

Budget Committee Meeting
May 16, 2017



TUALATIN HILLS
PARK & RECREATION DISTRICT

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.



**Tualatin Hills Park & Recreation District
Budget Committee Meeting
HMT Recreation Complex
Peg Ogilbee Dryland Meeting Room
15707 SW Walker Rd., Beaverton**

**Tuesday, May 16, 2017
6:30 pm**

AGENDA

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| 1. Call Meeting to Order | Susan Cole |
| 2. Approve April 18, 2017 Work Session Minutes | Susan Cole |
| 3. General Budget Information | Keith Hobson |
| 4. Review Budget Information | Keith Hobson |
| 5. Public Comment* | Susan Cole |
| 6. Budget Committee Discussion | Susan Cole |
| 7. Approve 2017/18 Budget & Property Taxes to be Imposed | Susan Cole |
| 8. Adjourn | Susan Cole |

* Public Comment: If you wish to speak, you may be heard under Agenda Item #5 Public Comment. Please state your name and address for the record. Please note there is a three-minute time limit per person.

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



MEMO

DATE: May 1, 2017
TO: Budget Committee
FROM: Doug Menke, General Manager

RE: **May 16, 2017 Budget Committee Meeting**

Staff have prepared the attached information for your budget committee meeting, and in response to questions raised at your April work session.

The information being presented is organized into binder tabs as follows:

1. General Budget Information and Committee Overview: Agenda for the May 16, 2017 Budget Committee Meeting and this memo.
2. Minutes of the April 18, 2017 Budget Committee Work Session
3. Budget Committee Information Reports:
 - Based on a question regarding the source of water at THPRD sites within the City of Beaverton limits, staff have provided a summary of this information.
 - Based on a question regarding the value of cash and in-kind sponsorships and donations to THPRD per fiscal year, staff have provided a chart summarizing this information.
 - Based on a question regarding the percent of classes held versus offered, staff have provided a summary of the actual results for the past four completed fiscal years.
 - Based on a question regarding the enhanced community outreach process, staff have included a copy of the staff memo provided to the board of directors at their April 11, 2017 regular meeting on the Crowell Woods Park community engagement process.
 - Based on a question regarding the number of discreet annual volunteers for THPRD, staff have provided clarification on the volunteer counts.
4. Replacement Pages: Staff have provided replacement pages for your Proposed Budget Document to correct minor errors in the document identified subsequent to the April 18, 2017 Budget Committee Work Session. These were clerical text errors only.

Staff look forward to meeting with the budget committee, presenting this information, and answering any additional questions the committee may have about the proposed budget. This is the meeting in which the budget committee is requested to approve the fiscal year 2017/18 budget and to approve THPRD's property tax levies for this same year.

Your meeting is scheduled for 6:30 pm, Monday, May 16, 2017, in the Peg Ogilbee Dryland Meeting Room at the Howard M. Terpenning Recreation Complex.



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

A Tualatin Hills Park & Recreation District Budget Committee Work Session was held at 6 pm, Tuesday, April 18, 2017, at the Elsie Stuhr Center, Manzanita Room, 5550 SW Hall Boulevard, Beaverton.

Present:

Susan Cole	Chair/ Budget Committee Member
Miles Glowacki	Secretary/Budget Committee Member
John Griffiths	Budget Committee Member
Jerry Jones Jr.	Budget Committee Member
Ali Kavarianian	Budget Committee Member
Shannon Kennedy	Budget Committee Member
Anthony Mills	Budget Committee Member
Larry Pelatt	Budget Committee Member
Bob Scott	Budget Committee Member
Doug Menke	General Manager

Absent:

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

The work session was called to order by Chair Susan Cole at 6 pm. All present introduced themselves.

Agenda Item #2 – Approve February 21, 2017 Minutes

Miles Glowacki moved that the budget committee approve the minutes of the February 21, 2017 Budget Committee Meeting as submitted. Ali Kavarianian seconded the motion. The motion was UNANIMOUSLY APPROVED.

Agenda Item #3 – Opening Comments

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

General Manager Doug Menke welcomed everyone to the FY 2017/18 Budget Committee Work Session and outlined the interactive public meeting process. He announced that THPRD received the Government Finance Officers Association's Distinguished Budget Presentation Award for the 13th consecutive year.

A. Guiding Themes/Strategies for FY 2017/18

Doug referenced the Comprehensive Plan Update, Strategic Plan, five functional plans, and Service and Financial Sustainability Analysis as tools staff used to develop the following themes that drove the development of the proposed FY 2017/18 budget:

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

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

Doug noted that the proposed amount to fund the General Fund budget is just under \$54 million.

B. Goal Outcomes & Performance Measures

Seth Reeser, Operations Analysis manager, described the revised process staff used for the FY 2017/18 goal outcomes and performance measures, noting that based on board of directors' priorities, nine business plans were completed and will be funded in FY 2017/18.

Agenda Item #4 – Review Proposed 2017/18 Fiscal Year Budget Resources

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

Keith stated that THPRD's total resources for the FY 2017/18 proposed budget are approximately \$101 million. Of the total resources:

- A little over one-third is from beginning Cash on Hand (\$37 million), with approximately 75% of Cash on Hand (\$29 million) in capital carry forwards from the bond, System Development Charge (SDC) and general funds.
- A little over one-third (\$38 million) is from property taxes.
- The balance is from a variety of sources including program user fees, SDC fees, grants, and other income.

Keith noted that there is little change in resources between FY 2016/17 and FY 2017/18, other than a significant decrease in beginning Cash on Hand due to the spend down of the bond funds from the 2008 bond levy.

General Fund Resources

- The tax levy is based on estimated assessed value. The budget committee will be asked to approve tax levies at their May meeting. The proposed budget was prepared with an estimated increase in assessed value of 4.5%, equal to the budgeted increase and actual growth in assessed value for FY 2016/17. Taxes have been increased by 3% on existing properties where market value is more than assessed value. New development growth is conservatively estimated at 1.5%, consistent with FY 2016/17.
- The beginning fund balance is projected at \$5.5 million, slightly less than the estimate provided at the February midyear meeting.
- Program revenue is projected to increase by 4.4% from the FY 2016/17 budget. Program revenue is built from the compilation of all program activities and is based on actual programs, not an overall estimate. The loss of revenue from programs that do not run is offset by costs that are not incurred. The budget is based on minimum levels of participation in classes; as such, more revenue than budgeted is realized on the programs that run over minimum.
- Rental revenue has decreased due to demolition of some rental houses. When a house becomes vacant, staff reassess the cost of repairs against future rental income. With development of several sites anticipated in the next two to four years, staff determined it was not cost effective to repair them.

- Grant revenue has increased.
- All other resources remain relatively unchanged from the prior year.

John Griffiths inquired about the number of houses THPRD owns.

- ✓ Mark Hokkanen, Risk & Contract manager, replied there were 19 residential properties before the demolitions; 12 currently.

Anthony Mills asked whether any of the recent demolitions could have been rented at below market.

- ✓ Mark replied staff assess the condition of the house to determine if it is habitable.

Shannon Kennedy asked what Transfers In represents.

- ✓ Keith stated that Transfers In are capital funds transferred into the General Fund to reimburse for staffing costs for project management of bond or SDC projects.

A. Cost Recovery Targets

Seth reviewed contact hours and program revenue over the last six years and noted that contact hours and program revenue generally track in the same direction and both continue to increase.

Anthony asked for the definition of contact hours.

- ✓ Seth explained that it was the amount of patron face time for activities such as classes or drop-in activities; it does not include park usage.
- ✓ Keith added typically contact hours are program hours multiplied by the number of participants.

Seth reviewed actual and budgeted cost recovery percentages by department, noting that actual cost recovery is generally higher than budgeted because expenditures are usually less than the budgeted appropriations and revenues are typically higher or if programs are not run, then expenses are not incurred.

Anthony, referring to the “Revenues as a % needed to meet Cost Recovery” slide, inquired what is included in Natural Resources.

- ✓ Seth replied that the Nature Center and Cooper Mountain Nature House are included as program revenue generating centers.
- ✓ Keith added Natural Resources also includes maintenance of natural areas.

Anthony requested clarification regarding desired cost recovery targets.

- ✓ Seth explained the cost recovery pyramid and the expected levels of cost recovery for each tier based on the amount of community or personal benefit. He noted that generally centers are expected to recover up to 85 to 95% of their target.
- ✓ Keith explained that the 100% cost recovery target is a long-term target where ultimately all programs are performing within cost recovery goals.

Miles Glowacki inquired about the percentage of budgeted classes that do not run.

- ✓ Keith replied that, in the budget book, each program center’s key performance indicators lists the percent of classes held versus offered; however, there is not a districtwide total of all classes. He indicated that staff would provide the information for the budget committee’s May meeting.

B. Grant Detail

Keith provided historical information regarding grants THPRD budgeted and were awarded, including federal grants that were awarded to Oregon Department of Transportation (ODOT)

that are not reflected in THPRD's budget. He acknowledged that pursuing grants is a board of directors' priority. Many grants are awarded in one year and received the following year. Keith commented that approximately 70% of the budgeted grant revenue is from awards received prior to the end of FY 2016/17. For grants not received, revenue is tied to specific expenditures to ensure there is no shortfall. Of the \$2.1 million of budgeted grant revenue, approximately \$58,000 supports operating expenses, \$180,000 is a federal interest subsidy that supports debt service payments, and \$1.8 million supports capital projects.

Miles requested clarification on THPRD's policy for sponsorships.

- ✓ Ann Mackiernan, chief financial officer, replied that \$5,000 is used as a placeholder as the amount fluctuates greatly year over year.
- ✓ Keith added that THPRD does have a sponsorship policy; however, THPRD has not pursued sponsorships aggressively in the past. In-kind donations are not reflected as sponsorship revenue.
- ✓ Ann noted that staff would provide more information regarding in-kind donations.

John inquired when the \$3.7 million grant will be reflected and who manages the project.

- ✓ Keith replied that the grant is federal transportation funded and must be managed by ODOT. THPRD's Design & Development staff work with ODOT staff to manage the project.

John requested additional information regarding the Local Government Grant Program grant for Cedar Hills Park.

- ✓ Keith replied that the LGGP grant is lottery funds that are awarded through the Oregon Parks and Recreation Department. The grant application will be for restrooms and sport courts.

Larry Pelatt, referring to the \$3.7 million federal transportation grant, asked if project management staff costs could be reimbursed from the grant.

- ✓ Keith replied that while staffing costs could be reimbursed, due to the competitive nature of the grants and the required THPRD match, generally staffing costs are not recovered.

Agenda Item #5 – Review Proposed 2017/18 Fiscal Year Budget Resources

A. Operating Expenditures

Keith noted that because THPRD has a balanced budget, appropriations total approximately \$101 million in the FY 2017/18 proposed budget. Total General Fund appropriations are approximately \$54 million, an increase of approximately 4%.

- Personal Services costs increased by 4.4%. The current three-year collective bargaining agreement expires on June 30, 2019, and the budget reflects costs in line with the agreement. A cost of living increase of 2.1% is included, as well as an 8% increase for health benefits and a 5% decrease for dental benefits. Payroll tax rates are unchanged. Based on the most recent valuation dated July 1, 2016, pension costs are budgeted to be 6.2% higher than last year.
- The FY 2017/18 proposed budget reflects the addition of two new full time positions, the upgrade of two regular part-time positions to full time, and the downgrade of one full-time position to regular part-time. The total effect is a net increase of three full-time positions and a net decrease of one regular part-time position. THPRD consistently evaluates vacant positions prior to filling to determine if positions should be repurposed or eliminated.
- Budget targets for Materials and Services were given an indexed increase of 2.5%. The FY 2017/18 proposed budget includes a 1.5% increase, which includes the indexed increase but reduced by one-time funding additions from FY 2016/17. Utility rate and

utilization changes are reflected in the proposed budget; gas and electricity are projected to decrease, while water is projected to increase.

- General Fund capital outlay decreased by approximately 5% compared to last year due to a lower level of carryover projects.

Board of Directors

Ann provided a brief overview of the Board of Directors appropriations, including:

- No election funding for FY 2017/18 as it will not be an election year
- Additional funding for required pension plan audit services

Administration

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

- Direct implementation of the bond program
- Maintain cooperative relationships with local agencies and organizations
- Pursue grant funding for capital improvements
- Implement the Comprehensive Plan Update and Service and Financial Sustainability Analysis
- Increase funding for partnerships and staff tuition reimbursements

Communications & Outreach

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

- Improve registration portal, including mobile utility
- Update trail maps
- Encourage diverse participation at public meetings
- Focus marketing on increasing awareness, participation and revenue, such as using vinyl wraps on 12 more THPRD vehicles

John asked if there have been any comments from the public regarding the vehicle wraps and inquired about their cost and how long they last.

- ✓ Bob replied that staff have not received specific comments from the public. The average cost for the vinyl wrap is \$1,000 for each vehicle, and they will last approximately five to seven years. A local firm helps design the wraps.

Jerry Jones Jr. commented that local agencies have similar trail maps and encouraged staff to work with the agencies to consolidate efforts and possibly produce one map.

- ✓ Bob replied he would be happy to reach out to the local agencies.

Anthony asked if other amenities could be wrapped such as garbage cans.

- ✓ Bob replied that staff will consider wraps for other amenities.

Chair Cole asked whether THPRD's registration program is an in-house or branded software.

- ✓ Keith replied it is an in-house developed product.

Jerry inquired when registration via mobile device would be available.

- ✓ Bob replied that mobile registration could be ready in early FY 2017/18.

Security Operations

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

- Update THPRD's rules and regulations
- Continue to promote safe parks

- Continue to investigate encroachments on THPRD property
- Continue to manage security and fire suppression systems, keyless access controls, and security camera systems
- Continue working partnerships with local law enforcement agencies and the Beaverton School District

John asked how encroachments have been trending over the past few years.

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

Anthony requested an update about public camping on THPRD property.

- ✓ Mike replied that patrons call Security Operations when they see public camping and staff make contact with the camper and provide information regarding available resources in the area.

Jerry commented on Security Operations' modest budget and acknowledged the great work they do as the face of THPRD.

Community Partnerships

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

- Complete capital campaign for SW Quadrant Community Park
- Continue work with Tualatin Hills Park Foundation (THPF)
- Ensure fundraising by THPF are aligned with THPRD priorities

Shannon asked how much has the department raised since its inception.

- ✓ Geoff replied that approximately \$1.47 million has been raised specifically for SW Quadrant Community Park; in addition, funds have been raised for operations.
- ✓ Doug described how THPF, the Champions Council, and THPRD's many partners helped fundraise for this common goal.

Anthony asked for a brief overview of THPF.

- ✓ Geoff replied that THPF's mission is Access for All, removing barriers for full participation for all patrons. THPF currently has 12 members, but will grow over time. Their operating budget is approximately \$25,000, and there is approximately \$120,000 for capital projects. He described the Legacy Circle that is a \$1,200 commitment for each member.

Business & Facilities

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

- Continue project oversight of the bond capital program and support for the Bond Oversight Committee
- Continue implementation of the SDC capital program
- Continue ongoing legislative advocacy
- Continue pursuit of public and private partnerships

Keith noted that the total appropriation for the entire Business & Facilities Division is approximately \$22 million, an 8% increase over FY 2016/17. The increase is attributed to replacing THPRD's financial software (over \$500,000), staffing adjustments in the Information Services Department, and staffing and materials increases in the Maintenance Department to accommodate increased workload due to new park acreage.

Finance Services

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

- Fund two temporary positions to backfill existing staff implementing the financial software replacement. The current software (Springbrook) was purchased by another company who has reduced support for customized packages such as THPRD's.

Shannon inquired about software licensing fees.

- ✓ Ann replied that Springbrook's fees are approximately \$35,000 annually; however, newer software would be approximately \$80,000 annually due to a more comprehensive service level.
- ✓ Keith added that with newer software, staff are hoping to use more modules such as budgeting and reporting tools.

Anthony asked how long would the new financial software last.

- ✓ Keith replied that THPRD has used Springbrook for about 25 years, with additional costs for upgrades through those years. He estimated at least five to 10 years for the new software.
- ✓ Ann added that software implementation such as data migration is included in the \$500,000 amount.

Miles asked how the purchasing cards have been working for THPRD.

- ✓ Ann replied that overall the purchasing card program is performing well; it has reduced the amount of paperwork, and staff monitor for inappropriate use.

Jerry inquired if the \$500,000 amount for the financial software includes staffing.

- ✓ Keith replied the temporary staffing is included and is budgeted for FY 2017/18 in Finance Services, while the software is budgeted in Information Services.

Risk & Contract Management

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

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

Information Services

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

- Add position to Information Services Department
- Replace one-third of desk phones
- Replace Finance Services' financial software
- Implement configuration management software

John requested more information regarding the new position.

- ✓ Ann replied that the existing Information Services manager position will be split into two job descriptions, separating the engineering and managing components.

Doug commented that staff are currently in the process of transitioning the email system.

Operations Analysis

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

- Continue cost recovery strategies
- Complete Strategic Energy Management cohort through the Energy Trust of Oregon and develop long-term strategies for energy savings

Human Resources

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

- Enhance cultural competency through employee training
- Enhance community outreach to attract a diverse workforce
- Review and update human resources related operational policies and procedures

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

- ✓ Nancy replied of the 174 full-time employees, approximately 45 are exempt. There are an additional 20 regular part-time employees, who work 30 to 35 hours per week, who are also covered in the collective bargaining agreement.

Anthony asked who negotiates the collective bargaining agreement.

- ✓ Nancy replied internal management staff negotiate on THPRD's behalf, while represented staff negotiate with Oregon School Employees Association (OSEA) staff.

Maintenance Operations

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

- Implement new service model; merge Athletic Facilities and Parks Maintenance
- Upgrade two regular part-time pool operator positions to full time, downgrade one full-time pool operator I to full-time pool operator II
- Pursue Strategic Energy Management incentives through the Energy Trust of Oregon

Jerry asked how many THPRD facilities are located in the City of Beaverton, but are served by Tualatin Valley Water District.

- ✓ Keith indicated that staff would provide the information for the budget committee's May meeting.

Jerry complimented Maintenance Operations staff for the work they do at THPRD facilities and parks, and shared that he has received many positive comments from the public.

Planning

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

- Convert urban planner position to urban planner grant specialist and add urban planner II

- Continue land acquisition with focus on not served or underserved areas as well as future growth areas
- Continue implementation of grant strategy
- Strengthen partnerships
- Continue participation in local and regional planning efforts

Jerry, in regard to strengthening partnerships, encouraged staff to not only focus on local agencies, but include the development community such as Home Builders Association and commercial developers.

- ✓ Jeannine noted that she is participating in Washington County's Developer Forum next week to start those conversations.

Design & Development

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

- Reclassify Design & Development coordinator to park planner II
- Complete construction of SW Quadrant Community Park, Westside Trail #18 and Aquatic Center Renovation Phase II
- Complete public engagement and master plan of three neighborhood parks
- Complete construction documentation and permitting phase for Cedar Hills Park

Jerry requested clarification on which department works with developers that build SDC-credit projects and asked if the SDC methodology includes project management costs for SDC-credit projects.

- ✓ Gery replied that Design & Development staff ensure that the developers build per the approved plans.
- ✓ Keith added that there is a transition between the Planning and Design & Development departments. Planning staff negotiates the SDC-credit project and Design & Development staff follow through construction. He noted that total project cost, including project management, is accounted for in the SDC methodology.

Miles requested more information regarding the enhanced outreach process.

- ✓ Gery provided information regarding the Crowell Woods project that began seven months ago. THPRD hired a consultant to help staff reach out to diverse audiences and solicit more engagement on the project development. The process was successful and staff will evaluate what worked and what did not, and they will use it as a model for future projects. Staff will use a consultant for limited assistance in upcoming projects, but will eventually transition to a staff-led process.
- ✓ Anthony reemphasized the need to continue to reach out to diverse audiences.

Park & Recreation Services

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

- Repurpose program analyst position from the Office of the Director to the center supervisor position at the Elsie Stuhr Center
- Continue to pursue the National Recreation and Park Association's Gold Medal award; THPRD was a finalist in 2016
- Pursue accreditation through the Commission on Accreditation of Park & Recreation Agencies (CAPRA)

Shannon inquired about the application fees associated with CAPRA, not including staff time.

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

Shannon asked if being certified would help secure grant funding or make THPRD more eligible for other programs.

- ✓ Aisha replied being certified is taken into consideration and would be included in all grant applications. She noted that nationwide there are approximately 8,000 park and recreation agencies, of which less than 150 are certified. If THPRD is successful in its application, THPRD will be the fourth agency in Oregon to be accredited.

Aquatics

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

- Focus community outreach to underserved areas by expanding water safety at community events
- Expand Make a Splash swim lessons
- Complete Aquatic Center Renovations Phase 2
- Expand Hire to Train lifeguard recruitment program

Anthony asked about the need for swim instructors who speak other languages.

- ✓ Sharon replied that staff recruit bilingual instructors when possible to better serve our patrons.

Miles asked where the new high school swim team will practice and what their impact will be on existing programs.

- ✓ Sharon replied that the sixth high school will be accommodated at Aloha Swim Center along with Aloha High School. Sunset Swim Center has a similar accommodation for both Sunset High School and Westview High School. She noted that some programming will be impacted at Aloha Swim Center. Staff evaluated the capacity of both Aloha Swim Center and Conestoga Recreation & Aquatic Center before assigning Aloha Swim Center to the new high school.

Chair Cole commented on the different demographics of Aloha Swim Center and Conestoga Recreation & Aquatic Center and wondered if Aloha patrons will be crowded out because of the additional high school programming.

- ✓ Sharon replied that evening swim lessons at Aloha Swim Center are very popular and will continue to be offered. Pool time has been allocated equitably between schools and staff will monitor use and reevaluate, if necessary. She noted that both morning and afternoon time slots are offered to the high schools and the schools decide which slots they will use, the times not allocated are used for patron programming.

Sports

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

- Transfer adaptive and inclusive program specialist, field fee revenue and specialized recreation revenue from the Sports Department to the Athletic Center
- Continue growth of community partnerships and expand Access for All program development
- Continue implementation of the Athletic Facilities Functional Plan, emphasizing emerging sports such as pickleball, corn hole and archery.

Jerry inquired about the location of the archery range at PCC Rock Creek.

- ✓ Keith Watson replied that the outdoor, all-ages, drop-in archery range will be located at the north practice fields. It will have approximately 10 targets. THPRD staff are working with Oregon Department of Fish and Wildlife (ODFW) staff and volunteers to set up the range.

John asked about the link between ODFW and archery.

- ✓ Doug explained that ODFW issues the licenses for bow hunting and they are required to offer educational opportunities.
- ✓ Keith Watson added that ODFW has partnered with THPRD over the past couple of years, initially approaching Recreation staff for the first archery range.
- ✓ Larry commented that the archery range at Washington Park was recently refurbished.

Recreation

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

- Transfer the Elsie Stuhr Center from the former Programs & Special Activities Department to the Recreation Department and transfer Office of the Director position to the center supervisor position at the Elsie Stuhr Center
- Repurpose vacant program coordinator position at Elsie Stuhr Center to new urban planner grant specialist in Planning
- Manage medical community partnerships such as RxPlay, FamilyCare, Silver&Fit, SilverSneakers as well as new partnerships
- Add districtwide program specialists to manage fitness programs and community engagement
- Implement updated Programs Functional Plan

Chair Cole commended staff on the partnerships with the medical community, but cautioned that taxpaying residents should continue to be the priority for recreational opportunities.

- ✓ Eric replied that in order to receive the benefits from the medical community partnerships, recipients must be in-district residents.

Community Programs

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

- Rename department from Programs & Special Activities to Community Partnerships
- Transfer office tech position to Community Programs from the Athletic Center
- Continue collaboration with City of Beaverton to provide community events and programs
- Make recommendation for Jenkins Estate programming
- Develop strategic theme and supporting message to improve community engagement during summer events
- Continue to develop a framework for the improvement of THPRD facilities for people experiencing disability through the ADA Transition Plan

Miles requested clarification regarding the 5,350 volunteers listed in the Community Partnerships narrative inquiring if the count is for unique individuals. He also inquired of the demand for one-time versus long-term volunteer activities.

- ✓ Deb replied the number is not unique individuals. She noted that staff have created more opportunities for one-time volunteering for those who do not wish to make a long-term commitment.

Anthony asked if volunteer opportunities are easy to find on THPRD's website.

- ✓ Deb confirmed that there are several areas that direct those interested to the volunteer page.
- ✓ Jerry added that as a recent THPRD volunteer who registered online, he has received emails on upcoming volunteer opportunities.

Anthony requested more information about the Jenkins Estate concept plan and programming opportunities.

- ✓ Deb replied that Bruce Barbarasch, superintendent of Natural Resources & Trails Management, is developing a concept plan for when the current concessionaire leaves in October 2017. Staff are evaluating other programming opportunities such as a preschool in the Gate House based on the Nature Center's preschool program. Staff plan to solicit requests for proposals for the Main House and Stables. She noted that weddings continue to be popular on the weekends.

Chair Cole asked why the concessionaire is leaving Jenkins Estate.

- ✓ Deb replied that the concessionaire's contract is ending and they decided not to renew based on financial and logistical reasons.

Natural Resources & Trails Management

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

- Start \$800,000 grant-funded habitat improvements and culvert replacements in the Fanno Creek Greenway
- Continue bond-funded restoration efforts

B. Capital Expenditures

Keith provided an overview of the funded General Fund Capital Projects.

- Information Services capital and Maintenance Operations equipment may be found in their respective department budgets.
- Projects are prioritized toward maintenance replacements and some selected improvements.
- Total replacement funding is approximately \$4 million, which includes Information Services and Maintenance Operations capital.
- Capital projects funded by outside sources include approximately \$1.8 million from grants.
- The total carryforward balance is \$1 million, plus additional funding of \$1.5 million for a total of approximately \$2.5 million. One major carryover project is the second phase of Aquatic Center renovation.
- Challenge Grant allocations are \$75,000, a decrease from \$90,000 in FY 2016/17 due to the consolidation of the advisory committees and friends groups. A set amount will be available as a match to the friends groups' contributions, and there will be a combined amount that the advisory committees may access to initiate capital initiatives.
- Energy saving capital improvements include:
 - LED lighting at the Babette Horenstein Tennis Center
 - HVAC improvement at Harman and Sunset Swim Centers
- Replacement projects to note:
 - Replacement of bridge and boardwalk at six sites, including the Willow Creek boardwalk if pilot results of a new surfacing material are favorable
 - Resurfacing of five tennis courts at Camille Park and Roxbury Park

- Replacement of parking lot at Hazeldale Park with a more sustainable option that will treat stormwater runoff on site
- Replacement of play structures at Butternut Park and Hazeldale Park
- Implementation of signage replacement per signage master plan
- Investments in items to improve employee safety and significant new funding to address ADA improvement items identified through the recently completed ADA Transition Plan.

Keith explained that the Capital Improvement Plan (CIP) section lists all capital expenditures regardless of funding source. The section contains tables that show capital outlay for FY 2017/18 and a five-year projection, and shows the source of funding for this capital. The project summary pages include projections of available funding for the General Fund and SDC fund.

Keith noted that the CIP section includes the unfunded capital and deferred replacements. The unfunded capital list includes maintenance replacement items as well as new capital requests from staff. Unfunded capital is categorized by severity of need. Overall, the level of unfunded capital has decreased significantly from FY 2016/17. It is down in all categories except for an increase in new capital requests.

Keith stated that the amount of replacements due in FY 2017/18 is approximately \$2.6 million. This amount is on the low end of the average, which ranges between \$2.5 and \$3 million. Beginning deferred maintenance backlog was \$4.3 million. Cost adjustments and purged items resulted in an increase to the backlog of approximately \$250,000. The total replacement funding needed is \$7.1 million. With \$4 million available to be funded in FY 2017/18, the resulting backlog projected for June 30, 2018 is approximately \$3.1 million.

Keith reviewed the backlog balances over the last 10 years, noting the backlog peaked in 2010 and generally has trended downward since. He noted that FY 2018/19 will be a higher than normal obligation; otherwise, obligations are at or below normal until FY 2022/23. It is not necessarily THPRD's goal to get the deferred balance to zero as some replacement deferrals are intentional due to condition of assets. Maximizing the useful life of THPRD's assets ensures that THPRD receives the best value for its investment.

Keith reviewed the level of funding for replacement items, showing an overall trend of increasing funding for capital replacements. Based on the last four years and through FY 2017/18, THPRD has made consistently high levels of maintenance replacement funding. He noted that while there may always be some backlog due to condition of assets, the backlog would not be due to funding limitations. He showed the budget committee examples of typically deferred projects, noting that although the assets are not in optimal condition, they are serviceable.

Keith reviewed THPRD's reserve fund for major replacement items, noting that the available replacement funding the past two fiscal years and the proposed FY 2017/18 budget are net of \$850,000 each year, which is being appropriated into the replacement reserve fund. The amount of funding for the replacement reserve is based on a sinking fund calculation that sets aside the cost of replacing an asset over the life of the asset, which was a key recommendation of the Service and Financial Sustainability Plan. The \$850,000 annual contribution reflects the current year funding need plus a contribution to the unfunded balance from prior years. The total reserve fund balance includes the backlog items already at the end of their useful life, and includes the portion of used life of all other major assets that will need to be replaced. In order to start transitioning toward the appropriate use of the replacement reserve, for FY 2017/18, a portion of the replacement reserve (\$183,000) will be used to fund major replacement items.

Keith noted that routine replacements are being calculated similarly starting in FY 2017/18. The total asset base for routine assets is over \$60 million, with an estimated replacement reserve

liability of approximately \$30 million. Staff will continue to measure the routine replacements liability each year and prioritize funding to maintain the backlog at an appropriate level; however, the routine replacements reserve will not be funded until the major replacements reserve is fully funded in about 5 to 10 years.

Shannon asked when the sinking fund would be fully funded.

- ✓ Keith replied that, at the given contribution rate, it would take approximately 10 years to fully fund the major capital replacement reserve; however, based on five-year projections, he estimated that there could be no backlog in three to four years and THPRD could increase contributions to fully fund the reserve in six to seven years.

John asked how much is contributed annually to the sinking fund.

- ✓ Keith replied it is a net of \$850,000 annually. For example, for a pool tank replacement that is on the replacement list and had partial funding that will be pulled to fund the project, the amount of the partial funding plus \$850,000 would be contributed to the capital replacement reserve.

John complimented staff for their work in reducing the deferred maintenance backlog over the years.

- ✓ Keith commented that it has been a long-term, collaborative effort with the board of directors, budget committee and staff to develop fiscal policies and exercise financial discipline.

Jerry questioned whether budgeting phases 2 (carryover) and 3 (new project) of the signage master plan in FY 2017/18 is realistic, noting his concern that delaying implementation creates inconsistent branding.

- ✓ Keith replied staff conservatively estimate projects to be carried forward in December.
- ✓ Jon announced that phase 2 of the signage master plan was recently completed and staff are preparing for phase 3.

Jerry requested more information regarding the fall protection at five sites building improvement project.

- ✓ Mark explained that per an OSHA requirement, fall protection devices are being installed at a number of older THPRD facilities with flat roofs in order for staff to safely access HVAC units.

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

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

Larry requested confirmation that a developer would pay to mitigate the THPRD site plus provide additional fees to maintain the site.

- ✓ Bruce confirmed.

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

- Repayment of the \$73 million outstanding bond balance from the \$100 million 2008 bond levy is funded through a separate property tax levy.
- The levy amount is set based on the annual debt service payment required and the rate is then determined based on the total assessed value.

- The total levy amount needed is \$7.1 million and based on the projected growth in assessed value results in a property tax rate of \$0.30 per thousand, which continues to be well below the projected rate of \$0.37 stated in the 2008 election materials.
- This lower rate is due to a combination of the favorable market conditions at the time of the original issue and refinancing, but also due to THPRD's strong credit ratings.

Larry asked if THPRD collects based on the \$0.30 per \$1,000 rate.

- ✓ Keith explained that THPRD sets the debt service amount for the budget, then Washington County converts that amount to a per \$1,000 rate based on assessed values.

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

- Although increased SDC revenues were anticipated due to the updated SDC methodology and increased development in the North Bethany area, staff have scaled back the increases and used a lower revenue estimate based on year-to-date revenues.
- There will not be a cash shortfall as there is approximately \$3 million in undesignated appropriations in FY 2016/17.
- Carryforward projects were included in the FY 2016/17 adopted budget. Approximately \$860,000 is proposed to be added in FY 2017/18.
- Approximately \$2.4 million in undesignated appropriations for FY 2017/18.
- Approximately \$8.3 million is available for new acquisition and development project commitments.
- Approximately \$5.2 million is budgeted for new acquisitions. Staff anticipate using more SDC credit funding rather than SDC cash for land in the South Cooper Mountain area. Undesignated appropriations could be used for land acquisition.
- Approximately \$3 million is budgeted for new development projects, including a new neighborhood park development in the northwest quadrant on a site acquired through the 2008 bond measure and development of a segment of the Bethany Creek Community Trail that will connect North Bethany to the Westside and Rock Creek Trails.
- The projects proposed for funding were based on the updated five-year CIP approved by the board in March 2016. The CIP was restated to reflect the reduced revenues and the extended timeline to fund the projects.

Larry inquired if THPRD has the ability to borrow against SDCs.

- ✓ Keith replied that while THPRD has the capacity to borrow against SDC revenue, a full faith and credit obligation fund is a better debt structure.

Chair Cole asked what is the current SDC fee for a single-family residence.

- ✓ Keith replied the fee varies depending on location. The base fee is \$10,800, and slightly over \$12,000 if located in the newer urban service areas.

Chair Cole requested confirmation that the priority order for SDC CIP remained the same.

- ✓ Keith confirmed.

D. Bond Capital Projects

Keith provided an overview of the Bond Capital Projects Fund:

- The carryforward is estimated at \$17 million, based on expenditures to date.
- The Bond Fund Overview by project illustrates project appropriations included in the bond package.
- Based on the Parks Bond Citizen Oversight Committee's fiscal policy, interest earnings on unspent bond funds are allocated to the projects based on the remaining appropriation in order to help offset inflation.

- Staff project a budget shortfall of approximately \$2.7 million based on estimated project costs, primarily due to the Cedar Hills Park and the Somerset West Park redevelopment projects. The budget reflects available funds, and the appropriations for the projects with budget shortfalls do not cover the full estimated cost of these projects. This has been an ongoing discussion with the board of directors and bond oversight committee as they, along with staff, review options for either reducing the cost of the projects or supplementing the bond funds with other funding sources. Any shortfall in a project category will be resolved prior to awarding construction contracts in order to ensure that other categories are not harmed by the shortfalls. Cedar Hills Park is scheduled to go to bid in the winter/spring of 2018.
- The bond capital program is nearing completion. The SW Quadrant Community Park will be completed soon. Over \$87 million of bond funds have been expended and many project categories have been completed.
- The Parks Bond Citizen Oversight Committee continues to monitor the bond capital program to ensure THPRD meets the commitments made in the bond levy and completed their June 2016 report. However, due to the limited amount of activity left, this may be their last full report.

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

Anthony asked if staff have noticed more pollinators at Rock Creek Greenway.

- ✓ Bruce stated that they have seen a variety of butterflies and bees. Staff are developing a process for volunteers to monitor the habitat.

John requested clarification on the funding sources for the SW Quadrant Community Park project.

- ✓ Keith stated that the project is funded with multiple sources – bond, Champions Too, and SDCs.

Chair Cole thanked staff for their presentation of the proposed budget.

Agenda Item #6 – Public Comment

There was no public comment.

Agenda Item #7 – Budget Committee Questions and Recommendations

There were no budget committee questions and recommendations.

Agenda Item #8 – Date of Next Budget Committee Meeting: May 16, 2017

Chair Susan Cole announced that the next budget committee meeting will be May 16, 2017.

Agenda Item #9 – Adjourn

There being no further business, the meeting adjourned at 8:55 pm.

Recording Secretary,
Jessica Collins

Transcribed by,
Marilou Caganap



MEMO

DATE: April 25, 2017
TO: Budget Committee
FROM: Keith Hobson, Director of Business & Facilities

RE: Tualatin Valley Water District (TVWD) Water Account Site Jurisdictions

Of THPRD's 62 sites with water provided by TVWD, 24 sites fall under the City of Beaverton's jurisdiction. The rest are in unincorporated Washington County. These 24 sites account for 52% of water usage (42 million gallons) and 57% of costs (\$293,200) for THPRD from TVWD over the past 12 months. The largest of these sites include the HMT Recreation Complex, Garden Home Recreation Center, Cedar Hills Recreation Center, and Sunset Swim Center/Park.

12-Month Summary of TVWD Water Accounts Data from April 2016 - March 2017

	#			%		
	City of Beaverton	Unincorporated Washington County	Total	City of Beaverton	Unincorporated Washington County	Total
Sites	24	38	62	39%	61%	100%
Accounts	38	50	88	43%	57%	100%
Cost	\$293,231	\$225,102	\$518,333	57%	43%	100%
Gallons	42,022,565	39,434,410	81,456,975	52%	48%	100%

Large TVWD Sites in City of Beaverton:

HMT Recreation Complex	\$150,186
Garden Home Recreation Center	\$23,210
Cedar Hills Recreation Center	\$22,693
Sunset Swim Center/Park	\$24,157



MEMO

DATE: May 1, 2017
TO: Budget Committee
FROM: Keith Hobson, Director of Business & Facilities

RE: **Sponsorships and Donations to THPRD**

Sponsorships and donations are budgeted in two resource categories in the FY 2017/18 proposed budget: Sponsorships (described on page RE - 9) and a portion of the Administration revenue (under Recreational Program Revenue on page RE - 8). General sponsorships are recorded in the sponsorship category while sponsorships specifically for THPRD events or programs are recorded in administration revenue.

During the period of April 2016 to May 2017, THPRD has received approximately \$95,000 in either cash or in-kind sponsorships or donations. The attached summary details the items and amounts THPRD received as well as the sponsoring organization.

Of the receipts, 62% were in the form of cash or cash sales of items donated and 38% were various supplies, food items, equipment use, sponsor company staff time for special events or assistance in constructing new program features for THPRD patron use.

THPRD special events such as Party in the Park and Groovin' on the Grass generated 34% of the total amount, matching volunteer grants generated 15% of the total with the remaining 51% generated by THPRD centers and committees.

**THPRD Sponsorship/Donation
May 2016 - April 2017**

Department	Sponsor/Donor	Cash amount	In-kind value	Total Value	Event/Reason
Superintendent of Recreation	FamilyCare	\$ 27,624	\$ -	\$ 27,624	50% Fitness pass for low-income individuals/families
Recreation Centers	Various		3,753	3,753	Various food and raffle supplies for events
Elsie Stuhr Center	Meals on Wheels	2,500	-	2,500	Annual cash donation
Maintenance	Various	-	430	430	Hats, tools, toys, golf items, cleaning products for gift basket raffle- staff picnic & potluck
Athletic Center	OR Department of Fish & Wildlife	-	10,000	10,000	Construction of an archery range at PCC
Athletic Center	Various		900	900	Polo shirts for coaches & Hoop Extravaganza prizes
Tennis Center	USTA	-	500	500	Fred Meyer gift card used for tournament umpire lunches & supplies
Wellness Committee	Various		375	375	Staff basket prizes for Wellness challenge and PT appreciation
Natural Resources	Various	-	631	631	Volunteer Appreciation Event
Aquatics	Various		1,005	1,005	Water safety boat use and gifts for patron Fitness Challenge
Special Events	Various		14,990	14,990	Canopies, portable restrooms and supplies for events
Special Events	Various	4,000		4,000	Cash sponsors Party in the Park and Groovin' on the Grass
Special Events	A to Z Winery	3,738	-	3,738	Sponsor Groovin' on the Grass donated wine sales
Special Events	Golden Valley Brewery	6,730	3,000	9,730	Sponsor agreement includes cash donation of sold product and in-kind donation of alcohol inventory and sales management including sales team of 10 GVB employees.
Volunteer Services	Intel & Nike	14,000		14,000	Intel & Nike matching grant for volunteer hours
Annual Total		\$ 58,592	\$ 35,584	\$ 94,176	



MEMO

DATE: April 26, 2017
TO: Budget Committee
FROM: Keith Hobson, Director of Business & Facilities

RE: Percent of Classes Held Versus Classes Offered

In the most recently completed fiscal year (2015/16), THPRD offered 14,803 classes/camps. Of the activities offered, 1,816 were cancelled (12.3%). These activities cover all of the information that runs through the registration system and can include week-long camps, multi-session classes, or one-day classes or camps. This number includes all classes cancelled including those with zero patrons registered. Therefore, the percent of classes cancelled with at least one patron registered would be lower than the percent listed above.

The reasons 1,816 classes were cancelled were Low/No Enrollment (77.6%), No Instructor/Instructor conflict (13.7%) and other (8.7%) which includes inclement weather, special event conflicts, etc.

Whenever a class is cancelled, staff work to place affected patrons in other THPRD programs that have space.

The total percentage of classes cancelled decreased for the last two fiscal years (shown below) due to a revised THPRD cancellation and refund policy, which was put into effect for summer 2015.

Fiscal Year	Classes Offered	Classes Cancelled	% Cancelled
2011/12	13,494	2,099	15.6%
2012/13	13,127	2,009	15.3%
2013/14	13,545	2,247	16.6%
2014/15	13,879	1,818	13.1%
2015/16	14,803	1,816	12.3%



MEMO

DATE: April 25, 2017
TO: Budget Committee
FROM: Keith Hobson, Director of Business & Facilities

RE: **Crowell Woods Park Community Engagement Process**

At the board of directors' April 11, 2017 regular meeting, THPRD staff presented the results from a pilot project for an enhanced community outreach process. Attached is the board memo for that presentation describing the outreach effort.



MEMO

DATE: March 22, 2017
TO: Doug Menke, General Manager
FROM: Keith Hobson, Director of Business & Facilities

RE: **Crowell Woods Park Community Engagement Process**

Introduction

Staff will present an update to the board regarding the outcomes of the Crowell Woods Park community engagement process. This is for board information only and no board action is requested.

Background

As diversity and inclusion have become a more relevant topic of discussion worldwide over the last several years, THPRD and other like agencies have been challenged to get diverse and underrepresented community members involved with their projects, especially during the master plan phase. Staff have made previous minor attempts to attract diverse community members in the past, most notably for the Evelyn M. Schiffer Memorial Park project.

The Crowell Woods Park project was targeted as the project to really focus on the engagement of diverse community members. In this effort, THPRD hired JLA Public Involvement (JLA) as a specialized consultant in the field of public involvement. The goal of the enhanced community engagement process is to reach out to a diverse community to get input about the project before the master plan process begins. The input gathered during this engagement process will help to shape the master plan for the future neighborhood park.

An update on this topic was presented briefly to the board in the general manager's report at their March 14, 2017 regular meeting. JLA has worked with staff to set up a three-stage process to get more diverse community engagement in the project. Before beginning the first stage, staff worked with JLA to set up a separate project website that would be featured on THPRD's web homepage. This additional online presence was developed to keep the community up to date on the progress of the project and to solicit more community input. The project website had a site/project description, a fact sheet with a project timetable, and project news and events tabs. The news and events tab encouraged community members to get involved with the project and advertised upcoming events such as the meetings in stages one and two. The website also contained updates to the project such as the summaries of the stages as the stages were completed and the online survey.

The first stage was the needs assessment stage. It focused on communication networking and partnerships with the community as a get-the-word-out campaign about the project. THPRD's community outreach coordinator played an important role in this stage making contacts with Vive NW and Unite Oregon to inform the groups and their members about the project and to try and get member engagement. Stage one culminated with three community conversation

meetings that were held in November. Each meeting targeted a special group; park neighbors, diverse community members and young families. There were a total of 31 patrons that attended the three meetings.

There were three common themes that emerged from the community conversations. The most common theme was a desire to maintain the natural setting of the properties. The other two themes that surfaced were to create a gathering place that would be inviting to community members of all types, and to make the park safe and clean. Based on these three common themes that emerged, staff developed the tagline of "A safe gathering place in a natural setting." This tagline and the three common themes were carried forward as an important overall design theme that would be used to guide the development of the park concepts in stage 2.

The second stage was the park concept input stage. Running concurrently, but slightly ahead of this stage was an online survey which generated 181 patron respondents, 10,000 views, 300 likes and 358 clicks. There were 19 questions in the online survey. One of the more important questions asked a broad based question about which park uses would you be most interested in: active recreation, passive recreation, educational opportunities or community benefit opportunities? Passive recreation was the highest-ranked answer and was followed by community benefit opportunities and active recreation.

Another important question asked what uses would make a welcoming place for people in the neighborhood. The top five amenity answers were walking trails/paths, playground, dog facilities, natural areas and picnic areas. Other question examples were:

- How often do you visit parks? (two-thirds reported once a week or more),
- Are you likely to use this park after it opens? (85% said yes)
- How far do you live from the new park site? (42% reported within a driving distance of two to five miles away).

Most of the survey respondents were identified as being in the 35-54 age range. A summary report of all of the survey responses is attached (Exhibit A).

Stage two also included three design workshops that were held in February; and were attended by 32 patrons. At the beginning of each design workshop, staff shared the information gathered at the previous community conversations including the three common themes, the tagline and some of the online survey results. Staff also discussed the environmental constraints and opportunities of the site based on the existing site features which include a small creek, wetlands, vegetative buffers and some steep topography.

The patrons took all of this information and began preparing conceptual designs for the park. The design exercise was to focus on what site amenities were preferred and where they could be located, as well as the relationships and connectivity of various amenities to each other. Eight concept plans were generated from the design workshops and all of them looked very similar. The overall theme of all eight concept plans was that the eastern parcel should be developed as the neighborhood park parcel. The middle parcel (existing Crowell Woods parcel) would remain more natural with a soft-surfaced gravel pathway that would connect the eastern and western parcels. The western parcel would also remain natural and would have soft-surfaced gravel pathways that would provide a pedestrian connection to SW Pheasant Lane.

There were a lot of discussions on how to potentially design the eastern parcel. Overall, the theme of retaining the natural setting of the site held true, but the community also recognized the importance to develop a neighborhood park on this parcel that would serve as a gathering

place for the community. The community thought that the southeast corner, where the existing residence is currently located should be the main access point to the neighborhood park and would be the most logical area to develop as the active recreation area for the park. This area could include a hybrid of traditional play and nature play, a kiosk, paved pathways, a smaller shelter, open space areas, benches, and other typical neighborhood park amenities such as signage, trash receptacles, etc. All of the concept plans recognized the need for a relatively short pedestrian bridge over the creek to connect the southeast corner to the northwest corner and to the other two connecting parcels to the west.

The northwest corner could have a secondary public access point with paved pathways to continue the connectivity theme of all three parcels to the neighborhood. There were a lot of discussions about a possible community garden area in this location because there is more sunlight available between the existing tree canopies. The project's internal design team thought that building on the idea of a community garden and adding an educational edible native-species garden component would create an interesting and unique opportunity to the neighborhood park.

With all of the information gathered from the previous stages, the online survey and community engagement, staff and the landscape architectural consultant firm (WHPacific) will be proceeding with the development of a preferred master plan which is stage three of the process. Once completed, the preferred master plan will be presented to the advisory committees, and at another neighborhood meeting which will be held for additional community review and input. The culmination of this phase will be board approval of the preferred master plan, which is tentatively scheduled for June 20, 2017.

Proposal Request

This is for board information only and no board action is requested. A vicinity map (Exhibit B) and aerial map (Exhibit C) of the park's location are attached for reference.

Benefits of Proposal

No board action is requested. However, once the master plan is approved and the park is constructed and open the public, there will be major benefits to the community.

Potential Downside of Proposal

There is no apparent downside to the proposal.

Action Requested

No board of directors' action requested. Informational report only.



MEMO

DATE: April 25, 2017
TO: Budget Committee
FROM: Keith Hobson, Director of Business & Facilities

RE: Volunteer Count

In the Proposed Budget Fiscal Year 2017/18, the total number of volunteers placed for fiscal year 2016/17 is listed as 5,350 (page PRS - 61). This number represents the number of volunteer opportunities that were filled. At this point, we do not have an accurate accounting system for the actual (discreet) number of individual volunteers.

Capital Funding Sources 2017/18

	Funding Sources					Total Funds
	General Fund		Bond Fund	SDC Fund	Grant Funds	
	Operating	Replacement Reserve				
Athletic Facility Replacements						
Other Athletic Facility Replacements	\$ 97,091	\$ 20,909				\$ 118,000
Athletic Facility Replacements Total	\$ 97,091	\$ 20,909				\$ 118,000
Athletic Facility Improvements						
Other Athletic Facility Improvements	\$ 3,300					\$ 3,300
Athletic Facility Improvements Total	\$ 3,300					\$ 3,300
Building Replacements						
Aquatic Center Renovation Phase 2	\$ 1,612,726	\$ 73,464				\$ 1,686,190
Babette Horenstein Tennis Center LED Lighting	281,324	25,676				307,000
Cardio and Weight Equipment	120,000					120,000
Other Building Replacements	250,764					250,764
Building Replacements Total	\$ 2,264,814	\$ 99,140				\$ 2,363,954
Building Improvements						
Other Building Improvements	\$ 105,522					\$ 105,522
Building Improvements Total	\$ 105,522					\$ 105,522
Park & Trail Replacements						
Bridges and Boardwalks (6 sites)	\$ 790,000					\$ 790,000
Parking Lot	310,512					310,512
Play Equipment (2 sites)	190,000					190,000
Play Equipment (3 sites)	215,355					215,355
Other Park & Trail Replacements	358,254					358,254
Park & Trail Replacements Total	\$ 1,864,122					\$ 1,864,122
Park & Trail Improvements						
Other Park & Trail Improvements	\$ 36,349					\$ 36,349
Grant Funded Projects						
ConnectOregon/Washington County MSTIP - Waterhouse Trail Seg 4				700,000		700,000
Energy Trust of Oregon Rebates (2 sites)				135,900		135,900
LGGP - Cedar Hills Park				340,156		340,156
LGGP - SW Quadrant Community Park				268,210		268,210
Metro Nature in Neighborhoods - Fanno Creek Greenway				220,700		220,700
Park & Trail Improvements Total	\$ 36,349			\$ 1,664,966		\$ 1,701,315
Information Technology Replacement						
Communication Network Switches	\$ 80,000					\$ 80,000
Desktop	67,000					67,000
Desktop printers	5,000					5,000
LAN/WAN	5,000					5,000
Phone	30,000					30,000
Servers	37,000					37,000
Information Technology Replacement Total	\$ 224,000					\$ 224,000
Information Technology Improvement						
Color Copier	\$ 500					\$ 500
Computers (3)	11,000					11,000
Configuration Management Software	75,000					75,000
Financial Software	436,800					436,800
Folder / Sorter	12,000					12,000
Time Clock	3,750					3,750
Translation Software	2,474					2,474
Information Technology Improvement Total	\$ 541,524					\$ 541,524
Facility Challenge Grants Total	\$ 75,000					\$ 75,000
ADA Improvements						
ADA Improvements - Athletic Center	\$ 8,000					\$ 8,000
ADA Improvements - Beaverton Swim Center	7,500					7,500
ADA Improvements - Fanno Creek Service Center	20,000					20,000
ADA Improvements - Jenkins Estate	2,200					2,200
ADA Improvements - Elsie Stuhr Center	10,650					10,650
ADA Improvements - Other	59,650					59,650
ADA Improvements Total	\$ 108,000					\$ 108,000
Land Acquisition						
Acquisition of Community Park Land - North Bethany				\$ 1,500,000		\$ 1,500,000
Acquisition of Natural Area Land - So. Cooper Mountain				400,000		400,000
Acquisition of Neighborhood Park Land - North Bethany				2,000,000		2,000,000
Acquisition of Trails Land - North Bethany				1,290,000		1,290,000
Acquisition of Trails Land - So. Cooper Mountain				500,000		500,000
Acquisition of Neighborhood Park - Bonny Slope West				1,984,000		1,984,000
Acquisition of Neighborhood Park Land - So. Cooper Mountain				500,000		500,000
Acquisition of Neighborhood Park Land - Infill Areas				500,000		500,000
Land Acquisition Total				\$ 8,674,000		\$ 8,674,000
Maintenance Equipment Replacement						
Pool Vacuum Robot	\$ 6,000					\$ 6,000
Maintenance Equipment Replacement Total	\$ 6,000					\$ 6,000

Capital Funding Sources 2017/18

	Funding Sources					Total Funds
	General Fund		Bond Fund	SDC Fund	Grant Funds	
	Operating	Replacement Reserve				
Fleet & Equipment Improvement						
Minibus	\$ 10,500					\$ 10,500
Vehicle Wraps	24,300					24,300
Fleet & Equipment Improvement Total	\$ 42,900					\$ 42,900
Fleet & Equipment Replacement	50,000					50,000
2.5-ton Axle Trailers	\$ 2,500					\$ 2,500
52" Mowers	34,000					34,000
72" Mowers	10,500					10,500
Aerial Lift Truck	147,273	62,727				210,000
Die-cut Label Maker	35,000					35,000
FCSC Trash Compactor	356,973	62,727				419,700
High Pressure Parts Washer						-
High Production Mowers	52,000					52,000
Park Patrol Vehicle #3352	14,000					14,000
Fleet & Equipment Replacement Total	\$ 66,000					\$ 66,000
Undesignated Projects Total				\$ 2,376,685		\$ 2,376,685
Development/Improvement						
Bethany Creek Trail #2, Seg 3 Design & Development				\$ 1,100,000		\$ 1,100,000
Bonny Slope / BSD Trail Development				500,000		500,000
Building Expansion - site to be determined				995,000		995,000
Cedar Mill Creek Community Trail Seg 4 Master Plan & Design				250,000		250,000
ConnectOregon Grant Match - Waterhouse Trail, Seg 4				300,000		300,000
Deck Expansion - Aquatic Center				150,000		150,000
MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW				247,000		247,000
MTIP Grant Match - Westside Trail, Seg 18				967,000		967,000
Natural Area Master Plan				100,000		100,000
North Bethany Park and Trail Development - Proj. Mgmt.				141,000		141,000
NW Quadrant Neighborhood Park Master Plan & Design				195,000		195,000
NW Quadrant New Neighborhood Park Development				3,424,000		3,424,000
SW Quadrant Community Park - additional funding for bond project				2,250,000		2,250,000
SW Quadrant Neighborhood Park Master Plan & Design				200,000		200,000
Other Development/Improvement				246,000		246,000
Development/Improvement Total				\$ 11,065,000		\$ 11,065,000
Renovate and Redevelop Neighborhood Parks						
Somerset West Park			\$ 862,665			\$ 862,665
Renovate and Redevelop Neighborhood Parks Total			\$ 862,665			\$ 862,665
New Community Park Development						
SW Community Park			\$ 793,321			\$ 793,321
New Community Park Development Total			\$ 793,321			\$ 793,321
Renovate and Redevelop Community Parks						
Cedar Hills Park & Athletic Field			\$ 6,991,446			\$ 6,991,446
Renovate and Redevelop Community Parks Total			\$ 6,991,446			\$ 6,991,446
Natural Area Preservation						
Cooper Mountain Area			\$ 215,783			\$ 215,783
Jenkins Estate Phase 2			101,535			101,535
NE/Bethany Meadows Trail Habitat Connection			258,959			258,959
Raleigh Park			102,992			102,992
Restoration of new properties to be acquired			639,101			639,101
Rock Creek Greenway			157,279			157,279
Somerset			152,205			152,205
Other Natural Area Preservation			866,580			866,580
Natural Area Preservation Total			\$ 2,494,434			\$ 2,494,434
Natural Area Preservation - Land Acquisition						
Natural Area Acquisitions			\$ 3,869,857			\$ 3,869,857
Natural Area Preservation - Land Acquisition Total			\$ 3,869,857			\$ 3,869,857
New Linear Park and Trail Development						
Rock Creek Trail Seg 2 & 5, and North Bethany Trail Seg 2			\$ 790,429			\$ 790,429
Other New Linear Park and Trail Development			73,139			73,139
New Linear Park and Trail Development Total			\$ 863,568			\$ 863,568
New Linear Park and Trail Acquisitions Total			\$ 1,390			\$ 1,390
Multifield/Multipurpose Athletic Field Development						
New Field in NW Quadrant			\$ 539,420			\$ 539,420
New Field in SW Quadrant			538,748			538,748
Multifield/Multipurpose Athletic Field Development Total			\$ 1,078,168			\$ 1,078,168
Facility Rehabilitation						
Structural Upgrades at Beaverton Swim Center			\$ 49,860			\$ 49,860
Structural Upgrades at Garden Home Recreation Center			65,437			65,437
Facility Rehabilitation Total			\$ 115,297			\$ 115,297
Grand Total	\$ 5,748,695	\$ 182,776	\$ 17,070,146	\$ 22,115,685	\$ 1,664,966	\$ 46,782,268

Five-year Capital Funding Sources FY 2018-2022

	Carryover Funds	2018 Funding	2019 Funding	2020 Funding	2021 Funding	2022 Funding	Total 5-Year Funding
Sources of Funds							
General Fund - Operating	\$ 1,009,395	\$ 4,739,300	\$ 3,430,126	\$ 4,340,312	\$ 4,491,728	\$ 4,266,380	\$ 22,277,240
General Fund - Replacement Reserve		182,776	598,862	88,968	221,236	238,720	1,330,563
Bond Fund		17,070,146					17,070,146
SDC Fund	10,595,600	11,520,085	11,263,500	11,738,500	12,079,100	11,000,000	68,196,785
Grant Funds		1,664,966					1,664,966
Total Funds	\$ 11,604,995	\$ 35,177,273	\$ 15,292,488	\$ 16,167,780	\$ 16,792,064	\$ 15,505,100	\$ 110,539,700
Athletic Facility Replacements							
Synthetic Turf			\$ 1,100,000				\$ 1,100,000
Other Athletic Facility Replacements		\$ 118,000	\$ 44,000	\$ 307,793		\$ 825,586	\$ 1,295,379
Athletic Facility Replacements Total		\$ 118,000	\$ 1,144,000	\$ 307,793	\$ -	\$ 825,586	\$ 2,395,379
Athletic Facility Improvements							
Other Athletic Facility Improvements	\$ 3,300	\$ -	\$ 382,603	\$ 382,603	\$ 382,603	\$ 382,603	\$ 1,533,712
Athletic Facility Improvements Total	\$ 3,300	\$ -	\$ 382,603	\$ 382,603	\$ 382,603	\$ 382,603	\$ 1,533,712
Building Replacements							
Aquatic Center Renovation Phase 2	\$ 386,190	\$ 1,300,000					\$ 1,686,190
Babette Horenstein Tennis Center LED Lighting		307,000					307,000
Cardio and Weight Equipment	40,000	80,000	40,000	40,000	40,000	40,000	280,000
Other Building Replacements	26,500	224,264	1,145,283	1,138,327	2,634,433	1,459,861	6,628,668
Building Replacements Total	\$ 452,690	\$ 1,911,264	\$ 1,185,283	\$ 1,178,327	\$ 2,674,433	\$ 1,499,861	\$ 8,901,858
Building Improvements							
Other Building Improvements		\$ 105,522	\$ 104,612	\$ 104,612	\$ 104,612	\$ 104,612	\$ 523,970
Building Improvements Total		\$ 105,522	\$ 104,612	\$ 104,612	\$ 104,612	\$ 104,612	\$ 523,970
Park & Trail Replacements							
Bridges and Boardwalks (6 sites)		\$ 790,000		\$ 190,277	\$ 190,277	\$ 190,277	\$ 1,360,831
Parking Lot	175,512	135,000	77,472	234,590		99,795	722,369
Play Equipment		190,000	190,000	653,333	253,333	253,333	1,539,999
Play Equipment (3 sites)	206,855	8,500					215,355
Other Park & Trail Replacements	80,113	278,141	347,877	750,104	522,065	549,392	2,527,692
Park & Trail Replacements Total	\$ 462,481	\$ 1,401,641	\$ 615,349	\$ 1,828,304	\$ 965,675	\$ 1,092,797	\$ 6,366,247
Park & Trail Improvements							
Other Park & Trail Improvements	\$ 2,924	\$ 33,425	\$ 107,371	\$ 107,371	\$ 107,371	\$ 107,371	\$ 465,833
Grant Funded Projects							
ConnectOregon/Washington County MSTIP - Waterhouse Trail Seg 4		700,000					700,000
Energy Trust of Oregon Rebates (2 sites)		135,900					135,900
LGGP - Cedar Hills Park		340,156					340,156
LGGP - SW Quadrant Community Park		268,210					268,210
Metro Nature in Neighborhoods - Fanno Creek Greenway		220,700					220,700
Park & Trail Improvements Total	\$ 2,924	\$ 1,698,391	\$ 107,371	\$ 107,371	\$ 107,371	\$ 107,371	\$ 2,130,799
Information Technology Replacement							
Communication Network Switches	\$ 80,000	\$ -	\$ -				\$ 80,000
Desktop		67,000	65,000	65,000	65,000	65,000	327,000
Desktop printers		5,000	5,000	5,000	5,000	5,000	25,000
LAN/WAN		5,000	35,000	35,000	35,000	35,000	145,000
Phone		30,000	30,000	27,000	56,000		143,000
Servers		37,000	35,000	35,000	35,000	35,000	177,000
Information Technology Replacement Total	\$ 80,000	\$ 144,000	\$ 170,000	\$ 167,000	\$ 196,000	\$ 140,000	\$ 897,000
Information Technology Improvement							
Computers (3) & Copier		\$ 11,500					\$ 11,500
Configuration Management Software		75,000					75,000
Financial Software		436,800					436,800
Folder / Sorter		12,000					12,000
Time Clock		3,750					3,750
Translation Software		2,474					2,474
Other Information Technology Improvements			91,460	91,460	91,460	91,460	365,840
Information Technology Improvement Total		\$ 541,524	\$ 91,460	\$ 91,460	\$ 91,460	\$ 91,460	\$ 907,364
Facility Challenge Grants Total		\$ 75,000	\$ 375,000				
ADA Improvements							
ADA Improvements - Athletic Center	\$ 8,000	\$ -					\$ 8,000
ADA Improvements - Beaverton Swim Center		7,500					7,500
ADA Improvements - Elsie Stuhr Center		10,650					10,650
ADA Improvements - Fanno Creek Service Center		20,000					20,000
ADA Improvements - Jenkins Estate		2,200					2,200
ADA Improvements - Other		59,650	100,000	100,000	100,000	100,000	459,650
ADA Improvements Total	\$ 8,000	\$ 100,000	\$ 508,000				
Land Acquisition							
Acquisition of Community Park Land - North Bethany	\$ 695,600	\$ 804,400	\$ 2,500,000	\$ 1,326,000			\$ 5,326,000
Acquisition of Natural Area Land - So. Cooper Mountain	400,000	-					400,000
Acquisition of Neighborhood Park - Bonny Slope West	1,984,000	-	86,000	286,000		1,200,000	3,556,000
Acquisition of Neighborhood Park Land - Infill Areas		500,000	600,000		1,200,000		2,300,000
Acquisition of Neighborhood Park Land - North Bethany		2,000,000	1,425,000				3,425,000
Acquisition of Neighborhood Park Land - So. Cooper Mountain		500,000	1,600,000	1,600,000	1,600,000		5,300,000
Acquisition of Trails Land - North Bethany	386,000	904,000	408,500		879,100		2,577,600
Acquisition of Trails Land - So. Cooper Mountain		500,000	344,000	544,000			1,388,000
Land Acquisition Total	\$ 3,465,600	\$ 5,208,400	\$ 6,963,500	\$ 3,756,000	\$ 3,679,100	\$ 1,200,000	\$ 24,272,600
Maintenance Equipment Replacement							
Pool Vacuum Robot		\$ 6,000					\$ 6,000
Maintenance Equipment Replacement Total		\$ 6,000					\$ 6,000

Five-year Capital Funding Sources FY 2018-2022

	Carryover Funds	2018 Funding	2019 Funding	2020 Funding	2021 Funding	2022 Funding	Total 5-Year Funding
Fleet & Equipment Replacement							
2.5-ton Axle Trailers		\$ 10,500					\$ 10,500
52" Mowers		24,300					24,300
72" Mowers		42,900					42,900
Aerial Lift Truck		50,000					50,000
Die-cut Label Maker		2,500					2,500
FCSC Trash Compactor		34,000					34,000
High Pressure Parts Washer		10,500					10,500
High Production Mowers		210,000					210,000
Park Patrol Vehicle #3352		35,000					35,000
24 Passenger Bus				70,000		70,000	140,000
Other Fleet & Equipment			37,500	1,000			
Fleet & Equipment Replacement Total		\$ 419,700	\$ 37,500	\$ 71,000	\$ -	\$ 70,000	\$ 598,200
Fleet & Equipment Improvement							
Minibus		\$ 52,000					\$ 52,000
Vehicle Wraps		14,000					14,000
Other Fleet & Equipment Improvement			15,810	15,810	15,810	15,810	
Fleet & Equipment Improvement Total		\$ 66,000	\$ 15,810	\$ 15,810	\$ 15,810	\$ 15,810	\$ 129,240
Undesignated Projects Total		\$ 2,376,685					\$ 2,376,685
Development/Improvement							
Beaverton Creek Trail: Segment #3-4				\$ 2,300,000			\$ 2,300,000
Bethany Creek Trail #2, Seg 3 Design & Development		\$ 1,100,000					\$ 1,100,000
Bonny Slope / BSD Trail Development	500,000	-					500,000
Building Expansion - site to be determined	995,000	-					995,000
Cedar Mill Creek Community Trail Seg 4 Master Plan & Design	250,000	-					250,000
ConnectOregon Grant Match - Waterhouse Trail, Seg 4	300,000	-					300,000
Deck Expansion - Aquatic Center	150,000	-					150,000
MTIP Grant Match - Beaverton Crk. Trail Land Acq./ROW	247,000	-					247,000
MTIP Grant Match - Westside Trail, Seg 18	107,000	860,000					967,000
Natural Area Master Plan	100,000	-					100,000
NE Quadrant Synthetic Turf Field w/lights Design & Development					2,500,000		2,500,000
North Bethany Park and Trail Development Proj. Mgmt.	141,000	-					141,000
NW Quadrant Neighborhood Park Master Plan & Design	195,000	-			300,000	5,000,000	5,495,000
NW Quadrant New Neighborhood Park Development	1,499,000	1,925,000					3,424,000
South Cooper Mountain Natural Area Design & Development			500,000				500,000
SW 75th Ave. & SW Canyon Lane Design & Development			1,625,000				1,625,000
SW Miller Hill Rd./SW Georgene Park Design & Development			1,425,000				1,425,000
SW Murray Blvd. & SW Sexton Mtn Dr. Park Design & Development			400,000	4,962,500			5,362,500
SW Quadrant Community Park - additional funding for bond project	2,250,000						2,250,000
SW Quadrant Neighborhood Park Master Plan & Design	200,000						200,000
Westside Trail (#14, #19, Sunset Hwy Crossing) Design & Development			350,000	720,000	4,800,000	4,800,000	10,670,000
Other Development/Improvement	196,000	50,000			800,000		1,046,000
Development/Improvement Total	\$ 7,130,000	\$ 3,935,000	\$ 4,300,000	\$ 7,982,500	\$ 8,400,000	\$ 9,800,000	\$ 41,547,500
Renovate and Redevelop Neighborhood Parks							
Somerset West Park		\$ 862,665					\$ 862,665
Renovate and Redevelop Neighborhood Parks Total		\$ 862,665					\$ 862,665
New Community Park Development							
SW Community Park		\$ 793,321					\$ 793,321
New Community Park Development Total		\$ 793,321					\$ 793,321
Renovate and Redevelop Community Parks							
Cedar Hills Park & Athletic Field		\$ 6,991,446					\$ 6,991,446
Renovate and Redevelop Community Parks Total		\$ 6,991,446					\$ 6,991,446
Natural Area Preservation							
Cooper Mountain Area		\$ 215,783					\$ 215,783
Jenkins Estate Phase 2		101,535					101,535
NE/Bethany Meadows Trail Habitat Connection		258,959					258,959
Raleigh Park		102,992					102,992
Restoration of new properties to be acquired		639,101					639,101
Rock Creek Greenway		157,279					157,279
Somerset		152,205					152,205
Other Natural Area Preservation		866,580					866,580
Natural Area Preservation Total		\$ 2,494,434					\$ 2,494,434
Natural Area Preservation - Land Acquisition							
Natural Area Acquisitions		\$ 3,869,857					\$ 3,869,857
Natural Area Preservation - Land Acquisition Total		\$ 3,869,857					\$ 3,869,857
New Linear Park and Trail Development							
Rock Creek Trail Seg 2 & 5, and North Bethany Trail Seg 2		\$ 790,429					\$ 790,429
Other New Linear Park and Trail Development		73,139					73,139
New Linear Park and Trail Development Total		\$ 863,568					\$ 863,568
New Linear Park and Trail Acquisitions Total		\$ 1,390					\$ 1,390
Multifield/Multipurpose Athletic Field Development							
New Field in NW Quadrant		\$ 539,420					\$ 539,420
New Field in SW Quadrant		538,748					538,748
Multifield/Multipurpose Athletic Field Development Total		\$ 1,078,168					\$ 1,078,168
Facility Rehabilitation							
Structural Upgrades at Beaverton Swim Center		\$ 49,860					\$ 49,860
Structural Upgrades at Garden Home Recreation Center		65,437					65,437
Facility Rehabilitation Total		\$ 115,297					\$ 115,297
Grand Total	\$11,604,995	\$35,177,273	\$ 15,292,488	\$ 16,167,780	\$ 16,792,064	\$ 15,505,100	\$ 110,539,700

Capital Improvement Plan

2018 *thru* 2022

Tualatin Hills Park & Recreation District

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

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

Total Project Cost: \$6,366,247

Description

Includes the following projects:
 Asphalt Pedestrian Pathways (4 sites)
 Bridges and Boardwalks (6 sites)
 Concrete Sidewalk Repair (7 sites)
 Drinking Fountains (2 sites)
 Fencing
 Irrigation Systems Redesign and Reconfiguration (2 sites)
 Irrigation Systems Redesign and Reconfiguration (5 sites) (Carryover)
 Landscaping
 Parking Lot (incl. Carryover)
 Play Equipment (2 sites)
 Play Equipment (3 sites) (incl. Carryover)
 Raleigh Park Storm Water Management Design (Carryover)
 Signage Master Plan Implementation - Phase 2 (Carryover)
 Signage Master Plan Implementation - Phase 3
 Water Quality Facility

Justification

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

Expenditures	2018	2019	2020	2021	2022	Total
Capital Outlay	1,864,122	615,349	1,828,304	965,675	1,092,797	6,366,247
Total	1,864,122	615,349	1,828,304	965,675	1,092,797	6,366,247
Funding Sources	2018	2019	2020	2021	2022	Total
01 General Fund	1,864,122	615,349	1,828,304	965,675	1,092,797	6,366,247
Total	1,864,122	615,349	1,828,304	965,675	1,092,797	6,366,247

Budget Impact/Other

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

Capital Improvement Plan

2018 *thru* 2022

Department Summary

Tualatin Hills Park & Recreation District

Contact

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

Type Improvement

Useful Life

Category Unassigned

Priority n/a

Status Active

Total Project Cost: \$2,130,799

Description

Includes the following projects:
 Bench with Solar-powered Charging Station
 Erosion Control (2 sites)
 Memorial Benches
 Outdoor Fitness Equipment (incl. Carryover)
 ConnectOregon and Washington County MSTIP - Waterhouse Trail Seg 4 (Grant)
 LGGP - SW Quadrant Community Park (Grant)
 Metro Nature in Neighborhoods - Fanno Creek Greenway (Grant)
 Energy Trust of Oregon Rebates (2 sites) (Grant)
 LGGP - Cedar Hills Community Park (Grant)

Justification

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

Expenditures	2018	2019	2020	2021	2022	Total
Capital Outlay	1,701,315	107,371	107,371	107,371	107,371	2,130,799
Total	1,701,315	107,371	107,371	107,371	107,371	2,130,799
Funding Sources	2018	2019	2020	2021	2022	Total
01 General Fund	36,349	107,371	107,371	107,371	107,371	465,833
02 Grant Funds	1,664,966					1,664,966
Total	1,701,315	107,371	107,371	107,371	107,371	2,130,799

Budget Impact/Other

The Waterhouse Trail Seg 4 will add approximately one-half mile to the trail system at an estimated annual maintenance cost of \$12,000.

CAPITAL PROJECTS

ITEM 37: Gymnastic Room Windows

BUDGET: \$20,000

DESCRIPTION: Installation of two hallway viewing windows at Cedar Hills Recreation Center

PARK AND TRAIL REPLACEMENTS

ITEM 38: Bridges and Boardwalks (6 sites)

BUDGET: \$790,000

DESCRIPTION: Repair of decking and substructure at Cedar Mill Falls, Commonwealth Lake (2 sites), Lowami Hart Woods, Schlottmann Creek Greenway, and Willow Creek Greenway

ITEM 39: Concrete Sidewalk Repair (7 sites)

BUDGET: \$81,831

DESCRIPTION: Repair and replacement of sidewalk panels at George Foege Park, Hazeldale Park (2 sites), Scott Wetlands Natural Area, Veterans Memorial Park (2 sites), and Waterhouse Linear Park

ITEM 40: Drinking Fountains (2 sites)

BUDGET: \$22,750

DESCRIPTION: Replacement of drinking fountains and concrete pad at Lost Park and Autumn Ridge Park, and lead abatement at various sites

ITEM 41: Irrigation Systems Redesign and Reconfiguration (2 sites)

BUDGET: \$22,800

DESCRIPTION: Replacement of controller and modem, and system additions at HMT Complex and Veterans Memorial Park

ITEM 42: Fencing

BUDGET: \$15,100

DESCRIPTION: Replacement of north fence at Hardin Stadium Tennis Court

CAPITAL PROJECTS

ITEM 43: **Landscaping**

BUDGET: \$5,000

DESCRIPTION: Landscaping at the south end of the Aquatic Center

ITEM 44: **Asphalt Pedestrian Pathways (4 sites)**

BUDGET: \$70,660

DESCRIPTION: Paving and repair of asphalt at Beaverton Creek Wetlands, Pioneer Park, Sunset Park, and Waterhouse Linear Park

ITEM 45: **Play Equipment (2 sites)**

BUDGET: \$190,000

DESCRIPTION: Replacement of play equipment at Butternut Park and Hazeldale Park

ITEM 46: **Signage Master Plan Implementation - Phase 3**

BUDGET: \$25,000

DESCRIPTION: Replacement and improvement of signage throughout THPRD in accordance with the Signage Master Plan

ITEM 47: **Water Quality Facility**

BUDGET: \$35,000

DESCRIPTION: Repair of water quality facility through erosion repair and plant installation at Madrona Woods

Park And Trail Improvements

ITEM 48: **Erosion Control (2 sites)**

BUDGET: \$10,000

DESCRIPTION: Restoration of bank at the east end of Commonwealth Lake and Fanno Creek Trail

CAPITAL PROJECTS

ITEM 49: Memorial Benches

BUDGET: \$8,000

DESCRIPTION: Purchase of recycled plastic benches for memorial bench program offered for patrons

ITEM 50: Bench with Solar-powered Charging Station

BUDGET: \$2,425

DESCRIPTION: Installation of bench with solar-powered charging station and wifi at SW Quadrant Community Park

Grant Funded Projects

ITEM 51: ConnectOregon and Washington County MSTIP - Waterhouse Trail Segment 4

BUDGET: \$700,000

DESCRIPTION: Funding for completion of Waterhouse Trail Segment #4 through the ConnectOregon grant program (\$400,000) and the Washington County Major Streets Transportation Improvement Program (\$300,000)

ITEM 52: LGGP - SW Quadrant Community Park

BUDGET: \$268,210

DESCRIPTION: Funding for shade canopies (4) and picnic pavilions (2) at SW Quadrant Community Park through the Local Government Grant Program

ITEM 53: Metro Nature in Neighborhoods - Fanno Creek Greenway

BUDGET: \$220,700

DESCRIPTION: Funding for Fanno Creek floodplain improvements in Fanno Creek Greenway through the Metro Nature in Neighborhoods grant program

ITEM 54: Energy Trust of Oregon Rebates (2 sites)

BUDGET: \$135,900

DESCRIPTION: Incentive rebates from Energy Trust of Oregon (ETO) for energy efficient HVAC improvement projects at Harman Swim Center and Sunset Swim Center

CAPITAL PROJECTS

ITEM 55: **LGGP - Cedar Hills Park**

BUDGET: \$340,156

DESCRIPTION: Funding for construction of a picnic pavilion and multiuse sport courts at Cedar Hills Park

Facility Challenge Grants

ITEM 56: **Challenge Grants**

BUDGET: \$75,000

DESCRIPTION: Matching funds against advisory committees and friends groups funding for facility improvements.

ADA Improvements

ITEM 57: **ADA Improvement - Beaverton Swim Center**

BUDGET: \$7,500

DESCRIPTION: Replacement of the ADA portable pool stairs at Beaverton Swim Center

ITEM 58: **ADA Improvement - Fanno Creek Service Center**

BUDGET: \$20,000

DESCRIPTION: Repair of ADA parking stall surfacing and curbs at Fanno Creek Service Center

ITEM 59: **ADA Improvement - Jenkins Estate**

BUDGET: \$2,200

DESCRIPTION: Replacement of the ADA ramp at the Jenkins Estate

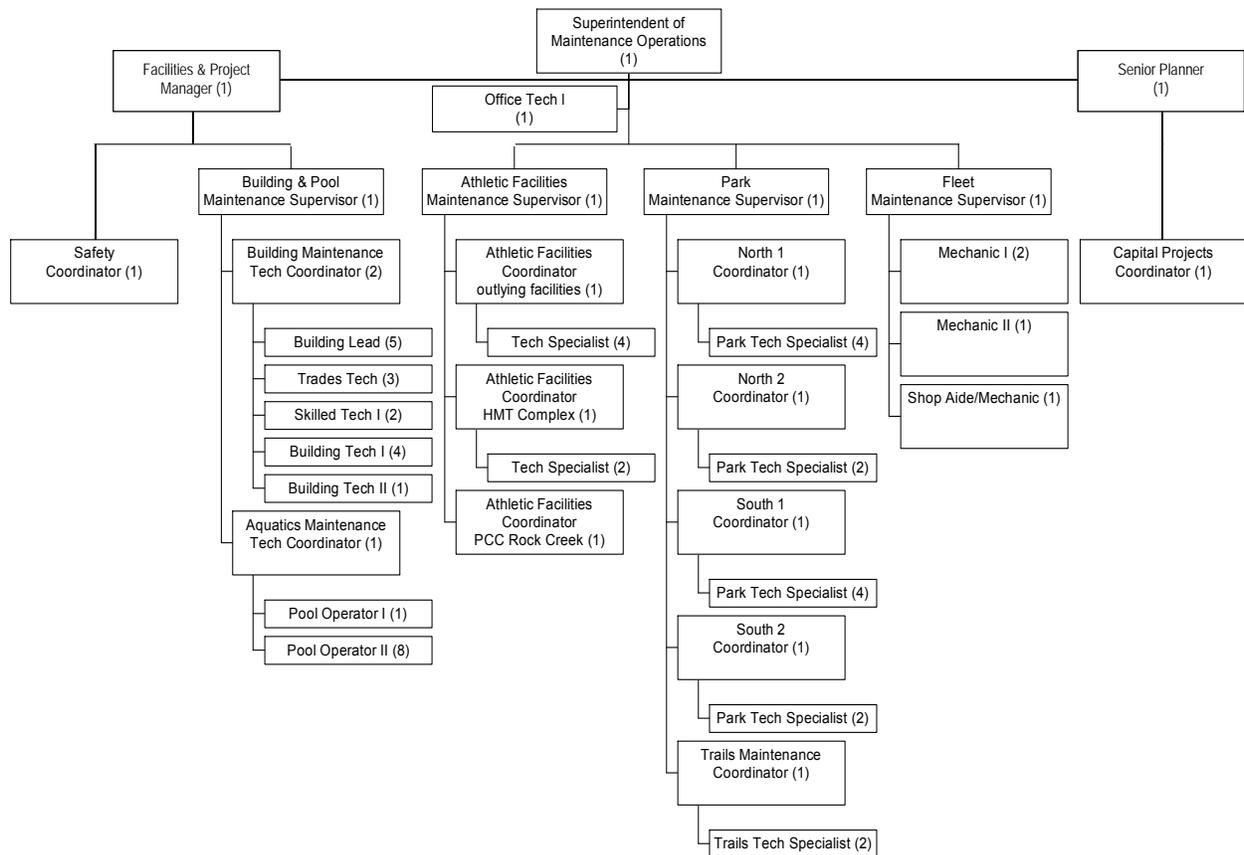
ITEM 60: **ADA Improvement - Elsie Stuhr Center**

BUDGET: \$10,650

DESCRIPTION: Replacement of automatic ADA door openers in the Manzanita Room, north entry, and kitchen at the Elsie Stuhr Center

BUSINESS & FACILITIES DIVISION

Maintenance Operations Department



Department Overview

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

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

Park Maintenance

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

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

Athletic Facilities Maintenance

The Athletic Facilities Maintenance Program supports the facility and program needs of the Sports Department. Their responsibilities include all of the field maintenance services and game day preparation for soccer, football, baseball, softball, lacrosse, rugby and cricket leagues. Many of the fields that the Athletic Facilities Maintenance Program is responsible for are located on Beaverton School District property. In addition to field maintenance, they maintain skate parks, outdoor basketball and volleyball courts as well as THPRD and Beaverton School

Department Overview (continued)

District tennis courts. The Athletic Facilities Maintenance Program also oversees the maintenance operations at the Portland Community College Rock Creek and Howard M. Terpenning recreation complexes.

Building & Pool Maintenance

The Building & Pool Maintenance Program provides maintenance, custodial housekeeping services, and program support at all THPRD recreation centers, aquatic centers and other THPRD facilities. Trade staff provide painting, plumbing, carpentry, electrical, and HVAC services to all THPRD facilities. Building & Pool Maintenance staff maintain outdoor restrooms, gymnasiums, indoor and outdoor pools, and historic buildings. They perform much of the preventative maintenance on critical equipment and help develop the operation budget and proposed capital projects list. All full-time pool maintenance positions require an Aquatics Facility Operator Certification.

Fleet Maintenance

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

FY 2016/17 Accomplishments

All divisions of the Maintenance Operations Department worked together to successfully deliver world class facilities for the 2016 Davis Cup.

Soccer field #2 at the HMT Complex was replaced with a new synthetic turf surface. Ground up athletic shoe rubber was used as an alternative infill for the turf.

One seismic upgrade project was completed at Garden Home Recreation Center. Completion of the project included significant safety upgrades for patron and staff egress during a seismic event.

The Tualatin Hills Aquatic Center Renovation project (Phase 1) was completed, which concentrated on replacing the roof and HVAC system.

A total of 290 drinking water samples were taken and tested for "lead in water" at THPRD facilities (164 samples) and in parks (126 samples).

Technical, professional and safety training continues to be a high priority for Maintenance Operations. Staff attended numerous training workshops, including Energy Trust of Oregon's Strategic Energy Management workshops, Sports Turf Management Association national conference, Oregon Recreation & Park Association annual conference, Resource Management School, National Recreation and Park Association Certified Playground Safety Inspectors, Aquatic Facility Operator Certification, and Automotive Service Excellence Certifications.

FY 2017/18 Goals and Objectives

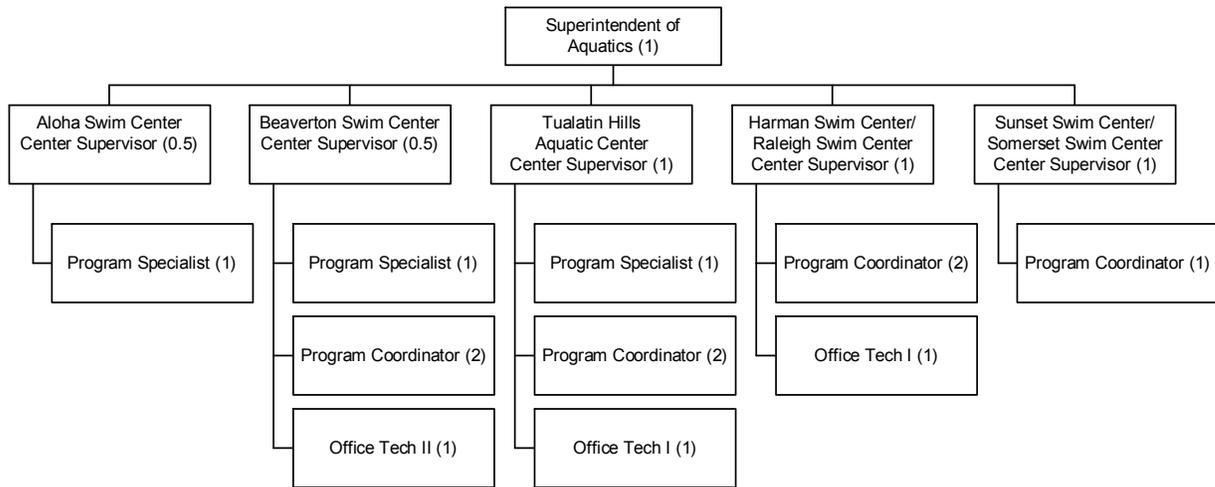
The goal of the Maintenance Operations Department is to provide efficient and effective maintenance services that protect and enhance the value of THPRD assets and natural resources.

In November of 2017, the Parks and Athletic Facilities Maintenance Programs will be shifting to a new service delivery model. The new model will reduce service overlap at park sites, increase department efficiencies, and provide stronger site ownership for the maintenance technicians.

Complete the Tualatin Hills Aquatic Center Renovation project Phase 2 by the end of calendar 2017. The renovation will provide many repairs and replacements to critical system elements. The renovation project includes resurfacing the pool tank and locker room floors, replacing the pool deck, pool gutter/tile, pool underwater lights and repairing the dive tower. In addition, this project will expand the pool deck area.

Abate and re-test 19 water sources that did not meet the Environmental Protection Agency threshold of 15 parts per billion of lead in drinking water.

PARK & RECREATION SERVICES DIVISION
 Aquatics Department



Department Overview

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

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

FY 2016/17 Accomplishments

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

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

Continued to improve current instructor training programs for fitness instructors, Specialized Aquatics and Healing Waters instructors and volunteers; as well as Learn to Swim instructors. These updated training programs included the in-

house development of instructor manuals to best aid THPRD staff in attaining new skills.

Offered newly developed in-house Water Fitness Instructor course to the community, in an effort to expand THPRD's recruitment efforts for water fitness instructors.

Expanded Make a Splash free swim lesson program by offering the program at six facilities, serving 200 children the week of June 12-16, 2017.

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

Increased THPRD's drowning prevention efforts in the community with staff participation on the Washington County Safe Kids-Water Safety Subcommittee. Assisted with water safety events in the community and expanded one-week of free swim lessons in partnership with USA Swimming Foundation.

Offered a pilot test of the Hire to Train program, a successful lifeguard recruitment program which hires enthusiastic, motivated individuals and trains them for all aspects of the entry-level lifeguard position including certification. All training is conducted at the training wage (minimum wage) and once the training

FY 2016/17 Accomplishments (continued)

is successfully completed, the candidate is promoted to the lifeguard position.

FY 2017/18 Goals and Objectives

Continue implementation of THPRD's cost recovery philosophy adopted in 2014.

Coordinate off-season program scheduling for the aquatic clubs during phase II of the Aquatic Center renovation for fall 2017.

Make program adjustments to accommodate a sixth high school for high school aquatics sports.

Maintain a comprehensive in-service training program for staff in medical emergencies, customer service, and instructor training. Develop in-house audit program for lifeguard and instructor effectiveness.

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

Recertify all of THPRD's lifeguards with the revised American Red Cross Lifeguard Training. Recertifications are required every two years.

Expand Make a Splash free swim lesson program by offering the program to all eight THPRD pools in June 2018.

Expand Hire to Train program, a successful lifeguard recruitment program implemented in FY 2016/17.

Evaluate low-use times for adjustments in operating schedules.

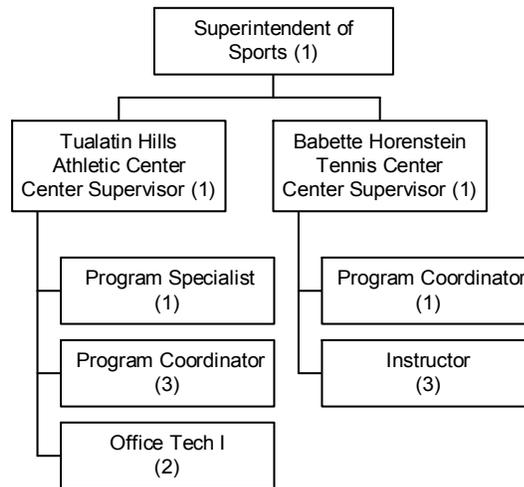
Budget Highlights

The proposed budget reflects the midyear upgrades of the following positions:

- Full-time program coordinator II to full-time program coordinator I at Aloha Swim Center.
- Full-time office tech II to full-time office tech I at Harman Swim Center.

PARK & RECREATION SERVICES DIVISION

Sports Department



Department Overview

The superintendent of Sports is responsible to the director of Park & Recreation Services and oversees recreational services for the Babette Horenstein Tennis Center, Tualatin Hills Athletic Center, sports fields, tennis courts, affiliated sports organizations, and coordinates the Beaverton School District (BSD) intergovernmental agreement. Additionally, the superintendent of Sports oversees THPRD's inclusion services program, including Camp Rivendale, and the development and implementation of the adaptive recreation program.

The Tualatin Hills Athletic Center provides as many as 200 diverse programs each quarter, districtwide sports leagues that involve over 20,000 participants and hosts numerous tournaments and special events at several locations. The Babette Horenstein Tennis Center provides instruction, leagues and tournaments for youth and adults, working with the Greater Portland Tennis Council and United States Tennis Association. This department works with affiliated sports governing bodies, field and program steering committees, coordinating with other departments and the BSD to offer services.

FY 2016/17 Accomplishments

Continued implementation of THPRD's cost recovery philosophy adopted in 2014.

Updated the intergovernmental agreement with the BSD for shared use of fields, facilities and services.

Completed affiliation agreements with youth football, lacrosse, soccer and adult cricket.

Received the 2016 FACT Oregon Partner Award for work with the Champions Too external steering committee.

Organized and hosted the third annual Champions Too Programmer's Summit where agencies from around the metro area are invited to network and collaborate with one another.

Hosted over 5,000 visitors for the three-day Davis Cup tennis quarterfinal between the United States and Croatia.

Updated the tennis staff coaching philosophy and instructional benchmarks for player advancement.

Continued implementation of the Athletic Facilities Functional Plan, adopted by the board in March 2016.

Developed the Emerging Sports Action Plan to identify sports gaining prominence in the community, and to identify short- and long-term solutions for providing opportunities to participate in these sports.

FY 2017/18 Goals and Objectives

Continue implementation of THPRD's cost recovery philosophy adopted in 2014.

Partner with FACT Oregon to host an all-abilities triathlon to provide youth experiencing disability, their siblings and peers an opportunity to compete in a triathlon.

FY 2017/18 Goals and Objectives (continued)

Begin programming of facilities and fields, including the all-ability Champions Too field, at the new community park in Aloha.

Develop community partnerships to increase and expand Access for All programming at SW Quadrant Community Park.

Expand implementation of the Athletic Facilities Functional Plan with an emphasis on emerging sports.

Integrate Access for All program development and delivery.

Budget Highlights

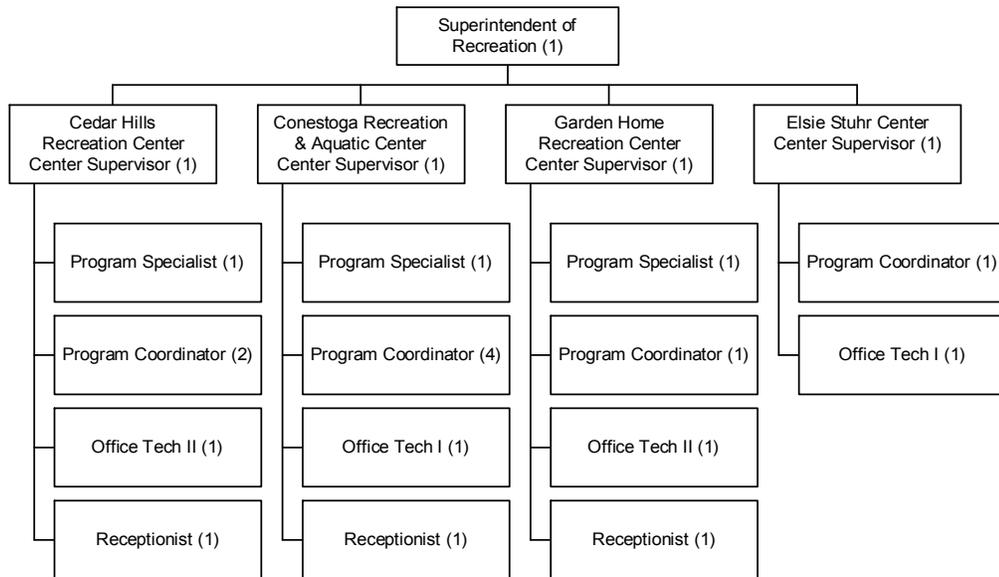
The proposed budget includes the following midyear personnel adjustments:

- Transfer of the full-time adaptive & inclusive recreation specialist from the Sports Department to the Tualatin Hills Athletic Center.
- Transfer of one full-time program coordinator position from the Tualatin Hills Athletic Center to a full-time office tech I position in the Community Programs Department.
- Upgrade of the full-time office tech II position at the Tualatin Hills Athletic Center to a full-time office tech I position.
- Downgrade of the full-time office tech I position at the Babette Horenstein Tennis Center to a regular part-time office tech II position.

The proposed budget also includes the transfer of field fee revenue and adaptive recreation revenue from the Sports Department to the Tualatin Hills Athletic Center.

PARK & RECREATION SERVICES DIVISION

Recreation Department



Department Overview

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

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

FY 2016/17 Accomplishments

Participated on the Washington County Community Health Improvement Plan team to develop methods to holistically improve the health of all community members county-wide.

Increased outreach to low-income families and seniors by expanding access through partnerships with FamilyCare Health Plan, SilverSneakers, Silver&Fit and RxPlay.

Worked with the Beaverton Early Childhood Center, part of the Northwest Regional Education Service District Early Intervention, Early Childhood Special Education program. This program is designed to support families with children experiencing

developmental disabilities or experiencing developmental delays, to create opportunities for the children in our programs.

Held the annual Cedar Hills Recreation Center Fall Festival community-wide event after a one-year absence due to seismic upgrade work. Approximately 1,000 people attended the event.

Partnered with Beaverton School District to offer outreach programs at three elementary schools. Programs included a running program, sports camps and a soccer program.

Expanded the meal program to all three after school programs providing healthy snacks and meals to all participants in the program.

Held the Cyber Seniors program at the Elsie Stuhr Center. This program partnered with Beaverton High School, Beaverton Police Activities League, and Best Buy to work with seniors on the use of a variety of equipment such as tablets and smartphones.

FY 2017/18 Goals and Objectives

Continue implementation of THPRD's cost recovery philosophy adopted in 2014.

Develop programs for underserved populations, consistent with THPRD's Access for All initiative.

FY 2017/18 Goals and Objectives (continued)

Continue to partner with new or current medical community partners in an effort to promote improved health and wellness opportunities.

Build upon current after school programs that create safe environments for children of working adults. After school programs allow children homework assistance, social development, exercise and healthy meal programs.

Continue to standardize operations for all four recreation centers.

Implement the updated Programs Functional Plan.

Budget Highlights

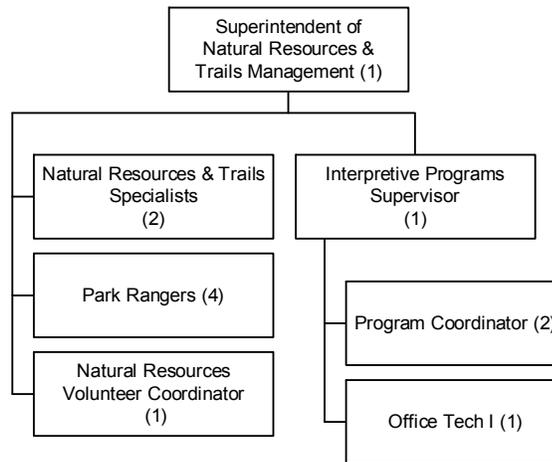
The proposed budget reflects the midyear reorganization that moved the Elsie Stuhr Center from the former Programs & Special Activities Department to the Recreation Department, and includes the following personnel adjustments:

- Transfer of the full-time program analyst position from the Office of the Director of Park & Recreation Services to the center supervisor position at the Elsie Stuhr Center.
- Elimination of a vacant full-time program coordinator position from Elsie Stuhr Center to offset the creation of a full-time urban planner - grant specialist position in Planning.

The proposed budget also reflects the addition of one full-time program specialist at Cedar Hills Recreation Center to program at the center and to manage districtwide fitness programs, and the upgrade of one full-time program coordinator I to full-time program specialist at Garden Home Recreation Center to program at the center and manage districtwide program-related community engagement. These represent a business plan which supports continuing to attract, retain and train high-quality employees.

PARK & RECREATION SERVICES DIVISION

Natural Resources & Trails Management Department



Department Overview

The superintendent of Natural Resources & Trails Management is responsible to the director of Park & Recreation Services. Under the direction of the superintendent of Natural Resources & Trails Management, the Tualatin Hills Nature Center, Cooper Mountain Nature House, and Natural Resources staff operate a coordinated program which uses the Nature Center and Nature Mobile to educate patrons about THPRD's natural resource areas, volunteer opportunities, trails, and environmental education programs.

The Natural Resources Department provides districtwide stewardship of natural areas and environmental education programs, co-manages 60 miles of trails, and 1,500 acres of natural areas in 140 sites, including Cooper Mountain Nature Park and the Tualatin Hills Nature Park and Nature Center.

The department connects patrons with natural areas and community destinations through the Trails Management Program which promotes trail uses, visitor services, and inquiries. The program sets standards, suggests improvements to the trail system, and empowers THPRD to work with community partners and other jurisdictions in addressing trails issues.

FY 2016/17 Accomplishments

Implemented the first phase of habitat restoration along the Rock Creek Greenway.

Conducted 20 habitat inventories from medium and high functioning sites.

Completed an analysis of program and space needs to better serve patrons and to support the Natural Resources Functional Plan.

Earned a Nature in Neighborhoods capital grant for \$245,700 from Metro to conduct stream channel enhancement and install a new bridge at the Fanno Creek Greenway.

Completed natural resources bond projects including Jordan Woods, Nature Revealed/Interpretive Sign Network, and Bronson/Crystal Creek Wetlands.

Expanded engagement opportunities by increasing enrollment in full-day camp offerings for kids ages 10 to 13 and individual adult registration programs.

FY 2017/18 Goals and Objectives

Complete habitat inventories for all remaining high functioning natural areas, which include Cooper Mountain Nature Park and Tualatin Hills Nature Park.

Improve community engagement efforts by expanding programming/opportunities for two target audiences.

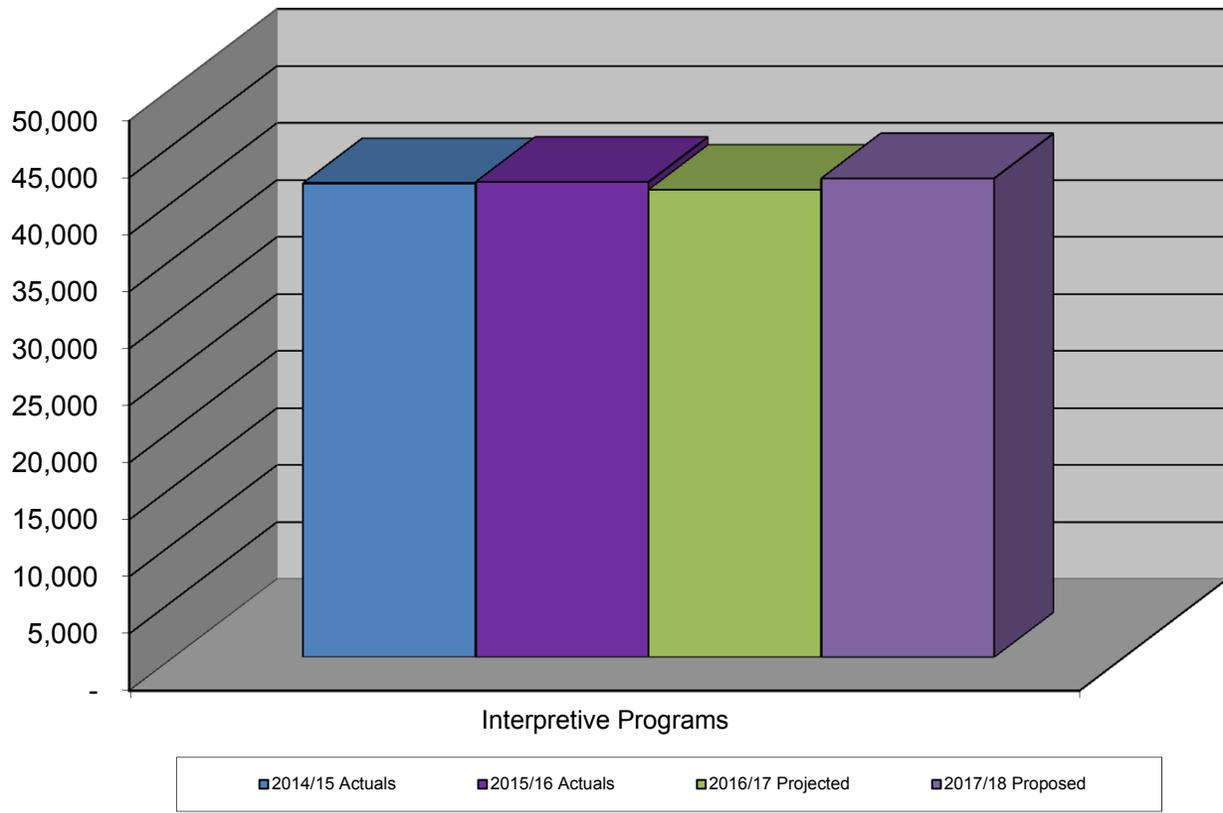
Conclude three additional bond projects in support of the 2008 bond measure.

Implement phase one of Fanno Creek Greenway project with Clean Water Services.

Budget Highlights

No significant changes from the prior-year budget.

Attendance by Center



Cost Recovery Progress

