



# PROPOSED BUDGET

Fiscal Year 2025-26







Elsie Stuhr - THPRD Visionary



Bike Safety 1950's



Mens Golf 1950's



Kids Camp 1950's



Cedar Hills Recreation Center 1950's



Kids Tennis 1950's



Tetherball 1950's



Crafts 1970's

## Tualatin Hills Park & Recreation District is 70!

Celebrate 70 years of connection, recreation, and community with us! From the parks to the people we serve, we've spent seven decades making memories, building relationships, and promoting wellness. Here's to looking back on an amazing journey and looking ahead to a bright future. Let's celebrate together!



# **Proposed Budget Fiscal Year 2025/26**



**TUALATIN HILLS  
PARK & RECREATION DISTRICT**

**BEAVERTON, OREGON**

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





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Tualatin Hills Park and Recreation District  
Oregon**

For the Fiscal Year Beginning

**July 01, 2024**

*Christopher P. Morill*

Executive Director



# TUALATIN HILLS PARK & RECREATION DISTRICT

## Fiscal Year 2025/26 Proposed Budget

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# Introduction

**District Values and Budget Priorities**

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**Budget Committee Work Session Agenda – April 17, 2025**

**Budget Committee Meeting Minutes – February 27, 2025**





# TUALATIN HILLS

## PARK & RECREATION DISTRICT

### Vision

**We will enhance healthy and active lifestyles while connecting more people to nature, parks, and programs. We will do this through stewardship of public resources and by providing programs/spaces to fulfill unmet needs.**

### Mission

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

### Values

**Leading with Equity with special attention to Racial Equity** – THPRD values all dimensions of equity including people experiencing disabilities, whether seen or unseen, age, ethnicity, gender, race, sexual orientation, and other identities. We see it as an essential core value that we prioritize all aspects of equity. A commitment to equity means looking at individuals' needs and understanding that people need different things to achieve equitable outcomes. THPRD recognizes that to achieve meaningful equity we must prioritize investments in activities to reach those most marginalized, therefore we support a comprehensive investment in equitable outcomes for the most impacted people and at this time, due to disparate impacts, a special focus on activities to advance racial equity is an important component of our overall equity strategies.

**Environmental Stewardship** – THPRD values the environment and demonstrates this through how we acquire, plan for, and maintain lands. Environmental stewardship extends to the way we build and maintain our facilities, and the practices we use to procure goods and services. THPRD is committed to protecting and improving the environment and to hold ourselves accountable to reducing our carbon footprint and implementing our Climate Action Plan. We commit to continuing to be an active ally and leader on environmental education, natural resource protection, and by adopting practices that uphold environmental stewardship, to ensure we pass on a healthy environment to future generations.

**Commitment to Community Vision** – We are committed to honoring and realizing the community feedback captured through the district's visioning process and see this work as foundational to our ongoing community engagement work. We will integrate the visioning feedback into our planning and operational efforts to honor the four visioning goals to be Welcoming and Inclusive, provide Play for Everyone, to be Accessible and Safe, and to practice Environmental Stewardship. The community vision serves as a beacon to illuminate our ongoing community engagement efforts, infused with a deep commitment to actively engage underserved and historically marginalized voices.

### Budget Priorities

**Expand Sustainable Funding Strategies**

**Enhance Environmental Sustainability and Climate Resilience**

**Investing in Efficient Technologies**



## About the District

THPRD is a special park and recreation service district funded primarily by property taxes and program fees. Its service area spans the City of Beaverton and many unincorporated areas of eastern Washington County. THPRD is the largest special park district in Oregon, spanning about 50 square miles and serving about 270,000 residents in the greater Beaverton area. The district provides year-round recreational opportunities for people of all ages and abilities. Offerings include thousands of widely diverse classes, park sites with active recreational amenities, trails, swim centers, recreation centers, and natural areas.

## History

THPRD was founded because of a shared community vision. It was 1953, and Elsie Stuhr was a physical education teacher in Beaverton. Elsie had an idea, a vision: a better way to deliver park and recreation services to our growing community. She imagined a dedicated organization that focused exclusively on these areas.

For two years, Elsie went to community meetings, met with neighbors, and helped lead a ballot measure to form the Tualatin Hills Park & Recreation District. At the time of its founding in 1955, THPRD served 3,000 people. Elsie would become a founding member of the park district's Board of Directors, a position she held for 20 years.



## Origin of the Name "Tualatin Hills"

The area that is now Beaverton was originally home to a Native American tribe known as the Atfalati, which settlers mispronounced as "Tualaty." That name subsequently morphed into "Tualatin." The Tualatin name eventually was applied to many points of local geography. What is now Tigard became known as the Tualatin area. Settlements of Forest Grove and Hillsboro were known as West Tualatin and East Tualatin, respectively. Meanwhile, the Tualatin Mountains surrounding the Beaverton area – what we now call the Portland West Hills – became known in some quarters as the Tualatin Hills.



# 2025 Fact Sheet

## THPRD by the Numbers



**270,000+**  
Population



**50**  
Square Miles  
Area Served



**4** Mobile  
Recreation  
Programs



**200+**  
Volunteer Options



**520**  
Community  
Garden Plots



**40**  
Public Art  
Works

### Facilities



**6** Recreation  
Centers  
(including one for ages 55+)



**6** Indoor  
**2** Outdoor  
Swim  
Centers



**1** Nature  
Center



**104**  
Baseball/  
Softball Fields  
Scheduled/  
Maintained\*



**147**  
Multi-  
purpose  
Fields  
Scheduled/  
Maintained\*



**10** Indoor  
**50** Outdoor  
Basketball/  
Multipurpose Courts



**45**  
Pickleball  
Courts and  
Growing!



**115**  
Tennis Courts  
Indoor/Outdoor



**35+**  
Summer  
Events

### Parks & Trails

**119**  
Parks



**2**  
Nature  
Parks



**5**  
Off-leash  
Areas



**3**  
Skate  
Parks



**162** Natural Areas



Miles of  
Trails

**51**  
Paved

**17**  
Unpaved



Waterways




**27**  
Miles of  
Streams

**3**  
Lakes

\*Includes fields owned by Beaverton School District

**Board of Directors:** Barbie Minor (President), Alfredo Moreno (Secretary), Miles Palacios (Secretary Pro-Tempore), Felicita Monteblanco, and Tya Ping

**Contact us by phone:** 503-645-6433

**Website:** [www.thprd.org](http://www.thprd.org)   

**Mission Statement:** THPRD's mission is to provide natural areas, high-quality park and recreational facilities, services and programs that meet the needs of the diverse communities it serves.

**Equity & Inclusion Statement:** We acknowledge that all U.S. government agencies have roots stemming from systemic racism and oppression, including THPRD. We seek to hold ourselves accountable for our role in perpetuating these systems and are committed to taking action to create meaningful change. We aspire to bring people together, to be a welcoming and inclusive park & recreation district, and to live our values of advancing social and racial equity.





# Tualatin Hills Park & Recreation District 2025/26 Budget Committee

## **Board of Directors**

Tya Ping  
Miles Palacios  
Barbie Minor  
Felicita Monteblanco  
Alfredo Moreno

## **Public Members**

Elizabeth Edwards  
Jon Cascino  
Carolyn Uy  
Rajneel Maharaj  
Hannah Bui

## **THPRD Staff**

Doug Menke, General Manager  
Aisha Panas, Deputy General Manager/Park Services Director  
Jared Isaksen, Finance Director/Budget Officer  
Holly Thompson, Communications Director  
Julie Rocha, Sports & Inclusion Director  
Sabrina Taylor Schmitt, Recreation & Aquatic Director  
Steven Sutton, Human Resources Director  
Jessica Collins, Executive Assistant





## MEMO

**To: The Budget Committee**  
**From: Doug Menke, General Manager**  
**Date: April 7, 2025**  
**Re: Proposed Budget Fiscal Year 2025/26**

I am pleased to present the Fiscal Year 2025/26 Proposed Budget for the Tualatin Hills Park & Recreation District (THPRD). This budget represents a financial operating and capital plan for THPRD to carry out its mission during the 2025/26 fiscal year.

### **Mission and Visioning Goals**

As we begin the task of preparing our annual budget, THPRD goes through a comprehensive process that starts with the district's mission, vision, and equity and inclusion statement. THPRD's mission is to provide high-quality park and recreation facilities, programs, services, and natural areas that meet the needs of the diverse communities it serves. THPRD's strategic direction is informed by community priorities articulated through the district's award-winning inclusive community visioning process that serves as a blueprint for guiding district operations.

Through the district's extensive public engagement efforts, more than 10,000 people contributed ideas to help articulate four overall goals that guide district operations. The goals are:

- To be **Welcoming and Inclusive**: expanding the role of THPRD in people's lives, eliminating barriers to participation, expanding staff capacity, and building partnerships and community relations to ensure that all people have meaningful access to THPRD services and feel welcome and valued.
- To ensure **Play for Everyone**: enable all the ways people (and their nonhuman family members) want to play, move, and interact with THPRD, including participation in classes, activities, exercise, sports, and play in creative parks and playgrounds with imaginative and new features.
- To be **Accessible and Safe**: maintaining all facilities and properties to ensure the ability of people to access amenities safely. To ensure facilities and programming remain enjoyable and financially accessible for everyone.
- To **Preserve Natural Spaces**: ensure people have access to enjoy nature, preserve our shared natural spaces, offer environmental educational opportunities, and be good stewards of our shared natural spaces.

In 2021, THPRD was honored by the International Association of Public Participation (IAP2) USA Chapter with the **Public Involvement Project of the Year Award in the United States**. The judges singled out THPRD: "Your inclusive, whole-community approach sets a standard for 21<sup>st</sup> Century participation." IAP2 also honored THPRD with the **Core Values Award for Respect for Diversity, Inclusion, and Culture**. THPRD's recognition by IAP2 is humbling. To be singled out



by the organization that creates best practices for public participation and shared learning across the world for governments, at all levels and sizes, is a testament to the district's efforts to engage and include all voices in community decision-making.

The visioning sets the foundation for recently completed work to update our Comprehensive Plan and all functional plans that guide district operations.

### **Vision Statement**

THPRD's vision is to enhance healthy and active lifestyles while connecting more people to nature, parks, and programs. We will do this through stewardship of public resources and by providing programs/spaces to fulfill unmet needs.

### **Equity and Inclusion Statement**

In addition to the district's mission, vision, and values, the district also has an **Equity and Inclusion Statement** that serves as a beacon to leading district operations. THPRD's Equity and Inclusion Statement was updated in 2021 through an employee-led inclusive process that developed the statement that was adopted by our board of directors. The statement is:

*We acknowledge that all U.S. government agencies have roots stemming from systemic racism and oppression, including THPRD.*

*We seek to hold ourselves accountable for our role in perpetuating these systems and are committed to taking action to create meaningful change.*

*We aspire to bring people together, to be a welcoming and inclusive park & recreation district, and to live our values of advancing social and racial equity.*

### **Annual Review of District Values and Budget Priorities**

Each year, the THPRD Board of Directors meets to review the district's values that guide and inform our policy making and the daily direction of district work. The values are meant to be enduring and stay with the organization year after year and are not likely to change often. The board also discusses the budget priorities for the fiscal year, which are considered more fluid and likely to fluctuate annually depending upon the needs, priorities, and unique circumstances of each fiscal year. The budget priorities are set in the fall so staff can begin to prepare the upcoming budget information based on the organizational values and updated budget priorities.

To prepare for this fiscal year, the board met in October 2024 and reviewed the values and identified budget priorities for the new fiscal year.

### **District Values**

The board of directors affirmed the following values to guide the district.

- **Leading with Equity with special attention to Racial Equity**

THPRD values all dimensions of equity, including people experiencing disabilities, whether seen or unseen, age, ethnicity, gender, race, sexual orientation, and other identities. We see it as an essential core value that we prioritize all aspects of equity. A commitment to equity means looking at individuals' needs and understanding that people need different things to achieve equitable outcomes. THPRD recognizes that to achieve meaningful equity we must prioritize investments in activities to reach those most marginalized, therefore we support a comprehensive investment in equitable outcomes for the most impacted people and at this time, due to disparate impacts, a special focus on activities to advance racial equity is an important component of our overall equity strategies.

- **Environmental Stewardship**

THPRD values the environment and demonstrates this through how we acquire, plan for, and maintain lands. Environmental stewardship extends to the way we build and maintain our facilities and the practices we use to procure goods and services. THPRD is committed to protecting and improving the environment and to hold ourselves accountable to reducing our carbon footprint and implementing our Climate Action Plan. We commit to continuing to be an active ally and leader in environmental education and natural resource protection and by adopting practices that uphold environmental stewardship to ensure we pass on a healthy environment to future generations.

- **Commitment to Community Vision**

We are committed to honoring and realizing the community feedback captured through the district's visioning process and see this work as foundational to our ongoing community engagement work. We will integrate the visioning feedback into our planning and operational efforts to honor the four visioning goals to be Welcoming and Inclusive, provide Play for Everyone, be Accessible and Safe, and practice Environmental Stewardship. The community vision serves as a beacon to illuminate our ongoing community engagement efforts, infused with a deep commitment to actively engage underserved and historically marginalized voices.

### **Budget Priorities**

These are the confirmed budget priorities for developing the 2025/26 fiscal year budget. It is important to note that district leadership has committed to selecting only three priorities each year. Important work happens across the district in many different fields of expertise. Because something is not listed as a budget priority, it does not diminish the importance of other vital work occurring throughout the district. However, the purpose of the budget priorities is to articulate the emerging and timely priorities for this fiscal year that require the district's focus.

- **Expand Sustainable Funding Strategies**

Expand efforts to diversify revenue opportunities through grant strategy, sponsorships, foundation support, and mutually beneficial strategic investments with community, business, and government partners. Continue to evaluate the district's resource allocation model. Prepare for and emphasize public involvement in the upcoming bond measure replacement in 2026 and levy renewal in 2028. At the same time, continue to expand efforts to invest in financial aid and equity initiatives to ensure THPRD is welcoming and accessible to everyone, regardless of race or economic status.

- **Enhance Environmental Sustainability and Climate Resilience**

Incorporate environmental sustainability into all aspects of our operations, programs, and capital improvements. Protect natural areas, enhance green spaces, and implement climate-resilience practices. This includes adopting strategies in the Climate Action Plan to reduce our environmental impact, conserving natural resources, and aligning future development with long-term sustainability goals. Integrate sustainability in facility planning, maintenance, and programming, ensuring that we are adaptable and resilient to environmental challenges. Invest in social justice partnerships to create opportunities for collaboration on environmental work.

- **Investing in Efficient Technologies**

Invest in technology to improve service delivery and efficiency. Work toward updating the district's legacy technology systems, such as the website and registration systems, to improve accessibility to non-English speakers and people experiencing disability. Invest in technology upgrades to improve cyber security and to better meet staff's needs and the user experience.



### **Local Option Levy – Approved May 2024**

On May 21, 2024, district voters approved a five-year local option levy to fund THPRD operations at a rate of \$0.50 per \$1,000 of assessed value. Thanks to the passage of this levy, THPRD will be able to maintain core services, prevent major reductions, and continue offering vital programs to the community.

The levy will generate an average of \$16 million annually over its 5-year life, addressing the district's projected budget shortfall and ensuring that THPRD can continue providing the services and facilities the community relies on. THPRD is grateful for the community's support in passing this levy, which allows the district to sustain its commitment to parks, recreation, and community enrichment for the next five years.

### **Budget Process**

The district's public budgeting process began in earnest at the district's midyear budget review meeting, which was held on February 27, 2025. It is an opportunity to check in with the budget committee on the state of the current fiscal year while also looking ahead to beginning the next budget year's planning. The budget committee then meets again on April 17, 2025, and holds a work session to begin the process of reviewing and discussing the proposed budget. The third budget committee meeting is planned for May 15, 2025, when the budget committee is expected to formally vote to approve the proposed budget.

The meetings are intended to provide the budget committee an opportunity for in-depth review and discussion of the proposed budget for the coming fiscal year and to provide an opportunity for public comment. While the proposed budget presented for the work session is the final budget proposed by staff, the budget committee can make modifications to the budget before recommending approval. The budget committee will also have the opportunity at the work session to request additional information from staff to be provided at the final budget committee meeting in May.

At the final budget committee meeting on May 15, 2025, the budget committee will be asked to approve THPRD's 2025/26 fiscal year budget, subject to any adjustments made by the committee. The final step in the budget process, as always, is the budget hearing and adoption by the board of directors, scheduled for June 11, 2025. Once again, an opportunity for public comment will be provided at the budget committee meeting in April and the budget hearing in June.

### **General Fund Resources and Appropriations**

You will find that the proposed amount to fund the FY 2025/26 General Fund budget is \$124,582,550. This is an increase of 14.7 percent from the 2024/25 fiscal year adopted budget, which is attributable to increases in property taxes related to the operating local option levy, carryforward of grant funds and capital projects, and increased cash carryforward. However, the district amended the budget for two grants received during the year and for the sale/purchase of a district facility. The proposed amount is 4.0 percent less than the amended budget.

#### **General Fund Resources**

Beginning Cash on Hand for the 2025/26 fiscal year is estimated at \$35,948,991, which represents a 42.1 percent increase from the prior year. The Balance Forward from Prior Year Projects is estimated at \$5,051,009.

#### ***Property Tax Revenue***

THPRD's overall assessed valuation is estimated to increase by 3.3 percent. This represents the 3 percent allowed under the statute for those properties where the assessed value is below the

real market value, plus 0.3 percent of exception-based growth from new development. Accordingly, the overall assessed value is estimated to increase from \$32.7 billion to \$33.9 billion.

The FY 2025/26 property tax rate per \$1,000 of assessed value for General Fund operations, including the local option levy of \$0.50, is \$1.8073, and the estimated tax rate per \$1,000 for general obligation bonded debt is \$0.2799, resulting in a combined property tax rate per \$1,000 of \$2.0872. The FY 2024/25 property tax rates for General Fund operations and bonded debt were \$1.8073, and \$0.2733, respectively.

In FY 2024/25, property tax revenue was affected by Measure 5 compression. Under Measure 5, the total property tax rate for general government services is limited to \$10 per \$1,000 of assessed value. When the combined tax rate in an area exceeds that limit, property taxes are reduced or “compressed” to stay within the cap. In most of the park district, combined tax rates stayed below the \$10 limit. However, in certain areas where the total rate exceeded \$10 and where a property’s assessed value was close to or equal to its real market value, tax revenue for THPRD was reduced. As a result, THPRD lost more than \$732,000 in anticipated property tax revenue due to compression in FY 2024/25. Looking ahead to FY 2025/26, if tax rates again exceed the Measure 5 cap in those areas, the district expects to lose more than \$754,000 due to continued Measure 5 compression.

The estimates for program fee revenue in the proposed budget are based on a detailed review of class offerings and program revenue trends. With the adoption of the Service and Financial Sustainability Analysis in 2013, THPRD is continually reviewing fees and fee policies with the intent of moving toward meeting resource allocation goals. In developing the FY 2025/26 proposed budget, staff carefully reviewed program revenue calculations to ensure that budget revenues are realistic considering normal participation levels.

#### General Fund Appropriations

Of the proposed FY 2025/26 General Fund appropriations, 40.3 percent supports Personnel Services, 13.2 percent supports Materials & Services, 17.9 percent supports Capital Outlay, 0.9 percent supports Debt Service, 2.8 percent supports the Contingency appropriation, and 24.9 percent represents the unappropriated ending fund balance.

The General Fund Capital Outlay appropriations of \$22,309,653 comprise 17.9 percent of the proposed General Fund budget. Capital outlay for information technology is included in the Information Technology Department. Capital outlay for maintenance equipment is included in the Support Services Department. The balance of the capital outlay, \$20,162,148, is included in the Capital Projects section which is divided into the following six categories: (1) carryover projects, (2) athletic facility, (3) building, (4) park and trail, (5) facility challenge projects, and (6) Americans with Disabilities Act improvements. Capital Projects include almost \$7.3 million in grant-funded projects, \$6.7 million for building improvements for a new administrative facility, and \$4.4 million in carryforward projects. The remaining \$3.9 million includes projects evaluated in accordance with the budget priority to maintain existing facilities and avoid deferring replacements. Under this process, a maintenance replacement schedule has been developed, and the General Fund capital outlay has been prioritized toward these replacements. In those capital outlay categories that include maintenance replacements, the program funding has been further divided between replacements and improvements. Please refer to the Capital Projects section of your budget for details.

#### **Combined Personnel Services**

The FY 2025/26 proposed budget reflects a 4.8 percent overall increase in Personnel Services costs. This increase is due to merit increases, a cost-of-living adjustment (COLA) for full-time

staff, a six percent COLA for part-time employees, and a 20 percent increase in medical benefits. Overall, budgeted full-time FTEs increased by eight, from 210.00 FTE for FY 2024/25 to 218.00 FTE for FY 2025/26.

### **System Development Charges Fund**

In the System Development Charges Fund (SDC) budget tab, you will note that THPRD estimates a carryover balance of SDC funds of approximately \$61.6 million. The project carryover commitment to FY 2025/26 is approximately \$43.5 million, leaving \$18.1 million of the carryover available for new project commitments. In addition, THPRD is projecting to generate approximately \$10.2 million of new SDC fund revenues in FY 2025/26. As shown in the SDC budget tab, these combined resources are being used as follows:

- To provide \$3.2 million of additional funding for carry-over projects, \$6.9 million of new funds for land acquisition, and \$7.8 million of development funds for new projects.
- This leaves approximately \$11.3 million available for appropriation to new projects in FY 2026/27 once the receipt of the SDC revenue is assured.

The board of directors program the use of SDC funds using a five-year SDC Capital Improvement Plan (CIP). The most recent update of this five-year plan, which was approved by the board in March 2025, was based on the Parks Functional Plan, which prioritizes projects for the SDC fund, with priority projects identified in the CIP for funding through FY 2029/30. The project list designates funding for North Bethany, Bonny Slope West, and non-overlay areas based on anticipated SDC revenues in each of these areas. The updated CIP reflects an updated cash flow projection based on the rates resulting from the revised SDC methodology and anticipates total available SDC resources over the five years of between \$58.4 million and \$71.4 million.

Residential construction activity has been strong, and we have continued to adjust the revenue projections to reflect anticipated revenues from new urban expansion areas such as North Bethany and South Cooper Mountain.

The uncertainty over actual SDC revenue in FY 2025/26, plus the timing of its collection, are the reasons that the proposed budget leaves a significant portion of the available SDC resources in an undesignated project appropriation.

### **Bond Capital Projects Fund**

With the approval by THPRD voters of the \$100 million Park Bond Levy request in November 2008, THPRD has been actively implementing a capital project program to develop the projects included in the bond measure. THPRD sold most of the bond authorization in two separate bond sales. The first sale of \$58.5 million was completed in April 2009, and the second sale of \$40.1 million was completed in September 2011. As we have previously noted to the budget committee, THPRD was able to sell the bonds at very favorable market rates, resulting in actual bond levy rates well below those estimated in the election materials. The positive interest rate environment in FY 2014/15 made it possible to refinance the 2009 bonds at lower rates, resulting in a reduction of debt service cost to THPRD taxpayers of approximately 6 percent. In conjunction with this refinancing, the district also sold the remaining \$1.4 million of authorization under the \$100 million total. In FY 2016/17, favorable rates again allowed for the refinancing of a portion of the 2011 bonds, resulting in additional cost savings of approximately \$900,000. In March 2021, the district refinanced another portion of the 2011 bonds, resulting in cost savings of approximately \$1.9 million. The combined bond property tax rate for FY 2025/26 is estimated to be 28 cents per \$1,000 of assessed value, well under the projected rate of 37 cents used in the bond levy information.



The FY 2025/26 appropriation is based on available resources in the Bond Capital Projects Fund of \$1.1 million, which is the remainder of all the bonds issued after accounting for estimated cumulative project expenditures through June 30, 2025, plus additional revenues from interest earnings. Bond Capital Projects Fund resources are appropriated to individual projects based on estimates used to create the bond levy package placed before THPRD voters. Where actual project costs on completed projects differ from the project budgets, THPRD can reallocate funds to projects within a project category and, within certain guidelines, between project categories. Currently, the projected overall bond capital program costs are within overall available funds. The budget reflects only available funds within categories, and any specific project shortfall will need to be addressed prior to the contract being awarded for these bond projects.

The remaining \$1.1 million of bond funds are split between the following categories; \$25,000 for Materials & Services, \$290,000 for Renovate and Redevelop Neighborhood Parks, \$239,000 for Natural Area Preservation, \$54,000 for New Linear Park and Trail Development, \$1,000 for New Linear Park and Trail Land Acquisition, and \$477,000 for New Community Park and Trail Land Acquisition. These funds are projected to be spent by the end of FY 2025/26.

### **Other Funds**

#### **Debt Service**

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

#### **Special Revenue**

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

#### **Metro Bond Local Share Capital**

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

### **Developing Sustainable Funding and Operating Models for the Future**

THPRD's budgeting, financial management, and operations have long been guided by a commitment to sustainability and adaptability. The district continues to navigate financial pressures influenced by multiple factors, including Oregon's taxation structure, labor market challenges, rising compensation and benefit costs for employees, inflation, and the ongoing expenses of maintaining new parks and trails.

To address these challenges, the THPRD Board of Directors placed a local option levy before voters in May 2024, and the community responded with strong support. The passage of the levy ensures the district can maintain current service levels and avoid significant budget reductions. Generating approximately \$16 million annually, the levy enables THPRD to sustain operations, retain staff, and continue providing high-quality recreation programs, park maintenance, and community services.

While the levy provides essential funding for the next five years, THPRD remains focused on long-term financial sustainability. The district will continue to assess operational efficiencies, monitor cost drivers, and align financial strategies with community priorities to ensure responsible stewardship of taxpayer dollars.

Looking ahead, THPRD anticipates reengaging voters within the next few years. To sustain service levels beyond the current levy period, a renewal will be necessary in 2028. Additionally, with the 2008 bond measure nearing retirement, and based on a recommendation received from the Local Option Operating Tax Levy task force, the district will consider proposing a new bond measure to support future infrastructure investments.

**Acknowledgments**

In closing, I want to thank our talented Finance Department staff, led by Jared Isaksen, Finance Director, who has done an outstanding job leading us through the budget process. Jared continues to bring a true collaborative spirit and did an incredible job running a very smooth process in his third year with the district. I greatly appreciate the efforts of the Finance Department staff, who work tirelessly and support staff throughout the district along the way.

We look forward to meeting with you and sharing the Fiscal Year 2025/26 Proposed Budget.

Sincerely,

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

Doug Menke  
General Manager

## Tualatin Hills Park & Recreation District

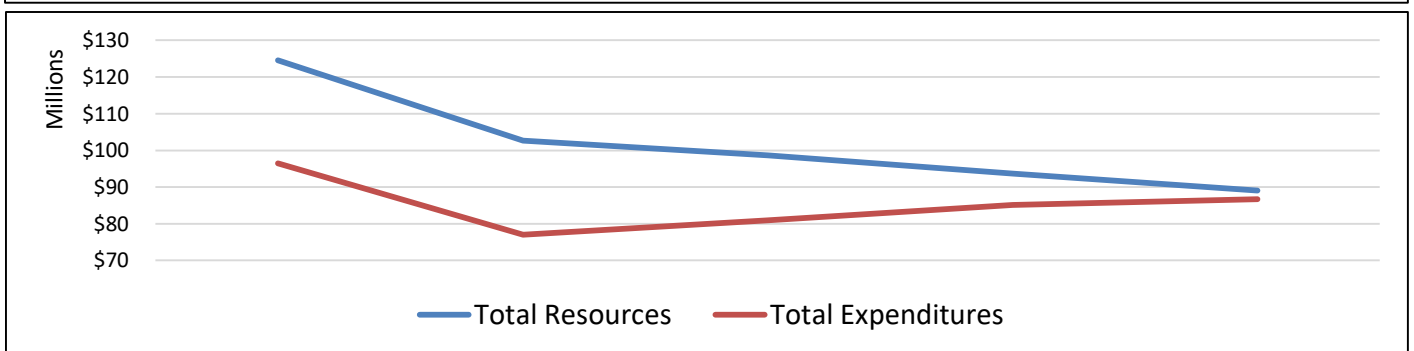
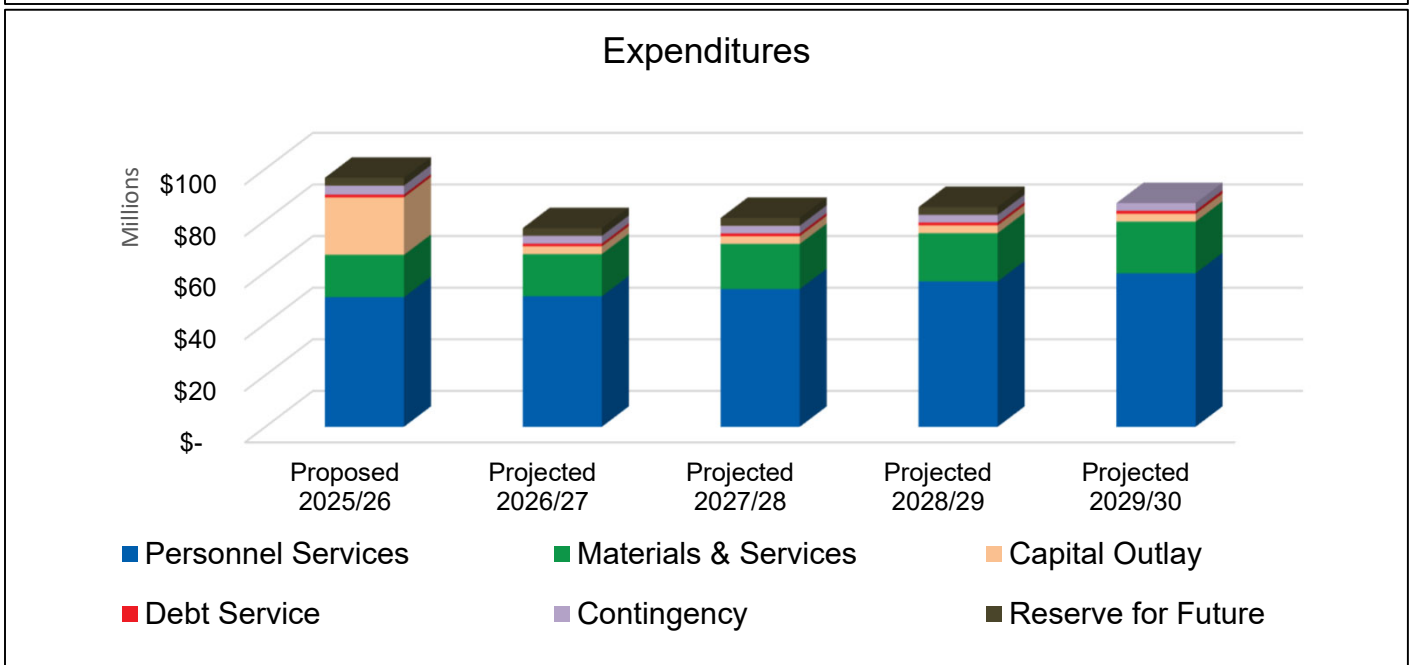
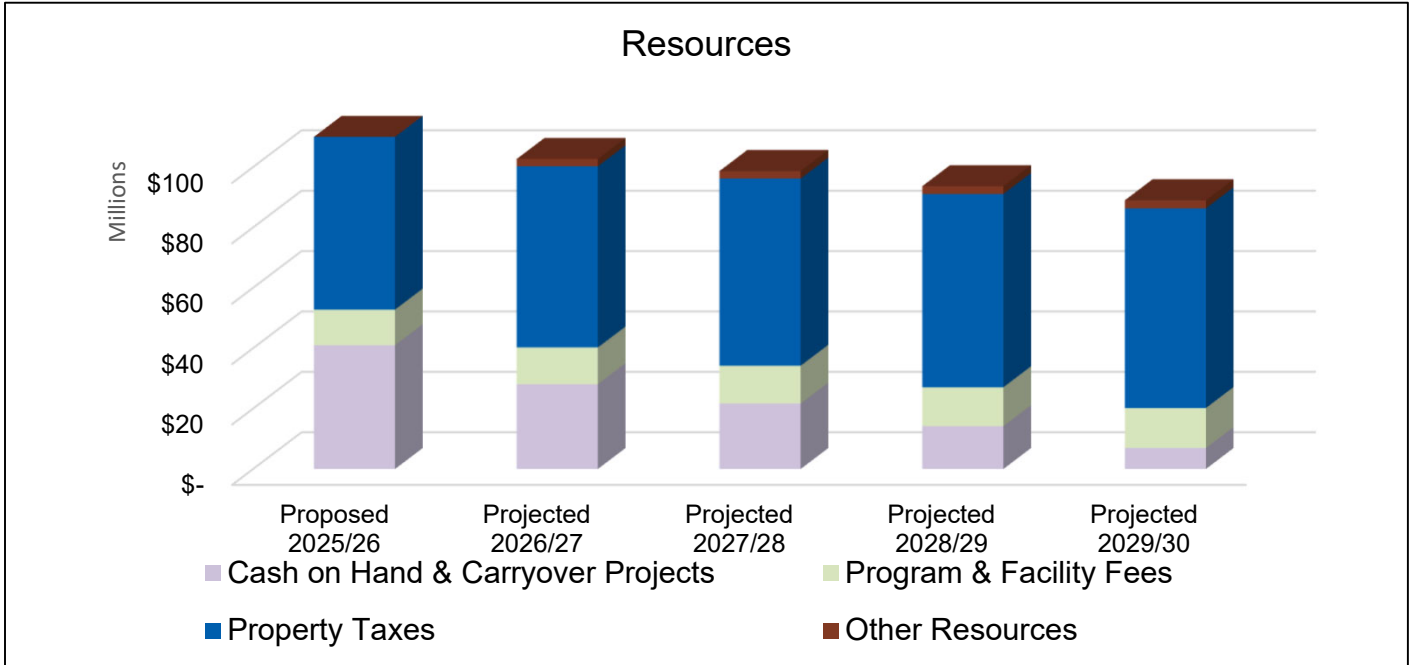
### General Fund Five-Year Fiscal Projection FY 2025/26 through FY 2029/30

	Amended Budget 2024/25	Proposed Budget 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29	Projected 2029/30
Cash on Hand	\$ 28,302,950	\$ 35,948,991	\$ 28,077,256	\$ 21,650,788	\$ 14,130,827	\$ 6,856,496
Program & Facility Fees <sup>1</sup>	11,605,921	11,792,336	12,146,106	12,510,489	12,885,804	13,272,378
Other Resources <sup>2</sup>	29,456,261	13,713,071	2,445,375	2,518,736	2,594,298	2,672,127
Carryover Projects	3,697,050	5,051,009	-	-	-	-
Property Taxes <sup>3</sup>	56,672,717	58,077,143	59,993,689	61,973,480	64,018,605	66,131,219
<b>Total Resources</b>	<b>\$ 129,734,899</b>	<b>\$ 124,582,550</b>	<b>\$ 102,662,425</b>	<b>\$ 98,653,493</b>	<b>\$ 93,629,534</b>	<b>\$ 88,932,220</b>
Personnel Services <sup>4</sup>	\$ 47,948,327	\$ 50,236,272	\$ 53,016,448	\$ 55,472,271	\$ 56,650,884	\$ 59,358,428
Materials & Services <sup>5</sup>	15,260,246	16,395,507	17,543,192	18,595,784	19,711,531	20,894,223
Capital Outlay	34,271,065	22,309,653	3,000,000	3,000,000	3,000,000	3,000,000
Debt Service - COP and TAN	1,050,459	1,063,862	1,451,996	1,454,612	1,410,623	1,443,065
Contingency	3,500,000	3,500,000	3,000,000	3,000,000	3,000,000	2,000,000
Reserve for Future	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	-
Ending Fund Balance	24,704,802	28,077,256	21,650,788	14,130,827	6,856,496	2,236,504
<b>Total Expenditures</b>	<b>\$ 129,734,899</b>	<b>\$ 124,582,550</b>	<b>\$ 102,662,425</b>	<b>\$ 98,653,494</b>	<b>\$ 93,629,534</b>	<b>\$ 88,932,220</b>
Reserve Requirement <sup>6</sup>	\$ 6,320,857	\$ 6,663,178	\$ 7,055,964	\$ 7,406,805	\$ 7,636,242	\$ 8,025,265
<b>Reserve Balance</b>	<b>\$ 3,000,000</b>	<b>\$ 6,000,000</b>	<b>\$ 9,000,000</b>	<b>\$ 12,000,000</b>	<b>\$ 15,000,000</b>	<b>\$ 15,000,000</b>
<b>Revenue Assumptions</b>						
	<b>2025/26</b>		<b>2026/27</b>		<b>2027/30</b>	
<sup>1</sup> Program Fee & Facility Annual Increase	Proposed Budget		3.00%		3.00%	
<sup>2</sup> Other Resources	Proposed Budget		3.00%		3.00%	
<sup>3</sup> Property Tax Annual Increase (Based on Permanent Rate only)	Proposed Budget		3.30%		3.30%	
<b>Expenditure Assumptions</b>						
<sup>4</sup> Personnel Services	Proposed Budget		6.00%		5.00%	
<sup>5</sup> Materials & Services	Proposed Budget		7.00%		6.00%	

<sup>6</sup> DCP 6 Requires a minimum of 10% operating reserve at the end of each fiscal year.



**Tualatin Hills Park Recreation District  
Five-Year Forecast  
Resources and Expenditures**





## **Tualatin Hills Park & Recreation District Budget Committee Work Session**

**April 17, 2025  
6 pm**

**Location: Tualatin Valley Water District, 1850 SW 170th Avenue, Beaverton**

### **AGENDA**

- |                                              |                                                                        |
|----------------------------------------------|------------------------------------------------------------------------|
| 1. Call to Order                             | Elizabeth Edwards, Committee Chair                                     |
| 2. Approve February 27, 2025 Meeting Minutes | Elizabeth Edwards, Committee Chair                                     |
| 3. Opening Comments                          | Doug Menke, General Manager                                            |
| 4. General Fund Budget                       |                                                                        |
| A. Budget Overview                           | Jared Isaksen, Finance Director                                        |
| B. General Fund Expenditures                 | Division Directors                                                     |
| 5. Capital and Other Funds                   | Jared Isaksen, Finance Director<br>Aisha Panas, Deputy General Manager |
| 6. Capital Projects                          | Aisha Panas, Deputy General Manager                                    |
| 7. Public Comment*                           | Elizabeth Edwards, Committee Chair                                     |
| 8. Budget Committee Open Discussion          | Elizabeth Edwards, Committee Chair                                     |
| 9. Date of Budget Committee Meeting          | Elizabeth Edwards, Committee Chair                                     |
| 10. Adjourn                                  | Elizabeth Edwards, Committee Chair                                     |

\*Public Comment: Testimony on the Proposed Budget is being accepted for this meeting in-person, virtually, or written.

If you wish to attend the meeting virtually, or testify virtually during the meeting, please sign up by emailing [budgetcommitteecomments@thprd.org](mailto:budgetcommitteecomments@thprd.org) or calling 503-645-6433 by 12 pm the day of the meeting with your name and email address (and testimony topic if wishing to provide testimony). Additional instructions and a link to access the meeting will be provided.

If you wish to submit written testimony, please do so by 12 pm the day of the meeting to [budgetcommitteecomments@thprd.org](mailto:budgetcommitteecomments@thprd.org). Testimony received by the deadline will be provided to the committee and entered into the public record.

In compliance with the Americans with Disabilities Act (ADA), this material in an alternate format, or special accommodations for the meeting, will be made available by calling 503-645-6433 at least 48 hours prior to the meeting.



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

A Tualatin Hills Park & Recreation District Budget Committee Meeting was held at the Tualatin Valley Water District Headquarters, 1850 SW 170th Avenue, Beaverton, on Thursday, February 27, 2025, 6 pm.

### **Present:**

Elizabeth Edwards	Chair/Budget Committee Member
Jon Cascino	Secretary/Budget Committee Member
Hannah Bui	Budget Committee Member
Raj Maharaj	Budget Committee Member
Barbie Minor	Budget Committee Member
Felicita Monteblanco	Budget Committee Member
Alfredo Moreno	Budget Committee Member
Miles Palacios	Budget Committee Member
Tya Ping	Budget Committee Member
Carolyn Uy	Budget Committee Member
Doug Menke	General Manager
Jared Isaksen	Budget Officer

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

The meeting was called to order by Budget Committee member, Elizabeth Edwards, at 6 pm.

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

**Tya Ping nominated Elizabeth Edwards to serve as chair of the budget committee. Alfredo Moreno seconded the nomination. Hearing no further nominations, a vote was called. The vote was UNANIMOUS in favor of appointing Elizabeth Edwards to serve as chair of the budget committee.**

**Carolyn Uy nominated Jon Cascino to serve as secretary of the budget committee. Elizabeth Edwards seconded the nomination. Hearing no further nominations, a vote was called. The vote was UNANIMOUS in favor of appointing Jon Cascino to serve as secretary of the budget committee.**

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

*Note: A PowerPoint presentation was used for the entirety of the agenda, a copy of which was entered into the record.*

General Manager Doug Menke welcomed the budget committee and noted that the purpose of tonight’s meeting is to review the district’s finances for the midyear and look ahead to the planning that is underway for the upcoming fiscal year.

### **Agenda Item #4 – District Update**

Holly Thompson, Communications director, and Aisha Panas, deputy general manager, provided an update on upcoming district generational, legacy projects.



Jon Cascino asked Holly for additional information regarding the new registration system being planned.

- ✓ Holly followed up that the new registration system will begin after the IT assessment implementation. Meaningful work on the new registration system will begin in 2026 and the district is expecting a 2028 implementation date.

#### **Agenda Item #5 – Midyear Update**

Jared Isaksen, Finance director, provided an overview of the Midyear Update, including the following information:

- Summary of Midyear Amended Budget Projection
- Resources
- Expenditures
- Revenue & Expenditure Reports

Jon Cascino asked if the legacy projects previously discussed were part of the current budget.

- ✓ Jared responded that the move to the new headquarters building is in the current budget. The THPRD Board of Directors amended the budget to increase appropriations for the sale of Fanno Creek Service Center and the purchase of the new building.

Hannah Bui asked for clarification on whether or not this will be a back-to-back transaction.

- ✓ Jared confirmed that it would be a back-to-back transaction

#### **Agenda Item #6 – Capital Update**

Aisha Panas, deputy general manager, provided an update on the district's capital projects and grant-funded projects.

Elizabeth Edwards shared her appreciation for restrooms and water fountains. She also gave kudos for the installation of the new Garden Home Recreation Center boiler. She noted that the district grant strategy has added in a significant way for what the district can deliver on.

- ✓ Doug Menke commented on the efficiency of the new boiler.

Jon Cascino asked if the grant funding sources were new.

- ✓ Aisha replied that the COVID grant is a few years old and that the Metro bond came through in 2019. She provided a brief overview of the district's grant strategy.

Jon followed up by commenting that it is great to see what has been funded by grants.

Tya Ping asked if the district is in jeopardy of losing out on grant opportunities due to changes in the focus around DEIA at the federal level.

- ✓ Aisha referenced the district's Congressionally directed spending efforts currently in process, noting that staff remains hopeful these funds will come to the district.

#### **Agenda Item #7 – 2025/26 Projected Resources and Expenditures**

Jared Isaksen, Finance director, provided an overview of the projected resources and expenditures for the upcoming Fiscal Year 2025/26 budget, including the following information:

- Cash on hand
  - Projected General Fund cash carryforward of \$36 million.
  - The balance of the capital replacement reserve of \$3.5 million.
- Property tax revenue projections are based on a calculation taking into consideration assessed value growth allowable by Oregon property tax law, the urban renewal area, our permanent tax rate and local option operating tax rate, compression and the average collection rate.

- Property tax collections for the next fiscal year are estimated to be approximately \$58 million.
- Program resources
  - Projected at levels relatively consistent with the current fiscal year budget.
- Other resources
  - Interest, miscellaneous revenues, and rental income.
  - Continuing to evaluate projected grant resources.
- Personnel services
  - \$52.4 million includes staffing at normal operational levels.
  - Contracted pay increases for full-time employees, a 6% increase for part-time employees, and limited benefits for part-time employees.
  - \$3.9 million annual funding of the pension plan, per the pension funding policy adopted by the board in January 2022.
- Materials & Services
  - \$16.2 million includes rate increases for utilities and other inflationary adjustments.
- Debt service
  - \$1,000,000 reflects the principal and interest payments due on full faith and credit borrowings for the district.
- Contingency
  - \$3.5 million capital replacement reserve and \$3 million contingency appropriation that aligns with board policy for minimum fund balances and reserves.
- Capital outlay of \$17.6 million includes capital carryforward spending and grant-funded projects.

Hannah Bui asked if there would be room between total resources and expenditures.

- ✓ Jared explained that the difference will go into fund balance. It will be utilized in future years. The district is planning so that the current operating levy rate will last ten years.

Hannah followed up with stating that the district will have an additional \$4 million in debt. She asked if the district could use the excess rather than incur the extra debt.

- ✓ Jared replied that it would take away funds from the future for operations. Debt for next year is Capital debt. The excess from fund balance will go to operations.

Hannah asked if there would be interest income earned on the fund reserve.

- ✓ Jared confirmed this.

Miles Palacios provided comments around the potential for compression to impact THPRD.

Jon Cascino asked if the district is expecting the gap to make up for shortfall in the future.

- ✓ Jared responded that the district would be able to build the reserve up to \$18 million, \$3 million per year, and not start spending until 2031.
- ✓ General Manager Doug Menke noted that this topic could be brought back for additional discussion at the April work session.

## **Agenda Item #8 – Public Comment**

- Sam Jacobson spoke before the budget committee as a member of the Tualatin Hills Swim Club (THSC) and spoke in opposition to the addition of another swim club affiliate to THPRD's lane allocation process. He spoke about his concerns as it relates to the affiliate selection process.

- Ken Lee spoke before the budget committee as a member of the Tualatin Hills Swim Club (THSC) and spoke in opposition to the addition of another swim club affiliate to THPRD's lane allocation process. He spoke about his concerns as it relates to lack of stakeholder input and collaboration.
- Jianmei Zhang spoke before the budget committee as a member of the Tualatin Hills Swim Club (THSC) and spoke in opposition to the addition of another swim club affiliate to THPRD's lane allocation process. She spoke about her concerns as it relates to the affiliate selection process.
- Jessica Huang spoke before the budget committee as a member of the Tualatin Hills Swim Club (THSC) and spoke in opposition to the addition of another swim club affiliate to THPRD's lane allocation process. She spoke about her appreciation to the district and how critical the pool is to her son's development.
- Sidney McReynolds spoke before the budget committee as a member of the Tualatin Hills Swim Club (THSC) and spoke in opposition to the addition of another swim club affiliate to THPRD's lane allocation process. She spoke about district budget inequities.
- Kaylen Barkhuff spoke before the budget committee as a member of the Tualatin Hills Swim Club (THSC) and spoke in opposition to the addition of another swim club affiliate to THPRD's lane allocation process. She spoke about how adding another team will cause hardship and make it hard to train safely.
- Danielle Kolp spoke before the budget committee as a member of the Tualatin Hills Swim Club (THSC) and spoke in opposition to the addition of another swim club affiliate to THPRD's lane allocation process. She spoke about how the new affiliate team has out-of-district participants who don't pay property taxes.
- Claudia Sharygin spoke before the budget committee as a member of the Tualatin Hills Swim Club (THSC) and spoke in opposition to the addition of another swim club affiliate to THPRD's lane allocation process. She spoke about how THSC gives back to the community and hopes that all swimmers will continue to have their needs met at THPRD.
- Jerome Ducanois spoke before the budget committee as a member of the Tualatin Hills Swim Club (THSC) and spoke in opposition to the addition of another swim club affiliate to THPRD's lane allocation process. He spoke about the current relationship between THSC and THPRD and the economic impact of THSC's weekend meets.

#### **Agenda Item #9 – Date of Budget Committee Work Session**

Chair Elizabeth Edwards announced that the THPRD Budget Committee work session is scheduled for Thursday, April 17 at 6 pm.

#### **Agenda Item #10 – Adjourn**

The meeting adjourned at 7:20 pm.

Recording Secretary,  
Jessica Collins

Transcribed by,  
Kristin Preston



A photograph of a forest scene. In the foreground, there are large, moss-covered tree trunks and dense green foliage. To the left, a wooden structure, possibly a gazebo or part of a building, is partially visible. The background is filled with more trees and greenery, creating a serene natural setting.

# **Budget Information**

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**Guide to Budget Document**

**Budget Document Overview**

**Summary of All Funds**

**Staffing Changes**

**Comprehensive Long-Range Planning**

**Budget Process**

**Budget Calendar**

**Organizational Chart**

**Board of Directors**

**Fund Structure**

**Operating Department & Fund Relationship**





## GUIDE TO BUDGET DOCUMENT

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

### BUDGET DOCUMENT SECTIONS

- **INTRODUCTION** Includes the general manager's message, which details the decisions made during the budget process and the financial conditions that drove those decisions.
- **BUDGET INFORMATION** Includes the budget document overview, which provides detailed information on budget practices, the reporting entity, and services. Also included is information about the district's history and board, expenditure and revenue summaries, the budget process, and budget calendar.
- **RESOURCES** Provides a narrative description and summary of all THPRD resources.
- **CAPITAL IMPROVEMENT PLAN** Provides information on the districtwide capital improvements from all funding sources.
- **GENERAL FUND** Provides graphs of revenue and expenditures, includes summary of historical and proposed General Fund resources and appropriations.
- **BOARD OF DIRECTORS** Provides narrative overview and summary of historical and proposed expenditures for the Board of Directors' Division.
- **ADMINISTRATION** Provides narrative overview, graphs, and summary of historical and proposed expenditures for the departments within the Administration Division. The departments are General Manager, Communications, Human Resources, and Finance. It includes organizational summaries, overviews, accomplishments and goals, budget highlights, key performance indicators, and details of program expenditures. It also includes capital projects for information technology replacements and improvements, as well as maturity schedules for all debt (full faith and credit obligations and financing agreements) being repaid from the General Fund.
- **PARK SERVICES** Provides narrative overview, graphs, and summary of historical and proposed expenditures for the departments within the Park Services Division. The departments are the Park Services Director, Maintenance Operations, Support Services, Sustainability (formerly Nature & Trails), and Planning & Development. It includes organizational summaries, overviews, accomplishments and goals, budget highlights, key performance indicators, and details of program expenditures. It also includes capital projects for vehicles, equipment replacements, and improvements.
- **RECREATION SERVICES** Provides narrative overview, graphs, and summary of historical and proposed expenditures for the departments within the Recreation Services Division. The departments are Recreation Services Directors, Aquatics, Sports & Inclusion Services, Recreation, and Building Maintenance Coordination. It includes organizational summaries, overviews, accomplishments and goals, budget highlights, key performance indicators, and details of program expenditures.
- **CAPITAL PROJECTS** Provides a summary of historical and proposed expenditures for capital projects. It includes listing and narratives of proposed projects for the fiscal year.
- **OTHER CAPITAL FUNDS** Provides an overview and summary of historical and proposed expenditures for the Metro Bond Local Share Capital Fund. The Metro Bond Local Share Capital Fund accounts for capital projects funded by the Metro bond.
- **OTHER FUNDS** Provides a narrative overview and summary of historical and proposed expenditures of the Mitigation Maintenance Reserve Fund.
- **DEBT SERVICE FUND** Provides detailed information on THPRD's General Obligation debt, including Local Budget Form 35 and maturity schedules for the General Obligation Bonds.
- **SYSTEM DEVELOPMENT CHARGES FUND** Provides narrative overview and summary of historical and proposed expenditures of System Development Charge fees collected for new residential and non-residential development. It includes a listing and narratives of proposed projects for the fiscal year.
- **BOND CAPITAL PROJECTS FUND** Provides a narrative overview and summary of historical and proposed expenditures of the Bond Capital Projects funding approved by voters in November 2008. It includes a complete listing and detailed narratives of proposed projects for the fiscal year.

## GUIDE TO BUDGET DOCUMENT (continued)

- **SUPPLEMENTAL DATA** Provides demographic information for the district, along with THPRD policies and procedures. It also includes the Comprehensive Plan Summary, FY 2024/25 Budget Amendment, General Fund Five-Year Projections, Summary of Staffing by Program, a Glossary, and a District Map.

### BUDGET DOCUMENT ORGANIZATION

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

Level	Definition	Information included in the budget document
Fund	An accounting entity with a self-balancing set of accounts. The funds for THPRD are: <ul style="list-style-type: none"> <li>• General Fund</li> <li>• Special Revenue Fund</li> <li>• Debt Service Fund</li> <li>• System Development Charges Fund</li> <li>• Metro Bond Local Capital Fund</li> <li>• Bond Capital Projects Fund</li> </ul>	<ul style="list-style-type: none"> <li>• Narrative description of the fund and its purpose.</li> <li>• Summary of historical and estimated resources.</li> <li>• Summary of historical and proposed expenditures.</li> <li>• Graphs of historical and proposed resources and expenditures (General Fund only).</li> </ul>
Division	Major administrative sections of THPRD with overall responsibility for an operational area. All operating divisions are accounted for in the General Fund: <ul style="list-style-type: none"> <li>• Board of Directors</li> <li>• Administration</li> <li>• Park Services</li> <li>• Recreation Services</li> </ul>	<ul style="list-style-type: none"> <li>• Narrative overview of the division and its mission.</li> <li>• Organization chart of departments within the division.</li> <li>• Summary of historical and proposed expenditures by category and by department.</li> <li>• Summary of historical and proposed staff levels (FTE).</li> </ul>
Department	Administrative sub-divisions of a division with management responsibility for a functional area.	<ul style="list-style-type: none"> <li>• Narrative overview of the department, significant accomplishments and goals, budget highlights, and budget equity.</li> <li>• Organization chart of staff within the department.</li> <li>• Summary of historical and proposed expenditures by category and by program.</li> <li>• Summary of historical and proposed staff levels (FTE).</li> </ul>
Program	An activity at a distinct service location (i.e., aquatic facilities, recreation centers, sports facility) or a service provided for a specific purpose (i.e., equity & engagement).	<ul style="list-style-type: none"> <li>• Table of key workload and performance indicators (where available).</li> <li>• Detail of historical and proposed expenditures by line-item.</li> <li>• Summary of historical and proposed staff levels (FTE).</li> <li>• Summary of funded service level measures for direct service programs.</li> </ul>
Sub-program	A functional sub-division of a program.	<ul style="list-style-type: none"> <li>• Sub-program information is presented in this document within the Administration, Park Services, and Recreation Services divisions.</li> </ul>

## BUDGET DOCUMENT OVERVIEW

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In compliance with the State of Oregon Local Budget Law, the Tualatin Hills Park & Recreation District (THPRD) proposed budget for the year beginning July 1, 2025, and ending June 30, 2026, is intended to serve as:

1. A financial plan for the next fiscal year (2025/26), outlining the forecasted expenditure requirements and the means for financing these requirements.
2. An operational plan for the use and deployment of personnel, materials and services, and other resources during the 2025/26 fiscal year.
3. An operations guide for programs and department goals and objectives.

### **Budgetary Accounting Basis**

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

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

### **Budget Process**

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

### **Balanced Budget**

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

### **Budget Management**

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

Board of Directors - includes personnel services costs and materials and services costs, including legal, audit, and elections.

Administration - includes personnel services costs, materials and services costs for the division, debt service cost on General Fund supported debt, and capital outlay for information technology equipment.

Park Services - includes personnel services costs, materials and services costs for the division, and capital outlay for fleet and maintenance equipment.

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

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

Contingency - includes the General Fund contingency appropriation.



## **BUDGET DOCUMENT OVERVIEW (continued)**

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Budgetary control is maintained at the department and program level through the 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 budget appropriates contingency funds to be used at the discretion of the board of directors. Contingency funds can only be transferred to another appropriation for specific unforeseen events and by approval of a resolution by the board of directors.

Most other budget changes after adoption require a supplemental budget. Additional resources not anticipated in the original budget may be added with a supplemental budget. Supplemental budgets not exceeding 10 percent of a fund's original appropriation may be approved by the board of directors at a regular board meeting, and notice must be published stating that a supplemental budget will be considered. Supplemental budgets exceeding 10 percent of original fund appropriations require a hearing before the public, publication in newspapers for consideration of a supplemental budget along with a summary of funds being adjusted, and approval by the board of directors. Original and supplemental budgets may be modified using appropriation transfers between the expenditure categories; such transfers require approval by the board of directors.

### **The Reporting Entity and its Services**

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

- THPRD provides park and recreation services to nearly 270,000 residents within 50 square miles of east Washington County, including the City of Beaverton.
- THPRD facilities include five (5) indoor and two (2) outdoor swim centers, a combined recreation/aquatic center, two (2) recreation centers, an athletic center with six (6) indoor multipurpose athletic courts, a senior center, historic sites (Jenkins Estate, Fanno Farmhouse and the John Quincy Adams Young House), a 220-acre Nature Park and Center, the Cooper Mountain Nature Park and Center, a tennis center with six (6) indoor and eight (8) outdoor courts, and a camp for children and young adults who have physical, emotional, and/or developmental disabilities.
- THPRD maintains, either through direct ownership or joint use agreement (including school sites), 104 baseball/softball fields, 147 soccer/football/lacrosse fields, four (4) bocce courts, six (6) volleyball courts, 110 outdoor tennis courts, six (6) indoor tennis courts, 50 outdoor basketball pads, three (3) skate parks, and one (1) hockey rink.
- THPRD has 305 park and recreation facility sites comprised of approximately 2,495 acres, 1,371 acres of wetland/natural areas, and 1,124 acres of developed sites, including neighborhood, community, and regional parks. THPRD sites include three lakes, 27 miles of stream corridor, 52 miles of off-street pathways, and 68 miles of trails.
- THPRD programs include aquatics instruction, leagues and drop-in programs, youth and adult sports leagues and fitness programs, youth and adult general and specialized recreation programs, youth after-school and day camps, senior fitness and recreation programs, recreation programs for people experiencing disability, and natural resource education programs.

### **Permanent & Local Option Levy Rate**

With the passage of Measure 50, THPRD has a permanent tax rate of \$1.3073 per \$1,000 of assessed value. This rate is a limit on THPRD's permanent taxing authority for operating taxes. THPRD also has a local option levy rate of \$0.50 per \$1,000 of assessed value.

## BUDGET DOCUMENT OVERVIEW (continued)

### Debt Administration

Debt outstanding consists of the 2013 \$457,100 Financing Agreement, the 2015 \$37,880,000 General Obligation Bond, the 2016 \$8,710,000 General Obligation Bond, the 2021 \$13,265,000 General Obligation, the 2020 Full Faith and Credit Financing of \$9,900,000, and the 2021 Full Faith and Credit Financing of \$1,125,000.

As of June 30, 2025, the non-general obligation outstanding balances are as follows: the 2013 \$108,521 Financing Agreement, the 2020 \$8,030,000 Full Faith and Credit Obligation, and the 2021 \$735,000 Full Faith and Credit Financing.

The general obligation bond balances outstanding as of June 30, 2025, are \$4,135,000 (Series 2021), \$10,345,000 (Series 2015), and \$8,710,000 (Series 2016).

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

### **BUDGET SUMMARY FOR REQUIREMENTS:**

The budget requirements for the 2025/26 fiscal year for all funds are \$216 million. The following requirements are for both the current year and the proposed budget:

	Actual 2022/23	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26	% Change over 2024/25
Personnel Services	\$ 33,589,236	\$ 38,832,653	\$ 47,948,327	\$ 50,236,272	4.8%
Materials & Services	10,079,576	12,048,920	15,569,246	16,743,507	7.5%
General Fund Capital Projects	3,111,148	4,298,273	34,271,065	22,309,653	-34.9%
Debt Service	9,283,952	9,522,573	9,993,509	10,654,412	6.6%
General Fund Contingency	-	-	3,500,000	3,500,000	0.0%
Other Financing Uses	14,676	-	-	-	
Metro Bond Local Share Capital	49,382	236,170	8,420,100	8,043,886	-4.5%
System Development Charges Capital Outlay	1,104,145	6,552,250	66,520,632	72,703,737	9.3%
Bond Capital Projects Fund	319,541	261,753	2,431,675	1,060,890	-56.4%
<b>TOTAL EXPENDITURES</b>	<b>57,551,656</b>	<b>71,752,592</b>	<b>188,654,554</b>	<b>185,252,357</b>	<b>-1.8%</b>
Ending Fund Balance	85,589,435	90,696,508	24,704,802	28,077,256	13.7%
Reserve for Future Expenditure	-	-	3,000,000	3,000,000	0.0%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 143,141,091</b>	<b>\$ 162,449,100</b>	<b>\$ 216,359,356</b>	<b>\$ 216,329,613</b>	<b>0.0%</b>

## BUDGET DOCUMENT OVERVIEW (continued)

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### **SIGNIFICANT CHANGES:**

#### Personnel Services

The proposed budget for Personnel Services has increased by 4.8 percent since FY 2024/25. This increase is due to merit increases and a cost-of-living adjustment (COLA) for full-time staff and a 6 percent COLA for part-time employees. This increase aligns with the board's budget priority of investing in our employees and technology. There are several staffing changes included in the proposed budget. In summary, the proposed budget includes six full-time positions created from converting part-time positions into a full-time position or additional revenue anticipated to be received due to adding the full-time position. There are also two additional full-time positions added to the overall budget. See the Staffing Changes schedule for details.

The budget includes a 4.0 percent cost-of-living adjustment, and a 5.0 percent merit increase for all eligible full-time employees per the current collective bargaining agreement, which expires on June 30, 2025. Part-time personnel costs are increasing by 6 percent because of increases in prevailing wages offered within the labor market.

#### Materials & Services

The proposed budget for Materials & Services has increased 7.5 percent over FY 2024/25. Factors include an increase to utilities, which reflect utilization and significant rate increases, and other increasing costs, which the district does not have control over, like the cost of chemicals for the pools. All approved business plans have been accounted for in the proposed budget amounts.

#### Capital Outlay

General Fund Capital Projects have been differentiated between maintenance replacement expenditures and new asset expenditures. Within these two categories, the expenditures include funding for carryover projects, athletic facilities, parks, building replacements/improvements, ADA improvements, maintenance equipment, and computer/office equipment. Capital outlay expenditures have been prioritized to maintenance replacement projects to minimize the balance of deferred maintenance replacements. General Fund capital projects have decreased by 34.9 percent from FY 2024/25 due in large part to budgeted purchase of a facility in the FY 2024/25 amended budget. Capital project funds will largely be focused on building improvements and replacements, and several grant projects, including the Westside Trail, Fanno Creek Trail, and building improvements to create warming/cooling areas for emergency purposes.

As explained above, the Bond Capital Projects Fund balance in FY 2025/26 reflects the remaining funds available from the \$100 million general obligation bond as approved by voters.

The Metro Bond Local Capital Fund reflects the district's allocation of a portion of the Metro bond measure funding local share park, trail, and natural area capital projects. The district has identified four (4) projects to be funded by this resource.

The System Development Charges Fund continues to complete current expansion projects, fund land acquisition, and concept planning and construction of new projects.

#### Ending Balance – Reserve for Future Expenditure

The district has identified a need for an operating local option levy to continue to fund the service levels currently planned for the upcoming years. The Reserve for Future Expenditure has been established as a reserve of \$3 million a year, and funds will remain in reserve until such time as the operating local option levy no longer covers increasing costs to provide services. At that time, the reserve funds will be used as the district determines the best way to proceed. The reserve balance at June 30, 2026 will be \$6 million.

## BUDGET DOCUMENT OVERVIEW (continued)

### **BUDGET SUMMARY FOR RESOURCES:**

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

	Actual 2022/23	Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26	% Change over 2024/25
Beginning Fund Balance	\$ 67,186,314	\$ 85,634,512	\$ 90,432,675	\$ 104,153,390	15.2%
Property Taxes-Current Year	46,225,263	48,027,138	65,000,767	67,222,693	3.4%
Prior Year Taxes	467,135	500,862	320,000	320,000	0.0%
Interest on Investments	2,858,237	4,720,176	2,487,000	2,095,500	-15.7%
Swim Center Revenue	2,243,678	3,369,727	3,022,806	3,020,451	-0.1%
Tennis Revenue	1,197,210	1,314,898	1,240,987	1,240,987	0.0%
Recreation & Sports Revenue	6,944,325	8,016,985	7,342,128	7,530,898	2.6%
Grants and Intergovernmental Revenue	844,590	2,385,740	14,717,211	15,382,807	4.5%
Misc. and Rental Revenue	805,054	1,285,244	22,009,150	1,274,150	-94.2%
System Development Charges	14,235,704	7,116,005	9,436,632	9,738,737	3.2%
Debt Proceeds	-	-	-	4,000,000	
Charges for Services	133,581	77,813	350,000	350,000	0.0%
<b>TOTALS</b>	<b>\$ 143,141,091</b>	<b>\$ 162,449,100</b>	<b>\$ 216,359,356</b>	<b>\$ 216,329,613</b>	<b>0.0%</b>

### **Beginning Fund Balances**

The beginning balance from all funds for FY 2025/26 consists of \$41.0 million from the General Fund, \$213,000 from the Mitigation Maintenance Reserve Fund, \$61.6 million from the System Development Charges Fund, \$300,000 from the Debt Service Fund, and \$1.1 million from the Bond Capital Projects Fund. The 15.2 percent increase in the Beginning Fund Balance is due primarily to increases in the General Fund and System Development Charges Fund. The General Fund balance is higher than the budget in FY 2024/25 due to the district's close management of costs during the prior year and a carryforward of capital funds into FY 2025/26. The increase in the System Development Charges cash-on-hand balance is due primarily to the timing of FY 2024/25 projects, which are carrying over in FY 2025/26. The Mitigation Maintenance Reserve Fund balance includes funds received from developers for the maintenance of existing mitigation sites. The System Development Charges Fund balance includes funds accumulated for budgeted current and future capital expansion projects. The Bond Capital Projects Fund includes available funds to complete the designated list of projects.

### **Property Taxes - Current Year**

Taxes levied against an estimated \$33.9 billion in assessed valuation total \$69.9 million. The levy includes \$9.5 million for the General Obligation Debt Service Fund, with \$9.1 million expected to be collected. Of the \$60.5 million General Fund levy, THPRD expects to collect 96.0 percent, or \$58.1 million. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,660 General Fund and \$42,975 Debt Service Fund). The PILOT funds result from de-annexed property that had long-term debt obligations associated at the time of withdrawal from THPRD boundaries. The PILOT funds will be collected annually until the obligations are paid in full.

The FY 2024/25 taxable assessed property valuation of THPRD is \$33.3 billion and is estimated to increase by 3.3 percent in the 2025/26 fiscal year to \$33.9 billion, which is a net of \$517.1 million in urban renewal assessed value.

### **Property Taxes - Prior Year**

Prior year taxes are property taxes that have been levied but remain uncollected. THPRD expects to collect \$320,000 (both General Fund and Debt Service Fund). Prior-year collection projections for the 2025/26 fiscal year are in line with the amounts budgeted in 2024/25 to align with remaining property tax receivable balances tracked by Washington County.



## **BUDGET DOCUMENT OVERVIEW (continued)**

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### Interest on Investments

Interest revenue is earned on investments of temporary excess cash. Interest revenue for FY 2025/26 is projected to be lower than the previous year's budget for the General Fund, and the Bond Capital Projects Fund due to decreasing interest rates. The System Development Charges Fund is projected to earn the same interest due to higher investment balances.

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

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

### Swim Center Revenue

Swim Center revenue is generated from passes, pool lane rental, open swim, and swim lesson instruction. THPRD has 6 indoor and 2 outdoor pools.

### Tennis Revenue

Tennis revenue is generated by both indoor and outdoor open play, instruction, and merchandise sales.

### Recreation & Sports Revenue

Recreation program revenue is generated by classes and activities at 4 recreation centers. Sports revenue is generated by the Athletic Center programs and by sports programs for all ages, such as softball, volleyball, and basketball. Field rental fees are generated from THPRD-affiliated sports league usage of district-owned or maintained sports fields. Inclusion Services, which is included in Sports, includes revenue for 2 recreation centers, a camp for individuals experiencing disability, and the historic Jenkins Estate.

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. THPRD continually evaluates all programs, readjusting them to emphasize the popular offerings and discontinuing those with less participation.

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

### Grants and Intergovernmental Revenue

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

### Miscellaneous and Rental Revenue

Miscellaneous revenue is earned from various sources, including purchasing card program rebates, refunds, park shelter reservations, surplus equipment sold at auction, easement and mitigation payments, miscellaneous fees and forfeitures, insurance proceeds, and proceeds from the sale of land. Rental revenue is generated from the rental of residential houses located on THPRD property, concessionaire services at Jenkins Estate, leased space within the Fanno Creek Service Center, the Garden Home Recreation Center, and 16 cellular telecommunication site leases at 11 sites within THPRD.

### Debt Proceeds

The district has budgeted debt proceeds for FY 2025/26 for an interfund loan between the System Development Charges Fund and the General Fund to fund building improvements at a new district facility.

## **BUDGET DOCUMENT OVERVIEW (continued)**

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### System Development Charges

System Development Charges are assessed against new construction within THPRD.

### Charges for Services

Charges for Services reflect THPRD's policy of allowing project management staff time from SDC, Metro Bond Local Capital and Bond-related capital projects to be reimbursed to the General Fund.

**SUMMARY OF ALL FUNDS**  
**Proposed Budget for FY 2025/26**

	Governmental Funds							
		Other Funds		Capital Projects Funds				
	General Fund	Mitigation Maintenance Reserve	Debt Service Fund	Metro Bond Local Share Capital Fund	System Development Charge Fund	Bond Capital Projects Fund		Total All Funds
RESOURCES								
Beginning Cash Balance	\$ 41,000,000	\$ 213,000	\$ 300,000	\$ -	\$ 61,565,000	\$ 1,075,390	\$ 104,153,390	
Revenues								
Property Taxes-Current Year	\$ 58,077,143	\$ -	\$ 9,145,550	\$ -	\$ -	\$ -	\$ 67,222,693	
Prior Year Taxes	250,000	-	70,000	-	-	-	320,000	
Interest on Investments	500,000	10,000	75,000	-	1,500,000	10,500	2,095,500	
Swim Center Revenue	3,020,451	-	-	-	-	-	3,020,451	
Tennis Revenue	1,240,987	-	-	-	-	-	1,240,987	
Recreation & Sports Revenue	7,530,898	-	-	-	-	-	7,530,898	
Grants & Intergovernmental Revenue	7,338,921	-	-	8,043,886	-	-	15,382,807	
Miscellaneous & Rental	1,274,150	-	-	-	-	-	1,274,150	
System Development Charges	-	-	-	-	9,738,737	-	9,738,737	
Debt Proceeds	4,000,000	-	-	-	-	-	4,000,000	
Charges for Services	350,000	-	-	-	-	-	350,000	
Total Revenues	\$ 83,582,550	\$ 10,000	\$ 9,290,550	\$ 8,043,886	\$ 11,238,737	\$ 10,500	\$ 112,176,223	
TOTAL RESOURCES	\$ 124,582,550	\$ 223,000	\$ 9,590,550	\$ 8,043,886	\$ 72,803,737	\$ 1,085,890	\$ 216,329,613	
REQUIREMENTS								
Appropriations by Category:								
Personnel Services	\$ 50,236,272	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,236,272	
Materials & Services	16,395,507	223,000	-	-	100,000	25,000	16,743,507	
Capital Outlay	22,309,653	-	-	8,043,886	72,703,737	1,060,890	104,118,166	
Debt Service	1,063,862	-	9,590,550	-	-	-	10,654,412	
Contingency	3,500,000	-	-	-	-	-	3,500,000	
Total Appropriations	\$ 93,505,294	\$ 223,000	\$ 9,590,550	\$ 8,043,886	\$ 72,803,737	\$ 1,085,890	\$ 185,252,357	
Unappropriated Fund Balance								
Reserve for Future Expenditures	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	
Ending Fund Balance	28,077,256	-	-	-	-	-	28,077,256	
Total Unappropriated Fund Balance	\$ 31,077,256	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,077,256	
TOTAL REQUIREMENTS	\$ 124,582,550	\$ 223,000	\$ 9,590,550	\$ 8,043,886	\$ 72,803,737	\$ 1,085,890	\$ 216,329,613	

## STAFFING CHANGES

### Full-time

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

Division	Program	Adopted 2024/25 Staffing	Adjustments	Proposed 2025/26 Staffing
Administration	General Manager	2.00 FTE	No changes to staffing.	2.00 FTE
Administration	Communications	23.00 FTE	Added 1 FT Events Equipment Specialist, and transferred 1 FT Engagement Specialist from Planning.	25.00 FTE
Administration	Human Resources	10.00 FTE	Eliminated 1 FT limited duration Talent Specialist, added 1 FT HR Business Partner.	10.00 FTE
Administration	Finance	12.00 FTE	Added 1 FT Administrative Assistant (previously shared with Communications), and added 1 FT Program Assistant.	14.00 FTE
<b>47.00 FTE Total Administration</b>				<b>51.00 FTE</b>
Park Services	Park Services Director	2.00 FTE	No changes to staffing.	2.00 FTE
Park Services	Maintenance Operations	29.00 FTE	Transferred 8 FT Nature & Trails positions from Sustainability.	37.00 FTE
Park Services	Support Services	12.00 FTE	No changes to staffing.	12.00 FTE
Park Services	Sustainability	11.00 FTE	Transferred 8 FT Nature & Trails positions to Maintenance Operations.	3.00 FTE
Park Services	Planning & Development	9.00 FTE	Transferred 1 FT Engagement Specialist to Communications.	8.00 FTE
<b>63.00 FTE Total Park Services</b>				<b>62.00</b>
Recreation Services	Recreation Directors	4.00 FTE	Add 1 FT, limited duration, Sponsorship Administrator.	5.00 FTE
Recreation Services	Aquatics	27.00 FTE	Added 1 FT Program Assistant at Harman Swim Center.	28.00 FTE
Recreation Services	Sports & Inclusion Services	33.00 FTE	Added 1 FT Program Assistant at Garden Home Recreation Center, and added 1 FT Program Assistant at Stuhr Center.	35.00 FTE
Recreation Services	Recreation	32.00 FTE	Added 1 FT Program Assistant at Cedar Hills Recreation Center.	33.00 FTE
Recreation Services	Building Maintenance Coordination	4.00 FTE	No changes to staffing.	4.00 FTE
<b>100.00 FTE Total Recreation Services</b>				<b>105.00 FTE</b>
<b>210.00 FTE Total District</b>				<b>218.00 FTE</b>
<b>Net Change</b>				<b>8.00</b>



## Comprehensive Long-Range Planning

THPRD has a comprehensive long-range planning process that begins with community visioning. The district completed a community visioning outreach process and adopted a Vision Action Plan in September 2020. The visioning work was the basis for updates to the Comprehensive Plan that the district adopted in February 2023.

The board of directors' commitment to being responsive to the community vision is so strong – they have made it one of the three overall district priorities, along with a commitment to equity and with special attention to racial equity, as well as a commitment to environmental stewardship.

The district's guiding documents for long-range planning are described below:

### *Vision Action Plan*

The purpose of the visioning work was to better understand the community's interest and desires for park and recreation services moving forward over the next 20 years and beyond. The visioning work represents THPRD's most extensive public engagement effort to date, with more than 10,500 people participating. The engagement was supported by a dedicated and diverse task force that included multigenerational, multicultural, and multiethnic representatives with seven different languages spoken among volunteers. The district's visioning work received two national awards: the Public Involvement Project of the Year in the United States and Core Values Award for Respect for Diversity, Inclusion, and Culture from the International Association for Public Participation (IAP2) USA Chapter.

### *Comprehensive Plan*

The district's 2023 Comprehensive Plan confirms the mission and vision for the park district and establishes seven overarching goals for the district. The first four were generated by the visioning process, while the additional three were identified during the development of the comprehensive plan. This plan is also intended to chart the course for how the park district serves the community over the next 20 years. The goals are shown below:

#### **Vision Action Plan goals**



**Welcoming and Inclusive**



**Play for Everyone**



**Accessible and Safe**



**Environmental Stewardship**

#### **Foundational goals**



**Diversity, Equity, Inclusion, and Access**



**Technology & Innovation**



**Financial Sustainability**

## **Comprehensive Long-Range Planning (continued)**

### *Strategic Plan*

The 2023 Strategic Plan details goals, objectives, and actions for the district. The strategic plan distills information from the 2023 Comprehensive Plan into what serves as an action plan to deliver on the ongoing and near-term recommendations included within the comprehensive plan. Objectives and action items to implement these recommendations within the next three-to-five years are outlined in the strategic plan and are designed in response to the budget priorities set by the board of directors.

### *Functional Plans*

In addition to the comprehensive and strategic plans, which identify desired future conditions for the park district, functional plans include guidelines, process descriptions, standards, prioritization criteria, and funding strategies to show how the park district will achieve that vision. Functional plans have been developed for parks, trails, natural resources, athletic facilities, and recreation programs. Development of an additional functional plan, the Facilities Functional Plan, began in FY 24/25 and will be completed prior to FY 25/26. Using this planning process to inform priorities, the board reviews an annual report on all work done in the prior year and holds a planning session each fall to identify district priorities for the upcoming budget process. These priorities drive the decision-making process for the budget.



## BUDGET PROCESS

THPRD Vision and Mission

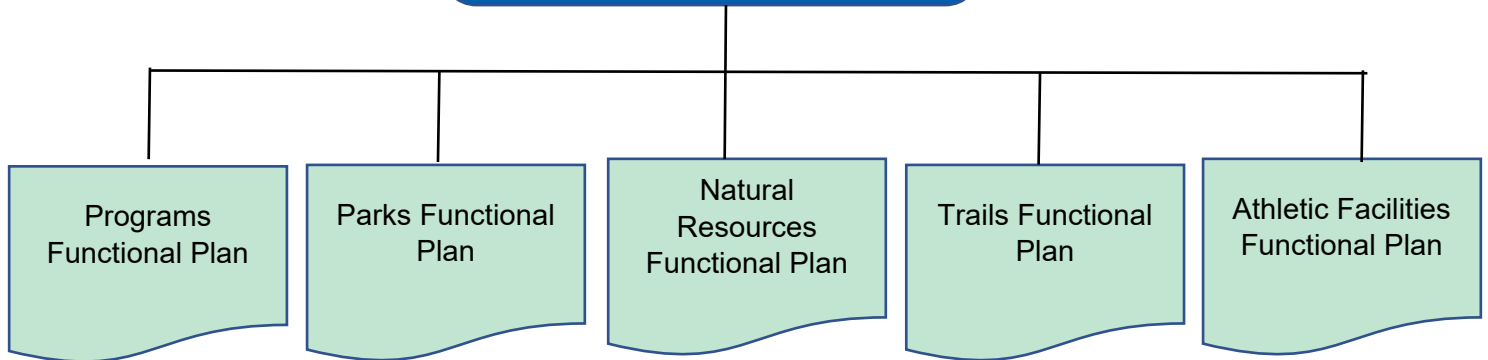


Vision Action Plan



THPRD Comprehensive Plan

THPRD Strategic Plan



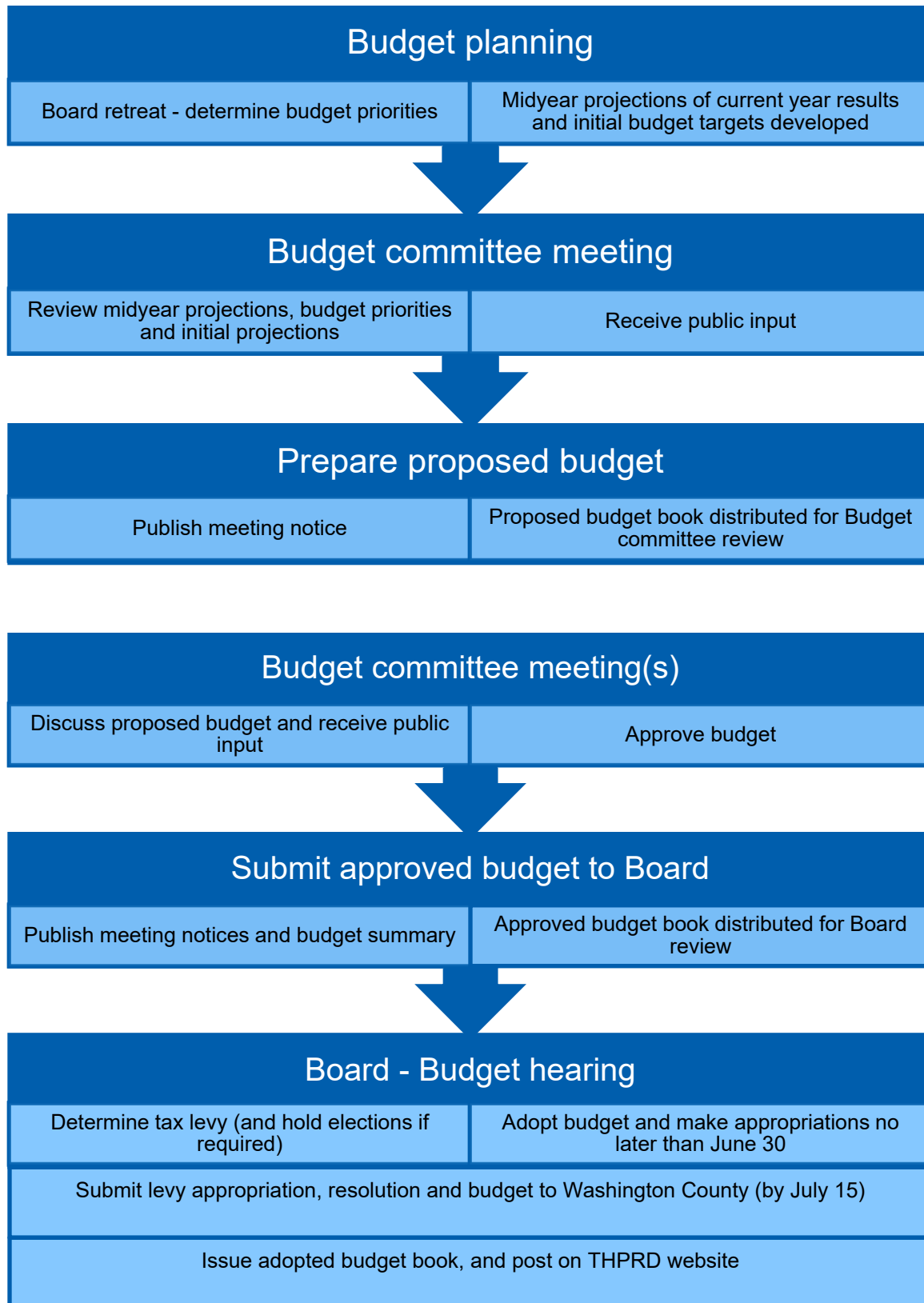
Board Priorities



Annual Budget



## BUDGET PROCESS (cont'd)







## **FISCAL YEAR 2025/26 BUDGET CALENDAR**

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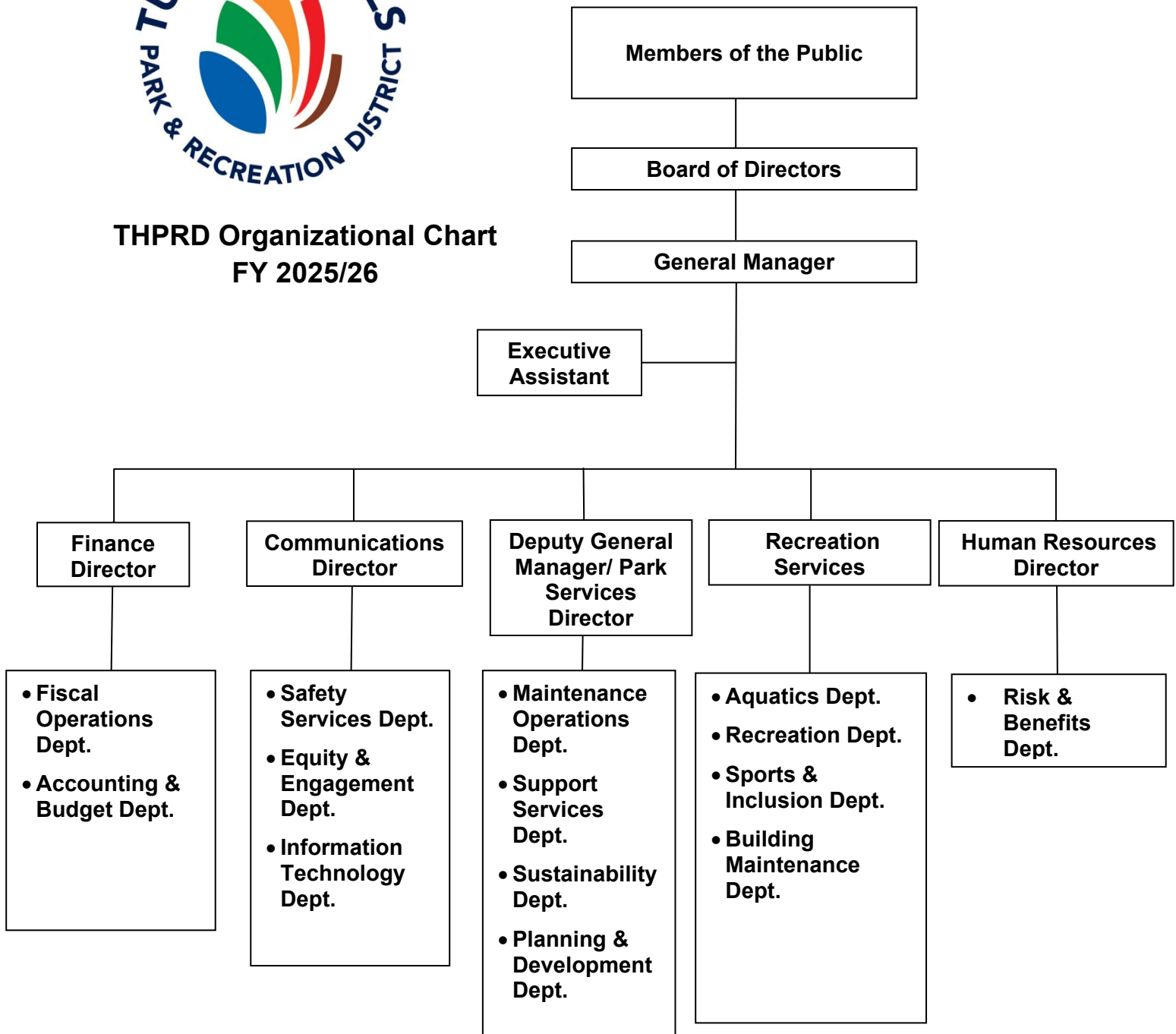
In accordance with District Policy:

### **2025**

February 6	Publish Notice (Valley Times submission deadline – January 31)
February 4	Post Notice on District Website
February 27	Mid-year Budget Review Meeting (Public Input)
March 21	Publish Notice for both the April Work Session and the May Budget Committee Meeting (Valley Times submission deadline – March 24)
March 27	Post Notice on District Website
April 10	Deliver Proposed Budget to Budget Committee
April 17	Budget Committee Work Session (Public Input)
April 17	Post Notice on District Website
May 15	Budget Committee Meeting to Approve Budget (Public Input)
May 29	Publish Notice & Summary (Valley Times submission deadline – May 23)
May 29	Post Notice on District Website
June 11	Hold Public Hearing to Adopt Budget (Public Input)
July 15	Tax Levy Certified by Washington County



**THPRD Organizational Chart  
FY 2025/26**



## Board of Directors

The district has a governing board of five elected members who are responsible for the overall budgetary and policy direction of THPRD.



### **Barbie Minor, President/Director**

Barbie is a marketing professional, and an avid patron of THPRD for almost 20 years. She currently serves on the Budget Committee for the Tualatin Soil and Water Conservation District. She is also an active volunteer for the Beaverton School District. She earned her Bachelor of Fine Arts from New York University's Tisch School of the Arts.



### **Alfredo Moreno, Secretary/Director**

Alfredo joined the board in 2021, motivated by a desire to help the district build healthier, more inclusive, and interconnected communities. A career communications and community relations professional, he has forged connections throughout Washington County and beyond in his work as the community relations manager for Portland Community College's western service district. He has served on numerous boards and committees, including the Five Oaks Museum, where he is currently the board co-chair. He graduated with honors with a BA in history from the University of New Mexico in Albuquerque.



### **Miles Palacios, Secretary Pro-Tempore/Director**

Miles works as the Chief of Staff for State Senator Winsvey Campos. He previously worked as the Executive Director for the Oregon Association of Student Councils, in roles within the Office of the Governor, as the legislative director for State Senator Winsvey Campos, and as a staffer for State Senator Janeen Sollman (then State Representative). Miles holds a bachelor degree in sociology and political science from the Clarks Honors College at the University of Oregon.



### **Tya Ping, Director**

Tya earned her Pharmacy Doctorate from Oregon State University and OHSU. She is now a clinical pharmacist at Kaiser Permanente. She has served on various boards including Beaverton City Library Advisory Board and Washington County Parks and Recreation Advisory Board. She also is an avid volunteer within the Beaverton School District including teaching art literacy to elementary school children.

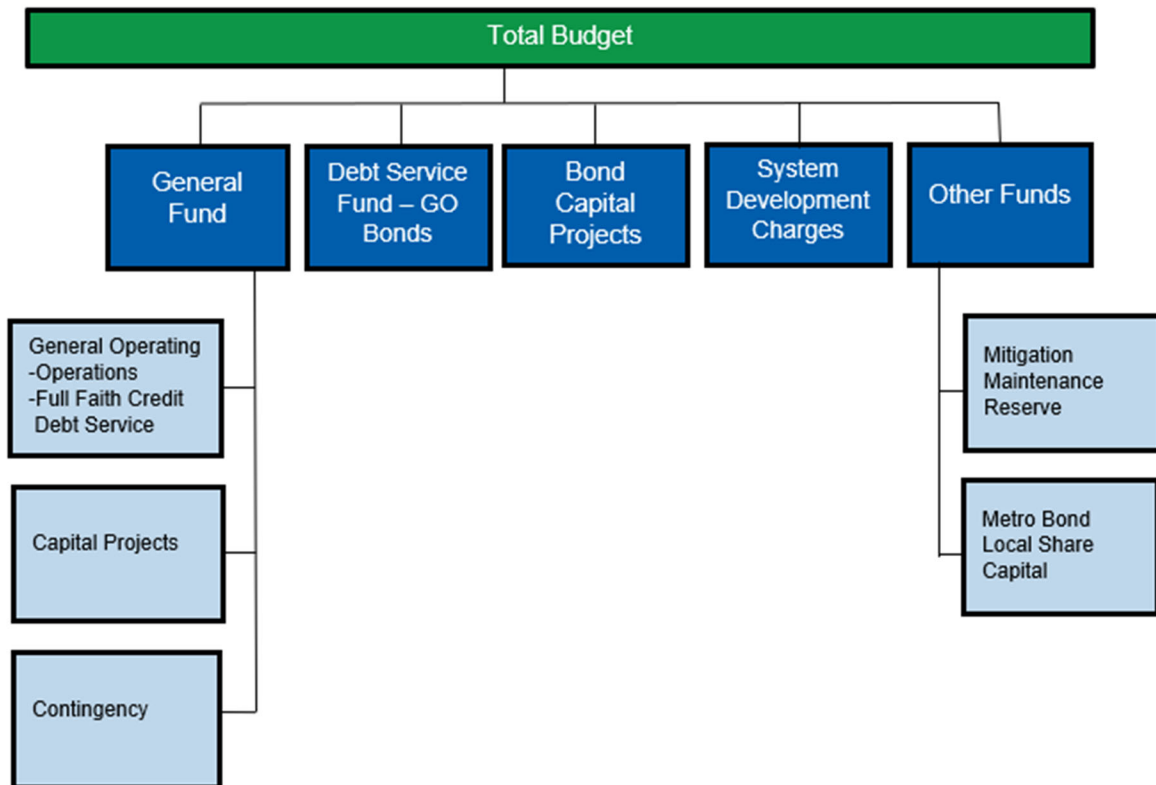


### **Felicita Monteblanco, Director**

Felicita is the Public Affairs Manager at Northwest Health Foundation. There she supports advocacy campaigns to change public policy, often in partnership and at the direction of community-based organizations. She also manages government relations and leads NWHF's communications, among other responsibilities. Felicita earned her bachelor's degree in psychology from the University of San Francisco with a minor in hospitality management.



## THPRD Fund Structure



### General Fund

The General Fund accounts for the district's general operations and the capital project expenditures funded by the General Fund. It is used to account for all transactions not specifically related to the district's other funds.

### Debt Service Fund

The Debt Service Fund provides for bond principal and interest payments on outstanding General Obligation Bonds, those for which a property tax levy supports the maturing principal and interest payments. Debt Service Fund levies are levied outside of the district's permanent rate and are not part of the governmental limit set by Measure 5.

### Bond Capital Projects

In November 2008, voters approved a \$100 million bond for land acquisition, natural area preservation and improvements to trails and parks, along with other major capital projects throughout the district. This fund accounts for the capital project expenditures funded by this general obligation bond.

## **THPRD Fund Structure (continued)**

### **System Development Charges**

This fund accounts for the System Development Charges (SDC) of the district. SDCs fund the cost of new facilities and land necessitated by new population growth and development in the district.

### **Mitigation Maintenance Reserve**

These funds are a reserve against future maintenance costs at mitigation sites.

### **Metro Bond Local Share Capital**

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



## THPRD Operating Department & Fund Relationship

The following chart summarizes the relationship between operating departments and fund spending.

Operating Department/Division	Organizational Fund					
		Other Funds		Capital Projects Funds		
	General Fund	Mitigation Maintenance Reserve Fund	Debt Service Fund	Metro Bond Local Share Capital Fund	System Development Charge Fund	Bond Capital Projects Fund
Board of Directors	X					
Administration						
General Manager	X					
Communications	X					
Equity & Engagement Department	X					
Safety Services Department	X					
Information Technology Department	X					
Human Resources	X					
Risk & Benefits Department	X					
Finance	X		X			
Finance Director	X		X			
Fiscal Operations Department	X		X			
Accounting & Budget Department	X		X			
Park Services						
Park Services Director	X	X		X	X	X
Maintenance Operations	X					
Support Services Department						
Sustainability Department	X	X		X	X	X
Planning & Development Department	X			X	X	X
Recreation Services						
Recreation Services Directors	X					
Aquatics Department	X					
Sports & Inclusion Services Department	X					
Recreation Department	X					
Building Maintenance Coordination	X					



# **Resources**

**Analysis of Property Tax Rate and Collections**

**Property Tax Measures 5 and 50**

**Revenue Summary**

**Resource Narrative**



# ANALYSIS OF TAX RATE AND COLLECTIONS

## FISCAL YEAR 2025/26

### ESTIMATED ASSESSED VALUATION

#### Real and Personal Property Within THPRD

**\$ 33,873,847,034**

FY 2024/25 Full Assessed Valuation	\$ 33,292,272,995	
Less Urban Renewal	(502,010,650)	
FY 2024/25 Taxable Assessed Valuation	<u>32,790,262,345</u>	
Value Growth from Annual Increase <sup>1</sup>	998,768,190	3.00%
Estimated Exception Based Value Growth <sup>2</sup>	99,876,819	0.30%
Less Urban Renewal Increase	<u>(15,060,320)</u>	
Estimated Taxable Assessed Value	<u><u>\$ 33,873,847,034</u></u>	

#### % Increase in Estimated Assessed Valuation

**3.30%**

### ESTIMATED TAX LEVY

<u>Tax Rate per</u> <u>\$1,000 Valuation</u>	<u>Amount</u>
-------------------------------------------------	---------------

#### General Fund

Permanent Tax Rate for THPRD	1.3073
Local Option Levy	0.50

#### General Fund Operating Levy:

Estimated Assessed Valuation multiplied by	
Permanent Rate	\$ 44,283,280
Local Option Levy	16,936,924
Estimated Compression	728,034

#### Bonded Debt Fund

Bonded Debt Levy	9,481,849
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#### Estimated Tax Rate:

Bonded Debt Levy divided by Estimated Assessed Valuation	<u>0.2799</u>
----------------------------------------------------------	---------------

#### Estimated Tax Levy Totals

<u>2.0872</u>	<u>\$ 69,974,019</u>
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### ESTIMATED TAX COLLECTIONS

**Amount**

Based on Estimated Collection Rate:	96.00%	
General Fund Current Year Tax Collections	\$ 58,072,483	
Payment in lieu of Tax Collections	4,660	
Bonded Debt Fund Current Year Tax Collections	9,102,575	
Payment in lieu of Tax Collections	<u>42,975</u>	
	<u><u>\$ 67,222,693</u></u>	

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

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

## PROPERTY TAX MEASURES

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### **PROPERTY TAX**

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

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

### **MEASURE 5**

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

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

### **MEASURE 50**

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

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



# TUALATIN HILLS PARK & RECREATION DISTRICT

## MEASURE 5 Impact on Washington County Taxing

FY 2024/25

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Washington County	2.94	0.06	3.00
Enhanced Sheriff Patrol	1.47		1.47
Metro Service District	0.19	0.38	0.57
Port of Portland	0.07		0.07
THPRD	1.80	0.27	2.07
Tualatin Soil & Water District	0.09		0.09
Tualatin Valley Fire & Rescue	1.98	0.13	2.11
Urban Road Maintenance	0.25		0.25
<b>Total Tax Rate</b>	<b>8.79</b>	<b>0.84</b>	<b>9.63</b>
Taxing Agencies Including City of Beaverton			
Washington County	2.85	0.06	2.91
City of Beaverton	4.44	0.17	4.61
Metro Service District	0.19	0.38	0.57
Port of Portland	0.07		0.07
THPRD	1.76	0.27	2.03
Tualatin Soil & Water District	0.09		0.09
Tualatin Valley Fire & Rescue	1.92	0.13	2.05
Urban Renewal-Beaverton	0.59		0.59
<b>Total Tax Rate</b>	<b>11.91</b>	<b>1.01</b>	<b>12.92</b>

FY 2023/24

Taxing Agencies Excluding City of Beaverton	Rates Subject to \$10 Limit	Rates Excluded from Limit	Total
Washington County	2.94	0.07	3.01
Enhanced Sheriff Patrol	1.47		1.47
Metro Service District	0.19	0.38	0.57
Port of Portland	0.07		0.07
THPRD	1.31	0.27	1.58
Tualatin Soil & Water District	0.07		0.07
Tualatin Valley Fire & Rescue	1.98	0.13	2.11
Urban Road Maintenance	0.25		0.25
<b>Total Tax Rate</b>	<b>8.28</b>	<b>0.85</b>	<b>9.13</b>
Taxing Agencies Including City of Beaverton			
Washington County	2.85	0.07	2.92
City of Beaverton	4.44	0.19	4.63
Metro Service District	0.19	0.38	0.57
Port of Portland	0.07		0.07
THPRD	1.26	0.27	1.53
Tualatin Soil & Water District	0.07		0.07
Tualatin Valley Fire & Rescue	1.92	0.13	2.05
Urban Renewal-Beaverton	0.58		0.58
<b>Total Tax Rate</b>	<b>11.38</b>	<b>1.04</b>	<b>12.42</b>



**TUALATIN HILLS PARK & RECREATION DISTRICT**

**MEASURE 5  
Impact on Washington County Taxing**

**FY 2022/23**

<b>Taxing Agencies Excluding City of Beaverton</b>	<b>Rates Subject to \$10 Limit</b>	<b>Rates Excluded from Limit</b>	<b>Total</b>
Washington County	2.94	0.07	3.01
Enhanced Sheriff Patrol	1.32		1.32
Metro Service District	0.19	0.38	0.57
Port of Portland	0.07		0.07
THPRD	1.31	0.28	1.59
Tualatin Soil & Water District	0.06		0.06
Tualatin Valley Fire & Rescue	1.97	0.14	2.11
Urban Road Maintenance	0.25		0.25
<b>Total Tax Rate</b>	<b>8.11</b>	<b>0.87</b>	<b>8.98</b>
<b>Taxing Agencies Including City of Beaverton</b>			
Washington County	2.86	0.07	2.93
City of Beaverton	4.07	0.19	4.26
Metro Service District	0.19	0.37	0.56
Port of Portland	0.07		0.07
THPRD	1.26	0.28	1.54
Tualatin Soil & Water District	0.06		0.06
Tualatin Valley Fire & Rescue	1.92	0.14	2.06
Urban Renewal-Beaverton	0.54		0.54
<b>Total Tax Rate</b>	<b>10.97</b>	<b>1.05</b>	<b>12.02</b>

**FY 2021/22**

<b>Taxing Agencies Excluding City of Beaverton</b>	<b>Rates Subject to \$10 Limit</b>	<b>Rates Excluded from Limit</b>	<b>Total</b>
Washington County	2.94	0.07	3.01
Enhanced Sheriff Patrol	1.32		1.32
Metro Service District	0.19	0.38	0.57
Port of Portland	0.07		0.07
THPRD	1.31	0.29	1.60
Tualatin Soil & Water District	0.08		0.08
Tualatin Valley Fire & Rescue	1.97	0.14	2.11
Urban Road Maintenance	0.25		0.25
<b>Total Tax Rate</b>	<b>8.13</b>	<b>0.88</b>	<b>9.01</b>
<b>Taxing Agencies Including City of Beaverton</b>			
Washington County	2.86	0.07	2.93
City of Beaverton	4.09	0.19	4.28
Metro Service District	0.19	0.38	0.57
Port of Portland	0.07		0.07
THPRD	1.26	0.29	1.55
Tualatin Soil & Water District	0.08		0.08
Tualatin Valley Fire & Rescue	1.93	0.14	2.07
Urban Renewal-Beaverton	0.49		0.49
<b>Total Tax Rate</b>	<b>10.97</b>	<b>1.07</b>	<b>12.04</b>

**TUALATIN HILLS PARK & RECREATION DISTRICT**

**MEASURE 5  
Impact on Washington County Taxing**

**FY 2020/21**

<b>Taxing Agencies Excluding City of Beaverton</b>	<b>Rates Subject to \$10 Limit</b>	<b>Rates Excluded from Limit</b>	<b>Total</b>
Enhanced Sheriff Patrol	1.32	-	1.32
Washington County	2.88	0.07	2.95
Urban Road Improvements	0.25	-	0.25
THPRD	1.31	0.29	1.60
Tualatin Valley Fire & Rescue	1.98	0.14	2.12
Tualatin Soil & Water District	0.08	-	0.08
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.40	0.59
<b>Total Tax Rate</b>	<b>8.08</b>	<b>0.90</b>	<b>8.98</b>
<b>Taxing Agencies Including City of Beaverton</b>			
Washington County	2.82	0.07	2.89
Tualatin Valley Fire & Rescue	1.93	0.14	2.07
THPRD	1.27	0.29	1.56
City of Beaverton	4.10	0.18	4.28
Port of Portland	0.07	-	0.07
Tualatin Soil & Water District	0.08	-	0.08
Metro Service District	0.19	0.40	0.59
Urban Renewal-Beaverton	0.45	-	0.45
<b>Total Tax Rate</b>	<b>10.91</b>	<b>1.08</b>	<b>11.99</b>

**FY 2019/20**

<b>Taxing Agencies Excluding City of Beaverton</b>	<b>Rates Subject to \$10 Limit</b>	<b>Rates Excluded from Limit</b>	<b>Total</b>
Enhanced Sheriff Patrol	1.32	-	1.32
Washington County	2.89	0.07	2.96
Urban Road Improvements	0.25	-	0.25
THPRD	1.31	0.31	1.62
Tualatin Valley Fire & Rescue	1.98	0.10	2.08
Tualatin Soil & Water District	0.08		
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.47	0.66
<b>Total Tax Rate</b>	<b>8.09</b>	<b>0.95</b>	<b>9.04</b>
<b>Taxing Agencies Including City of Beaverton</b>			
Washington County	2.83	0.07	2.90
Tualatin Valley Fire & Rescue	1.94	0.10	2.04
THPRD	1.27	0.31	1.58
City of Beaverton	4.11	0.19	4.30
Port of Portland	0.07	-	0.07
Tualatin Soil & Water District	0.08	-	0.08
Metro Service District	0.19	0.47	0.66
Urban Renewal-Beaverton	0.41	-	0.41
<b>Total Tax Rate</b>	<b>10.90</b>	<b>1.14</b>	<b>12.04</b>

**TUALATIN HILLS PARK & RECREATION DISTRICT**

**MEASURE 5  
Impact on Washington County Taxing**

**FY 2018/19**

<b>Taxing Agencies Excluding City of Beaverton</b>	<b>Rates Subject to \$10 Limit</b>	<b>Rates Excluded from Limit</b>	<b>Total</b>
Enhanced Sheriff Patrol	1.32	-	1.32
Washington County	2.89	0.07	2.96
Urban Road Improvements	0.25	-	0.25
THPRD	1.31	0.32	1.63
Tualatin Valley Fire & Rescue	1.98	0.11	2.09
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.28	0.47
<b>Total Tax Rate</b>	<b>8.01</b>	<b>0.78</b>	<b>8.79</b>
<b>Taxing Agencies Including City of Beaverton</b>			
Washington County	2.84	0.07	2.91
Tualatin Valley Fire & Rescue	1.94	0.11	2.05
THPRD	1.28	0.32	1.60
City of Beaverton	4.12	0.20	4.32
Port of Portland	0.07	-	0.07
Metro Service District	0.19	0.28	0.47
Urban Renewal-Beaverton	0.37	-	0.37
<b>Total Tax Rate</b>	<b>10.81</b>	<b>0.98</b>	<b>11.79</b>

**FY 2017/18**

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

## SUMMARY OF RESOURCES - ALL FUNDS

<b>RESOURCES:</b>	<b>General Fund</b>	<b>Special Revenue Fund</b>	<b>Capital Projects Funds</b>	<b>Debt Service Fund</b>	<b>Total Resources</b>
Beginning Balance- Cash on Hand for Fiscal Year	\$ 35,948,991	\$ 213,000	\$ 14,845,470	\$ 300,000	\$ 51,307,461
Beginning Fund Balance from Previous Year Projects Carried Forward	5,051,009	-	47,794,920	-	52,845,929
Previously Levied Taxes estimated to be received during ensuing year	250,000	-	-	70,000	320,000
<b>PROGRAM REVENUES:</b>					
Swim Center Revenue	3,020,451	-	-	-	3,020,451
Tennis Revenue	1,240,987	-	-	-	1,240,987
Recreation Program Revenue	3,521,457	-	-	-	3,521,457
Sports & Inclusion Services Revenue	3,471,538	-	-	-	3,471,538
Nature Education Revenue	537,903	-	-	-	537,903
<b>OTHER REVENUES:</b>					
Miscellaneous Revenue	734,150	-	-	-	734,150
Interest Revenue	500,000	10,000	1,510,500	75,000	2,095,500
Facility Rental Revenue	540,000	-	-	-	540,000
Grants and Intergovernmental Revenue	7,338,921	-	8,043,886	-	15,382,807
Debt Proceeds	4,000,000	-	-	-	4,000,000
System Development Charges	-	-	9,738,737	-	9,738,737
Charges for Services	350,000	-	-	-	350,000
Total Resources except taxes to be levied..... <b>Subtotal</b>	<u>\$ 66,505,407</u>	<u>\$ 223,000</u>	<u>\$ 81,933,513</u>	<u>\$ 445,000</u>	<u>\$ 149,106,920</u>
Current Year Property Taxes	<u>58,077,143</u>	<u>-</u>	<u>-</u>	<u>9,145,550</u>	<u>67,222,693</u>
<b>TOTAL RESOURCES</b>	<u><u>\$ 124,582,550</u></u>	<u><u>\$ 223,000</u></u>	<u><u>\$ 81,933,513</u></u>	<u><u>\$ 9,590,550</u></u>	<u><u>\$ 216,329,613</u></u>

## RESOURCES NARRATIVE - ALL FUNDS

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

**Beginning Fund Balance:** Beginning Fund Balance is a resource derived from prior year's budget. Beginning Fund Balance generally results from an over-collection of budgeted resources and under-expenditures of budget appropriations. The estimated Beginning Fund Balance for FY 2025/26 consists of General Fund (\$35,948,991), Mitigation Maintenance Reserve Fund (\$213,000), System Development Charges Fund (\$14,845,470) and Debt Service Fund (\$300,000).

**Beginning Fund Balance from Previous Year Projects Carried Forward:** Beginning Fund Balance from projects carried forward represents fund balance committed to projects in a prior year but not yet expended. The full listing of carryforward projects can be found within the Capital Projects and System Development Charges Fund sections, pages CP-2 and SDC-3, under the Carryover Projects heading, plus all of the Bond Capital Projects Fund. The estimated total of project carryforward from the previous year consists of General Fund (\$5,051,009), System Development Charges Fund (\$46,719,530) and Bond Capital Projects Fund (\$1,075,390).

**Prior Year's Taxes:** Prior Year's Taxes are property taxes that have been levied but remain uncollected. During the 2025/26 fiscal year, THPRD is projected to collect approximately one-half of the uncollected property taxes. The estimated amount of previously levied taxes to be received for FY 2025/26 consists of General Fund (\$250,000) and Debt Service Fund (\$70,000).

**PROGRAM REVENUES:** Estimated revenue from programs is based on historical collection rates for the various programs. The cost recovery model is being reevaluated to ensure it is compliant with district values and historical collection rates. Adjustments are continually made to ensure classes are making progress toward achieving the target rate of cost recovery.

**Swim Center Revenue:** Swim Center revenue is generated from passes, open swim, instruction and Beaverton School District & other rentals. The total swim center revenue is \$3,020,451. The following is a breakdown of revenue generated by each swim center and program type:

<u>Swim Center Revenue</u>		<u>Program Revenue</u>	
Aloha	\$ 343,186	Swim Passes	\$ 383,500
Beaverton	442,892	General Admission	435,399
Conestoga - Aquatic	647,065	Aquatic Instruction	1,729,916
Harman	374,745	Facility Rentals	
Sunset	268,362	- Beaverton School District	38,620
Aquatic Center	850,854	- Other Rental Events	433,016
Raleigh	43,607		
Somerset West	49,740		
	<u>\$ 3,020,451</u>		<u>\$ 3,020,451</u>

**Tennis Revenue:** Tennis revenue of \$1,240,987 is generated by open play, instruction, special interest events and the sale of tennis equipment.

<u>Tennis Program Revenue</u>	<u>Program</u>	<u>Facility Rental</u>	<u>Total</u>
Open play	\$ 453,677	\$ -	\$ 453,677
Instruction	709,931	-	709,931
Special interest	52,621	16,804	69,425
Equipment sales	7,954	-	7,954
	<u>\$ 1,224,183</u>	<u>\$ 16,804</u>	<u>\$ 1,240,987</u>



**Recreation Program Revenue:** Recreation program and rental revenue of \$3,521,457 is generated from Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center, Administration registrations, out-of-district assessments and facility room rentals.

Recreational Program Revenue	Program	Facility Rental	Total
Cedar Hills Recreation Center	\$ 1,914,728	\$ 22,000	\$ 1,936,728
Conestoga - Recreation	1,489,779	48,950	1,538,729
Administration	46,000	-	46,000
	<u>\$ 3,450,507</u>	<u>\$ 70,950</u>	<u>\$ 3,521,457</u>

**Sports and Inclusion Services Revenue:** Sports and Inclusion Services revenue of \$3,471,538 is generated from Tualatin Hills Athletic Center, Garden Home Recreation Center, Elsie Stuhr Center, Camp Rivendale, Jenkins Estate and inclusion services, basketball, softball and volleyball, along with rentals and field use fees received from the affiliated sports groups field usage.

Sports & Inclusion Services Revenue	Program	Facility Rental	Total
Concessions	\$ 12,000	\$ -	\$ 12,000
Tualatin Special Events	3,605	-	3,605
Hills Special Interest	587,089	-	587,089
Athletic Indoor Sports	326,301	168,773	495,074
Center Outdoor Sports	87,505	547,075	634,580
Passes	117,580	-	117,580
Garden Home Recreation Center	872,776	168,000	1,040,776
Elsie Stuhr Center	344,897	12,000	356,897
Camp Rivendale	75,897	-	75,897
Jenkins Estate	91,640	56,400	148,040
	<u>\$ 2,519,290</u>	<u>\$ 952,248</u>	<u>\$ 3,471,538</u>

**Nature Education Revenue:** Nature Education revenue of \$537,903 is generated from instruction and environmental education programs held at both the Tualatin Hills Nature Center and Cooper Mountain Nature Park.

Nature Education Revenue	Program	Facility Rental	Total
Instruction/Environmental Education	\$ 515,763	\$ 22,140	\$ 537,903

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

**Miscellaneous Revenue:** Miscellaneous revenue of \$734,150 is earned from purchasing card program rebates, items sold at auctions, easements, sponsorships, miscellaneous fees and forfeitures, compensation for insurance proceeds and various other sources.

**Interest Revenue:** Interest revenue in the total amount of \$2,095,500 is derived from available cash-on-hand that is invested in the State of Oregon Local Government Investment Pool or other allowable vehicles per THPRD's Investment Policy. These invested funds will be used at a later date to meet payroll, operating costs and capital improvements. Interest revenue consists of General Fund (\$500,000), Mitigation Maintenance Reserve Fund (\$10,000), Debt Service Fund (\$75,000), System Development Charges Fund (\$1,500,000) and Bond Capital Projects Fund (\$10,500).

**Facility Rental Revenue:** Facility rental revenue of \$340,000 is generated from the rental of THPRD-owned homes, along with leased space within district facilities. Included within facility rental revenue is the lease revenue of \$200,000 from site leases for cellular telephone transmission equipment.

**Grants and Intergovernmental Revenue:** Capital Grants include funding from the following sources:

2019 Metro Parks & Nature Bond Trails	\$ 1,913,528
MSTIP Opportunity Funds	600,000
State of Oregon Lottery Bond Proceeds	1,490,615
Local Government Grant Program	1,072,000
Community Investment Grant	163,150
Metro Nature in Neighborhoods Grant	300,000
Oregon Parks & Recreation Department Land & Water Conservation Fund Grant	449,096
Community Choice Grant	331,067
Community Project Grant	946,956
Total Capital Grants	<u>\$ 7,266,412</u>

Operational Grants include funding from the following sources:

Oregon Department of Ed, Youth Development Division	\$ 43,643
National Recreation and Park Association	28,866
Total Operational Grants	<u>\$ 72,509</u>

Additionally, intergovernmental revenue includes funds from Metro for the Local Share Capital Fund (\$8,043,886).

**System Development Charges:** These charges are assessed against new construction within THPRD. Projected revenue for FY 2025/26 is \$9,738,737 (which is net of SDC waivers of \$516,200) and may only be utilized for improvements related to expansion.

**Charges for Services:** Charges for Services to the General Fund reflect the fiscal policy of recovering project management staff time from capital projects to the General Fund. In FY 2025/26, \$225,000 is anticipated from SDC and other projects, and \$125,000 from the Metro Local Bond Fund projects. Charges for Services to the SDC Funds are related to grant funding for a portion of SDC projects.

**Current Year's Taxes for FY 2025/26:** Current Taxes levied against an estimated \$33.8 billion in assessed valuation total \$69.9 million. Of that amount, Debt Service Fund generates \$9.5 million, with collections anticipated at \$9.1 million, for retirement of general obligation debt. The General Fund levy approximates \$60.4 million, with collections anticipated at \$58.1 million. The payments in lieu of taxes (PILOT) amounts are additional taxes expected to be collected (\$4,660 General Fund and \$42,975 Debt Service Fund). The PILOT funds result from de-annexed property with associated long-term debt obligations, and will be collected annually until the obligations are paid in full.



## CEDAR HILLS RECREATION CENTER

# **Capital Improvement Plan**

**Capital Funding Sources FY 2025/26**

**Five-year Capital Funding Sources**

**Projects by Funding Source**

**Capital Improvement Plan Summaries**

CEDAR HILLS RECREATION CENTER



## CAPITAL IMPROVEMENT PLAN

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### Capital Planning

The district has a cross-functional Capital Committee that meets regularly throughout the year.

Team members represent several different departments, including Maintenance Operations, Support Services, Planning & Development, Sustainability, Finance, Recreation, Aquatic, Sports, Information Technology, as well as the district's grants administrator and park resource analyst.

The Capital Committee's responsibilities each year include:

- Reviewing a multi-year projection for assets that are reaching the end of their useful life.
- Assigning ownership of each asset to Capital Committee members.
- Updating asset information (condition, age, replacement cost) for each project that will be recommended for funding.
- Looking for grant opportunities to help financially support the capital replacement program.
- Prioritizing projects based on safety, condition, potential impacts, and cost.

Capital project recommendations are submitted for review and consideration to the Budget Committee, as part of the budget approval process.

### Capital Funding Sources FY 2025/26

The Capital Funding Sources FY 2025/26 schedule shows the distribution of capital funding for the budget year 2025/26 between the various available sources of funding, including the General Fund, Metro Bond Local Share Capital Fund, Bond Fund, SDC Fund, and Grant Funds.

### Five-Year Capital Funding Sources

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

### Projects by Funding Source

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

### Capital Improvement Plan

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



	Funding Sources					
	General Fund	Grants	SDC	Bond	Metro Bond Local Share Capital Fund	Total Funds
<b>Athletic Facility Replacements</b>						
Air structure repairs - HMT Tennis	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Replace burnt lamps - HMT, PCC, Sunset sports fields	30,000	-	-	-	-	30,000
Replace tennis windscreen, and protective netting near plaza area	20,000	-	-	-	-	20,000
Replace windscreen on baseball outfield fencing, and protective backstop netting	20,000	-	-	-	-	20,000
<b>Athletic Facility Replacements Total</b>	<b>85,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>85,000</b>
<b>Building Improvements</b>						
Community Project Grant - Air Filtration (Federal Grant)	-	129,568	-	-	-	129,568
Community Project Grant - Cooling/Heating (Federal Grant)	-	446,194	-	-	-	446,194
Community Project Grant - Seismic and Solar Assessment (Federal Grant)	-	70,000	-	-	-	70,000
Community Project Grant - Technology Upgrades (Federal Grant)	-	301,194	-	-	-	301,194
New building Improvements	7,800,000	-	-	-	-	7,800,000
Space planning implementation	100,000	-	-	-	-	100,000
<b>Building Improvements Total</b>	<b>7,900,000</b>	<b>946,956</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,846,956</b>
<b>Building Replacements</b>						
AC window units - Cedar Hills	14,000	-	-	-	-	14,000
Air compressor - Conestoga	5,000	-	-	-	-	5,000
Boiler heater - Aloha	60,000	-	-	-	-	60,000
Brick patio with concrete - Nature Center	55,000	-	-	-	-	55,000
Cardio & Weight Equipment	40,000	-	-	-	-	40,000
Compressor RTU Weight Room - Athletic Center	15,000	-	-	-	-	15,000
Dive board - HMT Aquatic Center	10,000	-	-	-	-	10,000
Door to filter pit - HMT Aquatic Center	8,500	-	-	-	-	8,500
Elevator - Jenkins Estate Stables	100,000	-	-	-	-	100,000
Emergency Repairs	100,000	-	-	-	-	100,000
Energy Efficiency Projects	50,000	-	-	-	-	50,000
Ergonomic Equipment/Fixtures	6,000	-	-	-	-	6,000
Fire Life Safety Modernization	1,902,091	-	-	-	-	1,902,091
Gas line - Aloha	8,500	-	-	-	-	8,500
Interior concrete restrooms - Nature Center	9,000	-	-	-	-	9,000
Main circulation pump/motor - Beaverton	8,500	-	-	-	-	8,500
Main circulation pump/motor - Raleigh	7,500	-	-	-	-	7,500
Main circulation pump/motor - Sunset	8,000	-	-	-	-	8,000
Navian hot water heater - Conestoga	55,000	-	-	-	-	55,000
Pool lane lines - HMT Aquatic Center	10,000	-	-	-	-	10,000
Pool Tank and underwater lights - Somerset West	150,157	-	-	-	-	150,157
Sand filter - Somerset West	6,000	-	-	-	-	6,000
Sand filter - Sunset	10,000	-	-	-	-	10,000
Space planning implementation	100,234	-	-	-	-	100,234
Split system Lobby - Nature Center	50,000	-	-	-	-	50,000
Split system Manzanita Room - Stuhr	150,000	-	-	-	-	150,000
Split system Office area - Nature Center	35,000	-	-	-	-	35,000
Wood Floor Screen & Coat - Athletic Center	40,000	-	-	-	-	40,000
<b>Building Replacements Total</b>	<b>3,013,482</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,013,482</b>
<b>Park &amp; Trail Improvements</b>						
Evaluate bridge, design new structure, permit - Rock Creek Trail	129,000	-	-	-	-	129,000
Fanno Creek Regional Trail Improvements (Lottery bond proceeds)	-	1,490,615	-	-	-	1,490,615
Memorial Benches	25,000	-	-	-	-	25,000
Nature Park Vine Maple Trail	72,000	72,000	-	-	-	144,000
Plaza Furnishings	50,000	-	-	-	-	50,000
Protect bridge from stream scouring - Fanno Creek Trail	40,000	-	-	-	-	40,000
Protect trail and bank from failing - Bethany Lake	50,000	-	-	-	-	50,000
Rock Creek Trail Pollinator Project	81,575	163,150	-	-	-	244,725
To Make it all Good Again (Community Choice Grant)	-	164,667	-	-	-	164,667
<b>Park &amp; Trail Improvements Total</b>	<b>447,575</b>	<b>1,890,432</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,338,007</b>
<b>Park &amp; Trail Replacements</b>						
Asphalt Overlay - FCT at Scholls Ferry underpass	19,000	-	-	-	-	19,000
Asphalt overlay - Little People's Park	17,100	-	-	-	-	17,100
Asphalt overlay - Rock Creek Park	8,300	-	-	-	-	8,300
Asphalt overlay and fence repair - Merritt Woods	44,000	-	-	-	-	44,000
Asphalt overlay and repairs - Waterhouse Trail Brandberry-RCT	52,992	-	-	-	-	52,992
Asphalt overlay and repairs - Waterhouse Trail Laidlaw Brandberry	80,544	-	-	-	-	80,544
Asphalt overlay and repairs - Waterhouse Trail Mission Oaks-Willow Creek	30,528	-	-	-	-	30,528
Asphalt overlay and repairs - Waterhouse Trail Walker to Blueridge	90,000	-	-	-	-	90,000
Asphalt overlay looped trail - Bonny Slope Park	65,000	-	-	-	-	65,000
Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottmann	260,215	-	-	-	-	260,215
Design to replace ped paths with gravel	25,000	-	-	-	-	25,000
Park Sign Replacement	10,000	-	-	-	-	10,000
Playground Components	20,000	-	-	-	-	20,000
Repair concrete - FCSC	6,000	-	-	-	-	6,000
Repave around office - Camp Rivendale	31,000	-	-	-	-	31,000
Trail crossing & drainage improvements - Westside Trail	80,000	-	-	-	-	80,000
Upgrade HMT Irrigation	65,000	-	-	-	-	65,000
<b>Park &amp; Trail Replacements Total</b>	<b>904,679</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>904,679</b>
<b>Advisory Committee-Facility Projects</b>						
Advisory Committee Projects	25,000	-	-	-	-	25,000
<b>Advisory Committee-Facility Projects Total</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>
<b>ADA Improvements</b>						
Facility Access Improvements	75,000	-	-	-	-	75,000
Park and Nature & Trails Access Improvements	75,000	-	-	-	-	75,000
Waterhouse Trail ADA curb cuts - Washington County Project	120,000	-	-	-	-	120,000
<b>ADA Improvements Total</b>	<b>270,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>270,000</b>
<b>Information Technology Improvement</b>						
Asset Management Software	60,000	-	-	-	-	60,000
New Building Technology requests	80,000	-	-	-	-	80,000
New Equipment - new positions	10,000	-	-	-	-	10,000
New Equipment - tech related capital requests	25,000	-	-	-	-	25,000
Technology - New Capital Expenditures Requests	16,500	-	-	-	-	16,500
Workstation/Notebooks - Windows 11 Upgrade	17,000	-	-	-	-	17,000
<b>Information Technology Improvement Total</b>	<b>208,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>208,500</b>

	Funding Sources					Total Funds
	General Fund	Grants	SDC	Bond	Metro Bond Local Share Capital Fund	
<b>Information Technology Replacement</b>						
AEDs	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Credit Card Readers	15,000	-	-	-	-	15,000
Desktop/laptop computers	110,000	-	-	-	-	110,000
Firewalls	8,000	-	-	-	-	8,000
Key Card Readers	10,000	-	-	-	-	10,000
LAN/WAN	20,000	-	-	-	-	20,000
Paging Systems	20,000	-	-	-	-	20,000
Registration System and Website Replacement	900,000	-	-	-	-	900,000
Security Cameras	45,000	-	-	-	-	45,000
Servers	55,000	-	-	-	-	55,000
Switches	60,000	-	-	-	-	60,000
Time Clocks	60,000	-	-	-	-	60,000
<b>Information Technology Replacement Total</b>	<b>1,313,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,313,000</b>
<b>Fleet &amp; Equipment Replacement</b>						
72" Zero-turn mowers	40,000	-	-	-	-	40,000
Aeravator	6,000	-	-	-	-	6,000
Athletic field groomers	50,000	-	-	-	-	50,000
Compact utility loader	60,000	-	-	-	-	60,000
Electric workman vehicle	22,000	-	-	-	-	22,000
Grandstand mowers	38,000	-	-	-	-	38,000
Hi-production mower	158,005	-	-	-	-	158,005
One-person lift	15,000	-	-	-	-	15,000
Sand top dresser	39,000	-	-	-	-	39,000
Small equipment	20,000	-	-	-	-	20,000
Utility trailers	28,000	-	-	-	-	28,000
Work trucks	150,000	-	-	-	-	150,000
<b>Fleet &amp; Equipment Replacement Total</b>	<b>626,005</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>626,005</b>
<b>Land Acquisition</b>						
Acquisition of Community Park Land - North Bethany	-	-	5,535,535	-	-	5,535,535
Acquisition of Natural Area Land - Cooper Mountain Area	-	-	2,600,000	-	-	2,600,000
Acquisition of Natural Area Land - South Cooper Mountain	-	-	846,000	-	-	846,000
Acquisition of Neighborhood Park Land - Bonny Slope West	-	-	1,500,000	-	-	1,500,000
Acquisition of Neighborhood Park Land - Infill/Cooper Mountain Areas	-	-	2,444,809	-	-	2,444,809
Acquisition of Neighborhood Park Land - North Bethany	-	-	2,100,000	-	-	2,100,000
Acquisition of Neighborhood Park Land - South Cooper Mountain	-	-	8,446,818	-	-	8,446,818
Acquisition of Trails Land - Bonny Slope West	-	-	250,000	-	-	250,000
Acquisition of Trails Land - North Bethany	-	-	100,000	-	-	100,000
Acquisition of Trails Land - South Cooper Mountain	-	-	1,256,464	-	-	1,256,464
Land Acquisition - Infill/Cooper Mountain	-	-	7,496,266	-	-	7,496,266
<b>Land Acquisition Total</b>	<b>-</b>	<b>-</b>	<b>32,575,892</b>	<b>-</b>	<b>-</b>	<b>32,575,892</b>
<b>Development/Improvement</b>						
Beaverton Creek Trail Engineering and Construction	250,000	-	3,993,310	-	-	4,243,310
Cedar Hills Park - additional funding for bond project	-	-	43,793	-	-	43,793
Design & Develop Natural Areas for Public Access - South Cooper Mountain	-	-	500,000	-	-	500,000
Develop Pickleball Facility	-	-	9,149,531	-	-	9,149,531
Functional Plan - Develop Facilities Functional Plan	-	-	25,359	-	-	25,359
Natural Area Concept Plan	-	-	100,000	-	-	100,000
New Amenities in existing parks	-	-	120,000	-	-	120,000
New Neighborhood Park Development, Construction: NEQ-3 (SW Pointer Rd & SW Canyon Ln)	-	-	3,546,878	-	-	3,546,878
New Neighborhood Park Development, Construction: NWQ-5 (Abbey Creek Phase II)	-	-	85,868	-	-	85,868
New Neighborhood Park Development, Construction: SEQ-2 (La Raiz Park)	-	-	38,382	-	-	38,382
New Neighborhood Park Development, Design & Permitting: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)	-	-	1,297,426	-	-	1,297,426
New Neighborhood Park Development: NWQ-11 (NW Eleanor Ave and NW Evelyn St)	-	-	750,000	-	-	750,000
North Bethany Park and Trail Development - Proj. Mgmt.	-	-	30,000	-	-	30,000
North Bethany Park and Trail Improvements	-	-	120,000	-	-	120,000
Recuerdo Park Gleaning Garden Expansion	-	166,400	83,200	-	-	249,600
Regional Trail Development - Westside Trail	-	-	1,614,900	-	-	1,614,900
SDC Methodology Update	-	-	80,000	-	-	80,000
So. Cooper Mtn Park and Trail Development - Project Mgmt.	-	-	30,000	-	-	30,000
Sunset Town Center Park and North Johnson Creek Trail - Project Mgmt	-	-	10,000	-	-	10,000
Westside Trail Bridge	-	2,513,528	7,220,083	-	-	9,733,611
Heckman Road New Neighborhood Park & Trail NWQ-8	-	1,300,000	-	-	3,542,216	4,842,216
Accessible Play Structures	-	-	-	-	942,512	942,512
Willow Creek Greenway Boardwalk Replacement	-	-	-	-	1,883,091	1,883,091
Commonwealth Lake Park Bridge & Weir	-	449,096	-	-	1,257,393	1,706,489
<b>Development/Improvement Total</b>	<b>250,000</b>	<b>4,429,024</b>	<b>28,838,730</b>	<b>-</b>	<b>7,625,212</b>	<b>41,142,966</b>
<b>Renovate and Redevelop Neighborhood Parks</b>						
Cedar Hills Park & Athletic Field	-	-	-	290,099	-	290,099
<b>Renovate and Redevelop Neighborhood Parks Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>290,099</b>	<b>-</b>	<b>290,099</b>
<b>Natural Area Preservation</b>						
Bronson Creek Greenway at Laidlaw	-	-	-	88,718	-	88,718
Bronson Creek New Properties	-	-	-	130,533	-	130,533
Raleigh Park	-	-	-	19,382	-	19,382
<b>Natural Area Preservation Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>238,633</b>	<b>-</b>	<b>238,633</b>
<b>New Linear Park &amp; Trail Development</b>						
Miscellaneous Natural Trails	-	-	-	53,628	-	53,628
<b>New Linear Park &amp; Trail Development Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>53,628</b>	<b>-</b>	<b>53,628</b>
<b>New Linear Park &amp; Trail Land Acquisition</b>						
New Linear Park and Trail Acquisitions	-	-	-	1,195	-	1,195
<b>New Linear Park &amp; Trail Land Acquisition Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,195</b>	<b>-</b>	<b>1,195</b>
<b>New Community Park &amp; Trail Land Acquisition</b>						
New Community Park and Trail Land Acquisition - Cooper Mountain	-	-	-	477,335	-	477,335
<b>New Community Park &amp; Trail Land Acquisition Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>477,335</b>	<b>-</b>	<b>477,335</b>
<b>Undesignated Projects</b>						
Undesignated Projects	-	-	11,289,115	-	418,674	11,707,789
<b>Undesignated Projects Total</b>	<b>-</b>	<b>-</b>	<b>11,289,115</b>	<b>-</b>	<b>418,674</b>	<b>11,707,789</b>
<b>Grand Total</b>	<b>15,043,241</b>	<b>7,266,412</b>	<b>72,703,737</b>	<b>1,060,890</b>	<b>8,043,886</b>	<b>104,118,166</b>



Five-year Capital Funding Sources - FY 2026 - 2030

Line		Carryover Funds	2026 Funding
1	<b>Source of Funds</b>		
2	General Fund	\$ 5,551,009	\$ 9,492,232
3	Grants	5,186,249	2,080,163
4	SDC	46,719,530	25,984,207
5	Bond	583,555	477,335
6	Metro Bond Local Share	7,625,212	418,674
7	<b>Total Funds</b>	<b>\$ 65,665,555</b>	<b>\$ 38,452,611</b>
8	<b>Athletic Facility Replacement</b>		
9	Air structure fabric replacement - HMT Tennis	\$ -	\$ -
10	Air structure repairs - HMT Tennis	-	15,000
11	Cricket pitch cage - PCC	-	-
12	Replace burnt lamps - HMT, PCC, Sunset sports fields	-	30,000
13	Replace tennis windscreen, and protective netting near plaza area	-	20,000
14	Replace windscreen on baseball outfield fencing, and protective backstop netting	-	20,000
15	Resurface tennis courts and repair cracks	-	-
16	<b>Athletic Facility Replacement Total</b>	-	85,000
17	<b>Building Improvements</b>		
18	Community Project Grant - Air Filtration (Federal Grant)	129,568	-
19	Community Project Grant - Cooling/Heating (Federal Grant)	446,194	-
20	Community Project Grant - Seismic and Solar Assessment (Federal Grant)	70,000	-
21	Community Project Grant - Technology Upgrades (Federal Grant)	301,194	-
22	New building Improvements	1,200,000	6,600,000
23	Space planning implementation	-	100,000
24	<b>Building Improvements Total</b>	2,146,956	6,700,000
25	<b>Building Replacements</b>		
26	AC window unit replacement	-	-
27	AC window units - Cedar Hills	-	14,000
28	Air compressor - Conestoga	-	5,000
29	Boiler - Beaverton	-	-
30	Boiler heater - Aloha	-	60,000
31	Brick patio with concrete - Nature Center	-	55,000
32	Cardio & Weight Equipment	-	40,000
33	Compressor RTU Weight Room - Athletic Center	-	15,000
34	Design new deck, fence, drain, lights - Somerset	-	-
35	Dive board - HMT Aquatic Center	-	10,000
36	Door to filter pit - HMT Aquatic Center	-	8,500
37	Dryland window	-	-
38	Elevator - Jenkins Estate Stables	-	100,000
39	Emergency Repairs	-	100,000
40	Energy Efficiency Projects	-	50,000
41	Ergonomic Equipment/Fixtures	-	6,000
42	Fire Life Safety Modernization	1,902,091	-
43	Gas line - Aloha	-	8,500
44	Guard Chair	-	-
45	Gym Divider - Conestoga	-	-
46	Interior concrete restrooms - Nature Center	-	9,000
47	Lane Line Reel	-	-
48	Lane Line Replacement	-	-
49	Magnet Door Locks	-	-
50	Main circulation pump/motor - Beaverton	-	8,500
51	Main circulation pump/motor - Raleigh	-	7,500
52	Main circulation pump/motor - Sunset	-	8,000
53	Navian hot water heater - Conestoga	-	55,000
54	Navien hot water heaters (4) - Aloha	-	-
55	Navien hot water heaters (5) - HMT Aquatic	-	-
56	Padding around courts - Athletic Center	-	-
57	Paint Building Exterior - Aloha	-	-
58	Paint exterior of facility	-	-
59	Paint interior - Sunset	-	-
60	Pool filtration system design	-	-

2027 Funding	2028 Funding	2029 Funding	2030 Funding	Total 5-Year Funding	
\$ 5,092,860	\$ 3,172,855	\$ 2,932,079	\$ 1,389,000	\$ 27,630,035	1
-	-	-	-	7,266,412	2
2,166,811	7,674,153	20,089,273	9,575,458	112,209,432	3
-	-	-	-	1,060,890	4
-	-	-	-	8,043,886	5
<b>\$ 7,259,671</b>	<b>\$ 10,847,008</b>	<b>\$ 23,021,352</b>	<b>\$ 10,964,458</b>	<b>\$ 156,210,655</b>	6
					7
					8
\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	9
15,000	15,000	15,000	15,000	75,000	10
25,000	-	-	-	25,000	11
30,000	75,000	75,000	-	210,000	12
-	-	-	-	20,000	13
-	-	-	-	20,000	14
50,000	95,000	-	-	145,000	15
370,000	185,000	90,000	15,000	745,000	16
-	-	-	-	129,568	17
-	-	-	-	446,194	18
-	-	-	-	70,000	19
-	-	-	-	301,194	20
-	-	-	-	7,800,000	21
-	-	-	-	100,000	22
-	-	-	-	8,846,956	23
					24
					25
14,000	14,000	14,000	14,000	56,000	26
-	-	-	-	14,000	27
-	-	-	-	5,000	28
500,000	-	-	-	500,000	29
-	-	-	-	60,000	30
-	-	-	-	55,000	31
40,000	40,000	40,000	40,000	200,000	32
-	-	-	-	15,000	33
-	-	145,945	-	145,945	34
10,000	10,000	10,000	10,000	50,000	35
-	-	-	-	8,500	36
-	-	7,000	-	7,000	37
-	-	-	-	100,000	38
100,000	100,000	100,000	100,000	500,000	39
-	-	-	-	50,000	40
6,000	6,000	6,000	6,000	30,000	41
-	-	-	-	1,902,091	42
-	-	-	-	8,500	43
8,500	-	-	-	8,500	44
20,000	-	-	-	20,000	45
-	-	-	-	9,000	46
3,700	-	-	-	3,700	47
10,000	10,000	10,000	10,000	40,000	48
10,000	-	-	-	10,000	49
-	-	-	-	8,500	50
-	-	-	-	7,500	51
-	-	-	-	8,000	52
-	-	-	-	55,000	53
20,000	-	-	-	20,000	54
35,000	-	-	-	35,000	55
15,000	-	-	-	15,000	56
-	50,000	-	-	50,000	57
50,000	-	-	-	50,000	58
-	2,000	-	-	2,000	59
50,000	-	-	-	50,000	60

Five-year Capital Funding Sources - FY 2026 - 2030

Line	Carryover Funds	2026 Funding
61 Pool lane lines - HMT Aquatic Center	\$ -	\$ 10,000
62 Pool Tank and underwater lights - Somerset West	-	150,157
63 Pool Tank Resurface - Aloha	-	-
64 Recoat pool deck, locker room floors - Sunset	-	-
65 Repair acoustic tiles - Sunset	-	-
66 Replace cast iron plumbing - Sunset	-	-
67 Replace flooring & partitions in lower hall restrooms - Garden Home	-	-
68 Replace pool tile - Sunset	-	-
69 Replace tile in locker rooms - HMT Tennis	-	-
70 Replace water heater - Fanno Farm House	-	-
71 Resurface floor - Raleigh	-	-
72 Resurface pool tank - Beaverton/Sunset	-	-
73 Roof retrofit 2-ply - HMT Admin	-	-
74 Rooftop AC unit - HMT Maint Shop	-	-
75 Sand filter - Somerset West	-	6,000
76 Sand filter - Sunset	-	10,000
77 Space planning implementation	100,234	-
78 Split system Beaver Den - Nature Center	-	-
79 Split system Lobby - Nature Center	-	50,000
80 Split system Manzanita Room - Stuhr	-	150,000
81 Split system Office area - Nature Center	-	35,000
82 Wading pool cover & reel - Sunset	-	-
83 Water Heater - Athletic Center	-	-
84 Women's showers tile removal and concrete polishing - Conestoga	-	-
85 Wood Floor Screen & Coat	-	40,000
86 Tankless water heaters	-	-
87 <b>Building Replacements Total</b>	<b>2,002,325</b>	<b>1,011,157</b>
88 <b>Park &amp; Trail Improvements</b>		
89 Fanno Creek Regional Trail Improvements (Lottery bond proceeds)	1,490,615	-
90 Nature Park Vine Maple Trail	72,000	72,000
91 Plaza Furnishings	50,000	-
92 Rock Creek Trail Pollinator Project	163,150	81,575
93 Evaluate bridge, design new structure, permit - Rock Creek Trail	-	129,000
94 Memorial Benches	-	25,000
95 Protect bridge from stream scouring - Fanno Creek Trail	-	40,000
96 Protect trail and bank from failing - Bethany Lake	-	50,000
97 To Make it all Good Again (Community Choice Grant)	-	164,667
98 Willow Creek Greenway west boardwalks, design, permit	-	-
99 Redevelop the west side of the HMT Aquatic Center	-	-
100 <b>Park &amp; Trail Improvements Total</b>	<b>1,775,765</b>	<b>562,242</b>
101 <b>Park &amp; Trail Replacements</b>		
102 Asphalt overlay - Little People's Park	17,100	-
103 Asphalt overlay - Rock Creek Park	8,300	-
104 Asphalt overlay and fence repair - Merritt Woods	44,000	-
105 Asphalt overlay and repairs - Waterhouse Trail Brandberry-RCT	52,992	-
106 Asphalt overlay and repairs - Waterhouse Trail Laidlaw Brandberry	80,544	-
107 Asphalt overlay and repairs - Waterhouse Trail Mission Oaks-Willow Creek	30,528	-
108 Asphalt overlay and repairs - Waterhouse Trail Walker to Blueridge	90,000	-
109 Asphalt overlay looped trail - Bonny Slope Park	65,000	-
110 Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottmann	260,215	-
111 Design to replace ped paths with gravel	25,000	-
112 Repair concrete - FCSC	6,000	-
113 Repave around office - Camp Rivendale	31,000	-
114 Trail crossing & drainage improvements - Westside Trail	80,000	-
115 Asphalt Overlay - FCT at Scholls Ferry underpass	-	19,000
116 Asphalt overlay and repairs	-	-
117 Concrete sidewalk repairs	-	-
118 Park Sign Replacement	-	10,000
119 Parking lot resurfacing	-	-
120 Playground Components	-	20,000
121 Fence replacement - Bethany Lake Comm Garden	-	-

2027 Funding	2028 Funding	2029 Funding	2030 Funding	Total 5-Year Funding	
\$ -	\$ -	\$ -	\$ -	\$ 10,000	61
-	-	-	-	150,157	62
112,150	-	-	-	112,150	63
-	-	142,645	-	142,645	64
-	3,500	-	-	3,500	65
-	-	136,334	-	136,334	66
-	-	15,000	-	15,000	67
-	-	92,000	-	92,000	68
-	-	40,000	-	40,000	69
-	2,500	-	-	2,500	70
-	-	43,680	-	43,680	71
-	-	327,750	-	327,750	72
-	652,641	-	-	652,641	73
20,000	-	-	-	20,000	74
-	-	-	-	6,000	75
-	-	-	-	10,000	76
-	-	-	-	100,234	77
20,000	-	-	-	20,000	78
-	-	-	-	50,000	79
-	-	-	-	150,000	80
-	-	-	-	35,000	81
-	-	6,500	-	6,500	82
15,000	-	-	-	15,000	83
20,000	-	-	-	20,000	84
40,000	40,000	40,000	40,000	200,000	85
-	40,000	-	-	40,000	86
1,119,350	970,641	1,176,854	220,000	6,500,327	87
-	-	-	-	-	88
-	-	-	-	1,490,615	89
-	-	-	-	144,000	90
-	-	-	-	50,000	91
-	-	-	-	244,725	92
-	-	-	-	129,000	93
25,000	25,000	25,000	25,000	125,000	94
-	-	-	-	40,000	95
-	-	-	-	50,000	96
-	-	-	-	164,667	97
135,450	-	-	-	135,450	98
25,000	100,000	-	-	125,000	99
185,450	125,000	25,000	25,000	2,698,457	100
-	-	-	-	-	101
-	-	-	-	17,100	102
-	-	-	-	8,300	103
-	-	-	-	44,000	104
-	-	-	-	52,992	105
-	-	-	-	80,544	106
-	-	-	-	30,528	107
-	-	-	-	90,000	108
-	-	-	-	65,000	109
-	-	-	-	260,215	110
-	-	-	-	25,000	111
-	-	-	-	6,000	112
-	-	-	-	31,000	113
-	-	-	-	80,000	114
-	-	-	-	19,000	115
1,112,930	386,714	193,725	-	1,693,369	116
6,000	-	-	-	6,000	117
10,000	10,000	10,000	10,000	50,000	118
110,630	-	-	-	110,630	119
20,000	20,000	20,000	20,000	100,000	120
-	-	25,000	-	25,000	121

Five-year Capital Funding Sources - FY 2026 - 2030

Line	Carryover Funds	2026 Funding
122 Upgrade HMT Irrigation	\$ -	\$ 65,000
123 <b>Park &amp; Trail Replacements Total</b>	790,679	114,000
124 <b>Advisory Committee-Facility Grants</b>		
125 Advisory Committee Grants	-	25,000
126 <b>Advisory Committee-Facility Grants Total</b>	-	25,000
127 <b>ADA Improvements</b>		
128 Facility Access Improvements	-	75,000
129 Park Access Improvements	-	75,000
130 Waterhouse Trail ADA curb cuts - Washington County Project	120,000	-
131 <b>ADA Improvements Total</b>	120,000	150,000
132 <b>Fleet &amp; Equipment Replacement</b>		
133 Hi-production mower	158,005	-
134 72" Zero-turn mowers	-	40,000
135 Aeravator	-	6,000
136 Athletic field groomers	-	50,000
137 Compact utility loader	-	60,000
138 Sand top dresser	-	39,000
139 Small equipment	-	20,000
140 Electric workman vehicle	-	22,000
141 One-person lift	-	15,000
142 Grandstand mowers	-	38,000
143 Utility trailers	-	28,000
144 Work trucks	-	150,000
145 Diesel workman vehicle	-	-
146 Fleet emergency response truck	-	-
147 Field tractor	-	-
148 Electric utility vehicles	-	-
149 Recreation vehicle (van/bus)	-	-
150 Safety Services vehicle	-	-
151 <b>Fleet &amp; Equipment Replacement Total</b>	158,005	468,000
152 <b>Information Technology Improvement</b>		
153 New Building Technology requests	80,000	-
154 Asset Management Software	-	60,000
155 Technology - New Capital Expenditures Requests	-	16,500
156 New Equipment - new positions	-	10,000
157 Workstation/Notebooks - Windows 11 Upgrade	-	17,000
158 New Equipment - tech related capital requests	-	25,000
159 <b>Information Technology Improvement Total</b>	80,000	128,500
160 <b>Information Technology Replacement</b>		
161 Registration System and Website Replacement	900,000	-
162 AED Defibrillators	-	10,000
163 Security Cameras	-	45,000
164 Servers	-	55,000
165 Switches	-	60,000
166 Credit Card Readers	-	15,000
167 Desktop/laptop computers	-	110,000
168 Firewalls	-	8,000
169 Key Card Readers	-	10,000
170 LAN/WAN	-	20,000
171 Paging Systems	-	20,000
172 Time Clocks	-	60,000
173 Large Format Printer	-	-
174 <b>Information Technology Replacement Total</b>	900,000	413,000
175 <b>Land Acquisition</b>		
176 Acquisition of Community Park Land - North Bethany	5,535,535	-
177 Acquisition of Natural Area Land - Cooper Mountain Area	2,600,000	-
178 Acquisition of Natural Area Land - South Cooper Mountain	846,000	-
179 Acquisition of Neighborhood Park Land - Bonny Slope West	1,500,000	-
180 Acquisition of Neighborhood Park Land - Infill/Cooper Mountain Areas	1,999,717	445,092
181 Acquisition of Neighborhood Park Land - North Bethany	2,100,000	-
182 Acquisition of Neighborhood Park Land - South Cooper Mountain	8,446,818	-

2027 Funding	2028 Funding	2029 Funding	2030 Funding	Total 5-Year Funding	
\$ -	\$ -	\$ -	\$ -	\$ 65,000	122
1,259,560	416,714	248,725	30,000	2,859,678	123
					124
20,000	20,000	20,000	20,000	105,000	125
20,000	20,000	20,000	20,000	105,000	126
					127
75,000	75,000	75,000	75,000	375,000	128
75,000	75,000	75,000	75,000	375,000	129
-	-	-	-	120,000	130
150,000	150,000	150,000	150,000	870,000	131
					132
-	175,000	185,000	-	518,005	133
42,000	22,000	46,000	48,000	198,000	134
6,000	-	-	-	12,000	135
26,000	27,000	28,000	30,000	161,000	136
60,000	-	-	-	120,000	137
39,000	-	-	-	78,000	138
20,000	20,000	20,000	20,000	100,000	139
23,000	48,000	25,000	26,000	144,000	140
-	-	-	-	15,000	141
40,000	27,000	-	46,000	151,000	142
15,000	30,000	-	32,000	105,000	143
160,000	170,000	180,000	190,000	850,000	144
35,000	37,000	39,000	-	111,000	145
90,000	-	-	-	90,000	146
54,000	56,000	60,000	-	170,000	147
-	25,000	-	-	25,000	148
-	110,000	-	-	110,000	149
-	-	65,000	65,000	130,000	150
610,000	747,000	648,000	457,000	3,088,005	151
					152
-	-	-	-	80,000	153
-	-	-	-	60,000	154
-	-	-	-	16,500	155
-	-	-	-	10,000	156
-	-	-	-	17,000	157
25,000	25,000	25,000	25,000	125,000	158
25,000	25,000	25,000	25,000	308,500	159
					160
1,000,000	250,000	250,000	-	2,400,000	161
10,000	10,000	10,000	12,000	52,000	162
25,000	25,000	25,000	25,000	145,000	163
55,000	55,000	55,000	65,000	285,000	164
60,000	60,000	60,000	75,000	315,000	165
15,000	-	15,000	15,000	60,000	166
115,000	115,000	115,000	125,000	580,000	167
8,500	8,500	8,500	10,000	43,500	168
10,000	10,000	10,000	10,000	50,000	169
20,000	-	-	30,000	70,000	170
-	-	-	-	20,000	171
-	-	-	45,000	105,000	172
35,000	-	-	35,000	70,000	173
1,353,500	533,500	548,500	447,000	4,195,500	174
					175
-	-	-	-	5,535,535	176
-	-	-	-	2,600,000	177
-	-	-	-	846,000	178
-	-	-	-	1,500,000	179
-	-	-	-	2,444,809	180
-	-	-	-	2,100,000	181
-	-	-	-	8,446,818	182



Five-year Capital Funding Sources - FY 2026 - 2030

Line	Carryover Funds	2026 Funding
183 Acquisition of Trails Land - Bonny Slope West	\$ 250,000	\$ -
184 Acquisition of Trails Land - North Bethany	100,000	-
185 Acquisition of Trails Land - South Cooper Mountain	1,256,464	-
186 Land Acquisition - Infill/Cooper Mountain	996,266	6,500,000
187 <b>Land Acquisition Total</b>	25,630,800	6,945,092
188 <b>Development/Improvement</b>		
189 Accessible Play Structures	942,512	-
190 Beaverton Creek Trail Engineering and Construction	4,243,310	-
191 Cedar Hills Park - additional funding for bond project	43,793	-
192 Commonwealth Lake Park Bridge & Weir	1,257,393	449,096
193 SDC Methodology Update	80,000	-
194 So. Cooper Mtn Park and Trail Development - Project Mgmt.	30,000	-
195 Sunset Town Center Park and North Johnson Creek Trail - Project Mgmt	10,000	-
196 Design & Develop Natural Areas for Public Access - South Cooper Mountain	500,000	-
197 Develop Pickleball Facility	9,149,531	-
198 New Amenities in existing parks	120,000	-
199 New Neighborhood Park Development: SEQ-2 (La Raiz Park)	38,382	-
200 New Neighborhood Park Development: NEQ-3 (SW Pointer Rd & SW Canyon Ln)	3,546,878	-
201 New Neighborhood Park Development: NWQ-5 (Abbey Creek Phase II)	85,868	-
202 New Neighborhood Park Development: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)	1,297,426	-
203 New Neighborhood Park Development: NWQ-11 (NW Eleanor Ave and NW Evelyn St)	-	750,000
204 New Neighborhood Park Development: SWQ-4 (SW 165th Ave & SW Farmington Rd)	-	-
205 New Neighborhood Park Development: SWQ-7 (SW 175th Ave & SW Goldcrest Ln)	-	-
206 New Neighborhood Park Development: Park Blocks	-	-
207 New Neighborhood Park Development: SEQ-1 (SW Murray Blvd & SW Sexton Mtn Dr)	-	-
208 New Neighborhood Park Development: NEQ-2 (NW Saltzman Rd & Laidlaw Rd)	-	-
209 New Neighborhood Park Development: NWQ-7 (NW Liberty & NW 163rd Ter)	-	-
210 New Regional Trail Development - Westside Trail Segments 16-Remainder of 18	-	-
211 North Bethany Park and Trail Development - Proj. Mgmt.	30,000	-
212 North Bethany Park and Trail Improvements	120,000	-
213 Westside Trail Bridge	2,733,611	7,000,000
214 Willow Creek Greenway Boardwalk Replacement	1,883,091	-
215 Functional Plan - Develop Facilities Functional Plan	25,359	-
216 Heckman Road New Neighborhood Park & Trail NWQ-8	3,542,216	1,300,000
217 Natural Area Concept Plan	100,000	-
218 Recuerdo Park Gleaning Garden Expansion	83,200	166,400
219 Regional Trail Development - Westside Trail	1,614,900	-
220 <b>Development/Improvement Total</b>	31,477,470	9,665,496
221 <b>Renovate and Redevelop Neighborhood Parks</b>		
222 Cedar Hills Park & Athletic Field	290,099	-
223 <b>Renovate and Redevelop Neighborhood Parks Total</b>	290,099	-
224 <b>Natural Area Preservation</b>		
225 Bronson Creek Greenway at Laidlaw	88,718	-
226 Bronson Creek New Properties	130,533	-
227 Raleigh Park	19,382	-
228 <b>Natural Area Preservation Total</b>	238,633	-
229 <b>New Linear Park &amp; Trail Development</b>		
230 Miscellaneous Natural Trails	53,628	-
231 <b>New Linear Park &amp; Trail Development Total</b>	53,628	-
232 <b>New Linear Park &amp; Trail Land Acquisition</b>		
233 New Linear Park and Trail Acquisitions	1,195	-
234 <b>New Linear Park &amp; Trail Land Acquisition Total</b>	1,195	-
235 <b>New Community Park &amp; Trail Land Acquisition</b>		
236 New Community Park and Trail Land Acquisition - Cooper Mountain	-	477,335
237 <b>New Community Park &amp; Trail Land Acquisition Total</b>	-	477,335
238 <b>Undesignated Projects</b>		
239 Undesignated Projects	-	11,707,789
240 <b>Undesignated Projects Total</b>	-	11,707,789
<b>Grand Total</b>	<b>\$ 65,665,555</b>	<b>\$ 38,452,611</b>

2027 Funding	2028 Funding	2029 Funding	2030 Funding	Total 5-Year Funding	
\$ -	\$ -	\$ -	\$ -	\$ 250,000	183
-	-	-	-	100,000	184
-	-	-	-	1,256,464	185
1,500,000	1,500,000	1,500,000	1,500,000	13,496,266	186
1,500,000	1,500,000	1,500,000	1,500,000	38,575,892	187
-	-	-	-	942,512	188
-	-	-	-	4,243,310	189
-	-	-	-	43,793	190
-	-	-	-	1,706,489	191
-	-	-	-	80,000	192
-	-	-	-	30,000	193
-	-	-	-	10,000	194
-	-	-	-	500,000	195
-	-	-	-	9,149,531	196
-	-	-	-	120,000	197
-	-	-	-	38,382	198
-	-	-	-	3,546,878	199
-	-	-	-	85,868	200
-	-	4,173,885	-	5,471,311	201
-	-	-	-	750,000	202
330,092	1,677,400	5,646,805	-	7,654,297	203
336,719	1,677,156	5,794,095	-	7,807,970	204
-	284,031	1,185,593	-	1,469,624	205
-	329,312	1,341,562	5,965,352	7,636,226	206
-	-	447,333	1,847,999	2,295,332	207
-	-	-	262,107	262,107	208
-	2,206,254	-	-	2,206,254	209
-	-	-	-	30,000	210
-	-	-	-	120,000	211
-	-	-	-	9,733,611	212
-	-	-	-	1,883,091	213
-	-	-	-	25,359	214
-	-	-	-	4,842,216	215
-	-	-	-	100,000	216
-	-	-	-	249,600	217
-	-	-	-	1,614,900	218
666,811	6,174,153	18,589,273	8,075,458	74,648,661	219
-	-	-	-	290,099	220
-	-	-	-	290,099	221
-	-	-	-	88,718	222
-	-	-	-	130,533	223
-	-	-	-	19,382	224
-	-	-	-	238,633	225
-	-	-	-	53,628	226
-	-	-	-	53,628	227
-	-	-	-	1,195	228
-	-	-	-	1,195	229
-	-	-	-	477,335	230
-	-	-	-	477,335	231
-	-	-	-	11,707,789	232
-	-	-	-	11,707,789	233
\$ 7,259,671	\$ 10,847,008	\$ 23,021,352	\$ 10,964,458	\$ 156,210,655	234

Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030  
PROJECTS BY FUNDING SOURCE

	Fiscal Year Ended					
Source	2026	2027	2028	2029	2030	Total
General Fund						
Athletic Facility Replacements	\$ 85,000	\$ 370,000	\$ 185,000	\$ 90,000	\$ 15,000	\$ 745,000
Building Replacements	3,013,482	1,119,350	970,641	1,176,854	220,000	6,500,327
Building Improvements	7,900,000	-	-	-	-	7,900,000
Park & Trail Replacements	904,679	1,259,560	416,714	248,725	30,000	2,859,678
Park & Trail Improvements	697,575	185,450	125,000	25,000	25,000	1,058,025
Facility Challenge Projects	25,000	20,000	20,000	20,000	20,000	105,000
ADA Improvements	270,000	150,000	150,000	150,000	150,000	870,000
Information Technology Replacements	1,313,000	1,353,500	533,500	548,500	447,000	4,195,500
Information Technology Improvements	208,500	25,000	25,000	25,000	25,000	308,500
Fleet & Equipment Replacements	626,005	610,000	747,000	648,000	457,000	3,088,005
General Fund Total	\$ 15,043,241	\$ 5,092,860	\$ 3,172,855	\$ 2,932,079	\$ 1,389,000	\$ 27,630,035
Grant Funds						
Building Improvements	\$ 946,956	\$ -	\$ -	\$ -	\$ -	\$ 946,956
Park & Trail Improvements	1,890,432	-	-	-	-	1,890,432
Development/Improvement	4,429,024	-	-	-	-	4,429,024
Grant Fund Total	\$ 7,266,412	\$ -	\$ -	\$ -	\$ -	\$ 7,266,412
SDC Fund						
Land Acquisition	\$ 32,575,892	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 38,575,892
Development/Improvement	28,838,730	666,811	6,174,153	18,589,273	8,075,458	62,344,425
Undesignated	11,289,115	-	-	-	-	11,289,115
SDC Fund Total	\$ 72,703,737	\$ 2,166,811	\$ 7,674,153	\$ 20,089,273	\$ 9,575,458	\$ 112,209,432
Bond Fund						
Renovate and Redevelop Neighborhood Parks	\$ 290,099	\$ -	\$ -	\$ -	\$ -	\$ 290,099
Natural Area Preservation	238,633	-	-	-	-	238,633
New Linear Park and Trail Development	53,628	-	-	-	-	53,628
New Linear Park and Trail Land Acquisition	1,195	-	-	-	-	1,195
New Community Park Land Acquisition	477,335	-	-	-	-	477,335
Bond Fund Total	\$ 1,060,890	\$ -	\$ -	\$ -	\$ -	\$ 1,060,890
Metro Local Bond Capital Share Fund						
Development/Improvement	\$ 7,625,212	\$ -	\$ -	\$ -	\$ -	\$ 7,625,212
Undesignated	418,674	-	-	-	-	418,674
Metro Local Bond Capital Share Fund Total	\$ 8,043,886	\$ -	\$ -	\$ -	\$ -	\$ 8,043,886
Total Capital Projects	\$ 104,118,166	\$ 7,259,671	\$ 10,847,008	\$ 23,021,352	\$ 10,964,458	\$ 156,210,655

Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030

PROJECTS BY FUNDING SOURCE

***Athletic Facility Replacements***

Description
This category includes maintenance of existing athletic facilities, where replacement of existing assets is necessary in order to maintain service levels. Projects included in this category are air structure repairs at Babette Horenstein Tennis Center, replace burnt lamps at HMT, PCC, and Sunset sports fields, replace tennis windscreen and protective netting near plaza area and replace windscreen on baseball outfield fencing and protective backstop netting.

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

Athletic Facility Replacements	Fiscal Year Ended					Total
	2026	2027	2028	2029	2030	

Expenditures						
Capital Outlay	\$ 85,000	\$370,000	\$ 185,000	\$ 90,000	\$ 15,000	\$ 745,000
<b>Total Expenditures</b>	<b>\$ 85,000</b>	<b>\$370,000</b>	<b>\$ 185,000</b>	<b>\$ 90,000</b>	<b>\$ 15,000</b>	<b>\$ 745,000</b>

Funding Sources						
General Fund	\$ 85,000	\$370,000	\$ 185,000	\$ 90,000	\$ 15,000	\$ 745,000
<b>Total Funding Sources</b>	<b>\$ 85,000</b>	<b>\$370,000</b>	<b>\$ 185,000</b>	<b>\$ 90,000</b>	<b>\$ 15,000</b>	<b>\$ 745,000</b>

Operating Budget Impact
The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Somerset resurface pool tank and replace underwater lights

Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030

PROJECTS BY FUNDING SOURCE

**Building Replacements**

Description
This category includes maintenance of existing buildings, pool equipment and structures, where replacement of existing assets is necessary in order to maintain service levels. Projects included in this category are: cardio and weight equipment, pool tanks, HVAC boilers & furnaces, roofs & gutters, plumbing, floor covering, windows & doors, parking lots, building exterior, building furnishings, park furnishings, HVAC components, pool apparatus, and pool mechanical system repair.

Justification and Current Status
Building, pool equipment and structural replacements are based on need and asset useful life.

Building Replacements	Fiscal Year Ended					Total
	2026	2027	2028	2029	2030	

Expenditures						
Capital Outlay	\$3,013,482	\$1,119,350	\$970,641	\$1,176,854	\$220,000	\$6,500,327
<b>Total Expenditures</b>	<b>\$3,013,482</b>	<b>\$1,119,350</b>	<b>\$970,641</b>	<b>\$1,176,854</b>	<b>\$220,000</b>	<b>\$6,500,327</b>

Funding Sources						
General Fund	\$3,013,482	\$1,119,350	\$970,641	\$1,176,854	\$220,000	\$6,500,327
<b>Total Funding Sources</b>	<b>\$3,013,482</b>	<b>\$1,119,350</b>	<b>\$970,641</b>	<b>\$1,176,854</b>	<b>\$220,000</b>	<b>\$6,500,327</b>

Operating Budget Impact
The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Aloha Swim Center boiler heater

Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030

PROJECTS BY FUNDING SOURCE

**Building Improvements**

Description
This category includes improvement of existing buildings, pool equipment and structures, in order to enhance usability and increase service levels. Projects included in this category are the new administrative facility improvements and space planning implementation.

Justification and Current Status
The district is continuing to upgrade assets at sites in order to enhance usability and safety.

	Fiscal Year Ended					
Building Improvements	2026	2027	2028	2029	2030	Total

Expenditures							
Capital Outlay	\$ 8,846,956	\$ -	\$ -	\$ -	\$ -	\$ 8,846,956	
<b>Total Expenditures</b>	<b>\$ 8,846,956</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,846,956</b>	

Funding Sources							
General Fund	\$ 7,900,000	\$ -	\$ -	\$ -	\$ -	\$ 7,900,000	
Grants	946,956	-	-	-	-	946,956	
Total Funding Sources	\$ 8,846,956	\$ -	\$ -	\$ -	\$ -	\$ 8,846,956	

Operating Budget Impact
The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Reseal concrete floors at the Tualatin Hills Nature Center



Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030

PROJECTS BY FUNDING SOURCE

**Park and Trail Replacements**

Description
This category includes maintenance of existing park and trail equipment, surfaces and systems, where replacement of existing assets is necessary in order to maintain service levels. Projects included in this category are park furnishings, irrigation system repair/replacements, pedestrian pathways, play equipment, and park signs.

Justification and Current Status
Park and trail equipment, surface and system replacements are based on need and asset useful life.

Park and Trail Replacements	Fiscal Year Ended					Total
	2026	2027	2028	2029	2030	

Expenditures						
Capital Outlay	\$ 904,679	\$ 1,259,560	\$ 416,714	\$ 248,725	\$ 30,000	\$ 2,859,678
<b>Total Expenditures</b>	<b>\$ 904,679</b>	<b>\$ 1,259,560</b>	<b>\$ 416,714</b>	<b>\$ 248,725</b>	<b>\$ 30,000</b>	<b>\$ 2,859,678</b>

Funding Sources						
General Fund	\$ 904,679	\$ 1,259,560	\$ 416,714	\$ 248,725	\$ 30,000	\$ 2,859,678
<b>Total Funding Sources</b>	<b>\$ 904,679</b>	<b>\$ 1,259,560</b>	<b>\$ 416,714</b>	<b>\$ 248,725</b>	<b>\$ 30,000</b>	<b>\$ 2,859,678</b>

Operating Budget Impact
The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Asphalt overlay at Fanno Creek Trail - Greenway Park

Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030

PROJECTS BY FUNDING SOURCE

**Park & Trail Improvements**

Description
This category includes improvement of existing park and trail equipment, surfaces and systems, in order to enhance usability and increase service levels. Projects included in this category are memorial benches, as well as grant funding for projects such as Fanno Creek Regional Trail and various park and trail improvements.

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

Park & Trail Improvements	Fiscal Year Ended					Total
	2026	2027	2028	2029	2030	

Expenditures						
Capital Outlay	\$ 2,588,007	\$ 185,450	\$ 125,000	\$ 25,000	\$ 25,000	\$ 2,948,457
<b>Total Expenditures</b>	<b>\$ 2,588,007</b>	<b>\$ 185,450</b>	<b>\$ 125,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 2,948,457</b>

Funding Sources						
General Fund	\$ 697,575	\$ 185,450	\$ 125,000	\$ 25,000	\$ 25,000	\$ 1,058,025
Grant Funds	1,890,432	-	-	-	-	1,890,432
<b>Total Funding Sources</b>	<b>\$ 2,588,007</b>	<b>\$ 185,450</b>	<b>\$ 125,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 2,948,457</b>

Operating Budget Impact
The projects included in this category are anticipated to result in minimal changes in operating or maintenance cost for the district.



Bethany Lake bank stabilization

Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030

PROJECTS BY FUNDING SOURCE

**Advisory Committee-Facility Projects**

Description
This category includes district support of capital projects proposed by advisory committees and friends groups.

Justification and Current Status
District funds for advisory committee and friends groups' capital projects.

Advisory Committee-Facility Projects	Fiscal Year Ended					Total
	2026	2027	2028	2029	2030	

Expenditures						
Capital Outlay	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 105,000
<b>Total Expenditures</b>	<b>\$ 25,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 105,000</b>

Funding Sources						
General Fund	\$ 25,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 105,000
<b>Total Funding Sources</b>	<b>\$ 25,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 105,000</b>

Operating Budget Impact
The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Induction stove at Cedar Hills Recreation Center



Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030

PROJECTS BY FUNDING SOURCE

**ADA Improvements**

Description
This category includes asset additions and replacements in accordance with the district's ADA Transition Plan. Projects included in this category address access to facilities, parks and nature & trails.

Justification and Current Status
Asset additions and replacements are in accordance with the district's ADA Transition Plan.

ADA Improvements	Fiscal Year Ended					Total
	2026	2027	2028	2029	2030	
<b>Expenditures</b>						
Capital Outlay	\$ 270,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 870,000
<b>Total Expenditures</b>	<b>\$ 270,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 870,000</b>
<b>Funding Sources</b>						
General Fund	\$ 270,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 870,000
<b>Total Funding Sources</b>	<b>\$ 270,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 870,000</b>

Operating Budget Impact
The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Bethany Lake benches

Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030

PROJECTS BY FUNDING SOURCE

**Information Technology Replacements**

**Description**  
This category includes routine replacement of existing information technology equipment and systems, where replacement of existing assets is necessary in order to maintain service levels. Projects included in this category are desktop and laptop computers, printers, local area and wide area networks, servers, switches, AED's, security cameras, key card readers, firewalls, paging systems, and time clocks.

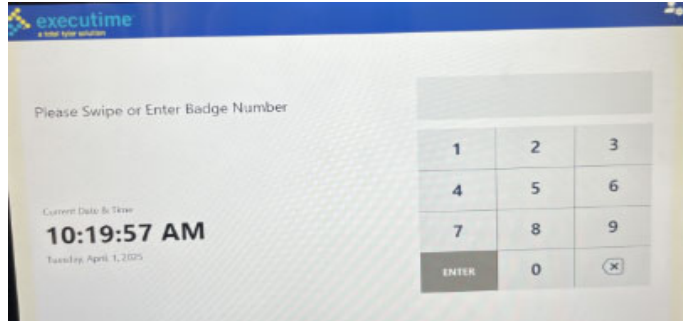
**Justification and Current Status**  
Assets being replaced are at the end of their useful life, and without replacement, may fail.

Information Technology Replacements	Fiscal Year Ended					Total
	2026	2027	2028	2029	2030	

Expenditures						
Capital Outlay	\$ 1,313,000	\$ 1,353,500	\$ 533,500	\$ 548,500	\$ 447,000	\$ 4,195,500
<b>Total Expenditures</b>	<b>\$ 1,313,000</b>	<b>\$ 1,353,500</b>	<b>\$ 533,500</b>	<b>\$ 548,500</b>	<b>\$ 447,000</b>	<b>\$ 4,195,500</b>

Funding Sources						
General Fund	\$ 1,313,000	\$ 1,353,500	\$ 533,500	\$ 548,500	\$ 447,000	\$ 4,195,500
<b>Total Funding Sources</b>	<b>\$ 1,313,000</b>	<b>\$ 1,353,500</b>	<b>\$ 533,500</b>	<b>\$ 548,500</b>	<b>\$ 447,000</b>	<b>\$ 4,195,500</b>

**Operating Budget Impact**  
The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Executime time clock

Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030

PROJECTS BY FUNDING SOURCE

**Information Technology Improvements**

**Description**

This category includes improvement of information technology equipment and systems, in order to enhance usability and increase service levels. Projects included in this category are registration system and website replacement, asset management software, and other new equipment for new positions and tech related capital requests.

**Justification and Current Status**

Information technology equipment/software additions to enhance the working efficiencies for the district.

Information Technology Improvements	Fiscal Year Ended					Total
	2026	2027	2028	2029	2030	

**Expenditures**

Capital Outlay	\$ 208,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 308,500
<b>Total Expenditures</b>	<b>\$ 208,500</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 308,500</b>

**Funding Sources**

General Fund	\$ 208,500	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 308,500
<b>Total Funding Sources</b>	<b>\$ 208,500</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 308,500</b>

**Operating Budget Impact**

Replacement of the registration system and website replacement and the asset management software will result in additional hosting and maintenance costs for the district that is currently unknown at this time.

Number	Last	First	Enroll Campaign	Enroll Status	Job Class	Location	Group/BU	Org
			PTB BENEFIT ENROLLMENT CY25	NOT STARTED	CUSTODIAN2-SOM	AQUATIC CTR M	PART TIME BENEFITED	Aq Ctr 50M Pool-Maint
			PTB BENEFIT ENROLLMENT CY25	NOT STARTED	SHIFT LEAD-CRAC-A	CONESTOGA REC & AQ CTR (A)	PART TIME BENEFITED	Conestoga-Aquatics-Aqua
			PTB BENEFIT ENROLLMENT CY25	NOT STARTED	CUSTODIAN2-FCSC	RECREATION MAINT2 COORD	PART TIME BENEFITED	Building Maint. Coordination 2
			PTB BENEFIT ENROLLMENT CY25	NOT STARTED	COMNTY PROG ASSIS- COMNTYGARD	PARK SERVICES	PART TIME BENEFITED	Park Services Director
			PTB BENEFIT ENROLLMENT CY25	NOT STARTED	CUSTODIAN2-SOM	AQUATIC CTR M	PART TIME BENEFITED	Aq Ctr 50M Pool-Maint

Benefits enrollment dashboard



Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030

PROJECTS BY FUNDING SOURCE

***Fleet Equipment Replacements***

Description
This category includes routine replacement of existing fleet maintenance equipment and vehicles, where replacement of existing assets is necessary in order to maintain service levels. Projects included in this category are hi-production mower, work trucks, electric workman vehicle, athletic field groomers, grandstand mowers, Z mowers, compact utility loader, aeravator, sand top dresser, one-person lift, small equipment, and utility trailers.

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

Fleet Equipment Replacements	Fiscal Year Ended					Total
	2026	2027	2028	2029	2030	
<b>Expenditures</b>						
Capital Outlay	\$ 626,005	\$ 610,000	\$ 747,000	\$ 648,000	\$ 457,000	\$ 3,088,005
<b>Total Expenditures</b>	<b>\$ 626,005</b>	<b>\$ 610,000</b>	<b>\$ 747,000</b>	<b>\$ 648,000</b>	<b>\$ 457,000</b>	<b>\$ 3,088,005</b>
<b>Funding Sources</b>						
General Fund	\$ 626,005	\$ 610,000	\$ 747,000	\$ 648,000	\$ 457,000	\$ 3,088,005
<b>Total Funding Sources</b>	<b>\$ 626,005</b>	<b>\$ 610,000</b>	<b>\$ 747,000</b>	<b>\$ 648,000</b>	<b>\$ 457,000</b>	<b>\$ 3,088,005</b>

Operating Budget Impact
The projects included in this category are not anticipated to result in changes in operating or maintenance cost for the district.



Fleet trucks

Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030

PROJECTS BY FUNDING SOURCE

**Land Acquisition**

Description
This category includes acquisition of land funded by System Development Charge (SDC) land acquisition funds. Projects included in this category include the acquisition of community park land, natural area land, neighborhood park land, and trails land.

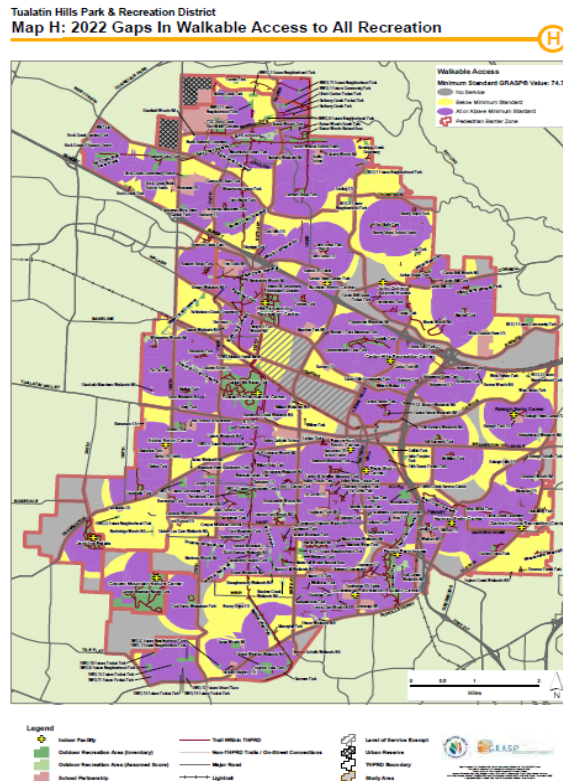
Justification and Current Status
SDC's are fees assessed to developers of new housing and business units within district boundaries. The fees help ensure adequate funding for new park and recreational facilities (including capital improvements) that are needed as a result of the new developments. Land acquisition under the SDC funding provides the space needed for the new park and recreational facilities.

	Fiscal Year Ended					
Land Acquisition	2026	2027	2028	2029	2030	Total

Expenditures						
Capital Outlay	\$ 32,575,892	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 38,575,892
Total Expenditures	\$ 32,575,892	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 38,575,892

Funding Sources						
SDC Fund	\$ 32,575,892	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 38,575,892
Total Funding Sources	\$ 32,575,892	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 38,575,892

Operating Budget Impact
The estimated annual cost to maintain one acre of undeveloped land is approximately \$369. Total incremental expenditures associated with the new land is unknown until the land acquisitions are complete.



2022 Gaps in Walkable Access to All Recreation Map

Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030

PROJECTS BY FUNDING SOURCE

**Development and Improvement**

**Description**  
This category includes acquisition of park equipment, surface and system additions funded by System Development Charge (SDC) funds. Projects included in this category are Westside Trail segment 18, natural area concept plan, North Bethany park and trail development, South Cooper Mountain park and trail development, neighborhood park concept plan (Saltzman, Liberty, Park Blocks, Murray Blvd., SW165th, Miller Hill Rd., SW175th), neighborhood park design & permitting (Saltzman, Pointer Rd., Abbey Creek Phase II, Park Blocks, Murray Blvd., SW165th, Miller Hill Rd., SW 175th), neighborhood park construction (Pointer Rd., Abbey Creek Phase II, Murray Blvd., La Raiz Park, SW 165th, Miller Hill Rd., SW 175th), and development of a pickleball facility. This category also includes projects funded by the Metro Bond Local Share that enhance trail networks, and make parks and natural areas more accessible and inclusive.

**Justification and Current Status**  
SDC's are fees assessed to developers of new housing and business units within district boundaries. The fees help ensure adequate funding for new park and recreational facilities (including capital improvements) that are needed as a result of the new developments.

	Fiscal Year Ended					
Development and Improvement	2026	2027	2028	2029	2030	Total
Expenditures						
Capital Outlay	\$ 40,892,966	\$ 666,811	\$ 6,174,153	\$ 18,589,273	\$ 8,075,458	\$ 74,398,661
Total Expenditures	\$ 40,892,966	\$ 666,811	\$ 6,174,153	\$ 18,589,273	\$ 8,075,458	\$ 74,398,661
Funding Sources						
SDC Fund	\$ 28,838,730	\$ 666,811	\$ 6,174,153	\$ 18,589,273	\$ 8,075,458	\$ 62,344,425
Metro Local Bond Capital Share Fund	7,625,212	-	-	-	-	7,625,212
Grants	4,429,024	-	-	-	-	4,429,024
Total Funding Sources	\$ 40,892,966	\$ 666,811	\$ 6,174,153	\$ 18,589,273	\$ 8,075,458	\$ 74,398,661

**Operating Budget Impact**  
The estimated annual cost to maintain one mile of trail is approximately \$26,100. Total incremental expenditures associated with trails is unknown until the trail sections are complete and inventoried. Estimated cost to maintain one developed park acre is approximately \$4,063. Total incremental costs are unknown until park projects are complete.



Tualatin Hills Park & Recreation District  
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PROJECTS BY FUNDING SOURCE

**Undesignated**

Description
This category includes undesignated projects to be funded by System Development Charge (SDC) funds and the Metro Local Bond Capital Share Fund. Projects included in this category have not yet been identified, and will have future project assignment.

Justification and Current Status
SDC's are fees assessed to developers of new housing and business units within district boundaries. The fees help ensure adequate funding for new park and recreational facilities (including capital improvements) that are needed as a result of the new developments.

Undesignated	Fiscal Year Ended					Total
	2026	2027	2028	2029	2030	
<b>Expenditures</b>						
Capital Outlay	\$ 11,707,789	\$ -	\$ -	\$ -	\$ -	\$ 11,707,789
<b>Total Expenditures</b>	<b>\$ 11,707,789</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,707,789</b>
<b>Funding Sources</b>						
SDC Fund	\$ 11,289,115	\$ -	\$ -	\$ -	\$ -	\$ 11,289,115
Metro Local Bond Capital Share Fund	418,674	-	-	-	-	418,674
<b>Total Funding Sources</b>	<b>\$ 11,707,789</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,707,789</b>

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



Abbey Creek Park phase 2 improvements



Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
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PROJECTS BY FUNDING SOURCE

***Renovate and redevelop neighborhood parks***

Description
This category includes 2008 bond approved renovation and redevelopment neighborhood park projects. Project included in this category include Cedar Hills Park.

Justification and Current Status
Fee in lieu for Walker Road right of way roadway expansion along Cedar Hills Park in partnership with Washington County.

Renovate and redevelop neighborhood parks	Fiscal Year Ended					Total
	2026	2027	2028	2029	2030	

Expenditures						
Capital Outlay	\$ 290,099	\$ -	\$ -	\$ -	\$ -	\$ 290,099
<b>Total Expenditures</b>	<b>\$ 290,099</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 290,099</b>

Funding Sources						
Bond Fund	\$ 290,099	\$ -	\$ -	\$ -	\$ -	\$ 290,099
<b>Total Funding Sources</b>	<b>\$ 290,099</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 290,099</b>

Operating Budget Impact
Estimated annual maintenance cost for this project will be determined upon completion of the project.



Mountain View Champions Park multi-purpose sport court

Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030

PROJECTS BY FUNDING SOURCE

**Natural Area Preservation**

Description
This category includes 2008 bond approved natural area preservation projects. Projects included in this category include: Raleigh Park, Bronson Creek Greenway, and other property restoration.

Justification and Current Status
The work entails improvement of habitats, enhancement of exisiting trails, vegetation, removal of non-native plants and improvement of user experience and safety at a total of nine natrual resources projects and one trail project across the district.

Natural Area Preservation	Fiscal Year Ended					Total
	2026	2027	2028	2029	2030	

Expenditures							
Capital Outlay	\$ 238,633	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 238,633
<b>Total Expenditures</b>	<b>\$ 238,633</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 238,633</b>

Funding Sources							
Bond Fund	\$ 238,633	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 238,633
<b>Total Funding Sources</b>	<b>\$ 238,633</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 238,633</b>

Operating Budget Impact
Estimated annual maintenance cost for these projects will be determined upon completion of the project.



Bronson Creek Greenway at Laidlaw Road



Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
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PROJECTS BY FUNDING SOURCE

***New linear Park and Trail Development***

Description
This category includes 2008 bond approved trail and linear park projects.

Justification and Current Status
Development of various soft surface trails throughout THPRD.

New linear Park and Trail Development	Fiscal Year Ended					Total
	2026	2027	2028	2029	2030	
<b>Expenditures</b>						
Capital Outlay	\$ 53,628	\$ -	\$ -	\$ -	\$ -	\$ 53,628
<b>Total Expenditures</b>	<b>\$ 53,628</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53,628</b>
<b>Funding Sources</b>						
Bond Fund	\$ 53,628	\$ -	\$ -	\$ -	\$ -	\$ 53,628
<b>Total Funding Sources</b>	<b>\$ 53,628</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 53,628</b>

Operating Budget Impact
Annual cost to maintain one mile of trail is approximately \$26,100. Total incremental costs for each trail section are unknown until the trail section is complete and inventoried.



Lowami Hart Woods Natural Area

Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030

PROJECTS BY FUNDING SOURCE

***New Linear Park and Trail Acquisition***

Description
This category includes 2008 bond approved trail and linear park land acquisitions.

Justification and Current Status
Acquisition of land, easements, leases or land use agreements for linear parks and trails. Acquisitions may be located in multiple quadrants; property to be determined.

New Linear Park and Trail Acquisition	Fiscal Year Ended					Total
	2026	2027	2028	2029	2030	

Expenditures						
Capital Outlay	\$ 1,195	\$ -	\$ -	\$ -	\$ -	\$ 1,195
<b>Total Expenditures</b>	<b>\$ 1,195</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,195</b>

Funding Sources						
Bond Fund	\$ 1,195	\$ -	\$ -	\$ -	\$ -	\$ 1,195
<b>Total Funding Sources</b>	<b>\$ 1,195</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,195</b>

Operating Budget Impact
Annual cost to maintain one mile of trail is approximately \$26,100. Total incremental costs for each trail section are unknown until the trail section is complete and inventoried.



Rock Creek Trail

Tualatin Hills Park & Recreation District  
CAPITAL IMPROVEMENT PLAN  
Five Year Plan - 2026 through 2030

PROJECTS BY FUNDING SOURCE

**New Community Park Land Acquisition**

Description
This category includes 2008 bond approved new community park land acquisitions.

Justification and Current Status
Use of remaining bond funds to purchase land located in Cooper Mountain.

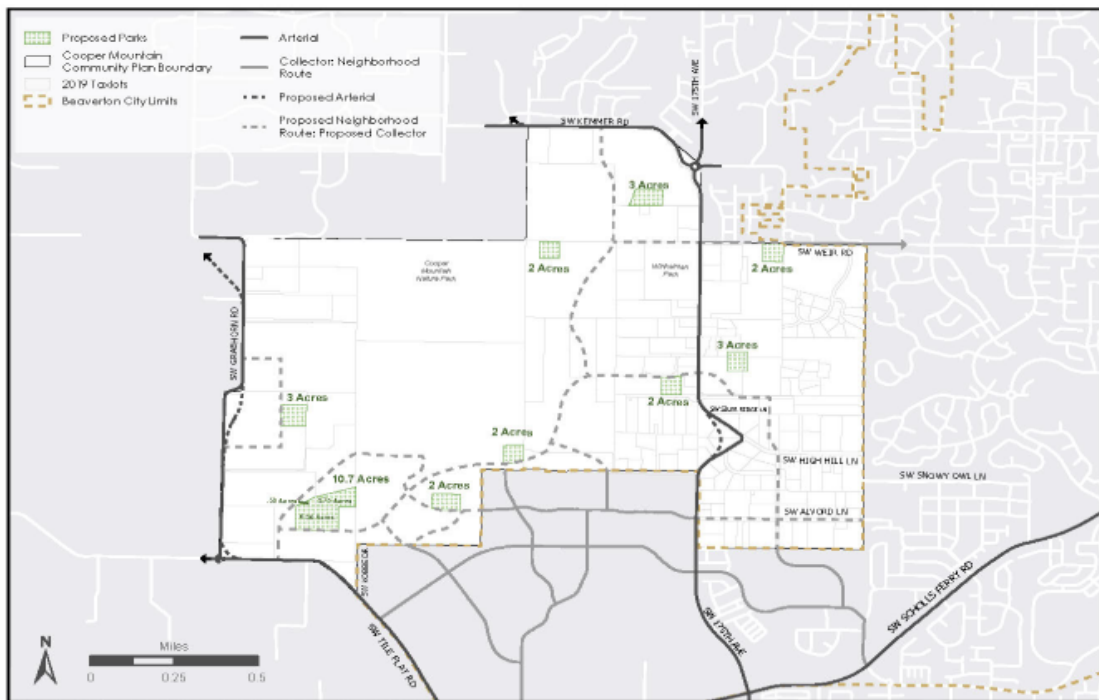
New Community Park Land Acquisition	Fiscal Year Ended					Total
	2026	2027	2028	2029	2030	

Expenditures						
Capital Outlay	\$	-	\$	-	\$	-
<b>Total Expenditures</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

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

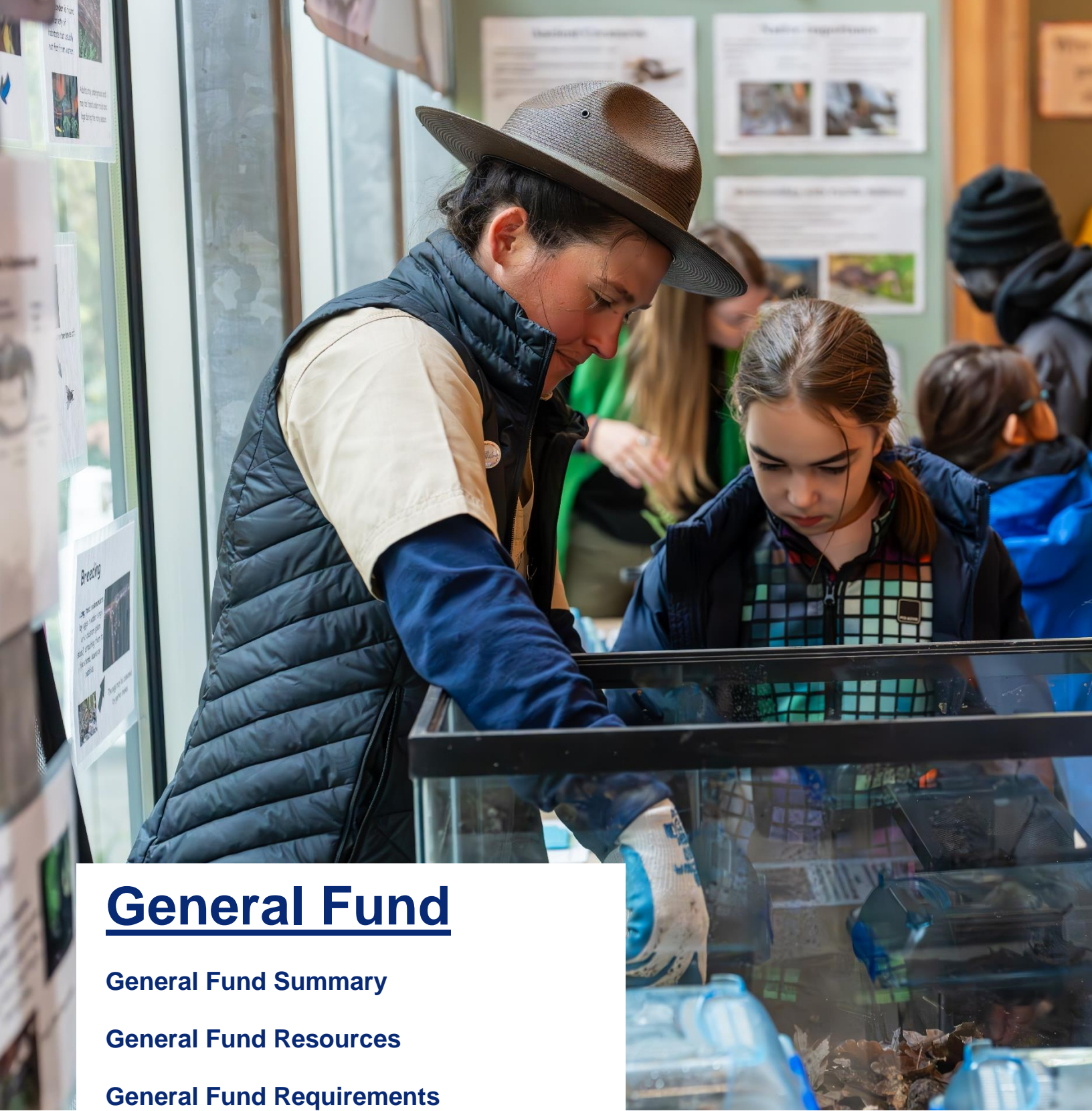
Operating Budget Impact
The estimated annual cost to maintain one acre of undeveloped land is approximately \$369. Total incremental expenditures associated with the new land is unknown until the land acquisitions are complete.

**Figure 20.22.45.1: Cooper Mountain Parks Overlay park sizes**



Cooper Mountain Community Plan





# **General Fund**

**General Fund Summary**

**General Fund Resources**

**General Fund Requirements**



# GENERAL FUND

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## FUND DESCRIPTION

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

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

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



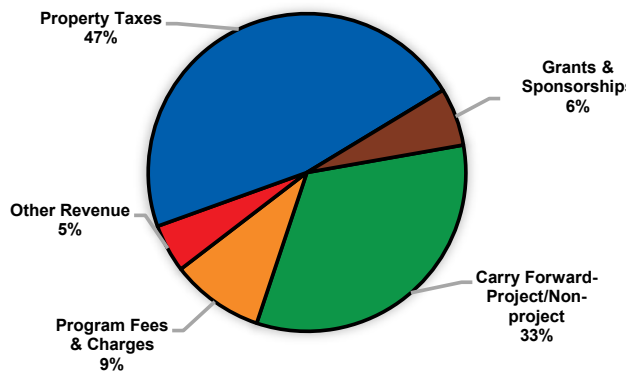


# GENERAL FUND SUMMARY

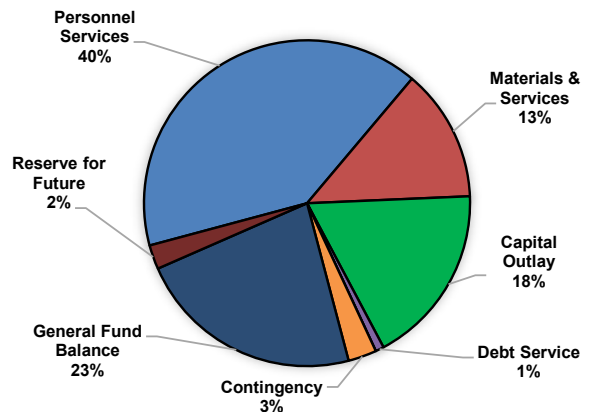
## FY 2022/23 - FY 2025/26

	Actual 2022/23	Actual 2023/24	Amended 2024/25	Proposed 2025/26
<b>RESOURCES</b>				
Cash on Hand for Fiscal Year	\$ 24,543,012	\$ 27,474,005	\$ 28,302,950	\$ 35,948,991
Balance Forward from Previous Year Projects	1,066,884	2,314,300	3,697,050	5,051,009
Previously Levied Taxes estimated to be received during ensuing year	341,136	362,014	250,000	250,000
Program Resources	10,385,213	12,701,610	11,605,921	11,792,336
Other Resources	3,019,737	5,027,179	29,456,261	13,463,071
<b>Subtotal Resources</b> except taxes to be levied	39,355,982	47,879,108	73,312,182	66,505,407
Current Year Taxes (Permanent Rate multiplied by Assessed Value)	38,060,334	39,745,624	56,422,717	58,077,143
<b>TOTAL RESOURCES</b>	<b>\$ 77,416,316</b>	<b>\$ 87,624,732</b>	<b>\$ 129,734,899</b>	<b>\$ 124,582,550</b>
<b>EXPENDITURES</b>				
Board of Directors	\$ 351,088	\$ 383,356	\$ 545,612	\$ 490,854
Administration	10,724,084	12,861,435	16,390,155	17,433,677
Park Services	13,041,321	14,319,417	17,758,818	18,442,510
Recreation Services	20,931,493	24,864,933	31,590,947	33,476,105
Capital Projects	2,594,701	3,598,729	32,244,565	20,162,148
Contingency	-	-	3,500,000	3,500,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 47,642,687</b>	<b>\$ 56,027,870</b>	<b>\$ 102,030,097</b>	<b>\$ 93,505,294</b>
<b>TOTAL REQUIREMENTS</b>				
Ending Unappropriated Fund Balance				
General Fund Balance	\$ 29,788,305	\$ 31,933,344	\$ 24,704,802	\$ 28,077,256
Reserve for Future Expenditure	-	-	3,000,000	3,000,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 77,430,992</b>	<b>\$ 87,961,214</b>	<b>\$ 129,734,899</b>	<b>\$ 124,582,550</b>

**2025/26 Resources**

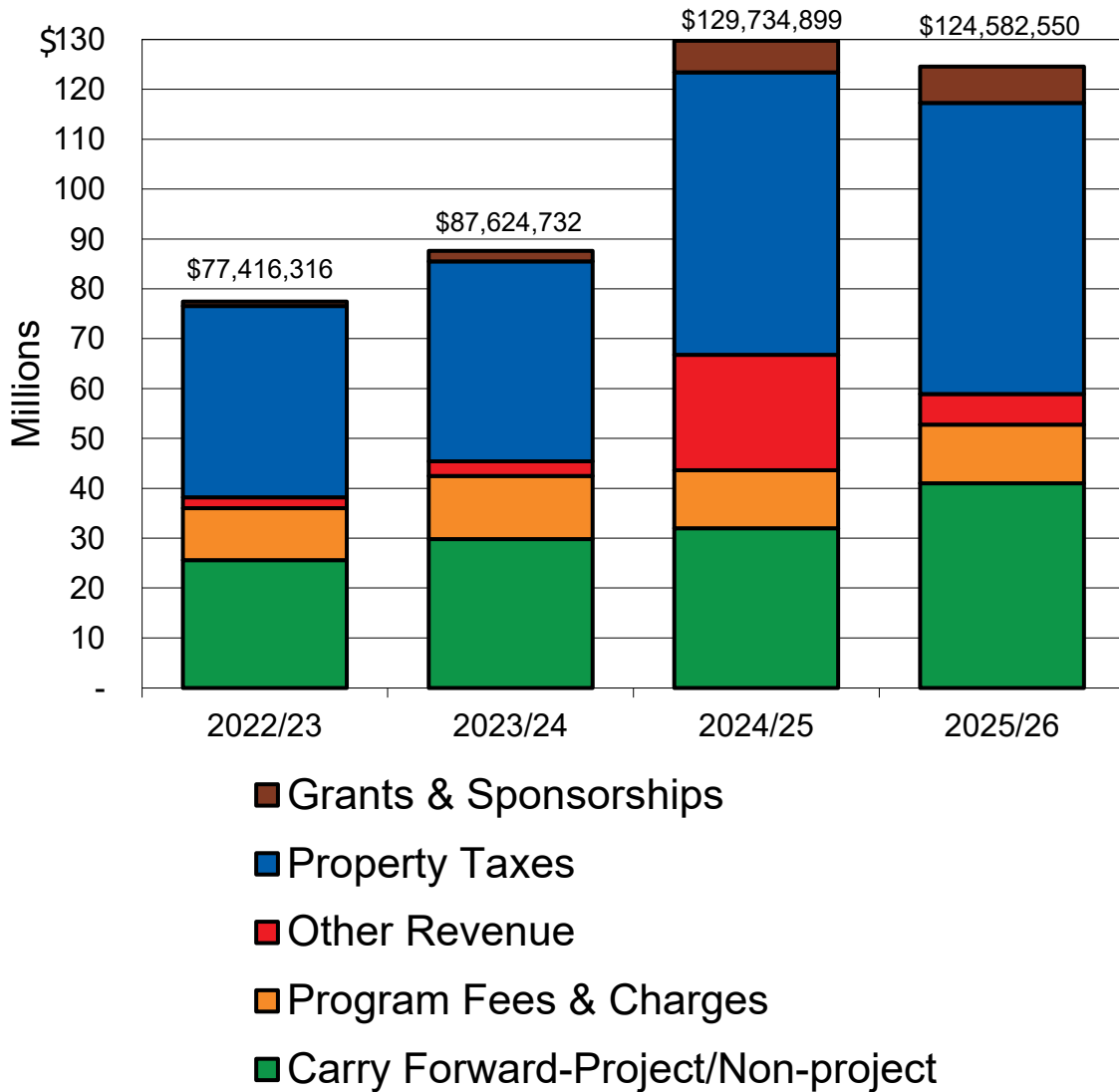


**2025/26 Expenditures**





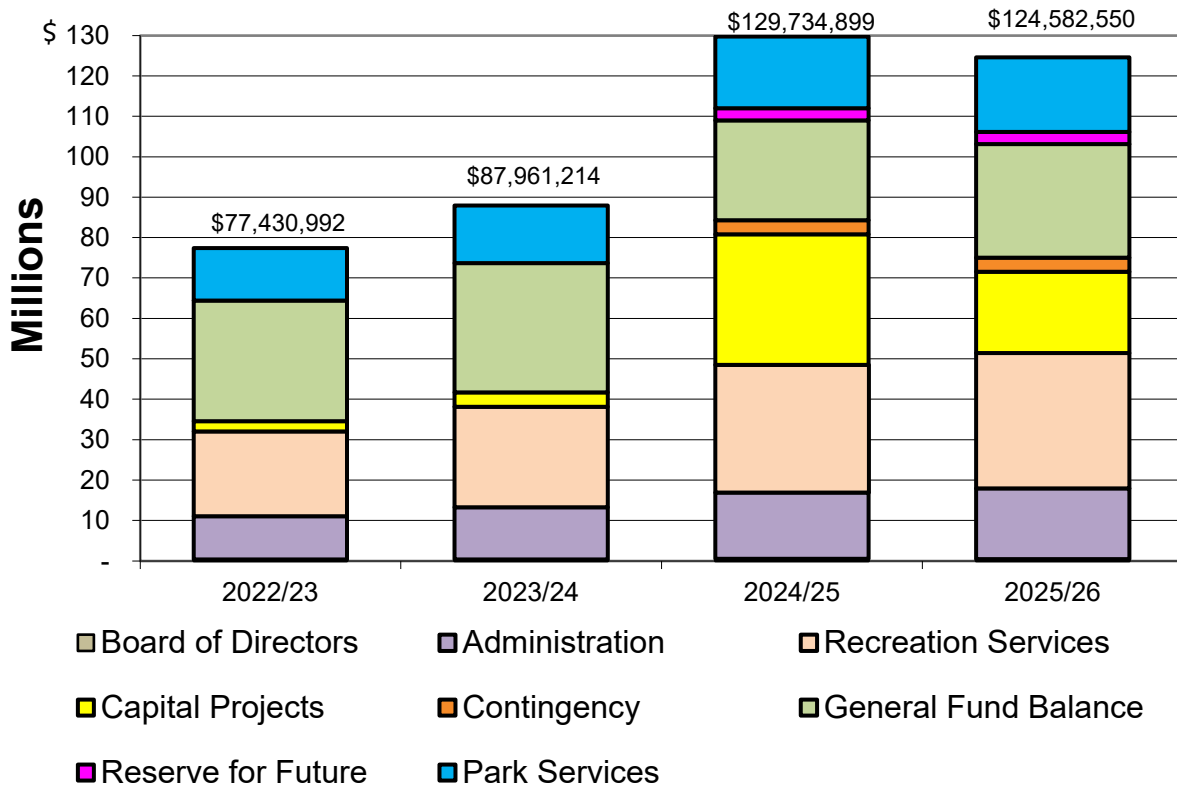
## General Fund Resources FY 2022/23- FY 2025/26



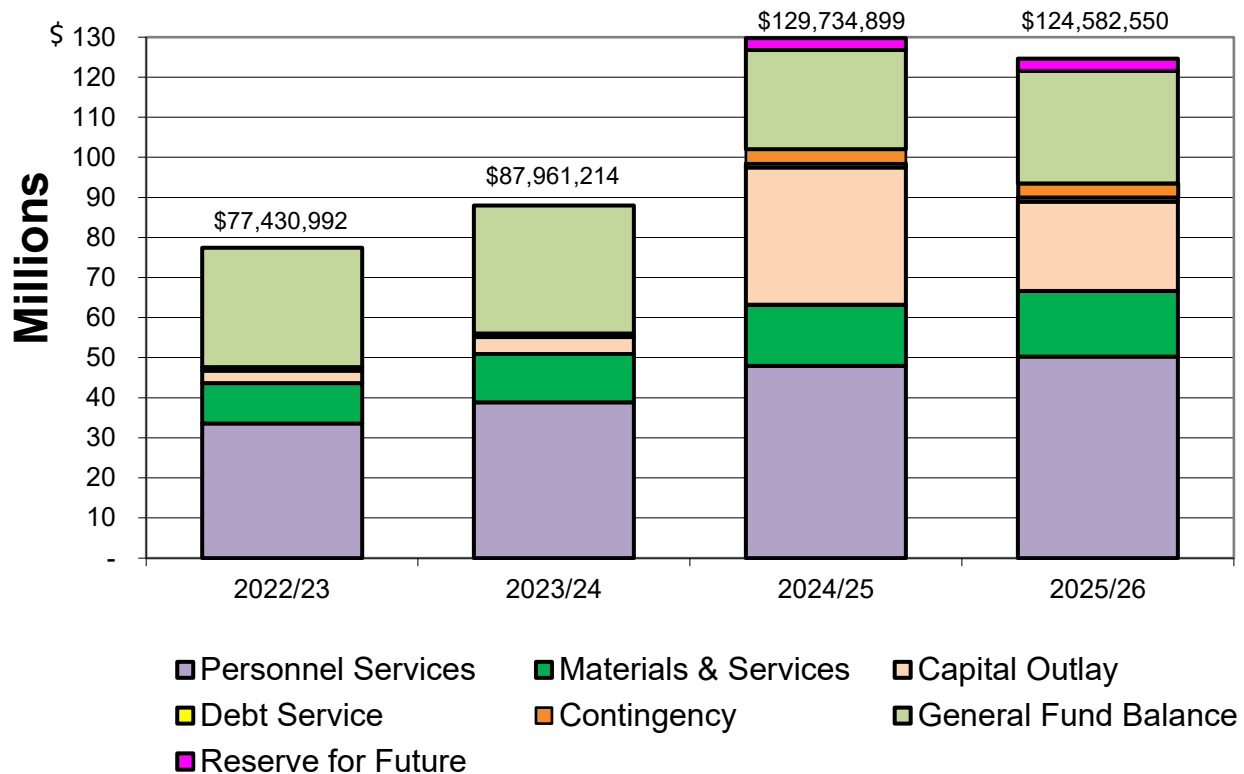
**GENERAL FUND RESOURCES**  
**FY 2022/23 - FY 2025/26**

<b>GENERAL FUND RESOURCES:</b>	<b>Actual 2022/23</b>	<b>Actual 2023/24</b>	<b>Amended 2024/25</b>	<b>Proposed 2025/26</b>
Cash on Hand for Fiscal Year	\$ 24,543,012	\$ 27,474,005	\$ 28,302,950	\$ 35,948,991
Balance Forward from Previous Year Projects	1,066,884	2,314,300	3,697,050	5,051,009
Previously Levied Taxes estimated to be received during ensuing year	341,136	362,014	250,000	250,000
<b>PROGRAM RESOURCES:</b>				
Swim Center Revenue	2,243,678	3,369,727	3,022,806	3,020,451
Tennis Revenue	1,197,210	1,314,898	1,240,987	1,240,987
Sports Program/Athletic Center Revenue	2,273,431	2,562,594	3,409,940	3,471,538
Recreation Program Revenue	4,670,894	5,454,391	3,932,188	4,059,360
<b>OTHER RESOURCES:</b>				
Grants and Intergovernmental Revenue	844,590	2,100,188	6,297,111	7,338,921
Rental Properties/Concession Revenue	575,863	524,256	540,000	540,000
Interest Revenue	1,236,662	1,900,416	800,000	500,000
Charges for Services	133,581	77,813	350,000	350,000
Miscellaneous Revenue	229,041	424,506	21,469,150	4,734,150
<b>Total Resources</b> except taxes to be levied..... <b>Subtotal</b>	<b>\$ 39,355,982</b>	<b>\$ 47,879,108</b>	<b>\$ 73,312,182</b>	<b>\$ 66,505,407</b>
Current Year (Permanent Rate & Operating Levy multiplied by Assessed Value)	38,060,334	39,745,624	56,422,717	58,077,143
<b>TOTAL RESOURCES</b>	<b>\$ 77,416,316</b>	<b>\$ 87,624,732</b>	<b>\$ 129,734,899</b>	<b>\$ 124,582,550</b>

## General Fund Requirements By Division FY 2022/23 - FY 2025/26



## General Fund Requirements By Expense Type FY 2022/23 - FY 2025/26



**SUMMARY GENERAL FUND BUDGET**  
**FY 2022/23 - FY 2025/26**

	<b>Actual 2022/23</b>	<b>Actual 2023/24</b>	<b>Amended 2024/25</b>	<b>Proposed 2025/26</b>
<b><u>REQUIREMENTS BY DIVISION</u></b>				
Board of Directors	\$ 351,088	\$ 383,356	\$ 545,612	\$ 490,854
Administration	10,724,084	12,861,435	16,390,155	17,433,677
Park Services	13,041,321	14,319,417	17,758,818	18,442,510
Recreation Services	20,931,493	24,864,933	31,590,947	33,476,105
Capital Projects	2,594,701	3,598,729	32,244,565	20,162,148
Contingency	-	-	3,500,000	3,500,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 47,642,687</b>	<b>\$ 56,027,870</b>	<b>\$ 102,030,097</b>	<b>\$ 93,505,294</b>
Ending Unappropriated Fund Balance				
General Fund Balance	\$ 29,788,305	\$ 31,933,344	\$ 24,704,802	\$ 28,077,256
Reserve for Future Expenditure	-	-	3,000,000	3,000,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 77,430,992</b>	<b>\$ 87,961,214</b>	<b>\$ 129,734,899</b>	<b>\$ 124,582,550</b>
<b><u>EXPENDITURES BY ACCOUNT</u></b>				
Personnel Services	\$ 33,589,236	\$ 38,832,653	\$ 47,948,327	\$ 50,236,272
Materials & Services	10,079,576	12,048,920	15,260,246	16,395,507
Capital Outlay	3,096,472	4,298,273	34,271,065	22,309,653
Debt Service	877,403	848,024	1,050,459	1,063,862
Contingency	-	-	3,500,000	3,500,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 47,642,687</b>	<b>\$ 56,027,870</b>	<b>\$ 102,030,097</b>	<b>\$ 93,505,294</b>
Ending Unappropriated Fund Balance				
General Fund Balance	\$ 29,788,305	\$ 31,933,344	\$ 24,704,802	\$ 28,077,256
Reserve for Future Expenditure	-	-	3,000,000	3,000,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 77,430,992</b>	<b>\$ 87,961,214</b>	<b>\$ 129,734,899</b>	<b>\$ 124,582,550</b>

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

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

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

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

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

Reserve for Future Expenditure - Includes funds set aside for future years.





# **Board of Directors**

**Barbie Minor**  
*President*

**Alfredo Moreno**  
*Secretary*

**Miles Palacios**  
*Secretary Pro-Tempore*

**Felicita Montebianco**  
*Director*

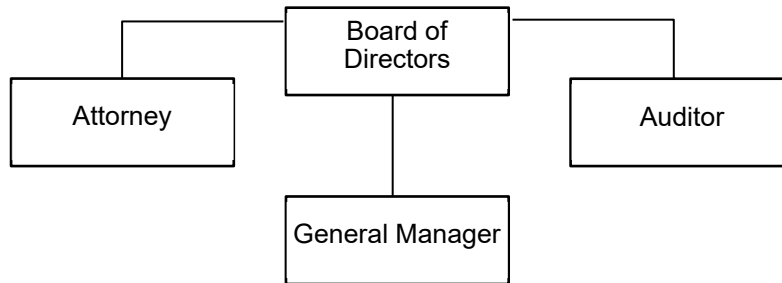
**Tya Ping**  
*Director*





## BOARD OF DIRECTORS

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### **Mission**

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

### **Overview**

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

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

### **Budget Highlights**

The THPRD Board of Directors established values and budget priorities for the district for the FY 25/26 budget, as referenced earlier in this document. Professional and technical services, the largest portion of the Board's budget, is used to pay for the audit and legal services for the district.

## Division: Board of Directors

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Summary by Object</b>				
Personnel Services	\$ 5,300	\$ 6,766	\$ 13,854	\$ 13,854
Materials & Services	345,788	376,590	531,758	477,000
<b>Total Appropriations</b>	<b>\$ 351,088</b>	<b>\$ 383,356</b>	<b>\$ 545,612</b>	<b>\$ 490,854</b>
<b>Summary by Department</b>				
Board of Directors	\$ 351,088	\$ 383,356	\$ 545,612	\$ 490,854
<b>Total Appropriations</b>	<b>\$ 351,088</b>	<b>\$ 383,356</b>	<b>\$ 545,612</b>	<b>\$ 490,854</b>

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

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
<b><u>Board of Directors</u></b>				
PT Salaries	\$ 4,600	\$ 6,000	\$ 12,000	\$ 12,000
Payroll Taxes	700	766	1,854	1,854
<b>Personnel Services</b>	<b>\$ 5,300</b>	<b>\$ 6,766</b>	<b>\$ 13,854</b>	<b>\$ 13,854</b>
Professional and Technical Services	\$ 284,398	\$ 352,497	\$ 346,450	\$ 371,000
Rental Facilities	-	-	58,850	57,000
Elections	46,471	9,339	85,000	10,000
Supplies	3,155	2,292	6,308	5,000
Training, Travel and Memberships	11,764	12,462	35,150	34,000
<b>Material &amp; Services</b>	<b>\$ 345,788</b>	<b>\$ 376,590</b>	<b>\$ 531,758</b>	<b>\$ 477,000</b>
<b>Program Total</b>	<b>\$ 351,088</b>	<b>\$ 383,356</b>	<b>\$ 545,612</b>	<b>\$ 490,854</b>



# **Administration**

**General Manager**

**Communications**

**Communications**

**Equity & Engagement**

**Safety Services**

**Information Technology**

**Human Resources**

**Human Resources**

**Risk & Benefits**

**Finance**

**Finance Director**

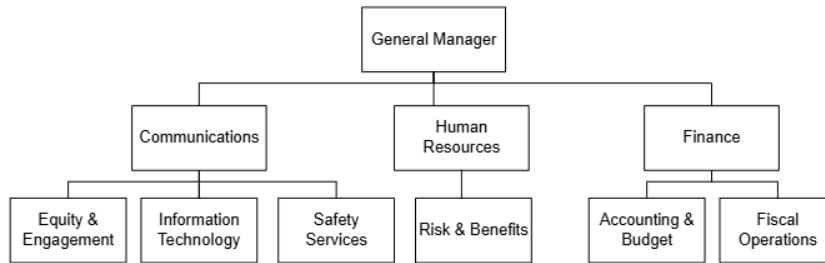
**Fiscal Operations**

**Accounting & Budget**



## ADMINISTRATION

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### Division Mission

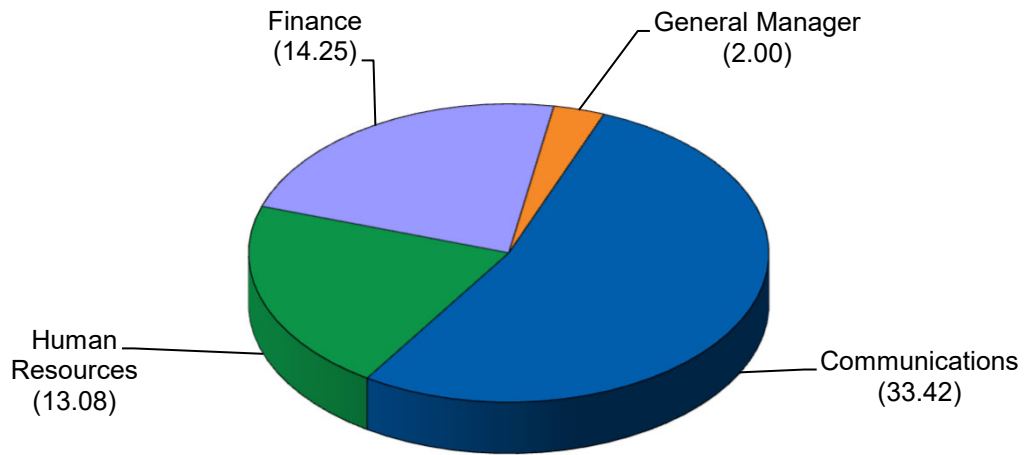
To provide administrative and political leadership and to utilize public resources toward achieving the highest quality of life for the members of the public we serve.

### Division Overview

The Administration Division includes the operation of the General Manager's Office, the executive assistant to the general manager and board of directors, Communications, Equity & Engagement, Safety Services, Information Technology, Human Resources, Risk & Benefits, Finance, Accounting & Budget, and Fiscal Operations. Activities include providing direction, supervision, coordination, and general support of THPRD's operations.

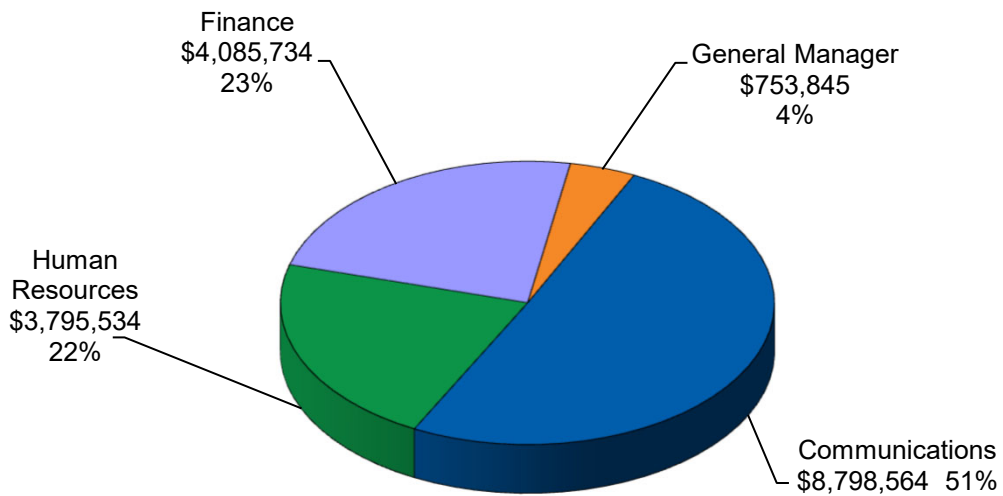


## Division Staffing by Departments FY 2025/26



Total Division FTEs  
62.72

## Division Appropriations by Departments FY 2025/26



Total Division  
Appropriations  
\$17,433,677

## Division: Administration

Description	Prior Year	Prior Year	Amended	Proposed
	Actual	Actual	Budget	Budget
	2022/23	2023/24	2024/25	2025/26
<b>Summary by Object</b>				
Personnel Services	\$ 6,983,666	\$ 8,202,589	\$ 10,237,118	\$ 10,832,518
Materials & Services	2,575,973	3,279,150	3,734,578	4,015,797
Capital Outlay	287,042	531,672	1,368,000	1,521,500
Debt Service	877,403	848,024	1,050,459	1,063,862
<b>Total Appropriations</b>	<b>\$ 10,724,084</b>	<b>\$ 12,861,435</b>	<b>\$ 16,390,155</b>	<b>\$ 17,433,677</b>

<b>Summary by Department</b>				
General Manager	\$ 595,217	\$ 623,061	\$ 739,820	\$ 753,845
Communications	4,705,193	5,945,757	8,172,603	8,798,564
Human Resources	2,427,995	2,712,547	3,636,311	3,795,534
Finance	2,995,679	3,580,070	3,841,421	4,085,734
<b>Total Appropriations</b>	<b>\$ 10,724,084</b>	<b>\$ 12,861,435</b>	<b>\$ 16,390,155</b>	<b>\$ 17,433,677</b>

<b>Division Staff</b>				
Full-time	39.05	37.06	47.00	51.00
Part-time (FTE)	7.85	10.02	14.32	11.72





**General Manager**

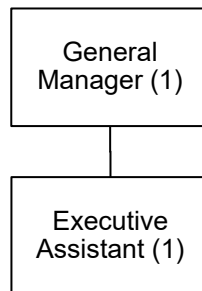




## ADMINISTRATION

Office of the General Manager

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### Department Overview

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

### FY 2024/25 Accomplishments

#### Values & Priorities: All

Directed implementation of THPRD's values and priorities.

#### Priority: Invest in our Employees and Technology

Completed implementation of the Enterprise EERP system project on time.

Initiated the prep work for scoping a website replacement and registration system replacement.

Continued to prioritize and invest in training, onboarding, and integrating new employees into the district.

Developed an ongoing prioritization list of the district's technology needs to address long-standing technology debt.

#### Priority: Focus on Strengthening Programming Opportunities

Continued to prioritize right-sizing staffing levels to meet the demand for programming.

Continued to adapt programming and events to grow culturally specific options.

Strengthened investment in the financial aid program and free district programming.

#### Priority: Develop Sustainable Operating and Financial Models for the Future

Moved forward on district initiatives based on the successful outcome of the local option levy in May 2024, including beginning preparations for a 2026 capital bond ask of voters.

Continued long-term strategy development to grow THPRD's revenue enhancement options and look for ways to maximize efficiencies, increase inter-governmental coordination with agencies to conserve resources, and bring expenses in line with sustainable spending for long-term financial stabilization.

Continued to strengthen THPRD's partnerships with regional partners in government, non-profit, business, and philanthropy communities to find opportunities for mutual support, as well as public/private partnerships.

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

## **FY 2025/26 Goals and Objectives**

### Values & Priorities: All

Make quantifiable progress on FY 2025/26 THPRD Values and Budget Priorities.

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

### Value: Leading with Equity with special attention to Racial Equity

Support all departments in the district to ensure that equity, with special attention to racial equity, is a part of all decision-making.

Advance the district's equity & inclusion statement through implementation of a variety of innovative programming. Ensure funding and support for mobile programming to reach all populations in our community and provide accessible activities.

Prioritize funding of ADA projects in the capital budget, to ensure that facilities and parks are accessible to all.

Continue commitment to equity in the hiring process and provide programs to support our employees through training and employee-led support, including the Welcoming & Inclusive Committee and Affinity Groups.

Ensure that the district is engaging in inclusive, participatory decision-making through continued public outreach.

### Value: Commitment to Community Vision

Continue implementation of the Vision Action Plan, including implementation of the 2023 Comprehensive Plan and Strategic Plan.

### Priority: Expand Sustainable Funding Strategies

Continue preparations for a 2026 Capital Bond proposal to present to voters.

Complete updates to the Parks, Trails, Natural Resources, and Athletic Facilities functional plans. These plans will include prioritization criteria to help guide the development of potential bond projects for vetting with the public.

Create a new Facilities Functional Plan to inventory current district facilities, evaluate the feasibility of repairs and renovations versus replacement, and establish cost estimates for recommended improvements. This information will help guide the development of potential bond projects for vetting with the public.

Continue to work with the Tualatin Hills Park Foundation to further engage and enable their fundraising efforts.

### Priority: Enhance Environmental Sustainability and Climate Resilience

Continue work on the district's first Climate Action Plan.

### Priority: Investing in Efficient Technologies

Continue working toward a website redesign and new registration system.

## **Budget Highlights**

There are no significant budget adjustments from the previous year.



**Division: Administration**  
Department: General Manager

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
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<b>Summary by Object</b>				
Personnel Services	\$ 553,063	\$ 581,580	\$ 649,120	\$ 660,945
Materials & Services	42,154	41,481	90,700	92,900
<b>Total Appropriations</b>	<b>\$ 595,217</b>	<b>\$ 623,061</b>	<b>\$ 739,820</b>	<b>\$ 753,845</b>

<b>Summary by Program</b>				
General Manager	\$ 595,217	\$ 623,061	\$ 739,820	\$ 753,845
<b>Total Appropriations</b>	<b>\$ 595,217</b>	<b>\$ 623,061</b>	<b>\$ 739,820</b>	<b>\$ 753,845</b>

<b>Division Staff</b>				
Full-time	2.00	2.00	2.00	2.00

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

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 379,348	\$ 391,743	\$ 433,388	\$ 448,470
Employee Benefits	130,219	139,094	156,352	158,596
Payroll Taxes	43,496	50,743	59,380	53,879
<b>Personnel Services</b>	<b>\$ 553,063</b>	<b>\$ 581,580</b>	<b>\$ 649,120</b>	<b>\$ 660,945</b>
Professional and Technical Services	\$ 2,750	\$ -	\$ -	\$ -
Communications	952	3,482	2,600	3,800
Supplies	4,835	2,008	14,000	10,500
Training, Travel and Memberships	33,617	35,991	73,100	77,600
Small Furniture and Equipment	-	-	1,000	1,000
<b>Material &amp; Services</b>	<b>\$ 42,154</b>	<b>\$ 41,481</b>	<b>\$ 90,700</b>	<b>\$ 92,900</b>
<b>Program Total</b>	<b>\$ 595,217</b>	<b>\$ 623,061</b>	<b>\$ 739,820</b>	<b>\$ 753,845</b>
<b>Department Staff</b>				
Full-time	2.00	2.00	2.00	2.00





Communications

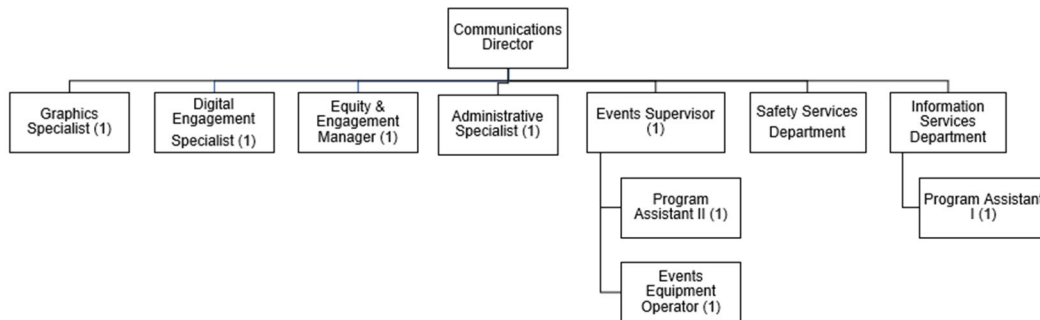




## ADMINISTRATION

### Communication

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### Department Overview

The Communications Department is dedicated to ensuring that everyone has access to information and the ability to provide input on their parks, recreation programs, trails, and natural areas. We offer ways to connect and be engaged. We strive to be leaders in innovation and public engagement to serve the diverse community.

The department is responsible for districtwide communications and serves as a convener on community engagement, diversity, equity, and inclusion work. The Communications director reports directly to the general manager.

### FY 2024/25 Accomplishments

#### Value: Commitment to Community Vision

The Communications team led the district's public information campaign in support of the district's local option levy this past year. The team connected with nearly 5,000 people in direct outreach in support of the levy. Community engagement highlights included:

- 129 public events encompassing 102 meetings, events, and presentations; 22 presentations to the THPRD Board of Directors and staff in-reach; and 5 Levy Task Force meetings.
- 2 districtwide mailings
- Project fliers, fact sheets, website updates, press releases, paid advertisements, 850 yard signs, specialized banners, posters, social media updates, and more.

Ultimately, the five-year local option levy was approved by voters in the May 2024 election, with 56.85 percent of THPRD voters supporting the levy.

#### Value: Leading with Equity with special attention to Racial Equity

The Communications Department leads the production of all communication and marketing materials for the district in an inclusive way. The Communications team responds to an estimated 1,100 work orders a year, which breaks down to about 92 work orders per month. Those work orders may have anywhere from 1 to 15+ different deliverables – all of which are designed with an eye to inclusivity. Many materials are translated into Spanish and other languages. The team also oversees and updates the district's Style Guide to keep up to date on culturally respectful design practices.

The Events team led 95 community events this past year, with 30 percent of them having a culturally specific focus. For the past couple of years, the team has transitioned to leading co-produced events with culturally specific organizations.

## **FY 2025/26 Goals and Objectives**

### Value: Leading with Equity with special attention to Racial Equity

Continue to strengthen the work of the Events team in partnering and co-producing culturally specific events and activities that bring us together.

Continue to elevate district messaging to be inclusive and welcoming to all patrons. Support the development of the district's first Equity Strategy document.

### Value: Commitment to Community Vision

Continue to strengthen THPRD's successful communications and brand with strategic marketing strategies. Continue to refine the district's updated marketing plan for registration to increase awareness of THPRD offerings. Ensure THPRD communications are transparent and clear and convey the district's values and commitment to responsiveness through the implementation of the community's vision.

Support the district's communications needs on strategic priorities such as preparing for a potential bond measure to replace the district's retiring 2008 bond measure.

## **Budget Highlights**

The FY25/26 budget proposal does include a new full-time position for the Events Team. This position is funded through leveraged funds traditionally used for summer part-time events help and includes anticipated funding from the district's new Sponsorship Strategy implementation. The district is adding a full-time events position because the reality is we need events help year-round. Districtwide events happen throughout the year and relying on summer help does not meet our workload needs.

The Communications budget also reflects the transfer of the Engagement Specialist position from the Planning & Development department.



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

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
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**Summary by Object**

Personnel Services	\$ 3,033,738	\$ 3,701,785	\$ 4,722,704	\$ 4,976,539
Materials & Services	1,384,413	1,712,300	2,081,899	2,300,525
Capital Outlay	287,042	531,672	1,368,000	1,521,500
<b>Total Appropriations</b>	<b>\$ 4,705,193</b>	<b>\$ 5,945,757</b>	<b>\$ 8,172,603</b>	<b>\$ 8,798,564</b>

**Summary by Program**

Communications	\$ 1,343,453	\$ 1,619,856	\$ 1,972,423	\$ 2,093,328
Equity & Engagement	702,156	873,771	1,008,113	1,181,241
Safety Services	588,226	680,173	784,246	838,233
Information Technology	2,071,358	2,771,957	4,407,821	4,685,762
<b>Total Appropriations</b>	<b>\$ 4,705,193</b>	<b>\$ 5,945,757</b>	<b>\$ 8,172,603</b>	<b>\$ 8,798,564</b>

**Division Staff**

Full-time	17.36	16.98	23.00	25.00
Part-time (FTE)	6.24	7.29	10.42	8.36

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Community Events</b>				
Total # of community events produced or supported	66	90	95	95
Culturally Specific production or support	36	29	30	30
Total event attendance	16,500	39,350	40,000	40,000
<b>Graphic Design/Digital Engagement/ Communications Work Orders</b>				
# of Communications District-Wide Work Orders Completed	901	1,098	1,100	1,100
# of registration promotion materials	190	190	200	200
# of social media posts/ engagements	798	965	1,000	1,000
# of trainings with district-wide marketing liaisons	15	20	24	24
<b>Change in participation in social media and newsletters (English &amp; Spanish)</b>				
Facebook	13,658	15,025	16,000	16,000
% Increase	6.0%	10.0%	6.5%	0.0%
Instagram	3,691	4,942	5,500	5,500
% Increase	28.0%	34.0%	11.0%	0.0%
MailChimp	54,093	49,179	50,000	50,000
% Increase/-Decrease	0.5%	-9.1%	1.7%	0.0%

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

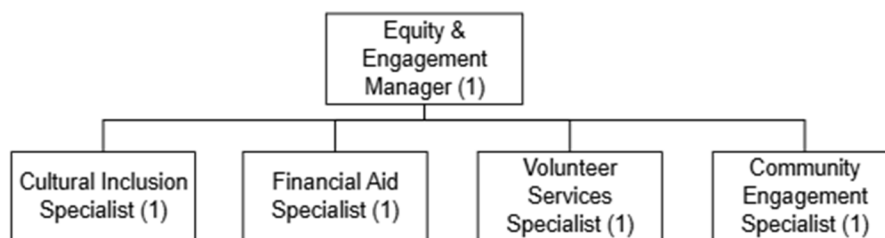
Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 609,150	\$ 694,042	\$ 756,880	\$ 865,141
PT Salary	7,087	144	125,752	31,885
Employee Benefits	251,176	257,641	298,926	304,035
Payroll Taxes	81,785	95,782	133,178	120,422
<b>Personnel Services</b>	<b>\$ 949,198</b>	<b>\$ 1,047,609</b>	<b>\$ 1,314,736</b>	<b>\$ 1,321,483</b>
Professional and Technical Services	\$ 123,852	\$ 161,869	\$ 145,856	\$ 254,005
Communication	195,812	329,134	433,275	428,945
Supplies	62,750	66,259	55,198	65,459
Training, Travel and Memberships	11,841	14,985	20,858	20,936
Small Furniture and Equipment	-	-	2,500	2,500
<b>Material &amp; Services</b>	<b>\$ 394,255</b>	<b>\$ 572,247</b>	<b>\$ 657,687</b>	<b>\$ 771,845</b>
<b>Program Total</b>	<b>\$ 1,343,453</b>	<b>\$ 1,619,856</b>	<b>\$ 1,972,423</b>	<b>\$ 2,093,328</b>
<b>Department Staff</b>				
Full-time	5.94	6.03	7.00	8.00
Part-time (FTE)	0.23	0.20	2.72	0.66

## ADMINISTRATION DIVISION

Communications Department

Program: Equity & Engagement Program

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### Department Overview

The Equity & Engagement Department leads, promotes, and supports districtwide initiatives related to diversity, equity, inclusion, and access. Staff members focus on building connections with historically underrepresented communities to co-create culturally specific, respectful, tailored, and inclusive park and recreation opportunities. The team also supports districtwide staff by providing resources and co-fostering relationships with community-based organizations and partners.

The Financial Aid Program is a key component of this work, this program seeks to support individuals experiencing financial hardship so that they can access THPRD services. The program assists patrons whose income falls below the Federal Free Meal guidelines with the financial aid application process while also welcoming patrons and partners into THPRD facilities and programs. This program also has a high focus on creating meaningful experiences for financial aid program users. Additionally, this team develops and co-creates materials and events to help patrons navigate THPRD's offerings, including initiatives such as *Centro de Bienvenida*.

The cultural inclusion specialist enhances the district's engagement with culturally diverse populations, serving as a districtwide resource dedicated to providing meaningful access, fostering welcoming environments, and building relationships with culturally specific communities. This position also provides districtwide support for staff leading culturally specific activities and partnerships. This role plans, organizes, and supports a variety of cultural events, activities, and programming, including *Welcoming Week*.

The Volunteer Services Program offers diverse opportunities for community members to support THPRD programs and events while strengthening the district's ability to serve the community. The program also bridges the gap between volunteer service and employment by providing youth and other volunteers with professional development and training. Volunteers contribute invaluable services, including park and trail clean-ups, garden work parties, event support, wildlife surveys, advisory committees, photography, coaching, and program assistance.

The community engagement specialist ensures the best practices in public engagement by collaborating across divisions and teams, including Park Services (planning & development, maintenance, and sustainability) and Communications. This role plays a crucial part in planning, organizing, and facilitating public engagement events and activities that align with the district's goals.

All program staff represent the district at partner and community events, supporting districtwide community engagement and outreach efforts. Together, these roles are essential to advancing

## Department Overview (continued)

THPRD's diversity, equity, inclusion, and accessibility goals by developing opportunities, strategies, processes, and best practices that guide the district's work.

### **FY 2024/25 Accomplishments**

#### Value: Leading with Equity, with Special Attention to Racial Equity

Staff, with support from the Recreation Division, have continued to lead and manage Centro de Bienvenida events, while seeking to provide a welcoming experience and meaningful access to the district's resources and registration system for families receiving financial aid, English Language Learners, and, newly added, individuals with disabilities through Inclusion Services.

Centro at Schools was successfully piloted in collaboration with family liaisons, teachers, and principals from Beaverton School District's Title I schools. This initiative helped families that would otherwise not have access, navigate THPRD's offerings and register early. Families served were often new to THPRD, part of the newcomer program, and/or facing access barriers. Collaboration with THPRD center staff allowed visits to two schools each season, strengthening relationships with schools and supporting families where they are.

Staff co-led the transition of the Programs & Events Advisory Committee into the Equity & Engagement Advisory Committee, which now advises the district on strategies to enhance equity, inclusion, community engagement, and belonging. The committee plays a key role in guiding programs, events, and facilities to reflect THPRD's commitment to equity, social justice, and access.

Continued facilitation of the DEIA Liaisons group, where center supervisors connect, learn, and collaborate to support districtwide equity efforts.

Initiated the development of a districtwide Equity Strategy, scheduled for launch in FY26.

#### Value: Environmental Stewardship

Supported community-based organizations and partners in providing nature-based activities that foster environmental connection and education.

#### Value: Commitment to Community Vision

Developed resources and guidelines to support districtwide diversity, equity, inclusion, and access initiatives.

Created volunteer and professional development opportunities for community members, with an emphasis on youth.

Invested in volunteer recognition, providing district staff with resources and processes to celebrate volunteer contributions.

Supported centers and programs in delivering cultural partnerships, hosting cultural events, and building relationships with culturally specific organizations.



## **FY 2025/26 Goals and Objectives**

### Value: Leading with Equity, with Special Attention to Racial Equity

Strengthen the district's DEIA efforts by coordinating districtwide initiatives in collaboration with community-based organizations and partners.

Launch the districtwide Equity Strategy to support and sustain equity work while improving accountability and storytelling.

Continue to support and strengthen Centro de Bienvenida as a districtwide effort and in support of the community.

Expand the Talking Walls program, collaborating with new and emerging community-based organizations, youth, and artists of color.

Enhance internal DEIA efforts through increased collaboration with staff across divisions.

Advance the implementation of the district's Language Access Policy to ensure broader and more inclusive communication.

Provide professional development opportunities through volunteer programs that offer pathways to employment, with a focus on engaging communities of color, youth, and youth of all abilities.

Continue and increase community support and participation based on community needs and partner conversations.

Continue supporting internal initiatives that promote diversity, equity, inclusion, and access across the district.

### Value: Commitment to Community Vision

Continue offering volunteer and professional development opportunities for community members.

Strengthen partnerships with community-based organizations serving underrepresented and culturally specific communities.

Support districtwide adoption of a co-production model, collaborating with partners to deliver inclusive programming, events, and activities.

**Division: Administration**  
Department: Communications  
Program: Equity & Engagement

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Summary by Object</b>				
Personnel Services	\$ 619,900	\$ 769,271	\$ 823,023	\$ 995,222
Materials & Services	82,256	104,500	185,090	186,019
<b>Total Appropriations</b>	<b>\$ 702,156</b>	<b>\$ 873,771</b>	<b>\$ 1,008,113</b>	<b>\$ 1,181,241</b>
<b>Summary by Program</b>				
Equity & Engagement	\$ 702,156	\$ 873,771	\$ 1,008,113	\$ 1,181,241
<b>Total Appropriations</b>	<b>\$ 702,156</b>	<b>\$ 873,771</b>	<b>\$ 1,008,113</b>	<b>\$ 1,181,241</b>
<b>Division Staff</b>				
Full-time	3.39	3.28	4.00	5.00
Part-time (FTE)	2.09	2.48	2.62	2.62

**Division: Administration**  
**Department: Communications**  
**Program: Equity & Engagement**

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Volunteer Services</b>				
Number of volunteers	2,379	3,458	3,500	3,500
Total volunteer hours	25,425	28,124	30,000	30,000
Value of volunteer hours	\$ 808,515	\$ 977,028	\$ 1,042,200	\$ 1,042,200
<b>Centro de Bienvenida - special registration assistance events for English Language Learners.</b>				
# of Households served at Centro	424	524	550	600
# of People assisted at Centro	1,035	1,868	1,950	2,000
# of Classes filled at Centro	2,336	3,129	3,500	3,800
# of NEW financial aid applications from Centro	73	136	150	170
<b>Community Engagement</b>				
Expanding Service to English Language Learners. # of Items translated through centralized translation services.	258	198	280	300
# of Outreach Meetings/ Speaking Engagements promoting THPRD DEIA and Financial Aid work DEIA Partnerships/ Sponsorships/ Grant Awards/ Community Event Partnerships (talking walls, message gardens, Welcoming Week, culturally specific co-produced activities)	96	190	220	250
# of Financial Aid Applications Processed	49	59	65	70
	881	1,030	1,200	1,400

**Division: Administration**  
**Department: Communications**  
**Program: Equity & Engagement**

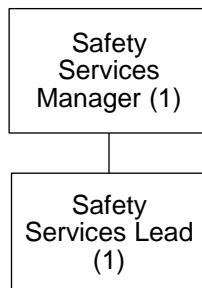
Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 327,712	\$ 422,191	\$ 431,217	\$ 554,976
PT Salary	84,653	119,879	134,252	127,491
Employee Benefits	149,552	147,839	170,207	216,614
Payroll Taxes	57,983	79,362	87,347	96,141
<b>Personnel Services</b>	<b>\$ 619,900</b>	<b>\$ 769,271</b>	<b>\$ 823,023</b>	<b>\$ 995,222</b>
Professional and Technical Services	\$ 51,427	\$ 60,592	\$ 95,000	\$ 95,000
Rental Facility	2,400	2,400	-	-
Communications	1,014	-	-	-
Supplies	23,265	38,810	85,025	74,079
Training, Travel and Memberships	4,150	2,698	5,065	16,940
<b>Material &amp; Services</b>	<b>\$ 82,256</b>	<b>\$ 104,500</b>	<b>\$ 185,090</b>	<b>\$ 186,019</b>
<b>Program Total</b>	<b>\$ 702,156</b>	<b>\$ 873,771</b>	<b>\$ 1,008,113</b>	<b>\$ 1,181,241</b>
<b>Department Staff</b>				
Full-time	3.39	3.28	4.00	5.00
Part-time (FTE)	2.09	2.48	2.62	2.62

## ADMINISTRATION

Communications Department

Program: Safety Services

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### Department Overview

The mission of the Safety Services department is to proactively engage patrons and staff using an educational ambassadorship approach. Our staff uses a friendly approach that furthers the district's DEIA initiatives. Safety Services accomplishes this by initiating positive contacts; providing assistance and training to staff; protecting district assets; practicing inclusive, participatory decision making, and by thoughtful enforcement of district rules. The department works closely with our community partners in law enforcement, Beaverton School District, Washington County Emergency Management, and community-based organizations. The Safety Services manager reports to the Communications director.

### FY 2024/25 Accomplishments

Advanced the welcoming and inclusive philosophy through active participation in district events and training.

Strengthened the working relationship with Washington County Emergency Management through engagement in countywide sheltering initiatives and participation in emergency drills.

Collaborated with other departments to continue embedding the education-first approach to rule violations.

Continued involvement with the Talking Walls Project in partnership with the Communications team.

Continued development of the Safety Services lead to facilitate supervision of day-to-day field operations.

Completed camera system upgrades/replacements at the Elsie Stuhr Center and the HMT complex.

Collaborated with the Risk & Benefits department to complete an updated Risk/Safety assessment at all facilities.

Collaborated with fleet staff to purchase a hybrid patrol vehicle.

### FY 2025/26 Goals and Objectives

#### Priority: Investing in Efficient Technologies

Collaborate with IT staff to apply technology solutions to security challenges, including expansion of intrusion alarm system, card access system, camera system, and exterior building lighting in proposed bond measure package.



## **FY 2025/26 Goals and Objectives (continued)**

### Priority: Expand Sustainable Funding Strategies

Expand efforts to seek grant funding in support of the district's annex to the Washington County Natural Hazard Mitigation Plan.

### Value: Commitment to Community Vision

Make all properties safe & accessible through thoughtful rule enforcement and an educational approach.

### Value: Environmental Stewardship

Collaborate with other departments to reduce the carbon footprint and protect our natural resources through the administration of the Natural Hazard Mitigation Plan, Community Wildfire Protection Plan, and related grant funding.

### Value: Leading with Equity with special attention to Racial Equity

Continue to embed DEIA into core work and new initiatives.

The Safety Services department is committed to the district's DEIA values. The department is also acutely aware of the importance of practicing cultural agility and leading with empathy in the work of enforcing safety rules. Safety Services staff have DEIA-focused training infused into the ongoing training curriculum. The team has leaned into community engagement with underrepresented populations by attending cultural events as active participants and by initiating new safety programs. Examples include ongoing county-wide sheltering initiatives and employee-originated training. The FY25/26 budget includes funding to continue to support these DEIA efforts in the upcoming year.

### Other Activities

Complete updates to the district's Emergency Response Plan.

## **Budget Highlights**

There are no significant budget adjustments from the previous year.

## **Performance Standards**

Respond to all patron and staff concerns in a caring and timely manner.

**Division: Administration**  
Department: Communications  
Program: Safety Services

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Summary by Object</b>				
Personnel Services	\$ 499,658	\$ 590,584	\$ 678,690	\$ 710,638
Materials & Services	88,568	89,589	105,556	127,595
<b>Total Appropriations</b>	<b>\$ 588,226</b>	<b>\$ 680,173</b>	<b>\$ 784,246</b>	<b>\$ 838,233</b>
<b>Summary by Program</b>				
Safety Services	\$ 588,226	\$ 680,173	\$ 784,246	\$ 838,233
<b>Total Appropriations</b>	<b>\$ 588,226</b>	<b>\$ 680,173</b>	<b>\$ 784,246</b>	<b>\$ 838,233</b>
<b>Division Staff</b>				
Full-time	1.97	1.75	2.00	2.00
Part-time (FTE)	3.92	4.61	5.08	5.08

**Division: Administration**  
**Department: Communications**  
**Program: Safety Services**

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads</b>				
<b>Ambassadorship/Community Engagement</b>				
Community Events Attended	97	91	80	85
Community Contacts (positive, self-initiated)	5,787	7,694	7,000	7,000
Patron Assists	940	710	610	650
Special Attention Patrols (patron concerns responded to)	2,748	3,128	4,000	3,500
New Community Partnerships Supported	8	4	4	4
Enforcement Actions Taken (verbal/written warnings, exclusions, parking warnings)	410	276	200	225
% of Community Response Resulting in Enforcement Action	0.8%	0.5%	0.5%	0.5%
<b>Emergency Management</b>				
Regional Response Meetings/Events	68	93	72	72
Staff Training Classes Conducted	52	55	50	52
Special Projects Completed (response plans, camera systems, I.S. solutions)	2	2	2	2
<b>Employee Development</b>				
Staff Assists	599	620	520	500
New Employees Onboarded/Trained	3	3	3	3

**Division: Administration**  
**Department: Communications**  
**Program: Safety Services**

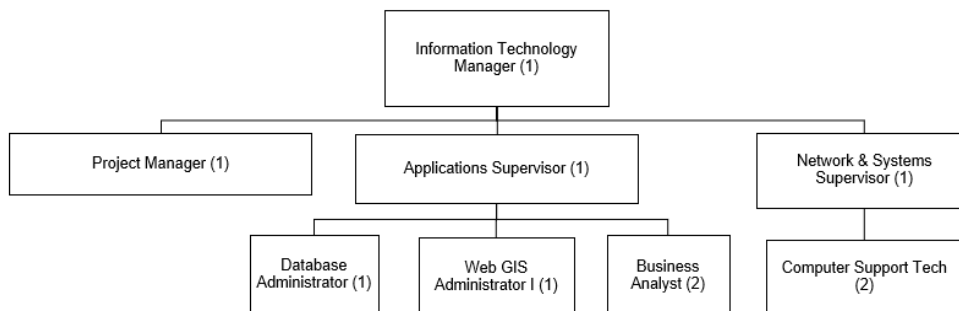
Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 207,266	\$ 229,682	\$ 245,712	\$ 258,808
PT Salary	163,236	216,926	262,950	278,677
Employee Benefits	74,620	77,573	90,436	92,862
Payroll Taxes	54,536	66,403	79,592	80,291
<b>Personnel Services</b>	<b>\$ 499,658</b>	<b>\$ 590,584</b>	<b>\$ 678,690</b>	<b>\$ 710,638</b>
Professional and Technical Services	\$ 59,458	\$ 68,099	\$ 77,279	\$ 79,679
Other Services	4,864	667	3,100	3,100
Communication	4,912	2,570	3,500	3,500
Supplies	12,298	11,981	13,077	32,716
Training, Travel and Memberships	6,697	6,162	8,250	8,250
Small Furniture, Fixtures and Equip.	339	110	350	350
<b>Material &amp; Services</b>	<b>\$ 88,568</b>	<b>\$ 89,589</b>	<b>\$ 105,556</b>	<b>\$ 127,595</b>
<b>Program Total</b>	<b>\$ 588,226</b>	<b>\$ 680,173</b>	<b>\$ 784,246</b>	<b>\$ 838,233</b>
<b>Department Staff</b>				
Full-time	1.97	1.75	2.00	2.00
Part-time (FTE)	3.92	4.61	5.08	5.08

## ADMINISTRATION DIVISION

### Communications Department

Program: Information Technology Department

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### Department Overview

The Information Technology manager reports to the Communications director for technology-related strategies and designing, implementing, maintaining, and supporting THPRD's districtwide technology infrastructure and assets (wide area network, Internet, custom application resources, etc.).

Information Technology (IT) supports the goals of THPRD by providing a work environment in which all staff have access to the essential technology needed to execute business processes and to access, analyze, and produce information to make decisions and accomplish necessary tasks. IT provides information technology strategy and management, including technology security and administration, network/server design and administration, applications development and/or implementation, database administration, web services, IP telephony, technical support, training, private cloud management, and collaborative services.

IT staff supports the initial development and implementation of technology products and/or programs and is invested in their everyday use to ensure that these services achieve their desired results. This is achieved in two ways: first, by assisting with defining requirements, designing, configuring, and implementing the solutions, and second, by administering, providing training, supporting, and maintaining the end products' functionality, security, and data integrity.

IT supports the systems of the district under the following service-level commitments:

- All trouble calls responded to within four hours during normal business operating hours.
- All hardware repairs are completed within 48 hours of receiving needed parts.
- All software upgrades/service downtime is not to exceed four hours during normal business operating hours.
- 95% of all system upgrades are performed outside of normal business hours and with no disruption to normal business operations.
- Continual upgrade/replacement of THPRD traditional and now including non-typical technology (equipment) under a five-year replacement cycle.

### FY 2024/25 Accomplishments

#### Priority: Investing in our Employees and Technology

In partnership with other departments, IT staff supported the final phases of the implementation of the Tyler Enterprise Resource Planning (ERP) project. The remaining functions of Capital Planning/Projects, Contracts, Asset Management, and HR/Benefits were implemented throughout FY24/25.



## **FY 2024/25 Accomplishments (continued)**

With the continued growth of the hybrid work environment and the implementation of additional cloud-based applications (Software as a Service such as Tyler Enterprise and Microsoft), IT continued to develop and refine information security related protocols and practices, as well as remote support capabilities.

IT has undergone a third-party assessment of the IT infrastructure, organizational structure, staffing models, and best practices relating to cybersecurity, asset management, problem management, change management, and service delivery and support. Recommendations for opportunities to mature in all these areas will be received, reviewed, and prioritized by THRPD for implementation beginning in late FY24/25.

IT has continued to enhance and strengthen the district's cybersecurity posture through the increase of monitoring tools and additional security tools aligned with best practices. Most notably with the expansion of multi-factor authentication and the upgrading of the district's numerous firewalls.

IT has taken an active role in assessing and addressing many areas of non-typical technology to improve center operations and better align and support the district's emergency management activities and practices. This includes the ongoing upgrades/replacements of aged or non-existent security cameras, improved access to be able to monitor security cameras from anywhere in the district, a pilot project to replace outdated paging systems, to eventually allow paging from any site in the district, and upgrades to all of the building alarm system panels to preserve connectivity during power outages. This has also included significant work and investments in updating the district's output management strategies which included; the acquisition of an additional large format printer as well as a production quality high volume printer for use in the print production room, and the replacement of all multi-function devices (printers/copiers) to a modern, high quality standard, at a significantly lower operating cost.

## **FY 2025/26 Goals and Objectives**

### **Priority: Investing in Efficient Technologies**

Continue to explore and implement cloud-based solutions to limit the need for locally hosted technology services. The district is currently operating the employee recruitment and training, Finance, Payroll, and Human Resources, email, collaboration, and desktop productivity applications in the cloud (software as a service). In addition, cloud-based solutions for our website, customer portal/registration system, asset management, GIS/Mapping, workforce scheduling, and task/project management systems are all under consideration for replacement/implementation as cloud-based solutions.

As a result of new requirements for compliance with PCI/DSS standards, new third-party network scanning services have been implemented. In addition, additional cyber security related policies and practices are being developed and implemented to assure general network security and to remain responsible stewards of our patrons' sensitive information. This will include the engagement of a third party, which will be responsible for identifying and training THPRD employees regarding deficiencies in how employees respond to attempts to breach THPRD security protocols, practices, and systems.

To improve the support of THPRD initiatives throughout the district that have technology components, project management lifecycle methodologies and practices are being developed and implemented. In addition, other standards and practices regarding the acquisition of software and hardware are being updated and enhanced to provide a more stable and consistent environment. All of these practices will continue to be refined and will be applied to projects of all sizes, providing improved outcomes, quality, and the ability to more consistently meet business needs.

**Budget Highlights**

The proposed budget includes funding for the following capital items:

- Continual funding of THPRD's Technology Asset Replacement Program, with needed increases in; desktop replacement funds due to increasing inventory and the impact of upgrades required to support the end-of-life upgrade from Windows 10 to Windows 11, the addition of paging systems, credit card readers, timeclocks, wireless access points, firewall devices, and other non-typical asset types to formal asset replacement schedules.
- Continued funding for ongoing replacements of security cameras, key card readers, and AEDs.
- Increase operating budget for the increase in staff (both in IT and in Divisions) and continued growth in licenses required to run normal operations.

**Division: Administration**  
Department: Communications  
Program: Information Technology

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
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**Summary by Object**

Personnel Services	\$ 964,982	\$ 1,294,321	\$ 1,906,255	\$ 1,949,196
Material & Services	819,334	945,964	1,133,566	1,215,066
Capital Outlay	287,042	531,672	1,368,000	1,521,500
<b>Total Appropriations</b>	<b>\$ 2,071,358</b>	<b>\$ 2,771,957</b>	<b>\$ 4,407,821</b>	<b>\$ 4,685,762</b>

**Summary by Program**

Information Technology	\$ 2,071,358	\$ 2,771,957	\$ 4,407,821	\$ 4,685,762
<b>Total Appropriations</b>	<b>\$ 2,071,358</b>	<b>\$ 2,771,957</b>	<b>\$ 4,407,821</b>	<b>\$ 4,685,762</b>

**Division Staff**

Full-time	6.06	5.92	10.00	10.00
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**Division: Administration**  
Department: Communications  
Program: Information Technology

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads:</b>				
Number of desktop PCs maintained	348	380	380	390
Number of networked file servers maintained	53	55	55	50
<b>Performance Measures:</b>				
Maintain 98% network system reliability	99%	99%	99%	98%

**Division: Administration**  
**Department: Communications**  
**Program: Information Technology**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 630,022	\$ 850,731	\$ 1,256,821	\$ 1,308,458
Employee Benefits	249,314	322,085	457,254	464,042
Payroll Taxes	85,646	121,505	192,180	176,696
<b>Personnel Services</b>	<b>\$ 964,982</b>	<b>\$ 1,294,321</b>	<b>\$ 1,906,255</b>	<b>\$ 1,949,196</b>
Professional and Technical Services	\$ 679,166	\$ 753,582	\$ 899,900	\$ 961,400
Communication	125,787	179,932	208,166	214,166
Supplies	12,150	10,115	14,000	20,000
Training, Travel and Memberships	-	479	10,000	18,000
Small Furniture, Fixtures and Equip.	2,231	1,856	1,500	1,500
<b>Material &amp; Services</b>	<b>\$ 819,334</b>	<b>\$ 945,964</b>	<b>\$ 1,133,566</b>	<b>\$ 1,215,066</b>
Information Technology Replacement	\$ 287,042	\$ 531,672	\$ 1,368,000	\$ 1,313,000
Information Technology Improvement	-	-	-	208,500
<b>Capital Outlay</b>	<b>\$ 287,042</b>	<b>\$ 531,672</b>	<b>\$ 1,368,000</b>	<b>\$ 1,521,500</b>
<b>Program Total</b>	<b>\$ 2,071,358</b>	<b>\$ 2,771,957</b>	<b>\$ 4,407,821</b>	<b>\$ 4,685,762</b>
<b>Department Staff</b>				
Full-time	6.06	5.92	10.00	10.00



**Division: Administration**  
**Department: Communications**  
**Program: Information Technology**  
**Detail of Capital Outlay**

<b>Project Number</b>	<b>Capital Project</b>	<b>Carryover Funds</b>	<b>Additional Funding</b>	<b>Proposed Budget</b>	<b>Page #</b>
<b>CARRYOVER PROJECTS</b>					
1	Registration System and Website Replacement	\$ 400,000	\$ 500,000	\$ 900,000	ADM-31
2	New Building Technology requests	80,000	-	80,000	ADM-31
<b>TOTAL CARRYOVER PROJECTS</b>		<b>\$ 480,000</b>	<b>\$ 500,000</b>	<b>\$ 980,000</b>	
<b>INFORMATION TECHNOLOGY REPLACEMENT</b>					
3	Desktop/laptop computers			110,000	ADM-31
4	LAN/WAN			20,000	ADM-31
5	AEDs			10,000	ADM-31
6	Security Cameras			45,000	ADM-31
7	Key Card Readers			10,000	ADM-32
8	Servers			55,000	ADM-32
9	Switches			60,000	ADM-32
10	Firewalls			8,000	ADM-32
11	Paging Systems			20,000	ADM-32
12	Time Clocks			60,000	ADM-32
13	Credit Card Readers			15,000	ADM-32
<b>TOTAL INFORMATION TECHNOLOGY REPLACEMENT</b>				<b>\$ 413,000</b>	
<b>INFORMATION TECHNOLOGY IMPROVEMENT</b>					
14	Workstation/Notebooks - Windows 11 Upgrade			17,000	ADM-33
15	New Equipment - new positions			10,000	ADM-33
16	New Equipment - tech related capital requests			25,000	ADM-33
17	Technology - New Capital Expenditures Requests			16,500	ADM-33
18	Asset Management Software			60,000	ADM-33
<b>TOTAL INFORMATION TECHNOLOGY IMPROVEMENT</b>				<b>\$ 128,500</b>	
<b>GRAND TOTAL INFORMATION SERVICES CAPITAL OUTLAY</b>				<b>\$ 1,521,500</b>	

## INFORMATION TECHNOLOGY CAPITAL OUTLAY

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### Carryover Projects

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**ITEM 1:**            **Registration System and Website Replacement**

**BUDGET:**        \$900,000

**DESCRIPTION:**    Replace software for district's registration system and replace internal/external websites.

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**ITEM 2:**            **New Building Technology requests**

**BUDGET:**        \$80,000

**DESCRIPTION:**    Cost to cover technology requests related to new building setup.

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### Information Technology Capital Replacement

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**ITEM 3:**            **Desktop/laptop computers**

**BUDGET:**        \$110,000

**DESCRIPTION:**    Cyclical asset replacement cost to replace obsolete workstations and notebook computers and monitor inventories.

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**ITEM 4:**            **LAN/WAN**

**BUDGET:**        \$20,000

**DESCRIPTION:**    Cyclical asset replacement cost to replace obsolete wireless access points/expired licenses.

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**ITEM 5:**            **AEDs**

**BUDGET:**        \$10,000

**DESCRIPTION:**    Cyclical asset replacement cost to replace obsolete automated external defibrillators (AED's).

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

**BUDGET:**        \$45,000

**DESCRIPTION:**    Cyclical asset replacement cost to replace obsolete security cameras.

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## INFORMATION TECHNOLOGY CAPITAL OUTLAY

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**ITEM 7:           Key Card Readers**

**BUDGET:**       \$10,000

**DESCRIPTION:** Cyclical asset replacement cost to replace key card readers.

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**ITEM 8:           Servers**

**BUDGET:**       \$55,000

**DESCRIPTION:** Planned replacement cost for aging server equipment as part of the district's regular technology upgrade cycle.

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**ITEM 9:           Switches**

**BUDGET:**       \$60,000

**DESCRIPTION:** Planned replacement cost for aging switch equipment as part of the district's regular technology upgrade cycle.

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**ITEM 10:          Firewalls**

**BUDGET:**       \$8,000

**DESCRIPTION:** Planned replacement cost for aging firewall equipment as part of the district's regular technology upgrade cycle.

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**ITEM 11:          Paging Systems**

**BUDGET:**       \$20,000

**DESCRIPTION:** Replace outdated, failing and out of warranty facility paging system(s) district-wide.

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**ITEM 12:          Time Clocks**

**BUDGET:**       \$60,000

**DESCRIPTION:** Cyclical asset replacement cost to replace obsolete, failing, and out of warranty Munis time clocks and iPad kiosk based time clocks.

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**ITEM 13:          Credit Card Readers**

**BUDGET:**       \$15,000

**DESCRIPTION:** Cyclical asset replacement cost to replace credit card readers as they become obsolete or unsupported.

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## INFORMATION TECHNOLOGY CAPITAL OUTLAY

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**ITEM 14:**           **Workstation/Notebooks - Windows 11 Upgrade**

**BUDGET:**           \$17,000

**DESCRIPTION:**   One time cost to replace workstation and notebook computer that cannot be upgraded to Windows 11.

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**ITEM 15:**           **New Equipment - new positions**

**BUDGET:**           \$10,000

**DESCRIPTION:**   Computer related equipment for approved new positions.

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**ITEM 16:**           **New Equipment - tech related capital requests**

**BUDGET:**           \$25,000

**DESCRIPTION:**   Periodic cost to cover new technology requests.

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**ITEM 17:**           **Technology - New Capital Expenditures Requests**

**BUDGET:**           \$16,500

**DESCRIPTION:**   Technology requests approved via the new technology request and approval process.

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**ITEM 18:**           **Asset Management Software**

**BUDGET:**           \$60,000

**DESCRIPTION:**   Implementation of new software to more effectively manage district resources, track costs, manage work orders, and do analysis to care for resources.

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## Human Resources

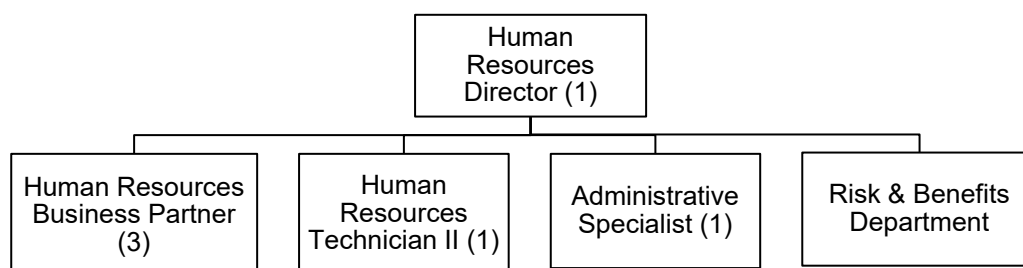




## ADMINISTRATION

### Human Resources Department

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#### Department Overview

The Human Resources team works collaboratively with district leadership and employee groups to support and develop the people who provide district programs and services to the community. Reporting to the general manager, the HR division continuously improves its work in full-cycle recruitment, classification, total compensation, employee and labor relations, employee development, and wellness.

HR operations are conducted in alignment with the district's mission and core values, with a focus on fiscal responsibility. Additionally, the department is working to expand opportunities for employees to engage in activities that support environmental sustainability and is collaborating with IT to implement new technologies that enhance HR functions.

The team is led by the human resources director and is staffed by professional employees committed to providing high-quality HR services that support the district's workforce.

#### FY 2024/25 Accomplishments

##### Value: Leading with equity with special attention to racial equity

HR staff supported the recruitment of approximately twenty-five (25) regular-status employees during the year, in addition to providing functional support for the hiring of part-time and seasonal staff. Recruitment and selection plans established with district hiring officials used an equity lens focused on dismantling barriers and identifying alternative paths for entry, such as valuing lived experience in meeting minimum qualifications.

Of the employees hired in the fiscal year, fifty-three percent (53%) self-identified as BIPOC, LGBTQIA2S+, and/or as a person experiencing a disability. Additionally, approximately six (6) part-time and full-time employees were promoted through recruitment, providing pathways for the advancement of staff and leveraging the skills and talents of district employees.

HR staff continued to support the work of the district's Welcoming and Inclusion Committee (WIC), the staff-led formation of district affinity groups, and the transformation and allyship group to welcome, include, engage, and recognize district employees of all backgrounds and identities.

##### Priority: Investing in our Employees and Technology

In partnership with a cross-department stakeholder group, human resources began conducting a classification and total compensation study for unclassified part-time positions.



## **FY 2024/25 Accomplishments (continued)**

HR will support the EPIC-EST team in conducting the biannual employee satisfaction survey and utilize survey data to continue efforts to welcome and engage employees. This work will also include updated procedures for the committee and the implementation of employee appreciation events.

HR facilitated negotiations for a successor collective bargaining agreement between management and the association under the negotiating authority set by the board of directors.

The division partnered with IT and Finance to build out Enterprise ERP HR modules to support employee access to information, district recordkeeping, data integrity, and process improvements. Most notably, the successful implementation of the benefits campaign module allowed staff to enroll electronically during open enrollment for both full-time and part-time benefits-eligible staff.

Built out the NEOGOV Onboard program to extend the district welcome program to all staff, including part-time and seasonal employees.

The Human Resources division implemented a new ticketing system for leaders throughout the district to request support with uploading new custom-built training into the learning management software, NEOGOV Learn. This implementation provides efficient management and timely responses to requests while also ensuring equitable training solutions for all staff. This work also aligns with the Diversity, Equity, Inclusion & Access work that supports the district's Strategic Plan.

Part-time HR staff responded to over 300 emails per month from employees at all levels throughout the organization, as well as members of the public and job candidates. This impressive body of work is all completed while maintaining the district standard of responding to inquiries within a 24-to-48-hour period. In addition, staff referred over 4,500 employment applications to hiring officials and successfully onboarded approximately 675 employees by processing hire actions, sending employees new hire paperwork, and inputting their data into the district's ERP system.

HR staff facilitated several employee development opportunities, including recruitment and selection of part-time staff with special attention to bias awareness, creating a process that removes barriers to entry, tools to promote compliance, and various end-user systems training opportunities.

The division also continued to support the development, configuration, testing, and training of modules for the Enterprise ERP system implementation. Collaborated with IT and Finance Services to identify system integration capabilities to support data integrity.

## **2025/26 Goals and Objectives**

The Human Resources team is focused on improving efficiency, strengthening financial stewardship, and leveraging technology to enhance services for employees and the district.

### Priority: Expand Sustainable Funding Strategies

HR is reviewing its approach to employment law consultation to reduce costs while maintaining high-quality legal support. By maximizing the district's insurance-provided legal services and limiting reliance on alternative legal resources, HR aims to achieve meaningful cost savings. Additionally, the department is restructuring its staffing model to provide better coverage for the HR Business Partner team while integrating recruitment functions more seamlessly into their work. A full review of outside contracts is also underway, ensuring a balanced approach between in-house work and cost-effective external services.

## **2025/26 Goals and Objectives (continued)**

### Priority: Enhance Environmental Sustainability and Climate Resilience

HR is exploring ways to expand employee participation in sustainability initiatives, aligning workforce engagement with the district's broader environmental goals. This includes identifying opportunities for employees to contribute to district-wide sustainability efforts as part of their professional development and workplace experience.

### Priority: Invest in Efficient Technologies

In partnership with IT, HR will continue refining the district's employee management system, Enterprise ERP. While most modules are operational, efforts will focus on improving implementation, optimizing workflows, and evaluating new system features that can enhance efficiency for employees and managers. Additionally, HR is developing and expanding the potential of one-day hiring events to streamline seasonal part-time recruitment. These events will reduce the administrative burden on hiring managers, help secure top seasonal talent more quickly, and reinforce the district's reputation as an employer of choice.

## **Budget Highlights**

For the 2025/26 fiscal year, Human Resources is reallocating existing funds to support the addition of a full-time business partner who will also serve as the district's recruitment lead. This adjustment strengthens HR's capacity to provide more consistent support across departments while streamlining recruitment efforts. By integrating recruitment responsibilities into the business partner role, HR aims to improve efficiency, enhance hiring processes, and take a more strategic approach to workforce planning.

In addition to improving recruitment functions, this position will provide critical coverage for the business partner team, helping to manage increasing demands in employee relations work. As the district continues to evolve, this investment ensures that HR remains responsive to workforce needs while maintaining high-quality support for employees and leadership.

**Division: Administration**  
**Department: Human Resources**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
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**Summary by Object**

Personnel Services	\$ 1,668,769	\$ 1,868,875	\$ 2,507,037	\$ 2,579,659
Material & Services	759,226	843,672	1,129,274	1,215,875
<b>Total Appropriations</b>	<b>\$ 2,427,995</b>	<b>\$ 2,712,547</b>	<b>\$ 3,636,311</b>	<b>\$ 3,795,534</b>

**Summary by Program**

Human Resources	\$ 1,381,270	\$ 1,438,014	\$ 2,230,294	\$ 2,128,901
Risk & Benefits	1,046,725	1,274,533	1,406,017	1,666,633
<b>Total Appropriations</b>	<b>\$ 2,427,995</b>	<b>\$ 2,712,547</b>	<b>\$ 3,636,311</b>	<b>\$ 3,795,534</b>

**Division Staff**

Full-time	9.32	7.92	10.00	10.00
Part-time (FTE)	1.61	1.88	3.08	3.11

**Division: Administration**  
**Department: Human Resources**  
**Program: Human Resources**

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Projected Outcome 2024/25</b>	<b>Proposed Outcome 2025/26</b>
<b>Workloads:</b>				
Total number of recruitments: FT positions	37	28	25	25
*Total number of training sessions	21	21	15	n/a
Total number of unemployment insurance claims processed	71	37	70	70
Total number of new hire packets processed	331	661	675	675
**Percentage of required trainings completed	n/a	n/a	70%	80%
<b>Performance Measures:</b>				
Total recruitment applications received: Full-time	927	897	850	850
Average number of applications per position	25	32	34	34
**Time to fill (business days): Full-time	n/a	n/a	77	75
Total recruitment applications received: Part-time	3,061	4,820	4,500	4,500
Average number of applications per position	58	50	50	50
**Total number of training hours completed	n/a	n/a	10,500 ^	7,500
Average total cost per unemployment insurance claim	\$ 931	\$ 579	\$ 450	\$ 450
Total amount of unemployment insurance paid	\$ 13,056	\$ 21,415	\$ 31,500	\$ 31,500
Unemployment insurance experience/tax rate	5.0%	5.0%	3.1%	0.3%

\*Removal of KPI as a result of implementation of learning management software (NEOGOV Learn).

\*\*New KPI to capture workload and performance measures.

^Number is skewed high due to correction of error identified in January 2025 of low percentage of learning plans being assigned district-wide.

**Division: Administration**  
**Department: Human Resources**  
**Program: Human Resources**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 707,661	\$ 767,786	\$ 774,387	\$ 821,380
PT Salary	59,116	59,489	102,473	76,966
Employee Benefits	265,043	241,606	740,790	754,979
Payroll Taxes	102,734	114,557	132,195	121,876
<b>Personnel Services</b>	<b>\$ 1,134,554</b>	<b>\$ 1,183,438</b>	<b>\$ 1,749,845</b>	<b>\$ 1,775,201</b>
Professional and Technical Services	\$ 184,147	\$ 155,240	\$ 321,842	\$ 217,776
Communication	12,950	16,854	23,555	23,555
Supplies	10,965	28,015	53,500	29,500
Travel, Training and Memberships	37,491	52,121	79,552	73,369
Small Furniture & Equipment	1,163	2,346	2,000	9,500
<b>Material &amp; Services</b>	<b>\$ 246,716</b>	<b>\$ 254,576</b>	<b>\$ 480,449</b>	<b>\$ 353,700</b>
<b>Program Total</b>	<b>\$ 1,381,270</b>	<b>\$ 1,438,014</b>	<b>\$ 2,230,294</b>	<b>\$ 2,128,901</b>
<b>Department Staff</b>				
Full-time	6.49	4.57	6.00	6.00
Part-time (FTE)	1.61	0.93	2.35	1.78

## ADMINISTRATION

Human Resources Department

Program: Risk & Benefits Management

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### Department Overview

The risk & benefits manager is responsible to the human resources director and provides the following support to all departments districtwide:

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

The Benefits program is responsible for administering the district's comprehensive benefit plans for employees, retirees, and dependents, including healthcare, paid leave, and insurance.

The claims & leaves specialist provides loss control and safety analysis of THPRD operations. They oversee the centralized management of protected leaves, workers' compensation, liability, fleet, and property claims. They administer the protected leave and ADA (American Disabilities Act) program. This includes overseeing compliance with BOLI, FMLA, OFLA, Paid Leave Oregon, and Military Leave.

The safety specialist provides risk assessments, injury prevention, and training services to district departments and their employees so they can reduce workplace injuries and make district parks, natural areas, and facilities a safe place to work and visit. This includes overseeing compliance with Oregon OSHA rules and regulations.

### FY 2024/25 Accomplishments

#### Priority: Invest in our Employees and Technology

The department took on coordination of health benefits and partnered with the THPRD Employees Association to reestablish a joint labor-management benefit committee. Among the work completed, the district shifted open enrollment to the calendar year to align with the IRS and the vendor plan year.

The district also expanded benefit offerings to part-time benefit-eligible employees (PTB). The comprehensive PTB benefits package included district-funded and voluntary benefits, such as telehealth, dental, dependent care, and life/AD&D insurance. A special PTB open enrollment and benefits fair were hosted in May. Additionally, the annual open enrollment included a combined full-time (FT) and PTB benefit fair with vendors for staff and families to learn about THPRD's benefit offerings, as well as a successful all-staff wellness fair at the Nature Center, which included activities such as chair massages, pet therapy (bunnies), health and financial wellness vendors, flu shots, and more. The district had more than 200 employees participate in these events.



## **FY 2024/25 Accomplishments (continued)**

In addition, in collaboration with IS, Payroll, and HR, benefit enrollments were transferred from NeoGov eforms to Employee Self-Service (ESS). The ERP project and testing took several months to have it ready for the PTB open enrollment in May and then used for FT as well in the fall. New hires, life events, and open enrollment are now able to enroll through ESS.

Utilized Oregon's Employer-At-Injury Program (EAIP) to aid injured employees working in a transitional duty capacity, recouping nearly \$15,000 in wage subsidies since the start of 2024 and approximately \$17,000 in wage subsidies pending receipt. This program encourages injured employees to return to work early with transitional duties, lowering return-to-work and claim costs.

Kept up to date with ongoing changes in leave laws since the launch of Paid Leave Oregon. Communicated updates across the district through in-person training, regular updates to Inside THPRD (district intranet), articles in the THPRD Employee Update, and both group and one-on-one information sessions via Teams.

Successfully managed over 100 protected leave requests, which entailed providing documents and information to staff, generated timecard reports to check eligibility, assessed medical provider certifications to then determined approval or denial of protected leave requests. Upon determination of approval, leave was then tracked per the applicable corresponding leave(s) and laws.

Revived and revamped the in-person driver training program. Provided training to over 375 employees in more than sixteen training sessions.

Facilitated the attendance of safety committee members to the GOSH (Governors Occupational Safety and Health) Conference to further the professional development of and foster a safety mindset in safety committee members.

Coordinated Safety Summit, a meeting of all four safety committees and the Risk Management Steering Committee for team building, learning, and celebrating our safety culture.

### Other Activity

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

Evaluated THPRD insurance coverage for property, liability, and workers' compensation services to obtain the lowest possible renewal premiums based on claim experience, resulting in:

- Reduced property and liability premiums by \$50,973 by completing SDIS (Special Districts Insurance Services) Best Practices, including multi-line discounts.
- Implemented an increase in the property insurance deductibles to take advantage of savings and redirect the premiums and/or savings toward reserve to cover losses related to the higher deductible. Estimated net savings of more than \$60,000 annually.

Navigated full implementation of Paid Leave Oregon and analyzed district alignment with evolving state and federal laws regarding benefits and protected leaves. Transitioned from state-run paid leave program to UNUM (our current long-term disability administrator), providing cost savings to the district and employees as well as enhancing efficiencies.

## **FY 2024/25 Accomplishments (continued)**

Supported the development and implementation of the procurement procedures, including the revised equity and sustainability standards.

Continued to monitor state and federal regulatory changes that impact operational activities.

Administered lease agreements that included nine residential properties, fourteen telecommunication sites, two commercial properties, and six nonprofits.

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

Hosted a Winter Diversify Intern in Risk & Benefit. The goal of this program is to promote a welcoming and inclusive environment for all, including BIPOC, LGBTQ+, persons experiencing a disability, and more. And to raise awareness about park and recreation as a career path of choice.

## **FY 2025/26 Goals and Objectives**

### Priority: Investing in Efficient Technologies

Continue managing the Safety and Health Achievement Recognition Program (SHARP) with a biannual Safety and Health Survey. THPRD is the largest multi-site agency to complete this program in the state and is the first park and recreation agency to graduate within the country.

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

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

Utilize NEOGOV Learn to make available required safety and regulatory training to employees and supervisors to improve training compliance by influencing departments and supervisors.

Coordinate with the Safety Services department to provide training on emergency management, defensive driving, and parent-student reunification for local school districts.

Continue to utilize Oregon’s Employer-At-Injury Program (EAIP) to aid injured employees working in a transitional duty capacity. This program encourages injured employees to return to work early with transitional duties, lowering return-to-work and claim costs.

Provide informative and timely assistance with Protected Leave questions and claims. Ensure information is accessible and supervisors and employees are familiar with program benefits, policies, and procedures.

Use NeoGov Learn for benefits onboarding by creating tasks for new hires to encourage completion of benefits enrollment on time.

Enhance employee wellness activities, focusing on the inclusion of staff at all levels in the organization.

### Value: Leading with Equity with special attention to Racial Equity

Provide support to the Finance Department in the outreach to small, local, and minority owned businesses and the procurement process.

**FY 2025/26 Goals and Objectives (continued)**

Expand and diversify the district's vendor pool, providing non-monetary support to community-based partners that build their internal capacities.

Create pro-equity contracting processes that are visible and accessible to contractors of varied sizes and capacities.

**Budget Highlights**

The proposed budget includes additional funding for property insurance premiums related to adjusted property valuations and increasing market conditions.

The budget reflects the implementation of a part-time total compensation and benefits package to support employee benefits and an expanding leave program.

**Division: Administration**  
**Department: Human Resources**  
**Program: Risk & Benefits**

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads</b>				
Number of contracts processed	65	111	120	120
Number of residential leases	9	7	5	5
Number of commercial leases	22	18	16	14
<b>Performance Measures:</b>				
<b><u>Reduce exposure of property &amp; liability claims</u><sup>1</sup></b>				
Number of liability claims filed against THPRD	9	5	5	5
Average cost per liability claim filed	\$ 1,276	\$ 1,566	\$ 31,700	\$ 5,000
Loss Ratio: liability claims only (single year) <sup>2</sup>	25%	16%	50%	25%
Loss Ratio: property and liability claims (single year) <sup>3</sup>	20%	52%	56%	50%
Loss Ratio: five-year trail <sup>4</sup>	18%	187%	195%	100%
<b><u>Reduce program participant incidents</u></b>				
Number of incident reports filed per 10,000 program visits	3.59	3.95	3.67	3.12
<b><u>Reduce exposure on workers' compensation claims</u><sup>5</sup></b>				
Number of claims filed	32	30	30	30
Number of time loss claims	3	7	4	3
Experience Modification history <sup>6</sup>	0.64	0.73	0.86	0.80
Frequency rate of WC claims per 100 FTE	9.03	6.08	5.91	5.88
WC costs as % of payroll	82%	86%	77%	80%
Average claim cost per FTE	\$ 729	\$ 310	\$ 720	\$ 737

<sup>1</sup> Property and casualty figures are based on a calendar year. Policy data as of: February 20, 2025.

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

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

<sup>4</sup> Special Districts Insurance Services bases premiums on 65%. National standard is 60%.

<sup>5</sup> Policy data as of: February 20, 2025.

<sup>6</sup> Experience Modification Rate is computed on 1.00 being the average incident rate for similar work

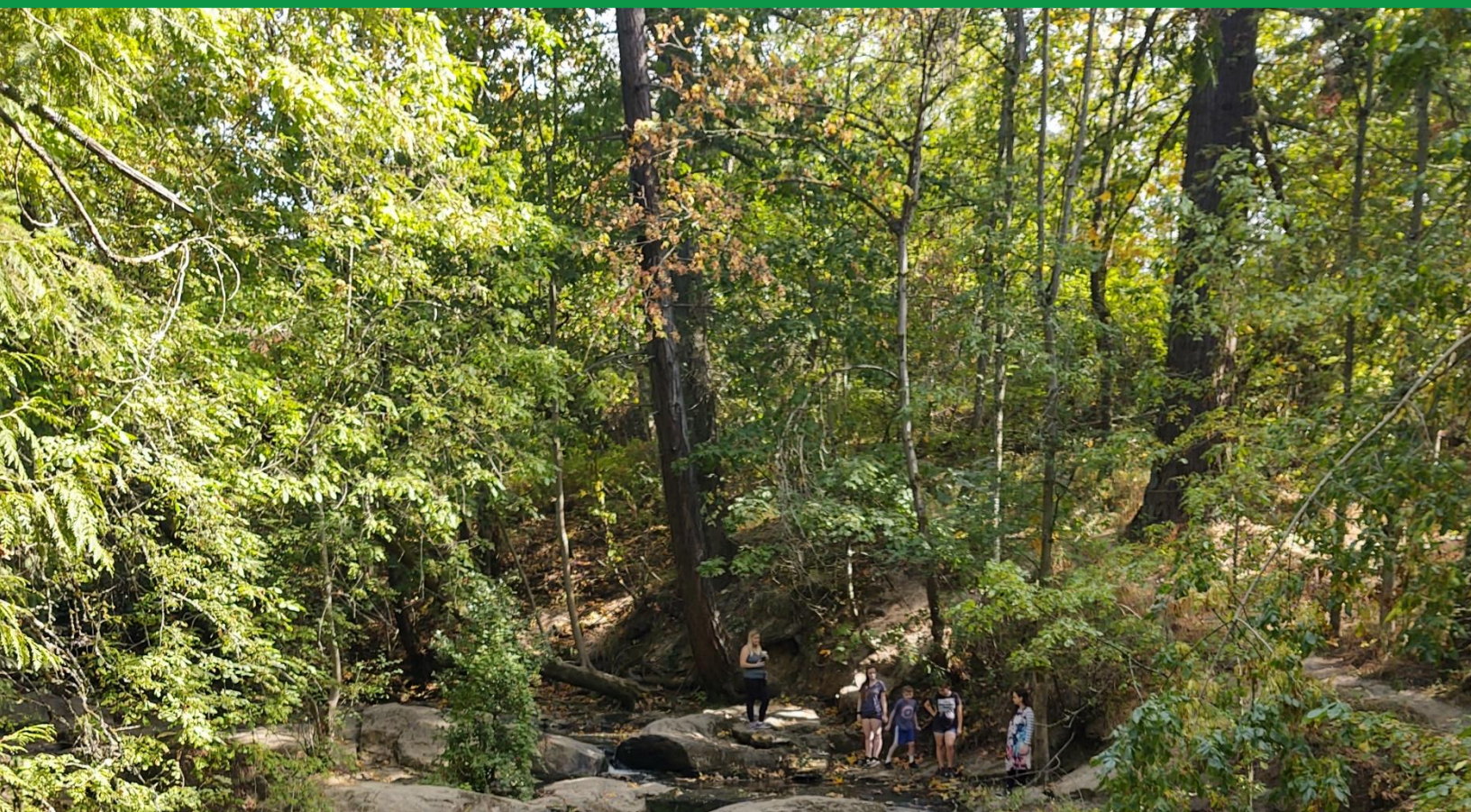
**Division: Administration**  
**Department: Risk & Benefits**  
**Program: Risk & Benefits**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Amended Budget 2024/25</b>	<b>Proposed Budget 2025/26</b>
<b>Program Appropriations</b>				
FT Salary	\$ 356,145	\$ 439,902	\$ 464,756	\$ 485,109
PT Salary	-	24,819	34,607	58,575
Employee Benefits	130,012	154,635	181,070	185,482
Payroll Taxes	48,058	66,081	76,759	75,292
<b>Personnel Services</b>	<b>\$ 534,215</b>	<b>\$ 685,437</b>	<b>\$ 757,192</b>	<b>\$ 804,458</b>
Professional and Technical Services	\$ 14,328	\$ 11,234	\$ 10,700	\$ 75,160
Insurance	474,474	540,589	604,340	725,190
Communication	2,424	108	800	800
Supplies	8,983	26,058	11,050	35,450
Training, Travel and Memberships	11,804	9,489	21,935	25,575
Small Furniture & Office Equipment	497	1,618	-	-
<b>Material &amp; Services</b>	<b>\$ 512,510</b>	<b>\$ 589,096</b>	<b>\$ 648,825</b>	<b>\$ 862,175</b>
<b>Program Total</b>	<b>\$ 1,046,725</b>	<b>\$ 1,274,533</b>	<b>\$ 1,406,017</b>	<b>\$ 1,666,633</b>
<b>Department Staff</b>				
Full-time	2.83	3.35	4.00	4.00
Part-time (FTE)	0.00	0.95	0.73	1.33





**Finance**



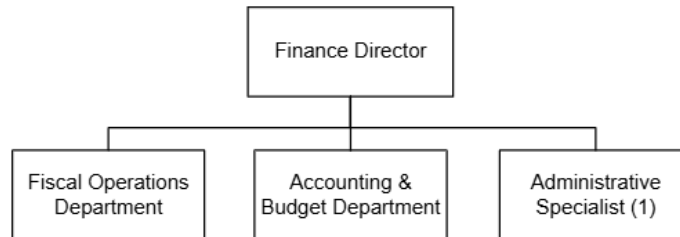


## ADMINISTRATION DIVISION

Finance Department

Finance Director

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### Department Overview

The finance director serves as THPRD's budget officer and is responsible to the general manager for the annual budget and audit processes and financial and operational advice to the general manager, board of directors, committees, and departments. Detail on non-general obligation debt is also maintained within this department.

### FY 2024/25 Division Accomplishments

#### Value: Leading with Equity with special attention to Racial Equity

Supported the equity vision of the district through management of the grant funding and compliance process. Grant dollars allowed the district to expand programming for our diverse community, and finance ensured that our spending and documentation of that spending under the programs met all compliance requirements.

Provided guidance on utilization of Minority, Women, and Emerging Small Businesses (MWESB), Service-Disabled Veteran Business Enterprise (SDVBE), and Self-Defined businesses in procurement and sustainability standards.

#### Value: Environmental Stewardship

Provided staff training related to sustainability and equity procedures in purchasing.

#### Priority: Investing in our Employees and Technology

Provided support and information to retirees on their pension benefits, including annual statements, monitoring, and authorizing monthly benefits payments via US Bank.

Completed the second major upgrade to the new financial system, keeping the system updated to the most current stable version for security as well as enhanced functionality.

Completed implementation of the second phase of the new financial software (Tyler Enterprise system), including project ledger, contract management, capital assets, budgeting, and other financial functionality.

#### Priority: Develop Sustainable Operating and Financial Models for the Future

Monitored available Bond Capital Projects Fund investments and arbitrage compliance for the 2015, 2016, and 2021 debt issues.

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

## **FY 2024/25 Division Accomplishments (continued)**

Supported district employees in the documentation of eligible costs for grants received from Washington County and other entities. Completed all grant reporting and ensured compliance with applicable guidelines.

### Other Activity

Implemented resource allocation strategy, including budget to actual comparisons and evaluation of program offerings. Worked with other departments to refine key performance indicators.

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2024/25 Budget Document.
- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY 2023/24 Annual Comprehensive Financial Report.

Continued monitoring and expansion of the use of the purchasing card program to facilitate small purchases while maintaining adequate security and procedural controls. Anticipated rebate to THPRD of \$80,000.

## **FY 2025/26 Division Goals and Objectives**

### Value: Leading with Equity with special attention to Racial Equity

Increase access, remove barriers in the procurement process, and diversify the current MWESB, SDVBE, and Self-defined contractor base.

### Value: Environmental Stewardship

The department is committed to prioritizing equity in procurement as part of the goals for projects under the Metro Bond Local Share Capital Fund. Additionally, sustainability and focus on equity with special attention to racial equity will be emphasized in all capital projects.

### Priority: Expand Sustainable Funding Strategies

Support the retirement programs within the district. Work with Mission Square in the development and implementation of training programs and employee support related to retirement benefits.

Work with Pension Attorneys to update the district's pension plan to comply with federal requirements under Secure Act 2.0.

Ensure that the district's Pension Funding Policy is fully implemented, and retirement funding is made in accordance with the policy.

### Priority: Enhance Environmental Sustainability and Climate Resilience

Monitor available Bond Capital Projects Fund investments and arbitrage compliance for the 2015, 2016, 2020, and 2021 debt issues.

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

Monitor for regulatory changes that impact operational activities.

Implement the resource allocation strategy and evaluation of program offerings. Support the development of the Comprehensive Plan update and the Strategic Financial Plan for the district.

## **FY 2025/26 Division Goals and Objectives (continued)**

### Priority: Investing in Efficient Technologies

Complete regular upgrades to the Tyler financial systems modules (Enterprise, Content Manager, Employee Self-Service, Forms, Hub), keeping all financial system modules updated to the most current stable version for security and enhanced functionality.

Complete the first major upgrade to the new time and attendance system (Tyler ExecuTime), keeping the system updated to the most current stable version for security as well as enhanced functionality.

Support updating the district's website and registration system software and other technology upgrades such as personnel scheduling and asset management software.

### **Budget Highlights**

Part-time funds from the Finance Director have been reallocated to create a new Program Assistant I position in the Accounting & Budget department.

This budget includes funding for one full-time Administrative Specialist position for the Finance department. Previously, this role was a 0.5 FTE shared with the Communications department.

**Division: Administration**

Department: Finance

Description	Prior Year	Prior Year	Amended	Proposed
	Actual 2022/23	Actual 2023/24	Budget 2024/25	Budget 2025/26
<b>Summary by Object</b>				
Personnel Services	\$ 1,728,096	\$ 2,050,349	\$ 2,358,257	\$ 2,615,375
Materials & Services	390,180	681,697	432,705	406,497
Debt Service	877,403	848,024	1,050,459	1,063,862
<b>Total Appropriations</b>	<b>\$ 2,995,679</b>	<b>\$ 3,580,070</b>	<b>\$ 3,841,421</b>	<b>\$ 4,085,734</b>

<b>Summary by Department</b>				
Finance Director	\$ 1,389,854	\$ 1,751,570	\$ 1,769,187	\$ 1,844,479
Fiscal Operations	1,110,128	1,262,801	1,446,653	1,461,624
Accounting & Budget	495,697	565,699	625,581	779,631
<b>Total Appropriations</b>	<b>\$ 2,995,679</b>	<b>\$ 3,580,070</b>	<b>\$ 3,841,421</b>	<b>\$ 4,085,734</b>

<b>Division Staff</b>				
Full-time	10.37	10.16	12.00	14.00
Part-time (FTE)	0.00	0.85	0.82	0.25

**Division: Administration**  
Department: Finance  
Program: Finance Director

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
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**Summary by Object**

Personnel Services	\$ 244,463	\$ 276,141	\$ 416,936	\$ 483,862
Materials & Services	267,988	627,405	301,792	296,755
Debt Service	877,403	848,024	1,050,459	1,063,862
<b>Total Appropriations</b>	<b>\$ 1,389,854</b>	<b>\$ 1,751,570</b>	<b>\$ 1,769,187</b>	<b>\$ 1,844,479</b>

**Summary by Program**

Finance Director	\$ 512,451	\$ 903,546	\$ 718,728	\$ 780,617
Debt Service	877,403	848,024	1,050,459	1,063,862
<b>Total Appropriations</b>	<b>\$ 1,389,854</b>	<b>\$ 1,751,570</b>	<b>\$ 1,769,187</b>	<b>\$ 1,844,479</b>

**Division Staff**

Full-time	0.94	0.86	1.00	2.00
Part-time (FTE)	0.00	0.42	0.63	0.00

**Division: Administration**  
Department: Finance  
Program: Finance Director

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 167,625	\$ 195,344	\$ 220,304	\$ 332,397
PT Salary	-	-	87,000	-
Employee Benefits	53,632	54,644	63,890	108,877
Payroll Taxes	23,206	26,153	45,742	42,588
<b>Personnel Services</b>	<b>\$ 244,463</b>	<b>\$ 276,141</b>	<b>\$ 416,936</b>	<b>\$ 483,862</b>
Professional and Technical Services	\$ 190,379	\$ 540,014	\$ 148,357	\$ 149,820
Rental Equipment	44,190	46,826	72,000	60,000
Other Services	605	605	12,000	12,000
Communication	15,201	17,898	42,980	44,480
Supplies	6,690	6,264	3,000	3,000
Training, Travel & Memberships	9,803	12,374	20,955	24,955
Small Furniture & Equipment	1,120	3,424	2,500	2,500
<b>Material &amp; Services</b>	<b>\$ 267,988</b>	<b>\$ 627,405</b>	<b>\$ 301,792</b>	<b>\$ 296,755</b>
<b>Program Total</b>	<b>\$ 512,451</b>	<b>\$ 903,546</b>	<b>\$ 718,728</b>	<b>\$ 780,617</b>
<b>Department Staff</b>				
Full-time	0.94	0.86	1.00	2.00
Part-time (FTE)	0.00	0.42	0.63	0.00



**Division: Administration**

Department: Finance

Program: Debt Service

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
Principal	\$ 547,756	\$ 532,754	\$ 554,079	\$ 585,105
Interest	329,647	315,270	496,380	478,757
<b>Debt Service</b>	<b>\$ 877,403</b>	<b>\$ 848,024</b>	<b>\$ 1,050,459</b>	<b>\$ 1,063,862</b>
<b>Program Total</b>	<b>\$ 877,403</b>	<b>\$ 848,024</b>	<b>\$ 1,050,459</b>	<b>\$ 1,063,862</b>

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

Principal	\$ 32,114	\$ 33,082	\$ 34,079	\$ 35,105
Interest	5,975	5,007	4,011	2,984
<b>Sub-program Total</b>	<b>\$ 38,089</b>	<b>\$ 38,089</b>	<b>\$ 38,090</b>	<b>\$ 38,089</b>

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

Principal	\$ 390,000	\$ 395,000	\$ 415,000	\$ 440,000
Interest	308,450	296,750	280,950	264,350
<b>Sub-program Total</b>	<b>\$ 698,450</b>	<b>\$ 691,750</b>	<b>\$ 695,950</b>	<b>\$ 704,350</b>

**Sub-program:****2021-\$1,125,000 Ten (10) Year Financing Agreement**

Principal	\$ 95,000	\$ 100,000	\$ 105,000	\$ 110,000
Interest	14,319	12,905	11,419	11,423
<b>Sub-program Total</b>	<b>\$ 109,319</b>	<b>\$ 112,905</b>	<b>\$ 116,419</b>	<b>\$ 121,423</b>

**Sub-program:****Tax Anticipation & Lease Funding**

Principal	\$ 30,642	\$ 4,672	\$ -	\$ -
Interest	903	608	200,000	200,000
<b>Sub-program Total</b>	<b>\$ 31,545</b>	<b>\$ 5,280</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>

**Division: Administration**

Department: Finance

Program: Debt Service

**MATURITY SCHEDULE FOR GENERAL FUND DEBT**

Fiscal Year				
Bond Rating: Aa1	Financing Agreement Series 2013 \$457,100	FFCO Series 2020 \$9,900,000	FFCO Series 2021 \$1,125,000	Totals
2025/26	\$ 38,089	\$ 704,350	\$ 121,423	\$ 863,862
2026/27	38,090	696,750	131,018	865,858
2027/28	38,091	698,750	133,629	870,470
2028/29	-	694,950	136,143	831,093
2029/30	-	690,550	133,608	824,158
2030/31	-	685,550	121,170	806,720
2031/32	-	690,100	-	690,100
2032/33	-	689,050	-	689,050
2033/34	-	682,550	-	682,550
2034/35	-	685,750	-	685,750
2035/36	-	693,350	-	693,350
2036/37	-	690,200	-	690,200
2037/38	-	686,600	-	686,600
2038/39	-	687,550	-	687,550
2039/40	-	442,900	-	442,900
Totals	\$ 114,270	\$ 10,118,950	\$ 776,991	\$ 11,010,211
Interest Portion of Payments	(5,749)	(2,088,950)	(41,991)	(2,136,690)
Principal Balance	\$ 108,521	\$ 8,030,000	\$ 735,000	\$ 8,873,521

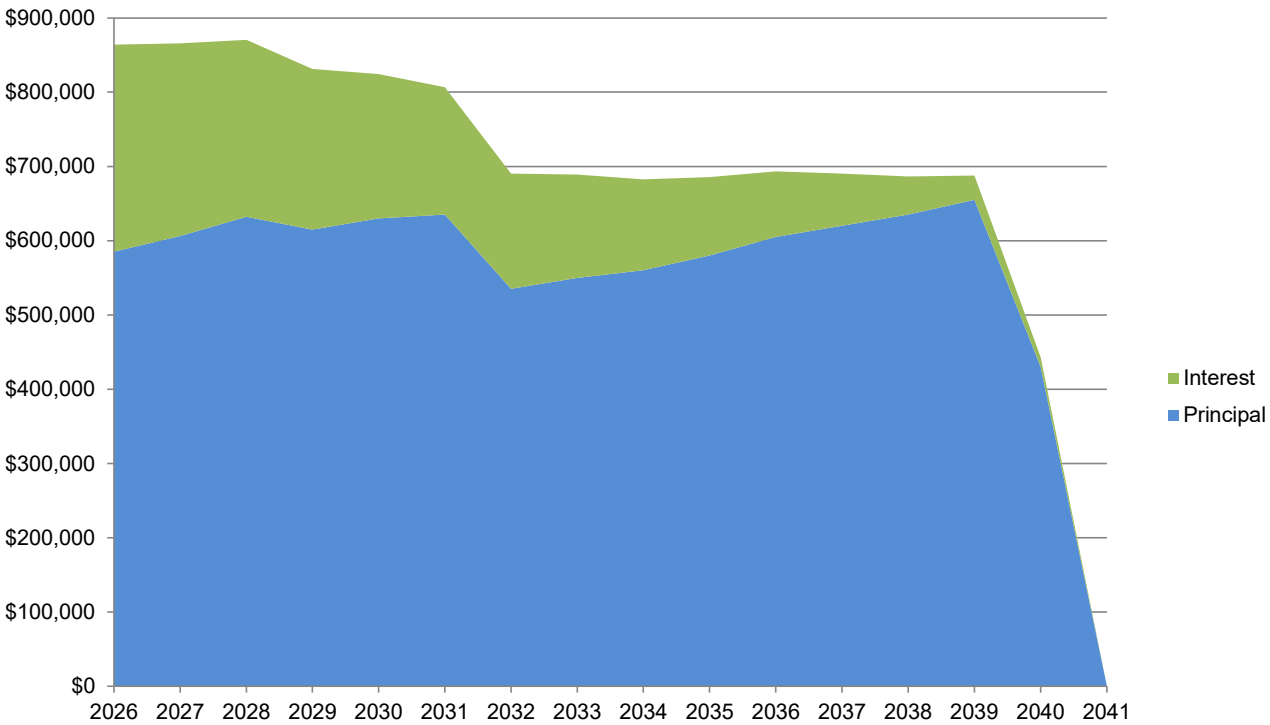
**KEY TO DEBT ISSUES**

Financing Agreement Series 2013: In February 2013, THPRD issued \$457,100 under a Financing Agreement to finance the Energy Savings Performance Contract Phase II capital projects.

FFCO Series 2020: In November 2010, THPRD issued \$6,820,000 of Full Faith and Credit Obligations to finance the purchase of the centralized maintenance facility. In February 2019, THPRD borrowed \$4,000,000 of Full Faith and Credit Obligations to finance additional funding needs for the redevelopment of Cedar Hills Park and Somerset West Park. In February 2020, THPRD refinanced these issues to provide interest savings to the district.

FFCO Series 2021: In July 2010, THPRD issued \$1,695,000 of Full Faith and Credit Obligations to finance the Energy Savings Performance Contract capital projects. In February 2021, THPRD refinanced this issue to provide interest savings to the district.

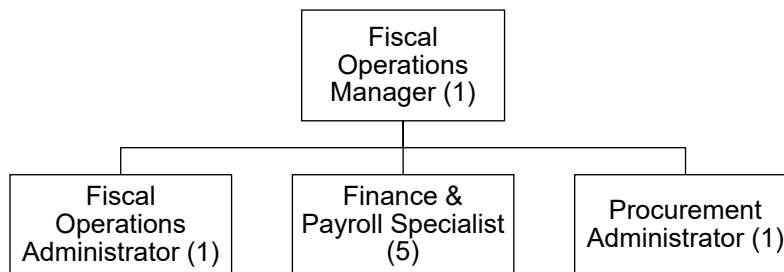
# General Fund Annual Debt Service



## ADMINISTRATION DIVISION

Finance Department

Program: Fiscal Operations



### Department Overview

The Fiscal Operations department is responsible to the Finance director for THPRD's financial services, which include management and issuance of debt, the investment of public funds, and assistance with the annual budget process. The department is also responsible for operational activities, including payroll, pension and retirement, purchasing, accounts payable, cash receipts, fixed assets, and inventory for THPRD and the Tualatin Hills Park Foundation.

### FY 2024/25 Accomplishments

#### Value: Leading with Equity with special attention to Racial Equity

Provided guidance on utilization of Minority, Women, and Emerging Small Businesses (MWESB), Service-Disabled Veteran Business Enterprise (SDVBE), and Self-Defined businesses in procurement and sustainability standards.

#### Value: Environmental Stewardship

Provided guidance and staff training related to sustainability and equity procedures in purchasing.

#### Value: Commitment to Community Vision

Supported the equity vision of the district through support of the grant funding and compliance process. Grant dollars allowed the district to expand programming for our diverse community, and Fiscal Operations ensured that our spending and documentation of that spending under the programs met all compliance requirements.

#### Priority: Invest in our Employees and Technology

Provided support and information to pension plan participants, including retirees, about their retirement benefits by providing annual statements, monitoring and maintaining records, and authorizing monthly payments via US Bank.

Completed the second major upgrade to the new financial system, keeping the system updated to the most current stable version for security as well as enhanced functionality.

Completed implementation of the second phase of the new financial software (Tyler Enterprise system), including project ledger, contract management, capital assets, budgeting, and other financial functionality.

#### Priority: Develop Sustainable Operating and Financial Models for the Future

Monitored available Bond Capital Projects Fund investments and arbitrage compliance for the 2015, 2016, and 2021 debt issues.

## **FY 2024/25 Accomplishments (continued)**

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

Paid the district's pension contribution in accordance with the Pension Funding Policy.

### Other Activity

Continued monitoring and expansion of the use of the purchasing card program to facilitate small purchases while maintaining adequate security and procedural controls. Anticipated rebate to THPRD of \$80,000.

## **FY 2025/26 Goals and Objectives**

### Value: Leading with Equity with special attention to Racial Equity

Increase access, remove barriers in the procurement process, and diversify the current MWESB, SDVBE, and Self-defined contractor base.

### Value: Environmental Stewardship

The department is committed to prioritizing equity in procurement as part of the goals for projects under the Metro Bond Local Share Capital Fund. Additionally, sustainability and focus on equity with special attention to racial equity will be emphasized in all capital projects.

### Value: Commitment to Community Vision

Support the equity vision of the district through support of the grant funding and compliance process. Grant dollars allow the district to expand programming for our diverse community, and Fiscal Operations ensures that our spending and documentation of that spending under the programs meet all compliance requirements.

### Priority: Expand Sustainable Funding Strategies

Support the retirement programs within the district. Work with Mission Square in the development and implementation of training programs and employee support related to retirement benefits.

Ensure that the district's Pension Funding Policy is fully implemented and retirement funding is made in accordance with the policy.

### Priority: Investing in Efficient Technologies

Complete regular upgrades to the Tyler financial systems modules (Enterprise, Content Manager, Employee Self-Service, Forms, Hub), keeping all financial system modules updated to the most current stable version for security and enhanced functionality.

Complete the first major upgrade to the new time and attendance system (Tyler ExecuTime), keeping the system updated to the most current stable version for security as well as enhanced functionality.

Support updating the district's website and registration system software and other technology upgrades such as personnel scheduling and asset management software.

### Priority: Enhance Environmental Sustainability and Climate Resilience

Monitor available Bond Capital Projects Fund investments and arbitrage compliance for the 2015, 2016, 2020, and 2021 debt issues.

**FY 2025/26 Goals and Objectives (continued)**

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

Monitor for regulatory changes that impact operational activities.

**Budget Highlights**

There are no significant budget adjustments for the FY 2025/26 budget.



**Division: Administration**  
Department: Finance  
Program: Fiscal Operations

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Summary by Object</b>				
Personnel Services	\$ 993,180	\$ 1,211,885	\$ 1,330,231	\$ 1,368,975
Material & Services	116,948	50,916	116,422	92,649
<b>Total Appropriations</b>	<b>\$ 1,110,128</b>	<b>\$ 1,262,801</b>	<b>\$ 1,446,653</b>	<b>\$ 1,461,624</b>
<b>Summary by Program</b>				
Fiscal Operations	\$ 1,110,128	\$ 1,262,801	\$ 1,446,653	\$ 1,461,624
<b>Total Appropriations</b>	<b>\$ 1,110,128</b>	<b>\$ 1,262,801</b>	<b>\$ 1,446,653</b>	<b>\$ 1,461,624</b>
<b>Division Staff</b>				
Full-time	6.60	6.82	8.00	8.00
Part-time (FTE)	0.00	0.43	0.19	0.00

**Division: Administration**  
 Department: Finance  
 Program: Fiscal Operations

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads:</b>				
Payroll checks processed	19,461	23,534	24,874	24,874
Accounts payable checks processed	2,478	2,375	2,835	2,835
Number of facility deposits audited	3,546	3,735	3,929	3,929
Purchase orders processed	86	441	601	601
Merchant cards processed	121,195	136,038	137,140	137,140
Purchasing card volume (amount expressed in \$1,000)	\$ 5,197	\$ 6,067	\$ 6,100	\$ 6,100

**Division: Administration**  
Department: Finance  
Program: Fiscal Operations

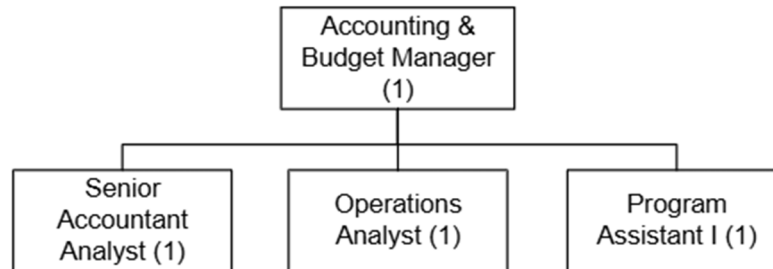
Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 660,957	\$ 786,550	\$ 850,205	\$ 896,266
PT Salary	-	31,333	8,017	-
Employee Benefits	243,273	278,316	342,437	354,518
Payroll Taxes	88,950	115,686	129,572	118,191
<b>Personnel Services</b>	<b>\$ 993,180</b>	<b>\$ 1,211,885</b>	<b>\$ 1,330,231</b>	<b>\$ 1,368,975</b>
Professional and Technical Services	\$ 84,449	\$ 16,590	\$ 46,110	\$ 17,300
Other Services	2,474	28,895	33,000	36,000
Rental Facilities	24,810	-	-	-
Communication	4,050	2,327	11,600	12,600
Supplies	204	605	1,262	1,299
Training, Travel and Memberships	961	235	22,500	23,950
Small Furniture & Office Equipment	-	2,264	1,950	1,500
<b>Material &amp; Services</b>	<b>\$ 116,948</b>	<b>\$ 50,916</b>	<b>\$ 116,422</b>	<b>\$ 92,649</b>
<b>Program Total</b>	<b>\$ 1,110,128</b>	<b>\$ 1,262,801</b>	<b>\$ 1,446,653</b>	<b>\$ 1,461,624</b>
<b>Department Staff</b>				
Full-time	6.60	6.82	8.00	8.00
Part-time (FTE)	0.00	0.43	0.19	0.00

## ADMINISTRATION DIVISION

Finance Department

Program: Accounting & Budget

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### Department Overview

The Accounting & Budget manager reports to the Finance director and conducts THPRD's accounting, performance measurement, reporting, financial planning, capital budgeting, business planning, and management of non-financial data. The department is also responsible for operational activities, including fixed assets and financial reporting, for THPRD and the Tualatin Hills Park Foundation.

Accounting & Budget provides support to THPRD's cross-departmental initiatives. This includes the process improvement committees and other work groups, resource allocation calculation, and the calculation and adoption of program fees.

### FY 2024/25 Accomplishments

#### Priority: Invest in our Employees and Technology

Completed the implementation of the new financial software (Tyler Enterprise system), which included project ledger, budgeting, capital assets, contract management, and other financial functionality.

#### Priority: Focus on Strengthening Programming Opportunities

Contributed to the district grant strategy and identified outside resources to leverage district funds in addressing capital and operating needs. Supported grant funding through documentation and compliance processes.

Contributed to the resource allocation strategy and evaluation of program offerings. Supported the development of the Comprehensive Plan update and the Strategic Financial Plan for the district.

#### Priority: Develop Sustainable Operating and Financial Models for the Future

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

Received the following awards:

- Distinguished Budget Presentation Award from the Government Finance Officers Association for the FY 2024/25 Budget Document.
- Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the FY 2022/23 Annual Comprehensive Financial Report.

## **FY 2025/26 Goals and Objectives**

### **Priority: Expand Sustainable Funding Strategies**

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

Support the efforts of the Tualatin Hills Park Foundation to further engage and enable their fundraising efforts.

### **Priority: Investing in Efficient Technologies**

Support regular upgrades to the Tyler financial systems modules (i.e., Enterprise), keeping all financial system modules updated to the most current stable version for security and enhanced functionality.

Support updating the district's website and registration system software and other technology upgrades such as asset management software.

## **Budget Highlights**

Additional funds for a part-time Foundation Accountant have been added to the FY 2025/26 budget. Additionally, part-time funds from the Finance director have been reallocated to create a new Program Assistant I position in the Accounting & Budget department.

**Division: Administration**  
Department: Finance  
Program: Accounting & Budget

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Summary by Object</b>				
Personnel Services	\$ 490,453	\$ 562,323	\$ 611,090	\$ 762,538
Material & Services	5,244	3,376	14,491	17,093
<b>Total Appropriations</b>	<b>\$ 495,697</b>	<b>\$ 565,699</b>	<b>\$ 625,581</b>	<b>\$ 779,631</b>

<b>Summary by Program</b>				
Accounting & Budget	\$ 495,697	\$ 565,699	\$ 625,581	\$ 779,631
<b>Total Appropriations</b>	<b>\$ 495,697</b>	<b>\$ 565,699</b>	<b>\$ 625,581</b>	<b>\$ 779,631</b>

<b>Division Staff</b>				
Full-time	2.83	2.48	3.00	4.00
Part-time (FTE)	0.00	0.00	0.00	0.25



**Division: Administration**  
Department: Finance  
Program: Accounting & Budget

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Projected Outcome 2024/25</b>	<b>Proposed Outcome 2025/26</b>
Percent of on-time Board Financial Reports	90%	90%	90%	90%
Percent of on-time Grant Financial Reports to granting agencies	100%	100%	100%	100%
Minimum capital replacements per policy	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Total annual capital replacement spending	\$ 2,030,646	\$ 2,030,646	\$ 1,832,545	\$ 6,516,227
Minimum General Fund Balance as a % of Expenditures per Policy	10%	10%	10%	10%
Actual/Projected General Fund Balance as a % of Operating Expenditures	68%	63%	52%	58%
Retirement Plan Funding Per Policy	\$ 8,500,000	\$ 3,900,000	\$ 3,900,000	\$ 3,900,000
Total Retirement Plan Funding	\$ 8,500,000	\$ 3,900,000	\$ 3,900,000	\$ 3,900,000

**Division: Administration**  
**Department: Finance**  
**Program: Accounting & Budget**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 332,672	\$ 383,418	\$ 406,636	\$ 496,127
PT Salary	-	-	-	13,754
Employee Benefits	112,956	124,743	142,678	184,457
Payroll Taxes	44,825	54,162	61,776	68,200
<b>Personnel Services</b>	<b>\$ 490,453</b>	<b>\$ 562,323</b>	<b>\$ 611,090</b>	<b>\$ 762,538</b>
Professional and Technical Services	\$ -	\$ -	\$ 2,995	\$ 3,535
Supplies	-	-	200	528
Communication	2,133	-	-	-
Training, Travel and Memberships	3,111	3,376	10,796	12,530
Small Furniture & Office Equipment	-	-	500	500
<b>Material &amp; Services</b>	<b>\$ 5,244</b>	<b>\$ 3,376</b>	<b>\$ 14,491</b>	<b>\$ 17,093</b>
<b>Program Total</b>	<b>\$ 495,697</b>	<b>\$ 565,699</b>	<b>\$ 625,581</b>	<b>\$ 779,631</b>
<b>Department Staff</b>				
Full-time	2.83	2.48	3.00	4.00
Part-time (FTE)	0.00	0.00	0.00	0.25





# **Park Services**

**Park Services Director**

**Maintenance Operations**

**Support Services**

**Sustainability**

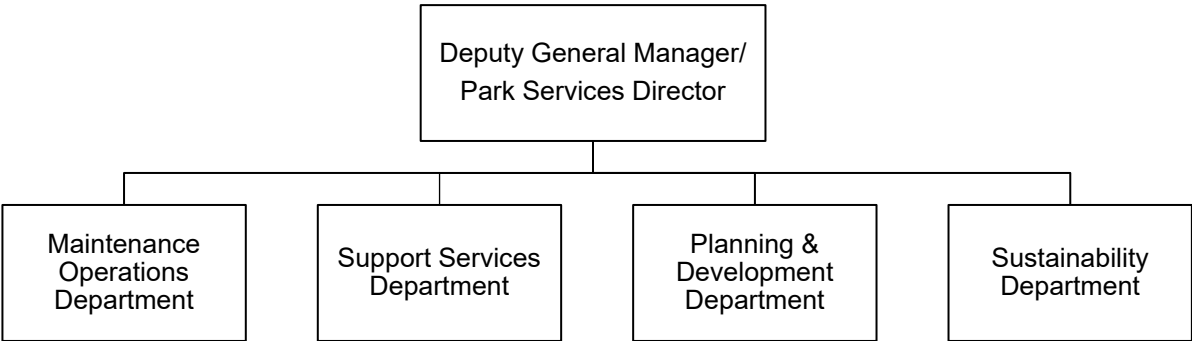
**Planning & Development**





**PARK SERVICES DIVISION**

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**Division Mission**

To provide for the full life cycle of parks – from the beginning of the process for planning and property acquisition, through the development stage, to the ongoing care and oversight of the assets. Departments within the Park Services Division will provide the necessary planning, development, interagency coordination, and maintenance to ensure that facilities meet the current and future needs of our residents.

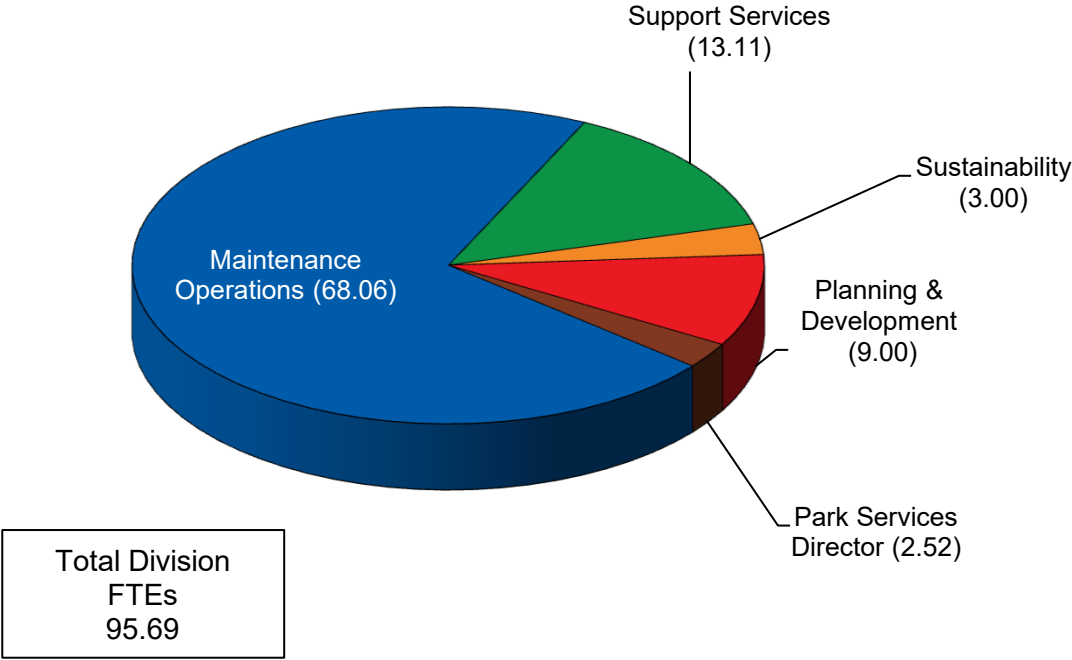
**Division Overview**

The Deputy General Manager/Park Services director reports to the general manager and is responsible for all facility planning, development, and maintenance operations functions of THPRD. The Park Services Division budget includes the following departments: Office of the Director, Maintenance Operations, Support Services, Sustainability, and Planning & Development.

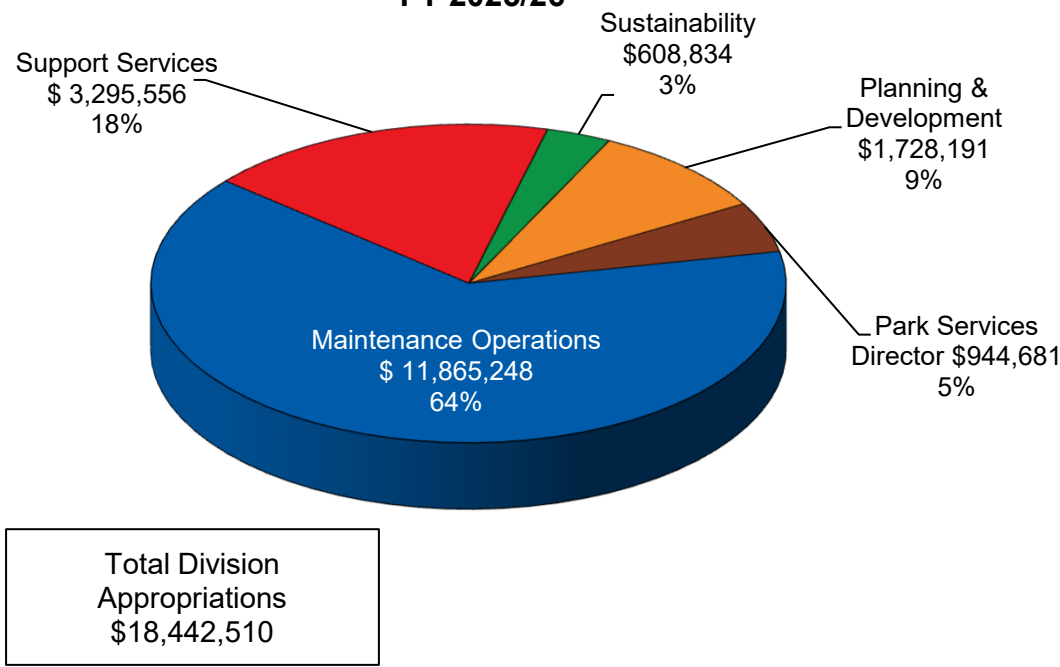
Activities of the Park Services Division include planning, acquisition, development, and maintenance of all facilities, parks, and trails, and management of the capital improvement program (bond funded and system development charge (SDC) funded) as well as the capital replacement program, which utilizes the district’s general fund. The division also monitors THPRD activity for compliance with applicable statutory and regulatory authority, coordinates land use regulation issues with other local agencies, and manages the district’s grants strategy.

The Deputy General Manager/Park Services director is responsible for managing the district’s legislative affairs and for coordinating the federal, state, and regional lobbying efforts consistent with the district’s legislative platform established by the THPRD Board of Directors.

**Division Staffing by Departments**  
**FY 2025/26**



**Division Appropriations by Departments**  
**FY 2025/26**



## Division: Park Services

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Summary by Object</b>				
Personnel Services	\$ 9,399,037	\$ 9,961,788	\$ 11,350,708	\$ 11,606,093
Materials & Services	3,412,879	3,853,275	5,749,610	6,210,412
Capital Outlay	229,405	504,354	658,500	626,005
<b>Total Appropriations</b>	<b>\$ 13,041,321</b>	<b>\$ 14,319,417</b>	<b>\$ 17,758,818</b>	<b>\$ 18,442,510</b>

<b>Summary by Department</b>				
Park Services Director	\$ 575,789	\$ 645,196	\$ 880,510	\$ 944,681
Maintenance Operations	6,634,212	7,511,028	9,490,603	11,865,248
Support Services	2,424,355	2,699,988	3,267,031	3,295,556
Sustainability	1,782,208	1,847,878	2,300,175	608,834
Planning & Development	1,624,757	1,615,327	1,820,499	1,728,191
<b>Total Appropriations</b>	<b>\$ 13,041,321</b>	<b>\$ 14,319,417</b>	<b>\$ 17,758,818</b>	<b>\$ 18,442,510</b>

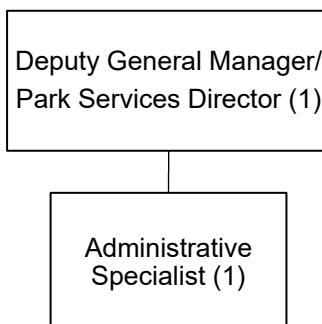
<b>Division Staff</b>				
Full-time	58.77	50.79	63.00	62.00
Part-time (FTE)	18.48	21.66	33.45	33.69



## PARK SERVICES DIVISION

Office of the Park Services Director

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### Department Overview

This budget unit supports the activities of the Park Services director. Activities of the office of the director include the management of all departments in the Park Services Division.

### FY 2024/25 Division Accomplishments

#### Value: Leading with Equity with special attention to Racial Equity

Collaborated with Nature Center staff to secure a grant to purchase supplies for the Chica Youth Development Program through the Welcome and Inclusion Committee. These supplies will help reduce barriers to access to natural areas.

Partnered with other jurisdictions (Metro, City of Beaverton, and Washington County) to share information on racial equity efforts and best practices and the district's consideration of environmental justice measures to prioritize acquisition, development, and maintenance through the functional plan updates (parks, trails, natural resources, athletic facilities, facilities).

Installed new regional trail directional signs and maps along the Fanno Creek, Rock Creek, and Westside Regional Trails.

Pursued grant funding to support district and department priorities, including Westside Trail design and construction, workforce development, mobile recreation, and programs that promote racial equity and remove barriers to engaging in district programs, services, and amenities.

#### Value: Environmental Stewardship

Completed Bronson Creek and Raleigh Park stream enhancement construction projects.

Staff partnered with the Energy Trust of Oregon on the implementation of a strategic energy management plan at Beaverton Swim Center and Elsie Stuhr Center. The program provided incentives that were used to complete energy savings projects at the facilities.

Planted new trees in various park sites across the district to replace many trees that were damaged or removed as a result of the January 2024 storm.

Continued the district's water conservation efforts by focusing water resources on highly programmed sites, locations that support camps and programs, and ensuring the successful establishment of vegetation in new parks.

## **FY 2024/25 Division Accomplishments (continued)**

Implemented Climate Action Plan activities such as maintaining native cover targets, strategically planting out turf areas, and using tree protection best practices.

Successfully managed 17 community garden sites, providing opportunities to 518 individuals and families. The garden program, along with the Volunteer Services staff, hosted over 30 volunteer clean-up events that support the overall site conditions and its users.

Implemented various upgrades at several community garden sites, including plot marker replacements, at-ground plot replacements, new green waste structures, improved drainage, and creation of a dedicated pollinator space and installation of a pollinator domicile (the pollinator projects were done in partnership with Portland General Electric).

### Value: Commitment to Community Vision

Completed the update of four Functional Plan documents (Parks, Trails, Natural Resources, and Athletic Facilities) as well as the creation of a new plan, the Facilities Functional Plan.

Held a grand opening for La Raiz Park, the first park designed using the community feedback included in the Vision Action Plan.

Completed the construction of Phase 2 of Abbey Creek Park, which included design elements identified in the Vision Action Plan and through an extensive outreach process. The park includes the district's first teen zone and features shaded play equipment to provide a weather-protected play area.

Actively participated in the City of Beaverton's creation of the Cooper Mountain Community Plan and development code to preserve natural resources and Washington County's code development for the Goal 5 natural resources strategies.

Executed an agreement with Washington County to fund five pedestrian and cyclist trail crossings with curb ramps along Waterhouse Trail.

Acquired properties in the City of Beaverton and Washington County. These acquisitions advance THPRD's Vision Action Plan actions by providing and preserving greenspaces, improving access to parks and facilities, and connecting trails.

Amended the THPRD SDC Affordable Housing resolution to increase the cap on affordable housing waivers from 632 units to 900 units.

Completed the construction of permanent restrooms in three locations in the district using funds allocated to THPRD through the American Rescue Plan Act.

### Priority: Investing in Our Employees and Technology

Dedicated additional funding to staff training and development opportunities to enable staff to seek certifications and licensing in areas relevant to their positions.

Trained staff in the use of the ArcGIS Field Maps application to record up-to-date condition of asset reports for several types of park amenities, which include tables, shelters, benches, hard surface courts, garbage cans, water fountains, culverts, athletic facilities, and pathways.

## **FY 2024/25 Division Accomplishments (continued)**

Completed an evaluation of asset management software that would allow the district to more proactively manage capital assets. Developed map typologies, map request workflow, and asset terminology index.

### Priority: Focus on strengthening programming opportunities

Hired and onboarded a dedicated part-time staff member to manage the community garden program, evaluate the success of the program, recommend improvements, and work with the Volunteer Services work group to plan and execute community events and clean-up activities in community gardens across the district.

Completed the construction of one of the final 2008 Bond projects, the multi-sport court at Mountain View Champions Park, while managing multiple staff-led system development charge (SDC)-funded projects and coordinating with developers on future park and trail sites that will one day be owned and maintained by THPRD.

Fleet staff worked with programming staff to repurpose two underutilized fleet vehicles to better support programming efforts in the volunteer services and fitness work groups. Both conversions provided staff with a valuable resource to improve upon efficient delivery of services.

### Priority: Develop Sustainable Operating and Financial Models for the Future

Studied the available software options for managing and tracking assets that would be able to capture the size and scope of the park district's operations and holdings.

Convened a cross-functional staff team to begin the work of assessing projects that could be considered in the event a replacement capital bond ask is authorized by the district's board of directors.

Developed the second annual report on progress toward actions identified in the district's Strategic Plan.

## **FY 2025/26 Division Goals and Objectives**

### Value: Leading with Equity with special attention to Racial Equity

Begin community engagement for multiple park and trail development projects using equity-based outreach and engagement strategies.

Build partnerships with cultural community-based organizations and engage them in the planning of two projects funded by Metro's Community Choice grants. These projects are located at Recuerdo Park and the Tualatin Hills Nature Park.

Seek grant funding to support district and department priorities, including workforce development, mobile recreation, and programs that promote racial equity and remove barriers to engaging in district programs, services, and amenities. Expand culturally specific community-based organization partnerships to pursue grants that deliver programs and projects that increase access to underserved communities.

### Value: Environmental Stewardship

Implement recommendations contained within the district's Climate Action Plan. Continue to participate in strategic planning of tree health and prepare for the arrival of the emerald ash borer.

## **FY 2025/26 Division Goals and Objectives (continued)**

Create an inter-departmental plant palette that meets climate action and maintenance operation goals.

Collaborate with staff and assess the feasibility of replacing vehicles and equipment with alternative power options (hybrid, electric, and battery-powered).

### Value: Commitment to Community Vision

Apply practical and flexible engagement strategies, including, but not limited to, in-person and virtual community meetings recorded with language translation options, surveys, local and multi-cultural community events, community design charrettes, focus groups, partner advisory committees, interviews, and presentations to local groups.

Continue to work with developers to coordinate and implement SDC credit projects.

Participate, review, and respond to federal, state, regional, and local legislative actions that are of interest to the district.

### Priority: Expand Sustainable Funding Strategies

Carry out the district's grant strategy and identify outside resources to leverage district funds in addressing capital and operating needs.

Continue implementation of the district's various capital programs, including the capital replacement program, ADA Transition Plan, and SDC program.

Utilize current practices and coordination with applicable departments to incorporate sustainable elements into design and construction to allow for successful and efficient long-term care and maintenance.

Maintain the facilities' preventative maintenance program to ensure that facilities' critical systems and roofs are functional and operating efficiently.

Coordinate the development of proposed projects for a potential 2026 bond renewal. Integrate values, including sustainable features and accessibility improvements into projects.

### Priority: Investing in Efficient Technologies

Continue improving the development of the district's GIS database. The GIS database will become a vital resource for staff to help guide us to make equitable decisions as it relates to asset replacement or making upgrades in existing park sites.

Participate in the redevelopment of the district's website to modernize public access to planning and development projects and tools. Continue to support transition to Enterprise. Continue to participate in the asset management and GIS committees to facilitate streamlined inventory and access to district assets.

Ensure equity in departmental hiring practices and support staff through employee development, employee-led support work, and training opportunities.

Implement a new asset management system to better track the condition of district assets.

## **FY 2025/26 Division Goals and Objectives (continued)**

### Priority: Enhance Environmental Sustainability and Climate Resilience

Research lower carbon gas-producing materials for the construction of new projects. Coordinate with Energy Trust of Oregon to audit energy use of proposed pickleball facility at Howard M. Terpenning Recreation Complex.

Increase the number of grants submitted while effectively pursuing grants to meet identified facility and program needs.

Provide data-based analysis to help inform staff in developing more equitable programs and services.

### **Budget Highlights**

The budget reflects the transfer of the Nature & Trails work group to the Maintenance Operations department, the establishment of the Support Services department, the transfer of its staff from Maintenance Operations to the new department, and the repurposing of two positions within the Planning & Development department.

The budget also reflects additional funding for districtwide lobbying efforts and to support the implementation of the Climate Action Plan recommendations.

**Division: Park Services**  
Department: Park Services Director

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
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**Summary by Object**

Personnel Services	\$ 447,689	\$ 480,699	\$ 540,672	\$ 549,157
Materials & Services	128,100	164,497	339,838	395,524
<b>Total Appropriations</b>	<b>\$ 575,789</b>	<b>\$ 645,196</b>	<b>\$ 880,510</b>	<b>\$ 944,681</b>

**Summary by Program**

Park Services Director	\$ 575,789	\$ 645,196	\$ 880,510	\$ 944,681
<b>Total Appropriations</b>	<b>\$ 575,789</b>	<b>\$ 645,196</b>	<b>\$ 880,510</b>	<b>\$ 944,681</b>

**Division Staff**

Full-time	1.97	1.67	2.00	2.00
Part-time (FTE)	0.00	0.00	0.52	0.52



**Division: Park Services**  
**Department: Park Services Director**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 310,243	\$ 334,765	\$ 350,730	\$ 362,935
PT Salary	-	-	23,743	23,738
Employee Benefits	99,559	102,933	113,289	114,101
Payroll Taxes	37,887	43,001	52,910	48,383
<b>Personnel Services</b>	<b>\$ 447,689</b>	<b>\$ 480,699</b>	<b>\$ 540,672</b>	<b>\$ 549,157</b>
Professional and Technical Services	\$ 102,229	\$ 89,632	\$ 227,500	\$ 268,000
Communication	832	51,062	67,527	78,369
Supplies	6,312	6,092	8,991	10,955
Training, Travel & Memberships	18,727	17,711	35,820	38,200
<b>Material &amp; Services</b>	<b>\$ 128,100</b>	<b>\$ 164,497</b>	<b>\$ 339,838</b>	<b>\$ 395,524</b>
<b>Program Total</b>	<b>\$ 575,789</b>	<b>\$ 645,196</b>	<b>\$ 880,510</b>	<b>\$ 944,681</b>
<b>Department Staff</b>				
Full-time	1.97	1.67	2.00	2.00
Part-time (FTE)	0.00	0.00	0.52	0.52





## Maintenance Operations

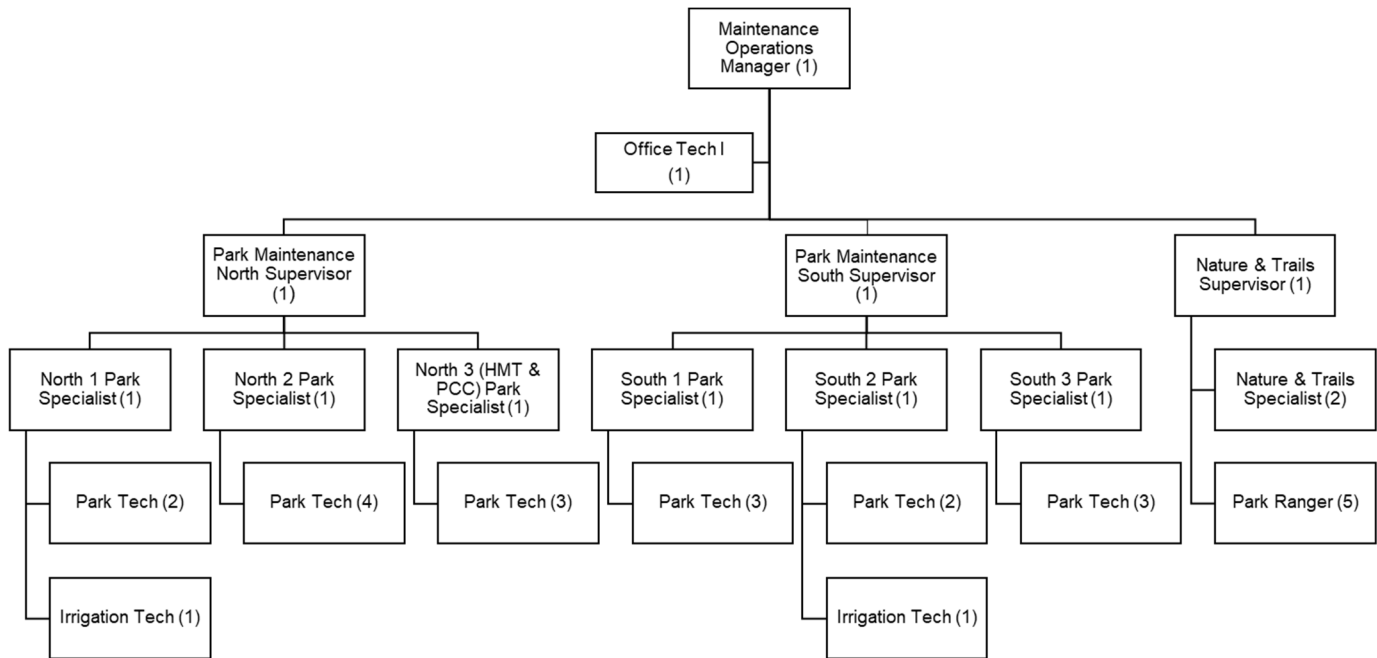




## PARK SERVICES DIVISION

### Maintenance Operations Department

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### Department Overview

The Maintenance Operations manager reports to the deputy general manager and is responsible for all Park Maintenance activities at district park sites. Maintenance operations programs (parks, athletic facilities, natural areas, and trails) are managed by supervisors who report to the maintenance operations manager.

### Park Maintenance

The Park Maintenance program encompasses all park and athletic facility maintenance activities to more than 119 active park sites as well as district-owned and partner-owned athletic fields. Park Maintenance is responsible for maintaining outdoor park amenities which include playground structures, stand-alone park pathways, sports courts, skate parks, parking lots, synthetic and natural turf fields, landscape beds, refuse services, community gardens, irrigation systems, drainage systems, natural areas, trails, tables, benches, permanent and temporary signage, drinking fountains, bridges, boardwalks, picnic shelters and barbecues, dog runs and parks, and evaluating and resolving hazard trees throughout the district.

The Park Maintenance program supports districtwide sports programs and camps by maintaining THPRD athletic fields, selected camp sites, along with athletic fields and facilities at several Beaverton School District (BSD) sites, a Portland Public School site, Portland Community College (PCC) Rock Creek campus, and at the Tualatin Valley Water District (TVWD).

The Park Maintenance staff maintains and manages the supporting assets, fields, and courts for our sports programs and users. Staff inspects and prepares the athletic fields (baseball, softball, soccer, rugby, and lacrosse) for programmed practices, games, and tournaments. Staff also supports hard surface courts (tennis, pickleball, futsal, outdoor basketball, and skate parks) with weekly and annual non-routine services. Additionally, staff provides services to our unique courts (bocce, cricket, and sand volleyball) during the high-use seasons.

## **Department Overview (continued)**

The Nature & Trails workgroup provides districtwide stewardship of natural areas and manages nearly 70 miles of trails and 1,650 acres of natural areas in 162 sites, including Cooper Mountain Nature Park and the Tualatin Hills Nature Park. The department cooperates with the Tualatin Hills Nature Center staff to operate a coordinated program that uses the Nature Center and Nature Mobile to educate patrons about THPRD's natural areas, the climate, volunteer opportunities, trails, and environmental education programs. The department also connects patrons with natural areas and community destinations through the trails program, which maintains and promotes trail use, provides visitor services, and works with community partners and other jurisdictions to address trail issues.

### **FY 2024/25 Accomplishments**

#### Value: Leading with Equity with Special Attention to Racial Equity

Removed barriers in our parks to improve access to picnic tables, benches, dog bag dispensers, community gardens, play equipment, sport courts, trash cans, and outdoor drinking fountains.

Collaborated with Nature Center staff to secure a grant to purchase supplies for the Chica Youth Development Program through the Welcome and Inclusion Committee. These supplies will help reduce barriers to access to natural areas.

#### Value: Environmental Stewardship

Continued to plant new trees in various park sites to offset the many trees that were lost because of the January 2024 storm event.

Evaluated and prioritized sites and adjusted our water conservation efforts with the primary focus on safety, supporting our camps and programs, and ensuring our new park landscape areas that are under warranty are successful.

Implemented Climate Action Plan activities such as maintaining native cover targets, strategically planting out turf areas, and implementing tree protection best practices.

Improved stream health through training and implementation of erosion control best practices.

Continued to perform habitat restoration in natural area sites, with a focus on decreasing future maintenance needs and improving wildlife habitat.

Provided supply use/logistic information to district sustainability manager to assist in completion of THPRD Climate Action Plan.

Completed stream/floodplain enhancement construction at the Bronson Creek Greenway at Laidlaw bond project.

Completed Raleigh Park stream daylighting construction.

#### Value: Commitment to Community Vision

Worked with internal staff members to update four Functional Plan Documents (Parks, Trails, Natural Resources, and Athletic Facilities) and to help develop the Facilities Functional Plan.

Provided daily support to the district's park shelter reservation program with daily services, which can be rented up to twice per day during the high-use season.

## **FY 2024/25 Accomplishments (continued)**

Kept parks open and safe by keeping tree limbs raised to standard and ensuring the site lines throughout the parks remained open.

### Priority: Develop Sustainable Operating and Financial Models for the Future

Received multiple trainings in the (GIS) Field Maps application to record up-to-date condition of asset reports for several types of park amenities, which include tables, shelters, benches, hard surface courts, garbage cans, water fountains, culverts, athletic facilities, and pathways.

### Priority: Investing in our Employees and Technology

Reinforced the priority of safety training. A primary focus continued to be on staff safety protocols: heat illness prevention and outdoor and indoor air quality awareness.

Park Maintenance staff members attended the Pacific Northwest Resource Management, which is a two-year program. The program goal is to teach an understanding of stewardship for developed lands, facilities, and natural resources; managing budgets and communicating funding needs; and scheduling, supervising, and mentoring employees.

Continued to support an Integrated Pest Management program. With annual training and resource materials to all full-time park maintenance staff, park maintenance staff have the tools needed to ensure their public pesticide application license and education requirements are met.

Supported Park Maintenance staff in attaining arborist licensing. This not only benefits THPRD's Tree Health Program, but it also provides additional in-house resources who can identify hazard trees, perform hazard analysis reports, or contact third-party arborist resources if safety concerns arise.

Provided several Park Maintenance staff members the opportunity to attend the 2024 Oregon Recreation & Parks Association (ORPA) Conference; one staff member attended the ORPA Leadership Academy.

Trained staff in Enterprise software to manage purchasing and contracts, including set up of the main service agreement for districtwide tree work.

Trained staff in Smartsheet to record vehicle and equipment inspections.

Staff participated in various development opportunities, such as the ORPA conference, Urban Ecology & Conservation Symposium, 4-County Weed Management Area Pull-together event, and the Oregon Interagency Noxious Weed Symposium.

Staff attended a workshop training for customer service and nature interpretation. The goal is to provide an improved level of service to patrons and build on our skills connecting the public to nature.

Upgraded technology and tools for the Park Maintenance staff, by providing them with smart devices for performing park and playground inspections, capturing and documenting in the field photos, updating and documenting asset information, GIS documentation of storm impacts, improving staff's ability to communicate while working in the field, and providing them with a tool that allows them to check their email periodically throughout the workday without having to go back to the office.

### Priority: Focus on Strengthening Programming Opportunities

Provided support to the growing park shelter reservation program and the robust community garden program.

## **FY 2025/26 Goals and Objectives**

### Value: Leading with Equity with special attention to Racial Equity

Ensure equity in departmental hiring practices and support staff through employee development, employee-led support work, and training opportunities.

Set and monitor consistent maintenance service standards across the district. Ensure park sites and assets are consistent and meet service needs for users across the district.

Support the creation and care of district art installations and provide logistical assistance to community events open to all district patrons.

Continue to work towards removing access barriers within our parks, which can include improving access to picnic tables, shelters, benches, dog bag dispensers, community gardens, play equipment, sport courts, trash cans, drinking fountains, dog runs, and dog parks.

Increase engagement with companies certified as Minority Women Emerging Small Businesses (MWESB) when seeking contracting services.

Install welcoming maps at natural area entrances that help patrons feel more comfortable accessing sites.

Seek grant funding to support district and department priorities, including workforce development, mobile recreation, and programs that promote racial equity and remove barriers to engaging in district programs, services, and amenities. Expand culturally specific community-based organization partnerships to pursue grants that deliver programs and projects that increase access to underserved communities.

### Value: Environmental Stewardship

Conserve water resources in parks and athletic facilities by prioritizing irrigation on high-use athletic fields to keep them safe for users, community gardens, and all new park sites where vegetation is being established.

Adjust service routes as new parks or properties are added to the district's inventories. The park service route model (service consolidation) is set up with primary goals to reduce mileage and fuel use, each route will work within a designated geographical area.

Support districtwide implementation of the Climate Action Plan. Continue to participate in strategic planning of tree health and preparation for the emerald ash borer.

Continue to perform habitat restoration in natural area sites, with a focus on decreasing future maintenance needs and improving wildlife habitats.

Ensure natural area inventories are completed and sites are meeting target levels of native and introduced plants.

### Value: Commitment to Community Vision

Continue to participate in cross-functional internal design teams to provide critical feedback as it relates to maintenance amenities, location of assets, and service practices for new parks.



## **FY 2025/26 Goals and Objectives (continued)**

### **Priority: Expand Sustainable Funding Strategies**

Utilize current practices and coordination with applicable departments to incorporate sustainable elements into design and construction to allow for successful and efficient long-term care and maintenance.

Collaborate with partners, such as Clean Water Services and Tualatin Soil & Water Conservation District, to help maintain target levels of introduced weeds in natural area sites.

Develop a prioritization of sites, reflecting maintenance requirements and coverage of basic site needs.

Work with the parks resource analyst to continue improving the development of the district's GIS database. The GIS database will become a vital resource for staff to help guide us to make equitable decisions as it relates to asset replacement or making upgrades in existing park sites.

### **Priority: Investing in Efficient Technologies**

Dedicate additional funding to staff training for development opportunities that will help them grow professionally as it relates to their job description through training. Allow staff to seek training opportunities, which can include receiving a certification or license in areas that are relevant to their current position.

Continue to use and become proficient with the ArcGIS Field Maps program; continue gathering asset inventories, condition of asset information, photos, locations, and review, refine, and update (if needed) the current park inspection process.

Continue to replace outdated Maxi-com irrigation systems with a new cellular-based controller (Baseline Irrigation Controllers). The main difference is that the Maxi-Com system is managed from a remote site, while the Baseline controller is managed on-site.

Seek ways to utilize monitoring software to streamline site assessment and habitat inventory.

### **Priority: Enhance Environmental Sustainability and Climate Resilience**

Park staff will work within a cross-functional team to expand the preventative tree maintenance program, and the tree health program to ensure we are working towards selecting new trees and replacing hazardous trees with species that have proven to be resilient over time, have been successful in adapting to our native soils, have thrived in similar surroundings and climate conditions.

Continue to recycle green waste on site within our parks during heavy pruning projects. Recycled chips are useful around tree wells, along fence lines, in landscape beds, and to replenish soft surface trails.

Actively participate in internal design teams to provide feedback on park development plans to enhance programming and revenue generation opportunities.

Support the implementation of the Climate Action Plan in natural areas and trail sites.

Collaborate with program managers to pursue grants that increase and enhance existing program offerings and/or to develop new and innovative programs.

## **Budget Highlights**

### Staffing

The proposed budget reflects the transfer of Nature & Trails staff from the Sustainability Department to the Maintenance Operations Department budget.

### New or Expanded Facilities Impacts

The proposed budget includes part-time staffing, supplies, and utility increases necessary to maintain new or expanded parks, athletic fields, and facilities resulting from the completion of numerous 2008 Bond Fund capital projects, as well as projects funded from the System Development Charge fund and grant funds. Additional funds for FY2025/26 will support maintenance at Serenity Park and a future park in Cooper Mountain.

### Utility Impacts

The FY 2025/26 budget includes utility cost funding at normal usage levels, with inflationary adjustments for anticipated rate increases. Staff will make irrigation adjustments to meet the needs of the programmed sports fields, community gardens, new parks, trails, and identified landscape areas to ensure execution of the district's water conservation plan. The district will be mindful and fiscally responsible regarding the utilization of water resources.

**Division: Park Services**  
**Department: Maintenance Operations**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
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**Summary by Object**

Personnel Services	\$ 4,286,922	\$ 4,694,517	\$ 5,358,886	\$ 6,836,107
Materials & Services	2,347,290	2,816,511	4,131,717	5,029,141
<b>Total Appropriations</b>	<b>\$ 6,634,212</b>	<b>\$ 7,511,028</b>	<b>\$ 9,490,603</b>	<b>\$ 11,865,248</b>

**Summary by Program**

Maintenance Operations Manager	\$ 364,964	\$ 376,801	\$ 433,388	\$ 442,010
Park Maintenance North	3,668,941	4,205,557	5,331,140	5,732,010
Park Maintenance South	2,600,307	2,928,670	3,726,075	3,916,425
Nature & Trails Maintenance	-	-	-	1,774,803
<b>Total Appropriations</b>	<b>\$ 6,634,212</b>	<b>\$ 7,511,028</b>	<b>\$ 9,490,603</b>	<b>\$ 11,865,248</b>

**Division Staff**

Full-time	27.59	22.70	29.00	37.00
Part-time (FTE)	15.38	18.76	28.17	31.06

Note: As of FY 2025/26, Nature & Trails Maintenance has been transferred from Sustainability Department to the Maintenance Operations Department, both within the Park Services Division.

**Division: Park Services**  
**Department: Maintenance Operations**  
**Program: Maintenance Operations Manager**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 243,900	\$ 253,151	\$ 264,792	\$ 274,007
PT Salary	-	-	11,660	11,660
Employee Benefits	82,796	82,303	93,808	95,262
Payroll Taxes	32,170	35,195	42,328	38,951
<b>Personnel Services</b>	<b>\$ 358,866</b>	<b>\$ 370,649</b>	<b>\$ 412,588</b>	<b>\$ 419,880</b>
Professional and Technical Services	\$ 1,922	\$ 3,089	\$ 7,400	\$ 6,000
Rental Facilities	-	-	2,400	2,400
Communications	1,290	-	-	-
Supplies	2,250	1,349	5,660	6,430
Training, Travel and Memberships	636	1,714	5,340	7,300
<b>Material &amp; Services</b>	<b>\$ 6,098</b>	<b>\$ 6,152</b>	<b>\$ 20,800</b>	<b>\$ 22,130</b>
<b>Program Total</b>	<b>\$ 364,964</b>	<b>\$ 376,801</b>	<b>\$ 433,388</b>	<b>\$ 442,010</b>
<b>Department Staff</b>				
Full-time	1.97	1.57	2.00	2.00
Part-time (FTE)	0.00	0.00	0.26	0.26

**Division: Park Services**  
Department: Maintenance Operations  
Program: Park Maintenance North

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Projected Outcome 2024/25</b>	<b>Proposed Outcome 2025/26</b>
<b>Shelter Rentals &amp; Services</b>				
ASL (actual service level) of Shelter Rentals & Services	173	461	515	520
<b>Park Area</b>				
# Park Sites maintained by Park North	63	63	66	66
<b>FTE</b>				
# FTE	24	23	30	31
<b>Park Cost:</b>				
Park Cost	\$ 3,668,941	\$ 4,205,558	\$ 3,252,233	\$ 5,732,010
Park Cost Per FTE	\$ 152,873	\$ 182,850	\$ 108,408	\$ 184,904
Park Cost Per Site	\$ 58,237	\$ 66,755	\$ 49,276	\$ 86,849
<b>Park Inspections</b>				
DSL (desired service level) of Park Inspections	768	768	792	792
ASL (actual service level) of Park Inspections	745	755	775	780
<b>Playground Inspections</b>				
DSL (desired service level) of Playground Inspections	576	576	612	612
ASL (actual service level) of Playground Inspections	545	557	600	605
<b>Performance Measures</b>				
ASL Shelter Rentals & Services	173	461	515	520
% of ASL on Park Inspections	97%	98%	97%	98%
% of ASL on Playground Inspection	95%	96%	98%	98%
<b>Electricity Usage</b>				
Electricity (kWh)	501,156	426,374	543,368	543,368
Electricity (kWh/Per Site)	7,955	6,768	8,233	8,233
<b>Water Usage</b>				
Water (Gallon)	47,626,372	59,658,834	50,469,639	59,658,834
Water (Gallons/Per Site)	755,974	946,966	764,692	903,922
<b>Water Conservation</b>				
Water (gallons) used at the stand-alone irrigated sites (include watering sports fields or parks)	30,530,832	36,915,894	31,490,276	36,915,894

**Division: Park Services**  
**Department: Maintenance Operations**  
**Program: Park Maintenance North**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 1,028,720	\$ 1,092,744	\$ 1,206,163	\$ 1,260,912
PT Salary	415,957	540,769	549,775	582,690
Employee Benefits	457,220	444,894	533,751	554,563
Payroll Taxes	214,432	248,811	275,761	270,668
<b>Personnel Services</b>	<b>\$ 2,116,329</b>	<b>\$ 2,327,218</b>	<b>\$ 2,565,450</b>	<b>\$ 2,668,833</b>
Professional and Technical Services	\$ 420,945	\$ 537,700	\$ 666,726	\$ 733,744
Rental Equipment	-	3,511	9,000	9,000
Communication	43,295	36,548	19,000	19,000
Supplies	256,990	304,652	501,549	501,549
Training, Travel and Memberships	9,479	3,938	12,210	15,395
Small Furniture & Equip	-	582	-	-
Utilities	821,903	991,408	1,557,205	1,784,489
<b>Material &amp; Services</b>	<b>\$ 1,552,612</b>	<b>\$ 1,878,339</b>	<b>\$ 2,765,690</b>	<b>\$ 3,063,177</b>
<b>Program Total</b>	<b>\$ 3,668,941</b>	<b>\$ 4,205,557</b>	<b>\$ 5,331,140</b>	<b>\$ 5,732,010</b>
<b>Department Staff</b>				
Full-time	12.93	10.77	14.00	14.00
Part-time (FTE)	11.37	11.76	15.93	16.86
<b>Funded Service Level</b>				
Baseball/softball fields maintained at 100% DSL	43	43	43	43
Total baseball/softball fields in inventory	43	43	43	43
Sport courts maintained at 100% DSL	117	116	117	115
Total sport courts	117	116	117	115



**Division: Park Services**  
Department: Maintenance Operations  
Program: Park Maintenance South

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Projected Outcome 2024/25</b>	<b>Proposed Outcome 2025/26</b>
<b>Shelter Rentals &amp; Services</b>				
ASL (actual service level) of Shelter Rentals & Services	428	420	490	515
<b>Park Area</b>				
# Park Sites maintained by Park South	60	60	61	61
<b>FTE</b>				
# FTE	17	17	25	24
<b>Park Cost:</b>				
Park Cost	\$ 2,600,307	\$ 2,928,670	\$ 2,304,548	\$ 3,916,425
Park Cost Per FTE	\$ 152,959	\$ 172,275	\$ 92,182	\$ 163,184
Park Cost Per Site	\$ 43,338	\$ 48,811	\$ 37,779	\$ 64,204
<b>Park Inspections</b>				
DSL (desired service level) of Park Inspections	696	696	732	732
ASL (actual service level) of Park Inspections	591	665	712	715
<b>Playground Inspections</b>				
DSL (desired service level) of Playground Inspections	612	612	660	660
ASL (actual service level) of Playground Inspections	600	602	648	650
<b>Performance Measures</b>				
ASL Shelter Rentals & Services	428	420	490	515
% of ASL on Park Inspections	85%	96%	97%	98%
% of ASL on Playground Inspection	98%	98%	98%	98%
<b>Electricity Usage</b>				
Electricity (kWh)	173,739	148,866	210,958	210,958
Electricity (kWh/Per Site)	2,896	2,481	3,458	3,458
<b>Water Usage</b>				
Water (Gallon)	10,505,361	15,744,085	17,889,288	17,889,288
Water (Gallons/Per Site)	175,089	262,401	293,267	293,267
<b>Water Conservation</b>				
Water (gallons) used at the stand-alone irrigated sites (include watering sports fields or parks)	9,207,581	12,493,277	14,182,948	14,213,092

**Division: Park Services**  
**Department: Maintenance Operations**  
**Program: Park Maintenance South**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 1,049,090	\$ 1,061,666	\$ 1,147,658	\$ 1,185,128
PT Salary	148,820	305,014	478,296	499,092
Employee Benefits	438,251	422,376	499,498	519,289
Payroll Taxes	175,566	207,594	255,396	246,835
<b>Personnel Services</b>	<b>\$ 1,811,727</b>	<b>\$ 1,996,650</b>	<b>\$ 2,380,848</b>	<b>\$ 2,450,344</b>
Professional and Technical Services	\$ 211,781	\$ 276,023	\$ 345,007	\$ 365,500
Rental Equipment	6,398	14,073	17,000	23,000
Communications	20,280	11,360	12,000	12,000
Supplies	205,890	231,616	298,474	312,445
Training, Travel and Memberships	8,580	2,893	17,500	17,650
Utilities	335,651	396,055	654,746	734,986
Small Furniture, Fixtures and Equip.	-	-	500	500
<b>Material &amp; Services</b>	<b>\$ 788,580</b>	<b>\$ 932,020</b>	<b>\$ 1,345,227</b>	<b>\$ 1,466,081</b>
<b>Program Total</b>	<b>\$ 2,600,307</b>	<b>\$ 2,928,670</b>	<b>\$ 3,726,075</b>	<b>\$ 3,916,425</b>
<b>Department Staff</b>				
Full-time	12.69	10.36	13.00	13.00
Part-time (FTE)	4.01	7.00	11.98	11.27
<b>Funded Service Level</b>				
Baseball/softball fields maintained at 100% DSL	40	40	40	40
Total baseball/softball fields in inventory	40	40	40	40
Sport courts maintained at 100% DSL	66	66	67	67
Total sport courts	66	66	67	67

**Division: Park Services**  
 Department: Maintenance Operations  
 Program: Nature & Trails Maintenance

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Projected Outcome 2024/25</b>	<b>Proposed Outcome 2025/26</b>
<b>Number of trail users on main trails:</b>				
Fanno Creek Trail	142,704	148,947	152,000	156,000
Rock Creek Trail	116,516	127,924	130,000	132,000
Westside Trail	125,563	118,051	120,000	121,000
<b>Percent of Natural Areas that meet or exceed native plant coverage for:</b>				
High functioning sites	85	85	85	88
Medium functioning sites	100	100	100	100
Low functioning sites	100	100	100	100

**Division: Park Services**  
**Department: Maintenance Operations**  
**Program: Nature & Trails Maintenance**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ -	\$ -	\$ -	\$ 745,192
PT Salary	-	-	-	106,395
Employee Benefits	-	-	-	321,766
Payroll Taxes	-	-	-	123,697
<b>Personnel Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,297,050</b>
Professional and Technical Services	\$ -	\$ -	\$ -	\$ 334,193
Rental Equipment	-	-	-	10,000
Supplies	-	-	-	122,600
Training, Travel and Memberships	-	-	-	10,960
<b>Material &amp; Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 477,753</b>
<b>Program Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,774,803</b>
<b>Department Staff</b>				
Full-time	0.00	0.00	0.00	8.00
Part-time (FTE)	0.00	0.00	0.00	2.67

Note: As of FY 2025/26, Nature & Trails Maintenance has been transferred from Sustainability Department to the Maintenance Operations Department, both within the Park Services Division.



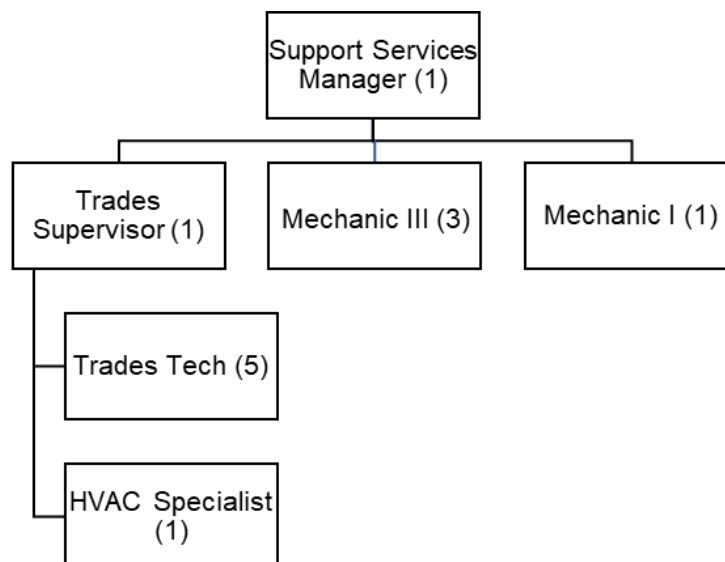
## Support Services



## PARK SERVICES DIVISION

### Support Services Department

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#### Department Overview

The Support Services manager reports to the deputy general manager and is responsible for facility trades and fleet maintenance activities across the district. The facility trades program is managed by a supervisor who reports to the Support Services manager, while the fleet program is administered directly by the manager.

The Support Services program encompasses repairs and preventative maintenance services in all facilities, as well as the fleet and equipment maintenance program.

The facility trades program includes a preventative maintenance program for critical systems and roofs, as well as routine repair services to address safety and service level issues. A work order system allows district staff to request maintenance and repair services for facilities including roofs, building exteriors and interiors, plumbing, carpentry, electrical, lighting, flooring, doors, painting, and HVAC components.

Fleet maintenance staff conduct preventive maintenance services and repairs on compact trucks and SUVs, electric vehicles, heavy-duty trucks, tractors, specialized turf mowers, trailers, and power equipment at the THPRD Fanno Creek Service Center. Fleet maintenance staff analyze vehicles and equipment annually to determine if replacement is required. Staff also provide welding and fabrication services. THPRD participates in an equipment share and service program with other Washington County public agencies, including a co-purchased fueling facility located on TVWD property.

#### FY 2024/25 Accomplishments

##### Value: Environmental Stewardship

Staff partnered with Energy Trust of Oregon on the implementation of a strategic energy management plan at Beaverton Swim Center and Elsie Stuhr Center. The program provided incentives that were used to complete energy savings projects at the facilities.



## **FY 2024/25 Accomplishments (continued)**

Working with Energy Trust of Oregon through their Small Business Lighting Program, staff coordinated no-cost conversions to all LED light bulbs at Beaverton and Aloha Swim Centers.

Fleet staff worked directly with field staff during annual capital replacement of small power equipment and identified battery-powered options that meet their needs. In FY 2024/25, 12% of small equipment replaced was battery powered.

### Value: Commitment to Community Vision

Facility trades and building maintenance staff actively participated in the development of the district's Facilities Functional Plan by participating in facility condition assessments, asset inventories, and updating of maintenance standards.

### Priority: Develop Sustainable Operating and Financial Models for the Future

A scheduled facilities preventative maintenance program ensures routine critical system and roofing maintenance services are performed regularly. This reduces breakdowns and helps limit costs for repairs.

### Priority: Investing in our Employees and Technology

The department continues to make safety training a high priority. A primary focus continued to be staff safety protocols, including heat illness prevention, and outdoor and indoor air quality awareness.

A facility trades staff member is enrolled in the Oregon Limited Building Maintenance Electrical (LBME) apprenticeship program. This training allows staff an opportunity to address electrical needs throughout the district, while getting more than two years of on-the-job training hours, and to test for a LBME license.

Two members of the facility trades team will attend the Pacific Northwest Resource Management School. This is a professional development opportunity that teaches all aspects of stewardship, budgeting, scheduling, and supervising staff who maintain developed lands, facilities, and natural resources.

### Priority: Focus on Strengthening Programming Opportunities

Fleet staff worked with programming staff to repurpose two underutilized fleet vehicles to better support programming efforts in the volunteer services and fitness work groups. Both conversions provided staff with a valuable resource to improve upon efficient delivery of services.

## **FY 2025/26 Goals and Objectives**

### Value: Leading with Equity with special attention to Racial Equity

Ensure equity in departmental hiring practices and support staff through employee development, employee-led support work, and training opportunities.

Increase engagement with companies certified as Minority Women Emerging Small Businesses (MWESB) when seeking contracting services.

Continue to coordinate and work on completing deficient items listed in the ADA Transition Plan, with a focus on safety and improving access into parks and facilities.

### Value: Environmental Stewardship

Collaborate with staff and assess the feasibility of replacing vehicles and equipment with alternative power options (hybrid, electric, and battery-powered).

## **FY 2025/26 Goals and Objectives (continued)**

Partner with Energy Trust of Oregon with a focus on strategic energy management and continue work to identify opportunities and implement solutions to improve energy efficiencies.

### **Value: Commitment to Community Vision**

Finalize and implement strategies identified in updated functional plans, with an emphasis on the Facilities Functional Plan.

### **Priority: Expand Sustainable Funding Strategies**

Work with the parks resource analyst to build out a GIS database for critical systems within facilities that will be used to guide decisions on asset replacement.

Maintain the facilities' preventative maintenance program to ensure that facilities' critical systems and roofs are functional and operating efficiently.

### **Priority: Investing in Efficient Technologies**

Dedicate additional funding to staff training and development opportunities to enable them to seek certifications and licensing in areas relevant to their positions.

### **Priority: Enhance Environmental Sustainability and Climate Resilience**

Actively seek out and participate in mitigation strategies within the THPRD Climate Action Plan as they relate to reducing building energy usage and the fleet greenhouse gas footprint.

## **Budget Highlights**

### **Fleet Fuel and Oil Impacts**

In FY 2024/25, consumption of fuel is projected to be approximately 43,000 gallons of gasoline and 6,500 gallons of diesel. Overall, usage is projected to slightly increase but remains relatively consistent with the previous year's amounts, in part due to regular route-efficiency updates. THPRD expects fuel use to remain steady in FY 2025/26.

### **Facility Trades Work Orders**

In FY 2024/25, the facility trades team is projected to complete nearly 450 internal work orders to support staff and ensure safe and efficient program delivery at facilities across the district. The work order system allows district staff to request maintenance and repair services for facilities, including roofs, building exteriors and interiors, plumbing, carpentry, electrical, lighting, flooring, doors, painting, and HVAC components.

**Division: Park Services**  
**Department: Support Services**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
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**Summary by Object**

Personnel Services	\$ 1,670,774	\$ 1,762,472	\$ 1,953,340	\$ 1,997,977
Materials & Services	524,176	433,162	655,191	671,574
Capital Outlay	229,405	504,354	658,500	626,005
<b>Total Appropriations</b>	<b>\$ 2,424,355</b>	<b>\$ 2,699,988</b>	<b>\$ 3,267,031</b>	<b>\$ 3,295,556</b>

**Summary by Program**

Facility Trades	1,334,064	1,277,219	1,507,053	1,534,142
Fleet Maintenance	1,090,291	1,422,769	1,759,978	1,761,414
<b>Total Appropriations</b>	<b>\$ 2,424,355</b>	<b>\$ 2,699,988</b>	<b>\$ 3,267,031</b>	<b>\$ 3,295,556</b>

**Division Staff**

Full-time	11.56	10.67	12.00	12.00
Part-time (FTE)	0.56	0.47	1.14	1.11

**Division: Park Services**  
**Department: Support Services**  
**Program: Facility Trades**

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workload:</b>				
Buildings-1,000 sq ft of space	461	461	461	461
Total Workload Units	461	461	461	461
<b>Efficiency</b>				
Cost per sq foot of buildings	\$ 18.13	\$ 19.48	\$ 20.77	\$ 21.76
<b>Goal Outcome Measures:</b>				
Number of work orders completed	370	444	450	450
Number of Low cost - No cost ADA improvements completed	30	15	15	15
Number of Preventative Maintenance Services - mechanical (boilers)	312	312	280	312
Number of Preventative Maintenance Services - pumps & motors (contracted services)	6	6	6	6
Number of Preventative Maintenance Services - Roof (contracted services)	10	10	10	10
Number of Preventative Maintenance Services - Roof (staff)	70	50	70	70
Air Quality Program - Number of air filters changed	2,316	2,316	2,000	2,316
<b>Performance Measures:</b>				
% of desired service level (DSL) in buildings	99%	99%	87%	100%

**Division: Park Services**  
**Department: Support Services**  
**Program: Facility Trades**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 739,209	\$ 794,324	\$ 831,372	\$ 855,687
PT Salary	-	-	28,778	30,500
Employee Benefits	278,144	276,653	331,682	338,448
Payroll Taxes	105,453	118,146	135,631	125,424
<b>Personnel Services</b>	<b>\$ 1,122,806</b>	<b>\$ 1,189,123</b>	<b>\$ 1,327,463</b>	<b>\$ 1,350,059</b>
Professional and Technical Services	\$ 73,010	\$ 23,890	\$ 82,300	\$ 82,300
Communication	49,810	-	305	305
Supplies	82,592	53,802	81,900	83,700
Training, Travel and Memberships	5,846	10,404	14,085	16,778
Small Furniture, Fixtures and Equip.	-	-	1,000	1,000
<b>Material &amp; Services</b>	<b>\$ 211,258</b>	<b>\$ 88,096</b>	<b>\$ 179,590</b>	<b>\$ 184,083</b>
<b>Program Total</b>	<b>\$ 1,334,064</b>	<b>\$ 1,277,219</b>	<b>\$ 1,507,053</b>	<b>\$ 1,534,142</b>
<b>Department Staff</b>				
Full-time	7.62	7.29	8.00	8.00
Part-time (FTE)	0.00	0.00	0.51	0.48

**Division: Park Services**  
**Department: Support Services**  
**Program: Fleet Maintenance**

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actuals 2022/23	Prior Year Actuals 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workload: Inventory</b>				
Small equipment (battery powered)	51	54	57	60
Small equipment (gas powered)	356	339	339	338
Vehicles	102	102	102	102
Trailers	51	50	50	51
Tractors and mowers	56	56	56	58
Specialty equipment	65	68	68	70
<b>Total Workload Units</b>	<b>681</b>	<b>669</b>	<b>672</b>	<b>679</b>
<b>Efficiency:</b>				
Vehicle and equipment unit per FTE	151	149	149	151
Fuel cost per acre	\$ 127	\$ 130	\$ 145	\$ 154
Fuel cost per vehicle and equipment	\$ 209	\$ 218	\$ 242	\$ 254
Cost per vehicle & equipment unit	\$ 1,500	\$ 1,373	\$ 1,637	\$ 1,676
Diesel fuel gallons	6,057	6,380	6,500	6,600
Diesel fuel cost	\$ 22,401	\$ 19,792	\$ 22,750	\$ 23,100
Average diesel fuel cost per gallon	\$ 3.70	\$ 3.10	\$ 3.50	\$ 3.75
Alternative diesel gallons	303	319	325	330
Gasoline fuel gallons	36,206	39,506	43,000	46,000
Gasoline fuel cost	\$ 119,659	\$ 126,071	\$ 139,750	\$ 149,500
Average gasoline fuel cost per gallon	\$ 3.30	\$ 3.19	\$ 3.25	\$ 3.35
Alternative gasoline gallons	3,621	3,951	4,300	4,600
Total fuel gallons	42,263	45,886	48,000	50,000
Total fuel cost	\$ 142,060	\$ 145,863	\$ 162,500	\$ 172,600
Average fuel cost per gallon	\$ 3.36	\$ 3.18	\$ 3.39	\$ 3.45
Total alternative fuel gallons	3,924	4,270	4,625	4,930
<b>Total Vehicle Miles</b>	<b>437,727</b>	<b>392,361</b>	<b>410,400</b>	<b>427,500</b>
<b>Total Fuel Cost</b>	<b>\$ 142,060</b>	<b>\$ 145,863</b>	<b>\$ 162,500</b>	<b>\$ 172,600</b>
Fuel cost/mile traveled	\$ 0.32	\$ 0.37	\$ 0.40	\$ 0.40
Fuel useage/mile traveled (gal/1,000 mile)	96.6	116.9	117.0	117.0
<b>Goal Outcome Measures: Preventative</b>				
% of desired service level in preventative maintenance for fleet	81.0%	81.0%	83.0%	85.0%
% of alternate fuel used	9.3%	9.3%	9.6%	9.9%



**Division: Park Services**  
**Department: Support Services**  
**Program: Fleet Maintenance**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 336,893	\$ 359,092	\$ 375,326	\$ 392,148
PT Salary	22,194	24,404	29,731	31,512
Employee Benefits	136,102	131,355	156,685	162,950
Payroll Taxes	52,779	58,498	64,135	61,308
<b>Personnel Services</b>	<b>\$ 547,968</b>	<b>\$ 573,349</b>	<b>\$ 625,877</b>	<b>\$ 647,918</b>
Professional and Technical Services	\$ 128,115	\$ 119,730	\$ 125,671	\$ 167,701
Rental Equipment	-	-	2,500	2,500
Communications	3,057	-	-	-
Supplies	7,111	12,394	26,174	26,174
Vehicle & Equipment Parts	13,669	18,876	13,977	14,077
Vehicle & Equipment Services	5,971	38,372	91,823	61,583
Gas & Oil (Vehicles)	154,559	155,394	211,078	211,078
Training, Travel and Memberships	436	300	4,378	4,378
<b>Material &amp; Services</b>	<b>\$ 312,918</b>	<b>\$ 345,066</b>	<b>\$ 475,601</b>	<b>\$ 487,491</b>
Maintenance Equip. Replacement	\$ 229,405	\$ 504,354	\$ 658,500	\$ 626,005
<b>Capital Outlay</b>	<b>\$ 229,405</b>	<b>\$ 504,354</b>	<b>\$ 658,500</b>	<b>\$ 626,005</b>
<b>Program Total</b>	<b>\$ 1,090,291</b>	<b>\$ 1,422,769</b>	<b>\$ 1,759,978</b>	<b>\$ 1,761,414</b>
<b>Department Staff</b>				
Full-time	3.94	3.38	4.00	4.00
Part-time (FTE)	0.56	0.47	0.63	0.63
<b>Funded Service Level</b>				
Vehicle & equipment units maintained at 100% DSL	552	542	583	577
Total vehicle & equipment units in inventory	681	669	686	679

**Division: Park Services**  
 Department: Support Services  
 Program: Fleet Maintenance  
 Detail of Capital Outlay

Project Number	Capital Project	Carryover Funds	Additional Funding	Proposed Budget	Page #
<b>CARRYOVER PROJECTS</b>					
1	Hi-production mower	\$ 158,005	\$ -	\$ 158,005	PSV-34
<b>TOTAL CARRYOVER PROJECTS</b>		<b>\$ 158,005</b>	<b>\$ -</b>	<b>\$ 158,005</b>	
<b>MAINTENANCE EQUIPMENT REPLACEMENTS</b>					
2	Work trucks			150,000	PSV-34
3	Electric workman vehicle			22,000	PSV-34
4	Athletic field groomers			50,000	PSV-34
5	Grandstand mowers			38,000	PSV-34
6	72" Zero-turn mowers			40,000	PSV-34
7	Compact utility loader			60,000	PSV-34
8	Aeravator			6,000	PSV-35
9	Sand top dresser			39,000	PSV-35
10	One-person lift			15,000	PSV-35
11	Small equipment			20,000	PSV-35
12	Utility trailers			28,000	PSV-35
<b>TOTAL MAINTENANCE EQUIPMENT REPLACEMENTS</b>				<b>\$ 468,000</b>	
<b>TOTAL MAINTENANCE EQUIPMENT CAPITAL OUTLAY</b>				<b>\$ 626,005</b>	

## FLEET MAINTENANCE CAPITAL OUTLAY

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### CARRYOVER PROJECTS

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**ITEM 1:**            **Hi-production mower**  
**BUDGET:**        \$158,005  
**DESCRIPTION:**   Replace one hi-production mower.

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### MAINTENANCE EQUIPMENT IMPROVEMENTS

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**ITEM 2:**            **Work trucks**  
**BUDGET:**        \$150,000  
**DESCRIPTION:**   Replace work trucks.

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**ITEM 3:**            **Electric workman vehicle**  
**BUDGET:**        \$22,000  
**DESCRIPTION:**   Replace electric utility e-workman vehicle (#5412).

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**ITEM 4:**            **Athletic field groomers**  
**BUDGET:**        \$50,000  
**DESCRIPTION:**   Replace two (2) athletic field groomer (#5491 & #5551).

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**ITEM 5:**            **Grandstand mowers**  
**BUDGET:**        \$38,000  
**DESCRIPTION:**   Replace two (2) grandstand mowers for park maintenance (#5719 & #5721).

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**ITEM 6:**            **72" Zero-turn mowers**  
**BUDGET:**        \$40,000  
**DESCRIPTION:**   Replace two (2) zero turn mowers for park maintenance (#7707 & #7708).

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**ITEM 7:**            **Compact utility loader**  
**BUDGET:**        \$60,000  
**DESCRIPTION:**   Replace compact utility loader (#5201).

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## FLEET MAINTENANCE CAPITAL OUTLAY

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**ITEM 8:**            **Aeravator**

**BUDGET:**        \$6,000

**DESCRIPTION:**   Replace aeravator seeder with open space mower (#8140)

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**ITEM 9:**            **Sand top dresser**

**BUDGET:**        \$39,000

**DESCRIPTION:**   Replace sand top dresser with open space mower (#8130)

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**ITEM 10:**          **One-person lift**

**BUDGET:**        \$15,000

**DESCRIPTION:**   Replace one-person lift (#1901).

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**ITEM 11:**          **Small equipment**

**BUDGET:**        \$20,000

**DESCRIPTION:**   Replace battery and gas-powered small equipment.

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**ITEM 12:**          **Utility trailers**

**BUDGET:**        \$28,000

**DESCRIPTION:**   Replace utility trailers (#5910 & #5921).

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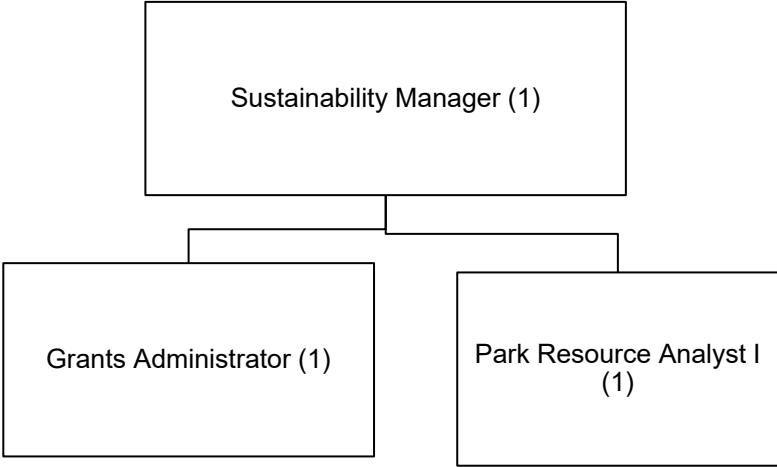
## Sustainability





**PARK SERVICES DIVISION**  
Sustainability Department

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**Department Overview**

The Sustainability manager is responsible to the deputy general manager. The Sustainability department offers programs and services to manage districtwide capital projects and assets in an environmentally and financially sustainable manner.

This work includes tracking the condition of park and facility assets, managing and sharing geographic information systems (GIS) data, and securing grants to support district operations, programs, and services. The department coordinates districtwide plans such as Strategic, Climate Action, and Americans with Disabilities Transition Plans.

During FY 2024/25, the Nature & Trails team was housed in the Sustainability department, thus outcomes for it are included in accomplishments for that year. To increase efficiency and collaboration, the Nature & Trails team is moving to the Maintenance Operations department in FY 2025/26.

**FY 2024/25 Accomplishments**

Value: Leading with Equity with special attention to Racial Equity

Engaged companies certified as Minority, Women, and Emerging Small Businesses in contracting work for the district, such as habitat restoration contractors.

Installed new regional trail directional signs and maps along the Fanno Creek, Rock Creek, and Westside Regional Trails.

Pursued grant funding to support district and department priorities, including Westside Trail design and construction, workforce development, mobile recreation, and programs that promote racial equity and remove barriers to engaging in district programs, services, and amenities.

Value: Environmental Stewardship

Implemented the Climate Action Plan through strategic energy management (SEM) programs and coordination with internal partners. Developed a climate-adapted tree list.

Completed Bronson Creek and Raleigh Park stream enhancement construction projects.



## **FY 2024/25 Accomplishments (continued)**

### Priority: Develop Sustainable Operating and Financial Models for the Future

Worked with staff to investigate low-carbon concrete standards, which would produce a more sustainable outcome with equal quality to traditional concrete.

### Priority: Invest in our Employees and Technology

Trained additional staff to use the Field Maps program to gather inventory and inspection data at THPRD properties.

Completed an evaluation of asset management software that would allow the district to more proactively manage capital assets. Developed map typologies, map request workflow, and asset terminology index.

## **FY 2025/26 Goals and Objectives**

### Value: Leading with Equity with special attention to Racial Equity

Seek grant funding to support district and department priorities, including workforce development, mobile recreation, sustainability, and programs that promote racial equity and remove barriers to engaging in district programs, services, and amenities. Expand culturally specific community-based organization partnerships to pursue grants that deliver programs and projects that increase access to underserved communities.

### Value: Environmental Stewardship

Partner with Maintenance Operations staff to develop and implement a districtwide tree health program.

### Priority: Expand Sustainable Funding Strategies

Coordinate proposed projects for a potential 2026 bond renewal. Integrate values, including sustainable features and accessibility improvements into projects.

Continue to pursue grant funding for district and department priorities, with an emphasis on program-oriented grants.

### Priority: Investing in Efficient Technologies

Support the development of the district's new website and internal data hub. Advocate for ADA features that will make it more accessible and easier for all patrons to utilize.

Select and begin implementation of the first phase of asset management software.

### Priority: Enhance Environmental Sustainability and Climate Resilience

Support districtwide implementation of the Climate Action Plan. Continue to guide strategic energy management programs, lighting upgrades, and low-carbon purchasing.

## **Budget Highlights**

The proposed budget represents the transfer of Nature & Trails staff to the Maintenance Operations department.

**Division: Park Services**  
Department: Sustainability

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
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**Summary by Object**

Personnel Services	\$ 1,401,204	\$ 1,441,376	\$ 1,786,086	\$ 576,259
Materials & Services	381,004	406,502	514,089	32,575
<b>Total Appropriations</b>	<b>\$ 1,782,208</b>	<b>\$ 1,847,878</b>	<b>\$ 2,300,175</b>	<b>\$ 608,834</b>

**Summary by Program**

Sustainability	\$ 1,782,208	\$ 1,847,878	\$ 2,300,175	\$ 608,834
<b>Total Appropriations</b>	<b>\$ 1,782,208</b>	<b>\$ 1,847,878</b>	<b>\$ 2,300,175</b>	<b>\$ 608,834</b>

**Division Staff**

Full-time	9.11	9.31	11.00	3.00
Part-time (FTE)	1.97	1.89	2.67	0.00

Note: As of FY 2025/26, Nature & Trail Maintenance has been transferred from Sustainability Department to the Maintenance Operations Department, both within the Park Services Division.

**Division: Park Services**  
Department: Sustainability  
Program: Sustainability

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Projected Outcome 2024/25</b>	<b>Proposed Outcome 2025/26</b>
<b>Grants</b>				
Average Number of Grant Applications Per Quarter	10	7	5	9
Total Grant Applications Submitted	40	28	20	30
% of grant applications awarded	63%	68%	65%	70%
Grant funds awarded	\$ 7,807,000	\$ 6,113,451	\$ 9,765,515	\$ 10,742,067
# of program areas supported by grant applications	7	11	10	10
Equity-focused grants submitted	13	18	10	15
Meetings with grant funders	44	36	15	20
Grant opportunities reviewed	91	75	50	65

**Division: Park Services**  
**Department: Sustainability**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 840,964	\$ 872,193	\$ 1,057,850	\$ 383,366
PT Salary	79,535	86,570	99,669	-
Employee Benefits	347,543	339,076	446,504	139,468
Payroll Taxes	133,162	143,537	182,063	53,425
<b>Personnel Services</b>	<b>\$ 1,401,204</b>	<b>\$ 1,441,376</b>	<b>\$ 1,786,086</b>	<b>\$ 576,259</b>
Professional and Technical Services	\$ 295,174	\$ 303,390	\$ 287,502	\$ 25,000
Rental Equipment	359	2,922	10,000	-
Communications	8,228	2,297	-	-
Supplies	72,023	89,230	201,087	2,495
Training, Travel and Memberships	4,356	8,663	15,500	5,080
Small Furniture, Fixtures and Equip.	864	-	-	-
<b>Material &amp; Services</b>	<b>\$ 381,004</b>	<b>\$ 406,502</b>	<b>\$ 514,089</b>	<b>\$ 32,575</b>
<b>Program Total</b>	<b>\$ 1,782,208</b>	<b>\$ 1,847,878</b>	<b>\$ 2,300,175</b>	<b>\$ 608,834</b>
<b>Department Staff</b>				
Full-time	9.11	9.31	11.00	3.00
Part-time (FTE)	1.97	1.89	2.67	0.00





## Planning & Development

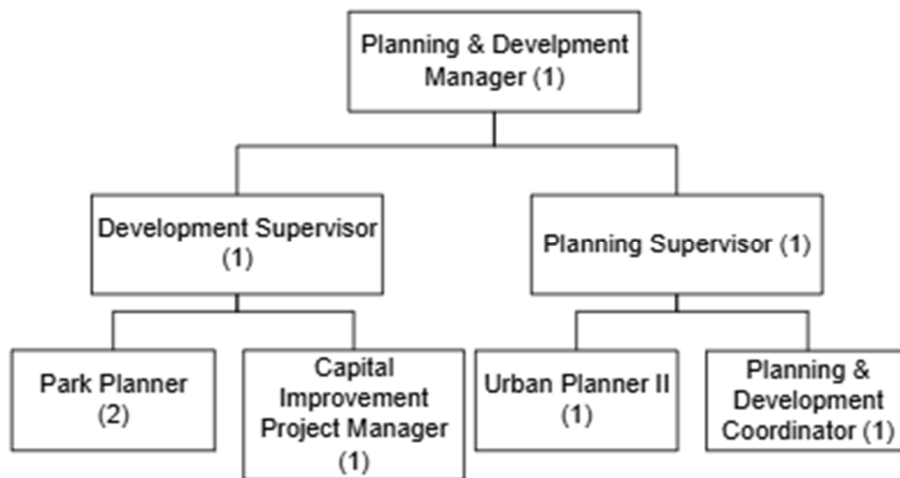




## PARK SERVICES DIVISION

### Planning & Development Department

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#### Department Overview

The Planning & Development (P&D) manager is responsible to the deputy general manager. The department programs (Planning and Development) are managed by supervisors who report to the Planning and Development manager.

#### Planning

Planning responsibilities include managing land acquisition, managing intergovernmental relations and land use legislation at the state, regional, and local levels, updating and assisting in the implementation of district planning documents, and monitoring development applications at the City of Beaverton and Washington County, and oversight of the district's Systems Development Charges (SDC) program.

#### Development

Development responsibilities include concept planning, community outreach and engagement, design, and construction of parks, trails, and facilities. Project management includes oversight of capital improvements, projects under the 2008 THPRD bond program, the 2019 Metro Bond program, THPRD System Development Charges (SDC) fund, the THPRD capital replacement program, and grant-funded projects.

#### FY 2024/25 Accomplishments

##### Value: Leading with Equity with special attention to Racial Equity

Completed community engagement for multiple development department projects using equity-based outreach and engagement strategies. These projects include:

- Updated North Bethany community on land use process and project schedule for Saqsaqa Park.
- Held a grand opening for La Raiz Park to celebrate the addition of this new amenity in the Vose neighborhood.
- Continued and finalized community engagement for trail realignment and at-grade crossing at Scholls Ferry Road in Greenway Park.



## **FY 2024/25 Accomplishments (continued)**

- Worked with existing and new cultural community-based partners to name new parks and trails using the district's Naming Catalog. The Naming Catalog was developed in partnership with multiple cultural organizations and recognized by the Oregon Recreation and Park Association as the 2021 Planning Award winner for its more intentionally inclusive approach to engaging underrepresented communities first in the naming process.
- Partnered with other jurisdictions (Metro, City of Beaverton, and Washington County, for example) to share information on racial equity efforts and best practices and the district's consideration of environmental justice measures to prioritize acquisition, development, and maintenance through the functional plan updates (parks, trails, natural resources, athletic facilities, facilities).
- Utilized design consultants and contractors that are certified or self-defined as Minority Women Emerging Small Businesses (MWESB).

### Value: Environmental Stewardship

Actively engaged in the district's work on establishing the Climate Action Plan.

Actively participated in the City of Beaverton's creation of the Cooper Mountain Community Plan and development code to preserve natural resources and Washington County's code development for the Goal 5 natural resources strategies.

### Value: Commitment to Community Vision

Implemented an inclusive engagement strategy for Saqsaqa Park.

Explored options to expand access to off-leash dog areas across the district by engaging the community for input.

Executed IGA with Washington County to fund five pedestrian and cyclist trail crossings with curb ramps along Waterhouse Trail.

Completed pre-development parks & open space feasibility planning for the Lombard West Transit Oriented Development project with the City of Beaverton.

Acquired properties in the City of Beaverton and Washington County. These acquisitions advance THPRD's Vision Action Plan actions by providing and preserving greenspaces, improving access to parks and facilities, and connecting trails.

Continued administration and annual review of the district's SDC program. Coordinated implementation of the SDC Fee Schedule at the City of Beaverton and Washington County.

Began the review and update of the Parks, Trails, Athletic Facilities, and Natural Resources functional plans. Assisted in developing a district facilities functional plan.

Participated in Washington County and City of Beaverton land use and planning projects, including Cooper Mountain Community Plan and Transportation Plan, Washington County's Transportation Plan Update, and implementation of Metro's 2019 Nature and Trails Bond and Regional Transportation Plan Update.

Worked with Metro officials on regional planning issues of interest to THPRD.

## **FY 2024/25 Accomplishments (continued)**

Worked with Washington County and City of Beaverton officials on development review processes, planning projects, and ordinances of interest to THPRD.

Amended the THPRD SDC Affordable Housing resolution to increase the cap on affordable housing waivers from 632 units to 900 units.

Completed the West Village Sunset Parks and Open Space Plan to ensure parks and trails are incorporated into an area identified as currently having no level of service. Staff collaborated with the developer to ensure the integration of THPRD's Vision Action Plan goals and actions into their planning.

Represented THPRD on the Washington County Coordinating Committee's Transportation Advisory Committee and the Metro Technical Advisory Committee, Westside Transportation Alliance, and Washington County Planning Directors cohort.

Monitored Metro Council, Metro Policy Advisory Committee, Joint Policy Advisory Committee on Transportation, and Transportation Policy Alternatives Committee meetings for grant opportunities, actions, discussions, and other agenda topics of interest to THPRD.

Performed extensive intergovernmental coordination, including representing the district in the City of Beaverton's Cooper Mountain Community Plan, Downtown Beaverton Parks and Open Space Framework Plan, Downtown Loop Project, Complete Streets Project, Lombard West, and the Millikan Way Feasibility Study projects. Coordinated with Metro on the implementation of the 2019 Parks and Nature Bond with a focus on the local share, trails grant category, natural area acquisition programs, Nature in Neighborhoods program, and the Nature in Neighborhoods Community Choice Grant pilot project.

### Priority: Develop Sustainable Operating and Financial Models for the Future

Supported grant administrator with developing grant applications and project budgets. Continued participation on the Grant Steering Committee to help implement grant strategy.

Reviewed and evaluated the SDC 5-year capital improvement list to ensure long-term funding.

Completed the district's Voluntary Annexation Program, adding four properties to the district's service boundary.

Completed the Intergovernmental Agreement with Metro for the Parks & Nature Bond Trails grant in the amount of \$1.9 million for the Westside Trail pedestrian and bicycle bridge over Highway 26.

### Priority: Invest in our Employees and Technology

Participated in trainings to transition capital projects from Springbrook to Enterprise and developed naming conventions to track accounting codes.

Participated in review of asset management systems, GIS operations, and new website development to streamline inventory, access, and availability to district staff and patrons.

Worked as part of an inter-departmental team to create a park amenities standards analysis tool.

Updated trails inventory using GIS and other mapping tools.

## **FY 2024/25 Accomplishments (continued)**

### Priority: Focus on Strengthening Programming Opportunities

Coordinated with programming and maintenance staff to design and construct parks and trails that provide and enhance programming opportunities.

#### Other Priority Projects:

##### SDC Projects:

- Completed construction of Abbey Creek Park Phase II.
- Continued to oversee design and construction of developer- or partner-led park and trail projects, including projects in South Cooper Mountain and North Bethany (11 sites).
- Completed schematic design phase of pickleball facility at the Howard M. Terpenning Recreation Complex.
- Completed tree felling before bird nesting season and applied for construction permits for Serenity Park.
- Demolished two vacant houses on district properties for future park development.
- Applied for federal construction grants to fund the Westside Trail Bridge installation.
- Transitioned to right-of-way acquisition phase for Beaverton Creek Trail Segments #3 & 4.

#### Capital Projects:

- Completed the boiler replacement at Garden Home Recreation Center and retrofit roof restoration of the administration breezeway at Howard M. Terpenning Recreation Complex, and various pedestrian pathway improvements.
- Applied for land use and construction permits (review only) in the city of Beaverton for a loop trail option and submitted for right-of-way improvement in Washington County for the at-grade crossing at Scholls Ferry Road for Greenway Park area improvements (State-funded grant).

#### 2008 Bond Projects in Process:

- Completed construction of the multi-purpose sport court for the SW Quadrant Youth Athletic Field (Mountain View Champions Park).
- Applied for construction permits to relocate the storm pond outside of the future widening of Walker Road at Cedar Hills Park.

#### 2019 Metro Nature in Neighborhoods Bond Projects:

- Completed tree felling and boardwalk removal before bird nesting season and applied for construction permits for the Willow Creek Greenway boardwalk.
- Secured state grant for concept planning for Commonwealth Lake Bridge and Weir replacement.
- Completed design development and applied for land use for Saqsqa Park.
- Solicited design services for the Westside Trail Pedestrian Bridge.

## **FY 2025/26 Goals and Objectives**

### Value: Leading with Equity with special attention to Racial Equity

Seek to increase the utilization of design consultants and contractors that are certified Minority Women Emerging Small Businesses (MWESB).

Development department activities and the operating budget have been established to support the district's commitment to racial equity and advance the district's Diversity & Inclusion Vision Statement.

## **FY 2025/26 Goals and Objectives (continued)**

Long-term planning and development of parks and trail projects rely on prioritization considering the district's Geo-Referenced Amenities Standards Process (GRASP) scoring, which calls attention to communities with the least access to resources, such as parks, trails, and transportation. GRASP scoring also helps the district better ensure that the generation paying into the district now will have (pedestrian, public transportation, or driving) access to THPRD amenities while they live within the district.

Implement the 2020 Vision Action Plan's community-driven list of general design priorities for each new project. Activities and funding are carefully balanced to engage diverse communities in the design and development process for park, trail, and facility projects, including concept planning and site naming. Throughout the engagement process, the district will not only work toward removing barriers to participation, but THPRD will also work to foster a richly welcoming environment and seek innovative ways to meet the community in spaces that are safe and engaging for everyone.

Incorporate the district's Access for All initiative in all projects, including that the requirements of the Americans with Disabilities Act (ADA) are achieved in each project. To the greatest extent possible, and within the limitations of a given site, park planners work to provide amenities above and beyond ADA standards that encourage inclusive activities and the provision of more accessible surfacing and play equipment.

Begin community engagement for multiple development projects using equity-based outreach and engagement strategies. These projects include:

- Concept planning for nature-play-oriented play equipment replacement at Rock Creek Park.
- Concept planning for nature-play-oriented play equipment replacement at Bonny Slope Park.
- Concept planning for park improvements at Commonwealth Lake Park.
- Concept planning for a future new neighborhood park at SW Miller Road.
- Plan a grand opening in South Cooper Mountain to celebrate a collection of new park and trail projects.
- Concept planning for Westside Trail Segments 14, 16-18 project.
- Naming new parks and trails.

Build partnerships with cultural community-based organizations and engage them in the planning of two projects funded by Metro's Community Choice grants. These projects are located at Recuerdo Park and the Tualatin Hills Nature Park.

### Value: Environmental Stewardship

Actively participate in the district's work in implementing the mitigation strategies outlined in the Climate Action Plan.

Create an inter-departmental plant palette that meets climate action and maintenance operation goals.

### Value: Commitment to Community Vision

Apply practical and flexible engagement strategies, including, but not limited to, in-person and virtual community meetings recorded with language translation options, surveys, local and multi-cultural community events, community design charrettes, focus groups, partner advisory committees, interviews, and presentations to local groups.

Initiate and update the SDC Methodology and Affordable Housing waiver program.

## **FY 2025/26 Goals and Objectives (continued)**

Participate in the City of Beaverton and Washington County affordable housing project(s), including the Lombard West Transit Oriented Development project with the City of Beaverton.

Continue to implement the affordable housing waiver program.

Participate in inter-governmental agency projects to ensure placemaking, access to, and implementation of parks, trails, facilities, and recreation programming are achieved. Projects include but are not limited to Downtown Beaverton, Cooper Mountain, South Cooper Mountain, North Bethany, Bonny Slope West, Washington County and City of Beaverton Transportation Plan Updates, Farmington Road Technical Advisory Committee, etc.

Continue to work with developers to coordinate and implement SDC credit projects.

Participate, review, and respond to federal, state, regional, and local legislative actions that are of interest to the district.

Incorporate action steps identified in the Vision Action Plan into the district's roadmap for the next 20 years and plan for the implementation of the 2023 Comprehensive Plan near-term recommendations.

Continue to implement strategies for acquisition in areas defined as park deficient, focusing on downtown Beaverton, as well as in future urban growth areas expected to be included in THPRD's boundary.

### **SDC Projects:**

- Prepare construction documents for a pickleball facility at Howard M. Terpenning Recreation Complex
- Construct Serenity Park.
- Monitor federal construction grants and begin construction documents for Westside Trail Bridge installation.
- Acquire land/easements and complete construction documents for Beaverton Creek Trail Segments #3 & 4.
- Begin concept planning for Westside Trail Segments #14, 16-18.
- Prepare request for proposal (RFP) for a future neighborhood park at SW Miller Hill.

### **Capital Projects:**

- Support tenant improvement project at new administration building.
- Complete various pedestrian pathway improvements.
- Construct at-grade crossing at Scholls Ferry Road for Greenway Park area improvements (State-funded grant).
- Complete land use and construction documents for the Fanno Creek Trail loop trail option.

### **2008 Bond Projects:**

- Construct relocated storm pond at Cedar Hills Park.

## **FY 2025/26 Goals and Objectives (continued)**

### **2019 Metro Bond Projects:**

- Complete construction of the Willow Creek Greenway boardwalk. Prepare RFP and start concept planning for Commonwealth Lake Bridge & Weir replacement and two (2) nature play-oriented play equipment replacements at Bonny Slope Park and Rock Creek Park.
- Complete construction permits and solicit bids for Sagsaqa Park.

### **Priority: Expand Sustainable Funding Strategies**

Support grant administrator with developing grant applications for projects in need of supplemental funding to reduce reliance on System Development Charges and General Fund resources.

### **Priority: Enhance Environmental Sustainability and Climate Resilience**

Research lower carbon gas-producing materials for the construction of new projects. Coordinate with Energy Trust of Oregon to audit the energy use of the proposed pickleball facility at Howard M. Terpenning Recreation Complex.

### **Priority: Investing in Efficient Technologies**

Participate in the redevelopment of the district's website to modernize public access to planning and development projects and tools. Continue to support transition to Enterprise. Continue to participate in the asset management and GIS committees to facilitate streamlined inventory and access to district assets.

Implement land study analysis to focus acquisition efforts in underserved areas of the district.

## **Budget Highlights**

The Development budget reflects the repurposing of the Park Planner position to create a new Capital Improvement Project Manager position and an increase in hours of Front Desk Support to manage shelter reservations during peak months.

The Planning budget reflects the transfer of the Engagement Specialist position to the Communications department. It also reflects the repurposing of the Land Acquisition Specialist position to create a new Planning & Development Coordinator position in the department.



**Division: Park Services**  
Department: Planning & Development

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
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**Summary by Object**

Personnel Services	\$ 1,592,448	\$ 1,582,724	\$ 1,711,724	\$ 1,646,593
Materials & Services	32,309	32,603	108,775	81,598
<b>Total Appropriations</b>	<b>\$ 1,624,757</b>	<b>\$ 1,615,327</b>	<b>\$ 1,820,499</b>	<b>\$ 1,728,191</b>

**Summary by Program**

Planning & Development	\$ 1,624,757	\$ 1,615,327	\$ 1,820,499	\$ 1,728,191
<b>Total Appropriations</b>	<b>\$ 1,624,757</b>	<b>\$ 1,615,327</b>	<b>\$ 1,820,499</b>	<b>\$ 1,728,191</b>

**Division Staff**

Full-time	8.54	6.44	9.00	8.00
Part-time (FTE)	0.57	0.54	0.95	1.00

**Division: Park Services**  
Department: Planning & Development  
Program: Planning & Development

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Projected Outcome 2024/25</b>	<b>Proposed Outcome 2025/26</b>
<b>Land Acquisition</b>				
# of outreach to property owners of tier 1 or 2 properties as identified in land acquisition study	6	13	13	8
# of negotiated agreements - Memorandum of Understanding (MOU) or purchase and sale agreements	10	17	16	8
# of properties acquired	6	4	18	9
<b>Voluntary Annexation Program</b>				
# of mailers sent to property owners	6	-	6	-
# of properties annexed through VAP	5	-	4	-
<b>Intergovernmental Coordination</b>				
# of meetings with city, county, and Clean Water Services	110	85	64	86
Review & attendance at city and county pre-application conferences	4	5	6	5
Comment letters or testimony on development applications	6	8	12	9
Participation in planning projects (e.g., technical advisory committees; partnership projects)	20	32	38	30
# days to complete service provider letters	3	2	3	3
<b>Community Engagement</b>				
Number of public engagement activities	30	31	19	22
<b>System Development Charges</b>				
Affordable Housing Waivers Granted	128	81	-	144
<b>Workloads</b>				
Number of public engagement activities	27	15	17	26
Number of active park/facility projects	19	20	16	23
Number of active trail projects	6	7	7	5
Number of active partnership and developer-led projects	18	16	10	9

**Division: Park Services**  
**Department: Planning & Development**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 997,624	\$ 1,010,411	\$ 1,109,237	\$ 1,067,257
PT Salary	18,135	21,110	37,107	38,588
Employee Benefits	440,416	405,202	388,019	385,788
Payroll Taxes	136,273	146,001	177,361	154,960
<b>Personnel Services</b>	<b>\$ 1,592,448</b>	<b>\$ 1,582,724</b>	<b>\$ 1,711,724</b>	<b>\$ 1,646,593</b>
Professional and Technical Services	\$ 11,204	\$ 12,694	\$ 64,505	\$ 35,500
Communications	5,306	-	-	-
Supplies	10,005	8,128	20,080	16,818
Training, Travel and Memberships	5,794	9,754	21,690	26,780
Small Furniture, Fixtures and Equip.	-	2,027	2,500	2,500
<b>Material &amp; Services</b>	<b>\$ 32,309</b>	<b>\$ 32,603</b>	<b>\$ 108,775</b>	<b>\$ 81,598</b>
<b>Program Total</b>	<b>\$ 1,624,757</b>	<b>\$ 1,615,327</b>	<b>\$ 1,820,499</b>	<b>\$ 1,728,191</b>
<b>Department Staff</b>				
Full-time	8.54	6.44	9.00	8.00
Part-time (FTE)	0.57	0.54	0.95	1.00



# **Recreation Services**

**Recreation Services Directors**

**Aquatics**

**Sports & Inclusion Services**

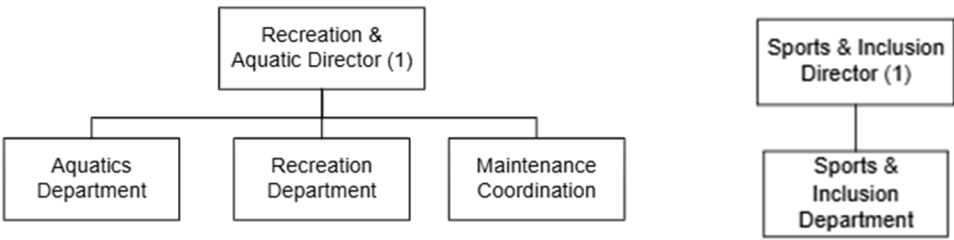
**Recreation**

**Building Maintenance Coordination**



# RECREATION SERVICES DIVISION

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**Division Mission**

To provide a broad range of safe, high-quality recreation programs and special events responsive to the needs, abilities, and interests of the diverse community we serve.

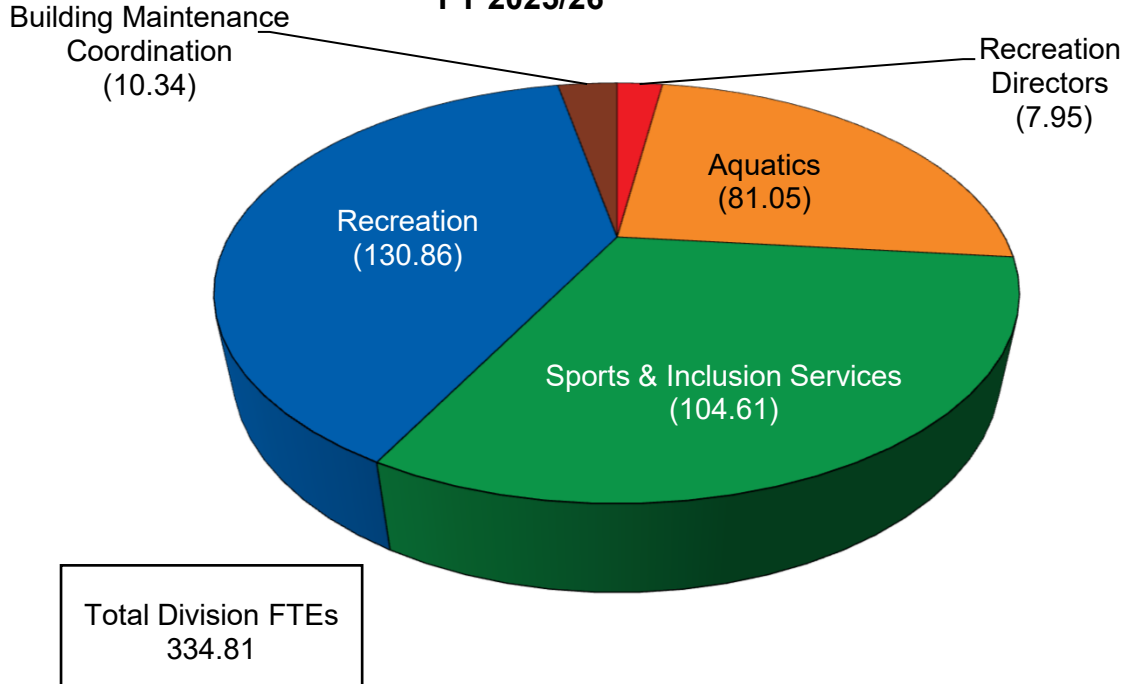
**Division Overview**

The Recreation & Aquatic director and the Sports & Inclusion director both report to the general manager and are responsible for all administrative functions relating to recreation program activities, aquatics programs, recreational programs serving all ages, interests, and abilities, nature education and interpretation; senior wellness programming; sports and sports leagues; and the maintenance and program support within district facilities.

The Recreation Services Division budget includes the following departments: Office of the Directors, Aquatics, Sports & Inclusion Services, Recreation, and Building Maintenance Coordination. Activities of the Recreation Services Division also include Sponsorships Administration, staff development, customer engagement, management and maintenance of recreational facilities, the adaptive recreation and inclusion services programs, Jenkins Estate management, and oversight of the district's Diversify internship program.

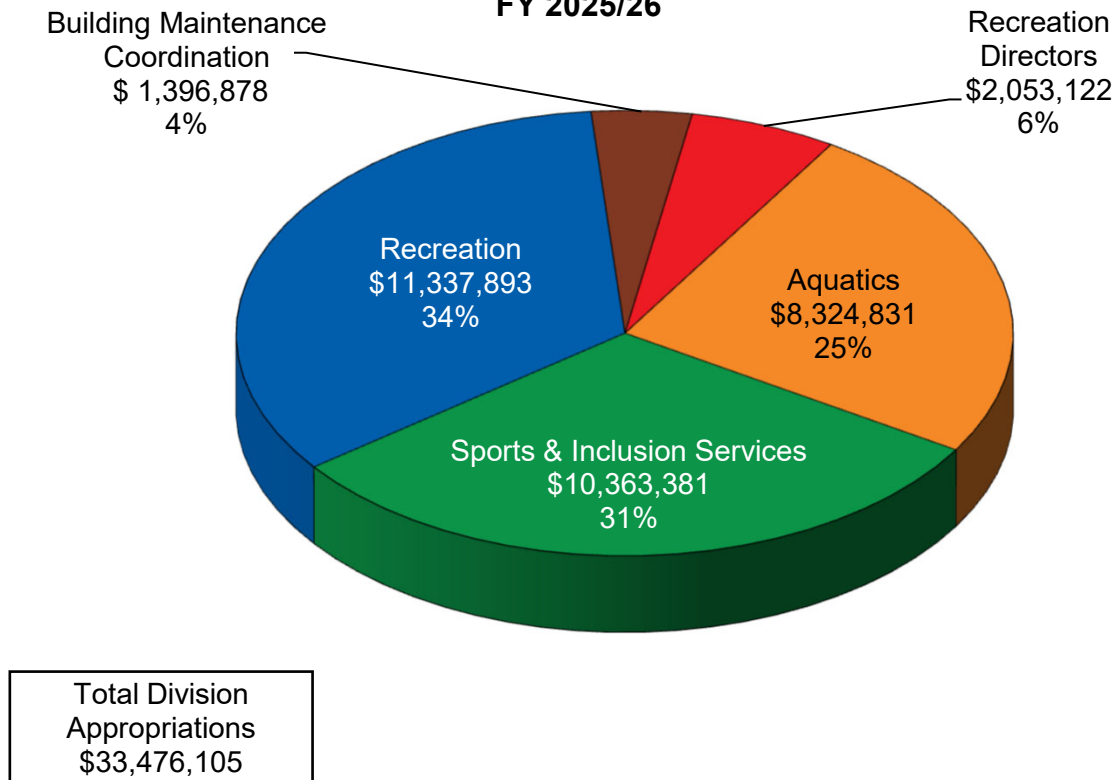
## Division Staffing by Departments

FY 2025/26



## Division Appropriations by Departments

FY 2025/26



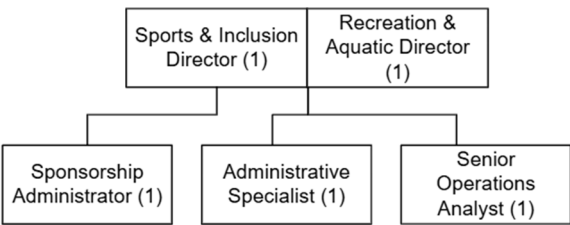


## Division: Recreation Services

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Summary by Object</b>				
Personnel Services	\$ 17,201,233	\$ 20,661,505	\$ 26,346,647	\$ 27,783,807
Materials & Services	3,730,260	4,203,428	5,244,300	5,692,298
<b>Total Appropriations</b>	<b>\$ 20,931,493</b>	<b>\$ 24,864,933</b>	<b>\$ 31,590,947</b>	<b>\$ 33,476,105</b>
<b>Summary by Department</b>				
Recreation Directors	\$ 1,173,150	\$ 1,416,185	\$ 1,871,607	\$ 2,053,122
Aquatics	4,808,894	6,382,578	8,036,638	8,324,831
Sports & Inclusion Services	6,626,010	7,368,536	9,839,051	10,363,381
Recreation	7,579,360	8,653,445	10,646,261	11,337,893
Building Maintenance Coordination	744,079	1,044,189	1,197,390	1,396,878
<b>Total Appropriations</b>	<b>\$ 20,931,493</b>	<b>\$ 24,864,933</b>	<b>\$ 31,590,947</b>	<b>\$ 33,476,105</b>
<b>Program Revenue</b>	<b>\$ 9,669,980</b>	<b>\$ 11,665,478</b>	<b>\$ 11,605,921</b>	<b>\$ 11,792,336</b>
<b>Tax Subsidy</b>	<b>\$ 11,261,513</b>	<b>\$ 13,199,455</b>	<b>\$ 19,985,026</b>	<b>\$ 21,683,769</b>
<b>% of Program Subsidized</b>	<b>54%</b>	<b>53%</b>	<b>63%</b>	<b>65%</b>
<b>Division Staff</b>				
Full-time	83.85	75.71	100.00	105.00
Part-time (FTE)	146.22	146.09	250.33	229.81

**RECREATION SERVICES DIVISION**  
Office of the Recreation Services Directors

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**Department Overview**

This budget unit supports the activities of the directors of Recreation Services.

The Office of Directors' budget activities include managing and supervising the program staff within the Aquatics, Recreation, Sports & Inclusion departments, Jenkins Estate, Sponsorship Administration, and coordinating and implementing the division's recreational activities and the maintenance staff supporting programs within the district buildings.

**Recreation Services Building Coordination**

The division's building coordination program provides maintenance, repair, and custodial services to the aquatic, historical, and non-programmed THPRD facilities. Building and aquatic center staff report to assigned supervisors and work closely with two assigned building coordinators who are subject matter experts on buildings and associated systems. The building coordinators also work closely with trades staff in the Maintenance Operations department to troubleshoot issues.

Facility maintenance staff maintain outdoor restrooms, gymnasiums, splash pads, indoor and outdoor pools, and historic buildings. All full-time aquatic maintenance positions require a Pool Operator Certification.

**Sponsorship Administration:**

The division's sponsorship administration will focus on districtwide corporate sponsorships to unlock new revenue streams.

**FY 2024/25 Division Accomplishments**

To support staff retention, Conestoga Recreation & Aquatic Center (CRAC) hosted an end-of-summer camp staff meeting, which played a pivotal role in encouraging staff to return for the following year. This event fostered team camaraderie and appreciation, contributing to a positive work culture.

Recreation Services sent 30 staff to the virtual LERN conference to learn industry trends and professional development. They all obtain their Certified Program Planner (CPP) certification by completing the conference and exam.

The full-time customer service staff collaborated with equity and engagement staff to create the THPRD safety modules in Spanish to promote inclusivity in training. These training courses are available virtually to staff in NeoGov Learn.

## **FY 2024/25 Division Accomplishments (continued)**

Garden Home Recreation Center's (GHRC) full-time office tech and recreation services customer engagement specialist were selected to participate in the ORPA Leadership Academy this year. The academy is a seven-month program for emerging leaders in parks and recreation.

Adaptive equipment was purchased for programs to increase participation among non-speaking patrons.

Aquatic part-time staffing levels have returned to pre-pandemic levels following vigorous hiring and training efforts. The focus has been on increasing the volume of swim lessons and providing patron and lap swim opportunities during the days and times most in demand by the community.

Babette Hornstein Tennis Center (BHTC), in partnership with the U.S. Tennis Association, hosted the Adult League Sectionals, Tennis on Campus, Pacific Cup, and Rec Tennis program throughout the year. More than 3,000 players from across the Pacific Northwest attended BHTC.

### Value: Commitment to Community Vision

Tualatin Hills Nature Center (THNC) and CRAC nine-month preschool programs became eligible for Employment Related Day Care (ERDC) subsidies for qualifying families. From July to September 2024, Nature Mobile offered free, grant-funded programs at THPRD parks and community events, reaching 2,400 kids and 1,900 adults with nature programming.

GHRC collaborated with The Estuary Center, a therapy center for teens and adults with autism, to create opportunities for their students to gain life skills through volunteering at the center. Two students and their teachers worked with our maintenance staff to learn how to wipe down equipment, restock supplies, and perform other light custodial tasks.

Cedar Hills Recreation Center (CHRC) hosted the free family fishing day at Commonwealth Lake in collaboration with the Oregon Department of Fish and Wildlife (ODFW). This event introduced youth and families to the sport with knowledgeable and experienced ODFW staff support.

Since reopening Jenkins Estate to the public in July 2024, staff have rented the space to groups who would not have been able to afford it previously due to financial hardships. The Jenkins Estate staff have implemented a pricing structure more accessible to the community, allowing them to use the space for various family gatherings, celebrations, and more.

The THPRD Tri Together Pedal Run Dip nearly doubled its participants from the previous year. The registration process was revamped to allow participants to register with friends and family members in the same heats so they can complete the event together.

The Aquatics and Sports & Inclusion departments reviewed the current and newly requested sports affiliates through our new process.

BHTC installed new security cameras in the air structures and the breezeway to respond quickly to emergencies. These new cameras are wireless and provide flexible viewpoints.

### Priority: Develop Sustainable Operating and Financial Models for the Future

The weight rooms at Conestoga and the Elsie Stuhr Center (ESC) were upgraded to new equipment from Precor and Hoist machines that are more adaptable and adjustable to reach a broader customer base. The Friends of Elsie Stuhr funded the improvements at the ESC.

## **FY 2024/25 Division Accomplishments (continued)**

The GHRC THRIVE after-school program received an additional \$10,000 grant from National Recreation & Park Association's (NRPA) Office of Juvenile Justice and Delinquency Prevention (OJJDP) funds for a mentoring program at Chehalem Elementary. After our review, NRPA staff expressed such strong confidence in our program's success that they wanted to provide additional financial support.

Sunset Swim Center increased swim lesson offerings and revenue by almost 200 percent in its second year of post-pandemic operations.

BHTC implemented the new third-party software Court Reserve to manage all tennis and pickleball reservations. This allows tennis and pickleball reservations to be available at Raleigh Park, Cedar Hills Park, and PCC. It reduced court cancellations and notified the waitlist when courts were available.

The Recreation Services directors, the Finance director, and the operations analyst went through the Financial Sustainability Certification Program.

### Value: Leading with Equity with special attention to Racial Equity.

GHRC started offering Adaptive Yoga and Adaptive Weight Room Circuit classes after receiving positive feedback from Camp Rivendale participants.

For the third year, THNC collaborated with Beaverton Black Parent Union to host the Black & Green Fellowship. This paid workforce training experience connected 15 Beaverton School District (BSD) high school students to health and wellness, nature and parks, and careers in nature.

Fifty percent of swim lesson opportunities will remain designated for financial aid recipients, ensuring that all members of the THPRD community can access life-saving swimming skills, regardless of their ability to pay.

Beaverton Swim Center continues to partner with CAIRO PDX to produce swim lesson opportunities for children of African, immigrant, and refugee communities.

Aloha Swim Center continues to hold Vamos A Nadar, a Spanish-speaking swim lesson event in May aimed at reaching out to the Spanish-speaking community.

BHTC has introduced girls-only tennis and pickleball classes to boost sports participation and create a safe environment for learning the games.

Jenkins Estate hosted many private events at the Jenkins Estate for various ethnic and cultural groups. Focusing on being a space where community members from all backgrounds feel welcome. For example, it hosted Diwali Celebrations, Bar Mitzvahs, Quinceaneras, Drag Queen Bingo, Indian engagement parties, and Japanese Opera.

CRAC expanded the Sensory Santa Event, providing 44 families, including those with sensory sensitivities, a welcoming and supportive opportunity to meet Santa.

GHRC partnered with Venezuela's Voice in Oregon and the Communications Department to host the Welcoming Week Walk and Cultural Story-Time Festival. This family-friendly event featured a guided walk along the Fanno Creek Trail and a cultural story time, and participants engaged in writing stories that were donated to youth and the elderly in Venezuela.

## **FY 2024/25 Division Accomplishments (continued)**

CRAC introduced American Sign Language beginner classes to promote accessibility and inclusion for the deaf and hard-of-hearing community, fostering a more inclusive space for all patrons.

### Value: Environmental Stewardship

THNC hosted 128 school groups serving over 3,000 students and 800 adults with field-based environmental education programming. The Friends of the Tualatin Hills Nature Park sponsored our scholarship program, which awarded BSD Title 1 Elementary schools \$6,158 in scholarship awards and provided 40 classrooms (974 students) from 9 different BSD schools with nature field experiences.

The curriculum at Fanno Farmhouse Preschool focuses on environmental stewardship. It educates future generations about the importance of caring for the environment. This foundational education helps instill values of sustainability and conservation in young learners.

CRAC introduced a new camp, "Camp Impact," which focuses on the benefits of giving back to the community and our role as environmental stewards. This camp is designed to engage young people in activities that highlight the positive impact they can have on their environment through community service and sustainable practices.

ESC used the Strategic Energy Management (SEM) program to replace all T-8 fluorescent lights in the facility's interior with LED bulbs.

## **FY 2025/26 Division Goals and Objectives**

Recreation centers will integrate digital tools for class registration, attendance tracking, and communication to reduce paper usage and increase efficiency. Upgrades to technology, such as translation devices and interactive kiosks, will better assist patrons and streamline operations.

GHRC will identify locations for expanded programming and operating hours to increase access to recreation.

THNC is actively researching and applying for grants to secure funding for our partnership work with Adelante Mujeres's Chicas program, our NEWT Internship, and the expansion of the Black & Green Fellowship.

Recreation center staff will increase revenue by expanding facility rentals and partnering with local businesses and organizations for events, conferences, and workshops. This strategy will provide additional funding streams while fostering community collaboration.

ESC has added additional funding to the budget to increase staffing and expand programming opportunities during evenings and weekends, enhancing community access and engagement.

Recreation center maintenance staff will follow a sustainability strategy that includes adopting energy-efficient technologies and encouraging green building practices.

Partner with the organization "Grown Up Swimming" to provide beginner to master's level swimming opportunities at THPRD.

Aquatics will participate in implementing the district's Comprehensive and Strategic Plans to reflect the needs of aquatic facilities and programs.

## **FY 2025/26 Division Goals and Objectives (continued)**

The division is working with the Finance department to explore options for new financial sustainability models and provide an update on our existing methodology.

### Priority: Enhance Environmental Sustainability and Climate Resilience

GHRC will revitalize garden beds at the center to promote food production, environmental stewardship and to develop new programs and curriculum on gardening, the benefits of healthy nutrition, and reducing greenhouse gas emissions and waste.

### Priority: Investing in Efficient Technologies

Adaptive & Inclusion staff are researching new technology to increase options for adaptive programming in sensory-friendly environments.

The Recreation Division will implement staff scheduling software to provide consistency for all facilities and reduce overall costs.

The division is exploring ways to use existing SharePoint technology to streamline workplace documentation and facilitate sharing documentation between facilities.

BHTC implemented the new third-party software, Court Reserve, to manage all tennis and pickleball reservations.

## **Budget Highlights**

The budget reflects the creation of a limited duration Sponsorship Administration position within the Recreation Division to explore corporate sponsorship for the district.



**Division: Recreation Services**  
**Department: Recreation Directors**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
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**Summary by Object**

Personnel Services	\$ 608,192	\$ 789,208	\$ 1,083,793	\$ 1,289,312
Materials & Services	564,958	626,977	787,814	763,810
<b>Total Appropriations</b>	<b>\$ 1,173,150</b>	<b>\$ 1,416,185</b>	<b>\$ 1,871,607</b>	<b>\$ 2,053,122</b>

**Summary by Program**

Recreation Directors	\$ 1,173,150	\$ 1,416,185	\$ 1,871,607	\$ 2,053,122
<b>Total Appropriations</b>	<b>\$ 1,173,150</b>	<b>\$ 1,416,185</b>	<b>\$ 1,871,607</b>	<b>\$ 2,053,122</b>

<b>Program Revenue</b>	<b>\$ 44,017</b>	<b>\$ 44,641</b>	<b>\$ 29,440</b>	<b>\$ 46,000</b>
<b>Tax Subsidy</b>	<b>\$ 1,129,133</b>	<b>\$ 1,371,544</b>	<b>\$ 1,842,167</b>	<b>\$ 2,007,122</b>
<b>% of Program Subsidized</b>	<b>96%</b>	<b>97%</b>	<b>98%</b>	<b>98%</b>

**Division Staff**

Full-time	2.62	2.49	4.00	5.00
Part-time (FTE)	1.41	0.68	2.95	2.95

**Division: Recreation Services**  
Department: Recreation Director

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Projected Outcome 2024/25</b>	<b>Proposed Outcome 2025/26</b>
Attendance	1,285,087	1,365,231	1,396,820	1,416,252
Number of classes held	6,543	9,128	9,283	9,330
% of classes held vs. offered	91%	90%	91%	92%

**Division: Recreation Services**  
**Department: Recreation Directors**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 364,923	\$ 469,280	\$ 644,431	\$ 780,443
PT Salary	47,945	67,084	121,998	129,270
Employee Benefits	137,995	179,747	202,390	258,074
Payroll Taxes	57,329	73,097	114,974	121,525
<b>Personnel Services</b>	<b>\$ 608,192</b>	<b>\$ 789,208</b>	<b>\$ 1,083,793</b>	<b>\$ 1,289,312</b>
Professional and Technical Services	\$ 33,966	\$ 14,973	\$ 69,704	\$ 105,506
Fee reductions-Financial Aid	497,193	522,582	507,828	504,328
Communication	843	47,666	70,602	70,796
Supplies	5,544	5,954	92,200	22,000
Training, Travel and Memberships	27,378	35,802	47,480	61,180
Small Furniture, Fixtures and Equip.	34	-	-	-
<b>Material &amp; Services</b>	<b>\$ 564,958</b>	<b>\$ 626,977</b>	<b>\$ 787,814</b>	<b>\$ 763,810</b>
<b>Program Total</b>	<b>\$ 1,173,150</b>	<b>\$ 1,416,185</b>	<b>\$ 1,871,607</b>	<b>\$ 2,053,122</b>
<b>Program Revenue</b>	<b>\$ 44,017</b>	<b>\$ 44,641</b>	<b>\$ 29,440</b>	<b>\$ 46,000</b>
<b>Tax Subsidy</b>	<b>\$ 1,129,133</b>	<b>\$ 1,371,544</b>	<b>\$ 1,842,167</b>	<b>\$ 2,007,122</b>
<b>% of Program Subsidized</b>	<b>96%</b>	<b>97%</b>	<b>98%</b>	<b>98%</b>
<b>Department Staff</b>				
Full-time	2.62	2.49	4.00	5.00
Part-time (FTE)	1.41	0.68	2.95	2.95





**Aquatics**

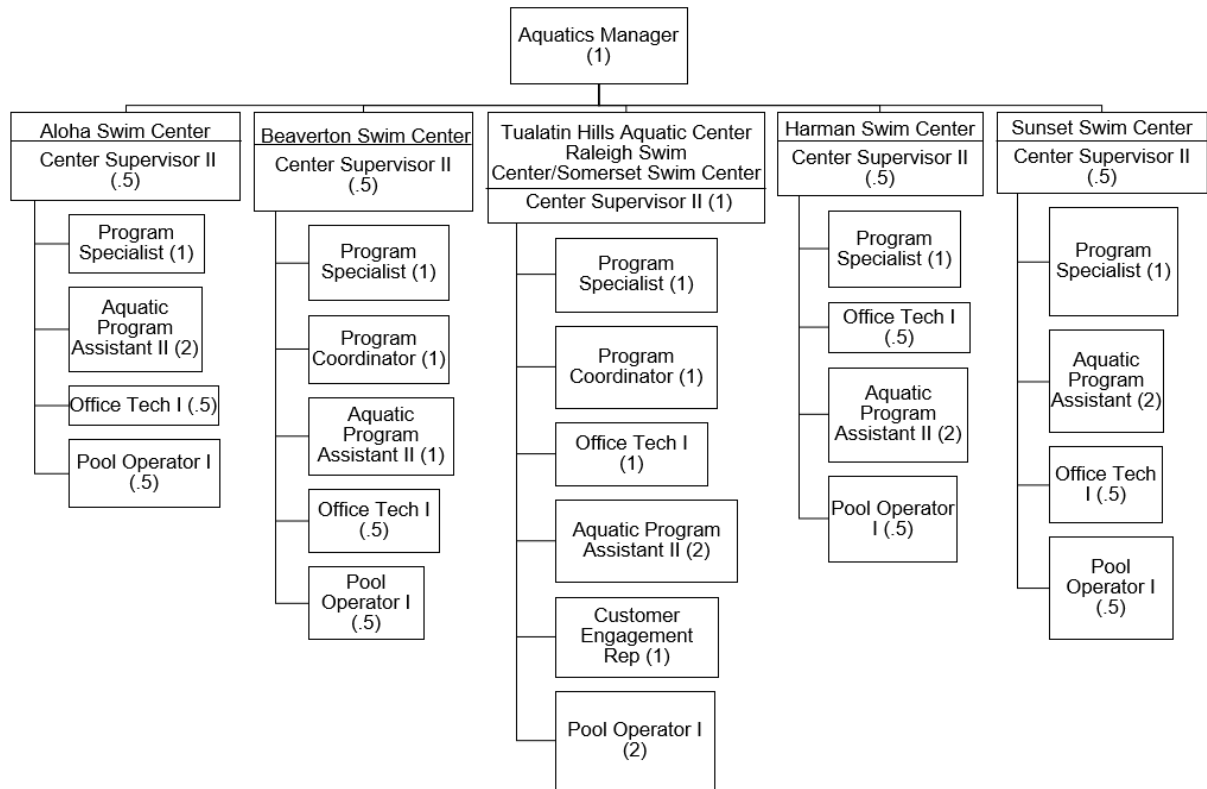




## RECREATION SERVICES DIVISION

### Aquatics Department

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### Department Overview

The Aquatics Department manager is responsible to the Recreation & Aquatic director and manages the operation of seven swim centers, their programs, and staff. The manager also oversees the aquatics program at the Conestoga Recreation & Aquatic Center.

The Aquatics Department plans, organizes and administers the financial, operational, and personnel activities of a comprehensive program. Activities for the department include program development in the areas of instructional, recreational, fitness, and competitive aquatic activities; certification courses, senior activities, and programs for patrons experiencing disability; and the supervision and training of staff. The manager oversees building and pool maintenance activities in coordination with the recreation manager.

### FY 2024/25 Accomplishments

#### Priority: Focus on Strengthening Programming Opportunities

The THPRD Aquatics team continued to focus heavily on recruiting, hiring, and training additional staff. Emphasis has been placed on continuing to increase swim lesson volume and offering patron and lap swim opportunities on days and times most in demand by the THPRD community. Part-time staffing levels have now returned to pre-pandemic levels following vigorous hiring and training efforts by aquatic staff.

## **FY 2024/25 Accomplishments (continued)**

### Priority: Investing in Employees and Technology

The Aquatics Department continued to focus on training and resourcing new full-time and part-time staff members with particular emphasis on training additional new swim instructors to support increasing swim lesson volume across THPRD. These efforts resulted in a significant increase in swim lesson participant registrations over the course of the year.

Swim instructional staff continued to develop, improve, and expand THPRD's in-house swim lesson program by providing additional staff training opportunities and sharing process and best practices with other aquatic agencies at ORPA.

### Priority: Develop Sustainable Operating and Financial Models for the Future

Completed work with the affiliated sports program review, supported the Sports & Inclusion department affiliate stakeholder workgroup and developed affiliation alternatives for the THPRD board of directors' consideration.

The Tualatin Hills Aquatic Center continued to host more than 25 revenue-generating events, including the prestigious Oregon School Activities Association (OSAA) Swimming Championships, over the course of the year.

Tualatin Hills Swim Club and THPRD completed work on a Memorandum of Understanding to govern the use of aquatic equipment in shared spaces by both organizations.

Sunset Swim Center increased swim lesson offerings and revenue by nearly 200 percent in its second year of post-pandemic operation.

### Value: Leading with Equity with special attention to Racial Equity.

Aloha Swim Center continued to hold Vamos A Nadar, a Spanish-speaking swim lesson event held in May to reach out to the Spanish-speaking community.

Fifty percent of swim lesson opportunities will continue to be held for financial aid recipients to ensure that all members of the THPRD community have access to life-saving swimming skills regardless of ability to pay.

Special events were held at multiple swim centers with Middle Eastern partner groups, including Arab House, Cool Islam, Afghan Support Group, and IRCO, to celebrate and welcome this community to aquatics. These programming opportunities have continued to significantly expand in attendance and participation as this community becomes more aware of the opportunity.

Harman Swim Center continued to hold an LGBTQIA+ Pride Party in June to celebrate and welcome this community to aquatics. Harman Swim Center has expanded this partnership to include quarterly events held in coordination with Pride Beaverton.

Beaverton Swim Center continued to partner with CAIRO PDX to produce swim lesson opportunities specifically for children of African, immigrant, and refugee communities.

Harman Swim Center offered adaptive swim lesson opportunities to over 300 adaptive needs swimmers over the course of the fiscal year. This represents an over 50 percent increase year over year in adaptive lessons offered.



## **FY 2025/26 Goals and Objectives**

### Priority: Investing in Efficient Technologies

Continue to focus on recruiting tools and training lifeguards and swim instructors to meet the demand for programs.

Transition the Aquatics Department to a new, more functional staff scheduling software that mirrors the one utilized by the Recreation Department.

Explore ways that existing SharePoint technology can be used to streamline workplace documentation and ease the sharing of important documentation between sites.

Continue to work to expand grant-funded THPRD Jr. Lifeguard offerings and create opportunities for Jr. Lifeguards to volunteer and stay connected with THPRD to ease their path to eventually becoming a lifeguard with the district.

### Priority: Expand Sustainable Funding Strategies

Participate in implementing the district's comprehensive and strategic plans to reflect the needs of aquatic facilities and programs.

Continue work with the affiliated sports program review, supported the Sports & Inclusion Department affiliate stakeholder workgroup and develop affiliation alternatives for the THPRD board of directors' consideration.

Complete operational and market analysis of aquatics programming districtwide and elicit community feedback on future opportunities for changing aquatic program offerings and fee structures to meet both THPRD financial and programming goals.

Continue to update agreements with the affiliated aquatic clubs and pool space allocations.

### Value: Commitment to a Community Vision

Provide lifeguarding courses consistently, with at least one course offered each month.

Continue to remove barriers to THPRD's lifeguard program by expanding the existing Earn to Learn training model, which has been successful in recruiting and training additional Aquatic staff.

Continue to expand and improve the THPRD new staff swim lesson training program to help train instructors and build back our teaching staff, allowing THPRD to expand swim lesson offerings.

Partner with the organization Grown Up Swimming to provide beginner to master's level swimming opportunities at THPRD.

Explore opportunities to expand stand-up paddleboarding (SUP) programming opportunities at the aquatic center.

### Other Activities

Continue to promote drowning prevention through water safety education at the pools and online marketing.

## **FY 2025/26 Goals and Objectives (continued)**

Secure annual grant funding to continue the Make a Splash swim lesson program by providing spaces within the Learn to Swim program.

Provide lifeguard and staff support at the THPRD Tri Together Pedal Run Dip, an annual event for all abilities, partnering with the Sports & Inclusion Department.

Provide free and reduced-price swimming lessons subsidized by THPRD's Financial Aid Program.

Continue to expand adaptive class offerings and Learn to Swim classes for English Language Learners.

Continue to operate a lifejacket loaner program for anyone in need, regardless of circumstance. Promote this vital program more prominently in online web promotions and the Summer Activity Guide.

### Value: Leading with Equity with special attention to Racial Equity.

The Aquatics Department will continue to work closely with the Equity & Engagement Department to promote additional partnerships, events, and opportunities for historically marginalized groups to participate in aquatics. Examples include weekly sensory swim and women-only swim opportunities at Beaverton and Harman Swim Centers, as well as monthly co-produced events with diverse local partners to promote and encourage engagement with all members of the THPRD community.

Fifty percent of swim lesson opportunities will continue to be held for financial aid recipients to ensure that all members of the THPRD community have access to life-saving swimming skills regardless of their ability to pay.

Harman Swim Center will continue to work with other THPRD swim centers to expand adaptive swim lesson offerings to additional locations.

The Aquatics manager budget supports staff diversity, equity, inclusion, and access training throughout the year, including webinars and conference opportunities offered by the Oregon Recreation and Park Association, the Portland Metro Diversity Employment Network, and the Northwest Public Employees Diversity Conference (NWPEDC).

### **Budget Highlights**

The budget reflects a new program assistant position at the Harman Swim Center to expand the hours and programs offered at the center.

The budget reflects additional technology equipment at various centers to enhance staff efficiency and patron experience.

**Division: Recreation Services**  
**Department: Aquatics**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
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**Summary by Object**

Personnel Services	\$ 3,824,924	\$ 5,175,898	\$ 6,590,811	\$ 6,794,775
Materials & Services	983,970	1,206,680	1,445,827	1,530,056
<b>Total Appropriations</b>	<b>\$ 4,808,894</b>	<b>\$ 6,382,578</b>	<b>\$ 8,036,638</b>	<b>\$ 8,324,831</b>

**Summary by Program**

Aquatics Manager	\$ 31,531	\$ 207,730	\$ 263,924	\$ 287,593
Aloha Swim Center	555,038	838,118	1,233,025	1,224,550
Tualatin Hills Aquatic Center	1,999,274	2,108,410	2,549,244	2,634,395
Beaverton Swim Center	1,103,168	1,269,063	1,435,651	1,446,466
Harman Swim Center	621,303	922,426	1,132,888	1,241,113
Sunset Swim Center	309,967	787,220	1,044,539	1,116,203
Raleigh Swim Center	82,468	112,479	134,081	142,364
Somerset West Swim Center	106,145	137,132	243,286	232,147
<b>Total Appropriations</b>	<b>\$ 4,808,894</b>	<b>\$ 6,382,578</b>	<b>\$ 8,036,638</b>	<b>\$ 8,324,831</b>

<b>Program Revenue</b>	<b>\$ 1,673,742</b>	<b>\$ 2,506,742</b>	<b>\$ 2,399,101</b>	<b>\$ 2,373,386</b>
<b>Tax Subsidy</b>	<b>\$ 3,135,152</b>	<b>\$ 3,875,836</b>	<b>\$ 5,637,537</b>	<b>\$ 5,951,445</b>
<b>% of Program Subsidized</b>	<b>65%</b>	<b>61%</b>	<b>70%</b>	<b>71%</b>

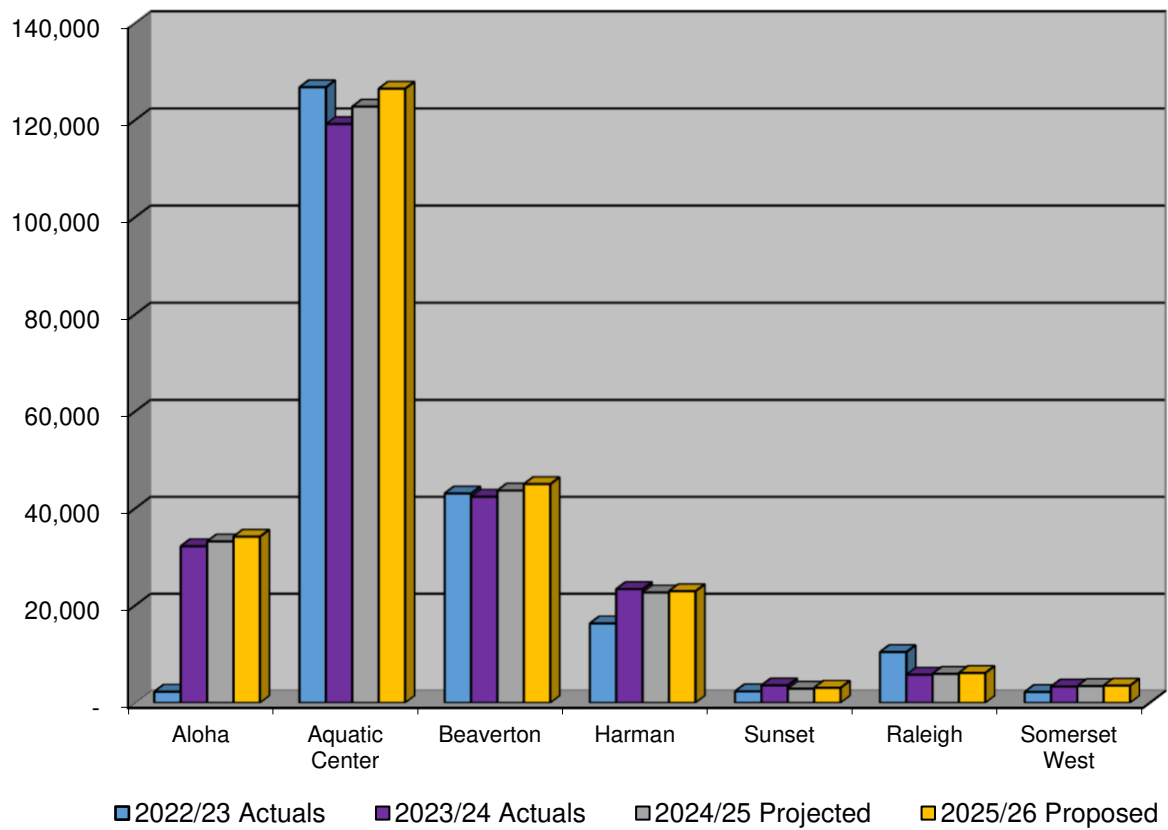
**Division Staff**

Full-time	20.88	20.64	27.00	28.00
Part-time (FTE)	28.89	35.15	57.07	53.05

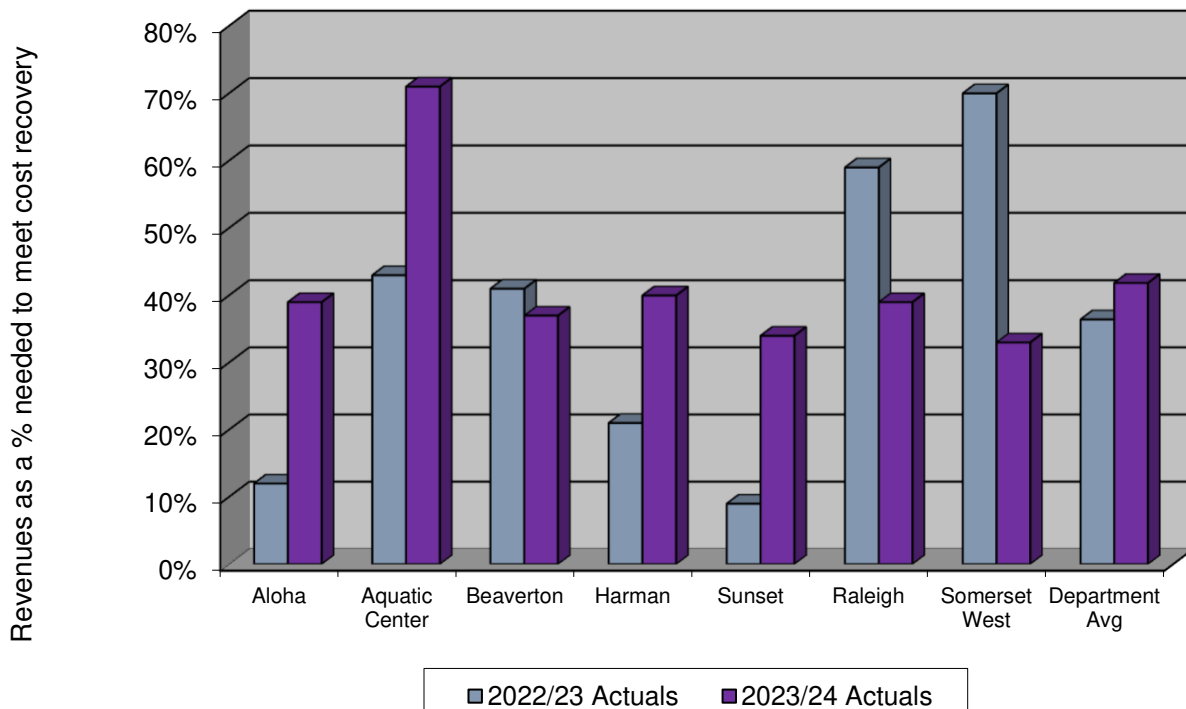
**Funded Service Level**

Program Hours	7,347	11,541	41,116	43,835
Contact Hours	65,547	79,792	1,492,908	1,667,868

## Attendance by Center



## Cost Recovery Progress



**Division: Recreation Services**

Department: Aquatics

Program: Manager of Aquatics

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 7,468	\$ 141,833	\$ 154,010	\$ 167,349
Employee Benefits	-	14,825	43,205	53,161
Payroll Taxes	726	20,180	23,777	23,078
<b>Personnel Services</b>	<b>\$ 8,194</b>	<b>\$ 176,838</b>	<b>\$ 220,992</b>	<b>\$ 243,588</b>
Communications	\$ 3,673	\$ 299	\$ -	\$ -
Supplies	17,317	15,413	8,106	10,579
Training, Travel and Memberships	2,347	15,180	34,826	33,426
<b>Material &amp; Services</b>	<b>\$ 23,337</b>	<b>\$ 30,892</b>	<b>\$ 42,932</b>	<b>\$ 44,005</b>
<b>Program Total</b>	<b>\$ 31,531</b>	<b>\$ 207,730</b>	<b>\$ 263,924</b>	<b>\$ 287,593</b>
<b>Department Staff</b>				
Full-time	0.04	0.84	1.00	1.00

**Division: Recreation Services**

Department: Aquatics

Program: Aloha Swim Center

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Projected Outcome 2024/25</b>	<b>Proposed Outcome 2025/26</b>
<b>Workloads:</b>				
Attendance	2,291	32,286	33,255	34,253
Number of classes held	73	545	560	560
% of classes held vs. offered	96%	95%	98%	98%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$182.77	\$20.96	\$22.78	\$28.72
Estimated maintenance cost per visit <sup>2</sup>	\$23.42	\$2.25	\$2.62	\$3.10
Utilities cost per square foot	\$5.78	\$6.20	\$8.09	\$9.16
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	552%	214%	400%	100%
Revenues as a % needed to meet cost recovery	12%	39%	36%	34%

<sup>1</sup> Does not include maintenance or utilities.<sup>2</sup> Total Maintenance Cost does not include utilities



**Division: Recreation Services**

Department: Aquatics

Program: Aloha Swim Center

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 201,356	\$ 270,669	\$ 352,383	\$ 403,391
PT Salary	65,145	212,697	417,363	335,463
Employee Benefits	116,272	124,069	153,522	177,253
Payroll Taxes	36,640	72,022	119,332	107,228
<b>Personnel Services</b>	<b>\$ 419,413</b>	<b>\$ 679,457</b>	<b>\$ 1,042,600</b>	<b>\$ 1,023,335</b>
Communications	\$ 2,712	5,174	\$ -	\$ -
Supplies	10,159	22,159	18,980	18,980
Maintenance Services & Supplies	37,410	32,932	39,260	39,260
Utilities	82,671	88,596	122,135	130,951
Bank Charges and Fees	2,357	9,775	6,606	8,580
Training, travel and memberships	316	25	3,444	3,444
<b>Material &amp; Services</b>	<b>\$ 135,625</b>	<b>\$ 158,661</b>	<b>\$ 190,425</b>	<b>\$ 201,215</b>
<b>Program Total</b>	<b>\$ 555,038</b>	<b>\$ 838,118</b>	<b>\$ 1,233,025</b>	<b>\$ 1,224,550</b>
<b>Program Revenue</b>	<b>\$ 66,910</b>	<b>\$ 340,048</b>	<b>\$ 343,186</b>	<b>\$ 343,186</b>
<b>Tax Subsidy</b>	<b>\$ 488,128</b>	<b>\$ 498,070</b>	<b>\$ 889,839</b>	<b>\$ 881,364</b>
<b>% of Program Subsidized</b>	<b>88%</b>	<b>59%</b>	<b>72%</b>	<b>72%</b>
<b>Department Staff</b>				
Full-time	2.71	2.24	4.00	4.50
Part-time (FTE)	1.79	5.14	9.52	7.55
<b>Funded Service Level</b>				
Program Hours	517	1,929	7,601	6,253
Contact Hours	7,752	16,132	31,370	207,446

**Division: Recreation Services**  
Department: Aquatics  
Program: Tualatin Hills Aquatic Center

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Projected Outcome 2024/25</b>	<b>Proposed Outcome 2025/26</b>
<b>Workloads:</b>				
Attendance	126,827	119,248	122,825	126,510
Number of classes held	402	500	540	540
% of classes held vs. offered	100%	95%	98%	98%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$11.22	\$12.84	\$14.35	\$14.99
Estimated maintenance cost per visit <sup>2</sup>	\$2.80	\$4.10	\$5.14	\$3.42
Utilities cost per square foot	\$6.53	\$2.62	\$2.87	\$9.02
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	331%	170%	320%	100%
Revenues as a % needed to meet cost recovery	43%	71%	39%	64%

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities

**Division: Recreation Services**  
**Department: Aquatics**  
**Program: Tualatin Hills Aquatic Center**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Amended Budget 2024/25</b>	<b>Proposed Budget 2025/26</b>
<b>Program Appropriations</b>				
FT Salary	\$ 760,285	\$665,080	\$ 766,004	\$ 803,656
PT Salary	416,632	574,663	768,967	772,066
Employee Benefits	289,359	287,837	339,337	358,410
Payroll Taxes	170,550	187,423	238,528	231,134
<b>Personnel Services</b>	<b>\$ 1,636,826</b>	<b>\$ 1,715,003</b>	<b>\$ 2,112,836</b>	<b>\$ 2,165,266</b>
Communication	\$ -	\$ -	\$ 500	\$ -
Supplies	23,114	17,340	26,645	33,496
Maintenance Services & Supplies	104,954	105,854	119,131	119,131
Utilities	220,599	247,608	281,208	304,763
Bank Charges and Fees	13,781	22,605	8,924	11,739
<b>Material &amp; Services</b>	<b>\$ 362,448</b>	<b>\$ 393,407</b>	<b>\$ 436,408</b>	<b>\$ 469,129</b>
<b>Program Total</b>	<b>\$ 1,999,274</b>	<b>\$ 2,108,410</b>	<b>\$ 2,549,244</b>	<b>\$ 2,634,395</b>
<b>Program Revenue</b>	<b>\$ 865,240</b>	<b>\$ 485,484</b>	<b>\$ 850,854</b>	<b>\$ 850,854</b>
<b>Tax Subsidy</b>	<b>\$ 1,134,034</b>	<b>\$ 1,622,926</b>	<b>\$ 1,698,390</b>	<b>\$ 1,783,541</b>
<b>% of Program Subsidized</b>	<b>57%</b>	<b>77%</b>	<b>67%</b>	<b>68%</b>
<b>Department Staff</b>				
Full-time	8.99	7.47	9.00	9.00
Part-time (FTE)	12.45	14.19	18.31	17.75
<b>Funded Service Level</b>				
Program Hours	1,761	1,614	8,523	13,585
Contact Hours	19,949	16,493	531,288	540,037

**Division: Recreation Services**  
Department: Aquatics  
Program: Beaverton Swim Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads:</b>				
Attendance	43,156	42,490	43,765	45,078
Number of classes held	736	865	880	880
% of classes held vs. offered	97%	96%	98%	98%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$20.05	\$23.83	\$25.94	\$26.29
Estimated maintenance cost per visit <sup>2</sup>	\$2.94	\$3.19	\$2.58	\$2.64
Utilities cost per square foot	\$5.55	\$6.05	\$7.90	\$6.94
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	261%	264%	300%	100%
Revenues as a % needed to meet cost recovery	41%	37%	38%	28%

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities

**Division: Recreation Services**  
**Department: Aquatics**  
**Program: Beaverton Swim Center**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Amended Budget 2024/25</b>	<b>Proposed Budget 2025/26</b>
<b>Program Appropriations</b>				
FT Salary	\$ 392,630	\$438,791	\$ 439,377	\$ 430,727
PT Salary	297,939	340,090	447,611	471,464
Employee Benefits	149,308	163,233	192,408	182,076
Payroll Taxes	99,067	115,798	137,738	133,012
<b>Personnel Services</b>	<b>\$ 938,944</b>	<b>\$ 1,057,912</b>	<b>\$ 1,217,134</b>	<b>\$ 1,217,279</b>
Communication	\$ 2,842	\$ 5,424	\$ -	\$ -
Supplies	11,957	28,359	23,980	23,980
Maintenance Services & Supplies	29,123	45,355	51,886	51,886
Utilities	110,905	120,891	130,630	138,754
Bank charges and fees	9,397	11,122	8,526	11,072
Training, travel and memberships	-	-	3,495	3,495
<b>Material &amp; Services</b>	<b>\$ 164,224</b>	<b>\$ 211,151</b>	<b>\$ 218,517</b>	<b>\$ 229,187</b>
<b>Program Total</b>	<b>\$ 1,103,168</b>	<b>\$ 1,269,063</b>	<b>\$ 1,435,651</b>	<b>\$ 1,446,466</b>
<b>Program Revenue</b>	<b>\$ 459,699</b>	<b>\$ 485,938</b>	<b>\$ 442,892</b>	<b>\$ 442,892</b>
<b>Tax Subsidy</b>	<b>\$ 643,469</b>	<b>\$ 783,125</b>	<b>\$ 992,759</b>	<b>\$ 1,003,574</b>
<b>% of Program Subsidized</b>	<b>58%</b>	<b>62%</b>	<b>69%</b>	<b>69%</b>
<b>Department Staff</b>				
Full-time	5.03	4.01	5.00	4.50
Part-time (FTE)	8.86	7.56	10.47	10.54
<b>Funded Service Level</b>				
Program Hours	3,102	2,723	9,313	9,132
Contact Hours	25,503	19,912	339,757	340,109

**Division: Recreation Services**  
Department: Aquatics  
Program: Harman Swim Center

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Projected Outcome 2024/25</b>	<b>Proposed Outcome 2025/26</b>
<b>Workloads:</b>				
Attendance	16,367	23,434	22,750	23,000
Number of classes held	450	640	719	700
% of classes held vs. offered	98%	99%	99%	100%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$30.29	\$31.16	\$36.91	\$42.91
Estimated maintenance cost per visit <sup>2</sup>	\$3.07	\$4.43	\$4.47	\$4.98
Utilities cost per square foot	\$5.30	\$6.22	\$8.12	\$9.83
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	242%	189%	242%	100%
Revenues as a % needed to meet cost recovery	21%	40%	38%	39%

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities



**Division: Recreation Services**  
Department: Aquatics  
Program: Harman Swim Center

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 234,987	\$321,936	\$ 348,836	\$ 403,400
PT Salary	93,059	242,039	323,956	334,028
Employee Benefits	122,351	126,050	153,112	178,713
Payroll Taxes	45,577	84,530	104,315	108,101
<b>Personnel Services</b>	<b>\$ 495,974</b>	<b>\$ 774,555</b>	<b>\$ 930,219</b>	<b>\$ 1,024,242</b>
Communications	\$ 2,734	\$ 4,865	\$ -	\$ -
Supplies	10,501	8,759	18,256	19,908
Maintenance Services & Supplies	34,331	36,724	47,980	47,980
Utilities	75,259	88,391	129,222	139,614
Bank Charges and Fees	2,504	9,132	7,211	9,369
<b>Material &amp; Services</b>	<b>\$ 125,329</b>	<b>\$ 147,871</b>	<b>\$ 202,669</b>	<b>\$ 216,871</b>
<b>Program Total</b>	<b>\$ 621,303</b>	<b>\$ 922,426</b>	<b>\$ 1,132,888</b>	<b>\$ 1,241,113</b>
<b>Program Revenue</b>	<b>\$ 130,261</b>	<b>\$ 376,938</b>	<b>\$ 374,617</b>	<b>\$ 374,745</b>
<b>Tax Subsidy</b>	<b>\$ 491,042</b>	<b>\$ 545,488</b>	<b>\$ 758,271</b>	<b>\$ 866,368</b>
<b>% of Program Subsidized</b>	<b>79%</b>	<b>59%</b>	<b>67%</b>	<b>70%</b>
<b>Department Staff</b>				
Full-time	2.95	2.61	4.00	4.50
Part-time (FTE)	2.50	4.64	7.54	7.28
<b>Funded Service Level</b>				
Program Hours	1,307	2,938	6,174	6,209
Contact Hours	7,118	11,933	227,988	229,338

**Division: Recreation Services**

Department: Aquatics

Program: Sunset Swim Center

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Projected Outcome 2024/25</b>	<b>Proposed Outcome 2025/26</b>
<b>Workloads:</b>				
Attendance	2,350	3,585	2,898	3,100
Number of classes held	433	684	511	520
% of classes held vs. offered	100%	100%	100%	100%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$94.10	\$178.31	\$257.81	\$275.61
Estimated maintenance cost per visit <sup>2</sup>	\$14.32	\$19.48	\$35.98	\$35.33
Utilities cost per square foot	\$3.64	\$5.16	\$6.73	\$10.06
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	167%	236%	193%	100%
Revenues as a % needed to meet cost recovery	9%	34%	46%	29%

<sup>1</sup> Does not include maintenance or utilities.<sup>2</sup> Total Maintenance Cost does not include utilities

# **Division: Recreation Services**

Department: Aquatics

Program: Sunset Swim Center

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 105,738	\$294,536	\$ 333,097	\$ 400,975
PT Salary	27,273	151,627	252,280	221,385
Employee Benefits	71,631	133,314	153,773	180,966
Payroll Taxes	18,398	67,673	90,802	89,475
<b>Personnel Services</b>	<b>\$ 223,040</b>	<b>\$ 647,150</b>	<b>\$ 829,952</b>	<b>\$ 892,801</b>
Supplies	\$ 4,828	\$ 17,714	\$ 24,724	\$ 21,412
Maintenance Services & Supplies	26,357	34,429	42,997	42,997
Utilities	55,170	78,128	141,702	152,284
Bank Charges and Fees	572	9,799	5,164	6,709
<b>Material &amp; Services</b>	<b>\$ 86,927</b>	<b>\$ 140,070</b>	<b>\$ 214,587</b>	<b>\$ 223,402</b>
<b>Program Total</b>	<b>\$ 309,967</b>	<b>\$ 787,220</b>	<b>\$ 1,044,539</b>	<b>\$ 1,116,203</b>
<b>Program Revenue</b>	<b>\$ 27,923</b>	<b>\$ 729,272</b>	<b>\$ 268,285</b>	<b>\$ 268,362</b>
<b>Tax Subsidy</b>	<b>\$ 282,044</b>	<b>\$ 57,948</b>	<b>\$ 776,254</b>	<b>\$ 847,841</b>
<b>% of Program Subsidized</b>	<b>91%</b>	<b>7%</b>	<b>74%</b>	<b>76%</b>
<b>Department Staff</b>				
Full-time	1.16	3.47	4.00	4.50
Part-time (FTE)	0.72	3.45	5.91	5.60
<b>Funded Service Level</b>				
Program Hours	165	1,821	4,511	4,530
Contact Hours	841	13,444	192,852	190,177

**Division: Recreation Services**

Department: Aquatics

Program: Raleigh Swim Center

**KEY PERFORMANCE INDICATORS**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Projected Outcome 2024/25</b>	<b>Proposed Outcome 2025/26</b>
<b>Workloads:</b>				
Attendance	10,467	5,800	5,974	6,153
Number of classes held	30	N/A	N/A	N/A
% of classes held vs. offered	94%	N/A	N/A	N/A
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$3.84	\$11.16	\$16.55	\$12.69
Estimated maintenance cost per visit <sup>2</sup>	\$1.93	\$3.17	\$2.95	\$2.86
Utilities cost per square foot	\$4.97	\$6.61	\$8.60	\$10.51
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	280%	244%	N/A	N/A
Revenues as a % needed to meet cost recovery	59%	39%	24%	39%

<sup>1</sup> Does not include maintenance or utilities.<sup>2</sup> Total Maintenance Cost does not include utilities

# **Division: Recreation Services**

Department: Aquatics

Program: Raleigh Swim Center

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
PT Salary	\$ 35,424	\$ 50,660	\$ 56,258	\$ 60,176
Payroll Taxes	4,994	8,197	8,692	9,297
<b>Personnel Services</b>	<b>\$ 40,418</b>	<b>\$ 58,857</b>	<b>\$ 64,950</b>	<b>\$ 69,473</b>
Communications	\$ 1,263	\$ 2,508	\$ -	\$ -
Supplies	-	5,509	7,511	7,511
Maintenance Services & Supplies	18,249	15,905	17,607	17,607
Utilities	22,083	29,342	43,174	46,683
Bank Charges and Fees	455	358	839	1,090
<b>Material &amp; Services</b>	<b>\$ 42,050</b>	<b>\$ 53,622</b>	<b>\$ 69,131</b>	<b>\$ 72,891</b>
<b>Program Total</b>	<b>\$ 82,468</b>	<b>\$ 112,479</b>	<b>\$ 134,081</b>	<b>\$ 142,364</b>
<b>Program Revenue</b>	<b>\$ 48,795</b>	<b>\$ 44,298</b>	<b>\$ 43,607</b>	<b>\$ 43,607</b>
<b>Tax Subsidy</b>	<b>\$ 33,673</b>	<b>\$ 68,181</b>	<b>\$ 90,474</b>	<b>\$ 98,757</b>
<b>% of Program Subsidized</b>	<b>41%</b>	<b>61%</b>	<b>67%</b>	<b>69%</b>
<b>Department Staff</b>				
Part-time (FTE)	1.02	0.10	1.45	1.26
<b>Funded Service Level</b>				
Program Hours	130	137	1,433	1,607
Contact Hours	1,130	223	46,831	24,367 *

\* Contact hours decreased due to discontinuing swim lessons at Raleigh Swim Center.

**Division: Recreation Services**  
Department: Aquatics  
Program: Somerset West Swim Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads:</b>				
Attendance	2,238	3,340	3,440	3,543
Number of classes held	84	84	87	90
% of classes held vs. offered	100%	100%	100%	100%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$29.05	\$20.76	\$29.73	\$8.70
Estimated maintenance cost per visit <sup>2</sup>	\$7.29	\$6.88	\$13.25	\$5.20
Utilities cost per square foot	\$14.84	\$26.78	\$18.25	\$27.11
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	274%	261%	300%	100%
Revenues as a % needed to meet cost recovery	70%	33%	28%	26%

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities

**Division: Recreation Services**  
**Department: Aquatics**  
**Program: Somerset West Swim Center**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Amended Budget 2024/25</b>	<b>Proposed Budget 2025/26</b>
<b>Program Appropriations</b>				
PT Salary	\$ 54,761	\$ 56,889	\$ 149,093	\$ 137,541
Payroll Taxes	7,354	9,237	23,035	21,250
<b>Personnel Services</b>	<b>\$ 62,115</b>	<b>\$ 66,126</b>	<b>\$ 172,128</b>	<b>\$ 158,791</b>
Communications	\$ 2,146	\$ 3,990	\$ -	\$ -
Supplies	2,198	2,173	9,257	8,341
Maintenance Services & Supplies	14,173	19,004	18,422	18,422
Utilities	24,819	44,799	42,023	45,349
Bank Charges and Fees	694	1,040	1,456	1,244
<b>Material &amp; Services</b>	<b>\$ 44,030</b>	<b>\$ 71,006</b>	<b>\$ 71,158</b>	<b>\$ 73,356</b>
<b>Program Total</b>	<b>\$ 106,145</b>	<b>\$ 137,132</b>	<b>\$ 243,286</b>	<b>\$ 232,147</b>
<b>Program Revenue</b>	<b>\$ 74,914</b>	<b>\$ 44,764</b>	<b>\$ 75,660</b>	<b>\$ 49,740</b>
<b>Tax Subsidy</b>	<b>\$ 31,231</b>	<b>\$ 92,368</b>	<b>\$ 167,626</b>	<b>\$ 182,407</b>
<b>% of Program Subsidized</b>	<b>29%</b>	<b>67%</b>	<b>69%</b>	<b>79%</b>
<b>Department Staff</b>				
Part-time (FTE)	1.55	0.07	3.87	3.07
<b>Funded Service Level</b>				
Program Hours	365	379	3,561	2,519
Contact Hours	3,254	1,655	122,822	136,394



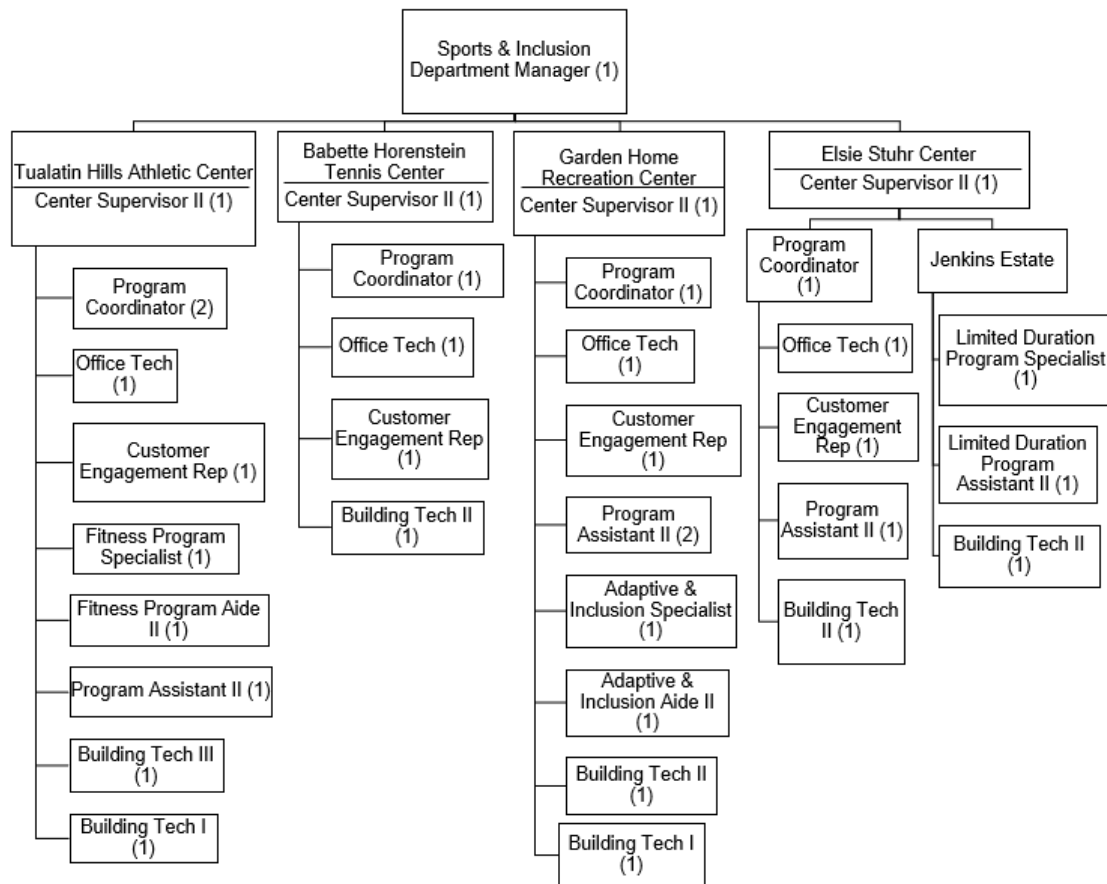


## Sports & Inclusion Services



## RECREATION SERVICES DIVISION

### Sports & Inclusion Department



### Department Overview

The Sports & Inclusion Department manager is responsible to the Sports & Inclusion director and oversees the Babette Horenstein Tennis Center (BHTC), Tualatin Hills Athletic Center (AC), Garden Home Recreation Center (GHRC), Elsie Stuhr Center (ESC), Jenkins Estate (JE), Adaptive & Inclusion Services, sports fields, tennis courts, 55+ programming, affiliated sports organizations, and coordinates the Beaverton School District (BSD) intergovernmental agreement. Additionally, the Sports & Inclusion Department manager oversees THPRD's mobile programs, fitness programs, and Camp Rivendale.

BHTC provides instruction and manages leagues and tournaments for youth and adults, working with the Greater Portland Tennis Council and the United States Tennis Association.

The AC provides as many as 200 diverse programs each quarter, schedules districtwide sports leagues that involve over 20,000 participants, and hosts numerous tournaments and special events at several locations. The districtwide fitness program is also run out of the AC.

GHRC provides recreation programs and leased space to meet the needs of THPRD's diverse community. GHRC is home to the Garden Home Community Library, Community Action (Headstart) programs, two preschool programs, and The Estuary Center. The center also houses the free Rec Mobile program and two boxing affiliates.



## **Department Overview (continued)**

ESC provides recreation programs and support to the active aging community and those experiencing a disability. ESC is the home for the Meals on Wheels program, which offers local meal delivery to homebound seniors, and Wake Up Beaverton, which strives to create a physical environment for racial, cultural, spiritual, and language-diverse communities.

JE allows the community to host events and take classes at the beautiful property. JE also oversees the concessionaire at JE, serves as the district liaison to the Master Gardeners program that operates at JE, and works with internal departments to utilize the property fully.

Adaptive & Inclusion services provide districtwide services. These services include one-on-one free inclusion support to any district program through staff inclusion aides. Therapeutic Recreation classes and programs are provided for any patron experiencing a disability who feels more comfortable in an adaptive space. Camp Rivendale is available in the summer for camp experiences and community building.

## **FY 2024/25 Accomplishments**

Value: Leading with Equity with Special Attention to Racial Equity

Fitness schedules are produced in Spanish to be more inclusive to our patrons.

Personal training offerings and clinics are held in Spanish.

Adaptive Yoga and Adaptive Weight Room Circuit classes are offered at GHRC. Camp Rivendale introduced a fitness component for Summer 2024 with good feedback.

ESC staff worked with the Friends of Elsie Stuhr to introduce new, more adaptable fitness equipment to reach broader customers.

Adaptive and Inclusion staff participated in Centro each time it was offered and specifically scheduled appointments for people experiencing a disability. Staff increased the use of the Bilingual Inclusion Assistant to pair patrons one-on-one with a staff member who speaks their preferred language.

Implemented an inclusive art night. A community-centered event to bring people of all abilities together to create art and receive resources.

Inclusion staff expanded programming to fill unused spaces at Garden Home Recreation and Elsie Stuhr Centers.

JE hosted many private events at the Jenkins Estate for various ethnic and cultural groups. JE focused on being a space where community members from all different backgrounds feel welcome. For example, it hosted Diwali Celebrations, Bar Mitzvahs, Quinceaneras, Drag Queen Bingo, same-sex marriages, Indian Engagement parties, and Japanese Opera.

AC hosted two EID (Islamic festivals) events that garnered the attention of over 1,000 participants each.

The AC found space to accommodate a coed Iranian Volleyball group and is looking for more space to grow its program.

AC fields and courts were the venues for the Special Olympics of Oregon basketball, volleyball, soccer, and bocce ball practices and tournaments.

## **FY 2024/25 Accomplishments (continued)**

AC fields hosted the second-ever Adaptive Soccer Camp, which held clinics in the disciplines of cerebral palsy soccer, amputee soccer, power chair soccer, down syndrome soccer, and dwarf soccer.

ESC established a partnership with the Westside Queer Resource Center (WQRC) to build a relationship that will allow individuals from this community to have more access to resources in our district.

ESC worked with the Communications Department and their community partners to offer events during Beaverton Welcoming Week, the Ole Iberian Arts Dance, the Community Pulse Association: Ukrainian Event, and the Anakbayan Portland: Filipino Cultural Food and Discussion.

GHRC hosted our second Black History 101 Mobile Museum. This is a national touring event where patrons experience exhibits and lectures. Our new community partners, W.E.S.T. Side Connect, whose mission is to recruit and support People of Color, Indigenous, and Pacific Islander educators, and our Communications Department participated in informational booths. The Garden Home Community Library gave free books to children attending the event.

GHRC hosted the annual Marhaba event. It honors Beaverton's Arabic community and celebrates Arab American Heritage Month and Eid El Fitr. The event promotes healthy and active lifestyles to this underserved group of refugees and welcomes them to our diverse workforce and community.

Rec Mobile Outreach continued to participate in THPRD and other community special events; this year, they brought games and enrichment activities to Marhaba, Veterans Memorial Day, Holi Celebration, Beaverton PRIDE, and many more.

Rec Mobile hosted a camp this summer. It provided seven weeks of free camp to children in low-income housing, the houseless, or those who qualify for THPRD scholarships. This year, its outreach has included regular visits to low-income apartment communities, school enrichment nights, and more.

GHRC partnered with Venezuela's Voice in Oregon and the Communications Department to host the Welcoming Week Walk and Cultural Story-Time Festival. This family-friendly event included a guided walk on the Fanno Creek Trail and a cultural story time, and participants joined in writing stories donated to youth and the elderly in Venezuela.

BHTC added new programs, including girls-only tennis classes.

### Value: Environmental Stewardship

Adaptive and Inclusion Services streamlined the process for community outings and utilized the ESC bus when transporting patrons. This allowed us to take fewer vehicles for the outings.

Adaptive and Inclusion Services updated electronic files for Inclusion requests, Caregiver participation reports, and volunteer services for outside caregivers and providers (therapists) to engage in programs with patrons.

JE and other THPRD staff from different departments hosted various community volunteer groups to help maintain the estate grounds. High school groups helped remove invasive species from the land.

In accordance with the Strategic Energy Management (SEM) program, ESC replaced all T-8 fluorescent lights on the facility's interior with LED bulbs.

## **FY 2024/25 Accomplishments (continued)**

This year, GHRC THRIVE afterschool students learned about how to connect with nature during our monthly themes: Earth Month and Native American Heritage Month. We hope cultivating interest in environmental stewardship at an early age results in more environmentally conscious adults.

### Value: Commitment to Community Vision

Adaptive & Inclusion Services increased programming to include an inclusive Spring Break Camp and special events such as the Silent Disco and Adaptive Rec Mobile events. They also implemented a Let's Play Sensory class for the community. The class is open to all people and focuses on age-appropriate skill-building through play.

Since reopening JE to the public in July 2024, staff rented the space to groups of people who otherwise wouldn't have been able to rent it due to financial hardships. JE staff created a pricing structure that is accessible to the community, and the space is utilized for many family gatherings, celebrations, and more.

The THPRD Tri Together Pedal Run Dip's participation almost doubled from the previous year. The registration process was adjusted to allow participants to register with friends and family members in the same heats and complete the event together.

ESC distributed a programming evaluation to community members through in-person forms and its newsletter, to gather feedback on how the center is currently being utilized and understand desired changes for the future.

ESC staff worked with the Friends of the Elsie Stuhr Center to help the 55+ community gain more access to programs by providing funds to decrease the overall cost of programs. This included paying for bus transportation on trips and start-up supply kits for new art students.

GHRC hosted the Sempoashochitl Festival and the Lunar New Year event. These were both co-produced by two cultural groups, the Anahuac Wellness and Art Center and the Vietnamese American Veterans and Families, to create equitable access to celebrate and preserve cultural heritage and foster community identity.

GHRC collaborated with The Estuary Center, a therapy center for teens and adults with Autism to create opportunities for their students to gain life skills by volunteering around the center. Two students, along with their teachers, worked with our maintenance staff to learn how to wipe off equipment, re-stock supplies, and do other light custodial work.

GHRC staff tabled at the Project Homeless Connect resource event on July 12th. Staff shared information about programs, family assistance, Rec Mobile, Centro, and more.

BHTC increased pickleball access by adding reservations at outdoor courts, partnered with USA Sports to host an Adult Pickleball camp, and added youth classes and camps.

### Priority: Investing in our Employees and Technology

Adaptive equipment for programs was purchased to increase participation among non-speaking patrons.

JE staff obtained the following licenses and certifications: LERN Certified Program Professional Certificate, Oregon Liquor Licensee, and Oregon Food Handlers License. We believe these licenses will help us better serve the community, enhance our programming, and bring in additional revenue.

JE purchased technology to support private and corporate renters, such as a TV, projector, iPad, speaker, and microphone.

## **FY 2024/25 Accomplishments (continued)**

The Athletic Center identified 12 employees who are now Part-time, Benefit-Eligible employees who work over 20 hours/week. This has aided in retention and overall morale growth.

ESC allocated funds for staff training and development throughout the year. The focus was on conferences, certifications, and specific skill-building training courses.

GHRC was able to send four staff, and BHTC sent two staff to the virtual LERN conference for knowledge building, to learn the latest industry trends, and to develop professionally. They all obtained their Certified Program Planner (CPP) certification by completing the conference and exam.

GHRC's full-time office tech was selected to participate in the ORPA Leadership Academy this year. It is a seven-month program for emerging leaders in parks and recreation. Students are partnered with a mentor and work on a capstone project, which will be the Language Access Project. This project intends to improve operations within our organization.

BHTC implemented the Court Reserve software to handle all tennis and pickleball reservations.

BHTC replaced security cameras in the air structures and in the outdoor breezeway.

### Priority: Focus on Strengthening Programming Opportunities

Adaptive & Inclusion staff evaluated programming and adjusted schedules based on community feedback. This led to increased special skill Therapeutic Recreation programs, such as providing programs that teach cooking techniques, volunteering, and practicing fine motor skills.

Fitness in the Park offered year-round programming and focused on underserved areas and low-income locations. This free fitness program allows patrons to start on their journey towards a healthy lifestyle while removing the barrier of fees.

ESC Wellness on Wheels partners with low-income senior centers to bring fitness programs to residents.

JE staff created offerings to promote a diverse group of classes and workshops to gauge community interest. These include classes like Japanese Floral Arrangement, Henna Art for beginners, Line Dancing, Crocheting for beginners, Yoga, Music Classes, Kids' Art Classes, and more. JE also partnered with THPRD Fitness to offer group hiking sessions.

AC added programming on Sunday evenings to accommodate adult and youth volleyball league growth.

AC youth basketball leagues are now members of the Jr. NBA League. This partnership provided leagues with state-of-the-art jersey designs, high-quality youth basketballs, and access to the Portland Trailblazers events team for a special season wrap-up event.

Due to popular demand, ESC expanded its programming with day trips through the Breakfast & A Hike series and lunch trips, new line dancing classes, drop-in table tennis, and expanded offerings in piano and wood carving classes.

GHRC participated in a pilot program in partnership with the Aquatics department, offering women's only swims. Staff helped patrons navigate the registration system and explore THPRD programs.

## **FY 2024/25 Accomplishments (continued)**

GHRC developed a new marketing strategy and process that includes social media, signage, and outreach to better promote existing and new programs.

GHRC staff offered more culturally specific cooking classes and camps, as well as STEM classes and camps.

BHTC focused on building staff and programs to support the demand for pickleball.

### Priority: Developing Sustainable Operating and Financial Models for the Future

GHRC focused on staff training on the Programs Functional plan and programming fundamentals, as well as processes for evaluating programs and classes, monitoring, and divesting to ensure the long-term financial sustainability of programs.

The GHRC THRIVE afterschool program received an additional \$10,000 grant from National Recreation & Park Association's (NRPA) Office of Juvenile Justice and Delinquency Prevention (OJJDP) funds for a mentoring program at Chehalem Elementary. After our review, NRPA staff had such high confidence in our program's success that they wanted to provide additional financial support for the work staff are doing for the community.

BHTC continued the partnership with Portland State University to host practices and dual matches. This allowed for non-peak court rentals.

BHTC partnered with USTA to host Adult League Sectionals, Tennis On Campus, Pacific Cup, and Rec Tennis programs, along with other events throughout the year, bringing more than 3,000 players to visit BHTC from around the PNW. These are all rental or revenue share programs that allow for additional revenue without additional staff.

## **FY 2025/26 Goals and Objectives**

### Value: Leading with Equity with Special Attention to Racial Equity

Increase Adaptive Rec Mobile outreach program, which offers free programs and events to the public.

Provide an updated and detailed Inclusion Success Plan to increase collaboration with information from patrons, parents/guardians, THPRD staff, and community providers.

Increase participation for patrons experiencing a disability in Therapeutic Recreation programming and All-Stars Basketball programs.

Adaptive and Inclusive staff will expand opportunities for Adaptive Mobile Recreation to bring free opportunities to the disability community.

Fitness schedules will be produced in Spanish to be more inclusive to patrons. Personal Training offerings and clinics are also in Spanish.

Adaptive Yoga and Adaptive Weight Room Circuit classes will be offered at recreation centers.

JE staff will look to connect with local tribes to provide space/land/time at JE.



## **FY 2025/26 Goals and Objectives**

JE will provide a wedding experience for people who might have lower socioeconomic status and/or feel excluded from different places because of sexual orientation.

JE will move away from the hosted catering company onsite model as it excludes ethnic and cultural specific foods, limiting group's ability to feel welcome and included.

The AC plans to add a wheelchair basketball timeslot to its schedule to support a group that has lost its Saturday facility. The AC will also host a drop-in activity to attract more members to this group.

ESC and WQRC will provide programs, education, advocacy, and resources to help patrons in our community.

ESC and Adaptive and Inclusion staff will expand therapeutic recreation programs to fill unused facility space.

GHRC will continue to offer free events and programs created with and for community members celebrating the diverse cultures found within our district, Día de los Muertos celebration, El Día del los Niños, Pride Party, Lunar New Year, and other culturally specific outreach.

GHRC will develop feedback loops for cultural event attendees to share experiences, suggestions for improving, and ideas for new events.

GHRC will develop and implement staff training on awareness and education about race and cultural competency for our events staff.

### Value: Environmental Stewardship

Adaptive and inclusion staff will continue to update inclusion paperwork to electronic formatting. They will also organize districtwide inclusion supplies, including an inventory list, reducing the need for transportation, bulk purchasing, and staff time.

Provide an adaptive gardening program at Mountain View Champions Park to show patrons how to tend a garden and engage in activity.

Fitness staff will avoid single-use plastics in events, programs, and collaborations.

JE staff will continue to host volunteer groups to help maintain the estate grounds. They will also partner with local groups to help bring back life to specific gardens on the estate grounds.

ESC will continue its work with our Sustainability manager to reduce utility usage by 10 percent by 2028.

GHRC will continue to develop more opportunities for patrons to connect with nature and learn about environmental stewardship by programming nature-inspired summer camps and integrating lesson plans and activities into our existing curriculum.

GHRC will continue to educate staff and patrons and work with our facility maintenance to reduce energy consumption by using energy-efficient lighting, upgrading appliances, continuing our recycling efforts, reducing the use of plastics, and promoting waste reduction practices.

## **FY 2025/26 Goals and Objectives (continued)**

### Value: Commitment to Community Vision

Increase Adaptive Rec Mobile events, currently planned for at least twice a month.

Adaptive & Inclusion staff will continue participating in Centro registration events to increase services.

Fitness team to launch a Mental Health 5K and 1K Fun Run.

Begin hosting historical tours or happy hours at JE to help promote a community connection with JE and help inform the community about the Estate.

AC staff will work with Triple Crown Sports to bring a leg of the Little League World Series to the THPRD fields in July.

ESC will use feedback from its programming evaluation to implement changes the community requests.

GHRC will support culturally relevant events that celebrate diversity and create spaces and programs that encourage interaction, build relationships, and foster a sense of belonging.

GHRC will work to expand our free mobile recreation outreach program to more community partners, low-income housing facilities, and other city agencies to ensure patrons of all abilities have access to play, learn, and build community.

BHTC will add a new tennis program called Red Ball Tennis, this will expand program offerings and allow for a wider range of abilities to play.

BHTC will continue to focus on expanding pickleball program offerings.

### Priority: Expand Sustainable Funding Strategies

Connecting with local companies to help sponsor special events at the JE.

JE staff will analyze the long-term revenue possibilities of vendor contracts.

GHRC will explore creating new events, rentals, programming opportunities, and grant awards.

GHRC to identify locations for expanded programming and operating hours to increase access to recreation.

ESC will add additional funding to the budget to increase staffing and expand programming opportunities during evenings and weekends, enhancing community access and engagement.

AC staff will analyze the league registration process and pricing to ensure proper price points and prioritize in-district patron participation.

BHTC will expand tennis and pickleball reservations to additional off-site parks.

### Priority: Enhance Environmental Sustainability and Climate Resilience

GHRC will promote sustainable transportation options for staff, such as biking, walking, and public transit options, to and from work at the center.

## **FY 2025/26 Goals and Objectives (continued)**

GHRC will revitalize garden beds at the center to promote food production and environmental stewardship. To develop new programs and curricula on gardening and the benefits of healthy nutrition, as well as reduce greenhouse gas emissions and waste.

### Priority: Invest in Efficient Technology

Adaptive & Inclusion staff are researching new technology to increase options for adaptive programming in sensory-friendly environments.

GHRC to research the feasibility and implementation of esports and gaming to engage a broader audience and diversify revenue streams. To develop ideas for programs, tournaments, and gaming partnerships with organizations to attract increased patronage and accommodate the changing interests in our community.

The Sports & Inclusion Department will continue to offer events and programs for underrepresented racial and ethnic groups to break down barriers to participation.

The Sports & Inclusion department will emphasize strategic plan work in developing programs and opportunities.

### Strategic Plan: Welcoming & Inclusive

Sports & Inclusion staff will facilitate the collaboration of culturally specific organizations, community groups, and partners with the district and the use of district facilities.

### Strategic Plan: Play for Everyone

Fitness staff will work to provide increased access to free or reduced-priced programming, including fitness offerings in parks.

Sports & Inclusion staff will design programs and activities that celebrate diversity through a culturally specific lens.

### Strategic Plan: Diversity, Equity, Inclusion, and Access

Sports & Inclusion staff will invest in historically underserved communities to reduce health disparities and increase access to open space, natural areas, and recreation activities.

## **Budget Highlights**

The budget reflects a new program assistant position at the Garden Home Recreation Center and the Elsie Stuhr Center, to expand the hours and programs offered at both centers.

The budget reflects additional part-time staff and contracted instructors at the Jenkins Estate to continue expanding the programs and offerings at the facility.

**Division: Recreation Services**  
**Department: Sports & Inclusion Services**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
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**Summary by Object**

Personnel Services	\$ 5,663,849	\$ 6,403,759	\$ 8,521,639	\$ 8,912,887
Materials & Services	962,161	964,777	1,317,412	1,450,494
<b>Total Appropriations</b>	<b>\$ 6,626,010</b>	<b>\$ 7,368,536</b>	<b>\$ 9,839,051</b>	<b>\$ 10,363,381</b>

**Summary by Program**

Sports & Inclusion Services Manager	\$ 211,603	\$ 242,260	\$ 289,424	\$ 306,745
Tualatin Hills Athletic Center	2,533,930	2,780,018	3,158,076	3,110,817
Babette Horenstein Tennis Center	1,139,551	1,284,322	1,408,464	1,562,372
Elsie Stuhr Center	1,137,128	1,288,262	1,369,359	1,460,198
Garden Home Recreation Center	1,531,994	1,704,855	2,401,257	2,552,465
Adaptive & Inclusive Services	71,804	66,771	810,350	854,203
Jenkins Estate	-	2,048	402,121	516,581
<b>Total Appropriations</b>	<b>\$ 6,626,010</b>	<b>\$ 7,368,536</b>	<b>\$ 9,839,051</b>	<b>\$ 10,363,381</b>

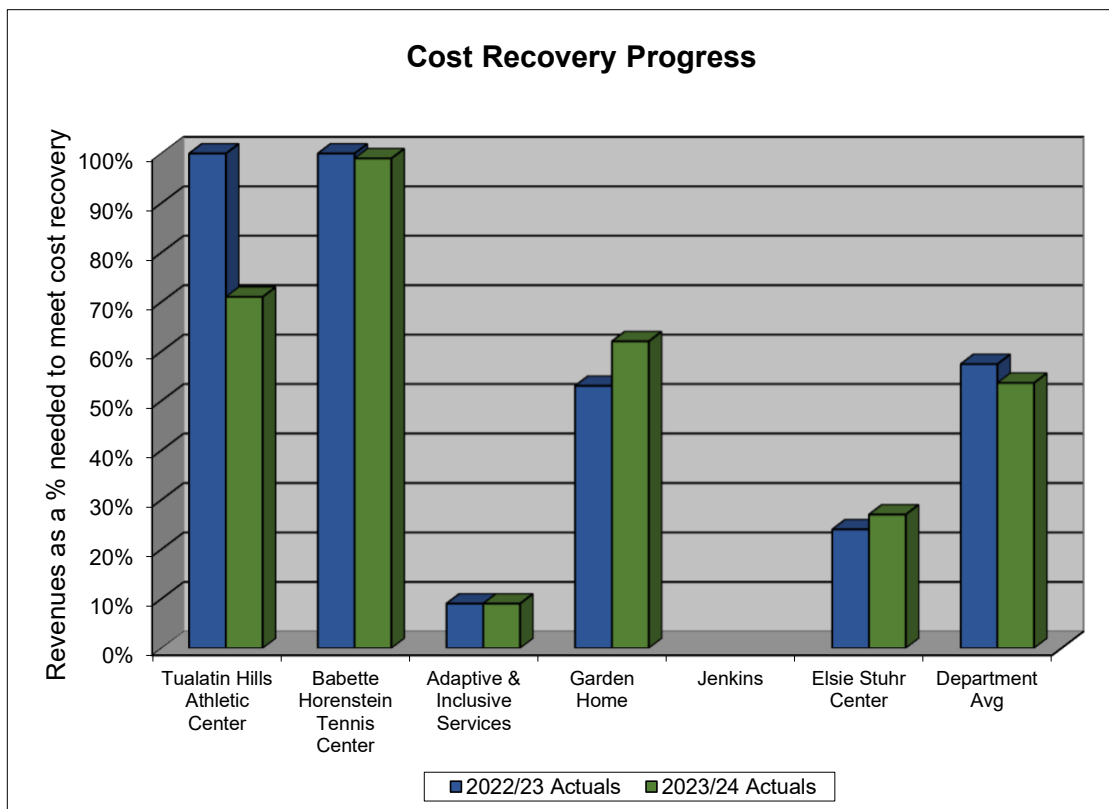
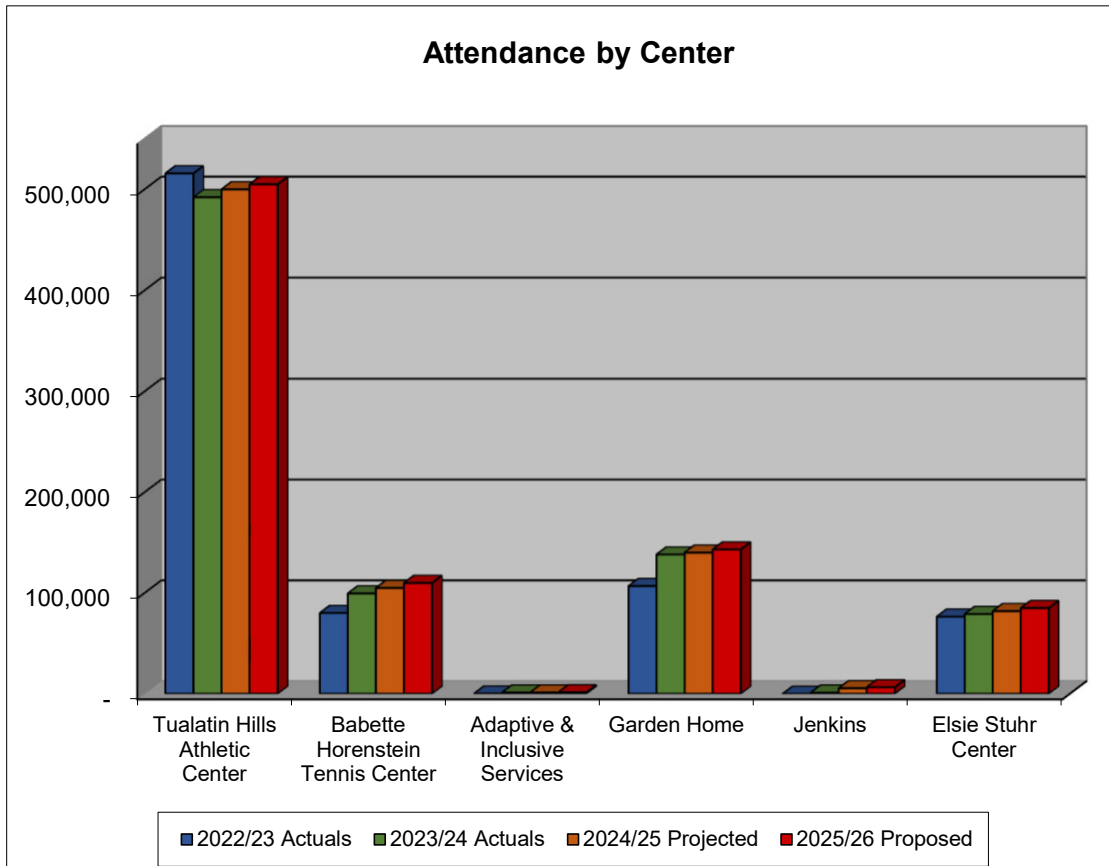
<b>Program Revenue</b>	<b>\$ 3,882,695</b>	<b>\$ 4,507,486</b>	<b>\$ 4,650,927</b>	<b>\$ 4,712,525</b>
<b>Tax Subsidy</b>	<b>\$ 2,743,315</b>	<b>\$ 2,861,050</b>	<b>\$ 5,188,124</b>	<b>\$ 5,650,856</b>
<b>% of Program Subsidized</b>	<b>41%</b>	<b>39%</b>	<b>53%</b>	<b>55%</b>

**Division Staff**

Full-time	28.79	26.85	33.00	35.00
Part-time (FTE)	43.68	40.21	89.19	69.61

**Funded Service Level**

Program Hours	60,437	36,769	75,321	70,481
Contact Hours	283,178	295,076	924,298	886,930



**Division: Recreation Services**  
 Department: Sports & Inclusion Services  
 Program: Sports & Inclusion Services Manager

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 126,540	\$ 163,553	\$ 177,620	\$ 190,848
PT Salary	-	-	20,815	-
Employee Benefits	49,046	48,519	53,596	57,181
Payroll Taxes	17,230	23,146	30,634	26,315
<b>Personnel Services</b>	<b>\$ 192,816</b>	<b>\$ 235,218</b>	<b>\$ 282,665</b>	<b>\$ 274,344</b>
Communications	\$ 14,175	\$ -	\$ -	\$ -
Supplies	1,892	2,899	1,800	15,941
Training, Travel and Memberships	2,474	4,143	4,959	16,460
Small Furniture and Equipment	246	-	-	-
<b>Material &amp; Services</b>	<b>\$ 18,787</b>	<b>\$ 7,042</b>	<b>\$ 6,759</b>	<b>\$ 32,401</b>
<b>Program Total</b>	<b>\$ 211,603</b>	<b>\$ 242,260</b>	<b>\$ 289,424</b>	<b>\$ 306,745</b>
<b>Department Staff</b>				
Full-time	0.82	0.84	1.00	1.00
Part-time (FTE)	0.00	0.00	0.35	0.00

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

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads:</b>				
Attendance	515,786	492,178	500,000	505,000
Number of classes held	465	542	430	445
% of classes held vs. offered	88%	78%	83%	86%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$4.14	\$4.45	\$4.90	\$5.19
Estimated maintenance cost per visit <sup>2</sup>	\$0.53	\$0.60	\$0.72	\$0.72
Utilities cost per square foot	\$2.03	\$2.21	\$2.90	\$2.04
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	167%	170%	150%	100%
Revenues as a % needed to meet cost recovery	100%	71%	57%	64%

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities.



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

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 818,172	\$ 873,314	\$ 940,294	\$ 912,807
PT Salary	797,286	919,903	1,035,151	1,041,448
Employee Benefits	360,290	352,138	409,195	399,053
Payroll Taxes	236,625	271,319	307,492	289,104
<b>Personnel Services</b>	<b>\$ 2,212,373</b>	<b>\$ 2,416,674</b>	<b>\$ 2,692,132</b>	<b>\$ 2,642,412</b>
Professional and Technical Services	\$ 65,857	\$ 17,346	\$ 79,900	\$ 79,944
Communication	-	-	100	500
Supplies	95,405	172,843	225,249	211,437
Utilities	123,593	134,189	114,291	124,076
Bank Charges and Fees	33,666	36,410	35,704	46,248
Training, Travel and Memberships	1,909	1,549	7,700	3,200
Small Furniture and Equipment	1,127	1,007	3,000	3,000
<b>Material &amp; Services</b>	<b>\$ 321,557</b>	<b>\$ 363,344</b>	<b>\$ 465,944</b>	<b>\$ 468,405</b>
<b>Program Total</b>	<b>\$ 2,533,930</b>	<b>\$ 2,780,018</b>	<b>\$ 3,158,076</b>	<b>\$ 3,110,817</b>
<b>Program Revenue</b>	<b>\$ 1,519,563</b>	<b>\$ 1,696,639</b>	<b>\$ 1,849,928</b>	<b>\$ 1,849,928</b>
<b>Tax Subsidy</b>	<b>\$ 1,014,367</b>	<b>\$ 1,083,379</b>	<b>\$ 1,308,148</b>	<b>\$ 1,260,889</b>
<b>% of Program Subsidized</b>	<b>40%</b>	<b>39%</b>	<b>41%</b>	<b>41%</b>
<b>Department Staff</b>				
Full-time	10.64	7.93	10.50	10.00
Part-time (FTE)	19.47	17.74	41.15	23.64
<b>Funded Service Level</b>				
Program Hours	2,803	7,395	39,502	32,878
Contact Hours	68,373	59,599	345,700	213,597

**Division: Recreation Services**  
Department: Sports & Inclusion Services  
Program: Babette Horenstein Tennis Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads:</b>				
Attendance	80,120	99,572	105,000	110,000
Number of classes held	1,249	2,049	2,100	2,100
% of classes held vs. offered	92%	93%	91%	91%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$9.82	\$9.41	\$9.11	\$10.06
Estimated maintenance cost per visit <sup>2</sup>	\$2.74	\$2.18	\$2.47	\$2.47
Utilities cost per square foot	\$1.33	\$1.31	\$1.72	\$1.85
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	157%	155%	160%	100%
Revenues as a % needed to meet cost recovery	101%	99%	95%	89%

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Total Maintenance Cost does not include utilities.

**Division: Recreation Services**  
**Department: Sports & Inclusion Services**  
**Program: Babette Horenstein Tennis Center**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 337,221	\$352,116	\$ 388,273	\$ 457,995
PT Salary	341,387	438,296	423,035	446,897
Employee Benefits	122,366	136,233	173,481	204,170
Payroll Taxes	98,638	117,718	125,427	131,939
<b>Personnel Services</b>	<b>\$ 899,612</b>	<b>\$ 1,044,363</b>	<b>\$ 1,110,216</b>	<b>\$ 1,241,001</b>
Professional and Technical Services	\$ 42,584	\$ 32,553	\$ 53,216	\$ 56,550
Rental Equipment	-	-	1,891	1,891
Supplies	31,916	35,951	44,624	46,311
Utilities	132,551	130,378	172,618	183,844
Bank Charges and Fees	31,727	39,668	23,889	31,025
Small Furniture and Equipment	-	259	-	-
Training, Travel and Memberships	1,161	1,150	2,010	1,750
<b>Material &amp; Services</b>	<b>\$ 239,939</b>	<b>\$ 239,959</b>	<b>\$ 298,248</b>	<b>\$ 321,371</b>
<b>Program Total</b>	<b>\$ 1,139,551</b>	<b>\$ 1,284,322</b>	<b>\$ 1,408,464</b>	<b>\$ 1,562,372</b>
<b>Program Revenue</b>	<b>\$ 1,197,210</b>	<b>\$ 1,314,898</b>	<b>\$ 1,240,987</b>	<b>\$ 1,240,987</b>
<b>Tax Subsidy</b>	<b>\$ (57,659)</b>	<b>\$ (30,576)</b>	<b>\$ 167,477</b>	<b>\$ 321,385</b>
<b>% of Program Subsidized</b>	<b>-5%</b>	<b>-2%</b>	<b>12%</b>	<b>21%</b>
<b>Department Staff</b>				
Full-time	3.71	3.58	4.50	5.00
Part-time (FTE)	8.20	8.15	9.44	9.41
<b>Funded Service Level</b>				
Program Hours	7,386	7,038	2,935	2,935
Contact Hours	33,179	35,105	28,089	28,089

NOTE: Tennis leagues are not included in the program or contact hours but are reflected in the FY 25/26 budget. Tennis has changed the structure of classes to have more sessions per class, affecting program and location hours.

**Division: Recreation Services**  
Department: Sports & Inclusion Services  
Program: Elsie Stuhr Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads:</b>				
Attendance	76,511	79,122	82,000	85,000
Number of classes held	215	215	328	340
% of classes held vs. offered	81%	78%	82%	81%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$11.07	\$12.35	\$12.52	\$13.78
Estimated maintenance cost per visit <sup>2</sup>	\$3.01	\$3.15	\$2.32	\$2.16
Utilities cost per square foot	\$2.74	\$2.80	\$3.63	\$4.80
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	86%	96%	85%	100%
Revenues as a % needed to meet cost recovery	24%	27%	28%	30%

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Does not include utilities.

**Division: Recreation Services**  
**Department: Sports & Inclusion Services**  
**Program: Elsie Stuhr Center**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 522,168	\$ 546,068	\$ 472,618	\$ 542,801
PT Salary	174,792	258,236	398,593	378,124
Employee Benefits	231,974	236,891	212,752	239,435
Payroll Taxes	98,835	119,587	134,749	134,161
<b>Personnel Services</b>	<b>\$ 1,027,769</b>	<b>\$ 1,160,782</b>	<b>\$ 1,218,712</b>	<b>\$ 1,294,521</b>
Professional and Technical Services	\$ 2,342	\$ 2,117	\$ 750	\$ 750
Communication	3,350	5,424	-	-
Supplies	39,104	52,851	46,483	49,202
Utilities	60,326	61,473	95,244	105,503
Bank Charges and Fees	4,020	5,258	6,870	8,922
Training, Travel and Memberships	217	357	1,300	1,300
<b>Material &amp; Services</b>	<b>\$ 109,359</b>	<b>\$ 127,480</b>	<b>\$ 150,647</b>	<b>\$ 165,677</b>
<b>Program Total</b>	<b>\$ 1,137,128</b>	<b>\$ 1,288,262</b>	<b>\$ 1,369,359</b>	<b>\$ 1,460,198</b>
<b>Program Revenue</b>	<b>\$ 287,076</b>	<b>\$ 361,948</b>	<b>\$ 356,897</b>	<b>\$ 356,897</b>
<b>Tax Subsidy</b>	<b>\$ 850,052</b>	<b>\$ 926,314</b>	<b>\$ 1,012,462</b>	<b>\$ 1,103,301</b>
<b>% of Program Subsidized</b>	<b>75%</b>	<b>72%</b>	<b>74%</b>	<b>76%</b>
<b>Department Staff</b>				
Full-time	7.05	5.57	5.50	6.00
Part-time (FTE)	3.20	2.82	6.65	5.85
<b>Funded Service Level</b>				
Program Hours	2,644	3,012	7,962	8,131
Contact Hours	10,582	14,071	165,660	167,768

**Division: Recreation Services**  
 Department: Sports & Inclusion Services  
 Program: Garden Home Recreation Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads:</b>				
Attendance	106,886	138,250	140,115	143,215
Number of classes held	227	273	330	345
% of classes held vs. offered	83%	78%	79%	81%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$11.50	\$10.08	\$12.39	\$14.47
Estimated maintenance cost per visit <sup>2</sup>	\$2.03	\$1.60	\$1.85	\$2.37
Utilities cost per square foot	\$1.62	\$1.69	\$2.19	\$2.65
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	142%	126%	115%	100%
Revenues as a % needed to meet cost recovery	53%	62%	50%	49%

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Does not include utilities.

**Division: Recreation Services**  
**Department: Sports & Inclusion Services**  
**Program: Garden Home Recreation Center**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 484,157	\$ 545,436	\$ 510,316	\$ 687,505
PT Salary	445,486	542,645	1,071,773	967,515
Employee Benefits	232,142	235,765	252,458	308,346
Payroll Taxes	136,074	163,638	245,055	243,916
<b>Personnel Services</b>	<b>\$ 1,297,859</b>	<b>\$ 1,487,484</b>	<b>\$ 2,079,602</b>	<b>\$ 2,207,282</b>
Professional and Technical Services	\$ 5,453	\$ 2,098	\$ 1,238	\$ 1,238
Communications	2,948	2,940	-	-
Supplies	121,495	97,771	165,360	169,848
Utilities	85,881	89,370	127,859	140,600
Bank Charges and Fees	17,806	24,617	20,011	26,019
Training, Travel and Memberships	489	573	7,187	7,478
Small Furniture, Fixtures and Equip.	63	2	-	-
<b>Material &amp; Services</b>	<b>\$ 234,135</b>	<b>\$ 217,371</b>	<b>\$ 321,655</b>	<b>\$ 345,183</b>
<b>Program Total</b>	<b>\$ 1,531,994</b>	<b>\$ 1,704,855</b>	<b>\$ 2,401,257</b>	<b>\$ 2,552,465</b>
<b>Program Revenue</b>	<b>\$ 840,065</b>	<b>\$ 1,088,306</b>	<b>\$ 1,039,516</b>	<b>\$ 1,040,776</b>
<b>Tax Subsidy</b>	<b>\$ 691,929</b>	<b>\$ 616,549</b>	<b>\$ 1,361,741</b>	<b>\$ 1,511,689</b>
<b>% of Program Subsidized</b>	<b>45%</b>	<b>36%</b>	<b>57%</b>	<b>59%</b>
<b>Department Staff</b>				
Full-time	6.57	5.16	6.50	8.00
Part-time (FTE)	12.05	11.12	22.70	20.78
<b>Funded Service Level</b>				
Program Hours	47,304	18,754	19,951	20,547
Contact Hours	167,024	180,085	342,561	435,545



**Division: Recreation Services**  
Department: Sports & Inclusion Services  
Program: Adaptive & Inclusive Services

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads:</b>				
Attendance	173	1,250	1,298	1,400
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	268%	100%	100%	100%
Revenues as a % needed to meet cost recovery	9%	9%	6%	4%

<sup>1</sup> Total maintenance cost does not include utilities.

**Division: Recreation Services**  
**Department: Sports & Inclusion Services**  
**Program: Adaptive & Inclusive Services**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ -	\$ 1,408	\$ 170,195	\$ 169,676
PT Salary	29,511	47,571	416,538	440,850
Employee Benefits	-	-	71,599	79,717
Payroll Taxes	3,909	8,211	91,359	92,537
<b>Personnel Services</b>	<b>\$ 33,420</b>	<b>\$ 57,190</b>	<b>\$ 749,691</b>	<b>\$ 782,780</b>
Rental Equipment	\$ -	\$ -	\$ 12,897	\$ 12,582
Supplies	38,384	9,495	29,170	37,460
Utilities	-	-	18,592	21,381
Training, Travel and Memberships	-	86	-	-
<b>Material &amp; Services</b>	<b>\$ 38,384</b>	<b>\$ 9,581</b>	<b>\$ 60,659</b>	<b>\$ 71,423</b>
<b>Program Total</b>	<b>\$ 71,804</b>	<b>\$ 66,771</b>	<b>\$ 810,350</b>	<b>\$ 854,203</b>
<b>Program Revenue</b>	<b>\$ 38,781</b>	<b>\$ 45,695</b>	<b>\$ 75,759</b>	<b>\$ 75,897</b>
<b>Tax Subsidy</b>	<b>\$ 33,023</b>	<b>\$ 21,076</b>	<b>\$ 734,591</b>	<b>\$ 778,306</b>
<b>% of Program Subsidized</b>	<b>46%</b>	<b>32%</b>	<b>91%</b>	<b>91%</b>
<b>Department Staff</b>				
Full-time	0.00	2.96	2.00	2.00
Part-time (FTE)	0.76	0.38	8.90	8.98
<b>Funded Service Level</b>				
Program Hours	300	570	4,971	5,990
Contact Hours	4,020	6,216	42,288	41,931

**Division: Recreation Services**  
 Department: Sports & Inclusion Services  
 Program: Jenkins

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads:</b>				
Attendance	N/A	1,131	5,500	6,500
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	N/A	N/A	N/A	\$79.47
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	N/A	N/A	71%	100%
Revenues as a % needed to meet cost recovery	N/A	N/A	100%	272%

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Does not include utilities.

**Division: Recreation Services**  
**Department: Sports & Inclusion Services**  
**Program: Jenkins Estate**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ -	\$ 1,795	\$ 242,065	\$ 258,800
PT Salary	-	-	-	50,894
Employee Benefits	-	-	108,145	115,907
Payroll Taxes	-	253	38,411	44,946
<b>Personnel Services</b>	<b>\$ -</b>	<b>\$ 2,048</b>	<b>\$ 388,621</b>	<b>\$ 470,547</b>
Supplies	\$ -	\$ -	\$ 13,500	\$ 46,034
<b>Material &amp; Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,500</b>	<b>\$ 46,034</b>
<b>Program Total</b>	<b>\$ -</b>	<b>\$ 2,048</b>	<b>\$ 402,121</b>	<b>\$ 516,581</b>
<b>Program Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 87,840</b>	<b>\$ 148,040</b>
<b>Tax Subsidy</b>	<b>\$ -</b>	<b>\$ 2,048</b>	<b>\$ 314,281</b>	<b>\$ 368,541</b>
<b>% of Program Subsidized</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>71%</b>
<b>Department Staff</b>				
Full-time	0.00	0.81	3.00	3.00
Part-time (FTE)	0.00	0.00	0.00	0.95
<b>Funded Service Level</b>				
Program Hours	-	-	-	-
Contact Hours	-	-	-	-





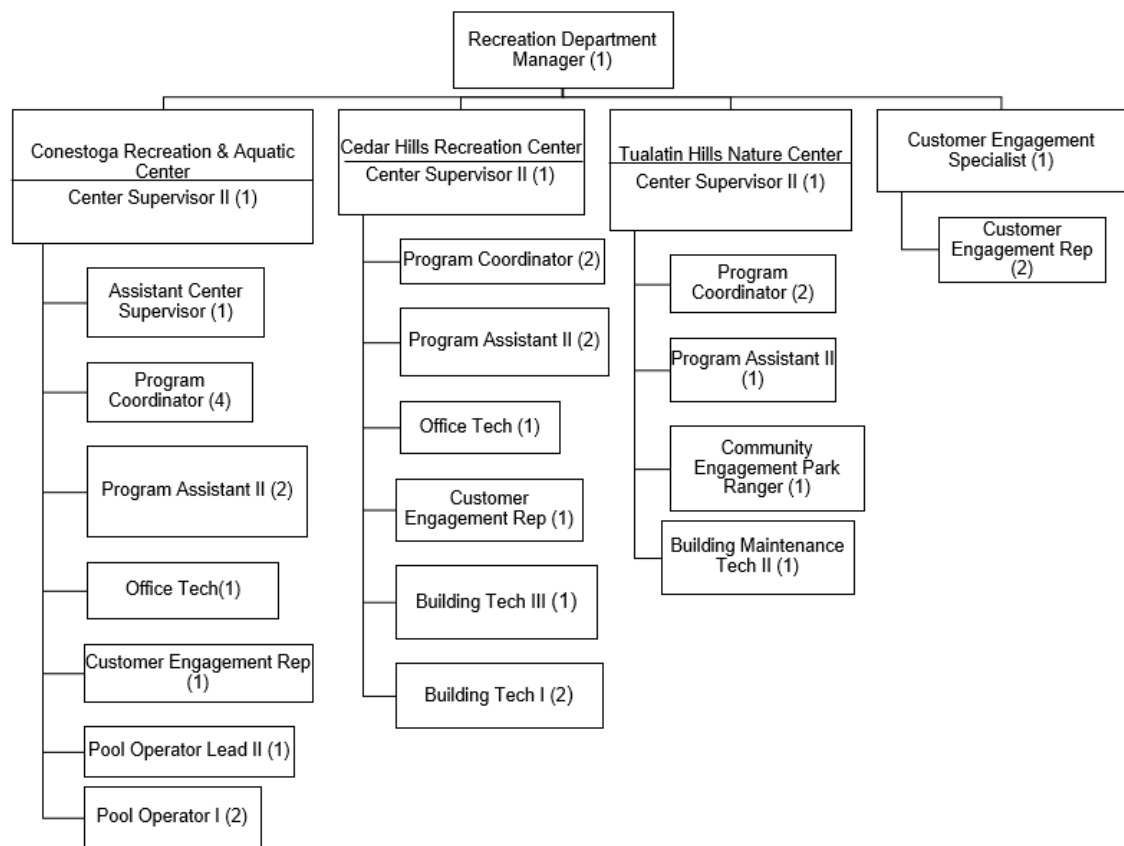
Recreation





**RECREATION SERVICES DIVISION**  
Recreation Department

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**Department Overview**

The Recreation Department manager is responsible to the Recreation & Aquatic Director and oversees the operations of the customer engagement team and three recreation centers, their programs, and staff.

The Recreation Department plans, organizes, and administers the operational and personnel activities of a comprehensive recreation program. Under the direction of the manager is Cedar Hills Recreation Center (CHRC), Conestoga Recreation & Aquatic Center (CRAC), and The Tualatin Hills Nature Center (THNC). Each quarter, these recreation facilities provide more than 750 diverse recreation programs, fitness classes, special events, preschool, and afterschool programs.

The manager also oversees the Customer Engagement work group, based out of the Administration Office, that ensures consistent customer service delivery districtwide.

**FY 2024/25 Accomplishments**

Priority: Invest in our Employees and Technology

To support staff retention, CRAC hosted an end-of-summer camp staff meeting, which played a pivotal role in encouraging staff to return for the following year. This event fostered team camaraderie and appreciation, contributing to a positive work culture.

The Customer Service group attended training to expand their knowledge of Excel and data tracking software to improve technical skills.

## **FY 2024/25 Accomplishments (continued)**

The full-time Customer Service staff collaborated with Equity & Engagement staff to create the THPRD Safety Modules in Spanish to promote inclusivity in training. These training courses are available virtually to staff in NeoGov Learn.

### Priority: Focus on Strengthening Programming Opportunities

THNC and CRAC nine-month preschool programs became eligible for Employment Related Day Care (ERDC) subsidies for qualifying families.

Nature Mobile offered free, grant-funded programs at THPRD parks and community events from July to September 2024, reaching 2,400 kids and 1,900 adults with nature programming.

THNC continued to offer Pequeños Naturalistas for Spanish-speaking families with children ages 2-5. These one-hour guided nature walks are delivered by Spanish-speaking guides at the THNC on weekends throughout the year.

THNC hosted a Fiesta de Superhéroes de la Naturaleza (Nature Superhero Party), a bilingual outreach event celebrating Welcoming Week and Latino Conservation Week. The event was attended by 200 participants and four partner organizations.

CHRC and CRAC continued to provide programs catering to various age groups and abilities, including wellness classes, fitness sessions, and drop-in options. These diverse offerings ensure that our community members can access activities promoting health, wellness, and social interaction.

For Summer 2024, CHRC and CRAC significantly increased the number of available camps for patrons. This expansion provided opportunity for community participation and reduced the overall cancellation rate, resulting in higher participant numbers. The success of these camps is attributed to curriculum enhancements and improved staff training, which received overwhelmingly positive feedback from parents throughout the summer.

Recreation programmers have bolstered marketing and outreach efforts to promote new and innovative programs and attract greater attention to offerings. These efforts have helped increase visibility and engagement, contributing to the growth and success of our programming. Examples include STEAM programs, pickleball instruction, lacrosse classes, and Jazzminton classes.

Recreation staff at CHRC and CRAC explored community partnerships with local businesses to offer recreational classes at offsite locations, such as a video game store and a bowling alley. These collaborations aim to alleviate space constraints at centers while supporting local businesses, fostering a mutually beneficial relationship that enhances community offerings.

CHRC hosted the free family fishing day in collaboration with the Oregon Department of Fish and Wildlife (ODFW) at Commonwealth Lake. This event introduced youth and families to the sport with knowledgeable and experienced ODFW staff support.

### Priority: Develop Sustainable Operating and Financial Models for the Future

CRAC developed and initiated a water polo offering, focused on growing this program, and provided more opportunities for youth and adults to engage in this sport.

The weight room at Conestoga upgraded to Paramount weight machines and functional trainers.



## **FY 2024/25 Accomplishments (continued)**

CRAC added adaptive lessons to aquatic offerings, catering to individuals with diverse needs.

### Value: Leading with Equity with special attention to Racial Equity.

The CRAC Cultural Book Festival and the Dia Reading Day both provided a platform for storytellers to share stories and songs in their native languages. Participants of all ages received a free book promoting cultural diversity, community, and friendship. These events highlight our commitment to fostering cultural understanding and inclusivity through programming.

The Fall THRIVE Afterschool training was updated to equip staff with tools and strategies for fostering an inclusive and effective afterschool program. The training emphasized inclusive practices to shift focus from reacting to behaviors to implementing preventative strategies.

THNC continued to provide afterschool, nature sessions, and a family field trip day with partner Adelante Mujeres for their Chicas Youth Development program at local Beaverton School District (BSD) elementary, middle, and high schools on-site and at a THPRD park in the spring.

THNC continued the Nature Experiences and Workforce Training (NEWT) Program, providing paid internship opportunities to five Latinx students. Over the summer of 2024, the interns worked over 1,000 hours supporting nature camps and Nature Mobile programs.

THNC collaborated with Beaverton Black Parent Union for the third year to host the Black & Green Fellowship, a paid workforce training experience to connect 15 BSD high school students to health and wellness, nature and parks, and careers in nature.

CRAC expanded the Sensory Santa Event, providing 44 families, including those with sensory sensitivities, a welcoming and supportive opportunity to meet Santa.

CRAC introduced American Sign Language beginner classes that promote accessibility and inclusion for the deaf and hard-of-hearing community, fostering a more inclusive space for all patrons.

Customer Service staff worked to train front desk staff to provide personalized assistance to Financial Aid recipients, English Language Learners, and individuals experiencing a disability.

By encouraging bilingual staff recruitment and training for front desk staff districtwide, we have better equipped the team to serve our diverse community, enhancing communication and support for patrons whose first language is not English.

The Customer Service group continues to support Centro de Bienvenida (All Customer Engagement Staff), which assists non-English speaking patrons with registration.

Customer service staff worked with the Communications Division to provide Spanish updates to the district website.

### Value: Environmental Stewardship

THNC continued work on energy savings and completed an LED retrofit for the Nature Center lobby lighting.

## **FY 2024/25 Accomplishments (continued)**

THNC hosted 128 school groups serving over 3,000 students and 800 adults with field-based environmental education programming. The Friends of the Tualatin Hills Nature Park sponsored our scholarship program, which awarded BSD Title 1 Elementary schools \$6,158 in scholarship awards and provided 40 classrooms (974 students) from 9 different BSD schools with nature field experiences.

The Park Stewards volunteer program had 19 active volunteers who volunteered over 1,000 hours at 13 Nature & Trails natural area park sites and regional trails.

THNC staff partnered with two BSD Middle Schools with Service-Learning programs focused on hands-on nature education and habitat restoration activities, reaching 505 students.

THNC staff coordinated two Community Science volunteer projects. For the winter amphibian egg mass surveys, 18 volunteers surveyed six park sites and eight ponds/wetlands, documenting the presence and population sizes of native frogs and salamanders. We also conducted summer turtle surveys, with 14 volunteers surveying seven sites over the summer, documenting native and invasive turtle species.

The curriculum at Fanno Farmhouse Preschool focused on environmental stewardship. It educated future generations about the importance of caring for the environment. This foundational education helps instill values of sustainability and conservation in young learners.

CRAC introduced a new camp, "Camp Impact," which focused on the benefits of giving back to the community and our role as environmental stewards. This camp is designed to engage young people in activities that highlight the positive impact they can have on their environment through community service and sustainable practices.

Afterschool staff actively collaborated with the maintenance department to develop and implement a composting system at Conestoga. This initiative aimed to reduce food waste and promote sustainable waste management practices within the center.

### Value: Commitment to Community Vision

In response to community interest, CRAC significantly increased the number of adult and teen pickleball program offerings. These additions provided more opportunities for engagement, recreation, and social interaction, catering to the sport's growing popularity within our community.

CRAC partnered with a local Handball Club to provide practice space and support efforts to teach youth classes. This collaboration helped introduce young people to the sport, fostering its growth and popularity while promoting physical activity and skill development.

CRAC launched a lacrosse class and built relationships with local lacrosse club presidents to help promote and staff the class. This initiative introduced community members to lacrosse and strengthened ties with local sports organizations, creating a supportive network for youth sports development.

Recreation Center staff members actively sought feedback from patrons through evaluation forms, using insights to refine existing programs and develop new offerings that aligned with the community's needs and interests. This ongoing dialogue ensured that our programs remain relevant, inclusive, and responsive to the evolving preferences of our community members.

## **FY 2025/26 Goals and Objectives**

### Priority: Expand Sustainable Funding Strategies

THNC will actively research and apply for grants to secure funding for our partnership work with Adelante Mujeres's Chicas program, our NEWT Internship, and the expansion of the Black & Green Fellowship.

Recreation center staff will increase revenue by expanding facility rentals and partnering with local businesses and organizations for events, conferences, and workshops. This strategy will provide additional funding streams while fostering community collaboration.

CRAC plans to increase our aquatic camp offerings during summer and winter breaks, ensuring various options for youth during school holidays. These additional camps will provide more opportunities for recreation and learning.

### Priority: Enhance Environmental Sustainability and Climate Resilience & Environmental Stewardship

THNC continues to work on energy efficiency and transitioning to energy-efficient LED lighting.

CRAC will continue to integrate environmental stewardship into preschool and camp programs. These efforts will help instill sustainable practices in young learners and foster a culture of conservation.

Recreation Center Maintenance staff will follow a sustainability strategy that includes adopting energy-efficient technologies and encouraging green building practices.

### Priority: Investing in Efficient Technologies

CRAC's purchase of an interactive floor projector will enhance the patron experience and bring innovative technology to our center.

Recreation Centers will integrate digital tools for class registration, attendance tracking, and communication to reduce paper usage and increase efficiency. Upgrades to technology, such as translation devices and interactive kiosks, will better assist patrons and streamline operations.

### Value: Leading with Equity with Special Attention to Racial Equity

THRPD, with support from the State of Oregon Youth Solutions Grant, will continue the Black & Green Fellowship program, a paid workforce training experience to connect 15 BSD high school students to health and wellness, nature and parks, and careers in nature. We will work with Beaverton Black People's Union to expand the Black & Green Fellowship into a paid summer workforce development program.

THNC will partnering with Fridie Outdoors and Beaverton Black People's Union to host a Black Family Campout to connect Black families in Beaverton to nature and each other while building skills and confidence outdoors.

CHRC will continue to offer middle school Cross Country and Track & Field programming to BSD students, working towards increasing the number of schools involved and creating opportunities for BSD youth to qualify and participate in State competition.

CRAC will build a more robust Bilingual Preschool program by hiring qualified staff who can infuse Spanish culture into the curriculum. This enhancement will offer children a richer, culturally immersive learning experience, fostering greater cultural awareness and understanding early on.

THPRD will continue to offer a districtwide Welcome Center focused on providing exceptional customer engagement, coordinating the district's quarterly registration process, and supporting the district's bilingual registration events through Centro de Bienvenida.

## **FY 2025/26 Goals and Objectives (continued)**

The Customer Service group will develop a Spanish lexicon for THPRD and staff training to support bilingual staff members.

The Customer Service team aims to expand support for social media in Spanish.

### Value: Commitment to Community Vision

THNC plans to provide afterschool nature sessions with partner Adelante Mujeres for their Chicas Youth Development students - Latina elementary, middle, and high school students at various BSD schools in the spring.

THNC will continue the NEWT Program, which provides paid internship opportunities to Latinx students in the summer of 2025 to support nature camps and Nature Mobile programming.

THNC will continue community engagement opportunities and the Nature Mobile program. This consists of free mobile programs that provide hands-on, interactive nature activities for visitors of all ages at five THPRD parks each week from June through August. This also includes year-round, free nature community engagement events and nature programming efforts for part of the school year with community partners.

THNC will continue to host school field trip programs to the Nature Center, Cooper Mountain Nature Park, and other THPRD parks and natural areas for Title I or free and reduced lunch BSD schools.

With funding support from the Tualatin Hills Park Foundation, CRAC will aim to incorporate swim lessons into regular offerings while expanding lessons to include preschool participants, promoting water safety and skill development from an early age.

CRAC water safety workshops will educate the community on essential water safety practices, helping to prevent accidents and promote safe water activities.

Recreation centers will continue growing adult and teen programming beyond pickleball, introducing new activities that cater to a broader range of interests and skills.

Recreation centers will work to enhance existing partnerships with community organizations to serve residents better. This includes expanding access to educational resources and career readiness programs, particularly for underserved groups, and ensuring our center remains a vital community hub.

Collaborating with Equity & Engagement, the Customer Service team will work on the Talking Walls program to bring art to the entrance of the Administration entryway on the HMT Complex.

### **Budget Highlights**

The budget reflects a new program assistant position at the Cedar Hills Recreation Center to expand the hours and programs offered at the center.

The budget reflects additional funding for transportation for summer camp offerings.

**Division: Recreation Services**  
Department: Recreation

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
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**Summary by Object**

Personnel Services	\$ 6,727,832	\$ 7,616,260	\$ 9,368,782	\$ 9,931,694
Materials & Services	851,528	1,037,185	1,277,479	1,406,199
<b>Total Appropriations</b>	<b>\$ 7,579,360</b>	<b>\$ 8,653,445</b>	<b>\$ 10,646,261</b>	<b>\$ 11,337,893</b>

**Summary by Program**

Recreation Manager	\$ 328,116	\$ 656,015	\$ 811,511	\$ 839,119
Cedar Hills Recreation Center	2,140,587	2,493,410	3,384,662	3,672,802
Conestoga Rec. & Aquatic Center	3,338,444	3,986,123	4,646,029	4,913,309
Nature Programs	1,772,213	1,517,897	1,804,059	1,912,663
<b>Total Appropriations</b>	<b>\$ 7,579,360</b>	<b>\$ 8,653,445</b>	<b>\$ 10,646,261</b>	<b>\$ 11,337,893</b>

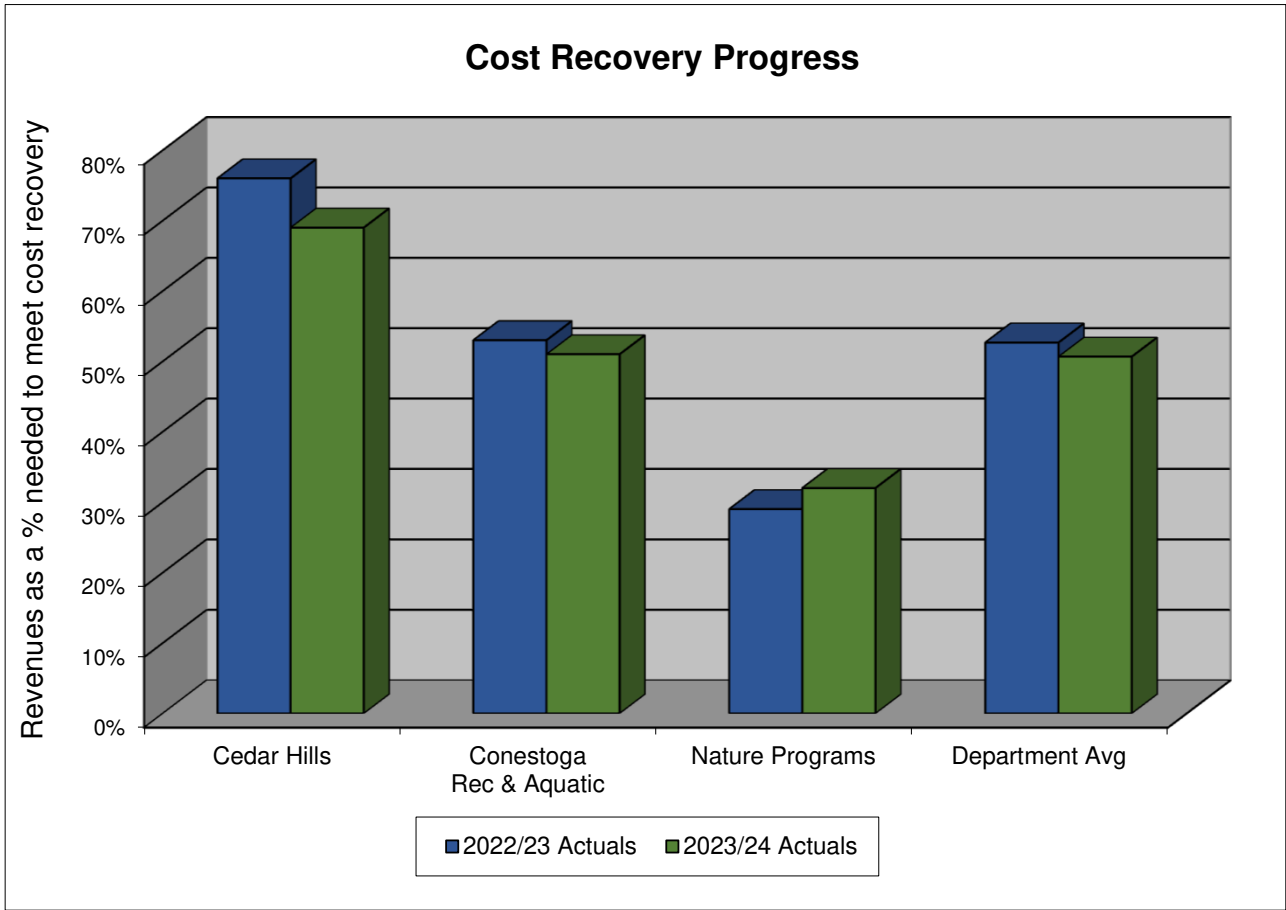
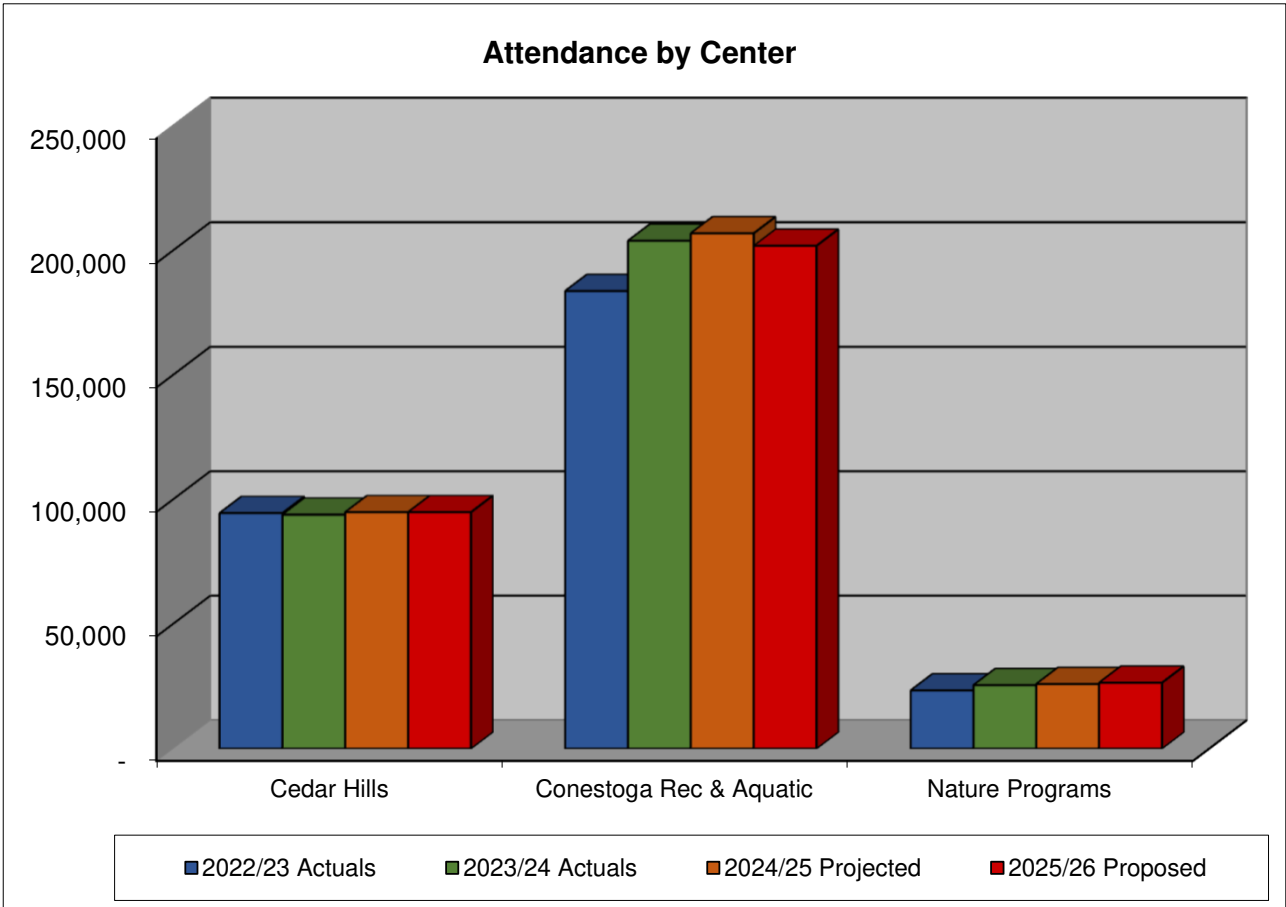
<b>Program Revenue</b>	<b>\$ 4,069,526</b>	<b>\$ 4,606,609</b>	<b>\$ 4,526,453</b>	<b>\$ 4,660,425</b>
<b>Tax Subsidy</b>	<b>\$ 3,509,834</b>	<b>\$ 4,046,836</b>	<b>\$ 6,119,808</b>	<b>\$ 6,677,468</b>
<b>% of Program Subsidized</b>	<b>46%</b>	<b>47%</b>	<b>57%</b>	<b>59%</b>

**Division Staff**

Full-time	30.35	23.33	32.00	33.00
Part-time (FTE)	69.04	65.92	95.38	97.86

**Funded Service Level**

Program Hours	33,524	43,944	75,608	78,702
Contact Hours	509,502	541,120	1,463,538	1,567,638



**Division: Recreation Services**  
**Department: Recreation**  
**Program: Recreation Manager**

<b>Description</b>	<b>Prior Year Actual 2022/23</b>	<b>Prior Year Actual 2023/24</b>	<b>Amended Budget 2024/25</b>	<b>Proposed Budget 2025/26</b>
<b>Program Appropriations</b>				
FT Salary	\$ 123,561	\$ 377,120	\$ 399,348	\$ 418,915
PT Salary	-	51,864	133,963	141,993
Employee Benefits	173,035	141,384	166,123	168,951
Payroll Taxes	16,778	61,041	81,405	77,821
	<b>\$ 313,374</b>	<b>\$ 631,409</b>	<b>\$ 780,839</b>	<b>\$ 807,680</b>
Communications	\$ 8,672	\$ -	\$ -	\$ -
Supplies	2,321	15,761	14,422	14,189
Training, Travel and Memberships	3,749	8,845	16,250	17,250
<b>Material &amp; Services</b>	<b>\$ 14,742</b>	<b>\$ 24,606</b>	<b>\$ 30,672</b>	<b>\$ 31,439</b>
<b>Program Total</b>	<b>\$ 328,116</b>	<b>\$ 656,015</b>	<b>\$ 811,511</b>	<b>\$ 839,119</b>
<b>Department Staff</b>				
Full-time	0.82	3.74	4.00	4.00
Part-time (FTE)	0.00	0.92	3.04	3.11



**Division: Recreation Services**  
Department: Recreation  
Program: Cedar Hills Recreation Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads:</b>				
Attendance	94,638	94,000	95,000	95,000
Number of classes held	903	900	900	900
% of classes held vs. offered	82%	82%	90%	90%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$18.08	\$21.61	\$26.23	\$32.09
Estimated maintenance cost per visit <sup>2</sup>	\$3.82	\$4.18	\$4.66	\$5.02
Utilities cost per square foot	\$1.78	\$1.82	\$2.37	\$3.85
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	160%	167%	125%	100%
Revenues as a % needed to meet cost recovery	76%	69%	61%	50%

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Does not include utilities.

**Division: Recreation Services**  
**Department: Recreation**  
**Program: Cedar Hills Recreation Center**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 623,788	\$ 687,116	\$ 743,016	\$ 864,379
PT Salary	778,004	968,465	1,526,258	1,568,521
Employee Benefits	285,467	290,821	336,191	386,814
Payroll Taxes	207,415	250,366	351,565	362,866
<b>Personnel Services</b>	<b>\$ 1,894,674</b>	<b>\$ 2,196,768</b>	<b>\$ 2,957,030</b>	<b>\$ 3,182,580</b>
Professional and Technical Services	\$ 4,627	\$ 2,426	\$ 400	\$ 4,000
Communication	498	294	3,600	3,600
Supplies	125,240	169,946	241,351	271,826
Utilities	68,145	69,919	132,321	147,578
Bank Charges and Fees	46,556	48,689	35,160	48,418
Training, Travel and Memberships	-	72	10,850	10,850
Small Furniture and Equipment	847	5,296	3,950	3,950
<b>Material &amp; Services</b>	<b>\$ 245,913</b>	<b>\$ 296,642</b>	<b>\$ 427,632</b>	<b>\$ 490,222</b>
<b>Program Total</b>	<b>\$ 2,140,587</b>	<b>\$ 2,493,410</b>	<b>\$ 3,384,662</b>	<b>\$ 3,672,802</b>
<b>Program Revenue</b>	<b>\$ 1,696,798</b>	<b>\$ 1,859,939</b>	<b>\$ 1,826,480</b>	<b>\$ 1,936,728</b>
<b>Tax Subsidy</b>	<b>\$ 443,789</b>	<b>\$ 633,471</b>	<b>\$ 1,558,182</b>	<b>\$ 1,736,074</b>
<b>% of Program Subsidized</b>	<b>21%</b>	<b>25%</b>	<b>46%</b>	<b>47%</b>
<b>Department Staff</b>				
Full-time	8.16	7.82	9.00	10.00
Part-time (FTE)	21.20	20.32	34.37	34.10
<b>Funded Service Level</b>				
Program Hours	11,654	18,099	22,460	23,216
Contact Hours	220,168	250,067	399,174	392,558

**Division: Recreation Services**  
 Department: Recreation  
 Program: Conestoga Recreation & Aquatic Center

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads:</b>				
Attendance	183,835	204,000	207,000	202,000
Number of classes held	888	1,274	1,338	1,340
% of classes held vs. offered	75%	81%	78%	83%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$30.00	\$33.00	\$35.00	\$40.00
Estimated maintenance cost per visit <sup>2</sup>	\$2.72	\$2.57	\$2.85	\$3.07
Utilities cost per square foot	\$3.56	\$5.06	\$6.59	\$6.37
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	131%	115%	174%	100%
Revenues as a % needed to meet cost recovery	53%	51%	52%	51%

<sup>1</sup> Does not include maintenance or utilities.

<sup>2</sup> Does not include utilities.

**Division: Recreation Services**  
**Department: Recreation**  
**Program: Conestoga Recreation & Aquatic Center**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 919,201	\$996,169	\$ 1,124,206	\$ 1,179,149
PT Salary	1,207,744	\$1,593,914	1,903,256	2,022,909
Employee Benefits	411,137	\$415,510	499,192	518,335
Payroll Taxes	314,732	\$392,665	470,152	478,184
<b>Personnel Services</b>	<b>\$ 2,852,814</b>	<b>\$ 3,398,258</b>	<b>\$ 3,996,806</b>	<b>\$ 4,198,577</b>
Professional and Technical Services	\$ 10,695	\$ 14,776	\$ 10,230	\$ 10,230
Communication	4,803	6,642	-	-
Supplies	224,764	219,457	257,052	281,892
Utilities	201,596	286,263	332,892	360,565
Bank Charges and Fees	42,605	59,702	41,849	54,645
Training, Travel and Memberships	707	779	-	-
Small Furniture, Fixtures and Equip.	460	246	7,200	7,400
<b>Material &amp; Services</b>	<b>\$ 485,630</b>	<b>\$ 587,865</b>	<b>\$ 649,223</b>	<b>\$ 714,732</b>
<b>Program Total</b>	<b>\$ 3,338,444</b>	<b>\$ 3,986,123</b>	<b>\$ 4,646,029</b>	<b>\$ 4,913,309</b>
<b>Program Revenue</b>	<b>\$ 1,833,746</b>	<b>\$ 2,213,545</b>	<b>\$ 2,173,974</b>	<b>\$ 2,185,794</b>
<b>Tax Subsidy</b>	<b>\$ 1,504,698</b>	<b>\$ 1,772,578</b>	<b>\$ 2,472,055</b>	<b>\$ 2,727,515</b>
<b>% of Program Subsidized</b>	<b>45%</b>	<b>44%</b>	<b>53%</b>	<b>56%</b>
<b>Department Staff</b>				
Full-time	11.61	6.96	13.00	13.00
Part-time (FTE)	34.53	32.16	43.06	45.13
<b>Funded Service Level</b>				
Program Hours	17,598	21,289	38,458	40,800
Contact Hours	231,700	234,304	929,588	1,045,157

**Division: Recreation Services**  
Department: Recreation  
Program: Conestoga Recreation & Aquatic Center  
Sub-program: Aquatics

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads:</b>				
Attendance	63,284	82,000	82,000	82,000
Number of classes held	269	613	579	605
% of classes held vs. offered	70%	98%	87%	92%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$16.79	\$20.32	\$19.90	\$23.52
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	251%	252%	251%	100%
Revenues as a % needed to meet cost recovery	61%	67%	43%	25%

**Division: Recreation Services**  
Department: Recreation  
Program: Conestoga Recreation & Aquatic Center  
Sub-program: Aquatics

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 636,724	\$694,148	\$ 714,926	\$ 749,483
PT Salary	395,272	863,154	938,273	1,055,059
Employee Benefits	257,637	265,143	319,904	333,383
Payroll Taxes	149,081	236,096	257,036	268,235
<b>Personnel Services</b>	<b>\$ 1,438,714</b>	<b>\$ 2,058,541</b>	<b>\$ 2,230,139</b>	<b>\$ 2,406,160</b>
Professional and Technical Services	\$ 9,258	\$ 9,519	\$ 10,230	\$ 10,230
Communication	4,803	6,642	-	-
Supplies	101,384	102,193	119,652	117,672
Utilities	201,596	286,263	332,892	360,565
Bank Charges and Fees	7,643	12,640	12,006	16,177
Training, Travel and Memberships	172	323	-	-
<b>Material &amp; Services</b>	<b>\$ 324,856</b>	<b>\$ 417,580</b>	<b>\$ 474,780</b>	<b>\$ 504,644</b>
<b>Program Total</b>	<b>\$ 1,763,570</b>	<b>\$ 2,476,121</b>	<b>\$ 2,704,919</b>	<b>\$ 2,910,804</b>
<b>Program Revenue</b>	<b>\$ 572,372</b>	<b>\$650,389</b>	<b>\$ 623,705</b>	<b>\$ 647,065</b>
<b>Tax Subsidy</b>	<b>\$ 1,191,198</b>	<b>\$ 1,825,732</b>	<b>\$ 2,081,214</b>	<b>\$ 2,263,739</b>
<b>% of Program Subsidized</b>	<b>68%</b>	<b>74%</b>	<b>77%</b>	<b>78%</b>
<b>Department Staff</b>				
Full-time	5.80	3.47	8.40	6.00
Part-time (FTE)	9.67	16.55	22.96	21.39
<b>Funded Service Level</b>				
Program Hours	5,209	2,962	11,378	13,344
Contact Hours	145,971	21,681	585,461	694,359

**Division: Recreation Services**  
 Department: Recreation  
 Program: Conestoga Recreation & Aquatic Center  
 Sub-program: Recreation

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads:</b>				
Attendance	120,551	122,000	125,000	120,000
Number of classes held	619	661	759	735
% of classes held vs. offered	77%	70%	72%	78%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$13.06	\$12.38	\$15.28	\$16.69
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	114%	92%	98%	100%
Revenues as a % needed to meet cost recovery	49%	42%	86%	87%



**Division: Recreation Services**  
Department: Recreation  
Program: Conestoga Recreation & Aquatic Center  
Sub-program: Recreation

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 919,201	\$ 302,021	\$ 409,280	\$ 429,666
PT Salary	1,207,744	730,760	964,983	967,850
Employee Benefits	411,137	150,367	179,288	184,952
Payroll Taxes	314,732	156,569	213,116	209,949
<b>Personnel Services</b>	<b>\$ 2,852,814</b>	<b>\$ 1,339,717</b>	<b>\$ 1,766,667</b>	<b>\$ 1,792,417</b>
Professional and Technical Services	\$ 10,695	5,257	\$ -	\$ -
Supplies	224,764	117,264	137,400	164,220
Bank Charges and Fees	42,605	47,062	29,843	38,468
Training, Travel and Memberships	707	456	-	-
Small Furniture, Fixtures and Equip.	460	246	7,200	7,400
<b>Material &amp; Services</b>	<b>\$ 485,630</b>	<b>\$ 170,285</b>	<b>\$ 174,443</b>	<b>\$ 210,088</b>
<b>Program Total</b>	<b>\$ 3,338,444</b>	<b>\$ 1,510,002</b>	<b>\$ 1,941,110</b>	<b>\$ 2,002,505</b>
<b>Program Revenue</b>	<b>\$ 1,261,374</b>	<b>\$ 1,563,156</b>	<b>\$ 1,550,269</b>	<b>\$ 1,538,729</b>
<b>Tax Subsidy</b>	<b>\$ 2,077,070</b>	<b>\$ (53,154)</b>	<b>\$ 390,841</b>	<b>\$ 463,776</b>
<b>% of Program Subsidized</b>	<b>62%</b>	<b>-4%</b>	<b>20%</b>	<b>23%</b>
<b>Department Staff</b>				
Full-time	11.61	3.49	4.60	7.00
Part-time (FTE)	34.53	15.61	20.10	24.00
<b>Funded Service Level</b>				
Program Hours	17,598	18,327	27,080	27,455
Contact Hours	231,700	212,623	344,127	350,798

**Division: Recreation Services**

Department: Recreation

Program: Nature Programs

**KEY PERFORMANCE INDICATORS**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Projected Outcome 2024/25	Proposed Outcome 2025/26
<b>Workloads:</b>				
Attendance - Nature Programs	23,442	25,545	26,000	26,500
Trail Count - Tualatin Hills Nature Park	125,070	132,475	134,422	134,500
Trail Count - Cooper Mountain Nature Park	82,094	84,850	83,101	83,000
Number of classes held	388	557	560	570
% of classes held vs. offered	94%	89%	89%	89%
<b>Performance Measures:</b>				
Estimated cost per visit <sup>1</sup>	\$61.46	\$50.43	\$58.50	\$58.39
Estimated maintenance cost per visit <sup>2</sup>	\$13.23	\$8.09	\$8.39	\$12.48
Utilities cost per square foot	\$2.20	\$2.37	\$3.09	\$3.56
<b>Goal Outcome Measures:</b>				
Average enrollment as a % of class minimums	147%	106%	137%	100%
Revenues as a % needed to meet cost recovery	29%	32%	31%	30%

<sup>1</sup> Does not include maintenance or utilities.<sup>2</sup> Total Maintenance Cost does not include utilities

**Division: Recreation Services**

Department: Recreation

Program: Nature Programs

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 707,944	\$ 456,402	\$ 521,843	\$ 568,233
PT Salary	475,960	553,962	692,581	736,109
Employee Benefits	310,359	225,854	231,038	245,128
Payroll Taxes	172,707	153,607	188,645	193,387
<b>Personnel Services</b>	<b>\$ 1,666,970</b>	<b>\$ 1,389,825</b>	<b>\$ 1,634,107</b>	<b>\$ 1,742,857</b>
Professional and Technical Services	\$ 1,108	775	\$ 2,750	\$ 2,750
Rental Equipment	2,319	9,404	14,700	14,724
Communication	9,752	8,769	1,645	11,645
Supplies	58,791	73,512	96,798	80,799
Utilities	21,374	22,942	31,989	34,495
Bank Charges & Fees	3,028	3,806	10,125	13,448
Training, Travel and Memberships	8,462	3,874	10,340	10,340
Small Furniture, Fixtures and Equip.	409	4,990	1,605	1,605
<b>Material &amp; Services</b>	<b>\$ 105,243</b>	<b>\$ 128,072</b>	<b>\$ 169,952</b>	<b>\$ 169,806</b>
<b>Program Total</b>	<b>\$ 1,772,213</b>	<b>\$ 1,517,897</b>	<b>\$ 1,804,059</b>	<b>\$ 1,912,663</b>
<b>Program Revenue</b>	<b>\$ 538,982</b>	<b>\$ 533,125</b>	<b>\$ 525,999</b>	<b>\$ 537,903</b>
<b>Tax Subsidy</b>	<b>\$ 1,233,231</b>	<b>\$ 984,772</b>	<b>\$ 1,278,060</b>	<b>\$ 1,374,760</b>
<b>% of Program Subsidized</b>	<b>70%</b>	<b>65%</b>	<b>71%</b>	<b>72%</b>
<b>Department Staff</b>				
Full-time	9.76	4.81	6.00	6.00
Part-time (FTE)	13.31	12.52	14.91	15.52
<b>Funded Service Level</b>				
Program Hours	4,272	4,556	14,690	14,686
Contact Hours	57,634	56,749	134,776	129,923



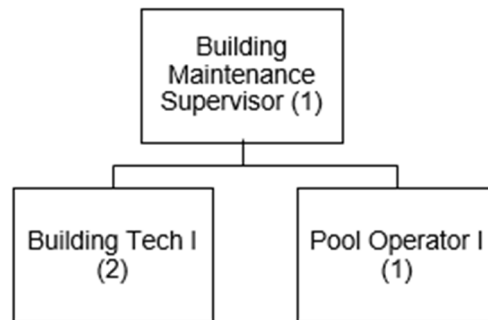
***Building Maintenance Coordination***



## RECREATION SERVICES DIVISION

### Maintenance Coordination

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#### Department Overview

The Maintenance Coordination department is responsible to the Recreation & Aquatic Director. The building & pool maintenance program provides maintenance, preventative maintenance, and custodial services to the pools and non-programmed THPRD facilities. Building & pool maintenance staff maintain outdoor restrooms, gymnasiums, indoor and outdoor pools, and historic buildings. Maintenance of critical equipment and helping develop the operational budget and proposed capital projects list. All full-time pool maintenance positions require a Certified Pool Operator certification.

The Building Maintenance supervisor works in tandem with Center Supervisors and Department Managers to train and support facility maintenance staff along with repairs and upgrades to their facilities.

#### FY 2024/25 Accomplishments

##### Priority: Investing in our Employees and Technology

The department made and continues to make safety training a high priority. A primary focus continued to be staff safety protocols: fall protection and respirator fit testing & safety.

All Building Technicians and Pool Operators had training during FY 24-25. These trainings supported their growth in their positions, focusing on maintenance skills. Trainings included correct application of door prep & painting, drain clearing, drinking fountain preventative maintenance & repair, and minor plumbing repairs.

Technology upgrades were made for the Building Maintenance/Aquatic Maintenance staff by providing them with the ability to track preventive maintenance via an application via their smartphone. This application replaced tracking through paper files.

Additional technology upgrades were made to six aquatic centers with the installation of new chemical controllers to maintain balanced water chemistry. The new controllers allow for water chemistry to be more accurately balanced.

Upgrades were made to two facility fire alarm system with the installation of new cellular dialers. These dialers replaced older phone lines that were unreliable to support the fire alarm system's needs. Planning has started for the replacement of facilities fire alarm system panels to replace current outdated panels.

#### FY 2025/26 Goals and Objectives

##### Value: Leading with Equity with special attention to Racial Equity

Ensure equity in departmental hiring practices and support staff through employee development, employee-led support work, and training opportunities.

## **FY 2025/26 Goals and Objectives (continued)**

Set and monitor consistent maintenance service standards across the district. Maintain each facility to ensure the district meets service needs for users across the district.

Work towards removing access barriers within facilities, which can include improving access to all facility entrances, classrooms, fitness rooms, drinking fountains, and restrooms.

Engage with companies certified as Minority Women Emerging Small Businesses (MWESB) when seeking contracting services.

Continue the district's long-term partnership with a non-profit rehabilitation corporation that helps place individuals with intellectual disabilities.

Continue to coordinate and work on completing deficient items listed in the ADA Transition Plan, with the focus on safety and improving access into facilities.

### Priority: Investing in Efficient Technologies

Utilize current practices and coordination with applicable departments to incorporate sustainable elements into design and construction to allow for successful and efficient long-term care and maintenance.

Maintain the facilities' preventative maintenance program to ensure that facilities' critical systems and roofs are functional and operating efficiently.

### Enhance Environmental Sustainability and Climate Resilience

Assess facilities for environmental improvements that can be made through capital and operational funding. Continue to make improvements to upgrade systems that will enhance energy savings and lower carbon footprint.

## **Budget Highlights**

Proposed budget includes:

- Purchasing of pump/motor for three aquatic centers
- Continue installation of new fire alarm panel at multiple district facilities
- Installation of new pump/motor preventative maintenance for aquatic centers
- Cleaning and maintaining the newly purchased administrative building
- Upgrade of current Maintenance Tech I position to Maintenance Tech II with expanded responsibilities of auxiliary facilities that support other departments.

**Division: Recreation Services**  
Department: Building Maintenance Coordination

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
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**Summary of Object**

Personnel Services	\$ 376,436	\$ 676,380	\$ 781,622	\$ 855,139
Materials & Services	367,643	367,809	415,768	541,739
<b>Total Appropriations</b>	<b>\$ 744,079</b>	<b>\$ 1,044,189</b>	<b>\$ 1,197,390</b>	<b>\$ 1,396,878</b>

**Summary by Program**

Building Maintenance Coordination	\$ 744,079	\$ 1,044,189	\$ 1,197,390	\$ 1,396,878
<b>Total Appropriations</b>	<b>\$ 744,079</b>	<b>\$ 1,044,189</b>	<b>\$ 1,197,390</b>	<b>\$ 1,396,878</b>

**Division Staff**

Full-time	1.21	2.40	4.00	4.00
Part-time (FTE)	3.20	4.13	5.74	6.34



**Division: Recreation Services**  
**Department: Building Maintenance Coordination**

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Program Appropriations</b>				
FT Salary	\$ 118,147	\$288,227	\$ 310,036	\$ 329,951
PT Salary	114,965	166,705	239,793	280,248
Employee Benefits	108,582	151,941	145,544	154,822
Payroll Taxes	34,742	69,507	86,249	90,118
<b>Personnel Services</b>	<b>\$ 376,436</b>	<b>\$ 676,380</b>	<b>\$ 781,622</b>	<b>\$ 855,139</b>
Professional & Technical Services	\$ 12,079	\$ 67,752	\$ 76,226	\$ 114,555
Communication	12,601	19,931	-	-
Supplies	18,353	27,050	38,478	96,072
Utilities	321,955	251,170	294,843	324,891
Training, Travel and Memberships	2,655	1,906	6,221	6,221
<b>Material &amp; Services</b>	<b>\$ 367,643</b>	<b>\$ 367,809</b>	<b>\$ 415,768</b>	<b>\$ 541,739</b>
<b>Program Total</b>	<b>\$ 744,079</b>	<b>\$ 1,044,189</b>	<b>\$ 1,197,390</b>	<b>\$ 1,396,878</b>
<b>Department Staff</b>				
Full-time	1.21	2.40	4.00	4.00
Part-time (FTE)	3.20	4.13	5.74	6.34





# **Capital Projects**

**Capital Projects Summary**

**Capital Projects Narratives**





## CAPITAL PROJECTS

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Summary by Object</b>				
Capital Outlay	\$ 2,594,701	\$ 3,598,729	\$ 32,244,565	\$ 20,162,148
<b>Total Appropriations</b>	<b>\$ 2,594,701</b>	<b>\$ 3,598,729</b>	<b>\$ 32,244,565</b>	<b>\$ 20,162,148</b>
<b>Summary by Department</b>				
Carryover Projects	\$ 821,250	\$ 1,840,877	\$ 8,039,219	\$ 9,599,253
Athletic Facility Replacements	19,251	266,699	105,000	85,000
Building Replacements	1,212,054	876,114	1,106,353	1,011,157
Building Improvements	73,581	65,764	21,946,956	6,700,000
Park & Trail Replacements	79,550	66,543	491,464	114,000
Park & Trail Improvements	365,417	21,602	385,573	2,477,738
Advisory Committee-Facility Grants	16,521	8,537	20,000	25,000
ADA Improvements	7,077	116,111	150,000	150,000
Subscription-based information technology arrangements	-	336,482	-	-
<b>Total Appropriations</b>	<b>\$ 2,594,701</b>	<b>\$ 3,598,729</b>	<b>\$ 32,244,565</b>	<b>\$ 20,162,148</b>

## CAPITAL PROJECTS

Item Number	Capital Project	Proposed Budget 2025/26	Page #
<b>CARRYOVER PROJECTS</b>			
1	Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottmann	\$ 260,215	CP - 4
2	Beaverton Creek Trail - Engineering and Construction, Westside Trail to Hocken	250,000	CP - 4
3	Waterhouse Trail ADA curb cuts - Washington County Project	120,000	CP - 4
4	Space planning implementation	100,234	CP - 4
5	Fire Life Safety Modernization	1,902,091	CP - 4
6	Asphalt overlay and fence repair - Merritt Woods	44,000	CP - 5
7	Design to replace ped paths with gravel	25,000	CP - 5
8	Asphalt overlay and repairs - Waterhouse Trail Mission Oaks-Willow Creek	30,528	CP - 5
9	Asphalt overlay and repairs - Waterhouse Trail Laidlaw Brandberry	80,544	CP - 5
10	Asphalt overlay and repairs - Waterhouse Trail Brandberry-RCT	52,992	CP - 5
11	Asphalt overlay and repairs - Waterhouse Trail Walker to Blueridge	90,000	CP - 5
12	Trail crossing & drainage improvements - Westside Trail	80,000	CP - 6
13	Asphalt overlay looped trail - Bonny Slope Park	65,000	CP - 6
14	Asphalt overlay - Rock Creek Park	8,300	CP - 6
15	Asphalt overlay - Little People's Park	17,100	CP - 6
16	Asphalt overlay - Camp Rivendale	31,000	CP - 6
17	Repair concrete - various locations	6,000	CP - 6
18	Plaza Furnishings	50,000	CP - 6
19	New Administrative Facility	1,200,000	CP - 7
	<b>Subtotal Carryover General Projects</b>	<b>4,413,004</b>	
<b>GRANT FUNDED</b>			
20	Fanno Creek Regional Trail Improvements (Lottery bond proceeds)	1,490,615	CP - 7
21	Westside Trail Bridge - Design & Engineering (Metro Parks & Nature Bond)	1,913,528	CP - 7
22	Westside Trail Bridge - Design & Engineering (MSTIP grant)	600,000	CP - 7
23	Rock Creek Trail Pollinator Project (Community Investment Grant)	163,150	CP - 7
24	Nature Park Vine Maple Trail (LGGP Grant)	72,000	CP - 8
25	Community Project Grant - Technology Upgrades (Federal Grant)	301,194	CP - 8
26	Community Project Grant - Cooling/Heating (Federal Grant)	446,194	CP - 8
27	Community Project Grant - Air Filtration (Federal Grant)	129,568	CP - 8
28	Community Project Grant - Seismic and Solar Assessment (Federal Grant)	70,000	CP - 8
	<b>Subtotal Grant Funded Carryover Projects</b>	<b>5,186,249</b>	
	<b>TOTAL CARRYOVER PROJECTS</b>	<b>9,599,253</b>	
<b>ATHLETIC FACILITY REPLACEMENT</b>			
29	Air structure repairs - Babette Horenstein Tennis Center	15,000	CP - 9
30	Replace lamps - HMT, PCC, Sunset sports fields	30,000	CP - 9
31	Replace tennis windscreen, and protective netting near PCC plaza area	20,000	CP - 9
32	Replace windscreen on baseball outfield fencing, and protective backstop netting	20,000	CP - 9
	<b>TOTAL ATHLETIC FACILITY REPLACEMENT</b>	<b>85,000</b>	
<b>BUILDING IMPROVEMENT</b>			
33	New building Improvements	6,600,000	CP - 9
34	Space planning implementation	100,000	CP - 9
	<b>TOTAL BUILDING IMPROVEMENT</b>	<b>6,700,000</b>	
<b>BUILDING REPLACEMENT</b>			
35	Cardio & Weight Equipment	40,000	CP - 10
36	Emergency Repairs	100,000	CP - 10
37	Boiler heater - Aloha	60,000	CP - 10
38	Gas line - Aloha	8,500	CP - 10
39	Replace safety door to filter pit - Tualatin Hills Aquatic Center	8,500	CP - 10
40	Interior concrete restrooms - Tualatin Hills Nature Center	9,000	CP - 10
41	Brick patio with concrete - Tualatin Hills Nature Center	55,000	CP - 11
42	ADA Elevator - Jenkins Estate Stables	100,000	CP - 11
43	Energy Efficiency Projects	50,000	CP - 11

## CAPITAL PROJECTS

Item Number	Capital Project	Proposed Budget 2025/26	Page #
<b><u>Heating, Ventilation, and Air Conditioning Components</u></b>			
44	Compressor Roof Top Unit Weight Room - Conestoga Recreation & Aquatic Center	15,000	CP - 11
45	AC window units - Cedar Hills Recreation Center	14,000	CP - 11
46	Split system Manzanita Room - Elsie Stuhr Center	150,000	CP - 11
47	Split system Lobby - Tualatin Hills Nature Center	50,000	CP - 12
48	Split system Office area - Tualatin Hills Nature Center	35,000	CP - 12
<b><u>Building and Furnishings</u></b>			
49	Ergonomic Equipment/Fixtures	6,000	CP - 12
50	Wood Floor Screen & Coat - Athletic Center	40,000	CP - 12
<b><u>Pool Tanks, Apparatus &amp; Mechanical Systems</u></b>			
51	Pool Tank and underwater lights - Somerset West Swim Center	150,157	CP - 12
52	Sand filter - Somerset West Swim Center	6,000	CP - 12
53	Sand filter - Sunset Swim Center	10,000	CP - 13
54	Main circulation pump/motor - Beaverton Swim Center	8,500	CP - 13
55	Main circulation pump/motor - Raleigh Swim Center	7,500	CP - 13
56	Main circulation pump/motor - Sunset Swim Center	8,000	CP - 13
57	Dive board - Tualatin Hills Aquatic Center	10,000	CP - 13
58	Aquatic equipment replacements - Tualatin Hills Aquatic Center	10,000	CP - 13
59	Relocate air compressor in boiler room to filter room - Conestoga Recreation & Aquatic Center	5,000	CP - 13
60	Hot water heater - Conestoga Recreation & Aquatic Center	55,000	CP - 14
<b>TOTAL BUILDING REPLACEMENT</b>		<b>1,011,157</b>	
<b><u>PARK AND TRAIL REPLACEMENTS</u></b>			
61	Playground Components	20,000	CP - 14
62	Park Sign Replacement	10,000	CP - 14
63	Upgrade Howard M Terpenning Irrigation	65,000	CP - 14
64	Asphalt Overlay - Fanno Creet Trail at Scholls Ferry underpass	19,000	CP - 14
<b>TOTAL PARK AND TRAIL REPLACEMENTS</b>		<b>114,000</b>	
<b><u>PARK AND TRAIL IMPROVEMENTS</u></b>			
65	Memorial Benches	25,000	CP - 14
66	Bridge Erosion Prevention - Fanno Creek Trail	40,000	CP - 15
67	Bridge Design and Permitting - Rock Creek Trail	129,000	CP - 15
68	Erosion Prevention - Bethany Lake	50,000	CP - 15
69	Nature Park Vine Maple Trail Matching Funds	72,000	CP - 15
70	Rock Creek Trail Pollinator Project Matching Funds	81,575	CP - 15
<b><u>GRANT FUNDED</u></b>			
71	Heckman Lane New Neighborhood Park & Trail (LGGP)	1,000,000	CP - 15
72	Heckman Lane New Neighborhood Park Play Amenity (Metro NIN)	300,000	CP - 16
73	Commonwealth Lake Park Bridge & Weir (Federal Grant - OPRD LWCF)	449,096	CP - 16
74	To Make it all Good Again (Community Choice Grant)	164,667	CP - 16
75	Connecting People and Habitat in Aloha - Recuerdo Park (Community Choice Grant)	166,400	CP - 16
<b>TOTAL PARK AND TRAIL IMPROVEMENTS</b>		<b>2,477,738</b>	
<b><u>ADVISORY COMMITTEE - FACILITY PROJECTS</u></b>			
76	Advisory Committee Projects	25,000	CP - 16
<b>TOTAL ADVISORY COMMITTEE - FACILITY PROJECTS</b>		<b>25,000</b>	
<b><u>ADA IMPROVEMENTS</u></b>			
77	ADA Facility Access Improvements	75,000	CP - 17
78	ADA Park and Nature & Trails Access Improvements	75,000	CP - 17
<b>TOTAL ADA IMPROVEMENTS</b>		<b>150,000</b>	
<b>TOTAL FUNDED CAPITAL ITEMS</b>		<b>\$ 20,162,148</b>	

## CAPITAL PROJECTS

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### CARRYOVER PROJECTS

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**ITEM 1:**            **Asphalt Pathway Repairs - Kaiser, Stoller, Summercrest and Waterhouse/Schlottmann**

**BUDGET:**            \$260,215

**DESCRIPTION:**    Asphalt pathway overlay and repairs at four sites: Kaiser Woods, Waterhouse/Schlottmann, Stoller Creek Greenway, and Summercrest.

---

**ITEM 2:**            **Beaverton Creek Trail - Engineering and Construction, Westside Trail to Hocken**

**BUDGET:**            \$250,000

**DESCRIPTION:**    Grant matched dollars from Washington County for engineering and construction of Beaverton Creek Trail from Westside Trail to Hocken.

---

**ITEM 3:**            **Waterhouse Trail ADA curb cuts - Washington County Project**

**BUDGET:**            \$120,000

**DESCRIPTION:**    Waterhouse Trail curb cuts (partnership with Washington County).

---

**ITEM 4:**            **Space planning implementation**

**BUDGET:**            \$100,234

**DESCRIPTION:**    Building projects and office furniture to accommodate hybrid work environments at district facilities.

---

**ITEM 5:**            **Fire Life Safety Modernization**

**BUDGET:**            \$1,902,091

**DESCRIPTION:**    Replace the outdated fire safety alarm and monitoring components within district recreation and administrative facilities with new modernized equipment in order to reduce the risk of fire, property damage, and personal injury.

---

**ITEM 6:**                   **Asphalt overlay and fence repair - Merritt Woods**

**BUDGET:**               \$44,000

**DESCRIPTION:**       Remove and replace two sections of asphalt trail that have separated from trail and one section of chain link fence that is leaning.

---

**ITEM 7:**                   **Design to replace ped paths with gravel**

**BUDGET:**               \$25,000

**DESCRIPTION:**       Remove degraded asphalt at Moonshadow, Mitchell and Autumn Ridge trails and replace with compacted gravel.

---

**ITEM 8:**                   **Asphalt overlay and repairs - Waterhouse Trail Mission Oaks-Willow Creek**

**BUDGET:**               \$30,528

**DESCRIPTION:**       Overlay and repair section of asphalt trail that have deteriorated and cracked along the Waterhouse Trail at Mission Oaks along Willow Creek.

---

**ITEM 9:**                   **Asphalt overlay and repairs - Waterhouse Trail Laidlaw Brandberry**

**BUDGET:**               \$80,544

**DESCRIPTION:**       Overlay and repair section of asphalt trail that have deteriorated and cracked along the Waterhouse Trail at Laidlaw and Brandberry roads.

---

**ITEM 10:**               **Asphalt overlay and repairs - Waterhouse Trail Brandberry-RCT**

**BUDGET:**               \$52,992

**DESCRIPTION:**       Overlay and repair section of asphalt trail that have deteriorated and cracked along the Waterhouse Trail at Brandberry and Rock Creek Trail.

---

**ITEM 11:**               **Asphalt overlay and repairs - Waterhouse Trail Walker to Blueridge**

**BUDGET:**               \$90,000

**DESCRIPTION:**       Overlay and repair section of asphalt trail that have deteriorated and cracked along the Waterhouse Trail at Walker and Blueridge roads.

---



**ITEM 12:**            **Trail crossing & drainage improvements - Westside Trail**

**BUDGET:**            \$80,000

**DESCRIPTION:**    Upgrade drainage, and repave asphalt pathway along Westside Trail.

---

**ITEM 13:**            **Asphalt overlay looped trail - Bonny Slope Park**

**BUDGET:**            \$65,000

**DESCRIPTION:**    Repair and overlay asphalt pedestrian looped trail at Bonny Slope Park.

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**ITEM 14:**            **Asphalt overlay - Rock Creek Park**

**BUDGET:**            \$8,300

**DESCRIPTION:**    Repair and overlay asphalt pedestrian pathway at Rock Creek Park.

---

**ITEM 15:**            **Asphalt overlay - Little People's Park**

**BUDGET:**            \$17,100

**DESCRIPTION:**    Repair and overlay asphalt pedestrian pathway at Little People's Park.

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**ITEM 16:**            **Asphalt overlay - Camp Rivendale**

**BUDGET:**            \$31,000

**DESCRIPTION:**    Repair and overlay asphalt around the Camp Rivendale area at the Jenkins Estate.

---

**ITEM 17:**            **Repair concrete - various locations**

**BUDGET:**            \$6,000

**DESCRIPTION:**    Repair concrete at various locations throughout the district.

---

**ITEM 18:**            **Plaza Furnishings**

**BUDGET:**            \$50,000

**DESCRIPTION:**    Replace plaza furnishings.

---

**ITEM 19:**            **New Administrative Facility**

**BUDGET:**            \$1,200,000

**DESCRIPTION:**    Building improvements for new administration and operations space.

---

**GRANT FUNDED CARRYOVER**

**ITEM 20:**            **Fanno Creek Regional Trail Improvements (Lottery bond proceeds)**

**BUDGET:**            \$1,490,615

**DESCRIPTION:**    Funding from state lottery bond proceeds to address safety and access on the Fanno Creek Greenway Trail. Three elements include: an at-grade ADA-accessible signalized trail crossing of Scholls Ferry Road, an ADA-accessible loop trail into beaver-flooded areas, and improvements to the existing undercrossing of Scholls Ferry Road.

---

**ITEM 21:**            **Westside Trail Bridge - Design & Engineering (Metro Parks & Nature Bond)**

**BUDGET:**            \$1,913,528

**DESCRIPTION:**    Design and engineering for the Westside Trail Bridge over Highway 26 funding provided through the Metro Parks & Nature Bond.

---

**ITEM 22:**            **Westside Trail Bridge - Design & Engineering (MSTIP grant)**

**BUDGET:**            \$600,000

**DESCRIPTION:**    Design and engineering for the Westside Trail Bridge over Highway 26 match funding provided by Washington County's MSTIP.

---

**ITEM 23:**            **Rock Creek Trail Pollinator Project (Community Investment Grant)**

**BUDGET:**            \$163,150

**DESCRIPTION:**    Remove non-native plants, install native plants, and provide access for the public near Rock Creek soccer fields.

---

<b>ITEM 24:</b>	<b>Nature Park Vine Maple Trail (LGGP Grant)</b>
<b>BUDGET:</b>	\$72,000
<b>DESCRIPTION:</b>	Remove bumps and dips, then repave a section of the Vine Maple Trail East of Cedar Mill Creek.
<hr/>	
<b>ITEM 25:</b>	<b>Community Project Grant - Technology Upgrades (Federal Grant)</b>
<b>BUDGET:</b>	\$301,194
<b>DESCRIPTION:</b>	Community Project Grant funds will be used to purchase and install technology at Howard M. Terpenning Recreation Complex, Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center, Garden Home Recreation Center, Elsie Stuhr Center, Tualatin Hills Nature Center, Tualatin Hills Aquatic Center, and the New Administrative Facility to maintain communication across the district in emergencies.
<hr/>	
<b>ITEM 26:</b>	<b>Community Project Grant - Cooling/Heating (Federal Grant)</b>
<b>BUDGET:</b>	\$446,194
<b>DESCRIPTION:</b>	Community Project Grant funds will be used to purchase and install cooling and heating equipment at the following facilities designated as emergency shelter sites - Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center, Babette Horenstein Tennis Center.
<hr/>	
<b>ITEM 27:</b>	<b>Community Project Grant - Air Filtration (Federal Grant)</b>
<b>BUDGET:</b>	\$129,568
<b>DESCRIPTION:</b>	Community Project Grant funds will be used to purchase and install air filtration systems at the following facilities designated as emergency shelter sites - Cedar Hills Recreation Center, Conestoga Recreation & Aquatic Center, Garden Home Recreation Center, Elsie Stuhr Center, Tualatin Hills Athletic Center and Babette Horenstein Tennis Center.
<hr/>	
<b>ITEM 28:</b>	<b>Community Project Grant - Seismic and Solar Assessment (Federal Grant)</b>
<b>BUDGET:</b>	\$70,000
<b>DESCRIPTION:</b>	Community Project Grant funds will be used to complete seismic and solar evaluations at the New Administrative Facility, which will be designated an emergency operations center in the event of natural disasters.
<hr/>	

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**ATHLETIC FACILITY REPLACEMENT**

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**ITEM 29:**                    **Air structure repairs - Babette Horenstein Tennis Center**

**BUDGET:**                \$15,000

**DESCRIPTION:**        Repair two air structures at Babette Horenstein Tennis Center.

---

**ITEM 30:**                    **Replace lamps - HMT, PCC, Sunset sports fields**

**BUDGET:**                \$30,000

**DESCRIPTION:**        Replace sports field lamps at HMT, PCC, and Sunset Park.

---

**ITEM 31:**                    **Replace tennis windscreen, and protective netting near PCC plaza area**

**BUDGET:**                \$20,000

**DESCRIPTION:**        Replace tennis fence windscreen and protective field netting at PCC Rock Creek Sports Complex.

---

**ITEM 32:**                    **Replace windscreen on baseball outfield fencing, and protective backstop netting**

**BUDGET:**                \$20,000

**DESCRIPTION:**        Replace windscreen on baseball outfield fencing at HMT Sports Complex.

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**BUILDING IMPROVEMENT**

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**ITEM 33:**                    **New building Improvements**

**BUDGET:**                \$6,600,000

**DESCRIPTION:**        Building improvements for new administration and operations office space.

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**ITEM 34:**                    **Space planning implementation**

**BUDGET:**                \$100,000

**DESCRIPTION:**        Furniture for recreation/sports/aquatics facilities, including lobby or office pieces.

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**BUILDING REPLACEMENT**

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**ITEM 35:**                **Cardio & Weight Equipment**

**BUDGET:**             \$40,000

**DESCRIPTION:**     Replace Cardio and weight equipment.

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**ITEM 36:**                **Emergency Repairs**

**BUDGET:**             \$100,000

**DESCRIPTION:**     Unplanned repairs or replacements to facilities critical systems, and assets in parks, trails, and natural areas.

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**ITEM 37:**                **Boiler heater - Aloha**

**BUDGET:**             \$60,000

**DESCRIPTION:**     Replace boiler heater for pool water at Aloha Swim Center.

---

**ITEM 38:**                **Gas line - Aloha**

**BUDGET:**             \$8,500

**DESCRIPTION:**     Replace existing gas line in the mechanical room at Aloha Swim Center.

---

**ITEM 39:**                **Replace safety door to filter pit - Tualatin Hills Aquatic Center**

**BUDGET:**             \$8,500

**DESCRIPTION:**     Replace safety door to filter pit at Tualatin Hills Aquatic Center.

---

**ITEM 40:**                **Interior concrete restrooms - Tualatin Hills Nature Center**

**BUDGET:**             \$9,000

**DESCRIPTION:**     Reseal concrete in Robins Nest restrooms at Tualatin Hills Nature Center.

---

**ITEM 41:**            **Brick patio with concrete - Tualatin Hills Nature Center**

**BUDGET:**            \$55,000

**DESCRIPTION:**    Replace existing brick patio at the Tualatin Hills Nature Center with concrete.

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**ITEM 42:**            **ADA Elevator - Jenkins Estate Stables**

**BUDGET:**            \$100,000

**DESCRIPTION:**    Replace ADA elevator at Jenkins Estate stables.

---

**ITEM 43:**            **Energy Efficiency Projects**

**BUDGET:**            \$50,000

**DESCRIPTION:**    Replace various building materials and systems (i.e. LED bulbs, insulation, weather stripping, sensor light switches, etc.) to allow buildings to operate more efficiently.

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**Heating, Ventilation, and Air Conditioning Components**

**ITEM 44:**            **Compressor Roof Top Unit Weight Room - Conestoga Recreation & Aquatic Center**

**BUDGET:**            \$15,000

**DESCRIPTION:**    Replacement of compression in Roof Top Unit for the weightroom at CRAC.

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**ITEM 45:**            **AC window units - Cedar Hills Recreation Center**

**BUDGET:**            \$14,000

**DESCRIPTION:**    Replace window air conditioning units at Cedar Hills Recreation Center.

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**ITEM 46:**            **Split system Manzanita Room - Elsie Stuhr Center**

**BUDGET:**            \$150,000

**DESCRIPTION:**    Replace HVAC split system in the Manzanita Room at Elsie Stuhr Center.

---

**ITEM 47:**                **Split system Lobby - Tualatin Hills Nature Center**

**BUDGET:**             \$50,000

**DESCRIPTION:**     Replace HVAC split system in the lobby at THPRD Nature Center.

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**ITEM 48:**                **Split system Office area - Tualatin Hills Nature Center**

**BUDGET:**             \$35,000

**DESCRIPTION:**     Replace HVAC split system in the office area at THPRD Nature Center.

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**Building and Furnishings**

**ITEM 49:**                **Ergonomic Equipment/Fixtures**

**BUDGET:**             \$6,000

**DESCRIPTION:**     Ergonomic equipment for ADA/medical accommodation requests from employees.

---

**ITEM 50:**                **Wood Floor Screen & Coat - Athletic Center**

**BUDGET:**             \$40,000

**DESCRIPTION:**     Sand and refinish the hardwood courts and floors in the HMT Athletic Center.

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**Pool Tanks, Apparatus & Mechanical Systems**

**ITEM 51:**                **Pool Tank and underwater lights - Somerset West Swim Center**

**BUDGET:**             \$150,157

**DESCRIPTION:**     Resurface pool tank, replace underwater lights and components at Somerset West Swim Center.

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**ITEM 52:**                **Sand filter - Somerset West Swim Center**

**BUDGET:**             \$6,000

**DESCRIPTION:**     Replace sand filter system at Somerset Swim Center.

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**ITEM 53:                    Sand filter - Sunset Swim Center**

**BUDGET:                    \$10,000**

**DESCRIPTION:            Replace sand filter system at Sunset Swim Center.**

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**ITEM 54:                    Main circulation pump/motor - Beaverton Swim Center**

**BUDGET:                    \$8,500**

**DESCRIPTION:            Replace the main circulation pump & motor at Beaverton Swim Center.**

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**ITEM 55:                    Main circulation pump/motor - Raleigh Swim Center**

**BUDGET:                    \$7,500**

**DESCRIPTION:            Replace main circulation pump & motor at Raleigh Swim Center.**

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**ITEM 56:                    Main circulation pump/motor - Sunset Swim Center**

**BUDGET:                    \$8,000**

**DESCRIPTION:            Replace main circulation pump & motor at Sunset Swim Center.**

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**ITEM 57:                    Dive board - Tualatin Hills Aquatic Center**

**BUDGET:                    \$10,000**

**DESCRIPTION:            Recondition or replace 1 diving board at Tualatin Hills Aquatic Center.**

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**ITEM 58:                    Aquatic equipment replacements - Tualatin Hills Aquatic Center**

**BUDGET:                    \$10,000**

**DESCRIPTION:            Replace Aquatic equipment at designated Aquatic Facilities.**

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**ITEM 59:                    Relocate air compressor in boiler room to filter room - Conestoga Recreation & Aquatic Center**

**BUDGET:                    \$5,000**

**DESCRIPTION:            Relocate air compressor from boiler room to filter room at Conestoga Recreation & Aquatic Center.**

---

**ITEM 60:**                **Hot water heater - Conestoga Recreation & Aquatic Center**

**BUDGET:**             \$55,000

**DESCRIPTION:**      Replace 10 tankless hot water heaters at Conestoga Recreation & Aquatic Center.

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**PARK AND TRAIL REPLACEMENTS**

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**ITEM 61:**                **Playground Components**

**BUDGET:**             \$20,000

**DESCRIPTION:**      Playground contingency fund to cover cost for failing parts, vandalism, and unplanned repairs at district parks.

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**ITEM 62:**                **Park Sign Replacement**

**BUDGET:**             \$10,000

**DESCRIPTION:**      Replace signage that has been damaged or has reached the end of its life.

---

**ITEM 63:**                **Upgrade Howard M Terpenning Irrigation**

**BUDGET:**             \$65,000

**DESCRIPTION:**      Upgrade existing irrigation controllers at HMT Sports Complex.

---

**ITEM 64:**                **Asphalt Overlay - Fanno Creet Trail at Scholls Ferry underpass**

**BUDGET:**             \$19,000

**DESCRIPTION:**      Fanno Creek Trail asphalt overlay at Scholls Ferry Road underpass.

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**PARK AND TRAIL IMPROVEMENTS**

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**ITEM 65:**                **Memorial Benches**

**BUDGET:**             \$25,000

**DESCRIPTION:**      Purchase of recycled plastic benches for memorial bench program.

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**ITEM 66:**                    **Bridge Erosion Prevention - Fanno Creek Trail**

**BUDGET:**                    \$40,000

**DESCRIPTION:**            Conduct study and implement project to reduce scouring of bridge footings on Fanno Creek Trail near Vista Brook Park.

---

**ITEM 67:**                    **Bridge Design and Permitting - Rock Creek Trail**

**BUDGET:**                    \$129,000

**DESCRIPTION:**            Evaluate needs for wooden boardwalk on Rock Creek Trail near Stoller Creek Greenway. Design and permit new boardwalk.

---

**ITEM 68:**                    **Erosion Prevention - Bethany Lake**

**BUDGET:**                    \$50,000

**DESCRIPTION:**            Partner with Clean Water Services to armor and stabilize a section of eroding bank at Bethany Lake.

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**ITEM 69:**                    **Nature Park Vine Maple Trail Matching Funds**

**BUDGET:**                    \$72,000

**DESCRIPTION:**            Matching funds for the Nature Park Vine Maple Trail grant project.

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**ITEM 70:**                    **Rock Creek Trail Pollinator Project Matching Funds**

**BUDGET:**                    \$81,575

**DESCRIPTION:**            Matching funds for the Rock Creek Trail Pollinator grant project.

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**GRANT FUNDED**

**ITEM 71:**                    **Heckman Lane New Neighborhood Park & Trail (LGGP)**

**BUDGET:**                    \$1,000,000

**DESCRIPTION:**            Design and development of a new neighborhood park and trail at NWQ-8 Heckman Road.

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**ITEM 72:** Heckman Lane New Neighborhood Park Play Amenity (Metro NIN)

**BUDGET:** \$300,000

**DESCRIPTION:** Funding for All-Ages Play amenity at Heckman Lane New Neighborhood Park.

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**ITEM 73:** Commonwealth Lake Park Bridge & Weir (Federal Grant - OPRD LWCF)

**BUDGET:** \$449,096

**DESCRIPTION:** Replacement of multi-use bridge and weir at Commonwealth Lake.

---

**ITEM 74:** To Make it all Good Again (Community Choice Grant)

**BUDGET:** \$164,667

**DESCRIPTION:** Restore habitat with Indigenous traditional ecological knowledge, improve trail accessibility, and add interpretive elements.

---

**ITEM 75:** Connecting People and Habitat in Aloha - Recuerdo Park (Community Choice Grant)

**BUDGET:** \$166,400

**DESCRIPTION:** Gleaning garden expansion at Recuerdo Park.

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#### **ADVISORY COMMITTEE - FACILITY PROJECTS**

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**ITEM 76:** Advisory Committee Projects

**BUDGET:** \$25,000

**DESCRIPTION:** Projects recommended by the advisory committees and friends groups for facility & program improvements.

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## **ADA IMPROVEMENTS**

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**ITEM 77:**            **ADA Facility Access Improvements**

**BUDGET:**            \$75,000

**DESCRIPTION:**    Removal of access barriers at our recreation and sports facilities.

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**ITEM 78:**            **ADA Park and Nature & Trails Access Improvements**

**BUDGET:**            \$75,000

**DESCRIPTION:**    Removal of access barriers in our outdoor spaces (parks, natural areas, and trails).

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## Other Capital Funds

Metro Bond Local Project Fund Summary  
Metro Bond Local Project Fund Narratives



## METRO BOND LOCAL SHARE CAPITAL FUND

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### FUND DESCRIPTION

#### **Metro Bond Local Share Capital Fund**

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



## METRO BOND LOCAL SHARE CAPITAL FUND

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Resources:</b>				
Intergovernmental Revenue	\$ -	\$ 285,552	\$ 8,420,100	\$ 8,043,886
<b>Total Resources</b>	<b>\$ -</b>	<b>\$ 285,552</b>	<b>\$ 8,420,100</b>	<b>\$ 8,043,886</b>
<b>Appropriations:</b>				
Capital Outlay	\$ 49,382	\$ 236,170	\$ 8,420,100	\$ 8,043,886
<b>Total Appropriations</b>	<b>\$ 49,382</b>	<b>\$ 236,170</b>	<b>\$ 8,420,100</b>	<b>\$ 8,043,886</b>
<b>Summary by Department</b>				
Development/Improvements	\$ 49,382	\$ 236,170	\$ 7,394,858	\$ 7,625,212
Undesignated Projects	-	-	1,025,242	418,674
<b>Total Appropriations</b>	<b>\$ 49,382</b>	<b>\$ 236,170</b>	<b>\$ 8,420,100</b>	<b>\$ 8,043,886</b>

## METRO BOND LOCAL SHARE CAPITAL FUND PROJECTS

Item Number	Capital Project	Proposed Budget 2025/26	Page #
<b>DEVELOPMENT/IMPROVEMENTS</b>			
1	NWQ-8 Heckman Road New Neighborhood Park & Trail	\$ 3,542,216	OCF-4
2	Accessible Play Structures	942,512	OCF-4
3	Willow Creek Greenway Boardwalk Replacement	1,883,090	OCF-4
4	Commonwealth Lake Park Bridge & Weir	1,257,393	OCF-4
	<b>TOTAL DEVELOPMENT/IMPROVEMENTS</b>	<b>\$ 7,625,212</b>	
<b>UNDESIGNATED PROJECTS</b>			
5	Undesignated Projects	\$ 418,674	OCF-4
	<b>TOTAL UNDESIGNATED PROJECTS</b>		
	<b>GRAND TOTAL CAPITAL OUTLAY</b>	<b>\$ 8,043,886</b>	

## METRO BOND LOCAL SHARE CAPITAL FUND PROJECTS

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### Development/Improvements

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**ITEM 1:**                **NWQ-8 Heckman Road New Neighborhood Park & Trail**

**BUDGET:**            \$3,542,216

**DESCRIPTION:**    Design and development of a new neighborhood park and trail at NWQ-8 Heckman Road.

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**ITEM 2:**                **Accessible Play Structures**

**BUDGET:**            \$942,512

**DESCRIPTION:**    Design and development for two new accessible nature play areas at Bonny Slope Park and Rock Creek Park.

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**ITEM 3:**                **Willow Creek Greenway Boardwalk Replacement**

**BUDGET:**            \$1,883,090

**DESCRIPTION:**    Design and development for new ADA compliant boardwalk in the eastern section of Willow Creek boardwalk.

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**ITEM 4:**                **Commonwealth Lake Park Bridge & Weir**

**BUDGET:**            \$1,257,393

**DESCRIPTION:**    Replacement of multi-use bridge and weir at Commonwealth Lake.

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### Undesignated Projects

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**ITEM 5:**                **Undesignated Projects**

**BUDGET:**            \$418,674

**DESCRIPTION:**    Capital outlay to fund projects to be determined at a later time.

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## Other Funds

Mitigation Maintenance Reserve Fund



## OTHER FUNDS

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### FUND DESCRIPTION

#### **Special Revenue Fund**

THPRD receives mitigation reserve funds periodically, and has been recording them separately since the 2005/06 Budget Year. When received, these funds are a reserve against future maintenance cost at mitigation sites. A portion of the funds are available for use on a variety of natural area restoration projects, and all funds will be accounted for within the Mitigation Maintenance Reserve Fund.

## SPECIAL REVENUE FUND

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Resources:</b>				
Beginning Cash on Hand	\$ 187,253	\$ 193,975	\$ 203,000	\$ 213,000
Miscellaneous Revenue	1,198	-	-	-
Interest Income	5,524	9,769	6,000	10,000
<b>Total Resources</b>	<b>\$ 193,975</b>	<b>\$ 203,744</b>	<b>\$ 209,000</b>	<b>\$ 223,000</b>
<b>Appropriations:</b>				
Materials & Services	\$ -	\$ -	\$ 209,000	\$ 223,000
Ending Fund Balance	193,975	203,744	-	-
<b>Total Appropriations</b>	<b>\$ 193,975</b>	<b>\$ 203,744</b>	<b>\$ 209,000</b>	<b>\$ 223,000</b>
<b>Summary by Fund</b>				
Mitigation Maintenance Reserve Fund	\$ 193,975	\$ 203,744	\$ 209,000	\$ 223,000
<b>Total Appropriations</b>	<b>\$ 193,975</b>	<b>\$ 203,744</b>	<b>\$ 209,000</b>	<b>\$ 223,000</b>



## MITIGATION MAINTENANCE RESERVE FUND

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Summary of Appropriations</b>				
Maintenance Supplies	\$ -	\$ -	\$ 209,000	\$ 223,000
<b>Material &amp; Services</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 209,000</b>	<b>\$ 223,000</b>
 <b>Department Total</b>	 <b>\$ -</b>	 <b>\$ -</b>	 <b>\$ 209,000</b>	 <b>\$ 223,000</b>





# **Debt Service Fund**

**Analysis of General Obligation Debt**

**Local Budget Form (LB-35)**

**Maturity of General Obligation Debt**



## DEBT SERVICE FUND

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### FUND DESCRIPTION

The Debt Service Fund provides for bond principal and interest payments on outstanding General Obligation Bonds, those for which a property tax levy supports the maturing principal and interest payments. These levies are levied outside THPRD's permanent rate and are not part of the governmental limit set by Measure 5. On November 4, 2008, the voters approved a bond measure in the amount of \$100 million, for land acquisition, natural area preservation, improvements to trails and parks, along with other major capital projects throughout THPRD.

### DEBT CAPACITY

ORS 266.512 established a parameter of bonded indebtedness for park and recreation districts. Aggregate bonded indebtedness is governed by the real market value of all taxable properties within THPRD.

*The aggregate amount of general obligation bonds issued and outstanding at any one time shall in no case exceed two and one-half percent (2.5%) of the real market value of all taxable property of THPRD.*

The following table shows THPRD's debt capacity.

Real Market Value (FY 2024/25)	\$ 66,070,337,501
General Obligation Debt Capacity (2.5% of Real Market Value)	1,651,758,438
Less: Outstanding Debt	<u>(23,190,000)</u>
Remaining Legal Debt Capacity	<u><u>\$ 1,628,568,438</u></u>

In May 2015, THPRD advance refunded a portion of the General Obligation Bonds, Series 2009 (\$36,445,000) and issued the balance of the approved authority (\$1,435,000). The bonds have a true interest cost of 2.19%. The outstanding balance as of July 1, 2025, is \$10,345,000.

In October 2016, THPRD advance refunded a portion of the General Obligation Bonds, Series 2011. The bonds have a true interest cost of 1.83%. The outstanding balance as of July 1, 2025, is \$8,710,000.

In March 2021, THPRD advance refunded the remaining portion of the General Obligation Bonds, Series 2011 (\$13,265,000). The bonds have a true interest cost of 0.64%. The outstanding balance as of July 1, 2025, is \$4,135,000.

### BOND RATING

The district's bonds are rated **Aa1** and have been since August 2011.

**FORM  
LB-35**

**BONDED DEBT  
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- ☐ Revenue Bonds or  
☒ General Obligation Bonds

Debt Service Fund

**Tualatin Hills Park & Recreation District**

	Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	Budget for Next Year <u>FY 2025/26</u>		
	Actual		Adopted Budget This Year <u>FY 2024/25</u>		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	First Preceding Year <u>FY 2022/23</u>	First Preceding Year <u>FY 2023/24</u>					
				Resources			
1	439,309	476,124	220,000	1. Beginning Cash on Hand (Cash Basis), or	300,000	-	-
2				2. Working Capital (Accrual Basis)	-	-	-
3	82,740	93,859	70,000	3. Previously Levied Taxes to be Received	70,000	-	-
4	152,436	218,294	75,000	4. Interest	75,000	-	-
5				5. Debt Proceeds	-	-	-
6	43,620	44,989	41,390	6. Payment in lieu of taxes	42,975	-	-
7	718,105	833,266	406,390	7. Total Resources, Except Taxes to be Levied	487,975	-	-
8			8,536,660	8. Taxes Estimated to be Received *	9,102,575	-	-
9	8,164,928	8,420,362		9. Taxes Collected in Year Levied			
10	8,883,033	9,253,628	8,943,050	10. TOTAL RESOURCES	9,590,550	-	-
				Requirements			
				Bond Principal Payments			
				Issue Date	Budgeted Payment Date		
1	4,340,000	4,725,000	5,125,000	1. 05/15/2015	06/01/2024	5,545,000	-
2	-	-	-	2. 10/12/2016	06/01/2024	3,125,000	-
3	2,100,000	2,305,000	2,525,000	3. 03/30/2021	06/01/2024	-	-
4	-	-	-	4.		-	-
5	-	-	-	5.		-	-
6	6,440,000	7,030,000	7,650,000	6. Total Principal	8,670,000	-	-
				Bond Interest Payments			
				Issue Date	Budgeted Payment Date		
7	-	-	-	7.		-	-
8	1,120,750	903,750	667,500	8. 05/15/2015	12/01/2023 & 06/01/2024	421,250	-
9	292,550	292,550	292,550	9. 10/12/2016	12/01/2023 & 06/01/2024	292,550	-
10	553,250	448,250	333,000	10. 03/30/2021	12/01/2023 & 06/01/2024	206,750	-
11	-	-	-	11.		-	-
12	-	-	-	12.		-	-
13	1,966,550	1,644,550	1,293,050	13. Total Interest	920,550	-	-
				Unappropriated Balance for Following Year By			
				Issue Date	Payment Date		
14		-	-	14.		-	-
15	476,124	440,231		15. Ending balance (prior years)			
16			-	16. Total Unappropriated Ending Fund Balance	-	-	-
17	-	-		17. Refunded bond escrow payment			
18				18. Issuance costs for refunding bonds			
19	8,882,674	9,114,781	8,943,050	19. TOTAL REQUIREMENTS	9,590,550	-	-

150-504-035 (Rev 01-10)

\*If this form is used for revenue bonds, property tax resources may not be included.

## DEBT SERVICE FUND

### Maturity Schedule

Maturity schedules of aggregate future debt service on the Series 2015 \$37.880 million, Series 2016 \$8.710 million, and Series 2021 \$13.265 million are listed as follows:

#### Schedule of Future Debt Service Requirements of General Obligation Bonds

##### Series 2015

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2026	\$ 5,545,000	\$ 421,250	\$ 5,966,250
2027	4,800,000	144,000	4,944,000
	<u>\$ 10,345,000</u>	<u>\$ 565,250</u>	<u>\$ 10,910,250</u>

##### Series 2016

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2026	\$ 3,125,000	\$ 292,550	\$ 3,417,550
2027	3,355,000	167,550	3,522,550
2028	2,230,000	66,900	2,296,900
	<u>\$ 8,710,000</u>	<u>\$ 527,000</u>	<u>\$ 9,237,000</u>

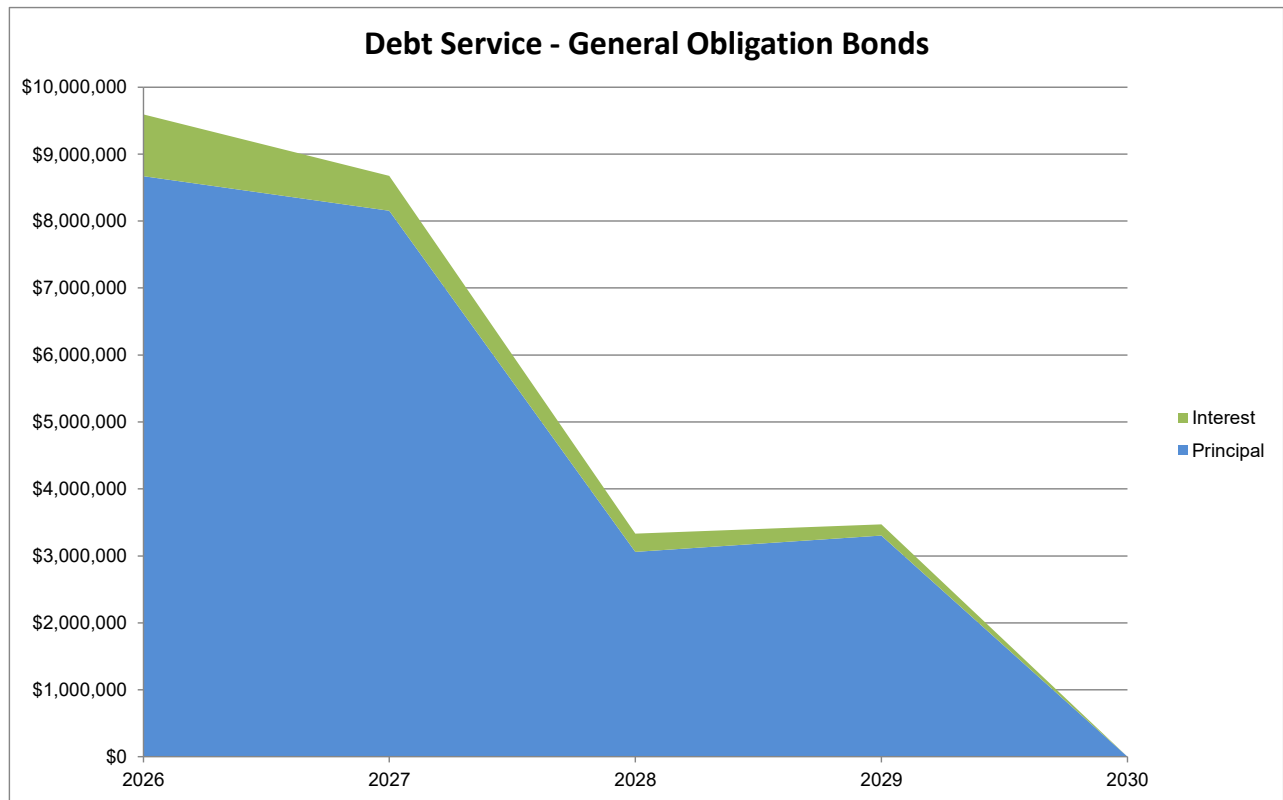
##### Series 2021

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2026	\$ -	\$ 206,750	\$ 206,750
2027	-	206,750	206,750
2028	830,000	206,750	1,036,750
2029	3,305,000	165,250	3,470,250
	<u>\$ 4,135,000</u>	<u>\$ 785,500</u>	<u>\$ 4,920,500</u>

##### Total General Obligation Bonds

Fiscal Year ending June 30	Principal	Interest	Total Debt Service
2026	\$ 8,670,000	\$ 920,550	\$ 9,590,550
2027	8,155,000	518,300	8,673,300
2028	3,060,000	273,650	3,333,650
2029	3,305,000	165,250	3,470,250
	<u>\$ 23,190,000</u>	<u>\$ 1,877,750</u>	<u>\$ 25,067,750</u>







# **System Development Charges Fund**

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**System Development Charges Fund Project  
Summary**

**System Development Charges Fund Project  
Narratives**

**System Development Charges Fund Capital  
Improvement Program (CIP)**



## SYSTEM DEVELOPMENT CHARGES FUND

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### FUND DESCRIPTION

On November 17, 1998, the board of directors adopted the System Development Charges (SDC) Resolution. In early 1999, the City of Beaverton City Council and the Washington County Board of Commissioners adopted resolutions to collect the SDCs within those areas that they have jurisdiction over and that are within THPRD. Both the city and the county are now collecting those fees on behalf of the district.

The most recent methodology update was performed in 2019/2020. This update addressed three policy issues relating to equity: (1) residential tiering, (2) affordable housing, and (3) level of service. The outcome was the adoption of a methodology that has 4-tiers for single-family housing based on housing square footage and flat rates for multi-family housing and non-residential development. The single-family housing 4-tier rates were fully phased in by the end of FY 2022/23. On January 10, 2024, the board approved modifying the 20-year SDC Capital Project List (CIP); these modifications did not change the total cost of the 20-year SDC CIP or the district's SDC fee schedule. On June 12, 2024, the board adopted indexed annual fee schedule cost adjustments to ensure future SDC fee collections are sufficient to support the continued development of THPRD's 20-year SDC CIP. These updated fees became effective on September 1, 2024.

THPRD is projecting to carryover \$61,565,000 in unexpended SDCs to the 2025/26 fiscal year, \$46,719,530 of which is committed to projects being carried over. THPRD is budgeting an additional \$10,254,937 in SDC Fund revenues and \$516,200 in SDC waivers in the 2025/26 fiscal year, along with \$1,500,000 in interest earnings.



## SYSTEM DEVELOPMENT CHARGES FUND

Description	Prior Year Actual 2022/23	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Resources:</b>				
Beginning Cash on Hand	\$ 38,384,563	\$ 52,921,773	\$ 55,684,000	\$ 61,565,000
System Development Charges	14,235,705	7,116,005	9,962,456	10,254,937
System Development Charge Waivers	-	-	(525,824)	(516,200)
Interest Earnings	1,405,650	2,477,576	1,500,000	1,500,000
<b>Total Resources</b>	<b>\$ 54,025,918</b>	<b>\$ 62,515,354</b>	<b>\$ 66,620,632</b>	<b>\$ 72,803,737</b>
<b>Appropriations:</b>				
Materials and Services	30,937	79,393	100,000	100,000
Capital Outlay	\$ 1,073,208	\$ 6,472,856	\$ 66,520,632	\$ 72,703,737
<b>Total Appropriations</b>	<b>\$ 1,104,145</b>	<b>\$ 6,552,249</b>	<b>\$ 66,620,632</b>	<b>\$ 72,803,737</b>
<b>Summary by Department</b>				
Materials and Services	\$ 30,937	\$ 79,393	\$ 100,000	\$ 100,000
Carryover Projects				
Land Acquisition	719,915	3,653,766	23,759,073	25,630,800
Development/Improvements	353,293	2,819,090	14,744,917	21,088,730
Land Acquisition	-	-	5,700,000	6,945,092
Development/Improvements	-	-	6,163,200	7,750,000
Undesignated Projects	-	-	16,153,442	11,289,115
<b>Total Appropriations</b>	<b>\$ 1,104,145</b>	<b>\$ 6,552,249</b>	<b>\$ 66,620,632</b>	<b>72,803,737</b>

**SYSTEM DEVELOPMENT CHARGES FUND**

Item Number	SDC Capital Project	Carryover Funds	Additional Funding	Proposed 2025/26	Page #
<b>CARRYOVER PROJECTS</b>					
1	Acquisition of Community Park Land - North Bethany	\$ 5,535,535	\$ -	\$ 5,535,535	SDC-4
2	Acquisition of Neighborhood Park Land - Bonny Slope West	1,500,000	-	1,500,000	SDC-4
3	Acquisition of Natural Area Land - South Cooper Mountain	846,000	-	846,000	SDC-4
4	Acquisition of Trails Land - South Cooper Mountain	1,256,464	-	1,256,464	SDC-4
5	Acquisition of Neighborhood Park Land - South Cooper Mountain	8,446,818	-	8,446,818	SDC-4
6	Acquisition of Trails Land - North Bethany	100,000	-	100,000	SDC-5
7	Acquisition of Trails Land - Bonny Slope West	250,000	-	250,000	SDC-5
8	Acquisition of Neighborhood Park Land - Infill/Cooper Mountain Areas	1,999,717	-	1,999,717	SDC-5
9	Acquisition of Neighborhood Park Land - North Bethany	2,100,000	-	2,100,000	SDC-5
10	Land Acquisition - Infill/Cooper Mountain	996,266	-	996,266	SDC-5
11	Acquisition of Natural Area Land - Cooper Mountain Area	2,600,000	-	2,600,000	SDC-6
<b>Subtotal Land Acquisition Carryover</b>		<b>\$ 25,630,800</b>	<b>\$ -</b>	<b>\$ 25,630,800</b>	
12	Natural Area Concept Plan	100,000	-	100,000	SDC-6
13	North Bethany Park and Trail Development - Proj. Mgmt.	30,000	-	30,000	SDC-6
14	New Neighborhood Park Development, Design & Permitting: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)	1,143,303	154,123	1,297,426	SDC-6
15	So. Cooper Mtn Park and Trail Development - Project Mgmt.	26,738	3,262	30,000	SDC-6
16	North Bethany Park and Trail Improvements	120,000	-	120,000	SDC-6
17	New Amenities in existing parks	119,838	162	120,000	SDC-7
18	Cedar Hills Park - additional funding for bond project	43,793	-	43,793	SDC-7
19	Sunset Town Center Park and North Johnson Creek Trail - Project Mgmt	10,000	-	10,000	SDC-7
20	Design & Develop Natural Areas for Public Access - South Cooper Mountain	500,000	-	500,000	SDC-7
21	Regional Trail Development - Westside Trail, Segment #14	1,601,900	-	1,601,900	SDC-7
22	New Neighborhood Park Development, Construction: SEQ-2 (La Raiz Park)	14,382	24,000	38,382	SDC-7
23	New Regional Trail Development - Westside Trail #14, #16-#18	13,000	-	13,000	SDC-8
24	RFFA Grant Match - Beaverton Creek Trail Engineering and Construction	328,934	-	328,934	SDC-8
25	Beaverton Creek Trail Engineering and Construction	3,664,376	-	3,664,376	SDC-8
26	Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	220,083	-	220,083	SDC-8
27	New Neighborhood Park Development, Construction: NWQ-5 (Abbey Creek Phase II)	85,868	-	85,868	SDC-8
28	New Neighborhood Park Development, Construction: NEQ-3 (SW Pointer Rd & SW Canyon Ln)	3,226,452	320,426	3,546,878	SDC-8
29	Functional Plan - Develop Facilities Functional Plan	15,359	10,000	25,359	SDC-9
30	Develop Pickleball Facility	6,424,531	2,725,000	9,149,531	SDC-9
31	Metro Community Choice Grant Match - Recuerdo Park Gleaning Garden Expansion	83,200	-	83,200	SDC-9
32	SDC Methodology Update	80,000	-	80,000	SDC-9
<b>Subtotal Development/Improvements Carryover</b>		<b>\$ 17,851,757</b>	<b>\$ 3,236,973</b>	<b>\$ 21,088,730</b>	
<b>TOTAL CARRYOVER PROJECTS</b>		<b>\$ 43,482,557</b>	<b>\$ 3,236,973</b>	<b>\$ 46,719,530</b>	
<b>LAND ACQUISITION</b>					
33	Acquisition of Neighborhood Park Land - Infill/Cooper Mountain Areas			445,092	SDC-9
34	Land Acquisition - Infill/Cooper Mountain			6,500,000	SDC-10
<b>TOTAL LAND ACQUISITION</b>				<b>\$ 6,945,092</b>	
<b>DEVELOPMENT/IMPROVEMENTS</b>					
35	Trail Development - Westside Trail Bridge - Segment 15			7,000,000	SDC-10
36	New Neighborhood Park Development: NWQ-11 (NW Eleanor Ave and NW Evelyn St)			750,000	SDC-10
<b>TOTAL DEVELOPMENT/IMPROVEMENTS</b>				<b>\$ 7,750,000</b>	
<b>UNDESIGNATED PROJECTS</b>					
37	Undesignated Projects			11,289,115	SDC-10
<b>TOTAL UNDESIGNATED PROJECTS</b>				<b>\$ 11,289,115</b>	
<b>GRAND TOTAL CAPITAL OUTLAY</b>				<b>\$ 72,703,737</b>	

## SYSTEM DEVELOPMENT CHARGES FUND

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### Carryover Projects

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**ITEM 1:**            **Acquisition of Community Park Land - North Bethany**

**BUDGET:**        \$5,535,535

**DESCRIPTION:**    Carryover funding for purchase of additional properties for future community park site to meet commitments in North Bethany new urban area.

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**ITEM 2:**            **Acquisition of Neighborhood Park Land - Bonny Slope West**

**BUDGET:**        \$1,500,000

**DESCRIPTION:**    Carryover funding for purchase of additional properties for future neighborhood park sites to meet commitments in Bonny Slope West new urban area.

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**ITEM 3:**            **Acquisition of Natural Area Land - South Cooper Mountain**

**BUDGET:**        \$846,000

**DESCRIPTION:**    Carryover funding for purchase of additional properties for future natural area site to meet commitments in South Cooper Mountain new urban area.

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**ITEM 4:**            **Acquisition of Trails Land - South Cooper Mountain**

**BUDGET:**        \$1,256,464

**DESCRIPTION:**    Carryover funding for purchase of additional properties and/or easements, and improvements for future trail corridors to meet commitments in South Cooper Mountain new urban area.

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**ITEM 5:**            **Acquisition of Neighborhood Park Land - South Cooper Mountain**

**BUDGET:**        \$8,446,818

**DESCRIPTION:**    Carryover funding for purchase of additional properties for future neighborhood park sites to meet commitments in South Cooper Mountain new urban area.

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## SYSTEM DEVELOPMENT CHARGES FUND

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**ITEM 6: Acquisition of Trails Land - North Bethany**

**BUDGET:** \$100,000

**DESCRIPTION:** Carryover funding for purchase of additional properties and/or easements and improvements for future trail corridors to meet commitments in North Bethany new urban area.

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**ITEM 7: Acquisition of Trails Land - Bonny Slope West**

**BUDGET:** \$250,000

**DESCRIPTION:** Carryover funding for purchase of additional properties and/or easements, and improvements for future trail corridors to meet commitments in Bonny Slope West new urban area.

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**ITEM 8: Acquisition of Neighborhood Park Land - Infill/Cooper Mountain Areas**

**BUDGET:** \$1,999,717

**DESCRIPTION:** Carryover funding for purchase of additional properties for future neighborhood park sites that address underserved areas (per GRASP analysis) within THPRD boundaries and the City of Beaverton Cooper Mountain Community Plan area.

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**ITEM 9: Acquisition of Neighborhood Park Land - North Bethany**

**BUDGET:** \$2,100,000

**DESCRIPTION:** Carryover funding for purchase of additional properties for future neighborhood park sites to meet commitments in the North Bethany new urban area.

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**ITEM 10: Land Acquisition - Infill/Cooper Mountain**

**BUDGET:** \$996,266

**DESCRIPTION:** Carryover funding for purchase of additional properties for other future park, trail or natural area sites that address underserved areas (per GRASP analysis) within THPRD boundaries and the City of Beaverton Cooper Mountain Community Plan area.

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## SYSTEM DEVELOPMENT CHARGES FUND

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**ITEM 11:**            **Acquisition of Natural Area Land - Cooper Mountain Area**

**BUDGET:**            \$2,600,000

**DESCRIPTION:**    Carryover funding for purchase of additional properties for future natural area site to meet commitments within the City of Beaverton Cooper Mountain Community Plan area.

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**ITEM 12:**            **Natural Area Concept Plan**

**BUDGET:**            \$100,000

**DESCRIPTION:**    Concept planning on one natural area - site to be determined.

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**ITEM 13:**            **North Bethany Park and Trail Development - Proj. Mgmt.**

**BUDGET:**            \$30,000

**DESCRIPTION:**    Staff project management time to monitor design and construction of several park and trail project phases by developer under SDC credit agreement.

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**ITEM 14:**            **New Neighborhood Park Development, Design & Permitting: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)**

**BUDGET:**            \$1,297,426

**DESCRIPTION:**    Site concept planning and design & permitting for a new neighborhood park on undeveloped land owned by THPRD at SW Miller Hill Rd and SW Millennium Ter.

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**ITEM 15:**            **So. Cooper Mtn Park and Trail Development - Project Mgmt.**

**BUDGET:**            \$30,000

**DESCRIPTION:**    Staff project management time to monitor design and construction of new projects by developers under SDC credit agreements.

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**ITEM 16:**            **North Bethany Park and Trail Improvements**

**BUDGET:**            \$120,000

**DESCRIPTION:**    THPRD's share for two community trail crossings of Abbey Creek; to be cost shared with Clean Water Services.

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## SYSTEM DEVELOPMENT CHARGES FUND

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**ITEM 17:**            **New Amenities in existing parks**

**BUDGET:**            \$120,000

**DESCRIPTION:**    Creation of new amenities or enhancement of existing parks. Includes dog run improvements at Ridgewood Park and future dog run location in Washington county.

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**ITEM 18:**            **Cedar Hills Park - additional funding for bond project**

**BUDGET:**            \$43,793

**DESCRIPTION:**    Design and construction for Walker Road right of way improvements at Cedar Hills Park. Improvements necessary to meet Washington County permit requirements from park redevelopment.

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**ITEM 19:**            **Sunset Town Center Park and North Johnson Creek Trail - Project Mgmt**

**BUDGET:**            \$10,000

**DESCRIPTION:**    Staff project management time to monitor concept planning and design for the West Village PUD and North Johnson Creek Trail project.

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**ITEM 20:**            **Design & Develop Natural Areas for Public Access - South Cooper Mountain**

**BUDGET:**            \$500,000

**DESCRIPTION:**    Design and develop newly acquired natural areas for public access in the South Cooper Mountain area.

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**ITEM 21:**            **Regional Trail Development - Westside Trail, Segment #14**

**BUDGET:**            \$1,601,900

**DESCRIPTION:**    Design and development for Westside Trail segment #14.

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**ITEM 22:**            **New Neighborhood Park Development, Construction: SEQ-2 (La Raiz Park)**

**BUDGET:**            \$38,382

**DESCRIPTION:**    Close out construction of a new neighborhood park at SW Lombard Ave & SW Baker Loop.

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## SYSTEM DEVELOPMENT CHARGES FUND

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**ITEM 23:**            **New Regional Trail Development - Westside Trail #14, #16-#18**

**BUDGET:**            \$13,000

**DESCRIPTION:**    Project management costs for the concept planning phase for segments 14 and 16-18 of the Westside Trail. The project is primarily funded through Oregon Community Paths (OTP) Grant.

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**ITEM 24:**            **RFFA Grant Match - Beaverton Creek Trail Engineering and Construction**

**BUDGET:**            \$328,934

**DESCRIPTION:**    Grant match and staff project management time to complete Beaverton Creek Trail engineering and construction.

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**ITEM 25:**            **Beaverton Creek Trail Engineering and Construction**

**BUDGET:**            \$3,664,376

**DESCRIPTION:**    Funding to complete design and construction for Beaverton Creek Trail from Westside Trail to Hocken Avenue.

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**ITEM 26:**            **Metro Bond Trails Competitive Grant Match - Westside Trail Bridge**

**BUDGET:**            \$220,083

**DESCRIPTION:**    Matching funds to complete design & engineering for the Westside Trail overcrossing of Highway 26.

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**ITEM 27:**            **New Neighborhood Park Development, Construction: NWQ-5 (Abbey Creek Phase II)**

**BUDGET:**            \$85,868

**DESCRIPTION:**    Design & permitting and construction funds for phase two of Abbey Creek Park at NW 170th Ave. and NW Ernst St.

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**ITEM 28:**            **New Neighborhood Park Development, Construction: NEQ-3 (SW Pointer Rd & SW Canyon Ln)**

**BUDGET:**            \$3,546,878

**DESCRIPTION:**    Design & permitting and construction funds for a new neighborhood park on undeveloped land owned by THPRD at SW Pointer Road.

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## SYSTEM DEVELOPMENT CHARGES FUND

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**ITEM 29:**            **Functional Plan - Develop Facilities Functional Plan**

**BUDGET:**            \$25,359

**DESCRIPTION:**    Funding to complete a facilities functional plan.

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**ITEM 30:**            **Develop Pickleball Facility**

**BUDGET:**            \$9,149,531

**DESCRIPTION:**    Design and development, and construction funding for a future pickleball facility at the Howard M. Terpenning Recreation Complex.

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**ITEM 31:**            **Metro Community Choice Grant Match - Recuerdo Park Gleaning Garden Expansion**

**BUDGET:**            \$83,200

**DESCRIPTION:**    Grant match and staff project management time to complete a gleaning garden expansion grant project at Recuerdo Park - also known as the Connecting People and Habitat in Aloha project - funded by Metro's Community Choice Grant program pilot.

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**ITEM 32:**            **SDC Methodology Update**

**BUDGET:**            \$80,000

**DESCRIPTION:**    Funding to complete a five-year update and review of THPRD's Parks SDC Methodology as required by THPRD's SDC Administrative Procedures Guide.

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### **Land Acquisition**

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**ITEM 33:**            **Acquisition of Neighborhood Park Land - Infill/Cooper Mountain Areas**

**BUDGET:**            \$445,092

**DESCRIPTION:**    Funding for purchase of additional properties for future neighborhood park sites that address underserved areas (per GRASP analysis) within THPRD boundaries and the City of Beaverton Cooper Mountain Community Plan area.

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## SYSTEM DEVELOPMENT CHARGES FUND

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**ITEM 34:**            **Land Acquisition - Infill/Cooper Mountain**

**BUDGET:**            \$6,500,000

**DESCRIPTION:**    Funding for purchase of additional properties for other future park, trail or natural area sites that address underserved areas (per GRASP analysis) within THPRD boundaries and the City of Beaverton Cooper Mountain Community Plan area.

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### **Development/Improvements**

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**ITEM 35:**            **Trail Development - Westside Trail Bridge - Segment 15**

**BUDGET:**            \$7,000,000

**DESCRIPTION:**    Funds for design & permitting, and construction of the Westside Trail overcrossing of Highway 26.

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**ITEM 36:**            **New Neighborhood Park Development: NWQ-11 (NW Eleanor Ave and NW Evelyn St)**

**BUDGET:**            \$750,000

**DESCRIPTION:**    Design & permitting and construction funds for a new neighborhood park at NW Eleanor Ave. and NW Evelyn St.

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### **Undesignated Projects**

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**ITEM 37:**            **Undesignated Projects**

**BUDGET:**            \$11,289,115

**DESCRIPTION:**    Capital to fund projects to be determined at a later time.

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**SYSTEM DEVELOPMENT CHARGES FUND  
PROJECTS LIST  
Proposed Five-year CIP March 2025**

			Concept Planning	
			Design & Permitting	
Fiscal Year	Project or Item Description	Districtwide		
		Cost Estimate	Low Estimate	High Estimate
2024/25	<b>Beginning Cash Balance (July 1, 2024)</b>		55,963,101	55,963,101
	Less: Carryover Appropriations		36,276,159	36,276,159
	<b>Net Available Beginning Balance</b>		19,686,942	19,686,942
	<b>Estimated SDC Revenue</b>		8,917,337	10,898,967
	<b>Estimated SDC Affordable Housing 30% AMI (100% Waiver)</b>	(619,440)		
	<b>Estimated SDC Affordable Housing 60% AMI (50% Waiver)</b>	(227,128)		
	<b>Estimated Available Funding</b>		27,757,711	29,739,341
	Acquisition of Neighborhood Park Land - North Bethany	2,100,000	25,657,711	27,639,341
	Acquisition of Trails Land - North Bethany	2,000,000	23,657,711	25,639,341
	New Neighborhood Park Development, Concept Planning: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)	44,666	23,613,045	25,594,675
	New Amenities in existing parks	77,465	23,535,580	25,517,210
	Metro Bond Trails Competitive Grant Match - Westside Trail Bridge	55,700	23,479,880	25,461,510
	Functional Plan - Develop Facilities Functional Plan	50,000	23,429,880	25,411,510
	Land Acquisition - Infill/Cooper Mountain	1,000,000	22,429,880	24,411,510
	SDC Methodology Update	80,000	22,349,880	24,331,510
	Acquisition of Natural Area Land - Cooper Mountain Area	2,600,000	19,749,880	21,731,510
	Develop Pickleball Facility	6,000,000	13,749,880	15,731,510
	Metro Community Choice Grant Match - Recuerdo Park Gleaning Garden Expansion	83,200	13,666,680	15,648,310
	<b>Subtotal FY 2024/25 Costs</b>	<b>14,091,031</b>		
2025/26	<b>Beginning Balance</b>		13,666,680	15,648,310
	<b>Estimated SDC Revenue</b>		9,229,444	11,280,431
	<b>Estimated SDC Affordable Housing 30% AMI (100% Waiver)</b>	(299,396)		
	<b>Estimated SDC Affordable Housing 60% AMI (50% Waiver)</b>	(216,804)		
	<b>Estimated Available Funding</b>		22,379,924	26,412,541
	New Neighborhood Park Development: NWQ-11 (NW Eleanor Ave and NW Evelyn St) ****	750,000	21,629,924	25,662,541
	New Neighborhood Park Development, Design & Permitting: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)***	154,123	21,475,801	25,508,418
	Trail Development - Westside Trail Bridge - Segment 15*	7,000,000	14,475,801	18,508,418
	Acquisition of Neighborhood Park Land - Infill/Cooper Mountain Areas***	445,092	14,030,709	18,063,326
	Land Acquisition - Infill/Cooper Mountain***	6,500,000	7,530,709	11,563,326
	New Amenities in existing parks***	162	7,530,547	11,563,164
	New Neighborhood Park Development, Construction: SEQ-2 (La Raiz Park)***	24,000	7,506,547	11,539,164
	New Neighborhood Park Development, Construction: NEQ-3 (SW Pointer Rd & SW Canyon Ln)***	320,426	7,186,121	11,218,738
	So. Cooper Mtn Park and Trail Development - Project Mgmt.***	3,262	7,182,859	11,215,476
	Functional Plan - Develop Facilities Functional Plan***	10,000	7,172,859	11,205,476
	Develop Pickleball Facility***	2,725,000	4,447,859	8,480,476
	<b>Subtotal FY 2025/26 Costs</b>	<b>17,932,065</b>		
2026/27	<b>Beginning Balance</b>		4,447,859	8,480,476
	<b>Estimated SDC Revenue</b>		9,552,474	11,675,246
	<b>Estimated SDC Affordable Housing 30% AMI (100% Waiver)</b>	-		
	<b>Estimated SDC Affordable Housing 60% AMI (50% Waiver)</b>	-		
	<b>Estimated Available Funding</b>		14,000,333	20,155,723

Construction  
New Project (NEW)

North Bethany			Bonny Slope West			Non-Overlay		
Annual Available Funding			Annual Available Funding			Annual Available Funding		
Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate
	9,331,545	9,331,545		5,213,925	5,213,925		41,417,631	41,417,631
	8,651,004	8,651,004		1,750,000	1,750,000		25,875,155	25,875,155
	680,541	680,541		3,463,925	3,463,925		15,542,476	15,542,476
	2,136,674	2,611,490		-	-		6,780,663	8,287,477
-			-			(619,440)		
-			-			(227,128)		
	2,817,215	3,292,031		3,463,925	3,463,925		21,476,571	22,983,385
2,100,000	717,215	1,192,031						
2,000,000	(1,282,785)	(807,969)						
						44,666	21,431,905	22,938,719
						77,465	21,354,440	22,861,254
						55,700	21,298,740	22,805,554
						50,000	21,248,740	22,755,554
						1,000,000	20,248,740	21,755,554
						80,000	20,168,740	21,675,554
						2,600,000	17,568,740	19,075,554
						6,000,000	11,568,740	13,075,554
						83,200	11,485,540	12,992,354
4,100,000			-			9,991,031		
	(1,282,785)	(807,969)		3,463,925	3,463,925		11,485,540	12,992,354
	2,211,458	2,702,893		-	-		7,017,986	8,577,539
-			-			(299,396)		
-			-			(216,804)		
	928,673	1,894,924		3,463,925	3,463,925		17,987,326	21,053,692
750,000	178,673	1,144,924						
						154,123	17,833,203	20,899,569
						7,000,000	10,833,203	13,899,569
						445,092	10,388,111	13,454,477
						6,500,000	3,888,111	6,954,477
						162	3,887,949	6,954,315
						24,000	3,863,949	6,930,315
						320,426	3,543,523	6,609,889
						3,262	3,540,261	6,606,627
						10,000	3,530,261	6,596,627
						2,725,000	805,261	3,871,627
750,000			-			17,182,065		
	178,673	1,144,924		3,463,925	3,463,925		805,261	3,871,627
	2,288,859	2,797,494		-	-		7,263,616	8,877,752
-			-			-		
-			-			-		
	2,467,531	3,942,418		3,463,925	3,463,925		8,068,877	12,749,380

Fiscal Year	Project or Item Description	Districtwide		
		Cost Estimate	Annual Available Funding	
			Low Estimate	High Estimate
	New Neighborhood Park Development, Concept Planning: SWQ-7 (SW 175th Ave & SW Goldcrest Ln)	336,719	13,663,614	19,819,004
	New Neighborhood Park Development, Concept Planning: SWQ-4 (SW 165th Ave & SW Farmington Rd)	330,092	13,333,522	19,488,912
	Land Acquisition - Infill/Cooper Mountain	1,500,000	11,833,522	17,988,912
	<b>Subtotal FY 2026/27 Costs</b>	<b>2,166,811</b>		
2027/28	<b>Beginning Balance</b>		<b>11,833,522</b>	<b>17,988,912</b>
	<b>Estimated SDC Revenue</b>		<b>9,886,811</b>	<b>12,083,880</b>
	<b>Estimated SDC Affordable Housing 30% AMI (100% Waiver)</b>	-		
	<b>Estimated SDC Affordable Housing 60% AMI (50% Waiver)</b>	-		
	<b>Estimated Available Funding</b>		<b>21,720,333</b>	<b>30,072,792</b>
	New Neighborhood Park Development, Concept Planning: Park Blocks	284,031	21,436,302	29,788,761
	New Neighborhood Park Development, Concept Planning: SEQ-1 (SW Murray Blvd & SW Sexton Mtn Dr)	329,312	21,106,990	29,459,449
	New Neighborhood Park Development, Design & Permitting: SWQ-4 (SW 165th Ave & SW Farmington Rd)	1,677,400	19,429,590	27,782,049
	New Neighborhood Park Development, Design & Permitting: SWQ-7 (SW 175th Ave & SW Goldcrest Ln)	1,677,156	17,752,434	26,104,893
	New Regional Trail Development - Westside Trail Segments 16-Remainder of 18, Design & Permitting	433,113	17,319,320	25,671,779
	New regional Trail Development - Westside Trail Segments 16- Remainder of 18, Construction	1,773,140	15,546,180	23,898,639
	Land Acquisition - Infill/Cooper Mountain	1,500,000	14,046,180	22,398,639
	<b>Subtotal FY 2027/28 Costs</b>	<b>7,674,153</b>		
2028/29	<b>Beginning Balance</b>		<b>14,046,180</b>	<b>22,398,639</b>
	<b>Estimated SDC Revenue</b>		<b>10,232,849</b>	<b>12,506,816</b>
	<b>Estimated SDC Affordable Housing 30% AMI (100% Waiver)</b>	-		
	<b>Estimated SDC Affordable Housing 60% AMI (50% Waiver)</b>	-		
	<b>Estimated Available Funding</b>		<b>24,279,029</b>	<b>34,905,455</b>
	New Neighborhood Park Development, Design & Permitting: Park Blocks	1,185,593	23,093,436	33,719,862
	New Neighborhood Park Development, Concept Planning: NEQ-2 (NW Saltzman Rd & Laidlaw Rd)	447,333	22,646,103	33,272,529
	New Neighborhood Park Development, Design & Permitting: SEQ-1 (SW Murray Blvd & SW Sexton Mtn Dr)	1,341,562	21,304,541	31,930,967
	New Neighborhood Park Development, Construction: SWQ-4 (SW 165th Ave & SW Farmington Rd)	5,646,805	15,657,736	26,284,162
	New Neighborhood Park Development, Construction: SWQ-7 (SW 175th Ave & SW Goldcrest Ln)	5,794,095	9,863,641	20,490,067
	New Neighborhood Park Development, Construction: SWQ-5 (SW Miller Hill Rd & SW Millennium Ter)	4,173,885	5,689,756	16,316,182
	Land Acquisition - Infill/Cooper Mountain	1,500,000	4,189,756	14,816,182
	<b>Subtotal FY 2028/29 Costs</b>	<b>20,089,273</b>		
2029/30	<b>Beginning Balance</b>		<b>4,189,756</b>	<b>14,816,182</b>
	<b>Estimated SDC Revenue</b>		<b>10,590,999</b>	<b>12,944,554</b>
	<b>Estimated SDC Affordable Housing 30% AMI (100% Waiver)</b>	-		
	<b>Estimated SDC Affordable Housing 60% AMI (50% Waiver)</b>	-		
	<b>Estimated Available Funding</b>		<b>14,780,755</b>	<b>27,760,736</b>
	New Neighborhood Park Development, Concept Planning: NWQ-7 (NW Liberty & NW 163rd Ter)	262,107	14,518,648	27,498,629
	New Neighborhood Park Development, Design & Permitting: NEQ-2 (NW Saltzman Rd & Laidlaw Rd)	1,847,999	12,670,649	25,650,630
	New Neighborhood Park Development, Construction: SEQ-1 (SW Murray Blvd & SW Sexton Mtn Dr)	5,965,352	6,705,297	19,685,278
	Land Acquisition - Infill/Cooper Mountain	1,500,000	5,205,297	18,185,278
	<b>Subtotal FY 2029/30 Costs</b>	<b>9,575,458</b>		
	<b>Total for 5-year CIP List</b>	<b>71,528,791</b>		

North Bethany			Bonny Slope West			Non-Overlay		
	Annual Available Funding			Annual Available Funding			Annual Available Funding	
Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate
						336,719	7,732,158	12,412,661
						330,092	7,402,066	12,082,569
						1,500,000	5,902,066	10,582,569
-			-			<b>2,166,811</b>		
	<b>2,467,531</b>	<b>3,942,418</b>		<b>3,463,925</b>	<b>3,463,925</b>		<b>5,902,066</b>	<b>10,582,569</b>
	<b>2,368,969</b>	<b>2,895,406</b>		-	-		<b>7,517,842</b>	<b>9,188,474</b>
-			-			-		
-			-			-		
	<b>4,836,500</b>	<b>6,837,824</b>		<b>3,463,925</b>	<b>3,463,925</b>		<b>13,419,908</b>	<b>19,771,043</b>
284,031	4,552,469	6,553,793						
						329,312	13,090,596	19,441,731
						1,677,400	11,413,196	17,764,331
						1,677,156	9,736,040	16,087,175
						433,113	9,302,927	15,654,061
						1,773,140	7,529,786	13,880,921
						1,500,000	6,029,786	12,380,921
<b>284,031</b>			-			<b>7,390,122</b>		
	<b>4,552,469</b>	<b>6,553,793</b>		<b>3,463,925</b>	<b>3,463,925</b>		<b>6,029,786</b>	<b>12,380,921</b>
	<b>2,451,883</b>	<b>2,996,745</b>		-	-		<b>7,780,967</b>	<b>9,510,070</b>
-			-			-		
-			-			-		
	<b>7,004,351</b>	<b>9,550,538</b>		<b>3,463,925</b>	<b>3,463,925</b>		<b>13,810,753</b>	<b>21,890,991</b>
1,185,593	5,818,758	8,364,945						
			447,333	3,016,592	3,016,592			
						1,341,562	12,469,191	20,549,429
						5,646,805	6,822,386	14,902,624
						5,794,095	1,028,291	9,108,529
						4,173,885	(3,145,594)	4,934,644
						1,500,000	(4,645,594)	3,434,644
<b>1,185,593</b>			<b>447,333</b>			<b>18,456,347</b>		
	<b>5,818,758</b>	<b>8,364,945</b>		<b>3,463,925</b>	<b>3,463,925</b>		<b>(4,645,594)</b>	<b>3,434,644</b>
	<b>2,537,698</b>	<b>3,101,631</b>		-	-		<b>8,053,300</b>	<b>9,842,923</b>
	<b>8,356,457</b>	<b>11,466,577</b>		<b>3,463,925</b>	<b>3,463,925</b>		<b>3,407,706</b>	<b>13,277,567</b>
262,107	8,094,350	11,204,470						
			1,847,999	1,615,926	1,615,926			
						5,965,352	(2,557,646)	7,312,215
						1,500,000	(4,057,646)	5,812,215
<b>262,107</b>			<b>1,847,999</b>			<b>7,465,352</b>		
<b>6,581,731</b>			<b>2,295,332</b>			<b>62,651,728</b>		

		Districtwide		
Fiscal Year	Project or Item Description		Annual Available Funding	
		Cost Estimate	Low Estimate	High Estimate
Five Year CIP Credit Projects				
	New Trail Development: Finnley Woods Area *****	168,776	5,036,521	18,016,502
	New Neighborhood Park Development & Trail: SWQ-8 (SW Scholls Ferry & Tile Flat Rd)	1,500,000	3,536,521	16,516,502
	New Park Development: SCM Main Street Park	850,000	2,686,521	15,666,502
	New Pocket Park Development: Scholls Heights *****	201,077	2,485,444	15,465,425
	New Neighborhood Parks and Community Trail: South Cooper Mountain Blackbird Farms Parks A & B	2,814,278	(328,834)	12,651,147
	SCM Heights New Neighborhood Park & Community Trail: SWQ-6 (SW Albatross Ln & Oystercatcher Ln)	1,500,000	(1,828,834)	11,151,147
	New Trail Acquisition & Development: SCM Vineyard (NEW)	1,500,000	(3,328,834)	9,651,147
	New Neighborhood Park Development: NWQ-11 (NW Eleanor Ave and NW Evelyn St)****	1,250,000	(4,578,834)	8,401,147
	New Trail Acquisition & Development: Abbey Creek Terrace ****	1,800,000	(6,378,834)	6,601,147
	Subtotal Credit Projects	11,584,131		
Fund Balance			(6,378,834)	6,601,147



North Bethany			Bonny Slope West			Non-Overlay		
	Annual Available Funding			Annual Available Funding			Annual Available Funding	
Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate	Cost Estimate	Low Estimate	High Estimate
168,776	7,925,574	11,035,694						
						1,500,000	(5,557,646)	4,312,215
						850,000	(6,407,646)	3,462,215
						201,077	(6,608,723)	3,261,138
						2,814,278	(9,423,001)	446,860
						1,500,000	(10,923,001)	(1,053,140)
						1,500,000	(12,423,001)	(2,553,140)
1,250,000	6,675,574	9,785,694						
1,800,000	4,875,574	7,985,694						
<b>3,218,776</b>			-			<b>8,365,355</b>		
	<b>4,875,574</b>	<b>7,985,694</b>		<b>1,615,926</b>	<b>1,615,926</b>		<b>(12,423,001)</b>	<b>(2,553,140)</b>



# **Bond Capital Projects Fund**

**Resource & Expenditure Summary**

**Project Summary**

**Project Narratives**



## **BOND CAPITAL PROJECTS FUND**

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### **FUND DESCRIPTION**

On November 4, 2008, THPRD voters approved a \$100 million Parks Bond Levy request. This levy request included a specific list of projects and land acquisition targets to be funded by the bond levy, and had specific dollar amounts designated for each of these projects and acquisitions. The project line items in the budget are based on the amounts specified in the levy.

Subsequent to the passage of the levy request, THPRD worked with a project management consultant to develop a master project schedule. This project schedule was then used to develop a projected cash flow of bond expenditures. Based on this cash flow, THPRD proceeded to issue only part of the authorized levy, with gross proceeds of \$58.5 million, in the spring of 2009. In September 2011, an additional portion of the levy, \$40.1 million, was issued. In May 2015, the final \$1.4 million authorized under the levy was issued.

## BOND CAPITAL PROJECTS FUND

Description	Prior Year Actual 2022/2023	Prior Year Actual 2023/24	Amended Budget 2024/25	Proposed Budget 2025/26
<b>Resources:</b>				
Beginning Cash on Hand	\$ 2,565,293	\$ 2,303,717	\$ 2,325,675	\$ 1,075,390
Interest Earnings	57,965	114,121	106,000	10,500
<b>Total Resources</b>	<b>\$ 2,623,258</b>	<b>\$ 2,417,838</b>	<b>\$ 2,431,675</b>	<b>\$ 1,085,890</b>
<b>Appropriations:</b>				
Materials & Services	\$ -	\$ -	\$ -	\$ 25,000
Capital Outlay	319,541	261,753	2,431,675	1,060,890
<b>Total Appropriations</b>	<b>\$ 319,541</b>	<b>\$ 261,753</b>	<b>\$ 2,431,675</b>	<b>\$ 1,085,890</b>
<b>Summary by Department</b>				
Renovate/Redevelop Neighborhood Park	\$ -	\$ -	\$ 325,581	\$ 290,099
Natural Area Restoration	267,054	140,167	855,790	238,633
New Linear Park/Trail Development	-	17,427	53,628	53,628
New Linear Park/Trail-Land Acquisition	-	-	1,195	1,195
Multifield/Use Athletic Field Development	52,487	104,159	1,100,105	-
New Community Park/Trail-Land Acquisition	-	-	-	477,335
Undesignated	-	-	95,376	-
<b>Total Appropriations</b>	<b>\$ 319,541</b>	<b>\$ 261,753</b>	<b>\$ 2,431,675</b>	<b>\$ 1,060,890</b>

## BOND CAPITAL PROJECTS FUND

Item Number		Proposed Budget 2025/26	Page #
	<b>RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS</b>		
1	Cedar Hills Park & Athletic Field	\$ 290,099	BOND - 4
	<b><i>TOTAL RENOVATE AND REDEVELOP NEIGHBORHOOD PARKS</i></b>	<b><u>\$ 290,099</u></b>	
	<b>NATURAL AREA PRESERVATION</b>		
2	Raleigh Park	19,382	BOND - 4
3	Bronson Creek Greenway at Laidlaw	88,718	BOND - 4
4	Bronson Creek New Properties	130,533	BOND - 4
	<b><i>TOTAL NATURAL AREA PRESERVATION</i></b>	<b><u>\$ 238,633</u></b>	
	<b>NEW LINEAR PARK AND TRAIL DEVELOPMENT</b>		
5	Miscellaneous Natural Trails	\$ 53,628	BOND - 4
	<b><i>TOTAL NEW LINEAR PARK AND TRAIL DEVELOPMENT</i></b>	<b><u>\$ 53,628</u></b>	
	<b>NEW LINEAR PARK AND TRAIL LAND ACQUISITION</b>		
6	New Linear Park and Trail Acquisitions	\$ 1,195	BOND - 5
	<b><i>TOTAL NEW LINEAR PARK AND TRAIL ACQUISITIONS</i></b>	<b><u>\$ 1,195</u></b>	
	<b>NEW COMMUNITY PARK AND TRAIL LAND ACQUISITION</b>		
7	New Community Park and Trail Land Acquisition - Cooper Mountain	477,335	BOND - 5
	<b><i>TOTAL NEW COMMUNITY PARK AND TRAIL LAND ACQUISITION</i></b>	<b><u>\$ 477,335</u></b>	
	<b>GRAND TOTAL CAPITAL OUTLAY</b>	<b><u>\$ 1,060,890</u></b>	

## BOND CAPITAL PROJECTS FUND

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### Renovate And Redevelop Neighborhood Parks

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**ITEM 1:** Cedar Hills Park & Athletic Field

**BUDGET:** \$290,099

**DESCRIPTION:** Fee in lieu for Walker Road right of way roadway expansion along Cedar Hills Park in partnership with Washington County

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### Natural Area Preservation

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**ITEM 2:** Raleigh Park

**BUDGET:** \$19,382

**DESCRIPTION:** Enhancement of stream and daylighting

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**ITEM 3:** Bronson Creek Greenway at Laidlaw

**BUDGET:** \$88,718

**DESCRIPTION:** Enhancement of vegetation along creek and wetlands. Restoration of floodplain function in streamside areas.

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**ITEM 4:** Bronson Creek New Properties

**BUDGET:** \$130,533

**DESCRIPTION:** Enhancement of vegetation and removal of non-native plants.

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### New Linear Park And Trail Development

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**ITEM 5:** Miscellaneous Natural Trails

**BUDGET:** \$53,628

**DESCRIPTION:** Development of various soft surface trails throughout THPRD.

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## BOND CAPITAL PROJECTS FUND

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### New Linear Park And Trail Land Acquisition

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**ITEM 6:**                **New Linear Park and Trail Acquisitions**

**BUDGET:**            \$1,195

**DESCRIPTION:**    Acquisition of land, easements, leases or land use agreements for linear parks and trails. Acquisitions may be located in multiple quadrants; property to be determined.

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### New Community Park And Trail Land Acquisition

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**ITEM 7:**                **New Community Park and Trail Land Acquisition - Cooper Mountain**

**BUDGET:**            \$477,335

**DESCRIPTION:**    Acquisition of land for community parks and trails in the Cooper Mountain area.

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# **Supplemental Data**

**THPRD History and Background**

**Comprehensive Plan Summary**

**FY 2024/25 Budget Amendment**

**General Fund Five-year Projections**

**Policies and Procedures**

**Summary of Staffing by Program**

**Glossary**

**District Map**



## THPRD HISTORY AND BACKGROUND

In 1955, a group of citizens formed the Tualatin Hills Park & Recreation District (THPRD) to provide parks and recreational opportunities for the residents of eastern Washington County and the City of Beaverton. Over the years, THPRD has become one of the largest park and recreation special districts in the Pacific Northwest.

THPRD is governed by an elected five-member board of directors and is managed by professional staff. Since its inception, general obligation bonds, property taxes, and three-year levies (since replaced by a permanent tax rate) have supported THPRD. Additional revenue comes from user fees for programs and facilities. THPRD also benefits from donations made through the Tualatin Hills Park Foundation.

### **Demographic Portrait**

As of the 2020 Census, the following information was accumulated on THPRD's resident population.

		2000	2010	2020
<b>Population</b>		192,748	223,837	243,002
Age:	0-24	67,457	73,326	73,776
	25-64	108,215	127,961	134,592
	65+	17,076	22,550	34,634
Number of Households		76,534	88,643	94,410
Average Household Size		2.5	2.51	2.56
Average Family Size		3.07	3.18	3.36
Number of Housing Units		80,704	93,765	98,299
Occupancy Rate		94.80%	94.50%	96.00%

<b>Diversity of THPRD</b>				
	2010 Census		2020 Census	
White	153,948	68.8%	144,614	59.5%
Asian/Pacific Islander	25,334	11.3%	35,832	14.7%
Native Hawaiian/Pacific Islander			1,079	0.4%
Hispanic Origin, any race	30,743	13.7%	37,607	15.5%
Black	4,574	2.0%	6,004	2.5%
American Indian	914	0.4%	798	0.3%
Some other race	462	0.2%	1,309	0.5%
Two or more races	7,862	3.6%	15,759	6.5%

## THPRD HISTORY AND BACKGROUND (continued)

### Economic Information

The top 10 taxpayers (in order of actual taxes levied) within THPRD for the 2023/24 fiscal year were:

Taxpayer	Taxable		Percentage of Total Taxable
	Assessed Value	Rank	
Nike, Inc.	\$ 1,453,979,381	1	4.52%
Maxim Integrated Products, Inc.	348,935,270	2	1.09%
Portland General Electric	237,552,840	3	0.74%
Comcast Corporation	180,767,740	4	0.56%
Northwest Natural Gas Co.	168,387,000	5	0.52%
Beaverton LLC	128,064,820	6	0.40%
Northwest Fiber LLC	109,068,100	7	0.34%
Leupold & Stevens Inc.	87,980,230	8	0.27%
Portland 2 LLC	76,887,722	9	0.24%
G+I X Nimbus Corp Ctr LLC	74,719,680	10	0.23%
All Other Taxpayers	29,273,076,907		91.09%
Totals	\$ 32,139,419,690		100.00%

Source: Washington County, Department of Assessment & Taxation

(Ranking based on levied tax amount)

Information for Washington County as of the 2023/24 Fiscal Year:

### Washington County

Fiscal Year	THPRD Population (estimated)	County Population (estimated) <sup>a)</sup>	Personal Income (amounts expressed in thousands) <sup>b)</sup>	Per Capita Personal Income <sup>b)</sup>	Unemployment Rate <sup>c)</sup>	School Enrollment <sup>d)</sup>
2015	237,847	574,326	30,840,797	53,878	5.0%	40,725
2016	240,701	582,779	32,076,558	55,044	4.6%	40,715
2017	243,589	589,957	33,765,596	57,331	3.7%	40,912
2018	246,512	597,695	36,442,209	60,999	3.6%	41,016
2019	249,470	600,933	38,114,149	63,425	3.4%	40,860
2020	252,464	603,514	40,333,177	66,831	10.4%	41,215
2021	255,493	604,845	43,096,551	71,530	4.4%	39,515
2022	273,375	609,219	44,040,839	72,291	3.6%	38,975
2023	276,792	598,865	44,041,000	72,000	3.3%	38,704
2024	280,114	n/a	n/a	n/a	3.5%	38,076

Source: <sup>a)</sup> US Census Bureau

<sup>b)</sup> US Dept. of Commerce, Bureau of Economic Analysis

<sup>c)</sup> US Dept. of Labor, Metropolitan District

<sup>d)</sup> Beaverton School District

n/a Data is not available at time of printing

## THPRD HISTORY AND BACKGROUND (continued)

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A comparative cost of General Fund services per capita as of FY 2010 and FY 2020:

	<b>FY 2009/10</b>	<b>FY 2019/20</b>	
	<b>Actual</b>	<b>Actual</b>	<b>% change</b>
Population	231,925	243,002	4.80%
Cost Per Capita:			
Personnel Services	\$103.80	\$146.30	40.94%
Materials & Services	30.45	27.94	-0.12%
Capital Outlay	9.57	16.43	71.68%
Debt Service	2.43	3.7	52.26%
Total cost per capita	<u>\$146.25</u>	<u>\$194.37</u>	32.90%

Source: Portland State University Center for Population Research and Census

## COMPREHENSIVE PLAN SUMMARY

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In late 2018, the district began work to develop the Vision Action Plan, utilizing innovative outreach methods to connect with community members who value services, parks, recreation areas, natural spaces, and more. The effort was intended to better plan for a proactive park district that meets all needs equitably, so an inclusive, intentional, and multicultural community visioning process was key. To center narratives of underrepresented and historically underserved populations, the district committed to prioritizing Diversity, Equity, Inclusion, and Access in all aspects of this work. The intent was to examine assumptions and better understand what communities today need and how best to serve the expanding interests of long-term, new, and future community members.

The Vision Action Plan was built upon and is reflective of a wealth of community-driven aspirations and perspectives. More than 12,500 ideas garnered from nearly 10,500 members of the THPRD community helped shape the plan. This plan called on the district to focus on four core community goal areas. These goals were subsequently incorporated into an update of the district's comprehensive plan, which is intended to provide a 20-year plan for growth within the park district.

In February 2023, THPRD adopted an update to its 2013 Comprehensive Plan. The plan serves as a high-level guide for future decisions and activities about how THPRD will acquire, develop, operate, and maintain land, facilities, and programs for the future. An updated Strategic Plan was adopted in April 2023. Both plans featured new district goals – four of which were developed through the district's award-winning community visioning process – and the final three foundational goals identified during the development of the comprehensive plan. These goals include:

1. Welcoming and Inclusive
2. Play for Everyone
3. Accessible and Safe
4. Environmental Stewardship
5. Diversity, Equity, Inclusion, and Access
6. Technology and Innovation
7. Financial Sustainability

The comprehensive plan identified several key recommendations. These recommendations reflect the ongoing, near-term, mid-term, and long-term recommendations to address the community's unmet needs and make progress toward priority investments for critical parks and recreation services.

### Welcoming and Inclusive

1. Conduct a periodic review of community engagement processes to align policy with evolving methods and industry best practices.
2. Update THPRD's website and registration systems to improve patron experience and agency utilization.
3. Continue to place importance on reflecting our community in our staff, volunteers, and programs, with an emphasis on underrepresented communities.

### Play for Everyone

4. Ensure the district's selected level of service methodology measures factors relevant to comprehensive plan goals.
5. Assess program service determinants and service assessment processes through an update of the Programs Functional Plan. – **Completed**
6. Use relevant play, nature education, sports, and fitness trends to assess and prioritize developing new programs, classes, and camps. – **Ongoing**

### Accessible and Safe

7. Fund and allocate staff resources to review district functional plans on a periodic basis. – **Completed**
8. Develop a Facilities Functional Plan that incorporates current and future facility needs to align with capital planning processes. – **Completed**
9. Develop a park amenities standards analysis to align physical assets with the capital planning program, accounting for asset condition, geographic distribution, and community recreation preferences. – **Completed**

## COMPREHENSIVE PLAN SUMMARY (continued)

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### Environmental Stewardship

10. Revise land management and disposition policies and procedures in alignment with best practices and district values. – **Completed**
11. Update Parks Functional Plan to reflect site development criteria that prioritizes protecting high-functioning natural areas and habitat. – **Completed**
12. Complete Climate Action Plan and implement climate resiliency practices. – **Completed**

### Diversity, Equity, Inclusion, and Access

13. Using industry best practices, develop a community-led equity decision-making framework and assess all district processes to ensure the resulting outcomes and resource allocation are compatible with THPRD values.
14. Continue investing in training opportunities for all district staff to further DEIA initiatives that improve THPRD's workplace environment and enhance engagement with the community.

### Technology and Innovation

15. Establish processes to centralize district asset property data and identify a future asset management solution.
16. Develop infrastructure for data-driven and forward-looking decision-making to improve and evolve service delivery, community engagement, customer experience, and asset management to support innovation.

### Financial Sustainability

17. Review and align long-term park, trail, facility, and natural resource development funding strategies and grant planning processes.
18. Design budgetary and administrative processes to facilitate the development of district strategic plans.
19. Create a process to align departmental performance measures with district values and guiding documents.
20. Develop strategies to assess and monitor existing revenue streams as well as identify and develop future revenue streams to fund comprehensive plan goals and actions. – **Completed**
21. Review and update the district's resource allocation model.

## THPRD FY 2024/25 Budget Amendment

The following General Fund Summary outlines the budget amendment for FY 2024/25, reflecting budget adjustments approved by the THPRD Board of Directors through Resolution No. 2024-18 on November 13, 2024, pursuant to ORS 294.338(2) and OAR 150-294.33(2).

### GENERAL FUND SUMMARY FY 2024/25

\$72,000 - Metro Community Choice Grant for re-paving the Vine Maple Trail within the Tualatin Hills Nature Park

\$56,446 - Metro Regional Travel Options Grant for replacing all regional trail signage

\$21 million - Sale and purchase of facility

	Adopted 2024/25	Amendment 1	Revised 2024/25
<b>RESOURCES</b>			
Beginning Balance/Reserve	\$ 3,000,000	\$ -	\$ 3,000,000
Cash on Hand for Fiscal Year	25,302,950	-	25,302,950
Balance Forward from Previous Year Projects	3,697,050	-	3,697,050
Previously Levied Taxes	250,000	-	250,000
Program Resources	11,605,921	-	11,605,921
Other Resources	8,327,815	21,128,446	29,456,261
<b>Subtotal Resources</b>			
except taxes to be levied	52,183,736	21,128,446	73,312,182
Current Year Taxes			
(Permanent Rate multiplied by Assessed Value)	56,422,717	-	56,422,717
<b>TOTAL RESOURCES</b>	<b>\$ 108,606,453</b>	<b>\$ 21,128,446</b>	<b>\$ 129,734,899</b>
<b>EXPENDITURES</b>			
Board of Directors	\$ 545,612	\$ -	\$ 545,612
Administration	16,390,155	-	16,390,155
Park Services	17,758,818	-	17,758,818
Recreation Services	31,590,947	-	31,590,947
Capital Projects	11,116,119	21,128,446	32,244,565
Contingency	3,500,000	-	3,500,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 80,901,651</b>	<b>\$ 21,128,446</b>	<b>\$ 102,030,097</b>
Ending Unappropriated Fund Balance			
General Fund Balance	\$ 24,704,802	\$ -	\$ 24,704,802
Reserve for Future Expenditure	3,000,000	-	3,000,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 108,606,453</b>	<b>\$ 21,128,446</b>	<b>\$ 129,734,899</b>



## Tualatin Hills Park & Recreation District

### General Fund Five-Year Fiscal Projection FY 2025/26 through FY 2029/30

	Amended Budget 2024/25	Proposed Budget 2025/26	Projected 2026/27	Projected 2027/28	Projected 2028/29	Projected 2029/30
Cash on Hand	\$ 28,302,950	\$ 35,948,991	\$ 28,077,256	\$ 21,650,788	\$ 14,130,827	\$ 6,856,496
Program & Facility Fees <sup>1</sup>	11,605,921	11,792,336	12,146,106	12,510,489	12,885,804	13,272,378
Other Resources <sup>2</sup>	29,456,261	13,713,071	2,445,375	2,518,736	2,594,298	2,672,127
Carryover Projects	3,697,050	5,051,009	-	-	-	-
Property Taxes <sup>3</sup>	56,672,717	58,077,143	59,993,689	61,973,480	64,018,605	66,131,219
<b>Total Resources</b>	<b>\$ 129,734,899</b>	<b>\$ 124,582,550</b>	<b>\$ 102,662,425</b>	<b>\$ 98,653,493</b>	<b>\$ 93,629,534</b>	<b>\$ 88,932,220</b>
Personnel Services <sup>4</sup>	\$ 47,948,327	\$ 50,236,272	\$ 53,016,448	\$ 55,472,271	\$ 56,650,884	\$ 59,358,428
Materials & Services <sup>5</sup>	15,260,246	16,395,507	17,543,192	18,595,784	19,711,531	20,894,223
Capital Outlay	34,271,065	22,309,653	3,000,000	3,000,000	3,000,000	3,000,000
Debt Service - COP and TAN	1,050,459	1,063,862	1,451,996	1,454,612	1,410,623	1,443,065
Contingency	3,500,000	3,500,000	3,000,000	3,000,000	3,000,000	2,000,000
Reserve for Future	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	-
Ending Fund Balance	24,704,802	28,077,256	21,650,788	14,130,827	6,856,496	2,236,504
<b>Total Expenditures</b>	<b>\$ 129,734,899</b>	<b>\$ 124,582,550</b>	<b>\$ 102,662,425</b>	<b>\$ 98,653,494</b>	<b>\$ 93,629,534</b>	<b>\$ 88,932,220</b>
Reserve Requirement <sup>6</sup>	\$ 6,320,857	\$ 6,663,178	\$ 7,055,964	\$ 7,406,805	\$ 7,636,242	\$ 8,025,265
<b>Reserve Balance</b>	<b>\$ 3,000,000</b>	<b>\$ 6,000,000</b>	<b>\$ 9,000,000</b>	<b>\$ 12,000,000</b>	<b>\$ 15,000,000</b>	<b>\$ 15,000,000</b>
<b>Revenue Assumptions</b>						
	<b>2025/26</b>		<b>2026/27</b>		<b>2027/30</b>	
<sup>1</sup> Program Fee & Facility Annual Increase	Proposed Budget		3.00%		3.00%	
<sup>2</sup> Other Resources	Proposed Budget		3.00%		3.00%	
<sup>3</sup> Property Tax Annual Increase (Based on Permanent Rate only)	Proposed Budget		3.30%		3.30%	
<b>Expenditure Assumptions</b>						
<sup>4</sup> Personnel Services	Proposed Budget		6.00%		5.00%	
<sup>5</sup> Materials & Services	Proposed Budget		7.00%		6.00%	

<sup>6</sup> DCP 6 Requires a minimum of 10% operating reserve at the end of each fiscal year.

## **POLICIES AND PROCEDURES**

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### **THPRD ORGANIZATION:**

#### **Board of Directors**

The governing body of the Tualatin Hills Park & Recreation District (THPRD) is the five (5) member park district board.

Each board member is elected from THPRD at large for a term of four (4) years. The board has the power to make appointments to fill unexpired terms, but the appointee must run for election for that term at the next regular election.

The board meets regularly, currently on the second Wednesday of each month. All meetings are open to the public except in those instances where the board is meeting in executive session.

#### **Budget Committee**

The budget committee is composed of the five (5) elected board of directors plus five (5) appointed THPRD citizens. This committee examines the projected programs, activities, expenses, and income of the budget each fiscal year and makes recommendations to the board of directors.

#### **Administration**

Administration and maintenance of THPRD are under the direction of the general manager, who is hired by the board. The general manager has the responsibility to carry out the policies and accomplish the goals and objectives established by the board.

The top management staff includes the deputy general manager/Park Services director, the Communications director, the Recreation & Aquatics director, the Sports & Inclusion director, the Finance director, the Human Resources director, and the executive assistant; all are responsible to the general manager. All other employees are directly responsible to their immediate supervisor.

### **EMPLOYMENT POLICIES AND PROCEDURES:**

Employees shall be selected on the basis of experience, ability, training, and other qualifications as outlined in the job description for the class of work to be performed. Employment is contingent on the results of a reference and background check. THPRD is a drug-free workplace. A pre-hire drug test is required for identified safety-sensitive positions.

For each position or classification, there shall be established minimum requirements as to experience, education, physical ability, or other qualities considered necessary for the performance of the duties of the position.

New hires and current employees may be required to take a physical examination. In cases where a physical examination is required, THPRD shall pay the cost of the examination.

Each new employee will be given an orientation explaining THPRD policies, benefits, and procedures.

All employees will be on probation for the first twelve (12) months of employment. The probationary employee will have one written performance review at the end of the twelve-month probationary period with his/her supervisor. Evaluations are conducted annually once an employee is removed from probationary status.

### **DRUG AND ALCOHOL POLICIES:**

THPRD has a responsibility to employees, participants, and the general public to ensure and enhance safe working conditions.

## **POLICIES AND PROCEDURES (continued)**

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To fulfill this obligation and to ensure and comply with federal and state anti-drug abuse laws, THPRD must establish a work environment where employees are free from the effects of drugs and alcohol by means of drug awareness education, as well as protocols for drug-testing when warranted.

The purpose of this program is to establish a fair and equitable policy for all THPRD employees regarding the possession, sale, distribution, or use of a controlled substance and the testing for the use of drugs or alcohol in the workplace. Although drug and alcohol abuse will not be tolerated, it is the intent of THPRD to provide assistance should an employee come under the influence.

### **SAFETY AND HEALTH POLICIES:**

Supervisors and department heads have the primary responsibility for implementing the safety and health program. Their efforts will directly affect the success of the program. The supervisor/department head will be held accountable for performing specific loss prevention activities.

Specifically, the supervisor shall:

- < Set the model example for safe work procedures, practices, and behavior.
- < Maintain a safe work environment. Enforce safe work procedures and the use of safe equipment and materials.
- < Enforce all established company policies, procedures, and safety rules. Ensure the work group is knowledgeable and complies with the policies.
- < Conduct orientation training on safe work practices and procedures for all new employees. Hold follow-up sessions in accident prevention, hazard recognition, and reporting. Actively involve the work group in safety and health issues and problem-solving.
- < Investigate all accidents to determine cause, contributing factors, and necessary corrective action to prevent recurrence. Document findings and recommend corrective action. Take corrective action as authorized, and a written investigation report should be submitted to the Human Resources director within 24 hours.
- < Observe employee work practices. Coach and positively reinforce safe work procedures. Take immediate action to correct unsafe practices.
- < Follow up on all employee advisements of safety and health hazards, suggestions, or issues. Provide feedback to employees on actions taken.
- < Communicate safety and health needs to the department head.
- < Assist with the development of safety rules for the workplace.

## POLICIES AND PROCEDURES (continued)

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### **FINANCIAL POLICIES:**

THPRD has developed a long-term financial plan to establish viable financial strategies for the future. As part of that plan, the board of directors adopted revised comprehensive financial policies.

#### **THPRD Goals and Budget Policies**

1. The board will review and adopt THPRD goals each year before the preparation of the budget. The adopted goals will guide the development of the budget. The board may carry over or revise goals from one year to the next.
2. The goals and budget will be developed in accordance with state law, contractual obligations with employees, vendors, contractors, and others, and the best interests of THPRD residents.
3. The budget committee will meet at least once a year to consider and approve the THPRD annual budget.
4. The budget committee will provide public oversight of budget preparation, recommend changes to the proposed budget, and provide information to the public about THPRD's business and operations.

#### **Fees and Charges**

1. The general manager will establish fees for THPRD services based on policy guidelines established by the board. These policy guidelines include:
  - a. Fees will be calculated to achieve the desired level of cost recovery based on the direct cost for each service type.
  - b. Fees will be established for out-of-district users of THPRD services that are equitable with fees for THPRD residents, recognizing the contribution made by THPRD residents through property taxes.
  - c. Appropriate fee discounts will be established for select user groups, including seniors, youth, patrons with disabilities, and the military. Only THPRD residents will be eligible for fee discounts. Only one discount may be applied to each fee.
  - d. The THPRD Financial Aid Program will provide accommodation for low-income THPRD residents in the form of a limited amount of user fee waivers.
  - e. Fees will be periodically compared against similar fees for both public and private sector providers.
  - f. Fees will be adjusted and implemented, as necessary, to ensure continued equity, consistency, and fairness.
2. The board will review THPRD's fee policy as needed to ensure fees are in line with these guidelines.

#### **Investment Policies**

1. Scope - These investment policies and portfolio guidelines apply to all THPRD activities and funds, including bond and note proceeds, except for any trust funds, which are governed by the terms of a trust agreement. All such funds will be invested in compliance with the provisions of Oregon Revised Statute (ORS) Chapter 294, these policies, and written administrative procedures.
2. Objectives - THPRD's investment objectives are safety (preservation of principal), liquidity (availability of funds), and rate of return (yield), in that order.

In investing public funds, THPRD will not assume unreasonable investment risks to obtain investment income. THPRD's investment portfolio will remain sufficiently liquid to enable THPRD to meet all operating requirements, which might be reasonably anticipated. THPRD will diversify its investments to avoid incurring unreasonable and avoidable risks regarding specific security types or individual financial institutions.

## POLICIES AND PROCEDURES (continued)

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In managing its investment portfolio, THPRD will specifically avoid any purchase of financial forwards or futures, leveraged investment purchases, or investments not authorized by ORS 294.035.

### Debt Policies

1. THPRD use of non-general obligation-supported debt should not negatively impact future operations.

#### *Working Guidelines:*

*THPRD should not issue any new non-general obligation debt until other financial targets are met unless the source of future annual debt service is identified, with a preference toward using debt for projects that provide cost savings or revenue enhancements.*

2. THPRD's use of non-general obligation debt should provide an appropriate match of the benefits provided to the cost of the debt service.

#### *Working Guidelines – use of debt:*

*Non-general obligation debt should be used for projects that provide savings or revenue enhancements that meet or exceed the debt service costs and for land acquisition or capital improvements. Non-general obligation debt may be used to finance capital replacements in an emergency situation.*

#### *Working Guidelines – term of debt:*

*The term of non-general obligation debt should not exceed 100% of the weighted average life of the projects being funded.*

### Minimum Fund Balances/Reserves Policies

1. THPRD should maintain an appropriate level of ending fund balance in the General Operating Fund to provide financial stability and minimize service disruptions.

#### *Working Guidelines:*

*THPRD should maintain ending general operating fund balance levels of 10% of operating expenses. In any year in which THPRD is not at the targeted fund level, the budgeted contingency or unappropriated ending fund balance will be increased by 1% of property tax revenues.*

*THPRD should evaluate and determine an appropriate amount to place in a reserve for future expenditure each year of the local option operating levy in which the proposed resources exceed the proposed requirements.*

2. THPRD should measure its obligation for the replacement of assets and ensure that replacements are managed in a manner that does not negatively impact THPRD services.

#### *Working Guidelines – measurement of replacement obligation:*

*THPRD should measure the replacement obligation based on deferred replacements (i.e., backlog) for both major and routine replacements, plus a percentage of life used for major replacements.*

#### *Working Guidelines – prioritization of maintenance replacement funding:*

*THPRD should priority fund all major item replacements (subject to the condition of asset deferrals) and a minimum of \$350,000 of routine replacements and fund the balance of routine replacements based on available funding.*

## POLICIES AND PROCEDURES (continued)

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### Cost Recovery Policies

1. THPRD should establish consistent guidelines to measure the full cost of THPRD programs and capital projects.

#### *Working Guidelines – operating programs:*

*THPRD will measure the cost of providing services for both the direct cost and indirect cost. The direct cost includes all the specific identifiable expenses (fixed and variable) associated with providing a service, program, or facility; these costs would not exist without the service or program. The indirect cost encompasses overhead (fixed and variable), including the administrative cost of THPRD; these costs would exist without any of the specific services or programs.*

#### *Working Guidelines – capital projects:*

*THPRD should measure the cost of capital projects based on the direct external cost plus the full cost (including indirect cost allocations) of THPRD staff time to manage the projects.*

2. THPRD should maintain fee policies that utilize the measurement of cost recovery/subsidy of THPRD programs subject to other THPRD goals.

#### *Working Guidelines:*

*The desired level of cost recovery of direct costs will be based on the level of public versus private benefit the service provides, sorted into five tiers:*

- a. Tier 5, mostly individual benefit, will have a desired cost recovery of 200%,*
- b. Tier 4, considerable individual benefit, will have a desired cost recovery of 150%,*
- c. Tier 3, individual and community benefit, will have a desired cost recovery of 100%,*
- d. Tier 2, considerable community benefit, will have a desired cost recovery of 75%,*
- e. And Tier 1, mostly community benefit, will have little to no cost recovery from fees.*

*Categories of THPRD services have been sorted and assigned a cost recovery tier through the Service and Financial Sustainability Assessment. Service categories can move between tiers, if necessary, but only upon completion of an established review process with criteria consistent with those that drove the initial tier assignment.*

3. THPRD should recognize the cost recovery of internal support functions for activities funded by special or restricted funds to ensure that there are no hidden interfund subsidies.

#### *Working Guidelines:*

*THPRD should charge the cost of staff support to capital projects and should recognize an interfund reimbursement so that all capital costs are borne by the capital projects fund.*

### Cost/Benefit Analysis Policy

1. THPRD should establish a consistent methodology of measuring cost/benefit analysis that can be used for proposed capital expansion or acquisitions.

#### *Working Guidelines:*

*THPRD should assess cost/benefit based on the net present value of net financial returns using a discount rate equal to THPRD's current borrowing rate.*

## POLICIES AND PROCEDURES (continued)

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### Financial Goal Measurement Policies

1. THPRD should establish, through the long-term financial planning process, financial goals and strategies and should periodically review these goals and strategies.

*Working Guidelines:*

*THPRD should review the goals and strategies annually as part of its annual goal outcomes.*

2. THPRD should periodically measure the progress toward the financial goals.

*Working Guidelines:*

*THPRD should develop an annual reporting process to measure progress toward its financial goals.*

### Retirement Plan Funding Policy

1. The district will ensure contribution levels that, at a minimum, provide funding of the Tualatin Hills Park & Recreation District Retirement Plan Trust ("the Plan") to ensure sufficient assets to pay benefits on an ongoing basis.
2. The recommended contribution amount, referred to as the Actuarially Determined Contribution (ADC), will be reviewed annually in consultation with the Plan's actuary as part of the annual Plan actuarial valuation.

*Working Guidelines:*

*The ADC should be determined in a manner intended to uphold the principle of intergenerational equity to the extent feasible, with each generation of district taxpayers and patrons funding the retirement benefits of the district employees providing them services.*

*The ADC should be calculated in a manner such that the ADC amount is never less than the amount projected as appropriate to achieve 100% funded status of the Plan within ten years, if actual future experience matches the actuarial valuation assumptions informing the ADC calculation and contributions are made each year in accordance with the policy.*

*The ADC will be considered the minimum funding amount for the upcoming year. Funding amounts will be determined via the annual budget process and may exceed the ADC.*

*Based upon the results of the July 1, 2021, actuarial valuation and following recommendations of the Plan's actuary, the ADC will be \$3,900,000 for the 2022-2023 fiscal year, based on an actuarial projection that annual contributions at that level will achieve 100% plan funded status by July 1, 2032. The annual contribution will remain at least at that \$3,900,000 level until the Plan reaches a funded status near 100% or until potential modification of the ADC via the annual review process.*

*Once the Plan is at or near 100% funded status, the ADC will be set at a level designed to maintain that funded status if the ADC is made in full and actual future experience matches the actuarial assumptions informing the ADC calculation. When the Plan is at or near 100% funded status, the ADC calculation methodology should consider the inclusion of a "rainy day" margin based on the advice of the actuary. Such a margin would mitigate the potential effect on contribution levels of subsequent actual plan experience being less favorable than the actuarial assumptions.*

*In calculating the ADC, the assumption for average long-term future annual investment return assumption will be informed by the Plan's target asset allocation policy. The assumption will be evaluated annually for reasonableness based on the opinion of the Plan's actuary, as informed by the capital market outlook over a long-time horizon of the Plan's retained investment consultant.*



## SUMMARY OF STAFFING BY PROGRAM

<b>DIVISION</b>					
<b>Department</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>
<b>Program</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2025/26</b>
<b>BOARD OF DIRECTORS</b>	-	-	-	-	-
<b>ADMINISTRATION</b>					
Office of the General Manager	2.00	2.00	2.00	2.00	
Communications	6.17	6.23	9.72	8.66	
Equity & Engagement	5.48	5.76	6.62	7.62	
Safety Services	5.89	6.36	7.08	7.08	
Information Technology	6.06	5.92	10.00	10.00	
Human Resources	8.10	5.50	8.35	7.78	
Risk & Benefits	2.83	4.30	4.73	5.33	
Finance Director	0.94	1.28	1.63	2.00	
Fiscal Operations	6.60	7.25	8.19	8.00	
Accounting & Budget	2.83	2.48	3.00	4.25	
<b>TOTAL ADMINISTRATION</b>	<b>46.90</b>	<b>47.08</b>	<b>61.32</b>	<b>62.72</b>	<b>-</b>
<b>PARK SERVICES</b>					
Office of the Director	1.97	1.67	2.52	2.52	
Maintenance Operations					
Maintenance Operations Manager	1.97	1.57	2.26	2.26	
Parks & Athletic Facilities Maintenance-North	24.30	22.53	29.93	30.86	
Parks & Athletic Facilities Maintenance-South	16.70	17.36	24.98	24.27	
Nature & Trail Maintenance	-	-	-	10.67	
<b>Total Maintenance Operations</b>	<b>42.97</b>	<b>41.46</b>	<b>57.17</b>	<b>68.06</b>	<b>-</b>
Support Services					
Facility Trades	7.62	7.29	8.51	8.48	
Fleet Maintenance	4.50	3.85	4.63	4.63	
<b>Total Support Services</b>	<b>12.12</b>	<b>11.14</b>	<b>13.14</b>	<b>13.11</b>	<b>-</b>
Sustainability	11.08	11.20	13.67	3.00	
Planning & Development	9.11	6.98	9.95	9.00	
<b>TOTAL PARK SERVICES</b>	<b>77.25</b>	<b>72.45</b>	<b>96.45</b>	<b>95.69</b>	<b>-</b>

## SUMMARY OF STAFFING BY PROGRAM

<b>DIVISION</b>					
<b>Department</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Approved</b>
<b>Program</b>	<b>2022/23</b>	<b>2023/24</b>	<b>2024/25</b>	<b>2025/26</b>	<b>2025/26</b>
<b>RECREATION SERVICES</b>					
<b>Office of the Director</b>	4.03	3.17	6.95	7.95	
<b>Aquatics</b>					
Manager of Aquatics	0.04	0.84	1.00	1.00	
Aloha Swim Center	4.50	7.38	13.52	12.05	
Tualatin Hills Aquatic Center	21.44	21.66	27.31	26.75	
Beaverton Swim Center	13.89	11.57	15.47	15.04	
Harman Swim Center	5.45	7.25	11.54	11.78	
Sunset Swim Center	1.88	6.92	9.91	10.10	
Raleigh Swim Center	1.02	0.10	1.45	1.26	
Somerset West Swim Center	1.55	0.07	3.87	3.07	
<b>Total Aquatics</b>	49.77	55.79	84.07	81.05	-
<b>Sports &amp; Inclusion Services</b>					
Manager of Sports	0.82	0.84	1.35	1.00	
Tualatin Hills Athletic Center	30.11	25.67	51.65	33.64	
Babette Horenstein Tennis Center	11.91	11.73	13.94	14.41	
Elsie Stuhr Center	10.25	8.39	12.15	11.85	
Garden Home Recreation Center	18.62	16.28	29.20	28.78	
Adaptive & Inclusive Services	0.76	3.34	10.90	10.98	
Jenkins Estate	-	0.81	3.00	3.95	
<b>Total Sports</b>	72.47	67.06	122.19	104.61	-
<b>Recreation</b>					
Manager of Recreation	0.82	4.66	7.04	7.11	
Cedar Hills Recreation Center	29.36	28.14	43.37	44.10	
Conestoga Rec. & Aquatic Center	46.14	39.12	56.06	58.13	
Interpretive Programs	23.07	17.33	20.91	21.52	
<b>Total Recreation</b>	99.39	89.25	127.38	130.86	-
<b>Maintenance Coordination</b>	4.41	6.53	9.74	10.34	
<b>TOTAL RECREATION SERVICES</b>	<b>230.07</b>	<b>221.80</b>	<b>350.33</b>	<b>334.81</b>	<b>-</b>
<b>TOTAL ALL DIVISIONS</b>	<b>354.22</b>	<b>341.33</b>	<b>508.10</b>	<b>493.22</b>	<b>-</b>

**Note:** Departmental reorganizations have occurred during this time period.

## GLOSSARY

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### **Account**

A term used to identify an individual asset, liability, expenditure control, and revenue control or fund balance.

### **Accrual Basis of Accounting**

The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at the time) and expenditures are recorded when goods and services are received (whether cash disbursements are made at the time or not).

### **Ad Hoc Committee**

A committee is formed with the sole purpose of the specific case or situation at hand.

### **Ad Valorem**

In proportion to value. A basis for levy tax upon property.

### **Adopted Budget**

The budget, amended and approved by the budget committee, becomes the adopted budget after the board of directors takes action on it. The adopted budget becomes effective July 1.

### **Adopted Fee Study**

A study was adopted by the board of directors on November 19, 1997. The board of directors requested that THPRD's current program and facility fee structure be evaluated and that changes be recommended.

### **Annexation**

The incorporation of land into an existing agency with a resulting change in the boundaries of the agency.

### **Appropriation**

A legal authorization made by THPRD to incur obligations and make expenditures for specific purposes shall be limited to a single fiscal year.

### **Approved Budget**

The proposed budget, as amended and approved by the budget committee, is recommended to the board of directors for adoption and is referred to as the approved budget.

### **Assessed Value**

The value set by the County Assessor on real and personal property in order to establish a basis for levying taxes.

### **Assets**

Property owned by a government, which has monetary value.

### **Audit**

All local governments within the state of Oregon, including counties, cities, school districts and educational service districts, many special districts, and municipal corporations are subject to the Oregon Municipal Audit Law.

### **Balanced Budget**

Refers to a budget in which revenues are equal to expenditures. Thus, neither a budget deficit nor a budget surplus exists. More generally, it refers to a budget that has no budget deficit but could possibly have a budget surplus.

### **Bond**

A written promise to pay a specified sum of money on a specific date at a specified interest rate. Bonds are most frequently used to finance large capital projects, such as buildings and streets.

### **Bond Measure (2008)**

This \$100 million measure was approved by voters within THPRD boundaries in November 2008. Funds were allocated to dozens of projects to preserve natural areas, establish new trails and trail connections, add athletic fields, develop parks and redevelop others, and upgrade or expand recreational facilities. The measure also provided money to acquire land for parks, trails, and natural areas.

**Bond Projects Fund**

A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities and/or designated fixed assets.

**Bonded Debt**

The portion of indebtedness represented by outstanding bonds.

**Budget**

A plan, a financial operation embodying an estimate of expenditures for a given period or purpose and the proposed means of financing the estimated expenditures.

**Budget Calendar**

Schedule of key dates or milestones followed by THPRD departments in the preparation, review, and administration of the budget.

**Budget Document**

The estimate of expenditures and budget resources as set forth on the estimated sheets, tax levy, and financial summary.

**Budget Message**

A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the governmental unit's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

**Budgetary Control**

The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitation of available revenues.

**Capital Assets**

Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

**Capital Improvements Program (CIP)**

A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

**Capital Outlay**

Expenditures that result in the acquisition of or addition to fixed assets.

**Capital Projects**

A long-term major improvement or acquisition of equipment or property for public use.

**Capital Replacement Reserve**

A fund to accumulate future capital replacement needs.

**Certificates of Participation (COP)**

COPs are a method of financing large equipment and other capital expenditures. They are technically lease-purchase securities. The payment of the debt is made to an escrow agent and is called a lease payment. The escrow agent acts as a lessor for the property to be acquired or constructed with the proceeds of the COP. The owners of the certificates do not have an ownership interest in the property financed with the proceeds of the certificates.

**Chart of Accounts**

The classification system is used by a governmental agency to organize the accounting for various funds.

**Comprehensive Plan**

A plan defining THPRD's future. The plan offers direction for THPRD to accomplish its stated mission. It sets goals and presents objectives and actions to act as mileposts by which THPRD can measure its progress.

**Computer Technology Plan**

A plan that focuses on the prevailing computer trends expected in the next three years and outlines technological opportunities for THPRD. The plan identifies a new communication infrastructure, which will be the foundation for an efficient operation today and for streamlining the implementation of future components.

**Contingency**

An appropriation of funds to cover unforeseen events and emergencies that occur during the fiscal year.

**Cost Recovery**

The degree to which the cost (direct and/or indirect) of facilities, services, and programs is supported by user fees and/or other designated funding mechanisms such as grants, partnerships, volunteer services, etc., rather than tax subsidies.

**Current Funds**

Funds the resources of which are expended for operating purposes during the current fiscal period.

**Current Liabilities**

Liabilities that are payable within a relatively short period, usually no longer than a year.

**Current Taxes**

Taxes levied and becoming due during the current fiscal period, from the time the amount of the tax levy is first established to the date on which a penalty for nonpayment is attached.

**Debt**

An obligation resulting from the borrowing of money or from the purchase of goods and services. Debts of governmental units include bonds, time warrants, notes, and floating debt.

**Debt Service**

Payments of interest and principal related to long-term debt.

**Debt Service Fund**

A fund established to finance and account for the payment of interest and principal on all general obligation debt, serial and term, other than that payable exclusively from special assessments and revenue debt issued for and serviced by a governmental enterprise. Formally called a Sinking Fund.

**Delinquent Taxes**

Taxes remaining unpaid on and after the date on which a penalty for nonpayment is attached. Even though the penalty may be subsequently waived, and a portion of the taxes may be abated or canceled, the unpaid balances continue to be delinquent taxes until canceled.

**Departments**

A major administrative division of THPRD, which indicates overall management responsibility for an operation or a group of related operations within a functional area.

**Employee Benefits**

Benefits include retirement, group health, dental and life insurance, workers' compensation, and disability insurance.

**Encumbrance**

Obligations in the form of purchase orders, contracts, or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved. Obligations cease to be encumbrances when paid or when the actual liability is set up.

**Enterprise Fund**

A fund used to account for a business-type activity utilizing the accrual method of accounting to recognize and record revenues and expenses when measurable.

**Equipment**

Tangible property of a more or less permanent nature (other than land, buildings, or improvements other than buildings), which is useful in carrying on operations. Examples are machinery, trucks, and furnishings.

**Expense/Expenditure**

This term refers to the outflow of funds paid or to be paid for an asset or goods and services obtained regardless of when the expense is actually paid.

**Fiscal Year**

A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations - July 1 through June 30 for all Oregon municipalities.

**Fixed Assets**

Assets of a long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

**Forfeiture**

The automatic loss of cash or other property as a punishment for not complying with provisions and as compensation for the resulting damages or losses.

**FTE**

Full Time Equivalent. Staffing levels are measured in FTEs to give a consistent comparison from year to year. In most cases, an FTE is one full-time position filled for the entire year; however, in some instances, an FTE may consist of several part-time positions.

**Functional Plan**

THPRD's 2013 Comprehensive Plan Update mandated the establishment of five functional plans, one each for athletic facilities, natural resources, parks, programs, and trails. The plans provide staff in each discipline with operational priorities, goals, vision, strategies, and procedures. The overriding objective is to meet the community's recreational needs, present and future, cost-effectively.

**Fund**

An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities of attaining certain objectives.

**Fund Balance**

The excess of the assets of a fund over its liabilities and reserves, except in the case of funds subject to budgetary accounting where, prior to the end of a fiscal period, it represents the excess of the period over its liabilities, reserves, and appropriations for the period.

**General Accepted Accounting Principles (GAAP)**

Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity.

**General Fund**

A fund used to account for THPRD financial operations, which are not accounted for in any other fund. The primary sources of revenue are property taxes, state and local shared revenues, and user fees.

**General Long-Term Debt**

Long-term debt is legally payable from general revenues and backed by the full faith and credit of a governmental unit.

**General Obligation Bonds**

Bonds for whose payment the full faith and credit of the issuing body are pledged.

**Goal**

A statement of broad direction, purpose, or intent; the purpose toward which an endeavor is directed.

**Goal 5**

(Oregon Statewide Planning Goals) refers to Oregon's land use planning requirement for the protection of natural resources, scenic and historic areas, and open spaces. It mandates that local governments identify and protect significant resources such as wetlands, riparian areas, wildlife habitats, and cultural sites while balancing conservation with development needs.

**Government Finance Officers Association (GFOA)**

The GFOA represents public finance officials throughout the United States and Canada to advance excellence in public finance.

**Governmental Funds**

Funds are generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

**Grant**

A donation or contribution by one governmental unit to another unit. The donation or contribution may be made to aid in the support of a specified purpose or function or general purpose.

**Intergovernmental Agreement (IGA)**

This is a cooperative agreement made between two governmental agencies. It spells out the services each partner will provide and how the respective resources and facilities of each may be shared for mutual and/or taxpayer benefit. THPRD has numerous IGAs, most notably with the Beaverton School District and the City of Beaverton.

**Internal Control**

A plan of organization for purchasing, accounting, and other financial activities, which, among other things, provide:

- ✓ The duties of employees are subdivided so that no single employee handles a financial action from beginning to end;
- ✓ Proper authorization from specific responsible officials is obtained before key steps in the processing of a transaction are completed; and
- ✓ Records and procedures are arranged appropriately to facilitate effective control.

**Levy**

(Verb) To impose taxes, special assessments, or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments, or service charges imposed by a governmental unit.

**Local Improvement District**

The property, which is to be assessed for the cost or part of the cost of local improvement and the property on which the local improvement is located.

**Measure 5**

A constitutional limit on property tax rates was passed by voters in the State of Oregon in November 1990. The law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. For schools, the maximum rate is limited to \$5.

**Measure 47**

A constitutional limit on individual property tax collections was approved by voters in November 1996. The limit applies to FY 1997/98 and all future fiscal years. The measure was a citizen initiative and limits property taxes to FY 1995/96 levels, less 10%, requires majority voter turnout for tax elections, limits fees and charges and prioritizes Public Education and Public Safety in the allocation of lost revenues. The measure never took effect due to its repeal by the voters in May 1997 with the passage of Measure 50.

**Measure 50**

Passed by voters in May 1997, the legislatively referred measure repealed Measure 47 but also significantly reduced future property taxes. The measure rolls back the assessed value on individual property to FY 1995/96 values, less 10%. It reduces the FY 1997/98 THPRD levy authority by an average of 18.9% and then converts it to a rate to be applied to assessed value in all future years. Assessed value growth is limited to 3% per year. The measure reinstates Measure 47 limits on fees and charges and on majority turnout election requirements.

**Metro Parks and Nature Bond**

A program administered by Metro to protect clean water, restore habitat, and connect people to nature while centering racial equity and climate resilience throughout the region. A \$475 million bond program was approved by voters in 2019. Of that amount, \$92 million was set aside for local parks and nature projects.



**Objective**

A statement of specific direction, purpose or intent based on the needs of the community and the goals established for a given program.

**Operating Budget**

A budget, which applies to all outlays other than capital outlays.

**Operating Expenses**

Expenses for general governmental purposes.

**Operating Statement**

A statement summarizing the financial operations of a governmental unit for an accounting period as contrasted with a balance sheet, which shows financial position at a given moment in time.

**Part-time Employee**

An employee is scheduled less than 30 hours per week, to a maximum of 1,559 hours per year. Part-time employees are not members of the collective bargaining unit.

**Personnel Services**

Payroll expenses such as wages, Social Security, medical and dental insurance benefits, and retirement contributions.

**Program**

A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which THPRD is responsible.

**Proposed Budget**

The THPRD budget is approved by the general manager and submitted to the budget committee for their deliberation.

**Resources**

The actual assets of a governmental unit, such as cash, taxes receivable, land, buildings, etc. Contingent assets such as estimated revenues applying to the current fiscal year not accrued or collected and bonds authorized and unissued.

**Revenue**

The term designates an increase to a fund's assets which:

- ✓ Does not increase a liability (e.g., proceeds from a loan),
- ✓ Does not represent a repayment of an expenditure already made,
- ✓ Does not represent a cancellation of certain liabilities,
- ✓ Does not represent an increase in contributed capital.

**Risk Management**

An organized attempt to protect a government's assets against accidental loss in the most economical manner.

**Senate Bill 122**

Mandates local governments (cities, counties, and special districts) and regional governments regarding the provision of urban services in two (2) ways.

- ✓ It requires each local government to agree to cooperate and communicate with each other as it relates to land use issues, master plan preparation, design and development review, and capital project identification and funding.
- ✓ It requires each local government to negotiate ultimate Urban Service Boundaries to establish who will serve the unincorporated population in their planning areas.

**Special Revenue Fund**

A fund is used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specific purposes.

**Subsidy**

Financial support for programs or services through taxes rather than through user or participant fees or other forms of alternative funding.

**System Development Charge**

In general terms, these are fees assessed to developers of new housing and business units within THPRD boundaries. The fees help assure adequate funding for new park and recreational facilities (including capital improvements) needed because of those developments.

**Tax Base**

In Oregon, a designated amount of property tax can be levied for operating expenses without annual voter approval. The original base must be established by the voters at a general or primary election. Thereafter, the base can be increased 6%, annually without the approval of the voters.

**Tax Levy**

The total amount to be raised by general property taxes.

**Tax Rate**

The amount of property tax paid by property owners for each \$1,000 of their property's assessed value.

**Taxes**

Compulsory charges are levied by a governmental unit for the purpose of financing services performed for the common benefit. Note: The term does not include specific charges made against particular persons or property for current or permanent benefits, such as special assessments. Neither does the term include charges as, for example, plans review fees.

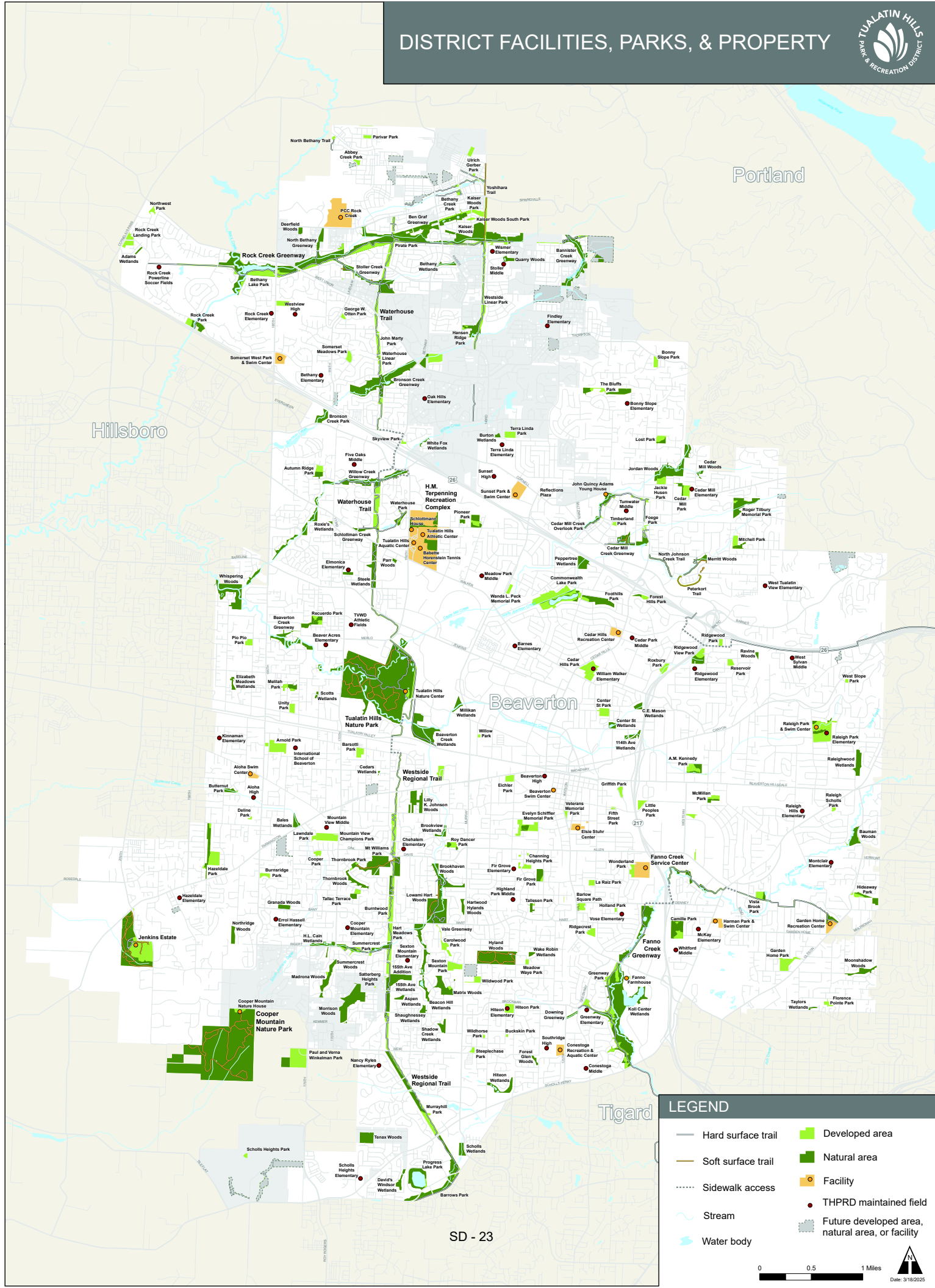
**Transfers**

Amounts distributed from one fund to finance activities in another fund. Shown as a requirement in the originating fund and a revenue in the receiving fund.

**Unappropriated Fund Balance**

Where the fund balance at the close of the preceding year is not included in the annual budget, this term designates that portion of the current fiscal year's estimated revenues that has not been appropriated. Where the fund balance of the preceding year is included, this term designates the estimated fund balance at the end of the current fiscal year.

# DISTRICT FACILITIES, PARKS, & PROPERTY



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## LEGEND

- Hard surface trail
- Soft surface trail
- Sidewalk access
- Stream
- Water body
- Developed area
- Natural area
- Facility
- THPRD maintained field
- Future developed area, natural area, or facility