



Date: September 7, 2022

To: Jessica Kinard, Director  
City Budget Office

From: Adena Long, Director  
Portland Parks & Recreation

Re: FY 2022-23 Fall Budget Monitoring Submittal



I am pleased to deliver the Portland Parks & Recreation FY 2022-23 Fall Budget Monitoring Process (BMP) submittal. It contains a prior year fund reconciliation report, Budget Note updates, prior year decision package updates, a prior year performance measure report, and a capital program status update report.

This submittal includes budget amendment requests for the following purposes:

- Encumbrance carryovers
- Technical adjustments
- Fund balance true-up adjustments
- Programmatic carryover adjustments
- Non-General Fund adjustments to contingency and cash transfer
- General Fund request for contingency resources to restore funding that was redirected in the Adopted Budget to begin restoration and redevelopment of O'Bryant Square
- Interagency funding for the multi-bureau Infrastructure Development Services Manager position at Portland Bureau of Transportation

Details related to these requests are in the associated report contained in the body of this submittal.

Please direct questions and concerns related to this submission to Bob Del Gizzi.



Cc: Commissioner Carmen Rubio

**PK - Portland Parks & Recreation**

**DP Type**

**Non GF Contingency**

**Request Name:** 14312 -ARPA Trash Can Installation

**Package Description**

This request for Parks levy funding supplements ARPA funding for purchasing replacement trash cans. This additional funding ensures we can purchase high quality, durable trash cans and install them on concrete pads for longevity.

**Service Impacts**

None

**Equity Impacts**

None

**2022-23 FALL Requested Adj**

Expense	Contingency	(\$120,000)
	External Materials and Services	\$120,000
	Fund Transfers - Expense	\$120,000
<b>Expense</b>	<b>Sum:</b>	<b>\$120,000</b>

**2022-23 FALL Requested Adj**

Revenue	Fund Transfers - Revenue	\$120,000
<b>Revenue</b>	<b>Sum:</b>	<b>\$120,000</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14328 -UF Expand Tree Planting - TPP Fund

**Package Description**

This package adds two positions to PP&R Urban Forestry's tree planting team. The positions are paid for out of the Tree Planting & Preservation Fund. The fund was established by Title 11 and is the primary funding source for Urban Forestry tree planting.

**Service Impacts**

The additional staff will support increasing the number of trees to be planted by the UF program by at least 500 trees annually.

**Equity Impacts**

Urban Forestry prioritizes planting trees in Priority Neighborhoods which are low-income, low-canopy, and have a high proportion of BIPOC residents. Most of these neighborhoods are in East Portland. Of the 2,200 trees planted by this program in 2021-22, more than 65% were in Priority Neighborhoods. Further, 95% were medium or large form trees which maximizes future canopy growth and heat island reduction.

2022-23 FALL Requested Adj		
Expense	External Materials and Services	\$6,000
	Internal Materials and Services	(\$6,000)
	Personnel	\$0
<b>Expense</b>	<b>Sum:</b>	<b>\$0</b>

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30000878 - Botanic Spec I-Forestry	1.00	43,417	0	3,322	22,751	69,490
30001005 - Botanic Spec II-Forestry	1.00	39,991	0	3,059	20,415	63,465
<b>Total</b>	<b>2.00</b>	<b>83,408</b>	<b>0</b>		<b>43,166</b>	<b>132,955</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14343 -Recreation Services Technical Adjustments

**Package Description**

Technical adjustments include one-time funding from PKDI000002 (Finance) for the following efforts-

- Aquatic Program Delivery Support: \$180,000
- ParkSquad Program Delivery: \$25,000
- Community Resource and Support: \$75,000
- Data Tracking Improvements: \$50,000
- Translation and Interpretation: \$75,000
- Recreational Dirt for Fields: \$50,000

**Service Impacts**

This package includes one-time support for efforts critical to service delivery within the Recreation Services division.

**Equity Impacts**

This request focuses on improving communication, access and service delivery of programs to youth, communities of color, immigrants and refugees and households experiencing poverty.

2022-23 FALL Requested Adj		
Expense	External Materials and Services	(\$280,000)
	Personnel	\$280,000
<b>Expense</b>	<b>Sum:</b>	<b>\$0</b>

2022-23 FALL Requested Adj		
Revenue	General Fund Discretionary	\$0
<b>Revenue</b>	<b>Sum:</b>	<b>\$0</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Encumbrance Carryover (Fund 100 ONLY)**

**Request Name:** 14357 -Encumbrance Carryover Request

**Package Description**

Portland Parks & Recreation has identified \$1,014,782 in outstanding purchase orders (net of year-end expense accruals) within the General Fund for which encumbrance carryover resources are required to cover these one-time expenses due to a lack of funding in the current fiscal year. This is offset by cash transfer revenue of \$993,943 and by one-time General Fund discretionary resources of \$20,893. This amount of General Fund resource is the bureau's General Fund discretionary underspending, net of a request for \$200,000 in excess General Fund non-discretionary program revenue associated with Portland Loo royalty revenue that is requested in package 14397 – Farragut Park Loo Installation.

**Service Impacts**

Funding support for these carryover requests will allow PP&R to maintain existing service levels and minimize disruption to operational staff.

**Equity Impacts**

None.

2022-23 FALL Requested Adj		
Expense	Capital Outlay	\$313,028
	Contingency	(\$993,943)
	External Materials and Services	\$701,754
	Fund Transfers - Expense	\$993,943
<b>Expense</b>	<b>Sum:</b>	<b>\$1,014,782</b>

2022-23 FALL Requested Adj		
Revenue	Fund Transfers - Revenue	\$993,943
	General Fund Discretionary	\$20,839
<b>Revenue</b>	<b>Sum:</b>	<b>\$1,014,782</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14358 -Montavilla CC/Gateway Green Programming

**Package Description**

This proposal requests position authority for (1) FTE Recreation Coordinator and to increase current .75 FTE Rec leader to 1 FTE. Doing so would staff the facility at a sustainable level and would be similar to that of other sites its size. Funding for the current year would come from the PKDI000002 (Finance) Fund Center.

**Service Impacts**

This request would staff Montavilla Community Center at a level similar to other facilities its size. Doing so would create new capacity to increase programming at the site and expanding opportunities for partnership at the nearby Gateway Green bike park. Montavilla is currently the only facility operating without a Recreation Coordinator. As a result, program coordination is limited to what the supervisor can support in addition to their other responsibilities.

**Equity Impacts**

This request will increase access to PP&R programs and services for residents in an underserved part of East Portland. Increases to services will focus on serving youth, communities of color, immigrants and refugees and households experiencing poverty.

2022-23 FALL Requested Adj		
Expense	External Materials and Services	(\$69,398)
	Personnel	\$69,398
<b>Expense</b>	<b>Sum:</b>	<b>\$0</b>

2022-23 FALL Requested Adj		
Revenue	General Fund Discretionary	\$0
<b>Revenue</b>	<b>Sum:</b>	<b>\$0</b>

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30000276 - Recreation Coord I- Generalist	1.00	33,176	0	2,537	18,685	54,398
<b>Total</b>	<b>1.00</b>	<b>33,176</b>	<b>0</b>		<b>18,685</b>	<b>54,398</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14359 -Summer Free for All Staff Stabilization

**Package Description**

This proposal requests position authority for (3) Recreation Leader positions (one year-round and two four-month positions). This request would support Free Lunch + Play and delivery of cultural activities in Summer Free for All. Funding for the current year would come from the PKDI000002 (Finance) Fund Center.

**Service Impacts**

This request would support the following challenges - 1) new, protracted hiring and onboarding process for 100+ seasonal SFFA staff; 2) need for ongoing/rolling onboarding and training of summer staff due to ongoing/rolling recruitment; 3) need for stable staff due to unpredictable substitute staff pools 4) increasing safety and security issues (personal safety, theft, vandalism), and 5) on a positive note, greater focus on customized, culturally specific programs and services.

**Equity Impacts**

Stabilization of this program insures programming that is focused on youth, communities of color, immigrants and refugees and households experiencing poverty.

2022-23 FALL Requested Adj		
Expense	External Materials and Services	(\$54,890)
	Personnel	\$54,890
<b>Expense</b>	<b>Sum:</b>	<b>\$0</b>

2022-23 FALL Requested Adj		
Revenue	General Fund Discretionary	\$0
<b>Revenue</b>	<b>Sum:</b>	<b>\$0</b>

Position Detail						
Job Class - Name	FTE	Salary	Supplemental	Statutory	Benefit	Total
30000261 - Recreation Leader-FT- Generalist	3.00	30,230	0	2,314	22,346	54,890
<b>Total</b>	<b>3.00</b>	<b>30,230</b>	<b>0</b>		<b>22,346</b>	<b>54,890</b>



**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14360 -Urban Forestry Technical Adjustments

**Package Description**

This package includes adjustments to UF's approved budget to account for operational changes. This package re-allocates vacancy savings to fund casual employees hired to meet immediate programmatic needs. This package also budgets existing tree planting and establishment contracts and new fleet expenses which are covered by transfers from the Tree Planting & Preservation Fund.

**Service Impacts**

These adjustments provide budget for temporary staff and EMS to support existing programs. Anticipated tree planting contractor and fleet expenses are added which will support the planting of an estimated 3,200 trees this year.

**Equity Impacts**

Additional allocation from the Tree Planting & Preservation Fund is included in these adjustment to deliver tree planting in Priority Neighborhoods primarily in East Portland.

2022-23 FALL Requested Adj		
Expense	External Materials and Services	\$577,630
	Internal Materials and Services	(\$557,630)
	Personnel	\$0
<b>Expense</b>	<b>Sum:</b>	<b>\$20,000</b>

2022-23 FALL Requested Adj		
Revenue	Charges for Services	\$20,000
<b>Revenue</b>	<b>Sum:</b>	<b>\$20,000</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14365 -Levy Fund Technical Adjustments

**Package Description**

Net-zero package in the Parks Local Option Levy Fund to remove budget from Director's Office fund center and place all budget into the 2020 Parks Levy fund center.

**Service Impacts**

None.

**Equity Impacts**

None.

2022-23 FALL Requested Adj		
Expense	Contingency	\$0
<b>Expense</b>	<b>Sum:</b>	<b>\$0</b>

2022-23 FALL Requested Adj		
Revenue	Beginning Fund Balance	\$0
<b>Revenue</b>	<b>Sum:</b>	<b>\$0</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14366 -Enterprise Funds Beginning Fund Balance Adjustments

**Package Description**

Truing up beginning fund balances in both enterprise funds - Golf (603) and Portland International Raceway (604) - to match actual ending fund balances for both funds from fiscal year 2021-22

**Service Impacts**

None

**Equity Impacts**

None

**2022-23 FALL Requested Adj**

Expense	Contingency	(\$329,120)
<b>Expense</b>	<b>Sum:</b>	<b>(\$329,120)</b>

**2022-23 FALL Requested Adj**

Revenue	Beginning Fund Balance	(\$329,120)
<b>Revenue</b>	<b>Sum:</b>	<b>(\$329,120)</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14385 -Levy Fund Beginning Fund Balance Adjustment

**Package Description**

Truing up Parks Local Option Levy fund beginning fund balance to the actual ending fund balance from fiscal year 2021-22

**Service Impacts**

None

**Equity Impacts**

None

**2022-23 FALL Requested Adj**

Expense	Contingency	\$14,193,683
<b>Expense</b>	<b>Sum:</b>	<b>\$14,193,683</b>

**2022-23 FALL Requested Adj**

Revenue	Beginning Fund Balance	\$14,193,683
<b>Revenue</b>	<b>Sum:</b>	<b>\$14,193,683</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14386 -Land Stewardship WiFi/Network infrastructure expansion

**Package Description**

This package is a technical adjustment in which funds currently in the finance cost center will be re-allocated to Land Stewardship administration fund center. Package will provide infrastructure and service of WiFi and internet service to 7 maintenance shops that currently have inconsistent internet coverage

**Service Impacts**

Will allow employees at these shops to effectively do their jobs, communicate, and stay connected.

**Equity Impacts**

None

**2022-23 FALL Requested Adj**

Expense	External Materials and Services	\$0
<b>Expense</b>	<b>Sum:</b>	<b>\$0</b>

**2022-23 FALL Requested Adj**

Revenue	General Fund Discretionary	\$0
<b>Revenue</b>	<b>Sum:</b>	<b>\$0</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14387 -CIP Balance Adjustments

**Package Description**

This package aligns beginning fund balance to year end actuals in the Fund 402 subfunds: 402000 (bond, major maintenance and other), 402002 (Fleet), and 402001 (SDC).

**Service Impacts**

None

**Equity Impacts**

None

2022-23 FALL Requested Adj		
Expense	Contingency	\$22,169,684
	Debt Service	\$5,785
	External Materials and Services	\$3,393,916
<b>Expense</b>	<b>Sum:</b>	<b>\$25,569,385</b>

2022-23 FALL Requested Adj		
Revenue	Beginning Fund Balance	\$30,563,600
	Bond & Note Proceeds	(\$4,994,215)
<b>Revenue</b>	<b>Sum:</b>	<b>\$25,569,385</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Non GF Contingency**

**Request Name:** 14389 -Parks: Infrastructure Development Services Manager

**Package Description**

Portland Transportation Bureau is requesting funding in the amount of \$250,000 for a Infrastructure Development Services Manager who will lead and supervise the four infrastructure development review managers (each of these managers all supervise development teams in their respective bureaus – Water, BES, PBOT and Parks)

The finance teams of the four bureaus will confer to validate the appropriate allocation across the bureaus of the expense for this position.

**Service Impacts**

Leader to work with review team managers from Water, BES, PBO and Parks to implement the following structural, system and process changes:

- **TEAM:** Multi-disciplinary teams with onboarding and training for all development review employees that creates a common understanding of cross bureau development services; Collaborative training and cross-coverage; Multi-disciplinary review teams; Specialists and generalists, with floaters who can backfill; Adequate staff capacity to meet quality, efficiency and equity goals. Clear, single, designated decision makers with final authority.
- **DECISION MAKING:** Implement process to resolve conflict between bureaus, e.g., resolve repeating conflicts, analyze decisions over time, codify decisions/policy. Infrastructure & Development Review Manager coordinates with Chief Engineers, City Forester to conduct a review every 1-3 months. This allows for code discrepancies to be flagged and addressed, and the gradual codification of how the City interprets its priority of Values. Bureau Directors will be invited as needed. BPS is included in the periodic reviews to consistently weave the 2035 plan into development decisions, and to confirm whether community intent and policy choices are being actualized.
- **CUSTOMER SATISFACTION/EXPERIENCE:** Timeline goals met across IA bureaus, review quality enhanced and measurable, surveyed customers report satisfaction with service.
- **CULTURE:** Create onboarding process for all develop review employees to set early shared purpose and expectation; Foster a collaborative implementation mind-set; partner with applicants understanding by exposing engineers, city forester and development reviewers to each other’s challenges; Incorporate field training for development review positions; Actively balance customer service, decision quality and timeliness, to improve outcomes; Retain strong performers on development review teams.

**Equity Impacts**

- A process that is transparent and consistent for all customers.
- Increased customer satisfaction.
- Simplified process that can identify and better support first-time applicants.

2022-23 FALL Requested Adj		
Expense	Contingency	(\$31,250)
	Debt Service	\$0
	External Materials and Services	\$0
	Internal Materials and Services	\$62,500
<b>Expense</b>	<b>Sum:</b>	<b>\$31,250</b>

2022-23 FALL Requested Adj		
Revenue	Bond & Note Proceeds	\$0
	Charges for Services	\$31,250
<b>Revenue</b>	<b>Sum:</b>	<b>\$31,250</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Urgent/Unforeseen GF  
Contingency Request**

**Request Name:** 14391 -O'Bryant Square Capital Set Aside

**Package Description**

This package requests a one-time \$2.2 million General Fund discretionary appropriation for the redevelopment and activation of the currently closed O'Bryant Square. This request backfills the funding that was allocated to the project in the FY 2022-23 Proposed Budget, but which was reallocated in the Adopted Budget to the Bureau of Transportation to demolish the existing garage structure on the park site. At the time of the transfer, Commissioner Rubio's staff made clear to the Mayor's office and the other council offices that the expectation was that the initial capital funding be reallocated at the earliest possible date. As such, PP&R was directed to request these funds in the FY 2022-23 Fall BMP by Commissioner Rubio's office.

The related Budget Note states: "The Approved Budget allocated funding to the Parks Bureau to support redevelopment of O'Bryant Square. This amendment transfers \$2.2 million of that funding from Portland Parks and Recreation Parks Capital Improvement Program Fund to the Portland Bureau of Transportation Operating Fund to fund and increase program expenses associated with the garage demolition of O'Bryant Square. PP&R and PBOT are directed to work together to release a bid regarding the demolition so that the site is ready for parks improvements once the demolition is complete. Update Attachments B, C, and E to reflect this change."

**Service Impacts**

The long-time central city O'Bryant Square Plaza has been closed for over five years due to a failing underground parking structure located below the public plaza. This funding would leverage \$3 million in allocated system development charges (SDCs) to redevelop the Square after the garage demolition is completed by PBOT and ultimately add additional capacity to the Parks system. This work is in its initial phases; this funding will allow the bureau to proceed with outreach and design. Additional funding will be necessary to complete the project.

**Equity Impacts**

The central city O'Bryant Square Plaza and programming would serve the entire region. The programming and design intent is to create a welcoming plaza and public space for all Portlanders. The redevelopment project will create opportunities for certified COBID professional design consultant firms, community engagement firms and construction companies to compete for the work. Procurement of these services would be done through an equity-centered lens.

2022-23 FALL Requested Adj		
Expense	Capital Outlay	\$2,200,000
<b>Expense</b>	<b>Sum:</b>	<b>\$2,200,000</b>

2022-23 FALL Requested Adj		
Revenue	Fund Transfers - Revenue	\$2,200,000
	Miscellaneous	\$0
<b>Revenue</b>	<b>Sum:</b>	<b>\$2,200,000</b>



**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14394 -Bark Chips for Playgrounds

**Package Description**

This package is a technical adjustment that will re-allocate funds currently in the Parks Finance cost center to Land Stewardship to provide additional funding for bark chips. These chips will be used to provide necessary coverage at Portland Parks and Recreation playgrounds.

**Service Impacts**

Play is essential to ensure that children acquire the emotional, social and creative skills they will need as adults.

To ensure the safety of playgrounds, we maintain a floor covering made up of bulk fillers such as wood chips, sand, gravel or shredded rubber. This material requires periodic replacement to a depth of 12 inches and is often referred to as fall protection. It is essential to creating safe playgrounds.

This package helps maintain that required level to ensure safety.

**Equity Impacts**

This ensures adequate resources to ensure equitable distribution of these materials across all playground facilities.

2022-23 FALL Requested Adj		
Expense	Contingency	(\$76,701)
	External Materials and Services	\$76,701
	Fund Transfers - Expense	\$76,701
<b>Expense</b>	<b>Sum:</b>	<b>\$76,701</b>

2022-23 FALL Requested Adj		
Revenue	Fund Transfers - Revenue	\$76,701
	General Fund Discretionary	\$0
<b>Revenue</b>	<b>Sum:</b>	<b>\$76,701</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Policy Set-aside**

**Request Name:** 14395 -Build PDX-Mt Scott Community Center

**Package Description**

PP&R has embarked on a renovation project to bring the Mt. Scott Community Center building to current seismic compliance. In addition to the safety project, PP&R will also be expanding the building to improve ADA accessibility and expand recreational programming. This package represents the \$1.9 million FY 2022-23 draw on the overall \$15 million Build Portland funding dedicated to this project.

**Service Impacts**

This project will improve and increase recreation services at the facility and park.

**Equity Impacts**

This center serves diverse participants and communities.

2022-23 FALL Requested Adj		
Expense	Capital Outlay	\$700,000
	External Materials and Services	\$1,030,433
	Internal Materials and Services	\$88,821
	Personnel	\$80,746
<b>Expense</b>	<b>Sum:</b>	<b>\$1,900,000</b>

2022-23 FALL Requested Adj		
Revenue	Beginning Fund Balance	\$0
	Fund Transfers - Revenue	\$1,900,000
	Miscellaneous	\$0
<b>Revenue</b>	<b>Sum:</b>	<b>\$1,900,000</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14396 -CIP Tech Adjustments

**Package Description**

This package is Fund 402 technical adjustments such as spreading the annual major maintenance or SDC allocation/balance to specific projects and adjusting budgets if actual spending varied significantly in the last month of FY 2021-22.

**Service Impacts**

None

**Equity Impacts**

None

**2022-23 FALL Requested Adj**

Expense	Capital Outlay	(\$946,316)
	External Materials and Services	(\$3,594,105)
	Internal Materials and Services	(\$81,691)
	Personnel	(\$80,746)
<b>Expense</b>	<b>Sum:</b>	<b>(\$4,702,858)</b>

**2022-23 FALL Requested Adj**

Revenue	Beginning Fund Balance	(\$4,702,858)
<b>Revenue</b>	<b>Sum:</b>	<b>(\$4,702,858)</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Non GF Contingency**

**Request Name:** 14397 -Farragut Loo Installation

**Package Description**

This package requests carryover of loo royalty fee revenue funding for the installation of two Portland Loos at Farragut Park. This funding request will leverage major maintenance funding used to demolish the existing restroom building.

PP&R collects Portland Loo patent royalties as non-discretionary General Fund revenue which related to the production of the Portland Loo. It is tracked within the Property Management funds/cost center PKSB000003 and internal order 9PKSB0049115 in commitment item 438100. Revenue of \$526,339 and expense of \$115,739 was recognized, leaving a balance of \$410,599, as demonstrated in internal order 9PKSB0049115.

PP&R requests \$200,000 of that excess revenue be carried over as an expense appropriation increase to the FY 2022-23 budget in the same structure. This amount is within the General Fund underspending of \$220,839 for FY 2021-22.

**Service Impacts**

None. The two loos will replace an existing structurally deficient restroom building that has two restrooms.

**Equity Impacts**

None

2022-23 FALL Requested Adj		
Expense	Fund Transfers - Expense	\$200,000
<b>Expense</b>	<b>Sum:</b>	<b>\$200,000</b>

2022-23 FALL Requested Adj		
Revenue	Fund Transfers - Revenue	\$200,000
	General Fund Discretionary	\$200,000
	Miscellaneous	(\$200,000)
<b>Revenue</b>	<b>Sum:</b>	<b>\$200,000</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Non GF Contingency**

**Request Name:** 14398 -Interstate Firehouse Cultural Center for Black Arts & Culture Study

**Package Description**

In February 2021, Council allocated \$275,000 to perform a feasibility study to transform the existing IFCC structure into a performing arts center. This package carries over that funding.

**Service Impacts**

From community murals to performance art shows, arts and culture shape Portland’s community, its identity — and fuel its economy. Portland has a long history of investing in the arts, building a vibrant collection of public art and supporting a rich network of independent arts organizations. Artists inspire, delight, question, challenge, connect, and teach us. They remind us where we came from and show us where we are headed. The outcome of this package will help provide the Bureau with an accurate understanding of the feasibility of a new Center for Black Arts and Culture.

**Equity Impacts**

As we seek to create a more inclusive City and address long-standing disparities, we need to understand our history and how past City decisions have created the inequitable landscape and opportunities that is Portland today. The City of Portland recognizes that we must lead with racial equity. We also understand this will require the whole City to confront the historical, structural, and institutional racism that has created deep racial inequities that continue to harm Black, Indigenous, Latinx, and other communities of color. The IFCC Feasibility Study will center black voices and initiate the first Black cultural center in Portland. The Center will serve as an anchor place where the history of the Black community and its arts and culture contributions can be presented, discussed and displayed, and its artists can be permanently honored.

2022-23 FALL Requested Adj		
Expense	Contingency	(\$275,000)
	External Materials and Services	\$275,000
	Fund Transfers - Expense	\$275,000
<b>Expense</b>	<b>Sum:</b>	<b>\$275,000</b>

2022-23 FALL Requested Adj		
Revenue	Fund Transfers - Revenue	\$275,000
<b>Revenue</b>	<b>Sum:</b>	<b>\$275,000</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14400 -Golf Fund Technical Adjustments

**Package Description**

Technical adjustments to the golf fund. Net of all adjustments are balanced by adjusting contingency. Several objectives are achieved in this package. First, the golf program will select a single operator for 4 of its 5 golf courses. This change results in needed adjustments on both revenue and expense sides, which are provided in this package. Second, this package has been updated to reflect more up-to-date projections in revenues and expenses due to continued demand for golf rounds. Third, this package provides for planned capital expenditures, including new equipment, and needed upgrades to courses and facilities.

**Service Impacts**

Adjustments will improve playability, financial sustainability, and facility health to PP&R's golf program.

**Equity Impacts**

Though these technical adjustments will not have direct equity impacts, the result of the new operator will ideally increase opportunities (in both golf and non-golf areas) for BIPOC and other underserved populations. A major focus of the RFP to select a new operator included requirements (and subsequent scoring system) to detail the proposers' plans to increase equitable access to the City of Portland's golf system.

2022-23 FALL Requested Adj		
Expense	Contingency	\$164,334
	External Materials and Services	\$1,778,666
	Internal Materials and Services	\$94,000
<b>Expense</b>	<b>Sum:</b>	<b>\$2,037,000</b>

2022-23 FALL Requested Adj		
Revenue	Charges for Services	\$2,037,000
<b>Revenue</b>	<b>Sum:</b>	<b>\$2,037,000</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14401 -Trust Funds Beginning Fund Balance Adjustments

**Package Description**

This package adjusts beginning fund balances for Portland Parks and Recreation's Trust and Endowment Funds.

**Service Impacts**

None.

**Equity Impacts**

None.

2022-23 FALL Requested Adj		
Expense	Contingency	(\$204,880)
	Ending Fund Balance	\$215
	External Materials and Services	\$334,110
	Internal Materials and Services	\$748,630
	Personnel	\$12,955
<b>Expense</b>	<b>Sum:</b>	<b>\$891,030</b>

2022-23 FALL Requested Adj		
Revenue	Beginning Fund Balance	(\$42,043)
	Charges for Services	(\$269,530)
	Licenses & Permits	\$1,192,172
	Miscellaneous	\$10,431
<b>Revenue</b>	<b>Sum:</b>	<b>\$891,030</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14406 -IM&S Tech Adjustments

**Package Description**

This net zero technical adjustment reallocates existing Internal Materials and Services budget allocations across funds centers and functional areas based on need. The allocation has the impact of right-sizing the budgets of program offers based on proportional usage of these internal services as actual expenditures are posted.

**Service Impacts**

None.

**Equity Impacts**

None.

2022-23 FALL Requested Adj		
Expense	Internal Materials and Services	\$0
<b>Expense</b>	<b>Sum:</b>	<b>\$0</b>

2022-23 FALL Requested Adj		
Revenue	General Fund Discretionary	\$0
<b>Revenue</b>	<b>Sum:</b>	<b>\$0</b>



**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14418 -Operations and Strategies Technical Adjustments

**Package Description**

These changes move budget authority to the newly created Transportation and Parking costs center, shifts budget capacity to appropriate line items within the Ranger budget to fund over time, premium pay and new vehicle costs, moves budget authority for pass throughs to correct Functional Areas for reporting, moves additional budget authority to the Healthy Parks Health Portland effort and appropriates Risk related subrogation revenue that was missed in the Adopted Budget.

**Service Impacts**

No direct service impacts are intended. These changes are meant to true up the budget to reflect where actual expenditure occur.

**Equity Impacts**

No direct equity impacts are intended. These changes are meant to true up the budget to reflect where actual expenditure occur.

2022-23 FALL Requested Adj		
Expense	External Materials and Services	(\$235,000)
	Internal Materials and Services	\$30,000
	Personnel	\$245,000
<b>Expense</b>	<b>Sum:</b>	<b>\$40,000</b>

2022-23 FALL Requested Adj		
Revenue	Charges for Services	\$0
	Miscellaneous	\$40,000
<b>Revenue</b>	<b>Sum:</b>	<b>\$40,000</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14474 -BHR Interagency for Recruitment

**Package Description**

This Service Level Agreement is for Portland Parks and Recreation (Parks) to provide funding for a dedicated limited-term recruiter (Human Resources Analyst II) under the Bureau of Human Resources (BHR). Under this agreement, the dedicated Human Resources Analyst II will perform recruitment and outreach activities to support staffing increases needed in Parks for the voter approved 2020 Parks Operating Levy. The operating levy increases Parks resources and staffing levels to improve neighborhood park maintenance, access, and safety, and to provide equitable recreation programs, and proactively care for its natural areas. The Human Resources Analyst II position was originally agreed to for a period of 18 months to support the Parks increased staffing requirements above and beyond the base level of outreach and recruiting support BHR is able to provide within existing current service level resources. BHR will continue to provide Parks base level outreach and recruiting outside of this agreement. This Decision Package provides funding for an additional 6 months.

**Service Impacts**

This enhanced level of service from BHR will allow PP&R to better meet its hiring objectives associated with the additional 142 positions that have been added to the organization as a result of the Parks Levy.

**Equity Impacts**

The increased capacity from BHR will allow PP&R to better reach its hiring goals, including our continued efforts to diversify the workforce and better meet the service needs of BIPOC and low income populations.

2022-23 FALL Requested Adj		
Expense	External Materials and Services	(\$43,321)
	Internal Materials and Services	\$43,321
<b>Expense</b>	<b>Sum:</b>	<b>\$0</b>

**PK - Portland Parks & Recreation**

**DP Type**

**Technical Adjustments & True-ups**

**Request Name:** 14485 -Lands Stewardship Technical Adjustments

**Package Description**

This package adds revenue from an adjustment to interagency agreement with BES. Also adds EMS to balance

**Service Impacts**

None

**Equity Impacts**

None

**2022-23 FALL Requested Adj**

Expense	External Materials and Services	\$27,700
<b>Expense</b>	<b>Sum:</b>	<b>\$27,700</b>

**2022-23 FALL Requested Adj**

Revenue	Interagency Revenue	\$27,700
<b>Revenue</b>	<b>Sum:</b>	<b>\$27,700</b>

## Prior Year Fund Reconciliation Report

Portland Parks & Recreation

### 100 - General Fund

EXPENDITURES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Personnel	77,190,768	62,603,695	81.1%
External Materials and Services	26,854,829	18,694,881	69.61%
Internal Materials and Services	13,128,655	14,024,566	106.82%
Capital Outlay	830,998	757,915	91.21%
Debt Service	0	51	
Fund Transfers - Expense	9,439,291	9,438,291	99.99%
<b>TOTAL EXPENDITURES</b>	<b>127,444,541</b>	<b>105,519,400</b>	<b>82.80%</b>

REVENUES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Taxes	0	208	
Licenses & Permits	1,101,000	773,454	70.25%
Charges for Services	11,337,080	11,947,102	105.38%
Intergovernmental	59,502	10,000	16.81%
Miscellaneous	315,276	475,854	150.93%
General Fund Discretionary	69,811,456	0	0%
Fund Transfers - Revenue	41,011,001	18,725,047	45.66%
Interagency Revenue	3,809,226	4,038,371	106.02%
<b>TOTAL REVENUES</b>	<b>127,444,541</b>	<b>35,970,035</b>	<b>28.22%</b>

#### Expenditure Discussion

Personnel : Under expenditure results in Personnel due to vacancies among newly created positions. As of summer 2022 48% of the newly created Parks Levy positions have been filled while 17% are in process and 35% have not yet started recruitment.

EMS - Underexpenditures occurred within External Materials and Services due to newly authorized positions not yet hired. Many positions have associated EMS costs for supplies and equipment that will not be needed until onboarding. The bureau also had large unutilized budget capacity for space rental and a project to upgrade its work order system. These costs should start to materialize later in the current FY as onboarding of positions occurs.

IMS - A slight overexpenditure occurred in the IMS category as a result of unresolved rent charges associated with the Parks Ranger move to the old St Johns Police Precinct. In addition, the bureau greatly exceeded its budget for leased vehicles as vehicles needed for new staff were leased in response to the City fleet back log of orders.

#### Revenue Discussion

## Prior Year Fund Reconciliation Report

### Portland Parks & Recreation

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Licenses and Permits : The Licenses and Permits category is largely made up of Non Park Use permits that are issued for projects on parks land. This category underrealized revenue as a result of a major project that was delayed due to a rezoning issue.

Fund Transfers - Fund Transfers to the bureau Operating Budget in the General Fund originate from the 2020 Parks Local Options Levy. This transfer ended up being less than expected in FY 2021-22 due to not all 142 authorized positions being hired. This result was due in part to a very competitive labor market. PP&R is increasing its capacity to recruit new employees as part of its Fall BMP DP's and is in negotiations for leased workspace.

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### Other Notes

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## Prior Year Fund Reconciliation Report

Portland Parks & Recreation

### 217 - Grants Fund

<b>EXPENDITURES</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	5,414,432	5,333,752	98.51%
External Materials and Services	1,225,599	176,760	14.42%
Internal Materials and Services	7,142	163,185	2,284.87%
Capital Outlay	535,292	526,153	98.29%
<b>TOTAL EXPENDITURES</b>	<b>7,182,465</b>	<b>6,199,851</b>	<b>86.32%</b>

<b>REVENUES</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Actuals</b>	<b>Percent of Actuals to Revised</b>
Intergovernmental	7,154,465	5,825,183	81.42%
Miscellaneous	0	8,088	
Beginning Fund Balance	28,000	0	0%
<b>TOTAL REVENUES</b>	<b>7,182,465</b>	<b>5,833,271</b>	<b>81.22%</b>

#### Expenditure Discussion

External Materials and Supplies - EMS was underspent because of two instances where EMS was budgeted but not actually spent. EMS was budgeted for MF000018, the ARPA grant, but not spent. Parks fully concentrated on recouping personnel expenses in this grant, and did so to the amount of \$5.2 million. Also, PK000064, the Red Electric Trail grant budgeted \$575,000 in EMS. However, this grant was added late in FY2021-22, and charges to EMS were not incurred before year-end. PP&R will budget this again in FY2022-23 and plan to spend it.

Internal Materials and Supplies - Overspent because of bureau indirect costs that hit the fund. These costs were not budgeted in the grants fund.

#### Revenue Discussion

Intergovernmental Revenues - collected at a rate less than budgeted. This was due to the Red Electric Trail project. This project was budgeted in FY 2021-22, but the first billing occurred after the end of the fiscal year.

#### Other Notes

## Prior Year Fund Reconciliation Report

Portland Parks & Recreation

### 220 - Portland Parks Memorial Fund

EXPENDITURES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Personnel	1,425,270	1,371,241	96.21%
External Materials and Services	13,512,531	267,603	1.98%
Internal Materials and Services	2,337,005	1,923,712	82.32%
Contingency	1,278,090	0	0%
Fund Transfers - Expense	962,916	962,916	100%
<b>TOTAL EXPENDITURES</b>	<b>19,515,812</b>	<b>4,525,471</b>	<b>23.19%</b>

REVENUES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Licenses & Permits	900,000	1,789,488	198.83%
Charges for Services	3,015,204	3,761,320	124.75%
Miscellaneous	529,802	727,946	137.4%
Fund Transfers - Revenue	72,457	71,457	98.62%
Beginning Fund Balance	14,998,349	0	0%
<b>TOTAL REVENUES</b>	<b>19,515,812</b>	<b>6,350,212</b>	<b>32.54%</b>

#### Expenditure Discussion

External Materials and Services: The large budget that exists in External Materials and Services is used to budget remaining fund balance in lieu of using other restricted accounts. The large budget is typically used for needs for which the timing may be more difficult to predict.

Internal Materials and Services: Actuals in this category are lower than anticipated due to COVID-19 response program changes.

#### Revenue Discussion

Licenses and Permits: Permit revenue in the Urban Forestry Trust Fund significantly exceeded anticipated targets for the year.

Charges for Services: The main driver was that Washington Park parking revenue was approximately \$500k above expected target, while rental revenue at Strasser Field and additional SUN CS support also contributed with higher than anticipated revenue.

Miscellaneous: Increased support in SUN CS programs from Multnomah County was the primary reason for the overage in this category. Smaller increases in support in the United States Tennis Association and Summer Free for All funds also contributed.

#### Other Notes

## Prior Year Fund Reconciliation Report

Portland Parks & Recreation

### 232 - 2020 Parks Local Option Levy Fund

EXPENDITURES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Personnel	0	0	
External Materials and Services	0	0	
Internal Materials and Services	0	0	
Debt Service	0	0	
Contingency	2,344,481	0	0%
Fund Transfers - Expense	42,390,963	19,105,009	45.07%
<b>TOTAL EXPENDITURES</b>	<b>44,735,444</b>	<b>19,105,009</b>	<b>42.71%</b>

REVENUES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Taxes	44,735,444	44,687,419	99.89%
Bond & Note Proceeds	0	0	
<b>TOTAL REVENUES</b>	<b>44,735,444</b>	<b>44,687,419</b>	<b>99.89%</b>

#### Expenditure Discussion

Voters approved the 2020 Portland Parks Local Option Levy (Parks Levy) to support an incremental level of service above that provided by program revenue and General Fund discretionary resources. In this respect it represents and is treated as a supplementary resource.

All activities are conducted and expensed in the General Fund. The 2020 Parks Levy Fund reimburses the General Fund for operating expense for levy-eligible activities with the use of cash transfer payments. In addition, the Parks Levy Fund provides cash transfer payments to the Portland Children's Levy Fund to reimburse it for the negative impact to the tax revenue it would otherwise receive due to the effect of property tax compression. At this time these are the only expenses borne by the fund.

The expenditure was only 45% of target, a level which was anticipated by PP&R. A substantial number of positions associated with the General Fund were established in the FY 2021-22 Fall BMP, supported with cash transfer resources from the Parks Levy. That budget was established at an aspirational level for the recruitment and hiring processes. While the set of activities to ramp up to those service levels is proceeding expeditiously, it didn't reach the aspirational level of full funding for the large slate of newly-created positions within the fiscal year. To some degree the tight labor market has also impacted the speed at which the bureau can recruit, hire, and onboard employees to those positions. The PP&R General Fund reconciliation has additional detail regarding levy-eligible expense. Unspent Parks Levy funding will rollover to future fiscal years and can be spent beyond the five years of revenue collection, ensuring an incremental level of service.

#### Revenue Discussion



## Prior Year Fund Reconciliation Report

### Portland Parks & Recreation

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The target for FY 2021-22 revenue was developed in conjunction with contracted support from the Portland State University (PSU) Northwest Economic Research Center, which projected the five-year curve of tax receipts anticipated with the Parks Levy. Total revenue was 99.9% of the \$44.7 million in budgeted tax revenue, which included fiscal year-end accrual of \$286,000 in anticipated late payments calculated by the Revenue Bureau to be received in the following fiscal year.

The FY 2021-22 performance provides high confidence to PP&R in using those initial five-year estimates provided by PSU as the basis for subsequent fiscal year revenue targets.

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### Other Notes

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## Prior Year Fund Reconciliation Report

Portland Parks & Recreation

### 402 - Parks Capital Improvement Program Fund

<b>EXPENDITURES</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	4,418,835	2,964,484	67.09%
External Materials and Services	55,716,421	6,019,648	10.8%
Internal Materials and Services	9,786,621	3,089,855	31.57%
Capital Outlay	19,831,028	12,416,885	62.61%
Debt Service	150,718	20,150,718	13,369.82%
Contingency	124,518,985	0	0%
Fund Transfers - Expense	564,307	564,307	100%
<b>TOTAL EXPENDITURES</b>	<b>214,986,915</b>	<b>45,205,897</b>	<b>21.03%</b>

<b>REVENUES</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Actuals</b>	<b>Percent of Actuals to Revised</b>
Charges for Services	22,021,000	23,642,065	107.36%
Intergovernmental	0	313,700	
Bond & Note Proceeds	467,250	1,512,727	323.75%
Miscellaneous	2,725,298	6,153,702	225.8%
General Fund Discretionary	0	0	
Fund Transfers - Revenue	20,090,186	19,090,186	95.02%
Interagency Revenue	0	21,009	
Beginning Fund Balance	169,683,181	0	0%
<b>TOTAL REVENUES</b>	<b>214,986,915</b>	<b>50,733,388</b>	<b>23.60%</b>

### Expenditure Discussion

# Prior Year Fund Reconciliation Report

## Portland Parks & Recreation

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Total Expenses: Capital Fund expenditures were under budget by 50% (excluding contingency). However, without the 1-day, \$20 million loan to the City's Grant Fund, the Capital Fund would have been 72% under budget, with approximately \$50 million in External Materials and Services. This variance is driven by the challenge to predict how much a capital project will actually be able to spend in each year, particularly for multi-million dollar projects that span several years. The timing of the spending is dependent on a number of factors including ability to find and hire consultants and contractors to navigating permit requirements that can take months to complete. The current approach is to budget enough of the available funding so that projects can surge ahead given the opportunity. About \$34 million of the balance was related to SDC placeholders with the remainder specifically related to large projects that will continue into FY 2022-23. The largest of these are: Forest Park Critical Infrastructure, Errol Heights Park Development, Mill Park Development, Mt Tabor Yard Maintenance Facility, and Parklane Park Development.

Personnel Services: 33% or \$1.5 million under budget, mainly due to vacancies.

External Materials & Services: 89% or \$49.7 million under budget. See above narrative.

Internal Materials & Services: 68% or \$6.7 million under budget. This is almost entirely due to the large new vehicle purchase budget in Subfund 402002 with CityFleet. This budget is retained to accommodate purchase of additional vehicles to increase the number of vehicles assigned to PP&R. The timeline is extended due to the supply chain issues that have extended motor vehicle industry production and delivery schedules.

Capital Outlay: 37% or \$7.4 million under budget. See above narrative.

Debt Service: -13,270% or \$20 million over budget. At the time of the FY 2021-22 Over-expenditure Ordinance, PP&R was asked to lend the City's Grant \$20,000,000 on 6/30/2022 to be repaid on 7/1/2022. This practice allows the Grants funds to avoid negative cash balances at the close of the fiscal year. This year-end borrowing is typically made from the Transportation Fund, but due to limited cash balance in that fund PP&R was asked to lend from this fund. This loan has budget authority through Ordinance 190883.

Within this report and SAP it does appear that Debt Service is over-expended, but will be corrected in the City's consolidated annual financial statement. PP&R made the FY 2021-22 budget adjustment entry for the \$25 million loan to come from commitment item 529003 Outgoing Loan Distribution within External Materials & Services which is for external loans, not internal loans like this one, based on incorrect advice. The actual loan came from the Debt Service major object category, as is normal practice. To resolve the mismatch across major object categories BRFS will make a memo entry outside of SAP that places the expenditure back up into EM&S on the financial statements. This action will render both EM&S and Debt Service major object categories compliant with Oregon budget law.

Fund Transfer Expenses: No variance.

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## Revenue Discussion

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Total Revenue: Taking the Beginning Fund Balance out of the equation shows revenues exceeded budget by 12%, or \$5.4 million. Revenue is historically over budget in the Capital Fund due to SDC Service charges. Even with the \$20,000,000 one-day loan to the Grant Fund, the year ended with a net increase to fund balance of \$5.5 million, bringing it to \$175.2 million overall – 90% of which is System Development Charges.

Charges for Services: 7% or \$1.6 million over earned due to stronger than expected performance in the residential SDC market, which earned \$22.4 million or was about 92% of 2019 performance levels. Commercial SDCs of \$1.1 million is 59% of 2019 levels.

Bond and Note Proceeds: 224% or \$1,045,477 overearned due to 1) The \$978,977 2022B Limited Tax Improvement Bond Sale posting in Fund 402515, 2) a Portland International Raceway loan payment of \$250,000, and 3) a Golf Fund loan repayment of \$283,750.

Miscellaneous Revenues: 126% or \$3.4 million over budget due to assessment payments being \$3.5 million over budget.

Fund Transfer Revenues: nil variance.

Interagency Revenues: nil variance.

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## Other Notes

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# Prior Year Fund Reconciliation Report

Portland Parks & Recreation

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## Prior Year Fund Reconciliation Report

Portland Parks & Recreation

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### 500 - Parks Endowment Fund

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<b>EXPENDITURES</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Actuals</b>	<b>Percent of Actuals to Revised</b>
External Materials and Services	33,105	400	1.21%
Ending Fund Balance	164,553	0	0%
<b>TOTAL EXPENDITURES</b>	<b>197,658</b>	<b>400</b>	<b>0.20%</b>

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<b>REVENUES</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Actuals</b>	<b>Percent of Actuals to Revised</b>
Miscellaneous	1,133	1,170	103.22%
Beginning Fund Balance	196,525	0	0%
<b>TOTAL REVENUES</b>	<b>197,658</b>	<b>1,170</b>	<b>0.59%</b>

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#### Expenditure Discussion

The budget in External Materials and Services exists to be used if needed in lieu of using other restricted accounts.

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#### Revenue Discussion

Miscellaneous Revenue is within 10% of budgeted target.

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#### Other Notes

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## Prior Year Fund Reconciliation Report

Portland Parks & Recreation

### 603 - Golf Fund

EXPENDITURES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Personnel	3,912,583	3,541,142	90.51%
External Materials and Services	6,282,445	5,971,420	95.05%
Internal Materials and Services	557,648	465,801	83.53%
Capital Outlay	1,000	0	0%
Debt Service	579,534	554,767	95.73%
Contingency	5,258,058	0	0%
Fund Transfers - Expense	374,620	374,620	100%
<b>TOTAL EXPENDITURES</b>	<b>16,965,888</b>	<b>10,907,750</b>	<b>64.29%</b>

REVENUES	2021-22 Revised Budget	2021-22 Actuals	Percent of Actuals to Revised
Charges for Services	12,186,000	11,888,684	97.56%
Miscellaneous	0	94,543	
Beginning Fund Balance	4,779,888	0	0%
<b>TOTAL REVENUES</b>	<b>16,965,888</b>	<b>11,983,227</b>	<b>70.63%</b>

#### Expenditure Discussion

There were no over-expenditures in Golf in FY2021-22 due to Spring BMP expense adjustments. As was the case in FY2022, an increase in revenues resulted in an increase in expenses. However, Golf was able to spot those needs and made adjustments in the Spring BMP to accommodate.

#### Revenue Discussion

Golf continued to see above historic demand in FY2022, although demand did wane somewhat from FY2021. Some of this is likely due to further loosening of COVID-related restrictions, but the Portland area saw significantly wetter weather, especially in the spring months. Revenues still approached \$12 million, which had never been seen before FY2021.

#### Other Notes

## Prior Year Fund Reconciliation Report

Portland Parks & Recreation

### 604 - Portland International Raceway Fund

<b>EXPENDITURES</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Actuals</b>	<b>Percent of Actuals to Revised</b>
Personnel	915,269	799,247	87.32%
External Materials and Services	538,895	413,823	76.79%
Internal Materials and Services	128,826	129,954	100.88%
Debt Service	309,511	309,511	100%
Contingency	587,910	0	0%
Fund Transfers - Expense	104,680	104,680	100%
<b>TOTAL EXPENDITURES</b>	<b>2,585,091</b>	<b>1,757,215</b>	<b>67.97%</b>

<b>REVENUES</b>	<b>2021-22 Revised Budget</b>	<b>2021-22 Actuals</b>	<b>Percent of Actuals to Revised</b>
Charges for Services	1,979,084	2,083,427	105.27%
Miscellaneous	53,500	44,483	83.15%
Beginning Fund Balance	552,507	0	0%
<b>TOTAL REVENUES</b>	<b>2,585,091</b>	<b>2,127,910</b>	<b>82.31%</b>

#### Expenditure Discussion

Expenditure actuals at PIR were lower than budget, as the fund realized some savings in external materials and services and casual personnel.

#### Revenue Discussion

Portland International Raceway earned better-than-budgeted revenues in Fiscal Year 2021-22. As the result of further loosening of COVID-related restrictions on gatherings and spectators at the track, as well as the addition of the NASCAR Xfinity race series, PIR's revenues topped expectations.

#### Other Notes

## FY 2019-20 Budget Note Update

### Portland Parks & Recreation

**Date of Budget Note:** July 1, 2019 in the FY 2019-20 Adopted Budget

**Budget Note Title:** Completion of Critical Planning Efforts and Preparation for Vision Plan

**Budget Note Language:** Council directs Portland Parks & Recreation to complete and present to Council three key planning processes prior to moving forward with the Vision Plan planning process: the financial sustainability plan, the cost-recovery plan, and the level of service plans for parks and community centers. These efforts should define any financial and service constraints and opportunities prior to engaging the community in the vision planning process.

As part of these primary planning efforts, Portland Parks & Recreation should explicitly identify strategies for addressing the bureau's major maintenance gap and park expansion due to the increase in system development charge revenues. Additionally, the level of service study should include a preliminary plan that addresses the City's goals around neighborhood and full-service community centers within the financial constraints defined in the financial plan.

**Summary Status:** Underway

**Budget Note Update:** September 7, 2022

*In the six months since the last update of this budget note in March, 2021, the Bureau has continued to align its long-term planning efforts through the Healthy Parks, Healthy Portland strategic planning effort and development of the Sustainable Future Program.*

*The "Healthy Parks, Healthy Portland" planning framework includes updating the Bureau's Mission, Vision, Values, and Racial Equity Statement, guiding the Bureau's future endeavors. It will also:*

- *Establish a framework for community partnership through a Listening and Learning Process*
- *Develop a Decision Support Tool pilot to support transparent decision-making that aligns with the City's Core Values and the Bureau's Mission, Vision, Values, and Racial Equity Statement*
- *Develop a framework for the bureau to further develop Actions and Results, integrating performance management more fully into decision-making and supporting evaluation of the bureau's work towards achieving its Mission, Vision, Values, and Racial Equity Statement.*

*PP&R will continually adjust our financial strategies, cost recovery, and levels of service to ensure we are navigating towards a long-term balance between service and cost. Status updates since the original budget notes for each of the initiatives are below.*

*1) Budget Note item: Financial Sustainability Plan*

- a. *Re-booted and enhanced the existing detailed 5-year forecast to include a 10 year look forward. Efforts are underway to expand the detailed forecast beyond the operating budget and to incorporate Enterprise, and other funds.*



- b. Updated the order of magnitude funding forecast to include high level estimates of funding needs for: operating, capital growth, capital maintenance, and street tree maintenance.*
  - c. Moved detailed funding model development work forward by researching best practices for dynamic long-term financial and service level models, including looking at work being done in other City bureaus, and reaching out to other park jurisdictions nationally. This funding model development work continues and is being led by the Sustainable Futures program manager.*
  - d. A ballot initiative task force has been established to assess the potential for additional funding measures to support Capital Maintenance needs and long term sustainability for the operating budget.*
- 2) Budget Note item: Cost-Recovery Plan*  
*The first phase of the cost recovery policy update was completed in 2018, culminating in a presentation to Council of the framework for further technical development and implementation. That work was put on hold, initially due to the bureau's financial crisis of 2019 and then due to COVID-19 reprioritizations. With the passage of the Parks Levy – and the consequent opportunity to reduce cost as a barrier to participation in PP&R programming - this project has renewed urgency. PP&R has prioritized this policy update to be completed in FY 22-23.*
- 3) Budget Note item: Level of Service Plans for Parks and Community Centers*  
*Developed Parks and Natural Areas*  
*The project has been reviewed by the Parks Board, and presented and accepted by Director and Commissioner on April 21, 2002. The documents will be posted to the PP&R website and made public by the end of 2022.*

## FY 2019-20 Budget Note Update

### Portland Parks & Recreation

**Date of Budget Note:** July 1, 2019 in the FY 2019-20 Adopted Budget

**Budget Note Title:** Operations and Maintenance Funding Sustainability

**Budget Note Language:** Council directs Portland Parks & Recreation and the City Budget Office to work together to develop, as part of Parks & Recreation's upcoming Financial Sustainability Plan, a mechanism that allows the bureau to better plan for the amount of General Fund available for O&M over the next five years. That mechanism should increase the transparency, accountability, and predictability of the bureau's O&M planning and needs. Council could then direct new parks and amenities to be designed to meet funding constraints. This mechanism should be developed in advance of the FY 2019-20 Fall BMP for consideration and potential implementation as part of that process.

This approach would better align the bureau's capital planning and budgeting processes and more effectively achieve the goals stated in the City's Operations and Maintenance policy.

That policy is intended to ensure that:

- A funding plan is in place for the maintenance and lifecycle replacement of new capital assets and equipment.
- Bureaus that require additional resources - particularly General Fund - for the maintenance and lifecycle replacement of new capital assets and equipment have a assets come into service.
- City Council is aware of the cumulative out-year maintenance and lifecycle replacement cost impact of capital plans during the budget process.
- City Council, to the greatest degree possible, prospectively approves increases to General Fund appropriation levels in the context of the budget process.

**Summary Status:** Completed

**Budget Note Update:** September 7, 2022

On November 3, 2021, City Budget Office Director Jessica Kinard sent a joint memo outlining the new approach to funding operations and maintenance in light of the Parks Local Option Levy. The primary recommendation of that joint memo was as follows:

“Our joint recommendation is that City Council should direct PP&R to plan on operating and maintaining new assets using the Parks Levy over the next five years. This should be done with the understanding that City Council is committed to working toward a successor resource for the Parks Levy – whether that be a renewal or replacement with an ongoing source.”

While no explicit direction has come from City Council subsequent to this recommendation, CBO and PP&R have jointly implemented this recommendation, shifting away from what was heretofore the practice of adding additional General Fund to the PP&R budget to fund the operations and maintenance of new assets.

## FY 2019-20 Budget Note Update

### Portland Parks & Recreation

**Date of Budget Note:** July 1, 2019 in the FY 2019-20 Adopted Budget

**Budget Note Title:** FY 2020-21 Funding for Multnomah Arts Center

**Budget Note Language:** Council directs the City Budget Office to increase the Portland Parks & Recreation Current Appropriation Level by \$265,629 on a one-time basis in FY 2020-21 to fund the expected revenue shortfall of the Multnomah Arts Center.

Additionally, Council directs Portland Parks & Recreation to complete and present to Council a plan for the long-term sustainability of the Multnomah Arts Center prior to moving forward with the additional gap backfill funds. The plan should detail the cost recovery plan and the level of service plans for the center. These efforts should define any financial and service constraints.

**Summary Status:** Complete

**Budget Note Update:** September 7, 2022

*Analysis and reporting were completed on this project in early 2022 and where appropriate adjustments to the delivery model were implemented. Additionally, during the FY23 Budget process, a decision package was brought to and approved by Council to reset revenue expectations for Multnomah Arts Center and Community Music Center bringing them into alignment with the bureau's priorities since the passage of the 2020 Parks Local Option Levy.*

**Bureau Performance Narrative**

Like in previous years, PP&R has numerous metrics in which prior fiscal year values are not available. These include metrics based on community and employee surveys and large field-studies. But, unlike past years, the bureau expects values to be available in the coming fiscal year. Funds from the Parks Local Levy Option have been earmarked to resume community surveys and the bureau expects to implement an employee survey to identify and understand staff needs and experiences over the next fiscal year. In addition, field studies such as tree canopy coverage and natural area conditions will be completed in fiscal year 2022-23.

Among those values that are available, very few have been left untouched by the on-going pandemic. Recreation programs and services continued to be negatively impacted by the need for physical distancing for much of the fiscal year. As restrictions eased, however, the bureau provided increasing levels of programming. As the year closed, hiring challenges became the bigger factor in restricting PP&R capacity to deliver programming due to a very competitive labor market.

Conversely, golf, although coming in lower than last fiscal year, continues to see record setting numbers as it easily balanced outdoor recreation with physical distancing strategies during the height of the pandemic. The percentage of employees of color had increased slightly by the end of the calendar year and is even higher (36%) at the end of the fiscal year. PP&R continues to make progress on diversifying its permanent and seasonal workforce, and for FY22 PP&R's percentage of employees of color was higher among its permanent workforce than casual staff. This increase is due to increased effort by the bureau to conduct community outreach, recruitment, and rehiring.

Other metrics such as the acres of invasive weeds treated annually continue to suffer from COVID-related staffing issues, although things are slowly trending upwards. And total estimated attendance, while not yet at pre-pandemic levels, increased sharply from the last fiscal year.

Beyond the pandemic, metrics that speak to long-term outcomes such as levels of service for parks/natural areas and community centers, miles of regional trails, built asset condition, and capital growth expenditures allocated to projects in diverse areas remained relatively unchanged. PP&R plans to review and revise all strategic performance targets in the context of Healthy Parks, Healthy Portland in the process of the FY2023-24 budget development cycle.

Key Performance Measures	Measure Type Name	FY 2019-20 Actuals	FY 2020-21 Actuals	FY 2021-22 Target	FY 2021-22 Actuals	FY 2022-23 Target	Strategic Target	Details
PK_0004 Total Volunteer Hours	OUTPUT	0	0	0	349,102	280,000	460,000	This was created in conjunction with the Parks Levy commitment and is on track to meet the long-term strategic targets
PK_0025 Percentage of residents living within three miles of a full-service community center	OUTCOME	71%	71%	N/A	71%	70%	70%	
PK_0026 Capital major maintenance as a percentage of portfolio value	OUTCOME	.7%	.6%	N/A	.6%	1.0%	3%	
PK_0028 Number of acres of invasive weeds treated annually	WORKLOAD	1,185	836	N/A	875	N/A	2,450	While a slight increase over a FY20-21, the value did not reach the FY21-22 target. This is a result of ongoing COVID-19 related challenges as well as reduced staffing in the Protect The Best program.

Portland Parks & Recreation

Prior Year Performance Reporting

Run Date: 9/7/22

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PK_0029	Percentage of residents living within one-half mile of a park or natural area	OUTCOME	N/A	79%	N/A	79%	81%	81%
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Other Performance Measures	Measure Type Name	FY 2019-20 Actuals	FY 2020-21 Actuals	FY 2021-22 Target	FY 2021-22 Actuals	FY 2022-23 Target	Strategic Target	Details
PK_0021	Total number of golf rounds played (9 holes = 1 round)	386,216	478,871	350,000	410,559	378,000	350,000	
PK_0027	Percentage of work orders that are preventative	10%	8%	N/A	12%	9%	50%	
PK_0031	Number of miles of regional trails	157	158	N/A	160	158	160	
PK_0041	Number of workers compensation claims per 100 workers	4.50	7.20	7.00	6.63	7.00	7.00	
PK_0043	Employees of color as a percentage of total positions	30.7%	32.0%	30.7%	34.0%	33.0%	33%	This data is collected at the end of the calendar year to balance the flux of seasonal employees in the summer. As of 12/31/21, the number was 34%. On 6/30/22, the number was estimated to be 36%.
PK_0048	Percentage of Portlanders who are very or somewhat satisfied with the safety of park and natural areas visited.	N/A	N/A	N/A	N/A	69%	69%	This data comes from the community survey which was not updated in FY21-22
PK_0049	Percentage of built assets rated in good or very good condition	N/A	49%	N/A	7%	18%	50%	
PK_0050	Percentage of natural areas in good or very good condition	N/A	N/A	N/A	N/A	N/A	53%	The Natural Area condition assessment is scheduled to be updated within the next year which will provide an update from 2014.
PK_0052	Annual trees planted in priority neighborhoods	719	1,217	1,100	1,467	1,700	1,700	
PK_0055	Annual scans for TeenForce passes	32,136	0	40,000	22,788	20,000	51,500	

Portland Parks & Recreation

Prior Year Performance Reporting

Run Date: 9/7/22

Run Time: 3:11:17 PM

Other Performance Measures	Measure Type Name	FY 2019-20 Actuals	FY 2020-21 Actuals	FY 2021-22 Target	FY 2021-22 Actuals	FY 2022-23 Target	Strategic Target	Details
PK_0057 Total estimated attendance	OUTCOME	1,423,728	181,590	1,500,000	874,780	1,100,000	2,300,000	
PK_0062 Percent of capital growth expenditures allocated to projects in areas with either low income, people of color, or youth populations above the Portland average.	EFFICIENCY	91%	90%	N/A	90%	79%	79%	
PK_0064 Percentage of employees who feel PP&R provides employees with adequate equity and cultural responsiveness training	OUTCOME	N/A	N/A	65%	N/A	65%	65%	This data comes from the employee survey which did not happen in FY21-22
PK_0065 Percentage of employees who feel they receive adequate job training and education	OUTCOME	N/A	N/A	65%	N/A	65%	65%	This data comes from the employee survey which did not happen in FY21-22
PK_0067 Percentage of employees who feel physically and emotionally safe at work	OUTCOME	N/A	N/A	83%	N/A	83%	83%	This data comes from the employee survey which did not happen in FY21-22
PK_0068 Percentage of Portlanders who visited a park or natural area in the last year	OUTCOME	N/A	N/A	N/A	N/A	95%	95%	This data comes from the community survey which was not updated in FY21-22
PK_0069 Percentage of employees that feel safety is a bureau priority	OUTCOME	0	N/A	85%	N/A	85%	85%	This data comes from the employee survey which did not happen in FY21-22
PK_0070 Percentage of contract dollars awarded to D/M/W/ESB/SDVBE firms.	OUTCOME	0	0	0	N/A	20.0%	25%	This metric is new for FY22-23 and does not have a complete year of data to report.
PK_0071 Number of meals served	OUTPUT	0	0	0	173,197	224,500	267,000	
PK_0072 Percentage of Portlanders who are very or somewhat satisfied with the cleanliness of parks and natural areas visited.	OUTCOME	0	0	0	N/A	65%	65%	This data comes from the community survey which was not updated in FY21-22

## Capital Program Status Report

### Portland Parks & Recreation

CIP Program Name	2021-22 Adopted Budget	2021-22 Revised Budget	2021-22 Actuals	PY Variance	PY Percent of Actuals to Revised	2022-23 Adopted Budget	2022-23 FALL Requested Total	2022-23 July Actuals	Fall Req. to Adopted Variance	Fall Req. to Adopted % Variance
Acquisitions	\$3,736,000	\$600,000	\$0	(\$600,000)		\$1,747,200	\$1,747,200	\$0	\$0	0%
Amenities	\$0	\$905,000	\$244,163	(\$660,837)	26.98%	\$521,120	\$521,120	(\$83,559)	\$0	0%
Buildings & Pools	\$10,974,371	\$10,010,371	\$5,755,827	(\$4,254,544)	57.5%	\$17,064,298	\$13,466,440	\$680,621	(\$3,597,858)	-26.72%
Developed Parks	\$53,008,688	\$14,455,206	\$4,309,538	(\$10,145,668)	29.81%	\$17,250,722	\$20,700,722	\$445,055	\$3,450,000	16.67%
Equipment	\$0	\$515,500	\$41,675	(\$473,825)	8.08%	\$0	\$0	\$0	\$0	#DIV/0
Green Infrastructure	\$1,521,168	\$1,088,168	\$1,340,626	\$252,458	123.2%	\$730,356	\$730,356	\$544	\$0	0%
Park Amenities & Trails	\$3,543,033	\$1,758,033	\$1,199,402	(\$558,631)	68.22%	\$5,202,826	\$5,202,826	(\$192,304)	\$0	0%
Recreation Features	\$0	\$0	\$0	\$0		\$0	\$450,000	\$0	\$450,000	100%
Utilities, Roads & Trails	\$5,645,067	\$5,855,047	\$2,297,020	(\$3,558,027)	39.23%	\$4,122,762	\$3,217,762	(\$128,080)	(\$905,000)	-28.13%
<b>Sum:</b>	<b>\$78,428,327</b>	<b>\$35,187,325</b>	<b>\$15,188,251</b>	<b>(\$19,999,074)</b>	<b>-56.84%</b>	<b>\$46,639,284</b>	<b>\$46,036,426</b>	<b>\$722,277</b>	<b>(\$602,858)</b>	<b>-1.31%</b>

## Capital Program Status Report

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### Prior Year Variance Description

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Acquisitions (0%) - This budget primarily provides funding to acquire central and non-central city park properties; few opportunities were available in FY 2021-22.

Amenities (Spent 27%, or \$244K) - Projects that primarily account for the unspent budget: \$425K for P00881 ARPA funded new trash cans, \$199K for P00892 Dawson Park Historical Elements, and \$249K for P20551 Repair Westmoreland Nature Play Logs.

Buildings & Pools (Spent 57% , or \$5.8 million) - Projects that primarily account for the unspent budget: \$4.2 million for P20072 Major Maintenance to allocated to East Portland Improvements. The East Portland allocation was received late in the year. Allocation determinations will occur as part of future allocation cycles.

Developed Parks (Spent 30% or \$4.3 million) - Projects that primarily account for the unspent budget: \$1.1 for P00777 Repair Nike Basketball Courts, \$500K for P00874 ADA Essex Park, \$2.4 million for SDC Non Central City Development placeholder, \$3.8 million for P10446 Parklane Park Development, \$1 million for P10457 Conway Property Development.

Equipment (Spent 8%, or \$41,675): A partial purchase of parking meters was completed, and the rest for \$38K will be acquired in FY2022-23. The remaining FY 2021-22 budget consisted of the transfer from PRMS operating for the future outfitting of their parking lot and equipment needs at Mt. Tabor Yard for \$385K.

Green Infrastructure (123%) – This budget program exceeded budget but not funding in P10515 Leach Botanical Garden. The project is now fully into the warranty phase and has remaining funding of \$346K; there is no concern about overspending the funding for this project.

Park Amenities & Trails (Spent 68%, or \$1.2 million) - There were four larger projects with a blend of over and underspending. These are million-plus dollar projects that are just taking off: P10492 Columbia Children's Arboretum, P10493 Lents Park Right of Way, P10498 Gateway Green, and P10538 Kenilworth Park Splash Pad.

Recreation Features (0%) -

Utilities, Roads and Trails (Spent 39%, or \$2.3 million) - Projects that primarily account for the unspent budget: \$1.9 for P00800 Forest Park Critical Infrastructure. \$745K on P00891 Red Electric Trail, \$553K on P10472 Mt Tabor South Access Bike Trail.

### Current Year Variance Description

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No known issues.

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