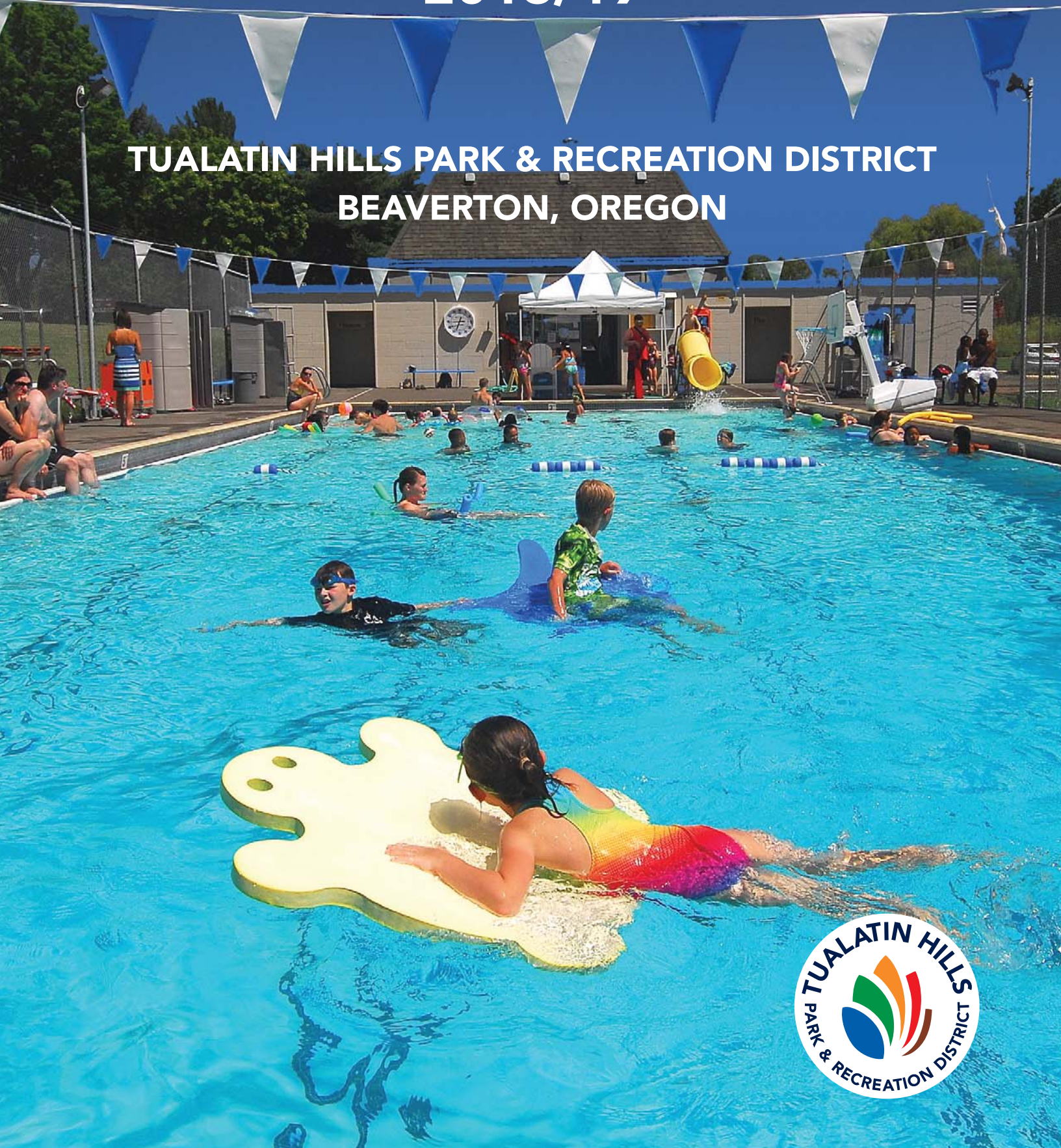


APPROVED BUDGET FISCAL YEAR 2018/19

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



**APPROVED BUDGET
FISCAL YEAR
2018/19**



**TUALATIN HILLS
PARK & RECREATION DISTRICT**

BEAVERTON, OREGON

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

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, 2017. 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, 2017

Christopher P. Morill

Executive Director

INTRODUCTION

Budget Committee Information

Message to the Budget Committee

Minutes of the April 17, 2018 Budget Committee Work Session

Minutes of the May 15, 2018 Budget Committee Meeting





TUALATIN HILLS PARK & RECREATION DISTRICT

2018/19 BUDGET COMMITTEE

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Susan Cole, Chair

Stephen Pearson, Secretary

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Shannon Kennedy

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THPRD 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





MEMO

To: The Budget Committee
From: Doug Menke, General Manager
Date: April 17, 2018
Re: Proposed Budget Fiscal Year 2018/19

I am pleased to present the Proposed Budget Fiscal Year 2018/19 for the Tualatin Hills Park & Recreation District (THPRD). This budget represents a financial operating plan for THPRD to carry out its mission during the 2018/19 fiscal year.

Mission and Goals

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

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

Planning Process

Goal Outcomes and Business Plans

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

Staff took the goal outcome measures approved for FY 2018/19 and developed business plans designed to achieve the goal outcomes. Each business plan was assessed based on its return on investment (ROI), the measurable outcome generated for the funding investment required. The plans with a reasonable ROI, and that most directly addressed the desired goal outcomes, were approved for inclusion in the proposed budget.

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

Comprehensive Plan

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

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

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

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

Key Themes for the FY 2018/19 Budget

While THPRD's mission and the eight long-term strategic goals have not changed, all of the above planning efforts have highlighted some key priorities, or themes, that are being addressed in the FY 2018/19 proposed budget:

- We are continuing our efforts to ensure that THPRD serves our entire community, and we are working to eliminate barriers that may limit participation by segments of our community. Key items in the budget for this theme include:
 - Continue to coordinate and work on completing ADA Transition Plan items with the focus on safety items and access to several facilities
 - Continue positive collaboration with the City of Beaverton in providing free, open to all, community events and programs that share a common theme
 - Expand the number of class offerings for the Make A Splash free swim lesson program at each of the indoor pools
 - Provide lifeguard training courses that eliminate barriers to participation, such as financial and language barriers
 - Complete a district visioning project to help identify community needs, wants and priorities
- We are working to enhance our communication and outreach efforts with patrons and residents. While this will support our marketing efforts, it is also intended to provide new channels for patrons to communicate with THPRD. Key items in the budget for this theme include:
 - Continuing enhanced engagement procedures for public input on development projects
 - Funding an Engagement and Partnership Specialist position to effectively communicate information about THPRD goals, policies, programs and facilities among THPRD residents, customers, staff, THPRD advisory committees, THPRD board, partnering agencies and other groups.
 - Providing a scholarship program that ensures that no district resident is denied a recreational opportunity purely due to financial limitations.
 - Continuing implementation of the THPRD Community Outreach Plan

- We are working to maintain and enhance our levels of service in THPRD's parks, trails, natural areas and recreation facilities while also improving efficiency of maintenance services. The Comprehensive Plan Update identifies opportunities for us to enhance the level of service at our various facilities even as we add to our inventory through the investments funded by the 2008 bond measure. Key items in the budget for this theme include:
 - Implementing the Comprehensive Plan Update and Service and Financial Sustainability Analysis recommendations, including an update of the Parks Functional Plan
 - Funding additional part-time maintenance staffing, supplies and utility cost increases to maintain new or expanded parks, athletic fields and buildings
 - Funding an additional 800 hours of park patrol staffing to support additional park acreage.
 - Implementing a grant strategy that prioritizes THPRD's needs and matches them against available funding opportunities
 - Create a full-time land acquisition specialist position through reduction of part-time land acquisition specialist appropriations, to guide future park development and land acquisition.
- We are working to ensure continuity of service for our patrons and minimize service disruptions. Key items in the budget for this theme include:
 - Continuing funding of a Capital Replacement Reserve that, when fully funded, will ensure funding of capital replacements and facilities in the future
 - Completing replacement of Finance Services' financial software to provide for growth and efficiency needs of THPRD
- We are working to move cost recovery on THPRD services in line with the targets established by the Service and Financial Sustainability Analysis. While this work involves reviewing fees for our services, we are first looking to enhance cost recovery through efficiencies and cost savings, as well as by targeted service divestment. Key items in the budget for this theme include:
 - Funding energy savings improvements that will ultimately lower the cost of operations through reduced energy usage; enhancements include energy efficiency projects at HMT Recreation Complex, Cedar Hills Recreation Center, Elsie Stuhr Center and Conestoga Recreation & Aquatic Center.
 - Continuing to participate in the Strategic Energy Management cohort, in order to enable the District to adopt current industry best practices for energy efficiency

Budget Process

The April 17, 2018 budget committee work session is the first of two meetings for the budget committee, the second being the May 15, 2018 budget committee meeting.

The budget committee work session is intended to provide the budget committee an opportunity for in-depth review and discussion of the Proposed Budget Fiscal Year 2018/19, 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 15, 2018, the budget committee will be asked to approve THPRD's 2018/19 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 19, 2018. 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 2018/19 General Fund budget is \$62,626,734. This is an increase of 16.7% from the 2017/18 fiscal year budget, which is primarily attributable to increases in capital funding, but also to inflationary increases and increases in the Capital Replacement Reserve.

General Fund Resources

Beginning Cash on Hand for the 2018/19 fiscal year is estimated at \$6,500,000, which represents a 18.7% increase from the prior year. The Balance Forward from Prior Year Projects is estimated at \$1,965,151 which represents a 94.7% increase from the prior year and is due primarily to timing of project work at Commonwealth Lake Park, Hazeldale Park, Willow Creek Park and the Babette Horenstein Tennis Center, as well as timing of the financial system replacement project. The Capital Replacement Reserve funded in FY 2018/19 also represents an additional \$2,550,000 of the beginning balance in the General Fund.

THPRD's overall assessed valuation is estimated to increase by 4.5%. This represents the 3% allowed under statute for those properties where assessed value is below the real market value, plus 1.5% of exception-based growth from new development. Accordingly, the overall assessed value is estimated to increase from \$24.4 billion to \$25.5 billion.

The FY 2018/19 property tax rate per \$1,000 of assessed value for General Fund operations is \$1.31, and the estimated tax rate per \$1,000 for general obligation bonded debt is \$0.32, resulting in a combined property tax rate per \$1,000 of \$1.63. The FY 2017/18 property tax rates for General Fund operations and bonded debt were \$1.31 and \$0.31, respectively.

In FY 2017/18, local government agencies' combined tax rates did not exceed the Measure 5 limit of \$10 per \$1,000 in most of the park district. There were some areas within THPRD, however, where the combined tax rate did exceed the Measure 5 limit. Within these areas, where an individual property's assessed value was close to or equal to the Measure 5 value, the taxes received were reduced due to Measure 5 compression. THPRD's property tax revenue losses in FY 2017/18, due to Measure 5 compression, were insignificant. It is anticipated in FY 2018/19 that if the combined rates again exceed \$10 per \$1,000 that tax reductions to THPRD due to Measure 5 compression will again be insignificant. Please refer to the table, Measure 5 Impact on Washington County Taxing Agencies (included in your budget document on page RE-3).

The estimates for program fee revenue in the proposed budget are based on a detail review of class offerings and program revenue trends. With the adoption of the Service and Financial Sustainability Analysis in 2013, THPRD is continually reviewing fees and fee policies with the intent of moving toward meeting cost recovery goals. In developing the FY 2018/19 proposed budget, staff 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.

General Fund Appropriations

Of the proposed FY 2018/19 General Fund appropriations, 53% supports Personnel Services, 15% supports Materials & Services, 21% supports Capital Outlay, 2% supports Debt Service, 4% supports the Contingency Account and 5% supports the Capital Replacement Reserve funding. This distribution reflects a 5% decrease Personnel Services funding, 1% decrease in Materials and Services, 7% increase in Capital Outlay, 1% decrease in Contingency, no change in Capital Replacement Reserve and Debt Service as compared to the current year distribution.

The General Fund Capital Outlay appropriations of \$13,307,068 comprise 21% 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, \$12,529,412, is included in the Capital Projects Division which is divided into the following six categories: (1) carryover projects, (2) athletic facility, (3) building, (4) park and trail, (5) facility challenge grants, and (6) Americans with Disabilities Act improvements. In accordance with the budget priority to maintain existing facilities and avoid deferring replacements, a maintenance replacement schedule has been developed and the General Fund Capital Outlay has been prioritized toward

these replacements. In those capital outlay categories that include maintenance replacements, the program funding has been further broken down between replacements and improvements. Please refer to the Capital Projects section of your budget for details.

Comparison of Proposed General Fund Budget to Prior Projections

To put the proposed General Fund budget in perspective, it may be helpful to compare it to prior projections of FY 2018/19 General Fund resources and appropriations (a summary follows on page 17).

The proposed resources for the General Fund are approximately \$8.0 million higher than the projections provided in the midyear budget projection. Factors causing this increase include:

- Increase of \$0.5 million in Program and Facility Fees for targeted program additions.
- Increase of \$2.0 million in Project Carryovers; this represents offsetting resources and expenditures
- Increase of \$5.8 million in Other Resources due to increases in grants and \$4.0 million in debt proceeds.
- Decrease of \$0.1 million in transfers in
- Decrease in Property Taxes of \$0.2 million

Combined Personnel Services

The FY 2018/19 proposed budget reflects a 6.1% overall increase in Personnel Services costs. Included in the increase is a 4.2% cost-of-living adjustment and merit increases for represented full-time and regular part-time employees based on THPRD's current collective bargaining agreement which includes increases based upon the Portland/Salem CPI-All Urban Consumers, and expires June 30, 2019. The budget also reflects anticipated increases in health insurance costs of 6.9%, and a no change for dental insurance costs. The overall increase in personnel services costs resulting from the cost-of-living and merit increases is 1.6%, and the overall increase resulting from health and dental insurance cost increases is 0.8%. Retirement plan costs are projected to increase over the prior year budget and contributed 0.5% of the overall increase. Payroll taxes also increased by 0.1%.

The proposed budget reflects one upgraded regular part-time position to full time, two part-time positions converted to one full-time position and the addition of one new full-time position. The net effect of all the position changes is an increase of three full-time positions and a decrease of one regular part-time position, and an overall increase in cost resulting from the changes of 1.1% of the Personnel Services cost. The balance of the change in Personnel Services cost, an increase in overall cost of 2.0%, results from increases in part-time staffing costs, which include impacts of the phase in of the minimum wage increase.

System Development Charges Fund

In the System Development Charges Fund (SDC) budget tab, you will note that THPRD estimates a carryover balance of SDC funds of approximately \$15.8 million. The project carryover commitment to FY 2018/19 is approximately \$14.4 million, leaving \$1.4 million of the carryover available for new project commitments. In addition, THPRD is projecting to generate approximately \$14.0 million of new SDC revenues in FY 2018/19. As shown in the SDC budget tab, these combined resources are being used as follows:

- To provide \$6.8 million of new funds for land acquisition, and \$1.2 million of development funds for new projects and \$1.4 million of additional funding on carryforward projects.
- This leaves approximately \$6.2 million available for appropriation to new projects in FY 2018/19 once the receipt of the SDC revenue is assured.

The board of directors programs the use of SDC funds using a five-year SDC Capital Improvement Plan (CIP). The most recent update of this five-year plan, approved by the board of directors in April 2016, created a project list for the SDC fund, with priority projects identified for funding through FY 2020/21. The project list was updated in March 2017, delaying project timing to reflect reduced available funding projections. The updated CIP reflects an updated cash flow projection, based on the rates resulting from the revised SDC methodology, and anticipates total available SDC resources over the five years of between \$41.7 million and \$54.0 million. An update to the Parks Functional Plan is currently underway and, when completed, will result in an update to the CIP. This is why such a large balance has been left in undesignated appropriations.

While residential construction activity had been at very low levels beginning about six years ago, we have seen notable increases in construction activity over the past few years and our SDC revenue projection reflects continued growth. We have also continued to increase the revenue projection to reflect anticipated revenues from new urban expansion areas such as North Bethany and South Cooper Mountain and new SDC rates from the methodology update in March 2016. Due to the uncertainty in the level of SDC activity, however, the five-year SDC cash flow projections include a revenue estimation reserve that offsets 30% of estimated revenue. This is the reason for the wide range in estimated five-year SDC resources.

The uncertainty over actual SDC revenue in FY 2018/19, plus the timing of its collection are also the reasons that the proposed budget leaves a portion of the available SDC resources in an undesignated project appropriation.

Bond Capital Projects Fund

With the approval by THPRD voters of the \$100 million Park Bond Levy request in November 2008, THPRD has been actively implementing a capital project program to develop the projects included in the bond measure. THPRD issued most of the bond authorization in two separate issues. The first issue of \$58.5 million was issued in April 2009, and the second issue of \$40.1 million was issued in September 2011. As we have previously noted to the budget committee, THPRD was able to issue the bonds at very favorable market rates, resulting in actual bond levy rates well below those estimated in the election materials. The positive interest rate environment in FY 2014/15 made it possible to refinance the 2009 issue at lower rates resulting in a reduction of debt service cost to THPRD taxpayers of approximately 6%. In conjunction with this refinancing, the district also issued the remaining \$1.4 million of authorization under the \$100 million total. In FY 2016/17, favorable rates again allowed for the refinancing of a portion of the 2011 issue resulting in additional cost savings of approximately \$900,000. The combined bond property tax rate for FY 2018/19 is estimated to be 32 cents per \$1,000 of assessed value, well under the projected rate of 37 cents used in the bond levy information.

The FY 2018/19 appropriation is based on available resources in the Bond Capital Projects Fund of \$16.4 million, which is comprised of \$16.2 million remaining of all of the bonds issued after accounting for estimated cumulative project expenditures through June 30, 2018, plus additional revenues from interest earnings. Bond Capital Projects Fund resources are appropriated to individual projects based on estimates used to create the bond levy package placed before THPRD voters. Where actual project costs on completed projects differ from the project budgets, THPRD can reallocate funds to projects within a project category, and, within certain guidelines, between project categories. At this time, the projected overall bond capital program costs are 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 Capital Projects Fund through June 30, 2018, are approximately \$87.9 million. Five development categories, New Neighborhood Park Development, New Community Park Development, Facility Expansions, ADA/Access Improvements, and Deferred Park Maintenance Replacements, are completed.

Land acquisition activity has also been proceeding and four acquisition categories, New Neighborhood Park Land Acquisition, Linear Park and Trail Land Acquisition, New Community Park Land Acquisition and Community Center Land Acquisition are complete. As of June 30, 2017, 11 neighborhood park sites, two community park sites, and two community center sites, totaling 85 acres, have been acquired under the bond program as well as over 83 acres of natural area and trail corridor.

Other Funds

Debt Service

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

Special Revenue

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

Looking Forward Beyond FY 2018/19

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

We are maintaining this long-term focus and we continually monitor a forward-looking 10-year projection of our financial position and our deferred maintenance backlog. We are in the middle of a multi-year cycle of unusually large replacement obligations, but we are managing and funding these replacements without significant growth in our deferred replacement backlog. The fact that we are able to also continue funding a Capital Replacement Reserve is also evidence of the success of our financial planning and cost recovery efforts.

We have included the five year operating forecast for the General Fund in the Supplemental Data. The forecast reflects a balanced budget projected through fiscal year 2022, including the funding of the Capital Replacement Reserve. As we continue to move toward our cost recovery targets, this long-term perspective should continue to improve and ensure that we are leaving a legacy of outstanding service and stability for future generations.

Acknowledgments

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

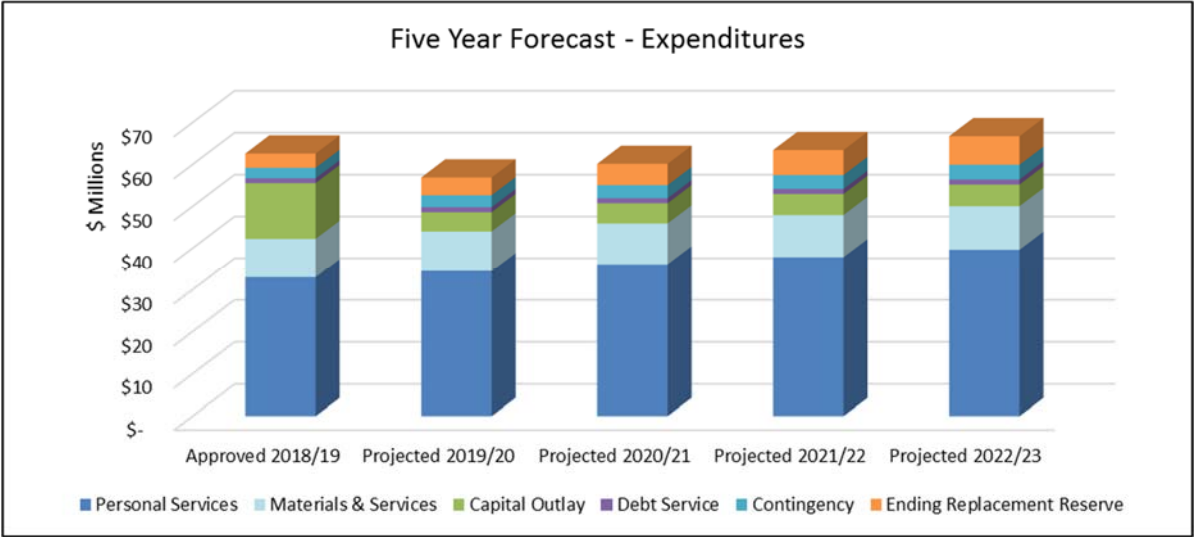
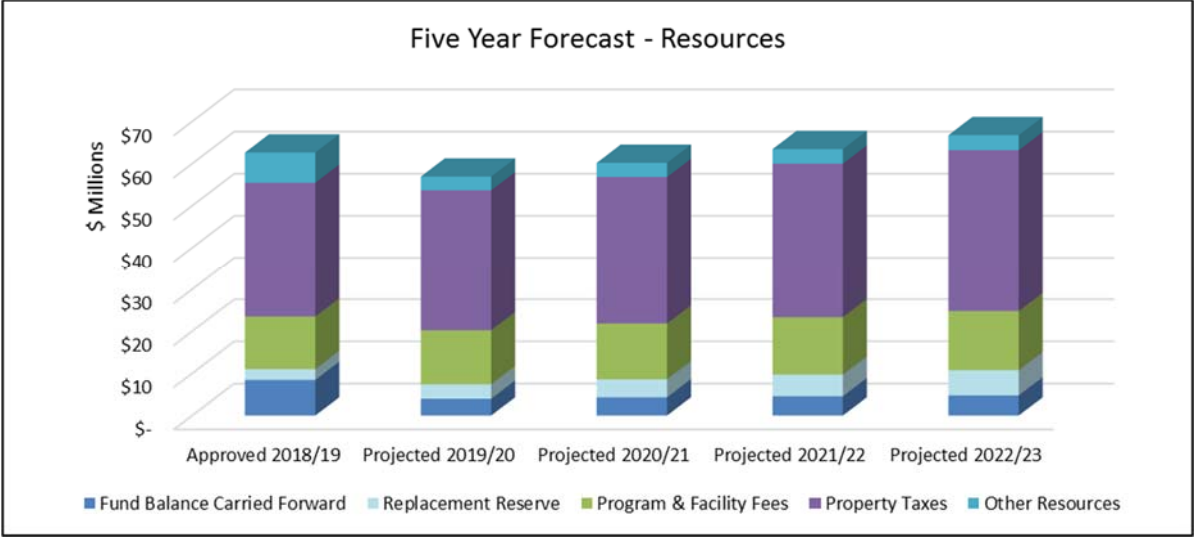
THPRD's advisory committees (Nature & Trails, Parks & Facilities, and Programs & Events), as well as special interest groups and individuals, are also to be commended for their time, expert advice and recommendations.

The board of directors and staff strive to keep the Tualatin Hills Park & Recreation District a major partner in enhancing the livability of our area. Staff look forward to meeting with you at 6 pm, Tuesday, April 17, 2018, at your budget committee work session, and sharing with you the Proposed Budget Fiscal Year 2018/19 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,



Doug Menke
General Manager



FY 2018-19 THPRD Goal Outcomes

Parks		Final 2013-14 (PY Service Level)	Final 2014-15 (PY Service Level)	Final 2015-16 (PY Service Level)	2016-17 (CY Service Level)	2017-18 Goal	2018-19 Goal
Goal 1	Provide quality neighborhood and community parks that are readily accessible to residents through the District's Service Area.						
Measures	Input						
	Output						
Strategies	Outcome						
Action Steps							

Preliminary

	Final 2013-14 (PY Service Level)	Final 2014-15 (PY Service Level)	Final 2015-16 (PY Service Level)	2016-17 (CY Service Level)	2017-18 Goal Outcome	2018-19 Goal Outcome
1. Programs						
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Maintenance and Operations

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

Note, there are no Goal 3 strategies or actions steps for FY2018/19, thus no goal outcome measures.

Natural Resources

		Final 2013-14 (PY Service Level)	Final 2014-15 (PY Service Level)	Final 2015-16 (PY Service Level)	Preliminary 2016-17 (CY Service Level)	2017-18 Goal Outcome	2018-19 Goal Outcome
Goal 4	Acquire, conserve and enhance natural areas and open spaces within the district.						
Measures							
Input							
	\$ of natural area grants applied for	N/A	N/A	\$ 110,000	\$ 423,125	increase	increase
Output							
	\$ of natural area grants awarded	N/A	N/A	\$ -	\$ 250,000	increase	increase
	Remaining balance of natural resource bond funds:						
	Restoration	\$ 2,957,842	\$ 2,854,792	\$ 2,522,648	\$ 2,440,333	decrease	decrease
	Land Acquisition	\$ 4,612,034	\$ 4,291,773	\$ 3,829,720	\$ 3,748,073	decrease	decrease
Outcome							
	Cumulative # of natural resource acres acquired with bond or bond leveraged funds.	56	62	68	86	increase	increase
Strategies	Strategy: Develop an interconnected system of greenways and wildlife habitat (4B)						
Action	2017-18 - Action Step: Document Bond Fund spend down strategy by identifying priority property acquisition and development.						
Steps	2017-18 - Action Step: Propose conducting a land acquisition study to address needs in underserved areas of the district, as well as ensure service in new urban areas; this type of inventory study to include natural resource properties as well as future park sites.						
	2018-19 - Action Step: Conduct, if approved, a land acquisition study to address needs in underserved areas of the district, as well as ensure service in new urban areas; this type of inventory study to include natural resource properties as well as future park sites.						

Preliminary
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Communication

Communication									
Goal 7	Effectively communicate information about park district goals, policies, programs and facilities among District residents, customers, staff, District advisory committees the District Board, partnering agencies and other groups.	Final 2013-14 (PY Service Level)	Final 2014-15 (PY Service Level)	Final 2015-16 (PY Service Level)	2016-17 (CY Service Level)	2017-18 Goal	2018-19 Goal		
Measures	Output								
	Active accounts	29,722	29,606	30,678	31,173	increase	increase		
Strategies	Strategy: Work with ethnic and/or cultural advocacy or community groups to enhance communications about district programs, facilities and other opportunities to their constituencies. (7F)								
	Strategy: Coordinate park district marketing efforts. (7H)								
Action Steps	2017-18 - Action Step: Formalize enhanced community engagement process for future master planning efforts.								
	2017-18 - Action Step: Utilize enhanced community engagement process for Bonny Meadows and S. Cooper Mountain Neighborhood Park for master planning efforts.								
	2018-19 - Action Step: Continue using enhanced community engagement process for future master planning efforts.								

Sustainability

Sustainability								
Goal 8	Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of park district programs and facilities.							
Measures		Final 2013-14 (PY Service Level)	Final 2014-15 (PY Service Level)	Final 2015-16 (PY Service Level)	Preliminary 2016-17 (CY Service Level)		2017-18 Goal Outcome	2018-19 Goal Outcome
Input	\$ of sustainability grants applied for	N/A	N/A	\$	-	\$	350,614	increase
Output	\$ of sustainability grants awarded	N/A	N/A	\$	-	\$	223,810	increase
Strategies	Strategy: THPRD will identify several (3 to 5) ideas per budget cycle from the Alternative Parks and Recreation Operations and Capital Development Funding Sources section of the Service and Financial Sustainability Analysis and formulate a work team to explore the pros and cons, and potential outcomes for consideration to implement through managers.							
Action Steps	2017-18 - Action Step: Implement a grant strategy that prioritizes District sustainability needs and matches them against available funding opportunities and dedicates adequate resources to achieve strategic goals.							

Tualatin Hills Park & Recreation District

Comparison of FY 2018/19 Approved General Fund Budget to Prior Projections

	Approved Budget 2018/19	Per Feb 2018 Midyear Projection	Difference	Per April 2017 Work Session Projection	Difference
Capital Replacement Reserve	\$ 2,550,000	\$ 2,550,000	\$ -	\$ 2,550,000	\$ -
Cash on Hand	6,500,000	6,500,000	-	4,000,000	2,500,000
Program & Facility Fees	12,477,416	12,007,951	469,465	11,923,725	553,691
Other Resources	6,906,089	1,082,737	5,823,352	2,920,114	3,985,975
Project Carryovers	1,965,151	-	1,965,151	-	1,965,151
Transfers in	258,100	355,000	(96,900)	356,900	(98,800)
Property Taxes	31,969,978	32,176,302	(206,324)	32,278,572	(308,594)
Total Resources	\$ 62,626,734	\$ 54,671,990	\$ 7,954,744	\$ 54,029,311	\$ 8,597,423
Personal Services	\$ 33,007,024	\$ 32,093,360	\$ 913,664	\$ 32,350,581	\$ 656,443
Materials & Services	9,251,731	9,189,685	62,046	9,216,922	34,809
Capital Outlay	13,307,068	6,508,034	6,799,034	5,479,150	7,827,918
Debt Service - COP and TAN	1,160,911	980,911	180,000	932,658	228,253
Contingency	2,500,000	2,500,000	-	2,650,000	(150,000)
Ending Replacement Reserve	3,400,000	3,400,000	-	3,400,000	-
Total Requirements	\$ 62,626,734	\$ 54,671,990	\$ 7,954,744	\$ 54,029,311	\$ 8,597,423





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

A Tualatin Hills Park & Recreation District Budget Committee Work Session was held at 6 pm, Tuesday, April 17, 2018, at the Elsie Stuhr Center, Manzanita Room, 5550 SW Hall Boulevard, Beaverton.

Present:

Susan Cole	Chair/ Budget Committee Member
Stephen Pearson	Secretary/Budget Committee Member
John Griffiths	Budget Committee Member
Ali Kavarianian	Budget Committee Member
Shannon Kennedy	Budget Committee Member
Wendy Kroger	Budget Committee Member
Anthony Mills	Budget Committee Member
Felicita Monteblanco	Budget Committee Member
Holly Thompson	Budget Committee Member
Doug Menke	General Manager

Absent:

Miles Glowacki	Budget Committee Member
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Agenda Item #1 – Call to Order

The work session was called to order by Chair Susan Cole at 6:05 pm.

Agenda Item #2 – Election of Officers

Shannon Kennedy nominated Stephen Pearson to serve as secretary of the budget committee. Anthony Mills seconded the motion. Shannon nominated Susan to serve as chair of the budget committee. Anthony seconded the motion. Hearing no further nominations, the nominations were UNANIMOUSLY APPROVED.

Agenda Item #3 – Opening Comments

Note: A PowerPoint presentation was used throughout agenda items #3, #4, and #5. A copy of the PowerPoint presentation was entered into the record.

General Manager Doug Menke welcomed everyone to the FY 2018/19 Budget Committee Work Session and outlined the interactive public meeting process. He announced that THPRD received the Government Finance Officers Association's Distinguished Budget Presentation Award for the 14th consecutive year.

A. Guiding Themes/Strategies for FY 2018/19

Doug referenced the Comprehensive Plan Update, Strategic Plan, five functional plans, and Service and Financial Sustainability Analysis as tools staff used to develop the following themes that drove the development of the proposed FY 2018/19 budget:

- Ensure THPRD serves our entire community and eliminates barriers that could limit participation from some segments of our community
- Enhance communication and outreach efforts with patrons and residents

- Maintain and enhance service levels in THPRD parks, trails, natural areas and facilities
- Ensure continuity of service and minimize service disruptions
- Move cost recovery on THPRD services toward established targets

Doug noted that the proposed amount to fund the General Fund budget is just over \$62 million.

B. Diversity & Inclusion

Keith Hobson, director of Business & Facilities, referenced the three pillars of the National Recreation and Park Association: Social Equity, Health & Wellness and Conservation. He noted that social equity is a theme throughout the budget and categorized the current activities THPRD provides to support this pillar:

- Welcoming environment
- Partner support
- Financial assistance
- Targeted programming

Keith stated that to show financial commitment to these initiatives the budget allocated is just over \$2.3 million. In addition, THPRD has created a grant strategy to elevate efforts for additional funding resources.

Shannon Kennedy asked if any staff education was included in the \$2.3 million, such as implicit bias training.

- ✓ Keith replied that training costs are included, and training is given by our diversity and equity coordinator, housed in the Human Resources department.
- ✓ Doug shared that THPRD added implicit bias training during the recent Advisory Committee recruitment.
- ✓ Holly Thompson added that it was also given prior to the board member selection process.

C. Goal Outcomes & Performance Measures

Katherine Stokke, Interim Operations Analysis manager, provided an update on goal outcomes and performance measures and described the process staff used for FY 2018/19, noting that based on board of directors' priorities, eight business plans were completed and proposed to be funded in FY 2018/19.

Agenda Item #4 – Review Proposed 2018/19 Fiscal Year Budget Resources

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

Keith stated that THPRD's total resources for the FY 2018/19 proposed budget are approximately \$117 million. Of the total resources:

- A little over one-third is from beginning Cash on Hand (\$43 million), with nearly 80% of Cash on Hand (\$34 million) in capital carry forwards from the bond, System Development Charge (SDC) and general funds.
- A little over one-third (\$40 million) is from property taxes.
- The balance is from a variety of sources including program user fees, SDC fees, grants, and other income.

Keith explained that there is an approximately 16% increase in resources due to beginning fund balance, SDC revenues and debt proceeds, but noted that otherwise there is little change in resources between FY 2017/18 and FY 2018/19.

General Fund Resources

- The tax levy is based on estimated assessed value. The budget committee will be asked to approve tax levies at the May meeting. The proposed budget was prepared with an estimated increase in assessed value of 4.5%, which is slightly higher than the actual growth in assessed value for FY 2017/18. Taxes have been increased by 3% on existing properties where market value is more than assessed value. New development growth is conservatively estimated at 1.5%, consistent with FY 2017/18.
- The beginning fund balance is projected at \$6.5 million, consistent with the estimate provided in the February midyear budget binder. This amount and the carry forward are both higher due to increased cash carry forward balances and increased project carryovers.
- Program revenue is projected to increase by 7.9% from the FY 2017/18 budget. Program revenue is built from the compilation of all program activities and is based on actual programs, not an overall estimate. The loss of revenue from programs that do not run is offset by costs that are not incurred. The budget is based on minimum levels of participation in classes; as such, more revenue than budgeted is realized on the programs that run over minimum.
- Interest revenue increased 32% mainly due to increases in interest earning rates.
- SDC revenue increased 29% due to continuing development activity in the North Bethany and South Cooper Mountain areas.
- Transfers-in reflect the general fund revenue collected from the bond and SDC funds for project management. This has decreased approximately 28% due to reductions of remaining bond projects and temporary bond staff.
- All other resources remain relatively unchanged from the prior year.

Shannon asked why the Conestoga Recreation & Aquatic Center yields more revenue than other facilities.

- ✓ Keith explained that both recreation and aquatic programs are housed in one facility, generating more revenue.

A. Cost Recovery Targets

Katherine Stokke, Interim Operations Analysis manager, reviewed contact hours and program revenue over the last seven fiscal years and noted that contact hours and program revenue generally track in the same direction and both continue to increase. Cost recovery districtwide has increased despite the decrease in certain departments. This is due to reallocating resources and programs between departments allowing for the shift of indirect costs and moving closer toward overall targets.

Stephen Pearson asked if the cost recovery targets included the impact of the programs outlined earlier in the social equity initiatives.

- ✓ Katherine confirmed that it is included.
- ✓ Keith added that this measures the revenue needed to meet cost recovery goals. Some of the social equity programs are Tier 1 which means they have a zero cost recovery target

Anthony Mills, referring to the slide, requested clarification on the percentages of cost recovery and if the total percentage at the bottom was the total percentage of the column above.

- ✓ Katherine explained it is a weighted average of cost recovery numbers.

Anthony asked why the 16/17 actual is lower or almost equal to the previous year in all categories, but districtwide the number has gone up.

- ✓ Katherine explained programs and special activities had a shift in staffing and allowed the allocation of administrative costs to be more evenly spread.

Shannon Kennedy asked if there was a document in the binder that shows the different tiers of cost recovery.

- ✓ Keith noted that this can be provided in the update packet in May. It is based on the cost recovery pyramid that was adopted as part of the Service and Financial Sustainability Plan. Targets range from zero for Tier 1 activities to 200% for Tier 5 activities. Every facility and every department will have a different cost recovery target depending on the services.

John Griffiths would like to see the targets and the current match because they could be higher than 100%.

- ✓ Keith confirmed this depending on the type of program.

Stephen Pearson asked if fees are increased to try and meet cost recovery targets.

- ✓ Keith answered that there can be an increase in program fees when the calculated fees for classes are not meeting targets, but only up to a certain percentage. He shared the balanced approach to cost recovery:
 - Increase fees
 - Decrease costs
 - Obtain outside funding

Shannon inquired why Nature and Trails dropped 10% from the previous year.

- ✓ Katherine explained that the prior summer season was one week shorter and most of their revenue is generated from summer programs.

Agenda Item #5 – Review Proposed 2018/19 Fiscal Year Budget Resources

A. Operating Expenditures

Keith noted that because THPRD has a balanced budget, appropriations total approximately \$117 million in the FY 2018/19 proposed budget. Total General Fund appropriations are approximately \$63 million, an increase of approximately 17%.

- Personal Services costs increased by 6.1%. The current three-year collective bargaining agreement expires on June 30, 2019, and the budget reflects costs in line with the agreement. A cost of living increase of 4.2% is included, as well as a 6.9% increase for health benefits. Dental benefits and payroll tax rates are unchanged. Based on the most recent valuation dated July 1, 2017, pension costs are budgeted to be 5.8% higher than last year.
- The FY 2018/19 proposed budget reflects the addition of one new full-time position, the conversion of two part-time positions to a new full-time position and conversion of one regular part-time position to a full-time position. The total effect of this is a net increase of three full-time positions and a net decrease of one regular part-time position. THPRD consistently evaluates vacant positions prior to filling as part of ongoing efforts to move toward cost recovery.
- Budget targets for Materials and Services were given an indexed increase of 2.5%. The FY 2018/19 proposed budget includes a 3.3% increase, which includes the indexed increase but also targeted increases in business plans and utility rate increases. Utility rate and utilization changes are reflected in the proposed budget; gas and electricity are anticipated to remain unchanged, while water is projected to increase.
- General Fund capital outlay is up 95% compared to last year due to general fund debt support for two bond projects and increased funding for capital replacements.

Board of Directors

Lori Baker, chief financial officer, provided a brief overview of the Board of Directors appropriations, including:

- Election funding for FY 2018/19 for three positions totaling \$50,000.

Shannon inquired what the \$50,000 covers.

- ✓ Lori explained that Washington County manages the election and allocates the money amongst the agencies involved based on the number of voting constituents in the district.

Administration

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

- Make progress on district goal outcomes
- Implement the Comprehensive Plan Update and Service and Financial Sustainability Plan
- Maintain cooperative relationships with local agencies and organizations
- Drive internal and external diversity initiatives
- Direct bond capital program

Communications & Outreach

Bob Wayt, director of Communications & Outreach, provided a brief overview of the Communications & Outreach Division's budget highlights including:

- Produce annual report to distribute to district households and demonstrate accountability to the public
- Encourage diverse participation at public meetings, events and activities
- Build the district brand

Shannon inquired about the symbolism of the district logo.

- ✓ Bob explained that it represents the diversity of the community and district activities.

John asked for more information on brand development exercises.

- ✓ Bob replied that there is a district marketing plan and the goal is to reach audiences utilizing a wide range of communication tools to meet the needs of the diverse community.

John requested an update on the vehicle wraps.

- ✓ Bob explained that the district completes 12 vehicle wraps per year, which is proposed in this budget.

John asked when the annual report will be released.

- ✓ Bob replied that completion is expected in FY 2018/19.

Felicita Montebianco asked how district perception will be measured.

- ✓ Bob replied that scientific surveys are effective, but costly. Informal surveys are an option and can be done on-line or at community events.

Security Operations

Mike Janin, superintendent of Security Operations, provided a brief overview of the Security Operations Department's responsibilities and budget highlights including:

- Continue to promote safe parks
- Continue to investigate encroachments on THPRD property

- Continue to manage security and fire suppression systems, keyless access controls, and security camera systems
- Continue partnerships with local law enforcement agencies and the Beaverton School District
- Continue to update the Parent Reunification plan
- Fund an additional 800 hours for park patrol staffing

John asked for an update on the number of encroachments.

- ✓ Mike replied that encroachments have been decreasing due to staff's collective efforts.

Anthony inquired whether park patrol receives training regarding how to deal with different populations, specifically regarding bias.

- ✓ Mike shared that staff receive the same trainings as local law enforcement teams. Park patrol staff are ambassadors for the district and interactions consistently remain professional.

Shannon asked if Mike has had to defend one of his park patrol staff from public complaints.

- ✓ Mike replied that he has not.

Chair Cole asked if there has been any noticeable change in the camping population.

- ✓ Mike replied the amount of camps are increasing from year to year. Park Patrol staff locate camps on routine patrols and respond to calls from patrons. Staff respond quickly to the camps and provide information regarding available resources in Washington County.

Chair Cole inquired if there are campers that repeatedly return after removal.

- ✓ Mike replied that on occasion they return.

John asked if camping increases during warmer weather.

- ✓ Mike confirmed this.

John questioned whether they are locals or those moving through the area.

- ✓ Mike provided more information on Washington County resources.

Holly referenced a report that four out of five homeless identify as a local Beaverton resident.

Anthony described an enhanced sheriff patrol district in the area that moves people from one location to another that results in keeping them moving around. He also added that more public shelters open during the colder months explaining the reduced numbers of campers on THPRD property in the winter.

Chair Cole asked how staff patrols parks and trails that have very large or isolated areas such as the Jenkins Estate or Nature Park.

- ✓ Park patrol utilizes both cars and bicycles.

Anthony asked if light rail tickets are given out.

- ✓ Mike confirmed when they are available.

Keith followed up on patrolling large, remote areas and informed the committee that the district is proposing in the budget document to purchase a drone to be shared by Design & Development, Maintenance and Security Operations.

Community Partnerships

Geoff Roach, director of Community Partnerships, provided a brief overview of the Community Partnerships Division's responsibilities and budget highlights including:

- Completion of the capital campaign for SW Quadrant Community Park
- Efficiently increase collaboration and funding for programs for people experiencing disability
- Scholarship program assessment and action plan for broader community collaboration
- Continue Tualatin Hills Park Foundation's (THPF) growth and advancement towards sustainability
- Deepen partnerships among THPRD, THPF and community leaders

Shannon asked if donors expect their donations to go to a specific project or element.

- ✓ Geoff explained that the capital campaign is project specific but the program fund is designed to raise money for Access for All programs.

Anthony inquired if donations go through THPF so that they can be considered a tax write-off.

- ✓ Geoff confirmed that giving to both the district and THPF is tax deductible.

Anthony asked if anyone donates via their estate.

- ✓ Geoff replied that planned giving is not currently pursued, but perhaps in the future.

Holly commented on flexibility of donations and asked whether there is an opportunity in the future to focus on community initiatives such as swimming lessons.

- ✓ Geoff agreed this would be beneficial, but it is key to focus on fewer initiatives in order to ensure they are thoroughly addressed.

Business & Facilities

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

- Continue project oversight of the bond and SDC capital improvement and the general fund maintenance programs
- Strategic land acquisition targets in new urban service areas
- Continue ongoing legislative advocacy
- Continue pursuit of public and private partnerships
- Budget includes funding to initiate a community visioning process
- A higher debt service due to debt issuance to support two bond projects

Keith noted that the total appropriation for the entire Business & Facilities Division is approximately \$20 million, a 9% decrease over FY 2017/18. The decrease is attributed to reorganizations in Maintenance Operations, and moving staff from Maintenance to the Nature & Trails department to consolidate trails maintenance activity.

Finance Services

Lori provided a brief overview of the Finance Services Department's responsibilities and budget highlights including:

- Funding for two temporary positions to backfill existing staff implementing the financial software replacement was carried over to FY 2018/19

Shannon asked the cost to implement the new financial software system.

- ✓ Keith explained that because the cost of the software was carried forward and there will be no additional funding necessary for implementation. Part-time staff and licensing increases were anticipated in this budget cycle.

Shannon asked how long the current system has been in place.

- ✓ Keith replied approximately 20 years, though it has been through several upgrades.

Shannon asked about long-term viability of the new software vendor.

- ✓ Lori replied that will be considered as part of the RFP selection process.

Risk & Contract Management

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

- Support annual accreditation of Oregon OSHA Safety and Health Achievement Recognition Program (SHARP)
- Reduce claim costs and improve employee injury recovery rates through Risk Management Steering Committee initiatives
- Enhance Employee Wellness Program through collaborations with Human Resources Department
- Enhance Sheltering in Place and Parent Reunification programs with Security Operations Department
- Provide increased procurement opportunities for Minority, Women and Emerging Small Businesses (MWESB)

Shannon inquired if the MWESB practice is working.

- ✓ Mark confirmed that it is working.

Shannon asked if the MWESB vendors are offering competitive bids.

- ✓ Mark confirmed that they are competitive.

Stephen asked if there are measurement stats to track MWESB.

- ✓ Keith responded that the current financial software does not have the ability to track MWESB but is being considered as part of the new software capabilities.

Shannon asked how many contracts are being managed.

- ✓ Mark replied that there are 150 two-party agreements plus additional purchasing agreements that follow MWESB policy.

Anthony asked if the district is prepared for an earthquake disaster.

- ✓ Mark replied that a plan is in place in the district's Emergency Response Plan. He added that next month is earthquake awareness and training is scheduled for staff.

John inquired about the total lease revenue.

- ✓ Mark responded that cell tower leases total approximately \$120,000 and rentals for single-family residences total between \$30,000 to \$40,000.

John asked for clarification on the performance standards workers compensation experience modification ratios, with THPRD's being 0.75 or better.

- ✓ Mark replied that experience modification is a national standard that uses work classification and industry standards to calculate the ratio. Anything below one is above average. The loss ratio is our payment going out on our claims vs the premiums.
- ✓ Keith added that these numbers are exceptional for an organization like THPRD, and THPRD is receiving good premiums.

Shannon asked if we can purchase new insurance outside the risk pool.

- ✓ Keith replied that it is not set up to do so and would not be cost effective.

Shannon asked if the SHARP program offers a discount to THPRD.

- ✓ Mark replied that it does not.

Chair Cole asked if being part of the special districts pool includes fire districts and water districts.

- ✓ Mark confirmed this and stated there are approximately 900 special districts in Oregon.

Information Services

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

- Deployment of desktop replacements, providing daily support and maintaining PCI compliance
- Carry forward the telephone replacement funds
- Provide support for new financial system replacement

Anthony asked for an explanation on PCI compliance.

- ✓ Clint replied that PCI stands for Payment Card Industry and is the surety standard for accepting credit card payments.

Felicita inquired if emails for part-time employees is in the future from a standpoint of district communication with staff.

- ✓ Clint replied that it has been discussed and staff are evaluating the cost impact. THPRD has a large pool of rotating staff and this would amount to approximately 1,500 email accounts.
- ✓ Keith added that another issue is part-time staff often work infrequently, resulting in slow response time to emails. There are a number of part-time staff that have a THPRD email account and each position is evaluated for issuance of an email account.

Stephen asked about protection of the new financial software.

- ✓ Clint replied that he is involved in the steering committee and provides support in terms of the technical operations to ensure the registration system will be compatible with the new software.

Shannon asked if there were security checks to verify the security of our network and personal information.

- ✓ Clint replied that the district utilizes a third-party contractor who manages and reports back on firewalls and network issues. Our network is encrypted and kept behind a managed firewall and no personal data is shared outside THPRD.
- ✓ Keith added that this topic will be in the upcoming RFP for financial system software.

Holly asked for an update on recurring credit card payments.

- ✓ Clint responded that there is a tentative pilot program anticipated to begin mid to late summer and go live mid to late fall.

Holly inquired if our registration system is scheduled for evaluation or replacement.

- ✓ Clint responded that while it is an old system, staff makes improvements to stay current within the infrastructure. Staff will be looking at a long-term strategic plan over the next couple of years.
- ✓ Doug added that it is a high-functioning program and well appreciated by patrons. Modifications have been made to allow ease of use and manage our patrons' specific needs.

Anthony asked if the district's social media is protected from potential hacking.

- ✓ Clint shared that the more systems in operation causes the potential risk to increase. The goal is always to be on alert to prevent potential problems.

Anthony asked if the users and passwords of staff updating social media are tracked.

- ✓ Clint replied that IS does not track social media account passwords; it is managed at the facility level and in the Communications Department. All internal servers are managed by IS and password changes happen periodically.

Shannon asked if this is tracked on the server or in the cloud.

- ✓ Clint explained that the district has physical servers but runs a virtual environment and is also looking into utilizing a certified government cloud.

Anthony commented that THPRD should have a plan in place to protect its social media from hacking and potential associated negative press.

Operations Analysis

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

- Identification of process improvements for Service and Financial Sustainability Plan and cost recovery goals
- Complete Strategic Energy Management cohort through the Energy Trust of Oregon and develop long-term strategies for energy savings
- Assist with financial software implementation

Human Resources

Nancy Hartman Noye, Human Resources manager, provided a brief overview of the Human Resources Department's responsibilities and budget highlights including:

- Carry out phase II of the internal diversity development plan which includes supervisory staff trainings
- Develop and implement NEOGOV employee "off-boarding" system
- Prepare for negotiations for a successor collective bargaining agreement (CBA)

Felicita clarified that all supervisory staff will receive specified diversity trainings.

- ✓ Nancy confirmed.

Shannon asked the number of employees for the district.

- ✓ Nancy replied that there are 176 full-time employees, 20 regular part-time and 695 part-time depending on the season.

Shannon inquired about the number of employees represented in the collective bargaining agreement.

- ✓ Nancy replied of the 176 full-time employees, 158 are represented under the CBA.

Shannon inquired which classifications are represented under the CBA.

- ✓ Nancy indicated that all full-time classifications are represented.
- ✓ Keith added that all full-time and regular part-time employees who are not exempt are covered under the CBA with Oregon School Employees Association (OSEA).

Maintenance Operations

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

- Reorganization of the parks and athletic facilities programs
- Pursue Strategic Energy Management incentives through the Energy Trust of Oregon

- Continue to monitor new service model

John commented on the organizational chart for maintenance and inquired if there is sufficient work for the coordinators and what their duties are.

- ✓ Jon replied that each coordinator manages both full-time and part-time staff and average 60 park sites. The coordinators role is to perform site inspections and make sure standards are being met.

Shannon noted that maintenance reorganizations have happened previously.

- ✓ Keith replied this process has been evolving over time from functional specialization to site-specific ownership.

Anthony asked what average percent of DSL means.

- ✓ Jon replied that DSL is desired service level.

Shannon asked if the desired service level affects employee morale.

- ✓ Keith shared this is a macro-level indicator and doesn't believe it drives down employee morale. It is an indicator of how the district funds the maintenance department. Should those levels decrease then more resources may need to be directed to maintenance
- ✓ Jon added that staff do not see the DSL.

Chair Cole expressed concern with increased water rates.

- ✓ Jon replied that the department is in the fourth year of water conservation and have been able to stabilize costs given the higher rates.

Chair Cole asked if there was a possibility of water reuse or mitigation with other local agencies.

- ✓ Jon replied that it was something staff will look into.
- ✓ Keith indicated that communication and outreach with the public has taken place to educate park users of THPRD's water conservation plan.

Wendy Kroger noted that disc golfers at Greenway Park expressed excitement to have the ability to talk with maintenance staff and being involved in the discussions of possible changes there.

John asked about the progress of the park signage replacements and if there are any left.

- ✓ Jon replied that the replacement of the wooden signs is complete.

Holly commended the innovation and creativity of district staff to improve services.

Anthony shared that he noticed at a Hillsboro High School the irrigation running during a rainy day and asked if that would happen at THPRD.

- ✓ Jon replied that our automated irrigation system would automatically shut off water in that situation.

Planning

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

- Creation of a full-time land acquisition specialist
- Continue land acquisition with focus on underserved areas as well as future growth areas through baseline GRASP analysis
- Continue implementation of grant strategy
- Continue working with City of Beaverton on the urban service agreement
- Continue to participate in local and regional planning projects

Shannon asked what GRASP stands for.

- ✓ Keith replied Geo-referenced Amenities Scoring Protocol, which is a numerical scoring system for quality and quantity of parks and how well communities are being served.

Design & Development

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

- Complete master plan phase of the NW Neighborhood Park and NW Youth Athletic Field projects
- Continue master plan phase of the Beaverton Creek Trail
- Oversee construction of the Cedar Hills Park Redevelopment project
- Begin construction on Bonny Slope trail and Crowell Woods Park
- Fund a full-time Engagement & Partnership Specialist

John inquired about the role of the new position.

- ✓ Gery replied that this position would help with multiple departments and ensure the community engagement process is inclusive, culturally responsive and will actively seek input and participation from communities of color and diverse backgrounds. Gery shared a recent success in public outreach utilizing an outside consultant that the new position would perform.

John asked what jurisdictional agencies would the new position work with.

- ✓ Keith responded that the new position would primarily work with the community-based organizations and groups the district is trying to reach.

Holly noted her excitement about this position to not only reach out to the community but to build a strong culture of connectivity within the organization as well.

- ✓ Bob shared that he has a similar position in his department as well as one on the programming side. The goal is for these positions to work closely with one another and staff throughout the organization. Scheduled meetings will be taking place to share outreach strategies and knowledge.

Park & Recreation Services

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

- Transfer of maintenance staff to various program facilities
- Budget narratives restructured to reflect NRPA's three pillars: Social Equity, Health & Wellness and Conservation
- Achieved accreditation through the Commission on Accreditation of Park & Recreation Agencies (CAPRA)
- Natural Resources and Trails has changed to Nature & Trails
- Funding for Rec Mobile expansion and upgrade of support staff at Sunset Swim Center

Shannon inquired about the cost associated with the CAPRA accreditation process.

- ✓ Aisha replied that CAPRA fees are based on the size of the organization's budget; for THPRD, the fee was \$3,300. THPRD hosted a three-person visitor group to review the CAPRA submittal and those expenditures are reflected in the Office of the Director budget.

Shannon asked if being certified helps secure grant funding or has other benefits.

- ✓ Aisha replied that this was used as a succession planning tool. Seasoned staff members were paired with newer staff to gather the information needed to meet the standards. It is a compilation of pertinent information that existed but is now documented and shared.

Aquatics

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

- Continue to offer high quality programs
- Focus on staff recruitment to meet programming demands
- Expand Hire to Train lifeguard recruitment program
- Expand Make a Splash swim lessons
- Fund a support position at Sunset Swim Center

John asked how aquatics is managed at the Conestoga Recreation and Aquatic Center.

- ✓ Sharon replied that although it is combined with a recreation facility, staff ensures that aquatic program management is consistent.

Sports

Keith Watson, superintendent of Sports, provided a brief overview of the Sports Department's budget highlights including:

- Repurposed vacant position to support adaptive and inclusive recreation
- First year of programming at Mountain View Champions Park
- Continue development of community partnerships to expand districtwide Access for All initiative
- Continue implementation of the Athletic Facilities Functional Plan, emphasizing emerging sports such as pickleball, cornhole and archery
- Incorporate permanent pickleball courts and futsal courts at local parks
- Strengthen working relationship with the Beaverton School District

John asked where the cornhole tournaments are being held.

- ✓ Keith replied that they are held offsite at the Craft Pour House and will be expanding to Progress Ridge.

Shannon asked the reason for the \$770,000 increase.

- ✓ Keith replied that a sizable portion is from the movement of maintenance staff.

Recreation

Eric Owens, superintendent of Recreation, provided a brief overview of the Recreation Department's responsibilities and budget highlights including:

- Expand cultural programs and special events
- Add Spanish Immersion preschool
- Provide families in need access to 9-month preschool
- Expand Rec Mobile programming
- Continue strategy development with Community Engagement Specialist

Holly asked if the free fitness programs in the park will continue.

- ✓ Eric confirmed that they will continue.

Anthony asked how often the Rec Mobile is utilized.

- ✓ Eric replied almost 7 days a week during the summer months.

Shannon asked the reason for the \$2 million variance.

- ✓ Keith replied that the increase is primarily due to the transfer of maintenance staff and related costs to the facilities they are servicing. This funding was previously included in the Business & Facilities budget.

Community Programs

Deb Schoen, superintendent of Community Programs, provided a brief overview of the Community Programs Department's responsibilities and budget highlights including:

- Continue collaboration with the City of Beaverton to provide community events and programs
- Expand funding to provide outreach for the community garden program
- Continue to improve volunteer recruitment process
- Continue to develop a framework for the continuous improvement of THPRD facilities for people experiencing disability

Chair Cole asked about events outside the city of Beaverton.

- ✓ Deb replied that the district partners with some areas of unincorporated Washington County, such as the Cedar Mill Cider Festival.

Felicita suggested partnerships with local libraries.

Chair Cole requested an update on the Jenkins Estate concessionaire.

- ✓ Deb shared that the new concessionaire is Dalton's NW Catering and that event bookings are picking up.

Chair Cole asked if there is any knowledge of the widening of Grabbhorn Road.

- ✓ Keith replied that he was not aware of any plans.

Anthony asked if the concessionaire utilized the gatehouse.

- ✓ Deb replied that the gatehouse will host a 3-day per week preschool class out of the Nature & Trails department that has proven successful.

Anthony asked if there was any way to expand services at Camp Rivendale.

- ✓ Deb explained that it is used for a day camp for children and adults with developmental disabilities and is run out of the Athletic Center.
- ✓ Doug mentioned that Dalton's has access to host events at Camp Rivendale when summer camp is not in session and it is a well-utilized park. He added that the summer camp program has been noted as the sole outdoor experience in the metro area for people experiencing disability.

Holly expressed her support for additional event planning in unincorporated Washington County.

Nature & Trails

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

- Maintenance team transfer
- Addition of grant money for Fanno Creek Greenway
- Additional funds for new park acreage

Chair Cole asked if Cooper Mountain was owned by Metro.

- ✓ Bruce confirmed this and added that it is co-managed with THPRD.
- ✓ Doug explained the history of the partnership with Metro and the inception of the park.

Felicita asked about budget items for advisory committee's in relation to training on values.

- ✓ Aisha replied that the funding for that effort is in the Office of the General Manager and includes training and supplies.

B. Capital Expenditures

Keith provided an overview of the General Fund Capital Projects.

- Information Services capital and Maintenance Operations equipment may be found in their respective department budgets.
- Projects are prioritized toward maintenance replacements and some selected improvements.
- Total replacement funding is approximately \$5 million, which includes Information Services and Maintenance Operations capital.
- Capital projects funded by outside sources include approximately \$1.7 million from grants.
- The total carryforward balance is \$2 million, plus additional funding of \$400,000 for a total of approximately \$2.4 million.
- One reason for the increase in capital funding is the anticipation of issuing \$4 million in debt for the completion of two bond projects.
- Energy saving capital improvements include:
 - HVAC improvement at HMT Athletic Center and Sunset Swim Center
- Challenge grant allocations of \$75,000 which provides funds to friends groups and advisory committees.
- Replacement projects to note:
 - Replacement of the two synthetic turf fields at PCC Rock Creek
 - Replacement of the decking and pool tank surface at Raleigh Swim Center, plus partial funding for the first phases of a pool tank resurface and deck replacement at the Conestoga Recreation and Aquatic Center
 - Replacement of bridges and boardwalks at five sites
 - Resurfacing tennis courts at 3 sites, including Roxbury Park, Ridgecrest Park and Rock Creek Landing Park
 - Repairs and initial design work for roofs at the Athletic Center and Fanno Creek Service Center
- Investments in items to improve employee safety and new funding to address ADA improvement items identified through the recently completed ADA Transition Plan.

Keith explained that the Capital Improvement Plan (CIP) section lists all capital expenditures regardless of funding source. The section contains tables that show capital outlay for FY 2018/19 and a five-year projection, and shows the source of funding for this capital. The project summary pages include projections of available funding for the General Fund and SDC fund.

Keith noted that the CIP section includes the unfunded capital and deferred replacements. The unfunded capital list includes maintenance replacement items as well as new capital requests from staff. Unfunded capital is categorized by severity of need. Overall, the level of unfunded capital has decreased significantly from FY 2017/18; it is down in all categories.

Keith stated that the amount of replacements due in FY 2018/19 is approximately \$2.7 million. This amount is on the low end of the average, which ranges between \$2.5 and \$3 million. This was previously a higher amount, but we've adjusted the replacement of the roof at Fanno Creek Service Center due to its condition. Beginning deferred maintenance backlog was \$3.1 million. With an additional increase of \$760,000 due to cost adjustments, the total replacement funding needed is \$6.6 million. With \$5 million available to be funded in FY 2018/19, the resulting backlog projected for June 30, 2019 is approximately \$1.6 million.

Keith reviewed the backlog balances over the last 10 years, noting the backlog peaked in 2010 and generally has trended downward since. He noted obligations are at or below normal until FY 2022/23 when the Fanno Creek Service Center roof replacement would be due along with synthetic turf on HMT field 1. He noted that between now and then we should be able to eliminate the backlog balance and continue to fund the replacement reserve. The benefit of the replacement reserve fund is when its fully funded it will be the source of major replacement funding. It is not necessarily THPRD's goal to get the deferred balance to zero as some replacement deferrals are intentional due to condition of assets. Maximizing the useful life of THPRD's assets ensures that THPRD receives the best value for its investment.

John recalled when the deferred replacement backlog was substantial and commended the accomplishment to see it decrease.

- ✓ Keith commended all for the ability to adhere to financial policies to reach this goal.

Shannon added that, as a citizen member, this is a great demonstration of how financially stable the district is.

- ✓ Doug added that the district could not do this without the budget the public provides, the budget committee and board in this process and the commitment to stay the course. The district is fortunate to have exceptional staff to manage the budget.

Keith reviewed the level of funding for replacement items, showing an overall trend of increasing funding for capital replacements. Based on the last five years and through FY 2018/19, THPRD has made consistently high levels of maintenance replacement funding. He noted that while there may always be some backlog due to condition of assets, the backlog would not be due to funding limitations. He showed the budget committee examples of replacements that demonstrate our backlog in terms of assets used by the public.

John asked whether the replaced synthetic turf fields are recycled.

- ✓ Gery answered that typically that is left up to our sole source vendor, FieldTurf, and they have a few recycle programs. They have the ability to separate the sand from the crumb rubber for recycling purposes.

Keith reviewed THPRD's reserve fund for major replacement items, noting that the available replacement funding the past two fiscal years and the proposed FY 2018/19 budget are net of \$850,000 each year, which is being appropriated into the replacement reserve fund. The amount of funding for the replacement reserve is based on a sinking fund calculation that sets aside the cost of replacing an asset over the life of the asset, which was a key recommendation of the Service and Financial Sustainability Plan. The \$850,000 annual contribution reflects the current year funding need plus a contribution to the unfunded balance from prior years. The total reserve fund balance includes the backlog items already at the end of their useful life, and includes the portion of used life of all other major assets that will need to be replaced. A portion of the replacement reserve will be used to fund major replacement items. This is based on the portion of the asset replacement cost that had been funded over the last three years which totals \$408,000. If the replacement reserve was fully funded by the time the Fanno Creek roof project was due, then this would be the source of the funding.

Keith noted that routine replacements are being calculated similarly to FY 2017/18. The total asset base for routine assets is over \$60 million, with an estimated replacement reserve liability of approximately \$30 million. Staff will continue to measure the routine replacements liability each year and prioritize funding to maintain the backlog at an appropriate level; however, the routine replacements reserve will not be funded until the major replacements reserve is fully funded in about 4 to 5 years.

Shannon asked about any tax or audit implications with a replacement reserve.

- ✓ Keith shared that there are not. Other organizations have similar replacement reserves.

Chair Cole asked if the major replacement reserve is carried in the General Fund.

- ✓ Keith replied that currently this is in the General Fund but staff are investigating how to separate it in the future.

Chair Cole inquired if the synthetic turf replacement would be eligible for SDCs.

- ✓ Keith replied because this is an existing asset and we are not increasing capacity, it is not eligible.

Holly noted the importance of communicating what the replacement reserve is for especially when considering any upcoming bond.

- ✓ Keith added that some of these are amenities to keep facilities operational, such as pool tanks and HVAC systems. Others are more general infrastructure, such as fences and pathways.

C. Special Revenue, Debt Service, and System Development Charge

Aisha explained that THPRD allows developers to use THPRD property to mitigate their impact to wetland areas or buffers around streams. Fees collected from these projects are placed in a Special Revenue Fund to be used to maintain the sites.

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

- Repayment of the \$69 million outstanding bond balance from the \$100 million 2008 bond levy is funded through a separate property tax levy.
- The levy amount is set based on the annual debt service payment required and the rate is then determined based on the total assessed value.
- The total levy amount needed is \$7.7 million and based on the projected growth in assessed value results in a property tax rate of \$0.32 per thousand, which continues to be well below the projected rate of \$0.37 stated in the 2008 election materials.
- This lower rate is due to a combination of the favorable market conditions at the time of the original issue and refinancing, but also due to THPRD's strong credit ratings.

Chair Cole inquired if the Urban Renewal Districts affect this levy.

- ✓ Keith confirmed it would have incremental impacts on the current year.

John asked when the bonds will be paid off.

- ✓ Keith confirmed that 50-55% would be paid off by 2027 and the remainder by 2029. The refinance of the bond allowed for a lower rate and a shorter term.

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

- Although increased SDC revenues were anticipated two years ago due to the new rates and the new urban growth areas, staff have scaled back the increases and used a lower revenue estimate in the current year. The projection for 2018/19 is again for an increase based on detailed projections of building permit activity.
- Strong current year revenues will likely exceed the current year budgeted revenue by \$1 to \$2 million.
- Carryforward projects were included in the FY 2017/18 adopted budget. Approximately \$1.4 million is proposed to be added in FY 2018/19.
- The Parks Functional Plan is currently being updated which will lead to an update of the SDC Capital Improvement Program.

- Approximately \$8 million is available for new acquisition and development project commitments.
- Approximately \$6.8 million is budgeted for new land acquisitions. This funding, along with carryforward funding of \$6.2 million, will allow the district to meet projected acquisition obligations in North Bethany and South Cooper Mountain.
- Approximately \$1.2 million is budgeted for new development projects. This funding will help provide matching funds on park and trail grants and to leverage improvements with local partners.
- New development commitments will be adjusted to respond to the needs identified in the updated functional plan and CIP.

Chair Cole asked for additional explanation regarding using debt for the two identified bond projects versus SDCs.

- ✓ Keith replied that after board discussion it was decided to fund the shortfall utilizing both funds. The SDCs will fund the contingency, meaning if we don't need it, we don't spend it. The debt will fund hard costs beyond the contingency. SDCs were not solely used in order make sure that the district could meet obligations for new parks in the expansion areas.

Chair Cole inquired if there were differing SDC rates for expansion areas in South Cooper Mountain and North Bethany.

- ✓ Keith confirmed this and explained that the difference is approximately \$2,000 per single family unit, based partly on land cost in those areas.

D. Bond Capital Projects

Keith provided an overview of the Bond Capital Projects Fund:

- The carryforward is estimated at \$16.4 million, based on expenditures to date.
- The Bond Fund Overview by project illustrates project appropriations included in the bond levy.
- Staff project a budget shortfall of approximately \$4 million based on estimated project costs, primarily due to the Cedar Hills Park and the Somerset West Park redevelopment projects. The budget reflects available funds, and the appropriations for the projects with budget shortfalls do not cover the full estimated cost of these projects. Cedar Hills Park is currently out for bid. Results due by the end of the week will give a better estimate on project cost.
- The bond capital program is nearing completion. Nearly \$88 million of bond funds have been expended and many project categories have been completed.
- The Parks Bond Citizen Oversight Committee continues to monitor the bond capital program to ensure THPRD meets the commitments made in the bond levy. The committee completed their 10-year charter and delivered their final report to the board in April. This was an update to the full 2016 report due to the limited amount of remaining work to be done.

Gery and Bruce showed pictures of various bond projects and explained the status of the different bond areas including:

- New Community Park Development
- Renovate and Redevelop a Community Park
- Renovate and Redevelop a Neighborhood Park
- Natural Area Preservation
- Natural Area Acquisition

Agenda Item #6 – Public Comment

There was no public comment.

Agenda Item #7 – Budget Committee Questions and Recommendations

There were no budget committee questions and recommendations.

Agenda Item #8 – Date of Next Budget Committee Meeting: May 15, 2018

Chair Susan Cole announced the next budget committee meeting will be May 15, 2018.

Agenda Item #9 – Adjourn

There being no further business, the meeting adjourned at 9:46 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Lindsay Lambert



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

A Tualatin Hills Park & Recreation District Budget Committee Meeting was held at 6:30 pm, Tuesday, May 15, 2018, at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton.

Present:

Susan Cole	Chair/ Budget Committee Member
Miles Glowacki	Budget Committee Member
Ali Kavianian	Budget Committee Member
Shannon Kennedy	Budget Committee Member
Wendy Kroger	Budget Committee Member
Felicita Monteblanco	Budget Committee Member
Holly Thompson	Budget Committee Member
Doug Menke	General Manager

Absent:

Stephen Pearson	Secretary/Budget Committee Member
John Griffiths	Budget Committee Member
Anthony Mills	Budget Committee Member

Agenda Item #1 – Call Meeting to Order

The meeting was called to order by Chair Susan Cole at 6:30 pm.

Agenda Item #2 – Approve April 17, 2018 Work Session Minutes

Ali Kavianian moved the budget committee approve the minutes of the April 17, 2018 Budget Committee Work Session. Wendy Kroger 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 second and final meeting of the budget committee to review the district's FY 2018/19 budget. At the conclusion of the meeting, staff will request the budget committee approve the budget and property tax levies.

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

- The General Fund Property Tax Levy is based on a permanent tax rate of \$1.3073 per \$1,000 of assessed value. The actual amount received is dependent on the total assessed value as determined by Washington County; staff anticipate a 4.5% increase over the current year.
- The Bonded Debt Fund Levy is based on the amount needed to satisfy principal and interest payments on the district's voter-approved general obligation bonds. Staff determined the amount needed and the tax rate will be dependent on the total assessed value. For FY 2018/19, staff determined the amount to be \$8,170,338.

Agenda Item #4 – Review Budget Information

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

- Cost Recovery Pyramid identifying cost recovery targets and list of service types for each tier of the pyramid.
- Detailed informational report regarding actual cost recovery results from 2016/17 as compared to 2015/16.
- 2016/17 Cost Recovery Report for the Conestoga Recreation and Aquatic Center.

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

Agenda Item #5 – Public Comment

There was no public comment.

Agenda Item #6 – Budget Committee Discussion

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

Agenda Item #7 – Approve 2018/19 Budget & Property Taxes to be Imposed

Shannon Kennedy moved that the budget committee approve the Proposed Fiscal Year 2018/19 Budget and the appropriations contained therein. Miles Glowacki seconded the motion. The motion was UNANIMOUSLY APPROVED.

Miles Glowacki moved that the budget committee establish and approve the General Fund Property Tax Levy at the Permanent Tax Rate of \$1.3073 and establish and approve the Bond Fund Property Tax Levy in the amount of \$8,170,338 for the fiscal year 2018/19. Shannon Kennedy seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #8 – Adjourn

The meeting adjourned at 6:37 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Lindsay Lambert



BUDGET INFORMATION

Guide to Budget Document

Budget Document Overview

Budget Process

Budget Calendar

Organizational Chart



GUIDE TO BUDGET DOCUMENT

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

BUDGET DOCUMENT SECTIONS

THPRD's budget is divided into 16 sections:

- **INTRODUCTION** General manager's message, budget committee members.
- **BUDGET INFORMATION** Includes the budget document overview, which provides detailed information on budget practices, the reporting entity and services. Also included are expenditure and revenue summaries, the budget process, and budget calendar.
- **RESOURCES** Provides a narrative description and summary of all THPRD resources.
- **CAPITAL IMPROVEMENT PLAN** Provides information on the district-wide capital improvements from all funding sources, as well as the unfunded capital projects list.
- **GENERAL FUND** Provides graphs of revenue and expenditures, includes summary of historical and approved General Fund resources and appropriations.
- **BOARD OF DIRECTORS** Provides narrative overview and summary of historical and approved expenditures for the Board of Directors' Division.
- **ADMINISTRATION** Provides narrative overview, graphs and summary of historical and approved expenditures for the departments within the Administration Division. The departments are General Manager, Communications & 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 & Facilities Division. The departments are Office of the Director, Finance Services, Risk & Contract Management, Information Services, Operations Analysis, Human Resources, Maintenance Operations, Planning and Design & Development. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures. It also includes capital projects for Information Technology Replacements and Improvements and Maintenance Equipment Replacements, as well as maturity schedule for all debt (Full Faith and Credit Obligations and Financing Agreements) being repaid from the General Fund.
- **PLANNING** Provides overview of historical expenditures for the departments within the Planning Division. The Planning departments within the Planning Division - Planning and Design & Development - was moved to the Business & Facilities Division in FY 2016/17.
- **PARK & RECREATION SERVICES** Provides narrative overview, graphs and summary of historical and approved expenditures for the departments within the Park & Recreation Services Division. The departments are Office of the Director, Aquatics, Sports, Recreation, Community Programs and Nature & Trails. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **CAPITAL PROJECTS** Provides summary of historical and approved expenditures for General Fund funded Capital Projects. Includes: complete listing and detailed narratives of approved projects for the 2018/19 fiscal year.
- **OTHER FUNDS** Provides narrative overview and summary of historical and approved expenditures of the Mitigation Maintenance Reserve Fund.
- **DEBT SERVICE FUND** Provides detailed information on THPRD's General Obligation debt. Includes: Local Budget Form 35, and maturity schedules for the General Obligation Bonds, Series 2009, Series 2011, Series 2015 and Series 2016.
- **SYSTEM DEVELOPMENT CHARGES FUND** Provides narrative overview and summary of historical 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 2018/19 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 2018/19 fiscal year.

- **SUPPLEMENTAL DATA** Provides information on THPRD's history and general information, along with THPRD policies and procedures. Includes: Comprehensive Plan Summary, General Fund Five-Year Projections, Summary of Staffing by Program, and a Glossary.

BUDGET DOCUMENT ORGANIZATION

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

Cost Center Level	Definition	Information included in the budget document
Fund	A fiscal and accounting entity with a self-balancing set of accounts. The funds for THPRD are: <ul style="list-style-type: none"> • General Fund • Special Revenue Fund • Debt Service Fund • System Development Charges Fund • Bond Capital Projects Fund 	<ul style="list-style-type: none"> • Narrative description of the fund and its purpose. • Summary of historical and estimated resources. • Summary of historical and approved expenditures. • Graphs of historical and approved resources and expenditures (General Fund only).
Division	Major administrative sub-divisions of THPRD with overall responsibility for an operational area. All operating divisions are accounted for in the General Fund. Divisions within the General Fund are: <ul style="list-style-type: none"> • Board of Directors • Administration • Business & Facilities • Park & Recreation Services • Capital Projects • Contingency • 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 & Facilities Division, and recreation activities at Conestoga Recreation & Aquatic Center.

BUDGET DOCUMENT OVERVIEW

In compliance with the State of Oregon Local Budget Law, the Tualatin Hills Park & Recreation District (THPRD) approved budget, for the year beginning July 1, 2018 and ending June 30, 2019, is submitted for your adoption. As prepared, proposed and approved by the budget committee, the approved budget is intended to serve as:

1. A financial plan for the next fiscal year (2018/19), 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 2018/19 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. THPRD's accounts are organized on the basis of funds, each of which is considered a separate budgetary and accounting entity. Within the annual budget, THPRD's various funds are grouped into governmental fund types, which include the General Fund, Other Funds (Special Revenue), Debt Service Fund, System Development Charges Fund, and Bond Capital Projects Fund.

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

Budget Process

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

Balanced Budget

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

Budget Management

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

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

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

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

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

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

Contingency - includes the General Fund contingency appropriation.

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 board of directors at a regular board meeting, and notice must be published stating that a supplemental budget will be considered. Supplemental budgets in excess of 10% of original fund appropriations require a hearing before the public, publications in newspapers for consideration of a supplemental budget along with a summary of funds being adjusted, and approval by the board of directors. Original and supplemental budgets may be modified by the use of appropriation transfers between the expenditures categories; such transfers require approval by the board of directors.

The Reporting Entity and its Services

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

- THPRD provides park and recreation services to more than 240,000 residents within 50 square miles of east Washington County, including the City of Beaverton.
- THPRD facilities include five (5) indoor and two (2) outdoor swim centers, a combined recreation/aquatic center, two recreation centers, an athletic center with six (6) indoor multipurpose athletic courts, a senior center, historic sites (Jenkins Estate, Fanno Farmhouse and the John Quincy Adams Young House), a 220-acre Nature Park and Center, the Cooper Mountain Nature Park and Center, a tennis center with six (6) indoor and eight (8) outdoor courts, and a camp for developmentally disabled youth.
- THPRD maintains, either through direct ownership or joint use agreement (including school sites), 104 baseball/softball fields, 147 soccer/football/lacrosse fields, four (4) bocce courts, five (5) volleyball courts, 104 outdoor tennis courts, six (6) indoor tennis courts, 50 outdoor basketball pads, three (3) skate parks, one (1) hockey rink, and six (6) long/high jump courts.
- THPRD has 296 park and recreation facility sites comprised of approximately 2,406 acres; 1,308 acres of wetland/natural areas and 1,098 acres of developed sites including neighborhood, community and regional parks. THPRD sites include three lakes, 27 miles of stream corridor, and 51 miles of off-street pathways.
- THPRD programs include aquatics instruction, leagues and drop-in programs, youth and adult sports leagues and fitness programs, youth and adult general and specialized recreation programs, youth after-school and day camps, senior fitness and recreation programs, developmentally disabled and special needs recreation programs, and natural resource education programs.

Permanent Rate

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

Debt Administration

Debt Outstanding consists of the 2006 \$2,430,000 Full Faith and Credit Advance Refunding of two 1997 Certificates of Participation and the 2000 Full Faith and Credit Obligation, the 2010 \$1,695,000 Full Faith and Credit Obligation (Series A), the 2010 \$7,815,000 Full Faith and Credit Obligation (Series B&C), the 2013 \$457,100 Financing Agreement, the 2009 \$58,505,000 General Obligation Bond (most of which was advance refunded for \$37,880,000 in 2015 with \$1,435,000 in additional funds borrowed), and the 2011 \$40,060,000 General Obligation Bond (a portion of which was refunded for \$8,710,000 in 2016).

As of June 30, 2018, the non-general obligation outstanding balances are as follows: the 2006 \$255,000 Full Faith and Credit Advance Refunding Obligation, the 2010 \$1,260,000 Full Faith and Credit Obligation (Series A), the 2010 \$7,105,000 Full Faith and Credit Obligation (Series B&C) and the 2013 \$327,133 Financing Agreement.

The general obligation bond balances outstanding as of June 30, 2018 are \$2,365,000 (Series 2009), \$21,485,000 (Series 2011), \$36,200,000 (Series 2015) and \$8,710,000 (Series 2016).

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

In fiscal year 2018/19, THPRD anticipates issuing a \$4,000,000 Full Faith and Credit Obligation for the purpose of funding a portion of the Cedar Hills Park and Somerset West Park projects. Issuance of this debt is consistent with the THPRD debt policy. The approved budget includes issuance and interest costs for the borrowing.

BUDGET SUMMARY FOR REQUIREMENTS:

The approved budget requirements for the 2018/19 fiscal year for all funds are \$116,951,748 and was \$100,540,103 for the 2017/18 fiscal year. Requirements, both current and approved are:

	Actual 2015/16	Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19	% Change over 2017/18
Personnel Services Costs	\$ 27,721,344	\$ 27,597,582	\$ 31,106,328	\$ 33,007,024	\$ 33,007,024	6.1%
Materials & Services	7,401,401	7,381,751	9,112,768	9,416,031	9,416,031	3.3%
General Fund Capital Projects	3,363,009	5,576,272	7,596,437	13,307,068	13,307,068	75.2%
Debt Service	7,921,537	18,101,313	8,488,739	8,993,892	8,993,892	6.0%
General Fund Contingency	-	-	2,500,000	2,500,000	2,500,000	0.0%
System Development Charges	6,021,576	13,607,246	22,115,685	29,924,176	29,924,176	35.3%
Bond Capital Projects Fund	3,154,855	11,321,225	17,070,146	16,403,557	16,403,557	-3.9%
TOTAL EXPENDITURES	\$ 55,583,722	\$ 83,585,389	\$ 97,990,103	\$113,551,748	\$113,551,748	15.9%
Ending Fund Balance	48,162,901	34,439,962	-	-	-	0.0%
Capital Replacement Reserve	850,000	1,700,000	2,550,000	3,400,000	3,400,000	33.3%
TOTAL REQUIREMENTS	\$104,596,623	\$119,725,351	\$100,540,103	\$116,951,748	\$116,951,748	16.3%

SIGNIFICANT CHANGES:

Personnel Services

The approved budget for Personnel Services has increased 6.1% since FY 2017/18. THPRD will have 186 full-time positions for the 2018/19 fiscal year, a net increase of three positions from adding one new position, converting two part-time positions to a full-time position and upgrading one regular part-time position to full-time.

The budget reflects a 4.2% 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 1.6% of the overall increase. The budget reflects an estimated health increase of 6.9%, accounting for 0.8% of the overall increase. Retirement benefits increased by 5.8% due to increased number of retirements and contributed 0.5% of the overall increase. Payroll taxes increased by 0.1%. Finally, the net increase in positions accounted for 1.1% of the overall increase. The balance of the increase in overall cost, approximately 2.0%, comes from budgeted increases for part-time personnel.

Materials & Services

The approved budget for Materials & Services has increased 3.3% over FY 2017/18. Factors include an inflationary adjustment of 2.5% and addition of utilities and materials and services to reflect utilization and rate increases, offset by the removal of one-time project funding in FY 2017/18. All approved business plans have been accounted for in

the approved budget amounts.

Capital Outlay

General Fund Capital Projects has been differentiated between maintenance replacement expenditures and new asset expenditures. Within these two categories, the expenditures include funding for: Carryover Projects, Athletic Facility, Park, and Building Replacements/Improvements, ADA Improvements, Maintenance Equipment and Computer/Office Equipment. Capital outlay expenditures have been prioritized to maintenance replacement projects in order to minimize the balance of deferred maintenance replacements. General Fund Capital Projects have increased by 75.2% from FY 2017/18 due in a large part to additional funds budgeted to complete the Cedar Hills Park and Somerset West Park redevelopment projects. In FY 2018/19, in addition to the two redevelopment projects, Capital Projects funds will largely be focused on maintenance replacements, funding for the replacement of two synthetic turf fields at the PCC Rock Creek site and funding to replace the pool tank and deck at two aquatic centers. Also funded are several significant grant projects.

As explained above, the Bond Capital Projects Fund balance in FY 2018/19 reflects the remaining funds available from the \$100 million general obligation bond as approved by voters.

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

Ending Balance - Capital Replacement Reserve

The Capital Replacement Reserve has increased 33% over FY 2017/18. Funding of this reserve began in FY 2015/16 and will continue in FY 2018/19. These reserves are for future capital replacement needs.

BUDGET SUMMARY FOR RESOURCES:

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

	Actual 2015/16	Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19	% Change over 2017/18
Beginning Fund Balance	\$ 51,887,338	\$ 49,012,901	\$ 36,736,269	\$ 43,221,618	\$ 43,221,618	17.7%
Property Taxes-Current Year	34,592,402	36,193,473	37,537,578	39,415,959	39,415,959	5.0%
Prior Year Taxes	359,990	347,543	375,000	372,000	372,000	-0.8%
Interest on Investments	458,566	516,988	411,270	546,000	546,000	32.8%
Swim Center & Tennis Revenue	3,468,132	3,710,490	4,345,385	4,672,464	4,672,464	7.5%
Recreation & Sports Revenue	7,017,577	6,931,443	7,231,047	7,804,952	7,804,952	7.9%
Grants and Contributions	277,153	806,188	2,055,417	1,998,539	1,998,539	-2.8%
Misc. and Rental Revenue	599,622	1,984,866	431,850	475,350	475,350	10.1%
Sponsorships/Cellular Leases	240,307	228,480	182,400	182,200	182,200	-0.1%
System Development Charges	5,367,367	9,631,364	10,876,987	14,004,566	14,004,566	28.8%
Debt Proceeds	-	9,993,919	-	4,000,000	4,000,000	100.0%
Transfers In	328,169	367,696	356,900	258,100	258,100	-27.7%
TOTALS	\$104,596,623	\$119,725,351	\$100,540,103	\$116,951,748	\$116,951,748	16.3%

Beginning Fund Balances

Beginning balance from all funds for FY 2018/19 consists of \$11,015,151 from the General Fund (\$2,550,000 is from the Capital Replacement Reserve and \$8,465,151 is the remaining General Fund cash on hand), \$163,800 from the Mitigation Maintenance Reserve Fund, \$15,809,110 from the System Development Charges Fund, and \$16,233,557 from the Bond Capital Projects Fund. The 17.7% increase in the Beginning Fund Balance is due primarily to an increase in the beginning balances for the General Fund and the System Development Charges

Fund. The increase in the General Fund cash on hand balance reflects FY 2017/18 expenditures projected to be less than budget, revenues projected at slightly more than budget, and capital projects being carried over to the next fiscal year. The increase in the System Development Charges cash on hand balance is due primarily to FY 2017/18 expenditures projected at less than budget. The Mitigation Maintenance Reserve Fund balance includes funds received from developers for maintenance of existing mitigation sites. The System Development Charges Fund balance includes funds accumulated for budgeted current, and future, capital expansion projects. The Bond Capital Projects Fund includes available funds to complete the designated list of projects.

Property Taxes - Current Year

Taxes levied against an estimated \$25.5 billion in assessed valuation total \$41,453,010 of which \$8,170,338 is for the General Obligation Debt Service Fund with \$7,761,821 expected to be collected. Of the \$33,282,672 General Fund Levy, THPRD expects to collect 95%, or \$31,618,539. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,439 General Fund and \$31,160 Debt Service Fund). The PILOT funds result from de-annexed property that had long-term debt obligations associated at the time of withdrawal from THPRD boundaries. The PILOT funds will be collected annually until the obligations are paid in full.

The FY 2017/18 taxable assessed property valuation of THPRD is \$24,362,768,372 and is estimated to increase by 4.5% in the 2018/19 fiscal year to \$25,459,092,949.

Property Taxes - Prior Year

Prior year taxes are property taxes that have been levied but remain uncollected. THPRD expects to collect \$372,000 (both General Fund and Debt Service Fund). Prior year collection projections for the 2018/19 fiscal year are decreased slightly from the amounts budgeted in the 2017/18.

Interest on Investments

Interest revenue is earned on investments of temporary excess cash. Interest revenue for FY 2018/19 is projected to be higher than the previous year budget for the general fund, the System Development Charges Fund and the Bond Capital Projects Fund due to increased interest rates.

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

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

Swim Center & Tennis Revenue

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

Recreation & Sports Revenue

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

THPRD 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. THPRD continually evaluates all programs, readjusting them to emphasize the popular offerings, and discontinues 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, insurance proceeds, and proceeds from sale of land.

Rental Revenue

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

Sponsorships/Cellular Lease Revenue

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

System Development Charges

System Development Charges are assessed against new construction within THPRD.

Debt Proceeds

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

Transfers In

Transfers In reflect THPRD's policy of allowing project management staff time from SDC and Bond related capital projects to be reimbursed to the General Fund. The amount budgeted, \$258,100, is the estimate of the costs to manage both SDC Fund (\$35,000) and Bond Fund (\$223,100) capital projects during FY 2018/19.

SUMMARY OF ALL FUNDS
Approved Budget for FY 2018/19

Governmental Funds						
	Other Funds					
General Fund	Mitigation Maintenance Reserve Fund	Debt Service Fund	System Dev. Charge Fund	Bond Capital Proj. Fund		Total All Funds
RESOURCES						
Beginning Balance						
Capital Replacement Reserve	\$ 2,550,000	\$ -	\$ -	\$ -	\$ -	\$ 2,550,000
Beginning Cash Balance	8,465,151	163,800	-	15,809,110	16,233,557	40,671,618
Beginning Fund Balance	\$11,015,151	\$ 163,800	\$ -	\$15,809,110	\$16,233,557	\$ 43,221,618
Revenues						
Property Taxes-Current Year	\$31,622,978	\$ -	\$7,792,981	\$ -	\$ -	\$ 39,415,959
Prior Year Taxes	347,000	-	25,000	-	-	372,000
Interest on Investments	250,000	500	15,000	110,500	170,000	546,000
Swim Center & Tennis Revenue	4,672,464	-	-	-	-	4,672,464
Recreation & Sports Revenue	7,804,952	-	-	-	-	7,804,952
Grants & Intergovernmental Revenue	1,998,539	-	-	-	-	1,998,539
Miscellaneous & Facility Rental	475,350	-	-	-	-	475,350
Sponsorships/Cellular Leases	182,200	-	-	-	-	182,200
System Development Charges	-	-	-	14,004,566	-	14,004,566
Debt Proceeds	4,000,000	-	-	-	-	4,000,000
Transfers In	258,100	-	-	-	-	258,100
Total Revenues	\$51,611,583	\$ 500	\$7,832,981	\$14,115,066	\$ 170,000	\$ 73,730,130
TOTAL RESOURCES	\$62,626,734	\$ 164,300	\$7,832,981	\$29,924,176	\$16,403,557	\$116,951,748
REQUIREMENTS						
Appropriations by Category:						
Personnel Services	\$33,007,024	\$ -	\$ -	\$ -	\$ -	\$ 33,007,024
Materials & Services	9,251,731	164,300	-	-	-	9,416,031
Capital Outlay	13,307,068	-	-	29,924,176	16,403,557	59,634,801
Debt Service	1,160,911	-	7,832,981	-	-	8,993,892
Contingency	2,500,000	-	-	-	-	2,500,000
Total Appropriations	\$59,226,734	\$ 164,300	\$7,832,981	\$29,924,176	\$16,403,557	\$113,551,748
Ending Unappropriated Fund Balance						
Capital Replacement Reserve	\$ 3,400,000	\$ -	\$ -	\$ -	\$ -	\$ 3,400,000
TOTAL REQUIREMENTS	\$62,626,734	\$ 164,300	\$7,832,981	\$29,924,176	\$16,403,557	\$116,951,748

STAFFING CHANGES

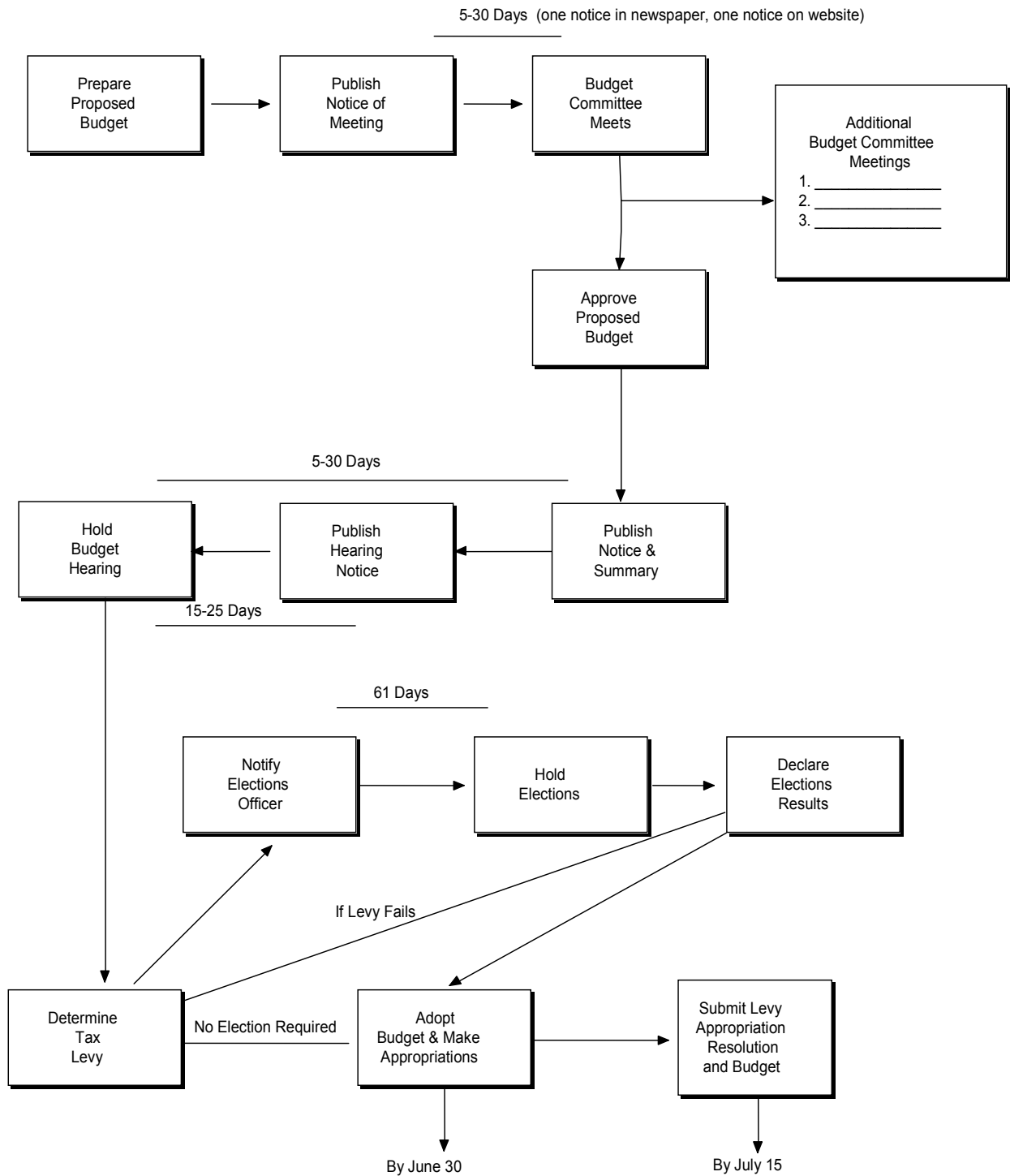
Full-time and Regular Part-time

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

Division	Program	Adopted 2017/18 Staffing	Adjustments	Approved 2018/19 Staffing
Business & Facilities	Design & Development	6.00 FTE	Added one engagement & partnership specialist	7.00 FTE
Business & Facilities	Planning	3.00 FTE	Added one land acquisition specialist	4.00 FTE
Business & Facilities	Building & Pool Maintenance	32.38 FTE	Transferred one FT building lead and two RPT building techs to Cedar Hills Recreation Center; transferred one FT building lead, one FT building tech, and two RPT building techs to Garden Home Recreation Center; transferred two FT building techs to Elsie Stuhr Center; transferred one FT building lead and one RPT building tech to Athletic Center; transferred one FT building tech to Babette Horenstein Tennis Center; transferred one FT building tech to Interpretive Programs	20.00 FTE
Business & Facilities	Park Maintenance	30.00 FTE	Transferred one FT trails maintenance coordinator and two FT trails tech specialists to Natural Resources	27.00 FTE
Park & Recreation Services	Cedar Hills Recreation Center	6.88 FTE	Transferred one FT building lead and two RPT building techs from Building & Pool Maintenance	9.63 FTE
Park & Recreation Services	Garden Home Recreation Center	5.88 FTE	Transferred one FT building lead, one FT building tech, and two RPT building techs from Building & Pool Maintenance	9.63 FTE
Park & Recreation Services	Elsie Stuhr Center	3.88 FTE	Transferred two FT building techs from Building & Pool Maintenance	5.88 FTE
Park & Recreation Services	Tualatin Hills Athletic Center	8.75 FTE	Transferred one FT building lead and one RPT building tech from Building & Pool Maintenance	10.62 FTE
Park & Recreation Services	Babette Horenstein Tennis Center	8.50 FTE	Transferred one FT building tech from Building & Pool Maintenance	9.50 FTE
Park & Recreation Services	Interpretive Programs	4.00 FTE	Transferred one FT building tech from Building & Pool Maintenance	5.00 FTE
Park & Recreation Services	Natural Resources	8.00 FTE	Transferred one FT trails maintenance coordinator and two FT trails tech specialists from Park Maintenance	11.00 FTE
Park & Recreation Services	Sunset Swim Center	3.75 FTE	Upgraded one RPT receptionist to FT office tech	3.88 FTE

Increase in Full-time FTE	3.00 FTE
Decrease in Regular Part-time FTE	(0.88) FTE
Net Change	2.12 FTE

BUDGET PROCESS



**FISCAL YEAR 2018/19
BUDGET CALENDAR**

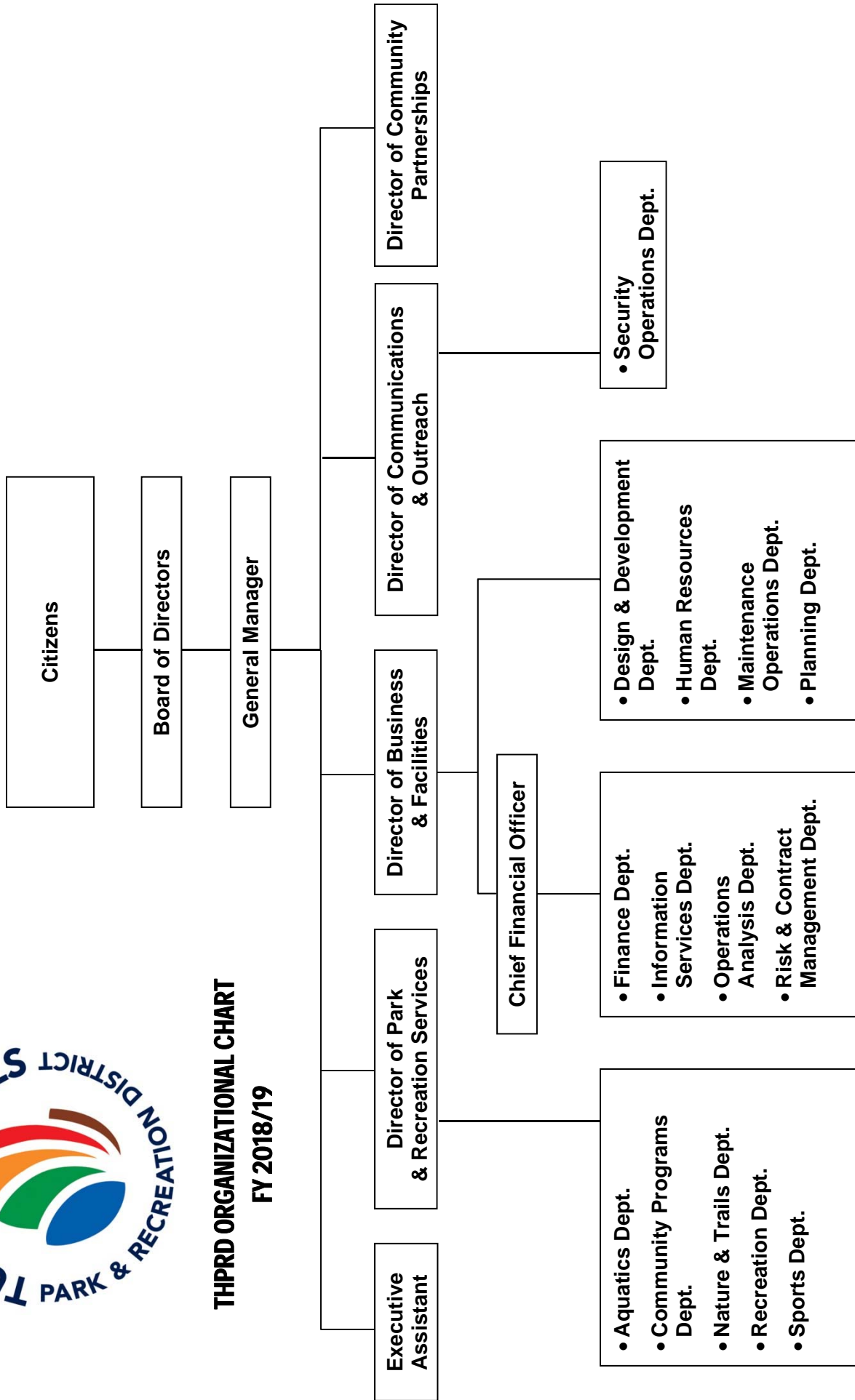
In accordance with District Budget Policy:

2018

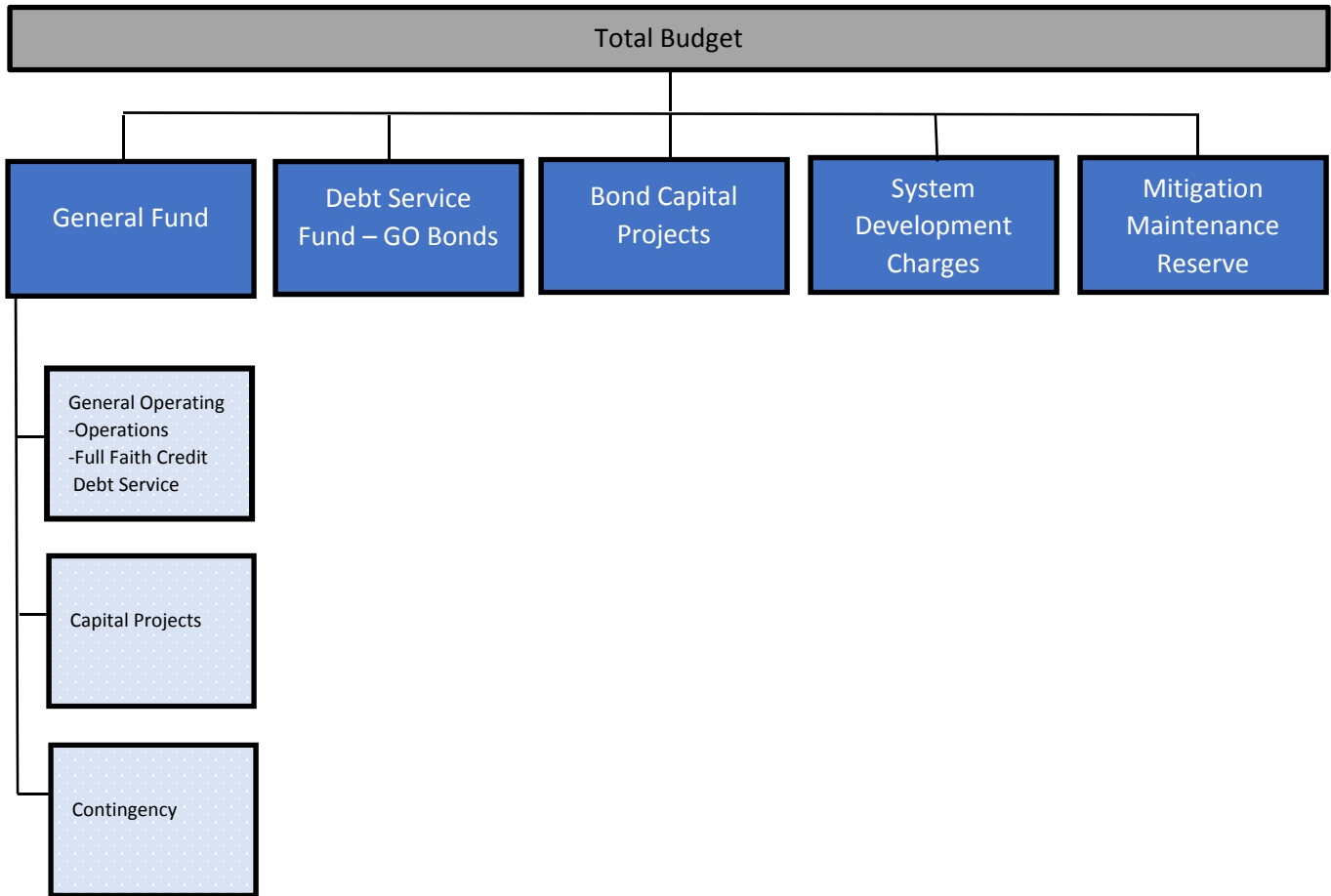
February 8	Publish Notice (Valley Times submission deadline – January 31)
February 8	Post Notice on District Website
February 20	Mid-year Budget Review Meeting (Canceled due to weather)
April 5	Publish Notice for both the April Work Session and the May Budget Committee Meeting (Valley Times submission deadline – March 28)
April 5	Post Notice on District Website
April 10	Deliver Proposed Budget to Budget Committee
April 17	Budget Committee Work Session (Public Input)
May 3	Post Notice on District Website
May 15	Budget Committee Meeting to Approve Budget (Public Input)
June 7	Publish Notice & Summary (Valley Times submission deadline – May 30)
June 7	Post Notice on District Website
June 19	Hold Public Hearing to Adopt Budget (Public Input)
July 15	Tax Levy Certified by Washington County



**THPRD ORGANIZATIONAL CHART
FY 2018/19**



THPRD Fund Structure



RESOURCES

Analysis of Property Tax Rate and Collections

Analysis of Measures 5 and 50

Revenue Summary



**ANALYSIS OF TAX RATE AND COLLECTIONS
FISCAL YEAR 2018/19**

ESTIMATED ASSESSED VALUATION

Real and Personal Property Within THPRD

\$ 25,459,092,949

FY 2017/18 Assessed Valuation	\$ 24,362,768,372	
Value Growth from Annual Increase ¹	730,883,051	3.00%
Estimated Exception Based Value Growth ²	<u>365,441,526</u>	<u>1.50%</u>
Estimated Assessed Value	<u>\$ 25,459,092,949</u>	

% Increase in Estimated Assessed Valuation

4.50%

ESTIMATED TAX LEVY

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

Amount

General Fund

Permanent Tax Rate for THPRD 1.3073

General Fund Operating Levy:

Estimated Assessed Valuation multiplied by
Permanent Rate

\$ 33,282,672

Bonded Debt Fund

Bonded Debt Levy

8,170,338

Estimated Tax Rate:

Bonded Debt Levy divided by Estimated
Assessed Valuation

0.3209

Estimated Tax Levy Totals

1.63

\$ 41,453,010

ESTIMATED TAX COLLECTIONS

Amount

Based on Estimated Collection Rate: 95.00%

General Fund Current Year Tax Collections

\$ 31,618,539

Payment in lieu of Tax Collections

4,439

Bonded Debt Fund Current Year Tax Collections

7,761,821

Payment in lieu of Tax Collections

31,160

\$ 39,415,959

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

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

PROPERTY TAX MEASURES

PROPERTY TAX

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

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

MEASURE 5

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

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

MEASURE 50

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

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

TUALATIN HILLS PARK & RECREATION DISTRICT

**MEASURE 5
Impact on Washington County Taxing**

FY 2017/18

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

FY 2016/17

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

TUALATIN HILLS PARK & RECREATION DISTRICT

**MEASURE 5
Impact on Washington County Taxing
FY 2015/16**

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

FY 2014/15

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

TUALATIN HILLS PARK & RECREATION DISTRICT

**MEASURE 5
Impact on Washington County Taxing
FY 2013/14**

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

FY 2012/13

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

SUMMARY OF RESOURCES - ALL FUNDS

RESOURCES:	General Fund	Special Revenue Fund	Capital Projects Fund	Debt Service Fund	Total Resources
Beginning Balance- Capital Replacement Reserve	\$ 2,550,000	\$ -	\$ -	\$ -	\$ 2,550,000
Cash on Hand for Fiscal Year	6,500,000	163,800	1,459,910	-	8,123,710
Beginning Fund Balance from Previous Year Projects Carried Forward	1,965,151	-	30,582,757	-	32,547,908
Previously Levied Taxes estimated to be received during ensuing year	347,000	-	-	25,000	372,000
PROGRAM REVENUES:					
Swim Center Revenue	3,527,061	-	-	-	3,527,061
Tennis Revenue	1,145,403	-	-	-	1,145,403
Recreation Program Revenue	5,616,772	-	-	-	5,616,772
Sports Program/Athletic Center Revenue	1,727,357	-	-	-	1,727,357
Natural & Trails Revenue	460,823	-	-	-	460,823
OTHER REVENUES:					
Miscellaneous Revenue	140,350	-	-	-	140,350
Interest Revenue	250,000	500	280,500	15,000	546,000
Telecommunication Site Lease Revenue	177,200	-	-	-	177,200
Facility Rental Revenue	335,000	-	-	-	335,000
Grants and Intergovernmental Revenue	1,998,539	-	-	-	1,998,539
Sponsorships	5,000	-	-	-	5,000
Debt Proceeds	4,000,000	-	-	-	4,000,000
System Development Charges	-	-	14,004,566	-	14,004,566
Transfers In	258,100	-	-	-	258,100
Total Resources except taxes to be levied..... Subtotal	<u>\$ 31,003,756</u>	<u>\$ 164,300</u>	<u>\$ 46,327,733</u>	<u>\$ 40,000</u>	<u>\$ 77,535,789</u>
Current Year Property Taxes (Permanent Rate multiplied by Assessed Value)	<u>31,622,978</u>	<u>-</u>	<u>-</u>	<u>7,792,981</u>	<u>39,415,959</u>
TOTAL RESOURCES	<u><u>\$ 62,626,734</u></u>	<u><u>\$ 164,300</u></u>	<u><u>\$ 46,327,733</u></u>	<u><u>\$ 7,832,981</u></u>	<u><u>\$ 116,951,748</u></u>

RESOURCES NARRATIVE - ALL FUNDS

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

Beginning Balance- Capital Replacement Reserve: The estimated Beginning Balance- Capital Replacement Reserve for FY 2018/19 (\$2,550,000) is the accumulated balance of funds reserved for future capital replacements.

Beginning Fund Balance: Beginning Fund Balance is a resource derived from prior year's budget. Beginning Fund Balance generally results from an over-collection of budgeted resources and under-expenditures of budget appropriations. The estimated Beginning Fund Balance for FY 2018/19 consists of General Fund (\$6,500,000), Mitigation Maintenance Reserve Fund (\$163,800), System Development Charges Fund (\$1,459,910).

Beginning Fund Balance from Previous Year Projects Carried Forward: Beginning Fund Balance from projects carried forward represents fund balance committed to projects in a prior year but not yet expended. The full listing of carryforward projects can be found within the Capital Projects and System Development Charges Fund sections, pages CP-3 and SDC-4, under the Carryover Projects heading, plus all of the Bond Capital Projects Fund. The estimated total of project carryforward from the previous year consists of General Fund (\$1,965,151), System Development Charges Fund (\$14,349,200) and Bond Capital Projects Fund (\$16,233,557).

Prior Year's Taxes: Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2018/19 fiscal year, THPRD is projected to collect approximately one-half of the uncollected property taxes. The estimated amount of previously levied taxes to be received for FY 2018/19 consists of General Fund (\$347,000) and Debt Service Fund (\$25,000).

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

Swim Center Revenue: Swim Center revenue is generated from passes, open swim, instruction and Beaverton School District. The total swim center revenue is \$3,527,061. 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	\$ 425,988	Swim Passes	\$ 416,575
Beaverton	481,125	General Admission	588,185
Conestoga - Aquatic	915,572	Aquatic Instruction	2,188,716
Harman	392,455	Facility Rentals	
Sunset	356,515	- Beaverton School District	23,044
Aquatic Center	785,624	- Other Rental Events	310,541
Raleigh	65,792		
Somerset West	103,990		
	<u>\$ 3,527,061</u>		<u>\$ 3,527,061</u>

Tennis Revenue: Tennis revenue of \$1,145,403 is generated by open play, instruction, special interest events and the sale of tennis balls.

Tennis Program Revenue	Program	Facility Rental	Total
Open play	\$ 382,360	\$ -	\$ 382,360
Instruction	671,528	-	671,528
Special interest	67,100	14,500	81,600
Tennis ball sales	9,915	-	9,915
	<u>\$ 1,130,903</u>	<u>\$ 14,500</u>	<u>\$ 1,145,403</u>

Recreation Program Revenue: Recreation program and rental revenue of \$5,616,772 is generated from Cedar Hills Recreation Center, Garden Home Recreation Center, the Elsie Stuhr Center, Conestoga Recreation & Aquatic Center, Administration registrations, out-of-district assessments and facility room rentals.

Recreational Program Revenue	Program	Facility Rental	Total
Garden Home Recreation Center	\$ 967,856	\$ 87,600	\$ 1,055,456
Cedar Hills Recreation Center	2,068,320	10,000	2,078,320
Elsie Stuhr Center	555,797	10,000	565,797
Conestoga - Recreation	1,683,228	59,200	1,742,428
Administration	174,771	-	174,771
	<u>\$ 5,449,972</u>	<u>\$ 166,800</u>	<u>\$ 5,616,772</u>

Sports Program/Athletic Center Revenue: Sports program and Athletic Center revenue of \$1,727,357 is generated primarily from Camp Rivendale and inclusion services, basketball, softball and volleyball, along with rentals and field use fees received from the affiliated sports groups field usage.

Sports Program/Athletic Center Revenue	Program	Facility Rental	Total
Concessions	\$ 96,579	\$ -	\$ 96,579
Fitness & Exercise	46,320	-	46,320
Special Events	12,400	-	12,400
Special Interest	335,217	-	335,217
Indoor Sports	243,194	122,750	365,944
Outdoor Sports	110,905	510,025	620,930
Passes	119,063	-	119,063
Camp Rivendale	97,704	-	97,704
Inclusion Services	33,200	-	33,200
	<u>\$ 1,094,582</u>	<u>\$ 632,775</u>	<u>\$ 1,727,357</u>

Nature & Trails Revenue: Nature & Trails revenue of \$460,823 is generated from instruction and outdoor recreation programs held at both the Tualatin Hills Nature Center and Cooper Mountain Nature Park.

Nature & Trails Revenue	Program	Facility Rental	Total
Instruction/Environmental Education	\$ 426,733	\$ 29,700	\$ 456,433
Outdoor Recreation	4,390	-	4,390
	<u>\$ 431,123</u>	<u>\$ 29,700</u>	<u>\$ 460,823</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 \$140,350 is earned from purchasing card program rebates (\$50,000), 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 \$546,000 is derived from available cash-on-hand that is invested in the State of Oregon Local Government Investment Pool or other allowable vehicles per THPRD's Investment Policy. These invested funds will be used at a later date to meet payroll, operating costs and capital improvements. Interest revenue consists of General Fund (\$250,000), Mitigation Maintenance Reserve Fund (\$500), Debt Service Fund (\$15,000), System Development Charges Fund (\$110,500) and Bond Capital Projects Fund (\$170,000).

Telecommunication Site Lease Revenue: Lease revenue of \$177,200 from site leases for cellular telephone transmission equipment.

Facility Rental Revenue: Facility rental revenue of \$335,000 is generated from the rental of THPRD-owned homes, concessionaire services at Jenkins Estate, along with leased space within the Fanno Creek Service Center.

Grants and Intergovernmental Revenue: Grants include funding from the following sources: Natural Resources Park Restoration (\$30,000), Natural Resource operating grant (\$25,000), Environmental Education Grant (\$26,000), Memorial Benches (\$8,000), SDAO safety grant (\$3,000), Rec Mobile operating grant (\$4,000), Energy Trust of Oregon Strategic Energy Management incentives (\$5,000), Energy Trust of Oregon rebates (\$83,938), ConnectOregon Waterhouse Trail #4 (\$400,000), Metro Nature in Neighborhoods (\$220,700), Local Government Grant Program (LGGP) Butternut Park Play Equipment (\$75,000), LGGP Cedar Hills Park (\$340,156), (LWCF) Crowell Woods (\$384,104), (LWCF) Commonwealth Lake Park bridge (\$60,554), (RTP) Cedar Mill Creek Trail 3-4 (\$150,000), Recovery Zone Economic Development Bond (RZEDB) interest subsidy (\$183,087).

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

Debt Proceeds: Proceeds in the amount of \$4,000,000 are anticipated to fund a portion of the costs associated with the Cedar Hills and Somerset West Projects.

System Development Charges: These charges are assessed against new construction within THPRD. Projected revenue for FY 2018/19 is \$14,004,566 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 2018/19, \$35,000 is anticipated from SDC and other projects, and \$223,100 from the Bond Capital Fund projects.

Current Year's Taxes for FY 2018/19 Current Taxes levied against an estimated \$25.5 billion in assessed valuation total \$41,453,010. Of that amount, Debt Service Fund generates \$8,170,338, with collections anticipated at \$7,761,821, for retirement of general obligation debt. The General Fund levy totals \$33,282,672, with collections anticipated at \$31,618,539. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,439 General Fund and \$31,160 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 2018/19

Five-year Capital Funding Sources

Projects by Funding Source

Capital Improvement Plan



CAPITAL IMPROVEMENT PLAN

Capital Funding Sources FY 2018/19

The Capital Funding Sources FY 2018/19 schedule shows the distribution of capital funding for the budget year 2018/19 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.

Projects by Funding Source

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

Capital Improvement Plan

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



Capital Funding Sources 2018/19

	Funding Sources					
	General Fund		Bond Fund	SDC Fund	Grant Funds	Total Funds
	Operating	Replacement Reserve				
Athletic Facility Replacement						
Synthetic Turf	\$ 770,000	\$ 330,000				\$ 1,100,000
Tennis Court Resurface (3 sites)	110,000					110,000
Other Athletic Facility Replacements	51,364	3,636				55,000
Athletic Facility Replacement Total	931,364	333,636	\$ -	\$ -	\$ -	1,265,000
Athletic Facility Improvement						
Other Athletic Facility Improvements	15,000					15,000
Athletic Facility Improvement Total	15,000	-	-	-	-	15,000
Building Replacements						
Emergency Repairs	100,000					100,000
Cardio and Weight Equipment	40,000					40,000
Cedar Hills Boiler	96,000	4,000				100,000
Conestoga Pool Tank/Deck - Phases 1 and 2	531,880	22,500				554,380
Raleigh Swim Center Pool Tank/Deck	783,000	12,000				795,000
Babette Horenstein Tennis Center LED Lighting	307,000					307,000
Other Building Replacements	538,325	36,250				574,575
Building Replacements Total	2,396,205	74,750	-	-	-	2,470,955
Building Improvements						
HVAC (3 sites)	125,279					125,279
Other Building Improvements	51,800					51,800
Building Improvements Total	177,079	-	-	-	-	177,079
Park & Trail Replacements						
Asphalt Pedestrian Pathways (10 sites)	293,000					293,000
Bridges and Boardwalks (5 sites)	798,707					798,707
Concrete Sidewalk Repair (7 sites)	169,000					169,000
Hazeldale Park Parking Lot	310,512					310,512
Play Equipment (2 sites)	350,262					350,262
Other Park & Trail Replacements	163,750					163,750
Park & Trail Replacements Total	2,085,231	-	-	-	-	2,085,231
Park & Trail Improvements						
Cedar Hills Park - Additional Funding for Bond Project	3,900,000					3,900,000
Other Park & Trail Improvements	39,000					39,000
Grant Funded						
Connect Oregon - Waterhouse Trail					400,000	400,000
Energy Trust of Oregon Rebates					83,938	83,938
LGGP - Butternut Park Play Equipment Replacement					75,000	75,000
LGGP - Cedar Hills Park					340,156	340,156
LWCF - Commonwealth Lake Park Bridge					60,554	60,554
LWCF - Crowell Woods					384,104	384,104
Metro Nature in Neighborhoods - Fanno Creek Greenway					220,700	220,700
RTP - Cedar Mill Creek Trail 3-4					150,000	150,000
SDAO - Combustion Analyzer					3,000	3,000
Park & Trail Improvements Total	3,939,000	-	-	-	1,717,452	5,656,452
Information Technology Improvement						
Computers (2)	11,100					11,100
Configuration Management Software	75,000					75,000
Drone	8,645					8,645
Financial Software	436,800					436,800
FLIR Thermal Monocular Vision Camera	3,599					3,599
Folder / Sorter	12,000					12,000
Phone Replacement	86,721					86,721
Translation Software	2,474					2,474
Information Technology Improvement Total	636,339	-	-	-	-	636,339
Information Technology Replacement						
Desktop	67,000					67,000
Desktop printers	5,000					5,000
LAN/WAN	5,000					5,000
Servers	37,000					37,000
Timeclocks	119,812					119,812
Information Technology Replacement Total	233,812	-	-	-	-	233,812
Facility Challenge Grants Total	75,000	-	-	-	-	75,000
ADA Improvements						
ADA Improvement - Bonny Slope Park	8,500					8,500
ADA Improvement - Other	45,000					45,000
ADA Improvement - Veterans Memorial Park	40,000					40,000
ADA Improvements	78,200					78,200
ADA Improvements Total	171,700	-	-	-	-	171,700

Capital Funding Sources 2018/19

	Funding Sources					
	General Fund		Bond Fund	SDC Fund	Grant Funds	Total Funds
	Operating	Replacement Reserve				
Land Acquisition						
Acquisition of Community Park Land - North Bethany				\$ 1,965,800		\$ 1,965,800
Acquisition of Natural Area Land - So. Cooper Mtn				500,000		500,000
Acquisition of Neighborhood Park - Bonny Slope West				1,951,000		1,951,000
Acquisition of Neighborhood Park Land - Infill Areas				850,000		850,000
Acquisition of Neighborhood Park Land - North Bethany				741,000		741,000
Acquisition of Neighborhood Park Land - So. Cooper Mountain				5,505,000		5,505,000
Acquisition of Trails Land - North Bethany				946,000		946,000
Acquisition of Trails Land - So. Cooper Mountain				535,000		535,000
Land Acquisition Total	\$ -	\$ -	\$ -	12,993,800	\$ -	12,993,800
Building & Pool Equipment Replacements						
Other Building & Pool Equipment Replacements	4,000					4,000
Building & Pool Equipment Replacements Total	4,000	-	-	-	-	4,000
Fleet & Equipment Replacement						
1/2 Ton pickup	23,000					23,000
3/4 T crew-cab pickup unit	36,000					36,000
4x4 Hybrid SUV Park Patrol unit	35,000					35,000
52" Mowers	25,500					25,500
72" Mowers	45,000					45,000
Cargo Vans	54,000					54,000
Crew-cab 2-3 yard	43,000					43,000
Field Blower unit	10,500					10,500
Infield Rake unit	34,000					34,000
Large Rotary Mower	110,000					110,000
Platform Scizzor Lift	26,000					26,000
Pressure Washer Trailer	17,000					17,000
Single axle trailer unit	6,000					6,000
Tractor PTO Mower unit	7,500					7,500
Fleet & Equipment Replacement Total	472,500	-	-	-	-	472,500
Fleet & Equipment Improvement						
Minibus	30,000					30,000
Vehicle Wraps	14,000					14,000
Fleet & Equipment Improvement Total	44,000	-	-	-	-	44,000
Undesignated Projects Total	-	-	-	6,164,976	-	6,164,976
Development/Improvement						
Bethany Creek Trail #2, Segment #3 - Design & Development				1,075,000		1,075,000
Bonny Slope / BSD Trail Development				419,900		419,900
Building Expansion - site to be determined				995,000		995,000
Cedar Hills Park - additional funding for bond project				1,038,000		1,038,000
Cedar Mill Creek Community Trail Segment #4 Master				300,000		300,000
ConnectOregon Grant Match - Waterhouse Trail, Segment				200,000		200,000
LWCF Grant Match - New Natural Area Public Access				250,000		250,000
MTIP Grant Match - Beaverton Crk. Trail Land Acq.				241,000		241,000
MTIP Grant Match - Westside Trail, Segment 18				700,000		700,000
Natural Area Master Plan				100,000		100,000
North Bethany Park and Trail Development - Proj. Mgmt.				120,000		120,000
North Bethany Park and Trail Improvements				315,000		315,000
NW Quadrant Neighborhood Park Master Plan & Design				265,000		265,000
NW Quadrant New Neighborhood Park Development				3,767,000		3,767,000
RFFA Active Transportation Project Readiness Match - Westside Trail				200,000		200,000
SW Quadrant Neighborhood Park Master Plan and Design				267,500		267,500
Waterhouse Trail Improvements.				350,000		350,000
Other Development/Improvement Total				162,000		162,000
Development/Improvement Total	-	-	-	10,765,400	-	10,765,400
Renovate and Redevelop Neighborhood Parks						
Somerset West Park			1,027,231			1,027,231
Renovate and Redevelop Neighborhood Parks Total	-	-	1,027,231	-	-	1,027,231
Renovate and Redevelop Community Parks						
Cedar Hills Park & Athletic Field			7,616,563			7,616,563
Renovate and Redevelop Community Parks Total	-	-	7,616,563	-	-	7,616,563

Capital Funding Sources 2018/19

	Funding Sources					
	General Fund		Bond Fund	SDC Fund	Grant Funds	Total Funds
	Operating	Replacement Reserve				
Natural Area Preservation						
Cooper Mountain Area			\$ 218,043			\$ 218,043
NE/Bethany Meadows Trail Habitat Connection			261,671			261,671
Raleigh Park			104,070			104,070
Restoration of new properties to be acquired			646,810			646,810
Rock Creek Greenway			158,925			158,925
Somerset			153,799			153,799
Other Natural Area Preservation			723,925			723,925
Natural Area Preservation Total	-	-	2,267,243	-	-	2,267,243
Natural Area Preservation -Land Acquisition						
Natural Area Acquisitions			3,684,333			3,684,333
Natural Area Preservation -Land Acquisition Total	-	-	3,684,333	-	-	3,684,333
New Linear Park And Trail Development						
Rock Creek Trail Segments 2 & 5, and North Bethany Trail			618,434			618,434
Other New Linear Park And Trail Development			74,430			74,430
New Linear Park And Trail Development Total	-	-	692,864	-	-	692,864
New Linear Park Trail and Land Acquisition						
New Linear Park and Trail Acquisitions			1,132			1,132
New Linear Park Trail and Land Acquisition Total	-	-	1,132	-	-	1,132
Multi-Field/Multi-Purpose Athletic Field Development						
New Field in NW Quadrant			520,080			520,080
New Field in SW Quadrant			544,201			544,201
Total	-	-	1,064,281	-	-	1,064,281
Facility Rehabilitation						
Structural Upgrades at Beaverton Swim Center			49,910			49,910
Facility Rehabilitation Total	-	-	49,910	-	-	49,910
Grand Total	\$ 11,181,230	\$ 408,386	\$ 16,403,557	\$ 29,924,176	\$ 1,717,452	\$ 59,634,801

Five-year Capital Funding Sources - FY 2019-2023

	Carryover Funds	2019 Funding	2020 Funding	2021 Funding	2022 Funding	2023 Funding	Total 5-Year Funding
Sources of Funds							
General Fund - Operating	\$ 1,965,151	\$ 9,216,079	\$ 4,178,263	\$ 3,841,989	\$ 3,171,943	\$ 5,505,930	\$ 27,879,355
General Fund - Replacement Reserve		408,386	28,728	44,522	540,654	690,175	1,712,465
Bond Fund		16,403,557					16,403,557
SDC Fund	14,349,200	15,574,976	11,738,500	12,079,100	11,000,000		64,741,776
Grant Funds	-	1,717,452					1,717,452
Total Funds	16,314,351	43,320,450	15,945,491	15,965,611	14,712,597	6,196,105	112,454,605
Athletic Facility Replacements							
Synthetic Turf		1,100,000				550,000	1,650,000
Tennis Court Resurface (3 sites)		110,000					110,000
Athletic Field poles / light					250,000		250,000
Other Athletic Facility Replacements		55,000		287,793	287,793	287,793	918,379
Athletic Facility Replacements Total	-	1,265,000	-	287,793	537,793	837,793	2,928,379
Athletic Facility Improvements							
Other Athletic Facility Improvements		15,000	382,603	382,603	382,603	382,603	1,545,412
Athletic Facility Improvements Total	-	15,000	382,603	382,603	382,603	382,603	1,545,412
Building Replacements							
Emergency Repairs		100,000					100,000
Cardio and Weight Equipment		40,000	40,000	40,000	40,000	40,000	200,000
Cedar Hills Boiler		100,000					100,000
Conestoga Pool Tank/Deck - Phases 1 and 2		554,380	845,620				1,400,000
Raleigh Swim Center Pool Tank/Deck		795,000					795,000
Babette Horenstein Tennis Center LED Lighting	307,000						307,000
Roofs & Gutters			733,000		24,000	1,508,000	2,265,000
Pool Tanks			77,500		53,000	150,500	281,000
HVAC Boilers & Furnaces			106,000	5,000	40,000	120,000	271,000
Other Building Replacements	9,475	565,100	493,564	1,280,847	961,933	1,226,333	4,537,252
Building Replacements Total	316,475	2,154,480	2,295,684	1,325,847	1,118,933	3,044,833	10,256,252
Building Improvements							
HVAC (3 sites)		125,279					125,279
Other Building Improvements	10,000	41,800	75,000	75,000	75,000	75,000	351,800
Building Improvements Total	10,000	167,079	75,000	75,000	75,000	75,000	477,079
Park & Trail Replacements							
Asphalt Pedestrian Pathways (10 sites)		293,000					293,000
Bridges and Boardwalks (5 sites)	661,207	137,500					798,707
Concrete Sidewalk Repair (7 sites)		169,000					169,000
Hazeldale Park Parking Lot	310,512						310,512
Parking Lots				100,000	70,000		170,000
Play Equipment (2 sites)	77,762	272,500					350,262
Play Equipment			300,000				300,000
Other Park & Trail Replacements	5,000	158,750	570,233	1,075,797	1,014,797	1,076,405	3,900,982
Park & Trail Replacements Total	1,054,481	1,030,750	870,233	1,175,797	1,084,797	1,076,405	6,292,463
Park & Trail Improvements							
Cedar Hills Park - Additional Bond Funding		3,900,000					3,900,000
Other Park & Trail Improvements		39,000	107,371	107,371	107,371	107,371	468,484
Grant Funded Projects							
Connect Oregon - Waterhouse Trail		400,000					400,000
Energy Trust of Oregon Rebates		83,938					83,938
LGGP - Butternut Park Play Equipment		75,000					75,000
LGGP - Cedar Hills Park		340,156					340,156
LWCF - Commonwealth Lake Park Bridge		60,554					60,554
LWCF - Crowell Woods		384,104					384,104
Metro Nature in Neighborhoods - Fanno Creek Greenway		220,700					220,700
RTP - Cedar Mill Creek Trail 3-4		150,000					150,000
SDAO - Combustion Analyzer		3,000					3,000
Park & Trail Improvements Total	-	5,656,452	107,371	107,371	107,371	107,371	6,085,936
Information Technology Replacement							
Desktop		67,000	65,000	65,000	65,000	65,000	327,000
Desktop printers		5,000	5,000	5,000	5,000	5,000	25,000
LAN/WAN		5,000	35,000	35,000	35,000	35,000	145,000
Servers		37,000	35,000	35,000	35,000	35,000	177,000
Timeclocks		119,812					119,812
Telephony				56,000		56,000	112,000
Information Technology Replacement Total	-	233,812	140,000	196,000	140,000	196,000	905,812
Information Technology Improvement							
Computers (2)		11,100					11,100
Configuration Management Software	75,000						75,000
Drone		8,645					8,645
Financial Software	436,800						436,800
FLIR Thermal Monocular Vision Camera		3,599					3,599
Folder / Sorter	12,000						12,000
Phone Replacement	29,721	57,000					86,721
Translation Software	2,474						2,474
Other Information Technology Improvements			64,200	64,200	64,200	64,200	256,800
Information Technology Improvement Total	555,995	80,344	64,200	64,200	64,200	64,200	893,139

Five-year Capital Funding Sources - FY 2019-2023

	Carryover Funds	2019 Funding	2020 Funding	2021 Funding	2022 Funding	2023 Funding	Total 5-Year Funding
Facility Challenge Grants Total	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 375,000
ADA Improvements							
ADA Improvement - Bonny Slope Park		8,500					8,500
ADA Improvement - Other		45,000					45,000
ADA Improvement - Veterans Memorial Park		40,000					40,000
Other ADA Improvements	28,200	50,000	100,000	100,000	100,000	100,000	478,200
ADA Improvements Total	28,200	143,500	100,000	100,000	100,000	100,000	571,700
Land Acquisition							
Acquisition of Community Park Land - North Bethany	1,465,800	500,000	1,326,000				3,291,800
Acquisition of Natural Area Land - So. Cooper Mountain	395,000	105,000	1,600,000	1,600,000			3,700,000
Acquisition of Neighborhood Park - Bonny Slope West	1,951,000		286,000		1,200,000		3,437,000
Acquisition of Neighborhood Park Land - Infill Areas	350,000	500,000		1,200,000			2,050,000
Acquisition of Neighborhood Park Land - North Bethany	241,000	500,000					741,000
Acquisition of Neighborhood Park Land - So. Cooper Mountain	480,000	5,025,000					5,505,000
Acquisition of Trails Land - North Bethany	846,000	100,000		879,100			1,825,100
Acquisition of Trails Land - So. Cooper Mountain	485,000	50,000	544,000				1,079,000
Land Acquisition Total	6,213,800	6,780,000	3,756,000	3,679,100	1,200,000	-	21,628,900
Building & Pool Equipment Replacements							
Other Building & Pool Equipment Replacements		4,000					4,000
Building & Pool Equipment Replacements	-	4,000	-	-	-	-	4,000
Fleet & Equipment Replacement							
1/2 Ton pickup		23,000					23,000
3/4 T crew-cab pickup unit		36,000					36,000
4x4 Hybrid SUV Park Patrol unit		35,000					35,000
52" Mowers		25,500					25,500
72" Mowers		45,000					45,000
Cargo Vans		54,000					54,000
Crew-cab 2-3 yard		43,000					43,000
Field Blower unit		10,500					10,500
Infield Rake unit		34,000					34,000
Large Rotary Mower		110,000					110,000
Platform Scissor Lift		26,000					26,000
Pressure Washer Trailer		17,000					17,000
Single axle trailer unit		6,000					6,000
High Production Mowers						210,000	210,000
Tractor PTO Mower unit		7,500					7,500
24 Passenger Bus			70,000	70,000			140,000
Fleet & Equipment Replacement Total	-	472,500	70,000	70,000	-	210,000	822,500
Fleet & Equipment Improvement							
Minibus		30,000					30,000
Vehicle Wraps		14,000					14,000
Other Fleet & Equipment Improvement			26,900	26,900	26,900	26,900	107,600
Fleet & Equipment Improvement Total	-	44,000	26,900	26,900	26,900	26,900	151,600
Undesignated Projects Total	-	6,164,976	-	-	-	-	6,164,976
Development/Improvement							
Beaverton Creek Trail: Segment #3-4			2,300,000				2,300,000
Bethany Creek Trail #2, Segment #3 - Design & Development	1,075,000						1,075,000
Bonny Slope / BSD Trail Development	419,900						419,900
Building Expansion - site to be determined	995,000						995,000
Cedar Hills Park - additional funding for bond project	1,038,000						1,038,000
Cedar Mill Creek Community Trail Segment #4 Master Planning and Design	250,000	50,000					300,000
ConnectOregon Grant Match - Waterhouse Trail, Segment 4	200,000						200,000
LWCF Grant Match - New Natural Area Public Access		250,000					250,000
MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW	241,000						241,000
MTIP Grant Match - Westside Trail, Segment 18		700,000					700,000
Natural Area Master Plan	100,000						100,000
North Bethany Park and Trail Development - Proj. Mgmt.	120,000						120,000
North Bethany Park and Trail Improvements		315,000					315,000
NW Quadrant Neighborhood Park Master Plan & Design	265,000						265,000
NW Quadrant New Neighborhood Park Development	3,167,000	600,000					3,767,000
RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design		200,000					200,000
SW Quadrant Neighborhood Park Master Plan and Design	192,500	75,000					267,500
Waterhouse Trail Improvements.		350,000					350,000
Sexton Mountain Drive			4,962,500				4,962,500
New Regional Trail Design & Development - Westside Trail #19**			720,000				720,000
Trail Development - Westside Trail: Sunset Hwy Crossing				4,800,000			4,800,000
Design & Develop Synthetic Turf Field w/ Lights - NE Quadrant				2,500,000			2,500,000
Youth Multi-Purpose Athletic Field - South Cooper Mountain				800,000			800,000
Community Park Master Plant: NW Miller Rd./NW Barnes Rd				300,000			300,000
Community Development (Phase I): NW Miller Rd/NW Barnes Road					5,000,000		5,000,000
Trail Development - Westside Trail: Sunset Hwy Crossing					4,800,000		4,800,000
Other Development/Improvement	72,000	90,000					162,000
Development/Improvement Total	8,135,400	2,630,000	7,982,500	8,400,000	9,800,000	-	36,947,900

Five-year Capital Funding Sources - FY 2019-2023

	Carryover Funds	2019 Funding	2020 Funding	2021 Funding	2022 Funding	2023 Funding	Total 5-Year Funding
Renovate And Redevelop Neighborhood Parks							
Somerset West Park		\$ 1,027,231					\$ 1,027,231
Renovate And Redevelop Neighborhood Parks Total	-	1,027,231	-	-	-	-	1,027,231
Renovate And Redevelop Community Parks							
Cedar Hills Park & Athletic Field		7,616,563					7,616,563
Renovate And Redevelop Community Parks Total	-	7,616,563	-	-	-	-	7,616,563
Natural Area Preservation							
Cooper Mountain Area		218,043					218,043
NE/Bethany Meadows Trail Habitat Connection		261,671					261,671
Raleigh Park		104,070					104,070
Restoration of new properties to be acquired		646,810					646,810
Rock Creek Greenway		158,925					158,925
Somerset		153,799					153,799
Other Natural Area Preservation		723,925					723,925
Natural Area Preservation Total	-	2,267,243	-	-	-	-	2,267,243
Natural Area Preservation - Land Acquisition							
Natural Area Acquisitions		3,684,333					3,684,333
Natural Area Preservation - Land Acquisition Total	-	3,684,333	-	-	-	-	3,684,333
New Linear Park And Trail Development							
Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2		618,434					618,434
Other New Linear Park And Trail Development		74,430					74,430
New Linear Park And Trail Development Total	-	692,864	-	-	-	-	692,864
New Linear Park And Trail Acquisitions Total	-	1,132	-	-	-	-	1,132
Multi-Field/Multi-Purpose Athletic Field Development							
New Field in NW Quadrant		520,080					520,080
New Field in SW Quadrant		544,201					544,201
Multi-Field/Multi-Purpose Athletic Field Development Total	-	1,064,281	-	-	-	-	1,064,281
Facility Rehabilitation							
Structural Upgrades at Beaverton Swim Center		49,910					49,910
Facility Rehabilitation Total	-	49,910	-	-	-	-	49,910
Grand Total	\$16,314,351	\$43,320,450	\$15,945,491	\$15,965,611	\$14,712,597	\$ 6,196,105	\$ 112,454,605

Tualatin Hills Park & Recreation District

Capital Improvement Plan

2019 thru 2023

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
01 General Fund								
Athletic Facility Replacements Total	01 Ath Fac R	n/a	\$1,265,000	\$ -	\$ 287,793	\$ 537,793	\$ 837,793	\$2,928,379
Athletic Facility Improvements Total	02 Ath Fac I	n/a	15,000	382,603	382,603	382,603	382,603	1,545,412
Building Replacements Total	03 Bldg Rplc	n/a	2,470,955	2,295,684	1,325,847	1,118,933	3,044,833	10,256,252
Building Improvements Total	04 Bldg Impr	n/a	177,079	75,000	75,000	75,000	75,000	477,079
Park & Trail Replacements Total	05 Pk & Tr R	n/a	2,085,231	870,233	1,175,797	1,084,797	1,076,405	6,292,463
Park & Trail Improvements Total	06 Pk & Tr I	n/a	3,939,000	107,371	107,371	107,371	107,371	4,368,484
Information Technology Replacement Total	07 IT Rplc	n/a	233,812	140,000	196,000	140,000	196,000	905,812
Information Technology Improvement Total	08 IT Imprv	n/a	636,339	64,200	64,200	64,200	64,200	893,139
Facility Challenge Grants Total	09 Chall Grt	n/a	75,000	75,000	75,000	75,000	75,000	375,000
ADA Improvements Total	10 ADA Imp	n/a	171,700	100,000	100,000	100,000	100,000	571,700
Maintenance Equipment Replacement Total	12 Main Eq R	n/a	4,000					4,000
Fleet & Equipment Replacement Total	13 Fleet R	n/a	472,500	70,000	70,000	0	210,000	822,500
Fleet & Equipment Improvement Total	14 Fleet I	n/a	44,000	26,900	26,900	26,900	26,900	151,600
01 General Fund Total			11,589,616	4,206,991	3,886,511	3,712,597	6,196,105	29,591,820
02 Grant Funds								
Park & Trail Improvements Total	06 Pk & Tr I	n/a	1,717,452					1,717,452
02 Grant Funds Total			1,717,452					1,717,452
03 SDC Fund								
Land Acquisition Total	11 Land Acq	n/a	12,993,800	3,756,000	3,679,100	1,200,000	0	21,628,900
Undesignated Total	15 Undesig	n/a	6,164,976					6,164,976
Development/Improvement Total	16 Dvp/I	n/a	10,765,400	7,982,500	8,400,000	9,800,000	0	36,947,900
03 SDC Fund Total			29,924,176	11,738,500	12,079,100	11,000,000	0	64,741,776
04 Bond Fund								
Renovate and Redvelop Neighborhood Parks Total	17 Ren Neigh	n/a	1,027,231					1,027,231
Renovate and Redvelop Community Parks Total	18 Ren Comm	n/a	7,616,563					7,616,563
Natural Area Preservation Total	19 NR Preser	n/a	2,267,243					2,267,243
Natural Area Preservation - Land Acquisition Total	20 NR Land A	n/a	3,684,333					3,684,333
New Linear Park and Trail Development Total	21 Lin Pk Tr	n/a	692,864					692,864
New Linear Park and Trail Land Acquisition	22 Trl LA	n/a	1,132					1,132
Multifield/Multipurpose Athletic Field Dev Total	23 Ath Field	n/a	1,064,281					1,064,281
Facility Rehabilitation Total	24 Fac Rehab	n/a	49,910					49,910
04 Bond Fund Total			16,403,557					16,403,557
GRAND TOTAL			\$59,634,801	\$15,945,491	\$15,965,611	\$14,712,597	\$6,196,105	\$112,454,605



Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

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

Total Project Cost: \$2,928,379

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

Description

Includes the following projects:
Sports Field Lighting Central Control
Synthetic Turf
Tennis Court Resurface (3 sites)
Basketball Pad Overlay

Justification

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

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	1,265,000	0	287,793	537,793	837,793	2,928,379
Total	1,265,000	0	287,793	537,793	837,793	2,928,379

Funding Sources	2019	2020	2021	2022	2023	Total
01 General Fund	1,265,000	0	287,793	537,793	837,793	2,928,379
Total	1,265,000	0	287,793	537,793	837,793	2,928,379

Budget Impact/Other

Minimal operating or maintenance cost savings anticipated for the athletic facility replacements listed.

Capital Improvement Plan

2019 *thru* 2023

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # 02 Ath Fac I

Type Unassigned

Project Name Athletic Facility Improvements Total

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,545,412

Description

Includes the following project:
Court Restriping for Pickleball

Justification

Athletic court additions to enhance usability.

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	15,000	382,603	382,603	382,603	382,603	1,545,412
Total	15,000	382,603	382,603	382,603	382,603	1,545,412

Funding Sources	2019	2020	2021	2022	2023	Total
01 General Fund	15,000	382,603	382,603	382,603	382,603	1,545,412
Total	15,000	382,603	382,603	382,603	382,603	1,545,412

Budget Impact/Other

Minimal operating or maintenance cost savings anticipated for these athletic facility improvements.

Capital Improvement Plan

2019 *thru* 2023

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # 03 Bldg Rplc

Type Maintenance

Project Name Building Replacements Total

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost:\$10,256,262

Description

Includes the following items and categories:
Wood Floor Refinish (Carryover)
Shower Facility Repair (Carryover)
Cardio and Weight Equipment
Raleigh Swim Center Pool Tank/Deck
John Quincy Adams Young House Restoration
Babette Horenstein Tennis Center LED Lighting
Building Exterior
Building Furnishings
Floor Coverings
HVAC Components
Major Capital Replacements
Plumbing 25 Year Life
Pool Apparatus & Mechanical Systems
Windows & Doors

Justification

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

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	2,470,955	2,295,684	1,325,847	1,118,933	3,044,833	10,256,252
Total	2,470,955	2,295,684	1,325,847	1,118,933	3,044,833	10,256,252

Funding Sources	2019	2020	2021	2022	2023	Total
01 General Fund	2,470,955	2,295,684	1,325,847	1,118,933	3,044,833	10,256,252
Total	2,470,955	2,295,684	1,325,847	1,118,933	3,044,833	10,256,252

Budget Impact/Other

Replacement of the existing overhead light fixtures at the Babette Hornstein Tennis Center with LED fixtures will save the district approximately \$22,300 in electricity per year and \$21,700 in annual maintenance expenditures.

Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

Project # 04 Bldg Impr
Project Name Building Improvements Total

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

Total Project Cost: \$477,079

Description

Includes the following projects:
Blackout Curtains
HVAC (3 sites)
Office Remodel
Office Space Expansion Design
Pool Window Tinting
Storage Shed (2 sites)

Justification

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

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	177,079	75,000	75,000	75,000	75,000	477,079
Total	177,079	75,000	75,000	75,000	75,000	477,079

Funding Sources	2019	2020	2021	2022	2023	Total
01 General Fund	177,079	75,000	75,000	75,000	75,000	477,079
Total	177,079	75,000	75,000	75,000	75,000	477,079

Budget Impact/Other

No incremental operating or maintenance costs anticipated for the building improvement projects. Increased efficiencies of having equipment on site(s).

Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

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

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

Total Project Cost: \$6,292,463

Description

Includes the following projects:
Asphalt Pedestrian Pathways (10 sites)
Bridges and Boardwalks (2 sites)
Bridges and Boardwalks (3 sites) (Carryover)
Concrete Sidewalk Repair (7 sites)
Design Study and Berm Stabilization Study
Fences (3 sites)
Hazeldale Park Parking Lot (Carryover)
Irrigation Systems Redesign and Reconfiguration (2 sites)
Landscaping (Carryover)
Play Equipment (2 sites) (Carryover)

Justification

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

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	2,085,231	870,233	1,175,797	1,084,797	1,076,405	6,292,463
Total	2,085,231	870,233	1,175,797	1,084,797	1,076,405	6,292,463

Funding Sources	2019	2020	2021	2022	2023	Total
01 General Fund	2,085,231	870,233	1,175,797	1,084,797	1,076,405	6,292,463
Total	2,085,231	870,233	1,175,797	1,084,797	1,076,405	6,292,463

Budget Impact/Other

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

Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

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

Total Project Cost: \$6,085,936

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

Description

Includes the following projects:
Cedar Hills Park - Additional Funding for Bond Project
Garbage Can and Picnic Table Pads
Memorial Benches
Retaining Wall
Summercrest Park Bank Stabilization
LGGP - Butternut Park Play Equipment Replacement (Grant Funded)
LGGP - Cedar Hills Park (Grant Funded)
LWCF - Commonwealth Lake Park Bridge Replacement (Grant Funded)
LWCF - Crowell Woods (Grant Funded)
Metro Nature in Neighborhoods - Fanno Creek Greenway (Grant Funded)
RTP - Cedar Mill Creek Trail 3-4 (Grant Funded)
SDAO - Combustion Analyzer (Grant Funded)

Justification

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

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	5,656,452	107,371	107,371	107,371	107,371	6,085,936
Total	5,656,452	107,371	107,371	107,371	107,371	6,085,936

Funding Sources	2019	2020	2021	2022	2023	Total
01 General Fund	3,939,000	107,371	107,371	107,371	107,371	4,368,484
02 Grant Funds	1,717,452					1,717,452
Total	5,656,452	107,371	107,371	107,371	107,371	6,085,936

Budget Impact/Other

Additional funds budgeted to complete the Cedar Hills Park and Somerset West Park redevelopment projects. No incremental operating or maintenance costs until completion of the projects in fiscal year 2019/20.

Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$905,812

Project # 07 IT Rplc

Project Name Information Technology Replacement Total

Description

Includes the following projects:

Desktop
Desktop printers
LAN/WAN
Servers
Timeclocks

Justification

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

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	233,812	140,000	196,000	140,000	196,000	905,812
Total	233,812	140,000	196,000	140,000	196,000	905,812

Funding Sources	2019	2020	2021	2022	2023	Total
01 General Fund	233,812	140,000	196,000	140,000	196,000	905,812
Total	233,812	140,000	196,000	140,000	196,000	905,812

Budget Impact/Other

No incremental operating or maintenance costs anticipated for information technology replacement projects.

Capital Improvement Plan

2019 *thru* 2023

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # 08 IT Imprv

Type Unassigned

Project Name Information Technology Improvement Total

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$893,139

Description

Includes the following projects:
Computers (2)
Configuration Management Software
Drone
Financial Software
FLIR Thermal Monocular Vision Camera
Folder / Sorter
Phone Replacement
Translation Software

Justification

Information technology equipment additions to enhance working efficiencies.

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	636,339	64,200	64,200	64,200	64,200	893,139
Total	636,339	64,200	64,200	64,200	64,200	893,139

Funding Sources	2019	2020	2021	2022	2023	Total
01 General Fund	636,339	64,200	64,200	64,200	64,200	893,139
Total	636,339	64,200	64,200	64,200	64,200	893,139

Budget Impact/Other

Replacement of the financial software will increase annual licensing fees by approximately \$40,000 per year and will provide additional functionality, capacity and efficiency for THPRD. Purchase of the information services equipment will add these components to the four-year replacement cycle.

Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$375,000

Project # 09 Chall Grt

Project Name Facility Challenge Grants Total

Description

Includes the following project:
Challenge Grants

Justification

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

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	75,000	75,000	75,000	75,000	75,000	375,000
Total	75,000	75,000	75,000	75,000	75,000	375,000

Funding Sources	2019	2020	2021	2022	2023	Total
01 General Fund	75,000	75,000	75,000	75,000	75,000	375,000
Total	75,000	75,000	75,000	75,000	75,000	375,000

Budget Impact/Other

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

Capital Improvement Plan

2019 *thru* 2023

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # 10 ADA Imp

Type Improvement

Project Name ADA Improvements Total

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$571,700

Description

Includes the following projects:
ADA Improvements (Carryover)
ADA Improvement - Bonny Slope Park
ADA Improvement - Other
ADA Improvement - Veterans Memorial Park

Justification

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

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	171,700	100,000	100,000	100,000	100,000	571,700
Total	171,700	100,000	100,000	100,000	100,000	571,700

Funding Sources	2019	2020	2021	2022	2023	Total
01 General Fund	171,700	100,000	100,000	100,000	100,000	571,700
Total	171,700	100,000	100,000	100,000	100,000	571,700

Budget Impact/Other

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

Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$21,628,900

Project # 11 Land Acq
Project Name Land Acquisition Total

Description

Includes the following projects:
Acquisition of Community Park Land - North Bethany (SDC)
Acquisition of Natural Area Land - So. Cooper Mountain (SDC)
Acquisition of Neighborhood Park - Bonny Slope West (SDC)
Acquisition of Neighborhood Park Land - Infill Areas (SDC)
Acquisition of Neighborhood Park Land - North Bethany (SDC)
Acquisition of Neighborhood Park Land - So. Cooper Mountain (SDC)
Acquisition of Trails Land - North Bethany (SDC)
Acquisition of Trails Land - So. Cooper Mountain (SDC)
Land Acquisition - FY 2017/18 Carryforward (SDC)

Justification

Additional SDC land acquisition funds.

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	12,993,800	3,756,000	3,679,100	1,200,000	0	21,628,900
Total	12,993,800	3,756,000	3,679,100	1,200,000	0	21,628,900

Funding Sources	2019	2020	2021	2022	2023	Total
03 SDC Fund	12,993,800	3,756,000	3,679,100	1,200,000	0	21,628,900
Total	12,993,800	3,756,000	3,679,100	1,200,000	0	21,628,900

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

2019 *thru* 2023

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Equipment

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$4,000

Project # 12 Main Eq R

Project Name Maintenance Equipment Replacement Total

Description

Includes the following project:
Sweeper Batteries/Brushes

Justification

Maintenance equipment replacements based on need and asset useful life.

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	4,000					4,000
Total	4,000					4,000

Funding Sources	2019	2020	2021	2022	2023	Total
01 General Fund	4,000					4,000
Total	4,000					4,000

Budget Impact/Other

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

Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

Project # 13 Fleet R
Project Name Fleet & Equipment Replacement Total

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

Total Project Cost: \$822,500

Description

Includes the following projects:
1/2 Ton pickup
3/4 T crew-cab pickup unit
4x4 Hybrid SUV Park Patrol unit
52" Mowers
72" Mowers
Cargo Vans
Crew-cab 2-3 yard
Field Blower unit
Infield Rake unit
Large Rotary Mower
Platform Scizzor Lift
Pressure Washer Trailer
Single axle trailer unit
Tractor PTO Mower unit

Justification

Maintenance equipment replacements based on need and asset useful life.

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	472,500	70,000	70,000	0	210,000	822,500
Total	472,500	70,000	70,000	0	210,000	822,500

Funding Sources	2019	2020	2021	2022	2023	Total
01 General Fund	472,500	70,000	70,000	0	210,000	822,500
Total	472,500	70,000	70,000	0	210,000	822,500

Budget Impact/Other

No incremental operating or maintenance costs anticipated for these fleet and equipment replacements.

Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

Department Summary

Contact

Project # 14 Fleet I

Project Name Fleet & Equipment Improvement Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$151,600

Description

Includes the following projects:

Minibus

Vehicle Wraps

Justification

Maintenance equipment additions to enhance working efficiencies.

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	44,000	26,900	26,900	26,900	26,900	151,600
Total	44,000	26,900	26,900	26,900	26,900	151,600

Funding Sources	2019	2020	2021	2022	2023	Total
01 General Fund	44,000	26,900	26,900	26,900	26,900	151,600
Total	44,000	26,900	26,900	26,900	26,900	151,600

Budget Impact/Other

Annual incremental expenditures of \$1,850 for the minibus will be offset by \$7,500 in annual rental fees saved.

Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

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

Total Project Cost: \$6,164,976

Project # 15 Undesig
Project Name Undesignated Total

Description

Includes the following project:
Undesignated Projects (SDC Fund)

Justification

Undesignated SDC funds for future project assignment.

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	6,164,976					6,164,976
Total	6,164,976					6,164,976

Funding Sources	2019	2020	2021	2022	2023	Total
03 SDC Fund	6,164,976					6,164,976
Total	6,164,976					6,164,976

Budget Impact/Other

No specific projects identified at this time.

Capital Improvement Plan

2019 *thru* 2023

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # 16 Dvp/I

Type Improvement

Project Name Development/Improvement Total

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$36,947,900

Description

Includes the following projects:
Bethany Creek Falls - Project Mgmt. (Carryover)
Bethany Creek Trail #2, Segment #3 - Design & Development (Carryover)
Bonny Slope / BSD Trail Development (Carryover)
Building Expansion - site to be determined (Carryover)
Cedar Hills Park - additional funding for bond project (Carryover)
Cedar Mill Creek Community Trail Segment #4 Master Planning and Design (Carryover)
ConnectOregon Grant Match - Waterhouse Trail, Segment 4 (Carryover)
Dog Parks - expansions and new sites
Fanno Creek Trail - Denney Road Crossing Improvements
LWCF Grant Match - New Natural Area Public Access
MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW (Carryover)
MTIP Grant Match - Westside Trail, Segment 18 (Carryover)
Natural Area Master Plan (Carryover)
New Synthetic Turf Field - Conestoga Middle School (Carryover)
North Bethany Park and Trail Development - Proj. Mgmt. (Carryover)
North Bethany Park and Trail Improvements
NW Quadrant Neighborhood Park Master Plan & Design (Carryover)
NW Quadrant New Neighborhood Park Development (2) (Carryover)
RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design
So. Cooper Mtn Park and Trail Development - Project Mgmt. (Carryover)
SW Quadrant Neighborhood Park Master Plan and Design (Carryover)
Waterhouse Trail Improvements.

Justification

SDC funded park equipment, surface and system additions to enhance park usability.

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	10,765,400	7,982,500	8,400,000	9,800,000	0	36,947,900
Total	10,765,400	7,982,500	8,400,000	9,800,000	0	36,947,900

Funding Sources	2019	2020	2021	2022	2023	Total
03 SDC Fund	10,765,400	7,982,500	8,400,000	9,800,000	0	36,947,900
Total	10,765,400	7,982,500	8,400,000	9,800,000	0	36,947,900

Budget Impact/Other

Approximate annual cost to maintain one mile of trail is \$24,189. Total incremental costs unknown until trail sections are complete and inventoried.

Approximate annual cost to maintain one developed park acre is \$2,830. Total incremental costs unknown until all park projects are complete.

Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

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

Total Project Cost: \$1,027,231

Project # 17 Ren Neigh

Project Name Renovate and Redevelop Neighborhood Parks Total

Description

Includes the following project:
Somerset West Park (Bond Fund)

Justification

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

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	1,027,231					1,027,231
Total	1,027,231					1,027,231

Funding Sources	2019	2020	2021	2022	2023	Total
04 Bond Fund	1,027,231					1,027,231
Total	1,027,231					1,027,231

Budget Impact/Other

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

Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

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

Total Project Cost: \$7,616,563

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	2019	2020	2021	2022	2023	Total
Capital Outlay	7,616,563					7,616,563
Total	7,616,563					7,616,563

Funding Sources	2019	2020	2021	2022	2023	Total
04 Bond Fund	7,616,563					7,616,563
Total	7,616,563					7,616,563

Budget Impact/Other

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

Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

Project # 19 NR Preser
Project Name Natural Area Preservation Total

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

Total Project Cost: \$2,267,243

Description
Includes the following projects: Allenbach Acres Park Bannister Creek Greenway/NE Park Beaverton Creek Greenway Duncan Beaverton Creek Trail Bethany Wetlands Park Bluegrass Downs Park Church of Nazarene Cooper Mountain Area Crystal Creek Park Fanno Creek Park Greenway Park/Koll Center Hyland Woods Phase 2 Jenkins Estate Phase 2 Lilly K. Johnson Woods Morrison Woods Park Mt Williams Park NE/Bethany Meadows Trail Habitat Connection Raleigh Park Restoration of new properties to be acquired Rock Creek Greenway Roger Tilbury Memorial Park Somerset Whispering Woods Phase 2

Justification
2008 Bond approved natural area preservation projects.

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	2,267,243					2,267,243
Total	2,267,243					2,267,243

Funding Sources	2019	2020	2021	2022	2023	Total
04 Bond Fund	2,267,243					2,267,243
Total	2,267,243					2,267,243

Budget Impact/Other
Maintenance cost impacts for preservation sites will be determined upon completion.

Capital Improvement Plan

2019 *thru* 2023

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # 20 NR Land A

Type Unassigned

Project Name Natural Area Preservation - Land Acquisition Total

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$3,684,333

Description

Includes the following project:
Natural Area Acquisitions

Justification

2008 Bond approved natural area preservation land acquisition projects.

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	3,684,333					3,684,333
Total	3,684,333					3,684,333

Funding Sources	2019	2020	2021	2022	2023	Total
04 Bond Fund	3,684,333					3,684,333
Total	3,684,333					3,684,333

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

2019 *thru* 2023

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$692,864

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 Seg 2 & 5, and North Bethany Trail Seg 2

Justification

2008 Bond approved trail and linear park projects.

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	692,864					692,864
Total	692,864					692,864

Funding Sources	2019	2020	2021	2022	2023	Total
04 Bond Fund	692,864					692,864
Total	692,864					692,864

Budget Impact/Other

Approximate annual cost to maintain one mile of trail is \$24,189. Total incremental costs unknown until all trail sections are complete and inventoried.

Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

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

Project # 22 Trl LA
Project Name New Linear Park and Trail Land Acquisition

Total Project Cost: \$1,132

Description

Includes the following projects:
New Linear Park and Trail Land Acquisitions

Justification

2008 Bond approved linear park and trail land acquisitions.

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	1,132					1,132
Total	1,132					1,132

Funding Sources	2019	2020	2021	2022	2023	Total
04 Bond Fund	1,132					1,132
Total	1,132					1,132

Budget Impact/Other

Approximate annual cost to maintain one mile of trail is \$24,189. Total incremental expenditure unknown until trail sections are complete.

Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$1,064,281

Project # 23 Ath Field

Project Name Multifield/Multipurpose Athletic Field Dev Total

Description

Includes the following projects:
New Field in NW Quadrant
New Field in SW Quadrant

Justification

2008 Bond approved multifield/multipurpose athletic field development projects.

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	1,064,281					1,064,281
Total	1,064,281					1,064,281

Funding Sources	2019	2020	2021	2022	2023	Total
04 Bond Fund	1,064,281					1,064,281
Total	1,064,281					1,064,281

Budget Impact/Other

Annual cost to maintain one sports field is approximately \$3,049. Total incremental expenditure unknown until all fields are constructed and placed into service.

Capital Improvement Plan

2019 *thru* 2023

Tualatin Hills Park & Recreation District

Department Summary

Contact

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$49,910

Project # 24 Fac Rehab

Project Name Facility Rehabilitation Total

Description

Includes the following projects:
Structural Upgrades at Beaverton Swim Center

Justification

2008 Bond approved facility rehabilitation projects.

Expenditures	2019	2020	2021	2022	2023	Total
Capital Outlay	49,910					49,910
Total	49,910					49,910

Funding Sources	2019	2020	2021	2022	2023	Total
04 Bond Fund	49,910					49,910
Total	49,910					49,910

Budget Impact/Other

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

GENERAL FUND

General Fund Summary



GENERAL FUND

FUND DESCRIPTION

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

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

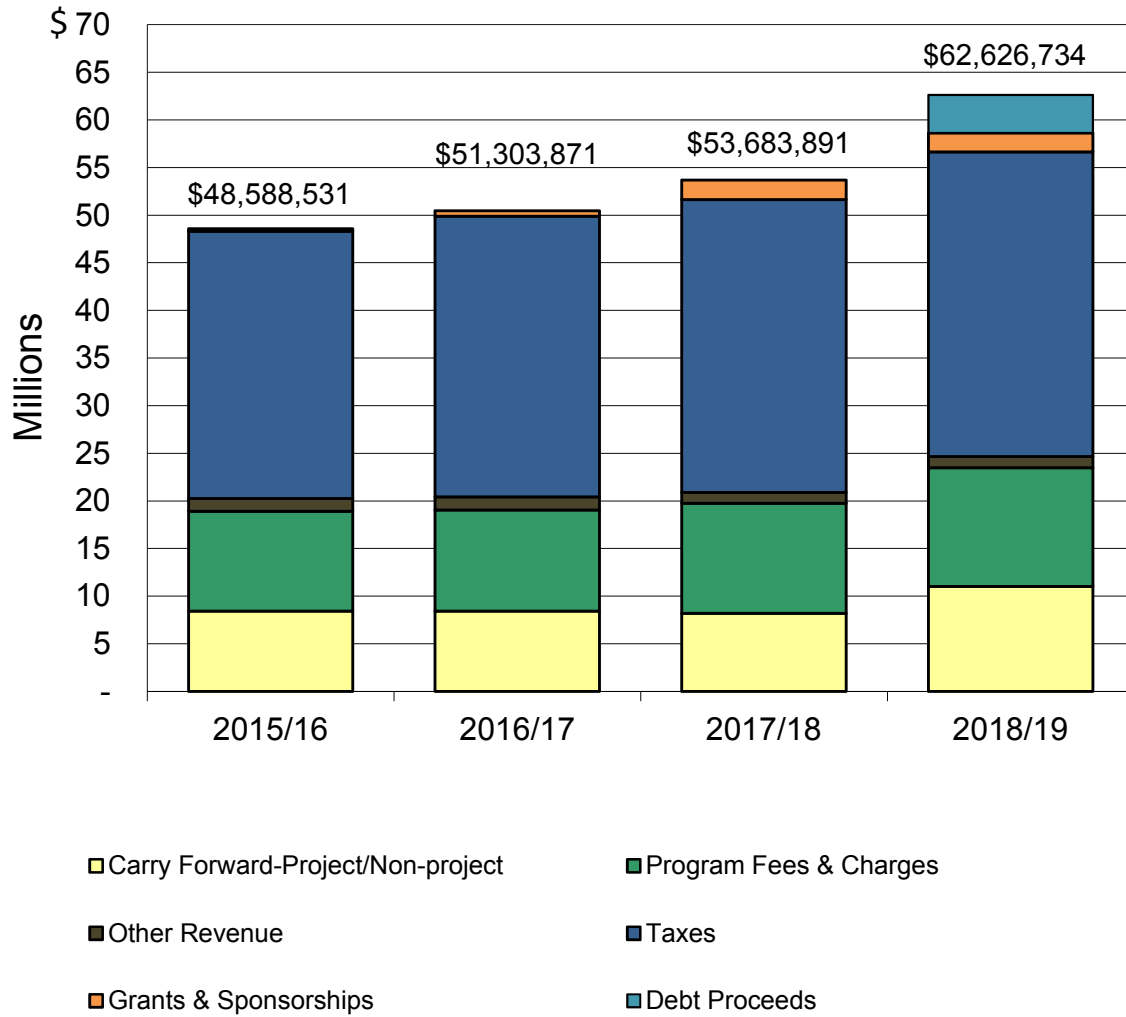
The requirements of the General Fund are for program operations and for capital outlay. The main operating Divisions of the General Fund are Board of Directors, Administration, Business & Facilities, and Park & Recreation Services, along with Contingency and Capital Replacement Reserve.



GENERAL FUND SUMMARY
FY 2015/16 - FY 2018/19

	Actual 2015/16	Actual 2016/17	Current 2017/18	Proposed 2018/19	Approved 2018/19
RESOURCES					
Beginning Balance- Capital Replacement Reserve	\$ -	\$ 850,000	\$ 1,700,000	\$ 2,550,000	\$ 2,550,000
Cash on Hand for Fiscal Year	5,249,071	5,989,552	5,475,000	6,500,000	6,500,000
Balance Forward from Previous Year Projects	3,187,987	2,431,785	1,009,395	1,965,151	1,965,151
Previously Levied Taxes estimated to be received during ensuing year	273,227	271,128	325,000	347,000	347,000
Program Resources	10,485,709	10,641,932	11,576,432	12,477,416	12,477,416
Other Resources	1,598,118	1,946,372	3,181,567	7,164,189	7,164,189
Subtotal Resources except taxes to be levies	20,794,112	22,130,769	23,267,394	31,003,756	31,003,756
Current Year Taxes (Permanent Rate multiplied by Assessed Value)	27,794,419	29,173,102	30,416,497	31,622,978	31,622,978
TOTAL RESOURCES	\$ 48,588,531	\$ 51,303,871	\$ 53,683,891	\$ 62,626,734	\$ 62,626,734
EXPENDITURES					
Board of Directors	\$ 178,382	\$ 274,731	\$ 269,895	\$ 311,500	\$ 311,500
Administration	2,104,825	2,193,087	2,513,864	2,601,140	2,601,140
Business & Facilities	17,299,833	18,702,595	22,024,609	20,122,803	20,122,803
Planning	1,262,721	-	-	-	-
Park & Recreation Services	15,499,027	15,022,220	17,406,310	21,161,879	21,161,879
Capital Projects	2,972,406	5,190,831	6,419,213	12,529,412	12,529,412
Contingency	-	-	2,500,000	2,500,000	2,500,000
TOTAL EXPENDITURES	\$ 39,317,194	\$ 41,383,464	\$ 51,133,891	\$ 59,226,734	\$ 59,226,734
Ending Unappropriated Fund Balance					
General Fund Balance	\$ 8,421,337	\$ 8,220,407	\$ -	\$ -	\$ -
Capital Replacement Reserve	850,000	1,700,000	2,550,000	3,400,000	3,400,000
TOTAL REQUIREMENTS	\$ 48,588,531	\$ 51,303,871	\$ 53,683,891	\$ 62,626,734	\$ 62,626,734

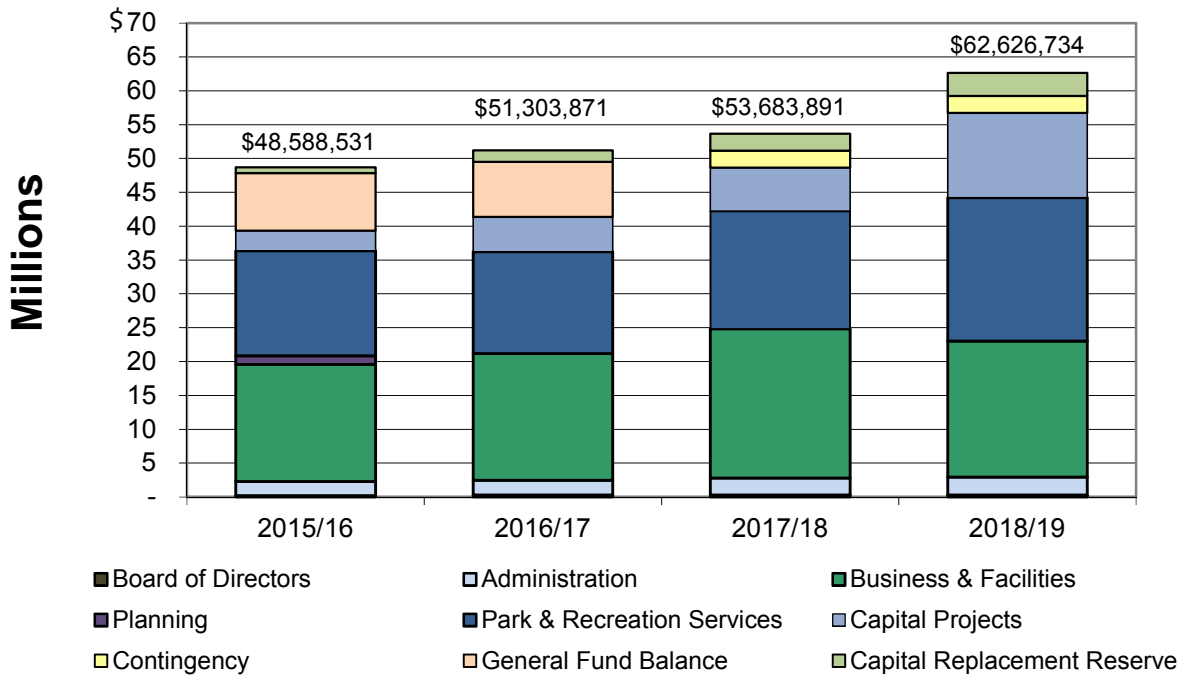
General Fund Resources FY 2015/16- FY 2018/19



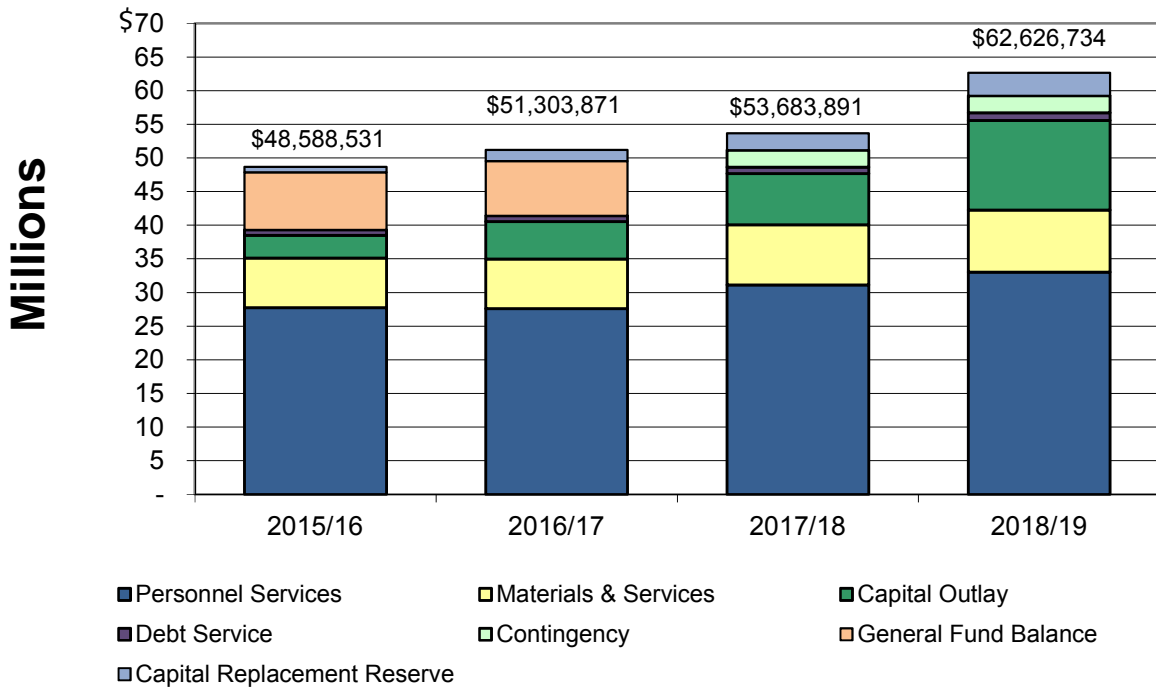
GENERAL FUND RESOURCES
FY 2015/16 - FY 2018/19

GENERAL FUND RESOURCES:	Actual 2015/16	Actual 2016/17	Current 2017/18	Proposed 2018/19	Approved 2018/19
Beginning Capital Replacement Reserve	\$ -	\$ 850,000	\$ 1,700,000	\$ 2,550,000	\$ 2,550,000
Cash on Hand for Fiscal Year	5,249,071	5,989,552	5,475,000	6,500,000	6,500,000
Balance Forward from Previous Year Projects	3,187,987	2,431,785	1,009,395	1,965,151	1,965,151
Previously Levied Taxes estimated to be received during ensuing year	273,227	271,128	325,000	347,000	347,000
PROGRAM RESOURCES:					
Swim Center Revenue	2,450,847	2,732,311	3,216,289	3,527,061	3,527,061
Tennis Revenue	1,017,285	978,178	1,129,096	1,145,403	1,145,403
Recreation Program Revenue	5,041,256	4,883,483	5,185,786	5,616,772	5,616,772
Sports Program/Athletic Center Revenue	1,565,716	1,631,316	1,639,061	1,727,357	1,727,357
Natural Resources Revenue	410,605	416,644	406,200	460,823	460,823
OTHER RESOURCES:					
Miscellaneous Revenue	188,479	172,235	140,350	140,350	140,350
Interest Revenue	152,866	199,811	155,000	250,000	250,000
Telecommunication Site Lease Revenue	237,753	227,673	177,400	177,200	177,200
Rental Properties/Concession Revenue	411,143	408,240	291,500	335,000	335,000
Grants and Intergovernmental Revenue	277,153	569,910	2,055,417	1,998,539	1,998,539
Sponsorships	2,554	807	5,000	5,000	5,000
Debt Proceeds	-	-	-	4,000,000	4,000,000
Transfers In	328,170	367,696	356,900	258,100	258,100
Total Resources except taxes to be levied..... Subtotal	\$ 20,794,112	\$ 22,130,769	\$ 23,267,394	\$ 31,003,756	\$ 31,003,756
Current Year (Permanent Rate multiplied by Assessed Value)	27,794,419	29,173,102	30,416,497	31,622,978	31,622,978
TOTAL RESOURCES	\$ 48,588,531	\$ 51,303,871	\$ 53,683,891	\$ 62,626,734	\$ 62,626,734

General Fund Requirements By Division FY 2015/16 - FY 2018/19



General Fund Requirements By Account FY 2015/16 - FY 2018/19



**SUMMARY GENERAL FUND BUDGET
FY 2015/16 - FY 2018/19**

	Actual 2015/16	Actual 2016/17	Current 2017/18	Proposed 2018/19	Approved 2018/19
<u>REQUIREMENTS BY DIVISION</u>					
Board of Directors	\$ 178,382	\$ 274,731	\$ 269,895	\$ 311,500	\$ 311,500
Administration	2,104,825	2,193,087	2,513,864	2,601,140	2,601,140
Business & Facilities	17,299,833	18,702,595	22,024,609	20,122,803	20,122,803
Planning	1,262,722	-	-	-	-
Park & Recreation Services	15,499,027	15,022,220	17,406,310	21,161,879	21,161,879
Capital Projects	2,972,406	5,190,831	6,419,213	12,529,412	12,529,412
Contingency	-	-	2,500,000	2,500,000	2,500,000
TOTAL EXPENDITURES	\$ 39,317,195	\$ 41,383,464	\$ 51,133,891	\$ 59,226,734	\$ 59,226,734
Ending Unappropriated Fund Balance					
General Fund Balance	\$ 8,421,337	\$ 8,220,407	\$ -	\$ -	\$ -
Capital Replacement Reserve	850,000	1,700,000	2,550,000	3,400,000	3,400,000
TOTAL REQUIREMENTS	\$ 48,588,532	\$ 51,303,871	\$ 53,683,891	\$ 62,626,734	\$ 62,626,734
<u>EXPENDITURES BY ACCOUNT</u>					
Personnel Services	\$ 27,721,344	\$ 27,597,580	\$ 31,106,328	\$ 33,007,024	\$ 33,007,024
Materials & Services	7,398,453	7,381,760	8,948,468	9,251,731	9,251,731
Capital Outlay	3,363,009	5,576,272	7,596,437	13,307,068	13,307,068
Debt Service	834,389	827,852	982,658	1,160,911	1,160,911
Contingency	-	-	2,500,000	2,500,000	2,500,000
TOTAL EXPENDITURES	\$ 39,317,195	\$ 41,383,464	\$ 51,133,891	\$ 59,226,734	\$ 59,226,734
Ending Unappropriated Fund Balance					
General Fund Balance	\$ 8,421,337	\$ 8,220,407	\$ -	\$ -	\$ -
Capital Replacement Reserve	850,000	1,700,000	2,550,000	3,400,000	3,400,000
TOTAL REQUIREMENTS	\$ 48,588,532	\$ 51,303,871	\$ 53,683,891	\$ 62,626,734	\$ 62,626,734

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

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

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

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

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

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



BOARD OF DIRECTORS

Ali Kavarianian

President

Felicita Monteblanco

Secretary

John Griffiths

Secretary Pro-Tempore

Holly Thompson

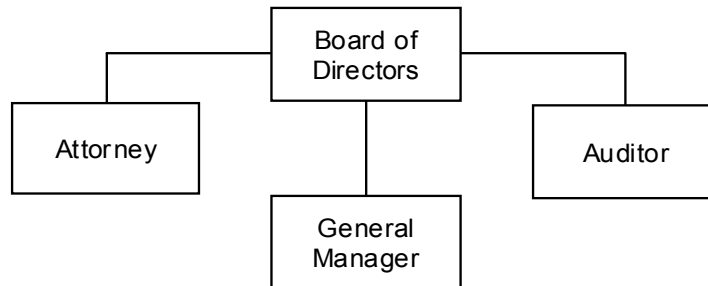
Director

Wendy Kroger

Director



BOARD OF DIRECTORS



Mission

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

Overview

The governing board is composed of five elected members who are responsible for the overall budgetary and policy direction of THPRD. The board of directors approves the scope and direction of services to be provided to all 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 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 3,264	\$ 3,255	\$ 3,300	\$ 3,300	\$ 3,300
Materials & Services	175,118	271,476	266,595	308,200	308,200
Total Appropriations	\$ 178,382	\$ 274,731	\$ 269,895	\$ 311,500	\$ 311,500
Summary by Department					
Board of Directors	\$ 178,382	\$ 274,731	\$ 269,895	\$ 311,500	\$ 311,500
Total Appropriations	\$ 178,382	\$ 274,731	\$ 269,895	\$ 311,500	\$ 311,500



Division: Board of Directors
Department: Board of Directors

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
<u>Board of Directors</u>					
PT Salaries	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Payroll Taxes	264	255	300	300	300
Personnel Services	\$ 3,264	\$ 3,255	\$ 3,300	\$ 3,300	\$ 3,300
Professional and Technical Services	555	4,532	31,647	17,500	17,500
Elections	-	47,247	-	50,000	50,000
Supplies	1,677	1,453	3,075	3,152	3,152
Training, Travel and Memberships	28,946	27,070	42,128	43,048	43,048
Material & Services	\$ 31,178	\$ 80,302	\$ 76,850	\$ 113,700	\$ 113,700
<u>Legal</u>					
Professional and Technical Services	\$ 87,240	\$ 147,174	\$ 136,581	\$ 140,000	\$ 140,000
Material & Services	\$ 87,240	\$ 147,174	\$ 136,581	\$ 140,000	\$ 140,000
<u>Audit</u>					
Professional and Technical Services	\$ 56,700	\$ 44,000	\$ 53,164	\$ 54,500	\$ 54,500
Material & Services	\$ 56,700	\$ 44,000	\$ 53,164	\$ 54,500	\$ 54,500
Program Total	\$ 178,382	\$ 274,731	\$ 269,895	\$ 311,500	\$ 311,500





ADMINISTRATION



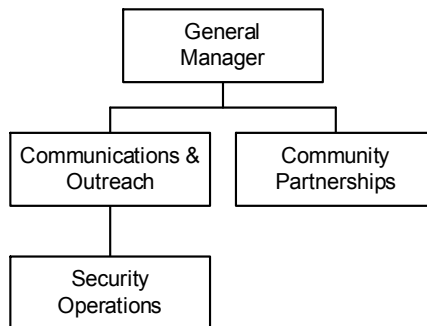
General Manager

Communications & Outreach

Security Operations

Community Partnerships

ADMINISTRATION



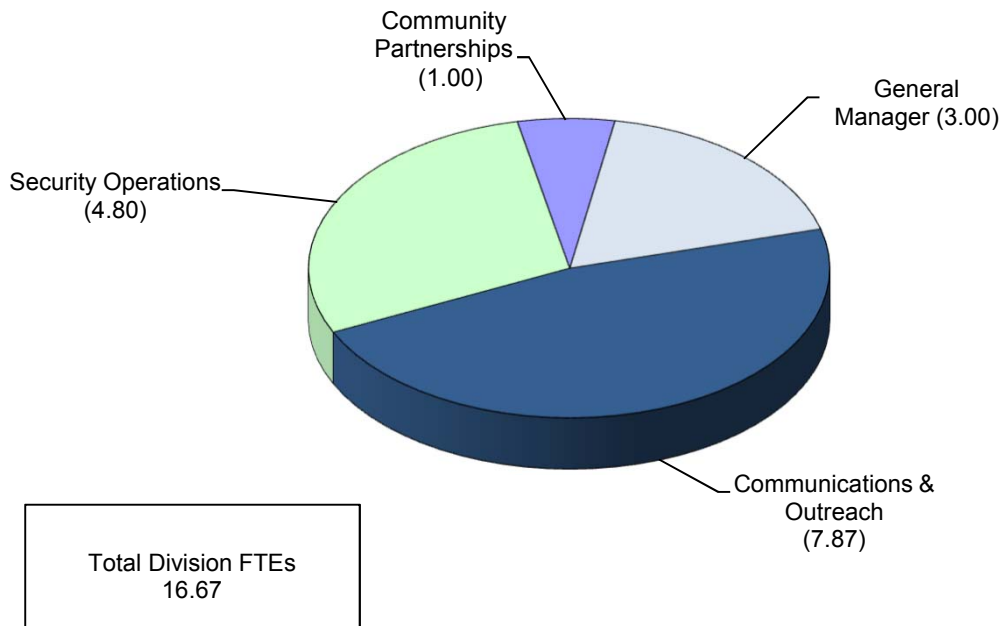
Division Mission

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

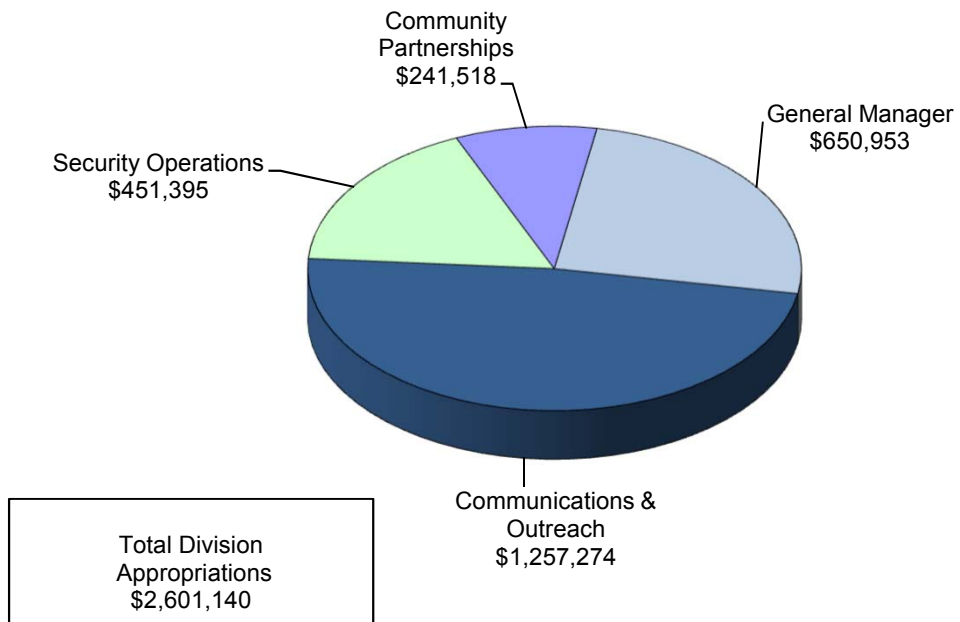
Division Overview

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 THPRD's operations.

Division Staffing by Departments FY 2018/19



Division Appropriations by Departments FY 2018/19



Division: Administration

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 1,507,659	\$ 1,569,666	\$ 1,772,217	\$ 1,864,993	\$ 1,864,993
Materials & Services	597,166	623,421	741,647	736,147	736,147
Total Appropriations	\$ 2,104,825	\$ 2,193,087	\$ 2,513,864	\$ 2,601,140	\$ 2,601,140

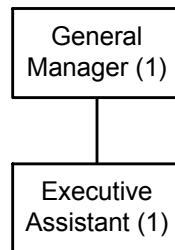
Summary by Department					
Office of the General Manager	\$ 469,114	\$ 493,496	\$ 616,679	\$ 650,953	\$ 650,953
Communications & Outreach	1,086,685	1,125,076	1,241,473	1,257,274	1,257,274
Security Operations	352,200	361,160	422,493	451,395	451,395
Community Partnerships	196,826	213,355	233,219	241,518	241,518
Total Appropriations	\$ 2,104,825	\$ 2,193,087	\$ 2,513,864	\$ 2,601,140	\$ 2,601,140

Division Staff					
Full-time	11.00	11.00	11.00	11.00	11.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	4.48	4.90	4.97	5.67	5.67



ADMINISTRATION

Office of the General Manager



Department Overview

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

FY 2017/18 Accomplishments

Directed implementation of THPRD's Goals and Objectives. Made significant progress, met or exceeded FY 2017/18 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.

FY 2018/19 Goals and Objectives

Make quantifiable progress on FY 2018/19 THPRD Goal Outcomes adopted by the board of directors.

Implement Comprehensive Plan Update and Service and Financial Sustainability Analysis recommendations, including an update of the Parks Functional Plan.

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

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

Budget Highlights

No significant changes from the prior-year budget.



Division: Administration
Department: Office of the General Manager

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 396,068	\$ 415,344	\$ 539,455	\$ 571,829	\$ 571,829
Materials & Services	73,046	78,152	77,224	79,124	79,124
Total Appropriations	\$ 469,114	\$ 493,496	\$ 616,679	\$ 650,953	\$ 650,953

Summary by Program					
General Manager	\$ 469,114	\$ 493,496	\$ 616,679	\$ 650,953	\$ 650,953
Total Appropriations	\$ 469,114	\$ 493,496	\$ 616,679	\$ 650,953	\$ 650,953

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



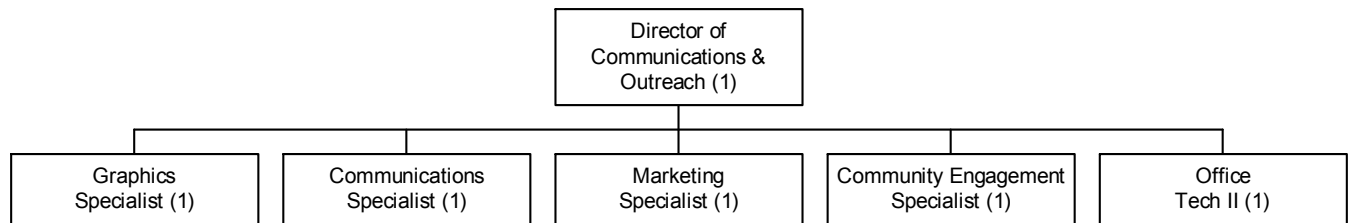
Division: Administration
Department: Office of the General Manager
Program: General Manager

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 272,466	\$ 287,823	\$ 339,840	\$ 358,587	\$ 358,587
Employee Benefits	103,088	107,098	173,832	186,389	186,389
Payroll Taxes	20,514	20,423	25,783	26,853	26,853
Personnel Services	\$ 396,068	\$ 415,344	\$ 539,455	\$ 571,829	\$ 571,829
Communications	\$ 6,712	\$ 6,881	\$ 9,300	\$ 9,300	\$ 9,300
Supplies	2,074	7,844	7,050	6,550	6,550
Training, Travel and Memberships	64,260	63,427	60,874	63,274	63,274
Material & Services	\$ 73,046	\$ 78,152	\$ 77,224	\$ 79,124	\$ 79,124
Program Total	\$ 469,114	\$ 493,496	\$ 616,679	\$ 650,953	\$ 650,953
Department Staff					
Full-time	3.00	3.00	3.00	3.00	3.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00



ADMINISTRATION

Communications & Outreach



Department Overview

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

FY 2017/18 Accomplishments

Leveraged achievement of the Commission for Accreditation of Park and Recreation Agencies (CAPRA) certification and National Recreation and Park Association (NRPA) Gold Medal Award finalist ranking for additional positive THPRD recognition in the Beaverton area.

Coordinated scientifically valid community awareness survey that included online and phone components and demonstrated once again THPRD's outstanding reputation among residents.

Produced well-received bond oversight report for the seventh consecutive year and managed other efforts promoting stewardship of taxpayer dollars and new public services made possible by the 2008 voter-approved bond measure. Publicity included multiple print and broadcast stories about Mountain View Champions Park.

Emphasized THPRD's Access for All initiative through promotion of All Ability Tri4Youth special event, Mountain View Champions Park opening, and award from Edwards Center.

Spearheaded/supported successful dedication events at Mountain View Champions Park (MVCP),

Timberland Park and Sue Conger Boardwalk & Overlook. MVCP grand opening attracted 3,000.

Supported the Party in the Park event, which drew an estimated 11,500 guests. Provided publicity and promotional support for summer celebrations, many of them in partnership with the City of Beaverton.

Directed THPRD participation in numerous community events, including mayor's picnics and holiday open house.

Coordinated holiday giving drive that collected 600 gifts (more than double the previous year) for homeless families. Also donated more than 1,000 pounds of linens, towels and personal hygiene products to the Union Gospel Mission in Beaverton – triple the amount of last year.

Increased THPRD followers on Facebook, Twitter and Instagram by 18% during 2017. Launched presence on Nextdoor and used it to communicate with 43,500-plus subscribers within THPRD boundaries.

Wrote and distributed 40 media releases February 2017-January 2018 and coordinated numerous interviews for reporters. Generated positive stories on many topics in print and online media.

Placed messages from individual board members on key issues and achievements in registration postcards (mailed to 120,000-plus households) and district activities guides.

Continued to coordinate speakers bureau of THPRD employees regularly providing THPRD information to 11 Neighborhood Association Committees (NACs) (City of Beaverton) and four Citizen Participation Organizations (CPOs) (Washington County). These speakers also answer questions and serve as key liaisons to the groups.

FY 2017/18 Accomplishments (continued)

Produced 12 editions of "Employee UPDATE," a monthly e-newsletter for THPRD staff, from February 2017 through January 2018.

Director was selected to be a guest presenter at NRPA's annual conference in New Orleans. Topic was "Going Smoke-free: Process, Results and Free Advice."

FY 2018/19 Goals and Objectives

Increase promotion of THPRD accountability to the public.

Continue to implement community outreach plan elements to encourage greater diversity, equity and inclusion throughout THPRD.

Continue to increase board member communications with the public, keeping residents informed about key issues and providing opportunities for them to interact with the board.

Continue to execute communications plan related to bond measure implementation, educating taxpayers about public benefits of projects and THPRD's responsible stewardship of funds.

Continue to implement districtwide marketing plan with the primary goals of increasing program registrations and revenues.

Budget Highlights

The approved budget includes funding for a THPRD annual report distributed to each household and emphasizing the district's accountability to the public. The budget also includes funding for a wide range of outreach and engagement activities.

Division: Administration
Department: Communications & Outreach

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 678,084	\$ 704,114	\$ 749,108	\$ 775,628	\$ 775,628
Materials & Services	408,601	420,962	492,365	481,646	481,646
Total Appropriations	\$ 1,086,685	\$ 1,125,076	\$ 1,241,473	\$ 1,257,274	\$ 1,257,274

Summary by Program					
Communications & Outreach	\$ 1,086,685	\$ 1,125,076	\$ 1,241,473	\$ 1,257,274	\$ 1,257,274
Total Appropriations	\$ 1,086,685	\$ 1,125,076	\$ 1,241,473	\$ 1,257,274	\$ 1,257,274

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)	1.07	1.49	1.56	1.87	1.87



Division: Administration
Department: Communications & Outreach
Program: Communications & Outreach

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 416,411	\$ 433,968	\$ 462,193	\$ 477,387	\$ 477,387
PT Salary	45,173	44,725	47,681	57,426	57,426
Employee Benefits	173,844	184,486	195,167	194,661	194,661
Payroll Taxes	42,656	40,935	44,067	46,154	46,154
Personnel Services	\$ 678,084	\$ 704,114	\$ 749,108	\$ 775,628	\$ 775,628
Professional and Technical Services	\$ 61,600	\$ 95,952	\$ 99,570	\$ 67,140	\$ 67,140
Supplies	13,904	17,408	23,316	24,901	24,901
Communication	315,802	291,755	347,235	368,800	368,800
Training, Travel and Memberships	13,814	15,847	20,244	18,805	18,805
Small Furniture and Equipment	3,481	-	2,000	2,000	2,000
Material & Services	\$ 408,601	\$ 420,962	\$ 492,365	\$ 481,646	\$ 481,646
Program Total	\$ 1,086,685	\$ 1,125,076	\$ 1,241,473	\$ 1,257,274	\$ 1,257,274
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)	1.07	1.49	1.56	1.87	1.87



ADMINISTRATION

Security Operations Department

Superintendent of Security Operations (1)

Department Overview

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

FY 2017/18 Accomplishments

Continued close relationships with local law enforcement. Assisted police on four cases, each requiring several days of work. We continue to partner with these agencies by occasionally allowing the use of THPRD properties for their training purposes. We also maintain office space on the HMT campus for Beaverton Police patrol division officers assigned to the NW section of the city.

Continued to educate patrons regarding THPRD's smoke-free policy and monitored usage on THPRD properties. Park Patrol statistics show frequency of smoking is generally holding steady or in some case declining. Marijuana usage is increasing slightly, mainly because of the July 2015 law that legalized public use for those 21 and older. We will continue to monitor use in our parks and take action when necessary.

Continued to work with Beaverton School District staff on the joint Parent Reunification Plan for the HMT complex. Tours were conducted throughout the year which included trauma medical staff/counselors and language interpreters all employed by the school district.

Designed and conducted several security operational plans with THPRD's law enforcement partners for special events. This included two new events, the All-Ability Tri4Youth and the Portland

Rose Festival Half Marathon. Once again, we coordinated the popular Beaverton Police K-9 demonstration at Party in the Park. A security detail combining the Beaverton Police and Park Patrol ensured safety at the Groovin' on the Grass concert.

Continued to respond to unauthorized camping sites on THPRD property. Statistics show camping is on the rise on park property and at locations just off our regional trails. Besides finding many of these camps while in the field, Park Patrol promptly answered patron calls regarding camp locations. Campers were treated with compassion and offered assistance with area cleanup and provided with published materials listing resources for the unhoused in the tri-county area.

Continued to advise and speak to community groups regarding our efforts to maintain safe and secure parks. We made appearances at most of the county's Citizen Participation Organizations (CPOs) and the City of Beaverton's Neighborhood Association Committees (NACs) at their monthly meetings. Participants were encouraged to ask questions or provide comments regarding their concerns or observations while on our property.

In addition to our still photography cameras which require removing the memory card to view photos, we added a Wi-Fi camera that works directly with iPhones that Park Patrol carries. This enables us to look at images by simply opening an app on the phone.

FY 2018/19 Goals and Objectives

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

Continue to be proactive to discourage unauthorized camping. This includes patrolling the regional trail network, checking natural areas and undeveloped park property.

FY 2018/19 Goals and Objectives (continued)

Continue to train all staff on the Emergency Management Plan which includes Shelter-in-Place protocols and the recent directive established by Homeland Security that advocates mandatory training for Run, Hide, Fight options for active shooter incidents. Provide debriefing meetings with involved staff for further education and training following emergencies for which plans have been initiated.

Continue to provide training regarding security concerns for a segment at THPRD's Leadership Academy and provide annual training in cooperation with Risk Management for staff on driver's training. Continue to train staff and monitor any incidents regarding suspected child abuse and maintain and secure written reports.

Continue monitoring THPRD's fire prevention, intrusion alarm and keyless access door controls. Make necessary repairs to the fire systems that are mandated by the local fire marshal. Educate staff on THPRD's intrusion systems and proper procedures regarding fire panel alerts and resets. Investigate and follow up on any employee response/non-response regarding intrusion systems after-hour callouts for a specific facility. Update 24-hour callouts lists as required. Manage day-to day keyless card issuance, alarm panel authorization, control exterior master key inventory and issuance. These areas were all identified in standards recognized and examined recently by accreditation officials.

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

Assist management staff in presenting the updated THPRD Rules & Regulations to legal staff for review and eventual presentation to the THPRD Board of Directors. Once approved, publish rules in an updated handbook and distribute copies to staff and local law enforcement.

Continue to work with THPRD's Design & Development, Natural Resources and Maintenance Departments on encroachment issues, investigations and unauthorized camping site cleanups and restoration of land.

Continue to be vigilant with staff and facilities at HMT should we be notified that the Parent Reunification Plan is activated.

Budget Highlights

The approved budget includes additional funding for a once-every-five-year mandated fire department backflow check of the fire suppression system at eight facilities and upgrade to battery components for our keyless reader controls.

The approved budget also includes funding for an additional 800 hours of park patrol staffing to respond to increase service load from additional park acreage.

Division: Administration
Department: Security Operations

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
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Summary of Appropriations

Personnel Services	\$ 268,974	\$ 274,705	\$ 292,855	\$ 318,438	\$ 318,438
Materials & Services	83,226	86,455	129,638	132,957	132,957
Total Appropriations	\$ 352,200	\$ 361,160	\$ 422,493	\$ 451,395	\$ 451,395

Summary by Program

Security Operations	\$ 352,200	\$ 361,160	\$ 422,493	\$ 451,395	\$ 451,395
Total Appropriations	\$ 352,200	\$ 361,160	\$ 422,493	\$ 451,395	\$ 451,395

Division Staff

Full-time	1.00	1.00	1.00	1.00	1.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	3.41	3.41	3.41	3.80	3.80

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Number of security checks conducted	35,412	40,903	41,000	41,250
Number of exclusions processed	413	228	230	250
Number of training classes conducted	16	6	8	8
Number of incident reports filed	250	98	80	90
Number of encroachment violations handled	18	6	13	12
Number of staff assists	859	597	600	610

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 95,940	\$ 101,220	\$ 106,281	\$ 111,384	\$ 111,384
PT Salary	108,102	106,783	117,951	132,214	132,214
Employee Benefits	43,261	45,056	45,382	49,612	49,612
Payroll Taxes	21,671	21,646	23,241	25,228	25,228
Personnel Services	\$ 268,974	\$ 274,705	\$ 292,855	\$ 318,438	\$ 318,438
Professional and Technical Services	\$ 69,274	\$ 67,960	\$ 103,200	\$ 106,219	\$ 106,219
Other Services	7,194	10,580	11,648	11,648	11,648
Communication	2,074	2,297	3,365	3,365	3,365
Supplies	3,556	5,553	9,500	9,800	9,800
Training, Travel and Memberships	848	65	1,475	1,475	1,475
Small Furniture, Fixtures and Equip.	280	-	450	450	450
Material & Services	\$ 83,226	\$ 86,455	\$ 129,638	\$ 132,957	\$ 132,957
Program Total	\$ 352,200	\$ 361,160	\$ 422,493	\$ 451,395	\$ 451,395
Department Staff					
Full-time	1.00	1.00	1.00	1.00	1.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	3.41	3.41	3.41	3.80	3.80



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 investment. The director of Community Partnerships reports to the general manager.

The division is responsible for attracting philanthropy and participation by community leaders to secure funding grants, increase foundation resources, and guide individual and corporate investment in THPRD initiatives. The division is attracting partners in ground-level projects and programs that address THPRD's commitment to Access for All. The department assists the Tualatin Hills Park Foundation (THPF) in activation. It fosters a heightened culture of philanthropy to complement THPRD efforts to serve all members of the THPRD community.

committee of nonprofit and service providers supporting people with disabilities. Begin to fund new programs this year as new funding becomes available.

Build stronger community support for THPF and strategically grow the organization's annual operating fund.

Grow the number of trustees serving on the THPF board by recruiting individuals with a passion for parks, the means to support THPF activities, and access to networks that expand the Park Foundation's fundraising priorities.

Budget Highlights

No significant changes from the prior-year budget.

FY 2017/18 Accomplishments

The Model Community Sports Park (MCSP) capital campaign was completed on schedule in 2017. The park was named Mountain View Champions Park (MVCP). At the October grand opening, attended by nearly 3,000 people, donors and partners were recognized. Fundraising moved away from capital and toward programs for people experiencing disabilities this past year. The fund helps lower barriers to allow for more patrons of all abilities to participate in programs at THPRD. The capacity to raise funding grew at the Tualatin Hills Park Foundation this past year. The Park Foundation now has a nine-member board of trustees and recruitment continues.

The original fundraising target of \$1.3 million for construction capital at MVCP, including some campaign costs recovery, was exceeded. The campaign raised in excess of \$1.5 million.

FY 2018/19 Goals and Objectives

Advance the \$220,000 fundraising goal for the program fund for people experiencing disabilities through THPRD and Park Foundation collaboration. Continue to support the Champions Council of volunteer community leaders and the steering



Division: Administration
Department: Community Partnerships

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 164,533	\$ 175,503	\$ 190,799	\$ 199,098	\$ 199,098
Materials & Services	32,293	37,852	42,420	42,420	42,420
Total Appropriations	\$ 196,826	\$ 213,355	\$ 233,219	\$ 241,518	\$ 241,518

Summary by Program					
Community Partnerships	\$ 196,826	\$ 213,355	\$ 233,219	\$ 241,518	\$ 241,518
Total Appropriations	\$ 196,826	\$ 213,355	\$ 233,219	\$ 241,518	\$ 241,518

Division Staff					
Full-time	1.00	1.00	1.00	1.00	1.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00



Division: Administration
Department: Community Partnerships
Program: Community Partnerships

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 128,124	\$ 134,532	\$ 146,203	\$ 151,811	\$ 151,811
Employee Benefits	25,413	30,201	32,701	35,164	35,164
Payroll Taxes	10,996	10,770	11,895	12,123	12,123
Personnel Services	\$ 164,533	\$ 175,503	\$ 190,799	\$ 199,098	\$ 199,098
Professional and Technical Services	\$ 28,693	\$ 34,252	\$ 38,820	\$ 38,820	\$ 38,820
Training, Travel and Memberships	3,600	3,600	3,600	3,600	3,600
Material & Services	\$ 32,293	\$ 37,852	\$ 42,420	\$ 42,420	\$ 42,420
Program Total	\$ 196,826	\$ 213,355	\$ 233,219	\$ 241,518	\$ 241,518
Department Staff					
Full-time	1.00	1.00	1.00	1.00	1.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00



BUSINESS & FACILITIES

FINANCE SERVICES



RISK & CONTRACT MANAGEMENT



INFORMATION SERVICES



OPERATIONS ANALYSIS



HUMAN RESOURCES



MAINTENANCE OPERATIONS



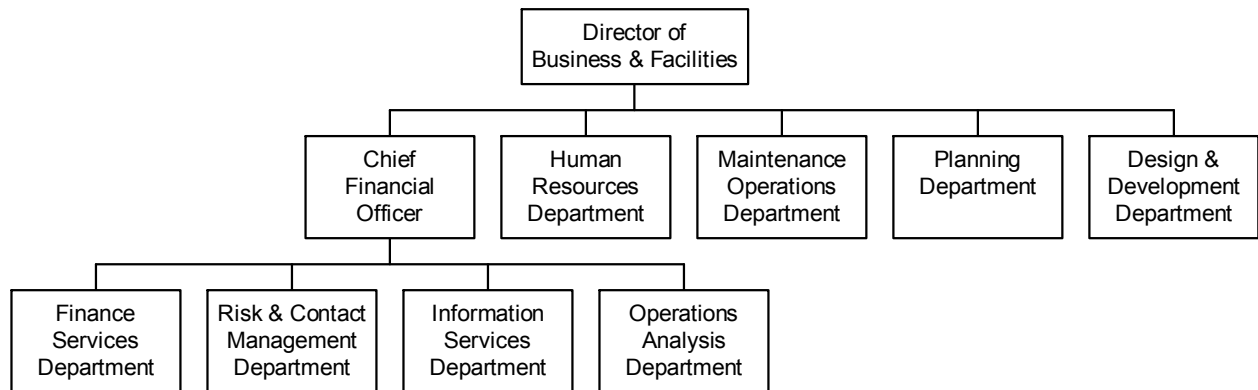
PLANNING



DESIGN & DEVELOPMENT



BUSINESS & FACILITIES DIVISION



Division Mission

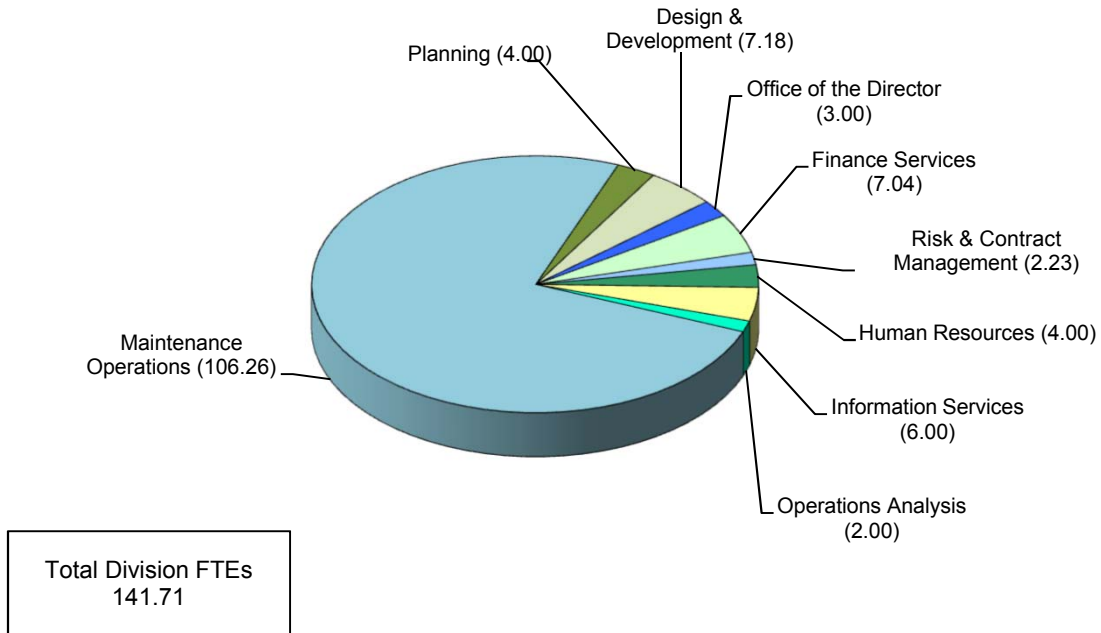
To provide financial and operational integrity and credibility to THPRD by ensuring the correctness of financial information, and adequacy of internal accounting and budgeting controls. To provide the necessary planning, development, interagency coordination, and maintenance to implement THPRD's Comprehensive Plan and ensure that facilities meet current and future needs of our residents. To improve THPRD operations by providing cost effective resources and promoting technological innovation. To enhance employee and patron safety, and insure against risks to THPRD. To maintain a fair and equitable human resources management system that values employees and assists in strengthening individuals, and assures compliance with all applicable laws, rules and regulations.

Division Overview

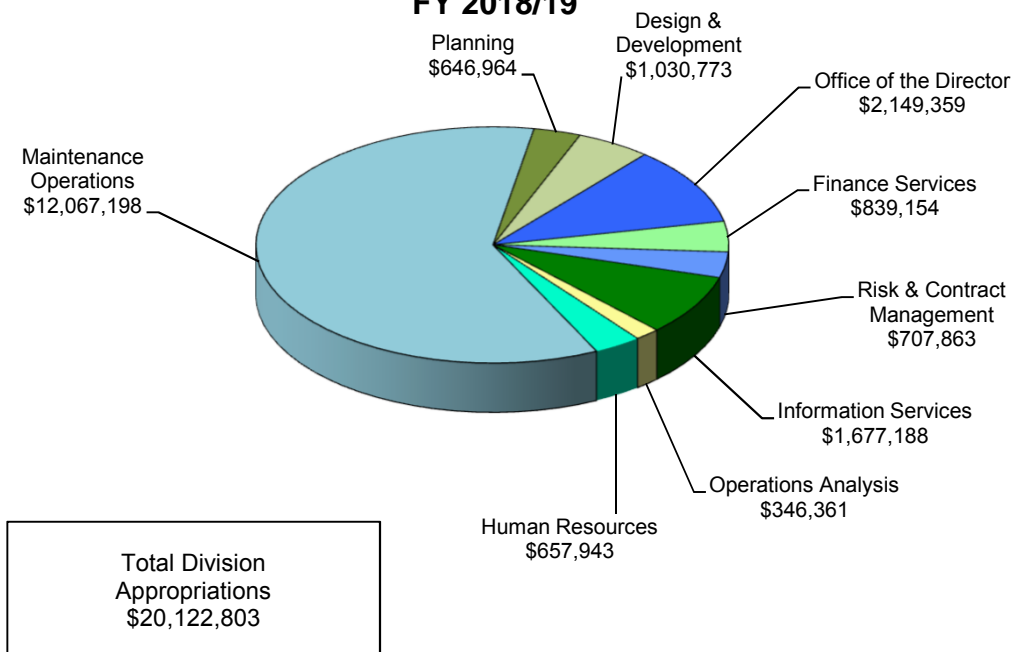
The director of Business & Facilities reports to the general manager and is responsible for all financial, administrative, and facility planning, development and maintenance operations functions of THPRD. The Business & Facilities Division budget includes the following departments: Office of the Director, Finance Services, Risk & Contract Management, Information Services, Operations Analysis, Human Resources, Maintenance Operations, Planning, and Design & Development.

Activities of the Business & Facilities Division include budgeting and financial management, maintenance of THPRD's information technology applications and infrastructure, recruitment and personnel management, and promotion of THPRD's safety and risk management programs. Activities also include planning, acquisition, development, and maintenance of all facilities, parks and trails, and management of the capital improvement program (bond funded and system development charge (SDC) funded). The division also monitors THPRD activity for compliance with applicable statutory and regulatory authority, and coordinates land use regulation issues with other local agencies.

Division Staffing by Departments FY 2018/19



Division Appropriations by Departments FY 2018/19



Division: Business & Facilities

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 11,090,739	\$ 12,350,319	\$ 13,921,740	\$ 12,609,758	\$ 12,609,758
Materials & Services	4,984,102	5,138,983	5,942,987	5,574,478	5,574,478
Debt Service	834,388	827,852	982,658	1,160,911	1,160,911
Capital Outlay	390,604	385,441	1,177,224	777,656	777,656
Total Appropriations	\$ 17,299,833	\$ 18,702,595	\$ 22,024,609	\$ 20,122,803	\$ 20,122,803

Summary by Department					
Office of the Director	\$ 1,690,804	\$ 1,540,500	\$ 1,905,593	\$ 2,149,359	\$ 2,149,359
Finance Services	680,234	678,422	801,683	839,154	839,154
Risk & Contract Management	599,177	610,606	679,751	707,863	707,863
Information Services	1,138,822	1,209,840	2,059,799	1,677,188	1,677,188
Operations Analysis	-	275,288	329,097	346,361	346,361
Human Resources	529,828	571,014	626,734	657,943	657,943
Maintenance Operations	12,660,968	12,584,793	14,083,762	12,067,198	12,067,198
Planning	-	397,891	612,745	646,964	646,964
Design & Development	-	834,241	925,445	1,030,773	1,030,773
Total Appropriations	\$ 17,299,833	\$ 18,702,595	\$ 22,024,609	\$ 20,122,803	\$ 20,122,803

Division Staff

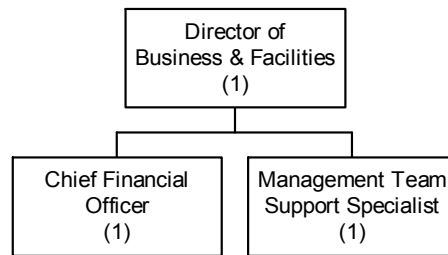
Full-time	89.00	97.00	101.00	92.00	92.00
Regular part-time (FTE)	7.00	6.13	4.38	0.00	0.00
Part-time (FTE)	57.67	61.68	63.41	49.71	49.71

Note: As of FY 2018/19, custodial staff and related facility costs have been moved to the Park & Recreation Services Division. As of FY 2016/17, the departments in the Planning Division (Planning and Design & Development) were moved to the Business & Facilities Division. As of FY 2016/17, Operations Analysis was created as a separate department within the Business & Facilities Division, was previously included in the budget of Business & Facilities Office of the Director.



BUSINESS & FACILITIES DIVISION

Office of Director of Business & Facilities



Department Overview

This budget unit supports the activities of the director of Business & Facilities. Activities of the office of the director include the management, either directly or through the chief financial officer, of all departments in the Business & Facilities Division. It also provides legislative advocacy for THPRD at the federal and state levels. The director of Business & Facilities serves as THPRD's Budget Officer and is responsible to the general manager for the annual budget process, and financial and operational advice to the general manager, board of directors, committees and departments. Detail on non-general obligation debt is also maintained within this department.

FY 2017/18 Division Accomplishments

Continued work on all remaining park, trail, and facility projects funded by the 2008 Parks Bond. Completed construction of Mountain View Champions Park, and Cedar Hills Park land use approval and bid award. Continued to support the work of the Parks Bond Citizen Oversight Committee.

Completed adoption and implementation of grant opportunities strategy including a prioritized funding needs listing. Competed successfully for over \$500,000 of grant awards.

Continued actively participating in Special Districts Association of Oregon's Legislative Committee, and worked on key legislative issues impacting THPRD. Worked with THPRD's federal legislative advocacy firm to support key federal legislation and enhance partnerships with federal agencies. Worked on action plan resulting from Fall 2017 federal visit priorities.

Implemented revised park master planning procedures using the enhanced community engagement process. This process is designed to ensure broad public participation, especially by previously underrepresented community segments.

Worked with City of Beaverton staff to enhance coordination of development review with respect to parks and trails. Jointly developed an Agreement Framework document to guide development of Urban Services Agreement (USA) and Intergovernmental Agreement (IGA).

Completed negotiation and signing of Operating Agreement with Portland Winterhawks for joint ice facility. Working on completion of a joint development agreement for this facility.

Completed Systems Development Charge Administrative Procedures Guide, which was adopted by the Board of Directors November 2017. Initiated a land acquisition study to identify strategies for enhancing service level in underserved areas; also initiated an update of Parks Functional Plan.

Continued work with the Future Trends Team, an interdepartmental staff team serving as a think-tank for viewing long-term trends and environmental scanning.

Addressed staffing needs through successful recruitment of Information Services Manager, Chief Financial Officer and Management Team Support Specialist. Began planning for recruitment of new Human Resources Manager.

FY 2018/19 Division Goals and Objectives

Strategic Plan Objective 1D – Future Land in New UGB Expansion Areas

Complete Parks Functional Plan Update and Land Acquisition Study. Update five-year SDC Capital Improvement Program. With approval of new position in budget, recruit for a Full-time Land Acquisition Specialist.

Implement strategy for identifying and pursuing priority land acquisition targets to meet goals of the comprehensive and functional plans, and to meet THPRD obligations in new urban areas. Continue land acquisition activity in new UGB expansion areas funded through SDC's collected in those areas.

Strategic Plan Objective 6B – Pursue Partnerships in Land Acquisition and Facility Development

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.

Continue working with City of Beaverton to complete and execute USA and IGA that provide guidance on long-term service responsibilities and streamline interagency activities.

Complete and execute joint development agreement with Portland Winterhawks for development of new ice facility.

Conduct a community needs analysis to identify needs and wants. Create a Public-Private Partnership strategy that protects district interest while creating new partnership opportunities.

Continue to implement the district grant strategy; integrate grant opportunities matrix into district planning process.

Objective 2F - Address general improvement and acquisition recommendations.

Continue work on all remaining park, trail and facility projects funded by the 2008 Parks Bond; major projects for 2018/19 include:

- Cedar Hills Park construction
- Somerset West Park land use approval and environment permitting
- NW quadrant athletic field land use approval and bid award
- SW quadrant athletic field master planning

Continue work on SDC funded park and trail projects; major projects for 2018/19 include:

- Crowell Woods Park land use approval and bid award
- North Bethany Creek Trail #2, master planning
- Waterhouse Trail segment 4 design and permitting
- Westside Trail segment 18 construction

Budget Highlights

The approved budget includes funding for a district visioning project to help identify community needs, wants, and priorities.

The approved budget also includes funding for debt issuance cost and debt service on new debt anticipated to be issued during the year. The proceeds from this debt will be used (in conjunction with Bond Fund and SDC Fund resources) to help fund the redevelopment of Cedar Hills Park and Somerset West Park.

Division: Business & Facilities
Department: Office of the Director

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 694,234	\$ 536,496	\$ 559,770	\$ 566,513	\$ 566,513
Materials & Services	162,182	176,152	363,165	421,935	421,935
Debt Service	834,388	827,852	982,658	1,160,911	1,160,911
Total Appropriations	\$ 1,690,804	\$ 1,540,500	\$ 1,905,593	\$ 2,149,359	\$ 2,149,359

Summary by Program					
Office of the Director	\$ 856,416	\$ 712,648	\$ 922,935	\$ 988,448	\$ 988,448
Debt Service	834,388	827,852	982,658	1,160,911	1,160,911
Total Appropriations	\$ 1,690,804	\$ 1,540,500	\$ 1,905,593	\$ 2,149,359	\$ 2,149,359

Division Staff					
Full-time	4.00	3.00	3.00	3.00	3.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Note: As of FY 2016/17, Operations Analysis was created as a separate department within the Business & Facilities Division.



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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 466,229	\$ 366,532	\$ 385,066	\$ 389,957	\$ 389,957
PT Salary	337	-	-	-	-
Employee Benefits	187,509	141,527	144,325	146,387	146,387
Payroll Taxes	40,159	28,437	30,379	30,169	30,169
Personnel Services	\$ 694,234	\$ 536,496	\$ 559,770	\$ 566,513	\$ 566,513
Professional and Technical Services	\$ 31,220	\$ 58,620	\$ 156,000	\$ 214,000	\$ 214,000
Rental Equipment	38,535	38,798	43,050	48,000	48,000
Other Services	4,675	2,800	6,250	6,250	6,250
Communication	34,931	30,664	70,400	65,380	65,380
Supplies	28,325	21,980	50,400	48,000	48,000
Training, Travel & Memberships	23,287	21,857	35,065	38,305	38,305
Small Furniture & Equipment	1,209	1,433	2,000	2,000	2,000
Material & Services	\$ 162,182	\$ 176,152	\$ 363,165	\$ 421,935	\$ 421,935
Program Total	\$ 856,416	\$ 712,648	\$ 922,935	\$ 988,448	\$ 988,448
Department Staff					
Full-time	4.00	3.00	3.00	3.00	3.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
Principal	\$ 266,090	\$ 276,876	\$ 297,686	\$ 308,520	\$ 308,520
Interest	568,298	550,976	684,972	852,391	852,391
Debt Service	\$ 834,388	\$ 827,852	\$ 982,658	\$ 1,160,911	\$ 1,160,911
Program Total	\$ 834,388	\$ 827,852	\$ 982,658	\$ 1,160,911	\$ 1,160,911

Sub-program:

2006-\$2,430,000 Nineteen (19) Year Combined Refunding Full Faith and Credit Obligations

(Refinancing of 1997 Certificates of Participation and 1997 and 2000 Full Faith and Credit Obligations

Principal	\$ 110,000	\$ 110,000	\$ 120,000	\$ 125,000	\$ 125,000
Interest	28,649	24,250	18,750	12,750	12,750
Sub-program Total	\$ 138,649	\$ 134,250	\$ 138,750	\$ 137,750	\$ 137,750

Sub-program:

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

Principal	\$ 40,000	\$ 45,000	\$ 50,000	\$ 55,000	\$ 55,000
Interest	54,620	52,920	51,270	49,695	49,695
Sub-program Total	\$ 94,620	\$ 97,920	\$ 101,270	\$ 104,695	\$ 104,695

Sub-program:

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

Principal	\$ 90,000	\$ 95,000	\$ 100,000	\$ 100,000	\$ 100,000
Interest	460,870	457,934	454,548	450,376	450,376
Sub-program Total	\$ 550,870	\$ 552,934	\$ 554,548	\$ 550,376	\$ 550,376

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
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Sub-program:

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

Principal	\$ 26,090	\$ 26,876	\$ 27,686	\$ 28,520	\$ 28,520
Interest	11,999	11,213	10,404	9,570	9,570
Sub-program Total	\$ 38,089	\$ 38,089	\$ 38,090	\$ 38,090	\$ 38,090

Sub-program:

2018-\$4,000,000 Twenty (20) Year Financing Agreement

Principal	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	-	-	-	180,000	180,000
Sub-program Total	\$ -	\$ -	\$ -	\$ 180,000	\$ 180,000

Sub-program:

Tax Anticipation Funding

Interest	\$ 12,160	\$ 4,659	\$ 150,000	\$ 150,000	\$ 150,000
Sub-program Total	\$ 12,160	\$ 4,659	\$ 150,000	\$ 150,000	\$ 150,000



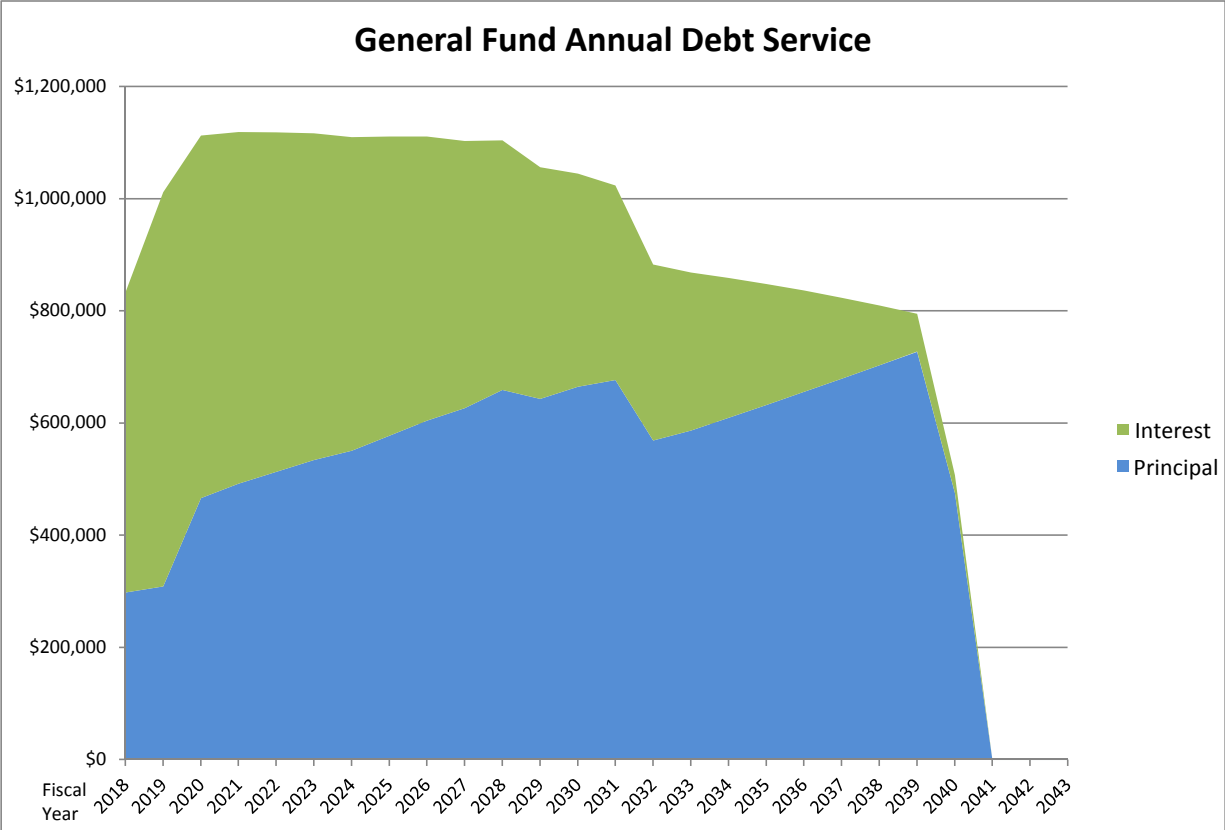
Division: Business & Facilities
Department: Office of the Director
Program: Debt Service

MATURITY SCHEDULE FOR GENERAL FUND DEBT

Fiscal Year						
	FFCO Series 2006 2,430,000	FFCO Series 2010A 1,695,000	FFCO Series 2010B&C 7,815,000	Financing Agreement Series 2013 457,100	FFCO Series 2018 4,000,000	Totals
2018/19	\$ 137,750	\$ 104,695	\$ 550,376	\$ 38,090	\$ 180,000	\$ 1,010,911
2019/20	136,500	107,970	550,854	38,088	278,969	1,112,381
2020/21	-	115,670	685,896	38,090	278,882	1,118,538
2021/22	-	117,770	683,256	38,089	278,793	1,117,908
2022/23	-	119,670	679,868	38,089	278,700	1,116,327
2023/24	-	121,370	670,956	38,089	278,604	1,109,019
2024/25	-	127,770	666,046	38,090	278,504	1,110,410
2025/26	-	133,770	660,304	38,089	278,402	1,110,565
2026/27	-	139,255	646,916	38,090	278,295	1,102,556
2027/28	-	144,215	643,210	38,091	278,185	1,103,701
2028/29	-	143,860	633,552	-	278,071	1,055,483
2029/30	-	143,295	623,262	-	277,953	1,044,510
2030/31	-	132,730	612,336	-	277,830	1,022,896
2031/32	-	-	604,418	-	277,704	882,122
2032/33	-	-	590,486	-	277,573	868,059
2033/34	-	-	580,882	-	277,438	858,320
2034/35	-	-	570,266	-	277,297	847,563
2035/36	-	-	558,640	-	277,152	835,792
2036/37	-	-	546,001	-	277,002	823,003
2037/38	-	-	532,352	-	276,847	809,199
2038/39	-	-	517,692	-	276,686	794,378
2039/40	-	-	507,021	-	-	507,021
Totals	\$ 274,250	\$ 1,652,040	\$ 13,314,590	\$ 380,895	\$ 5,738,887	\$ 21,360,662
Interest Portion of Payments	(19,250)	(392,040)	(6,209,590)	(53,762)	(1,738,887)	(8,413,529)
Principal Balance	\$ 255,000	\$ 1,260,000	\$ 7,105,000	\$ 327,133	\$ 4,000,000	\$ 12,947,133

KEY TO DEBT ISSUES

FFCO Series 2006:	In December 2006, THPRD issued \$2,430,000 of Full Faith and Credit Obligations to refinance the eligible balances of the 1997 Certificates of Participation, and the 1997 and 2000 Full Faith and Credit Obligations.
FFCO Energy Savings Series 2010A:	In July 2010, THPRD issued \$1,695,000 of Full Faith and Credit Obligations to finance the Energy Savings Performance Contract capital projects.
FFCO Series 2010B&C:	In November 2010, THPRD issued \$7,815,000 of Full Faith and Credit Obligations; the proceeds were used for the purchase of a centralized maintenance facility and subsequent renovations.
Financing Agreement Series 2013:	In February 2013, THPRD borrowed \$457,100 under a Financing Agreement to finance the Energy Savings Performance Contract Phase II capital projects.
FFCO Series 2018:	In fiscal year 2018/19, THPRD anticipates issuing a \$4,000,000 Full Faith and Credit Obligation for the purpose of funding a portion of the Cedar Hills Park and Somerset West Park projects.





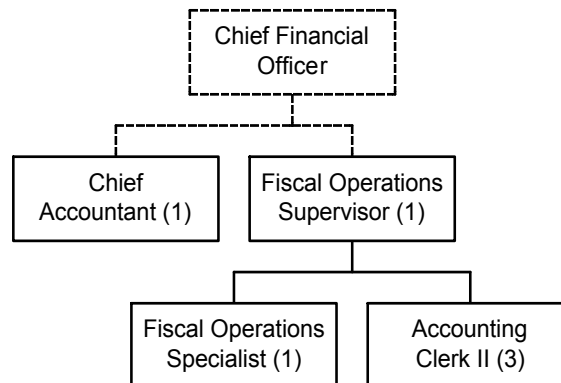
TUALATIN HILLS
PARK & RECREATION DISTRICT

FINANCE SERVICES



BUSINESS & FACILITIES DIVISION

Finance Services Department



Department Overview

The Finance Services Department is responsible to the chief financial officer for THPRD's financial services, which includes management and issuance of debt, the investment of public funds and assistance with the annual budget process. The Finance Services Department is also responsible for operational activities, including payroll, purchasing, accounts payable, cash receipts, fixed assets, inventory, and financial reporting for THPRD and the Tualatin Hills Park Foundation.

FY 2017/18 Accomplishments

Continued monitoring available Bond Capital Projects Fund investments and arbitrage compliance for the 2009, 2011, 2015, and 2016 debt issues.

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

Continued steady usage of the purchasing card system to facilitate small purchasing while maintaining adequate security and procedural controls. Fourth year rebates resulted in a \$47,000 refund to THPRD.

Received the following awards:

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

Finance Officers Association for the FY 2015/16 Comprehensive Annual Financial Report

Conducted a review of the financial transaction processing policies and procedures to ensure accuracy and high-level data safeguards.

FY 2018/19 Goals and Objectives

Comprehensive Plan Goal 6: Provide value and efficient service

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

Continue to monitor for regulatory changes that impact operational activities.

Budget Highlights

The approved budget includes a temporary project manager position (six-month duration) and a temporary accounting clerk (six-month duration) to manage and assist with the continued migration to a new financial software system (funded in the Information Services budget).

Performance Standards

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

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

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

Performance Standards (continued)

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

Division: Business & Facilities

Department: Finance Services

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 599,393	\$ 635,678	\$ 751,843	\$ 788,114	\$ 788,114
Material & Services	80,841	42,744	49,840	51,040	51,040
Total Appropriations	\$ 680,234	\$ 678,422	\$ 801,683	\$ 839,154	\$ 839,154

Summary by Program					
Finance Services	\$ 680,234	\$ 678,422	\$ 801,683	\$ 839,154	\$ 839,154
Total Appropriations	\$ 680,234	\$ 678,422	\$ 801,683	\$ 839,154	\$ 839,154

Division Staff					
Full-time	7.00	6.00	6.00	6.00	6.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	1.04	1.04	1.04

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Payroll checks processed	20,818	21,321	21,500	22,000
Accounts payable checks processed	5,330	8,816	5,500	5,500
Number of facility deposits audited	6,978	7,022	6,713	6,800
Purchase orders processed	416	524	550	550
Merchant cards processed	118,536	120,562	125,000	125,000
Purchasing card volume (amount expressed in \$1,000)	\$3,386	\$2,900	\$2,900	\$3,000

Division: Business & Facilities

Department: Finance Services

Program: Finance Services

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 399,817	\$ 409,122	\$ 426,241	\$ 450,679	\$ 450,679
PT Salary	-	-	80,069	80,069	80,069
Employee Benefits	163,990	191,332	200,508	210,187	210,187
Payroll Taxes	35,586	35,224	45,025	47,179	47,179
Personnel Services	\$ 599,393	\$ 635,678	\$ 751,843	\$ 788,114	\$ 788,114
Professional and Technical Services	\$ 58,348	\$ 15,821	\$ 19,365	\$ 17,565	\$ 17,565
Other Services	15,793	17,091	18,000	18,000	18,000
Supplies	988	625	925	925	925
Communication	2,245	2,667	3,170	3,170	3,170
Training, Travel and Memberships	3,467	6,496	7,880	10,880	10,880
Small Furniture & Office Equipment	-	44	500	500	500
Material & Services	\$ 80,841	\$ 42,744	\$ 49,840	\$ 51,040	\$ 51,040
Program Total	\$ 680,234	\$ 678,422	\$ 801,683	\$ 839,154	\$ 839,154
Department Staff					
Full-time	7.00	6.00	6.00	6.00	6.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	1.04	1.04	1.04





RISK & CONTRACT MANAGEMENT



BUSINESS & FACILITIES DIVISION

Risk & Contract Management Department



Department Overview

The Risk & Contract manager is responsible to the chief financial officer and provides the following support to all departments districtwide:

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

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

FY 2017/18 Accomplishments

Received the 2017 Special Districts Insurance Services (SDIS) Safety Excellence Award presented by the Oregon Recreation & Parks Association for THPRD's achievement of completing the Safety Health Achievement Recognition Program (SHARP).

Evaluated THPRD insurance coverage for property, liability, and workers compensation services to obtain lowest possible renewal premiums based on claim experience. Completed SDIS Best Practices requirements reducing premiums by \$30,594. Received a longevity credit of \$23,298 from SDIS for outstanding loss control.

Administered lease agreements that include 11 residential properties, 16 telecommunication sites, 2 commercial, and 4 nonprofits.

Awarded 2017 SDIS Matching Safety Grant of \$5,000 to purchase winter readiness equipment to ensure safe access into facilities, and additional pesticide equipment lockers.

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

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

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

FY 2018/19 Goals and Objectives

Comprehensive Plan Goal 6: Provide value and efficient service

Continue managing the Safety and Health Achievement Recognition Program SHARP's annual accreditation with Oregon OSHA for all sites. Tualatin Hills Park & Recreation District is the largest multi-site agency to complete this program in the state and is the first park and recreation agency to graduate within the country.

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

- Zero incident and injury concept
- Reduction in workers compensation claims and "loss time" injuries
- Reduction in property and liability claims

FY 2018/19 Goals and Objectives (continued)

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

Coordinate with Security Operations Department to provide training on emergency management, defensive driving, and student reunification for local school districts.

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

Budget Highlights

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 THPRD standards.

Division: Business & Facilities
Department: Risk & Contract Management

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
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Summary of Appropriations

Personnel Services	\$ 257,404	\$ 272,994	\$ 284,295	\$ 306,025	\$ 306,025
Material & Services	341,773	337,612	395,456	401,838	401,838
Total Appropriations	\$ 599,177	\$ 610,606	\$ 679,751	\$ 707,863	\$ 707,863

Summary by Program

Risk & Contract Management	\$ 580,690	\$ 603,271	\$ 651,142	\$ 682,213	\$ 682,213
Safety	18,487	7,335	28,609	25,650	25,650
Total Appropriations	\$ 599,177	\$ 610,606	\$ 679,751	\$ 707,863	\$ 707,863

Division Staff

Full-time	2.00	2.00	2.00	2.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.19	0.10	0.23	0.23

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Number of contracts processed	143	159	150	150
Number of residential leases	17	12	10	10
Number of commercial leases	26	20	18	18
Performance Measures:				
<u>Reduce exposure of property & liability claims¹</u>				
Number of liability claims filed against THPRD	10	6	6	6
Average cost per liability claim filed	\$2,107	\$4,283	\$4,140	\$5,269
Loss Ratio: liability claims only (single year) ²	18.05%	21.62%	1.94%	30.36%
Loss Ratio: property and liability claims (single year) ³	30.35%	13.07%	20.29%	49.94%
Loss Ratio: five-year trail ⁴	62.20%	63.98%	46.51%	51.63%

¹ Property and casualty figures are based on a calendar year. Policy data as of: March 15, 2018.

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

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

⁴ Special Districts Insurance Services bases premiums on 65%. National standard is 60%.

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 163,468	\$ 170,700	\$ 179,338	\$ 189,024	\$ 189,024
PT Salary	-	3,176	3,000	6,240	6,240
Employee Benefits	78,969	83,842	86,098	93,721	93,721
Payroll Taxes	14,299	14,520	15,859	17,040	17,040
Personnel Services	\$ 256,736	\$ 272,238	\$ 284,295	\$ 306,025	\$ 306,025
Other Services	\$ 4,867	\$ 6,058	\$ 11,350	\$ 9,100	\$ 9,100
Insurance	311,217	313,476	337,340	352,068	352,068
Supplies	2,661	7,202	3,950	2,850	2,850
Communication	2,643	2,030	3,420	3,120	3,120
Training, Travel and Memberships	1,796	2,267	10,787	9,050	9,050
Small Furniture & Office Equipment	770	-	-	-	-
Material & Services	\$ 323,954	\$ 331,033	\$ 366,847	\$ 376,188	\$ 376,188
Program Total	\$ 580,690	\$ 603,271	\$ 651,142	\$ 682,213	\$ 682,213
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	0.19	0.10	0.23	0.23

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Performance Measures:				
<u>Reduce program participant incidents</u>				
Number of incident reports filed per 10,000 program visits	1.67	1.63	1.45	1.53
<u>Reduce exposure on workers' compensation claims¹</u>				
Number of claims filed	30	27	30	30
Number of time loss claims	7	11	9	7
Experience Modification history ²	0.75	0.65	0.71	0.82
Frequency rate of WC claims per 100 FTE	6.55	5.79	8.42	6.64
WC costs as % of payroll	2.87	2.58	1.13	1.52
Average cost per claim	\$17,926	\$17,832	\$6,285	\$11,326
Average claim cost per FTE	\$1,174	\$1,033	\$529	\$752

¹ Policy data as of: March 15, 2018.

² Experience Modification Rate is computed on 1.00 being the average incident rate for similar work nationwide.

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

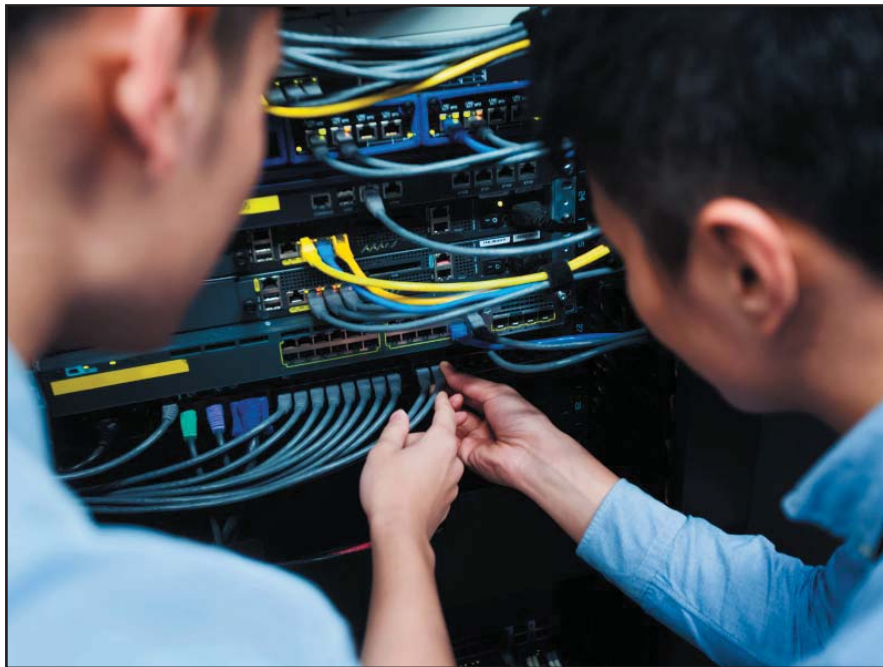
Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
PT Salary	\$ 606	\$ 663	\$ -	\$ -	\$ -
Payroll Taxes	62	93	-	-	-
Personnel Services	\$ 668	\$ 756	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 2,889	\$ 1,062	\$ 5,684	\$ 5,900	\$ 5,900
Supplies	9,610	(2,822)	14,450	12,600	12,600
Training, Travel and Memberships	4,433	4,823	7,975	6,650	6,650
Small Furniture & Office Equipment	887	3,516	500	500	500
Material & Services	\$ 17,819	\$ 6,579	\$ 28,609	\$ 25,650	\$ 25,650
Program Total	\$ 18,487	\$ 7,335	\$ 28,609	\$ 25,650	\$ 25,650
Department Staff					
Full-time	0.00	0.00	0.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00





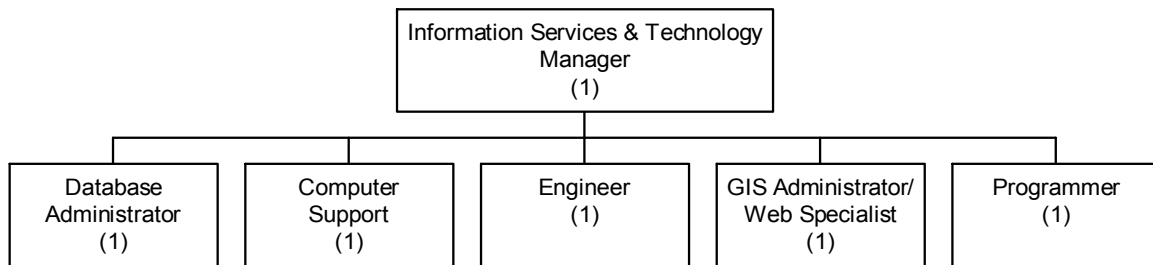
TUALATIN HILLS
PARK & RECREATION DISTRICT

INFORMATION SERVICES



BUSINESS & FACILITIES DIVISION

Information Services Department



Department Overview

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

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

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

FY 2017/18 Accomplishments

Completed THPRD's email system migration to Microsoft Office 365.

Continue to strengthen Processor Card Industry (PCI) compliance: utilizing encrypted gateway, secured firewall, installed intrusion detection/prevention software, and drafted

appropriate policies, procedures, and staff training.

Completed an independent network assessment, which provided recommendations for changes to strengthen our core network infrastructure, including the procurement of new network hardware.

Installed systems configurations software, allowing Information Services Department to configure and control networked devices throughout the agency with a consistent set of policies and tools.

FY 2018/19 Goals and Objectives

Comprehensive Plan Goal 6: Provide value and efficient service

Assess THPRD telephony services and systems, and revise where necessary.

Continue to invest and enhance THPRD's desktop computer environment with the instillation of a singular desktop standard.

Continue to explore and implement cloud-based solutions, such as Microsoft Azure, that will deliver improved features and functionality, while providing a more predictable service level and budget.

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

Continue to monitor PCI compliance for receipt of credit card payments. Evaluate credit card receipt processes and implement improvements.

Budget Highlights

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

- Addition of cloud computing operational costs
- Upgrade of THPRD's telephony system
- Continual funding of THPRD's desktop replacements
- Upgrade of THPRD's employee timekeeping system

Information Services Standards

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

This includes:

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

Performance Standards

System reliability standards are:

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

Division: Business & Facilities
Department: Information Services

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
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Summary of Appropriations

Personnel Services	\$ 640,209	\$ 653,325	\$ 818,417	\$ 835,352	\$ 835,352
Material & Services	374,430	472,126	555,858	584,680	584,680
Capital Outlay	124,183	84,389	685,524	257,156	257,156
Total Appropriations	\$ 1,138,822	\$ 1,209,840	\$ 2,059,799	\$ 1,677,188	\$ 1,677,188

Summary by Program

Information Services	\$ 1,138,822	\$ 1,209,840	\$ 2,059,799	\$ 1,677,188	\$ 1,677,188
Total Appropriations	\$ 1,138,822	\$ 1,209,840	\$ 2,059,799	\$ 1,677,188	\$ 1,677,188

Division Staff

Full-time	5.00	5.00	6.00	6.00	6.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Number of desktop PCs maintained	216	216	215	218
Number of networked file servers maintained	50	52	52	54
Performance Measures:				
Maintain 98% network system reliability	98%	98%	98%	98%

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 404,532	\$ 413,809	\$ 532,240	\$ 538,805	\$ 538,805
Employee Benefits	199,629	204,056	239,795	249,543	249,543
Payroll Taxes	36,048	35,460	46,382	47,004	47,004
Personnel Services	\$ 640,209	\$ 653,325	\$ 818,417	\$ 835,352	\$ 835,352
Professional and Technical Services	\$ 272,782	\$ 368,508	\$ 421,868	\$ 450,690	\$ 450,690
Supplies	30,860	35,256	56,000	56,000	56,000
Communication	65,481	65,431	65,000	65,000	65,000
Training, Travel and Memberships	4,924	2,549	9,000	9,000	9,000
Small Furniture, Fixtures and Equip.	383	382	3,990	3,990	3,990
Material & Services	\$ 374,430	\$ 472,126	\$ 555,858	\$ 584,680	\$ 584,680
Information Technology Replacement	\$ 78,882	\$ 73,180	\$ 144,000	\$ 233,812	\$ 233,812
Information Technology Improvement	45,301	11,209	541,524	23,344	23,344
Capital Outlay	\$ 124,183	\$ 84,389	\$ 685,524	\$ 257,156	\$ 257,156
Program Total	\$ 1,138,822	\$ 1,209,840	\$ 2,059,799	\$ 1,677,188	\$ 1,677,188
Department Staff					
Full-time	5.00	5.00	6.00	6.00	6.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

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

Project Number	Capital Project	Approved Budget	Page #
INFORMATION TECHNOLOGY REPLACEMENT			
1	Desktop	\$ 67,000	BF-35
2	Servers	37,000	BF-35
3	Desktop Printers	5,000	BF-35
4	LAN/WAN	5,000	BF-35
5	Timeclocks	119,812	BF-35
<i>TOTAL INFORMATION TECHNOLOGY REPLACEMENT</i>		<u>\$ 233,812</u>	
INFORMATION TECHNOLOGY IMPROVEMENT			
6	Computers (2)	\$ 11,100	BF-35
7	Thermal Monocular Vision Camera	3,599	BF-36
8	Drone	8,645	BF-36
<i>TOTAL INFORMATION TECHNOLOGY IMPROVEMENT</i>		<u>\$ 23,344</u>	
<i>GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY</i>		<u><u>\$ 257,156</u></u>	

INFORMATION SERVICES CAPITAL OUTLAY

Information Technology Capital Replacement

ITEM 1: **Desktop**

BUDGET: \$67,000

DESCRIPTION: Replacement of one-fifth of desktop inventory, maintaining the five-year replacement schedule

ITEM 2: **Servers**

BUDGET: \$37,000

DESCRIPTION: Replacement of public web servers

ITEM 3: **Desktop Printers**

BUDGET: \$5,000

DESCRIPTION: Replacement of one-fourth of desktop printer inventory, maintaining the four-year replacement cycle

ITEM 4: **LAN/WAN**

BUDGET: \$5,000

DESCRIPTION: Replacement of and upgrades to Wide Area Network equipment

ITEM 5: **Timeclocks**

BUDGET: \$119,812

DESCRIPTION: Replacement of the current timekeeping system and equipment

Information Technology Capital Improvement

ITEM 6: **Computers (2)**

BUDGET: \$11,100

DESCRIPTION: Purchase of computers for new positions in Design & Development and Planning departments

INFORMATION SERVICES CAPITAL OUTLAY

ITEM 7: **Thermal Monocular Vision Camera**

BUDGET: \$3,599

DESCRIPTION: Purchase of one handheld thermal monocular vision camera for Park Patrol security use

ITEM 8: **Drone**

BUDGET: \$8,645

DESCRIPTION: Purchase of one drone to assist multiple departments with roof inspections, encroachments, and natural resource assessment

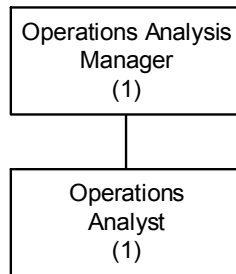


OPERATIONS ANALYSIS



BUSINESS & FACILITIES DIVISION

Operations Analysis Department



Department Overview

The Operations Analysis manager is responsible to the chief financial officer and conducts THPRD's performance measurement, reporting, financial planning, capital budgeting, business planning and management of THPRD's non-financial data.

Operations Analysis provides support to THPRD's cross-departmental initiatives. This includes the business planning teams, process improvement committees, cost recovery calculation, and the calculation and adoption of program fees.

FY 2017/18 Accomplishments

Continued implementation of cost recovery strategy, including budget to actuals comparison, and evaluation of program offerings as identified in the Service and Financial Sustainability Analysis. Expanded capital replacement reserve tracking tools to include both major and routine capital items.

Completed second year of the Strategic Energy Management cohort and received \$7,250 in energy saving incentives from the Energy Trust of Oregon, including for LED parking lot lighting. Launched a staff engagement pilot program at Conestoga Recreation & Aquatic Center to incentivize energy efficient behavior.

FY 2018/19 Goals and Objectives

Comprehensive Plan Goal 6: Provide value and efficient service

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

Assist with implementation of new financial software, including business process mapping and documentation.

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

Comprehensive Plan Goal 8: Incorporate principles of environmental and financial sustainability

Continue participating in the Strategic Energy Management cohort. This enables THPRD to adopt current industry best practices for energy efficiency.

Budget Highlights

No significant changes from the prior-year budget



Division: Business & Facilities
Department: Operations Analysis

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ -	\$ 270,275	\$ 283,473	\$ 299,627	\$ 299,627
Material & Services	-	5,013	45,624	46,734	46,734
Total Appropriations	\$ -	\$ 275,288	\$ 329,097	\$ 346,361	\$ 346,361

Summary by Program					
Operations Analysis	\$ -	\$ 275,288	\$ 329,097	\$ 346,361	\$ 346,361
Total Appropriations	\$ -	\$ 275,288	\$ 329,097	\$ 346,361	\$ 346,361

Division Staff					
Full-time	0.00	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

Note: As of FY 2016/17, Operations Analysis was created as a separate department within the Business & Facilities Division, was previously included in the budget of Business & Facilities Office of the Director.

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Performance Management	Updated THPRD's goal outcomes measure.	Realigned Key Performance Indicators and Goal Outcomes based on board-approved functional plans.	Document Key Performance Indicator, Funded Service Levels, and Goal Outcome methodology.	Develop actual program and contact hour methodology. Align performance measurement process with visioning and comprehensive plan update.
Budgeting	Developed 14 business plans for 2016/17.	Implemented program-based budgeting. Developed routine replacement reserve fund methodology. Restructured business plan teams.	Develop five-year Capital Improvement Program.	Integrate budget files with new financial software system. Provide training on new processes.
Cost Recovery	Reviewed rentals, field fees, pool lane fees for cost recovery methodology. Developed historical actuals for registration system activities. Developed and adopted THPRD fee policy and procedure.	Set field and pool lane fees at a 3-year increase schedule. Provided updated reporting on cost recovery.	Provide updated reporting on cost recovery. Incorporate cost recovery into resource allocation for programs.	Build a process for operational assessments of cost recovery performance for all centers.

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ -	\$ 178,007	\$ 184,504	\$ 192,907	\$ 192,907
Employee Benefits	-	76,995	82,962	89,969	89,969
Payroll Taxes	-	15,273	16,007	16,751	16,751
Personnel Services	\$ -	\$ 270,275	\$ 283,473	\$ 299,627	\$ 299,627
Professional and Technical Services	\$ -	\$ -	\$ 31,050	\$ 31,050	\$ 31,050
Supplies	-	333	2,300	1,800	1,800
Communication	-	813	780	780	780
Training, Travel and Memberships	-	3,867	11,494	12,604	12,604
Small Furniture & Office Equipment	-	-	-	500	500
Material & Services	\$ -	\$ 5,013	\$ 45,624	\$ 46,734	\$ 46,734
Program Total	\$ -	\$ 275,288	\$ 329,097	\$ 346,361	\$ 346,361
Department Staff					
Full-time	0.00	2.00	2.00	2.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00





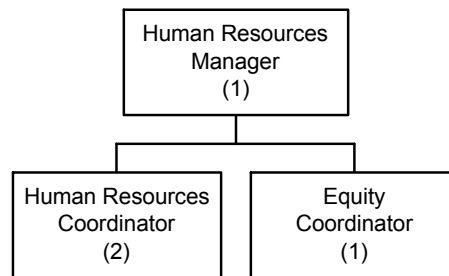
TUALATIN HILLS
PARK & RECREATION DISTRICT

HUMAN RESOURCES



BUSINESS & FACILITIES DIVISION

Human Resources Department



Department Overview

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

The Human Resources Department provides the following key services: recruitment and selection, job analysis and classification, compensation and benefit administration, labor relations, equity initiatives, employee performance evaluation, and training and development.

FY 2017/18 Accomplishments

Reviewed and updated the strategic plan to guide THPRD's internal diversity and inclusion initiatives. Prioritized and carried out phase one items identified in the plan.

Reviewed and revised the employee handbook to bring in-line with changes in THPRD policies, and federal/state law. Developed a separate FT/RPT benefit booklet to increase marketing, outreach, and recruitment efforts.

In cooperation with Portland State University, completed a workforce demographic study to establish a baseline of the composition of the current workforce to assess how well the workforce represents the community THPRD serves and inform phase two initiatives identified in the internal diversity development plan, including outreach activities and best hiring practices.

Developed and implemented the NEOGOV web based employee "onboarding" system which provides electronic handling of the new hire process and a paperless record-retention system.

Maintained unemployment insurance experience rating of .1%, the lowest possible rating, for the third consecutive year resulting in excess amounts paid to the fund and received a refund of \$100,000.

FY 2018/19 Goals and Objectives

Comprehensive Plan Goal 6: Provide value and efficient service

Develop and implement NEOGOV employee "offboarding" system which provides electronic handling of the employee separation process and a paperless record-retention system.

Prepare for and carryout negotiations for a successor collective bargaining agreement.

Determine desired and representative demographics in applicant pools to ensure candidates accurately reflect the demographics of THPRD's service area and develop best practices and recommendations to improve outreach to recruit minorities and targeted audiences.

Develop and implement interview panel preparation guidelines and provide training on implicit bias for hiring managers.

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.

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 & Facilities
Department: Human Resources

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
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Summary of Appropriations

Personnel Services	\$ 446,387	\$ 490,306	\$ 486,229	\$ 521,627	\$ 521,627
Material & Services	83,441	80,708	140,505	136,316	136,316
Total Appropriations	\$ 529,828	\$ 571,014	\$ 626,734	\$ 657,943	\$ 657,943

Summary by Program

Human Resources	\$ 529,828	\$ 571,014	\$ 626,734	\$ 657,943	\$ 657,943
Total Appropriations	\$ 529,828	\$ 571,014	\$ 626,734	\$ 657,943	\$ 657,943

Division Staff

Full-time	4.00	4.00	4.00	4.00	4.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Total number of recruitments: FT & RPT positions	17	24	22	20
Total number of training sessions	13	11	11	11
Total number of unemployment insurance claims processed	41	34	40	40
Total number of PT, RPT & FT new hire packets processed	882	880	885	885
Performance Measures:				
Total recruitment applications received	949	1,842	1,300	1,200
Average number of applications per position	56	77	59	60
Total training contact hours	1,378	870	815	1,000
Average total cost per unemployment insurance claim	\$1,078	\$890	\$875	\$875
Total amount of unemployment insurance paid	\$44,198	\$30,260	\$35,000	\$35,000
Unemployment insurance experience/tax rate	0.4%	0.1%	0.1%	0.1%
Goal Outcome Measures:				
Number of employees receiving bilingual premium pay out of qualifying positions	14 of 35	14 of 35	13 of 35	increase

Division: Business & Facilities

Department: Human Resources

Program: Human Resources

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 294,071	\$ 330,641	\$ 324,878	\$ 345,277	\$ 345,277
Employee Benefits	125,766	131,437	133,152	146,354	146,354
Payroll Taxes	26,550	28,228	28,199	29,996	29,996
Personnel Services	\$ 446,387	\$ 490,306	\$ 486,229	\$ 521,627	\$ 521,627
Professional and Technical Services	\$ 26,941	\$ 39,899	\$ 63,022	\$ 67,205	\$ 67,205
Supplies	606	4,406	8,383	1,570	1,570
Communication	2,595	4,280	9,310	9,630	9,630
Travel, Training and Memberships	53,299	27,441	59,340	56,711	56,711
Small Furniture & Equipment	-	4,682	450	1,200	1,200
Material & Services	\$ 83,441	\$ 80,708	\$ 140,505	\$ 136,316	\$ 136,316
Program Total	\$ 529,828	\$ 571,014	\$ 626,734	\$ 657,943	\$ 657,943
Department Staff					
Full-time	4.00	4.00	4.00	4.00	4.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00





MAINTENANCE OPERATIONS



Athletic Facilities Maintenance

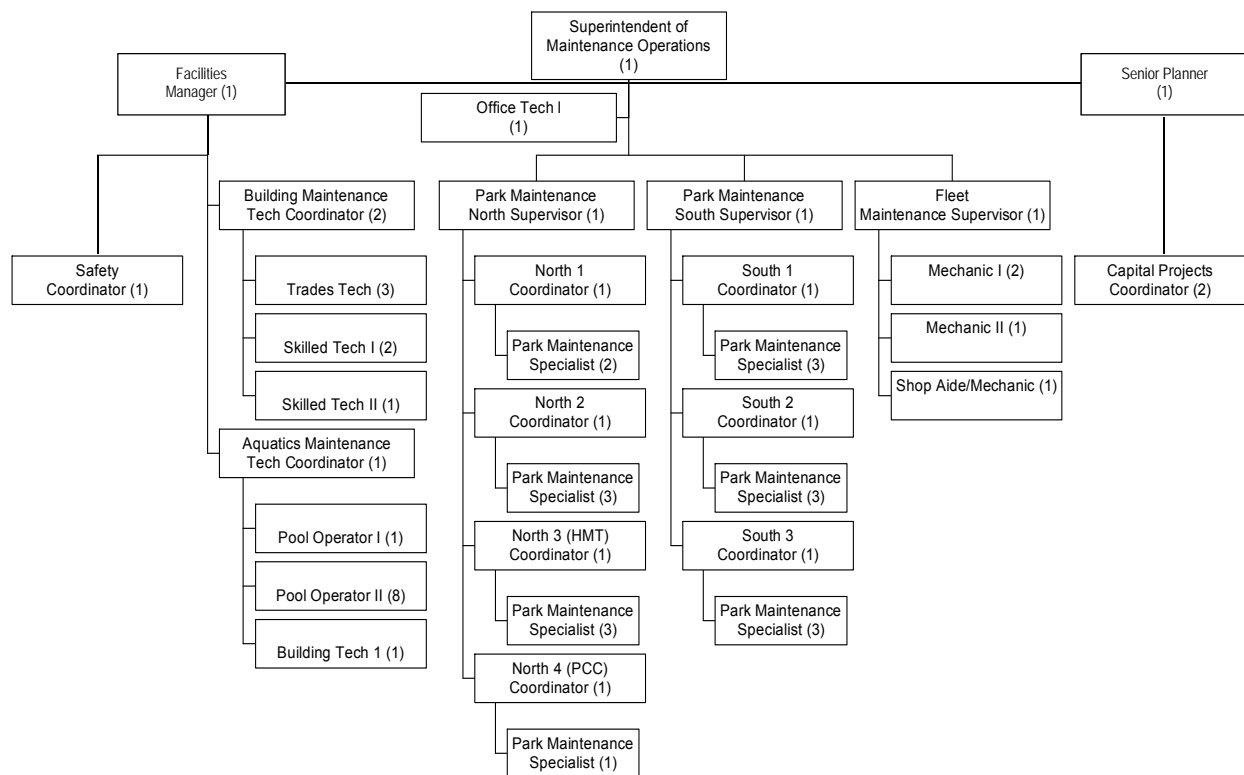
Building & Pool Maintenance

Park Maintenance

Fleet Maintenance

BUSINESS & FACILITIES DIVISION

Maintenance Operations Department



Department Overview

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

Maintenance Operations programs (park-north, park-south, buildings & pools, and fleet) are managed by supervisors, who report to the superintendent of Maintenance Operations.

Park Maintenance (North and South zones)

The park maintenance program encompasses all park and athletic facility maintenance activities. Park maintenance is responsible for the inspection and upkeep of district playground equipment, park pathways, parking lots, landscaped areas, refuse services, irrigation and drainage systems, restrooms, tables and benches, signage, drinking fountains, bridges and boardwalks, picnic shelters and community gardens. Park maintenance also supports the

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

In addition to routine services, the park maintenance program supports special events and community events throughout the year, works closely with park patrol on safety related matters within the district, performs hazard tree inspections as part of a growing arboriculture program, and provides support to a number of other departments and agencies in various ways.

Building & Pool Maintenance

The building & pool maintenance program provides maintenance, preventative maintenance and custodial services to the pools and non-programmed THPRD facilities.

Department Overview (continued)

Trade staff provides painting, plumbing, carpentry, electrical, and HVAC services to all THPRD facilities. Building & pool maintenance staff maintain outdoor restrooms, gymnasiums, indoor and outdoor pools, and historic buildings. They perform much of the preventative maintenance on critical equipment and help develop the operational budget and proposed capital projects list. All full-time pool maintenance positions require an Aquatics Facility Operator Certification.

Fleet Maintenance

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

FY 2017/18 Accomplishments

The Tualatin Hills Aquatic Center renovation project (Phase II) was completed in January 2018. The renovation project included resurfacing the pool tank and locker room floors, replacing the pool deck, pool gutter/tile, pool underwater lights, retro fitting of LED bulbs into overhead lights, painting of the natatorium, and repaired the dive tower. In addition, the project also expanded the pool deck area to create more useable space.

In November of 2017, the parks and athletic facilities maintenance programs shifted to a new service delivery model. Both programs merged into a north and south park maintenance service model and each park site has been assigned to one full-time technician. Previously, most of the park sites were assigned to both programs. The new model has reduced service overlap, increased department efficiencies and will provide stronger site ownership for all the maintenance technicians.

The department created an ADA team to begin completing items from the ADA Transition Plan. Along with many low-cost fixes at various centers and facilities, Veterans Memorial Park

had some ADA upgrade work completed. Several members of the department team are also part of the larger ADA district team. The department led a multi-departmental team in the revisions and upgrade to the district's original Signage Master Plan. The new Signage Policy Update was approved by the board in December 2017.

The department was integral in partnering with the Americorps National Civilian Conservation Corps (NCCC). This partnership resulted in 11 young people between the ages of 19 – 24 working on district projects for one month. Nearly 30 maintenance and natural resources projects were completed ranging from bridge repair, to painting, to drainage improvements. Overall, the experience was highly successful and rewarding for both NCCC students and the district.

Technical, professional and safety training continues to be a high priority for Maintenance Operations. Staff attended numerous training workshops, including Energy Trust of Oregon's Strategic Energy Management workshops, Sports Turf Management Association national conference, Oregon Recreation & Park Association annual conference, Oregon Trails Summit, Resource Management School, National Recreation and Park Association Certified Playground Safety Inspectors, Aquatic Facility Operator Certification, and Automotive Service Excellence Certifications.

FY 2018/19 Goals and Objectives

The goal of the Maintenance Operations department is to provide efficient and effective maintenance services that protect and enhance the value of THPRD assets and natural resources.

Strategic Plan Goal #1: Provide Quality Neighborhood and Community Parks that are Readily Accessible

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

Continue to replace signage to implement the signage master plan with an efficient, streamlined replacement process. The new signage will also account for ADA guidelines that were part of the board approved ADA Transition Plan.

FY 2018/19 Goals and Objectives (continued)

Strategic Plan Goal #2: Provide Quality Sports and Recreation Facilities

Complete the synthetic turf replacement of two large athletic fields at the PCC Rock Creek recreation facility.

Complete the design and bidding of the Raleigh Park/Swim Center pool tank refinishing, and deck and drainage replacement project, which will be completed in the fall of 2019.

Complete design work for a major renovation for the Conestoga Recreation Aquatic Center's natatorium. This entails developing plans and engineered drawings for replacement of the pool deck, underwater lights, water slide and pool tank resurfacing.

Strategic Plan Goal #3: Operate and Maintain Parks in an Efficient and Cost-Effective Manner
Productivity – Manage the percentage of total hours spent on direct productive activities.

Performance – Provide efficient service delivery that meets or exceeds the percentage of desired service levels (DSL) per visit.

Quality – Consistently meet the service quality standards identified in the Maintenance Standards Manual.

Prioritization – Assure the most important tasks are being accomplished or addressed during each site visit.

Budget Highlights

The approved budget reflects reorganization in the building maintenance program that took place in January 2018. This reorganization moved staffing supervision and budget control of custodial staff and the related facility costs at the Elsie Stuhr Center, HMT Tennis Center, Garden Home & Cedar Hills Recreation Centers, HMT Athletic Center, Nature Center and Cooper Mountain under the direct supervision of the center supervisors at these facilities.

Additionally, the approved budget also reflects the reorganization of the parks and athletic facility programs, as well as the transfer of trail maintenance to the Nature and Trails department.

Fleet Fuel Impacts

The strategies that were applied in FY 2016/17 to offset trending increases in use. In calendar year 2017 fuel was reduced by 420 gallons, and driving by 1,171 fewer miles than in 2016. THPRD is expecting to consume approximately 43,000 gallons of gasoline and 11,000 gallons of diesel fuel in FY 2018/19.

New or Expanded Facilities Impacts

The approved budget includes part-time staffing, supply, and utility increases necessary to maintain new or expanded parks, athletic fields and buildings resulting from completion of numerous 2008 Bond Fund capital projects as well as projects funded from the System Development Charge fund and grant funds. New sites to be maintained include new neighborhood parks and trails in the North Bethany area.

Utility Impacts

The approved budget reflects natural gas rate decreases of 7.3% and electricity rate increases of 2.0% starting in January 2018. In FY 2017/18, overall electricity usage decreased by 0.4% and natural gas usage decreased by 5.2%. Electricity and natural gas consumption are expected to decrease in FY 2018/19.

Water usage increased in FY 2017/18 by 4.6% driven in large part by an unseasonably hot summer and continuation into fall and early winter. Water usage is expected to increase slightly in FY 2018/19 as new irrigated park sites are added to the inventory, including the first full year of Mountain View Champions Park. The approved budget reflects an increase in water utility costs resulting primarily from a 13.5% rate increase from the district's primary water provider.



Division: Business & Facilities
Department: Maintenance Operations

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 8,453,112	\$ 8,316,427	\$ 9,277,695	\$ 7,746,122	\$ 7,746,122
Materials & Services	3,941,435	3,967,314	4,314,367	3,800,576	3,800,576
Capital Outlay	266,421	301,052	491,700	520,500	520,500
Total Appropriations	\$ 12,660,968	\$ 12,584,793	\$ 14,083,762	\$ 12,067,198	\$ 12,067,198

Summary by Program					
Superintendent of Maintenance Op.	\$ 733,192	\$ 801,301	\$ 878,320	\$ 965,196	\$ 965,196
Park Maintenance North	-	-	-	3,390,475	3,390,475
Park Maintenance South	-	-	-	2,698,281	2,698,281
Athletic Facilities Maintenance	2,070,504	2,045,297	2,265,422	-	-
Park Maintenance	3,553,529	3,391,241	4,108,379	-	-
Building & Pool Maintenance	5,210,537	5,176,683	5,381,314	3,484,748	3,484,748
Fleet Maintenance	1,093,206	1,170,271	1,450,327	1,528,498	1,528,498
Total Appropriations	\$ 12,660,968	\$ 12,584,793	\$ 14,083,762	\$ 12,067,198	\$ 12,067,198

Division Staff					
Full-time	67.00	67.00	69.00	58.00	58.00
Regular part-time (FTE)	7.00	6.13	4.38	0.00	0.00
Part-time (FTE)	57.67	60.36	61.01	48.26	48.26

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

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Goal Outcome Measures:				
5-year balance*	\$14,968,039	\$13,832,096	\$13,835,935	\$12,520,018
10-year balance*	\$29,091,383	\$28,521,716	\$29,232,624	\$27,827,036
Deferred maintenance and major replacement reserve fund liability balance	\$ 8,588,343	\$ 7,309,021	\$ 5,958,376	\$ 3,702,114
Total annual metric tons of CO2 generated	14,133	14,206	14,206	decrease

* Replacement balance includes deferred replacement backlog plus projected future replacements (major replacement only) shown net of Capital Replacement Reserve balance.

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 440,242	\$ 466,586	\$ 508,913	\$ 560,614	\$ 560,614
PT Salary	1,224	15,086	40,688	43,290	43,290
Employee Benefits	206,208	227,858	218,297	249,453	249,453
Payroll Taxes	40,014	42,069	49,986	54,842	54,842
Personnel Services	\$ 687,688	\$ 751,599	\$ 817,884	\$ 908,199	\$ 908,199
Professional and Technical Services	\$ 6,577	\$ 12,660	\$ 18,771	\$ 16,692	\$ 16,692
Communications	5,110	4,399	5,800	3,600	3,600
Supplies	6,100	7,564	9,023	3,413	3,413
Training, Travel and Memberships	5,312	2,674	3,330	9,780	9,780
Utilities	22,405	22,405	23,512	23,512	23,512
Material & Services	\$ 45,504	\$ 49,702	\$ 60,436	\$ 56,997	\$ 56,997
Program Total	\$ 733,192	\$ 801,301	\$ 878,320	\$ 965,196	\$ 965,196
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)	0.69	0.73	1.39	1.44	1.44

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

KEY PERFORMANCE INDICATORS

	Prior Year Actual	Prior Year Actual	Projected Outcome	Proposed Outcome
Description	2015/16	2016/17	2017/18	2018/19
Workload:				
Developed acres	-	-	-	547
Undeveloped acres	-	-	-	722
Total Acres	-	-	-	1,269
Athletic fields maintained	-	-	-	144
Sport courts maintained	-	-	-	123
Total Fields and Courts	-	-	-	267
Efficiency:				
Park cost per developed acre	-	-	-	\$2,698
Park cost per undeveloped acre	-	-	-	\$227
Total cost per field and court count	-	-	-	\$6,558
Total courts/fields per FTE	-	-	-	14.2
Total developed park acres per FTE	-	-	-	34.1
Goal Outcome Measures:				
Water (gallons/developed acre)	-	-	-	50,277
Water (gallons/developed acre with ETR)	-	-	-	decrease
Electricity (kWh/lighted field and court count)	-	-	-	8,733
Water (gallons/field count)	-	-	-	155,600
Water (gallons/field count with ETR)	-	-	-	decrease
% number of irrigation systems automated (of irrigation systems desired to be automated)	-	-	-	91.5%
Performance Measures:				
% of desired service level (DSL) high-production mowing for developed acres	-	-	-	93%
% of desired service level (DSL) on fields	-	-	-	100%
% of desired service level (DSL) on courts	-	-	-	100%

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

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 905,472	\$ 905,472
PT Salary	-	-	-	600,792	600,792
Employee Benefits	-	-	-	461,522	461,522
Payroll Taxes	-	-	-	156,294	156,294
Personnel Services	\$ -	\$ -	\$ -	\$ 2,124,080	\$ 2,124,080
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
Rental Equipment	-	-	-	3,000	3,000
Communication	-	-	-	29,537	29,537
Other Services	-	-	-	245,586	245,586
Supplies	-	-	-	329,126	329,126
Training, Travel and Memberships	-	-	-	8,440	8,440
Utilities	-	-	-	649,706	649,706
Material & Services	\$ -	\$ -	\$ -	\$ 1,266,395	\$ 1,266,395
Program Total	\$ -	\$ -	\$ -	\$ 3,390,475	\$ 3,390,475

Department Staff

Full-time	0.00	0.00	0.00	14.00	14.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	20.88	20.88

Funded Service Level

High-production mowing acres maintained at 100% DSL	-	-	-	123	123
Total high-production mowing acres in inventory	-	-	-	132	132
Baseball/softball fields maintained at 100% DSL	-	-	-	58	58
Total baseball/softball fields in inventory	-	-	-	58	58
Sport courts maintained at 100% DSL	-	-	-	123	123
Total sport courts	-	-	-	123	123

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

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

KEY PERFORMANCE INDICATORS

	Prior Year Actual	Prior Year Actual	Projected Outcome	Proposed Outcome
Description	2015/16	2016/17	2017/18	2018/19
Workload:				
Developed acres	-	-	-	551
Undeveloped acres	-	-	-	586
Total Acres	-	-	-	1,137
Athletic fields maintained	-	-	-	107
Sport courts maintained	-	-	-	56
Total Fields and Courts	-	-	-	163
Efficiency:				
Park cost per developed acre	-	-	-	\$2,776
Park cost per undeveloped acre	-	-	-	\$290
Total cost per field and court count	-	-	-	\$6,129
Total courts/fields per FTE	-	-	-	14.5
Total developed park acres per FTE	-	-	-	27.7
Goal Outcome Measures:				
Water (gallons/developed acre)	-	-	-	36,588
Water (gallons/developed acre with ETR)	-	-	-	decrease
Electricity (kWh/lighted field and court count)	-	-	-	6,909
Water (gallons/field count)	-	-	-	32,290
Water (gallons/field count with ETR)	-	-	-	decrease
% number of irrigation systems automated (of irrigation systems desired to be automated)	-	-	-	91.5%
Performance Measures:				
% of desired service level (DSL) high-production mowing for developed acres	-	-	-	93%
% of desired service level (DSL) on fields	-	-	-	100%
% of desired service level (DSL) on courts	-	-	-	100%

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

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ -	\$ -	\$ -	\$ 857,904	\$ 857,904
PT Salary	-	-	-	525,082	525,082
Employee Benefits	-	-	-	434,839	434,839
Payroll Taxes	-	-	-	145,137	145,137
Personnel Services	\$ -	\$ -	\$ -	\$ 1,962,962	\$ 1,962,962
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 18,000	\$ 18,000
Rental Equipment	-	-	-	8,300	8,300
Other Services	-	-	-	169,600	169,600
Communications	-	-	-	17,499	17,499
Supplies	-	-	-	217,168	217,168
Training, Travel and Memberships	-	-	-	4,650	4,650
Utilities	-	-	-	299,602	299,602
Small Furniture, Fixtures and Equip.	-	-	-	500	500
Material & Services	\$ -	\$ -	\$ -	\$ 735,319	\$ 735,319
Program Total	\$ -	\$ -	\$ -	\$ 2,698,281	\$ 2,698,281
Department Staff					
Full-time	0.00	0.00	0.00	13.00	13.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	18.08	18.08
Funded Service Level					
High-production mowing acres maintained at 100% DSL	-	-	-	128	128
Total high-production mowing acres in inventory	-	-	-	138	138
Baseball/softball fields maintained at 100% DSL	-	-	-	46	46
Total baseball/softball fields in inventory	-	-	-	46	46
Sport courts maintained at 100% DSL	-	-	-	56	56
Total sport courts	-	-	-	56	56

FY 18/19: Combined Park & Athletic Facilities, organized

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workload:				
Athletic fields maintained	255	256	251	-
Outdoor sport courts maintained ¹	178	178	179	-
Total Workload Units	433	434	430	-
Efficiency:				
Cost per athletic field	\$5,526	\$5,667	\$5,930	-
Cost per outdoor sport court	\$2,727	\$2,793	\$2,881	-
Goal Outcome Measures:				
Electricity (kWh/lighted field and court count)	6,045	5,226	5,076	-
Water (gallons/field count)	125,716	92,951	95,566	-
Water (gallons/field count with ETR)	78,130	70,140	decrease	-
% number of irrigation systems automated (of irrigation systems desired to be automated)	91.5%	91.5%	91.5%	-
Performance Measures:				
% of desired service level (DSL) on fields	97%	97%	100%	-
% of desired service level (DSL) on courts	99%	100%	100%	-

¹ Includes 6 indoor tennis courts.

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

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 623,093	\$ 637,521	\$ 655,412	\$ -	\$ -
PT Salary	396,814	343,048	467,626	-	-
Employee Benefits	318,210	328,983	338,183	-	-
Payroll Taxes	107,240	99,941	117,465	-	-
Personnel Services	\$ 1,445,357	\$ 1,409,493	\$ 1,578,686	\$ -	\$ -
Professional and Technical Services	\$ 3,338	\$ 2,456	\$ 2,600	\$ -	\$ -
Rental Equipment	45	-	1,200	-	-
Other Services	101,305	131,737	109,290	-	-
Communications	11,722	11,050	14,687	-	-
Supplies	329,786	331,637	335,939	-	-
Training, Travel and Memberships	2,987	2,333	6,020	-	-
Utilities	175,318	155,985	215,290	-	-
Small Furniture, Fixtures and Equip.	646	606	1,710	-	-
Material & Services	\$ 625,147	\$ 635,804	\$ 686,736	\$ -	\$ -
Program Total	\$ 2,070,504	\$ 2,045,297	\$ 2,265,422	\$ -	\$ -
Department Staff					
Full-time	10.00	10.00	10.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	16.12	16.41	16.69	0.00	0.00
Funded Service Level					
Baseball/softball fields maintained at 100% DSL	103	103	103	-	-
Total baseball/softball fields in inventory	106	106	103	-	-
Sport courts maintained at 100% DSL	178	178	177	-	-
Total sport courts	178	178	177	-	-

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

KEY PERFORMANCE INDICATORS

	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Description				
Workload:				
Developed acres	1,067	1,089	1,095	-
Undeveloped acres	1,276	1,290	1,294	-
Total Workload Units	2,343	2,379	2,389	-
Efficiency:				
Cost per developed acre	\$3,133	\$3,288	\$3,377	-
Cost per undeveloped acre	\$293	\$308	\$317	-
Goal Outcome Measures:				
Electricity (kWh/developed acre)	108	100	103	-
Water (gallons/developed acre)	67,728	39,322	43,879	-
Water (gallons/developed acre with ETR)	37,578	28,430	decrease	-
Vehicle miles traveled per developed acre	370	341	324	-
Performance Measures:				
% of desired service level (DSL) high-production mowing for developed acres	92%	93%	93%	-

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

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 1,186,596	\$ 1,101,777	\$ 1,259,124	\$ -	\$ -
PT Salary	567,648	569,159	791,623	-	-
Employee Benefits	595,894	553,823	584,961	-	-
Payroll Taxes	183,452	170,769	213,049	-	-
Personnel Services	\$ 2,533,590	\$ 2,395,528	\$ 2,848,757	\$ -	\$ -
Professional and Technical Services	\$ 42,426	\$ 85,822	\$ 73,000	\$ -	\$ -
Rental Equipment	6,979	13,005	14,245	-	-
Communication	25,853	30,404	37,299	-	-
Other Services	36,153	50,422	52,596	-	-
Supplies	220,925	260,917	243,837	-	-
Training, Travel and Memberships	4,015	5,397	13,930	-	-
Utilities	683,588	549,746	824,715	-	-
Material & Services	\$ 1,019,939	\$ 995,713	\$ 1,259,622	\$ -	\$ -
Program Total	\$ 3,553,529	\$ 3,391,241	\$ 4,108,379	\$ -	\$ -
Department Staff					
Full-time	20.00	20.00	20.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	24.70	26.37	26.52	0.00	0.00
Funded Service Level					
High-production mowing acres maintained at 100% DSL	308	325	325	-	-
Total high-production mowing acres in inventory	328	328	328	-	-

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workload:				
Buildings - 1,000 sq feet of space	461	461	461	461
Pools - 1,000 sq feet of space	125	125	125	125
Total Workload Units	578	578	578	578
Efficiency:				
Cost per sq foot of buildings ¹	\$7.07	\$7.00	\$6.98	\$7.46
Cost per sq foot of pools ¹	\$15.35	\$15.18	\$16.27	\$15.81
Goal Outcome Measures:²				
Gas (Therms/sq foot)	0.90	0.90	0.89	0.90
Electricity (kWh/sq foot)	12.3	12.7	12.5	12.0
Water (gallons/sq foot)	50.3	54.2	49.1	45.0
Performance Measures:				
% of desired service level (DSL) in buildings	88%	88%	88%	88%
% of desired service level (DSL) in pools	72%	72%	72%	73%

¹ Restated to include building maintenance costs transferred to Park & Recreation division

² Based on total building and pool square footage

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 1,542,298	\$ 1,511,506	\$ 1,688,182	\$ 1,242,040	\$ 1,242,040
RPT Salary	295,961	299,642	210,730	-	-
PT Salary	369,299	357,913	411,421	213,059	213,059
Employee Benefits	848,326	855,819	898,220	524,886	524,886
Payroll Taxes	213,422	188,243	243,974	153,242	153,242
Personnel Services	\$ 3,269,306	\$ 3,213,123	\$ 3,452,527	\$ 2,133,227	\$ 2,133,227
Professional and Technical Services	\$ 6,336	\$ 20,558	\$ 6,502	\$ 6,292	\$ 6,292
Rental Equipment	2,235	3,051	1,800	-	-
Other Services	166,151	161,472	152,375	86,278	86,278
Supplies	410,830	391,570	428,962	298,683	298,683
Training, Travel and Memberships	9,441	9,335	6,750	7,685	7,685
Utilities	1,273,812	1,290,470	1,257,760	884,783	884,783
Communication	69,360	72,304	68,638	63,800	63,800
Material & Services	\$ 1,938,165	\$ 1,948,760	\$ 1,922,787	\$ 1,347,521	\$ 1,347,521
Building/Pool Equip. Replacement	\$ 3,066	\$ 12,012	\$ 6,000	\$ 4,000	\$ 4,000
Building/Pool Equip. Improvement	-	2,788	-	-	-
Capital Outlay	\$ 3,066	\$ 14,800	\$ 6,000	\$ 4,000	\$ 4,000
Program Total	\$ 5,210,537	\$ 5,176,683	\$ 5,381,314	\$ 3,484,748	\$ 3,484,748
Department Staff					
Full-time	26.00	26.00	28.00	20.00	20.00
Regular part-time (FTE)	7.00	6.13	4.38	0.00	0.00
Part-time (FTE)	15.43	16.12	15.68	7.13	7.13
Funded Service Level					
1,000 sq ft of building maintained at 100% DSL	406	406	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	88	88	88
Total 1,000 sq ft of pools	117	117	117	117	117

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

Project Number	Capital Project	Approved Budget	Page #
	BUILDING AND POOL EQUIPMENT REPLACEMENTS		
1	Sweeper Batteries/Brushes	\$ 4,000	BF-67
	<i>TOTAL BUILDING AND POOL EQUIPMENT REPLACEMENTS</i>	<u>\$ 4,000</u>	
	<i>TOTAL BUILDING AND POOL EQUIPMENT CAPITAL OUTLAY</i>	<u><u>\$ 4,000</u></u>	

BUILDING & POOL MAINTENANCE CAPITAL OUTLAY

BUILDING AND POOL EQUIPMENT REPLACEMENTS

ITEM 1: **Sweeper Batteries/Brushes**

BUDGET: \$4,000

DESCRIPTION: Replacement of batteries and roller brushes for Indoor and air structures tennis court sweepers.

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workload:				
Vehicle & equipment units	502	514	530	540
Total Workload Units	502	514	530	540
Efficiency:				
Cost per vehicle & equipment unit	\$1,653	\$1,720	\$1,740	\$1,874
Vehicle & equipment unit per FTE	87.3	89.4	91.8	94.3
Goal Outcome Measures:				
Fuel cost/mile traveled	\$0.13	\$0.15	\$0.17	decrease
Fuel cost/mile traveled (indexed for fuel cost)	\$0.21	\$0.22	\$0.21	decrease
Fuel cost/developed acre	\$104.04	\$112.28	\$128.06	decrease
Fuel cost/developed acre (indexed)	\$161.63	\$166.24	\$164.87	decrease
Fossil fuel usage/mile traveled (gal/1,000 mi)	63.6	62.9	64.7	decrease
Performance Measures:				
% of desired service level (DSL) in preventative maintenance for fleet	77%	75%	77%	78%
% of alternate fuel on-road vehicle miles	10.5%	10.4%	10.6%	10.6%

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 322,401	\$ 329,336	\$ 343,503	\$ 363,582	\$ 363,582
PT Salary	13,385	19,599	24,731	25,349	25,349
Employee Benefits	146,634	164,060	172,084	186,945	186,945
Payroll Taxes	34,751	33,689	39,523	41,778	41,778
Personnel Services	\$ 517,171	\$ 546,684	\$ 579,841	\$ 617,654	\$ 617,654
Professional and Technical Services	\$ 1,614	\$ 2,837	\$ 6,430	\$ 6,535	\$ 6,535
Rental Equipment	-	1,500	1,300	1,300	1,300
Communications	2,577	2,261	2,500	2,500	2,500
Supplies	56,014	43,866	42,635	44,135	44,135
Vehicle & Equipment Parts	109,989	144,071	128,500	133,350	133,350
Vehicle & Equipment Services	29,812	19,977	31,150	31,750	31,750
Gas & Oil (Vehicles)	111,324	121,258	168,771	171,274	171,274
Training, Travel and Memberships	1,350	1,565	3,500	3,500	3,500
Material & Services	\$ 312,680	\$ 337,335	\$ 384,786	\$ 394,344	\$ 394,344
Maintenance Equip. Replacement	\$ 263,355	\$ 269,881	\$ 419,700	\$ 472,500	\$ 472,500
Maintenance Equip. Improvements	-	16,371	66,000	44,000	44,000
Capital Outlay	\$ 263,355	\$ 286,252	\$ 485,700	\$ 516,500	\$ 516,500
Program Total	\$ 1,093,206	\$ 1,170,271	\$ 1,450,327	\$ 1,528,498	\$ 1,528,498
Department Staff					
Full-time	5.00	5.00	5.00	5.00	5.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.73	0.73	0.73	0.73	0.73
Funded Service Level					
Vehicle & equipment units maintained at 100% DSL	377	396	408	421	421
Total vehicle & equipment units in inventory	502	514	530	540	540

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

Project Number	Capital Project	Approved Budget	Page #
MAINTENANCE EQUIPMENT REPLACEMENTS			
1	Large Rotary Mower	\$ 110,000	BF-71
2	Field Blower	10,500	BF-71
3	Cargo Vans	54,000	BF-71
4	52" Mowers	25,500	BF-71
5	72" Mowers	45,000	BF-71
6	Infield Rake	34,000	BF-71
7	4x4 Hybrid SUV Park Patrol	35,000	BF-72
8	Single Axle Trailer	6,000	BF-72
9	Crew-cab 2-3 Yard	43,000	BF-72
10	Pressure Washer Trailer	17,000	BF-72
11	1/2 Ton Pickup	23,000	BF-72
12	3/4 Ton Crew-cab Pickup	36,000	BF-72
13	Platform Scissor Lift	26,000	BF-73
14	Tractor PTO Mower	7,500	BF-73
TOTAL MAINTENANCE EQUIPMENT REPLACEMENTS		\$ 472,500	
MAINTENANCE EQUIPMENT IMPROVEMENTS			
15	Minibus	\$ 30,000	BF-73
16	Vehicle Wraps	14,000	BF-73
TOTAL MAINTENANCE EQUIPMENT IMPROVEMENTS		\$ 44,000	
TOTAL MAINTENANCE EQUIPMENT CAPITAL OUTLAY		\$ 516,500	

FLEET MAINTENANCE CAPITAL OUTLAY

MAINTENANCE EQUIPMENT REPLACEMENTS

ITEM 1: **Large Rotary Mower**

BUDGET: \$110,000

DESCRIPTION: Replacement of unit #7690 (2010) Toro 11' mower.(Athletic Maintenance). Normal life 72 months in service or 4,600 hours.

ITEM 2: **Field Blower**

BUDGET: \$10,500

DESCRIPTION: Replacement of unit #P855 1992 Maibo compressor. (Park Maintenance).

ITEM 3: **Cargo Vans**

BUDGET: \$54,000

DESCRIPTION: Replacement of Unit #4349 2002 Chevrolet cargo van (Building Trades). Normal life 120 months or 90,000 miles. Replacement of unit #4358 2004 Chevrolet cargo van (Building Trades). Normal life 120 months or 90,000 miles.

ITEM 4: **52" Mowers**

BUDGET: \$25,500

DESCRIPTION: Replacement of three units - #5701, #5710 & #5760 Toro 52" and 36"mowers (Park Maintenance) Normal life 48 months or 900 hours.

ITEM 5: **72" Mowers**

BUDGET: \$45,000

DESCRIPTION: Replacement of three units - #7731, #7751 Toro mower and #A820 Miller welder/generator (Park Maintenance). Normal life 60 months or 1,500 hours.

ITEM 6: **Infield Rake**

BUDGET: \$34,000

DESCRIPTION: Replacement of two units - #5600 2007 Toro Sandpro & #5442 2012 John Deere 1200A (Park/Athletic Maintenance). Normal life 66 months or 1,500 hours.

FLEET MAINTENANCE CAPITAL OUTLAY

ITEM 7: **4x4 Hybrid SUV Park Patrol**

BUDGET: \$35,000

DESCRIPTION: Replacement of unit #3351 2013 Ford Escape SUV (Park Patrol) Projected ODO 110K. Normal life 48 months or 100,000 miles.

ITEM 8: **Single Axle Trailer**

BUDGET: \$6,000

DESCRIPTION: Replacement of unit #B104 2000 Eagle floor burnisher (Building Maintenance). Surplus value \$500.

ITEM 9: **Crew-cab 2-3 Yard**

BUDGET: \$43,000

DESCRIPTION: Replacement of unit #2356 2004 Ford pickup (Park Maintenance). Normal life 120 months or 90,000 miles.

ITEM 10: **Pressure Washer Trailer**

BUDGET: \$17,000

DESCRIPTION: Replacement of unit #5460 1994 SDI sprayer (Park Maint.) Normal life 120 mis. Surplus value \$1K

ITEM 11: **1/2 Ton Pickup**

BUDGET: \$23,000

DESCRIPTION: Replacement of unit #2371 2007 Ford Ranger (Park Maint.). Normal life 120 months or 90,000 miles.

ITEM 12: **3/4 Ton Crew-cab Pickup**

BUDGET: \$36,000

DESCRIPTION: Replacement of unit #2375 2008 Ford Ranger (Natural Resources). Normal life 120 months or 90,000 miles. Upgrade to a crew-cab full size pickup.

FLEET MAINTENANCE CAPITAL OUTLAY

ITEM 13: **Platform Scizzor Lift**

BUDGET: \$26,000

DESCRIPTION: Replacement of unit #1704 2007 Genie AWP30 (Building Maintenance). Repalce with a two person platform.

ITEM 14: **Tractor PTO Mower**

BUDGET: \$7,500

DESCRIPTION: Replacement of unit #8810 2002 Bush Hog 96" mower (Park Maintenance). Normal life 120 months.

MAINTENANCE EQUIPMENT IMPROVEMENTS

ITEM 15: **Minibus**

BUDGET: \$30,000

DESCRIPTION: Minibus - Purchase of a minibus to replace one state van rental.

ITEM 16: **Vehicle Wraps**

BUDGET: \$14,000

DESCRIPTION: Vehicle Wraps - Installation of vehicle wraps on existing THPRD vehicles.





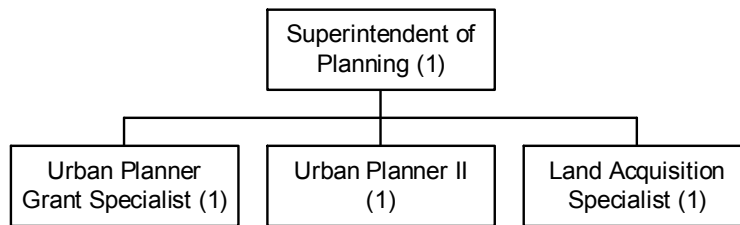
TUALATIN HILLS
PARK & RECREATION DISTRICT

PLANNING



BUSINESS & FACILITIES DIVISION

Planning Department



Department Overview

The superintendent of Planning is responsible to the director of Business & Facilities for managing land acquisition activity; managing intergovernmental relations and land use legislation at the state, regional and local level; implementing the grant strategy; and monitoring development applications at the City of Beaverton and Washington County.

FY 2017/18 Accomplishments

Supported the work of the Parks Bond Citizen Oversight Committee. Implemented the land acquisitions element of the bond program.

Managed THPRD's land acquisition program including creating and updating policies and procedures, as well as coordinating and negotiating park and trail acquisition with developers in new urban growth areas. Developed land acquisition strategy for new urban areas and underserved areas of the district. Substantially completed update of the Parks Functional Plan.

Monitored Washington County and City of Beaverton land use review processes for applications that include or impact park/trail projects and facilities.

Collaborated with City of Beaverton and Washington County to memorialize THPRD's role as the primary park provider for the city. Drafted an Urban Service Agreement and Intergovernmental Agreement to outline the district's role in the provision of recreation services within the City of Beaverton.

Advocated for THPRD's interests during Washington County's ordinance process including ordinances to update the transportation system plan.

Developed and received approval of a grant strategy for THPRD to create a proactive and integrated system for THPRD to pursue outside funding opportunities and to develop partnerships to assist in pursuing such opportunities.

Pursued regional, state and federal grants for park and trail system acquisition and development. Strengthened relationships with City of Beaverton, Washington County and the Trust for Public Land and Home Builders Association to gain their support for both financial and in-kind contributions to grant projects. Projects seeking grant funding include Westside Trail Bridge Overcrossing, Crowell Woods Neighborhood Park with bike and pedestrian improvements/accessibility, and the 155th Ave. Trail. Additionally, the grant specialist pursues districtwide grants informed by the approved grant strategy.

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

Drafted an urban service agreement and intergovernmental agreement with the City of Beaverton.

Represented THPRD on the Washington County Coordinating Committee Transportation Advisory Committee, and the Beaverton Active Transportation Plan, Washington County's Aloha Tomorrow Committee and North Bethany Downtown Design Team, the City of Beaverton's Beaverton Downtown Design Team, Metro's Regional Trail Committee and Regional Transportation Plan Update.

FY 2018/19 Goals and Objectives

Strategic Plan Objective 1D - Future Land in New UGB Expansion Areas

Implement strategies for acquisition in areas defined in the Comprehensive Plan as park deficient, as well as in future urban growth areas expected to be included in THPRD.

Complete update to the Parks Functional Plan. Using land acquisition strategy and prioritization from updated Parks Functional Plan, update five-year Capital Improvement Plan.

Strategic Plan Objective 6B - Pursue Partnership in Land Acquisition and Facility Development

Draft and submit for approval an urban service agreement and intergovernmental agreement with the City of Beaverton. Prepare a two to three-year work plan for project coordination efforts with the City of Beaverton.

Participate in Washington County and City of Beaverton land use and planning projects including design planning in North Bethany and Downtown Beaverton.

Continue to strengthen the partnership and cooperation in planning and land use efforts between THPRD and the City of Beaverton.

Work with Metro officials on regional planning issues of interest to THPRD, including the 2018 Regional Transportation Plan and Urban Growth decision and continued membership on MTAC.

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

Service and Financial Sustainability Plan Target 19 - Explore alternative funding sources that strategically align with targeted services

Continue the implementation of the grant strategy. Increase the number of grants applied for while effectively pursuing grants to meet identified facility and program needs.

Strategic Plan Goal 5 - Develop a core system of regional trails, complemented by an interconnected system of community and neighborhood trails

Update Trails Functional Plan. Coordinate with City of Beaverton and Washington County to

include updates in their respective transportation system and active transportation plans.

Strategic Plan Objective 6C - Continue to ensure that revenues from the District's SDC's cover the cost of new facilities and land necessitated by new population growth and development

Manage the Voluntary Annexation #12 program. Coordinate with the City of Beaverton in requiring properties that annex into the city to also annex into the district.

Budget Highlights

The approved budget reflects the creation of a full-time land acquisition specialist position in Planning. This position has been fully funded through reduction of part-time land acquisition specialist appropriations. This represents a business plan which supports the objective of using current baseline GRASP® analysis to guide future park development and land acquisition.

Division: Business & Facilities
Department: Planning

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ -	\$ 387,849	\$ 591,113	\$ 583,335	\$ 583,335
Materials & Services	-	10,042	21,632	63,629	63,629
Total Appropriations	\$ -	\$ 397,891	\$ 612,745	\$ 646,964	\$ 646,964

Summary by Program					
Planning	\$ -	\$ 397,891	\$ 612,745	\$ 646,964	\$ 646,964
Total Appropriations	\$ -	\$ 397,891	\$ 612,745	\$ 646,964	\$ 646,964

Division Staff					
Full-time	0.00	2.00	3.00	4.00	4.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	1.13	1.08	0.00	0.00

Note: As of FY 2016/17, the department title changed from Office of the Director of Planning to Planning.

Division: Business & Facilities

Department: Planning

Program: Planning

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
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 five park sites, one a combined park and natural area in South Cooper Mountain. Acquisition of one natural area adjacent to Lilly K. Johnson Woods and 13 trail corridor/natural areas.	Acquisition of 5 sites for new or existing neighborhood parks, 2 community park sites, 4 trail corridor properties, and 1 natural area site. Develop relationships with land owners in the NE and SW quadrants to work towards acquisition of significant Natural areas in those quadrants.	Acquire one trail corridor and one combined trail and natural area for a total of 6.14 acres. Donation of trail corridors through development process in South Cooper Mountain. Develop land acquisition strategy for new urban areas and underserved areas of the district. Update Parks Functional Plan.	Acquisition will be guided by the Parks and Trails Functional Plans and land acquisition strategy. Many acquisitions are expected to come from the new urban growth areas in North Bethany, South Cooper Mountain and Bonny Slope West. Board approval of updated Parks Functional Plan. Update 5-year capital improvement plan. Hire a full-time land acquisition specialist.
Pursue annexation	Due to level of interest and cost The Voluntary Annexation program will run on an every other year basis; therefore, the program was not offered in this fiscal year.	Twelve properties, totaling 2.16 acres, were annexed into the district via Special District Initiated Annexation Program/Voluntary Annexation Program #11.	Due to level of interest and cost, the Voluntary Annexation program will run on an every other year basis; therefore, the program is not anticipated for this fiscal year.	Voluntary Annexation Program #12 to be completed.
Seek grants and outside funding sources.	Staff applied for eight grants. Four were awarded and one is still pending.	Applied for three grants, two of which were awarded: (1) a \$400,000 ConnectOregon grant; and (2) a \$3,693,212 Regional Flexible Funds Grant. Formed a grant steering committee, finalized the grant strategy.	Board approval of grant strategy. Implementation of grant strategy, including developing workplan of projects based on functional plans and programming needs. Continue to research new funding opportunities. Increase number of grant applications (4 publicly funded grants and 3 private foundation funding opportunities for programming). Secure regional flexible funds towards the design of the Westside Trail highway 26 overcrossing.	Continue implementing the grant strategy to expand funding outside sources. Target to increase grant applications to average of 3 per quarter.
Intergovernmental Coordination		Coordinated with the City of Beaverton on common principles for Intergovernmental Agreement. Represented district on Washington County Aloha Tomorrow advisory committee and City of Beaverton Active Transportation Plan and Comprehensive updates.	Draft urban service agreement and intergovernmental agreement. Partner with the City of Beaverton on the Downtown Design project and provide technical support on Washington County's North Bethany Main Street Planning project.	Approval of urban service agreement by board, City of Beaverton Council and Washington County Board of Commissioners. Approval of board and city council of Intergovernmental Agreement. Prepare 2-3 year work plan for project coordination efforts between city and district.
% of THPRD below service threshold (74.7)	1%	decrease	decrease	decrease
% of THPRD that is identified walkable access below service threshold	25%	increase	increase	increase

Division: Business & Facilities

Department: Planning

Program: Planning

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ -	\$ 195,049	\$ 267,960	\$ 380,735	\$ 380,735
PT Salary	-	87,417	162,423	-	-
Employee Benefits	-	79,215	121,241	169,602	169,602
Payroll Taxes	-	26,168	39,489	32,998	32,998
Personnel Services	\$ -	\$ 387,849	\$ 591,113	\$ 583,335	\$ 583,335
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 43,497	\$ 43,497
Supplies	-	828	300	300	300
Communications	-	2,717	2,000	4,000	4,000
Training, Travel and Memberships	-	6,497	19,332	15,832	15,832
Small Furniture, Fixtures and Equip.	-	-	-	-	-
Material & Services	\$ -	\$ 10,042	\$ 21,632	\$ 63,629	\$ 63,629
Program Total	\$ -	\$ 397,891	\$ 612,745	\$ 646,964	\$ 646,964
Department Staff					
Full-time	0.00	2.00	3.00	4.00	4.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	1.13	1.08	0.00	0.00



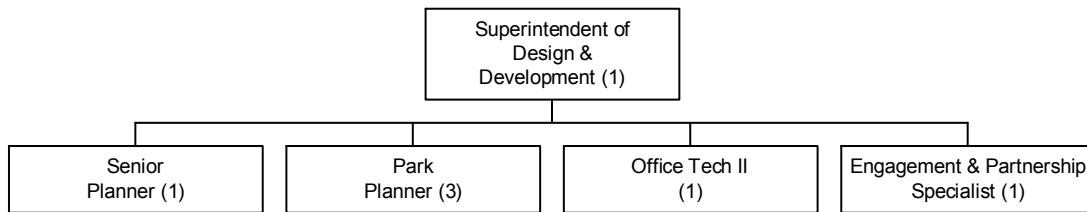


DESIGN & DEVELOPMENT



BUSINESS & FACILITIES DIVISION

Design & Development Department



Department Overview

The superintendent of Design & Development is responsible to the director of Business & Facilities. Areas of responsibility for the department include capital project administration, master planning, design and construction of park, trail and facility development.

Design & Development activities include:

park, trail and facility planning and design, capital improvement project management including projects under the bond program, implementation of THPRD master plans, public outreach for capital project planning, easement coordination, and interagency coordination.

FY 2017/18 Accomplishments

Non-Bond Projects: Completed Aquatic Center Renovation Phase II, North section of Westside Trail #18 (Metropolitan Transportation Improvement Program [MTIP] grant), Abbey Creek pedestrian/CWS sewer line bridge (#1), BSD Kaiser trail and development of Bethany Creek Falls Phases I, II and III. Began construction for Bethany Creek Falls Phase IV (Bethany Creek Park). Resumed construction on the South section of Westside Trail #18 MTIP grant. Continued construction documents for pedestrian/CWS sewer crossings (#2 & #3). Applied for land use approval and started construction documents for NW Quadrant Neighborhood Park #1 (Crowell Woods). Completed the Design Development phase of Waterhouse Trail Segment #4 (Connect Oregon Grant) and applied for land use approval. Completed public outreach and began design development documents for Bonny Slope Trail and NW Quadrant Neighborhood Park #2 (Mitchell property). Began public outreach and master planning for Bethany Creek Trail #2 Segment 3 and the Beaverton Creek Trail-Crescent Connection. Assisted with the land use development of South Cooper Mountain.

Completed a draft of the SW Quadrant Community Center feasibility study. Continued to implement recommendations from the ADA Transition Plan as well as continue to incorporate sustainable elements, new signage and master plan signs into all projects. Participated in the districts Energy Team and assisted with Energy Trust of Oregon incentive projects.

Bond Projects Completed: Projects completed were Mountain View Champions Park and Gas Meter Shutoff Valves at Fanno Creek Service Center.

2008 Bond Projects in Process: Completed the feasibility study of North Bethany Trail #2.

Projects in the design development phase: Somerset West Park and NW Quadrant Youth Athletic Field (Living Hope).

Projects in the construction administration phase: Cedar Hills Park Redevelopment.

FY 2018/19 Goals and Objectives

Comprehensive Plan Goal 5: Develop and maintain a core system of regional trails complemented by and interconnected system of community and neighborhood trails to provide recreational opportunities such as walking, biking and jogging

Complete the south section of the Westside Trail #18 (MTIP grant). Continue master planning for Beaverton Creek Trail. Continue design and permitting the Waterhouse Trail Segment #4 (Connect OR grant). Finish master planning and begin design documents for Bethany Creek Trail #2 segment 3. Begin construction of Bonny Slope Trail.

FY 2018/19 Goals and Objectives (continued)

Comprehensive Plan Goal 1: Provide quality neighborhood and community parks throughout the District's service area

Non-Bond Projects: Begin construction on Bethany Creek Falls Phase V (Ridgeline). Complete bidding and begin construction on NW Quadrant Neighborhood Park #1 (Crowell Woods). Continue construction for Bethany Creek Falls Phase IV (Bethany Creek Park) and other North Bethany park properties (Abbey Creek). Begin construction documents for NW Quadrant Neighborhood Park #2 (Bonnie Meadow).

2008 Bond Projects: Projects scheduled for master planning include SW Quadrant Youth Athletic Field.

Projects planned for construction documentation include Somerset West Park and NW Quadrant Youth Athletic Field (Living Hope).

Projects planned for construction administration include Cedar Hills Park Redevelopment.

Provide oversight of developer SDC projects, development and initial site work and interagency coordination for properties THPRD has purchased in new urban areas.

Comprehensive Goal 8: Incorporate principles of environmental and financial sustainability

Continue to incorporate sustainable elements, including participation on THPRD's Energy Team, new signage and master plan signs into all projects.

Follow the 2013 Comprehensive Plan update, utilize the Parks, Trails, Natural Resources and Athletic Facilities functional plans, and continue working to achieve goals of the 2008 bond measure.

Provide design/planning and project assistance to other departments as needed.

Budget Highlights

The approved budget includes funding for a new Engagement & Partnerships Specialist. This represents a business plan under the goal of effectively communicating information about THPRD goals, policies, programs and facilities among THPRD residents, customers, staff, THPRD advisory committees, THPRD board, partnering agencies and other groups.

Performance Standards

Design and develop new parks, facilities, athletic fields and trail projects identified in the 2013 Comprehensive Plan update, the 2008 bond measure, 2016 SDC CIP list and the adopted FY 2018/19 budget.

Division: Business & Facilities
Department: Design & Development

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
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Summary of Appropriations

Personnel Services	\$ -	\$ 786,969	\$ 868,905	\$ 963,043	\$ 963,043
Materials & Services	-	47,272	56,540	67,730	67,730
Total Appropriations	\$ -	\$ 834,241	\$ 925,445	\$ 1,030,773	\$ 1,030,773

Summary by Program

Design & Development	\$ -	\$ 834,241	\$ 925,445	\$ 1,030,773	\$ 1,030,773
Total Appropriations	\$ -	\$ 834,241	\$ 925,445	\$ 1,030,773	\$ 1,030,773

Division Staff

Full-time	0.00	6.00	6.00	7.00	7.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.18	0.18	0.18

Note: As of FY 2016/17, the department title changed from Planning & Development to Design & Development.

Division: Business & Facilities
Department: Design & Development
Program: Design & Development

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Develop new parks, athletic fields, natural areas and trail corridor properties identified in THPRD master plans and the System Development Charge (SDC) Capital Improvement Plan.	Began construction of Westside to Waterhouse Trail, Ridgewood View Park, Westside Trail Seg. #18, SW Quadrant Community Park, SEQ youth athletic field at Conestoga Middle School, and Aquatic Center Seismic Phase I. Began master planning for NH Park #1 as identified in the FY 2014/15 budget, and Garden Home Rec Seismic. Completed replacement of Tennis Center roof and the Cedar Hills Rec Center seismic, Beaverton Swim Center, Harman Swim Center, HMT ADA Parking Lot, pre-qual for SWQCP construction and synthetic field sole source, 14 house demos, and Trails Functional Plan. Provided design review of site work for North Bethany, South Cooper Mountain and Bonny Slope West projects for properties and/or amenities intended for to purchase (8-10 projects).	Completed construction of Westside to Waterhouse Trail, Garden Home Rec Seismic, Aquatic Center Phase I, SE Quadrant youth athletic field at Conestoga Middle School. Completed construction supervision of Ridgewood View Park, 3 trail projects in North Bethany. Continued construction at Bethany Creek Falls Phase I & II components and begin construction on Phase III-V and SW Quadrant Community Park. Completed master plans for Cedar Hills Park, Somerset West, NH Park #1 as identified in the FY 2014/15 budget. Began Beaverton Creek Trail (Crescent Connection) MP. Began work on Waterhouse Trail Seg. 4 (ConnectOregon grant). Provided design review of site work for North Bethany, South Cooper Mountain and Bonny Slope West projects for properties and/or amenities THPRD has or intends to purchase (8-10 projects). Complete VAP #11.	Begin construction of Cedar Hills Park. Complete construction of North section of Westside Trail Seg. 18, SW Quadrant Community Park, and Aquatic Center Renovation Phase II. Complete master planning for the NH Park #1 and #2. Continue master plan of Bonny Slope Trail and Beaverton Creek Trail (Crescent Connection). Begin Bethany Creek Falls Phase III-V. Continue const. documentation for Somerset West Park. Continue design/permitting of Waterhouse Trail Seg. 4 (ConnectOregon grant). Provide design review of site work for North Bethany, South Cooper Mountain and Bonny Slope West projects for properties and/or amenities THPRD has or intends to purchase. These include approximately 8-10 projects.	Continue construction of Cedar Hills Park. Complete construction of the South Section of Westside Trail Seg. 18. Continue master planning for the Beaverton Creek Trail (Crescent Connection). Complete bidding and begin construction on NH Park #1. Begin construction documents for NH Park #2. Start Design Development for Bonny Slope Trail. Continue design and permitting the Waterhouse Trail Seg 4. Finish master planning Bethany Creek Trail #2 Seg 3. Begin construction of Bethany Creek Falls Phase V. Continue construction of Bethany Creek Falls Phase IV. Begin master planning SWQ Athletic Field. Begin construction of Somerset West Park and NWQ Athletic Field.

Division: Business & Facilities
Department: Design & Development
Program: Design & Development

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ -	\$ 515,029	\$ 562,487	\$ 626,145	\$ 626,145
PT Salary	-	-	4,700	4,992	4,992
Employee Benefits	-	228,762	252,453	277,062	277,062
Payroll Taxes	-	43,178	49,265	54,844	54,844
Personnel Services	\$ -	\$ 786,969	\$ 868,905	\$ 963,043	\$ 963,043
Professional and Technical Services	\$ -	\$ 21,760	\$ 28,000	\$ 29,000	\$ 29,000
Supplies	-	7,054	9,100	19,480	19,480
Communications	-	3,048	2,640	1,490	1,490
Training, Travel and Memberships	-	14,498	15,800	16,360	16,360
Small Furniture & Office Equipment	-	912	1,000	1,400	1,400
Material & Services	\$ -	\$ 47,272	\$ 56,540	\$ 67,730	\$ 67,730
Program Total	\$ -	\$ 834,241	\$ 925,445	\$ 1,030,773	\$ 1,030,773
Department Staff					
Full-time	0.00	6.00	6.00	7.00	7.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.18	0.18	0.18



PLANNING



Division: Planning

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 1,206,461	\$ -	\$ -	\$ -	\$ -
Materials & Services	56,260	-	-	-	-
Total Appropriations	\$ 1,262,721	\$ -	\$ -	\$ -	\$ -

Summary by Program					
Planning	\$ 401,714	\$ -	\$ -	\$ -	\$ -
Design & Development	861,007	-	-	-	-
Total Appropriations	\$ 1,262,721	\$ -	\$ -	\$ -	\$ -

Division Staff					
Full-time	9.00	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)	1.13	0.00	0.00	0.00	0.00

Note: As of FY 2016/17, the departments in the Planning Division (Planning and Design & Development) were moved to the Business & Facilities Division.

Division: Planning
Department: Office of the Director

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 393,821	\$ -	\$ -	\$ -	\$ -
Materials & Services	7,893	-	-	-	-
Total Appropriations	\$ 401,714	\$ -	\$ -	\$ -	\$ -
Summary by Program					
Office of the Director	\$ 401,714	\$ -	\$ -	\$ -	\$ -
Total Appropriations	\$ 401,714	\$ -	\$ -	\$ -	\$ -
Division Staff					
Full Time	2.00	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)	1.13	0.00	0.00	0.00	0.00

Note: As of FY 2016/17 the Planning Division has been moved to the Business & Facilities Division.

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
F.T. Salary	\$ 186,652	\$ -	\$ -	\$ -	\$ -
P.T. Salary	104,606	-	-	-	-
Employee Benefits	72,793	-	-	-	-
Payroll Taxes	29,770	-	-	-	-
Personnel Services	\$ 393,821	\$ -	\$ -	\$ -	\$ -
Supplies	\$ 980	\$ -	\$ -	\$ -	\$ -
Communications	3,349	-	-	-	-
Training, Travel and Memberships	3,564	-	-	-	-
Material & Services	7,893	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 401,714	\$ -	\$ -	\$ -	\$ -
Department Staff					
Full Time	2.00	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)	1.13	0.00	0.00	0.00	0.00

Note: As of FY 2016/17 the Planning Division has been moved to the Business & Facilities Division.

Division: Planning
Department: Planning and Development

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 812,640	\$ -	\$ -	\$ -	\$ -
Materials & Services	48,367	-	-	-	-
Total Appropriations	\$ 861,007	\$ -	\$ -	\$ -	\$ -

Summary by Program					
Planning and Development	\$ 861,007	\$ -	\$ -	\$ -	\$ -
Total Appropriations	\$ 861,007	\$ -	\$ -	\$ -	\$ -

Division Staff					
Full Time	7.00	0.00	0.00	0.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Note: As of FY 2016/17 the Planning Division has been moved to the Business & Facilities Division.

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
F.T. Salary	\$ 532,333	\$ -	\$ -	\$ -	\$ -
Employee Benefits	233,839	-	-	-	-
Payroll Taxes	46,468	-	-	-	-
Personnel Services	812,640	\$ -	\$ -	\$ -	\$ -
Professional and Technical Service	\$ 24,328	\$ -	\$ -	\$ -	\$ -
Supplies	6,778	-	-	-	-
Communications	2,770	-	-	-	-
Training, Travel and Memberships	14,042	-	-	-	-
Small Furniture & Office Equipment	449	-	-	-	-
Material & Services	48,367	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 861,007	\$ -	\$ -	\$ -	\$ -
Department Staff					
Full Time	7.00	0.00	0.00	0.00	0.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

Note: As of FY 2016/17 the Planning Division has been moved to the Business & Facilities Division.



PARK & RECREATION SERVICES

AQUATICS



SPORTS



RECREATION



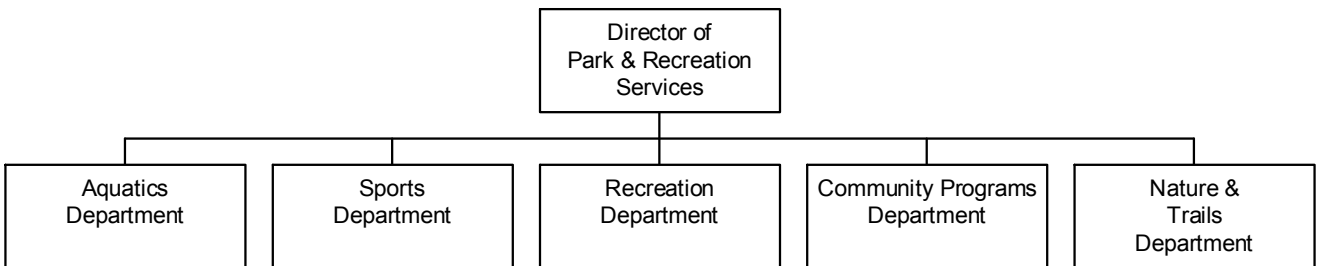
COMMUNITY PROGRAMS



NATURE & TRAILS



PARK & RECREATION SERVICES DIVISION



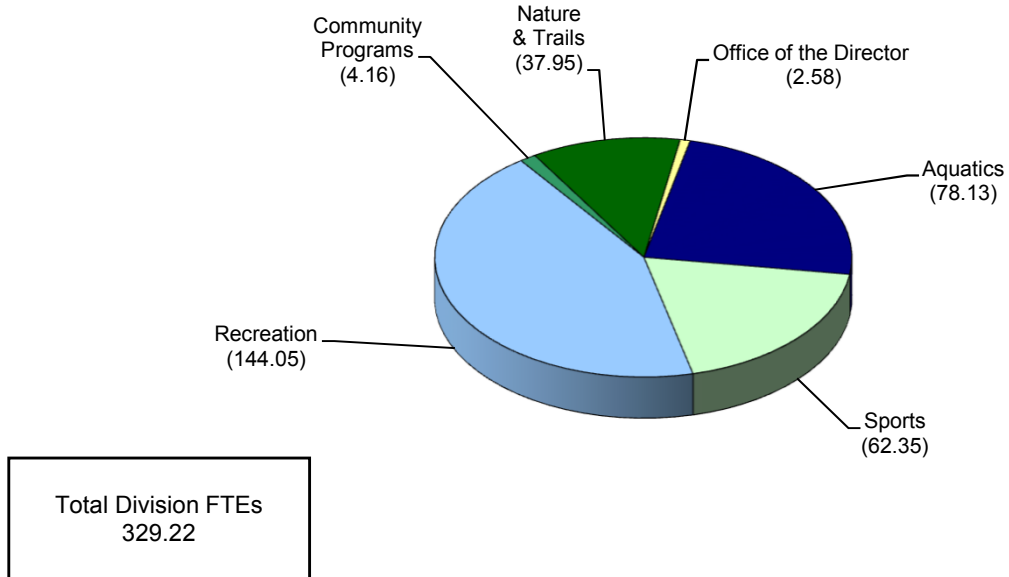
Division Mission

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

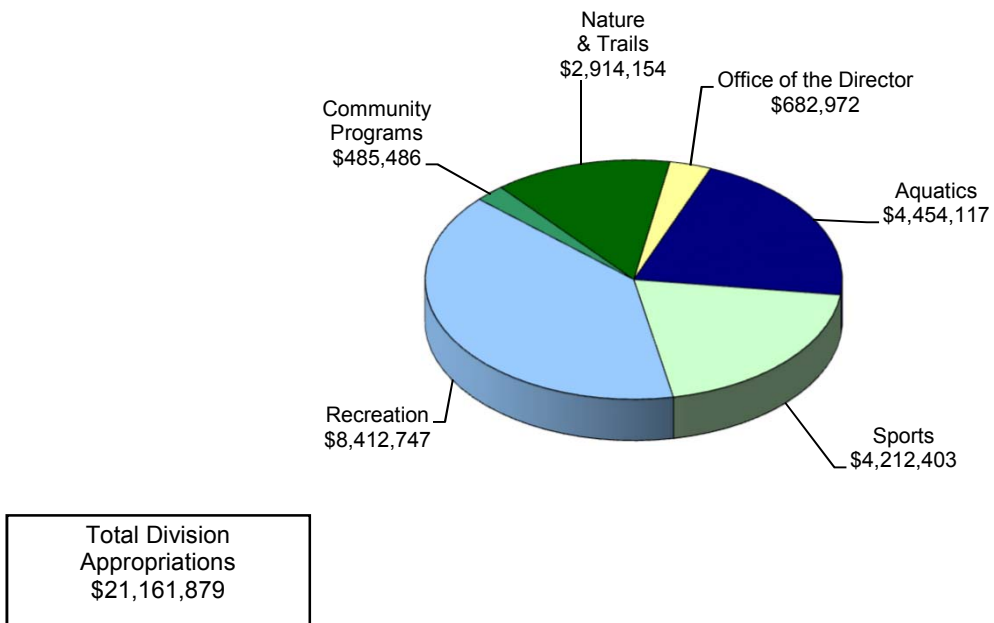
Division Overview

The director of Park & Recreation Services reports to the general manager and is responsible for all administrative functions relating to recreation program activities; aquatics programs; natural resource functions; trails management; sports; volunteer programs, special events, special programs and activities. The Park & Recreation Services Division budget includes the following departments: Office of the Director, Aquatics, Community Programs, Nature & Trails, Recreation, and Sports. Activities of the Park & Recreation Division include staff development, customer experience, ADA and adaptive recreation and inclusion services.

Division Staffing by Departments FY 2018/19



Division Appropriations by Departments FY 2018/19



Division: Park & Recreation Services

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 13,913,221	\$ 13,674,343	\$ 15,409,069	\$ 18,528,970	\$ 18,528,970
Materials & Services	1,585,806	1,347,874	1,997,241	2,632,909	2,632,909
Total Appropriations	\$ 15,499,027	\$ 15,022,217	\$ 17,406,310	\$ 21,161,879	\$ 21,161,879

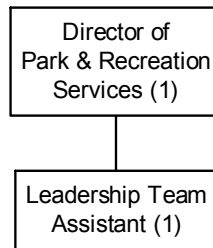
Summary by Department					
Office of the Director	\$ 796,283	\$ 528,140	\$ 685,221	\$ 682,972	\$ 682,972
Aquatics	3,761,122	3,667,124	4,159,169	4,454,117	4,454,117
Sports	2,713,452	3,007,314	3,447,657	4,212,403	4,212,403
Recreation	4,842,193	4,806,584	6,433,607	8,412,747	8,412,747
Community Programs	1,708,086	1,144,137	583,120	485,486	485,486
Nature & Trails	1,677,891	1,868,918	2,097,536	2,914,154	2,914,154
Total Appropriations	\$ 15,499,027	\$ 15,022,217	\$ 17,406,310	\$ 21,161,879	\$ 21,161,879

Division Staff					
Full-time	69.00	72.00	71.00	83.00	83.00
Regular part-time (FTE)	17.53	14.04	14.91	18.42	18.42
Part-time (FTE)	196.99	206.87	203.94	227.80	227.80



PARK & RECREATION SERVICES DIVISION

Office of Director of Park & Recreation Services



Department Overview

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

Activities of the Office of Director budget include the management and supervision of the program staff and the coordination and implementation of the division's activities.

FY 2017/18 Accomplishments

Represented THPRD as a finalist for the National Recreation and Park Association's (NRPA) Gold Medal award at the 2017 NRPA annual conference.

Achieved agency accreditation through the Commission for Accreditation for Park and Recreation Agencies (CAPRA).

Held a successful summer event series to include four concerts, a theater in the park event, the Groovin' on the Grass concert, and Party in the Park at the HMT Recreation Complex.

Recreation facilities provided as many as 400 diverse recreation programs, special events, and after school programs each quarter.

Coordinated off-season program scheduling for the aquatic clubs during Phase II of the Aquatic Center renovation for fall 2017, which extended into mid-January.

Expanded the Make a Splash free swim lesson program from four to six THPRD pools, providing 268 children with free lessons.

Expanded the Hire to Train program, a successful lifeguard recruitment program implemented in FY 2016/17.

Nature Center staff offered 34 different yoga, tai-chi and other fitness-oriented classes; a 21% increase in class offerings over last year.

Staff collaborated with the community on a park/habitat enhancement component in the Raleigh Park Concept Plan.

Nature & Trails staff partnered with Adelantes Mujeres to connect Hispanic youth to nature.

The Nature Mobile provided free nature education programming to more than 13,500 visitors at THPRD parks, natural areas, and events.

Conestoga Recreation & Aquatic Center continued its popular diversity calendar programming, and held special events that celebrated various cultures, including India, Rwanda and Polynesian cultures.

Expanded the partnership with the Northwest Regional Education Service District by providing guaranteed spaces in THPRD's 9-month preschool programs for families in need.

Partnered with Oregon Department of Fish & Wildlife to construct a new archery range at our PCC Rock Creek Sports Facility.

Organized and hosted the grand opening of Mountain View Champions Park, a 21.5-acre site in Aloha featuring "Champions Too," Oregon's first athletic field for people of all abilities.

Partnered with FACT Oregon to host the all-abilities Tri4Youth triathlon at the HMT Complex to provide youth experiencing disability, their siblings, and peers an opportunity to compete in a triathlon.

FY 2018/19 Goals and Objectives

Health & Wellness

Fully integrate new trail maintenance team into Nature & Trails department to provide a higher level of service to walkers, runners, and wildlife watchers on paved trails.

Continue to partner with new or current medical community partners in an effort to promote improved health and wellness opportunities for all members of the community.

Establish a departmental fitness program that sets programming standards, ensures consistency, and manages resources effectively – both staffing and materials.

Conservation

Provide new nature-based preschool programming in the south portion of the park district.

Social Equity

Expand the number of class offerings for the Make A Splash free swim lesson program at each of the indoor pools, with the goal to serve 300 children in the program. Additionally, expand the program to include spring break options for families at two facilities.

Adjust the Free First Friday Open Swim program by making available free open swim opportunities at THPRD pools throughout each month, ensuring there is at least one free open swim opportunity every week throughout the year.

Expand partnership with Adelantes Mujeres to connect Hispanic youth to nature.

Increase contact hours for free Nature Mobile programming by visiting new sites and audiences.

Develop programs for underserved populations and work to break down barriers to participation, consistent with THPRD's Access for All initiative.

Expand the Rec Mobile program to provide outreach to communities beyond low-income families. Provide events in the community that work with and address the needs and interests of various ethnic populations within the district.

Continue positive collaboration with the City of Beaverton in providing free, open to all, community events and programs that share a common theme.

Make recommendation for Jenkins Estate programming opportunities that include continued support of Camp Rivendale for persons experiencing disabilities.

Budget Highlights

No significant changes from the prior-year budget.

Division: Park & Recreation Services
Department: Office of the Director

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 395,153	\$ 307,774	\$ 315,351	\$ 337,769	\$ 337,769
Materials & Services	401,130	220,366	369,870	345,203	345,203
Total Appropriations	\$ 796,283	\$ 528,140	\$ 685,221	\$ 682,972	\$ 682,972

Summary by Program					
Office of the Director	\$ 796,283	\$ 528,140	\$ 685,221	\$ 682,972	\$ 682,972
Total Appropriations	\$ 796,283	\$ 528,140	\$ 685,221	\$ 682,972	\$ 682,972

Division Staff					
Full-time	2.00	3.00	2.00	2.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.69	1.03	0.58	0.58	0.58



Division: Park & Recreation Services

Department: Office of the Director

Program: Office of the Director

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 278,605	\$ 202,536	\$ 204,355	\$ 215,343	\$ 215,343
PT Salary	14,592	14,486	16,005	16,005	16,005
Employee Benefits	75,911	73,154	76,569	87,489	87,489
Payroll Taxes	26,045	17,598	18,422	18,932	18,932
Personnel Services	\$ 395,153	\$ 307,774	\$ 315,351	\$ 337,769	\$ 337,769
Professional and Technical Services	\$ 198,897	\$ 25,864	\$ 102,000	\$ 66,000	\$ 66,000
Fee reductions-Scholarship Program	167,882	154,157	206,800	206,800	206,800
Communication	7,857	1,330	8,500	6,000	6,000
Supplies	3,367	7,763	17,000	28,933	28,933
Training, Travel and Memberships	22,136	29,702	35,570	37,470	37,470
Small Furniture, Fixtures and Equip.	991	1,550	-	-	-
Material & Services	\$ 401,130	\$ 220,366	\$ 369,870	\$ 345,203	\$ 345,203
Program Total	\$ 796,283	\$ 528,140	\$ 685,221	\$ 682,972	\$ 682,972
Department Staff					
Full-time	2.00	3.00	2.00	2.00	2.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.69	1.03	0.58	0.58	0.58





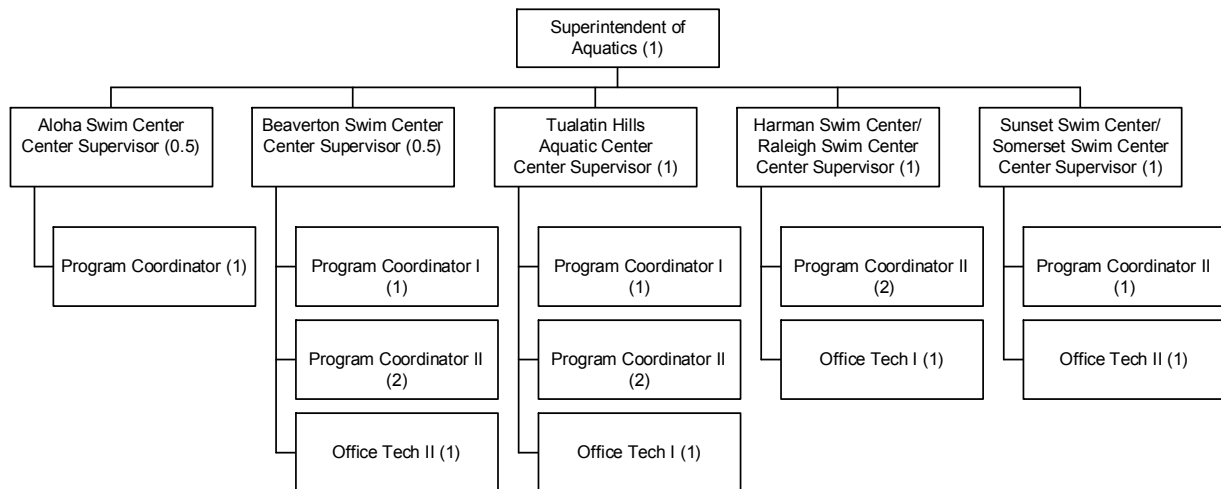
AQUATICS



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 on the operation of the pools.

FY 2017/18 Accomplishments

Coordinated off-season program scheduling for the aquatic clubs during Phase II of the Aquatic Center renovation for fall 2017, which lasted into mid-January.

Made programming adjustments to accommodate a sixth high school for high school aquatics sports.

Expanded efforts in providing water safety education in the community.

Recertified all of THPRD's lifeguards with the revised American Red Cross Lifeguard Training. Recertifications are required every two years.

Expanded the Make a Splash free swim lesson program from four to six THPRD pools, providing 268 children with free lessons.

Expanded the Hire to Train program, a successful lifeguard recruitment program implemented in FY 2016/17.

FY 2018/19 Goals and Objectives

Health & Wellness

Continue to promote water safety education in the community to include backyard pool safety and open water safety.

Offer our Water Fitness Instructor courses, developed in-house, to the public in an effort to continue to recruit qualified fitness instructors.

Social Equity

Expand the number of class offerings for the Make A Splash free swim lesson program at each of the indoor pools, with the goal to serve 300 children in the program. Additionally, expand the program to include spring break options for families at two facilities.

FY 2018/19 Goals and Objectives (continued)

Adjust the Free First Friday Open Swim program by making available free open swim opportunities at THPRD pools throughout each month, ensuring there is at least one free open swim opportunity every week throughout the year.

Provide lifeguard training courses that eliminate barriers to participation, such as financial and language barriers. Additionally, recruit Spanish-speaking certified lifeguard training instructors and expand marketing efforts through high schools and colleges.

Budget Highlights

The approved budget includes funding for the upgrade of a regular part-time receptionist position to a full-time office tech II at Sunset Swim Center.

Division: Park & Recreation Services
Department: Aquatics

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 3,669,087	\$ 3,577,101	\$ 4,049,372	\$ 4,338,703	\$ 4,338,703
Materials & Services	92,035	90,023	109,797	115,414	115,414
Total Appropriations	\$ 3,761,122	\$ 3,667,124	\$ 4,159,169	\$ 4,454,117	\$ 4,454,117

Summary by Program					
Superintendent of Aquatics	\$ 224,863	\$ 223,795	\$ 237,737	\$ 248,823	\$ 248,823
Aloha Swim Center	534,110	503,935	668,992	686,566	686,566
Tualatin Hills Aquatic Center	897,627	808,406	1,008,639	1,064,717	1,064,717
Beaverton Swim Center	815,123	784,240	723,753	788,381	788,381
Harman Swim Center	638,353	641,448	738,072	797,884	797,884
Sunset Swim Center	551,496	588,364	637,163	729,456	729,456
Raleigh Swim Center	45,550	55,399	65,751	62,216	62,216
Somerset West Swim Center	54,000	61,537	79,062	76,074	76,074
Total Appropriations	\$ 3,761,122	\$ 3,667,124	\$ 4,159,169	\$ 4,454,117	\$ 4,454,117

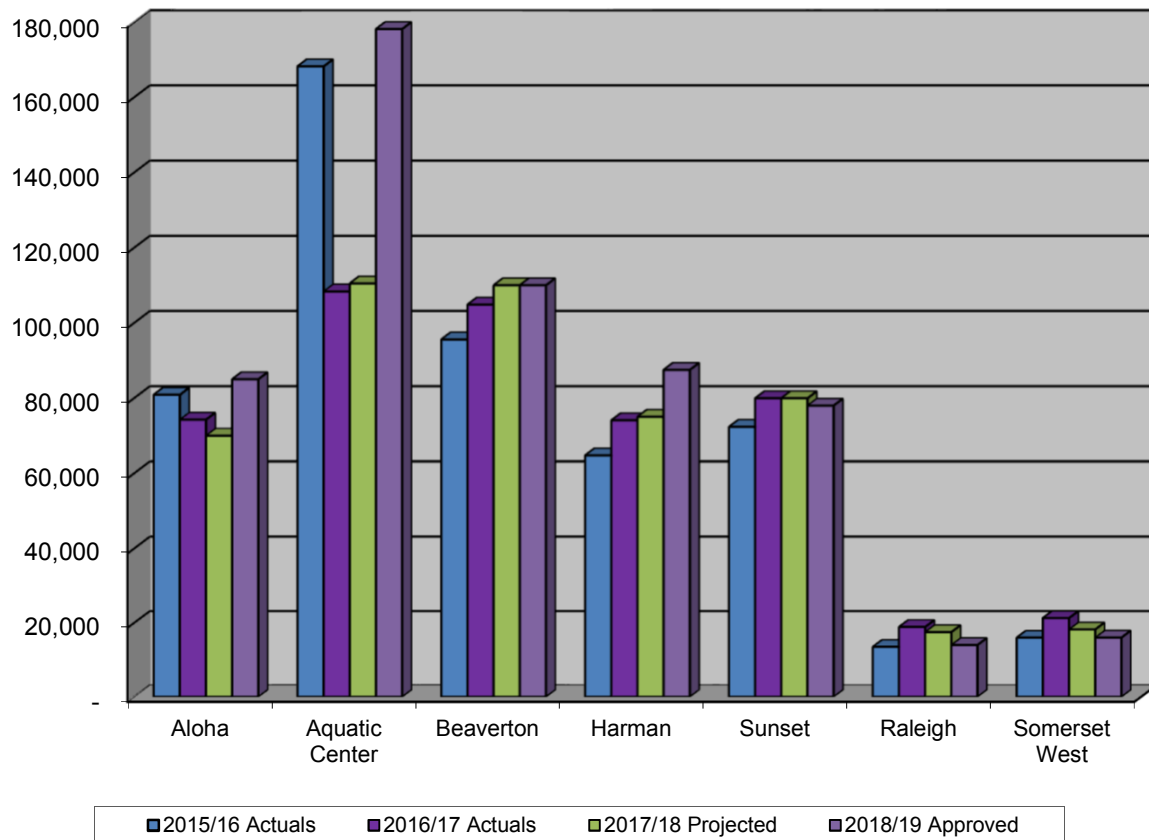
Division Staff

Full-time	18.00	18.00	18.00	19.00	19.00
Regular part-time (FTE)	7.01	5.26	5.26	4.39	4.39
Part-time (FTE)	57.71	56.94	52.82	54.74	54.74

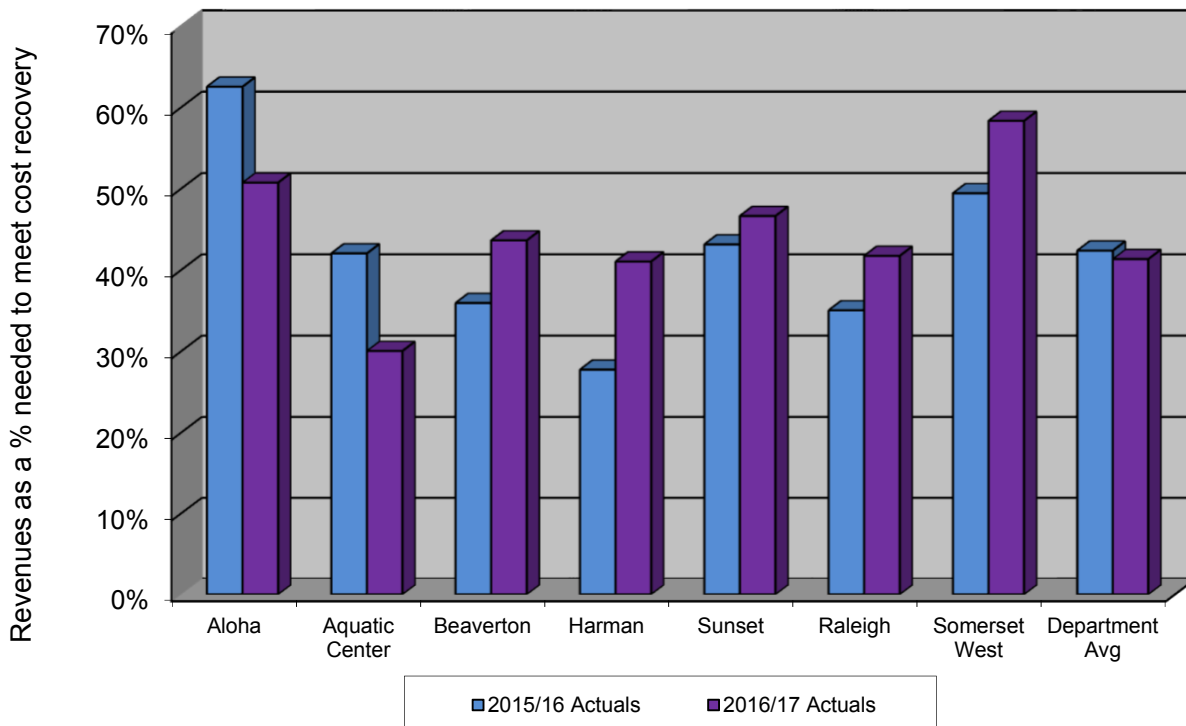
Funded Service Level

Program Hours	38,722	39,107	38,991	38,563	38,563
Contact Hours	415,834	440,224	447,404	451,352	451,352

Attendance by Center



Cost Recovery Progress



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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 120,408	\$ 125,832	\$ 132,124	\$ 137,806	\$ 137,806
PT Salary	82	84	384	-	-
Employee Benefits	41,557	43,206	42,961	46,835	46,835
Payroll Taxes	10,585	10,500	11,182	11,372	11,372
Personnel Services	\$ 172,632	\$ 179,622	\$ 186,651	\$ 196,013	\$ 196,013
Supplies	\$ 22,029	\$ 16,733	\$ 10,386	\$ 12,510	\$ 12,510
Communications	4,125	4,188	5,000	5,000	5,000
Training, Travel and Memberships	26,077	23,252	35,700	35,300	35,300
Material & Services	\$ 52,231	\$ 44,173	\$ 51,086	\$ 52,810	\$ 52,810
Program Total	\$ 224,863	\$ 223,795	\$ 237,737	\$ 248,823	\$ 248,823
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	0.01	0.01	0.00	0.00

Division: Park & Recreation Services

Department: Aquatics

Program: Aloha Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	80,868	74,262	70,000	85,000
Number of classes held	1,089	971	1,056	1,200
% of classes held vs. offered	87%	83%	88%	92%
Performance Measures:				
Estimated cost per visit ¹	\$6.60	\$6.79	\$7.58	\$8.08
Estimated maintenance cost per visit ²	\$1.12	\$1.13	\$1.15	\$1.21
Utilities cost per square foot	\$4.59	\$4.94	\$5.06	\$4.63
Goal Outcome Measures:				
Average enrollment as a % of class minimums	225%	245%	229%	100%
Revenues as a % needed to meet cost recovery - Budget	46%	47%	49%	53%
Revenues as a % needed to meet cost recovery - Actual	63%	51%	increase	increase

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

Division: Park & Recreation Services

Department: Aquatics

Program: Aloha Swim Center

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 89,897	\$ 112,182	\$ 118,793	\$ 125,199	\$ 125,199
RPT Salary	93,047	89,052	89,294	95,874	95,874
PT Salary	218,944	172,076	309,528	318,765	318,765
Employee Benefits	82,810	89,709	88,591	80,545	80,545
Payroll Taxes	40,239	33,012	52,655	54,935	54,935
Personnel Services	\$ 524,937	\$ 496,031	\$ 658,861	\$ 675,318	\$ 675,318
Supplies	\$ 9,173	\$ 7,904	\$ 10,131	\$ 11,248	\$ 11,248
Material & Services	\$ 9,173	\$ 7,904	\$ 10,131	\$ 11,248	\$ 11,248
Program Total	\$ 534,110	\$ 503,935	\$ 668,992	\$ 686,566	\$ 686,566
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)	11.57	11.33	11.46	11.10	11.10
Funded Service Level					
Program Hours	8,975	9,654	9,681	9,599	9,599
Contact Hours	73,806	75,196	74,878	70,102	70,102

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	168,208	108,363	110,500	178,140
Number of classes held	934	568	550	929
% of classes held vs. offered	90%	96%	96%	94%
Performance Measures:				
Estimated cost per visit ¹	\$5.34	\$7.46	\$7.90	\$5.92
Estimated maintenance cost per visit ²	\$1.84	\$2.69	\$3.12	\$1.95
Utilities cost per square foot	\$5.20	\$4.92	\$4.79	\$5.31
Goal Outcome Measures:				
Average enrollment as a % of class minimums	202%	180%	192%	100%
Revenues as a % needed to meet cost recovery - Budget	42%	44%	48%	49%
Revenues as a % needed to meet cost recovery - Actual	42%	30%	increase	increase

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 344,412	\$ 342,160	\$ 351,857	\$ 368,104	\$ 368,104
RPT Salary	39,373	43,124	44,750	42,423	42,423
PT Salary	259,443	181,863	343,203	351,077	351,077
Employee Benefits	184,807	184,551	185,862	217,709	217,709
Payroll Taxes	63,314	49,095	75,177	77,475	77,475
Personnel Services	\$ 891,349	\$ 800,793	\$ 1,000,849	\$ 1,056,788	\$ 1,056,788
Supplies	\$ 5,643	\$ 7,613	\$ 7,790	\$ 7,929	\$ 7,929
Small Furniture & Equipment	635	-	-	-	-
Material & Services	\$ 6,278	\$ 7,613	\$ 7,790	\$ 7,929	\$ 7,929
Program Total	\$ 897,627	\$ 808,406	\$ 1,008,639	\$ 1,064,717	\$ 1,064,717
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)	12.09	12.04	11.81	11.57	11.57
Funded Service Level					
Program Hours	6,172	6,461	6,774	6,527	6,527
Contact Hours	160,718	168,234	176,390	181,916	181,916

Division: Park & Recreation Services

Department: Aquatics

Program: Beaverton Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	95,598	104,859	110,000	110,000
Number of classes held	1,361	976	1,025	1,092
% of classes held vs. offered	91%	92%	93%	91%
Performance Measures:				
Estimated cost per visit ¹	\$8.53	\$7.48	\$6.15	\$7.12
Estimated maintenance cost per visit ²	\$1.40	\$1.22	\$1.17	\$0.94
Utilities cost per square foot	\$4.97	\$4.95	\$5.03	\$4.95
Goal Outcome Measures:				
Average enrollment as a % of class minimums	182%	192%	191%	100%
Revenues as a % needed to meet cost recovery - Budget	42%	54%	52%	54%
Revenues as a % needed to meet cost recovery - Actual	36%	44%	increase	increase

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

Division: Park & Recreation Services

Department: Aquatics

Program: Beaverton Swim Center

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 333,726	\$ 298,132	\$ 306,825	\$ 307,098	\$ 307,098
RPT Salary	-	1,697	-	-	-
PT Salary	269,581	276,270	203,998	268,242	268,242
Employee Benefits	147,725	151,355	151,496	143,679	143,679
Payroll Taxes	60,578	49,985	53,496	59,977	59,977
Personnel Services	\$ 811,610	\$ 777,439	\$ 715,815	\$ 778,996	\$ 778,996
Supplies	\$ 3,513	\$ 6,801	\$ 7,938	\$ 9,385	\$ 9,385
Material & Services	\$ 3,513	\$ 6,801	\$ 7,938	\$ 9,385	\$ 9,385
Program Total	\$ 815,123	\$ 784,240	\$ 723,753	\$ 788,381	\$ 788,381
Department Staff					
Full-time	4.00	4.00	4.00	4.00	4.00
Regular part-time (FTE)	0.88	0.00	0.00	0.00	0.00
Part-time (FTE)	12.20	11.74	8.27	9.94	9.94
Funded Service Level					
Program Hours	10,352	10,144	10,114	10,319	10,319
Contact Hours	51,654	51,591	50,731	51,695	51,695

Division: Park & Recreation Services

Department: Aquatics

Program: Harman Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	64,761	74,078	75,000	87,500
Number of classes held	746	716	745	775
% of classes held vs. offered	85%	94%	92%	94%
Performance Measures:				
Estimated cost per visit ¹	\$9.86	\$8.66	\$8.83	\$9.12
Estimated maintenance cost per visit ²	\$1.69	\$1.51	\$1.47	\$1.25
Utilities cost per square foot	\$5.25	\$5.74	\$5.85	\$5.30
Goal Outcome Measures:				
Average enrollment as a % of class minimums	166%	196%	202%	100%
Revenues as a % needed to meet cost recovery - Budget	35%	36%	45%	48%
Revenues as a % needed to meet cost recovery - Actual	28%	41%	increase	increase

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

Division: Park & Recreation Services

Department: Aquatics

Program: Harman Swim Center

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 241,828	\$ 237,676	\$ 263,231	\$ 277,189	\$ 277,189
RPT Salary	96,545	55,670	59,519	62,051	62,051
PT Salary	126,817	185,419	227,715	255,714	255,714
Employee Benefits	118,482	107,992	119,122	129,364	129,364
Payroll Taxes	45,500	43,463	56,406	60,961	60,961
Personnel Services	\$ 629,172	\$ 630,220	\$ 725,993	\$ 785,279	\$ 785,279
Supplies	\$ 9,181	\$ 11,228	\$ 12,079	\$ 12,605	\$ 12,605
Material & Services	\$ 9,181	\$ 11,228	\$ 12,079	\$ 12,605	\$ 12,605
Program Total	\$ 638,353	\$ 641,448	\$ 738,072	\$ 797,884	\$ 797,884
Department Staff					
Full-time	4.00	4.00	4.00	4.00	4.00
Regular part-time (FTE)	1.75	0.88	0.88	0.88	0.88
Part-time (FTE)	7.36	8.80	8.49	9.08	9.08
Funded Service Level					
Program Hours	6,647	5,550	5,043	5,044	5,044
Contact Hours	46,745	51,103	53,426	55,082	55,082

Division: Park & Recreation Services

Department: Aquatics

Program: Sunset Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	72,341	79,947	79,945	78,000
Number of classes held	766	801	852	900
% of classes held vs. offered	88%	85%	94%	95%
Performance Measures:				
Estimated cost per visit ¹	\$7.62	\$7.36	\$7.97	\$9.28
Estimated maintenance cost per visit ²	\$1.85	\$1.67	\$1.68	\$1.75
Utilities cost per square foot	\$5.18	\$5.21	\$5.24	\$4.60
Goal Outcome Measures:				
Average enrollment as a % of class minimums	171%	177%	170%	100%
Revenues as a % needed to meet cost recovery - Budget	37%	34%	43%	43%
Revenues as a % needed to meet cost recovery - Actual	43%	47%	increase	increase

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

Division: Park & Recreation Services

Department: Aquatics

Program: Sunset Swim Center

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 144,780	\$ 151,226	\$ 155,933	\$ 216,371	\$ 216,371
RPT Salary	97,402	94,032	100,214	62,051	62,051
PT Salary	166,490	191,836	213,613	247,618	247,618
Employee Benefits	94,242	103,843	105,907	134,924	134,924
Payroll Taxes	40,983	39,627	48,135	54,812	54,812
Personnel Services	\$ 543,897	\$ 580,564	\$ 623,802	\$ 715,776	\$ 715,776
Supplies	\$ 7,599	\$ 7,760	\$ 13,361	\$ 13,680	\$ 13,680
Training, Travel and Memberships	-	40	-	-	-
Material & Services	\$ 7,599	\$ 7,800	\$ 13,361	\$ 13,680	\$ 13,680
Program Total	\$ 551,496	\$ 588,364	\$ 637,163	\$ 729,456	\$ 729,456
Department Staff					
Full-time	2.00	2.00	2.00	3.00	3.00
Regular part-time (FTE)	1.75	1.75	1.75	0.88	0.88
Part-time (FTE)	8.00	7.81	8.13	8.86	8.86
Funded Service Level					
Program Hours	4,772	4,794	4,751	4,911	4,911
Contact Hours	55,607	55,868	55,365	59,833	59,833

Division: Park & Recreation Services

Department: Aquatics

Program: Raleigh Swim Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	13,498	18,875	17,482	14,000
Number of classes held	111	71	78	75
% of classes held vs. offered	96%	84%	96%	85%
Performance Measures:				
Estimated cost per visit ¹	\$3.37	\$2.94	\$3.99	\$4.44
Estimated maintenance cost per visit ²	\$0.81	\$0.97	\$1.03	\$1.29
Utilities cost per square foot	\$4.36	\$6.10	\$6.97	\$4.48
Goal Outcome Measures:				
Average enrollment as a % of class minimums	160%	145%	137%	100%
Revenues as a % needed to meet cost recovery - Budget	33%	30%	30%	36%
Revenues as a % needed to meet cost recovery - Actual	35%	42%	increase	increase

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

Division: Park & Recreation Services

Department: Aquatics

Program: Raleigh Swim Center

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
PT Salary	\$ 39,420	\$ 47,511	\$ 56,543	\$ 53,125	\$ 53,125
Payroll Taxes	4,405	4,737	5,654	5,312	5,312
Personnel Services	\$ 43,825	\$ 52,248	\$ 62,197	\$ 58,437	\$ 58,437
Supplies	\$ 1,725	\$ 3,151	\$ 3,554	\$ 3,779	\$ 3,779
Material & Services	\$ 1,725	\$ 3,151	\$ 3,554	\$ 3,779	\$ 3,779
Program Total	\$ 45,550	\$ 55,399	\$ 65,751	\$ 62,216	\$ 62,216
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)	3.88	2.29	2.10	1.88	1.88
Funded Service Level					
Program Hours	901	1,248	1,196	1,076	1,076
Contact Hours	14,735	20,753	19,322	17,597	17,597

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	15,977	21,281	18,203	16,000
Number of classes held	230	186	178	200
% of classes held vs. offered	78%	62%	64%	83%
Performance Measures:				
Estimated cost per visit ¹	\$3.22	\$2.89	\$3.69	\$4.75
Estimated maintenance cost per visit ²	\$0.87	\$0.72	\$0.88	\$1.07
Utilities cost per square foot	\$12.87	\$13.44	\$18.24	\$13.01
Goal Outcome Measures:				
Average enrollment as a % of class minimums	188%	166%	149%	100%
Revenues as a % needed to meet cost recovery - Budget	47%	53%	52%	51%
Revenues as a % needed to meet cost recovery - Actual	50%	58%	increase	increase

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
PT Salary	\$ 46,409	\$ 55,338	\$ 68,367	\$ 65,542	\$ 65,542
Payroll Taxes	5,256	4,846	6,837	6,554	6,554
Personnel Services	\$ 51,665	\$ 60,184	\$ 75,204	\$ 72,096	\$ 72,096
Supplies	\$ 2,335	\$ 1,353	\$ 3,858	\$ 3,978	\$ 3,978
Material & Services	\$ 2,335	\$ 1,353	\$ 3,858	\$ 3,978	\$ 3,978
Program Total	\$ 54,000	\$ 61,537	\$ 79,062	\$ 76,074	\$ 76,074
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)	2.60	2.92	2.55	2.31	2.31
Funded Service Level					
Program Hours	903	1,256	1,432	1,087	1,087
Contact Hours	12,569	17,479	17,292	15,127	15,127





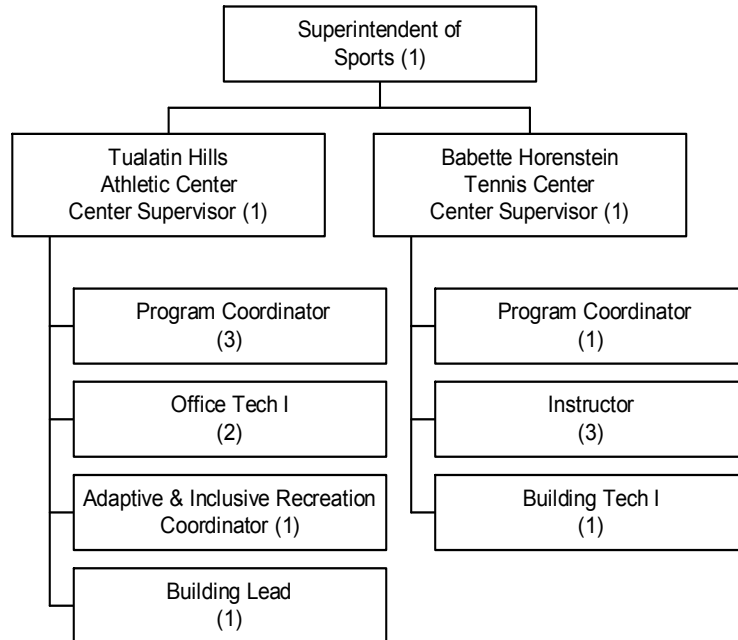
SPORTS



Tualatin Hills Athletic Center
Babette Horenstein Tennis Center
Camp Rivendale

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 Babette Horenstein Tennis Center, Tualatin Hills Athletic Center, sports fields, tennis courts, affiliated sports organizations, and coordinates the Beaverton School District (BSD) intergovernmental agreement. Additionally, the superintendent of Sports oversees THPRD's inclusion services program, including Camp Rivendale, and the development and implementation of the adaptive recreation program.

The Tualatin Hills Athletic Center provides as many as 200 diverse programs each quarter, districtwide sports leagues that involve over 20,000 participants and hosts numerous tournaments and special events at several locations. The Babette Horenstein Tennis Center provides instruction, and manages leagues and tournaments for youth and adults, working with the Greater Portland Tennis Council and United States Tennis Association. This department works with affiliated sports governing bodies, field and program steering committees, coordinating with other departments and the BSD to offer services.

FY 2017/18 Accomplishments

Updated the intergovernmental agreement with the BSD for shared use of fields, facilities and services.

Partnered with Oregon Department of Fish & Wildlife to construct a new archery range at our PCC Rock Creek Sports Facility.

Completed affiliation agreements with youth baseball/softball and classic soccer groups.

Established agreements with youth sports groups servicing the area within the boundary of the newly opened Mountainside High School.

Organized and hosted the grand opening of Mountain View Champions Park, a 21.5-acre site in Aloha featuring "Champions Too," Oregon's first athletic field for people of all abilities.

Began programming of the all-ability Champions Too field at Mountain View Champions Park; highlighted by a partnership with Autism Society of Oregon to host a spring egg hunt for children on the autism spectrum.

FY 2017/18 Accomplishments (continued)

Partnered with FACT Oregon to host the all-abilities Tri4Youth triathlon at the HMT Complex to provide youth experiencing disability, their siblings, and peers an opportunity to compete in a triathlon.

Upgraded the court lighting at the Babette Horenstein Tennis Center to more efficient LED fixtures. This resulted in reduced energy use, less maintenance and rebate eligibility through Energy Trust of Oregon.

Continued implementation of the Athletic Facilities Functional Plan, adopted by the board in March 2016.

Engaged the community and gathered public feedback on the topic of emerging sports implementation. This led to skate park improvements, expansion of our pickleball program, new cornhole, Frisbee, kickball, and soccer leagues, and the development of a futsal court at the soon-to-be redeveloped Cedar Hills Park.

FY 2018/19 Goals and ObjectivesHealth & Wellness

Develop and implement an on-line court reservation system at the Babette Horenstein Tennis Center to increase operational efficiency and improve patron experience.

Social Equity

Continue development of the Emerging Sports Action Plan to identify sports gaining prominence in the community, and identify short and long-term solutions for providing opportunities to participate in these sports.

Identify, target, and provide program opportunities that advance the Access for All initiative.

Develop the implementation strategy for the programming fund established for people experiencing disabilities in coordination with the Champions Too Steering Committee.

Provide education to key THPRD staff through orientations and trainings focused on best practices when serving people experiencing disability.

Expand implementation of the Athletic Facilities Functional Plan with an emphasis on emerging sports.

Budget Highlights

The approved budget includes the following mid-year personnel adjustments:

- Repurposing of a full-time office tech I at the Tualatin Hills Athletic Center with a full-time Adaptive and Inclusive Recreation Aide.

Budget includes the transfer of the Facility Maintenance staff from the Maintenance Operations Department. Funding adjustments include full-time and part-time staffing, materials and utilities.

Division: Park & Recreation Services
Department: Sports

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 2,374,017	\$ 2,712,160	\$ 2,937,927	\$ 3,485,707	\$ 3,485,707
Materials & Services	339,435	295,154	509,730	726,696	726,696
Total Appropriations	\$ 2,713,452	\$ 3,007,314	\$ 3,447,657	\$ 4,212,403	\$ 4,212,403

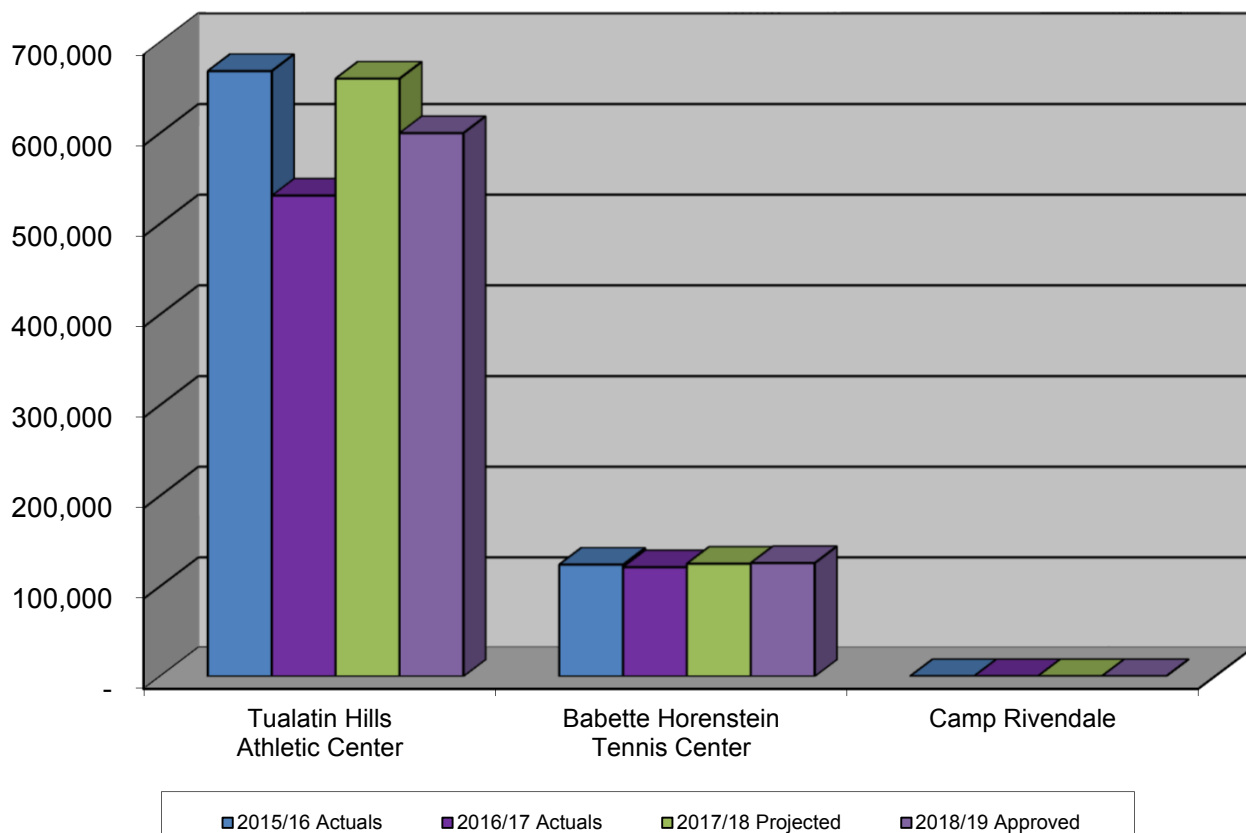
Summary by Program					
Superintendent of Sports	\$ 299,522	\$ 353,988	\$ 180,752	\$ 196,103	\$ 196,103
Tualatin Hills Athletic Center	1,332,716	1,506,453	2,062,593	2,462,020	2,462,020
Babette Horenstein Tennis Center	1,081,214	1,022,187	1,045,843	1,392,083	1,392,083
Camp Rivendale	-	124,686	158,469	162,197	162,197
Total Appropriations	\$ 2,713,452	\$ 3,007,314	\$ 3,447,657	\$ 4,212,403	\$ 4,212,403

Division Staff					
Full-time	13.00	15.00	13.00	15.00	15.00
Regular part-time (FTE)	5.24	4.38	5.25	6.13	6.13
Part-time (FTE)	26.95	38.04	36.52	41.22	41.22

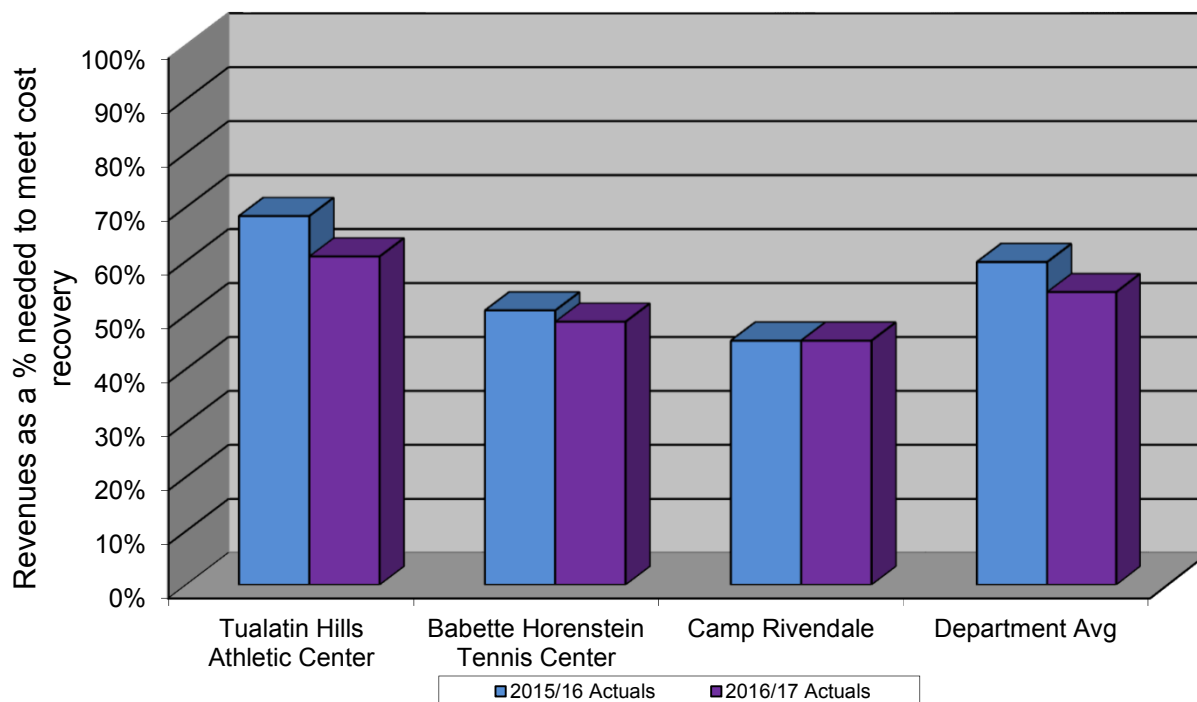
Funded Service Level					
Program Hours	46,332	45,748	51,231	49,411	49,411
Contact Hours	406,687	418,470	431,224	431,459	431,459

Note: As of FY 2016/17, Camp Rivendale and Specialized Recreation were moved from the Programs & Special Activities Department.

Attendance by Center



Cost Recovery Progress



Division: Park & Recreation Services

Department: Sports

Program: Superintendent of Sports

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 163,852	\$ 100,136	\$ 103,811	\$ 109,834	\$ 109,834
PT Salary	-	150,024	-	-	-
Employee Benefits	70,224	46,358	48,188	52,798	52,798
Payroll Taxes	14,299	25,422	9,002	9,535	9,535
Personnel Services	\$ 248,375	\$ 321,940	\$ 161,001	\$ 172,167	\$ 172,167
Rental Facilities	\$ 30,798	\$ 10,010	\$ -	\$ -	\$ -
Communications	7,754	7,402	7,500	8,500	8,500
Supplies	1,902	5,585	4,100	5,600	5,600
Training, Travel and Memberships	10,556	7,985	8,151	9,836	9,836
Small Furniture and Equipment	137	1,066	-	-	-
Material & Services	\$ 51,147	\$ 32,048	\$ 19,751	\$ 23,936	\$ 23,936
Program Total	\$ 299,522	\$ 353,988	\$ 180,752	\$ 196,103	\$ 196,103
Department Staff					
Full-time	2.00	2.00	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	7.19	0.00	0.00	0.00

Note: As of FY 2016/17, Specialized Recreation was moved from the Elsie Stuhr Center to the Superintendent of Sports.
As of FY 2017/18, Specialized Recreation was moved to the Athletic Center.

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	668,410	530,999	660,000	600,000
Number of classes held	564	575	600	600
% of classes held vs. offered	84%	84%	89%	83%
Performance Measures:				
Estimated cost per visit ¹	\$1.99	\$2.84	\$2.87	\$3.50
Estimated maintenance cost per visit ²	\$0.41	\$0.48	\$0.33	\$0.45
Utilities cost per square foot	\$1.32	\$1.36	\$1.25	\$1.23
Goal Outcome Measures:				
Average enrollment as a % of class minimums	142%	151%	177%	100%
Revenues as a % needed to meet cost recovery - Budget ³	45%	50%	80%	74%
Revenues as a % needed to meet cost recovery - Actual	68%	61%	increase	increase
Percentage of field hours used versus allocated	83.2%	88.8%	increase	increase

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

³ Increase in FY 2017/18 due to addition of field fee revenue and Specialized Recreation moving to Athletic Center.

Note: Specialized Recreation moved to the Athletic Center from the Superintendent of Sports in FY 2017/18.

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 323,117	\$ 434,775	\$ 456,462	\$ 536,653	\$ 536,653
RPT Salary	95,521	84,709	84,379	135,898	135,898
PT Salary	394,035	457,314	760,378	887,968	887,968
Employee Benefits	184,232	227,834	235,807	285,983	285,983
Payroll Taxes	82,753	95,576	129,270	156,181	156,181
Personnel Services	\$ 1,079,658	\$ 1,300,208	\$ 1,666,296	\$ 2,002,683	\$ 2,002,683
Professional and Technical Services	\$ 89,487	\$ 88,149	\$ 132,650	\$ 90,080	\$ 90,080
Supplies	161,508	114,070	252,397	286,580	286,580
Utilities	-	-	-	74,977	74,977
Communication	-	596	750	750	750
Training, Travel and Memberships	1,283	1,968	3,000	3,200	3,200
Small Furniture and Equipment	780	1,462	7,500	3,750	3,750
Material & Services	\$ 253,058	\$ 206,245	\$ 396,297	\$ 459,337	\$ 459,337
Program Total	\$ 1,332,716	\$ 1,506,453	\$ 2,062,593	\$ 2,462,020	\$ 2,462,020
Department Staff					
Full-time	5.00	7.00	7.00	8.00	8.00
Regular part-time (FTE)	1.75	1.75	1.75	2.63	2.63
Part-time (FTE)	21.78	20.97	27.71	30.86	30.86
Funded Service Level					
Program Hours	10,167	10,577	11,770	11,867	11,867
Contact Hours	276,499	284,487	294,120	297,241	297,241

Note: As of FY 2017/18, Specialized Recreation was moved from the Superintendent of Sports.

Division: Park & Recreation Services
Department: Sports
Program: Babette Horenstein Tennis Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	124,006	121,235	125,000	125,750
Number of classes held	1,641	1,455	1,550	1,620
% of classes held vs. offered	90%	86%	91%	90%
Performance Measures:				
Estimated cost per visit ¹	\$8.72	\$8.16	\$7.95	\$8.63
Estimated maintenance cost per visit ²	\$1.18	\$1.23	\$1.16	\$1.51
Utilities cost per square foot	\$1.04	\$1.01	\$0.96	\$1.04
Goal Outcome Measures:				
Average enrollment as a % of class minimums	167%	167%	170%	100%
Revenues as a % needed to meet cost recovery - Budget	53%	51%	56%	49%
Revenues as a % needed to meet cost recovery - Actual	51%	49%	increase	increase

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities

Division: Park & Recreation Services
Department: Sports
Program: Babette Horenstein Tennis Center

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 384,240	\$ 341,265	\$ 346,767	\$ 416,154	\$ 416,154
RPT Salary	177,306	175,001	188,830	189,212	189,212
PT Salary	145,208	160,206	154,019	201,275	201,275
Employee Benefits	269,033	246,218	246,908	314,307	314,307
Payroll Taxes	70,197	65,427	71,497	83,893	83,893
Personnel Services	\$ 1,045,984	\$ 988,117	\$ 1,008,021	\$ 1,204,841	\$ 1,204,841
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 32,899	\$ 32,899
Supplies	32,412	32,806	35,442	48,883	48,883
Utilities	-	-	-	103,080	103,080
Training, Travel and Memberships	2,818	1,264	2,380	2,380	2,380
Material & Services	\$ 35,230	\$ 34,070	\$ 37,822	\$ 187,242	\$ 187,242
Program Total	\$ 1,081,214	\$ 1,022,187	\$ 1,045,843	\$ 1,392,083	\$ 1,392,083
Department Staff					
Full-time	6.00	6.00	5.00	6.00	6.00
Regular part-time (FTE)	3.49	2.63	3.50	3.50	3.50
Part-time (FTE)	5.17	5.16	5.10	6.78	6.78
Funded Service Level					
Program Hours	36,165	34,651	38,941	37,024	37,024
Contact Hours	130,188	124,733	127,744	125,378	125,378

Division: Park & Recreation Services

Department: Sports

Program: Camp Rivendale

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	462	446	465	440
Performance Measures:				
Estimated maintenance cost per visit ¹	\$2.75	\$5.82	\$3.53	\$2.50
Utilities cost per square foot	\$1.97	\$1.62	\$2.33	\$2.32
Goal Outcome Measures:				
Average enrollment as a % of class minimums	317%	317%	317%	100%
Revenues as a % needed to meet cost recovery - Budget	39%	39%	51%	40%
Revenues as a % needed to meet cost recovery - Actual	45%	45%	increase	increase

¹Total maintenance cost does not include utilities

Division: Park & Recreation Services

Department: Sports

Program: Camp Rivendale

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
PT Salary	\$ -	\$ 91,472	\$ 93,281	\$ 96,378	\$ 96,378
Payroll Taxes	-	10,423	9,328	9,638	9,638
Personnel Services	\$ -	\$ 101,895	\$ 102,609	\$ 106,016	\$ 106,016
Rental Equipment	\$ -	\$ 12,700	\$ 46,000	\$ 46,000	\$ 46,000
Supplies	-	9,786	9,860	10,181	10,181
Training, Travel and Memberships	-	305	-	-	-
Material & Services	\$ -	\$ 22,791	\$ 55,860	\$ 56,181	\$ 56,181
Program Total	\$ -	\$ 124,686	\$ 158,469	\$ 162,197	\$ 162,197
Department Staff					
Full-time	0.00	0.00	0.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	4.72	3.71	3.58	3.58
Funded Service Level					
Program Hours	-	520	520	520	520
Contact Hours	-	9,250	9,360	8,840	8,840

Note: As of FY 2016/17, Camp Rivendale was moved from the Programs & Special Activities Department.





RECREATION



Cedar Hills Recreation Center

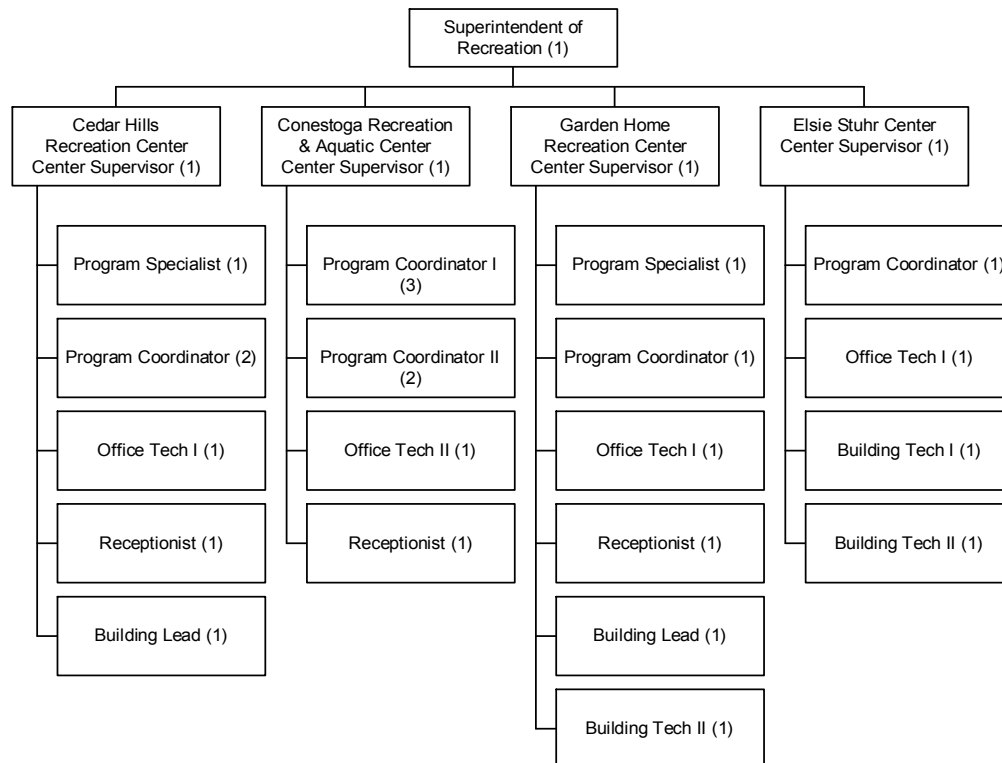
Conestoga Recreation & Aquatic Center

Garden Home Recreation Center

Elsie Stuhr Center

PARK & RECREATION SERVICES DIVISION

Recreation Department



Department Overview

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

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

FY 2017/18 Accomplishments

Created, recruited, and hired two program specialists, both tasked with managing districtwide initiatives. The first position is oriented to partnerships and engagement; the second position

will provide oversight of the fitness program within the Recreation Department.

Participated on the Washington County Community Health Improvement Plan team to develop methods to holistically improve the health of all community members countywide.

Increased outreach to seniors by expanding access through partnerships with SilverSneakers, Silver & Fit and Optum.

Partnered with AT&T through their digital literacy initiative to hold a free workshop to assist older adults with learning to use mobile technology and how it can improve their lives, along with online safety and security.

Conestoga Recreation & Aquatic Center continued its popular diversity calendar programming, and held special events that celebrated various cultures,

FY 2017/18 Accomplishments (continued)

including India, Rwanda and Polynesian cultures.

Expanded the partnership with the Northwest Regional Education Service District by providing guaranteed spaces in THPRD's 9-month preschool programs for families in need.

Partnered with TriMet to present a free Transit 101 workshop. TriMet staff provided information to older adults on how to use public transportation to travel independently, accessibility features, lift services, rates, and financial assistance.

Highlighted Special Events:

Cedar Hills Recreation Center:

Fall Festival is a family event offering face painting, crafts, BINGO, and many other festival games. The event had over 1500 people in attendance along with support from over 70 volunteers and community partners like the Beaverton Police Department.

Conestoga Recreation & Aquatic Center:

- Third Annual Family PRIDE Dance: 250 attended
- Celebrating Indian Culture: over 800 attended
- "Let's talk Resources" a round table of information on resources for parents of children with disabilities in Beaverton: over 40 families attended
- Big Truck Day: we had a soft opening for those with sensory issues by opening the event one hour early for these families for horn-free hour of fun and big trucks. Overall Big Truck Day attracts over 10,000 from the metro area.

Elsie Stuhr Center:

The Harvest Bazaar is the Stuhr Center's largest and most popular annual event and fundraiser. Community members donate gently used clothing, furniture, housewares, holiday items and more. Our dedicated volunteers of over 70, receive, clean, test, price and arrange items to be sold at the two-day rummage sale. Over 2,200 volunteer hours were logged for the 2017 event. Revenue totaled \$28,046 with an estimated attendance of close to 7,000 visitors.

Garden Home Recreation Center:

Garden Home Mini-Market: The first annual mini-market was held to promote local vendors and businesses (30 booths total), provide a community activity and collaborate with the Garden Home Community Library in celebration of their summer reading program ending. During the market, the

library sponsored children's entertainment, field games and library information. Garden Home Recreation Center provided a bounce house, water slide and Rec Mobile activities which included face painting, a self-guided craft and a raffle.

FY 2018/19 Goals and Objectives

Health & Wellness

Continue to partner with new or current medical community partners in an effort to promote improved health and wellness opportunities for all members of the community.

Establish a departmental fitness program that sets programming standards, ensures consistency, and manages resources effectively – both staffing and materials.

Social Equity

Develop programs for underserved populations and work to break down barriers to participation, consistent with THPRD's Access for All initiative.

Develop strategies with the Community Engagement Specialist to engage various underserved or underrepresented communities in programs, special events and volunteer opportunities within the Recreation Department.

Expand the Rec Mobile program to provide outreach to communities beyond low-income families. Provide events in the community that work with and address the needs and interests of various ethnic populations within the district.

Budget Highlights

Upgraded Office Tech II position at Cedar Hills Recreation Center to an Office Tech I.

Division: Park & Recreation Services
Department: Recreation

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 4,455,475	\$ 4,441,545	\$ 5,795,732	\$ 7,436,507	\$ 7,436,507
Materials & Services	386,718	365,039	637,875	976,240	976,240
Total Appropriations	\$ 4,842,193	\$ 4,806,584	\$ 6,433,607	\$ 8,412,747	\$ 8,412,747

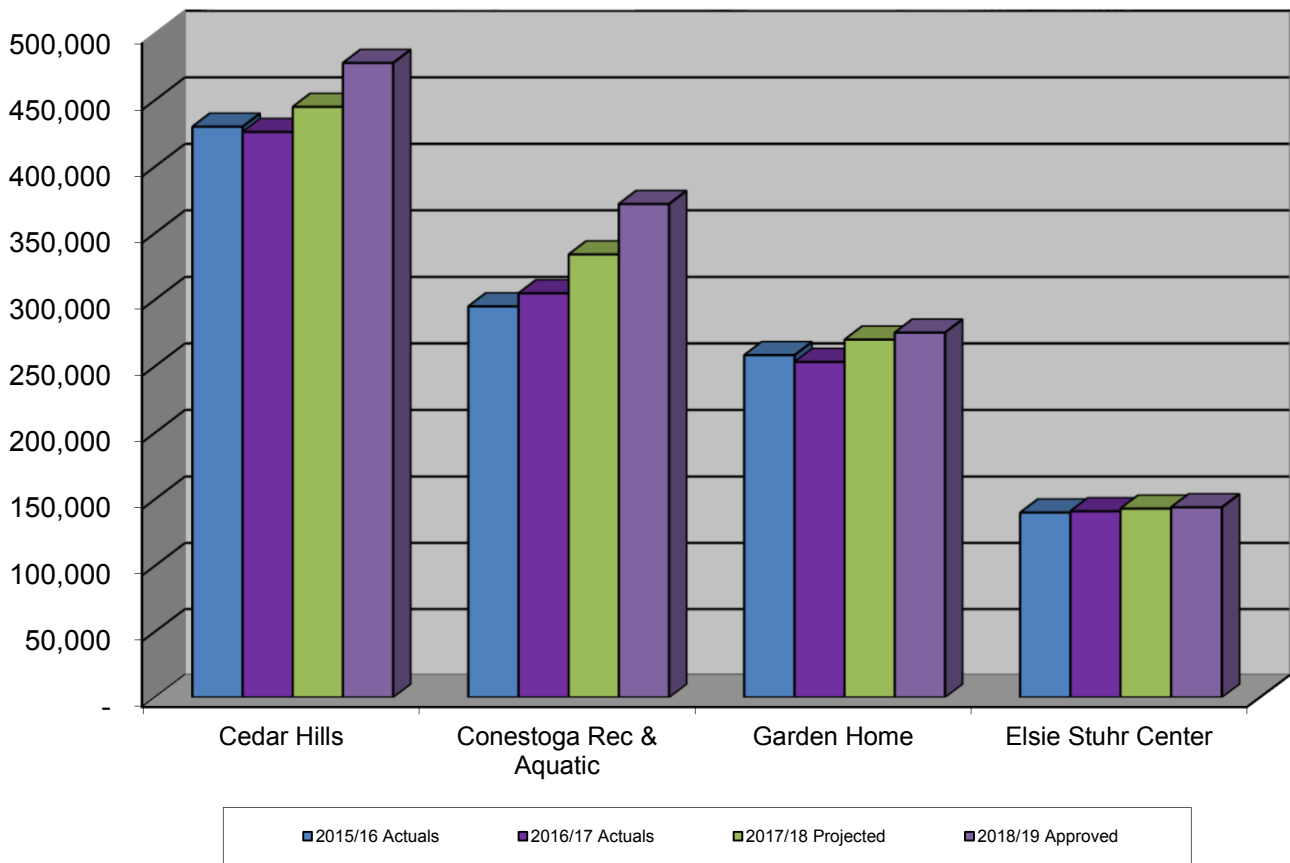
Summary by Program					
Superintendent of Recreation	\$ 207,470	\$ 203,331	\$ 220,897	\$ 242,090	\$ 242,090
Cedar Hills Recreation Center	1,618,969	1,512,551	1,779,421	2,488,594	2,488,594
Conestoga Rec. & Aquatic Center	2,015,045	2,114,217	2,445,993	2,780,999	2,780,999
Garden Home Recreation Center	1,000,709	976,485	1,156,366	1,742,998	1,742,998
Elsie Stuhr Center	-	-	830,930	1,158,066	1,158,066
Total Appropriations	\$ 4,842,193	\$ 4,806,584	\$ 6,433,607	\$ 8,412,747	\$ 8,412,747

Division Staff					
Full-time	19.00	19.00	23.00	28.00	28.00
Regular part-time (FTE)	3.52	3.52	4.40	7.90	7.90
Part-time (FTE)	79.08	85.41	95.18	108.15	108.15

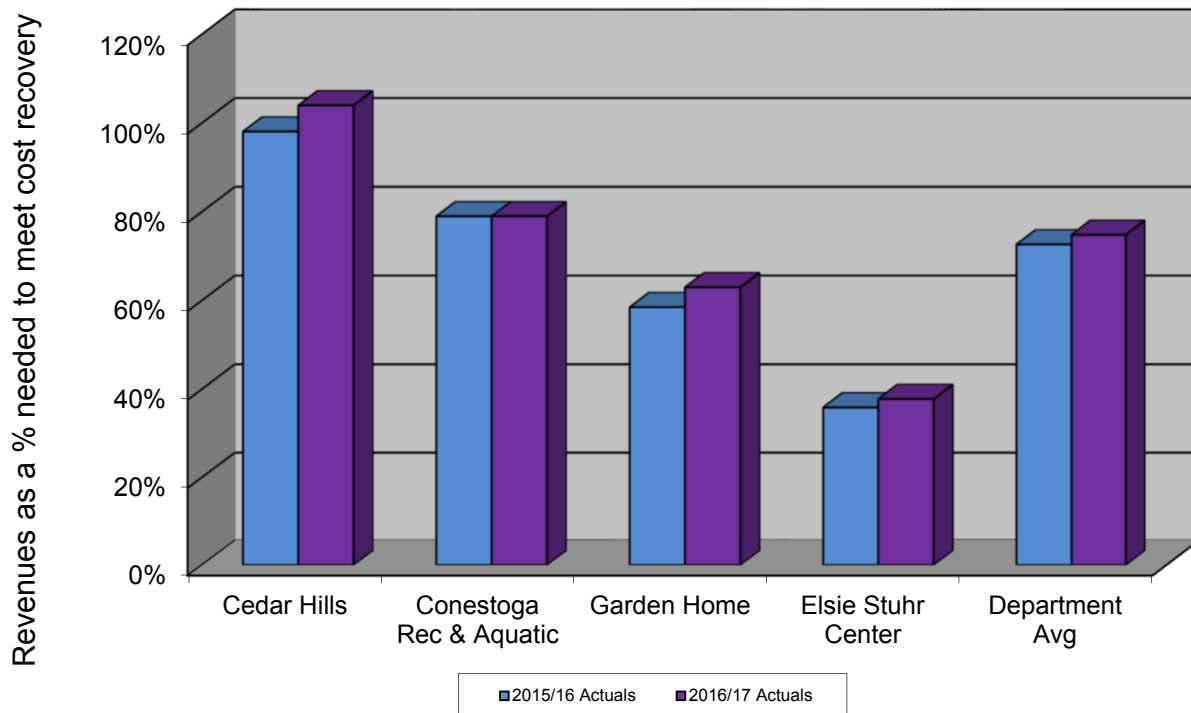
Funded Service Level					
Program Hours	67,308	68,504	79,157	89,996	89,996
Contact Hours	1,395,329	1,410,139	1,580,140	1,697,065	1,697,065

Note: As of FY 2017/18, Elsie Stuhr Center was moved from the former Programs & Special Activities Department.

Attendance by Center



Cost Recovery Progress



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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 120,408	\$ 126,432	\$ 132,754	\$ 139,129	\$ 139,129
Employee Benefits	52,476	44,501	44,194	60,447	60,447
Payroll Taxes	10,649	10,539	11,159	11,404	11,404
	\$ 183,533	\$ 181,472	\$ 188,107	\$ 210,980	\$ 210,980
Communications	\$ 4,801	\$ 4,750	\$ 4,900	\$ 5,520	\$ 5,520
Supplies	4,099	2,762	15,800	13,500	13,500
Training, Travel and Memberships	15,037	13,586	12,090	12,090	12,090
Small Furniture and Equipment	-	761	-	-	-
Material & Services	\$ 23,937	\$ 21,859	\$ 32,790	\$ 31,110	\$ 31,110
Program Total	\$ 207,470	\$ 203,331	\$ 220,897	\$ 242,090	\$ 242,090
Department Staff					
Full-time	1.00	1.00	1.00	1.00	1.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00

Division: Park & Recreation Services
 Department: Recreation
 Program: Cedar Hills Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	430,108	426,175	445,000	478,000
Number of classes held	1,460	1,385	1,485	1,500
% of classes held vs. offered	93%	90%	94%	94%
Performance Measures:				
Estimated cost per visit ¹	\$3.68	\$3.65	\$3.71	\$4.37
Estimated maintenance cost per visit ²	\$0.61	\$0.62	\$0.65	\$0.67
Utilities cost per square foot	\$1.56	\$1.61	\$1.59	\$1.63
Goal Outcome Measures:				
Average enrollment as a % of class minimums	147%	163%	166%	100%
Revenues as a % needed to meet cost recovery - Budget	85%	92%	89%	79%
Revenues as a % needed to meet cost recovery - Actual	98%	104%	increase	increase

¹ Does not include maintenance or utilities.

² Does not include utilities.

Division: Park & Recreation Services
Department: Recreation
Program: Cedar Hills Recreation Center

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 314,325	\$ 265,150	\$ 367,234	\$ 456,837	\$ 456,837
RPT Salary	54,514	69,038	49,224	123,225	123,225
PT Salary	823,874	790,299	868,958	1,123,661	1,123,661
Employee Benefits	160,845	160,086	179,700	307,681	307,681
Payroll Taxes	122,687	114,302	126,891	169,917	169,917
Personnel Services	\$ 1,476,245	\$ 1,398,875	\$ 1,592,007	\$ 2,181,321	\$ 2,181,321
Other Services	\$ 11,308	\$ 3,446	\$ -	\$ 4,459	\$ 4,459
Supplies	129,683	104,888	175,614	226,789	226,789
Utilities	-	-	-	62,584	62,584
Communication	-	295	2,400	3,938	3,938
Training, Travel and Memberships	195	318	2,300	2,403	2,403
Small Furniture and Equipment	1,538	4,729	7,100	7,100	7,100
Material & Services	\$ 142,724	\$ 113,676	\$ 187,414	\$ 307,273	\$ 307,273
Program Total	\$ 1,618,969	\$ 1,512,551	\$ 1,779,421	\$ 2,488,594	\$ 2,488,594
Department Staff					
Full-time	5.00	5.00	6.00	7.00	7.00
Regular part-time (FTE)	0.88	0.88	0.88	2.63	2.63
Part-time (FTE)	26.29	25.27	27.81	34.06	34.06
Funded Service Level					
Program Hours	27,214	25,758	27,172	30,872	30,872
Contact Hours	548,519	471,971	535,196	573,955	573,955

Note: As of FY 2016/17, Rec Mobile was moved from Cedar Hills Recreation Center to Garden Home Recreation Center.

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	294,998	304,872	334,000	372,000
Number of classes held	1,439	1,537	1,725	1,735
% of classes held vs. offered	90%	87%	91%	92%
Performance Measures:				
Estimated cost per visit ¹	\$6.83	\$6.93	\$7.32	\$7.48
Estimated maintenance cost per visit ²	\$1.18	\$0.82	\$1.04	\$1.14
Utilities cost per square foot	\$3.63	\$3.65	\$3.76	\$3.61
Goal Outcome Measures:				
Average enrollment as a % of class minimums	183%	187%	171%	100%
Revenues as a % needed to meet cost recovery - Budget	71%	75%	78%	77%
Revenues as a % needed to meet cost recovery - Actual	79%	79%	increase	increase

¹ Does not include maintenance or utilities.

² Does not include utilities.

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 511,452	\$ 495,693	\$ 540,110	\$ 564,242	\$ 564,242
RPT Salary	59,763	50,306	74,463	79,965	79,965
PT Salary	878,152	989,270	1,164,856	1,391,701	1,391,701
Employee Benefits	304,241	283,803	303,152	328,654	328,654
Payroll Taxes	148,225	153,017	179,631	205,337	205,337
Personnel Services	\$ 1,901,833	\$ 1,972,089	\$ 2,262,212	\$ 2,569,899	\$ 2,569,899
Professional and Technical Services	\$ 1,118	\$ -	\$ -	\$ -	\$ -
Utilities	-	-	-	-	-
Communication	-	5	1,100	1,400	1,400
Supplies	109,881	141,009	180,681	203,300	203,300
Training, Travel and Memberships	719	404	-	-	-
Small Furniture, Fixtures and Equip.	1,494	710	2,000	6,400	6,400
Material & Services	\$ 113,212	\$ 142,128	\$ 183,781	\$ 211,100	\$ 211,100
Program Total	\$ 2,015,045	\$ 2,114,217	\$ 2,445,993	\$ 2,780,999	\$ 2,780,999
Department Staff					
Full-time	8.00	8.00	8.00	8.00	8.00
Regular part-time (FTE)	1.76	1.76	1.76	1.76	1.76
Part-time (FTE)	37.26	43.84	43.58	47.41	47.41
Funded Service Level					
Program Hours	22,686	24,725	24,736	31,289	31,289
Contact Hours	508,396	523,909	518,138	595,107	595,107

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	114,942	109,708	129,000	132,000
Number of classes held	918	1,016	1,200	1,200
% of classes held vs. offered	92%	87%	92%	92%
Performance Measures:				
Estimated cost per visit ¹	\$7.45	\$8.88	\$9.20	\$9.28
Goal Outcome Measures:				
Average enrollment as a % of class minimums	199%	237%	230%	100%
Revenues as a % needed to meet cost recovery - Budget	45%	45%	50%	59%
Revenues as a % needed to meet cost recovery - Actual	56%	60%	increase	increase

¹ Does not include maintenance or utilities.

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 265,841	\$ 283,547	\$ 326,801	\$ 341,396	\$ 341,396
RPT Salary	26,425	26,279	32,752	35,168	35,168
PT Salary	322,546	413,060	502,399	556,381	556,381
Employee Benefits	161,136	158,759	173,815	188,323	188,323
Payroll Taxes	63,129	70,471	87,385	94,532	94,532
Personnel Services	\$ 839,077	\$ 952,116	\$ 1,123,152	\$ 1,215,800	\$ 1,215,800
Communication	\$ -	\$ -	\$ 300	\$ 600	\$ 600
Supplies	17,651	21,698	27,638	26,293	26,293
Small Furniture, Fixtures and Equip.	71	-	-	-	-
Material & Services	\$ 17,722	\$ 21,698	\$ 27,938	\$ 26,893	\$ 26,893
Program Total	\$ 856,799	\$ 973,814	\$ 1,151,090	\$ 1,242,693	\$ 1,242,693
Department Staff					
Full-time	4.80	4.80	4.80	4.80	4.80
Regular part-time (FTE)	0.88	0.88	0.88	0.88	0.88
Part-time (FTE)	15.25	18.22	20.78	20.80	20.80
Funded Service Level					
Program Hours	5,401	5,412	5,245	5,779	5,779
Contact Hours	105,538	105,715	102,464	104,197	104,197

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	180,056	195,164	205,000	240,000
Number of classes held	521	521	525	535
% of classes held vs. offered	87%	87%	88%	91%
Performance Measures:				
Estimated cost per visit ¹	\$6.43	\$5.84	\$6.13	\$6.48
Goal Outcome Measures:				
Average enrollment as a % of class minimums	178%	170%	151%	100%
Revenues as a % needed to meet cost recovery - Budget	97%	105%	106%	96%
Revenues as a % needed to meet cost recovery - Actual	106%	94%	increase	increase

¹ Does not include maintenance or utilities.

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

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 245,611	\$ 212,146	\$ 213,309	\$ 222,846	\$ 222,846
RPT Salary	33,338	24,027	41,711	44,797	44,797
PT Salary	555,606	576,210	662,457	835,320	835,320
Employee Benefits	143,105	125,044	129,337	140,331	140,331
Payroll Taxes	85,096	82,546	92,246	110,805	110,805
Personnel Services	\$ 1,062,756	\$ 1,019,973	\$ 1,139,060	\$ 1,354,099	\$ 1,354,099
Professional and Technical Services	\$ 1,118	\$ -	\$ -	\$ -	\$ -
Utilities	-	-	-	-	-
Communications	-	5	800	800	800
Supplies	92,230	119,311	153,043	177,007	177,007
Training, Travel and Memberships	719	404	-	-	-
Small Furniture, Fixtures and Equip.	1,423	710	2,000	6,400	6,400
Material & Services	\$ 95,490	\$ 120,430	\$ 155,843	\$ 184,207	\$ 184,207
Program Total	\$ 1,158,246	\$ 1,140,403	\$ 1,294,903	\$ 1,538,306	\$ 1,538,306
Department Staff					
Full-time	3.20	3.20	3.20	3.20	3.20
Regular part-time (FTE)	0.88	0.88	0.88	0.88	0.88
Part-time (FTE)	22.01	25.62	22.80	26.61	26.61
Funded Service Level					
Program Hours	17,285	19,313	19,491	25,510	25,510
Contact Hours	402,858	418,194	415,674	490,910	490,910

Division: Park & Recreation Services
 Department: Recreation
 Program: Garden Home Recreation Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	258,381	253,296	270,000	275,300
Number of classes held	1,020	1,189	1,050	850
% of classes held vs. offered	80%	85%	81%	81%
Performance Measures:				
Estimated cost per visit ¹	\$3.87	\$3.86	\$4.09	\$4.48
Estimated maintenance cost per visit ²	\$1.02	\$1.04	\$0.96	\$1.53
Utilities cost per square foot	\$1.46	\$1.41	\$1.36	\$1.48
Goal Outcome Measures:				
Average enrollment as a % of class minimums	150%	161%	151%	100%
Revenues as a % needed to meet cost recovery - Budget	58%	57%	62%	55%
Revenues as a % needed to meet cost recovery - Actual	59%	63%	increase	increase

¹ Does not include maintenance or utilities.

² Does not include utilities.

Division: Park & Recreation Services
Department: Recreation
Program: Garden Home Recreation Center

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 271,952	\$ 268,485	\$ 283,564	\$ 431,558	\$ 431,558
RPT Salary	32,627	33,700	36,297	127,310	127,310
PT Salary	384,604	400,734	485,575	566,041	566,041
Employee Benefits	134,338	116,304	122,122	245,251	245,251
Payroll Taxes	70,343	69,886	78,963	112,571	112,571
Personnel Services	\$ 893,864	\$ 889,109	\$ 1,006,521	\$ 1,482,731	\$ 1,482,731
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 6,698	\$ 6,698
Supplies	100,809	87,198	144,745	171,563	171,563
Utilities	-	-	-	78,265	78,265
Communications	565	-	900	2,438	2,438
Training, Travel and Memberships	1,057	178	1,200	1,303	1,303
Small Furniture, Fixtures and Equip.	4,414	-	3,000	-	-
Material & Services	\$ 106,845	\$ 87,376	\$ 149,845	\$ 260,267	\$ 260,267
Program Total	\$ 1,000,709	\$ 976,485	\$ 1,156,366	\$ 1,742,998	\$ 1,742,998
Department Staff					
Full-time	5.00	5.00	5.00	7.00	7.00
Regular part-time (FTE)	0.88	0.88	0.88	2.63	2.63
Part-time (FTE)	15.53	16.30	16.30	18.31	18.31
Funded Service Level					
Program Hours	17,408	18,021	16,975	17,229	17,229
Contact Hours	338,414	414,259	408,378	404,199	404,199

Note: As of FY 2016/17, Rec Mobile was moved from Cedar Hills Recreation Center to Garden Home Recreation Center.

Division: Park & Recreation Services

Department: Recreation

Program: Elsie Stuhr Center

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance	140,000	141,000	143,000	144,000
Number of classes held	575	580	585	590
% of classes held vs. offered	93%	93%	93%	93%
Performance Measures:				
Estimated cost per visit ¹	\$6.05	\$5.04	\$5.28	\$6.00
Estimated maintenance cost per visit ²	\$1.33	\$1.36	\$0.88	\$1.60
Utilities cost per square foot	\$2.31	\$2.39	\$2.31	\$2.38
Goal Outcome Measures:				
Average enrollment as a % of class minimums	104%	93%	90%	100%
Revenues as a % needed to meet cost recovery - Budget	44%	41%	53%	54%
Revenues as a % needed to meet cost recovery - Actual	36%	38%	increase	increase

¹ Does not include maintenance or utilities.

² Does not include utilities.

Division: Park & Recreation Services

Department: Recreation

Program: Elsie Stuhr Center

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ -	\$ -	\$ 199,872	\$ 321,109	\$ 321,109
RPT Salary	-	-	39,409	42,285	42,285
PT Salary	-	-	315,009	345,774	345,774
Employee Benefits	-	-	138,874	212,376	212,376
Payroll Taxes	-	-	53,721	70,032	70,032
Personnel Services	\$ -	\$ -	\$ 746,885	\$ 991,576	\$ 991,576
Other Services	\$ -	\$ -	\$ 8,000	\$ 18,953	\$ 18,953
Utilities	-	-	-	52,416	52,416
Communication	-	-	6,500	7,333	7,333
Supplies	-	-	68,045	85,083	85,083
Training, Travel and Memberships	-	-	1,500	2,705	2,705
Material & Services	\$ -	\$ -	\$ 84,045	\$ 166,490	\$ 166,490
Program Total	\$ -	\$ -	\$ 830,930	\$ 1,158,066	\$ 1,158,066
Department Staff					
Full-time	0.00	0.00	3.00	5.00	5.00
Regular part-time (FTE)	0.00	0.00	0.88	0.88	0.88
Part-time (FTE)	0.00	0.00	7.49	8.37	8.37
Funded Service Level					
Program Hours	-	-	10,274	10,606	10,606
Contact Hours	-	-	118,428	123,804	123,804

Note: As of FY 2017/18, Elsie Stuhr Center was moved from the former Programs & Special Activities Department.



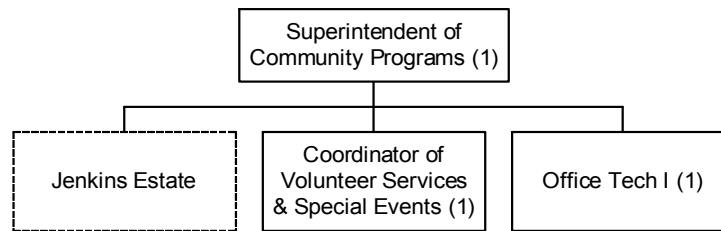


COMMUNITY PROGRAMS



PARK & RECREATION SERVICES DIVISION

Community Programs Department



Department Overview

The superintendent of Community Programs is responsible to the director of Park & Recreation Services and oversees THPRD's Americans with Disabilities Act (ADA) program and transition plan, dog parks, historic facilities, community gardens, and Volunteer Services & Special Events.

This department provides programs for the community that include concerts, theater, and collaborative events with the City of Beaverton. The department also coordinates volunteer activities including recruitment and placement.

The Volunteers Services Program expands opportunities for volunteer involvement at THPRD and strengthens volunteerism in our community. The program provides benefit to individuals, THPRD, and the community as a whole.

Community Programs also provides oversight of the concessionaire at the Jenkins Estate and serves as the district liaison to the Master Gardeners program that operates at the Jenkins Estate.

FY 2017/18 Accomplishments

Represented THPRD as a finalist for the National Recreation and Park Association's (NRPA) Gold Medal award at the 2017 NRPA annual conference.

Achieved agency accreditation through the Commission for Accreditation for Park and Recreation Agencies (CAPRA).

Supported staff across departmental lines to achieve individual professional certification through the National Recreation and Park Association. Currently, 20 THPRD staff are designated as Certified Park and Recreation Professionals.

Held a successful summer event series to include four concerts, a theater in the park event, the Groovin' on the Grass concert, and Party in the Park at the HMT Recreation Complex.

Created an ADA Transition Plan team tasked with prioritizing the elimination of barriers identified in the audit.

Placed volunteers in 4,100 positions, contributing 45,100 hours of support in 14 program areas.

FY 2018/19 Goals and Objectives

Goal 2

Pursue the Gold Medal award nomination for the 2018 NRPA conference and maintain the agency's CAPRA accreditation.

Social Equity

Continue positive collaboration with the City of Beaverton in providing free, open to all, community events and programs that share a common theme.

Make recommendation for Jenkins Estate programming opportunities that include continued support of Camp Rivendale for people experiencing disability.

Develop a strategy of theme and supporting messages for THPRD displays at summer events that encourage patron engagement and feedback. Establish meaningful methods to obtain community feedback at events.

Continue to work collaboratively across departments to develop a framework for the continuous improvement of THPRD facilities for people experiencing disability.

Budget Highlights

Added resources to community garden funding to increase informational outreach to underserved populations.



Division: Park & Recreation Services
Department: Community Programs

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Personnel Services	\$ 1,482,245	\$ 940,891	\$ 445,770	\$ 386,136	\$ 386,136
Materials & Services	225,841	203,246	137,350	99,350	99,350
Total Appropriations	\$ 1,708,086	\$ 1,144,137	\$ 583,120	\$ 485,486	\$ 485,486

Summary by Program					
Superintendent of Community Prog.	\$ 486,983	\$ 434,085	\$ 583,120	\$ 485,486	\$ 485,486
Jenkins Estate	568	-	-	-	-
Camp Rivendale	134,309	-	-	-	-
Elsie Stuhr Center	1,086,226	710,052	-	-	-
Total Appropriations	\$ 1,708,086	\$ 1,144,137	\$ 583,120	\$ 485,486	\$ 485,486

Division Staff					
Full-time	6.00	5.00	3.00	3.00	3.00
Regular part-time (FTE)	0.88	0.88	0.00	0.00	0.00
Part-time (FTE)	15.80	8.53	2.32	1.16	1.16

Funded Service Level					
Program Hours	9,480	9,899	-	-	-
Contact Hours	108,014	115,135	-	-	-

Note: As of FY 2015/16, the Tennis Center was moved to the Sports Department.
As of FY 2016/17, Camp Rivendale was moved to the Sports Department.
As of FY 2017/18, the Elsie Stuhr Center was moved to the Recreation Department.



Division: Park & Recreation Services
Department: Community Programs
Program: Superintendent of Community Programs

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 208,885	\$ 163,322	\$ 244,121	\$ 228,313	\$ 228,313
PT Salary	41,052	36,269	80,645	39,516	39,516
Employee Benefits	75,081	52,829	90,636	93,508	93,508
Payroll Taxes	22,629	18,067	30,368	24,799	24,799
Personnel Services	\$ 347,647	\$ 270,487	\$ 445,770	\$ 386,136	\$ 386,136
Professional and Technical Services	\$ 111,443	\$ 136,034	\$ 99,600	\$ 63,100	\$ 63,100
Rental Facility	2,400	2,400	1,500	2,400	2,400
Communications	2,253	1,040	1,500	1,500	1,500
Supplies	11,044	13,763	22,150	19,750	19,750
Training, Travel and Memberships	12,196	10,361	12,600	12,600	12,600
Material & Services	\$ 139,336	\$ 163,598	\$ 137,350	\$ 99,350	\$ 99,350
Program Total	\$ 486,983	\$ 434,085	\$ 583,120	\$ 485,486	\$ 485,486
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)	1.11	1.12	2.32	1.16	1.16



Division: Park & Recreation Services

Department: Community Programs

Program: Jenkins Estate

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
Professional and Technical Services	\$ 568	\$ -	\$ -	\$ -	\$ -
Material & Services	\$ 568	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 568	\$ -	\$ -	\$ -	\$ -
Department Staff					
Full-time	0.00	0.00	0.00	0.00	0.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Funded Service Level					
Contact Hours	-	-	-	-	-



Division: Park & Recreation Services

Department: Community Programs

Program: Camp Rivendale

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
PT Salary	\$ 105,027	\$ -	\$ -	\$ -	\$ -
Payroll Taxes	11,967	-	-	-	-
Personnel Services	\$ 116,994	\$ -	\$ -	\$ -	\$ -
Rental Equipment	\$ 8,212	\$ -	\$ -	\$ -	\$ -
Supplies	8,907	-	-	-	-
Training, Travel and Memberships	196	-	-	-	-
Material & Services	\$ 17,315	\$ -	\$ -	\$ -	\$ -
Program Total	\$ 134,309	\$ -	\$ -	\$ -	\$ -
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)	4.65	0.00	0.00	0.00	0.00
Funded Service Level					
Program Hours	520	-	-	-	-
Contact Hours	9,250	-	-	-	-

Note: As of FY 2016/17, Camp Rivendale was moved to the Sports Department.



Division: Park & Recreation Services

Department: Community Programs

Program: Elsie Stuhr Center

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 247,822	\$ 171,721	\$ -	\$ -	\$ -
RPT Salary	38,780	38,128	-	-	-
PT Salary	503,997	288,529	-	-	-
Employee Benefits	145,624	126,387	-	-	-
Payroll Taxes	81,381	45,639	-	-	-
Personnel Services	\$ 1,017,604	\$ 670,404	\$ -	\$ -	\$ -
Professional and Technical Services	\$ 1,257	\$ -	\$ -	\$ -	\$ -
Other Services	2,717	3,099	-	-	-
Communication	2,655	900	-	-	-
Supplies	59,421	35,079	-	-	-
Training, Travel and Memberships	1,349	570	-	-	-
Small Furniture, Fixtures and Equip.	1,223	-	-	-	-
Material & Services	\$ 68,622	\$ 39,648	\$ -	\$ -	\$ -
Program Total	\$ 1,086,226	\$ 710,052	\$ -	\$ -	\$ -
Department Staff					
Full-time	4.00	3.00	0.00	0.00	0.00
Regular part-time (FTE)	0.88	0.88	0.00	0.00	0.00
Part-time (FTE)	10.04	7.41	0.00	0.00	0.00
Funded Service Level					
Program Hours	8,960	9,899	-	-	-
Contact Hours	98,764	115,135	-	-	-

Note: As of FY 2016/17, Specialized Recreation moved to the Sports Department.
As of FY 2017/18, Elsie Stuhr Center moved to the Recreation Department.





NATURE & TRAILS



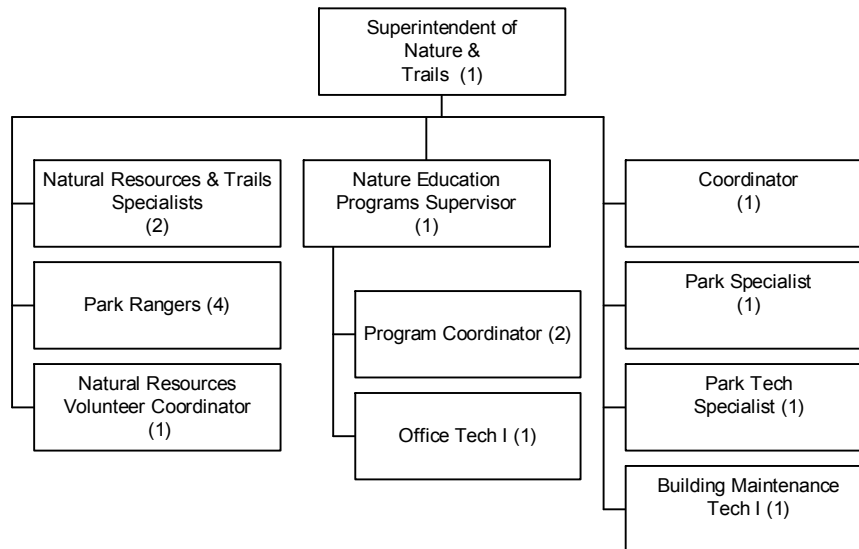
Nature & Trails

Tualatin Hills Nature Center

Cooper Mountain Nature Park

PARK & RECREATION SERVICES DIVISION

Nature & Trails Department



Department Overview

The superintendent of Nature & Trails is responsible to the director of Park & Recreation Services. Under the direction of the superintendent, the Tualatin Hills Nature Center, Cooper Mountain Nature House, and Nature & Trails staff operate a coordinated program which uses the Nature Center and Nature Mobile to educate patrons about THPRD's natural resource areas, volunteer opportunities, trails, and environmental education programs.

The Nature & Trails Department provides districtwide stewardship of natural areas and environmental education programs, manages 60 miles of trails, and 1,500 acres of natural areas in 140 sites, including Cooper Mountain Nature Park and the Tualatin Hills Nature Park and Nature Center.

The department connects patrons with natural areas and community destinations through the Trails Program which maintains and promotes trail uses, provides visitor services and responds to inquiries. The program sets standards, suggests improvements to the trail system, and empowers THPRD to work with community partners and other jurisdictions in addressing trails issues.

2017/18 Accomplishments

Nature Center staff offered 34 different yoga, tai-chi and other fitness-oriented classes; a 21% increase in class offerings over last year.

A visitor survey was carried out to better understand the needs of park users and provide the right amenities to encourage park usage and program participation.

A design for the Fanno Creek Greenway stream and habitat enhancement project with Clean Water Services was completed.

Staff collaborated with the community on a park/habitat enhancement component in the Raleigh Park Concept Plan.

Nature programs continued to expand and reach new audiences with additional nature-based preschool classes, evening programs for adults, and full-day nature camp options for 4 to 9-year-olds.

Nature & Trails staff partnered with Adelantes Mujeres to connect Hispanic youth to nature.

The Nature Mobile provided free nature education programming to more than 13,500 visitors at THPRD parks, natural areas, and events.

Staff conducted focus group discussions to better serve people over the age of 55.

FY 2018/19 Goals and Objectives

Health & Wellness

Fully integrate new trail maintenance team into natural resource operations to provide a higher level of service to walkers, runners, and wildlife watchers on paved trails.

Conservation

Implement the Fanno Creek Greenway (Phase II) stream and habitat enhancement project with Clean Water Services.

Continue habitat inventory program to complete surveys for all moderate functioning sites.

Provide new nature-based preschool programming in the south portion of the park district.

Social Equity

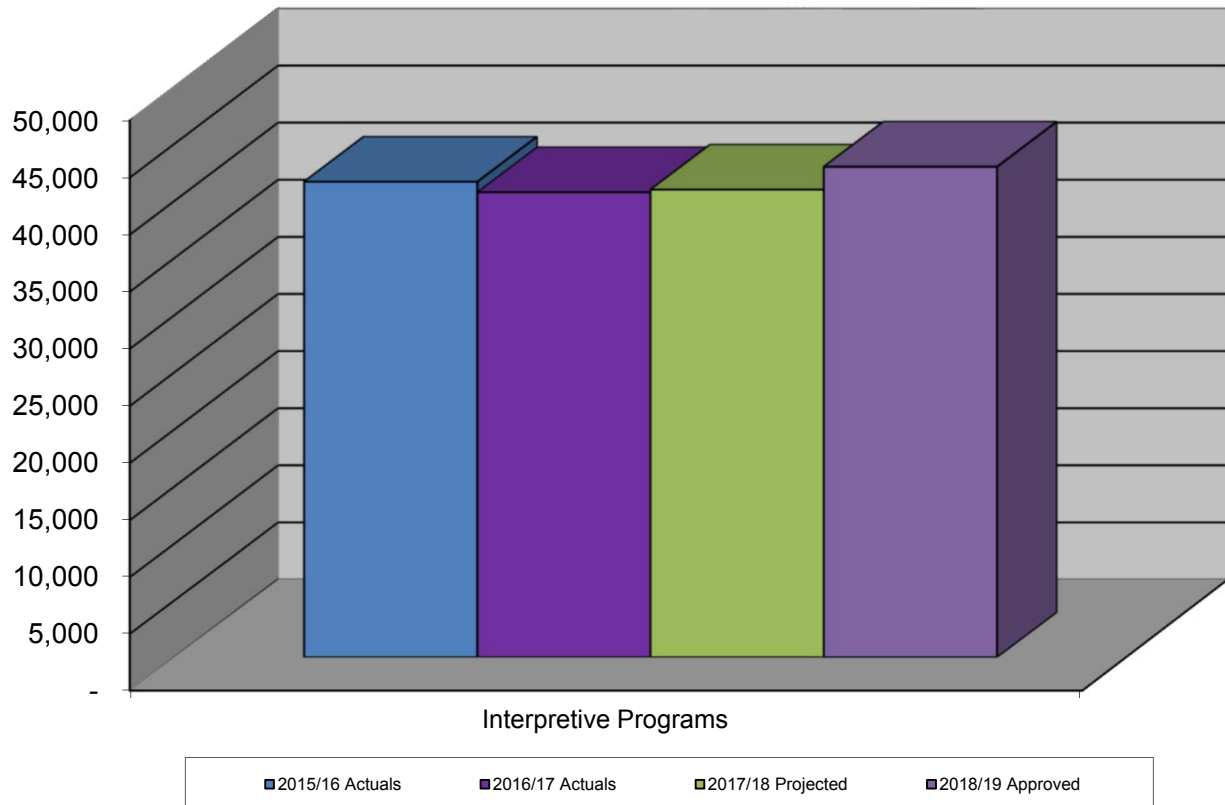
Expand partnership with Adelantes Mujeres to connect Hispanic youth to nature.

Increase contact hours for free Nature Mobile programming by visiting new sites and audiences.

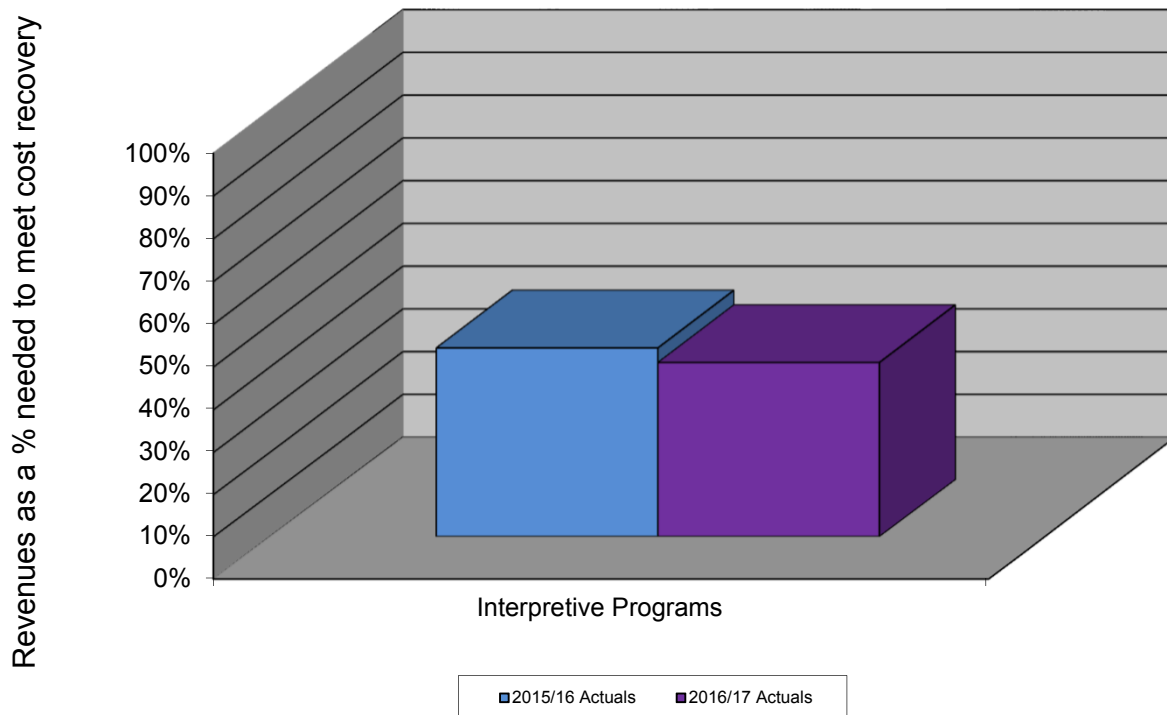
Budget Highlights

Budget includes the transfer of the trail maintenance team and Facility Maintenance staff from the Maintenance Operations Department. Funding adjustments include full-time and part-time staffing, materials, utilities, and arborist services.

Attendance by Center



Cost Recovery Progress





Division: Park & Recreation Services
Department: Nature & Trails

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
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Summary of Appropriations

Personnel Services	\$ 1,537,244	\$ 1,694,872	\$ 1,864,917	\$ 2,544,148	\$ 2,544,148
Materials & Services	140,647	174,046	232,619	370,006	370,006
Total Appropriations	\$ 1,677,891	\$ 1,868,918	\$ 2,097,536	\$ 2,914,154	\$ 2,914,154

Summary by Program

Natural Resources	\$ 947,917	\$ 1,065,893	\$ 1,187,092	\$ 1,759,513	\$ 1,759,513
Interpretive Programs	729,974	803,025	910,444	1,154,641	1,154,641
Total Appropriations	\$ 1,677,891	\$ 1,868,918	\$ 2,097,536	\$ 2,914,154	\$ 2,914,154

Division Staff

Full-time	11.00	12.00	12.00	16.00	16.00
Regular part-time (FTE)	0.88	0.00	0.00	0.00	0.00
Part-time (FTE)	16.76	16.92	16.52	21.95	21.95

Funded Service Level

Program Hours	13,254	12,752	13,508	15,533	15,533
Contact Hours	185,054	179,684	185,888	212,559	212,559

Division: Park & Recreation Services

Department: Nature & Trails

Program: Nature & Trails

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Implement the THPRD Natural Resource Management Plan, Trails Management Plan, and Inventory Program.	Ranked all natural areas according to NRFP criteria and used to prioritize staff projects. Mapped key biodiversity corridors in THPRD.	Complete site inventories of all properties in zone three. Continue beaver benefit study with partners.	Completed surveys for all remaining high functioning natural area sites, which include Cooper Mountain Nature Park and Tualatin Hills Nature Park.	Staff will complete habitat inventory surveys for all remaining moderate functioning sites. Pending grant, conduct study to better serve the Hispanic community.
Engage in community outreach to promote awareness and involvement in Natural Resources programs.	Completed a gap analysis of program offerings. Defined quality standards for programs.	Propose changes to indoor and outdoor programming spaces to better accommodate patron needs.	Worked with Adelante Mujeres to provide Chicas spring and summer program. Expanded preschool program to a second location.	Expand preschool offerings at new location in south part of park district. Increase volunteer offerings for people over the age of 55. Launch new full day camps at Cooper Mountain Nature Park.
Restore and enhance habitat in natural area parks.	Completed phase one of Mt Williams and Jenkins Estate bond projects. Completed planting phase of pollinator project in Rock Creek Greenway at 185th.	Wrap up at least three bond projects. Refine data collection/database system.	Concluded Lowami Hart Woods, Hansen Ridge, and Fanno Creek (1) bond enhancements.	Carry out site plans and new maintenance responsibilities across all natural areas.
Pursue cooperative and collaborative relationships with THPRD departments and outside agencies that benefit natural resource assets.	Expanded mitigation bank expansion at Rock Creek Greenway with CWS as partner. Investigated opportunities to partner with homeowner associations through Watershed Council to improve watershed connectivity.	Implement phase one of Rock Creek Greenway habitat/mitigation project with CWS.	Completed design for Fanno Creek Greenway stream and habitat enhancement project with Clean Water Services.	Implement Fanno Creek Greenway phase two of stream and habitat enhancement project with Clean Water Services.
Total trail miles	28.93	29.39	29.52	Increase
Number of regional trail segments completed	22 of 59 complete	22 of 59 complete	23 of 59 complete	23 of 59 complete
Number of community trail segments completed	15 of 56 complete	15 of 56 complete	15 of 56 complete	15 of 56 complete

Division: Park & Recreation Services

Department: Nature & Trails

Program: Nature & Trails

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 485,537	\$ 538,171	\$ 562,591	\$ 797,246	\$ 797,246
PT Salary	94,482	94,833	133,824	214,313	214,313
Employee Benefits	230,978	263,658	271,355	395,617	395,617
Payroll Taxes	60,154	62,166	74,056	107,448	107,448
Personnel Services	\$ 871,151	\$ 958,828	\$ 1,041,826	\$ 1,514,624	\$ 1,514,624
Professional and Technical Services	\$ 34,220	\$ 48,188	\$ 43,916	\$ 84,015	\$ 84,015
Other Services	1,368	2,163	2,400	13,646	13,646
Rental Equipment	240	-	900	1,900	1,900
Utilities	-	-	-	2,000	2,000
Communications	2,844	2,948	4,920	5,970	5,970
Supplies	32,563	47,224	83,900	123,758	123,758
Training, Travel and Memberships	3,898	4,481	8,230	11,600	11,600
Small Furniture, Fixtures and Equip.	1,633	2,061	1,000	2,000	2,000
Material & Services	\$ 76,766	\$ 107,065	\$ 145,266	\$ 244,889	\$ 244,889
Program Total	\$ 947,917	\$ 1,065,893	\$ 1,187,092	\$ 1,759,513	\$ 1,759,513
Department Staff					
Full-time	8.00	8.00	8.00	11.00	11.00
Regular part-time (FTE)	0.00	0.00	0.00	0.00	0.00
Part-time (FTE)	4.14	4.02	4.02	6.84	6.84

Division: Park & Recreation Services
Department: Nature & Trails Program:
Nature Education Programs

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Projected Outcome 2017/18	Proposed Outcome 2018/19
Workloads:				
Attendance - Interpretive Programs	41,692	40,769	41,000	43,000
Trail Count - Tualatin Hills Nature Park	130,064	144,010	132,000	138,000
Trail Count - Cooper Mountain Nature Park	63,211	64,410	65,000	67,000
Number of classes held	720	678	675	700
% of classes held vs. offered	92%	91%	90%	90%
Performance Measures:				
Estimated cost per visit ¹	\$3.11	\$3.22	\$3.74	\$3.97
Estimated maintenance cost per visit ²	\$0.51	\$0.48	\$0.55	\$0.60
Utilities cost per square foot	\$1.76	\$2.01	\$1.80	\$1.77
Goal Outcome Measures:				
Average enrollment as a % of class minimums	143%	141%	139%	100%
Revenues as a % needed to meet cost recovery - Budget	37%	37%	38%	40%
Revenues as a % needed to meet cost recovery - Actual	44%	41%	increase	increase
Natural Resource education participant hours	86,548	86,039	86,000	87,000

¹ Does not include maintenance or utilities.

² Total Maintenance Cost does not include utilities.

Division: Park & Recreation Services

Department: Nature & Trails

Program: Nature Education Programs

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Program Appropriations					
FT Salary	\$ 189,617	\$ 244,729	\$ 272,987	\$ 346,904	\$ 346,904
RPT Salary	43,021	1,416	-	-	-
PT Salary	299,272	329,468	368,405	450,036	450,036
Employee Benefits	79,434	105,451	118,546	153,406	153,406
Payroll Taxes	54,749	54,980	63,153	79,178	79,178
Personnel Services	\$ 666,093	\$ 736,044	\$ 823,091	\$ 1,029,524	\$ 1,029,524
Professional and Technical Services	\$ 1,610	\$ 2,458	\$ 3,460	\$ 9,460	\$ 9,460
Utilities	-	-	-	19,117	19,117
Rental Equipment	15,870	21,127	24,905	21,305	21,305
Communication	2,034	1,788	3,500	5,525	5,525
Supplies	43,057	34,844	50,288	63,810	63,810
Training, Travel and Memberships	950	5,801	3,200	4,400	4,400
Small Furniture, Fixtures and Equip.	360	963	2,000	1,500	1,500
Material & Services	\$ 63,881	\$ 66,981	\$ 87,353	\$ 125,117	\$ 125,117
Program Total	\$ 729,974	\$ 803,025	\$ 910,444	\$ 1,154,641	\$ 1,154,641
Department Staff					
Full-time	3.00	4.00	4.00	5.00	5.00
Regular part-time (FTE)	0.88	0.00	0.00	0.00	0.00
Part-time (FTE)	12.62	12.90	12.50	15.11	15.11
Funded Service Level					
Program Hours	13,254	12,752	13,508	15,533	15,533
Contact Hours	185,054	179,684	185,888	212,559	212,559



CAPITAL PROJECTS

Capital Projects Summary

Capital Projects Narratives



Division: Capital Projects

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Capital Outlay	\$ 2,972,406	\$ 5,190,831	\$ 6,419,213	\$12,529,412	\$12,529,412
Total Appropriations	\$ 2,972,406	\$ 5,190,831	\$ 6,419,213	\$12,529,412	\$12,529,412
Summary by Department					
Carryover Projects	\$ 1,715,031	\$ 3,200,399	\$ 2,465,895	\$ 2,396,151	\$ 2,396,151
Athletic Facility Replacements	374,982	727,452	118,000	1,265,000	1,265,000
Athletic Facility Improvements	-	-	-	15,000	15,000
Building Replacements	524,343	392,465	611,264	2,154,480	2,154,480
Building Improvements	7,237	106,024	105,522	167,079	167,079
Park & Trail Replacements	215,553	423,752	1,258,141	706,750	706,750
Park & Trail Improvements	56,370	272,295	1,685,391	5,656,452	5,656,452
Facility Challenge Grants	62,891	26,887	75,000	75,000	75,000
ADA Improvements	15,999	41,557	100,000	93,500	93,500
Total Appropriations	\$ 2,972,406	\$ 5,190,831	\$ 6,419,213	\$12,529,412	\$12,529,412



CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Approved Budget 2018/19	Page #
CARRYOVER PROJECTS					
1	Financial Software	\$ 436,800	\$ -	\$ 436,800	CP-5
2	Phone Replacement	29,721	57,000	86,721	CP-5
3	Translation Software	2,474	-	2,474	CP-5
4	Folder / Sorter	12,000	-	12,000	CP-5
5	Wood Floor Refinish	1,975	-	1,975	CP-5
6	ADA Improvements	28,200	50,000	78,200	CP-5
7	Play Equipment (2 sites)	77,762	170,000	247,762	CP-6
8	Bridges and Boardwalks (3 sites)	661,207	99,000	760,207	CP-6
9	Hazeldale Park Parking Lot	310,512	-	310,512	CP-6
10	Babette Horenstein Tennis Center LED Lighting	307,000	-	307,000	CP-6
11	Office Space Expansion Design	10,000	-	10,000	CP-6
12	Landscaping	5,000	55,000	60,000	CP-6
13	Shower Facility Repair	7,500	-	7,500	CP-7
14	Configuration Management Software	75,000	-	75,000	CP-7
TOTAL CARRYOVER PROJECTS		\$ 1,965,151	\$ 431,000	\$ 2,396,151	
ATHLETIC FACILITY REPLACEMENT					
15	Synthetic Turf			\$ 1,100,000	CP-7
16	Sports Field Lighting Central Control			40,000	CP-7
17	Tennis Court Resurface (3 sites)			110,000	CP-7
18	Basketball Pad Asphalt Overlay			15,000	CP-7
TOTAL ATHLETIC FACILITY REPLACEMENT				\$ 1,265,000	
ATHLETIC FACILITY IMPROVEMENT					
19	Court Restriping for Pickleball			\$ 15,000	CP-8
TOTAL ATHLETIC FACILITY IMPROVEMENT				\$ 15,000	
BUILDING REPLACEMENT					
20	Cardio and Weight Equipment			\$ 40,000	CP-8
21	Cedar Hills Boiler			100,000	CP-8
22	Conestoga Pool Tank/Deck - Phases 1 and 2			554,380	CP-8
23	Raleigh Swim Center Pool Tank/Deck			795,000	CP-8
24	Fanno Creek Service Center Roof Study			25,000	CP-8
25	HMT Athletic Center Roof			75,000	CP-9
<u>Building Exterior</u>					
26	John Quincy Adams Young House Restoration			50,000	CP-9
27	Concession Stand Roof Sections Replacement			5,000	CP-9
<u>Building Exterior Fixtures</u>					
28	HMT Recreation Complex Parking Lot Relamp			30,000	CP-9
<u>Building Furnishings</u>					
29	Tennis Air Structure Curtains			9,800	CP-9
30	Ergonomic Equipment/Fixtures			6,000	CP-9
<u>Electrical Components</u>					
31	Electrical Panel			25,000	CP-10
<u>Floor Coverings</u>					
32	Tile Flooring			29,000	CP-10
33	Carpet			15,000	CP-10
34	Wood Floor Refinish			14,000	CP-10
35	Floor Replacement			10,000	CP-10
<u>HVAC Components</u>					
36	Steam Traps			20,000	CP-10
37	Emergency Repairs			100,000	CP-11
38	Other HVAC Components (4 sites)			68,000	CP-11

CAPITAL PROJECTS

Item Number	Capital Project	Carryover Funds	Additional Funding	Approved Budget 2018/19	Page #
<u>Parking Lots</u>					
39	Parking Lot Overlay and Curbs			\$ 92,000	CP-11
<u>Plumbing</u>					
40	Water Heaters			18,000	CP-11
41	Sink Drain Piping			3,000	CP-11
<u>Pool Apparatus & Mechanical Systems</u>					
42	Drain and Backwash Valves (2 sites)			20,800	CP-11
43	Circulation Pump			3,400	CP-12
44	Autofill System (2 sites)			16,100	CP-12
<u>Windows & Doors</u>					
45	Entryway			30,000	CP-12
TOTAL BUILDING REPLACEMENT				\$ 2,154,480	
BUILDING IMPROVEMENT					
46	HVAC (3 sites)			\$ 125,279	CP-12
47	Blackout Curtains			4,800	CP-12
48	Pool Window Tinting			8,500	CP-12
49	Office Remodel			10,000	CP-13
50	Storage Shed (2 sites)			18,500	CP-13
TOTAL BUILDING IMPROVEMENT				\$ 167,079	
PARK AND TRAIL REPLACEMENTS					
51	Bridges and Boardwalks (2 sites)			\$ 38,500	CP-13
52	Concrete Sidewalk Repair (7 sites)			169,000	CP-13
53	Design Study and Berm Stabilization Study			45,000	CP-13
54	Fences (3 sites)			38,750	CP-13
55	Irrigation Systems Redesign and Reconfiguration (2 sites)			20,000	CP-14
56	Asphalt Pedestrian Pathways (10 sites)			293,000	CP-14
57	Play Equipment (2 sites)			102,500	CP-14
TOTAL PARK AND TRAIL REPLACEMENTS				\$ 706,750	
PARK AND TRAIL IMPROVEMENTS					
58	Cedar Hills Park - Additional Funding for Bond Project			\$ 3,900,000	CP-14
59	Summercrest Park Bank Stabilization			6,000	CP-14
60	Retaining Wall			10,000	CP-14
61	Garbage Can and Picnic Table Pads			15,000	CP-15
62	Memorial Benches			8,000	CP-15
<u>Grant Funded Projects</u>					
63	Connect Oregon - Waterhouse Trail			400,000	CP-15
64	Local Government Grant Program - Cedar Hills Park			340,156	CP-15
65	Land Water Conservation Fund - Crowell Woods			384,104	CP-15
66	Land Water Conservation Fund - Commonwealth Lake Park Bridge			60,554	CP-15
67	Local Government Grant Program - Butternut Park Play Equipment			75,000	CP-16
68	Regional Transportation Program - Cedar Mill Creek Trail 3-4			150,000	CP-16
69	Metro Nature in Neighborhoods - Fanno Creek Greenway			220,700	CP-16
70	Special Districts Association of Oregon - Combustion Analyzer			3,000	CP-16
71	Energy Trust of Oregon Projects			83,938	CP-16
TOTAL PARK AND TRAIL IMPROVEMENTS				\$ 5,656,452	
FACILITY CHALLENGE GRANTS					
72	Challenge Grants			\$ 75,000	CP-16
TOTAL FACILITY CHALLENGE GRANTS				\$ 75,000	
ADA IMPROVEMENTS					
73	ADA Improvement - Bonny Slope Park			\$ 8,500	CP-17
74	ADA Improvement - Veterans Memorial Park			40,000	CP-17
75	ADA Improvement - Other			45,000	CP-17
TOTAL ADA IMPROVEMENTS				\$ 93,500	
TOTAL FUNDED CAPITAL ITEMS				\$ 12,529,412	

CAPITAL PROJECTS

Carryover Projects

ITEM 1: **Financial Software**

BUDGET: \$436,800

DESCRIPTION: Purchase of new accounting software to replace existing software

ITEM 2: **Phone Replacement**

BUDGET: \$86,721

DESCRIPTION: Replacement of desk phones inventory

ITEM 3: **Translation Software**

BUDGET: \$2,474

DESCRIPTION: Purchase of interpretation equipment to simultaneously enable residents who do not speak English to engage in the public meeting process

ITEM 4: **Folder / Sorter**

BUDGET: \$12,000

DESCRIPTION: Purchase of replacement machine for automated folding and stuffing of assorted documents and insertion into envelopes

ITEM 5: **Wood Floor Refinish**

BUDGET: \$1,975

DESCRIPTION: Sanding and recoating of hardwood floors in Garden Home Recreation Center Rooms 2 and 14

ITEM 6: **ADA Improvements**

BUDGET: \$78,200

DESCRIPTION: Phases 1 and 2 engineering at the Elsie Stuhr Center and Harman Swim Center to meet requirements within the Americans with Disabilities Act (ADA)

CAPITAL PROJECTS

ITEM 7: **Play Equipment (2 sites)**

BUDGET: \$247,762

DESCRIPTION: Replacement of play equipment at Butternut Park and Hazeldale Park

ITEM 8: **Bridges and Boardwalks (3 sites)**

BUDGET: \$760,207

DESCRIPTION: Repair of decking and substructure at Commonwealth Lake (2 sites) and Willow Creek Greenway

ITEM 9: **Hazeldale Park Parking Lot**

BUDGET: \$310,512

DESCRIPTION: Asphalt replacement of the existing parking lot at Hazeldale Park

ITEM 10: **Babette Horenstein Tennis Center LED Lighting**

BUDGET: \$307,000

DESCRIPTION: Relamping of the tennis air structures overhead light fixtures with LED lights at Babette Horenstein Tennis Center

ITEM 11: **Office Space Expansion Design**

BUDGET: \$10,000

DESCRIPTION: Design and permitting for additional offices at Fanno Creek Service Center

ITEM 12: **Landscaping**

BUDGET: \$60,000

DESCRIPTION: Landscape improvements and installation of a maintenance driveway on the south side of HMT Aquatic Center

CAPITAL PROJECTS

ITEM 13: **Shower Facility Repair**

BUDGET: \$7,500

DESCRIPTION: Repair of the wall in the shower room at Raleigh Swim Center

ITEM 14: **Configuration Management Software**

BUDGET: \$75,000

DESCRIPTION: Purchase of software to manage system configurations

Athletic Facility Replacement

ITEM 15: **Synthetic Turf**

BUDGET: \$1,100,000

DESCRIPTION: Replacement of synthetic turf (2 fields) at PCC Rock Creek sports complex

ITEM 16: **Sports Field Lighting Central Control**

BUDGET: \$40,000

DESCRIPTION: Replacement of central control lighting system at HMT Recreation Complex

ITEM 17: **Tennis Court Resurface (3 sites)**

BUDGET: \$110,000

DESCRIPTION: Color coat and crack repair of tennis courts at Roxbury Park, Ridgecrest Park and Rock Creek Landing Park

ITEM 18: **Basketball Pad Asphalt Overlay**

BUDGET: \$15,000

DESCRIPTION: Repair and asphalt overlay to basketball court at Bonny Slope Park

CAPITAL PROJECTS

Athletic Facility Improvement

ITEM 19: Court Restriping for Pickleball

BUDGET: \$15,000

DESCRIPTION: Restriping of existing tennis court to accommodate pickleball courts

Building Replacement

ITEM 20: Cardio and Weight Equipment

BUDGET: \$40,000

DESCRIPTION: Replacement of weight room equipment at selected recreation facilities

ITEM 21: Cedar Hills Boiler

BUDGET: \$100,000

DESCRIPTION: Replacement of existing boiler at Cedar Hills Recreation Center

ITEM 22: Conestoga Pool Tank/Deck - Phases 1 and 2

BUDGET: \$554,380

DESCRIPTION: Engineering/Design and preliminary construction funding for the replacement of the pool deck, underwater and overhead lights, resurfacing of pool tanks and slide replacement at Conestoga Recreation & Aquatic Center

ITEM 23: Raleigh Swim Center Pool Tank/Deck

BUDGET: \$795,000

DESCRIPTION: Replacement of the pool tank/deck, fencing (with a seat wall), surge tank, drainage utilities, underwater lights and addition of sun shade structures at Raleigh Swim Center

ITEM 24: Fanno Creek Service Center Roof Study

BUDGET: \$25,000

DESCRIPTION: Study to determine the appropriate type of replacement roof for Fanno Creek Service Center, taking into consideration solar and green roof options

CAPITAL PROJECTS

ITEM 25: **HMT Athletic Center Roof**

BUDGET: \$75,000

DESCRIPTION: Repairs and consulting for the HMT Athletic Center roof and gutters

Building Exterior

ITEM 26: **John Quincy Adams Young House Restoration**

BUDGET: \$50,000

DESCRIPTION: Repairs and replacement of exterior siding, paint and windows at John Quincy Adams Young House

ITEM 27: **Concession Stand Roof Sections Replacement**

BUDGET: \$5,000

DESCRIPTION: Replacement of roof sections on the HMT Recreation Complex south softball fields concession stand

Building Exterior Fixtures

ITEM 28: **HMT Recreation Complex Parking Lot Relamp**

BUDGET: \$30,000

DESCRIPTION: Replacement of existing light fixtures to LED in parking lot A at HMT Administration Office

Building Furnishings

ITEM 29: **Tennis Air Structure Curtains**

BUDGET: \$9,800

DESCRIPTION: Replacement of existing interior side curtains in the Babette Horenstein Tennis Center air structures

ITEM 30: **Ergonomic Equipment/Fixtures**

BUDGET: \$6,000

DESCRIPTION: Replacement of workstation components to incorporate ergonomic safety features

CAPITAL PROJECTS

Electrical Components

ITEM 31: **Electrical Panel**

BUDGET: \$25,000

DESCRIPTION: Replacement of existing circuit breaker panels in the boiler room at Cedar Hills Recreation Center

Floor Coverings

ITEM 32: **Tile Flooring**

BUDGET: \$29,000

DESCRIPTION: Replacement of existing vinyl composition tile flooring with new vinyl composition tile in rooms A, B, 10 & 12 at Cedar Hills Recreation Center

ITEM 33: **Carpet**

BUDGET: \$15,000

DESCRIPTION: Replacement of existing carpet in rooms A, B, 10, and 12 at Cedar Hills Recreation Center

ITEM 34: **Wood Floor Refinish**

BUDGET: \$14,000

DESCRIPTION: Sanding and refinishing of hardwood courts at the HMT Athletic Center

ITEM 35: **Floor Replacement**

BUDGET: \$10,000

DESCRIPTION: Replacement of existing vinyl composition tile floor with wood in the Elsie Stuhr Center Poplar Room

HVAC Components

ITEM 36: **Steam Traps**

BUDGET: \$20,000

DESCRIPTION: Replacement of steam traps at Garden Home Recreation Center

CAPITAL PROJECTS

ITEM 37: Emergency Repairs

BUDGET: \$100,000

DESCRIPTION: Unplanned and urgent repairs and replacements to critical systems at all facilities

ITEM 38: Other HVAC Components (4 sites)

BUDGET: \$68,000

DESCRIPTION: Replacement of air conditioning units, locker room exhaust fan and bearings/bracket on air handling unit at HMT Recreation Complex; air conditioning units at Cedar Hills Recreation Center; bearings and bracket on air handling unit at Elsie Stuhr Center; and rooftop air conditioner compressor at Conestoga Recreation & Aquatic Center

Parking Lots

ITEM 39: Parking Lot Overlay and Curbs

BUDGET: \$92,000

DESCRIPTION: Asphalt overlay and replacement of curb sections in parking lot A at the HMT Recreation Complex

Plumbing

ITEM 40: Water Heaters

BUDGET: \$18,000

DESCRIPTION: Replacement of four water heaters at HMT Athletic Center

ITEM 41: Sink Drain Piping

BUDGET: \$3,000

DESCRIPTION: Replacement of utility sink drainline at Conestoga Recreation & Aquatic Center

Pool Apparatus & Mechanical Systems

ITEM 42: Drain and Backwash Valves (2 sites)

BUDGET: \$20,800

DESCRIPTION: Replacement of main drain valve for the leisure pool at Conestoga Recreation & Aquatic Center and backwash valve at Beaverton Swim Center

CAPITAL PROJECTS

ITEM 43: **Circulation Pump**

BUDGET: \$3,400

DESCRIPTION: Replacement of main circulation pump at Beaverton Swim Center

ITEM 44: **Autofill System (2 sites)**

BUDGET: \$16,100

DESCRIPTION: Replacement of pool auto-fill systems at HMT Aquatic Center and Aloha Swim Center

Windows & Doors

ITEM 45: **Entryway**

BUDGET: \$30,000

DESCRIPTION: Replacement of main entry doors & windows at Aloha Swim Center

Building Improvement

ITEM 46: **HVAC (3 sites)**

BUDGET: \$125,279

DESCRIPTION: Installation of HVAC heat exchanger system at Sunset Swim Center, and upgrade to HVAC controls at HMT Athletic Center and HMT Aquatic Center

ITEM 47: **Blackout Curtains**

BUDGET: \$4,800

DESCRIPTION: Installation of blackout window curtains for Room 201 at Conestoga Recreation & Aquatic Center

ITEM 48: **Pool Window Tinting**

BUDGET: \$8,500

DESCRIPTION: Installation of window tinting in pool area of Conestoga Recreation & Aquatic Center

CAPITAL PROJECTS

ITEM 49: **Office Remodel**

BUDGET: \$10,000

DESCRIPTION: Design for future office remodel at Cedar Hills Recreation Center

ITEM 50: **Storage Shed (2 sites)**

BUDGET: \$18,500

DESCRIPTION: Installation of outside storage sheds at Cedar Hills Recreation Center and Aloha Swim Center

Park And Trail Replacements

ITEM 51: **Bridges and Boardwalks (2 sites)**

BUDGET: \$38,500

DESCRIPTION: Replacement of staircase at Rock Creek Trail, and deck replacement at Tualatin Hills Nature Park

ITEM 52: **Concrete Sidewalk Repair (7 sites)**

BUDGET: \$169,000

DESCRIPTION: Repair and/or replacement of concrete sidewalk panels at Roxbury Park, Burntwood Park, Skyview Park, Beaverton Swim Center, Sunset Park, Wildhorse Park, and Rock Creek Landing Park

ITEM 53: **Design Study and Berm Stabilization Study**

BUDGET: \$45,000

DESCRIPTION: Joint planning process and study with Clean Water Services to stabilize eroding berm at Bethany Lake

ITEM 54: **Fences (3 sites)**

BUDGET: \$38,750

DESCRIPTION: Replacement of fencing at Hazeldale dog park, Eichler community garden, and Ridgewood Park

CAPITAL PROJECTS

ITEM 55: **Irrigation Systems Redesign and Reconfiguration (2 sites)**

BUDGET: \$20,000

DESCRIPTION: Redesign of irrigation systems at HMT Recreation Complex and Carolwood Park

ITEM 56: **Asphalt Pedestrian Pathways (10 sites)**

BUDGET: \$293,000

DESCRIPTION: Replacement and overlay of asphalt pathways at Channing Heights Park, Melilah Park, Greenway Park, A.M. Kennedy Park, Burntwood Park, Waterhouse Linear Park, Carolwood Park, Westside Linear Trail, Florence Point Park, and Eichler Park

ITEM 57: **Play Equipment (2 sites)**

BUDGET: \$102,500

DESCRIPTION: Replacement of playground surfacing at Camp Rivendale and a play equipment component at Barrows Park

Park And Trail Improvements

ITEM 58: **Cedar Hills Park - Additional Funding for Bond Project**

BUDGET: \$3,900,000

DESCRIPTION: Portion of funding for redevelopment of Cedar Hills Park; project is primarily funded by the Bond Fund with additional funding provided by the SDC Fund for the contingency cost of the project

ITEM 59: **Summercrest Park Bank Stabilization**

BUDGET: \$6,000

DESCRIPTION: Stabilization of the bank to mitigate erosion and prevent impacts to pathway at Summercrest Park

ITEM 60: **Retaining Wall**

BUDGET: \$10,000

DESCRIPTION: Repair and replacement of east retaining wall at the Babette Horenstein Tennis Center

CAPITAL PROJECTS

ITEM 61: **Garbage Can and Picnic Table Pads**

BUDGET: \$15,000

DESCRIPTION: Addition of concrete pads to support garbage cans and picnic tables at various park sites

ITEM 62: **Memorial Benches**

BUDGET: \$8,000

DESCRIPTION: Purchase of recycled plastic benches for memorial bench program offered for patrons

Grant Funded Projects

ITEM 63: **Connect Oregon - Waterhouse Trail**

BUDGET: \$400,000

DESCRIPTION: Funding for completion of the Waterhouse Trail Segment #4 through the Connect Oregon grant fund

ITEM 64: **Local Government Grant Program - Cedar Hills Park**

BUDGET: \$340,156

DESCRIPTION: Funding for construction of a picnic pavilion and multiuse sport courts at Cedar Hills Park through the Local Government Grant Program

ITEM 65: **Land Water Conservation Fund - Crowell Woods**

BUDGET: \$384,104

DESCRIPTION: Funding for construction of Crowell Woods Park through the Land Water Conservation Fund program

ITEM 66: **Land Water Conservation Fund - Commonwealth Lake Park Bridge Replacement**

BUDGET: \$60,554

DESCRIPTION: Funding for bridge replacement through the Land Water Conservation Fund program

CAPITAL PROJECTS

ITEM 67: **Local Government Grant Program - Butternut Park Play Equipment Replacement**

BUDGET: \$75,000

DESCRIPTION: Funding to replace the play equipment at Butternut Park through the Local Government Grant Program

ITEM 68: **Regional Transportation Program - Cedar Mill Creek Trail 3-4**

BUDGET: \$150,000

DESCRIPTION: Funding for construction of the Cedar Mill Creek Trail Segment 3-4 through the Regional Transportation Program

ITEM 69: **Metro Nature in Neighborhoods - Fanno Creek Greenway**

BUDGET: \$220,700

DESCRIPTION: Funding for installation of new bridge and habitat restoration through the Metro Nature in Neighborhoods grant program

ITEM 70: **Special Districts Association of Oregon - Combustion Analyzer**

BUDGET: \$3,000

DESCRIPTION: Purchase of HVAC tool through the Special Districts Association of Oregon to be used for all facility boilers

ITEM 71: **Energy Trust of Oregon Projects**

BUDGET: \$83,938

DESCRIPTION: Incentive rebates from Energy Trust of Oregon for energy efficient HVAC improvement projects at HMT Athletic Center and Sunset Swim Center

Facility Challenge Grants

ITEM 72: **Challenge Grants**

BUDGET: \$75,000

DESCRIPTION: Matching funds against advisory committees and friends groups funding for facility improvements

CAPITAL PROJECTS

ADA Improvements

ITEM 73: **ADA Improvement - Bonny Slope Park**

BUDGET: \$8,500

DESCRIPTION: Replacement of existing drinking fountain and concrete pad to meet requirements within the Americans with Disabilities Act (ADA)

ITEM 74: **ADA Improvement - Veterans Memorial Park**

BUDGET: \$40,000

DESCRIPTION: Phase 2 improvements for site access and drinking fountain replacement to meet requirements within the Americans with Disabilities Act (ADA)

ITEM 75: **ADA Improvement - Other**

BUDGET: \$45,000

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



OTHER FUNDS

Mitigation Maintenance Reserve Fund



OTHER FUNDS

FUND DESCRIPTION

Special Revenue Fund

THPRD receives mitigation reserve funds periodically, and has been recording them separately since the 2005/06 Budget Year. When received, these funds are a reserve against future maintenance cost at mitigation sites. A portion of the funds are available for use on a variety of natural area restoration projects, and all funds will be accounted for within the Mitigation Maintenance Reserve Fund.



SPECIAL REVENUE FUND

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Resources:					
Beginning Cash on Hand	\$ 166,364	\$ 164,356	\$ 163,800	\$ 163,800	\$ 163,800
Interest Income	940	1,696	500	500	500
Miscellaneous Income	-	-	-	-	-
Total Resources	\$ 167,304	\$ 166,052	\$ 164,300	\$ 164,300	\$ 164,300
Requirements:					
Materials & Services	\$ 2,948	\$ -	\$ 164,300	\$ 164,300	\$ 164,300
Ending Fund Balance	164,356	166,052	-	-	-
Total Requirements	\$ 167,304	\$ 166,052	\$ 164,300	\$ 164,300	\$ 164,300
Summary by Fund					
Mitigation Maintenance Reserve Fund	\$ 167,304	\$ 166,052	\$ 164,300	\$ 164,300	\$ 164,300
Total Requirements	\$ 167,304	\$ 166,052	\$ 164,300	\$ 164,300	\$ 164,300



MITIGATION MAINTENANCE RESERVE FUND

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Summary of Appropriations					
Maintenance Supplies	\$ 2,948	\$ -	\$ 164,300	\$ 164,300	\$ 164,300
Material & Services	\$ 2,948	\$ -	\$ 164,300	\$ 164,300	\$ 164,300
 Department Total	 \$ 2,948	 \$ -	 \$ 164,300	 \$ 164,300	 \$ 164,300



DEBT SERVICE FUND

Analysis of General Obligation Debt

Local Budget Form (LB-35)

Maturity of General Obligation Debt



DEBT SERVICE FUND

FUND DESCRIPTION

The Debt Service Fund provides for bond principal and interest payments on outstanding General Obligation Bonds, those for which a property tax levy supports the maturing principal and interest payments. These levies are levied outside THPRD's permanent rate and are not part of the governmental limit set by Measure 5. On November 4, 2008, the voters approved a bond measure in the amount of \$100 million, for land acquisition, natural area preservation, improvements to trails and parks, along with other major capital projects throughout THPRD.

DEBT CAPACITY

ORS 266.512 established a parameter of bonded indebtedness for park and recreation districts. Aggregate bonded indebtedness is governed by the real market value of all taxable properties within THPRD.

The aggregate amount of general obligation bonds issued and outstanding at any one time shall in no case exceed two and one-half percent (2.5%) of the real market value of all taxable property of THPRD.

The following table shows THPRD's debt capacity.

Real Market Value (FY 2017/18)	\$ 39,437,708,594
General Obligation Debt Capacity (2.5% of Real Market Value)	985,942,715
Less: Outstanding Debt	<u>(68,760,000)</u>
Remaining Legal Debt Capacity	<u>\$ 917,182,715</u>

In April 2009, based on the approved authority of \$100 million, THPRD issued the first series of General Obligation Bonds in the amount of \$58,505,000. The bonds have a true interest cost of 4.19%. In May 2015, THPRD advance refunded a portion of the bonds (Series 2015), leaving an outstanding balance as of July 1, 2018, of \$2,365,000.

In September 2011, THPRD issued the second series of General Obligation Bonds in the amount of \$40,060,000. The bonds have a true interest cost of 3.25%. In October 2016, THPRD advance refunded a portion of the bonds (Series 2016), leaving an outstanding balance as of July 1, 2018, of \$21,485,000.

In May 2015, THPRD advance refunded a portion of the General Obligation Bonds, Series 2009 (\$36,445,000) and issued the balance of the approved authority (\$1,435,000). The bonds have a true interest cost of 2.19%. The outstanding balance as of July 1, 2018, is \$36,200,000.

In October 2016, THPRD advance refunded a portion of the General Obligation Bonds, Series 2011 (\$8,620,000). The bonds have a true interest cost of 1.83%. The outstanding balance as of July 1, 2017, is \$8,710,000.



**FORM
LB-35**

**BONDED DEBT
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- ☐ Revenue Bonds or
☒ General Obligation Bonds

Tualatin Hills Park & Recreation District

(Name of Municipal Corporation)

Debt Service

(Fund)

Historical Data				DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year FY 2018/19		
Actual		Adopted Budget This Year FY 2017/18	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year FY 2015/16	First Preceding Year FY 2016/17						
				Resources			
1	450,745	286,350	300,000	1. Beginning Cash on Hand (Cash Basis), or	0	0	
2				2. Working Capital (Accrual Basis)			
3	86,763	76,415	50,000	3. Previously Levied Taxes to be Received	25,000	25,000	
4	38,007	49,913	35,000	4. Interest	15,000	15,000	
5		9,993,919		5. Debt Proceeds			
6	29,687	29,810	29,365	6. Payment in lieu of taxes	31,160	31,160	
7	605,202	10,436,407	414,365	7. Total Resources, Except Taxes to be Levied	71,160	71,160	0
8			7,091,716	8. Taxes Estimated to be Received *	7,761,821	7,761,821	0
9	6,768,296	6,990,561		9. Taxes Collected in Year Levied			
10	7,373,498	17,426,968	7,506,081	TOTAL RESOURCES	7,832,981	7,832,981	0
				Requirements			
				Bond Principal Payments			
				Issue Date	Budgeted Payment Date		
1				1. 03/01/1998	0	0	
2	1,825,000	1,990,000	2,170,000	2. 04/02/2009	2,365,000	2,365,000	
3	1,455,000	1,570,000	1,685,000	3. 09/13/2011	1,820,000	1,820,000	
4	415,000	600,000	665,000	4. 05/15/2015	715,000	715,000	
5	3,695,000	4,160,000	4,520,000	Total Principal	4,900,000	4,900,000	0
				Bond Interest Payments			
				Issue Date	Budgeted Payment Date		
6				6. 03/01/1998			
7	273,175	218,420	158,725	7. 04/02/2009	82,775	82,775	
8	1,254,453	849,906	818,506	8. 09/13/2011	767,956	767,956	
	1,864,520	1,728,300	1,716,300	9. 05/15/2015	1,689,700	1,689,700	
9		441,939	292,550	10. 10/12/2016	292,550	292,550	
10	3,392,148	3,238,565	2,986,081	Total Interest	2,832,981	2,832,981	0
				Unappropriated Balance for Following Year By			
				Issue Date	Payment Date		
11			0	12.	0	0	
12	286,350	153,707		13. Ending balance (prior years)			
13			0	Total Unappropriated Ending Fund Balance	100,000	100,000	0
14		9,874,696		15. Refunded bond escrow payment			
15				16. Issuance costs for refunding bonds			
16	7,373,498	17,426,968	7,506,081	TOTAL REQUIREMENTS	7,832,981	7,832,981	0

105-504-035 (Rev 01-10)

*If this form is used for revenue bonds, property tax resources may not be included.



DEBT SERVICE FUND

Maturity Schedule

Maturity schedules of aggregate future debt service on the Series 2009 \$58.505 million of General Obligation Bonds (as adjusted for the advance refunding), Series 2011 \$31.980 million (as adjusted for the advance refunding), Series 2015 \$37.880 million and Series 2016 \$8.710 million are listed as follows:

Schedule of Future Debt Service Requirements of General Obligation Bonds

Series 2009

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2019	\$ 2,365,000	\$ 82,775	\$ 2,447,775
	<u>\$ 2,365,000</u>	<u>\$ 82,775</u>	<u>\$ 2,447,775</u>

Series 2011

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2019	\$ 1,820,000	\$ 767,956	\$ 2,587,956
2020	1,985,000	695,156	2,680,156
2021	2,155,000	615,756	2,770,756
2022	2,315,000	551,106	2,866,106
2023	2,500,000	458,506	2,958,506
2024	2,675,000	383,506	3,058,506
2025	2,865,000	299,914	3,164,914
2026	-	206,800	206,800
2027	-	206,800	206,800
2028	1,340,000	206,800	1,546,800
2029	3,830,000	153,200	3,983,200
	<u>\$ 21,485,000</u>	<u>\$ 4,545,500</u>	<u>\$ 26,030,500</u>

Series 2015

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
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>\$ 36,200,000</u>	<u>\$ 9,436,950</u>	<u>\$ 45,636,950</u>

DEBT SERVICE FUND

Fiscal Year ending June 30	Series 2016		Total
	Principal	Interest	Debt Service
2019	\$ -	\$ 292,550	\$ 292,550
2020	-	292,550	292,550
2021	-	292,550	292,550
2022	-	292,550	292,550
2023	-	292,550	292,550
2024	-	292,550	292,550
2025	-	292,550	292,550
2026	3,125,000	292,550	3,417,550
2027	3,355,000	167,550	3,522,550
2028	2,230,000	66,900	2,296,900
	<u>\$ 8,710,000</u>	<u>\$ 2,574,850</u>	<u>\$ 11,284,850</u>

Fiscal Year ending June 30	Total General Obligation Bonds		Total
	Principal	Interest	Debt Service
2019	\$ 4,900,000	\$ 2,832,981	\$ 7,732,981
2020	5,310,000	2,655,956	7,965,956
2021	5,800,000	2,410,306	8,210,306
2022	6,295,000	2,163,406	8,458,406
2023	6,840,000	1,871,806	8,711,806
2024	7,400,000	1,579,806	8,979,806
2025	7,990,000	1,259,964	9,249,964
2026	8,670,000	920,600	9,590,600
2027	8,155,000	518,350	8,673,350
2028	3,570,000	273,700	3,843,700
2029	3,830,000	153,200	3,983,200
	<u>\$ 68,760,000</u>	<u>\$ 16,640,075</u>	<u>\$ 85,400,075</u>

SYSTEM DEVELOPMENT CHARGES FUND

System Development Charges Fund Overview

System Development Charges Fund Project Summary

System Development Charges Fund Project Narrative

System Development Charges Fund Capital Improvement Program (CIP)



SYSTEM DEVELOPMENT CHARGES FUND

FUND DESCRIPTION

On November 17, 1998, the board of directors adopted the System Development Charges (SDC) Resolution. In early 1999, the City of Beaverton City Council and the Washington County Board of Commissioners adopted resolutions to collect the SDCs within those areas that they have jurisdiction over and that are within THPRD. Both the city and the county are now collecting those fees.

THPRD completed subsequent updates to the SDC Methodology in FY 2007/08 and in FY 2015/16, both of which resulted in increases to the SDC fees. In the intervening years between methodology updates, the fees are generally adjusted for inflationary (deflationary) cost adjustments.

THPRD is projecting to carryover \$15,809,110 in unexpended SDCs to the 2018/19 fiscal year, and is budgeting an additional \$14,115,066 in SDC Fund revenues in the 2018/19 fiscal year.



SYSTEM DEVELOPMENT CHARGES FUND

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Resources:					
Beginning Cash on Hand	\$ 12,653,815	\$ 12,063,936	\$ 11,177,928	\$ 15,809,110	\$ 15,809,110
System Development Charges	5,367,366	9,631,364	10,876,987	14,004,566	14,004,566
Sale of Assets	-	1,404,391	-	-	-
Interest Earnings	64,331	114,615	60,770	110,500	110,500
Total Resources	\$ 18,085,512	\$ 23,214,306	\$ 22,115,685	\$ 29,924,176	\$ 29,924,176
Appropriations:					
Capital Outlay	\$ 6,021,576	\$ 13,607,246	\$ 22,115,685	\$ 29,924,176	\$ 29,924,176
Total Appropriations	\$ 6,021,576	\$ 13,607,246	\$ 22,115,685	\$ 29,924,176	\$ 29,924,176
Summary by Department					
Carryover Projects					
Land Acquisition	\$ 62,550	\$ 582,355	\$ 3,465,600	\$ 6,213,800	\$ 6,213,800
Development/Improvements	949,698	2,960,174	7,990,000	9,560,400	9,560,400
Land Acquisition	4,953,568	10,041,543	5,208,400	6,780,000	6,780,000
Development/Improvements	55,760	23,174	3,075,000	1,205,000	1,205,000
Undesignated Projects	-	-	2,376,685	6,164,976	6,164,976
Total Appropriations	\$ 6,021,576	\$ 13,607,246	\$ 22,115,685	\$ 29,924,176	\$ 29,924,176

SYSTEM DEVELOPMENT CHARGES FUND

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Approved 2018/19	Page #
CARRYOVER PROJECTS					
1	Acquisition of Community Park Land - North Bethany	\$ 1,465,800	\$ -	\$ 1,465,800	SDC-6
2	Acquisition of Neighborhood Park Land - North Bethany	241,000	-	241,000	SDC-6
3	Acquisition of Trails Land - North Bethany	846,000	-	846,000	SDC-6
4	Acquisition of Neighborhood Park - Bonny Slope West	1,951,000	-	1,951,000	SDC-6
5	Acquisition of Natural Area Land - So. Cooper Mountain	395,000	-	395,000	SDC-6
6	Acquisition of Trails Land - So. Cooper Mountain	485,000	-	485,000	SDC-7
7	Acquisition of Neighborhood Park Land - So. Cooper Mountain	480,000	-	480,000	SDC-7
8	Acquisition of Neighborhood Park Land - Infill Areas	350,000	-	350,000	SDC-7
	Subtotal Land Acquisition Carryover	\$ 6,213,800	\$ -	\$ 6,213,800	
9	Bonny Slope / BSD Trail Development	\$ 419,900	\$ -	\$ 419,900	SDC-7
10	MTIP Grant Match - Westside Trail, Segment 18	-	700,000	700,000	SDC-7
11	Bethany Creek Falls - Project Mgmt.	12,000	-	12,000	SDC-7
12	NW Quadrant Neighborhood Park Master Plan & Design	265,000	-	265,000	SDC-8
13	NW Quadrant New Neighborhood Park Development	1,337,000	600,000	1,937,000	SDC-8
14	Natural Area Master Plan	100,000	-	100,000	SDC-8
15	Building Expansion - site to be determined	995,000	-	995,000	SDC-8
16	New Synthetic Turf Field - Conestoga Middle School	10,000	-	10,000	SDC-8
17	MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW	241,000	-	241,000	SDC-8
18	North Bethany Park and Trail Development - Proj. Mgmt.	120,000	-	120,000	SDC-9
19	ConnectOregon Grant Match - Waterhouse Trail, Segment 4	200,000	-	200,000	SDC-9
20	SW Quadrant Neighborhood Park Master Plan and Design	192,500	75,000	267,500	SDC-9
21	Cedar Mill Creek Community Trail Segment #4 Master Planning and Design	250,000	50,000	300,000	SDC-9
22	So. Cooper Mtn Park and Trail Development - Project Mgmt.	50,000	-	50,000	SDC-9
23	NW Quadrant New Neighborhood Park Development	1,830,000	-	1,830,000	SDC-9
24	Bethany Creek Trail #2, Segment #3 - Design & Development	1,075,000	-	1,075,000	SDC-10
25	Cedar Hills Park - additional funding for bond project	1,038,000	-	1,038,000	SDC-10
	Subtotal Development/Improvements Carryover	\$ 8,135,400	\$ 1,425,000	\$ 9,560,400	
	TOTAL CARRYOVER PROJECTS	\$ 14,349,200	\$ 1,425,000	\$ 15,774,200	
LAND ACQUISITION					
26	Acquisition of Community Park Land - North Bethany			\$ 500,000	SDC-10
27	Acquisition of Neighborhood Park Land - North Bethany			500,000	SDC-10
28	Acquisition of Trails Land - North Bethany			100,000	SDC-10
29	Acquisition of Trails Land - So. Cooper Mountain			50,000	SDC-11
30	Acquisition of Neighborhood Park Land - So. Cooper Mountain			5,025,000	SDC-11
31	Acquisition of Natural Area Land - So. Cooper Mountain			105,000	SDC-11
32	Acquisition of Neighborhood Park Land - Infill Areas			500,000	SDC-11
	TOTAL LAND ACQUISITION			\$ 6,780,000	

SYSTEM DEVELOPMENT CHARGES FUND

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Approved 2018/19	Page #
DEVELOPMENT/IMPROVEMENTS					
33	North Bethany Park and Trail Improvements			\$ 315,000	SDC-11
34	RFFA Active Transportation Project Readiness Match - Westside Trail, Hwy 26 Overcrossing Design			200,000	SDC-12
35	LWCF Grant Match - New Natural Area Public Access			250,000	SDC-12
36	Dog Parks - expansions and new sites			70,000	SDC-12
37	Fanno Creek Trail - Denny Road Crossing Improvements			20,000	SDC-12
38	Waterhouse Trail Improvements.			350,000	
	TOTAL DEVELOPMENT/IMPROVEMENTS			\$ 1,205,000	
UNDESIGNATED PROJECTS					
39	Undesignated Projects			\$ 6,164,976	SDC-12
	TOTAL UNDESIGNATED PROJECTS			\$ 6,164,976	
	GRAND TOTAL CAPITAL OUTLAY			\$ 29,924,176	

SYSTEM DEVELOPMENT CHARGES FUND

Carryover Projects

ITEM 1: **Acquisition of Community Park Land - North Bethany**

BUDGET: \$1,465,800

DESCRIPTION: Carryover funding for purchase of additional properties for future community park site to meet commitments in North Bethany new urban area

ITEM 2: **Acquisition of Neighborhood Park Land - North Bethany**

BUDGET: \$241,000

DESCRIPTION: Carryover funding for purchase of additional properties for future neighborhood park sites to meet commitments in North Bethany new urban area

ITEM 3: **Acquisition of Trails Land - North Bethany**

BUDGET: \$846,000

DESCRIPTION: Carryover funding for purchase of additional properties and/or easements for future trail corridors to meet commitments in North Bethany new urban area

ITEM 4: **Acquisition of Neighborhood Park - Bonny Slope West**

BUDGET: \$1,951,000

DESCRIPTION: Carryover funding for purchase of additional properties for future neighborhood park sites to meet commitments in Bonny Slope West new urban area

ITEM 5: **Acquisition of Natural Area Land - So. Cooper Mountain**

BUDGET: \$395,000

DESCRIPTION: Carryover funding for purchase of additional properties for future natural area site to meet commitments in South Cooper Mountain new urban area

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 6: **Acquisition of Trails Land - So. Cooper Mountain**

BUDGET: \$485,000

DESCRIPTION: Carryover funding for purchase of additional properties and/or easements for future trail corridors to meet commitments in South Cooper Mountain new urban area

ITEM 7: **Acquisition of Neighborhood Park Land - So. Cooper Mountain**

BUDGET: \$480,000

DESCRIPTION: Carryover funding for purchase of additional properties for future neighborhood park sites to meet commitments in South Cooper Mountain new urban area

ITEM 8: **Acquisition of Neighborhood Park Land - Infill Areas**

BUDGET: \$350,000

DESCRIPTION: Carryover funding for purchase of additional properties for future neighborhood park sites that address underserved areas (per GRASP analysis) within THPRD boundaries

ITEM 9: **Bonny Slope / BSD Trail Development**

BUDGET: \$419,900

DESCRIPTION: Design and construction of trails on the McDaniel property to connect the surrounding neighborhoods to the school site and park property

ITEM 10: **MTIP Grant Match - Westside Trail, Segment 18**

BUDGET: \$700,000

DESCRIPTION: THPRD match for the grant award to complete Westside Trail Segment 18 from Kaiser Road to Kaiser Woods Natural Area. Includes safety watcher services and staff project management

ITEM 11: **Bethany Creek Falls - Project Mgmt.**

BUDGET: \$12,000

DESCRIPTION: Staff project management time to monitor construction of several park and trail project phases by developer under SDC credit agreement

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 12: **NW Quadrant Neighborhood Park Master Plan & Design**

BUDGET: \$265,000

DESCRIPTION: Site master planning and design for a new neighborhood park on undeveloped land owned by THPRD at SW 187th and SW Bonnie Meadow Lane

ITEM 13: **NW Quadrant New Neighborhood Park Development**

BUDGET: \$1,937,000

DESCRIPTION: Development of a new neighborhood park on undeveloped land owned by THPRD at SW 175th and SW Marty Lane

ITEM 14: **Natural Area Master Plan**

BUDGET: \$100,000

DESCRIPTION: Master planning on one natural area

ITEM 15: **Building Expansion - site to be determined**

BUDGET: \$995,000

DESCRIPTION: Expansion of existing facility to provide new space for programming options

ITEM 16: **New Synthetic Turf Field - Conestoga Middle School**

BUDGET: \$10,000

DESCRIPTION: Final elements of development of new synthetic turf field at Conestoga Middle School

ITEM 17: **MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW**

BUDGET: \$241,000

DESCRIPTION: Grant match (\$220,000) and staff project management time (\$21,000) to complete right-of-way acquisition for a community trail

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 18: **North Bethany Park and Trail Development - Proj. Mgmt.**

BUDGET: \$120,000

DESCRIPTION: Staff project management time to monitor construction of new projects by developers under SDC credit agreements

ITEM 19: **ConnectOregon Grant Match - Waterhouse Trail, Segment 4**

BUDGET: \$200,000

DESCRIPTION: THPRD match for grant award to complete permitting, jurisdictional requirements, and construction of a small segment of the Waterhouse Trail that was outside of the scope of the bond-funded project

ITEM 20: **SW Quadrant Neighborhood Park Master Plan and Design**

BUDGET: \$267,500

DESCRIPTION: Site master planning for new neighborhood park on undeveloped land owned by THPRD at SW Miller Hill Rd and SW Georgene Ct

ITEM 21: **Cedar Mill Creek Community Trail Segment #4 Master Planning and Design**

BUDGET: \$300,000

DESCRIPTION: Master planning and design for Cedar Mill Creek Community Trail Segment #4 from NW 114th Ave to Foege Park

ITEM 22: **So. Cooper Mtn Park and Trail Development - Project Mgmt.**

BUDGET: \$50,000

DESCRIPTION: Staff project management time to monitor construction of several trail projects by developer under SDC credit agreement

ITEM 23: **NW Quadrant New Neighborhood Park Development**

BUDGET: \$1,830,000

DESCRIPTION: Design and development of a new neighborhood park on undeveloped land owned by THPRD at SW 187th and SW Bonnie Meadow Lane

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 24: **Bethany Creek Trail #2, Segment #3 - Design & Development**

BUDGET: \$1,075,000

DESCRIPTION: Master planning, design and development for Bethany Creek Community Trail #2, Segment #3 from Springville Road to Westside Regional Trail

ITEM 25: **Cedar Hills Park - additional funding for bond project**

BUDGET: \$1,038,000

DESCRIPTION: Portion of funding for redevelopment of Cedar Hills Park; project is primarily funded by the Bond Fund and General Fund Debt, but additional funding provided by the SDC Fund is necessary to fund the contingency cost of the project.

Land Acquisition

ITEM 26: **Acquisition of Community Park Land - North Bethany**

BUDGET: \$500,000

DESCRIPTION: Purchase of additional properties for future community park site to meet commitments in North Bethany new urban area

ITEM 27: **Acquisition of Neighborhood Park Land - North Bethany**

BUDGET: \$500,000

DESCRIPTION: Purchase of additional properties for future neighborhood park sites to meet commitments in North Bethany new urban area

ITEM 28: **Acquisition of Trails Land - North Bethany**

BUDGET: \$100,000

DESCRIPTION: Purchase of additional properties and/or easements for future trail corridors to meet commitments in North Bethany new urban area

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 29: **Acquisition of Trails Land - So. Cooper Mountain**

BUDGET: \$50,000

DESCRIPTION: Purchase of additional properties and/or easements for future trail corridors to meet commitments in South Cooper Mountain new urban area

ITEM 30: **Acquisition of Neighborhood Park Land - So. Cooper Mountain**

BUDGET: \$5,025,000

DESCRIPTION: Purchase of additional properties for future neighborhood park sites to meet commitments in South Cooper Mountain new urban area

ITEM 31: **Acquisition of Natural Area Land - So. Cooper Mountain**

BUDGET: \$105,000

DESCRIPTION: Purchase of additional properties for future natural area site to meet commitments in South Cooper Mountain new urban area

ITEM 32: **Acquisition of Neighborhood Park Land - Infill Areas**

BUDGET: \$500,000

DESCRIPTION: Purchase of additional properties for future neighborhood park sites that address underserved areas (per GRASP analysis) within THPRD boundaries

Development/Improvements

ITEM 33: **North Bethany Park and Trail Improvements**

BUDGET: \$315,000

DESCRIPTION: Complete the design, permitting, finish grading and seeding at three neighborhood park sites in North Bethany (\$150,000). Also fund THPRD's share of cost for two community trail crossings of Abbey Creek; to be cost shared with Clean Water Services (\$165,000).

SYSTEM DEVELOPMENT CHARGES FUND

ITEM 34: **RFFA Active Transportation Project Readiness Match -
Westside Trail, Hwy 26 Overcrossing Design**

BUDGET: \$200,000

DESCRIPTION: Matching funds to complete master planning and 30% design for the Westside Trail overcrossing of Highway 26.

ITEM 35: **LWCF Grant Match - New Natural Area Public Access**

BUDGET: \$250,000

DESCRIPTION: Grant match to complete natural area access at two new natural areas, Bannister Creek Greenway, and Lilly K. Johnson Woods

ITEM 36: **Dog Parks - expansions and new sites**

BUDGET: \$70,000

DESCRIPTION: Creation of new off-leash dog areas, or enhancement of existing off-leash dog areas at sites to be determined.

ITEM 37: **Fanno Creek Trail - Denny Road Crossing Improvements**

BUDGET: \$20,000

DESCRIPTION: Installation of flashing beacon light at Fanno Creek Trail crossing of Denny Road.

ITEM 38: **Waterhouse Trail Improvements.**

BUDGET: \$350,000

DESCRIPTION: THPRD share of design and construction of 850' of Waterhouse Trail and bridge north of Springville Road in partnership with Clean Water Services.

Undesignated Projects

ITEM 39: **Undesignated Projects**

BUDGET: \$6,164,976

DESCRIPTION: Capital 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 March 2016 (Updated March 2017)

Project or Item Description	Total Cost		Funding	
	Low Estimate	High Estimate	Low Estimate	High Estimate
Estimated Reserve Available for Expenditure through FY 2021/22			\$ 41,672,990	\$ 54,022,236
New Community Trail Design & Dev. - Bethany Creek Trail #2 - Seg. #3**	\$ 300,000	\$ 440,000	41,372,990	53,582,236
Land Acquisition for Neighborhood Parks in New Urban Areas: North Bethany	2,000,000	2,500,000	39,372,990	51,082,236
Land Acquisition for Trails in New Urban Areas: North Bethany*	904,000	1,000,000	38,468,990	50,082,236
Land Acquisition for Community Parks in New Urban Areas: North Bethany	804,400	1,000,000	37,664,590	49,082,236
Land Acquisition for Parks in New Urban Areas: South Cooper Mountain	500,000	1,000,000	37,164,590	48,082,236
Land Acquisition for Trails in New Urban Areas: South Cooper Mountain*	500,000	600,000	36,664,590	47,482,236
Neighborhood Park Development - SW 187th Ave./SW Bonnie Meadow Ln. (Mitchell) (FY16/17)	1,475,000	1,925,000	35,189,590	45,557,236
Land Acquisition for Park Infill	500,000	600,000	34,689,590	44,957,236
TOTAL FY 2017/18 COSTS	\$ 6,983,400	\$ 9,065,000		
Land Acquisition for Neighborhood Parks in New Urban Areas: North Bethany	1,125,000	1,425,000	33,564,590	43,532,236
Land Acquisition for Trails in New Urban Areas: North Bethany*	322,500	408,500	33,242,090	43,123,736
Land Acquisition for Neighborhood Parks in New Urban Areas: South Cooper Mountain	1,200,000	1,600,000	32,042,090	41,523,736
Land Acquisition for Trails in New Urban Areas: South Cooper Mountain*	258,000	344,000	31,784,090	41,179,736
Land Acquisition for Trails in New Urban Areas: Bonny Slope West*	64,500	86,000	31,719,590	41,093,736
Design & Develop Natural Areas for Public Access - South Cooper Mountain Area	275,000	500,000	31,444,590	40,593,736
Land Acquisition for Community Parks in New Urban Areas: North Bethany (Partial FY17/18)	2,000,000	2,500,000	29,444,590	38,093,736
New Neighborhood Park Design and Development - SW 75th Ave. & SW Canyon Lane (Wilson)	1,075,000	1,625,000	28,369,590	36,468,736
Land Acquisition for Park Infill	500,000	600,000	27,869,590	35,868,736
Neighborhood Park Development - SW Miller Hill Rd./SW Georgene Ct. (FY16/17)	875,000	1,425,000	26,994,590	34,443,736
New Regional Trail Design & Development - Westside Trail #14**	250,000	350,000	26,744,590	34,093,736
New Neighborhood Park Design - SW Murray Blvd. & SW Sexton Mountain Drive	300,000	400,000	26,444,590	33,693,736
Subtotal FY 2018/19 Costs	\$ 8,245,000	\$ 11,263,500		
Land Acquisition for Parks in New Urban Areas: South Cooper Mountain	1,200,000	1,600,000	25,244,590	32,093,736
New Neighborhood Park Development - SW Murray Blvd. & SW Sexton Mountain Drive (FY18/19)	3,543,750	4,962,500	21,700,840	27,131,236
Land Acquisition for Community Parks in New Urban Areas: North Bethany (Partial FY17/18)	1,006,000	1,326,000	20,694,840	25,805,236
Land Acquisition for Trails in New Urban Areas: South Cooper Mountain*	358,000	544,000	20,336,840	25,261,236
Land Acquisition for Trails in New Urban Areas: Bonny Slope West* (Includes FY 17/18)	214,500	286,000	20,122,340	24,975,236
New Regional Trail Design & Development - Westside Trail #19**	400,000	720,000	19,722,340	24,255,236
Beaverton Creek Trail: Segment #3-4** (FY18/19)	1,800,000	2,300,000	17,922,340	21,955,236
Subtotal FY 2019/20 Costs	\$ 8,522,250	\$ 11,738,500		
Land Acquisition for Trails in New Urban Areas: North Bethany*	579,500	879,100	17,342,840	21,076,136
Trail Development - Westside Trail: Sunset Hwy Crossing** (FY 19/20)	3,200,000	4,800,000	14,142,840	16,276,136
Land Acquisition for Parks in New Urban Areas: South Cooper Mountain	1,200,000	1,600,000	12,942,840	14,676,136
Land Acquisition for Park Infill: Hwy 217/Hwy 26/Barnes	500,000	600,000	12,442,840	14,076,136

Project or Item Description	Total Cost		Funding	
	Low Estimate	High Estimate	Low Estimate	High Estimate
Design & Develop Synthetic Turf Field w/ Lights - NE Quadrant	\$ 2,000,000	\$ 2,500,000	\$ 10,442,840	\$ 11,576,136
Youth Multi-Purpose Athletic Field - South Cooper Mountain	600,000	800,000	9,842,840	10,776,136
Land Acquisition for Park Infill (FY19/20)	500,000	600,000	9,342,840	10,176,136
Community Park Master Plant: NW Miller Rd./NW Barnes Rd.*** (FY 17/18)	200,000	300,000	9,142,840	9,876,136
Subtotal FY 2020/21 Costs	\$ 8,779,500	\$ 12,079,100		
Community Development (Phase I): NW Miller Rd/NW Barnes Road (FY20/21)	4,000,000	5,000,000	5,142,840	4,876,136
Trail Development - Westside Trail: Sunset Hwy Crossing** (FY 19/20)	3,200,000	4,800,000	1,942,840	76,136
Land Acquisition for Neighborhood Parks in New Urban Areas: Bonny Slope West (FY17/18)	900,000	1,200,000	1,042,840	(1,123,864)
Subtotal FY 2021/22 Costs	\$ 8,100,000	\$ 11,000,000		
Subtotal for 5-year CIP List	\$ 40,630,150	\$ 55,146,100		
Five Year CIP Unfunded Projects				
Design & Develop Synthetic Turf Field w/ Lights - South Cooper Mountain (FY 18/19)	\$ 2,000,000	\$ 2,500,000	\$ (957,160)	\$ (3,623,864)
Youth Multi-Purpose Athletic Field - North Bethany (1) (FY 20/21)	600,000	800,000	(1,557,160)	(4,423,864)
Community Park Development (Phase II): NW Miller Rd./NW Barnes Rd.*** (FY 20/21)	7,050,000	9,700,000	(8,607,160)	(14,123,864)
Community Park Development Paul & Verna Winkelman Park - Phase II	1,500,000	2,250,000	(10,107,160)	(16,373,864)
Land Acquisition for Beaverton Creek Trail Segments 1 & 2*	645,000	1,677,000	(10,752,160)	(18,050,864)
New Regional Trail Design & Development - Beaverton Creek Trail: Segment #1**	800,000	900,000	(11,552,160)	(18,950,864)
New Regional Trail Design & Development - Beaverton Creek Trail: Segment #2**	800,000	900,000	(12,352,160)	(19,850,864)
Youth Multi-Purpose Athletic Field - North Bethany (2)	600,000	800,000	(12,952,160)	(20,650,864)
Youth Multi-Purpose Athletic Field - North Bethany (3)	600,000	800,000	(13,552,160)	(21,450,864)
New Neighborhood Park Design & Development - SW 165th & SW Farmington Rd	1,575,000	2,125,000	(15,127,160)	(23,575,864)
New Neighborhood Park Design & Development - NW Thompson Rd. & NW Saltzman Rd	1,575,000	2,125,000	(16,702,160)	(25,700,864)
Complete Development of Roger Tilbury Park - Phase 2	250,000	500,000	(16,952,160)	(26,200,864)
New Community Park Design & Development - SW Davis Rd & SW 160th Ave***	6,100,000	7,625,000	(23,052,160)	(33,825,864)
New Community Park Design & Development - NW Kaiser Rd & NW Brugger Rd***	9,000,000	11,250,000	(32,052,160)	(45,075,864)
New Regional Trail Design & Development - Fanno Creek Trail #5**	200,000	300,000	(32,252,160)	(45,375,864)
New Community Trail Design & Development S. Johnson Creek Trail #5**	700,000	850,000	(32,952,160)	(46,225,864)
New Regional Trail Design & Development - Westside Trail #15-#17**	800,000	1,100,000	(33,752,160)	(47,325,864)
Youth Baseball/Softball Athletic Field - North Bethany (1)	600,000	800,000	(34,352,160)	(48,125,864)
Youth Baseball/Softball Athletic Field - North Bethany (2)	600,000	800,000	(34,952,160)	(48,925,864)
Youth Baseball/Softball Athletic Field - South Cooper Mountain	600,000	800,000	(35,552,160)	(49,725,864)
Design & Develop Natural Areas for Public Access - Lilly K. Johnson Woods Natural Area	275,000	500,000	(35,827,160)	(50,225,864)
Design & Develop Natural Areas for Public Access - Bannister Creek Area	275,000	500,000	(36,102,160)	(50,725,864)
Subtotal Unfunded Projects	\$ 37,145,000	\$ 49,602,000		
Total All Listed Projects	\$ 77,775,150	\$ 104,748,100	\$ -	\$ -

*Acquisition Costs for Trails are 43% of Total Estimated Cost

**Improvement/Development Costs for Trails are 40% of Total Estimated Project Cost

***Improvement/Development Costs for Community Parks are 75% of Total Estimated Project Cost

BOND CAPITAL PROJECTS FUND

Bond Capital Projects Fund Overview

Bond Capital Projects Fund Project Summary

Bond Capital Projects Fund Project Narrative



BOND CAPITAL PROJECTS FUND

FUND DESCRIPTION

On November 4, 2008, THPRD voters approved a \$100 million Parks Bond Levy request. This levy request included a specific list of projects and land acquisition targets to be funded by the bond levy, and had specific dollar amounts designated for each of these projects and acquisitions. The project line items in the budget are based on the specified amounts from the levy.

Subsequent to the passage of the levy request, THPRD worked with a project management consultant to develop a master project schedule. This project schedule was then used to develop a projected cash flow of bond expenditures. Based on this cash flow, THPRD proceeded to issue only part of the authorized levy, with gross proceeds of \$58.5 million, in the spring of 2009. In September 2011, an additional portion of the levy, \$40.1 million, was issued. In May 2015, the final \$1.4 million authorized under the levy was issued.



BOND CAPITAL PROJECTS FUND

Description	Prior Year Actual 2015/16	Prior Year Actual 2016/17	Adopted Budget 2017/18	Proposed Budget 2018/19	Approved Budget 2018/19
Resources:					
Beginning Cash on Hand	\$ 30,179,356	\$ 27,226,923	\$ 16,910,146	\$ 16,233,557	\$ 16,233,557
Grants	-	236,278	-	-	-
Bond Proceeds	-	-	-	-	-
Interest Earnings	202,422	150,953	160,000	170,000	170,000
Total Resources	\$ 30,381,778	\$ 27,614,154	\$ 17,070,146	\$ 16,403,557	\$ 16,403,557
Appropriations:					
Capital Outlay	\$ 3,154,855	\$ 11,321,225	\$ 17,070,146	\$ 16,403,557	\$ 16,403,557
Total Appropriations	\$ 3,154,855	\$ 11,321,225	\$ 17,070,146	\$ 16,403,557	\$ 16,403,557
Summary by Department					
New Neighborhood Park Development	\$ 4,366	\$ 16,664	\$ -	\$ -	\$ -
Renovate/Redevelop Neighborhood Pk	17,493	300,215	862,665	1,027,231	1,027,231
New Neighborhood Parks-Land Acq.	120,262	-	-	-	-
New Community Park Development	1,112,157	9,177,087	793,321	-	-
Renovate/Redevelop Community Parks	56,621	8,414	6,991,446	7,616,563	7,616,563
Natural Area Preservation	236,991	149,332	2,494,434	2,267,243	2,267,243
Natural Area Prsrvtn-Land Acq.	341,665	100,905	3,869,857	3,684,333	3,684,333
New Linear Park/Trail Development	367,393	387,765	863,568	692,864	692,864
New Linear Park/Trail-Land Acq.	5,865	270	1,390	1,132	1,132
Multifield/Use Athletic Field Devlpmnt	193,228	319,281	1,078,168	1,064,281	1,064,281
Deferred Park Maintenance Replcmnts	175	-	-	-	-
Facility Rehabilitation	526,414	853,374	115,297	49,910	49,910
Facility Expansion & Improvements	846	7	-	-	-
ADA/Access Improvements	54,186	7,911	-	-	-
Community Center-Land Acq.	110,118	-	-	-	-
Bond Administration/Debt Issuance	7,075	-	-	-	-
Total Appropriations	\$ 3,154,855	\$ 11,321,225	\$ 17,070,146	\$ 16,403,557	\$ 16,403,557

BOND CAPITAL PROJECTS FUND

Item Number		Approved Budget 2018/19	Page #
	RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS		
1	Somerset West Park	\$ 1,027,231	BOND-6
	TOTAL RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS	\$ 1,027,231	
	RENOVATE AND REDEVELOP COMMUNITY PARKS		
2	Cedar Hills Park & Athletic Field	\$ 7,616,563	BOND-6
	TOTAL RENOVATE AND REDEVELOP COMMUNITY PARKS	\$ 7,616,563	
	NATURAL AREA PRESERVATION		
3	Roger Tilbury Memorial Park	\$ 10,958	BOND-6
4	NE/Bethany Meadows Trail Habitat Connection	261,671	BOND-6
5	Allenbach Acres Park	31,943	BOND-7
6	Greenway Park/Koll Center	14,676	BOND-7
7	Fanno Creek Park	5,566	BOND-7
8	Cooper Mountain Area	218,043	BOND-7
9	Mt Williams Park	75,347	BOND-7
10	Morrison Woods Park	65,415	BOND-7
11	Beaverton Creek Trail	65,416	BOND-8
12	Bethany Wetlands Park	43,611	BOND-8
13	Bluegrass Downs Park	16,353	BOND-8
14	Crystal Creek Park	43,611	BOND-8
15	Hyland Woods Phase 2	27,252	BOND-8
16	Jenkins Estate Phase 2	93,069	BOND-8
17	Somerset	153,799	BOND-9
18	Rock Creek Greenway	158,925	BOND-9
19	Whispering Woods Phase 2	97,405	BOND-9
20	Raleigh Park	104,070	BOND-9
21	Bannister Creek Greenway/NE Park	76,899	BOND-9
22	Beaverton Creek Greenway Duncan	20,507	BOND-9
23	Church of Nazarene	22,236	BOND-10
24	Lilly K. Johnson Woods	13,661	BOND-10
25	Restoration of new properties to be acquired	646,810	BOND-10
	TOTAL NATURAL AREA PRESERVATION	\$ 2,267,243	
	NATURAL AREA PRESERVATION - LAND ACQUISITION		
26	Natural Area Acquisitions	\$ 3,684,333	BOND-10
	TOTAL NATURAL AREA PRESERVATION - LAND ACQUISITION	\$ 3,684,333	
	NEW LINEAR PARK AND TRAIL DEVELOPMENT		
27	Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2	\$ 618,434	BOND-10
28	Miscellaneous Natural Trails	74,430	BOND-11
	TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT	\$ 692,864	
	NEW LINEAR PARK AND TRAIL LAND ACQUISITION		
29	New Linear Park and Trail Acquisitions	\$ 1,132	BOND-11
	TOTAL NEW LINEAR PARK AND TRAIL ACQUISITIONS	\$ 1,132	

BOND CAPITAL PROJECTS FUND

Item Number		Approved Budget 2018/19	Page #
	MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT		
30	New Field in NW Quadrant	\$ 520,080	BOND-11
31	New Field in SW Quadrant	544,201	BOND-11
	<i>TOTAL MULTIFIELD/MULTIPURPOSE ATHLETIC FIELD DEVELOPMENT</i>	<u>\$ 1,064,281</u>	
	FACILITY REHABILITATION		
32	Structural Upgrades	\$ 49,910	BOND-11
	<i>TOTAL FACILITY REHABILITATION</i>	<u>\$ 49,910</u>	
	GRAND TOTAL CAPITAL OUTLAY	<u>\$ 16,403,557</u>	

BOND CAPITAL PROJECTS FUND

Renovate And Redevelop Neighborhood Parks

ITEM 1: Somerset West Park

BUDGET: \$1,027,231

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

Renovate And Redevelop Community Parks

ITEM 2: Cedar Hills Park & Athletic Field

BUDGET: \$7,616,563

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

Natural Area Preservation

ITEM 3: Roger Tilbury Memorial Park

BUDGET: \$10,958

DESCRIPTION: Enhancement of natural areas to remove weed species, replanting native trees and shrubs, and enhancement of the creek to improve bank stability.

ITEM 4: NE/Bethany Meadows Trail Habitat Connection

BUDGET: \$261,671

DESCRIPTION: Restoration of acquired land between Bethany Meadows Terrace, Bannister Creek, Northeast Parks and associated creek corridors; project start pending acquisition of land.

BOND CAPITAL PROJECTS FUND

ITEM 5: **Allenbach Acres Park**

BUDGET: \$31,943

DESCRIPTION: Establishment of pollinator habitat through creation of meadow habitat, rock placement and shrubs.

ITEM 6: **Greenway Park/Koll Center**

BUDGET: \$14,676

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 7: **Fanno Creek Park**

BUDGET: \$5,566

DESCRIPTION: In conjunction with Clean Water Services, removal of weeds and replanting of native trees and shrubs to provide shade and habitat diversity.

ITEM 8: **Cooper Mountain Area**

BUDGET: \$218,043

DESCRIPTION: Restoration and enhancement of properties to be acquired in this area, which is separate from the Cooper Mountain Nature Park; project start pending acquisition of land.

ITEM 9: **Mt Williams Park**

BUDGET: \$75,347

DESCRIPTION: Removal of weeds and replanting of native trees and shrubs after park development.

ITEM 10: **Morrison Woods Park**

BUDGET: \$65,415

DESCRIPTION: Enhancement of meadow, newly acquired areas, and stabilization of exposed edge of forest next to adjacent property; project start pending acquisition of land.

BOND CAPITAL PROJECTS FUND

ITEM 11: Beaverton Creek Trail

BUDGET: \$65,416

DESCRIPTION: Removal of weeds in select parks and replanting of native trees and shrubs after park development; project start pending acquisition of land.

ITEM 12: Bethany Wetlands Park - restoration of new property

BUDGET: \$43,611

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 pending acquisition of land.

ITEM 13: Bluegrass Downs Park - restoration of new property

BUDGET: \$16,353

DESCRIPTION: Removal of weeds and replanting of native plants in the park and newly acquired areas; project start pending acquisition of land.

ITEM 14: Crystal Creek Park - restoration of new property

BUDGET: \$43,611

DESCRIPTION: Removal of weeds and replanting of native plants in park and newly acquired areas; project start pending acquisition of land.

ITEM 15: Hyland Woods Phase 2

BUDGET: \$27,252

DESCRIPTION: Improvement of foraging habitat for red-legged frogs and expansion of earlier project to cover entire park.

ITEM 16: Jenkins Estate Phase 2

BUDGET: \$93,069

DESCRIPTION: Preservation of heritage oaks, improvement to gray squirrel habitat and expansion of earlier project to cover most of the property.

BOND CAPITAL PROJECTS FUND

ITEM 17: **Somerset**

BUDGET: \$153,799

DESCRIPTION: Enhancement and daylighting of stream.

ITEM 18: **Rock Creek Greenway**

BUDGET: \$158,925

DESCRIPTION: Enhancement of wildlife corridor with additional native plant cover, wildlife watching opportunities for patrons and reduction in mowing for sustainability.

ITEM 19: **Whispering Woods Phase 2**

BUDGET: \$97,405

DESCRIPTION: Expansion of earlier project to have greater overall impact and improve water quality at the confluence of two creeks.

ITEM 20: **Raleigh Park**

BUDGET: \$104,070

DESCRIPTION: Enhancement of stream and flood management.

ITEM 21: **Bannister Creek Greenway/NE Park**

BUDGET: \$76,899

DESCRIPTION: Protection of water quality near the headwaters of the stream which is a major tributary to Bronson Creek.

ITEM 22: **Beaverton Creek Greenway Duncan**

BUDGET: \$20,507

DESCRIPTION: Improvement of habitat through significant removal of weeds and installation of native plants.

BOND CAPITAL PROJECTS FUND

ITEM 23: Church of Nazarene

BUDGET: \$22,236

DESCRIPTION: Improvement of habitat through significant removal of weeds and installation of native plants.

ITEM 24: Lilly K. Johnson Woods

BUDGET: \$13,661

DESCRIPTION: Enhancement of oak habitat through removal of weeds and installation of native plants.

ITEM 25: Restoration of new properties to be acquired

BUDGET: \$646,810

DESCRIPTION: Balance of natural resource restoration funds to be used on newly acquired sites, pending acquisition of land.

Natural Area Preservation - Land Acquisition

ITEM 26: Natural Area Acquisitions

BUDGET: \$3,684,333

DESCRIPTION: Acquisition of high-priority natural areas that will connect existing properties or purchase large parcels with healthy native plant communities and water quality benefits.

New Linear Park And Trail Development

ITEM 27: Rock Creek Trail Segments 2 & 5, and North Bethany Trail Segment 2

BUDGET: \$618,434

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 28: **Miscellaneous Natural Trails**

BUDGET: \$74,430

DESCRIPTION: Development of various soft surface trails throughout THPRD.

New Linear Park And Trail Land Acquisition

ITEM 29: **New Linear Park and Trail Acquisitions**

BUDGET: \$1,132

DESCRIPTION: Acquisition of land, easements, leases or land use agreements for linear parks and trails. Acquisitions may be located in multiple quadrants; property to be determined.

Multifield/Multipurpose Athletic Field Development

ITEM 30: **New Field in NW Quadrant**

BUDGET: \$520,080

DESCRIPTION: Development of one grass athletic field in the northwest quadrant.

ITEM 31: **New Field in SW Quadrant**

BUDGET: \$544,201

DESCRIPTION: Development of one grass athletic field in the southwest quadrant.

Facility Rehabilitation

ITEM 32: **Structural Upgrades**

BUDGET: \$49,910

DESCRIPTION: Seismic upgrades to existing natural gas shut off valves at seven facilities.



SUPPLEMENTAL DATA

THPRD History and Background

Comprehensive Plan Summary

General Fund Five-year Projections

Policies and Procedures

Summary of Staffing by Program

Glossary

THPRD Map



THPRD HISTORY AND BACKGROUND

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

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

Demographic Portrait

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

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

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

THPRD HISTORY AND BACKGROUND (continued)

Economic Information

The top 10 taxpayers (in order of actual taxes levied) within THPRD for the 2016/17 fiscal year were:

Taxpayer	Taxable Assessed Value	Rank	Percentage of Total Taxable Assessed Value
Nike, Inc.	\$ 567,719,749	1	2.42%
Comcast Corporation	273,125,400	2	1.17%
Portland General Electric	139,743,122	3	0.60%
Northwest Natural Gas Co.	120,977,400	4	0.52%
Maxim Integrated Products, Inc.	97,213,870	5	0.41%
Nike IHM	96,534,290	6	0.41%
Beaverton LLC	91,196,380	7	0.39%
Frontier Communications	79,452,000	8	0.34%
Harsch Investment Corp	75,394,389	9	0.32%
Nike Woodside 1 LLC	62,362,380	10	0.27%
All Other Taxpayers	21,829,419,494		93.15%
Totals	\$23,433,138,474		100.00%

Source: Washington County, Department of Assessment & Taxation
(Ranking based on levied tax amount)

Information for Washington County as of the 2016/17 Fiscal Year:

Washington County						
Fiscal Year	THPRD Population (estimated)	County Population (estimated) ^{a)}	Personal Income (amounts expressed in thousands) ^{b)}	Per Capita Personal Income ^{b)}	Unemployment Rate ^{c)}	School Enrollment ^{d)}
2008	224,192	519,925	\$21,362,282	\$41,087	4.9%	37,552
2009	228,025	537,318	\$21,205,286	\$39,465	10.0%	37,536
2010	231,925	531,610	\$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	\$24,314,346	\$44,396	6.9%	39,054
2013	232,239	554,996	\$24,839,911	\$44,757	6.4%	38,775
2014	235,026	562,998	\$26,299,466	\$46,713	5.7%	39,088
2015	237,847	574,326	\$29,812,561	\$51,909	5.1%	40,725
2016	240,701	582,779	\$31,588,397	\$54,203	4.7%	40,568
2017	243,589	n/a	n/a	n/a	3.5%	40,806

Source: ^{a)} US Census Bureau

^{b)} US Dept. of Commerce, Bureau of Economic Analysis

^{c)} US Dept. of Labor, Metropolitan District

^{d)} Beaverton School District

THPRD HISTORY AND BACKGROUND (continued)

A comparative cost of General Fund services per capita as of FY 2007 and FY 2017:

	FY 2006/07	FY 2016/17	
	<u>Actual</u>	<u>Actual</u>	<u>% change</u>
Population	220,422	243,589 ¹⁾	10.51%
Cost Per Capita:			
Personnel Services	\$85.09	\$113.30	33.15%
Materials & Services	26.37	30.30	14.90%
Capital Outlay	8.63	22.89	165.24%
Debt Service	<u>3.83</u>	<u>3.40</u>	-11.23%
Total cost per capita	<u><u>\$123.92</u></u>	<u><u>\$169.89</u></u>	37.10%

¹⁾ Estimated – based on Medium Growth Population Forecast (1.2%)

Source: Portland State University Center for Population Research and Census

COMPREHENSIVE PLAN SUMMARY

In September 2013, the Tualatin Hills Park & Recreation District (THPRD) adopted an update to the 2006 Comprehensive Plan. This plan serves as a high-level guide for future decisions and activities about how THPRD will acquire, develop, operate and maintain land, facilities and programs for the future. A companion effort, the development of a Service and Financial Sustainability Analysis, resulted in a new approach to cost recovery for THPRD. This analysis, formalized into the adoption of a Service and Financial Sustainability Plan in December 2013, also determines additional service needs that can be provided in harmony with other recreation providers. An updated Strategic Plan was also adopted in December 2013. This plan was informed by the comprehensive plan update and featured new and revised objectives and action steps to help THPRD realize its eight goals:

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

The comprehensive plan update process identified a number of key level-of-service recommendations. These recommendations reflect short-term and longer-term capital development and improvement strategies to the community's unmet needs and priority investments for critical parks and recreation services.

- Develop a trails functional plan
- Use strategies for addressing low-scoring/functioning components within the system
- Conduct ongoing review of geographic information system (GIS) data
- Complete inventory and update level of service analysis
- Use current baseline GRASP (Geo-Referenced Amenities Standards Program) analysis to guide future park development
- Address walkable level of service
- Consider design/development criteria
- Conduct a field capacity analysis
- Explore opportunities for enterprise facilities and additional amenities
- General improvement and acquisition recommendations

The 2013 Comprehensive Plan Update and subsequent adoption of the revised Strategic Plan helped THPRD define a 10-year plan for growth. In early 2014, staff began work on formalizing how we achieve this plan. The planning began with a review of several policies and procedures in spring 2014, and continues with the development of functional plans in five key areas:

- Programs
- Parks
- Natural resources
- Trails
- Athletic facilities

All functional plans are now complete.

Tualatin Hills Park & Recreation District

General Fund Five-Year Fiscal Projection FY 2017/18 through FY 2022/23

	Current Budget 2017/18	Approved Budget 2018/19	Projected 2019/20	Projected 2020/21	Projected 2021/22	Projected 2022/23
Cash on Hand	\$ 5,475,000	\$ 6,500,000	\$ 4,000,000	\$ 4,335,000	\$ 4,595,000	\$ 4,795,000
Beginning Replacement Reserve	1,700,000	2,550,000	3,400,000	4,250,000	5,100,000	5,950,000
Program & Facility Fees ¹	11,576,432	12,477,416	12,851,738	13,237,290	13,634,409	14,043,441
Other Resources ²	3,181,567	7,164,189	3,259,115	3,356,889	3,457,595	3,561,323
Carryover Projects	1,009,395	1,965,151	-	-	-	-
Property Taxes ³	30,741,497	31,969,978	33,408,627	34,995,537	36,657,825	38,399,072
Total Resources	\$ 53,683,891	\$ 62,626,734	\$ 56,919,480	\$ 60,174,716	\$ 63,444,829	\$ 66,748,836
Personal Services ⁴	\$ 31,106,328	\$ 33,007,024	\$ 34,492,340	\$ 36,130,727	\$ 37,846,936	\$ 39,644,666
Materials & Services ⁵	8,948,468	9,251,731	9,529,283	9,815,161	10,109,616	10,412,904
Capital Outlay	7,596,437	13,307,068	4,600,476	4,815,290	5,025,369	5,169,939
Debt Service - COP and TAN	982,658	1,160,911	1,212,381	1,218,538	1,217,908	1,216,327
Contingency	2,500,000	2,500,000	2,835,000	3,095,000	3,295,000	3,505,000
Ending Replacement Reserve	2,550,000	3,400,000	4,250,000	5,100,000	5,950,000	6,800,000
Total Expenditures	\$ 53,683,891	\$ 62,626,734	\$ 56,919,480	\$ 60,174,716	\$ 63,444,829	\$ 66,748,836
<u>Revenue Assumptions</u>	<u>2018/19</u>		<u>2019/20</u>		<u>2020/21</u>	
¹ Program Fee & Facility Annual Increase	Actual Estimate		3.00%		3.00%	
² Other Resources	Actual Estimate		3.00%		3.00%	
³ Property Tax Annual Increase (Based on Permanent Rate only)	Actual Estimate		4.50%		4.75%	
<u>Expenditure Assumptions</u>						
⁴ Personal Services	Actual Estimate		4.50%		4.75%	
⁵ Materials & Services	Actual Estimate		3.00%		3.00%	

POLICIES AND PROCEDURES

THPRD ORGANIZATION:

Board of Directors

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

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

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

Budget Committee

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

Administration

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

The top management staff includes: the director of Business & Facilities, director of Park & Recreation Services, director of Communications & 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. THPRD is a drug-free workplace. 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, THPRD shall pay the cost of the examination.

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

All employees will be on probation for the first six (6) months of employment. The probationary employee will have one written performance review at the end of the six-month probationary period with his/her supervisor. Evaluations are conducted annually, once an employee is removed from probationary status.

DRUG AND ALCOHOL POLICIES:

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

POLICIES AND PROCEDURES (continued)

To fulfill this obligation and to insure and comply with federal and state anti-drug abuse laws, THPRD must establish a work environment where employees are free from the effects of drugs and alcohol by means of drug awareness education, as well as a drug-testing program.

The purpose of this program is to establish a fair and equitable policy for all THPRD employees regarding the possession, sale, distribution or use of a controlled substance and the testing for use of drugs or alcohol in the workplace. Although drug and alcohol abuse will not be tolerated, it is the intent of THPRD to provide assistance should an employee come under the influence.

SAFETY AND HEALTH POLICIES:

Supervisor and department heads have the primary responsibility for implementing the safety and health program. Their efforts will directly affect the success of the program. The supervisor/department head will be held accountable for performing specific loss-prevention activities.

Specifically, the supervisor shall:

- < Set the model example for safe work procedures, practices and behavior.
- < Maintain a safe work environment. Enforce safe work procedures and the use of safe equipment and material.
- < Enforce all established company policies, procedures and safety rules. Ensure work group is knowledgeable and complies.
- < Conduct orientation training in safe work practices and procedures to all new employees. Hold follow up sessions in accident prevention, hazard recognition and reporting. Actively involve the work group in safety and health issues and problem solving.
- < Investigate all accidents to determine cause, contributing factors and necessary corrective action to prevent recurrence. Document findings and recommend corrective action. Take corrective action as authorized, a written investigation report should be submitted to the director of Business & Facilities within 24 hours.
- < Observe employee work practices. Coach and positively reinforce safe work procedures. Take immediate action to correct unsafe practices.
- < Follow up on all employee advisements of safety and health hazards, suggestions or issues. Provide feedback to employee on actions taken.
- < Communicate safety and health needs to the department head.
- < Assist with the development of safety rules for the workplace.

POLICIES AND PROCEDURES (continued)

FINANCIAL POLICIES:

THPRD has developed a long-term financial plan to establish viable financial strategies for the future. As part of that plan, the board of directors adopted revised comprehensive financial policies.

THPRD Goals and Budget Policies

1. The board will review and adopt THPRD goals each year before preparation of the budget. The adopted goals will guide development of the budget. The board may carry over or revise goals from one year to the next.
2. The goals and budget will be developed in accordance with state law, contractual obligations with employees, vendors, contractors and others, and the best interests of THPRD residents.
3. The budget committee will meet at least once a year to consider and approve the THPRD annual budget.
4. The budget committee will provide public oversight of budget preparation, recommend changes to the proposed budget, and provide information to the public about THPRD business and operations.

Fees and Charges

1. The manager will establish fees for THPRD services based on policy guidelines established by the board. These policy guidelines include:
 - a. Fees will be calculated to achieve the desired level of cost recovery based on direct cost for each service type.
 - b. Fees will be established for out-of-district users of THPRD services that are equitable with fees for THPRD residents recognizing the contribution made by THPRD residents through property taxes.
 - c. Appropriate fee discounts will be established for select user groups including seniors, youth, patrons with disabilities, and the military. Only THPRD residents will be eligible for fee discounts. Only one discount may be applied to each fee.
 - d. The THPRD Scholarship Program will provide accommodation for low-income THPRD residents in the form of a limited amount of user fee waivers.
 - e. Fees will be periodically compared against similar fees for both public and private sector providers.
 - f. Fees will be adjusted and implemented, as necessary, to ensure continued equity, consistency and fairness.
2. The board will review THPRD's fee policy as needed to ensure fees are in line with these guidelines.

Investment Policies

1. Scope - These investment policies and portfolio guidelines apply to all THPRD activities and funds, including bond and note proceeds, except for any trust funds which are governed by the terms of a trust agreement. All such funds will be invested in compliance with the provisions of Oregon Revised Statute (ORS) Chapter 294, these policies, and written administrative procedures.
2. Objectives - THPRD's investment objectives are safety (preservation of principal), liquidity (availability of funds), and rate of return (yield), in that order.

In investing public funds, THPRD will not assume unreasonable investment risks to obtain investment income. THPRD's investment portfolio will remain sufficiently liquid to enable THPRD to meet all operating requirements, which might be reasonably anticipated. THPRD will diversify its investments to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

POLICIES AND PROCEDURES (continued)

In managing its investment portfolio, THPRD will specifically avoid any purchase of financial forwards or futures, any leveraged investment purchases or investments not authorized by ORS 294.035.

Debt Policies

1. THPRD use of non-general obligation supported debt should not negatively impact future operations.

Working Guidelines:

THPRD should not issue any new non-general obligation debt until other financial targets are met, unless the source of future annual debt service is identified, with preference toward using debt for projects that provide cost savings or revenue enhancements.

2. THPRD use of non-general obligation debt should provide an appropriate matching of the benefits provided to the cost of the debt service.

Working Guidelines – use of debt:

Non-general obligation debt should be used for projects that provide savings or revenue enhancements that meet or exceed the debt service costs, and for land acquisition or capital improvements. Non-general obligation debt may be used to finance capital replacements in an emergency situation.

Working Guidelines – term of debt:

The term of non-general obligation debt should not exceed 100% of the weighted average life of the projects being funded.

Minimum Fund Balances/Reserves Policies

1. THPRD should maintain an appropriate level of ending fund balance in the General Operating Fund to provide financial stability and minimize service disruptions.

Working Guidelines:

THPRD should maintain ending general operating fund balance levels of 10% of operating expenses. In any year in which THPRD is not at the targeted fund level, the budgeted contingency or unappropriated ending fund balance will be increased by 1% of property tax revenues.

2. THPRD should measure its obligation for replacement of assets and ensure that replacements are managed in a manner that does not negatively impact THPRD services.

Working Guidelines – measurement of replacement obligation:

THPRD should measure the replacement obligation based on deferred replacements (i.e., backlog) for both major and routine replacements plus percentage of life used for major replacements.

Working Guidelines – prioritization of maintenance replacements funding:

THPRD should priority fund all major items replacements (subject to condition of asset deferrals) and a minimum of \$350,000 of routine replacements, and fund the balance of routine replacements based on available funding.

POLICIES AND PROCEDURES (continued)

Cost Recovery Policies

1. THPRD should establish consistent guidelines to measure the full cost of THPRD programs and capital projects.

Working Guidelines – operating programs:

THPRD will measure the cost of providing services for both the direct cost and indirect cost. The direct cost includes all the specific identifiable expenses (fixed and variable) associated with providing a service, program or facility; these costs would not exist without the service or program. The indirect cost encompasses overhead (fixed and variable) including the administrative cost of THPRD; these costs would exist without any of the specific services or programs.

Working Guidelines – capital projects:

THPRD should measure the cost of capital projects based on the direct external cost plus the full cost (including indirect cost allocations) of THPRD staff time to manage the projects.

2. THPRD should maintain fee policies that utilize the measurement of cost recovery/subsidy of THPRD programs subject to other THPRD goals.

Working Guidelines:

The desired level of cost recovery of direct costs will be based on the level of public versus private benefit the service provides as sorted by into five tiers:

- a. Tier 5, mostly individual benefit, will have desired cost recovery of 200%,*
- b. Tier 4, considerable individual benefit, will have desired cost recovery of 150%,*
- c. Tier 3, individual and community benefit, will have desired cost recovery of 100%,*
- d. Tier 2, considerable community benefit, will have desired cost recovery of 75%,*
- e. And Tier 1, mostly community benefit, will have little to no cost recovery from fees.*

Categories of THPRD services have been sorted and assigned a cost recovery tier through the Service and Financial Sustainability Assessment. Service categories can move between tiers, if necessary, but only upon completion of an established review process with criteria consistent with those that drove the initial tier assignment.

3. THPRD should recognize cost recovery of internal support functions for activities funded by special or restricted funds to ensure that there are no hidden interfund subsidies.

Working Guidelines:

THPRD should charge the cost of staff support to capital projects, and should recognize an interfund reimbursement so that all capital costs are borne by the capital projects fund.

Cost/Benefit Analysis Policy

1. THPRD should establish a consistent methodology of measuring cost/benefit analysis that can be used for proposed capital expansion or acquisitions.

Working Guidelines:

THPRD should assess cost/benefit based on net present value of net financial returns using a discount rate equal to THPRD current borrowing rate.

POLICIES AND PROCEDURES (continued)

Financial Goal Measurement Policies

1. THPRD should establish, through the long-term financial planning process, financial goals and strategies, and should periodically review these goals and strategies.

Working Guidelines:

THPRD should review the goals and strategies annually as part of THPRD's annual goal outcomes.

2. THPRD should periodically measure the progress toward the financial goals.

Working Guidelines:

THPRD should develop an annual reporting process for measuring progress toward the financial goals.

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Adopted	Proposed	Approved
Program	2015/16	2016/17	2017/18	2018/19	2018/19
BOARD OF DIRECTORS	-	-	-	-	-
ADMINISTRATION					
Office of the General Manager	3.00	3.00	3.00	3.00	3.00
Communications & Outreach	7.07	7.49	7.56	7.87	7.87
Security Operations	4.41	4.41	4.41	4.80	4.80
Community Partnerships	1.00	1.00	1.00	1.00	1.00
TOTAL ADMINISTRATION	15.48	15.90	15.97	16.67	16.67
BUSINESS & FACILITIES					
Office of the Director	4.00	3.00	3.00	3.00	3.00
Finance Services	7.00	6.00	7.04	7.04	7.04
Risk & Contract Management					
Risk & Contract Management	2.00	2.19	2.10	2.23	2.23
Safety	-	-	-	-	-
Total Risk & Contract Management	2.00	2.19	2.10	2.23	2.23
Information Services	5.00	5.00	6.00	6.00	6.00
Operations Analysis	-	2.00	2.00	2.00	2.00
Human Resources	4.00	4.00	4.00	4.00	4.00
Maintenance Operations					
Superintendent of Maintenance Op.	6.69	6.73	7.39	7.44	7.44
Building & Pool Maintenance	48.43	48.25	48.06	27.13	27.13
Fleet Maintenance	5.73	5.73	5.73	5.73	5.73
Athletic Facilities Maintenance	26.12	26.41	26.69	-	-
Park Maintenance	44.70	46.37	46.52	-	-
Parks & Athletic Facilities Maintenance-North	-	-	-	34.88	34.88
Parks & Athletic Facilities Maintenance-South	-	-	-	31.08	31.08
Total Maintenance Operations	131.67	133.49	134.39	106.26	106.26
Planning	3.13	3.13	4.08	4.00	4.00
Design & Development	7.00	6.00	6.18	7.18	7.18
TOTAL BUSINESS & FACILITIES	163.80	164.81	168.79	141.71	141.71

SUMMARY OF STAFFING BY PROGRAM

DIVISION					
Department	Actual	Actual	Adopted	Proposed	Approved
Program	2015/16	2016/17	2017/18	2018/19	2018/19
PARK & RECREATION SERVICES					
Office of the Director	2.69	4.03	2.58	2.58	2.58
Aquatics					
Superintendent of Aquatics	1.01	1.01	1.01	1.00	1.00
Aloha Swim Center	15.32	15.08	15.21	14.85	14.85
Tualatin Hills Aquatic Center	17.97	17.92	17.69	17.45	17.45
Beaverton Swim Center	17.08	15.74	12.27	13.94	13.94
Harman Swim Center	13.11	13.68	13.37	13.96	13.96
Sunset Swim Center	11.75	11.56	11.88	12.74	12.74
Raleigh Swim Center	3.88	2.29	2.10	1.88	1.88
Somerset West Swim Center	2.60	2.92	2.55	2.31	2.31
Total Aquatics	82.72	80.20	76.08	78.13	78.13
Sports					
Superintendent of Sports	2.00	9.19	1.00	1.00	1.00
Tualatin Hills Athletic Center	28.53	29.72	36.46	41.49	41.49
Babette Horenstein Tennis Center	14.66	13.79	13.60	16.28	16.28
Camp Rivendale	4.65	4.72	3.71	3.58	3.58
Total Sports	49.84	57.42	54.77	62.35	62.35
Recreation					
Superintendent of Recreation	1.00	1.00	1.00	1.00	1.00
Cedar Hills Recreation Center	32.17	31.15	34.69	43.69	43.69
Conestoga Rec. & Aquatic Center	47.02	53.60	53.34	57.17	57.17
Garden Home Recreation Center	21.41	22.18	22.18	27.94	27.94
Elsie Stuhr Center	14.92	11.29	11.37	14.25	14.25
Total Recreation	116.52	119.22	122.58	144.05	144.05
Community Programs					
Superintendent of Community Prog.	3.11	3.12	5.32	4.16	4.16
Total Community Programs	3.11	3.12	5.32	4.16	4.16
Natural Resources & Trails					
Natural Resources	12.14	12.02	12.02	17.84	17.84
Nature Park Interpretive Center	16.50	16.90	16.50	20.11	20.11
Total Natural Resources and Trails	28.64	28.92	28.52	37.95	37.95
TOTAL PARK & RECREATION SERVICES	283.52	292.91	289.85	329.22	329.22
TOTAL ALL DIVISIONS	462.80	473.62	474.61	487.60	487.60

Note: Departmental reorganizations have occurred during this time period.

GLOSSARY

Account

A term used to identify an individual asset, liability, expenditure control, and revenue control or fund balance.

Accrual Basis of Accounting

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at the time or not).

Ad Hoc Committee

Committee formed with the sole purpose of the specific case or situation at hand.

Ad Valorem

In proportion to value. A basis for levy tax upon property.

Adopted Budget

The budget amended and approved by the budget committee becomes the adopted budget after the board of directors takes action on it. The adopted budget becomes effective July 1.

Adopted Fee Study

A study adopted by the board of directors on November 19, 1997. The board of directors requested that THPRD's current program and facility fee structure be evaluated and that changes be recommended.

Annexation

The incorporation of land into an existing agency with a resulting change in the boundaries of the agency.

Appropriation

A legal authorization made by THPRD to incur obligations and make expenditures for specific purposes and shall be limited to a single fiscal year.

Approved Budget

The proposed budget as amended and approved by the budget committee is recommended to the board of directors for adoption and is referred to as the approved budget.

Assessed Value

The value set by the County Assessor on real and personal property in order to establish a basis for levying taxes.

Assets

Property owned by a government, which has monetary value.

Balanced Budget

Refers to a budget in which revenues are equal to expenditures. Thus, neither a budget deficit nor a budget surplus exists. More generally, it refers to a budget that has no budget deficit, but could possibly have a budget surplus.

Bond

A written promise to pay a specified sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance large capital projects, such as buildings and streets.

Bond Measure (2008)

This \$100 million measure was approved by voters within THPRD boundaries in November 2008. Funds were allocated to dozens of projects to preserve natural areas, establish new trails and trail connections, add athletic fields, develop parks and redevelop others, and upgrade or expand recreational facilities. The measure also provided money to acquire land for parks, trails and natural areas.

Bond Projects Fund

A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities and/or designated fixed assets.

Bonded Debt

The portion of indebtedness represented by outstanding bonds.

Budget

A plan, a financial operation embodying an estimate of expenditures for a given period or purpose and the proposed means of financing the estimated expenditures.

Budget Calendar

Schedule of key dates or milestones followed by THPRD departments in the preparation, review and administration of the budget.

Budget Document

The estimate of expenditures and budget resources as set forth on the estimated sheets, tax levy and the financial summary.

Budget Message

A general discussion of the approved budget as presented in writing by the budget making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the governmental unit's experience during the past period and its financial status at the time of the message and recommendations regarding the financial policy for the coming period.

Budgetary Control

The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available revenues.

Capital Assets

Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Improvements Program (CIP)

A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

Capital Outlay

Expenditures which result in the acquisition of or addition to fixed assets.

Capital Projects

A long-term major improvement or acquisition of equipment or property for public use.

Capital Replacement Reserve

An appropriation of funds to accumulate for future capital replacement needs within the General Fund.

Certificates of Participation (COP)

COPs are a method of financing large equipment and other capital expenditures. They are technically lease-purchase securities. The payment of the debt is made to an escrow agent and is called a lease payment. The escrow agent acts as a lessor for the property to be acquired or constructed with the proceeds of the COP. The owners of the certificates do not have an ownership interest in the property financed with the proceeds of the certificates.

Chart of Accounts

The classification system used by a governmental agency to organize the accounting for various funds.

Comprehensive Plan

A plan defining THPRD's future. The plan offers direction for THPRD to accomplish its stated mission. It sets goals, and presents objectives and action to act as mileposts by which THPRD can measure its progress.

Computer Technology Plan

A plan that focuses on the prevailing computer trends expected in the next three years, and outlines technological opportunities for THPRD. The plan identifies a new communication infrastructure, which will be the foundation for an efficient operation today and for streamlining the implementation of future components.

Contingency

An appropriation of funds to cover unforeseen events and emergencies, which occur during the fiscal year.

Cost Recovery

The degree to which the cost (direct and/or indirect) of facilities, services, and programs is supported by user fees and/or other designated funding mechanisms such as grants, partnerships, volunteer services, etc., rather than tax subsidies.

Current Funds

Funds the resources of which are expended for operating purposes during the current fiscal period.

Current Liabilities

Liabilities which are payable within a relatively short period of time, usually no longer than a year.

Current Taxes

Taxes levied and becoming due during the current fiscal period, from the time the amount of the tax levy is first established to the date on which a penalty for nonpayment is attached.

Debt

An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes and floating debt.

Debt Service

Payments of interest and principal related to long-term debt.

Debt Service Fund

A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. Formally called a Sinking Fund.

Delinquent Taxes

Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until canceled.

Departments

A major administrative division of THPRD, which indicates overall management responsibility for an operation, or a group of related operations within a functional area.

Employee Benefits

Benefits include retirement, group health, dental and life insurance, workers' compensation, and disability insurance.

Encumbrance

Obligations in the form of purchase orders, contracts or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved. Obligations cease to be encumbrances when paid or when the actual liability is set up.

Enterprise Fund

A fund used to account for a business-type activity utilizing the accrual method of accounting to recognize and record revenues and expenses when measurable.

Equipment

Tangible property of a more or less permanent nature (other than land, buildings, or improvements other than buildings), which is useful in carrying on operations. Examples are machinery, trucks, and furnishings.

Expense/Expenditure

This term refers to the outflow of funds paid or to be paid for an asset or goods and services obtained regardless of when the expense is actually paid.

Fiscal Year

A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations - July 1 through June 30 for all Oregon municipalities.

Fixed Assets

Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Forfeiture

The automatic loss of cash or other property as a punishment for not complying with provisions and as compensation for the resulting damages or losses.

FTE

Full Time Equivalent. Staffing levels are measured in FTEs to give a consistent comparison from year to year. In most cases, an FTE is one full-time position filled for the entire year; however, in some instances an FTE may consist of several part-time positions.

Functional Plan

THPRD's 2013 Comprehensive Plan Update mandated establishment of five functional plans, one each for athletic facilities, natural resources, parks, programs, and trails. The plans provide staff in each discipline with operational priorities, goals, vision, strategies, and procedures. The overriding objective is to meet the community's recreational needs, present and future, in a cost-effective manner.

Fund

An independent fiscal and accounting entity with a self balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities of attaining certain objectives.

Fund Balance

The excess of the assets of a fund over its liabilities and reserves except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the period over its liabilities, reserves and appropriations for the period.

General Fund

A fund used to account for THPRD financial operations, which are not accounted for in any other fund. The primary sources of revenue are property taxes, state and local shared revenues and user fees.

General Long-Term Debt

Long-term debt legally payable from general revenues and backed by the full faith and credit of a governmental unit.

General Obligation Bonds

Bonds for whose payment the full faith and credit of the issuing body are pledged.

Goal

A statement of broad direction, purpose or intent; the purpose toward which an endeavor is directed.

Grant

A donation or contribution by one governmental unit to another unit. The donation or contribution may be made to aid in the support of a specified purpose or function or general purpose.

Intergovernmental Agreement (IGA)

This is a cooperative agreement made between two governmental agencies. It spells out the services each partner will provide and how the respective resources and facilities of each may be shared for mutual and/or taxpayer benefit. THPRD has numerous IGAs, most notably with the Beaverton School District and the City of Beaverton.

Internal Control

A plan of organization for purchasing, accounting and other financial activities, which among other things provide:

- ✓ The duties of employees are subdivided so that no single employee handles a financial action from beginning to end;
- ✓ Proper authorization from specific responsible officials are obtained before key steps in the processing of a transaction are completed; and
- ✓ Records and procedures are arranged appropriately to facilitate effective control.

Levy

(Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a governmental unit.

Local Improvement District

The property, which is to be assessed for the cost or part of the cost of local improvement and the property on which the local improvement is located.

Measure 5

A constitutional limit on property tax rates passed by voters in the State of Oregon in November 1990. The law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. For schools, the maximum rate is limited to \$5.

Measure 47

A constitutional limit on individual property tax collections approved by voters in November 1996. The limit applies to FY 1997/98 and all future fiscal years. The measure was a citizen initiative and limits property taxes to FY 1995/96 levels, less 10%, requires majority voter turnout for tax elections, limits fees and charges and prioritizes Public Education and Public Safety in the allocation of lost revenues. The measure never took 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 THPRD levy authority by an average of 18.9%, and then converts it to a rate to be applied to assessed value in all future years. Assessed value growth is limited to 3% per year. The measure reinstates Measure 47 limits on fees and charges and on majority turnout election requirements.

Metro Greenspaces

A program administered by Metro for the acquisition of public parks and open space lands throughout the region. A \$135.6 million bond program was approved by voters in 1995. Of that amount, \$25 million was set aside for local government grants.

Objective

A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a given program.

Operating Budget

A budget, which applies to all outlays other than capital outlays.

Operating Expenses

Expenses for general governmental purposes.

Operating Statement

A statement summarizing the financial operations of a governmental unit for an accounting period as contrasted with a balance sheet, which shows financial position at a given moment in time.

Part-time Employee

An employee scheduled less than 30 hours per week, to a maximum of 1,559 hours per year. Part-time employees are not members of the collective bargaining unit.

Personnel Services

Payroll expenses such as: wages, Social Security, medical and dental insurance benefits and retirement contributions.

Program

A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which THPRD is responsible.

Proposed Budget

THPRD budget approved by the general manager and submitted to the budget committee for their deliberation.

Regular Part-time Employee

An employee scheduled between a minimum of 30 hours to a maximum of 35 hours per week, for no more than 1,820 hours per year. Regular part-time employees are members of the collective bargaining unit, and have similar, but reduced benefits as offered to full-time employees.

Resources

The actual assets of a governmental unit, such as cash, taxes receivable, land, buildings, etc. Contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected and bonds authorized and unissued.

Revenue

The term designates an increase to a fund's assets which:

- ✓ Does not increase a liability (e.g., proceeds from a loan),
- ✓ Does not represent a repayment of an expenditure already made,
- ✓ Does not represent a cancellation of certain liabilities,
- ✓ Does not represent an increase in contributed capital.

Risk Management

An organized attempt to protect a government's assets against accidental loss in the most economical manner.

Senate Bill 122

Mandates local governments (cities, counties, and special districts) and regional governments regarding the provision of urban services in two (2) ways.

- ✓ It requires each local government to agree to cooperate and communicate with each other as it relates to land use issues, master plan preparation, design and development review and capital project identification and funding.
- ✓ It requires each local government to negotiate ultimate Urban Service Boundaries to establish who will serve the unincorporated population in their planning areas.

Special Revenue Fund

A fund used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes.

Subsidy

Financial support for programs or services through taxes rather than through user or participant fees, or other forms of alternative funding.

System Development Charge

In general terms, these are fees assessed to developers of new housing and business units within THPRD boundaries. The fees help assure adequate funding for new park and recreational facilities (including capital improvements) needed because of those developments.

Tax Base

In Oregon, a designated amount of property tax which can be levied for operating expenses without annual voter approval. The original base must be established by the voters at a general or primary election. Thereafter, the base can be increased 6%, annually, without the approval of the voters.

Tax Levy

The total amount to be raised by general property taxes.

Tax Rate

The amount of property tax paid by property owners for each \$1,000 of their property's assessed value.

Taxes

Compulsory charges levied by a governmental unit for the purpose of financing services performed for the common benefit. Note: The term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges as, for example, plans review fees.

Transfers

Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund.

Unappropriated Fund Balance

Where the fund balance at the close of the preceding year is not included in the annual budget, this term designates that portion of the current fiscal year's estimated revenues which has not been appropriated. Where the fund balance of the preceding year is included, this term designates the estimated fund balance at the end of the current fiscal year.



TUALATIN HILLS PARK & RECREATION DISTRICT

Parks, Recreation Facilities, Maintained School Grounds & Natural Areas

