



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

A Tualatin Hills Park & Recreation District Budget Committee Meeting was held at 6:30 pm, Tuesday, May 16, 2017, at the HMT Recreation Complex, Peg Ogilbee Dryland Training Center, 15707 SW Walker Road, Beaverton.

### Present:

Susan Cole	Chair/Budget Committee Member
John Griffiths	Budget Committee Member
Jerry Jones Jr.	Budget Committee Member
Ali Kavianian	Budget Committee Member
Shannon Kennedy	Budget Committee Member
Anthony Mills	Budget Committee Member
Stephen Pearson	Budget Committee Member
Bob Scott	Budget Committee Member
Doug Menke	General Manager

### Absent:

Miles Glowacki	Secretary/Budget Committee Member
Larry Pelatt	Budget Committee Member

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

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

### **Agenda Item #2 – Approve April 18, 2017 Work Session Minutes**

**Anthony Mills moved the budget committee approve the minutes of the April 18, 2017 Budget Committee Work Session. Bob Scott seconded the motion. The motion was UNANIMOUSLY APPROVED.**

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

Keith Hobson, director of Business & Facilities, announced that tonight is the third and final meeting of the budget committee to review the district's FY 2017/18 budget. At the conclusion of the meeting, staff will request the budget committee approve the budget and property tax levies.

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

- The General Fund Property Tax Levy is based on a permanent tax rate of \$1.3073 per \$1,000 of assessed value. The actual amount received is dependent on the total assessed value as determined by Washington County; staff anticipate a 4.5% increase over the current year.
- The Bonded Debt Fund Levy is based on the amount needed to satisfy principal and interest payments on the district's voter-approved general obligation bonds. Staff determined the amount needed and the tax rate will be dependent on the total assessed value. For FY 2017/18, staff determined the amount to be \$7,464,964.

#### **Agenda Item #4 – Review Budget Information & Recommendations**

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

- Summary of Tualatin Valley Water District meters, water usage and cost broken down by both meters inside and outside City of Beaverton boundaries.
- Detailed information regarding district sponsorships over the past year. General sponsorships showed little activity, but there were approximately \$95,000 in either cash or in-kind sponsorships related to programs or events. Such sponsorships are found within the revenue categories specific to the center or event generating the sponsorship.
- Summary of classes cancelled versus classes offered for the past five fiscal years. As noted, the most common reason for a class being cancelled is due to the class not meeting the minimum attendance requirement. Over the past three fiscal years, the class cancellation rate has been declining.
- Recap of the enhanced community engagement process used for the Crowell Woods park master planning.

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

#### **Agenda Item #5 – Public Comment**

There was no public comment.

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

Stephen Pearson congratulated district staff on an excellent job in this year's budget development process.

#### **Agenda Item #7 – Approve 2017/18 Budget & Property Taxes to be Imposed**

**Ali Kavarianian moved that the budget committee approve the Proposed Fiscal Year 2017/18 Budget and the appropriations contained therein. Shannon Kennedy seconded the motion. The motion was UNANIMOUSLY APPROVED.**

**Anthony Mills moved that the budget committee establish and approve the General Fund Property Tax Levy at the Permanent Tax Rate of \$1.3073 and establish and approve the Bond Fund Property Tax Levy in the amount of \$7,464,964 for the fiscal year 2017/18. Ali Kavarianian seconded the motion. The motion was UNANIMOUSLY APPROVED.**

#### **Agenda Item #8 – Adjourn**

The meeting adjourned at 6:37 pm.

Recording Secretary,  
Jessica Collins

#### **Approval of May 16, 2017 minutes received by e-mail**

Shannon Kennedy moved the budget committee approve the Minutes of the May 16, 2017, budget committee meeting as submitted. Stephen Pearson seconded the motion. The motion was APPROVED by MAJORITY vote.