



## Parks Levy Oversight Committee (PLOC)

Year 2 Meeting #3 | February 6, 2023 | 5:30 PM – 7:30 PM

### Agenda

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5:30 PM	Welcome and Ice Breaker	All
5:40 PM	Housekeeping	Claire Flynn
5:50 PM	Workforce Development	Margaret Evans
6:30 PM	BREAK	
6:35 PM	FY 2022-23 Q1 + Q2 Estimated Actuals	Claire Flynn
6:45 PM	FY 2023-24 Requested Budget	Claire Flynn, Sarah Huggins, Bob Del Gizzi
7:05 PM	PLOC FY 2023-24 Budget Letter	Malcolm Hoover

### Attachments Shared with PLOC

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- FY 2023-24 Requested Budget Proposal Summary
- FY 2023-24 Requested Budget Performance Measures
- PLOC Letter to City Council on FY 2022-23 Requested Budget

### Attending

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#### Oversight Committee Members –

- Maria Velez
- Paul Agrimis
- Silas Sanderson
- *Not in attendance, meeting materials shared and feedback collected for budget letter:*
  - *Alescia Blakely*
  - *Judy BlueHorse Skelton*

#### PP&R Staff –

- Margaret Evans | Workforce Development Manager
- Sarah Huggins | Sustainable Future Program Manager
- Bob Del Gizzi | Finance, Planning, & Analysis Manager
- Malcolm Hoover | Community Relations Senior Community Outreach Coordinator II
- Claire Flynn | Levy Coordinator

#### Members of the Public –

- None

### Administration

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**PORTLANDPARKS.ORG**  
Commissioner Dan Ryan  
Director Adena Long



*Sustaining a healthy park and recreation system to make Portland a great place to live, work, and play.*

Claire Flynn, Levy Coordinator, opened the meeting with an overview of Mayor Wheeler's announcement of new assignments of City Bureaus, in which Portland Parks & Recreation (PP&R) is now in the Culture and Livability service area under the leadership of Commissioner Dan Ryan. PP&R joins the Office of Community and Civic Life and the Office of Equity and Human Rights in the Culture and Livability service area.

Malcolm Hoover, Senior Community Outreach Coordinator and meeting facilitator, gave an overview of the meeting's agenda and lead the group through an icebreaker.

## **Housekeeping**

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Claire presented housekeeping and administrative items to the PLOC.

- Claire noted that in June 2023, all members of the PLOC will come to the end of their initial two-year terms. Per the PLOC bylaws and charter, members may reapply to serve any number of terms not to exceed four years of total consecutive service – meaning that each member can elect to renew their current membership for another two years, starting in July. Claire shared that PP&R is inviting all current members to renew and will be sending out an Intent to Continue to Serve form to members.
- The group then spent some time reviewing possible meeting dates for an April/May 2023 meeting (Year 2, Meeting #4).
- Claire also asked members to think about additional presentation topics that they'd like to see or hear more about in the coming years and noted that upcoming meetings will include time to make a list of topics.

## **Workforce Development**

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Margaret Evans, Workforce Development Manager, presented on recruitment and hiring related to Parks Levy commitments, recruiting a diverse workforce, workforce development program, and related challenges and improvements.

Margaret gave an update on the positions created with support from Parks Levy funding and hiring status of those positions. Workforce Development has also been coordinating with other PP&R teams to track and report on resources required to hire and onboard these new staff – including additional workspaces, IT resources, and other equipment.

Margaret also shared demographic statistics of applicants and new hires, as well as overall PP&R workforce demographics. As of January 2023, 64% of PP&R employees are white and 36% are Black, Indigenous, people of color. The PP&R workforce has become steadily more racially diverse, especially for non-seasonal staff and for managers and supervisors – since 2017, the percentage of Black, Indigenous, people of color in managerial positions has risen from 11% to 30%. To recruit and hire a diverse workforce, Margaret's team has increased outreach to the community through a new Talent Engagement Specialist and their team of two part-time staff, dedicated to connecting with community partner organizations and working with both prospective and current applicants through job fairs, career days, information sessions, and similar events. The Workforce Development team has worked to reduce barriers in the application process and to gauge employee satisfaction and identify areas of improvement to inform retention work moving forward. They have also expanded Workforce Development programs like youth employment opportunities, apprenticeships, internships, and entry-level positions.

To conclude her presentation, Margaret spoke about challenges in recruitment and hiring. The approval of the Parks Levy necessitated a quick turn around and ramp-up of hiring – Workforce Development addressed this challenge by simplifying aspects of the recruitment process for some

positions and adjusting some internal hiring and onboarding processes. Additionally, PP&R's Aquatics team struggled to hire enough staff leading into Summer 2022, a trend seen nationwide for parks and recreation organizations. Workforce Development has adapted to these challenges by increasing wages for Aquatics staff positions, waiving costs of certifications, and hiring a second Talent Engagement Specialist just for Aquatics. These changes will better equip PP&R to staff summer swim lessons, lifeguards, and pool staff in Summer 2023.

Paul Agrimis asked how much further Workforce Development would like to go in regards to a diverse workforce and if there were specific goals around diversity in PP&R's workforce.

- Margaret noted that PP&R does not have a specific percentage set, but the goal is to continue to increase representation and diversity in PP&R's workforce.
- Sarah Huggins, Sustainable Future Program Manager, added that there are Bureau-wide performance measures, submitted in the FY 2023-24 Requested Budget, that speak to percentages of Black, Indigenous, and people of color employees at the Bureau with strategic goals.

Silas Sanderson asked if PP&R had data on retention and employees staying with PP&R long term.

- Margaret shared that the Bureau has started tracking retention efforts. Citywide, PP&R has a low rate of turnover and Margaret noted that she could find the specific retention percentages and send them along.
- Margaret also noted that another Workforce Development position that was created with support from the Parks Levy was a Diversity, Equity, and Inclusion (DEI) Training Analyst who was hired a year ago. The Analyst just launched a three-year training program for the Bureau in January, following a year of analysis and data collection, starting with a Foundation to DEI training that is being offered to PP&R employees every month. This was developed in response to feedback from employees on wanting robust DEI-focused trainings and developing a culture and working environment that employees are satisfied with.
  - Sarah added that in FY 2021-22, PP&R had a 15% turn-over rate for white full-time employees and a 4% turn-over rate for Black, Indigenous, and people of color full-time employees.
    - Silas asked if that data was just a one-year capture (i.e., if it just goes back one year) or if it is something that the Bureau is continuing to track.
    - Sarah shared that the data was captured just for FY 2021-22 but that the Bureau will continue to track turn-over rate and retention moving forward.

### **FY 2022-23 Q1 + Q2 Estimated Actuals**

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Claire gave the PLOC an estimate of Parks Levy spending in Q1 and Q2 of fiscal year 2022-23. Due to the nature of the Leveraged Funding Model, the percent of Parks Levy funding spend on program and service expenses won't be determined until the end of the fiscal year. The final percentage of Parks Levy funding and actual amount can only be determined when the total year-end spend and program revenue are finalized. Any savings or underspending, even in non-levy-related areas, acts to reduce the amount of levy resource required, since more General Fund is available to cover more of the levy-eligible services. To show an estimate of Parks Levy spending for FY22-23 Q1 and Q2, PP&R used the budgeted percentage between General Fund and Parks for Parks Levy supported services. PP&R expects the Parks Levy spending for FY 2022-23 to be less than originally budgeted.

PLOC members did not have any questions or concerns.

## FY 2023-24 Requested Budget

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Bob Del Gizzi (Finance, Planning, & Analysis Manager) provided an overview of PP&R's FY 2023-24 Requested Budget that was submitted to City Council at the end of January 2023. Bob noted that, per the Mayor's guidance, no General Fund reductions were taken but, as bureaus transition into their new Commissioners-in-Charge, no General-Fund-only requests are being taken. However, Parks Levy-related proposals are able to be submitted.

The FY 2023-24 base budget, made up of ongoing budget commitments that have been previously approved/allocated and the associated personnel cost increases and inflation, has no substantial or programmatic changes. Impacts to the base budget are primarily from higher than anticipated levels of inflation. Bob also gave an overview of the five-year picture of Parks Levy spending and forecast, showing the uses and programming of Parks Levy funds, spending to date, and projection for the remaining years of the Parks Levy.

Bob then walked through the new Parks Levy-related proposals.

- Recreation focused proposals will provide support to reducing cost as a barrier through revenue support, increased partnership and outreach with a hub and spoke arts programming model, TeenForce and Parks Squad expansion, better demographic data capture and disaggregation, increased translation and interpretation, and an expansion of the resource and support team to help new and vulnerable users.
  - Additional Aquatics support includes position conversion and enhanced maintenance capacity.
- Urban Forest-related proposals will increase staffing for the Tree Preservation and Compliance team, expand arborist trainee positions and tree inspectors, and provide permit waivers for low-income customers.
- Maintenance additions include increased bark chip budget; replacement of trash cans for improved worker safety and vandalism prevention; creation of new utility, trade-training, and equipment operator positions; and an operations & maintenance package for new and expanded facilities.
- Nature related proposals will support a new City Nature West park technician and a horticulturalist apprentice for the Ecologically Sustainable Landscapes Initiative.

Claire presented how the proposals relate to the Parks Levy commitments and how the proposals funding is allocated between Parks Levy commitments.

Sarah Huggins, Sustainable Future Program Manager, gave an overview of the performance measures submitted as part of the FY 2023-24 Requested Budget. PP&R submitted 32 bureau performance measures in the requested budget, eight of which were included in the Year 1 (FY 2021-22) Parks Levy Annual Report, and one is a new measure that is also related to Parks Levy commitments. Sarah also asked the PLOC for their thoughts on including measures around workforce diversity in the Parks Levy report, specifically as the measures relate to the commitment to, "Provide parks and recreation services to diverse populations..." and measuring how underserve communities could see themselves represented in PP&R's workforce.

- Paul Agrimis and Silas Sanderson shared support for having performance measures around workforce diversity included in Parks Levy reporting.

Silas asked if the "Total number of trees planted" per year measure is enough to meet city-wide tree canopy goals and how the Bureau is tracking how to meet the overall canopy goals.

- Sarah noted that Urban Forestry is planning on updating the Urban Forestry Management plan and will be refreshing some of the canopy goals and projections. One continued

challenge is finding prime areas for tree planting so the update to the management plan is an opportunity to adjust the approach to be able to meet canopy goals.

- Silas emphasized that there's a long-standing impact that can be made by increasing the tree canopy and using leverage, such as partnerships, to get there. He also asked that PP&R consider if there are increased strategic partnerships and work to be done with community organizations that could help meet tree planting and tree canopy goals.
  - Sarah shared that the PLOC could invite Jenn Cairo, City Forester, back to a future meeting to answer additional questions about partnership opportunities, tree planting, updates to the Urban Forestry Management plan, and more.

### **PLOC FY 2023-24 Requested Budget Letter**

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Claire gave an overview of the budget letter writing process, noting that, while the requested budget has been submitted, the PLOC's budget letter can and will be retroactively added into the full package.

Malcolm Hoover then led the group through a brainstorming exercise to gather information to include in the budget letter. Malcolm reminded the PLOC of topics that came up in previous meetings:

- Expanding capacity and support for nature-focused programs like Ecologically Sustainable Landscape Initiative
- Support for strengthening community partnerships, including increased outreach efforts and information sharing around financial assistance
- Reiterating support for the Leveraged Funding Model, specifically its use in maximizing and preserving the Parks Levy
- Excitement at the continued use of the Equity and Anti-Racism Lens in decision making
- Interest in a sustainable funding source and sustained level of funding after the initial 5 years of the Parks Levy

Silas reiterated his interest in tree canopy and tree planting. Specifically, he noted that the Parks Levy funding is an opportunity to change past dynamics, show that funding can be well spent, and do something transformational. Silas also noted that the Bureau has had the same tree canopy goal for a long time and that the Parks Levy funding should transform how PP&R reaches that goal, particularly because investment in trees will stretch beyond the life of the Parks Levy.

Paul emphasized the need for the Bureau to address the deferred maintenance backlog and noted that important facilities are being taken offline because of deferred maintenance. Paul asked that the PLOC advocate for additional support and funding for PP&R to be a whole parks system and address the \$600 million backlog. Specifically, Paul noted that deferred maintenance disproportionately affects the service levels of Black, Indigenous, and people of color – for example, the closure of Columbia Pool leaves a service gap in an area of Portland that has a higher percentage of people of color. Addressing the deferred maintenance backlog with additional capital funding is paramount to seeing the benefits of parks and recreation services and programs across throughout Portland and is a critical issue to address alongside continued operational support from the Parks Levy.

Maria wanted to include a continued push on diversity, equity, and inclusion (DEI), focusing on who PP&R serves, who has access, and the programs PP&R provides. Maria also shared the importance of expanding focus of DEI to include accessibility and people living with disabilities, noting that DEI can tend to focus primarily on racial equity but accessibility (language, disability, etc.) is also key to DEI.

Malcolm summarized the thoughts shared and Claire shared that she would connect with Judy and Alecia on their thoughts to include in the letter. Claire adjourned the meeting.

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iyo soojeedin, isbadalo, adeegyo caawimaad ah, noocyo kaladuwan, iyo caawimaado iyo adeegyo dheeri ah. Si aad ucodsato adeegyadaan, wac 503-823-2525, Adeegga Caawimada: 711.

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