realignment and replacement of pedestrian pathway at Commonwealth Lake away from eroding lake bank.

ITEM 13: **Pedestrian path construction (6 sites)**

BUDGET: \$273,586

DESCRIPTION: Design, realignment and replacement of pedestrian pathways at Waterhouse Powerline, Commonwealth, Granada Lake, Dwight Parr, Fanno Creek Greenway and Westside Linear.

ITEM 14: **Rock Creek Greenway sidewalk/ramp replacement**

BUDGET: \$9,500

DESCRIPTION: Replacement of sidewalk and ramp at Rock Creek Greenway.

CAPITAL PROJECTS

ITEM 15: **Greenway Park bridge replacement**

BUDGET: \$185,000

DESCRIPTION: Purchase and construction of bridge at Greenway Park.

Athletic Facility Replacements

ITEM 16: **Synthetic turf field - Sunset High School**

BUDGET: \$200,000

DESCRIPTION: District share of replacement of synthetic turf playing surface.

ITEM 17: **Tennis court resurfacing (2 sites)**

BUDGET: \$60,000

DESCRIPTION: Color coat and crack repair of tennis courts at Somerset Meadows Park and Melilah Park.

ITEM 18: **Tennis court resurfacing - HMT Tennis Center (6 indoor courts)**

BUDGET: \$44,000

DESCRIPTION: Resurface of six indoor tennis courts.

ITEM 19: **Skate ramp rebuilding - HMT Skate Park (3 ramps)**

BUDGET: \$30,800

DESCRIPTION: Replacement of three existing wood ramps with concrete ramps of similar style.

Athletic Facility Improvements

ITEM 20: **Push-button activated lights - PCC tennis courts**

BUDGET: \$3,300

DESCRIPTION: Installation of push-button activated lights for outdoor tennis courts at PCC Rock Creek.

CAPITAL PROJECTS

Building Replacements

ITEM 21: **Pool gutter; tank, deck and floor resurfacing - Harman Swim Center**

BUDGET: \$345,500

DESCRIPTION: Replacement of existing gutter structure with a stainless steel system and resurfacing of pool tank, deck and dressing room floors with non-skid coating.

ITEM 22: **Cardio weight room equipment**

BUDGET: \$40,000

DESCRIPTION: Replacement of aging weight room equipment at selected facilities.

Building Exterior

ITEM 23: **Roof and gutter repair - (4 sites)**

BUDGET: \$25,028

DESCRIPTION: Reroofing of and/or replacement of problematic areas at the Athletic Center (north roof and gutters) and at Cedar Hills Rec Center, Garden Home Rec Center and Fanno Creek Service Center.

Building Furnishings

ITEM 24: **Room dividers - Conestoga Rec/Aquatic Center**

BUDGET: \$1,000

DESCRIPTION: Replacement of room divider track and guides at Conestoga - Room 202.

ITEM 25: **Furniture - HMT Admin**

BUDGET: \$14,600

DESCRIPTION: Replacement of furniture at HMT Admin.

ITEM 26: **Tables - Cedar Hills Rec Center**

BUDGET: \$5,500

DESCRIPTION: Purchase of tables for meetings in Room 3.

CAPITAL PROJECTS

Electrical Components

ITEM 27: Exterior light fixtures - Garden Home Rec Center

BUDGET: \$1,000

DESCRIPTION: Replacement of light fixtures mounted on exterior of building.

ITEM 28: Electrical panel - placement assessment (multiple sites)

BUDGET: \$15,000

DESCRIPTION: Evaluate and modify electrical panels.

Exterior Fixtures

ITEM 29: Outdoor courts relamping - HMT Tennis Center

BUDGET: \$1,600

DESCRIPTION: Relamping of outdoor court lights next to the Tennis Center.

Floor Covering Replacement (Short & Long Life)

ITEM 30: Tile & wood floor - Garden Home Rec Center

BUDGET: \$2,500

DESCRIPTION: Replacement of tile floor in the restroom off the kitchen and sanding and recoating hardwood floors in rooms 2 and 14.

HVAC Components & Fixtures

ITEM 31: Roof vent covers - Aquatic Center

BUDGET: \$2,500

DESCRIPTION: Replacement of vent covers on the breezeway roof by the entrance to the Aquatic Center.

ITEM 32: Furnace - Jenkins Estate

BUDGET: \$4,400

DESCRIPTION: Replacement of furnace in main house at Jenkins Estate.

CAPITAL PROJECTS

ITEM 33: HVAC controls - Sunset Swim Center

BUDGET: \$1,200

DESCRIPTION: Replacement of HVAC controls for heat boiler at Sunset Swim Center.

Plumbing

ITEM 34: Restroom fixtures (2 sites)

BUDGET: \$3,000

DESCRIPTION: Replacement of toilets, partitions and sinks at Somerset West. Replacement of toilets and sinks at Sunset Swim Center.

ITEM 35: Auto-flush toilet valves - Harman Swim Center

BUDGET: \$1,000

DESCRIPTION: Replacement of manual flush valves with auto-flush valves.

ITEM 36: Main drain & backwash flanges - Beaverton Swim Center

BUDGET: \$4,200

DESCRIPTION: Replacement of piping flanges for main drain and backwash lines at Beaverton Swim Center.

ITEM 37: Water heater - Stuhr Center

BUDGET: \$2,500

DESCRIPTION: Replacement of water heater for the kitchen at Stuhr Center.

Pool Apparatus

ITEM 38: Pit ladder (2 sites)

BUDGET: \$2,000

DESCRIPTION: Re-anchor stainless filter pit ladder rungs at Harman Swim Center and Aquatic Center.

CAPITAL PROJECTS

ITEM 39: Skim gutter grates - Conestoga Rec/Aquatic Center
BUDGET: \$1,000
DESCRIPTION: Replacement of skim gutter grates at Conestoga Rec/Aquatic Center.

Pool Mechanical Systems

ITEM 40: Valve & vacuum - Somerset West Swim Center
BUDGET: \$2,350
DESCRIPTION: Replacement of auto-fill valve and pool vacuum for Somerset West pool.

ITEM 41: Surge protection for multiple pumps - Conestoga Rec/Aquatic Center
BUDGET: \$15,000
DESCRIPTION: Replacement of surge protection at Conestoga.

ITEM 42: Hot water pumps - Conestoga Rec/Aquatic Center
BUDGET: \$4,000
DESCRIPTION: Replacement of domestic hot water booster pumps at Conestoga.

ITEM 43: Backwash valve - Aquatic Center
BUDGET: \$5,000
DESCRIPTION: Replacement of valve used for filter recoating.

ITEM 44: Circulation pump & motor - Raleigh Swim Center
BUDGET: \$2,800
DESCRIPTION: Replacement of pool circulation pump and motor at Raleigh Swim Center.

Security

ITEM 45: Fire suppression (Phase 1) - Jenkins Estate
BUDGET: \$8,663
DESCRIPTION: Replacement of fire suppression sprinkler heads.

CAPITAL PROJECTS

Windows/Doors

ITEM 46: **Windows (2 sites)**

BUDGET: \$2,000

DESCRIPTION: Replacement of windows at Raleigh Swim Center in the boiler room and Aloha Swim Center on the pool deck.

ITEM 47: **Doors (7 sites)**

BUDGET: \$8,000

DESCRIPTION: Replacement of doors on chemical rooms at Sunset Swim Center, Somerset West and Harman Swim Center. Replacement of mechanical room door at the south end of the Aquatic Center. Replacement of storage room door at Beaverton Swim Center. Replacement of doors at Garden Home Rec Center for classrooms 18, 19 and 20. Replacement of metal door and frame on the outside men's restroom at the Tennis Center.

Equipment & Other

ITEM 48: **Gym mats - Conestoga Rec/Aquatic Center**

BUDGET: \$2,800

DESCRIPTION: Replacement of damaged panels of gymnastic mats at Conestoga Rec/Aquatic Center.

ITEM 49: **Ergonomic equipment/fixtures**

BUDGET: \$6,000

DESCRIPTION: Replacement of workstation components with new equipment incorporating ergonomic safety features.

ITEM 50: **Portable stage**

BUDGET: \$11,206

DESCRIPTION: Replacement of portable stage used for summer concerts and other events.

ITEM 51: **Equipment for Special Events support**

BUDGET: \$16,196

DESCRIPTION: Purchase of equipment that will be used to support special events at various facilities.

CAPITAL PROJECTS

Building Improvements

ITEM 52: **Aqua Climb**

BUDGET: \$5,000

DESCRIPTION: Installation of brackets at Conestoga Rec/Aquatic Center to allow rotation of Aqua Climb between Beaverton Swim Center and Conestoga Rec/Aquatic Center.

ITEM 53: **LED lighting - Nature Center**

BUDGET: \$3,300

DESCRIPTION: Replacement of bulbs in parking lot fixtures with LED bulbs.

ITEM 54: **Carpet - Garden Home Rec Center**

BUDGET: \$2,500

DESCRIPTION: Installation of carpet in Room E at Garden Home Rec Center for summer camps and after school programs.

Equipment

ITEM 55: **Shaved ice machine - Cedar Hills Rec Center**

BUDGET: \$2,400

DESCRIPTION: Purchase of shaved ice machine for use at events and summer programs.

Park & Trail Replacements

ITEM 56: **Bridge/Boardwalk Repairs (4 sites)**

BUDGET: \$15,500

DESCRIPTION: Repair, replacement and testing of bridge and boardwalk sections at four sites: Willow Creek Boardwalk, Greenway Park, Jenkins Estate and Hideaway Park.

ITEM 57: **Concrete Curbing (1 site)**

BUDGET: \$4,500

DESCRIPTION: Repair of Sexton Mt pathway wall.

CAPITAL PROJECTS

ITEM 58: Sidewalk Repair/Replacement (3 sites)

BUDGET: \$39,070

DESCRIPTION: Repair and/or replacement of damaged sidewalk panels at: Granada Woods Park, Ridgecrest Park and Tallac Terrace Park.

ITEM 59: Irrigation & Drainage System Repairs (4 sites)

BUDGET: \$10,000

DESCRIPTION: Repair of mainline at HMT Complex; irrigation system repairs at Fanno Creek Service Center; drainage improvements at Westside Trail and Greenway Park.

ITEM 60: Parking Lots (2 sites)

BUDGET: \$236,480

DESCRIPTION: Asphalt replacement of degraded parking lot sections at Garden Home Rec Center and Hazeldale Park.

ITEM 61: Pedestrian Pathways (3 sites)

BUDGET: \$59,710

DESCRIPTION: Replacement and overlay of damaged portions of asphalt pathways at three sites: McMillan Park, Schlottman Creek Greenway and Fanno Creek Trail.

ITEM 62: Play Equipment (2 sites)

BUDGET: \$17,500

DESCRIPTION: Design of and engineered plan drawings for replacement of playground at Cedar Hills and replacement of shade cover at Jenkins Estate Camp Rivendale playground.

ITEM 63: Dog Bag Dispensers

BUDGET: \$10,000

DESCRIPTION: Replacement of dog bag dispensers at various sites.

ITEM 64: Trash Cans

BUDGET: \$5,000

DESCRIPTION: Purchase of ergonomically engineered trash cans.

CAPITAL PROJECTS

ITEM 65: **Tables & Benches**

BUDGET: \$4,800

DESCRIPTION: Replacement of benches at Bethany Lake Park and Waterhouse Powerlines Park.

ITEM 66: **Fencing/lumber - Harman Community Garden**

BUDGET: \$16,500

DESCRIPTION: Replacement of borders around garden plots and upgrade of fencing at Harman Community Garden.

Park & Trail Improvements

ITEM 67: **Memorial Bench Fund**

BUDGET: \$8,000

DESCRIPTION: The Memorial Bench program offers patrons the opportunity to purchase a recycled plastic bench.

ITEM 68: **Solar Powered Trash Compactors**

BUDGET: \$13,600

DESCRIPTION: Installation of solar-powered self-compacting trash cans at select picnic shelters to reduce vehicle trips.

Grant Funded Projects

ITEM 69: **Undesignated grant-funded project**

BUDGET: \$25,000

DESCRIPTION: Undesignated grant-funded project.

ITEM 70: **Westside Trail #18/ODOT Grant**

BUDGET: \$80,000

DESCRIPTION: Grant to fund land acquisition needs for a segment of the Westside Linear Trail.

CAPITAL PROJECTS

ITEM 71: **LWCF grant match for undesignated project**

BUDGET: \$100,000

DESCRIPTION: Grant to fund an undesignated project.

ITEM 72: **LWCF small grant match for undesignated project**

BUDGET: \$75,000

DESCRIPTION: Grant to fund an undesignated project.

ITEM 73: **RTP grant match for undesignated project**

BUDGET: \$100,000

DESCRIPTION: Grant to fund an undesignated project.

Facility Challenge Grants

ITEM 74: **Challenge Grants**

BUDGET: \$97,500

DESCRIPTION: Matching funds against Advisory Committees and Friends groups funding for facility improvements. Advisory Committee funding: Sports - \$7,500; Aquatics - \$15,000; Recreation - \$7,500; Friends of Cedar Hills - \$7,500; Friends of Conestoga- \$7,500; Friends of Garden Home- \$7,500; Natural Resources - \$7,500; Friends of Nature Park - \$7,500; Parks - \$7,500; Historic Facilities - \$7,500; Stuhr Center - \$7,500; Trails - \$7,500.

ADA Improvements

ITEM 75: **Aquatic Lift (2 sites)**

BUDGET: \$21,000

DESCRIPTION: Installation of additional lift at Aquatic Center to assist patrons in deep end of pool and replacement of lift at Harman Swim Center.

ITEM 76: **Front desk redesign - Harman Swim Center**

BUDGET: \$3,500

DESCRIPTION: Redesign of front desk at Harman Swim Center to accommodate ADA requirements.

OTHER FUNDS

Mitigation Maintenance Reserve Fund

Metro Natural Areas Bond Fund



OTHER FUNDS

FUND DESCRIPTIONS:

Special Revenue Fund

The District receives mitigation reserve funds periodically, and has been recording them separately since the 2005/06 Budget Year. When received, these funds are a reserve against future maintenance cost at mitigation sites. A portion of the funds are available for use on a variety of natural area restoration projects, and all funds will be accounted for within the Mitigation Maintenance Reserve Fund.

Capital Project Fund

The District received funds from the Metro 2006 Natural Areas Bond Measure, based on the Local Share Allocation, for use for various park/natural area related projects that protect and improve natural areas, water quality and access to nature. The funds were fully expended within the 2012/13 fiscal year.



SPECIAL REVENUE FUND

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Resources:					
Beginning Cash on Hand	\$ 183,657	\$ 182,071	\$ 165,300	\$ 162,500	\$ 162,500
Interest Income	927	868	500	500	500
Miscellaneous Income			-		
Total Resources	\$ 184,584	\$ 182,939	\$ 165,800	\$ 163,000	\$ 163,000
Appropriations:					
Materials & Services	2,513	18,950	165,800	163,000	163,000
Total Appropriations	\$ 2,513	\$ 18,950	\$ 165,800	\$ 163,000	\$ 163,000
Summary by Fund					
Mitigation Maintenance Reserve Fund	2,513	18,950	165,800	163,000	163,000
Total Appropriations	\$ 2,513	\$ 18,950	\$ 165,800	\$ 163,000	\$ 163,000



Mitigation Maintenance Reserve Fund

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Department Appropriations					
Maintenance Supplies	2,513	18,950	165,800	163,000	163,000
Material & Services	2,513	18,950	165,800	163,000	163,000
Department Total	2,513	18,950	165,800	163,000	163,000



CAPITAL PROJECT FUND

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Resources:					
Beginning Cash on Hand	\$ -	\$ -	\$ -	\$ -	\$ -
Metro Natural Areas Bond	22,568	-	-	-	-
Total Resources	\$ 22,568	\$ -	\$ -	\$ -	\$ -
Appropriations:					
Capital Outlay	22,568	-	-	-	-
Total Appropriations	\$ 22,568	\$ -	\$ -	\$ -	\$ -
Summary by Department					
Metro Natural Areas Bond Fund	22,568	-	-	-	-
Total Appropriations	\$ 22,568	\$ -	\$ -	\$ -	\$ -



DEBT SERVICE FUND

Analysis of General Obligation Debt

Local Budget Form (LB-35)

Maturity of General Obligation Debt



DEBT SERVICE FUND

FUND DESCRIPTION

The Debt Service Fund provides for bond principal and interest payments on outstanding General Obligation Bonds, those for which a property tax levy supports the maturing principal and interest payments. These levies are levied outside the Park District's permanent rate and are not part of the governmental limit set by Measure 5. On November 4, 2008 the voters approved a bond measure in the amount of \$100 million dollars, for land acquisition, natural area preservation, improvements to trails and parks, along with other major capital projects throughout the District.

DEBT CAPACITY

O.R.S. 266.512 established a parameter of bonded indebtedness for Park and Recreation Districts. Aggregate bonded indebtedness is governed by the real market value of all taxable properties within the Park District.

The aggregate amount of general obligation bonds issued and outstanding at any one time shall in no case exceed two and one-half percent (2.5%) of the real market value of all taxable property of the Park District.

The following table shows the debt capacity of the Park District.

Real Market Value (FY 2014/15)	\$ 29,191,614,499
General Obligation Debt Capacity (2.5% of Real Market Value)	729,790,362
Less: Outstanding Debt	<u>(81,045,000)</u>
Remaining Legal Debt Capacity	<u>\$ 648,745,362</u>

In April 2009, based on the approved authority of \$100 million, the district issued the first series of General Obligation Bonds in the amount of \$58,505,000. The bonds have a true interest cost of 4.19%. In May 2015 the district advance refunded a portion of the bonds (Series 2015), leaving an outstanding balance as of July 1, 2015 of \$8,350,000.

In September 2011, the district issued the second series of General Obligation Bonds in the amount of \$40,060,000. The bonds have a true interest cost of 3.25%. The outstanding balance as of July 1, 2015 is \$34,815,000.

In May 2015, the district advance refunded a portion of the General Obligation Bonds, Series 2009 (\$36,445,000) and issued the balance of the approved authority (\$1,435,000). The bonds have a true interest cost of 2.19%. The outstanding balance as of July 1, 2015 is \$37,880,000.



**FORM
LB-35**

**BONDED DEBT
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- ☐ Revenue Bonds or
☒ General Obligation Bonds

Debt Service

(Fund)

Tualatin Hills Park & Recreation District

(Name of Municipal Corporation)

	Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year <u>FY 2015/16</u>		
	Actual		Adopted Budget This Year <u>FY 2014/15</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year <u>FY 2012/13</u>	First Preceding Year <u>FY 2013/14</u>					
				Resources			
1	413,134	440,064	182,488	1. Beginning Cash on Hand (Cash Basis), or	250,000	250,000	
2				2. Working Capital (Accrual Basis)			
3	76,536	117,118	50,000	3. Previously Levied Taxes to be Received	50,000	50,000	
4	39,735	39,444	30,000	4. Interest	35,000	38,017	
5				5. Transferred from Other Funds			
6	43,967	44,827	44,009	6. Payment in lieu of taxes	28,535	28,535	
7	573,372	641,453	306,497	7. Total Resources, Except Taxes to be Levied	363,535	366,552	0
8			8,259,072	8. Taxes Estimated to be Received *	6,718,100	6,718,100	0
9	7,885,136	8,198,749		9. Taxes Collected in Year Levied			
10	8,458,508	8,840,202	8,565,569	10. TOTAL RESOURCES	7,081,635	7,084,652	0
				Requirements			
				Bond Principal Payments			
				Issue Date	Budgeted Payment Date		
1	1,755,000	1,990,000	2,120,000	1. 03/01/1998		0	0
2	1,100,000	1,520,000	1,665,000	2. 04/02/2009	06/01/2016	1,825,000	1,825,000
3	1,520,000	1,255,000	1,360,000	3. 09/13/2011	06/01/2016	1,455,000	1,455,000
4	0	0	0	4. 05/15/2015	06/01/2016	315,000	415,000
5	4,375,000	4,765,000	5,145,000	5. Total Principal		3,595,000	3,695,000
				Bond Interest Payments			
				Issue Date	Budgeted Payment Date		
6	444,762	236,325	121,900	6. 03/01/1998		0	0
7	2,111,575	2,058,329	2,020,413	7. 04/02/2009	12/01/2015 & 06/01/2016	273,175	273,175
8	971,769	1,303,342	1,278,256	8. 09/13/2011	12/01/2015 & 06/01/2016	1,254,456	1,254,456
9				9. 05/15/2015	12/01/2015 & 06/01/2016	1,959,004	1,862,021
10	3,528,106	3,597,996	3,420,569	10. Total Interest		3,486,635	3,389,652
				Unappropriated Balance for Following Year By			
				Issue Date	Payment Date		
11			0	11.		0	0
12				12. Ending balance (prior years)			
13			0	13. Total Unappropriated Ending Fund Balance		0	0
14				14. Loan Repayment to Fund			
15				15. Tax Credit Bond Reserve			
16	7,903,106	8,362,996	8,565,569	16. TOTAL REQUIREMENTS	7,081,635	7,084,652	0



DEBT SERVICE FUND

Maturity Schedule

Maturity schedules of aggregate future debt service on the Series 2009 \$58.505 million of General Obligation Bonds (as adjusted for the advance refunding), Series 2011 \$40.600 million and the Series 2015 \$37.880 million are listed as follows:

Schedule of Future Debt Service Requirements of General Obligation Bonds

Series 2009			
Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2016	1,825,000	273,175	2,098,175
2017	1,990,000	218,425	2,208,425
2018	2,170,000	158,725	2,328,725
2019	2,365,000	82,775	2,447,775
	<u>\$ 8,350,000</u>	<u>\$ 733,100</u>	<u>\$ 9,083,100</u>
Series 2011			
Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2016	1,455,000	1,254,456	2,709,456
2017	1,570,000	1,225,356	2,795,356
2018	1,685,000	1,193,956	2,878,956
2019	1,820,000	1,143,406	2,963,406
2020	1,985,000	1,070,606	3,055,606
2021	2,155,000	991,206	3,146,206
2022	2,315,000	926,556	3,241,556
2023	2,500,000	833,956	3,333,956
2024	2,675,000	758,956	3,433,956
2025	2,865,000	675,363	3,540,363
2026	3,065,000	582,250	3,647,250
2027	3,325,000	429,000	3,754,000
2028	3,570,000	296,000	3,866,000
2029	3,830,000	153,200	3,983,200
	<u>\$ 34,815,000</u>	<u>\$ 11,534,267</u>	<u>\$ 46,349,267</u>
Series 2015			
Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2016	415,000	1,862,021	2,277,021
2017	600,000	1,728,300	2,328,300
2018	665,000	1,716,300	2,381,300
2019	715,000	1,689,700	2,404,700
2020	3,325,000	1,668,250	4,993,250
2021	3,645,000	1,502,000	5,147,000
2022	3,980,000	1,319,750	5,299,750
2023	4,340,000	1,120,750	5,460,750
2024	4,725,000	903,750	5,628,750
2025	5,125,000	667,500	5,792,500
2026	5,545,000	421,250	5,966,250
2027	4,800,000	144,000	4,944,000
	<u>\$ 37,880,000</u>	<u>\$ 14,743,571</u>	<u>\$ 52,623,571</u>



SYSTEM DEVELOPMENT CHARGES

System Development Charge Fund Overview

System Development Charge Fund Project Summary

System Development Charge Fund Project Narrative

System Development Charge Fund Capital Improvement Program (CIP)



SYSTEM DEVELOPMENT CHARGE FUND

FUND DESCRIPTION

On November 17, 1998, the Board of Directors adopted the System Development Charges Resolution. In early 1999, the City of Beaverton City Council and the Washington County Board of Commissioners adopted resolutions to collect the System Development Charges within those areas that they have jurisdiction over and that are within the Park District. Both the City and the County are now collecting those fees.

In FY 2007/08, the District completed an update to the System Development Charge Methodology. As a result of this update, System Development Charge rates were increased, effective January 1, 2008. The fees were subsequently adjusted for inflationary (deflationary) cost adjustments, effective January 1, in each of the subsequent years.

The District is projecting to carryforward \$11,440,748 in unexpended System Development Charges to the 2015/16 fiscal year, and is budgeting an additional \$4,780,750 in SDC Fund revenues in the 2015/16 fiscal year.



SYSTEM DEVELOPMENT CHARGE FUND

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Resources:					
Beginning Cash on Hand	\$ 2,980,817	\$ 5,066,654	\$ 6,458,262	\$ 11,440,748	\$ 11,440,748
System Development Charges	2,676,196	3,858,370	2,952,041	4,740,600	4,740,600
Grants or Donations	418,731	-	-	-	-
Interest Earnings	17,641	30,859	30,640	40,150	40,150
Total Resources	\$ 6,093,385	\$ 8,955,883	\$ 9,440,943	\$ 16,221,498	\$ 16,221,498
Appropriations:					
Capital Outlay	1,026,731	1,319,986	9,440,943	16,221,498	16,221,498
Total Appropriations	\$ 1,026,731	\$ 1,319,986	\$ 9,440,943	\$ 16,221,498	\$ 16,221,498
Summary by Department					
Carryforward Projects					
Land Acquisition	425,321	766,283	790,000	2,460,000	2,460,000
Development/Improvements	425,332	256,380	1,381,150	3,166,000	3,166,000
Land Acquisition	42,220	6,847	2,000,000	4,500,000	4,500,000
Development/Improvements	133,858	290,476	2,527,000	2,785,000	2,785,000
Undesignated Projects	-	-	2,742,793	3,310,498	3,310,498
Total Appropriations	\$ 1,026,731	\$ 1,319,986	\$ 9,440,943	\$ 16,221,498	\$ 16,221,498

SYSTEM DEVELOPMENT CHARGE FUND

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Approved 2015/16	Page #
CARRYFORWARD PROJECTS					
1	Land Acquisition - FY 2014/15 Carryforward	2,460,000	-	2,460,000	SDC-5
	Sub-total Land Acquisition Carryforward	2,460,000	-	2,460,000	
2	Bonny Slope / BSD Trail Development	500,000	-	500,000	SDC-5
	MTIP Grant Match - Westside Trail, Segment 18	200,000	415,000	615,000	SDC-5
1	Ben Graf Greenway - Trail Connection	41,000	-	41,000	SDC-5
2	Fanno Creek Trail - Hall Blvd Crossing	40,000	-	40,000	SDC-5
3	Timberland Park - Project Management	-	10,000	10,000	SDC-5
7	Bethany Creek Falls Phases 1, 2 & 3 - Proj. Mgmt.	105,500	24,500	130,000	SDC-6
8	New Neighborhood Park Master Plans (2 sites)	150,000	-	150,000	SDC-6
9	New Neighborhood Park Development	1,500,000	-	1,500,000	SDC-6
10	SW Quadrant Community Ctr - Site Feasibility Analysis	60,000	20,000	80,000	SDC-6
11	Natural Area Master Plan	100,000	-	100,000	SDC-6
	Sub-total Development/Improvements Carryforward	2,696,500	469,500	3,166,000	
	TOTAL CARRYFORWARD PROJECTS	5,156,500	469,500	5,626,000	
LAND ACQUISITION					
12	Land Acquisition - New Urban Areas			4,000,000	SDC-6
13	Other Land Acquisition			500,000	SDC-7
	TOTAL LAND ACQUISITION			4,500,000	
DEVELOPMENT/IMPROVEMENTS					
14	Building Expansion - site to be determined			1,000,000	SDC-7
15	Deck Expansion - Aquatic Center			130,000	SDC-7
16	New Synthetic Turf Field - Conestoga Middle School			850,000	SDC-7
17	LWCF Grant Match - project to be determined			100,000	SDC-7
18	LWCF Small Grant Match - project to be determined			75,000	SDC-7
19	RTP Grant Match - project to be determined			100,000	SDC-8
20	MTIP Grant Match - Beaverton Creek Trail Master Plan Phase			135,000	SDC-8
21	MTIP Grant Match - Beaverton Creek Trail Land Acquisition / ROW Phase			250,000	SDC-8
22	Matching Funds - WaCo Augusta Lane Pedestrian/Trail Bridge Project			50,000	SDC-8
23	North Bethany Park and Trail Development - Project Management			65,000	SDC-8
24	SDC Methodology and Administrative Procedures Update			30,000	SDC-8
	TOTAL DEVELOPMENT/IMPROVEMENTS			2,785,000	
UNDESIGNATED PROJECTS					
25	Undesignated Projects			3,310,498	SDC-9
	TOTAL UNDESIGNATED PROJECTS			3,310,498	
	GRAND TOTAL CAPITAL OUTLAY			16,221,498	

SYSTEM DEVELOPMENT CHARGE FUND

Carry Over Projects

ITEM 1: Land Acquisition - FY 2014/15 Carryforward

BUDGET: \$2,460,000

DESCRIPTION: Carryover funding for purchase of property and/or easements for future parks, trails, and open spaces

ITEM 2: Bonny Slope / BSD Trail Development

BUDGET: \$500,000

DESCRIPTION: Design and construction of trails on the McDaniel Property to connect the surrounding neighborhoods to the school site and park property

ITEM 3: MTIP Grant Match - Westside Trail, Segment 18

BUDGET: \$615,000

DESCRIPTION: District match for the grant award to complete Westside Trail segment 18 from Kaiser Road to Kaiser Woods Natural Area

ITEM 4: Ben Graf Greenway - Trail Connection

BUDGET: \$41,000

DESCRIPTION: Completion of construction of trail segment from original master plan

ITEM 5: Fanno Creek Trail - Hall Blvd Crossing

BUDGET: \$40,000

DESCRIPTION: Monitoring and maintenance of plantings required to meet jurisdictional requirements related to at-grade crossing for Fanno Creek Trail at Hall Blvd.

ITEM 6: Timberland Park - Project Management

BUDGET: \$10,000

DESCRIPTION: Staff project management time to monitor construction of project by developer under SDC credit agreement

SYSTEM DEVELOPMENT CHARGE FUND

ITEM 7: **Bethany Creek Falls Phases 1, 2 & 3 - Proj. Mgmt.**

BUDGET: \$130,000

DESCRIPTION: Staff project management time to monitor construction of project by developer under SDC credit agreement

ITEM 8: **New Neighborhood Park Master Plans (2 sites)**

BUDGET: \$150,000

DESCRIPTION: Site master planning for two new neighborhood parks on undeveloped land owned by the District; the actual sites to be determined through the Parks Functional Plan

ITEM 9: **New Neighborhood Park Development**

BUDGET: \$1,500,000

DESCRIPTION: Development of a new neighborhood park on undeveloped land owned by the District; the actual site to be determined through the Parks Functional Plan

ITEM 10: **SW Quadrant Community Ctr - Site Feasibility Analysis**

BUDGET: \$80,000

DESCRIPTION: Feasibility analysis of three alternate sites in the SW quadrant to determine the preferred site for a future community center

ITEM 11: **Natural Area Master Plan**

BUDGET: \$100,000

DESCRIPTION: Master planning on one natural area

Land Acquisition

ITEM 12: **Land Acquisition - New Urban Areas**

BUDGET: \$4,000,000

DESCRIPTION: Purchase of additional properties and/or easements for future parks, trails, and open spaces to meet commitments in new urban areas (North Bethany, South Cooper Mountain, and Bonney Slope West)

SYSTEM DEVELOPMENT CHARGE FUND

ITEM 13: Other Land Acquisition

BUDGET: \$500,000

DESCRIPTION: Purchase of additional properties and/or easements for future parks, trails, and open spaces.

Development/Improvements

ITEM 14: Building Expansion - site to be determined

BUDGET: \$1,000,000

DESCRIPTION: Expansion of existing facility to provide new space for programming options.

ITEM 15: Deck Expansion - Aquatic Center

BUDGET: \$130,000

DESCRIPTION: Creation of new concrete deck space at Aquatic Center to create space for additional seating.

ITEM 16: New Synthetic Turf Field - Conestoga Middle School

BUDGET: \$850,000

DESCRIPTION: Portion of funding for development of new synthetic turf field at Conestoga Middle School; balance of funding will come from General Fund and Bond fund

ITEM 17: LWCF Grant Match - project to be determined

BUDGET: \$100,000

DESCRIPTION: District match for grant award for a project to be determined

ITEM 18: LWCF Small Grant Match - project to be determined

BUDGET: \$75,000

DESCRIPTION: District match for grant award for a project to be determined

SYSTEM DEVELOPMENT CHARGE FUND

ITEM 19: RTP Grant Match - project to be determined

BUDGET: \$100,000

DESCRIPTION: District match for grant award for a project to be determined

ITEM 20: MTIP Grant Match - Beaverton Creek Trail Master Plan Phase

BUDGET: \$135,000

DESCRIPTION: Grant match (\$95,000) and staff project management time (\$40,000) to complete master plan for regional trail

ITEM 21: MTIP Grant Match - Beaverton Creek Trail Land Acquisition / ROW Phase

BUDGET: \$250,000

DESCRIPTION: Grant match (\$220,000) and staff project management time (\$30,000) to complete right of way acquisition for a community trail

ITEM 22: Matching Funds - WaCo Augusta Lane Pedestrian/Trail Bridge Project

BUDGET: \$50,000

DESCRIPTION: THPRD share of project in partnership with Washington County for a new bridge to provide a critical trail connection in the Beaverton Creek Trail

ITEM 23: North Bethany Park and Trail Development - Project Management

BUDGET: \$65,000

DESCRIPTION: Staff project management time to monitor construction of new projects by developers under SDC credit agreements

ITEM 24: SDC Methodology and Administrative Procedures Update

BUDGET: \$30,000

DESCRIPTION: Consulting services necessary to update the Systems Development Charge Methodology and Administrative Procedures Guide

SYSTEM DEVELOPMENT CHARGE FUND

Undesignated Projects

ITEM 25: **Undesignated Projects**

BUDGET: \$3,310,498

DESCRIPTION: Capital Outlay to fund projects to be determined at a later time



Tualatin Hills Park & Recreation District
SYSTEM DEVELOPMENT CHARGE FUND
PROJECTS LIST
Proposed Five-year CIP, February 2014

Project or Item Description	Quantity	Unit Cost		Total Cost	
		Low Estimate	High Estimate	Low Estimate	High Estimate
				\$ 11,000,000	\$ 18,500,000
5-Year CIP List					
Grant Match (Small) for Neighborhood/Community Park Amenities	3	\$ 50,000	\$ 100,000	\$ 150,000	\$ 300,000
Grant Match for Trail Projects	2	\$ 150,000	\$ 500,000	\$ 300,000	\$ 1,000,000
Grant Match (Large) for Neighborhood/Community Park Amenities	1	\$ 100,000	\$ 500,000	\$ 100,000	\$ 500,000
Land Acquisition	1	\$ 1,000,000	\$ 1,500,000	\$ 1,000,000	\$ 1,500,000
Convert 1 natural field to synthetic turf field with lights	1	\$ 1,725,000	\$ 2,300,000	\$ 1,725,000	\$ 2,300,000
North Bethany parks and trails acquisition	1	\$ 2,000,000	\$ 6,000,000	\$ 2,000,000	\$ 6,000,000
New Neighborhood Parks Master Plan	3	\$ 75,000	\$ 150,000	\$ 225,000	\$ 450,000
New Neighborhood Parks Development	2	\$ 1,000,000	\$ 2,000,000	\$ 2,000,000	\$ 4,000,000
Natural Areas Master Plans	2	\$ 50,000	\$ 150,000	\$ 100,000	\$ 300,000
SW Quadrant Community Center Site Feasibility Analysis	1	\$ 40,000	\$ 80,000	\$ 40,000	\$ 80,000
Regional and Community Trail Capacity and Functionality Improvements	1	\$ 1,000,000	\$ 1,500,000	\$ 1,000,000	\$ 1,500,000
Winkelman Park Completion (Phase 3)	1	\$ 1,825,000	\$ 2,175,000	\$ 1,825,000	\$ 2,175,000
Minor building enhancements/expansions	1	\$ 200,000	\$ 600,000	\$ 200,000	\$ 600,000
Sub-total for 5-year CIP List				\$ 10,665,000	\$ 20,705,000
Other SDC CIP Projects					
Complete the Cedar Mill Community Trail by Foege Park (including an overlook of the pond)	1	\$ 500,000	\$ 700,000	\$ 500,000	\$ 700,000
Land Acquisition	3	\$ 1,000,000	\$ 1,500,000	\$ 3,000,000	\$ 4,500,000
New Neighborhood Parks Master Plan	4	\$ 75,000	\$ 150,000	\$ 300,000	\$ 600,000
Mt Williams Community Park Development	1	\$ 2,100,000	\$ 3,825,000	\$ 2,100,000	\$ 3,825,000
HMT Parking Lot Study Improvements Design	1	\$ 800,000	\$ 1,125,000	\$ 800,000	\$ 1,125,000
Convert 1 natural field to synthetic turf field with lights	1	\$ 1,725,000	\$ 2,300,000	\$ 1,725,000	\$ 2,300,000
New Neighborhood Parks Development	6	\$ 1,000,000	\$ 2,000,000	\$ 6,000,000	\$ 12,000,000
NE (Teufel) Community Park Master Plan	1	\$ 95,000	\$ 150,000	\$ 95,000	\$ 150,000
NE (Teufel) Community Park Development	1	\$ 6,000,000	\$ 10,000,000	\$ 6,000,000	\$ 10,000,000
Grant Match (Small) for Neighborhood/Community Park Amenities	3	\$ 50,000	\$ 250,000	\$ 150,000	\$ 750,000
Grant Match for Trail Projects	3	\$ 100,000	\$ 400,000	\$ 300,000	\$ 1,200,000
Grant Match (Large) for Neighborhood/Community Park Amenities	3	\$ 100,000	\$ 500,000	\$ 300,000	\$ 1,500,000
Regional and Community Trail Capacity and Functionality Improvements	1	\$ 1,000,000	\$ 1,500,000	\$ 1,000,000	\$ 1,500,000
Natural Areas Master Plans	5	\$ 50,000	\$ 150,000	\$ 250,000	\$ 750,000
Minor building enhancements/expansions	3	\$ 200,000	\$ 600,000	\$ 600,000	\$ 1,800,000
Total All Listed Projects				\$ 33,785,000	\$ 63,405,000

BOND CAPITAL PROJECTS FUND

Bond Capital Projects Fund Overview

Bond Capital Projects Fund Project Summary

Bond Capital Projects Fund Project Narrative



BOND CAPITAL PROJECTS FUND

FUND DESCRIPTION

On November 4, 2008 the District voters approved a \$100 million Parks Bond Levy request. This levy request included a specific list of projects and land acquisition targets to be funded by the bond levy, and had specific dollar amounts designated for each of these projects and acquisitions. The project line items in the budget are based on the specified amounts from the levy.

Subsequent to the passage of the levy request the District worked with a project management consultant to develop a master project schedule. This project schedule was then used to develop a projected cash flow of bond expenditures. Based on this cash flow the District proceeded to issue only part of the authorized levy, with gross proceeds of \$58.5 million, in the spring of 2009. In September 2011, the balance of the levy was issued, with gross proceeds of \$41.5 million received.



BOND CAPITAL PROJECTS FUND

Description	Prior Year Actual 2012/13	Prior Year Actual 2013/14	Adopted Budget 2014/15	Proposed Budget 2015/16	Approved Budget 2015/16
Resources:					
Beginning Cash on Hand	\$67,080,294	\$ 51,683,508	\$ 37,354,941	\$ 29,140,469	\$ 29,140,469
Bond Proceeds				1,750,000	1,750,000
Interest Earnings	254,613	170,637	175,000	140,000	140,000
Total Resources	\$67,334,907	\$ 51,854,145	\$ 37,529,941	\$ 31,030,469	\$ 31,030,469
Appropriations:					
Capital Outlay	15,827,399	17,909,748	37,529,941	31,030,469	31,030,469
Total Appropriations	\$ 15,827,399	\$ 17,909,748	\$ 37,529,941	\$ 31,030,469	\$ 31,030,469

Summary by Department					
New Neighborhood Park Development	1,231,963	2,809,874	551,179	-	-
Renovate/Redevelop Neighborhood Pk	441,785	945,953	1,912,743	1,910,666	1,910,666
New Neighborhood Parks-Land Acq.	3,899,236	1,139,020	715,348	-	-
New Community Park Development	2,724	162,034	7,902,618	9,440,602	9,440,602
New Community Park-Land Acq.	882	372,655	403,827	-	-
Renovate/Redevelop Community Parks	1,182,286	74,703	7,267,109	7,842,916	7,842,916
Natural Area Preservation	240,308	260,724	3,136,440	2,745,387	2,745,387
Natural Area Prsrvtn-Land Acq.	1,825,764	2,106,079	5,103,966	4,279,479	4,279,479
New Linear Park/Trail Development	3,986,388	6,068,166	2,449,235	1,547,785	1,547,785
New Linear Park/Trail-Land Acq.	228,326	108,175	-	8,240	8,240
Multi Field/Use Athletic Field Devlpmnt	744,123	14,575	2,106,176	1,581,085	1,581,085
Deferred Park Maintenance Replcmnts	107,972	443,219	-	-	-
Facility Rehabilitation	720,668	739,174	3,220,588	1,143,881	1,143,881
Facility Expansion & Improvements	472,614	30,449	-	-	-
ADA/Access Improvements	70,627	130,391	708,517	-	-
Community Center-Land Acq.	581,898	2,363,568	950,393	418,152	418,152
Undesignated Funds	-	-	939,949		
Bond Administration/Debt Issuance	89,835	140,989	161,853	112,276	112,276
Total Appropriations	\$ 15,827,399	\$ 17,909,748	\$ 37,529,941	\$ 31,030,469	\$ 31,030,469

BOND CAPITAL PROJECTS FUND

Item Number		Approved Budget 2015/16	Page #
	RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS		
1	Somerset West Park	1,910,666	BOND-6
	<i>TOTAL RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS</i>	<u>1,910,666</u>	
	NEW COMMUNITY PARK DEVELOPMENT		
2	SW Community Park	9,440,602	BOND-6
	<i>TOTAL NEW COMMUNITY PARK DEVELOPMENT</i>	<u>9,440,602</u>	
	RENOVATE AND REDEVELOP COMMUNITY PARKS		
3	Cedar Hills Park & Athletic Field	7,842,916	BOND-6
	<i>TOTAL RENOVATE AND REDEVELOP COMMUNITY PARKS</i>	<u>7,842,916</u>	
	NATURAL AREA PRESERVATION		
4	Roger Tilbury Memorial Park	30,320	BOND-6
5	Cedar Mill Park	9,799	BOND-7
6	Jordan/Jackie Husen Park	31,294	BOND-7
7	NE/Bethany Meadows Trail Habitat Connection	253,461	BOND-7
8	Kaiser (Hansen) Ridge Park	4,814	BOND-7
9	Allenbach Acres Park	37,076	BOND-7
10	Crystal Creek Park	94,610	BOND-7
11	Pioneer Park	2,952	BOND-7
12	AM Kennedy Park	7,302	BOND-8
13	Camille Park	11,354	BOND-8
14	Vista Brook Park	17,456	BOND-8
15	Greenway Park/Koll Center	27,266	BOND-8
16	Fanno Creek Park	64,864	BOND-8
17	Hideaway Park	8,737	BOND-8
18	Cooper Mountain Area	211,203	BOND-8
19	Lowami Hart Woods Park	101,266	BOND-9
20	Mt Williams Park	105,363	BOND-9
21	Morrison Woods Park	63,364	BOND-9
22	Beaverton Creek Trail	63,365	BOND-9
23	Bethany Wetlands Park	42,244	BOND-9
24	Bluegrass Downs Park	15,841	BOND-9
25	Crystal Creek Park	42,244	BOND-9
26	Hyland Woods Phase 2	45,000	BOND-10
27	Jenkins Estate Phase 2	125,000	BOND-10
28	Somerset	150,000	BOND-10
29	Rock Creek Greenway	155,000	BOND-10
30	Whispering Woods Phase 2	125,000	BOND-10
31	Raleigh Park	110,000	BOND-10
32	Bannister Creek Greenway/NE Park	75,000	BOND-10

BOND CAPITAL PROJECTS FUND

Item Number		Approved Budget 2015/16	Page #
33	Beaverton Creek Greenway Duncan	20,000	BOND-11
34	Church of Nazarene	30,000	BOND-11
35	Lilly K. Johnson Woods	30,000	BOND-11
36	Restoration of new properties to be acquired	634,192	BOND-11
	TOTAL NATURAL AREA PRESERVATION	2,745,387	
	NATURAL AREA PRESERVATION - LAND ACQUISITION		
37	Natural Area Acquisitions	4,279,479	BOND-11
	TOTAL NATURAL AREA PRESERVATION - LAND ACQUISITION	4,279,479	
	NEW LINEAR PARK AND TRAIL DEVELOPMENT		
38	Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2	795,332	BOND-11
39	Miscellaneous Natural Trails	72,951	BOND-12
40	Westside/Waterhouse Trail Connection	679,502	BOND-12
	TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT	1,547,785	
	NEW LINEAR PARK AND TRAIL LAND ACQUISITION		
41	New Linear Park and Trail Acquisitions	8,240	BOND-12
	TOTAL NEW LINEAR PARK AND TRAIL ACQUISITIONS	8,240	
	MULTI-FIELD/MULTI-PURPOSE ATHLETIC FIELD DEVELOPMENT		
42	New Field in NW Quadrant	527,968	BOND-12
43	New Field in SW Quadrant	527,364	BOND-12
44	New Field in SE Quadrant	525,753	BOND-12
	TOTAL MULTI-FIELD/MULTI-PURPOSE ATHLETIC FIELD DEVELOPMENT	1,581,085	
	FACILITY REHABILITATION		
45	Structural Upgrades at Beaverton Swim Center	84,860	BOND-13
46	Structural Upgrades at Cedar Hills Recreation Center	217,197	BOND-13
47	Structural Upgrades at Garden Home Recreation Center	627,236	BOND-13
48	Structural Upgrades at 50M Pool (Roof Replacement)	200,000	BOND-13
49	Auto Gas Meter Shut Off Valves at All Facilities	14,588	BOND-13
	TOTAL FACILITY REHABILITATION	1,143,881	
	COMMUNITY CENTER/COMMUNITY PARK - LAND ACQUISITION		
50	Undesignated Funds - Land Acquisition	418,152	BOND-13
	TOTAL COMMUNITY CENTER/COMMUNITY PARK - LAND ACQUISITION	418,152	

BOND CAPITAL PROJECTS FUND

Renovate And Redevelop Neighborhood Parks

ITEM 1: Somerset West Park

BUDGET: \$1,910,666

DESCRIPTION: Design and redevelopment of one existing neighborhood park. Amenities will depend on neighborhood input and site size, and may include: relocation or replacement of play equipment, ADA specific upgrades, renovation of existing picnic areas and/or shelters, addition or relocation of pathways, and renovation or addition to outdoor sport courts.

New Community Park Development

ITEM 2: SW Community Park

BUDGET: \$9,440,602

DESCRIPTION: Design and development of one new community park. Amenities will depend on community input and site size and may include: multipurpose sport fields, group picnic areas with shelter, play equipment and informal play areas (open space), community gardens, pathways, on-site parking, restrooms, and natural areas.

Renovate And Redevelop Community Parks

ITEM 3: Cedar Hills Park & Athletic Field

BUDGET: \$7,842,916

DESCRIPTION: Design and redevelopment of one existing community park. Amenities will depend on community input and size of site, and may include: renovation, relocation, or upgrade of sports fields, renovation of group picnic areas, update play equipment and addition of informal play areas, relocation or upgrade of pathways, relocation of community gardens, renovation, relocation, or addition of on-site parking, restrooms and a splash pad.

Natural Area Preservation

ITEM 4: Roger Tilbury Memorial Park

BUDGET: \$30,320

DESCRIPTION: Enhancement of natural areas to remove weed species, replanting native trees and shrubs, and enhancement of the creek to improve bank stability.

BOND CAPITAL PROJECTS FUND

ITEM 5:	Cedar Mill Park
BUDGET:	\$9,799
DESCRIPTION:	Enhancement of natural areas to remove weed species, replanting of native trees and shrubs, and slight expansion of natural area into soggy grass.

ITEM 6:	Jordan/Jackie Husen Park
BUDGET:	\$31,294
DESCRIPTION:	Enhancement of natural areas to remove weed species, replanting of native trees and shrubs, and enhancement of the creek to improve bank stability.

ITEM 7:	NE/Bethany Meadows Trail Habitat Connection
BUDGET:	\$253,461
DESCRIPTION:	Restoration of acquired land between Bethany Meadows Terrace, Bannister Creek, Northeast Parks and associated creek corridors; project start is pending acquisition of land.

ITEM 8:	Kaiser (Hansen) Ridge Park
BUDGET:	\$4,814
DESCRIPTION:	Removal of weeds and replanting with native trees and shrubs in this recently developed park.

ITEM 9:	Allenbach Acres Park
BUDGET:	\$37,076
DESCRIPTION:	Establishment of pollinator habitat through creation of meadow habitat, rock placement and shrubs.

ITEM 10:	Crystal Creek Park
BUDGET:	\$94,610
DESCRIPTION:	In conjunction with Clean Water Services, restoration of stream corridor by removing large amounts of invasive reed canary grass and other weeds, replanting of native species, and addition of large logs for benefit of wildlife.

ITEM 11:	Pioneer Park
BUDGET:	\$2,952
DESCRIPTION:	Removal of weeds and replanting with native trees and shrubs in this recently developed park.

BOND CAPITAL PROJECTS FUND

ITEM 12: **AM Kennedy Park**

BUDGET: \$7,302

DESCRIPTION: Removal of weeds and replanting with native trees and shrubs in this recently developed park.

ITEM 13: **Camille Park**

BUDGET: \$11,354

DESCRIPTION: Enhancement of historic oak and planting of wetland and camas meadow.

ITEM 14: **Vista Brook Park**

BUDGET: \$17,456

DESCRIPTION: Removal of weeds and replanting of native trees and shrubs in this recently developed park.

ITEM 15: **Greenway Park/Koll Center**

BUDGET: \$27,266

DESCRIPTION: Enhancement of existing habitat and restoration of wetland to attract turtles from native turtle populations within the Fanno Creek watershed; accomplished by removal of non-native vegetation and replanting of native trees and shrubs in the wetland meadow habitat.

ITEM 16: **Fanno Creek Park**

BUDGET: \$64,864

DESCRIPTION: In conjunction with Clean Water Services, removal of weeds and replanting of native trees and shrubs to provide shade and habitat diversity.

ITEM 17: **Hideaway Park**

BUDGET: \$8,737

DESCRIPTION: Removal of weeds and replanting of native trees and shrubs after park development, removal of basketball pad from wetland, and planting some portion of mowed area with shrubs.

ITEM 18: **Cooper Mountain Area**

BUDGET: \$211,203

DESCRIPTION: Restoration and enhancement of properties to be acquired in this area, which is separate from the Cooper Mountain Nature Park. Project start is pending acquisition of land.

BOND CAPITAL PROJECTS FUND

ITEM 19: Lowami Hart Woods Park

BUDGET: \$101,266

DESCRIPTION: Removal of weeds and replanting of native trees and shrubs, and rerouting or closure of illegal trails.

ITEM 20: Mt Williams Park

BUDGET: \$105,363

DESCRIPTION: Removal of weeds and replanting of native trees and shrubs after park development.

ITEM 21: Morrison Woods Park

BUDGET: \$63,364

DESCRIPTION: Enhancement of meadow, newly acquired areas, and stabilization of exposed edge of forest next to adjacent property. Project start is pending acquisition of land.

ITEM 22: Beaverton Creek Trail

BUDGET: \$63,365

DESCRIPTION: Removal of weeds in select parks and replanting of native trees and shrubs after park development. Project start is pending acquisition of land.

ITEM 23: Bethany Wetlands Park - restoration of new property

BUDGET: \$42,244

DESCRIPTION: Removal of weeds and replanting of native plants, assessment of stream and wetland for enhancement and/or stabilization, and installation of beaver management piping if needed. Project start is pending acquisition of land.

ITEM 24: Bluegrass Downs Park - restoration of new property

BUDGET: \$15,841

DESCRIPTION: Removal of weeds and replanting of native plants in the park and newly acquired areas. Project start is pending acquisition of land.

ITEM 25: Crystal Creek Park - restoration of new property

BUDGET: \$42,244

DESCRIPTION: Removal of weeds and replanting of native plants in park and newly acquired areas. Project start is pending acquisition of land.

BOND CAPITAL PROJECTS FUND

ITEM 26:	Hyland Woods Phase 2
BUDGET:	\$45,000
DESCRIPTION:	Improvement of foraging habitat for red-legged frogs and expansion of earlier project to cover entire park.

ITEM 27:	Jenkins Estate Phase 2
BUDGET:	\$125,000
DESCRIPTION:	Preservation of heritage oaks, improvement to gray squirrel habitat and expansion of earlier project to cover most of the property.

ITEM 28:	Somerset
BUDGET:	\$150,000
DESCRIPTION:	Enhancement and daylighting of stream.

ITEM 29:	Rock Creek Greenway
BUDGET:	\$155,000
DESCRIPTION:	Enhancement of wildlife corridor with additional native plant cover, wildlife watching opportunities for patrons and reduction in mowing for sustainability.

ITEM 30:	Whispering Woods Phase 2
BUDGET:	\$125,000
DESCRIPTION:	Expansion of earlier project to have greater overall impact and improve water quality at the confluence of two creeks.

ITEM 31:	Raleigh Park
BUDGET:	\$110,000
DESCRIPTION:	Enhancement of stream and flood management.

ITEM 32:	Bannister Creek Greenway/NE Park
BUDGET:	\$75,000
DESCRIPTION:	Protection of water quality near the headwaters of the stream which is a major tributary to Bronson Creek.

BOND CAPITAL PROJECTS FUND

ITEM 33: **Beaverton Creek Greenway Duncan**

BUDGET: \$20,000

DESCRIPTION: Improvement of habitat through significant removal of weeds and installation of native plants.

ITEM 34: **Church of Nazarene**

BUDGET: \$30,000

DESCRIPTION: Improvement of habitat through significant removal of weeds and installation of native plants.

ITEM 35: **Lilly K. Johnson Woods**

BUDGET: \$30,000

DESCRIPTION: Enhancement of oak habitat through removal of weeds and installation of native plants.

ITEM 36: **Restoration of new properties to be acquired**

BUDGET: \$634,192

DESCRIPTION: Balance of natural resource restoration funds to be used on newly acquired sites, pending acquisition of land.

Natural Area Preservation - Land Acquisition

ITEM 37: **Natural Area Acquisitions**

BUDGET: \$4,279,479

DESCRIPTION: Acquire high priority natural areas that will connect existing properties or purchase large parcels with healthy native plant communities and water quality benefits.

New Linear Park And Trail Development

ITEM 38: **Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2**

BUDGET: \$795,332

DESCRIPTION: Segments 2 and 5 of the Rock Creek Trail are completed. Segment 2 of the North Bethany Trail is currently on hold until a project funding analysis can be completed.

BOND CAPITAL PROJECTS FUND

ITEM 39: Miscellaneous Natural Trails

BUDGET: \$72,951

DESCRIPTION: Develop various soft surface trails throughout the District.

ITEM 40: Westside/Waterhouse Trail Connection

BUDGET: \$679,502

DESCRIPTION: Develop regional trail section that connects the Westside Trail to the Waterhouse Trail.

New Linear Park And Trail Land Acquisition

ITEM 41: New Linear Park and Trail Acquisitions

BUDGET: \$8,240

DESCRIPTION: Acquire land, easements, leases or land use agreements for linear parks and trails. Acquisitions may be located in multiple quadrants. Property to be determined.

Multi-Field/Multi-Purpose Athletic Field Development

ITEM 42: New Field in NW Quadrant

BUDGET: \$527,968

DESCRIPTION: Develop one grass athletic field in the northwest quadrant.

ITEM 43: New Field in SW Quadrant

BUDGET: \$527,364

DESCRIPTION: Develop one grass athletic field in the southwest quadrant.

ITEM 44: New Field in SE Quadrant

BUDGET: \$525,753

DESCRIPTION: Funding for this project has been combined with other funding sources to develop one synthetic turf field in the southeast quadrant.

BOND CAPITAL PROJECTS FUND

Facility Rehabilitation

ITEM 45: **Structural Upgrades at Beaverton Swim Center**

BUDGET: \$84,860

DESCRIPTION: Perform seismic upgrades at Beaverton Swim Center.

ITEM 46: **Structural Upgrades at Cedar Hills Recreation Center**

BUDGET: \$217,197

DESCRIPTION: Perform seismic upgrades at Cedar Hills Recreation Center.

ITEM 47: **Structural Upgrades at Garden Home Recreation Center**

BUDGET: \$627,236

DESCRIPTION: Perform seismic upgrades at Garden Home Recreation Center.

ITEM 48: **Structural Upgrades at 50M Pool (Roof Replacement)**

BUDGET: \$200,000

DESCRIPTION: The roof replacement project is primarily funded through the General Fund; bond funds are included for issues related to the structural seismic upgrade.

ITEM 49: **Auto Gas Meter Shut Off Valves at All Facilities**

BUDGET: \$14,588

DESCRIPTION: This is a new project that has been added to the facility rehabilitation category.

Community Center/Community Park - Land Acquisition

ITEM 50: **Undesignated Funds - Land Acquisition**

BUDGET: \$418,152

DESCRIPTION: Acquire property in the SW Quadrant to build a community center or community park. Property to be determined.



SUPPLEMENTAL DATA

Park District History and Background

Comprehensive Plan Summary

General Fund Five-Year Projections

Policies and Procedures

Summary of Staffing by Program

Glossary

Park District Map



PARK DISTRICT HISTORY AND BACKGROUND

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

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

Demographic Portrait

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

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

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

PARK DISTRICT HISTORY AND BACKGROUND (continued)

Economic Information

The top ten taxpayers (in order of actual taxes levied) within the District for the 2013/14 Fiscal Year were:

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Nike, Inc.	426,976,709	1	2.09%
Portland General Electric	128,238,880	2	0.63%
Comcast Corporation	143,952,400	3	0.70%
PS Business Parks LP	103,984,552	4	0.51%
Frontier Communications	100,024,000	5	0.49%
Northwest Natural Gas Co.	108,006,000	6	0.53%
Maxim Integrated Products, Inc.	110,266,160	7	0.49%
Beaverton LLC	99,800,090	8	0.70%
Bernard Properties Partnership	60,089,000	9	0.29%
Nimbus Center LLC	52,949,980	10	0.26%
All Other Taxpayers	19,093,690,844		93.31%
Totals	\$20,427,978,615		100.00%

Source: Washington County, Department of Assessment and Taxation
(Ranking based on levied tax amount)

Information for Washington County as of the 2013/14 Fiscal Year:

Washington County						
Fiscal Year	District Population (estimated)	County Population (estimated) ^{a)}	Personal Income (amounts expressed in thousands) ^{b)}	Per Capita Personal Income ^{b)}	Unemployment Rate ^{c)}	School Enrollment ^{d)}
2005	213,073	489,785	17,338,000	34,626	6.2%	36,502
2006	216,717	500,585	18,607,666	36,259	5.3%	36,646
2007	220,422	511,075	19,945,179	38,371	4.8%	37,958
2008	224,192	519,925	21,185,612	40,188	4.9%	37,552
2009	228,025	527,140	21,205,286	39,465	10.1%	37,536
2010	223,837	529,710	21,586,715	40,606	10.6%	38,460
2011	226,764	540,410	23,042,656	42,639	7.8%	38,571
2012	229,486	547,672	24,314,446	44,396	6.9%	39,054
2013	232,240	554,996	n/a	n/a	6.4%	38,775
2014	235,027	n/a	n/a	n/a	5.7%	39,088

Source: ^{a)} Portland State University Center for Population Research and Census (2010 actual)

^{b)} U.S. Dept. of Commerce, Bureau of Economic Analysis

^{c)} U.S. Dept. of Labor, Metropolitan District

^{d)} Beaverton School District

PARK DISTRICT HISTORY AND BACKGROUND (continued)

A comparative cost of General Fund services per capita as of FY 2004 and FY 2014:

	FY 2003/04	FY 2013/14	
	Actual	Actual	% change
Population	203,800	235,027 ¹⁾	15.3%
Cost Per Capita:			
Personal Services	\$78.06	\$111.66	43.05%
Materials and Services	26.27	29.12	10.86%
Capital Projects	13.54	14.18	4.76%
Debt Service	3.06	3.62	18.61%
Total cost per capita	<u>\$120.92</u>	<u>\$158.59</u>	31.15%

¹⁾ estimated – based on Medium Growth Population Forecast (1.2%)

Source: Portland State University Center for Population Research and Census

COMPREHENSIVE PLAN SUMMARY

In September 2013, the Tualatin Hills Park & Recreation District adopted an update to the 2006 Comprehensive Plan. This plan serves as high-level guide for future decisions and activities about how the district will acquire, develop, operate and maintain land, facilities and programs for the future. A companion effort, the development of a Service and Financial Sustainability Analysis, resulted in a new approach to cost recovery for the district. This analysis, formalized into the adoption of a Service and Financial Sustainability Plan in December 2013, also determines additional service needs that can be provided in harmony with other recreation providers. An updated Strategic Plan was also adopted in December 2013. This plan was informed by the comprehensive plan update and featured new and revised objectives and action steps to help the district realize its eight goals:

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

The comprehensive plan update process identified a number of key level of service recommendations. These recommendations reflect short-term and longer-term capital development and improvement strategies to the community's unmet needs and priority investments for critical parks and recreation services.

- Develop a Trails Functional Plan
- Use Strategies for Addressing Low-Scoring/Functioning Components Within the System
- Conduct Ongoing Review of GIS Data
- Complete Inventory and Update Level of Service Analysis
- Use Current Baseline GRASP Analysis to Guide Future Park Development
- Address Walkable Level of Service
- Consider Design/Development Criteria
- Conduct a Field Capacity Analysis
- Explore Opportunities for Enterprise Facilities and Additional Amenities
- General Improvement and Acquisition Recommendations

COMPREHENSIVE PLAN SUMMARY (continued)

The 2013 Comprehensive Plan Update and subsequent adoption of the revised THPRD Strategic Plan helped the district define a ten-year plan for growth. In early 2014, staff began work on formalizing how we achieve this plan. The planning began with a review of several policies and procedures in spring 2014, and continues with the development of functional plans in five key areas:

- Programs
- Parks
- Natural resources
- Trails
- Athletic fields

These functional plans will be complete by the end of the 2014/15 fiscal year. The work will be guided by staff, and informed with input from advisory committees, patrons and THPRD's board of directors.

Tualatin Hills Park and Recreation District

General Fund Five-Year Fiscal Projection FY 2014/15 through FY 2019/20

	Current Budget 2014/15	Approved Budget 2015/16	Projected 2016/17	Projected 2017/18	Projected 2018/19	Projected 2019/20
Cash on Hand	3,872,000	4,270,000	3,800,000	3,800,000	3,950,000	4,100,000
Program & Facility Fees 1	10,316,138	10,700,320	11,021,330	11,351,969	11,692,529	12,043,304
Other Resources 2	3,159,740	2,202,865	1,876,521	1,932,817	1,990,801	2,050,525
Carryover Projects	1,405,860	3,466,071	-	-	-	-
Property Taxes 3	26,285,005	27,445,905	28,680,971	29,971,614	31,320,337	32,729,752
Total Revenue	\$45,038,743	\$48,085,161	\$45,378,821	\$47,056,400	\$48,953,667	\$50,923,582
Personal Services 4	\$28,009,628	28,546,400	\$29,501,641	\$30,469,900	\$31,688,696	\$32,956,243
Materials & Services 5	8,179,891	8,555,880	8,769,777	9,032,870	9,303,856	9,582,972
Capital Outlay	5,776,758	6,873,151	\$2,971,709	\$3,320,973	\$3,580,204	3,850,952
Debt Service - COP and TAN	972,466	959,730	985,694	932,658	930,911	933,414
Contingency	2,100,000	2,300,000	2,300,000	2,450,000	2,600,000	2,750,000
Capital Replacement Reserve	-	850,000	850,000	850,000	850,000	850,000
Total Expenditures	\$45,038,743	\$48,085,161	\$45,378,821	\$47,056,400	\$48,953,667	\$50,923,582
<u>Revenue Assumptions</u>	<u>2015/16</u>		<u>2016/17</u>		<u>2017/20</u>	
1. Program Fee & Facility Annual Increase	Actual Estimate		3.00%		3.00%	
2. Other Resources	Actual Estimate		3.00%		3.00%	
3. Property Tax Annual Increase (Based on Permanent Rate only)	Actual Estimate		4.50%		4.50%	
<u>Expenditure Assumptions</u>						
4. Personal Services	Actual Estimate		4.00%		4.00%	
5. Materials & Services	Actual Estimate		2.50%		3.00%	

POLICIES AND PROCEDURES

DISTRICT ORGANIZATION:

Board of Directors

The governing body of the Tualatin Hills Park & Recreation District is the five (5) member Park District Board.

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

The Board meets regularly, currently on the first Monday of each month. All meetings are public meetings and open to the public except in those instances where the Board is meeting in executive session.

Budget Committee

The Budget Committee is composed of the five (5) elected Board of Directors plus five (5) appointed Park District citizens. This committee examines the projected programs, activities, expenses and income of the budget each fiscal year and makes recommendations to the Board of Directors.

Administration

Administration and maintenance of the Park District is under the direction of the General Manager who is hired by the Board. The General Manager has the responsibility to carry out the policies and accomplish the goals and objectives established by the Board.

The top management staff includes: the Director of Business and Facilities, Director of Park and Recreation Services, Director of Planning, Director of Communications and Outreach, Director of Community Partnerships and the Executive Assistant; all are responsible to the General Manager. All other employees are directly responsible to their immediate Supervisor.

EMPLOYMENT POLICIES AND PROCEDURES:

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

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

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

Each new employee will be given an orientation explaining the policies, benefits and procedures of the Park District.

All employees will be on probation for the first six (6) months of employment. The probationary employee will have one written performance review at the end of the sixth month probationary period with his/her Supervisor. Evaluations are conducted annually, once an employee is removed from probationary status.

DRUG AND ALCOHOL POLICIES:

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

POLICIES AND PROCEDURES (continued)

To fulfill this obligation and to insure and comply with Federal and State Anti-Drug Abuse laws, the Park District must establish a work environment where employees are free from the effects of drugs and alcohol by means of drug awareness education, as well as a drug-testing program.

The purpose of this program is to establish a fair and equitable policy for all Park District employees regarding the possession, sale, distribution or use of a controlled substance and the testing for use of drugs or alcohol in the workplace. Although drug and alcohol abuse will not be tolerated, it is the intent of the Park District to provide assistance should an employee come under the influence.

SAFETY AND HEALTH POLICIES:

Supervisor and department heads have the primary responsibility for implementing the safety and health program. Their efforts will directly affect the success of the program. The Supervisor/Department head will be held accountable for performing specific loss prevention activities.

Specifically, the Supervisor shall:

- < Set the model example for safe work procedures, practices and behavior.
- < Maintain a safe work environment. Enforce safe work procedures and the use of safe equipment and material.
- < Enforce all established company policies, procedures and safety rules. Insure work group is knowledgeable and complies.
- < Conduct orientation training in safe work practices and procedures to all new employees. Hold follow up sessions in accident prevention, hazard recognition and reporting. Actively involve the work group in safety and health issues and problem solving.
- < Investigate all accidents to determine cause, contributing factors and necessary corrective action to prevent recurrence. Document findings and recommend corrective action. Take corrective action as authorized, a written investigation report should be submitted to the Director of Business and Facilities within 24 hours.
- < Observe employee work practices. Coach and positively reinforce safe work procedures. Take immediate action to correct unsafe practices.
- < Follow-up on all employee advisements of safety and health hazards, suggestions or issues. Provide feedback to employee on actions taken.
- < Communicate safety and health needs to the department head.
- < Assist with the development of safety rules for the workplace.

Wellness Committee

Tualatin Hills Park & Recreation District has an established Wellness Committee that consists of five (5) staff members and a Wellness Coordinator.

The Committee meets a minimum of four (4) times per year and produces a bi-monthly Wellness Newsletter for employees.

POLICIES AND PROCEDURES (continued)

The purpose of the Committee is to develop a comprehensive program by providing the Park District staff with information and training on issues and topics related to health and wellness. The Committee also provides preventive health services, such as: flu shots, cholesterol screening and blood pressure checks.

FINANCIAL POLICIES:

The Park District has developed a long-term financial plan to establish viable financial strategies for the future. As part of that plan, the Board of Directors adopted revised comprehensive financial policies.

District Goals and Budget Policies

1. The Board will review and adopt District goals each year before preparation of the budget. The adopted goals will guide development of the budget. The Board may carry over or revise goals from one year to the next.
2. The goals and budget will be developed in accordance with state law, contractual obligations with employees, vendors, contractors and others, and the best interests of District residents.
3. The Budget Committee will meet at least once a year to consider and approve the District annual budget.
4. The Budget Committee will provide public oversight of budget preparation, recommend changes to the proposed budget, and provide information to the public about District business and operations.

Fees and Charges

1. The Board will set general fees and charges by resolution and delegate authority to the Manager to set administrative fees and charges. The District will take into account the following criteria:
 - a. Charging fair and equitable fees for participation in District programs and for use of District facilities by District residents and non-resident users;
 - b. Use consistent methodology, incorporating consideration for direct and overhead costs;
 - c. User fees for District residents that consider other contributions such as property taxes, levies or other means;
 - d. Accommodations for senior users;
 - e. Accommodations for disabled patrons;
 - f. Accommodations for low income patrons as arranged through the Family Assistance Program;
 - g. Current markets in the public and private sectors; and
 - h. Adjustment and implementation of fees, as necessary, to ensure continued equity, consistency and fairness.
2. The Board will review District fee policy as needed to ensure fees are in line with these criteria.

Investment Policies

1. Scope- These investment policies and portfolio guidelines apply to all activities and funds of the Park District, including bond and note proceeds, except for any trust funds which are governed by the terms of a trust agreement. All such funds will be invested in compliance with the provisions of Oregon Revised Statutes (ORS) Chapter 294, these policies, and written administrative procedures.
2. Objectives- the investment objectives of the Park District are safety (preservation of principal), liquidity (availability of funds), and rate of return (yield), in that order.

In investing public funds, the Park District will not assume unreasonable investment risks to obtain investment income. The Park District's investment portfolio will remain sufficiently liquid to enable the Park District to meet all operating requirements, which might be reasonably anticipated. The Park District will diversify its investments to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

POLICIES AND PROCEDURES (continued)

In managing its investment portfolio, the Park District will specifically avoid any purchase of financial forwards or futures, any leveraged investment purchases or investments not authorized by ORS 294.035.

Debt Policies

1. The District use of non-general obligation supported debt should not negatively impact future operations.

Working Guidelines:

The District should not issue any new non-general obligation debt until other financial targets are met, unless the source of future annual debt service is identified, with preference toward using debt for projects that provide cost savings or revenue enhancements.

2. The District use of non-general obligation debt should provide an appropriate matching of the benefits provided to the cost of the debt service

Working Guidelines – use of debt:

Non-general obligation debt should be used for projects that provide savings or revenue enhancements that meet or exceed the debt service costs, and for land acquisition or capital improvements. Non-general obligation debt may be used to finance capital replacements in an emergency situation.

Working Guidelines – term of debt:

The term of non-general obligation debt should not exceed 100% of the weighted average life of the projects being funded.

Minimum Fund Balances/Reserves Policies

1. The District should maintain an appropriate level of ending fund balance in the General Operating Fund to provide financial stability and minimize service disruptions.

Working Guidelines:

The District should maintain ending general operating fund balance levels of 10% of operating expenses. In any year in which the District is not at the targeted fund level, the budgeted contingency or unappropriated ending fund balance will be increased by 1% of property tax revenues.

2. The District should measure its obligation for replacement of assets and ensure that replacements are managed in a manner that does not negatively impact District services.

Working Guidelines – measurement of replacement obligation:

The District should measure the replacement obligation based on deferred replacements (i.e., backlog) for both major and routine replacements plus percentage of life used for major replacements.

Working Guidelines - prioritization of maintenance replacements funding

The District should priority fund all major items replacements (subject to condition of asset deferrals) and a minimum of \$350,000 of routine replacements, and fund the balance of routine replacements based on available funding.

POLICIES AND PROCEDURES (continued)

Cost Recovery Policies

1. The District should establish consistent guidelines to measure the full cost of District programs and capital projects.

Working Guidelines – operating programs:

The District should measure the cost of programs based on a full-cost method, including measurement of direct variable cost, other variable cost, and an allocation of fixed indirect cost, based on actual utilization.

Working Guidelines - capital projects:

The District should measure the cost of capital projects based on the direct external cost plus the full cost (including indirect cost allocations) of internal staff time to manage the projects.

2. The District should maintain fee policies that utilize the measurement of cost recovery/subsidy of District programs subject to other District goals.

Working Guidelines:

In establishing program fees, the District should measure and consider both the variable cost of programs or activities, and full cost of programs or activities including fixed costs and an allocation of overhead. District fees should also be established based on an allocation of available program subsidy, which is in turn based on available non-program resources.

3. The District should recognize cost recovery on internal support functions for activities funded by special or restricted funds to ensure that there are no hidden interfund subsidies.

Working Guidelines:

The District should charge the cost of staff support to capital projects, and should recognize an interfund reimbursement so that all capital costs are borne by the capital projects fund.

Cost/Benefit Analysis Policy

1. The District should establish a consistent methodology of measuring cost/benefit analysis that can be used for proposed capital expansion or acquisitions.

Working Guidelines:

The District should assess cost/benefit based on net present value of net financial returns using a discount rate equal to the District current borrowing rate.

Financial Goal Measurement Policies

1. The District should establish, through the long-term financial planning process, financial goals and strategies, and should periodically review these goals and strategies.

Working Guidelines:

The District should review the goals and strategies annually as part of the Board of Directors annual goal outcomes.

2. The District should periodically measure the progress toward the financial goals.

Working Guidelines:

The District should develop an annual reporting process for measuring progress toward the financial goals.

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Adopted	Proposed	Approved
Program	2012/13	2013/14	2014/15	2015/16	2015/16
BOARD OF DIRECTORS	-	-	-	-	-
ADMINISTRATION					
Office of the General Manager	2.00	2.00	3.00	3.00	3.00
Communications and Outreach	6.76	6.60	6.89	7.07	7.07
Security Operations	3.90	4.41	4.41	4.41	4.41
Community Partnerships	-	-	1.00	1.00	1.00
TOTAL ADMINISTRATION	12.66	13.01	15.30	15.48	15.48
BUSINESS AND FACILITIES					
Office of the Director	4.08	4.00	4.00	4.00	4.00
Finance Services	7.00	7.00	7.00	7.00	7.00
Risk and Contract Management					
Risk and Contract Management	1.19	1.19	2.00	2.00	2.00
Safety/Wellness	1.00	1.00	-	-	-
Total Risk and Contract Management	2.19	2.19	2.00	2.00	2.00
Human Resources	3.00	3.00	4.00	4.00	4.00
Information Services	5.00	5.00	5.00	5.00	5.00
Maintenance Operations					
Superintendent of Maintenance Op.	5.05	5.02	5.98	6.69	6.69
Athletic Facilities	25.09	25.18	25.68	26.12	26.12
Building and Pool Maintenance	50.23	50.68	48.79	48.43	48.43
Park Maintenance	43.04	42.70	44.71	44.70	44.70
Vehicle & Maintenance	5.75	5.75	5.75	5.73	5.73
Total Maintenance Operations	129.16	129.33	130.91	131.67	131.67
TOTAL BUSINESS AND FACILITIES	150.43	150.52	152.91	153.67	153.67
PLANNING					
Office of the Director	3.65	3.45	3.45	3.13	3.13
Planning and Development	11.00	9.00	8.00	7.00	7.00
TOTAL PLANNING	14.65	12.45	11.45	10.13	10.13
PARK AND RECREATION SERVICES					
Office of the Director	2.58	2.87	2.69	2.69	2.69
Aquatics					
Superintendent of Aquatics	1.01	1.02	1.01	1.01	1.01
Aloha Swim Center	11.91	13.81	14.18	15.32	15.32
Tualatin Hills Aquatic Center	14.64	16.71	17.13	17.97	17.97
Beaverton Swim Center	17.80	16.55	17.23	17.08	17.08
Harman Swim Center	12.71	12.42	12.53	13.11	13.11
Sunset Swim Center	10.43	11.21	11.37	11.75	11.75
Raleigh Swim Center	3.10	3.37	3.38	3.88	3.88
Somerset West Swim Center	2.10	2.19	2.22	2.60	2.60
Total Aquatics	73.70	77.28	79.05	82.72	82.72

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Adopted	Proposed	Approved
Program	2012/13	2013/14	2014/15	2015/16	2015/16
Sports					
Superintendent of Sports	2.00	2.00	2.00	2.00	2.00
Tualatin Hills Athletic Center	27.82	26.91	27.80	28.53	28.53
Tennis Center	15.27	15.35	15.00	14.66	14.66
Total Sports and Recreation	45.09	44.26	44.80	45.19	45.19
Recreation					
Superintendent of Recreation	1.12	1.00	1.00	1.00	1.00
Cedar Hills Recreation Center	31.21	30.93	30.19	32.17	32.17
Conestoga Rec. & Aquatic Center	47.42	46.69	47.23	47.02	47.02
Garden Home Recreation Center	22.70	21.54	21.64	21.41	21.41
Total Recreation	102.45	100.16	100.06	101.60	101.60
Programs and Special Activities					
Superintendent of Prog. & Spec. Act.	3.27	3.35	3.73	3.11	3.11
Elsie Stuhr Center	14.67	15.05	15.22	14.92	14.92
Jenkins Estate	4.10	-	-	-	-
Camp Rivendale	4.45	4.45	4.76	4.65	4.65
Total Programs and Special Activities	26.49	22.85	23.71	22.68	22.68
Natural Resources and Trails					
Natural Resources	9.50	9.73	12.05	12.14	12.14
Nature Park Interpretive Center	15.17	15.78	14.82	16.50	16.50
Total Natural Resources and Trails	24.67	25.51	26.87	28.64	28.64
TOTAL PARK AND RECREATION SERVICES	274.98	272.93	277.18	283.52	283.52
TOTAL ALL DIVISIONS	452.72	448.91	456.84	462.80	462.80

Note: Departmental reorganizations have occurred during this time period; however, all Departments and Programs are displayed as of FY 2015/16 status for accurate year-to-year comparisons.

GLOSSARY

Account

A term used to identify an individual asset, liability, expenditure control, and revenue control or fund balance.

Accrual Basis of Accounting

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at the time or not).

Ad Hoc Committee

Committee formed with the sole purpose of the specific case or situation at hand.

Adopted Budget

The budget amended and approved by the Budget Committee becomes the adopted budget after the Board of Directors takes action on it. The adopted budget becomes effective July 1.

Adopted Fee Study

A study adopted by the Board of Directors on November 19, 1997. The Board of Directors requested that the Park District's current program and facility fee structure be evaluated and that changes be recommended.

Ad Valorem

In proportion to value. A basis for levy tax upon property.

Annexation

The incorporation of land into an existing city with a resulting change in the boundaries of the city.

Appropriation

A legal authorization made by the District to incur obligations and make expenditures for specific purposes and shall be limited to a single fiscal year.

Approved Budget

The adopted budget as amended and approved by the Budget committee is recommended to the Board of Directors for adoption and is referred to as the Approved Budget.

Assessed Value

The value set by the County Assessor on real and personal property in order to establish a basis for levying taxes.

Assets

Property owned by a government, which has monetary value.

Bond

A written promise to pay a specified sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance large capital projects, such as buildings and streets.

Bonded Debt

The portion of indebtedness represented by outstanding bonds.

Bond Projects Fund

A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities and/or designated fixed assets.

Budget

A plan, a financial operation embodying an estimate of expenditures for a given period or purpose and the proposed means of financing the estimated expenditures.

Budget Calendar

Schedule of key dates or milestones followed by the Park District departments in the preparation, review and administration of the budget.

Budget Document

The estimate of expenditures and budget resources as set forth on the estimated sheets, tax levy and the financial summary.

Budget Message

A general discussion of the proposed budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the governmental unit's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

Budgetary Control

The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available revenues.

Capital Assets

Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Improvements Program (CIP)

A plan for capital expenditures to be incurred each year over a period of years to meet capital needs arising from the long-term teamwork program.

Capital Outlay

Expenditures, which result in the acquisition of or addition to, fixed assets.

Capital Projects

A long-term major improvement or acquisition of equipment or property for public use.

Capital Program

A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

Capital Replacement Reserve

An appropriation of funds to accumulate for future capital replacement needs within the General Fund.

Certificates of Participation (COP)

COP's are a method of financing large equipment and other capital expenditures. They are technically lease-purchase securities. The payment of the debt is made to an escrow agent and is called a lease payment. The escrow agent acts as a lessor for the property to be acquired or constructed with the proceeds of the certificate of participation. The owners of the certificates do not have an ownership interest in the property financed with the proceeds of the certificates.

Chart of Accounts

The classification system used by a governmental agency to organize the accounting for various funds.

Computer Technology Plan

A plan that focuses on the prevailing computer trends expected in the next three years, and outlines technological opportunities for the Park District. The plan identifies a new communication infrastructure, which will be the foundation for an efficient operation today and for streamlining the implementation of future components.

Contingency

An appropriation of funds to cover unforeseen events and emergencies, which occur during the fiscal year.

Cost Recovery

The degree to which the cost (direct and/or indirect) of facilities, services, and programs is supported by user fees and/or other designated funding mechanisms such as grants, partnerships, volunteer services, etc. rather than tax subsidies.

Current Funds

Funds the resources of which are expended for operating purposes during the current fiscal period.

Current Liabilities

Liabilities which are payable within a relatively short period of time, usually no longer than a year.

Current Taxes

Taxes levied and becoming due during the current fiscal period, from the time the amount of the tax levy is first established to the date on which a penalty for nonpayment is attached.

Debt

An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes and floating debt.

Debt Service

Payments of interest and principal related to long-term debt.

Debt Service Fund

A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. Formally called a Sinking Fund.

Delinquent Taxes

Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until canceled.

Departments

A major administrative division of the District, which indicates overall management responsibility for an operation, or a group of related operations within a functional area.

Employee Benefits

Benefits include retirement, group health, dental and life insurance, workers' compensation, and disability insurance.

Encumbrance

Obligations in the form of purchase orders, contracts or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved. Obligations cease to be encumbrances when paid or when the actual liability is set up.

Enterprise Fund

A fund used to account for a business-type activity utilizing the accrual method of accounting to recognize and record revenues and expenses when measurable.

Equipment

Tangible property of a more or less permanent nature (other than land, buildings, or improvements other than buildings), which is useful in carrying on operations. Examples are machinery, trucks, and furnishings.

Expense/Expenditure

This term refers to the outflow of funds paid or to be paid for an asset or goods and services obtained regardless of when the expense is actually paid.

Fiscal Year

A twelve-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations - July 1 through June 30 for all Oregon municipalities.

Fixed Assets

Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Forfeiture

The automatic loss of cash or other property as a punishment for not complying with provisions and as compensation for the resulting damages or losses.

FTE

Full Time Equivalent. Staffing levels are measured in FTEs to give a consistent comparison from year to year. In most cases, an FTE is one full-time position filled for the entire year; however, in some instances an FTE may consist of several part-time positions.

Fund

An independent fiscal and accounting entity with a self balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities of attaining certain objectives.

Fund Balance

The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the period over its liabilities, reserves and appropriations for the period.

General Fund

A fund used to account for financial operations of the District, which are not accounted for in any other fund. The primary sources of revenue are property taxes, state and local shared revenues and user fees.

General Long-Term Debt

Long-term debt legally payable from general revenues and backed by the full faith and credit of a governmental unit.

General Obligation Bonds

Bonds for whose payment the full faith and credit of the issuing body are pledged.

Goal

A statement of broad direction, purpose or intent: the purpose toward which an endeavor is directed.

Grant

A donation or contribution by one governmental unit to another unit. The donation or contribution may be made to aid in the support of a specified purpose or function or general purpose.

Internal Control

A plan of organization for purchasing, accounting and other financial activities, which among other things provide:

- ✓ The duties of employees are subdivided so that no single employee handles a financial action from beginning to end;
- ✓ Proper authorization from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and
- ✓ Records and procedures are arranged appropriately to facilitate effective control.

Levy

(Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a governmental unit.

Local Improvement District

The property, which is to be assessed for the cost or part of the cost of local improvement and the property on which the local improvement is located.

Measure 5

A constitutional limit on property tax rates passed by voters in the State of Oregon in November 1990. The new law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. Schools maximum rate is limited to \$5.

Measure 47

A constitutional limit on individual property tax collections approved by voters in November 1996. The limit applies to FY 1997/98 and all future fiscal years. The measure was a citizen initiative and limits property taxes to FY 1995/96 levels less 10%, requires majority voter turnout for tax elections, limits fees and charges and prioritizes Public Education and Public Safety in the allocation of lost revenues. The Measure never took effect due to its repeal by the voters in May 1997 with the passage of Measure 50.

Measure 50

Passed by voters in May 1997, the legislatively referred measure repealed Measure 47, but also significantly reduced future property taxes. The Measure rolls back assessed value on individual property to FY 1995/96 values, less 10%. It reduces FY 1997/98 Park District levy authority by an average of 18.9%, and then converts it to a rate to be applied to assessed value in all future years. Assessed value growth is limited to 3% per year. The Measure reinstates Measure 47 limits on fees and charges and on majority turnout election requirements.

Metro Greenspaces

A program administered by Metro for the acquisition of public parks and open space lands throughout the region. A \$135.6 million bond program was approved by voters in 1995. Of that amount, \$25 million was set aside for local government grants.

Natural Resources Management Plan

A plan, which identifies natural resource areas and Biota, and establishes long-term management strategies to protect and enhance the park District natural resource areas for future generations.

Objective

A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a given program.

Operating Budget

A budget, which applies to all outlays other than capital outlays.

Operating Expenses

Expenses for general governmental purposes.

Operating Statement

A statement summarizing the financial operations of a governmental unit for an accounting period as contrasted with a balance sheet, which shows financial position at a given moment in time.

Part-time Employee

An employee scheduled less than 30 hours per week, to a maximum of 1,559 hours per year. Part-time employees are not members of the collective bargaining unit.

Personnel Services

Payroll expenses such as: wages, Social Security, medical and dental insurance benefits and retirement contributions.

Program

A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the District is responsible.

Proposed Budget

Park District budget approved by the General Manager and submitted to the Budget Committee for their deliberation.

Regular Part-time Employee

An employee scheduled between a minimum of 30 hours to a maximum of 35 hours per week, for no more than 1,820 hours per year. Regular part-time employees are members of the collective bargaining unit, and have similar, but reduced benefits as offered to full-time employees.

Resources

The actual assets of a governmental unit, such as cash, taxes receivable, land, buildings, etc. Contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected and bonds authorized and unissued.

Revenue

The term designates an increase to a fund's assets which:

- ✓ Does not increase a liability (e.g., proceeds from a loan),
- ✓ Does not represent a repayment of an expenditure already made,
- ✓ Does not represent a cancellation of certain liabilities,
- ✓ Does not represent an increase in contributed capital.

Risk Management

An organized attempt to protect a government's assets against accidental loss in the most economical manner.

Senate Bill 122

Mandates local governments (cities, counties, and special districts) and regional governments regarding the provision of Urban Services in two (2) ways.

- ✓ It requires each local government to agree to cooperate and communicate with each other as it relates to land use issues, Master Plan preparation, Design and Development review and Capital Project identification and funding.
- ✓ It requires each local government to negotiate ultimate Urban Service Boundaries to establish who will serve the unincorporated population in their planning areas.

Subsidy

Financial support for programs or services through taxes rather than through user or participant fees, or other forms of alternative funding.

Tax Base

In Oregon, a designated amount of property tax which can be levied for operating expenses without annual voter approval. The original base must be established by the voters at a general or primary election. There after, the base can be increased six percent, annually, without the approval of the voters.

Taxes

Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit. Note: The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges as, for example, plans review fees.

Tax Levy

The total amount to be raised by general property taxes.

Tax Rate

The amount of property tax paid by property owners for each \$1,000 of their property's assessed value.

Trails Master Plan

A comprehensive off-street recreational trail plan which identifies current trails and needs, future trail corridor locations, plus development and management strategies. The Trails Master Plan is a supplement to the Tualatin Hills Park & Recreation Twenty Year Comprehensive Master Plan.

Transfers

Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund.

Twenty-Year Comprehensive Master Plan

A plan defining the Park District's future twenty (20) years. The plan offers direction for the Park District to accomplish its stated mission. It sets goals, and presents objectives and action to act as mileposts by which the Park District can measure its progress.

Unappropriated Fund Balance

Where the fund balance at the close of the preceding year is not included in the annual budget, this term designates that portion of the current fiscal year's estimated revenues which has not been appropriated. Where the fund balance of the preceding year is included, this term designates the estimated fund balance at the end of the current fiscal year.

Parks, Recreation Facilities, Maintained School Grounds & Natural Areas



**TUALATIN HILLS
PARK & RECREATION DISTRICT**

