

TUALATIN HILLS PARK & RECREATION DISTRICT BEAVERTON, OREGON



ADOPTED BUDGET FISCAL YEAR 2010-2011

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

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **Tualatin Hills Park and Recreation District, Oregon** for its annual budget for the fiscal year beginning July 1, 2009. 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, 2009

A handwritten signature in black ink, appearing to be 'HR'.

President

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

Executive Director

TUALATIN HILLS PARK AND RECREATION DISTRICT

Fiscal Year 2010-11 Budget

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INTRODUCTION

Budget Committee Information

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Minutes of the April 19, 2010 Budget Committee Meeting

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TUALATIN HILLS PARK & RECREATION DISTRICT

2010/11 BUDGET COMMITTEE

Board of Directors

Bob Scott
Larry Pelatt
William Kanable
John Griffiths
Joe Blowers

Citizen Members

Greg Cody, Chairman
Ruth Rosimo, Secretary
Elisabeth Zeller
Fred Meyer

DISTRICT STAFF

Doug Menke, General Manager
Keith Hobson, Director of Business and Facilities
Jim McElhinny, Director of Park and Recreation Services
Bob Wayt, Director of Communications and Development
Hal Bergsma, Director of Planning
Jessica Collins, Executive Assistant





General Manager

Board of Directors

Joseph Blowers
John Griffiths
Bill Kanable
Larry Pelatt
Bob Scott

Tualatin Hills Park & Recreation District

Administration Office
15707 SW Walker Road, Beaverton, Oregon 97006
503/645-6433 fax 503/629-6303 www.thprd.org

MEMORANDUM

TO: Budget Committee Members
FROM: Doug Menke, General Manager
DATE: April 4, 2010
RE: **Proposed 2010-11 Fiscal Year Budget**

I am pleased to present the Proposed 2010-11 Fiscal Year Budget for the Tualatin Hills Park and Recreation District. This Budget represents a financial operating plan for the Park District to carry out its mission during the 2010-11 fiscal Year.

Mission and Goals

The Park District Mission Statement remains the same: "The mission of the Tualatin Hills Park and Recreation District is to provide natural areas, high quality park and recreational facilities, services and programs, that meet the needs of the diverse communities it serves." The strategic direction of the Park District is guided by the long-term goals established in the Park District's Comprehensive Plan, which was adopted in November 2006 (the full strategic plan, which includes the goals, objectives and action steps can be found on page 48 of the plan document). These goals are:

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

To initiate the budget process each year, the Park District Board of Directors establishes goals and objectives for the coming fiscal year. As in previous years the Board of Directors adopted the Comprehensive Plan Goals as listed above as the goals for the 2010-11 year. Within these goals priority objective and action steps were identified and were also adopted for the 2010-11 fiscal year. A summary of all these goals and objectives is attached.

The development of the Proposed Budget is driven by the District's goals and objectives, and accordingly they are reflected in the funding of activities for the coming year. All goals and objectives will be addressed during the budget year, and many of these goals will be reflected in departmental and individual work plans for staff funded within the proposed budget.

Budget Process

The April 19, 2010 Budget Committee Work Session is the second of three meetings for the Budget Committee, the first being the February 22, 2010 Mid-Year Budget Meeting and the last being the May 17, 2010 Budget Committee Meeting.

The Mid-year Budget Meeting was conducted to review activity for the first six months of the 2009-10 Fiscal Year Budget, and to review the resource and expenditure projections for the Proposed 2010-11 Fiscal Year Budget. In an effort to increase the level of public involvement in the budget process, an opportunity was provided at the Mid-year Budget Meeting for public comment on requested budget items.

The Budget Work Session is intended to provide the Budget Committee an opportunity for in-depth review and discussion of the Proposed 2010-11 Fiscal Year Budget, and to provide an opportunity for public comment. While the 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 17, 2010 the Budget Committee will be asked to approve the Park District's 2010-11 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 Park District Board of Directors, scheduled for June 21, 2010. Once again an opportunity for public comment will be provided at both the Budget Committee Meeting and the Budget Hearing.

Analysis of Changes in General Fund Revenue and Appropriations

You will find that the proposed amount to fund the General Fund Budget is \$47,468,966. This is an increase of 16% over the 2009-10 Fiscal Year Budget, but is nearly entirely attributable to capital acquisitions for a new maintenance facility and energy savings improvements, both of which are funded through debt issues.

Revenue

Beginning Cash on Hand for the 2009-10 Fiscal Year is estimated at \$3,552,900, which represents a 19% increase from the prior year. The Balance Forward from Prior Year Projects is estimated at \$638,541, which represents a 5% increase from the prior year. As such, the overall General Fund balance forward in the proposed budget is approximately 17% more than the preceding year.

The Park District's assessed valuation is estimated to increase by 3.5% from \$18.2 billion to \$18.8 billion.

The 2010-11 property tax rate per thousand of Assessed Value for General Fund Operations is \$1.31, and the estimated tax rate per thousand for General Obligation Bonded Debt is \$0.43, resulting in a combined property tax rate per thousand of \$1.74. The 2009-10 property tax rates for General Fund Operations and Bonded Debt were also \$1.31 and \$0.43 respectively.

Local government agencies within the City of Beaverton exceeded the Measure 5 limit of \$10 per thousand in 2009-10, and as a result the taxes received were reduced due to Measure 5 compression. The Park District's property tax revenue losses in 2009-10, due to Measure 5 compression, were insignificant. It is anticipated that if, in 2010-11, the combined rates do exceed \$10 per thousand that tax reductions to the District 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. In 2009-10 we are seeing some decline in program participation, which is partially offsetting the impacts of the fee increases. This decline could be attributable to the current economic conditions as well as fee increases. It is worth noting that some decline in participation was anticipated in the fee study and was built into the revenue projections resulting from the fee study. Staff is closely monitoring

program activity levels, and, in some cases, the 2010-11 Proposed Budget reflects reduction program activity levels to reflect this. Staff will provide a detailed overview on the program user fee adjustments at the Budget Work Session.

Expenditures

You will note that 53% of the proposed 2010-11 General Fund Budget supports Personal Services, 17% supports Materials & Services, 25% supports Capital Outlay, 2% supports Debt Service and 4% supports the Contingency Account. This distribution does reflect changes from the prior year due to a significant increase in Capital Outlay. Capital Outlay, as a percentage of total General Fund expenditures increase by 9%, while Personal Services and Materials and Services decreased by 6%, and 2% respectively.

The Budget reflects a 3.2% overall increase in Personal Service costs. The District recently completed negotiations with the Tualatin Hills Park and Recreation District on a new collective bargaining agreement that expires June 30, 2013, and the budgeted Personal Service costs reflect this agreement. Included in the increase is a 0.1% cost of living adjustment and merit increases for full-time and regular part time employees and these account for 1% of the overall increase. The budget also reflects an anticipated increase in health and dental insurance cost of 8% and an increase in the contribution rates for the Park District retirement plan of 9.5%. Combined these two items represent 1.1% of the overall increase in Personal Service costs. The balance of the increase, approximately 1.1% is due to increased staffing to address bond project related workload and program enhancements, as well as increases in payroll tax rates.

The General Fund Capital Outlay expenditures of \$11,791,902 comprise 25% 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, \$11,217,605, is included in the Capital Outlay Division which is divided into the following eight categories: (1) Carry-Over Projects, (2) Athletic Facility, (3) Building, (4) Equipment and Furnishings, (5) Energy Savings Performance Contract, (6) Park and Trail, (7) Facility Challenge Grants, and (8) Americans with Disabilities Act. In accordance with the budget priority to maintain existing facilities and avoid deferring replacements, a maintenance replacement schedule has been developed and the General Fund Capital Outlay has been prioritized toward these replacements. In those Capital Outlay categories that include maintenance replacements, the program funding has been further broken down between Replacements and Improvements. Please refer to the Capital Outlay section of your budget for details.

The significant increase in General Fund Capital Outlay in the 2010-11 Proposed Budget is largely attributable to the \$6 million appropriation for acquisition of a new maintenance facility site. The identification and acquisition of such a site is a Park District Goal from both the Comprehensive Plan and the annual goals and objectives. This project would be funded in 2010-11 by a corresponding \$6 million debt issue.

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 2010-11 General Fund resources and expenditures.

The proposed resources for the General Fund are approximately \$8.9 million higher than the projections provided at the Mid-year Budget Meeting. Factors causing this increase include:

- Increase in Beginning Cash on Hand of \$550,000 due to a one-time revenue from an easement payment expected to be received in the current fiscal year.
- Increase of \$640,000 in Project Carryovers; this represents offsetting resources and expenditures.
- Increase in Other Resources of approximately \$7.8 million, due primarily to the addition of \$6 million of debt proceeds to fund the maintenance facility site acquisition and an additional \$1.7 million of debt proceeds to fund the Energy Savings Performance Contract.

Total expenditures are also approximately \$8.9 million higher than projected at the Mid-year Budget Meeting due to the following factors:

- Personal Services costs have increased approximately \$165,000 due to targeted Park District program enhancements, primarily in the Natural Resources and Trails Department.
- Materials and Services costs have increased approximately \$208,000 primarily attributable to

- increases in Family Assistance funding in the Director of Park and Recreation Department.
- Capital Outlay has increased approximately \$8.4 million due to inclusion of carry-over projects, the addition of the \$6 million maintenance facility site, and the addition of the \$1.7 million Energy Savings Performance Contract.

Systems Development Charge Fund

In the Systems Development Charge (SDC) Budget tab, you will note that the Park District estimates a carryover balance of SDC funds of approximately \$4.4 million. Although SDC revenues were lower than budgeted in 2009-10 a significant portion of the 2009-10 SDC appropriation was left as undesignated; as such the revenue shortfall did not create any deficiency on project funding. The project carryover commitment to 2010-11 is approximately \$2.6 leaving \$1.8 million of the carryover available for new project commitments.

In addition the Park District is projecting to generate approximately \$3.2 million of new revenues in the 2010-11 fiscal year. As shown in the SDC Budget tab, this revenue is being used as follows:

- To provide \$1.5 million of new funds for Land Acquisition, and \$50,000 of new construction funds, primarily for local match of grant funds.
- This leaves approximately \$3.4 million (including the available carryover funds) available for appropriation to new projects in FY 2010-11.

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 was approved in November 2007, created a prioritized project list for the SDC fund through 2011-12. The five-year projection of SDC cash flow is updated periodically, and the most recent version was provided to the Budget Committee at the February Mid-year Meeting. This five-year projection showed \$8.1 million of uncommitted SDC funds through FY 2013-14, including \$1.1 million in FY 2010-11.

Residential construction activity continues to be at very low levels, and the SDC revenue projections reflect this through a revenue estimation reserve that offsets 40-50% of estimated revenue. This is the reason that the Proposed Budget leaves available SDC resources in an undesignated project appropriation. In addition, the District project management capacity will be largely used for management the bond measure projects leaving little ability to take on new SDC projects. Having available SDC fund resources enables the Park District to take advantage of opportunities that may arise such as land available for purchase, or a local match for grant opportunities.

Bond Capital Projects Fund

With the approval by District voters of the \$100 million Park Bond Levy request in November 2008, the Park District has been actively implementing a capital project program to develop the projects included in the bond measure. One of the first steps in implementing this program was the development of a project master schedule, which in turn allowed the development of a projected cash flow schedule for the Bond Fund.

Based on the cash flow schedule, and in compliance with regulations for tax-exempt bonds, the District determined that it would be necessary to issue the bonds in two separate issues. The first issue of \$58.5 million was issued by competitive bid on April 2, 2009. The balance of the \$100 million authorization is expected to be issued in one year, but will again be based on the cash flow schedule.

The 2010-11 appropriation is based on available resources in the Bond Fund, which is the balance of the \$58.5 million of bonds issued after accounting for cumulative project expenditure estimates through June 30, 2010. The proceeds of the first issue have been assigned to individual projects based on the project schedules. The earliest projects have been fully funded, projects a little further out have had design and development funded, and latter projects are not yet funded at all. To provide additional clarity the Bond Capital Projects Fund section of the budget document shows the remaining total project budget for all of the projects as well as the proposed appropriation based on the available funds from the first bond issue.

The estimated cumulative project expenditures from the Bond Fund through June 30, 2010 are approximately \$8.6 million. Despite this relatively modest figure, a significant amount of work has been accomplished toward completing the Bond Fund projects. Many smaller projects, such as play structure replacements, ADA dressing rooms, Athletic Center HVAC improvements, and Sunset Pool Tank refurbishing, have been completed. Many larger projects are nearing completion of design and permitting and are expected to go to

bid this summer. In addition, our Land Acquisition Specialists have been actively making contacts and we hope to begin closing acquisitions within the next year. Staff will provide a detailed update on Bond Fund project activities at your Budget Work Session.

Other Funds

Debt Service

The Debt Service Fund reflects the revenue and expenditure activity associated with annual debt service on the \$25.9 million of General Obligation Bonds approved by Park District voters in 1994, and the \$58.5 million of General Obligation Bonds that are part of the \$100 million approved by Park District voters in 2008. This debt service is supported by a separate tax levy.

Special Revenue

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

Capital Projects

The Metro Natural Areas Bond Fund accounts for the District's local share funds from the Metro Bond Measure. The District local share is approximately \$4.1 million, \$1.7 million remaining as of July 1, 2010, and will fund land acquisition and construction projects that were approved by the District and submitted to Metro in March 2006.

Looking Forward Beyond 2010-11

A hallmark of Park District budgeting and financial and operational management over the last several years has been the long-term focus applied in decision-making. Between 2005 and 2006, the Park District adopted a new Comprehensive Plan to guide the direction of the District, and also adopted a Long-term Financial Plan to ensure that the District could reasonably achieve the goals of the Comprehensive Plan.

As a result of the Long-term Financial Plan the District has taken several steps that will enable it to move forward in a financially sustainable manner:

- We have reviewed and adjusted program users fees, which provide operating funds for current and future facilities. The program user fee adjustments are being phased in over four years, and the Proposed 2010-11 Budget reflects the continuation of the third full year of fee increases. Accordingly, you will see that program revenue is noticeably higher allowing for increased funding of maintenance replacements. Fees will also be reviewed and updated annually to reflect inflationary increases. This will ensure that cost recovery through program user fees is able to keep pace with inflation.
- Based on the SDC Methodology Update completed in Fall 2007, the SDC rates were increased effective January 1, 2008, and were subsequently adjusted for inflation and deflation on January 1, 2009 and 2010, respectively. These adjusted rates are reflected in the FY 2010-11 Proposed Budget. While the increases do not result in significantly higher SDC revenue, due to lower expected residential construction activity, they do soften the blow of the economic conditions and maintain relatively stable SDC revenue projections for the next few years.
- The Park District voters approved a \$100 million Bond Levy request. The projects funded by the Parks Bond serve two purposes. They provide much needed additions to the Park District facilities. They also provide renovations and repairs to many of the Districts existing facilities to ensure that we are maintaining and making the best use of our existing resources.

While fiscal sustainability is important, the Park District must also continue to address other goals from the Comprehensive Plan. To that end you will see that the FY 2010-11 Proposed Budget:

- Includes funding for continued implementation of the District Sustainability Program; in addition to the energy savings improvements the budget expands a sustainable purchases opportunity fund.
- Includes technology upgrades in both hardware and software to ensure that we are providing our staff with the tools necessary to do their jobs.
- Includes Funding for a Natural Resource and Trails Specialist. The direct benefit of this position is that it will provide enhanced trails management and help implement the natural resources projects in the Bond Fund. The indirect benefit of the position is that it will free other staff in the Planning and Natural Resources Departments to be more active in pursuing grant opportunities to expand our trails system.

- Continues the District efforts to reach under-served populations; this includes increases in the Family Assistance funding, increases in inclusion funding, and additional staffing to serve non-English speaking patrons and patrons needing family assistance.
- Continues to fund enhanced staff training to provide strong across the board training to all staff as well as targeted high-level training to key staff.
- Restructures District support for the Tualatin Hills Park Foundation to provide a half-time Executive Director as well contracted fund raising services.

While the sound long-term financial planning and our fiscal prudence have positioned the District well to deal with current economic situation, we cannot ignore its impacts. To that end the FY 2010-11 Budget does not include any new full-time positions other than the Natural Resources and Trails Specialist noted above and upgrade of one regular-part-time position to full-time. As noted above we have also increased our funding for the Family Assistance program to ensure that residents have access to Park District programs despite financial hardships that they may be experiencing.

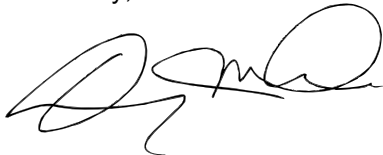
Acknowledgments

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

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

The Board of Directors and staff strive, on a daily basis, to keep the Tualatin Hills Park and Recreation District a major partner in enhancing the livability of our area. Staff looks forward to meeting with you on Monday, April 19, 2010, 6:00pm at your Budget Committee Work Session, and sharing with you the proposed 2010-11 fiscal year budget, which has a direct impact on why and how the Tualatin Hills Park & Recreation District enhances the quality of life for the residents we serve.

Sincerely,

A handwritten signature in black ink, appearing to read 'Doug Menke', written in a cursive style.

Doug Menke
General Manager



Park District 2010-11 Goals and Objectives

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

1 Goal 1: Provide quality neighborhood and community parks that are readily accessible to residents throughout the District's service area.

OBJECTIVES	ACTION STEP	RANK
A. Plan for the area the District expects to serve as it expands and acquires additional land over the next 20 years.	Continue implementation of the successful bond program using the approved and prioritized project schedule.	1
	Continue to participate in the North Bethany Master Planning, ensuring inclusion and funding of park and trails infrastructure.	6
	Consider whether to offer to serve new areas (e.g. Bull Mountain).	7
H. When acquiring land and planning for new neighborhood parks, ensure that sites are of an adequate size and in appropriate locations to provide needed amenities (e.g., playing fields, picnic areas, etc.), reduce overall maintenance costs, and provide adequate access and visibility to residents of the park's half-mile service area radius.	Prioritize potential neighborhood and other park sites for future acquisition.	2
	Using land acquisition specialists, pursue land acquisition targets with intent to close acquisitions. Actively move forward to acquire targets identified by the 2008 bond measure or for Metro Local Share funds as well as appropriate sites offered as donation or for SDC credits.	3
C. Provide community parks or special use facilities (e.g., the Tualatin Hills Nature Park and Jenkins Estate) throughout the Park District at a combined standard of approximately 2.0 acres per thousand residents. All residents should be within two miles of a community park or special use facility.	When acquiring land for new community parks or special use facilities consider adequacy of access via public transit. Coordinate with Tri-Met in assessing and enhancing availability of transit access.	4
E. Provide other parks, including linear parks, special use facilities (including unique special-purpose facilities, urban plazas, skate parks, dedicated pet areas and others) consistent with descriptions and standards of the Comp Plan.	Strive to meet the potential future need for any dog parks or other pet areas within existing parks, including partnership/sponsorship opportunities with community groups, private companies and non-profit organizations. Identify and develop at least one new dog park.	5

2 Goal 4: Acquire, conserve and enhance natural areas and open spaces within the District.

OBJECTIVES	ACTION STEP	RANK
A. Acquire, conserve and enhance high quality natural areas, including wetlands, riparian areas and uplands, by working cooperatively with Clean Water Services, the City of Beaverton, Washington County, Metro, homeowners associations, developers, landowners and others, consistent with acquisition standards and criteria and the Park District Natural Resource Management Plan.	Consistent with the intent of the bond measure commitments, work with appropriate agencies (including Metro Open Spaces), environmental advocacy groups and others to identify and acquire natural areas based on criteria provided in the Park District Natural Resource Management Plan and as refined by natural resource staff.	1
G. Strive to provide adequate funds to pay for natural areas monitoring, maintenance, restoration and other needed activities.	Coordinate trails development and maintenance activities with natural resource management objectives and activities, considering objectives, goals, practices and standards included in the Park District Natural Resource Management Plan and Trails Master Plan. Improve trail and habitat management programs to provide higher levels of customer service.	2
B. Develop an interconnected system of open spaces and wildlife habitat areas, working cooperatively with partnering agencies and jurisdictions, private property owners and others, consistent with the Natural Resource Management Plan and Trails Master Plan.	Use bond funds designated for acquisition of natural areas and linear parks supplemented by other funding sources such as Metro bond funds, District and County park SDC revenues, and grants to acquire an interconnected system of open spaces and wildlife habitat areas. Include a site or sites that can be used as a mitigation bank to mitigate the wetland impacts of District projects (e.g., trail and park improvements).	3
C. Use Park District facilities and programs, as well as partnerships with schools and other agencies to increase the public's understanding of natural resources, processes and habitats.	Provide and consider expanding environmental education programs for children through in-school programs utilizing Nature Park/Natural Resources staff. Integrate exploration of Park District natural areas into existing summer camp programs.	4

3 Goal 5: Develop and maintain a core system of regional trails, complemented by an interconnected system of community and neighborhood trails, to provide a variety of recreational opportunities, such as walking, bicycling and jogging.

OBJECTIVES	ACTION STEP	RANK
A. Seamlessly connect regionally significant trails with local trails to ensure local access and connectivity.	Complete construction for the Fanno Creek Trail Segment 4 (Beaverton School District bus barn to City of Beaverton operations). Plan, design, acquire right-of-way for and construct the various trail segments specified in the 2008 Bond Measure including segments of the Westside Trail, the Waterhouse Trail and the Rock Creek Trail.	1

	Using bond funds and other funding sources, improve trail connectivity of isolated trail segments by various methods such as installing permanent and temporary soft trail connections, installing trail directional signage to guide trail users around existing trail gaps, and work with local jurisdictional agencies for on-street trail route markings.	2
H. Pursue a variety of funding sources to design, develop and maintain trails, including volunteer services, state and federal grants, private foundations, land trusts, service clubs and individual donors.	Pursue grant and partnership funding to leverage or add to bond/SDC revenues for the design and development of trail segments in addition to those identified in the 2008 bond measure.	3
G. Partner with Washington County, cities and other agencies to support development of on-street bikeways, separated parallel multi-use paths and convenient roadway crossings that help further implementation of the Trails Master Plan.	Coordinate with Washington County, the City of Beaverton, Metro and the Oregon Dept. of Transportation to implement projects needed to create safe and direct road crossings that support trail connections.	4
	Participate in the Washington County Coordinating Committee (WCCC) process to assure the District's interests relating to bikeways are represented.	5
	Using funds from the Metro Transportation Improvement Program, complete the feasibility study for the crossing of Hall Blvd. by the Fanno Creek Trail.	6
F. In designing and developing trails, preserve view corridors and viewshed, public rights-of-way for future access and/or utilities, and sensitive natural areas or resources.	Work with Metro to obtain funds from the 2006 Open Spaces Bond and other sources to acquire and develop right-of-way for the Westside Trail.	7
C. Continue to link trails to parks, neighborhoods, community facilities such as libraries, civic and community centers, parks, schools, other athletic facilities and shopping areas.	Coordinate with Tri-Met when planning trail alignments so as to allow for trail users to access the public transit system at stops near trail routes.	8
	Work with City of Beaverton and County staff to identify opportunities to improve trail connections to community facilities and shopping areas.	9

4 Goal 2: Provide quality sports and recreational facilities for Park District residents and workers of all ages, cultural backgrounds, abilities and income levels.

OBJECTIVES	ACTION STEP	RANK
A. Provide a variety of programs at recreation centers to address the needs of all user groups, including children, teens, adults, seniors, ethnic and minority residents, and persons with disabilities; provide programs	Acquire land for new recreation/aquatic centers in areas that are deficient as identified in the Comprehensive Plan and in newly developing or annexed areas.	1

and services that meet the needs of people of all incomes.	Continue to review the program needs noted in the Comp Plan.	6
G. Continue to use a multi-purpose approach for use of District fields, focusing on ways to reduce conflicts among different sports/user groups, increase efficiency of use, improve field conditions, and prolong field life.	Work with sports groups and individual users to implement strategies for minimizing conflicts among field users, continue to identify new strategies as unique situations arise.	2
E. In designing and programming recreation/aquatic centers, create facilities with unique identities and programs that reflect the needs, desires and demographics of surrounding District residents.	Continue to adopt and use program standards and specific performance measures; track the financial performance of each program and activity to ensure consistency with budget goals.	3
B. Ensure that access to Park District programs, parks and facilities for people with disabilities is consistent with the American with Disabilities Act (ADA).	Implement year two of the five-year implementation plan.	4
F. Provide playing fields throughout the District, using the standards outlined in this plan and the Park District's 2005 Playing Fields Needs Assessment.	Pursue development of new synthetic turf fields and/or replace existing natural grass fields with synthetic fields when it is found to be a cost-effective method of prolonging field life and meeting overall long-term field needs, and/or addressing other Park District goals and objectives. Work closely with the Beaverton School District in these efforts.	5

5 Goal 3: Operate and maintain parks and facilities in an efficient, safe and cost-effective manner, while maintaining high standards.

OBJECTIVES	ACTION STEP	RANK
A. Continue to improve the efficiency and cost effectiveness of maintenance operations, including reducing costs associated with the transportation of personnel and equipment.	Based on the feasibility study completed in 2007, continue to pursue a target site for relocation and centralization of maintenance facilities. Also continue to pursue, through acquisition or partnership, sites for satellite maintenance facilities.	1
	Institute a five to ten-year plan to automate all irrigation and lighting systems.	3
D. Organize maintenance activities by a combination of function and geographic region, with some functions carried out at a central location and other dispersed throughout the District.	Pursue Trip Reduction Strategy for Park Maintenance activity to reduce vehicle fuel used per acre maintained, while preserving or enhancing maintenance service levels.	2

6 Goal 6: Provide value and efficient service delivery for taxpayers, patrons and others who help fund Park District activities.

OBJECTIVES	ACTION STEP	RANK
A. Provide and maintain facilities in a flexible manner to respond to changing needs and conditions within the District.	Implement a revised planning and budgeting process based on desired performance measure outcomes tied to Comprehensive Plan Goals. The process will use Business Plans for each outcome to establish budget and operating plans.	1
G. Continue to attract, retain and train high quality employees.	Implement comprehensive training curriculum that includes three tiers ranging from base knowledge of the District to individualized leadership development.	2
B. Continue to pursue partnerships in land acquisition, facility development, programming, marketing, maintenance and other activities with partnering service providers.	Attempt to leverage bond funds with funding from other agencies such as Metro and the State in order to realize project improvements with a value greater than the \$100 million that will be received from bond sales.	3
	Explore and take advantage of opportunities for sharing or contracting with other agencies for provision of certain services such as land acquisition services, employee training, records management, information services and maintenance.	4
C. Solicit funding from the private sector to help finance specific projects and possibly to continue to fund ongoing programs (e.g. the Family Assistance program).	Work with the business community to increase grants for the Family Assistance Program. Seek sponsorships for other key District-wide programs.	5
	Continue to counsel the Foundation Board of Trustees on organizational changes and other ideas to increase strategic fund-raising capacity.	6

7 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.

OBJECTIVES	ACTION STEP	RANK
Educate patrons on progress of investments and projects associated with 2008 bond measure.	Continue to educate patrons on the progress of investments and projects associated with the 2008 Bond Measure.	1

B. Regularly communicate with and provide opportunities for the general public to learn about and comment on District activities.	Continue to broaden the District's Public Awareness Program, increasing outreach to minorities, new residents, residents unaware of District services, and seniors while emphasizing benefits of THPRD to the community. Develop a more structured employee communications program to increase staff understanding of key initiatives. Strive for a Web site that is more interactive and dynamic, therefore increasing public use. Refine communications and marketing to specific user groups via electronic media.	2
E. Provide opportunities for all Park District departments and staff to participate in the planning and development processes.	Implement protocols and procedures for communicating and coordinating among Park District staff, partnering agencies and the general public related to the following areas: <ul style="list-style-type: none"> • Design, development and programming for new facilities. • Major renovation and expansion of existing facilities. • Access and security issues for new and existing facilities. • Ongoing maintenance and operation of facilities. 	3
A. Use standing Park District advisory committees, CPOs, NACs and other community groups to review and solicit guidance.	Continue to implement the new Advisory Committee structure as approved by the Board of Directors providing support for the Committees and Friends Groups.	4
C. Work closely with partnering agencies and groups on plans and projects of mutual interest.	Assign staff to participate in inter-agency committees and working groups to further District interests and identify opportunities to partner in the provision of park and recreation facilities and services.	5
F. Work with ethnic and/or cultural advocacy or community groups to enhance communications about District programs, facilities and other opportunities to their constituencies.	Using consultant research and employee knowledge, develop and implement an initial plan for minority outreach. Plan to include most effective tools and strategies to communicate with and engage Latinos and other growing populations.	6

8 Goal 8: Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of Park District programs and facilities.

OBJECTIVES	ACTION STEP	RANK
A. Design facilities in an environmentally and cost-conscious manner.	Conserve energy and other natural resources by utilizing green building technologies and practices for all new Park District facilities and major renovations to existing facilities. Work with an Energy Savings Performance Contractor (ESPC) to implement mechanical system improvements identified in the Technical Energy Audit.	1

B. Consider the environmental impacts of maintenance and operational activities and standards.	Implement a sustainable purchasing policy that incorporates the sustainable costing model previously developed.	2
D. Provide and enhance opportunities for employees to reduce impacts on the natural environment (e.g., through use of alternative forms of transportation or energy use).	Reduce vehicle fuel used per acre maintained through expansion of use of hybrid, electric, bio-diesel, and other low-emission vehicles by the Park District.	3





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 the Elsie Stuhr Center, Manzanita Room, 5550 SW Hall Boulevard, Beaverton, on Monday, April 19, 2010, 6:00 p.m.

Present:

Greg Cody	Chair/Budget Committee Member
Ruth Rosimo	Secretary/Budget Committee Member
Joseph Blowers	Budget Committee Member
John Griffiths	Budget Committee Member
William Kanable	Budget Committee Member
Fred Meyer	Budget Committee Member
Larry Pelatt	Budget Committee Member
Bob Scott	Budget Committee Member
Elisabeth Zeller	Budget Committee Member
Doug Menke	General Manager

Agenda Item #1 – Call to Order

The meeting was called to order by Chair, Greg Cody, at 6:05 p.m.

Greg took a moment to acknowledge the passing of Budget Committee member Fred Meyer's father, the passing of former Board of Director and Budget Committee member Bruce S. Dalrymple, and the resignation of Budget Committee member Spence Benfield.

Agenda Item #2 – Approve February 22, 2010 Minutes

Chair, Greg Cody, called for a motion to approve the Minutes of the February 22, 2010 Budget Committee Meeting.

Bob Scott moved the Budget Committee approve the Minutes of the February 22, 2010 Budget Committee Meeting as submitted. Bill Kanable seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #3 – Opening Comments

Note: A PowerPoint presentation was used throughout Agenda Items #3, #5, and #6. A copy of the PowerPoint presentation was entered into the record.

A. Park District 2010-11 Fiscal Year Goals & Objectives

General Manager, Doug Menke, welcomed the Budget Committee noting that tonight's Work Session is one of the steps to develop the 2010-11 Fiscal Year Budget and outlined the framework for tonight's meeting. He informed the Budget Committee that the District received the Government Finance Officers Association Distinguished Budget Presentation Award for the 2009-10 Budget.

Doug provided a brief overview of the various documents that provide the foundation for the 2010-11 Fiscal Year Budget and the overall financial future of the District:

- Park District 2010-11 Fiscal Year Goals & Objectives;
- 2006 Comprehensive Plan; and
- Long Term Financial Plan
 - Review and adjustment of program user fees;
 - Update of System Development Charge (SDC) methodology and rate increase; and
 - Bond levy projects to meet capital needs identified in Comprehensive Plan.

Doug provided highlights and key initiatives of the Proposed FY 2010-11 Budget as noted in the PowerPoint presentation.

B. Goal Outcomes & Performance Measures

Keith Hobson, Director of Business & Facilities, introduced the changes in the planning and budgeting process for the FY 2011-12 budget, which were approved by the Board of Directors in November 2009.

- Based on best budgeting practices for governmental agencies.
- Use targeted outcomes as key performance indicators.
- Focus annual goal setting process on desired outcomes rather than specific activities.
- Link outcomes, where possible, to measurable performance measures.
- Allows staff to be more creative and entrepreneurial in developing programs and activities to achieve the desired outcomes.

Keith outlined the process and provided an example. He noted that staff are collecting data based on what the Board of Directors approved as priority measures for the upcoming goal setting for FY 2011-12. He commented that while the new process will begin with the development of the FY 2011-12 budget, it could take several years to be fully implemented.

Agenda Item #4 – Public Comment

There was no public comment.

Agenda Item #5 – Review Proposed 2010-11 Fiscal Year Budget Resources

Keith Hobson, Director of Business & Facilities, commented that the budget presented tonight is the Proposed Budget reflecting staff's final proposal. The Budget Committee may make changes to the Proposed Budget, and those changes would be reflected in the Approved Budget. The final step in the process is the Budget Committee's Approved Budget would be presented to the Board of Directors for adoption, who may also make changes that would be reflected in the Adopted Budget.

Keith noted that a new section has been added to the budget document, Capital Improvement Plan, which looks at District-wide capital funding.

Keith stated that the District's total resources for the Proposed 2010-11 Fiscal Year Budget are estimated to be \$118 million. Approximately 52% is from beginning cash-on-hand, with about 85% of that (\$53 million) in the Bond Fund. Property taxes make up a little over half of the remaining resources. The balance is from a variety of sources such as program user fees, SDC fees, loan proceeds, grants, Metro Local Share Revenues, and other income.

Keith commented that, overall, there is very little change from the previous year.

A. Fee Study Impact

Ann Mackiernan, Operations Analysis Manager, provided an update of the program user fees increase that is now in its third phase of implementation. She noted that in calendar year 2009, as compared to calendar year 2008, patron participation increased by 1.7% and revenue increased by 8.1%.

Ann compared the first 81 days of the Winter/Spring registration period over three years, 2008-2010. She noted that over two years, total patron participation increased by 7.3% and total revenue increased by 14.1%. She commented that most of the increase for both participation and revenue was experienced in the first year of implementation because most classes have reached full recovery. She pointed out that in the current year of implementation, some programs are experiencing negative patron participation and revenue. She stated that it is too soon to determine if these are attributable to the third year of the fee increases, the economy, or some combination of the two.

Ann showed a slide that illustrated over three years that contact hours have remained relatively constant, while program fee revenues have increased. She stated that the purpose of the program user fee increases was not to increase contact hours, but to recover program costs.

Ann provided an overview of how close programs are to reaching full phase-in (i.e., year four of the fee increases or full cost recovery). She commented that some programs are closer to full phase-in because these programs were more aggressive in recovering costs prior to the fee increases.

Elisabeth Zeller asked what the ultimate goal is in cost recovery for the Stuhr Center, noting that over 68% of its classes are not at full cost recovery.

- ✓ Ann stated that programs at the Stuhr Center are highly subsidized and their cost recovery could be different than the other centers. She noted that General Manager Doug Menke has asked staff to specifically study Stuhr Center program fees and recommend options to maximize cost recovery.
- ✓ Doug commented that staff's intent is Stuhr Center programs would fully recover costs eventually per the fee policy.

Ann and Keith reviewed the impact of the Family Assistance Program on the Park District's revenue. While the Family Assistance awarded has increased significantly over the last two years, its impact on the overall revenue is a small percentage, and overall revenue is still increasing.

Elisabeth Zeller asked what is projected for Family Assistance, how is it awarded and is the Park District meeting all needs.

- ✓ Keith replied that Family Assistance is awarded to those who apply and qualify. The award is \$200 per person per year; household members cannot combine their awards. The projected budget is allocated within the Park & Recreation Services budget.

Chair, Greg Cody, asked what percentage of Family Assistance is used for Park District programs versus affiliated programs.

- ✓ Keith referred back to the Update on Family Assistance Program slide that showed the breakdown.

Bob Scott referred to the How Close are We to Full Phase-in? slide and asked if the percentages would change if summer terms were compared instead of winter/spring terms.

- ✓ Ann replied that the entire year is included in the comparison.

- ✓ Keith noted the programs that are experiencing a slippage in participation are typically in program areas that are mostly phased-in (i.e., closer to full cost recovery).

Greg asked if the slippage is due to the economy.

- ✓ Keith replied it could be due to the economy or the fee increases or both. Staff anticipated some level of slippage with implementation of the fee increases.

Agenda Item #6 – Review Proposed 2010-11 Fiscal Year Budget Appropriations

Keith Hobson, Director of Business & Facilities, began the overview of Proposed 2010-11 Fiscal Year Budget appropriations by noting that the District has a balanced budget with appropriations totaling approximately \$118 million.

A. Operating Expenditures

General Fund Resources

- The tax levy is based on estimated assessed value. The Budget Committee will be asked to approve tax levies at their May meeting. The proposed budget was prepared with an increase of 3.5%, which is less than the previous years' budgets, but closer to actual in FY 2009-10.
- The beginning fund balance is projected at \$3.6 million, higher than what was estimated in the February mid-year due to unanticipated miscellaneous revenues that should be received this year.
- Program revenue has increased by approximately 6% from the 2009-10 Budget. Changes in program revenues range from 7% decreases in Tennis and Natural Resources due to program service level adjustments to a 10% increase in Sports due to fee increases and targeted program expansion. Program revenue is built from the compilation of all program activities so it is based on actual programs.
- Debt Proceeds show the anticipated borrowing to fund capital projects – \$1.7 million for energy savings performance contract (ESPC) projects and \$6 million for the acquisition of a new maintenance facility. The Park District received Federal stimulus debt funding that will allow the Park District to issue a portion of the \$6 million at below-market interest rates.
- Grant revenue reflects grants awarded in the current fiscal year, but not yet received, and grants staff will submit applications for in the next fiscal year. For grants staff have not yet applied for, revenue is tied to specific expenditures. In the event the grant is not awarded to the Park District, there will be no budget shortfall.

Chair, Greg Cody, inquired if Transfers In refers to reimbursements of staff's time on bond projects.

- ✓ Keith confirmed that Transfers In includes any reimbursement of staff's project management time on any non-General Fund capital projects including bond and SDC projects.

General Fund Appropriations

Cathy Brucker, Finance Services Manager, provided a brief overview of the General Fund Appropriations.

- General Fund appropriations will increase by \$6.6 million (16.4%) over FY 2009-10.
- Personal Services
 - Overall, there is an increase of 3.2% for all salaries and related taxes and benefits.
 - Salary costs include those required by the collective bargaining agreement (0.1% cost of living adjustment) and the Board of Directors approved compensation policy – 1.0% of the total increase.

- Health and dental benefits are estimated to increase by 10%. Retirement benefit rates have increased by approximately 9.5%. In total, these factors account for 1.1% of the total increase.
- Part time payroll increases account for 1.1% of the overall increase to Personal Services due to increased staffing levels for programs and bond project related workloads.
- Staffing changes include:
 - Split one full time position at Jenkins Estate to one half time Foundation Administrator under Communications and Development and one half time Jenkins Estate Center Supervisor.
 - Upgrade regular part time position to full time in Building Maintenance.
 - Add new full time Natural Resources and Trails Specialist position to assist with bond related projects. Half of the funding will be recovered through transfers from the Bond Capital Fund.
- The Proposed Budget includes a 2.4% increase in materials and services, which include increased professional and technical service agreements and service and supply cost for program expansion. Maintenance experienced a decrease in utility costs in FY 2009-10 and those savings have been applied to fund more deferred maintenance replacements.
- The increase of approximately 93.8% in the General Fund Capital Outlay, over FY 2009-10, is due primarily to the \$6 million for a centralized maintenance facility and \$1.7 million for the ESPC projects. Routine maintenance replacement continues to be the focus of the General Fund Capital.

Keith Hobson, Director of Business & Facilities, provided an update on health benefits. Because of the current provider's actual renewal increase, proposals were requested and reviewed for a new provider. Park District management and the Park District's employees association are working to package a new benefits plan that is based on the favorable proposal. If the package is approved, the Park District will see a reduction in health benefit costs in FY 2010-11 and a cap on the increase for the following fiscal year. If approved, staff will present to the Budget Committee at their May meeting an adjustment to move the appropriation for health benefits to another category. At this time, staff recommends moving the appropriation to fund maintenance replacements.

Elisabeth Zeller inquired what determined the increase for the retirement plan.

- ✓ Keith replied that since the District retirement plan is a defined benefit plan, it is impacted by changes in investment performance. The last plan valuation, as of June 30, 2009, reflected very poor investment market conditions and thus required an increase in rates. With improving market conditions in the current year staff anticipates a reduction in contribution rates in future years.

Board of Directors

Cathy Brucker, Finance Services Manager, provided a brief overview of the Board of Directors appropriations, which includes the General Fund contingency of \$1.7 million. At the February Mid-year Budget meeting, staff anticipated increasing the contingency by \$200,000, but with Beginning Cash forecasting higher than anticipated, staff suggested holding the Contingency at the proposed amount.

Administration

Cathy Brucker, Finance Services Manager, provided a brief overview of the Administration budget highlights including:

- Ensure the Bond Fund Capital Program provides efficient and timely delivery of projects that meet commitments made to Park District residents.
- Expand cooperative relationships with various area governmental agencies.
- Focus on implementation of the Park District's Goals and Objectives for FY 2010-11.

Chair, Greg Cody, requested clarification on the way the goals are numbered in the presentation and the budget document.

- ✓ Keith explained that the goals are numbered in the Comprehensive Plan. However, the Board of Directors may have prioritized those goals differently when determining their FY 2010-11 Goals and Objectives. For example, the Board of Directors may have determined that Goal 4 of the Comprehensive Plan is their second highest priority for the fiscal year.

Communications & Development

Bob Wayt, Director of Communications & Development, provided a brief overview of the Communications & Development Division highlights for the FY 2010-11 Budget including:

- Expand outreach to ethnic minorities – special event for Latinos in the fall, staff to participate in Diversity Summit with Beaverton School District and City of Beaverton staff.
- Implement new fundraising and sponsorship strategy – hired part time professional fundraiser and Jenkins Estate Center Supervisor is also filling role as Park Foundation Executive Director.
- Provide Park District resource for grant applications support.
- Continue to implement a plan to communicate the bond projects' status.

Bill Kanable inquired if affiliated groups could partner with the Park District for their grant writing needs.

- ✓ General Manager, Doug Menke, stated that he is open to the idea. Also, the grant writing services would be available to the Park Foundation.

John Griffiths referred to the Westside Trail grant of \$2.4 million, and wondered why the Park District has not been as successful in receiving grants since then.

- ✓ Doug noted that there has been a reduction in funding for some grants.
- ✓ Hal Bergsma, Director of Planning, stated that Metro Transportation Improvement Program (MTIP) grants have a two-year cycle and will open again for applications.
- ✓ Doug noted that staff have had some success with grant awards. But with the grant writing resources, professionals will be contracted to write the grant proposals.

Chair, Greg Cody, asked how discontinuing mailing the Activities Guides for the fall and winter/spring terms has affected costs and enrollments.

- ✓ Bob Wayt replied that in one year, approximately \$50,000 was saved in printing and postage. He clarified that 30,000 copies of the Activities Guide is printed each term and available at all THPRD centers, the Administration Office, and community locations. Staff publicize the Activities Guide's availability at these locations and online.
- ✓ Keith Hobson noted that no significant impact to revenue was experienced with the discontinued mailings.

Elisabeth Zeller commented on the Park District's presence on Twitter and asked how many followers does the Park District have.

- ✓ Bob replied at least 700. Over the last year, staff has increased electronic communications including monthly e-newsletters, Facebook pages for each of the centers, as well as Twitter.

Security Operations

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

- Complete a written Emergency Management Plan for staff to follow 8-, 16-, and 24-hours after an emergency. This is a companion to the Emergency Response Plan.
- Utilize SARA (Scanning, Analyze, Respond & Assess) and CPTED (Crime Prevention Through Environmental Design) to identify potential risks at Park District facilities.

Fred Meyer referred to the Key Performance Indicators and requested clarification on exclusions and why the proposed increase.

- ✓ Mike replied that patrons could be excluded from Park District property from 30 to 180 days. He noted that the increase corresponds with more patrons using the facilities.

Fred inquired about who files Incident Reports and why the large decrease proposed in FY 2010-11 over FY 2009-10.

- ✓ Mike replied that patrons and Park Patrol staff file Incident Reports. He believes the decrease in Incident Reports is related to the increase in patrols, and being more proactive and preventative.

Business & Facilities

Keith Hobson, Director of Business & Facilities, provided a brief overview of the Business & Facilities Division's budget, noting the following:

- Includes the debt service in General Fund supported debt, approximately \$1 million, which includes \$150,000 of interest on interim financing to cover cash flow prior to the November tax collections.
 - Includes debt service for \$1.7 million of the ESPC financing (approximately \$111,000) which should be partially offset by utility cost savings, as well as \$6 million for a new maintenance facility (approximately \$212,000).
- Increase Sustainable Purchases Opportunity Fund by \$10,000 (total \$20,000) to supplement purchases that exceed budget, but are sustainable in nature.

Finance Services

Cathy Brucker, Finance Services Manager, provided a brief overview of the Finance Services Department's responsibilities and budget highlights including:

- Implement extensive upgrade to financial software in February.
- Assist with administrative and financial work associated with the ESPC projects and maintenance facility.
- Add part time staff to help manage increased transactions due to purchasing activity and bond related accounting.
- Continue to invest bond proceeds to ensure adequate cash flow. Monitor and maintain related arbitrage compliance for IRS reporting, as necessary.

Ruth Rosimo inquired if the part time position is temporary.

- ✓ Cathy replied that the half time position is not necessarily temporary, but would initially be funded by the Bond Fund.

Risk & Contract Manager

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

- Half of department's appropriation is for liability and property insurance premiums.
- Continue Safety and Health Achievement Recognition Program (SHARP) accreditation.
- Initiate Risk Management Steering Committee to assist departments with risk management programs implementation.
- Create web-based employee injury reporting system.

Chair, Greg Cody, referred to the Key Performance Indicators and requested clarification on the proposed decrease in number of liability claims filed against the District.

- ✓ Mark commented that most of the claims in FY 2009-10 were motor vehicle related. Staff is initiating a drivers training program that includes an orientation course as well as a drivers test, which should reduce claims.

Human Resources

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

- Update the Employee Handbook to comply with the Collective Bargaining Agreement and federal and state employment law.
- Continue to expand and enhance employee training including enhancing workplace communications and exploring bilingual training opportunities for frontline staff.
- Continue to expand and enhance wellness program including an employee fitness challenge.

Information Services

Phil Young, Information Services Manager, provided a brief overview of the Information Services Department's responsibilities and budget highlights including:

- Implement process to review staff requests for enhancing the registration system.
- Pursue grant for a backup generator for the server room.
- Begin three-year process to upgrade phones throughout the District.

Larry Pelatt asked how long is the process to review staff requests for changes to the registration system.

- ✓ Keith Hobson, Director of Business & Facilities, replied that based on the new prioritized structure, requests should be reviewed and implemented faster than before. Equally important, the changes will be thoroughly tested before being implemented.

Bill Kanable commented that the methodology described is tried and true. He noted that resources should be allocated for application development.

Bob Scott inquired about the cost of the backup generator.

- ✓ Phil replied approximately \$40,000.

Maintenance Operations

Dave Chrisman, provided an overview of the Maintenance Operations Department's budget including:

- Focus on trip reduction to reduce fuel usage and consolidate services.
- Reduce utility costs due to rate reductions and through energy savings projects.
- Downsize size of pickup trucks to compact trucks for better fuel usage.
- Operate fleet and parks landscape departments as DEQ EcoBiz certified operations.

Chair, Greg Cody, inquired if the new maintenance facility is a shift or expansion of operations.

- ✓ Dave replied it is a shift of operations driven by outgrowing the current space and evaluating the best use of the space at HMT Recreation Complex.
- ✓ Keith stated that a new centralized facility would consolidate maintenance operations from the HMT Recreation Complex and a satellite site at the East Annex.
- ✓ Doug noted in addition to a centralized maintenance facility, the Park District would still have satellite sites at Portland Community College Rock Creek Campus and Cooper Mountain.

Planning

Hal Bergsma, Director of Planning, provided a brief overview of the Planning Division's responsibilities and budget highlights including:

- Continue to plan and construct trail improvements with assistance of grant funding.
- Participate in County and City process for projects such as North Bethany and West Bull Mountain areas, and other processes that involve District parks and trails.
- Continue acquisition efforts as directed by the Board of Directors.

Planning & Development

Steve Gulgren, Superintendent of Planning & Development, provided a brief overview of the Planning & Development Department's responsibilities and budget highlights including:

- Continue implementation of bond fund projects.
- Continue to work on non-bond projects – SDC, Metro Local Share, grant funded.
- Pursue grant funding and partnerships to fully or partially fund projects.

Park & Recreation Services

Jim McElhinny, Director of Park & Recreation Services, provided a brief overview of the Park & Recreation Services Division's responsibilities and budget highlights including:

- Increase levels of legislative advocacy.
- Continue to strive for better customer service.
- Includes additional funding to support the increased demand for the Family Assistance Program.

Aquatics

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

- Implement new Junior Lifeguard program with Junior Swim Instructor program.
- Implement revised Learn to Swim program in Summer 2010.
- Expand program offerings to area schools such as with McKay Elementary School, Aloha/Huber Elementary School, and Aloha High School.
- Continue with special event offerings such as dive-in movies, holiday events, and National Water Safety Month.

Bill Kanable inquired about the Aquatic Center's attendance and asked how many of them are from affiliated programs.

- ✓ Sharon replied that there are 400 affiliated group members, and they practice once or twice a day.

Chair, Greg Cody, referenced a Board meeting presentation where Scott Brucker, Superintendent of Sports, stated that the department is only able to accommodate 85% of the demand for field use. He asked Sharon how, through the budget process, would she be able to meet 100% of the demand for aquatics.

- ✓ Sharon stated that during peak periods (3:30-7:30 p.m.), the pools are at capacity with waiting lists of 20-25 people. She noted that with the exception of Harman Swim Center, the pools are quieter during the day when students are in school.

Greg wondered if additional staff time would help.

- ✓ Sharon replied that the pools' physical capacity is more of the issue.
- ✓ Doug commented that aquatics programs are similar to tennis programs where at certain times, programs are running at capacity with waiting lists. He believes overall that there is a balance in scheduling with lessons, programs, affiliates, and open swim.

Fred Meyer inquired at what point does staff continue to run pools at capacity if costs are increasing to operate and maintain them. When is a new pool built?

- ✓ Doug replied that during the Comprehensive Plan process, staff and consultants determined that a combined recreation and aquatic center would be ideal for long term cost sustainability. However, without funding, a center cannot be built.

Joe Blowers referenced Harman Swim Center's attendance figures and asked why its numbers did not increase as the other swim centers did.

- ✓ Sharon replied that attendance figures also reflect facility closures for capital improvements.

Joe asked if the increased cost recovery at Harman Swim Center is due to the fee increases.

- ✓ Sharon replied that fees for passes have increased and Learn to Swim programs are at cost recovery rates.

Joe asked why there is a large cost recovery increase for Raleigh Swim Center.

- ✓ Sharon replied that it depends on staff to patron ratios (open swim versus Learn to Swim). She also noted that the outdoor swim centers are run by part time staff and generally have higher cost recovery rates.
- ✓ Keith commented that discrepancies in comparison also occur when using actual, budgeted, and proposed figures.

Sports

Scott Brucker, Superintendent of Sports, provided a brief overview of the Sports Department's budget highlights including:

- Improve processes for more efficient operation of field allocation with affiliated sports groups and Beaverton School District.
- Evaluate gym use needs and become more efficient with allocation.
- Work with Information Services staff to develop sports registration programs.
- Work with Maintenance staff to reconfigure fields as demand dictates.

Recreation

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

- Expand school-based after school programs such as McKay Elementary School.
- Utilize a Nike grant to host an outreach event targeted at the Latino community that will include soccer and family activities as well as focus on what the Park District offers. The event will take place on September 19, 2010.
- Partner with Oregon Food Bank to offer healthy cooking lessons for the Latino community.
- Evaluate the Community School Program including programs and sites.

Larry Pelatt asked how the Park District's after school programs compare to others in the area.

- ✓ Eric replied that the Park District's programs are in the middle at approximately \$250 per child for a 5-day-a-week program.

Chair, Greg Cody, asked if non-school days are included.

- ✓ Eric replied that they are included in the rates and are covered for the entire day.

Fred Meyer inquired why attendance at Cedar Hills Recreation Center and Conestoga Recreation & Aquatic Center have flat-lined.

- ✓ Eric replied that these facilities are running at capacity during peak periods.

Programs & Special Activities

Lisa Novak, Superintendent of Programs & Special Activities, provided a brief overview of the Programs & Special Activities Department's responsibilities and budget highlights including:

- Assist with Stuhr Center expansion bond project.
- Continue to promote Inclusion Services Program that allows patrons to fully participate in activities.
- Expand the Community Garden Program. Existing sites include Cedar Hills Park, Eichler Park, Harman Swim Center, and John Marty Park. Expansion sites will include Ridgewood Park and Bethany Lake Park. Community gardens may also be included in bond-funded projects.
- Add part time hours at Jenkins Estate to accommodate Center Supervisor time transferred to Park Foundation Executive Director position.

John Griffiths requested an update on Camp Rivendale and demand for the program.

- ✓ Lisa replied that demand is still high, but they have experienced a slight decrease in enrollment due to the fee increases. Several participants receive Family Assistance to participate at Camp Rivendale.

John asked how the new facilities have been received.

- ✓ Lisa replied that the shelter, restroom, and field improvements have been well received. With the expanded space, Camp Rivendale is able to operate two different camps that focus on the participants' abilities.

John asked about the previous proposal for a lodge and if there is still a need for such a facility.

- ✓ Lisa replied that she believes the program is able to operate with the existing facilities.

Joe Blowers requested clarification that the Jenkins Estate budget also includes the Fanno Farmhouse and the John Quincy Adams Young House.

- ✓ Lisa replied confirmed this.

Joe asked how are the attendance figures for Fanno Farmhouse.

- ✓ Lisa replied that bookings last summer at the Jenkins Estate decreased due to the economy and people wanting to get married in smaller facilities. With that, bookings at Fanno Farmhouse increased because of its size and rental cost. She noted that Fanno Farmhouse is a small venue and has parking issues. Patrons may park at adjacent businesses during non-business hours.

Bill Kanable inquired about the attendance at the Tennis Center and asked if it is reaching capacity comparable to other facilities within the Park District.

- ✓ Lisa confirmed that it is. The two air structures have helped for scheduling, but demand for open play during peak periods remains high.

Chair, Greg Cody, inquired how cost recovery at the Stuhr Center is being addressed.

- ✓ Lisa noted that the Stuhr Center subsidy is 40%. With full phase-in of the fee increases, the Stuhr Center's subsidy will drop to 25%, comparable to senior subsidies throughout the Park District.
- ✓ Doug commented that staff will continue to monitor the Stuhr Center's fees. He noted that the revenue base of the Stuhr Center is not significant overall and it may take longer for the fees to come in line with full cost recovery per the fee policy.

Joe Blowers inquired when the John Quincy Adams Young House will come on line.

- ✓ Lisa replied a date has not been set. She noted that an architect has come forward who is interested in doing pro bono work for the house. The Friends Group and staff are pursuing grant opportunities.
- ✓ Doug noted that the Park District invested approximately \$100,000 to develop a management plan to determine the true cost to restore the house for programming (\$750,000) and that the charge of the Friends Group is to fundraise for the house.

Larry Pelatt provided some background of the Board of Directors decision process to not fund the house.

Natural Resources & Trails Management

Bruce Barbarasch, Superintendent of Natural Resources & Trails Management, provided a brief overview of the Natural Resources & Trails Management Department's responsibilities and budget highlights including:

- Expand Nature Mobile program with school visits. Currently, there is a second grade scholarship program. Staff is pursuing a grant for a fourth grade scholarship program.
- Increase involvement in bond projects implementation.
- Increase focus on trails management. Five trail counters have been purchased in the current fiscal year, with four more earmarked for FY 2010-11.
- Includes funding for new Natural Resources and Trails Specialist position to help manage bond projects, and provide support to the trails management program.

Elisabeth Zeller asked if there are natural resources classes for adults.

- ✓ Bruce replied that classes are offered for all ages.

Larry Pelatt requested clarification on the fourth grade scholarship for the Nature Mobile.

- ✓ Bruce noted that the Nature Park Advisory Committee raised funds for the second grade scholarship. The Nature Mobile fourth grade scholarship would allow a group of children from an underserved community to participate in supplemental programs for free. Currently, the Nature Mobile provides its services for free. The scholarship would cover costs of the instructor and materials for an additional activity such as a field trip. Pilot programs have typically cost \$100-200 per event depending on the type of program.

Larry asked if the Nature Mobile visited school sites during school hours.

- ✓ Bruce replied that the Nature Mobile has been at parks near schools for walking field trips.

Larry asked who would communicate with the School District regarding the Nature Mobile program.

- ✓ Bruce replied that he or the Interpretive Programs Supervisor would. The proposed new position would focus on trails management, natural resource projects, and coordinating the park rangers.

John Griffiths inquired what payback has the Park District received with the Volunteer Coordinator.

- ✓ Bruce replied that the new position would also help with redistributed duties such as parks and bond projects from the Volunteer Coordinator. The Volunteer Coordinator coordinates 15,000 volunteer hours annually (full time equivalent is 2,080 hours). With duties transferred to the new position, the Volunteer Coordinator would be able to focus on recruiting for different areas not currently being addressed.

Chair, Greg Cody, referenced Wendy Kroger's testimony letter, which was distributed to the Budget Committee members and included for the record. He asked if Bruce would please read it and comment on it later in the meeting.

B. Capital Expenditures

Keith Hobson, Director of Business & Facilities, provided an overview of the funded Capital Projects.

- Projects are prioritized toward maintenance replacements, but some selected improvements are included.
- Replacement funding has increased to \$2.2 million.
- Capital projects funded by outside sources are also included:
 - Approximately \$500,000 from capital grants
 - Approximately \$1.7 million from energy savings financing
 - \$6 million from financing for the new maintenance facility
- Challenge Grant allocations have increased with the restructuring of the Advisory Committees and Friends Groups, \$7,500 for each group for a total of \$97,500. In addition, unspent Challenge Grant funds from the previous year are pooled and available to the Advisory Committees and Friends Groups on a competitive basis.
- Replacement Projects to note:
 - Resurfacing the pool tank at the Aquatic Center
 - Replacing concrete sidewalk and asphalt paths at 15 sites
 - Replacing bridges at three sites
 - Replacing play structures at three sites
 - Replacing signage through the Signage Master Plan

Larry Pelatt wondered why use of the Challenge Grant funds has decreased.

- ✓ Keith speculated that the Advisory Committee structure may have become stagnant and he believes the restructuring will infuse new energy. He stated that the Superintendents inform the Advisory Committees of the funding opportunity.
- ✓ Doug added that the Advisory Committees and Friends Groups also have to fundraise to be able to leverage the Challenge Grant funds and some groups have not had the time to do so.

Keith provided an overview of the new Capital Improvement Plan (CIP) section of the budget document. The section was included as a budget best practice of reviewing all capital expenditures in one place regardless of funding source. Staff will continue to review and improve this section with the intent to move more capital narrative information to this new section from individual fund sections.

Keith stated that the Unfunded Capital list is included in the new CIP section. The list includes maintenance replacement items and new capital requests submitted by staff or Advisory Committees. Overall, no Critical projects are identified, there are decreases noted in Serious and Minor projects, and increases in Moderate and Negligible projects. New capital projects are

categorized as Not Applicable. Overall, the unfunded amount is approximately \$500,000 lower than last year.

Keith stated that staff are tracking the maintenance replacement backlog and have scrutinized the list to ensure that projects listed represent actual replacement needs. Reductions in replacement costs have also lowered the overall backlog cost (\$600,000). In total, with these changes, the backlog was reduced by \$1.8 million, leaving an overall backlog of approximately \$6.1 million.

Elisabeth Zeller asked if staff has projected when the maintenance backlog would be zero.

- ✓ Keith replied that they have not, but he noted that staff has determined when the maintenance backlog would cap.

Keith commented that Major Item Replacements remain manageable and experienced a slight decrease. He stated that in addition to the large decrease due to reviewing the replacements backlog and the lowered replacement costs, Routine Replacements are also decreasing due to prioritized funding for maintenance replacements. He commented that over the last few years, in addition to bond funding and purging the backlog list, there has been steady growth in funding replacements from the General Fund.

Larry Pelatt questioned the reduction in the maintenance replacements backlog by purging the projects list.

- ✓ Bill Kanable noted that some projects on the maintenance backlog could have been enhancement projects, not true replacement projects.
- ✓ Keith provided an example of how service levels could have changed over time and the list has been updated to reflect the changes.
- ✓ Doug noted that based on the Board of Directors' and Budget Committee's direction to understand the maintenance replacements backlog, staff have spent time reviewing and evaluating the list which has been presented in the budget document.

John Griffiths requested clarification on the items purged from the list. He believes that those items are either not going to be replaced or would be replaced at a different service level than originally planned.

- ✓ Keith replied that John is correct. Keith stated that staff took a hard look at the cumulative list and determined realistically if the projects were still valid.

John Griffiths requested clarification on how the approved fee increases are addressing the maintenance backlog, noting that he believes the majority of the decrease is due to the purged items and reduction in replacement costs.

- ✓ Keith replied that while the purged items and reduced costs accelerated the decrease in the backlog, maintenance replacement funding continues to increase as was committed to the program users.

Chair, Greg Cody, requested more information about the program that would use Capital Project item number 26, Long Jump Court Resurface.

- ✓ Eric Owens, Superintendent of Recreation, described Cedar Hills Recreation Center's Middle School track program that uses the area middle schools for track meets.

Greg requested clarification on how common in the budget process is an item like the \$6 million debt obligation for the new maintenance facility.

- ✓ Keith replied that it is not uncommon to finance debt through general funds. He commented that new acquisitions in the 1990s through 2000 were financed this way. The Park District discontinued this practice in 2000 in order to better manage deferred

replacement items and also, SDC funds became available for capital improvements. He noted that because the new maintenance facility does not fall under the bond program or qualify for SDC funds, general funds is the only choice. He stated that fiscal policy requires that the debt be analyzed to ensure that the benefit is greater than the debt incurred.

Chair, Greg Cody, asked for Bruce Barbarasch, Superintendent of Natural Resources & Trails Management, to address Wendy Kroger's written testimony.

- ✓ Bruce stated that items presented in Wendy's letter are already being addressed by the Natural Resources Department and other departments such as Planning.

C. System Development Charge, Bond Capital Projects and Other Funds

Jim McElhinny, Director of Park & Recreation Services, provided comments on the Special Revenue Fund or Mitigation Maintenance Replacement Fund. Since 2005, funds have been collected from those who use the Park District's land for mitigation projects. Funds may be used for enhancement, maintenance, or restoration of Park District natural areas.

Hal Bergsma, Director of Planning, provided comments on the Metro Natural Areas Bond Fund. The District was allocated \$4.1 million as part of its local share of Metro's 2006 Natural Areas Bond. Properties have been purchased to expand Schiffler Park and Jackie Husen Park. Recently, property has been acquired for a park site in southwest Beaverton with additional funding provided by the City of Beaverton. The remaining Metro Natural Areas Bond Fund balance is allocated to acquire land for Eichler Park and in the North Bethany area, plus construct Phase I of Jordan-Husen Park.

Cathy Brucker, Finance Services Manager, provided an overview of the Debt Service Fund that accounts for the repayment of principal and interest of the District's General Obligation Bonds.

- The voters approve the General Obligation Bonds, and a separate property tax levy funds the annual debt service. The 2010-11 tax rate is forecasted to be the same as last year at \$0.43 per thousand (\$0.11 per thousand and \$0.32 per thousand for the 1994 and 2009 issue, respectively).
- Appropriations in the fund provide for principal and interest payments of \$8 million. It also provides for an ending unappropriated balance to pay debt service in the subsequent fiscal year that is due before property tax for that year would be collected.
- The outstanding balance for the 1994 General Obligation debt is \$9,400,000, which will retire in 2015. The 2009 issue is \$55.7 million and will retire in 2029.
- Washington County has maintained a strong property taxes collection rate of 94-95%.

Larry Pelatt asked how much does Washington County charge to collect property taxes.

- ✓ Keith replied that the County does not charge a service fee.

Keith Hobson, Director of Business & Facilities, provided an overview of the System Development Charge (SDC) Fund Projects:

- SDC resources have increased because of the increase of carry forward revenue. Most of the revenue is not designated due to the volatility of the economy; however, the Board of Directors later appropriated some of the funds.
- Although staff projects SDC revenue to be short of budget by approximately \$1.5 million, there will not be a cash flow shortage and the year-end carry forward balance will be approximately \$1.7 million more than project commitments.
- Projects that are carried forward were included in the 2009-10 Fiscal Year Adopted Budget and are described on pages SDC - 5-7.

- Land funding of \$250,000 will be carried forward for a specific acquisition in the southeast quadrant.
- The minimum Land Acquisition funding goal of \$500,000 is maintained, while an additional \$1 million is for a targeted land acquisition in the southwest quadrant that does not fall under the bond program.
- SDC fee revenues are based on a normalized level of building activity, and provide the Park District with appropriation authority if building activity improves. Staff does not anticipate budget shortfall as the undesignated balance exceeds the current year revenue estimate.
- One proposed grant matching fund appropriation is \$50,000 for a Local Government Grant Program (LGGP) application for replacement play equipment at Cedar Hills Recreation Center.
- Approximately \$3.4 million is undesignated. In November 2007, the Board of Directors approved a prioritized list of SDC capital improvement projects. Staff recommends revisiting the list this fall as several projects have been completed or will be funded through the bond program or other sources.
- The Board of Directors can re-appropriate undesignated project funds if there are new project commitments after the budget is adopted.

Keith provided an overview of the Bond Capital Projects Fund:

- In April 2009, the Park District issued approximately \$59 million of the \$100 million authorization. Approximately \$53 million will be carried forward to FY 2010-11.
- The Bond Fund Overview by project illustrates remaining appropriations of the entire bond package and what portion is being allocated in FY 2010-11. Completed projects have been removed from the list.
- Based on the Parks Bond Oversight Committee's fiscal policy, interest earnings on unspent bond funds are allocated to the projects based on the remaining appropriation in order to help offset inflation.
- The initial bond issue was based on cash flow projection of bond expenditures. At the end of FY 2009-10, actual cash flow (\$7 million) is expected to be behind projected expenditures (\$24 million). Most of the difference is due to land acquisition activity projected to occur earlier in the timeline. Staff admits that the land acquisitions timelines could not be predicted accurately because of the uncertainty of actual acquisitions. The Land Acquisition Specialists are actively pursuing properties.
- The balance of the bond authorization is scheduled to occur in July 2011. Staff will continue to monitor bond cash flow and market conditions to determine when to issue the remaining bonds.
- Budget Committee members are invited to the next Parks Bond Oversight Committee meeting scheduled for Thursday, April 29, at 6:00 p.m.

Larry Pelatt asked if the Park District is in jeopardy of not expending enough bond funds as required with the bond issue.

- ✓ Keith replied that the actual rule is to *anticipate* spending 85% of the bond funds within three years of being issued. According to the projected cash flow for the bond program, staff reasonably anticipated spending as much. The delay in spending is due to slower land sales.

Keith concluded the staff's presentation of the Proposed FY 2010-11 Budget.

- ✓ Chair, Greg Cody, thanked staff for their hard work.

Agenda Item #8 – Public Comment (taken out of order)

Wendy Kroger, 12030 SW Settler Way, Beaverton, is before the Budget Committee this evening representing the Trails Advisory Committee and provided the following comments:

- Thanked Bruce Barbarasch, Superintendent of Natural Resources and Trails Management, for addressing her written testimony at tonight's meeting.
- Thanked the Budget Committee for including in the budget the Trails Advisory Committee's requests for trail signage, maps, and trail counters that she presented at the February Mid-year meeting.
- Thanked staff for communication on key individual trails maps.
- Commented that proposed funding for grant writing services will be very beneficial to the Park District and especially the Trails Advisory Committee as they pursue funding for mid-block crossings and trail segments.
- Support funding for Natural Resources and Trails Specialist position.

Agenda Item #7 – Budget Committee Questions and Recommendations

There were no additional Budget Committee questions or recommendations.

Agenda Item #9 – Date of Next Budget Committee Meeting: May 17, 2010

Chair, Greg Cody, stated that the next Budget Committee meeting is on May 17, 2010 at the Dryland Meeting Room when the Budget Committee will approve the budget.

Greg commented that a special recognition of Spence Benfield may occur at the Board of Directors June 21, 2010 meeting when the Board is expected to adopt the budget.

Agenda Item #10 – Adjourn

There being no further business, the meeting was adjourned at 8:50 p.m.

Recording Secretary,
Jessica Collins

Transcribed by,
Marilou Caganap





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

A Tualatin Hills Park & Recreation District Budget Committee Meeting was held at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton, on Monday, May 17, 2010, 7:00 p.m.

Present:

Greg Cody	Chair/Budget Committee Member
Joseph Blowers	Budget Committee Member
John Griffiths	Budget Committee Member
William Kanable	Budget Committee Member
Fred Meyer	Budget Committee Member
Larry Pelatt	Budget Committee Member
Bob Scott	Budget Committee Member

Absent:

Ruth Rosimo	Secretary/Budget Committee Member
Elisabeth Zeller	Budget Committee Member
Doug Menke	General Manager

Agenda Item #1 – Call to Order

The meeting was called to order by Chair, Greg Cody, at 7:00 p.m.

Agenda Item #2 – Approve April 19, 2010 Work Session Minutes

Chair, Greg Cody, called for a motion to approve the Minutes of the April 19, 2010 Budget Committee Work Session.

Bob Scott moved the Budget Committee approve the Minutes of the April 19, 2010 Budget Committee Work Session as submitted. Bill Kanable seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #3 – General Budget Information

Keith Hobson, Director of Business & Facilities, provided general budget information comments. This is the Budget Committee's third and final meeting to approve the Park District's FY 2010-11 Budget. Staff will request the Budget Committee to approve the FY 2010-11 Budget and the property tax levies to be assessed.

Agenda Item #4 – Review Budget Information & Recommendations

Keith Hobson, Director of Business & Facilities, reviewed the property tax levies to be approved at tonight's meeting (page RE-1 of the Proposed Budget).

- 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 based on the total assessed value as determined by Washington County.

- The Bonded Debt Fund Levy is based on a specific dollar amount to satisfy principal and interest payments on the Park District's voter approved general obligation bonds. The Park District determines the amount needed and the tax rate will be dependent on the total assessed value.

Keith provided a detailed overview of the Budget Committee information packet titled "Budget Committee Meeting, May 17, 2010". This information included:

- General Fund Recommended Adjustments to Proposed Budget (tab 3)
 - Summary of Recommended Adjustments
 - After the update at the April Budget Committee Work Session, Park District management and the Park District's employees association agreed upon a new health benefits plan. The new plan resulted in approximately \$275,000 in savings. Staff proposes to appropriate the savings as follows:
 - Additional \$10,000 to Communications & Development for grant writing support;
 - Additional \$25,000 to Information Services to support upgrades and security of the Park District's Registration System; and
 - The balance of approximately \$240,000 to Maintenance Operations for replacement funding.
 - Increase funding for the proposed new maintenance facility from \$6 million to \$7.3 million.
 - Carry forward funding of several projects not completed by June 30, 2010.

Fred Meyer inquired if there is a specific site identified for the proposed new maintenance facility to justify the increased funding of \$1.3 million.

- ✓ Keith replied that the Park District is currently pursuing a site.

Bill Kanable moved the Budget Committee approve the staff recommended adjustments to the Proposed Fiscal Year 2010-11 Budget as listed in the memo from Keith Hobson. Larry Pelatt seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #5 – Public Comment

There was no public comment.

Agenda Item #6 – Budget Committee Discussion

There were no additional Budget Committee questions or recommendations.

Agenda Item #7 – Approve 2010-11 Budget & Property Taxes to be Imposed

John Griffiths moved 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 \$8,153,235 for the Fiscal Year 2010-11. Bill Kanable seconded the motion. The motion was UNANIMOUSLY APPROVED.

Fred Meyer moved the Budget Committee approve the Proposed Fiscal Year 2010-11 Budget and the appropriations contained therein with the adjustments approved by the Budget Committee this evening. Bill Kanable seconded the motion. The motion was UNANIMOUSLY APPROVED.

Chair, Greg Cody, thanked staff for their hard work to compile the budget and thanked the Budget Committee for their support.

Agenda Item #8 – Adjourn

The Budget Committee meeting was adjourned at 7:09 p.m.

Recording Secretary,
Jessica Collins

Transcribed by,
Marilou Caganap

Approval of May 17, 2010 Minutes received by e-mail

Fred Meyer moved the Budget Committee approve the Minutes of the May 17, 2010, Budget Committee Meeting as submitted. Bill Kanable seconded the motion. The motion was UNANIMOUSLY APPROVED.



RESOLUTION NO. 2010-13

TUALATIN HILLS PARK & RECREATION DISTRICT, OREGON

A RESOLUTION APPROVING AND ADOPTING A BUDGET, LEVYING TAXES,
AND MAKING APPROPRIATIONS

- a. The Tualatin Hills Park and Recreation District (District) must prepare and adopt an annual budget under Chapter 294 of the Oregon Revised Statutes; and
- b. The District has complied with the standard procedures for preparing the budget, encouraging public involvement, estimating revenues, expenditures and proposed taxes, and outlining the programs and services provided by the District.

THE TUALATIN HILLS PARK & RECREATION DISTRICT RESOLVES:

Section 1. Budget Approved and Adopted. The budget for 2010-11 in a total sum of \$119,561,919, now on file in the District’s Administration Office, is approved and adopted.

Section 2. Levy of Taxes. The District hereby levies the taxes provided for in the adopted budget at the permanent rate of \$1.3073 per \$1,000 of assessed value (AV) for general fund operations and the amount of \$8,153,235 for bonded debt. These taxes are hereby imposed and categorized for tax year 2010-11 upon the AV of all taxable property within the District. The following allocations and categorization subject to the limits of Section 11b, Article XI of the Oregon Constitution make up the levy:

	Subject to the General Government Limitations	Excluded from Limitations
General Fund	\$1.3073 / \$1,000 AV	
Bonded Debt Fund		\$8,153,235

Section 3. Fiscal Year 2010-2011 Appropriations. The amounts for the fiscal year beginning July 1, 2010 and for the purposes shown below are hereby appropriated as follows:

<u>General Fund</u>	
Board of Directors and Contingency	\$ 1,947,553
Administration	\$ 1,715,562
Business and Facilities	\$15,789,456
Planning	\$ 1,332,371
Park and Recreational Services	\$15,265,750
Capital Outlay	<u>\$12,827,074</u>
TOTAL APPROPRIATIONS	<u>\$48,877,766</u>

Bonded Debt Fund

Bond Principal Payments	\$ 5,060,000
Bond Interest Payments	<u>\$ 2,734,777</u>
TOTAL APPROPRIATIONS	\$ 7,794,777
Unappropriated Ending Balance	\$ 222,381
FUND TOTAL	<u>\$ 8,017,158</u>

Systems Development Charge Fund

Capital Outlay	<u>\$ 7,571,613</u>
TOTAL APPROPRIATIONS	<u>\$ 7,571,613</u>

Maintenance Mitigation Fund

Materials and Service	\$ 5,000
Contingency	<u>\$ 177,525</u>
TOTAL APPROPRIATIONS	<u>\$ 182,525</u>

Metro Natural Areas Bond Fund

Capital Outlay	<u>\$ 1,730,944</u>
TOTAL APPROPRIATIONS	<u>\$ 1,730,944</u>

Bond Capital Projects Fund

Capital Outlay	<u>\$53,181,913</u>
TOTAL APPROPRIATIONS	<u>\$53,181,913</u>

Section 4. The Budget Officer, Keith D. Hobson, shall certify to the County Clerk and the County Assessor of Washington County, Oregon the tax levy made by this resolution and shall file with the State Treasurer and the Division of Audits of the Secretary of State a true copy of the Budget as finally adopted.

Section 5. This resolution takes effect on July 1, 2010.

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SIGNATURES APPEAR ON THE FOLLOWING PAGE

BOARD OF DIRECTORS APPROVAL: June 21, 2010

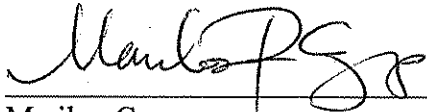


Larry Pelatt
President / Director



Bob Scott
Secretary / Director

Adoption and date attested by:



Marilou Caganap
Recording Secretary



BUDGET INFORMATION

Guide to Budget Document

Budget Document Overview

Budget Process

Budget Calendar

Organizational Chart



GUIDE TO BUDGET DOCUMENT

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

BUDGET DOCUMENT SECTIONS

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

- **INTRODUCTION** General Manager's message, Budget committee members.
- **BUDGET INFORMATION** Includes the Budget Document overview, which provides detailed information on budget practices, the reporting entity and services. Also included are expenditure and revenue summaries, the budget process, and budget calendar.
- **RESOURCES** Provides a narrative description and summary of all District resources.
- **CAPITAL IMPROVEMENT PLAN** Provides information on the District wide capital improvements from all funding sources.
- **GENERAL FUND** Provides graphs of revenue and expenditures: Includes summary of historical and adopted General Fund resources and appropriations.
- **BOARD OF DIRECTORS** Provides narrative overview, graph and summary of historical and adopted expenditures for the Board of Directors' expenditures.
- **ADMINISTRATION** Provides narrative overview, graph and summary of historical and adopted expenditures for the departments within the Administration Division. The departments are General Manager, Communications and Development and Security Operations. Includes: Division Overview and Division Mission.
- **BUSINESS & FACILITIES** Provides narrative overview, graphs and summary of historical and adopted expenditures for the departments within the Business and Facilities Division. The departments are Office of the Director, Finance, Risk and Contract Management, Human Resources, Information Services, and Maintenance Operations. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures. It also includes Capital Outlay for Information Technology Replacements and Improvements and Maintenance Equipment Replacements, as well as maturity schedule for all debt (Certificates of Participation, Full Faith and Credit Obligations) being repaid from the General Fund.
- **PLANNING** Provides narrative overview and summary of historical and adopted expenditures for the departments within the Planning Division. The departments are Office of the Director and Planning and Development. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **PARK & RECREATION SERVICES** Provides narrative overview, graphs and summary of historical and adopted expenditures for the departments within the Park and Recreational Services Division. The departments are Director, Aquatics, Sports, Recreation, Programs and Special Activities and Natural Resources and Trails. Includes: Organizational Summaries, Overviews, Accomplishments and Goals, Budget Highlights, Key Performance Indicators, and Detail of Program Expenditures.
- **CAPITAL OUTLAY** Provides summary of historical and adopted expenditures for General Fund funded Capital Projects. Includes: complete listing and detailed narratives of adopted projects for the 2010-11 budget year as well as the unfunded capital project list.
- **OTHER FUNDS** Provides narrative overview, and summary of historical and adopted expenditures of the Special Revenues Fund, funds held for Mitigation Maintenance Reserves and the Capital Project Fund, funds received from the Metro Natural Areas Bond Measure.
- **DEBT SERVICE FUND** Provides detailed information on the Park District's General Obligation debt. Includes: Local Budget Form 35, and maturity schedules for the General Obligation Bonds, Series 1998 and Series 2009.
- **SDC's FUND** Provides narrative overview, and summary of historical and adopted expenditures of System Development Charge Fees collected for new residential and non-residential development. Includes: complete listing and detailed narratives of adopted projects for the 2010-11 budget year.
- **BOND CAPITAL PROJECTS FUND** Provides narrative overview, and summary of historical and adopted expenditures of the Bond Capital Projects funding approved by voters in November 2008. Includes: complete listing and detailed narratives of adopted projects for the 2010-11 budget year.
- **SUPPLEMENTAL DATA** Provides information on the Park District's history and general information, along with Park District Policies and Procedures. Includes: Twenty-Year Comprehensive Master Plan Summary, Summary of Staffing by Department, Five-year Financial Projections, and a Glossary.

BUDGET DOCUMENT ORGANIZATION

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

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

BUDGET DOCUMENT OVERVIEW

In compliance with the State of Oregon Local Budget Law, the Tualatin Hills Park and Recreation District Adopted Budget, for the year beginning July 1, 2010 and ending June 30, 2011 is presented as adopted by the District's Board of Directors. As prepared, proposed and approved by the Budget Committee, and adopted by the Board of Directors, the annual budget is intended to serve as:

1. A financial plan for the next fiscal year (2010-11), outlining the forecasted expenditure requirements and the proposed means for financing these requirements.
2. An operational plan for the use and deployment of personnel, materials and services and other resources during the 2010-11 fiscal year.
3. An operations guide for programs and department goals and objectives.

Budgetary Accounting Basis

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

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

Budget Process

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

Balanced Budget

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

Budget Management

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

Board of Directors- includes materials and services costs including Legal, Audit, and Elections, and General Fund Contingency.

Administration- includes personal services costs and materials and services costs for the Division

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

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

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

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

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 type of events determines the procedure to be followed. The adopted budget appropriates contingency funds to be used at the discretion of the Board of Directors. Contingency funds can only be transferred to another appropriation for specific unforeseen events 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 adopted by the Park District's Board of Directors at a regular board meeting. Supplemental budgets in excess of 10% of original fund appropriations require a hearing before the public, publications in newspapers and approval by the Board of Directors. Original and supplemental budgets may be modified by the use of appropriation transfers between the expenditures categories; such transfers require approval by the Board of Directors.

The Reporting Entity and its Services

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

- THPRD provides park and recreation services to more than 224,000 residents within 50 square miles of east Washington County, including the City of Beaverton.
- THPRD facilities include: five indoor and two outdoor swim centers; a combined recreation/aquatic center, two recreation centers; an athletic center with six indoor multi-purpose athletic courts; a senior center; historic sites (Jenkins Estate and Fanno Farmhouse); a 220-acre Nature Park and Interpretive Center; the Cooper Mountain Nature Park and Interpretive Center; a tennis center with six indoor and eight outdoor courts; and a camp for developmentally disabled youth.
- THPRD maintains, either through direct ownership or joint use agreement (including school sites): 107 baseball/softball fields; 134 soccer/football/lacrosse fields; 3 bocce courts; 5 volleyball courts; 101 outdoor tennis courts; 6 indoor tennis courts; 47 outdoor basketball pads (123 hoops); 2 skate parks; 1 hockey rink and 9 long/high jump courts.
- THPRD has 253 park and recreation facility sites that include almost 2,000 acres, which includes 863 acres of wetland/natural areas, and 1,080 acres of developed sites that include neighborhood, community and regional parks. THPRD sites include three lakes, 27 miles of stream corridor, and 32 miles of off-street pathways.
- THPRD programs include: aquatics instruction, leagues and drop-in programs; youth and adult sports leagues and fitness programs; youth and adult general and specialized recreation programs; youth after-school and day camps; senior fitness and recreation programs; developmentally disabled and special needs recreation programs; and natural resource education programs.

Permanent Rate

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

Debt Administration

In November 2008, voters approved a \$100,000,000 General Obligation Debt issue, to provide a wide variety of capital improvements and additions throughout the District. Subsequently, the full authority was split into two issues, \$58.505 million (issued April 2009) and \$41.495 million (approximate issue date of FY 2011-12).

Debt Outstanding is limited to a 2005 \$340,000 Financing Agreement, a 2006 \$2,430,000 Full Faith and Credit Advance Refunding of two 1997 Certificates of Participation and a 2000 Full Faith and Credit Obligation, an anticipated 2010 \$7,300,000 Full Faith and Credit Obligation, an anticipated 2010 Full Faith and Credit Obligation

for \$1,457,340, a 1995 \$25,900,000 General Obligation Bond (refinanced in 1998) and a 2009 \$58,505,000 General Obligation Bond.

As of June 30, 2010, the non-general obligation outstanding balances are as follows: the 2005 financing agreement \$140,000, the 2006 Full Faith and Credit Advance Refunding Obligation \$1,780,000, the anticipated 2010 Full Faith and Credit Obligation \$7,300,000 and the anticipated 2010 Full Faith and Credit Obligation \$1,457,340 (if issues are completed as planned).

The general obligation bond balances outstanding as of June 30, 2010 are \$9,400,000 and \$55,755,000, respectively.

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

BUDGET SUMMARY FOR EXPENDITURES:

The adopted budget requirements for the fiscal year 2010-11 for all funds is \$119,561,919 and for the 2009-10 fiscal year is \$116,814,493. Requirements, both current and adopted are:

	Actual 2007/08	Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Adopted Budget 2010/11	Percent Change over 09/10
Personal Services Costs	\$20,221,813	\$21,770,160	\$24,261,276	\$25,036,759	\$24,762,090	2.1%
Materials & Services	6,377,685	7,013,441	7,728,353	7,914,466	7,949,466	2.9%
Capital Outlay	1,923,016	2,222,245	6,370,114	11,791,902	13,440,371	111.0%
Debt Service	2,948,961	2,889,113	8,243,036	8,825,616	8,825,616	7.1%
General Fund Contingency	-0-	-0-	1,700,000	1,700,000	1,700,000	0.0%
Special Revenue Contingency	-0-	-0-	176,300	177,525	177,525	0.7%
Metro Natural Areas Bond	400,000	589,056	3,145,000	1,730,944	1,730,944	-45.0%
Systems Development Charge	3,011,588	1,204,156	6,634,759	7,571,613	7,571,613	14.3%
Capital Bond Projects Fund	-0-	973,109	58,294,979	53,181,913	53,181,913	-8.8%
Ending Fund Balance	-0-	-0-	260,676	222,381	222,381	-14.7%
TOTAL	\$34,883,063	\$36,661,250	\$116,814,493	\$118,153,119	\$119,561,919	2.4%

SIGNIFICANT CHANGES:

Personal Services

The adopted budget for Personal Services has increased 2.1% since 2009-10. For the 2010-11 fiscal year the Park District will have 180 Full-time positions.

The budget reflects a 0.1% cost of living adjustment and merit increases for all represented Full-time and Regular Part-time employees, and funding for non-represented staff increases in accordance with the Board-approved Compensation Policy, the total of which accounts for 1.0% of the overall increase. The budget reflects an estimated reduction in health and dental benefits of -10.0%, due to a change in carriers. Finally, an increase in the contribution rates for the Park District retirement plan is estimated at 14.8%, due to the current economic environment. Combined, these two items represent 0.4% of the overall increase in Personal Service costs. The balance of the increase, approximately 0.7% is due to increased staffing to address bond project related workload and program enhancements, as well as increases in payroll tax rates.

Materials and Services

The adopted budget for Materials and Services has increased 2.9% over FY 2009-10, which reflects no overall inflationary adjustment this year, but does include increases from items such as professional and technical service agreements. The increase also reflects service level increases in a various program areas in all centers, along with expanded maintenance responsibilities of natural areas and parks. All Board Goals have been

accounted for in the adopted budget amounts.

Capital Outlay

General Fund Capital Outlay has been differentiated between maintenance replacement expenditures and new asset expenditures. Within these two categories, the expenditures includes funding for: Carry Over Projects, Athletic Facility, Park, and Building Replacements/Improvements, Energy Savings Performance Contract Improvements, ADA Improvements, Maintenance Equipment and Computer/Office Equipment. Capital Outlay expenditures have been prioritized to maintenance replacement projects in order to minimize the balance of deferred maintenance replacements. General Fund Capital Outlay is approximately 111.0% over FY 2009-10 largely due to the acquisition of a new maintenance facility site estimated at \$7.3 million, along with the \$1.7 million for the Energy Savings Performance Contract.

As explained above, the Capital Bond Projects Fund balance in FY 2010-11 reflects the remaining funds available from the first issuance of \$58.5 million under the \$100 million approved by voters.

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

BUDGET SUMMARY FOR RESOURCES:

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

	Actual 2007/08	Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Adopted Budget 2010/11	Percent Change over 09/10
Beginning Fund Balance	\$9,578,488	\$8,912,052	\$64,543,748	\$61,857,658	\$61,966,458	-4.0%
Property Taxes-Current Year	22,775,611	23,908,677	30,051,833	31,098,667	31,098,667	3.5%
Prior Year Taxes	289,340	318,834	267,000	315,000	315,000	18.0%
Interest on Investments	632,735	488,973	1,342,919	509,700	509,700	-62.1%
Swim Center & Tennis Income	2,850,223	3,035,367	3,482,137	3,588,080	3,588,080	3.0%
Recreation & Sports Income	4,581,278	5,183,767	5,988,209	6,472,819	6,472,819	8.1%
Grants and Contributions	224,469	126,903	660,940	753,150	753,150	14.0%
Misc. and Facility Rental	294,610	281,864	187,600	255,000	255,000	35.9%
Sponsorships/Cellular Leases	232,743	234,137	259,700	235,000	235,000	-9.5%
Metro Natural Areas Bond	400,000	589,056	3,145,000	1,730,944	1,730,944	-45.0%
Systems Development Charge	1,775,241	1,901,613	3,416,094	3,166,719	3,166,719	-7.3%
Debt Proceeds	-0-	58,997,215	3,000,000	7,675,000	8,975,000	199.2%
Transfers In	47,551	96,428	469,313	495,382	495,382	5.6%
TOTALS	\$43,682,289	\$104,074,886	\$116,814,493	\$118,153,119	\$119,561,919	2.4%

Beginning Fund Balances

Cash on hand from all funds for 2010-11 consists of \$4,300,241 from the General Fund, \$181,225 from the Maintenance Mitigation Fund, \$203,585 from the Debt Service Fund, \$4,374,494 from the Systems Development Charge Fund, and \$52,906,913 from the Capital Bond Projects Fund. The General Fund balance reflects FY 2009-10 under-expenditures and projects budgeted, but not completed. The Maintenance Mitigation Fund balance includes funds received from developers for potential mitigation improvements. The Debt Service Fund balance represents taxes levied in the 2009-10 fiscal year for debt service payments due prior to the tax receipts in the 2010-11 fiscal year, on the General Obligation Bonds, Series 1995. The System Development Charge Fund balance includes funds accumulated for budgeted current, and future, capital expansion projects. The Bond Capital Project Fund includes available funds, from the first issue of the total authority, to complete the designated list of projects.

Property Taxes-Current Year

Taxes levied against an estimated \$18.8 billion in assessed valuation total \$32,735,438 of which \$8,153,235 is for the General Obligation Debt Service Fund with \$7,745,573 expected to be collected. Of the \$24,582,204 General Fund Levy, the Park District expects to collect 95%, or \$23,353,094.

The 2009-10 taxable assessed property valuation of the Park District is \$18,167,919,926 and is estimated to increase by 3.5% in the 2010-11 fiscal year to \$18,803,797,123.

Property Taxes-Prior Year

Prior year taxes are property taxes that have been levied but remain uncollected. The Park District expects to collect \$315,000 (both General Fund and Debt Service Fund). Collection of taxes in the year levied has trended at a stable level over the last few years, and projections for the 2010-11 fiscal year are slightly higher than the amounts budgeted in the 2009-10 fiscal year, due to increases in overall prior year levy amounts.

Interest on Investments

Interest revenue is earned on investments of temporary excess cash. Interest rates have continued to decline the past two years, but have remained stable the last few months. Accordingly, interest revenue for 2010-11 is projected lower than the previous year budget for the General Fund. Interest earnings have also been reduced in the Bond Capital Project Fund; due to the anticipated spend down of available cash for investment throughout the year.

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

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

Swim Center & Tennis Income

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

Recreation and Sports Income

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

The District completed an extensive program fee study during FY 07-08, and implemented a four-year phase in of the new higher fee structure as of January 2008. The phase-in will continue over one more year, and increases are reflected in the FY 10-11 revenue projections for Swim Center, Tennis, Recreation and Sports Income.

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.

Grants

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 operation expenditures.

Miscellaneous Income

Miscellaneous income is earned from various sources including Worker's Compensation dividends, refunds, surplus equipment sold at the State of Oregon auction, payment from sports user groups, easement and mitigation payments, miscellaneous fees and forfeitures, and insurance proceeds.

Facility Rental Income

Facility rental fees are generated from the rental of residential houses. The District currently owns six houses available for rent.

Sponsorships/Cellular Leases

Sponsorships are from corporate advertising, partnerships (including concessions) and 24 cellular telecommunication site leases at 17 sites within the District.

Metro Natural Areas Bond

A 2006 natural areas bond measure will provide funds directly to the District, on a reimbursement basis, for land acquisition and projects that protect and improve natural areas, water quality and access to nature.

System Development Charge

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

Debt Proceeds

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

Transfers In: Transfers in reflect the Board's policy of allowing project management staff time from SDC and Bond related capital projects to be reimbursed to the General Fund. The \$495,382 is the estimate of the costs to manage both SDC (\$35,000) and Bond related (\$460,382) capital projects during FY 2010-11.

SUMMARY OF ALL FUNDS
Adopted Budget for FY 2010/11

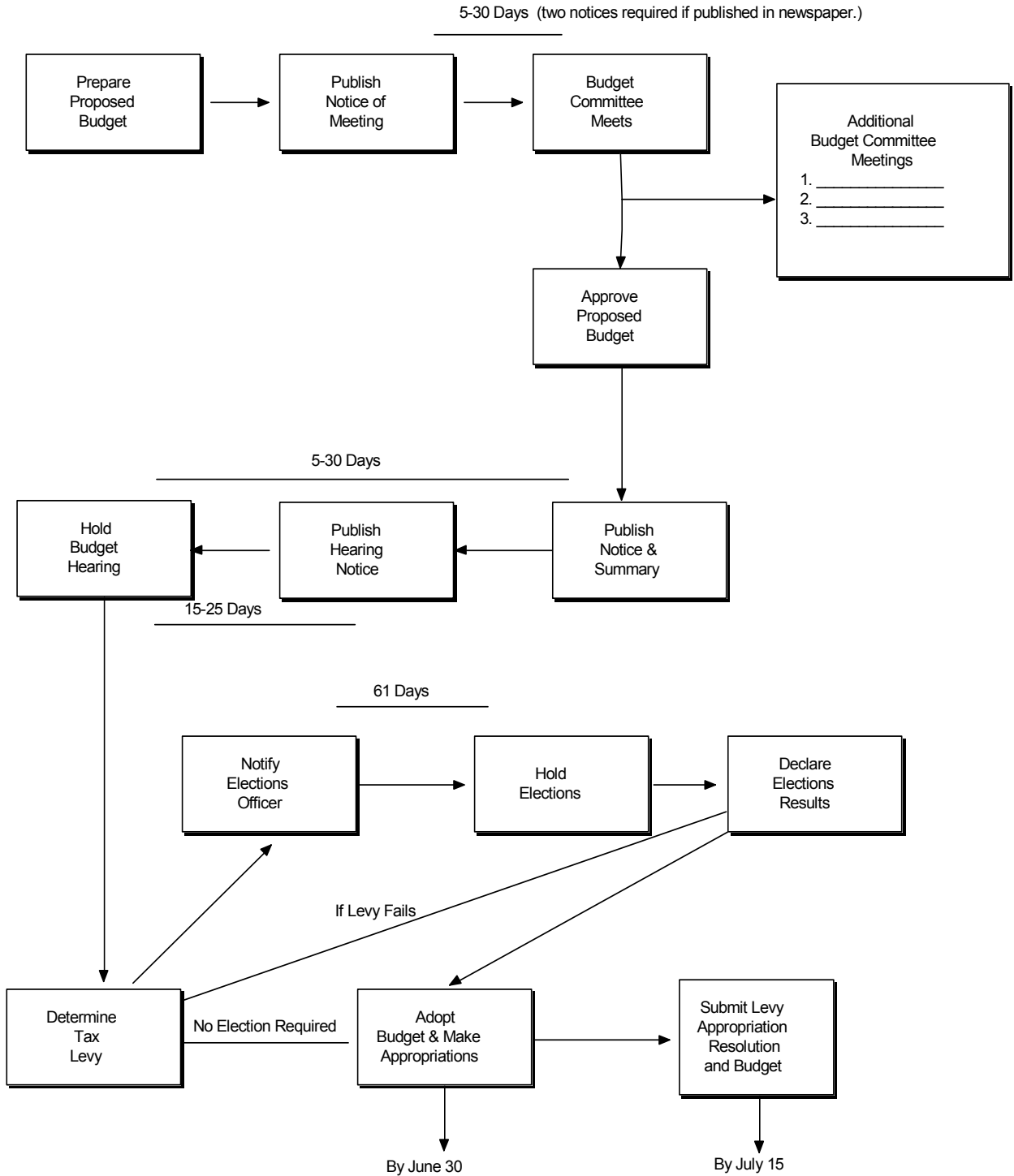
	Governmental Funds					Total All Funds
		Other Funds				
	General Fund	Maintenance Mitigation & Metro Bond	Debt Service Fund	System Dev. Charge Fund	Bond Capital Proj. Fund	
RESOURCES						
Beginning Fund Balance	\$ 4,300,241	\$ 181,225	\$ 203,585	\$ 4,374,494	\$ 52,906,913	\$ 61,966,458
Revenues						
Property Taxes-Current Year	\$ 23,353,094	\$ -	\$ 7,745,573	\$ -	\$ -	\$ 31,098,667
Prior Year Taxes	275,000	-	40,000	-	-	315,000
Interest on Investments	175,000	1,300	28,000	30,400	275,000	509,700
Swim Center & Tennis Income	3,588,080	-	-	-	-	3,588,080
Recreation & Sports Income	6,472,819	-	-	-	-	6,472,819
Grants	753,150	-	-	-	-	753,150
Misc. and Facility Rental	255,000	-	-	-	-	255,000
Sponsorships/Cellular Leases	235,000	-	-	-	-	235,000
Metro Bond Measure - 2006	-	1,730,944	-	-	-	1,730,944
Systems Development Charges	-	-	-	3,166,719	-	3,166,719
Debt Proceeds	8,975,000	-	-	-	-	8,975,000
Transfers In	495,382	-	-	-	-	495,382
Total Revenues	\$ 44,577,525	\$ 1,732,244	\$ 7,813,573	\$ 3,197,119	\$ 275,000	\$ 57,595,461
TOTAL RESOURCES	\$ 48,877,766	\$ 1,913,469	\$ 8,017,158	\$ 7,571,613	\$ 53,181,913	\$ 119,561,919
REQUIREMENTS						
Appropriations by Category:						
Personal Services	\$ 24,762,090	\$ -	\$ -	\$ -	\$ -	\$ 24,762,090
Materials and Services	7,944,466	5,000	-	-	-	7,949,466
Capital Outlay	13,440,371	1,730,944	-	7,571,613	53,181,913	75,924,841
Debt Service	1,030,839	-	7,794,777	-	-	8,825,616
Contingency	1,700,000	177,525	-	-	-	1,877,525
Total Appropriations	\$ 48,877,766	\$ 1,913,469	\$ 7,794,777	\$ 7,571,613	\$ 53,181,913	\$ 119,339,538
Ending Fund Balance	\$ -	\$ -	\$ 222,381	\$ -	\$ -	\$ 222,381
TOTAL REQUIREMENTS	\$ 48,877,766	\$ 1,913,469	\$ 8,017,158	\$ 7,571,613	\$ 53,181,913	\$ 119,561,919

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 Department

Division	Department	Adopted 09/10 Staffing	Adjustments	Adopted 10/11 Staffing
Administration	Communications	6.00 FTE	Deleted one Development Coordinator, added .50 for Foundation Administrator (1 FTE split with Jenkins Estate)	5.50 FTE
Business and Facilities	Maintenance Operations	71.75 FTE	Add one Building Tech II, delete one RPT Building Tech II	71.88 FTE
Park & Recreation Services	Jenkins Estate	3.00 FTE	Deleted .50 from Center Supervisor (1 FTE split with Communications)	2.50 FTE
Park & Recreation Services	Natural Resources & Trails	6.00 FTE	Add one Natural Resources and Trails Specialist	7.00 FTE
Total Changes			Increase in Full-time FTE	2.00 FTE
			Decrease in Reg Part-time FTE	(.88 FTE)
			Net Increase	1.12 FTE

BUDGET PROCESS



Tualatin Hills Park and Recreation District
FISCAL YEAR 2010-2011
BUDGET CALENDAR

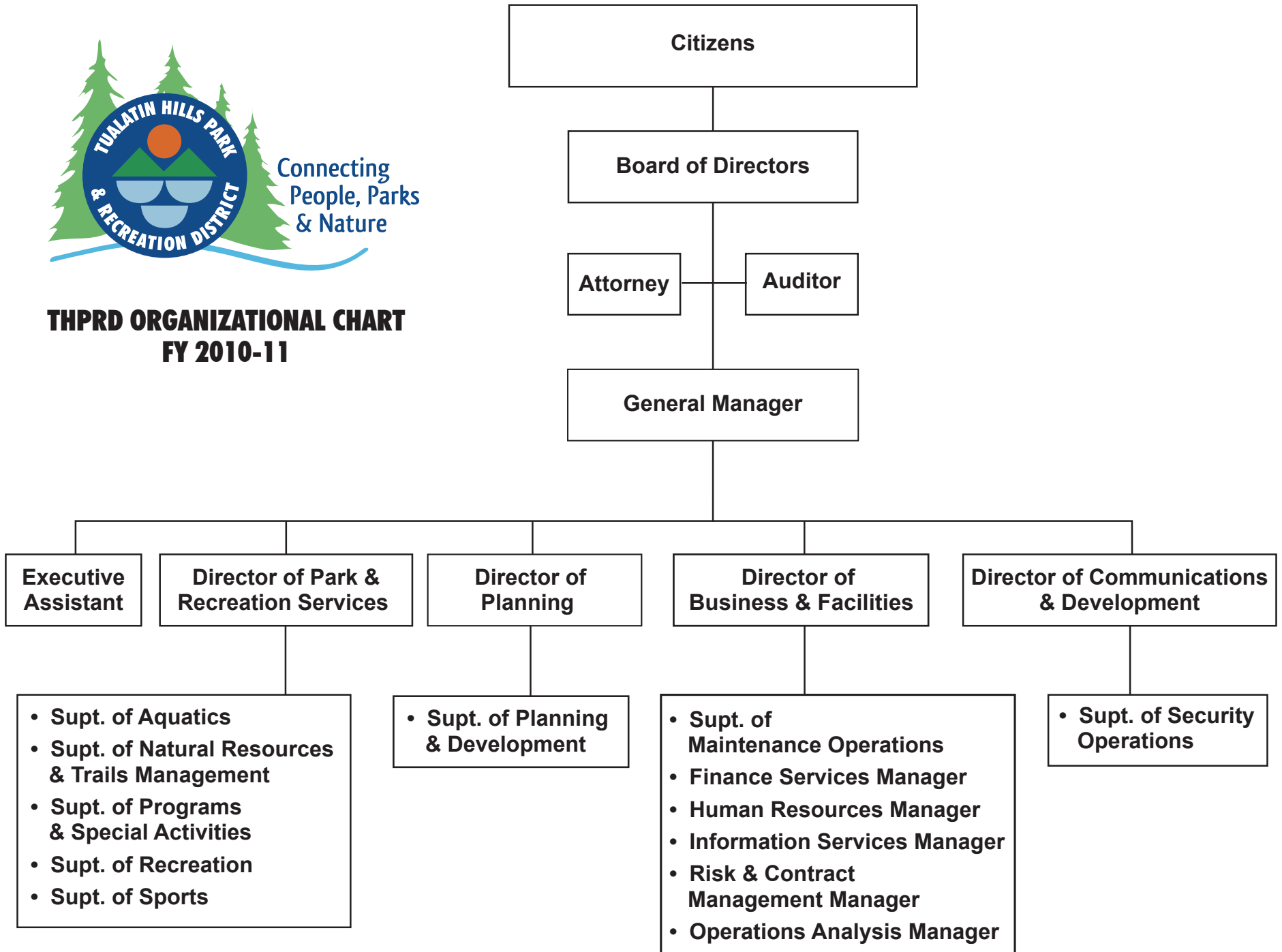
In accordance with District Budget Policy:

2010

January 11	Board begins preparation of Board Annual Goals (Public Input)
February 4	Publish First Notice
February 11	Publish Second Notice
February 22	Mid-year Budget Review Meeting (Public Input)
April 1	Publish First Notice
April 8	Publish Second Notice
April 14	Deliver Proposed Budget to Budget Committee
April 19	Budget Committee Work Session (Public Input)
April 29	Publish First Notice
May 6	Publish Second Notice
May 17	Budget Committee Meeting to Approve Budget (Public Input)
June 10	Publish Notice & Summary
June 21	Hold Public Hearing to Adopt Budget (Public Input)
July 15	Tax Levy Certified by Washington County



**THPRD ORGANIZATIONAL CHART
FY 2010-11**





RESOURCES

Analysis of Property Tax Rate and Collections

Analysis of Measure 5 and 50

Revenue Summary



**ANALYSIS OF TAX RATE AND COLLECTIONS
FISCAL YEAR 2010/11**

ESTIMATED ASSESSED VALUATION

Real and Personal Property Within the Park District

\$ 18,803,797,123

2009/10 Assessed Valuation	\$18,167,919,926	
Value Growth from Annual Increase ¹	545,037,598	3.0%
Estimated Exception Based Value Growth ²	<u>90,839,600</u>	<u>0.5%</u>
Estimated Assessed Value	<u><u>\$ 18,803,797,123</u></u>	

% Increase in Estimated Assessed Valuation

3.5%

ESTIMATED TAX LEVY	Tax Rate per \$1,000 Valuation	Amount
General Fund		
Permanent Tax Rate for District	1.3073	
General Fund Operating Levy: Estimated Assessed Valuation multiplied by Permanent Rate		\$ 24,582,204
Bonded Debt Fund		
Bonded Debt Levy		8,153,235
Estimated Tax Rate: Bonded Debt Levy divided by Estimated Assessed Valuation	<u>0.4336</u>	
Estimated Tax Levy Totals	<u>1.74</u>	<u>\$ 32,735,438</u>

ESTIMATED TAX COLLECTIONS

Amount

Based on Estimated Collection Rate:	95.00%	
General Fund Current Year Tax Collections		\$ 23,353,094
Bonded Debt Fund Current Year Tax Collections		<u>7,745,573</u>
		<u><u>\$ 31,098,667</u></u>

¹ Measure 50 allows for an annual 3% increase on maximum assessed valuation.

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

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5
Impact on Washington County Taxing

2009/10

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

2008/09

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.31	-	1.31
Washington County	2.84	0.14	2.98
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.12	1.43
T.V. Fire & Rescue	1.77	0.07	1.84
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.30	0.40
Tri-Met	-	0.08	0.08
Total Tax Rate	7.65	0.71	8.36
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.14	2.98
T.V. Fire & Rescue	1.77	0.07	1.84
T.H.P.R.D.	1.31	0.12	1.43
City of Beaverton	3.87	0.25	4.12
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.30	0.40
Tri-Met	-	0.08	0.08
Total Tax Rate	9.96	0.96	10.92

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5
Impact on Washington County Taxing

2007/08

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.09	-	1.09
Washington County	2.84	0.19	3.03
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.13	1.44
T.V. Fire & Rescue	1.78	0.09	1.87
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.33	0.43
Tri-Met	-	0.09	0.09
Total Tax Rate	7.44	0.83	8.27
Taxing Agencies Including City of Beaverton			
Washington County	2.84	0.19	3.03
T.V. Fire & Rescue	1.78	0.09	1.87
T.H.P.R.D.	1.31	0.13	1.44
City of Beaverton	3.93	0.25	4.18
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.33	0.43
Tri-Met	-	0.09	0.09
Total Tax Rate	10.03	1.08	11.11

2006/07

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.11	-	1.11
Washington County	2.25	0.20	2.45
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.13	1.44
T.V. Fire & Rescue	1.78	0.04	1.82
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.18	0.28
Tri-Met	-	0.10	0.10
Total Tax Rate	6.87	0.65	7.52
Taxing Agencies Including City of Beaverton			
Washington County	2.25	0.20	2.45
T.V. Fire & Rescue	1.78	0.04	1.82
T.H.P.R.D.	1.31	0.13	1.44
City of Beaverton	3.95	0.26	4.21
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.18	0.28
Tri-Met	-	0.10	0.10
Total Tax Rate	9.46	0.91	10.37

TUALATIN HILLS PARK & RECREATION DISTRICT

MEASURE #5
Impact on Washington County Taxing

2005/06

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.13	-	1.13
Washington County	2.64	0.22	2.86
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.14	1.45
T.V. Fire & Rescue	1.78	0.05	1.83
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.19	0.29
Tri-Met	-	0.12	0.12
Total Tax Rate	7.28	0.72	8.00
Taxing Agencies Including City of Beaverton			
Washington County	2.64	0.22	2.86
T.V. Fire & Rescue	1.78	0.05	1.83
T.H.P.R.D.	1.31	0.14	1.45
City of Beaverton	3.73	0.28	4.01
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.19	0.29
Tri-Met	-	0.12	0.12
Total Tax Rate	9.63	1.00	10.63

2004/05

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Enhanced Sheriff Patrol	1.14	-	1.14
Washington County	2.64	0.23	2.87
Urban Road Improvements	0.25	-	0.25
T.H.P.R.D.	1.31	0.15	1.46
T.V. Fire & Rescue	1.78	0.05	1.83
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.19	0.29
Tri-Met	-	0.11	0.11
Total Tax Rate	7.29	0.23	7.52
Taxing Agencies Including City of Beaverton			
Washington County	2.64	0.23	2.87
T.V. Fire & Rescue	1.78	0.05	1.83
T.H.P.R.D.	1.31	0.15	1.46
City of Beaverton	3.68	0.42	4.10
Port of Portland	0.07	-	0.07
Metro Service District	0.10	0.19	0.29
Tri-Met	-	0.11	0.11
Total Tax Rate	9.58	1.15	10.73

SUMMARY OF GENERAL FUND RESOURCES

GENERAL FUND RESOURCES:	Adopted 2009/10	Proposed 2010/11	Adopted 2010/11
Beginning Fund Balance for Fiscal Year	\$ 2,985,000	\$ 3,552,900	\$ 3,552,900
Beginning Fund Balance from Previous Year Projects Carried Forward	606,988	638,541	747,341
Previously Levied Taxes estimated to be received during ensuing year	240,000	275,000	275,000
PROGRAM RESOURCES:			
Swim Center Income	2,500,562	2,676,715	2,676,715
Tennis Income	981,575	911,366	911,366
Recreation Program Income	4,562,899	4,957,990	4,957,990
Sports Program Income/Athletic Center	1,122,100	1,235,833	1,235,833
Natural Resources	303,210	278,996	278,996
OTHER RESOURCES:			
Miscellaneous Income	152,600	225,000	225,000
Interest Income	225,000	175,000	175,000
Telecommunication Site Lease Income	206,000	200,000	200,000
Rental Income	35,000	30,000	30,000
Debt Proceeds	3,000,000	7,675,000	8,975,000
Grants	660,940	753,150	753,150
Sponsorships	53,700	35,000	35,000
Transfers In	469,313	495,382	495,382
Total Resources except taxes to be levied..... Sub Total	<u>\$ 18,104,887</u>	<u>\$ 24,115,872</u>	<u>\$ 25,524,672</u>
Current Year Property Taxes (Permanent Rate multiplied by Assessed Value)	<u>22,681,506</u>	<u>23,353,094</u>	<u>23,353,094</u>
TOTAL GENERAL FUND RESOURCES	<u><u>\$ 40,786,393</u></u>	<u><u>\$ 47,468,966</u></u>	<u><u>\$ 48,877,766</u></u>

GENERAL FUND RESOURCES NARRATIVE

Memo

To: Budget Committee Members

From: Keith Hobson, Director of Business and Facilities

RE: **Narrative and Financial Information on the
General Fund Resources - Adopted Fiscal Year 2010-11**

Listed below are narratives and financial information on the adopted General Fund Resources.

Beginning Fund Balance: Cash on Hand is a resource derived from prior year's budget. Cash on Hand generally results from an over-collection of budgeted resources and under-expenditures of budget appropriations. The estimated Cash on Hand for Fiscal Year 2010-11 is \$3,552,900.

Beginning Fund Balance from Previous Year Projects Carried Forward: Balance Forward Projects are projects listed in the 2009-10 Capital budget but remain uncompleted. The full listing of projects can be found within the Capital Projects section, Page CO-3, under the Carry Over Projects heading. The estimated total of project carryforward is \$747,341.

Prior Year's Taxes: Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2010-11 Fiscal Year, the Park District will collect approximately one-half of the uncollected property taxes. The estimated amount of previously levied taxes to be received for the Fiscal Year 2010-11 is \$275,000.

PROGRAM RESOURCES: Estimated revenue from programs is based on funded program levels multiplied by established fees and estimated attendance. The District completed an extensive program fee increase study during FY 07-08, and implementation began in January, 2008. The increases are in the third year of a four year implementation period.

Swim Center Income: Swim Center resources are generated from passes, open swim, instruction and Beaverton School District #48. The total swim center income is \$2,676,715. The following is a breakdown of Swim Center Resources and Program Resources:

<u>Swim Center Resources</u>		<u>Program Resources</u>	
Aloha	\$ 262,265	Swim Passes	\$ 551,650
Beaverton	456,174	General Admission	253,053
Conestoga - Aquatic	649,615	Aquatic Instruction	1,493,583
Harman	331,553	Facility Rentals	
Sunset	241,172	- School District #48	55,390
Aquatic Center	623,831	- Other Rental Events	101,342
Raleigh	58,420	Assessments	221,696
Somerset West	53,686		
	<u>\$ 2,676,715</u>		<u>\$ 2,676,715</u>

Tennis Fees: Tennis Fees of \$911,366 are generated by open play, instruction, special interest events and the sale of tennis balls

<u>Tennis Program Resources</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Open play	293,721	-	293,721
Instruction	517,032	-	517,032
Special interest	48,750	-	48,750
Tennis ball sales	8,715	-	8,715
Assessments	43,148	-	43,148
	<u>\$ 911,366</u>	<u>\$ -</u>	<u>\$ 911,366</u>

Recreational Program and Rental Resources: Recreational Program and Rental Fees of \$4,957,990 are generated from Cedar Hills Recreation Center, Garden Home Recreation Center, the Stuhr Center, Jenkins Estate, Camp Rivendale, Conestoga Rec/Aquatic Center, Administration registrations and RecMobile Rentals.

<u>Recreational Program and Rental</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Garden Home Recreation Center	1,365,922	84,000	1,449,922
Cedar Hills Recreation Center	1,393,884	7,500	1,401,384
Elsie Stuhr Center	347,423	5,000	352,423
Jenkins Estate	2,200	383,485	385,685
Camp Rivendale	91,452	-	91,452
Conestoga Recreation/Aquatic Center	1,152,124	-	1,152,124
Administration	125,000	-	125,000
	<u>\$ 4,478,005</u>	<u>\$ 479,985</u>	<u>\$ 4,957,990</u>

Athletic Center/Sports Program Resources: Athletic Center/Sports Program Income of \$1,235,833 is generated primarily from basketball, softball and volleyball, along with Rentals and Field Use Fees received from the affiliated sports groups field usage.

<u>Athletic Center Program Resources</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Concession & Photo ID	9,981	-	9,981
Fitness & Exercise	20,990	-	20,990
Special Events	4,010	-	4,010
Assessments	88,440	-	88,440
Special Interest	184,149	-	184,149
Indoor Sports	250,616	81,290	331,906
Outdoor Sports	76,877	433,000	509,877
Frequent User Passes	86,480	-	86,480
	<u>\$ 721,543</u>	<u>\$ 514,290</u>	<u>\$ 1,235,833</u>

Natural Resources: Natural Resources Income of \$278,996 is generated from instruction and outdoor recreation programs held at both the Tualatin Hills Nature Park and Cooper Mountain Nature Park.

Natural Resources	Program	Facility Rental	Total
Instruction/Environmental Education	256,522	16,479	273,001
Outdoor Recreation	5,995	-	5,995
	\$ 262,517	\$ 16,479	\$ 278,996

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

Miscellaneous Income: Miscellaneous Income of \$225,000 is earned from Workmens Compensation Dividends (\$85,000), items sold at auctions (\$15,000), payments from sports user groups (\$50,000), easements, miscellaneous fees and forfeitures, compensation for insurance proceeds and various other sources (\$75,000).

Interest Income: Interest Income in the amount of \$175,000 is derived from available cash-on-hand that is invested in either allowable treasury notes, Certificates of Deposit or the State of Oregon Local Government Investment Pool, whichever yields the higher rate. These invested funds will be used at a later date to meet payroll and operating costs.

Telecommunication Site Lease Income: Lease income of \$200,000 from site leases for cellular telephone transmission equipment.

Rental Income: Rental Income of \$30,000 is generated from the rental of six Park District owned homes.

Debt Proceeds: Debt proceeds are from the anticipated financing packages for energy efficiency capital projects and for purchase of a centralized maintenance facility in 2010-11.

Grants: Grants include funding from the following sources: MTIP/Fanno Creek (\$359,000), RTP-Fanno Creek Bridge (\$48,000), LGGP-PCC Restroom (\$35,000), Metro-Cooper Mountain Nature Park Maintenance (\$128,150), Environmental Education (\$30,000), Natural Resources Park Restoration (\$30,000), IS Backup Generator (\$50,000), LGGP/Cedar Hills Park Play Equipment (\$50,000), Miscellaneous operating grants (\$10,000), Latino Outreach Event (\$5,000) and Memorial Benches (\$8,000).

Sponsorships: Sponsorships in the amount of \$35,000 are from corporation advertising, partnerships and various community events.

Transfers In: Transfers in reflect the Board's policy of allowing project management staff time from capital projects to be reimbursed to the General Fund. In 2010-11, \$35,000 is anticipated from SDC projects, and \$460,382 from the Bond Capital Fund projects.

Current Year's Taxes 2010-2011: The Park District's permanent rate of 1.3073 per \$1,000 of assessed value times projected assessed value, which is projected to increase 3.5% over current year assessed values. Projected assessed value of \$18.8 billion x (1.3073/\$1,000) = \$24,582,204. Estimated tax collections are discounted 5.0% for 2010-2011, which nets taxes at \$23,353,094.



CAPITAL IMPROVEMENT PLAN

Capital Funding Sources 2010/2011

Five Year Capital Funding Sources



CAPITAL IMPROVEMENT PLAN

Capital Funding Sources 2010-2011

The Capital Funding Sources 2010-2011 schedule shows the distribution of capital funding for the budget year 2010-2011 between the various available sources of funding, including the General Fund, Bond Fund, SDC Fund, Grant Funds and Other Funds.

Five-Year Capital Funding Sources

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

Capital Funding Sources 2010-2011

	Funding Sources					Total Funds
	General Fund	Bond Fund	SDC Fund	Grant Funds	Other Funds	
Athletic Facility Replacements Total	116,100					116,100
Synthetic Turf Field Funds			600,000			600,000
Other Athletic Facility Improvements	66,429					66,429
Athletic Facility Improvements Total	66,429		600,000			666,429
Aquatic Center Pool Tank Resurface	205,000					205,000
Other Building Replacements	444,065					444,065
Building Replacements Total	649,065					649,065
Community Benefit Fund Project	325,000					325,000
Maintenance Facility Acquisition Costs	7,300,000					7,300,000
Other Building Improvements	271,380					271,380
Building Improvements Total	7,896,380					7,896,380
Energy Savings Performance Contract Total	1,675,000					1,675,000
Asphalt Path Replacement & Repair (8 Sites)	390,369					390,369
Bridge & Boardwalk Repair (3 Sites)	200,000					200,000
Play Structure (3 Sites)	259,000					259,000
Other Park & Trail Replacements	498,835					498,835
Park & Trail Replacements Total	1,348,204					1,348,204
Fanno Creek Trail - Scholls Fy Rd to Greenwood Inn			1,129,766			1,129,766
Other Park & Trail Improvements	187,700		582,844			770,544
Grant Funded Projects						
MTIP Grant- Fanno Creek Trail/Hall Crossing			39,000	359,000		398,000
Metro Design & Construct Jordan-Husen Park Phase I				430,944		430,944
Other Grant Funded Projects			85,000	133,000		218,000
Park & Trail Improvements Total	187,700		1,836,610	922,944		2,947,254
Equipment & Furnishings Total	341,893					341,893
Facility Challenge Grants Total	127,500					127,500
ADA Improvements Total	85,400					85,400
Land Acquisition - Southeast Quadrant			250,000			250,000
Bonny Slope / BSD Project Land Acquisition			240,000			240,000
SW Quadrant Land Acquisition			1,000,000			1,000,000
New Neighborhood Park		5,893,891				5,893,891
New Community Park		9,993,150				9,993,150
Natural Area Acquisitions		8,400,000				8,400,000
New Linear Park and Trail Acquisitions		1,188,807				1,188,807
Community Center Site Acquisition		5,000,000				5,000,000
Other Land Acquisition	90,000		260,000			350,000
Grant Funded Projects						
Metro Land Acquisition for Eichler Park				250,000		250,000
Metro Land Acquisition for N Bethany Area				1,050,000		1,050,000
Land Acquisition Total	90,000	30,475,848	1,750,000	1,300,000		33,615,848
Fleet & Equipment Total	364,700					364,700
Undesignated Projects Total			3,385,003			3,385,003
AM Kennedy Park		1,203,452				1,203,452
Nature Park Old Wagon Trail		348,016				348,016
Other New/Redev Neighborhood Parks		699,544				699,544
New/Redev Neighborhood Parks Total		2,251,012				2,251,012
SW Community Park		995,782				995,782
Cedar Hills Park		1,127,579				1,127,579
Schiffler Park		640,997				640,997
New/Redev Community Parks Total		2,764,358				2,764,358
Westside Trail Segments 1, 4, & 7		698,902				698,902
Jordan/Jackie Husen Park		1,517,788				1,517,788
Rock Creek Trail Segment 5		383,544				383,544
Other Trails / Linear Parks		444,979				444,979
Other Trails / Linear Parks		230,665				230,665
Trails / Linear Parks Total		3,275,878				3,275,878

Capital Funding Sources 2010-2011

	Funding Sources					
	General Fund	Bond Fund	SDC Fund	Grant Funds	Other Funds	Total Funds
Meadow Waye Park		433,606				433,606
Other Youth Athletic Fields		157,314				157,314
Youth Athletic Fields Total		590,920				590,920
Structural Upgrades at several facilities		4,298,364				4,298,364
Sunset Swim Structural Upgrades & parking lot		211,374				211,374
Elsie Stuhr Center Expansion		1,430,225				1,430,225
Conestoga Recreation & Aquatic Center Expansion		5,096,213				5,096,213
Other Facility Expansion/Improve		588,945				588,945
Facility Expansion/Improve Total		11,625,121				11,625,121
Play Structure Replacements at 11 sites		353,150				353,150
Bridge/Boardwalk Replacements at 6 sites		245,390				245,390
Other Replacements & Improvements		35,000				35,000
Bond Replacements & Improvements Total		633,540				633,540
Jordan/Jackie Husen Park		309,315				309,315
Lowami Hart Woods Park		288,664				288,664
Other Natural Resources Projects		967,260				967,260
Natural Resources Projects Total		1,565,239				1,565,239
Grand Total	12,948,371	53,181,916	7,571,613	2,222,944		75,924,844

5-Year Capital Funding Sources 2011-2015

	Carryover Funds	2011 Funding	2012- 2015 Funding	Total 5-Year Funding
Sources of Funds				
General Fund	747,341	12,201,030		12,948,371
Bond Fund		53,181,916	38,861,713	92,043,629
SDC Fund	2,636,610	4,935,003		7,571,613
Grants Funds		2,222,944		2,222,944
Other Funds				
Total Funds	3,383,951	72,540,893	38,861,713	114,786,557
Athletic Facility Replacements Total	45,000	71,100		116,100
Synthetic Turf Field Funds	600,000			600,000
Other Athletic Facility Improvements	33,929	32,500		66,429
Athletic Facility Improvements Total	633,929	32,500		666,429
Aquatic Center Pool Tank Resurface		205,000		205,000
Other Building Replacements	105,348	338,717		444,065
Building Replacements Total	105,348	543,717		649,065
Community Benefit Fund Project		325,000		325,000
Maintenance Facility Acquisition Costs		7,300,000		7,300,000
Other Building Improvements	123,030	148,350		271,380
Building Improvements Total	123,030	7,773,350		7,896,380
ESPC Total		1,675,000		1,675,000
Asphalt Path Replacement & Repair (8 Sites)		390,369		390,369
Bridge & Boardwalk Repair (3 Sites)		200,000		200,000
Play Structure (3 Sites)		259,000		259,000
Other Park & Trail Replacements	76,810	422,025		498,835
Park & Trail Replacements Total	76,810	1,271,394		1,348,204
Fanno Creek Trail - Scholls Fy Rd to Greenwood Inn	1,129,766			1,129,766
Other Park & Trail Improvements	761,044	9,500		770,544
Grant Funded Projects				
MTIP Grant- Fanno Creek Trail/Hall Crossing	39,000	359,000		398,000
Metro Design & Construct Jordan-Husen Park Phase I		430,944		430,944
Other Grant Funded Projects	35,000	183,000		218,000
Park & Trail Improvements Total	1,964,810	982,444		2,947,254
Equipment & Furnishings Total	55,024	286,869		341,893
Facility Challenge Grants Total	30,000	97,500		127,500
ADA Improvements Total		85,400		85,400
Land Acquisition - Southeast Quadrant	250,000			250,000
Bonny Slope / BSD Project Land Acquisition		240,000		240,000
SW Quadrant Land Acquisition		1,000,000		1,000,000
Other Land Acquisition	90,000	260,000		350,000
New Neighborhood Park		5,893,891		5,893,891
New Community Park		9,993,150		9,993,150
Natural Area Acquisitions		8,400,000		8,400,000
New Linear Park and Trail Acquisitions		1,188,807		1,188,807
Community Center Site Acquisition		5,000,000		5,000,000
Grant Funded Projects				
Metro Land Acquisition for Eichler Park		250,000		250,000
Metro Land Acquisition for N Bethany Area		1,050,000		1,050,000
Land Acquisition Total	340,000	33,275,848		33,615,848
Fleet & Equipment Total	10,000	354,700		364,700
Undesignated Projects Total		3,385,003		3,385,003

5-Year Capital Funding Sources 2011-2015

	Carryover Funds	2011 Funding	2012- 2015 Funding	Total 5-Year Funding
AM Kennedy Park		1,203,452		1,203,452
Barsotti Park			1,288,813	1,288,813
Kaiser Ridge Park			773,288	773,288
Roy Dancer Park		134,711	638,461	773,172
Roger Tilbury Memorial Park		134,711	638,577	773,288
Cedar Mill Park			1,129,000	1,129,000
Camille Park		49,811	446,937	496,748
Somerset West Park			1,031,051	1,031,051
Pioneer Park		87,297	425,717	513,014
Vista Brook Park		88,179	425,718	513,897
Westside Waterhouse Trail Connection		171,837	1,366,403	1,538,240
Nature Park Old Wagon Trail		348,016		348,016
NE Quadrant Trail - Bluffs		32,998	223,484	256,482
New/Redev Neighborhood Parks Total		2,251,012	8,387,449	10,638,461
SW Community Park		995,782	6,736,390	7,732,172
Cedar Hills Park		1,127,579	5,001,867	6,129,446
Schiffler Park		640,997	2,771,774	3,412,771
New/Redev Community Parks Total		2,764,358	14,510,031	17,274,389
Westside Trail Segments 1, 4, & 7		698,902	3,445,269	4,144,171
Jordan/Jackie Husen Park		1,517,788		1,517,788
Lowami Hart Woods Park		130,233	633,548	763,781
Rock Creek Trail Segment 5		383,544	1,826,408	2,209,952
Waterhouse Trail Segments 1, 5 and West Spur		444,979	3,071,686	3,516,665
Other Trails / Linear Parks		100,432		100,432
Trails / Linear Parks Total		3,275,878	8,976,911	12,252,789
Winkelman Park		88,198	425,717	513,915
Meadow Waye Park		433,606		433,606
New Fields in NW Quadrant			515,525	515,525
New Fields in NE Quadrant			515,525	515,525
New Fields in SW Quadrant		34,558	480,967	515,525
New Fields in SE Quadrant		34,558	480,967	515,525
Youth Athletic Fields Total		590,920	2,418,701	3,009,621
Structural Upgrades at several facilities		4,298,364	715,163	5,013,527
Sunset Swim Structural Upgrades & parking lot		211,374	916,525	1,127,899
Elsie Stuhr Center Expansion		1,430,225		1,430,225
Conestoga Recreation & Aquatic Center Expansion		5,096,213		5,096,213
HMT ADA Parking and other site improvement		174,403	767,091	941,494
ADA Improvements - numerous sites		293,218	635	293,853
Other Facility Expansion/Improve		121,324		121,324
Facility Expansion/Improve Total		11,625,121	2,399,414	14,024,535
Play Structure Replacements at 11 sites		353,150		353,150
Bridge/Boardwalk Replacements at 6 sites		245,390		245,390
Other Replacements & Improvements		35,000	76,748	111,748
Bond Replacements & Improvements Total		633,540	76,748	710,288
Jordan/Jackie Husen Park		309,315		309,315
Lowami Hart Woods Park		288,664		288,664
NE/Bethany Meadows Trail Habitat Connection			247,452	247,452
Crystal Creek Park			206,210	206,210
Cooper Mountain Area			206,210	206,210
Interpretive Sign Network		110,000	230,247	340,247
Restoration of new properties to be acquired			644,727	644,727
Other Natural Resources Projects		857,260	557,613	1,414,873
Natural Resources Projects Total		1,565,239	2,092,459	3,657,698
Grand Total	3,383,951	72,540,893	38,861,713	114,786,557

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-AFR
Project Name Athletic Facility Replacements Total

Type Unassigned

Useful Life

Category

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$116,100

Description

Includes the following projects:
 Athletic Field Lamps & Ballasts
 Athletic Field Turf Renovation
 Baseball/Softball Backstop Replacement
 Basketball Asphalt Pads
 Court Resurfacing
 Install Bleacher Backs & Rails
 Long Jump Court Resurface
 Resurface Tennis Courts (2 Sites)

Justification

Athletic field equipment, surface and system replacements based on need and asset useful life.

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	116,100					116,100
Total	116,100					116,100

Funding Sources	2011	2012	2013	2014	2015	Total
General Fund	116,100					116,100
Total	116,100					116,100

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-AFI
Project Name Athletic Facility Improvements Total

Type Unassigned

Useful Life

Category

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$666,429

Description

Includes the following projects:
 2 Indoor Basketball Score Boards (Athletic Center)
 Barnes School Field Irrigation Restoration
 Baseball/Softball Field Netting (Various Sites)
 HMT S Athletic Field Irrigation Replacement Study
 Kiosk- Greenway Park
 Synthetic Turf Field Funds (SDC)

Justification

Athletic field equipment, surface and system additions to enhance field usability.

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	666,429					666,429
Total	666,429					666,429

Funding Sources	2011	2012	2013	2014	2015	Total
General Fund	66,429					66,429
SDC Fund	600,000					600,000
Total	666,429					666,429

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-BR
Project Name Building Replacements Total

Type Unassigned

Useful Life

Category

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$649,065

Description

Includes the following categories:
Boiler
Building Exteriors
Building Furnishings
Electrical Components & Panels
Exterior Furnishings
Floor Covering Replacements / Long Life
Floor Covering Replacements / Short Life
HVAC Components
Plumbing 15 Yr Life
Pool Apparatus
Pool Mechanical Systems
Pool Tank Resurface
Roof and Gutter Replacement
Windows & Doors

Justification

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

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	649,065					649,065
Total	649,065					649,065

Funding Sources	2011	2012	2013	2014	2015	Total
General Fund	649,065					649,065
Total	649,065					649,065

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-BI
Project Name Building Improvements Total

Type Unassigned

Useful Life

Category Unassigned

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$7,896,380

Description

Includes the following projects:
Asbestos Abatement (6) Sites
Chemical Storage Shed
Community Benefit Fund Project
Front Office Remodel
John Quincy Adams Young House Renovation
JQAY Grading & Foundation Repair Plan Development
Maintenance Facility Acquisition Costs
Stuhr Center Bequest
Sump Pump Wells/Drainage- AC

Justification

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

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	7,896,380					7,896,380
Total	7,896,380					7,896,380

Funding Sources	2011	2012	2013	2014	2015	Total
General Fund	7,896,380					7,896,380
Total	7,896,380					7,896,380

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-ESPC

Type Unassigned

Project Name ESPC Total

Useful Life

Category Unassigned

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$1,675,000

Description

Includes the following project:
Energy Savings Improvements

Justification

Building and pool equipment replacements for enhanced energy efficiency.

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	1,675,000					1,675,000
Total	1,675,000					1,675,000

Funding Sources	2011	2012	2013	2014	2015	Total
General Fund	1,675,000					1,675,000
Total	1,675,000					1,675,000

Budget Impact/Other

An Energy Savings Performance Contract was entered into with McKinstry in fiscal year 2009-2010, with initial budget appropriation in the amount of \$3,000,000. This appropriation was adjusted down to \$1,675,000 in fiscal year 2010-2011 to fund all of the Board approved energy improvement measures. All capital improvements will generate guaranteed savings that will offset the debt service payments to be net-budget neutral.

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-PTR
Project Name Park & Trail Replacements Total

Type Unassigned

Useful Life

Category Unassigned

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$1,348,204

Description

Includes the following projects:
 Asphalt Path Replacement & Repair (8 Sites)
 Bridge & Boardwalk Repair (3 Sites)
 Concrete Sidewalk Repair (7 Sites)
 Drinking Fountains (8 Sites)
 Fence Replacement (3 Sites)
 Forest Hills Park Bench (Carryover)
 Parking Lot Repair (1 Site)
 Play Structure (3 Sites)
 Signage Master Plan (Carryover, GF)
 Slurry Seal Parking Lots
 Tables & Benches (2 Sites)

Justification

Park and trail equipment, surface and system replacements based on need and asset useful life.

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	1,348,204					1,348,204
Total	1,348,204					1,348,204

Funding Sources	2011	2012	2013	2014	2015	Total
General Fund	1,348,204					1,348,204
Total	1,348,204					1,348,204

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-PTI
Project Name Park & Trail Improvements Total

Type Unassigned

Useful Life

Category

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$2,947,254

Description
Includes the following projects: Bethany Lake Community Garden Expansion (GF) Forest Hills Park Irrigation (GF) John Marty Park Community Garden (GF) Memorial Benches (GF) Outdoor Tent (GF) Ridgewood Park Irrigation (GF) Ridgewood View Park Improvement (GF) Off-leash Dog Park Construction (GF) Rock Creek Trail Improvement (GF) Beaverton Powerline Trail Segments 7-11 (SDC) Fanno Creek Trail - Scholls Fy Rd to Greenwood Inn (SDC) Local match for Westside Trail MTIP Grant (SDC) Bonny Slope / BSD Trail Development (SDC) LWCF Grant Match - Schiffler Park Pavillion (SDC) Jackie Husen Park Development (SDC) PCC Rec Complex - Site Amenity Completion (SDC) Winkleman Park Master Planning (SDC) LGGP Grant- PCC Recreation Complex Restrooms (Grant) MTIP Grant- Fanno Creek Trail/Hall Crossing (Grant) RTP Grant- Fanno Creek Trail Bridge (Grant) LGGP Grant Match - Cedar Hills Play Equipment (Grant) Metro Design & Construct Jordan-Husen Park Phase I (Metro)

Justification
Park and trail equipment, surface and system additions to enhance park usability.

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	2,947,254					2,947,254
Total	2,947,254					2,947,254

Funding Sources	2011	2012	2013	2014	2015	Total
General Fund	187,700					187,700
Grant Funds	922,944					922,944
SDC Fund	1,836,610					1,836,610
Total	2,947,254					2,947,254

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-EF
Project Name Equipment & Furnishings Total

Type Unassigned

Useful Life

Category Unassigned

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$341,893

Description

Includes the following projects:
 60" Banner Printing Latex Printer/Plotter
 Board/Conference Room-Audio
 GIS Development
 Software Upgrades
 Workstations
 Printers/network printers
 Servers
 LAN/WAN equipment
 Telephones
 Backup Generator
 Computer Workstation
 Volunteer Tracking Software

Justification

Equipment and furnishings additions to enhance working efficiencies.

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	341,893					341,893
Total	341,893					341,893

Funding Sources	2011	2012	2013	2014	2015	Total
General Fund	341,893					341,893
Total	341,893					341,893

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-FCG
 Project Name Facility Challenge Grants Total

Type Unassigned

Useful Life

Category Unassigned

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$127,500

Description
 Includes the following projects:
 Challenge Grant Competitive Fund (Carryover)
 Program Facility Challenge Grants

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

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	127,500					127,500
Total	127,500					127,500

Funding Sources	2011	2012	2013	2014	2015	Total
General Fund	127,500					127,500
Total	127,500					127,500

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-ADA
Project Name ADA Improvements Total

Type Unassigned

Useful Life

Category Unassigned

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$85,400

Description
 Includes the following projects:
 All Terrain Wheelchair
 Aloha Swim Center ADA Lift
 Commonwealth Park North Trail Realignment
 Conestoga Recreation/Aquatic Center ADA Lift
 Repair Gatehouse ADA Ramp

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

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	85,400					85,400
Total	85,400					85,400

Funding Sources	2011	2012	2013	2014	2015	Total
General Fund	85,400					85,400
Total	85,400					85,400

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-LA
Project Name Land Acquisition Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Requesting Dept

Total Project Cost: \$33,615,848

Description

Includes the following projects:
 Land Acquisition- Jenkins Estate Right of Way (GF)
 Land Acquisition - Southeast Quadrant (SDC)
 Bonny Slope / BSD Project Land Acquisition (SDC)
 Other Land Acquisition (SDC)
 SW Quadrant Land Acquisition (SDC)
 New Neighborhood Park (BF)
 New Community Park (BF)
 Natural Area Acquisitions (BF)
 New Linear Park and Trail Acquisitions (BF)
 Community Center Site Acquisition (BF)
 Metro Land Acquisition for Eichler Park (Metro Grant)
 Metro Land Acquisition for N Bethany Area (Metro Grant)

Justification

2009 Bond approved land acquisition funding, additional general fund, grand fund and SDC fund land acquisitions.

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	33,615,848					33,615,848
Total	33,615,848					33,615,848

Funding Sources	2011	2012	2013	2014	2015	Total
Bond Fund	30,475,848					30,475,848
General Fund	90,000					90,000
Grant Funds	1,300,000					1,300,000
SDC Fund	1,750,000					1,750,000
Total	33,615,848					33,615,848

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-Flt
 Project Name Fleet & Equipment Total

Type Unassigned

Useful Life

Category Unassigned

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$364,700

Description

Includes the following projects:
 Utility Vehicle
 Tennis Court Sweeper
 Large Rotary Mower
 Trim Rotary Mower
 Compact Hybrid SUV
 15 Passenger Van
 Full Size Crew Cab Pickup
 2 Yard Dump Truck
 Aerator
 Top Dresser
 Trim Mowers (6)

Justification

Fleet replacements based on need and asset useful life.

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	364,700					364,700
Total	364,700					364,700

Funding Sources	2011	2012	2013	2014	2015	Total
General Fund	364,700					364,700
Total	364,700					364,700

Budget Impact/Other

Capital Improvement Plan
Tualatin Hills Park & Recreation District

2011 thru 2015

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

Project # Summary-UP
 Project Name Undesignated Total

Requesting Dept

Total Project Cost: \$3,385,003

Description
 Includes the following project:
 Undesignated Projects

Justification
 Undesignated SDC funds for future project assignment.

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	3,385,003					3,385,003
Total	3,385,003					3,385,003

Funding Sources	2011	2012	2013	2014	2015	Total
SDC Fund	3,385,003					3,385,003
Total	3,385,003					3,385,003

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-NNP
Project Name New/Redev Neighborhood Parks Total

Type Unassigned

Useful Life

Category Unassigned

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$10,638,461

Description

Includes the following projects:
 AM Kennedy Park
 Barsotti Park
 Kaiser Ridge Park
 Roy Dancer Park
 Roger Tilbury Memorial Park
 Cedar Mill Park
 Camille Park
 Somerset West Park
 Pioneer Park
 Vista Brook Park
 Westside Waterhouse Trail Connection
 Nature Park Old Wagon Trail
 NE Quadrant Trail - Bluffs

Justification

2009 Bond approved new and redeveloped neighborhood parks projects.

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	2,251,012	8,387,449				10,638,461
Total	2,251,012	8,387,449				10,638,461

Funding Sources	2011	2012	2013	2014	2015	Total
Bond Fund	2,251,012	8,387,449				10,638,461
Total	2,251,012	8,387,449				10,638,461

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-NCP
 Project Name New/Redev Community Parks Total

Type Unassigned

Useful Life

Category Unassigned

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$17,274,389

Description
 Includes the following projects:
 SW Community Park
 Cedar Hills Park
 Schiffler Park

Justification
 2009 Bond approved new and redeveloped community parks projects.

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	2,764,358	14,510,031				17,274,389
Total	2,764,358	14,510,031				17,274,389

Funding Sources	2011	2012	2013	2014	2015	Total
Bond Fund	2,764,358	14,510,031				17,274,389
Total	2,764,358	14,510,031				17,274,389

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-TLP
 Project Name Trails / Linear Parks Total

Type Unassigned

Useful Life

Category Unassigned

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$12,252,789

Description

Includes the following projects:
 Westside Trail Segments 1, 4, & 7
 Jordan/Jackie Husen Park
 Lowami Hart Woods Park
 Rock Creek Trail Segment 5
 Miscellaneous Natural Trails
 Waterhouse Trail Segments 1, 5 and West Spur

Justification

2009 Bond approved trail and linear park projects.

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	3,275,878	8,976,911				12,252,789
Total	3,275,878	8,976,911				12,252,789

Funding Sources	2011	2012	2013	2014	2015	Total
Bond Fund	3,275,878	8,976,911				12,252,789
Total	3,275,878	8,976,911				12,252,789

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-YAF
Project Name Youth Athletic Fields Total

Type Unassigned

Useful Life

Category Unassigned

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$3,009,621

Description

Includes the following projects:
Winkleman Park
Meadow Waye Park
New Fields in NW Quadrant
New Fields in NE Quadrant
New Fields in SW Quadrant
New Fields in SE Quadrant

Justification

2009 Bond approved youth athletic field projects.

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	590,920	2,418,701				3,009,621
Total	590,920	2,418,701				3,009,621

Funding Sources	2011	2012	2013	2014	2015	Total
Bond Fund	590,920	2,418,701				3,009,621
Total	590,920	2,418,701				3,009,621

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-FEI
Project Name Facility Expansion/Improve Total

Type Unassigned

Useful Life

Category Unassigned

Priority n/a

Status Active

Requesting Dept

Total Project Cost: \$14,024,535

Description
 Includes the following projects:
 Structural Upgrades at several facilities
 Sunset Swim Structural Upgrades & parking lot
 Elsie Stuhr Center Expansion
 Conestoga Recreation & Aquatic Center Expansion
 Aquatics Center ADA Dressing Rooms
 HMT ADA Parking and other site improvement
 ADA Improvements - numerous sites

Justification
 2009 Bond approved facility expansion and improvement projects.

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	11,625,121	2,399,414				14,024,535
Total	11,625,121	2,399,414				14,024,535

Funding Sources	2011	2012	2013	2014	2015	Total
Bond Fund	11,625,121	2,399,414				14,024,535
Total	11,625,121	2,399,414				14,024,535

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-BRI
 Project Name Bond Replacements & Improvements Total

Type Unassigned

Useful Life

Category Unassigned

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$710,288

Description

Includes the following projects:
 Play Structure Replacements at 11 sites
 Bridge/Boardwalk Replacements at 6 sites
 Pedestrian Path Replacement at 3 sites

Justification

2009 Bond approved routine replacements based on need and asset useful life.

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	633,540	76,748				710,288
Total	633,540	76,748				710,288

Funding Sources	2011	2012	2013	2014	2015	Total
Bond Fund	633,540	76,748				710,288
Total	633,540	76,748				710,288

Budget Impact/Other

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Project # Summary-NRP
Project Name Natural Resources Projects Total

Type Unassigned

Useful Life

Category Unassigned

Requesting Dept

Priority n/a

Status Active

Total Project Cost: \$3,657,698

Description
Includes the following projects: AM Kennedy Park Kaiser Ridge Park Roger Tilbury Memorial Park Cedar Mill Park Camille Park Pioneer Park Vista Brook Park Jordan/Jackie Husen Park Lowami Hart Woods Park Winkleman Park NE/Bethany Meadows Trail Habitat Connection Allenbach Acres Park Crystal Creek Park Foothills Park Commonwealth Lake Park Nature Park Whispering Woods Park Willow Creek Nature Park Greenway Park/Koll Center Bauman Park Fanno Creek Park Hideaway Park Murrayhill Park Hyland Forest Park Cooper Mountain Area Rosa/Hazeldale Parks Mt Williams Park Jenkins Estate Summercrest Park Morrison Woods Park Interpretive Sign Network Beaverton Creek Trail Bethany Wetlands Park Bluegrass Downs Park Restoration of new properties to be acquired

Justification
2009 Bond approved natural resource projects.

Capital Improvement Plan

2011 thru 2015

Department Summary

Tualatin Hills Park & Recreation District

Contact

Expenditures	2011	2012	2013	2014	2015	Total
Capital Outlay	1,565,239	2,092,459				3,657,698
Total	1,565,239	2,092,459				3,657,698

Funding Sources	2011	2012	2013	2014	2015	Total
Bond Fund	1,565,239	2,092,459				3,657,698
Total	1,565,239	2,092,459				3,657,698

Budget Impact/Other

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GENERAL FUND

General Fund Summary



GENERAL FUND

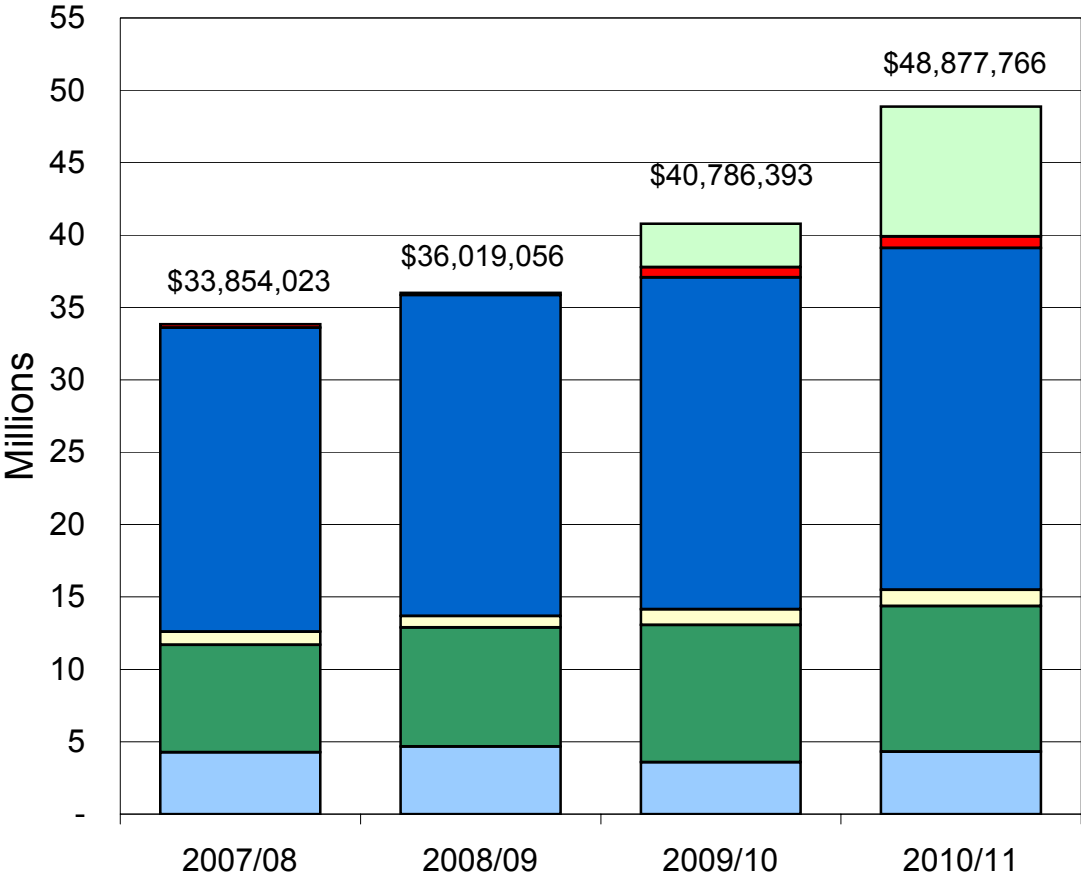
FUND DESCRIPTION

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

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

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

General Fund Resources 2007-2011

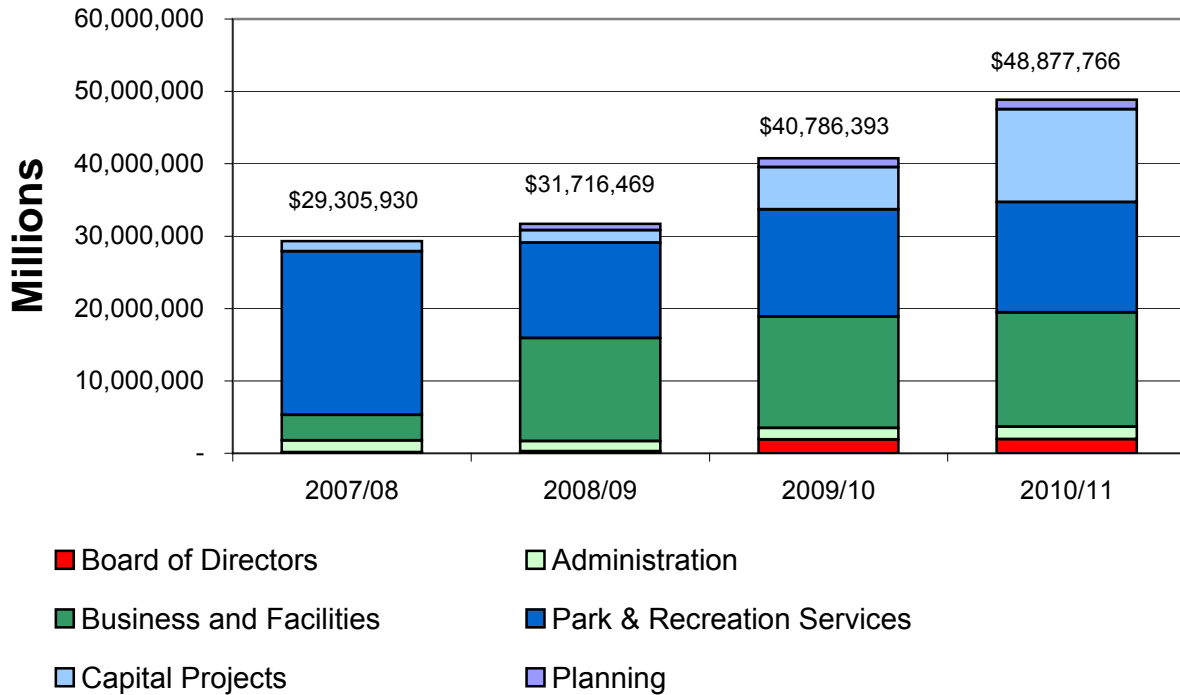


- Carry Forward-Project/Non Project
 Program Fees & Charges
- Other Income
 Taxes
- Grants & Sponsorships
 Debt and Land Sale Proceeds

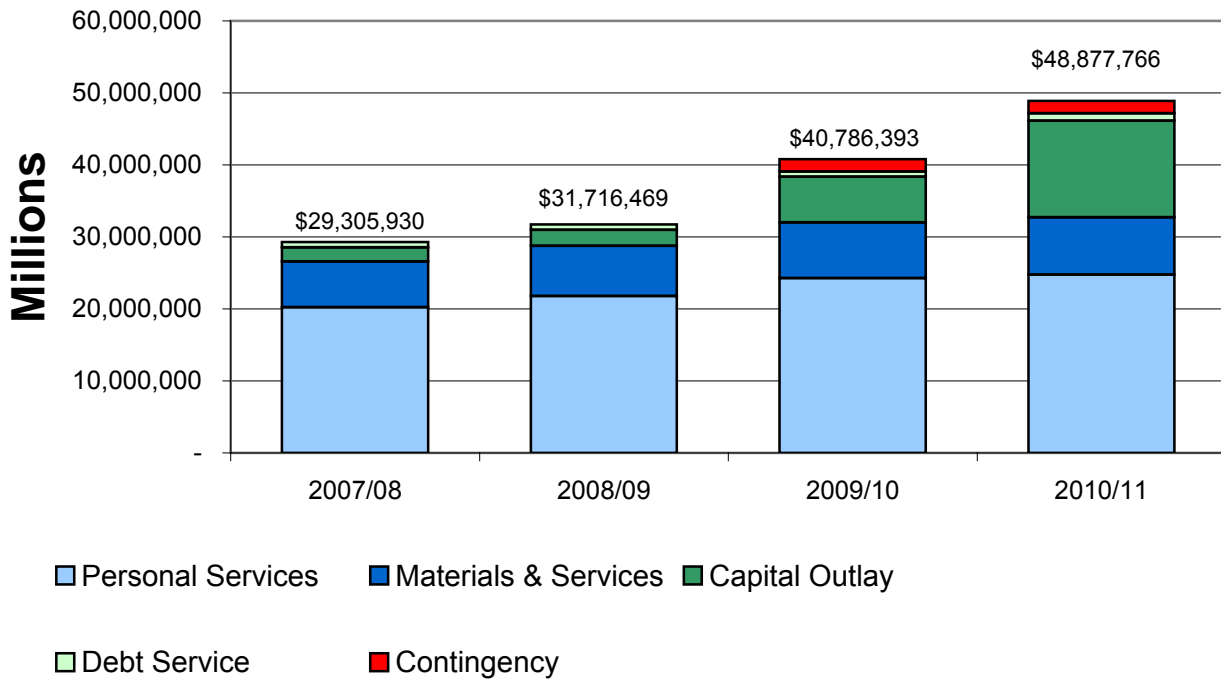
GENERAL FUND RESOURCES 2010-2011

GENERAL FUND RESOURCES:	Actual 2007/08	Actual 2008/09	Current 2009/10	Proposed 2010/11	Adopted 2010/11
Cash on Hand for Fiscal Year	\$ 3,901,037	\$ 4,097,853	\$ 2,985,000	\$ 3,552,900	\$ 3,552,900
Balance Forward from Previous Year Projects	360,244	563,066	606,988	638,541	747,341
Previously Levied Taxes estimated to be received during ensuing year	252,492	290,593	240,000	275,000	275,000
PROGRAM RESOURCES:					
Swim Center Income	2,070,276	2,236,943	2,500,562	2,676,715	2,676,715
Tennis Income	779,947	798,424	981,575	911,366	911,366
Recreation Program Income	3,626,775	3,974,636	4,562,899	4,957,990	4,957,990
Sports Program Income/Athletic Center	756,520	991,443	1,122,100	1,235,833	1,235,833
Natural Resources	197,983	217,688	303,210	278,996	278,996
OTHER RESOURCES:					
Miscellaneous Income	190,717	237,163	152,600	225,000	225,000
Interest Income	439,237	249,545	225,000	175,000	175,000
Telecommunication Site Lease Income	190,575	199,557	206,000	200,000	200,000
Rental Income	30,050	29,700	35,000	30,000	30,000
Debt Proceeds	-	-	3,000,000	7,675,000	8,975,000
Grants	202,599	126,903	660,940	753,150	753,150
Sponsorships	42,168	34,581	53,700	35,000	35,000
Transfers In	47,551	96,428	469,313	495,382	495,382
Total Resources except taxes to be levied..... Sub Total	\$ 13,088,171	\$ 14,144,523	\$ 18,104,887	\$ 24,115,872	\$ 25,524,673
 Current Year (Permanent Rate multiplied by Assessed Value)	 20,765,852	 21,874,533	 22,681,506	 23,353,094	 23,353,094
 TOTAL RESOURCES	 \$ 33,854,023	 \$ 36,019,056	 \$ 40,786,393	 \$ 47,468,966	 \$ 48,877,766

General Fund Expenditures By Division 2007-2011



General Fund Expenditures By Account 2007-2011



SUMMARY GENERAL FUND BUDGET 2010-11

	Actual 2007/08	Actual 2008/09	Current 2009/10	Proposed 2010/11	Adopted 2010/11
<u>EXPENDITURES BY DIVISION</u>					
Board of Directors	\$ 151,139	\$ 252,707	\$ 1,880,364	\$ 1,947,553	\$ 1,947,553
Administration	1,599,223	1,449,070	1,629,700	1,717,906	1,715,562
Business and Facilities	3,559,188	14,198,162	15,349,940	15,865,927	15,789,456
Planning	-	907,994	1,266,339	1,344,501	1,332,371
Park & Recreation Services	22,585,383	13,195,783	14,853,196	15,364,199	15,265,750
Capital Projects	1,410,997	1,712,753	5,806,854	11,217,605	12,827,074
TOTAL EXPENDITURES	\$ 29,305,930	\$ 31,716,469	\$ 40,786,393	\$ 47,457,691	\$ 48,877,766
<u>EXPENDITURES BY ACCOUNT</u>					
Personal Services	\$ 20,221,813	\$ 21,770,161	\$ 24,261,276	\$ 25,025,484	\$ 24,762,090
Materials & Services	6,375,445	7,005,615	7,723,353	7,909,466	7,944,466
Capital Outlay	1,923,016	2,222,245	6,370,114	11,791,902	13,440,371
Debt Service	785,656	718,448	731,650	1,030,839	1,030,839
Contingency	-	-	1,700,000	1,700,000	1,700,000
TOTAL EXPENDITURES	\$ 29,305,930	\$ 31,716,469	\$ 40,786,393	\$ 47,457,691	\$ 48,877,766

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

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

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

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

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



BOARD OF DIRECTORS

Larry Pelatt
President

Bob Scott
Secretary

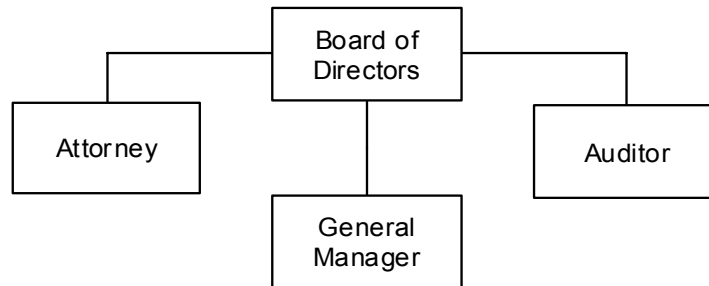
William Kanable
Secretary Pro-Tempore

Joe Blowers
Director

John Griffiths
Director



BOARD OF DIRECTORS



Mission

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

Overview

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

In addition to setting policy and hiring the General Manager, the Board appoints advisory committee members, including the Budget Committee.

FY 2010/11 Goals and Objectives

The Board of Directors adopted the following goals for the 2010/11 fiscal year at the February 8, 2010 Board Meeting, based on the 2006 Comprehensive Plan:

1. **Goal 1: Provide quality neighborhood and community parks that are readily accessible to residents throughout the District's service area.**
 - Plan for the area the District expects to serve as it expands and acquires additional land over the next 20 years.
 - When acquiring land and planning for new neighborhood parks, ensure that sites are of an adequate size and in appropriate locations to provide needed amenities (e.g., playing fields, picnic areas, etc.), reduce overall maintenance costs, and provide adequate access and visibility to residents of the park's half-mile service area radius.
 - Provide community parks or special use facilities (e.g., the Tualatin Hills Nature Park and Jenkins Estate) throughout the Park District at a combined standard of approximately 2.0 acres per thousand residents. All residents should be within two miles of a community park or special use facility.
 - Provide other parks, including linear parks, special use facilities (including unique special-purpose facilities, urban plazas, skate parks, dedicated pet areas and others) consistent with descriptions and standards of the Comp Plan.

2. **Goal 4: Acquire, conserve and enhance natural areas and open spaces within the District.**
 - Acquire, conserve and enhance high quality natural areas, including wetlands, riparian areas and uplands, by working cooperatively with Clean Water Services, the City of Beaverton, Washington County, Metro, homeowners associations, developers, landowners and others, consistent with acquisition standards and criteria and the Park District Natural Resource Management Plan.

**Goal 4: Acquire, conserve and enhance natural areas and open spaces within the District.
(continued)**

- Strive to provide adequate funds to pay for natural areas monitoring, maintenance, restoration and other needed activities.
- Develop an interconnected system of open spaces and wildlife habitat areas, working cooperatively with partnering agencies and jurisdictions, private property owners and others, consistent with the Natural Resource Management Plan and Trails Master Plan.
- Use Park District facilities and programs, as well as partnerships with schools and other agencies to increase the public's understanding of natural resources, processes and habitats.

3. Goal 5: Develop and maintain a core system of regional trails, complemented by an interconnected system of community and neighborhood trails, to provide a variety of recreational opportunities, such as walking, bicycling and jogging.

- Seamlessly connect regionally significant trails with local trails to ensure local access and connectivity.
- Pursue a variety of funding sources to design, develop and maintain trails, including volunteer services, state and federal grants, private foundations, land trusts, service clubs and individual donors.
- Partner with Washington County, cities and other agencies to support development of on-street bikeways, separated parallel multi-use paths and convenient roadway crossings that help further implementation of the Trails Master Plan.
- In designing and developing trails, preserve view corridors and viewshed, public rights-of-way for future access and/or utilities, and sensitive natural areas or resources.
- Continue to link trails to parks, neighborhoods, community facilities such as libraries, civic and community centers, parks, schools, other athletic facilities and shopping areas.

4. Goal 2: Provide quality sports and recreational facilities for Park District residents and workers of all ages, cultural backgrounds, abilities and income levels.

- Provide a variety of programs at recreation centers to address the needs of all user groups, including children, teens, adults, seniors, ethnic and minority residents, and persons with disabilities; provide programs and services that meet the needs of people of all incomes.
- Continue to use a multi-purpose approach for use of District fields, focusing on ways to reduce conflicts among different sports/user groups, increase efficiency of use, improve field conditions, and prolong field life.
- In designing and programming recreation/aquatic centers, create facilities with unique identities and programs that reflect the needs, desires and demographics of surrounding District residents.
- Ensure that access to Park District programs, parks and facilities for people with disabilities is consistent with the American with Disabilities Act (ADA).
- Provide playing fields throughout the District, using the standards outlined in this plan and the Park District's 2005 Playing Fields Needs Assessment.

5. Goal 3: Operate and maintain parks and facilities in an efficient, safe and cost-effective manner, while maintaining high standards.

- Continue to improve the efficiency and cost effectiveness of maintenance operations, including reducing costs associated with the transportation of personnel and equipment.
- Organize maintenance activities by a combination of function and geographic region, with some functions carried out at a central location and others dispersed throughout the District.

6. Goal 6: Provide value and efficient service delivery for taxpayers, patrons and others who help fund Park District activities.

- Provide and maintain facilities in a flexible manner to respond to changing needs and conditions within the District.
- Continue to attract, retain and train high quality employees.

Goal 6: Provide value and efficient service delivery for taxpayers, patrons and others who help fund Park District activities. (continued)

- Continue to pursue partnerships in land acquisition, facility development, programming, marketing, maintenance and other activities with partnering service providers.
- Solicit funding from the private sector to help finance specific projects and possibly to continue to fund ongoing programs (e.g. the Family Assistance program).

7. 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.

- Educate patrons on progress of investments and projects associated with 2008 bond measure.
- Regularly communicate with and provide opportunities for the general public to learn about and comment on District activities.
- Provide opportunities for all Park District departments and staff to participate in the planning and development processes.
- Use standing Park District advisory committees, CPOs, NACs and other community groups to review and solicit guidance.
- Work closely with partnering agencies and groups on plans and projects of mutual interest.
- Work with ethnic and/or cultural advocacy or community groups to enhance communications about District programs, facilities and other opportunities to their constituencies.

8. Goal 8: Incorporate principles of environmental and financial sustainability into the design, operation, improvement, maintenance and funding of Park District programs and facilities.

- Design facilities in an environmentally and cost-conscious manner.
- Consider the environmental impacts of maintenance and operational activities and standards.
- Provide and enhance opportunities for employees to reduce impacts on the natural environment (e.g., through use of alternative forms of transportation or energy use).



Division: Board of Directors

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Adopted Budget 2010/11
Summary of Appropriations					
Personal Services	1,631	3,257	3,260	3,260	3,260
Materials & Services	149,508	249,450	177,104	244,293	244,293
Contingency	-	-	1,700,000	1,700,000	1,700,000
Total Appropriations	151,139	252,707	1,880,364	1,947,553	1,947,553
Summary by Department					
Board of Directors	151,139	252,707	1,880,364	1,947,553	1,947,553
Total Appropriations	151,139	252,707	1,880,364	1,947,553	1,947,553



Division: Board of Directors
Department: Board of Directors

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Adopted Budget 2010/11
Program Appropriations					
<u>Board of Directors</u>					
P.T. Salaries	1,500	3,000	3,000	3,000	3,000
Payroll Taxes	131	257	260	260	260
Personal Services	1,631	3,257	3,260	3,260	3,260
Other Services	30,882	10,245	27,604	18,468	18,468
Elections	-	62,584	-	32,000	32,000
Supplies	4,530	3,596	6,000	6,000	6,000
Training, Travel and Memberships	12,297	17,741	14,000	19,000	19,000
Small Furniture and Equipment	824	-	-	-	-
Material & Services	48,533	94,166	47,604	75,468	75,468
<u>Contingency</u>					
Contingency	-	-	1,700,000	1,700,000	1,700,000
Contingency	-	-	1,700,000	1,700,000	1,700,000
<u>Legal</u>					
Professional and Technical Services	86,775	137,784	97,000	134,700	134,700
Material & Services	86,775	137,784	97,000	134,700	134,700
<u>Audit</u>					
Professional and Technical Services	14,200	17,500	32,500	34,125	34,125
Material & Services	14,200	17,500	32,500	34,125	34,125
Program Total	151,139	252,707	1,880,364	1,947,553	1,947,553





ADMINISTRATION

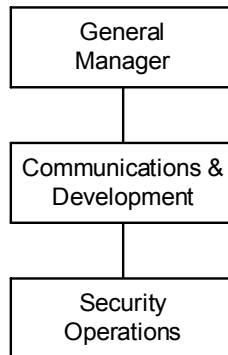


General Manager

Communications and Development

Security Operations

ADMINISTRATION



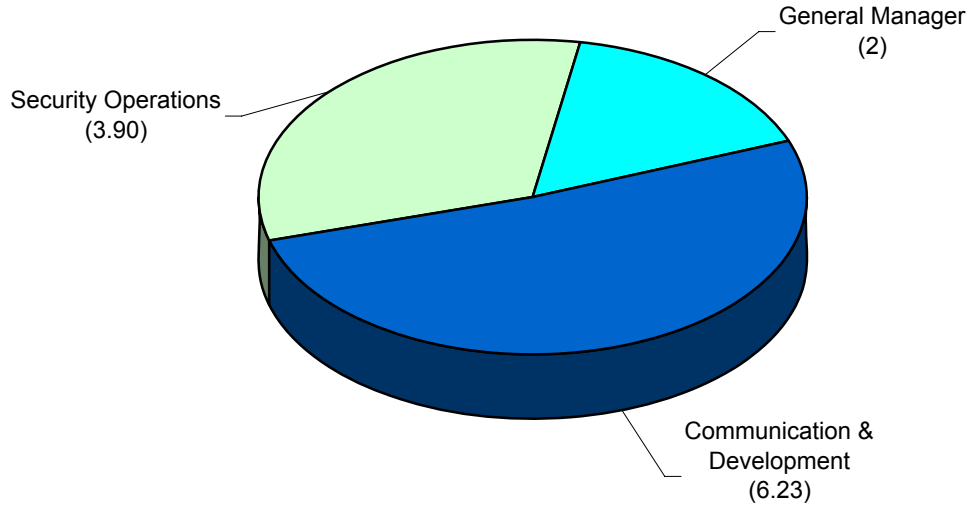
Division Mission

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

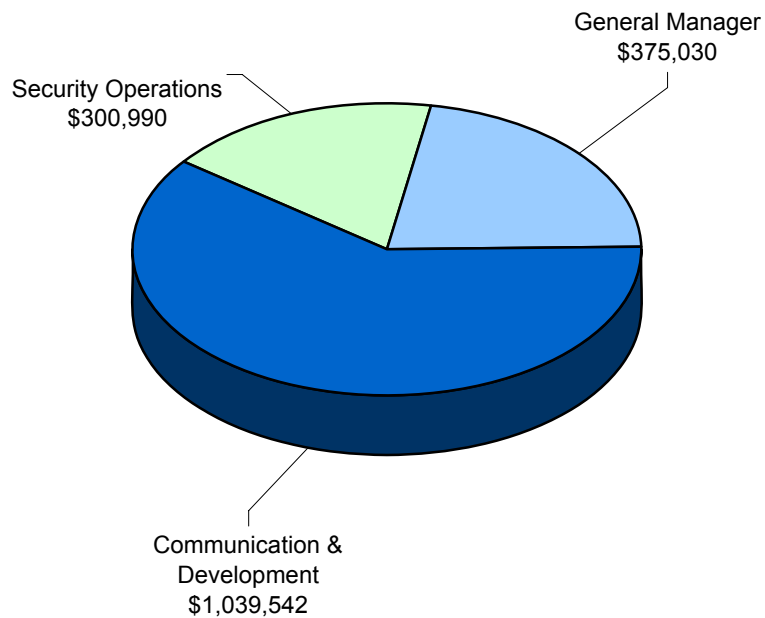
Division Overview

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 and Development, and Security Operations. Activities include providing direction, supervision, coordination, and general support of the Park District's operations.

Administration Division Staffing FY 2010-2011



Administration Division Appropriations FY 2010-2011



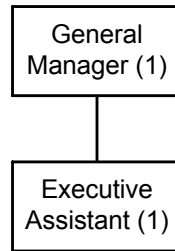
Division: Administration

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Adopted Budget 2010/11
Summary of Appropriations					
Personal Services	1,119,903	891,790	1,047,838	1,051,748	1,039,404
Materials & Services	479,320	557,280	581,862	666,158	676,158
Total Appropriations	1,599,223	1,449,070	1,629,700	1,717,906	1,715,562
Summary by Department					
Office of General Manager	637,953	335,397	370,087	377,812	375,030
Communication and Development	724,840	856,269	968,115	1,036,776	1,039,542
Security Operations	236,430	257,404	291,498	303,318	300,990
Total Appropriations	1,599,223	1,449,070	1,629,700	1,717,906	1,715,562
Division Staff					
Full Time	6.00	8.00	9.00	8.50	8.50
Regular Part Time (FTE)	0.00	0.88	0.00	0.00	0.00
Part Time (FTE)	0.00	3.08	3.73	3.63	3.63



ADMINISTRATION

Office of the General Manager



Department Overview

The Office of the General Manager includes the General Manager and the Executive Assistant. The Department provides general management of the District and implementation of the Park District's Goals.

2009/10 Accomplishments

Directed implementation of the Park District's Goals and Objectives. Made significant progress, met or exceeded 2009/10 Goals and Objectives.

Implemented changes to the Park District Advisory Committee structure based on recommendations from a task force charged with reviewing this structure.

Continued implementation of the Bond Measure Capital Program including completion of the first year projects and design work on projects to be completed in subsequent years.

Continued implementation of the Public Awareness Program to enhance public awareness of Park District activities and impact on the community. The emphasis over the past year has been on outreach to minority communities.

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

2010/11 Goals and Objectives

Implement Park District Goals and Objectives for 2010/11.

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 and Metro.

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

Budget Highlights

No significant changes from the prior year budget.



Division: Administration
Department: Office of the General Manager

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Adopted Budget 2010/11
Summary of Appropriations					
Personal Services	566,192	272,529	286,437	301,462	298,680
Materials & Services	71,761	62,868	83,650	76,350	76,350
Total Appropriations	637,953	335,397	370,087	377,812	375,030

Summary by Program					
General Manager	305,585	335,397	370,087	377,812	375,030
Assistant General Manager	332,368	-	-	-	-
Total Appropriations	637,953	335,397	370,087	377,812	375,030

Division Staff					
Full Time	6.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00



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

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Adopted Budget 2010/11
Program Appropriations					
F.T. Salary	184,848	193,788	201,149	209,098	209,098
P.T. Salary	-	112	-	-	-
Employee Benefits	54,621	63,516	69,647	76,028	73,246
Payroll Taxes	15,002	15,113	15,641	16,336	16,336
Personal Services	254,471	272,529	286,437	301,462	298,680
Communications	5,026	3,762	4,100	2,800	2,800
Supplies	2,643	5,586	4,000	5,500	5,500
Training, Travel and Memberships	43,445	53,520	75,550	68,050	68,050
Material & Services	51,114	62,868	83,650	76,350	76,350
Program Total	305,585	335,397	370,087	377,812	375,030
Department Staff					
Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00



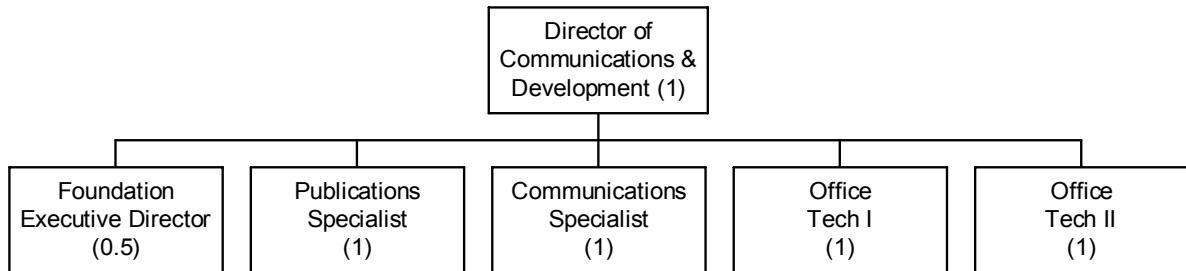
Division: Administration
 Department: Office of General Manager
 Program: Assistant General Manager

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Adopted Budget 2010/11
Program Appropriations					
F.T. Salary	220,745	-	-	-	-
Employee Benefits	71,309	-	-	-	-
Payroll Taxes	19,667	-	-	-	-
Personal Services	311,721	-	-	-	-
Other Services	15,573	-	-	-	-
Communication	873	-	-	-	-
Supplies	348	-	-	-	-
Training, Travel and Memberships	3,853	-	-	-	-
Small Furniture and Equipment	-	-	-	-	-
Material & Services	20,647	-	-	-	-
Program Total	332,368	-	-	-	-
Department Staff					
Full Time	4.00	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



ADMINISTRATION

Office of Director of Communications & Development



Department Overview

The Director of Communications & Development reports directly to the General Manager and is responsible for external communications including media relations, advertising and THPRD Web site content; employee communications; community relations; Security Operations; marketing communications; sponsorship and business partner development; and strategic oversight of the Tualatin Hills Park Foundation.

2009/10 Accomplishments

Developed and executed initial phases of broad-based communications plan designed to inform taxpayers about district's progress on implementation of the November 2008 bond measure.

Completed first phase of Public Awareness Program for the district, which included rollout of redesigned activities guide and Web site. Expanded outreach to ethnic minority populations, particularly Latinos, and new district residents.

Hired district's first-ever bilingual office tech to assist in communications with Spanish speakers at Administration Office, community events, and public presentations.

Implemented three new electronic tools (monthly e-newsletter, Twitter and Facebook) to expand the number of ways THPRD disseminates information to the public.

Wrote and distributed 31 media releases from March 2009 through February 2010, coordinated numerous interviews, and proactively provided other information to reporters and editors. Coverage of the Park District was almost uniformly positive.

Produced 15 editions of "Employee UPDATE," an electronic newsletter for Park District staff, from

March 2009 through February 2010. Variety of topics designed to help employees in their external and internal contacts.

Provided variety of publicity and promotional support to Party in the Park and the summer Concert and Theatre in the Park series, helping generate high attendance and public good will.

Assembled cross-functional Employee Communications Team, guiding members through process aimed at improving communications with staff. Recommendations under development.

Helped with informational items for the Voluntary Annexation Program through newsletter and revised supplemental materials.

Continued to work closely with the Tualatin Hills Park Foundation Board of Trustees, counseling on organizational changes aimed at significantly increasing fundraising capacity long term.

Worked with staff to closely monitor district's Family Assistance Program usage. Made adjustments to balance community needs with taxpayer interests.

2010/11 Goals and Objectives

Continue to execute communications plan related to bond measure implementation, using a variety of tools to educate taxpayers about project work.

Continue to implement Public Awareness Program, using research to strengthen communications to target audiences.

Explore and implement new ways to expand outreach to ethnic minorities. Primary audience will be Latinos through multiple efforts, including support of special event at HMT in September 2010.

2010/11 Goals and Objectives (continued)

Help facilitate development efforts to substantially increase fundraising success for the Park District and Park Foundation.

Complete work with the Employee Communications Team. Develop recommendations for improved staff communications, present to management team, and implement as appropriate.

Continue to explore and implement new tools to communicate with patrons, most notably through greater use of video.

Budget Highlights

The proposed budget reflects the following staffing changes related to the Tualatin Hills Park Foundation:

- The Development Coordinator position budgeted in prior years has been eliminated.
- Funding has been added to Materials and Services for a contracted service agreement for fund raising services.
- The Jenkins Estate Center Supervisor position will be split between that position and a Foundation Executive Director position. Accordingly, one-half of the Personal Services cost for this position has been moved from Jenkins Estate to the Communications and Development Department.

The proposed budget also includes funding for increased grant application support.

Division: Administration
 Department: Communications and Development

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Adopted Budget 2010/11
Summary of Appropriations					
Personal Services	385,886	428,117	554,948	531,951	524,717
Materials & Services	338,954	428,152	413,167	504,825	514,825
Total Appropriations	724,840	856,269	968,115	1,036,776	1,039,542
Summary by Program					
Communication and Development	724,840	856,269	968,115	1,036,776	1,039,542
Total Appropriations	724,840	856,269	968,115	1,036,776	1,039,542
Division Staff					
Full Time	4.00	5.00	6.00	5.50	5.50
Regular Part Time (FTE)	0.88	0.88	0.00	0.00	0.00
Part Time (FTE)	0.35	0.08	0.73	0.73	0.73



Division: Administration
 Department: Communications and Development
 Program: Communications and Development

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Adopted Budget 2010/11
Program Appropriations					
F.T. Salary	230,120	265,663	345,630	333,463	333,463
P.T. Salary	45,094	32,661	27,250	28,109	28,109
Employee Benefits	85,148	104,112	149,059	138,361	131,127
Payroll Taxes	25,524	25,681	33,009	32,018	32,018
Personal Services	385,886	428,117	554,948	531,951	524,717
Professional and Technical Services	86,726	87,084	41,000	134,385	144,385
Rental Facility	2,400	-	-	-	-
Supplies	4,171	3,389	7,420	18,113	18,113
Communication	237,539	320,968	348,247	337,842	337,842
Training, Travel and Memberships	8,118	9,541	16,500	13,485	13,485
Small Furniture and Equipment	-	7,170	-	1,000	1,000
Material & Services	338,954	428,152	413,167	504,825	514,825
Program Total	724,840	856,269	968,115	1,036,776	1,039,542
Department Staff					
Full Time	4.00	5.00	6.00	5.50	5.50
Regular Part Time (FTE)	0.88	0.88	0.00	0.00	0.00
Part Time (FTE)	0.35	0.08	0.73	0.73	0.73



ADMINISTRATION

Security Operations Department

Superintendent of
Security Operations
(1)

Department Overview

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

2009/10 Accomplishments

Completed initial implementation of the District's first-ever Emergency Response Plan (ERP) with outstanding results. Completed training exercises with employees at all facilities to increase staff awareness and increase patron safety. The ERP is regarded as a model by other agencies in the state and U.S., as evidenced by continuing requests for copies of the plan and in-person presentations by the Superintendent of Security Operations. Employees have enthusiastically embraced the plan.

Increased most self-initiated activities from the previous year, including security checks of parks (via automobile and bicycle) and efforts to educate patrons regarding park rules. Number of written exclusions issued declined compared to the previous year, due at least in part to these proactive efforts. In addition, Security's online and call-in Park Watch reporting system continues to be an important tool for patrons.

Increased overall safety in THPRD parks through the reduction of graffiti and vandalism. Helped local law enforcement agencies identify and arrest many offenders. Worked closely with the Beaverton School District on this initiative and received excellent support from THPRD Maintenance Operations.

Placed into service a new, specially designed Park Patrol hybrid vehicle that was more visible, fuel-efficient and reliable. The vehicle, which was driven about 35,000 miles in its first year, was well received by community members and employees.

Created and distributed the first-ever Security Operations brochure which is available at the front counter of all facilities. This colorful publication familiarizes our patrons about the services provided by Security Operations and Park Patrol as well as provides a brief description of some park rules.

Distributed a business card-size refrigerator magnet at public venues that boldly lists the phone numbers for Park Patrol and the Security Operations office.

Continued to work closely with the Natural Resources Department to aggressively investigate and resolve encroachments of District property.

Assisted the Planning & Development Department through participation in internal and external meetings associated with implementation of the November 2008 bond measure.

2010/11 Goals and Objectives

Complete a written Emergency Management Plan that mirrors the Emergency Response Plan. The Management Plan will cover issues relating to emergencies that may involve our employees or patrons occupying our facilities for an extended period of time as well as potential financial impacts to the District.

Identify potential risks at all facilities and parks by implementing the SARA (Scanning, Analyze, Respond & Assess) Model as well as Crime Prevention Through Environmental Design (CPTED). Use these models at staff meetings to educate other departments and receive buy-in on strategies and cooperative efforts to reduce vandalism and maintain safe environments throughout the District.

2010/11 Goals and Objectives (continued)

Implement new round of employee training on the Emergency Response Plan, using a variation of methods ranging from interactive life-like scenarios and group tabletop exercises. Conduct debriefings with facility staff where applicable. Encourage critical feedback and idea sharing and make amendments to the plan as necessary.

Continue to collect statistical data (currently in 39 areas) regarding the daily activities of Park Patrol. As an example, use this data to identify critical months and areas where increased patrols may help reduce incidents of graffiti.

Continue to respond in a timely manner to calls for service generated by patrons, employees and local law enforcement.

Budget Highlights

The proposed budget includes funding to increase hourly wages for trained Park Patrol employees to make them more equitable with salary levels paid by other public agencies in the Portland area.

Performance Standards

The Security Operations Department will continue to maintain a proactive, visible, safe and secure environment for all patrons and staff who use or work at our facilities.

Division: Administration
Department: Security Operations

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Adopted Budget 2010/11
Summary of Appropriations					
Personal Services	167,825	191,144	206,453	218,335	216,007
Materials & Services	68,605	66,260	85,045	84,983	84,983
Total Appropriations	236,430	257,404	291,498	303,318	300,990
Summary by Program					
Security Operations	236,430	257,404	291,498	303,318	300,990
Total Appropriations	236,430	257,404	291,498	303,318	300,990
Division Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	2.93	3.00	3.00	2.90	2.90

Division: Administration
 Department: Security Operations
 Program: Security

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2007/08	Prior Year Outcome 2008/09	Projected Outcome 2009/10	Proposed Outcome 2010/11
Workloads				
Number of security checks conducted	6,570	6,700	7,200	7,500
Park District exclusions processed	80	85	125	160
Number of training classes conducted	22	25	30	32
Number of Incident Reports filed	550	550	450	240
Number of Encroachment Violations Handled	24	32	22	25
Number of Staff Assists	N/A	N/A	750	800

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

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Adopted Budget 2010/11
Program Appropriations					
F.T. Salary	61,325	70,668	74,484	76,499	76,499
P.T. Salary	71,061	75,997	84,254	90,201	90,201
Employee Benefits	20,958	29,351	32,153	34,797	32,469
Payroll Taxes	14,481	15,128	15,562	16,838	16,838
Personal Services	167,825	191,144	206,453	218,335	216,007
Professional and Technical Service	56,805	58,982	67,472	68,881	68,881
Other Services	5,513	3,164	7,482	7,482	7,482
Communication	1,442	1,388	2,750	2,750	2,750
Supplies	3,884	2,319	3,565	4,320	4,320
Training, Travel and Memberships	961	289	2,026	1,300	1,300
Small Furniture, Fixtures and Equip.	-	118	1,750	250	250
Material & Services	68,605	66,260	85,045	84,983	84,983
Program Total	236,430	257,404	291,498	303,318	300,990
Department Staff					
Full Time	1.00	1.00	1.00	1.00	1.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	2.93	3.00	3.00	2.90	2.90





BUSINESS & FACILITIES

FINANCE SERVICES



RISK & CONTRACT MANAGEMENT



HUMAN RESOURCES



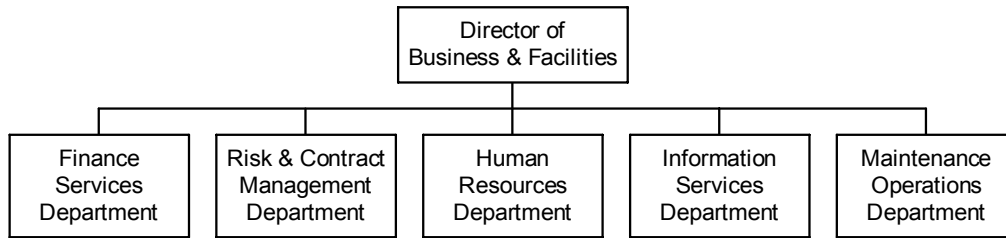
INFORMATION SERVICES



MAINTENANCE OPERATIONS



BUSINESS & FACILITIES DIVISION



Division Mission

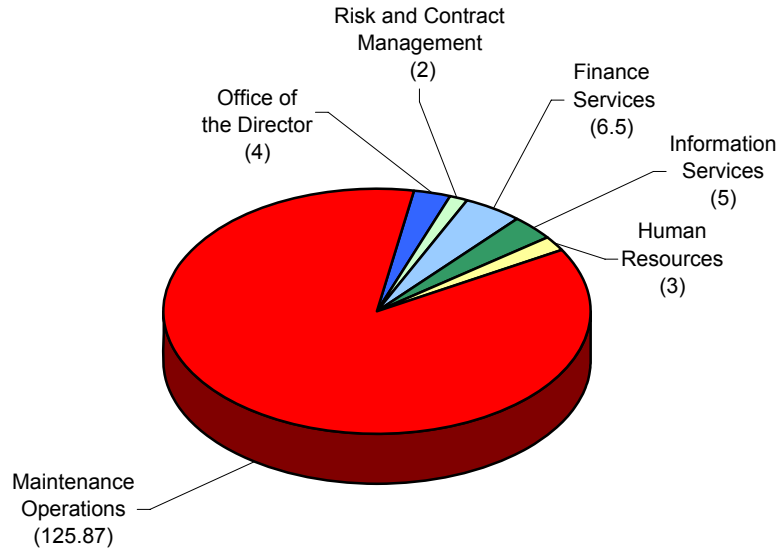
To provide financial and operational integrity and credibility to the Park District by ensuring the correctness of financial information, and adequacy of internal accounting and budgeting controls. To improve District operations by providing cost effective resources and promoting technological innovation.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

Division Overview

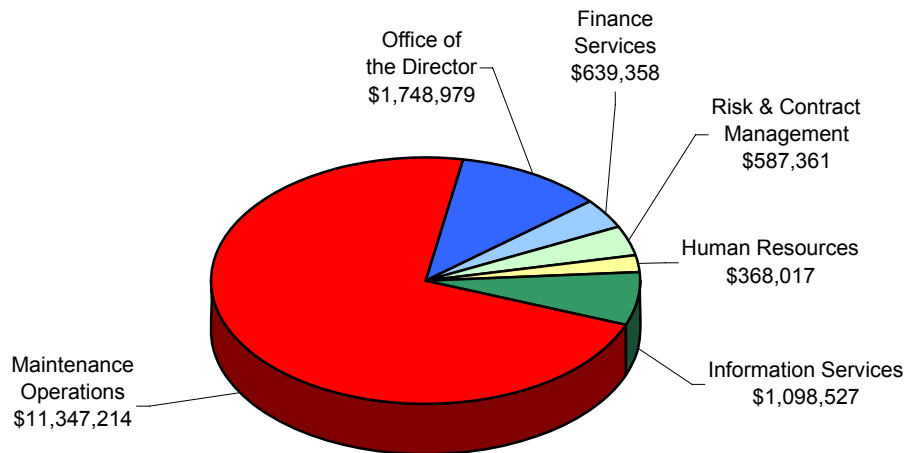
The Director of Business & Facilities reports to the General Manager and is responsible for all financial, administrative, and maintenance operations functions of the Park District. The Business & Facilities Division budget includes the following Departments: Finance, Risk & Contract Management, Human Resources, Information Services, and Maintenance Operations.

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

Division Staffing by Departments FY 2010-2011



Division Appropriations by Departments FY 2010-2011



Division: Business and Facilities

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Approved Budget 2010/11
Summary of Appropriations					
Personal Services	1,854,908	8,531,296	9,038,511	9,380,674	9,240,203
Materials & Services	788,655	4,438,926	5,016,519	4,880,117	4,905,117
Debt Service	785,656	718,448	731,650	1,030,839	1,030,839
Capital Outlay	129,969	509,492	563,260	574,297	613,297
Total Appropriations	3,559,188	14,198,162	15,349,940	15,865,927	15,789,456

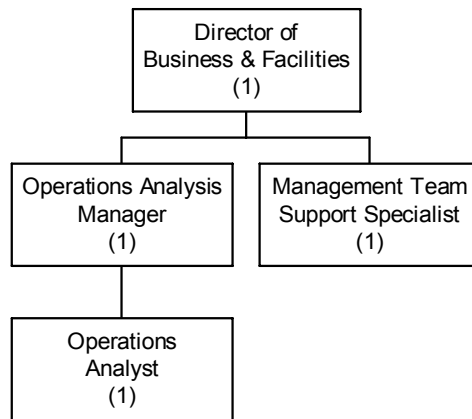
Summary by Department					
Office of the Director	979,669	1,325,195	1,431,388	1,755,261	1,748,979
Finance Services	505,397	539,083	591,090	634,651	639,358
Risk and Contract Management	482,521	517,924	567,749	591,924	587,361
Human Resources	233,952	308,247	361,319	373,146	368,017
Information Services	747,858	966,213	1,019,661	1,082,720	1,098,527
Maintenance Operations	-	10,541,500	11,378,733	11,428,225	11,347,214
Planning and Development	609,791	-	-	-	-
Total Appropriations	3,559,188	14,198,162	15,349,940	15,865,927	15,789,456

Division Staff					
Full Time	22.00	83.00	83.00	84.00	84.00
Regular Part Time (FTE)	0.00	8.75	8.75	7.88	7.88
Part Time (FTE)	0.00	53.73	53.65	54.49	54.49



BUSINESS & FACILITIES DIVISION

Office of Director of Business & Facilities



Department Overview

This budget unit supports the activities of the Director of Business & Facilities. Activities of the Office of the Director include the management of all departments in the Business & Facilities Division, and operations analysis activities relative to all District operations. The Director of Business & Facilities 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.

2009/10 Division Accomplishments

Completed the Eco-Logical Business (or EcoBiz) Program certification for the Park Maintenance program. The EcoBiz Program recognizes businesses that reach the highest standards in minimizing their environmental impact. This is now the second District program to complete this program joining the Vehicle and Equipment program.

Completed an audit of all District program user fees to ensure compliance with year-three phase-in of the user fee adjustments.

Identified target sites for relocation and centralization of maintenance facilities and initiated negotiation on site acquisition. Secured an allocation of Recovery Zone Economic Development Bonds to help finance the acquisition.

Completed the Project Development Plan phase of the Energy Savings Performance Contract (ESPC), and initiated design and construction of the ESPC projects.

Completed the maintenance related bond projects including: Sunset Swim Center pool tank, Athletic Center air conditioning, and approximately half of the play structure replacements. Completed initial assessment of structural improvement needs leading to Board approval of the prioritized structural upgrade project list.

Developed an enhanced District goal setting and performance benchmarking process to be fully implemented for the 2011/12 budget preparation. This new process will tie goals to specific performance measure outcomes, which will in turn drive budget priorities.

Successfully negotiated a new three-year collective bargaining agreement with the District Employees Association.

2010/11 Division Goals and Objectives

Continue work on maintenance replacement projects funded by the 2008 Parks Bond. This will include completing the second half of the play structure replacements, and completing structural upgrade projects based on a facility closure schedule to be finalized.

**2010/11 Division Goals and Objectives
(continued)**

Continue relocation and centralization of maintenance facilities. Assuming a target site is acquired, complete necessary renovation and build-out, and logistical preparation for the relocation of maintenance staff and equipment.

Develop and implement, with Board approval, a sustainable purchasing policy.

Complete mechanical and facility upgrades funded through the Energy Savings Performance Contract.

Expand sustainable purchasing activities using the Sustainable Opportunities Fund. Develop criteria and process for awarding these funds for use in order to assure the greatest impact.

Implement a revised Park Maintenance service strategy driven by trip reduction. This strategy will modify existing staff practice to consolidate maintenance activities at park sites to reduce the number of trips and mileage driven by Park Maintenance staff.

Budget Highlights

The proposed budget includes increased funding for a Sustainable Opportunities Fund to supplement purchases that have a higher initial cost, but promote sustainable practices.

Division: Business and Facilities

Department: Office of the Director

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Approved Budget 2010/11
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Summary of Appropriations

Personal Services	54,835	420,548	452,843	472,027	465,745
Materials & Services	139,178	186,199	246,895	252,395	252,395
Debt Service	785,656	718,448	731,650	1,030,839	1,030,839
Total Appropriations	979,669	1,325,195	1,431,388	1,755,261	1,748,979

Summary by Program

Office of the Director	194,013	606,747	699,738	724,422	718,140
Debt Service	785,656	718,448	731,650	1,030,839	1,030,839
Total Appropriations	979,669	1,325,195	1,431,388	1,755,261	1,748,979

Division Staff

Full Time	1.00	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 and Facilities

Department: Office of the Director

Program: Office of the Director

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Approved Budget 2010/11
Program Appropriations					
F.T. Salary	38,598	292,102	309,597	317,692	317,692
Employee Benefits	12,699	104,736	117,862	127,580	121,298
Payroll Taxes	3,538	23,710	25,384	26,755	26,755
Personal Services	54,835	420,548	452,843	472,027	465,745
Professional and Technical Services	5,550	14,252	31,050	40,500	40,500
Rental Equipment	35,877	36,077	51,000	48,000	48,000
Other Services	2,700	7,963	4,100	3,650	3,650
Communication	49,975	59,923	69,050	69,820	69,820
Supplies	41,802	54,786	71,915	69,600	69,600
Training, Travel & Memberships	3,274	12,923	19,780	20,825	20,825
Small Furniture & Equipment	-	275	-	-	-
Material & Services	139,178	186,199	246,895	252,395	252,395
Program Total	194,013	606,747	699,738	724,422	718,140
Department Staff					
Full Time	1.00	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 and Facilities

Department: Office of the Director

Program: Debt Service

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Adopted Budget 2010/11
Program Appropriations					
Principal	518,000	551,000	455,000	519,847	519,847
Interest	267,656	167,448	276,650	510,992	510,992
Debt Service	785,656	718,448	731,650	1,030,839	1,030,839
Program Total	785,656	718,448	731,650	1,030,839	1,030,839

Sub Program:

1997- \$2,495,000 Fifteen (15) Year Full Faith and Credit Obligations

(Refinancing of 1992- \$2,750,000 Certificates of Participation)

Principal	185,000	-	-	-	-
Interest	4,949	-	-	-	-
Sub Program Total	189,949	-	-	-	-

Sub Program:

1997-\$1,300,000 Fourteen (14) Year Certificates of Participation

Principal	100,000	-	-	-	-
Interest	4,600	-	-	-	-
Sub Program Total	104,600	-	-	-	-

Sub Program:

2000-\$1,670,000 Twenty (20) Year Full Faith and Credit Obligations

Principal	70,000	75,000	75,000	-	-
Interest	11,333	7,763	3,900	-	-
Sub Program Total	81,333	82,763	78,900	-	-

Sub Program:

2004-\$600,000 Five (5) Year Financing Agreement

Principal	123,000	126,000	-	-	-
Interest	7,595	3,843	-	-	-
Sub Program Total	130,595	129,843	-	-	-

Division: Business and Facilities

Department: Office of the Director

Program: Debt Service

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Adopted Budget 2010/11
Sub Program:					
<u>2005-\$340,000 Ten (10) Year Financing Agreement</u>					
Principal	40,000	40,000	40,000	40,000	40,000
Interest	11,700	9,900	8,100	6,300	6,300
Sub Program Total	51,700	49,900	48,100	46,300	46,300
Sub Program:					
<u>2006-\$2,430,000 Nineteen (19) Year Combined Refunding Full Faith and Credit Obligations</u>					
<u>(Refinancing of 1997 Certificates of Participation and 1997 and 2000 Full Faith and Credit Obligations)</u>					
Principal	-	310,000	340,000	435,000	435,000
Interest	102,050	102,050	89,650	76,050	76,050
Sub Program Total	102,050	412,050	429,650	511,050	511,050
Sub Program:					
<u>2010-\$6,000,000 Thirty (30) Year Financing Agreement</u>					
Principal	-	-	-	-	-
Interest	-	-	-	212,188	212,188
Sub Program Total	-	-	-	212,188	212,188
Sub Program:					
<u>2010-\$1,675,000 Energy Savings</u>					
Principal	-	-	-	44,847	44,847
Interest	-	-	-	66,454	66,454
Sub Program Total	-	-	-	111,301	111,301
Sub Program:					
<u>Tax Anticipation Notes</u>					
Interest	125,429	43,892	175,000	150,000	150,000
Sub Program Total	125,429	43,892	175,000	150,000	150,000



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

MATURITY SCHEDULE FOR GENERAL FUND DEBT

Fiscal Year	FFCO Series 2006 2,430,000	Financing Agreement Series 2005 340,000	FFCO Series 2010 6,000,000	FFCO Energy Savings Series 2010 1,630,000	Totals
2010-2011	511,050	46,300	212,188	111,301	880,839
2011-2012	508,650	44,500	212,188	111,301	876,639
2012-2013	135,650	22,700	352,188	111,301	621,839
2013-2014	136,850	21,800	350,340	111,301	620,291
2014-2015	137,850	20,900	353,030	111,301	623,081
2015-2016	138,650	-	350,319	111,301	600,270
2016-2017	134,250	-	352,328	111,301	597,879
2017-2018	138,750	-	348,946	111,301	598,997
2018-2019	137,750	-	350,291	111,301	599,342
2019-2020	136,500	-	356,344	111,301	604,145
2021-2040	-	-	7,174,945	1,113,010	8,287,955
Totals	2,115,950	156,200	10,413,107	2,226,020	14,911,277
Interest Portion of Payments	(335,950)	(16,200)	(4,413,107)	(768,680)	(5,533,937)
Principal Balance	1,780,000	140,000	6,000,000	1,457,340	9,377,340

KEY TO DEBT ISSUES

- Financing Agreement Series 2005:** On May 4, 2005 the Park District borrowed \$340,000 under a Financing Agreement; \$140,000 of the proceeds was used to prepay the previous Synthetic Turf Loan, and the balance of \$200,000 partially funded construction of an additional Synthetic Turf field.
- FFCO Series 2006:** In December, 2006, the District issued \$2,430,000 of Full Faith and Credit Obligations to refinance the eligible balances of the 1997 Certificates of Participation, and the 1997 and 2000 Full Faith and Credit Obligations.
- FFCO Series 2010:** The District intends to issue approximately \$6,000,000 of Full Faith and Credit Obligations; the proceeds will be used for the purchase of a centralized maintenance facility and any necessary renovations.
- FFCO Energy Savings Series 2010:** The District intends to issue approximately \$1,457,340 of Full Faith and Credit Obligations; the proceeds will be used to finance the Board approved Energy Savings Performance Contract capital projects in the anticipated amount of \$1,630,000.



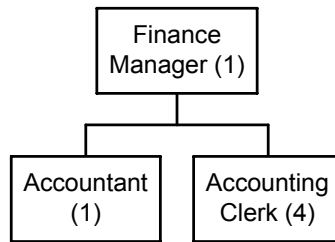


FINANCE SERVICES



BUSINESS & FACILITIES DIVISION

Finance Services Department



Department Overview

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

2009/10 Accomplishments

Completed upgrade of Kronos time and attendance system, the first since the original implementation in October 2004.

Completed revision of Investment Policy to allow advantageous investment of bond proceeds.

Developed monthly investment summary reports for management and Bond Oversight Committee review.

Completed extensive review and documentation of internal control procedures as required by newly implemented accounting standards.

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the 2009/10 Budget Document.
- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 2007/08 Comprehensive Annual Financial Report.

2010/11 Goals and Objectives

Implement upgrade of the Springbrook Finance Suite software, which will include significant improvements in management and reporting.

Continue development of the annual budget document; concentrating on development of performance measurement tools and graphical information to further enhance the ease of understanding of District operations.

Coordinate and prepare necessary documentation for issuance of funding for the Maintenance Facility and Energy Saving Performance Contract.

Continue monitoring of available Bond Capital Projects Fund investments and arbitrage compliance for IRS reporting purposes.

Budget Highlights

Proposed budget includes an additional part-time Accounting Clerk (0.5 FTE) to assist with bond related accounting and purchasing activity.

Performance Standards

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

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

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

Process all credit card activity on a daily basis to ensure optimum cash flow.



Division: Business and Facilities
Department: Finance Services

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Approved Budget 2010/11
Summary of Appropriations					
Personal Services	441,237	462,544	507,561	550,349	555,056
Material & Services	64,160	76,539	83,529	84,302	84,302
Total Appropriations	505,397	539,083	591,090	634,651	639,358
Summary by Program					
Finance Services	505,397	539,083	591,090	634,651	639,358
Total Appropriations	505,397	539,083	591,090	634,651	639,358
Division Staff					
Full Time	6.00	6.00	6.00	6.00	6.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.50	0.50

Division: Business and Facilities

Department: Finance Services

Program: Finance Services

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Projected Outcome 2009/10	Proposed Outcome 2010/11
Workloads				
Payroll Checks Processed	19,745	20,366	21,100	21,600
Accounts Payable Checks Processed	7,924	8,072	9,188	9,800
Number of Facility Deposits Audited	5,782	5,771	6,121	6,100
Purchase Orders Processed	727	735	800	871
Merchant Cards Processed	71,958	78,467	83,591	89,275

Division: Business and Facilities

Department: Finance Services

Program: Finance Services

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Approved Budget 2010/11
Program Appropriations					
F.T. Salary	306,858	317,156	343,402	353,028	353,028
P.T. Salary	-	-	-	18,200	18,200
Employee Benefits	105,221	119,331	134,789	146,018	150,725
Payroll Taxes	29,158	26,057	29,370	33,103	33,103
Personal Services	441,237	462,544	507,561	550,349	555,056
Professional and Technical Services	52,345	55,481	57,089	58,417	58,417
Other Services	2,753	11,248	13,500	14,600	14,600
Supplies	280	319	775	945	945
Communication	2,554	3,885	5,550	3,550	3,550
Training, Travel and Memberships	6,159	5,161	6,365	6,440	6,440
Small Furniture & Office Equipment	69	445	250	350	350
Material & Services	64,160	76,539	83,529	84,302	84,302
Program Total	505,397	539,083	591,090	634,651	639,358
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)	0.00	0.00	0.00	0.50	0.50



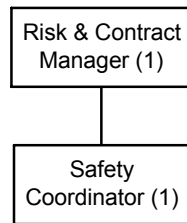


RISK & CONTRACT MANAGEMENT



BUSINESS & FACILITIES DIVISION

Risk & Contract Management Department



Department Overview

The Risk & Contract Manager is responsible to the Director of Business & Facilities for providing support to all departments in the District in the following areas:

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

Safety provides risk assessments, injury prevention and training services to District departments and their employees, so they can reduce workplace injuries and make District facilities a safe place to work and visit.

2009/10 Accomplishments

Achieved the Safety and Health Achievement Recognition Program (SHARP) accreditation with Oregon OSHA for all District facilities. Tualatin Hills Park & Recreation District is the largest multi-site agency participating in the state, and is also the first park and recreation agency to receive this achievement. After five consecutive years of accreditation, the District will be considered a graduate of the program.

- HMT Recreation Complex and East Annex (Fifth Year) 2009, 2008, 2007, 2006, 2005
- Aquatics Department (Fourth Year) 2009, 2008, 2007, 2006
- Recreation Department (Third year) 2009, 2008, 2007

Received Safety & Security Matching Grant from Special Districts Association of Oregon for video surveillance cameras for remote monitoring of

the Cedar Hills Recreation Center, Garden Home Recreation Center, and Stuhr Center.

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

Assisted Security Operations Department with continued implementation of the District's new Emergency Response Program.

Delivered employee safety training for positions at all levels. Developed new online training programs and updated current online training programs as needed.

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

2010/11 Goals and Objectives

Coordinate the Safety and Health Achievement Recognition Program (SHARP) annual accreditation with Oregon OSHA for all sites.

Initiate a Risk Management Steering Committee to reinforce the Integrated Safety Management training program for employees and managers to facilitate:

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

Create a web-based employee injury reporting and claim filing system that provides immediate e-mail notification, centralized database, and reduction on paperwork.

Coordinate with District Human Resources Department to enhance the Employee Wellness Program, encouraging employee participation to

2010/11 Goals and Objectives (continued)

improve employee injury recovery rates in case of workplace injury.

Coordinate with District Security Operations Department to enhance Emergency Preparedness Program for the District.

Budget Highlights

No significant budgetary changes from the prior year.

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 insurer within 48 working hours of receipt.

Review all outside contractual agreements for consistency with standard District contract terms.

Division: Business and Facilities
Department: Risk and Contract Management

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Approved Budget 2010/11
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Summary of Appropriations

Personal Services	202,508	218,496	233,808	244,056	239,493
Material & Services	280,013	299,428	333,941	347,868	347,868
Total Appropriations	482,521	517,924	567,749	591,924	587,361

Summary by Program

Risk and Contract Management	377,441	409,701	442,494	461,472	459,358
Safety/Wellness	105,080	108,223	125,255	130,452	128,003
Total Appropriations	482,521	517,924	567,749	591,924	587,361

Division Staff

Full Time	2.00	2.00	2.00	2.00	2.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Projected Outcome 2009/10	Proposed Outcome 2010/11
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Workloads

Number of Contracts processed	128	129	160	160
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Description	Prior Year Actual 2007	Prior Year Actual 2008	Projected Outcome 2009	Proposed Outcome 2010
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Reduce exposure of property & liability claims¹

Number of liability claims filed against the District	9	13	15	5
Average cost per liability claim filed	\$1,367	\$4,831	\$3,769	\$2,000
Loss Ratio: liability claims only (single year) ²	10.21%	40.51%	48.76%	30.00%
Loss Ratio: property and liability claims (single year) ³	17.17%	41.46%	39.74%	20.00%
Loss Ratio: Five-year Trail ⁴	7.68%	7.40%	14.55%	10.00%

¹ Property and casualty figures are based on a calendar year. Policy data as of: March 24, 2010

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

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

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

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

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Approved Budget 2010/11
Program Appropriations					
F.T. Salary	79,524	84,216	88,764	90,729	90,729
Employee Benefits	28,161	31,985	35,083	37,896	35,782
Payroll Taxes	7,186	7,071	7,576	8,024	8,024
Personal Services	114,871	123,272	131,423	136,649	134,535
Other Services	10,827	15,030	20,350	26,762	26,762
Insurance	239,561	262,431	278,451	288,591	288,591
Supplies	4,623	3,236	3,120	1,700	1,700
Communication	5,058	1,348	5,560	3,720	3,720
Training, Travel and Memberships	2,004	2,738	3,590	4,050	4,050
Small Furniture & Office Equipment	497	1,646	-	-	-
Material & Services	262,570	286,429	311,071	324,823	324,823
Program Total	377,441	409,701	442,494	461,472	459,358
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: Business and Facilities
 Department: Risk and Contract Management
 Program: Safety

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Projected Outcome 2009/10	Proposed Outcome 2010/11
<u>Reduce program participant incidents</u>				
Number of Incident Reports Filed per 1,000 Program Visits	0.102	0.091	0.081	0.093

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Projected Outcome 2009/10	Proposed Outcome 2010/11
<u>Reduce exposure on workers compensation claims</u> ¹				
Number of Claims Filed	35	42	40	40
Number of Time Loss Claims	5	9	5	3
Experience Modification History ²	0.74	0.77	0.82	0.84
Frequency Rate of WC Claims per 100 FTE	10.70	9.84	8.78	8.68
WC costs as % of payroll	0.43	0.47	0.25	0.33
Average cost per claim	\$2,142	\$2,272	\$3,301	\$2,250

¹ Policy data as of: March 24, 2010.

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

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

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Approved Budget 2010/11
Program Appropriations					
F.T. Salary	58,380	62,364	66,355	68,419	68,419
Employee Benefits	23,938	27,546	30,346	32,916	30,467
Payroll Taxes	5,319	5,314	5,684	6,072	6,072
Personal Services	87,637	95,224	102,385	107,407	104,958
Professional and Technical Services	7,963	6,652	13,420	11,820	11,820
Supplies	2,866	807	4,200	4,900	4,900
Training, Travel and Memberships	1,602	2,400	5,250	6,325	6,325
Small Furniture & Office Equipment	117	3,140	-	-	-
Material & Services	12,548	12,999	22,870	23,045	23,045
<u>WELLNESS</u>					
Professional and Technical Services	4,895	-	-	-	-
Material & Services	4,895	-	-	-	-
Program Total	105,080	108,223	125,255	130,452	128,003
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



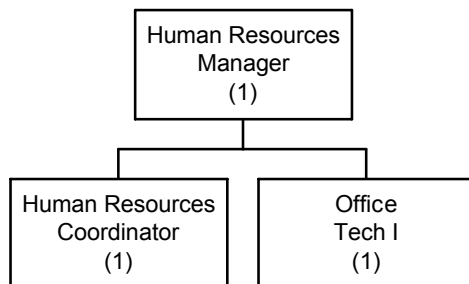


HUMAN RESOURCES



BUSINESS & FACILITIES DIVISION

Human Resources Department



Department Overview

The Human Resources Manager reports directly to the Director of Business & Facilities and is responsible for managing all District personnel functions and ensuring compliance with applicable laws, the Collective Bargaining Agreement and District policies and procedures.

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

2009/10 Accomplishments

Enhanced the employee-training program by adding a professional level training component which is designed specifically for supervisory level employees- focusing on leadership development.

Increased wellness outreach to staff, developed an online information page and brought the annual wellness/benefit fair in-house resulting in a cost savings.

Completed a successful negotiation of a successor Collective Bargaining Agreement.

Developed and implemented a standardized performance evaluation system for part-time employees.

2010/11 Goals and Objectives

Continue to expand and enhance the employee training and development program; increase contact hours.

Review and revise, as needed, the Employee Handbook to bring it in line with the Collective Bargaining Agreement and federal and state employment laws.

Continue to expand and enhance the employee wellness program; increase outreach.

Budget Highlights

No significant change 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 working hours of receipt.

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



Division: Business and Facilities
Department: Human Resources

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Approved Budget 2010/11
Summary of Appropriations					
Personal Services	190,356	270,203	288,939	300,816	295,687
Material & Services	43,596	38,044	72,380	72,330	72,330
Total Appropriations	233,952	308,247	361,319	373,146	368,017
Summary by Program					
Human Resources	233,952	308,247	361,319	373,146	368,017
Total Appropriations	233,952	308,247	361,319	373,146	368,017
Division Staff					
Full Time	2.00	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 and Facilities

Department: Human Resources

Program: Human Resources

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Projected Outcome 2009/10	Proposed Outcome 2010/11
Workloads				
Total number of recruitment: FT & RPT positions	25	21	14	15
Total number of training sessions	12	13	16	18
Total number of Unemployment Insurance Claims Processed	84	80	160	150
Total number of PT, RPT & FT new hire packets processed	738	642	690	700
Performance Measures				
Total recruitment applications received	500	1,039	1,050	900
Average number of applications per position	20	49	75	60
Total training contact hours	1,456	1,350	1,680	1,890
Average total cost per unemployment insurance claim	\$316	\$712	\$925	\$900


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

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Approved Budget 2010/11
Program Appropriations					
F.T. Salary	129,636	182,440	192,740	197,223	197,223
Employee Benefits	48,884	72,195	79,725	86,127	80,998
Payroll Taxes	11,836	15,568	16,474	17,466	17,466
Personal Services	190,356	270,203	288,939	300,816	295,687
Professional and Technical Services	29,430	15,510	24,208	28,000	28,000
Supplies	864	1,113	1,507	1,280	1,280
Communication	-	413	1,260	400	400
Travel, Training and Memberships	13,051	21,008	44,855	42,650	42,650
Small Furniture & Equipment	251	-	550	-	-
Material & Services	43,596	38,044	72,380	72,330	72,330
Program Total	233,952	308,247	361,319	373,146	368,017
Department Staff					
Full Time	2.00	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



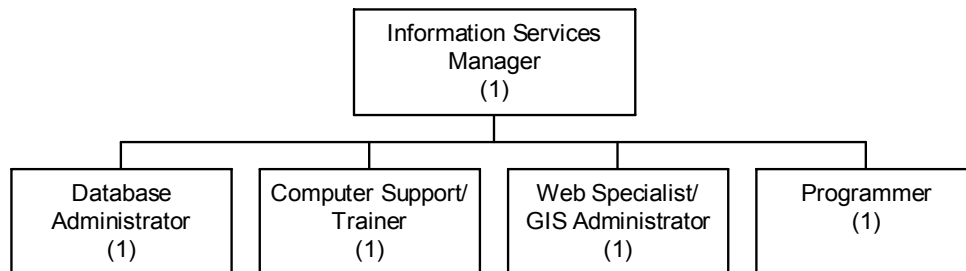


INFORMATION SERVICES

Operations	View	Browser Setup	Help
Administrative (ADM626)			
		Tualatin Hills Park and Recreation District Intranet System	
Facility Daily Operations			
Drop In Operations			
Class Management			
Instructor Management			
Reservations			
Click here for Firefox issues and general help for your browser.			

BUSINESS & FACILITIES DIVISION

Information Services Department



Department Overview

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

The Information Services (IS) Department provides support in developing a work environment in which all staff will have the essential tools needed to execute business processes, and to access, analyze and produce information and accomplish necessary tasks. The IS 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 and collaborative services.

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

2009/10 Accomplishments

Developed and implemented a League Management module for the Sports Department that integrates with our current patron database.

Worked with Natural Resources Department to create a GIS trails layer and map of all the District's trails.

Completed a detailed review of the online registration website with the focus on improving the speed of our online registration system.

Continued to develop a common GIS repository and build a set of tools for geographic-based information that allows the sharing of spatial data.

2010/11 Goals and Objectives

Work with department personnel to streamline District workflow processes. Support the use of Intranet and Internet technologies for communication, collaboration and workflow solutions related to the District departments and other groups that may need to interface with them. Provide the public with easier access to District information.

Strive to eliminate and/or minimize paper forms and manual processes as part of the District standard operation and move toward an integration of people, processes, and technologies. Create online tools for trouble reporting, project requests, project scheduling and project status tracking.

Continue to develop a common GIS repository and build a set of tools for geographic-based information that allows the sharing of spatial data. Increase efficiencies and improve data collection capabilities with the integration of GPS units.

Budget Highlights

The proposed budget includes partial funding for upgrading the District's phones; current phones are six years old and will soon be out of warranty. Phones will be replaced over three years.

Information Services Standards

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

This includes:

- Computer workstation access for all full time and regular part time staff. Shared stations for various part time staff that are supervisors.
- Network, email, voicemail and Internet access to all approved full time and regular part time staff.
- Business operations and departmental software available to appropriate staff; applicable to staff job status, duties and responsibilities.
- Support for all THPRD custom software, third-party software and larger technology systems for use in all District departments.

- Technical support for District computers and all components of the infrastructure, including operation of the telecommunication system.
- Reliable network backup and network security.
- Public kiosks/information stations available at all District facilities.

Performance Standards

System reliability standards are:

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

Division: Business and Facilities
 Department: Information Services

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Approved Budget 2010/11
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Summary of Appropriations

Personal Services	482,636	498,479	519,301	540,223	531,030
Material & Services	135,253	192,064	302,700	283,900	308,900
Capital Outlay	129,969	275,670	197,660	258,597	258,597
Total Appropriations	747,858	966,213	1,019,661	1,082,720	1,098,527

Summary by Program

Information Services	747,858	966,213	1,019,661	1,082,720	1,098,527
Total Appropriations	747,858	966,213	1,019,661	1,082,720	1,098,527

Division Staff

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

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

KEY PERFORMANCE INDICATORS

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Projected Outcome 2009/10	Proposed Outcome 2010/11
Workloads				
Number of desktop PC's maintained	194	201	202	207
Number of networked file servers maintained	27	29	29	32
Performance Measures				
Maintain 98% network system reliability	98%	98%	98%	98%

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

Description	Prior Year Actual 2007/08	Prior Year Actual 2008/09	Adopted Budget 2009/10	Proposed Budget 2010/11	Approved Budget 2010/11
Program Appropriations					
F.T. Salary	337,509	344,057	347,508	355,241	355,241
Employee Benefits	114,626	124,893	142,092	153,522	144,329
Payroll Taxes	30,501	29,529	29,701	31,460	31,460
Personal Services	482,636	498,479	519,301	540,223	531,030
Professional and Technical Services	105,050	97,673	167,600	145,800	170,800
Supplies	29,123	28,224	47,800	47,800	47,800
Communication	752	61,194	70,000	73,000	73,000
Training, Travel and Memberships	208	4,973	16,500	16,500	16,500
Small Furniture, Fixtures and Equip.	120	-	800	800	800
Material & Services	135,253	192,064	302,700	283,900	308,900
Information Technology Replacement	105,147	149,810	143,000	128,897	128,897
Information Technology Improvement	24,822	125,860	54,660	129,700	129,700
Capital Outlay	129,969	275,670	197,660	258,597	258,597
Program Total	747,858	966,213	1,019,661	1,082,720	1,098,527
Department Staff					
Full Time	5.00	5.00	5.00	5.00	5.00
Regular Part Time (FTE)	0.00	0.00	0.00	0.00	0.00
Part Time (FTE)	0.00	0.00	0.00	0.00	0.00

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

Project Number	Capital Project	Approved Budget	Page #
INFORMATION TECHNOLOGY REPLACEMENT			
1	Workstations	65,000	BF-41
2	Printers/network printers	5,000	BF-41
3	Servers	35,000	BF-41
4	LAN/WAN equipment	5,000	BF-41
5	Telephones	18,897	BF-41
	TOTAL INFORMATION TECHNOLOGY REPLACEMENT	<u>\$ 128,897</u>	
INFORMATION TECHNOLOGY IMPROVEMENT			
6	Software	20,000	BF-41
7	Springbrook Software Upgrade	48,800	BF-41
8	Backup Generator	50,000	BF-42
9	Computer Workstation	3,400	BF-42
10	Volunteer Tracking Software	7,500	BF-42
	TOTAL INFORMATION TECHNOLOGY IMPROVEMENT	<u>\$ 129,700</u>	
	GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY	<u><u>\$ 258,597</u></u>	

INFORMATION SERVICES CAPITAL OUTLAY

Information Technology Capital Replacement

ITEM 1: Workstations

BUDGET: \$65,000

DESCRIPTION: Replacement and upgrading of user workstations. Replaces one-fourth of inventory maintaining the four-year replacement cycle.

ITEM 2: Printers/Network Printers

BUDGET: \$5,000

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

ITEM 3: Servers

BUDGET: \$35,000

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

ITEM 4: LAN/WAN equipment

BUDGET: \$5,000

DESCRIPTION: Replacement and upgrades to Wide Area Network equipment.

ITEM 5: Telephones

BUDGET: \$18,897

DESCRIPTION: Replace one-third of telephones no longer under warranty.

Information Technology Capital Improvement

ITEM 6: Software

BUDGET: \$20,000

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

ITEM 7: Springbrook Software Upgrade

BUDGET: \$48,800

DESCRIPTION: Upgrade Springbrook software to thin-client technology, with Windows 2007 compatibility.

INFORMATION SERVICES CAPITAL OUTLAY

ITEM 8: **Backup Generator**

BUDGET: \$50,000

DESCRIPTION: A natural gas generator to provide power to the HMT Administrative building server room in case of a power outage. This will be funded by a grant.

ITEM 9: **Computer Workstation**

BUDGET: \$3,400

DESCRIPTION: Workstation and telephone for new Trails Coordinator position.

ITEM 10: **Volunteer Tracking Software**

BUDGET: \$7,500

DESCRIPTION: Software to replace VolunteerWorks which is no longer supported.
