



To: Jessica Kinnard, Director, City Budget Office

From: Adena Long, Director, Portland Parks & Recreation

Date: March 17, 2022

RE: Spring Budget Monitoring Process FY 2021-22

Attached please find the Portland Parks & Recreation (PP&R) Budget Monitoring Process (BMP) submission for Spring FY 2021-22.

The PP&R submission includes requests for compensation set-aside and the General Fund contingency set aside for District Council of Trade Unions (DCTU) costs associated with collective bargaining. These requests total \$1.3 million in resources that have been reserved for use by PP&R.

The passage of the Parks Local Option Levy (Parks Levy) in November 2020 has created a new precedent for funding services in the City. Prior to its creation, bureaus were typically 'General Fund' or 'Non-General Fund'. Parks is a new hybrid with 40% of all tax resources in the bureau coming from Parks Levy. No other bureau in the City has such a balanced blend of General Fund and non-General Fund resources.

Because of this new and unique hybrid funding structure – and the commitment made to voters regarding the use of the levy – the bureau is requesting that the already-allocated share of General Fund resources be appropriated to the PP&R budget so as to ensure that the Parks Levy is maximized to deliver levy eligible services. This is in alignment with commitments made to voters by City Council prior to the Parks Levy ballot measure election.

The other significant request included in this submission is for the carryover of \$1.5 million in General Fund to explore interim solutions for North Portland aquatics during the service interruption associated with the closure of Columbia Pool due to structural issues. This funding was added by City Council in the FY 2021-22 Fall BMP with the specific understanding that this was a multi-year effort. The program is still in development and will begin spending down the allocation in FY 2022-23.

In addition to these budget amendments, the submission includes reporting detailing year-end projections, the implementation of prior decision packages, and capital plan implementation.

Administration

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PORTLANDPARKS.ORG
Commissioner Carmen Rubio
Director Adena Long



PK - Portland Parks & Recreation

DP Type

Technical Adjustments

Request Name: 13354 -Recreation Services Technical Adjustments

Package Description

These are net zero technical adjustments with no service or equity impacts.

Service Impacts

None.

Equity Impacts

None.

Account Name	2021-22 SPRING Requested Adj
Revenue	Charges for Services 0
	Fund Transfers - Revenue 0
Revenue	Sum: 0

PK - Portland Parks & Recreation

DP Type

GF Program Carryover

Request Name: 13355 -General Fund Program Carryover

Package Description

This request will carryover the North Portland Aquatics one-time General Fund package from the FY22 Fall BMP that won't be fully utilized in the current fiscal year. The carryover amount is \$1,500,000.

Service Impacts

This package will allow the bureau to explore interim solutions for multi-year service interruption to North Portland aquatics.

Equity Impacts

This package will explore options to provide access to aquatics programs and/or facilities to North Portland residents, specifically those in underserved communities, until a long term solution can be completed.

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	-1,500,000
Expense	Sum:	-1,500,000

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	-1,500,000
Revenue	Sum:	-1,500,000

PK - Portland Parks & Recreation

DP Type

New Revenue

Request Name: 13361 -Enterprise Fund Technical Adjustments

Package Description

Technical Adjustments for Golf and Portland International Raceway.

Golf - Adjustments were made to increase both revenues and expenses. Demand for golf rounds and activity has remained elevated, and as such projected greens fees, driving range, and cart revenues have risen above budget. Further, as activity has increased, so have expenses on the maintenance and cost of goods sold (i.e. External Materials & Services) side. These adjustments bring budgeted numbers more in line with projections.

PIR - similarly, PIR revenues have been stronger than forecasted, as spectator restrictions have been eased. As a result, the need for casual staffing has increased. This package brings spectator fees and personnel costs more in line with those projections.

Service Impacts

None

Equity Impacts

None

Account Name		2021-22 SPRING Requested Adj
Expense	Contingency	450,000
	Debt Service	25,000
	External Materials and Services	1,550,000
	Personnel	445,000
Expense	Sum:	2,470,000

Account Name		2021-22 SPRING Requested Adj
Revenue	Charges for Services	2,470,000
Revenue	Sum:	2,470,000

PK - Portland Parks & Recreation

DP Type

New Revenue

Request Name: 13370 -Capital Fund Technical Adjustments

Package Description

This package includes capital project budget adjustments to align with year end projections and FY 2022-23 requested budget levels, and one new revenue addition for historical improvements at Dawson Park. The Spring Capital Program Status Update, included in this submission, contains additional information related to activity in this fund.

Service Impacts

None.

Equity Impacts

None.

Account Name		2021-22 SPRING Requested Adj
Expense	Capital Outlay	-20,264,054
	Contingency	49,969,709
	External Materials and Services	-29,575,655
	Internal Materials and Services	70,000
Expense	Sum:	200,000

Account Name		2021-22 SPRING Requested Adj
Revenue	Beginning Fund Balance	0
	Fund Transfers - Revenue	200,000
	Miscellaneous	0
Revenue	Sum:	200,000

PK - Portland Parks & Recreation

DP Type

Internal Transfer

Request Name: 13371 -Capital Program Related Trust Fund Adjustments

Package Description

This package includes cash transfers from the Washington Park parking revenue trust to fund improvements to the park's Kingston Entry and to purchase new parking meters. This package also includes funding from the Killingsworth Landfill trust to fund landfill monitoring servicing, equipment, and land maintenance to protect landfill infrastructure.

Service Impacts

These investments protect and/or expand service to the communities served by these assets.

Equity Impacts

Cully Park sits atop the Killingsworth Landfill and provides much needed developed park amenities in a neighborhood that has few other connections to nature.

Account Name		2021-22 SPRING Requested Adj
Expense	Contingency	-288,400
	External Materials and Services	444,000
	Fund Transfers - Expense	170,000
	Internal Materials and Services	14,400
Expense	Sum:	340,000

Account Name		2021-22 SPRING Requested Adj
Revenue	Charges for Services	170,000
	Fund Transfers - Revenue	170,000
	Miscellaneous	0
Revenue	Sum:	340,000

PK - Portland Parks & Recreation

DP Type

Internal Transfer

Request Name: 13372 -Assets & Development Transfers & Technical Adjustments

Package Description

This package transfers one-time savings to the capital fund to allow Professional Repair & Maintenance Services to complete work as originally funded, but over the bridge of a fiscal year to allow time to hire new staff and complete prerequisite project phases for implementation. Finally, this package budgets one time General Fund resources to cover the costs of Non-Park-Use-Permit (NPUP) funded staff within this division, so that NPUP revenue will continue to be reflected within the program where it is managed.

Service Impacts

Implementation provides the foundation for PRMS to maintain and care for parks assets.

Equity Impacts

None.

Account Name		2021-22 SPRING Requested Adj
Expense	Capital Outlay	1,615,500
	External Materials and Services	-1,476,500
	Fund Transfers - Expense	1,330,500
	Personnel	-139,000
Expense	Sum:	1,330,500

Account Name		2021-22 SPRING Requested Adj
Revenue	Fund Transfers - Revenue	1,330,500
	General Fund Discretionary	0
	Miscellaneous	0
Revenue	Sum:	1,330,500

PK - Portland Parks & Recreation DP Type Compensation Set-Aside

Request Name: 13373 -Compensation Set Aside - General Fund

Package Description

The bureau expects to utilize its full General Fund allocation and is requesting disbursement of the full compensation set aside to support COLA and health care increases for personnel. Full utilization of these funds will allow for the preservation of Parks Levy funds that were recently passed by voters to support enhanced park and recreation service levels and increased access for low income and BIPOC populations within Portland.

Service Impacts

None

Equity Impacts

None

Account Name		2021-22 SPRING Requested Adj
Expense	Personnel	917,233
Expense	Sum:	917,233

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	917,233
Revenue	Sum:	917,233

PK - Portland Parks & Recreation**DP Type****Internal Transfer****Request Name: 13374 -Fleet****Package Description**

This Decision Package transfers General Fund resources that have been reserved for approved, in-process Fleet purchases to the PP&R Capital Fleet Subfund to preserve these resources until the Fleet equipment can be procured, delivered, and billed.

Cost Estimate # Description

\$90,000 22-0032 PKAM4 Fleet: FY22-0032 Service Body Truck
 \$8,000 22-0114 PKAM4 Fleet: FY22-0114 Dumping Trailer
 \$90,000 22-0127 PKAM4 Fleet: FY22-0127 Service Body Truck
 \$90,000 22-0128 PKAM4 Fleet: FY22-0128 Service Body Truck
 \$90,000 22-0129 PKAM4 Fleet: FY22-0129 Service Body Truck
 \$75,000 22-0132 PKAM4 Fleet: FY22-0132 Ranger Crew Cab Ranger
 \$75,000 22-0050 PKAM5 Fleet: FY22-0050 Ford Lightning F150 EV
 \$90,000 22-0155 PKAM5 Fleet: FY22-0155 Transit Van
 \$90,000 22-0156 PKAM5 Fleet: FY22-0156 Transit Van
 \$90,000 22-0157 PKAM5 Fleet: FY22-0157 Transit Van
 \$75,000 22-0049 PKAM5 Fleet: Y22-0049 Express Ford F250
 \$32,347 21-423 PKPR38 Fleet: 21-423 Patch Trailer/Truck
 \$166,845 21-424 PKPR38 Fleet: 21-424 Excavator
 \$145,808 21-425 PKPR38 Fleet: 21-425 6 yard dump truck
 \$38,000 21-426 PKPR38 Fleet: 21-426 Trailers for Excavator \$40K
 \$50,000 22-170 PKPR38 Fleet: FEVR# TBD Shaker Roller
 \$20,000 22-171 PKPR38 Fleet: FEVR# TBD Trailer for Shaker Roller
 \$12,000 22-017 PKPR38 Fleet: FY22-0017 Towmaster T-24 Trailer
 \$85,000 22-0115 PKPR38 Fleet: FY22-0115 Ford F550
 \$160,000 22-0116 PKPR38 Fleet: FY22-0116 6 Yard Dump
 \$18,000 22-0117 PKPR38 Fleet: FY22-0117 Trailer 24K
 \$180,000 21-417 PKPR39 Fleet: 21-417 Transit Van
 \$56,270 21-418 PKPR39 Fleet: 21-418 Painters Truck, F350 Service Body
 \$13,970 21-419 PKPR39 Fleet: 21-419 Trailer to haul the Genie Z-34/22 Articulated Lift
 \$43,550 21-420 PKPR39 Fleet: 21-420 Lift Upgrade Genie Z-33/18
 \$51,207 21-421 PKPR39 Fleet: 21-421 Articulated Lift Genie Z-34/22
 \$90,000 22-0118 PKPR39 Fleet: FY22-0118 Transit Van
 \$90,000 22-0119 PKPR39 Fleet: FY22-0119 Transit Van
 \$90,000 22-0120 PKPR39 Fleet: FY22-0120 Transit Van
 \$75,000 22-0123 PKPR39 Fleet: FY22-0123 Ford F350 CrewCab
 \$61,000 22-0162 PKPR39 Fleet: FY22-0162 Ford Lightning F150 EV
 \$90,000 22-0121 PKPR39 Fleet: Y22-0121 Ford F250
 \$50,000 22-0053 FY22-0053, Express Ranger PKCN1
 \$60,000 22-0133 FY22-0133, Crew Cab Ranger PKCN1
 \$60,000 22-0087 FY22-0087, Truck with Dumping Bed Spec Sheet 212443A PKCN2
 \$70,000 22-0148 FY22-0148, Ford F250 4WD Reg. Cab Dumping Flatbed PKCN2
 \$36,774 21-439 21-439, SPORT UTILITY VEHICLE COMPACT PKCN4
 \$32,000 21-440 21-440, Bot Spec Mini-Van PKCN4
 \$32,000 21-441 21-441, Bot Spec Mini-Van PKCN4
 \$60,000 22-0054 FY22-0054, Express Truck F250 PKCN8
 \$60,000 22-0055 FY22-0055, Express Truck F250 PKCN8
 \$60,000 22-0056 FY22-0056, Express F250, 4WD, extended cab, 8' bed, winch, lift gate PKCN12
 \$50,000 22-0057 FY22-0057, Express Ranger PKCN12
 \$60,000 22-0145 FY22-0145, F550 Dump Bed PKCN12
 \$50,000 22-0163 FY22-0163, Chevy Bolt PKLM1
 \$30,719 21-442 21-442, Ford Ranger (Supervisor), 212301A PKLM2
 \$70,000 22-0139 FY22-0139, Ford F150 Lightning EV PKLM2
 \$70,000 22-0149 FY22-0149, Ford F250 Dumping Flat Bed PKLM2
 \$70,000 22-0150 FY22-0150, Ford F250 Dumping Flat Bed PKLM2
 \$70,000 22-0151 FY22-0151, Express Truck Ford F250 PKLM2
 \$60,000 22-0092 FY22-0092, Truck with Dumping Bed Spec Sheet 212443A PKLM3
 \$60,000 22-0093 FY22-0093, Truck with Dumping Bed Spec Sheet 212443A PKLM3
 \$60,000 22-0094 FY22-0094, Truck with Dumping Bed Spec Sheet 212443A PKLM3
 \$70,000 22-0177 FY22-0177, Express Truck F250 PKLM3
 \$70,000 22-0178 FY22-0178, Express Ranger PKLM3
 \$70,000 22-0179 FY22-0179, Truck with Dumping Bed Spec Sheet 212443A PKLM3
 \$70,000 22-0147 FY22-0147, Ford F250 4WD Reg. Cab Dumping Flatbed PKP42
 \$36,571 21-409 21-409, Ranger Pickup PKP42
 \$9,237 20-422 20-422 PKPR3

\$31,179 21-443 21-443, Trailer replacing 128009 PKPR3
 \$17,000 22-0096 FY22-0096, Tilt Trailer PKPR3
 \$17,000 22-0097 FY22-0097, Tilt Trailer PKPR3
 \$65,000 22-0104 FY22-0104, Ford F250 Standard Cab, 6' Foot Bed PKPR3
 \$20,000 22-0125 FY22-0125, Toro Ground master 3300 PKPR3
 \$20,000 22-0126 FY22-0126, Toro Ground master 3300 PKPR3
 \$20,000 22-0154 FY22-0154, Gator PKPR3
 \$60,000 22-0037 FY22-0037, Express Truck F250 PKPR5
 \$60,000 22-0038 FY22-0038, Express Truck F250 PKPR5
 \$60,000 22-0039 FY22-0039, Express Truck F250
 \$60,000 22-0040 FY22-0040, Express Truck F250 PKPR5
 \$50,000 22-0052 FY22-0052, Express Ranger PKPR5
 \$17,000 22-0098 FY22-0098, Tilt Trailer PKPR5
 \$17,000 22-0099 FY22-0099, Tilt Trailer PKPR5
 \$17,000 22-0100 FY22-0100, Tilt Trailer PKPR5
 \$20,000 22-0101 FY22-0101, Ventrac 4500 PKPR5
 \$20,000 22-0102 FY22-0102, Gator PKPR5
 \$20,000 22-0103 FY22-0103, Gator PKPR5
 \$75,000 22-0124 FY22-0124, Service Body Truck Similar to 192516, or F350 192520 PKPR5
 \$60,000 22-0086 FY22-0086, Truck with Dumping Bed Spec Sheet 212443A PKPR7
 \$60,000 22-0090 FY22-0090, Truck with Dumping Bed Spec Sheet 212443A PKPR12
 \$70,000 22-0140 FY22-0140, Ford F150 Lightning EV PKPR12
 \$33,800 21-444 21-444, Ford Ranger, 212301A PKPR16
 \$60,000 22-0095 FY22-0095, Truck with Dumping Bed Spec Sheet 212443A PKPR16
 \$70,000 22-0169 FY22-0169, Truck with Dumping Bed Spec Sheet 212443A PKPR16
 \$60,000 22-0091 FY22-0091, Truck with Dumping Bed Spec Sheet 212443A PKPR20
 \$70,000 22-0144 FY22-0144, Ford F150 Lightning EV PKPR20
 \$60,000 22-0088 FY22-0088, Truck with Dumping Bed Spec Sheet 212443A PKPR44
 \$60,000 22-0089 FY22-0089, Truck with Dumping Bed Spec Sheet 212443A PKPR44
 \$40,347 21-414 21-414, Mini Pickup
 \$17,373 21-415 21-415, Dump Trailer PKWC16
 \$60,000 22-0084 FY22-0084, Truck with Dumping Bed Spec Sheet 212443A PKWC16
 \$60,000 22-0085 FY22-0085, Truck with Dumping Bed Spec Sheet 212443A PKWC16
 \$50,000 22-0153 FY22-0153, EV Sedan, Chevy Bolt PKWC16
 \$55,000 22-0160 FEVR 22-0160, SFFA early replacement 3/4 ton Long Bed Crewcab. Jarrell Hosley.
 \$66,771 22-0110 FY22-0110 Kubota - Eric Brockmeyer
 \$66,771 22-0111 FY22-0111 Kubota - Eric Brockmeyer
 \$46,414 22-0041 FY22-0041 Ford F250 - Eric Brockmeyer
 \$46,414 22-0042 FY22-0042 Ford F250 - Eric Brockmeyer
 \$46,414 22-0043 FY22-0043 Ford F250 - Eric Brockmeyer
 \$46,414 22-0044 FY22-0044 Ford F250 - Eric Brockmeyer
 \$91,368 22-0081 FY22-0081 Ford F550 or F450 - Eric Brockmeyer
 \$91,368 22-0082 FY22-0082 Ford F550 or F450 - Eric Brockmeyer
 \$91,368 22-0083 FY22-0083 Ford F550 or F450 - Eric Brockmeyer
 \$11,783 22-0105 FY22-0105 Summit - Eric Brockmeyer
 \$11,783 22-0106 FY22-0106 Summit - Eric Brockmeyer
 \$11,783 22-0107 FY22-0107 Summit - Eric Brockmeyer
 \$11,783 22-0108 FY22-0108 Summit - Eric Brockmeyer
 \$123,000 22-0112 FY22-0112 Freightliner M2 - Eric Brockmeyer
 \$123,000 22-0113 FY22-0113 Freightliner M2 - Eric Brockmeyer
 \$215,000 22-0130 FY22-0130 Freightliner M2 106 - Eric Brockmeyer
 \$215,000 22-0131 FY22-0131 Freightliner M2 106 - Eric Brockmeyer
 \$78,844 22-0134 FY22-0134 Bandit - Eric Brockmeyer
 \$78,844 22-0135 FY22-0135 Bandit - Eric Brockmeyer
 \$78,844 22-0136 FY22-0136 Bandit / Rayco - Eric Brockmeyer
 \$78,844 22-0137 FY22-0137 Bandit / Rayco - Eric Brockmeyer
 \$35,000 21-0446 FY21-0446 Ford Ranger - Eric Brockmeyer
 \$35,000 21-0446 FY21-0446 Ford Ranger - Eric Brockmeyer
 \$35,000 21-0446 FY21-0446 Ford Ranger - Eric Brockmeyer
 \$31,606 22-0078 FY22-0078 Bolt/Leaf - Casey Jogerst
 \$31,606 22-0079 FY22-0079 Toyota Prius - Casey Jogerst
 \$31,606 22-0080 FY22-0080 Toyota Prius - Casey Jogerst
 \$35,686 22-0073 FY22-0073 Chevy Bolt - Angie DiSalvo
 \$35,686 22-0074 FY22-0074 Chevy Bolt - Angie DiSalvo
 \$35,686 22-0075 FY22-0075 Nissan Leaf - Angie DiSalvo
 \$35,686 22-0076 FY22-0076 Nissan Leaf - Angie DiSalvo
 \$35,686 22-0077 FY22-0077 Nissan Leaf - Angie DiSalvo

Service Impacts

Fleet has been diligently working with PP&R and other bureaus to streamline the Fleet acquisition process and minimize service impacts to bureaus and the communities we serve.

Equity Impacts

Account Name		2021-22 SPRING Requested Adj
Expense	Contingency	-856,201
	External Materials and Services	-153,000
	Fund Transfers - Expense	7,492,055
	Internal Materials and Services	1,009,201
Expense	Sum:	7,492,055

Account Name		2021-22 SPRING Requested Adj
Revenue	Fund Transfers - Revenue	7,492,055
Revenue	Sum:	7,492,055

PK - Portland Parks & Recreation **DP Type** **New Revenue**

Request Name: 13391 -O&S Technical Adjustments

Package Description

These technical adjustments align budget to projected expenditure within programs

Service Impacts

None

Equity Impacts

None

Account Name	2021-22 SPRING Requested Adj
Expense	
Contingency	0
External Materials and Services	-468,694
Fund Transfers - Expense	200,000
Internal Materials and Services	0
Personnel	203,694
Expense	Sum: -65,000

Account Name	2021-22 SPRING Requested Adj
Revenue	
Charges for Services	0
Miscellaneous	-65,000
Revenue	Sum: -65,000

PK - Portland Parks & Recreation

DP Type

New Revenue

Request Name: 13393 -Land Stewardship Technical Adjustments

Package Description

Technical Adjustments for Land Stewardship. Moved budget for the Mayor's requested enhanced maintenance team from a split between East and West Zones into one cost center to ensure better spend management. Moved budget into a newly created cost center to give this new work unit some preliminary funding for the current fiscal year.

Also recognized \$6,200 in revenue for an interagency with BES for landscape services.

Service Impacts

None.

Equity Impacts

None.

Account Name		2021-22 SPRING Requested Adj
Expense	Capital Outlay	65,000
	External Materials and Services	-195,500
	Internal Materials and Services	130,500
	Personnel	6,200
Expense	Sum:	6,200

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	0
	Interagency Revenue	6,200
Revenue	Sum:	6,200

PK - Portland Parks & Recreation

DP Type

New Revenue

Request Name: 13396 -New SDC Revenue

Package Description

This package increases the budget to recognize that System Development Charge (SDC) revenues have already exceeded adopted budget targets as of March 2022.

Service Impacts

Increased revenues will allow the SDC monies to fund additional growth of the parks system.

Equity Impacts

SDC funding is allocated using equity scores.

Account Name		2021-22 SPRING Requested Adj
Expense	Contingency	8,021,000
Expense	Sum:	8,021,000

Account Name		2021-22 SPRING Requested Adj
Revenue	Charges for Services	8,021,000
Revenue	Sum:	8,021,000

PK - Portland Parks & Recreation **DP Type** **New Revenue**

Request Name: 13398 -Parks Levy Fund Adjustments

Package Description

This package is a cash transfer true-up to the compensation for the impact of property tax compression resulting from application of Oregon Revised Statutes per measures 5, 47 and 50 on tax revenue that would otherwise accrue to the Children's Investment Fund

Service Impacts

This transaction provides the appropriate amount of revenue that was reduced by the introduction of the Parks Local Option Levy due to the impact of property tax compression resulting from application of Oregon Revised Statutes per measures 5, 47 and 50.

Equity Impacts

This restoration of revenue restores funding for equitable outcomes.

Account Name		2021-22 SPRING Requested Adj
Expense	Contingency	95,982
	Fund Transfers - Expense	-95,982
Expense	Sum:	0

Account Name		2021-22 SPRING Requested Adj
Revenue	Fund Transfers - Revenue	0
	General Fund Discretionary	0
Revenue	Sum:	0

PK - Portland Parks & Recreation

DP Type

Technical Adjustments

Request Name: 13410 -Urban Forestry Technical Adjustments

Package Description

These technical adjustments align budget with projected expenditure within major object categories

Service Impacts

None

Equity Impacts

None

Account Name	2021-22 SPRING Requested Adj
Expense	0
External Materials and Services	0
Internal Materials and Services	0
Expense	0
Sum:	0

PK - Portland Parks & Recreation

DP Type

New Revenue

Request Name: 13416 -Grants Fund Technical Adjustments

Package Description

Truing up budget to projections in the grants fund. This includes \$469,546 in revenues and expenses for the Forest Park Entrance construction project (PK000053) projected to finish in FY2022-23. These revenues and costs were not previously budgeted. Also increased revenues based on projections for the Whitaker Pond Restoration grant (PK000048) and the Adults with Developmental Disabilities grant (PK000036)

Service Impacts

None.

Equity Impacts

None.

Account Name	2021-22 SPRING Requested Adj
Expense	
Capital Outlay	469,546
External Materials and Services	61,980
Internal Materials and Services	0
Personnel	7,300
Expense	Sum: 538,826

Account Name	2021-22 SPRING Requested Adj
Revenue	
Intergovernmental	538,826
Revenue	Sum: 538,826

PK - Portland Parks & Recreation

DP Type

New GF Request

Request Name: 13439 -City Arts Program Funding to Summer Free For All - Culturally-Specific Program

Package Description

Receiving \$5,000 from City Arts Program from Commissioner Ryan. Parks will use revenue to fund culturally-specific programming in Summer Free For All.

This package is offset by a package that reduces Special Appropriations by \$5,000 within the City Arts Program. The funds will support Tonga Days and the East Portland Arts Festival. The effect is net zero on the General Fund, but represents a transfer between business areas within the General Fund in order to provide the service to the public.

Service Impacts

This will allow PP&R to deliver these services to the public.

Equity Impacts

The two programs are culturally-specific services.

Account Name		2021-22 SPRING Requested Adj
Expense	External Materials and Services	5,000
	Fund Transfers - Expense	1,000
Expense	Sum:	6,000

Account Name		2021-22 SPRING Requested Adj
Revenue	Fund Transfers - Revenue	1,000
	General Fund Discretionary	5,000
	Miscellaneous	0
Revenue	Sum:	6,000

PK - Portland Parks & Recreation

DP Type

Contingency

Request Name: 13467 -Non Rep Merit/DCTU COLA - GF Contingency

Package Description

The bureau expects to utilize its full General Fund allocation and is requesting disbursement of GF contingency to support non-rep merit increases and COLA changes related to the DCTU settlement. Disbursement of these funds will allow for the preservation of Parks Levy funds that were recently passed by voters to support enhanced park and recreation service levels and increased access for low income and BIPOC populations within Portland.

Service Impacts

None

Equity Impacts

None

Account Name		2021-22 SPRING Requested Adj
Expense	Personnel	366,607
Expense	Sum:	366,607

Account Name		2021-22 SPRING Requested Adj
Revenue	General Fund Discretionary	366,607
Revenue	Sum:	366,607

Business Area Projection Report

Portland Parks & Recreation - Fund 100

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Capital Outlay	\$830,998	\$346,588	\$803,910	97%
Contingency	\$0	\$0	\$0	
External Materials and Services	\$27,070,565	\$10,720,693	\$22,203,521	82%
Fund Transfers - Expense	\$9,223,555	\$0	\$9,222,555	100%
Internal Materials and Services	\$13,128,655	\$9,423,259	\$12,998,155	99%
Personnel	\$77,190,768	\$41,429,598	\$65,652,378	85%
Sum:	\$127,444,541	\$61,920,138	\$110,880,519	87%

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Charges for Services	\$11,337,080	\$7,064,970	\$10,175,276	90%
Fund Transfers - Revenue	\$41,011,001	\$27,340,667	\$25,794,716	63%
General Fund Discretionary	\$69,811,456	\$0	\$69,811,456	100%
Interagency Revenue	\$3,809,226	\$2,706,411	\$3,734,611	98%
Intergovernmental	\$59,502	\$0	\$59,502	100%
Licenses & Permits	\$1,101,000	\$539,510	\$1,123,186	102%
Miscellaneous	\$315,276	\$123,336	\$181,772	58%
Taxes	\$0	\$89	\$0	
Sum:	\$127,444,541	\$37,774,985	\$110,880,519	87%

Revenue Discussion

Revenue in the General Fund is expected to be below budget within the Service Charges and Fees and Miscellaneous categories. The COVID pandemic has continued to significantly limit service offerings and participation in the bureau's Recreation program. Program revenue within the Recreation division is expected to be \$2 million below the \$6 million target estimated for FY 2021-22. Expense savings associated with limited programming is also expected. (See Expense discussion below.)

Fund transfer revenues are received from the 2020 Parks Local Option Levy Fund and reimburse the General Fund for levy-eligible expenditures. In order to adhere to commitments to voters to maximize enhanced services and to adhere to City Council intent not to supplant General Fund with Parks Levy, PP&R will only reimburse expenses after the bureau's General Fund allocation has been fully utilized.

Revenue Risks

Uncertainty around the COVID pandemic and how that relates to capacity and participation in the bureau's Recreation programs will continue to pose a risk to program revenue projections. This risk is mitigated by easing restrictions and increased staff-to-participant ratios.

Expenditure Discussion

Business Area Projection Report

Expenditures for personnel are tracking behind budgeted levels as the bureau continues to hire additional staff associated with Parks Levy supported enhancements. For new positions added in the Adopted Budget, 80% of recruitments have been completed. The majority of positions added in the Fall BMP are in the process of recruitment, but have not yet been hired. As with most employers, the bureau faces a challenging labor market, resulting in part from the COVID 19 pandemic. This gradual ramp up in hiring will result in considerable vacancy savings and underspending in the General Fund – the bureau's operating fund. This will result in a reduced transfer of resources from the Parks Levy fund.

External Materials and Services are behind budget targets due to several large one time expenditures that have not yet begun or are still in process. Major items not expected to be spent include an upgrade to the bureau's work order system and space rental costs. The Spring BMP includes a change to move budget capacity in the IMS and EMS categories via a cash transfer to the bureau's CIP fund for future fleet and equipment purchases. This is a process that was developed in coordination with the City Budget Office to ensure that one-time fleet resources carry over to fund orders that will be fulfilled in the following fiscal year.

The Spring BMP includes a change to move budget capacity in the IMS and EMS categories via a cash transfer to the bureau's CIP fund for future fleet and equipment purchases.

Expenditure Risks

Very little risk.

Other Notes

The bureau expects to utilize its full General Fund allocation and is requesting disbursement of the full compensation set aside to support COLA, health care and merit increases for personnel. Full utilization of these funds will allow for the maximization of Parks Levy resources, in keeping with the commitment made to voters that those funds be used to support enhanced park and recreation service levels and increased access for low income and BIPOC populations within Portland.

Business Area Projection Report

Portland Parks & Recreation - Fund 220

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Contingency	\$1,278,090	\$0	\$15,389,431	1,204%
External Materials and Services	\$13,512,531	\$87,407	\$290,838	2%
Fund Transfers - Expense	\$962,916	\$0	\$792,916	82%
Internal Materials and Services	\$2,337,005	\$1,198,500	\$1,732,600	74%
Personnel	\$1,425,270	\$662,923	\$1,611,988	113%
Sum:	\$19,515,812	\$1,948,829	\$19,817,773	102%

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	\$14,998,349	\$0	\$14,998,349	100%
Charges for Services	\$3,015,204	\$2,308,540	\$3,077,284	102%
Fund Transfers - Revenue	\$71,457	\$71,457	\$71,457	100%
Licenses & Permits	\$900,000	\$1,026,134	\$1,367,836	152%
Miscellaneous	\$530,802	\$69,406	\$302,847	57%
Sum:	\$19,515,812	\$3,475,537	\$19,817,773	102%

Revenue Discussion

Miscellaneous revenue variance is due to fewer donations than in prior years. The Summer Free For All program will shift to Levy and other sources starting FY23.

License and Charges for Services revenue are expected to meet or exceed budget, due primarily to targets that were conservatively set amidst lingering COVID-19 programming impacts.

Revenue Risks

None

Expenditure Discussion

The contingency and EMS expense variances are due to the manner in which the Parks Memorial fund is designed to work within the SAP financial system. Subfunds are created to depict the different special revenue accounts PP&R is responsible to manage. The current configuration of SAP will not allow for expenditures to go beyond appropriation in contingency at the sub-fund level, thus PP&R budgets the majority of subfund balances to EMS to allow for any expenditures that might be incurred in any individual subfund throughout the year. By budgeting to EMS rather than contingency across most subfunds we create larger variances reported as part of Spring Projections, such as what is being experienced in this reporting period.

Personnel and IMS expense variance projections are due to shifts in service or reprioritized efforts within Parks Memorial Fund supported programs.

Expenditure Risks

None

Other Notes

Business Area Projection Report

Portland Parks & Recreation - Fund 232

Major Object	2021-22 SPRING Revised Base	2021-22 SPRING Total ADJ	2021-22 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget
Contingency	2,248,499	95,982	\$2,344,481	4.09%
Debt Service	0	0	\$0	#DIV/0
External Materials and Services	0	0	\$0	#DIV/0
Fund Transfers - Expense	42,486,945	-95,982	\$42,390,963	-0.23%
Internal Materials and Services	0	0	\$0	#DIV/0
Personnel	0	0	\$0	#DIV/0
Sum:			\$44,735,444	

Major Object	2021-22 SPRING Revised Base	2021-22 SPRING Total ADJ	2021-22 SPRING Requested Total	Requested Adjustment as % of Total Requested Budget
Bond & Note Proceeds	0	0	\$0	#DIV/0
Taxes	44,735,444	0	\$44,735,444	0.00%
Sum:			\$44,735,444	

Revenue Discussion

Year-to-date property tax collection for the Parks Local Option Levy stands at \$42 Million. The bureau expects that by the end of the fiscal year receipts will meet the original forecast that was provided by the Northwest Economic Research Center at Portland State University.

Revenue Risks

Revenue for the levy is subject to the same risks as property taxes in general.

Expenditure Discussion

Total expenses in FY 2021-22 are expected to be \$26.3 million. This includes a \$25.9 million transfer to the General Fund to support PP&R's operating budget, based on current projections. The Children's Investment Fund (CHIF) will receive a \$380k transfer from the Parks Levy to offset losses from property tax compression. Actual year-to-date expenditures will be reduced in a true-up process at year end that preserves levy resources by transferring only what is required after all other General Fund resources have been exhausted.

Expenditure Risks

Total expenditures are subject to variation in the PP&R operating budget, largely determined by the pace of hiring for new Levy supported positions.

Other Notes

Business Area Projection Report

Portland Parks & Recreation - Fund 402

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Capital Outlay	\$19,831,028	\$7,279,612	\$10,919,420	55%
Contingency	\$149,518,985	\$0	\$196,510,445	131%
Debt Service	\$150,718	\$5,388	\$150,718	100%
External Materials and Services	\$30,716,421	\$2,253,995	\$3,380,992	11%
Fund Transfers - Expense	\$564,307	\$372,020	\$0	0%
Internal Materials and Services	\$9,570,885	\$501,533	\$868,371	9%
Personnel	\$4,418,835	\$1,960,822	\$2,941,233	67%
Sum:	\$214,771,179	\$12,373,372	\$214,771,179	100%

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	\$169,683,181	\$0	\$169,683,181	100%
Bond & Note Proceeds	\$467,250	\$978,977	\$467,250	100%
Charges for Services	\$22,021,000	\$16,433,368	\$22,021,000	100%
Fund Transfers - Revenue	\$19,874,450	\$4,488,979	\$19,874,450	100%
Interagency Revenue	\$0	\$15,822	\$0	
Intergovernmental	\$0	\$313,700	\$0	
Miscellaneous	\$2,725,298	\$2,024,095	\$2,725,298	100%
Sum:	\$214,771,179	\$24,254,941	\$214,771,179	100%

Revenue Discussion

Revenues in the Parks Capital Improvement Fund consist of Internal Loan Proceeds (BNDNT); General Fund Major Maintenance and Capital Set Aside (FNDXFERS); System Development Charges (SC), and Interest on Investments (MISC).

Revenue Risks

There are no risks to revenue at this point in the fiscal year; budgeting is very conservative.

Expenditure Discussion

Early in the fiscal year, expenditures are budgeted to fullest degree allowed by funding availability so that capital acquisition, development, or maintenance projects can move forward quickly without the risk of being slowed due to appropriation constraints. However, this approach results in a large budget-to actuals variance. At Spring BMP, we attempt to tighten this approach; however, External Materials & Services and Capital may still be underspent depending on how much project work can be completed before year end.

Expenditure Risks

None.

Other Notes

Business Area Projection Report

Portland Parks & Recreation - Fund 500

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Ending Fund Balance	\$164,553	\$0	\$196,658	120%
External Materials and Services	\$33,105	\$400	\$1,000	3%
Sum:	\$197,658	\$400	\$197,658	100%

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	\$196,525	\$0	\$196,525	100%
Miscellaneous	\$1,133	\$694	\$1,133	100%
Sum:	\$197,658	\$694	\$197,658	100%

Revenue Discussion

The Parks Endowment Fund accounts for gifts, donations, and endowments of a permanent nature, whereby the donation principal is invested and interest earnings are available to support programs and services as directed by the funding donor. There are currently four endowments within the fund. Revenue is supported by interest earnings.

Revenue Risks

None

Expenditure Discussion

The Parks Endowment Fund resources are available to support programs and services as directed by the funding donor. There are currently four endowments within the fund and planned expenditures for FY 2021-22 are minimal.

Expenditure Risks

None

Other Notes

Business Area Projection Report

Portland Parks & Recreation - Fund 603

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Capital Outlay	\$1,000	\$0	\$0	
Contingency	\$5,258,058	\$0	\$6,608,094	126%
Debt Service	\$579,534	\$9,567	\$568,051	98%
External Materials and Services	\$6,282,445	\$3,752,424	\$5,598,031	89%
Fund Transfers - Expense	\$374,620	\$242,320	\$374,620	100%
Internal Materials and Services	\$557,648	\$297,535	\$453,924	81%
Personnel	\$3,912,583	\$2,327,052	\$3,615,416	92%
Sum:	\$16,965,888	\$6,628,898	\$17,218,136	101%

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	\$4,779,888	\$0	\$4,779,888	100%
Charges for Services	\$12,186,000	\$7,425,463	\$12,408,963	102%
Miscellaneous	\$0	\$20,823	\$29,285	#DIV/0
Sum:	\$16,965,888	\$7,446,286	\$17,218,136	101%

Revenue Discussion

Golf demand has remained elevated, even as COVID-related restrictions have been eased. Projections show that rounds and other revenue sources will be higher than pre-pandemic levels, although not quite as high as FY2021

Revenue Risks

Weather is the biggest risk to revenues, though generally that risk diminishes over the course of the remaining months of the fiscal year.

Expenditure Discussion

The golf program added two maintenance supervisors and one greenskeeper, resulting in higher than initially budgeted personnel costs. The decision to add maintenance capacity was made as PP&R realized the additional funding resulting from elevated demand and use. External Materials & Services costs are elevated as well, because of increased demand, as well as wear and tear on grounds.

Expenditure Risks

Rising personnel and retirement costs are a moderate risk. To date, the golf program has been able to adjust golf fees to cover rising costs. However, there is a moderate risk that demand will be affected by continued fee increases.

Other Notes

There is a notable change to the ending balance of the Golf Fund, with a projected net increase in balance of \$1.3 million. That is a spectacular recovery from financial performance of the past few years. The bureau intends to improve the resiliency of this program by putting this aside for two principal uses – an operating reserve to buffer against variability in annual revenue in expense, and a capital program for anticipated maintenance expenditures.

Business Area Projection Report

Portland Parks & Recreation - Fund 604

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Contingency	\$587,910	\$0	\$694,635	118%
Debt Service	\$309,511	\$1,842	\$307,886	99%
External Materials and Services	\$538,895	\$310,803	\$459,775	85%
Fund Transfers - Expense	\$104,680	\$68,356	\$103,140	99%
Internal Materials and Services	\$128,826	\$74,786	\$125,547	97%
Personnel	\$915,269	\$527,068	\$854,948	93%
Sum:	\$2,585,091	\$982,855	\$2,545,931	98%

Major Object	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	2021-22 SPRING Projection	% Projected Actuals to Requested Total
Beginning Fund Balance	\$552,507	\$0	\$552,507	100%
Charges for Services	\$1,979,084	\$1,375,231	\$1,949,267	98%
Miscellaneous	\$53,500	\$42,100	\$44,157	83%
Sum:	\$2,585,091	\$1,417,331	\$2,545,931	98%

Revenue Discussion

Revenues are increasing at Portland International Raceway (PIR) due to COVID-related restrictions diminishing. As more spectators are allowed at events, this will continue through the end of the fiscal year

Revenue Risks

Any further tightening or reinstating of pandemic-related restrictions would adversely affect PIR's ability to hold spectator events. Further, since all events and revenues are earned with outdoor activities, adverse weather is a light-to-moderate risk for the remainder of Fiscal Year 2021-22.

Expenditure Discussion

Personnel costs have been higher than budgeted, mostly because PIR has been able to bring back seasonal staff sooner than expected.

Contingency is expected to be higher than budgeted because of higher than budgeted earned revenues.

Expenditure Risks

PIR recently repaved the south paddock with an inter-fund loan from PP&R's System Development Charges fund. The intent at the time was to immediately finance the next paving project when this debt is fully repaid. The COVID pandemic delayed repayment of the South Paddock repaving project debt due to cancellation and closures, and the repayment schedule was restructured to allow a longer repayment schedule. The risk that the subsequent paving projects will become more emergent before PIR is able to finance the paving projects is moderate.

Other Notes

Capital Program Status Report

Portland Parks & Recreation

CIP Program Name	2020-21 Adopted Budget	2020-21 Revised Budget	2020-21 Actuals	PY Variance	PY Percent of Actuals to Revised	2021-22 Adopted Budget	2021-22 SPRING Requested Total	2021-22 February Actuals YTD	Spring Req. to Adopted Variance	Spring Req. to Adopted % Variance
Acquisitions	4,423,284	4,423,284	0	-4,423,284		3,736,000	600,000	0	-3,136,000	
Amenities	0	0	0	0		0	480,000	4,730	480,000	
Buildings & Pools	11,299,436	2,615,936	3,010,095	394,159	115.07%	10,974,371	10,010,371	3,101,077	-964,000	-9.63%
Developed Parks	15,907,823	10,417,823	3,210,581	-7,207,242	30.82%	53,008,688	14,455,206	1,948,536	-38,553,482	-266.71%
Equipment	0	0	0	0		0	515,500	0	515,500	
Green Infrastructure	523,908	2,930,908	3,143,221	212,313	107.24%	1,521,168	1,088,168	206,807	-433,000	-39.79%
Park Amenities & Trails	2,514,897	1,714,897	2,092,603	377,706	122.02%	3,543,033	1,758,033	224,916	-1,785,000	-101.53%
Utilities, Roads & Trails	3,379,113	790,764	977,237	186,473	123.58%	5,645,067	5,105,047	343,949	-540,020	-10.58%
Sum:	38,048,461	22,893,612	12,433,737	-10,459,875	-45.69%	78,428,327	34,012,325	5,830,016	-44,416,002	

Current Year Variance Description

Capital Program Status Report

Acquisitions (-\$3,136,000)

The adopted budget included all available funding to position PP&R to acquire property throughout the year. The budget has been reduced at Spring BMP as few acquisition opportunities are anticipated before year end.

Amenities (+\$480,000)

General Fund Major Maintenance Funding has been allocated to repair the Irving Park Splash Pad and Westmoreland Nature Play Log recreational amenities.

Buildings & Pools (-964,000)

Capital work at buildings and pools is in full swing with new major maintenance allocations to fund roof investigations and repair. At the same time multi-year project budgets such as Mt Tabor Yard and Westmoreland Restroom Renovations have been trimmed to reflect current fiscal year projected spending, resulting in an overall reduction in this capital budget program.

Developed Parks (+\$38,553,482)

The Adopted budget included \$26 million in placeholder funding in case new development opportunities became available; this was reduced along with \$5 million for Parklane and \$4 million for Errol Heights which are both multi-year projects.

Equipment (+\$515,500)

Washington Park Trust funding was allocated to pay for new parking meters and maintenance funding was set aside to fund future playground equipment to complement existing capital projects.

Green Infrastructure (-\$433,000)

The Green Infrastructure budget program was slightly reduced as the Leach Botanical Garden Project is substantially complete and is moving into the warranty period with minimal expenditure projected for the remainder of the fiscal year.

Park Amenities & Trails (-\$540,020)

These major projects were reduced this year as they will continue into following years: Columbia Children's Arboretum Circulation and Recreation Improvements, Lents Park Street Improvements, and Kenilworth Splash Pad.

Utilities, Roads & Trails

Several projects were reduced this year as they will continue into following years; the largest are Mt Tabor South Access Trail and the Washington Park Sewer Stormwater Management project.

Other Notes
