



## PORTLAND PARKS & RECREATION


Healthy Parks, Healthy Portland



September 29, 2014

### MEMORANDUM

**TO:** Mayor Charlie Hales  
Commissioner Nick Fish  
Commissioner Amanda Fritz  
Commissioner Steve Novick  
Commissioner Dan Saltzman  
City Auditor LaVonne Griffin-Valade  
City Budget Office

**FROM:** Mike Abbaté, Director 

**RE:** Portland Parks and Recreation FY 2014-15, Fall Budget Monitoring Process (BuMP) Submittal

The Portland Parks & Recreation (PP&R) Fall Budget Adjustment Submittal is an important step in assuring that vital programs, operations, and maintenance are implemented in a timely fashion as directed by City Council.

I would like to highlight the requests that improve customer safety and access, where the most critical gaps exist:

- Safety – these packages improve customer safety by installing new or replacing failing air quality, fire and life safety, and security infrastructure equipment and systems.
  - Replace Central Energy Control Systems at key locations
  - Replace Charles Jordan Community Center's leaking roof
  - Replace key components of Mt. Scott Community Center's HVAC system
  - Install security cameras at key locations
- Access
  - Fund master plans for three parks in East Portland.
  - Renew Forest Park including invasive removal and re-building the only accessible entrance to the park.
  - ADA Transition Plan – begins to address the most critical access issues.

In addition, the Submittal includes miscellaneous technical, revenue and position adjustments.

Thank you for your consideration of this request.

#### Administration

1120 S.W. 5th Ave., Suite 1302  
Portland, OR 97204  
Tel: (503) 823-7529 Fax: (503) 823-6007

[www.PortlandParks.org](http://www.PortlandParks.org)  
Charlie Hales, Mayor  
Mike Abbaté, Director



**Supplemental Budget Request  
FY 2014-15 Fall Supplemental Budget**

**Bureau:** Portland Parks & Recreation

**Type:** Technical Adjustment

**Request:** PK\_001 - Fall - Technical Adjustments

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Unappropriated Fund Balance	0	0	0
Personnel Services	178,560	0	178,560
External Materials and Services	958,185	0	958,185
Internal Materials and Services	20,380	0	20,380
Capital Outlay	(1,157,125)	0	(1,157,125)
Fund Transfers - Expense	0	0	0
Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	0	0	0
Intergovernmental Revenues	0	0	0
Miscellaneous	0	0	0
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Technical Adjustments between major object categories, cost center and/or commitment items that do not impact fund size or contingency.

**CBO Discussion and Recommendation**

**Supplemental Budget Request  
FY 2014-15 Fall Supplemental Budget**

**Bureau:** Portland Parks & Recreation

**Type:** New Request

**Request:** PK\_002 - Fall - New Revenue Requests

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	(9,864)	0	(9,864)
External Materials and Services	373,554	0	373,554
Internal Materials and Services	125,441	0	125,441
Capital Outlay	792,831	0	792,831
Fund Transfers - Expense	539,941	0	539,941
Contingency	(907,974)	0	(907,974)
<b>TOTAL EXPENDITURES</b>	<b>913,929</b>	<b>0</b>	<b>913,929</b>
<b>REVENUES</b>			
Charges for Services	348,486	0	348,486
Intergovernmental Revenues	104,879	0	104,879
Interagency Revenue	2,000	0	2,000
Fund Transfers - Revenue	552,508	0	552,508
Miscellaneous	(93,944)	0	(93,944)
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>913,929</b>	<b>0</b>	<b>913,929</b>

**Bureau Description:**

This package recognizes changes in fund size due to new revenues or adjusted revenue projections. The significant items in this list include:  
Fund 100 - \$40K reduction in Senior Recreation targets due to a downsizing of the program that was realized with the Rec Revolution strategy, and a \$65K adjustment to the Metro IGA due to a reduction in the Metro Local Share administration.  
Fund 402 – transfer of Washington Park parking fee revenues to capital fund for capital improvements in the park. Other miscellaneous carryover of revenue funded capital projects and true-up of final project revenues.  
Fund 604 - \$12,500 cash transfer back to PIR for unused balance on prior year project.

**CBO Discussion and Recommendation**

**Supplemental Budget Request  
FY 2014-15 Fall Supplemental Budget**

**Bureau:** Portland Parks & Recreation

**Type:** Encumbrance Carryover Request

**Request:** PK\_003 - Encumbrance Carryover Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	419,884	0	419,884
Internal Materials and Services	468,500	0	468,500
<b>TOTAL EXPENDITURES</b>	<b>888,384</b>	<b>0</b>	<b>888,384</b>
<b>REVENUES</b>			
General Fund Discretionary	888,384	0	888,384
<b>TOTAL REVENUES</b>	<b>888,384</b>	<b>0</b>	<b>888,384</b>

**Bureau Description:**

PP&R recognizes encumbrances for one-time purchases that were encumbered but not received or accrued in FY 2013-14.

In FY 2013-14, PP&R ended the year with \$588,378 in encumbrances. Of those, many were accruals, small remaining balances on existing operational purchases, or annual services contracts. The balance of one-time, true encumbered purchases totaled \$419,884 (\$588,378 minus annual operating expenses with small balances that totaled \$168,494).

In addition to traditional encumbrances, PP&R encumbered \$657,500 in one-time Fleet vehicle purchases from Operations and Maintenance to support new parks, which was approved by Council last fiscal year. In FY 2013-14, only \$121,153 was spent leaving \$536,347 encumbered. Updated vehicle estimates further reduced this needed encumbrance by \$67,847, leaving \$468,500 to purchase the remaining 13 vehicles.

**CBO Discussion and Recommendation**

**Supplemental Budget Request  
FY 2014-15 Fall Supplemental Budget**

**Bureau:** Portland Parks & Recreation

**Type:** Carryover Request

**Request:** PK\_004 - Grant Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	155,337	0	155,337
External Materials and Services	454,386	0	454,386
Capital Outlay	(55,048)	0	(55,048)
<b>TOTAL EXPENDITURES</b>	<b>554,675</b>	<b>0</b>	<b>554,675</b>
<b>REVENUES</b>			
Intergovernmental Revenues	554,675	0	554,675
<b>TOTAL REVENUES</b>	<b>554,675</b>	<b>0</b>	<b>554,675</b>

**Bureau Description:**

This Package is to recognize grant carryover adjustments for projects that didn't get completed by June 30.

**CBO Discussion and Recommendation**

**Supplemental Budget Request  
FY 2014-15 Fall Supplemental Budget**

**Bureau:** Portland Parks & Recreation

**Type:** Technical Adjustment

**Request:** PK\_005 - Beginning Fund Balace Adj

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Unappropriated Fund Balance	0	0	0
Personnel Services	417,125	0	417,125
External Materials and Services	2,294,017	0	2,294,017
Internal Materials and Services	0	0	0
Capital Outlay	7,603,514	0	7,603,514
Fund Transfers - Expense	12,567	0	12,567
Contingency	451,737	0	451,737
<b>TOTAL EXPENDITURES</b>	<b>10,778,960</b>	<b>0</b>	<b>10,778,960</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	10,778,960	0	10,778,960
Charges for Services	0	0	0
Intergovernmental Revenues	0	0	0
<b>TOTAL REVENUES</b>	<b>10,778,960</b>	<b>0</b>	<b>10,778,960</b>

**Bureau Description:**

This package is to adjust the beginning fund balances for Parks funds to align with the CAFR

**CBO Discussion and Recommendation**

**Supplemental Budget Request  
FY 2014-15 Fall Supplemental Budget**

**Bureau:** Portland Parks & Recreation

**Type:** Technical Adjustment

**Request:** PK\_006 - Fall – Position Changes

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	48,448	0	48,448
External Materials and Services	(48,448)	0	(48,448)
Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	1.67	0.00	1.67
Limited Term Positions	-1.00	0.00	-1.00
<b>TOTAL FTE</b>	<b>0.67</b>	<b>0.00</b>	<b>0.67</b>

**Bureau Description:**

This package converts a limited term position for Washington Park parking administration that now is projected to have permanent funding, and adds two positions to provide maintenance at the newly acquired Colwood golf course.

**CBO Discussion and Recommendation**

**Supplemental Budget Request  
FY 2014-15 Fall Supplemental Budget**

**Bureau:** Portland Parks & Recreation

**Type:** New Request

**Request:** PK\_007 - Major Maintenance - Walker Central Energy Contrl

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Capital Outlay	490,925	0	490,925
<b>TOTAL EXPENDITURES</b>	<b>490,925</b>	<b>0</b>	<b>490,925</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	490,925	0	490,925
Miscellaneous	0	0	0
<b>TOTAL REVENUES</b>	<b>490,925</b>	<b>0</b>	<b>490,925</b>

**Bureau Description:**

Many PP&R facilities utilize a Walker brand Direct Digital Control (DDC) system for centralized control of the Heating, Ventilation, and Air Conditioning (HVAC) systems. DDC systems regulate air temperature and quality and provide key fire and life safety features. The Walker DDC systems are outdated and beginning to fail more regularly, resulting in hot, humid, and uncomfortable facilities. These operational failures also result in low energy efficiency and high maintenance demands on staff. The most significant consequences of failure would be either the buildings have to close due to non-functioning equipment, causing loss of service; or, the worst case scenario is that a fire incident could occur during a DDC failure and non-functioning fire and life safety features would not mitigate the fire's impact, thus endangering the lives of participants and staff.

The Energy Trust of Oregon partnered with PP&R staff to evaluate the system at Matt Dishman Community Center. Their analysis concluded that a new DDC system would result in \$13,000 annual energy cost savings.

A total of 14 PP&R buildings need new systems. This request is for replacement of the 9 DDC systems that are most likely to fail:

1. Mt. Scott CC (also see PK009, which discusses complementary maintenance requests)
2. Montavilla CC
3. Multnomah Art Center
4. Peninsula Park CC
5. Wilson Pool
6. Columbia Pool
7. Charles Jordan CC
8. East Portland CC
9. Southwest CC

Annually, these buildings receive over 1 million visits and 3.6 million revenue, and in addition to possible consequences of failure to participants and staff, many of these buildings serve important roles in the citywide Emergency Operations Plan:

- \* Mt. Scott Community Center is identified as a first responder rest and recovery center;
- \* Montavilla Community Center and Multnomah Arts Center are designated as potential sites for incident command posts and staging areas;
- \* Peninsula Park Community Center is designated as a secondary site for PP&R Continuity of Operations and a shelter.

\*Replacement System: Automated Logic/Clima-tech are currently contracted by the City to provide DDC controllers and service for the buildings maintained by OMF Facilities, and the city has already established a web-based remote control application for monitoring and adjusting the DDC systems, which PP&R will be able to use as well.

**CBO Discussion and Recommendation**



**Supplemental Budget Request  
FY 2014-15 Fall Supplemental Budget**

**Bureau:** Portland Parks & Recreation

**Type:** New Request

**Request:** PK\_008 - Major Maintenance - Charles Jordan CC Roof

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Capital Outlay	702,800	0	702,800
<b>TOTAL EXPENDITURES</b>	<b>702,800</b>	<b>0</b>	<b>702,800</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	702,800	0	702,800
Miscellaneous	0	0	0
<b>TOTAL REVENUES</b>	<b>702,800</b>	<b>0</b>	<b>702,800</b>

**Bureau Description:**

This project is to replace the gym roof, restoring full service at this community center in North Portland. This project will leverage \$199,000 that PP&R has set aside in the FY 14-15 budget from Major Maintenance funds, the FY 14-15 CIP Work Plan has allocated staff to design and permit this project.

Charles Jordan Community Center (9009 N Foss Ave) was visited by over 200,000 people in 2013, and generated over \$280,000 in revenue for the city. The gym roof has been leaking since it was installed. PP&R staff have been caulking the overlapping roof seams to slow water infiltration, but Professional Roof Consultants has advised PP&R that the roof will continue to leak if not replaced. Current leakage levels cause disruptions in service, revenue loss, impacts on the building structure, and the wet floor creates a hazard and potential for serious injury.

In the event of an emergency, Charles Jordan Community Center is identified as a primary location for a shelter area. If the roof continues to leak and fail, the center will not be able to serve its function in a citywide emergency.

Portland Parks & Recreation (PP&R) has identified more than \$365 million in necessary replacements and major maintenance projects that need to be completed over the next 10 years. The Parks Replacement Bond, on the November 2014 ballot, is not guaranteed to pass and is not a full financial solution to our major maintenance funding problem. If the bond does pass, it only authorizes up to \$68 million in repair and replacement funding—leaving a significant gap. Projects like this roof repair are key major maintenance needs that should be completed as soon as possible.

**CBO Discussion and Recommendation**

**Supplemental Budget Request  
FY 2014-15 Fall Supplemental Budget**

**Bureau:** Portland Parks & Recreation

**Type:** New Request

**Request:** PK\_009 - Major Maintenance - Mt Scott CC HVAC System

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Capital Outlay	818,250	0	818,250
<b>TOTAL EXPENDITURES</b>	<b>818,250</b>	<b>0</b>	<b>818,250</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	818,250	0	818,250
Miscellaneous	0	0	0
<b>TOTAL REVENUES</b>	<b>818,250</b>	<b>0</b>	<b>818,250</b>

**Bureau Description:**

This package requests installation of new HVAC features that will complement the installation of a new DDC system discussed in PK007 above.

This project would replace the gym's exhaust fan and suspended heaters with Roof Top Units (RTUs) and the skating rink heaters with gas packs. It would upgrade the HVAC and electrical systems in the original portion of the community center, and add to the system so that the lobby, preschool, auditorium, kitchen, gymnasium, skating rink, north multi-purpose room, and offices are adequately served.

The existing assets are over 40 years old, well beyond their recommended service life of about 20 years. PP&R staff have been able thus far to continue to patch them after failures, causing an increase in reactive maintenance at the expense of preventative maintenance.

Failure to replace these units would mean that community members and staff are at risk of compromised air quality, staff spend increasing time responding to emergency breakages, programs continue to be disrupted, and eventually PP&R may have to reduce use of the space.

Portland Parks & Recreation (PP&R) has identified more than \$365 million in necessary replacements and major maintenance projects that need to be completed over the next 10 years. The Parks Replacement Bond, on the November 2014 ballot, is not guaranteed to pass and is not a full financial solution to our major maintenance funding problem. If the bond does pass, it only authorizes up to \$68 million in repair and replacement funding—leaving a significant gap. Projects like this Mt Scott HVAC replacement are key major maintenance needs that should be completed as soon as possible.

**CBO Discussion and Recommendation**

**Supplemental Budget Request  
FY 2014-15 Fall Supplemental Budget**

**Bureau:** Portland Parks & Recreation

**Type:** New Request

**Request:** PK\_010 - Security Infrastructure Investment

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	81,204	0	81,204
Internal Materials and Services	334,172	0	334,172
<b>TOTAL EXPENDITURES</b>	<b>415,376</b>	<b>0</b>	<b>415,376</b>
<b>REVENUES</b>			
General Fund Discretionary	415,376	0	415,376
<b>TOTAL REVENUES</b>	<b>415,376</b>	<b>0</b>	<b>415,376</b>

**Bureau Description:**

Several community centers and pools have inadequate camera coverage (or none at all). Areas that lack coverage are day care rooms, front desk areas, and/or entry/exit doors. This lack of camera coverage compromises our ability to aid police in the investigation of criminal activity. In addition, a camera system helps deter and stop criminal activity as well as document whatever goes on at the center to ensure the safety of our visitors and staff. To address this gap, central services and security staff identified and prioritized the installation of cameras within each center.

In addition to the security need, Portland Parks & Recreation processed over two hundred thousand credit card transactions during FY 2013-14 at 34 sites. PP&R is required to audit at the City of Portland, Level 1, Payment Card Industry (PCI) v2.0 compliance level. This level includes the following requirement: "9.1.1 - Use video cameras and/or other access control mechanisms to monitor individual physical access to sensitive areas. Review collected data and correlate with other entries. Store for at least three months, unless otherwise restricted by law."

Of the 34 sites, 21 do not have CCTV installed and 2 are in a state of partial failure. Due to lack of funding, PP&R has had to approach this as a long term conversion plan, recognizing that the City is out of compliance with federal law until this conversion is complete. This package would allow the necessary resources to meet the federal PCI requirement.

**CBO Discussion and Recommendation**

**Supplemental Budget Request  
FY 2014-15 Fall Supplemental Budget**

**Bureau:** Portland Parks & Recreation

**Type:** New Request

**Request:** PK\_011 - New Master Plans for East Portland

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	300,000	0	300,000
<b>TOTAL EXPENDITURES</b>	<b>300,000</b>	<b>0</b>	<b>300,000</b>
<b>REVENUES</b>			
General Fund Discretionary	300,000	0	300,000
<b>TOTAL REVENUES</b>	<b>300,000</b>	<b>0</b>	<b>300,000</b>

**Bureau Description:**

East Portland has fewer developed parks per capita than other parts of Portland. The city is making more parks available by funding Beech and Gateway Parks (currently in design after master plans for these sites were completed in 2008 and 2011, respectively), but there is still much more to do.

Park master plans need to be in place before construction can commence at most park properties. Master plans identify community needs and desired future conditions for these sites through public processes; this brings the park land one step closer to design, development, and construction or enhancement/restoration.

This budget package will provide for master plans at the following park sites which are currently vacant and unimproved:

1 - Wilkes Headwaters, a unique 20-acre site that will have a 4 to 5 acre neighborhood park at the north end and a re-created natural area to the south. The area has the highest equity score (15) of potential East Portland park sites.

2 - Mill & Midland Parks, two small parks within close proximity of each other that, if improved, would serve over 860 new households.

**CBO Discussion and Recommendation**

**Supplemental Budget Request  
FY 2014-15 Fall Supplemental Budget**

**Bureau:** Portland Parks & Recreation

**Type:** New Request

**Request:** PK\_012 - Renew Forest Park Seed Funding

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	500,000	0	500,000
<b>TOTAL EXPENDITURES</b>	<b>500,000</b>	<b>0</b>	<b>500,000</b>
<b>REVENUES</b>			
General Fund Discretionary	500,000	0	500,000
<b>TOTAL REVENUES</b>	<b>500,000</b>	<b>0</b>	<b>500,000</b>

**Bureau Description:**

As Portland's largest natural area, the ecological health of, recreation opportunities and public accessibility to the park are critical to our vibrant city. For many years citizens, city staff, and stakeholders have called for a major investment in the future of Forest Park. With a holistic look at ecology, recreation and access, there is a unique opportunity to make significant improvements to the park - a legacy that will be passed down to succeeding generations. By clearing the park of extensive invasive species, improving the entry to and education about the park, and making long-needed repairs to the trails, signage and access points, Forest Park will be renewed. Portlanders and the many native species who call Forest Park home will see and experience the park as they haven't for over a century.

This package provides the seed funding for this initiative, which is expected to attract other potential funding sources to carry it forward. This seed funding would go towards efforts to restore and rebuild the park. Currently invasive species such as English ivy compromise ecological function and wildlife habitat quality. \$350,000 will be spent on invasive species control and restoration of healthy plant communities and habitat. Contract crews with specialized equipment will be hired to supplement the ongoing work of community volunteers and City staff. \$150,000 will be spent on design for improving the Lower Macleay entrance to the park and the Lower Macleay Trail which has been damaged by landslides.

**CBO Discussion and Recommendation**

**Supplemental Budget Request  
FY 2014-15 Fall Supplemental Budget**

**Bureau:** Portland Parks & Recreation

**Type:** New Request

**Request:** PK\_013 - ADA Transition Plan

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	43,614	0	43,614
External Materials and Services	106,386	0	106,386
Capital Outlay	500,000	0	500,000
<b>TOTAL EXPENDITURES</b>	<b>650,000</b>	<b>0</b>	<b>650,000</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	500,000	0	500,000
Miscellaneous	0	0	0
General Fund Discretionary	150,000	0	150,000
<b>TOTAL REVENUES</b>	<b>650,000</b>	<b>0</b>	<b>650,000</b>
<b>FTE</b>			
Limited Term Positions	0.50	0.00	0.50
<b>TOTAL FTE</b>	<b>0.50</b>	<b>0.00</b>	<b>0.50</b>

**Bureau Description:**

PP&R is participating in an assessment of all City facilities to determine compliance with Title II of the Americans with Disabilities Act (ADA), called the ADA Transition Plan. The plan will identify physical obstacles and a method for removal of these obstacles, as well as provide a schedule for accessibility improvements.

PP&R facilities make up the majority of the ADA Transition Plan. Of the 375 facilities being surveyed citywide, 262 of those (70%) are managed by PP&R. Approximately 25% of PP&R facilities have been assessed to date, and have resulted in almost 10,000 identified ADA barriers, each of which needs to be individually prioritized, tracked, and addressed. Given the number of PP&R facilities being assessed, existing PP&R staff resources are not sufficient to manage the bureau work necessary for completion of the legally mandated ADA Transition Plan.

Funding is needed to integrate project data with PP&R's systems, for prioritization and tracking purposes, as well to implement the improvements. This package includes a funding request of \$100K for a Limited Term position to manage development of the PP&R components of the ADA Transition Plan (\$100K / 18 months), and \$500K in capital funds to begin addressing the most high priority ADA deficiencies.

While ADA improvements are part of the Parks Replacement Bond package on the November 2014 ballot, there is no guarantee that the bond will pass. If it does pass, the ADA investment would be limited to the capital improvements (not the needed limited term position) and importantly, with tens of millions in needed ADA improvements, PP&R needs millions of dollars more than available through the Bond to complete the projects identified in the transition plan.

Parks are an essential component in creating a Complete Neighborhood. Both the Portland Plan, and the PP&R Mission emphasize the importance of providing public open spaces and recreational facilities that meet the needs of people of all ages and abilities. When many parks and facilities have identified ADA barriers, PP&R is unable to meet its mission to provide park and recreation opportunities that are accessible for all, and to effectively serve its community function in a Complete Neighborhood.

**CBO Discussion and Recommendation**

## Prior Year Business Area Reconciliation Report

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
<b>Portland Parks &amp; Recreation</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$41,996,253	\$41,466,608	99%
External Materials and Services	\$15,218,332	\$13,952,509	92%
Internal Materials and Services	\$6,955,749	\$7,477,200	107%
Capital Outlay	\$30,000	\$44,487	148%
<b>TOTAL EXPENDITURES</b>	<b>\$64,200,334</b>	<b>\$62,940,803</b>	<b>98%</b>
<b>REVENUES</b>			
Licenses & Permits	\$391,028	\$354,354	91%
Charges for Services	\$16,146,787	\$15,952,229	99%
Intergovernmental Revenues	\$206,494	\$166,655	81%
Interagency Revenue	\$2,277,709	\$2,062,622	91%
Fund Transfers - Revenue	\$0	\$0	0%
Miscellaneous	\$983,267	\$1,061,743	108%
General Fund Discretionary	\$44,195,049	\$0	0%
<b>TOTAL REVENUES</b>	<b>\$64,200,334</b>	<b>\$19,597,603</b>	<b>31%</b>

### Bureau Reconciliation Narrative

Fund 100:

Capital Expenditure – This line item had a \$14,487 variance due to a late, unplanned expenditure in June that hadn't been budgeted. Capital expenditures are traditionally budgeted in the Capital Fund, but sometimes operational expenses meet capitalization thresholds.

Intergovernmental Revenue – This line item had a small variance due to a vacancy in a Metro Local Share Bond liaison position for much of the fiscal year, which is reimbursable with intergovernmental revenue. While this vacancy led to an under-collection of revenues, it created a like-kind savings in personnel expenses.

Fund 217:

Personnel Service 81.3% - This variance can be attributed to grants PK000022 DD Employment Alternatives and PK000026 Mcloughlin Blvd Bridge Staircase. The staircase project has been canceled and the Senior Recreation run Employment Alternatives spent funding on meals for clients rather than on part time personnel.

External materials and Services 71.3% - This variance is the due to the delay on the Mcloughlin Blvd Bridge Staircase grant. The North Willamette Greenway Design grant appropriated material & services budget for design. The actual design contract was overseen by ODOT, the grantor.

Internal Materials and Services 56.7% - This small variance (\$2,590) is caused by charges incurred on the Waud Bluff Trail grant, PK000006 that was moved off the grant. Internal Services were requested from PBOT and BES.

Capital Outlay 78.4% - This variance is attributed to the Marshall Park Playground grant from Oregon Parks and Recreation Department, PK000039. This project started late in the fiscal year and will carry over to the current fiscal year. The other half of this variance was caused by a prior year accrual offset on the Waud Bluff grant, PK000006, which caused the capital outlay account to have a large negative amount. This project is close to completion and that grant has been closed.

Intergovernmental Revenue 96.3% - Variance less than 10%

## Prior Year Business Area Reconciliation Report

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
<b>Portland Parks &amp; Recreation</b>			
<b>EXPENDITURES</b>			
Personnel Services	\$295,511	\$240,338	81%
External Materials and Services	\$345,924	\$246,498	71%
Internal Materials and Services	\$6,000	\$3,402	57%
Capital Outlay	\$1,678,520	\$1,316,496	78%
<b>TOTAL EXPENDITURES</b>	<b>\$2,325,955</b>	<b>\$1,806,735</b>	<b>78%</b>
<b>REVENUES</b>			
Intergovernmental Revenues	\$2,325,955	\$2,240,276	96%
Miscellaneous	\$0	\$4,150	0%
<b>TOTAL REVENUES</b>	<b>\$2,325,955</b>	<b>\$2,244,426</b>	<b>96%</b>

### Bureau Reconciliation Narrative

#### Fund 100:

Capital Expenditure – This line item had a \$14,487 variance due to a late, unplanned expenditure in June that hadn't been budgeted. Capital expenditures are traditionally budgeted in the Capital Fund, but sometimes operational expenses meet capitalization thresholds.

Intergovernmental Revenue – This line item had a small variance due to a vacancy in a Metro Local Share Bond liaison position for much of the fiscal year, which is reimbursable with intergovernmental revenue. While this vacancy led to an under-collection of revenues, it created a like-kind savings in personnel expenses.

#### Fund 217:

Personnel Service 81.3% - This variance can be attributed to grants PK000022 DD Employment Alternatives and PK000026 Mcloughlin Blvd Bridge Staircase. The staircase project has been canceled and the Senior Recreation run Employment Alternatives spent funding on meals for clients rather than on part time personnel.

External materials and Services 71.3% - This variance is the due to the delay on the Mcloughlin Blvd Bridge Staircase grant. The North Willamette Greenway Design grant appropriated material & services budget for design. The actual design contract was overseen by ODOT, the grantor.

Internal Materials and Services 56.7% - This small variance (\$2,590) is caused by charges incurred on the Waud Bluff Trail grant, PK000006 that was moved off the grant. Internal Services were requested from PBOT and BES.

Capital Outlay 78.4% - This variance is attributed to the Marshall Park Playground grant from Oregon Parks and Recreation Department, PK000039. This project started late in the fiscal year and will carry over to the current fiscal year. The other half of this variance was caused by a prior year accrual offset on the Waud Bluff grant, PK000006, which caused the capital outlay account to have a large negative amount. This project is close to completion and that grant has been closed.

Intergovernmental Revenue 96.3% - Variance less than 10%



## Prior Year Fund Reconciliation Report

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
<b>215 - Parks Local Option Levy Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	943,884	835,807	88.55
Internal Materials and Services	209,234	169,956	81.23
Fund Transfers - Expense	68,891	68,891	100.00
Contingency	926,009	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>2,148,018</b>	<b>1,074,654</b>	<b>50.03</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	2,137,993	0	0.00
Taxes	1,922	1,758	91.45
Fund Transfers - Revenue	4	15	375.00
Miscellaneous	8,099	10,317	127.39
<b>TOTAL REVENUES</b>	<b>2,148,018</b>	<b>12,090</b>	<b>0.56</b>

### Fund Reconciliation Narrative

This fund has no over-spending of expenses or under-collection of revenues by more than 10%

## Prior Year Fund Reconciliation Report

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
<b>220 - Portland Parks Memorial Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	856,325	806,641	94.20
External Materials and Services	1,032,097	103,155	9.99
Internal Materials and Services	1,131,641	650,350	57.47
Capital Outlay	0	(52,000)	0.00
Fund Transfers - Expense	50,000	50,000	100.00
Contingency	1,697,479	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>4,767,542</b>	<b>1,558,146</b>	<b>32.68</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	2,982,702	0	0.00
Licenses & Permits	40,000	197,750	494.37
Charges for Services	974,500	1,052,042	107.96
Fund Transfers - Revenue	67,200	67,200	100.00
Miscellaneous	703,140	872,233	124.05
<b>TOTAL REVENUES</b>	<b>4,767,542</b>	<b>2,189,225</b>	<b>45.92</b>

### Fund Reconciliation Narrative

This fund has no over-spending of expenses or under-collection of revenues by more than 10%

## Prior Year Fund Reconciliation Report

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
<b>402 - Parks Capital Improvement Program Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	1,994,420	1,263,105	63.33
External Materials and Services	5,187,986	3,013,075	58.08
Internal Materials and Services	646,005	498,912	77.23
Capital Outlay	22,059,281	12,206,839	55.34
Bond Expenses	4,399,424	4,340,389	98.66
Fund Transfers - Expense	161,617	161,617	100.00
Contingency	14,743,805	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>49,192,538</b>	<b>21,483,937</b>	<b>43.67</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	27,125,097	0	0.00
Licenses & Permits	0	75,000	0.00
Charges for Services	10,000,184	20,149,127	201.49
Intergovernmental Revenues	3,743,785	1,324,491	35.38
Interagency Revenue	24,826	49,227	198.29
Fund Transfers - Revenue	4,678,386	4,678,386	100.00
Bond and Note	1,455,000	1,054,667	72.49
Miscellaneous	2,165,260	2,545,571	117.56
<b>TOTAL REVENUES</b>	<b>49,192,538</b>	<b>29,876,469</b>	<b>60.73</b>

## Prior Year Fund Reconciliation Report

FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
---------------------------------	-----------------------------------	-------------------------------------

---

### Fund Reconciliation Narrative

Fund Reconciliation Report – Fund 402

Personnel Service 63.33% - This variance is made up of numerous projects, some of which have started but others have not, such as the Bridgeton Marine Drive Trail, Fernhill Splash Pad, Nike Basketball Courts, and Riverplace Sidewalk.

External materials and Services 58.08% - Match and pass through funding for the Japanese Garden, Thomas Cull and Red Electric Trail grant account for a portion of this variance. SDC funding for design on the East Delta Park synthetic turf, Beech Park, Marine Drive Trail and the Fernhill Splash Pad did not start design or just started by fiscal year end.

Internal Materials and Services 77.23% - This variance relates to the Riverview Restoration work being done by BES. This work will continue over the next 3 years. Due to the lack of some projects starting off slow or not at all the amount of overhead recovery lags behind the budgeted amount.

Capital Outlay 55.34% - SDC funding for development projects and acquisitions account for half of this variance. SDC funded \$400,000 for SDC credit due on the Fields project that will carry over to the Waterfront/Centennial Mills PDC project. Other SDC funded projects that have yet to start construction include the Tennis Center Bubble, park development on the Werbin property in the Cully Neighborhood and the Delta Park Synthetic Turf project. The PDC funded project Bridgeton Marine Drive Trail has not started construction at fiscal yearend. Dawson Park Improvement project funded by PDC was budgeted for but the actual construction contract was done by PDC rather than Parks. A few major maintenance projects will also carryover to next fiscal year, EPCC and CJCC roofing projects, and the Riverplace Sidewalk project has been put on hold.

Bond Expenses 98.66% - less than 10% variance.

Fund Transfers – Expense 100% - no variance.

Total Expenditures 43.67% - Most large projects did not proceed upon the initially anticipated timelines. Spending is anticipated in current year. Thomas Cully, Khunamokwst, Portland Tennis Center Bubble, East Delta Park synthetic turf, and Bridgeton trails are the large project that will carry over to fiscal year 2015. Other large project budget but not yet in or just started construction the Beech Park and Spring Garden Park development projects.

Charges for Services 201.49% - This variance is attributed to the SDC fees collected on residential and commercial permits. FY 2013/14 was a record year for SDC fees, with \$11,226,789 collected in the 4th quarter of the year.

Intergovernmental Revenue 35.38% - Caruthers and Dawson park projects funded by PDC and Marquam Trail project funded by Metro account for this variance.

Interagency Revenues 198.29% - This variance relates to the Powell Reservoir project, which is a Water Bureau project and smaller miscellaneous BES and PBOT projects.

Funds Transfer Revenue 100% - no variance to report on.

Bond and Note – 72.49% - The reason for this variance is that initial estimate given by the Auditors office was higher than the actual sale of the Limited Tax Improvement Bond, 2014 Series A sold in June of 2014.

Miscellaneous - 117.56 % - This variance was cause by higher than normal lien assessment collections.

Total Revenue 60.73% Intergovernmental funding makes up a significant portion of this variance. As many large projects did not spend down as anticipated, reimbursements were commensurately lower than budget.

## Prior Year Fund Reconciliation Report

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
<b>500 - Parks Endowment Fund</b>			
<b>EXPENDITURES</b>			
Unappropriated Fund Balance	162,790	0	0.00
Personnel Services	750	750	100.00
External Materials and Services	18,595	601	3.23
Internal Materials and Services	775	750	96.77
Contingency	185	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>183,095</b>	<b>2,101</b>	<b>1.15</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	182,140	0	0.00
Miscellaneous	955	914	95.75
<b>TOTAL REVENUES</b>	<b>183,095</b>	<b>914</b>	<b>0.50</b>

### Fund Reconciliation Narrative

This fund has no over-spending of expenses or under-collection of revenues by more than 10%

## Prior Year Fund Reconciliation Report

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
<b>603 - Golf Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	3,364,942	3,454,688	102.67
External Materials and Services	3,844,923	3,637,925	94.62
Internal Materials and Services	669,701	686,124	102.45
Capital Outlay	0	0	0.00
Bond Expenses	156,140	148,336	95.00
Fund Transfers - Expense	331,709	331,709	100.00
Contingency	1,115,763	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>9,483,178</b>	<b>8,258,782</b>	<b>87.09</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	1,493,048	0	0.00
Charges for Services	7,954,759	7,967,285	100.16
Fund Transfers - Revenue	23,100	20,118	87.09
Miscellaneous	12,271	14,434	117.62
<b>TOTAL REVENUES</b>	<b>9,483,178</b>	<b>8,001,836</b>	<b>84.38</b>

### Fund Reconciliation Narrative

Miscellaneous Revenue: Variance attributed to higher than anticipated interest earned.

Internal Materials & Supplies: Variance attributed to higher than anticipated costs for maintenance work performed by Parks personnel.

## Prior Year Fund Reconciliation Report

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
<b>604 - Portland International Raceway Fund</b>			
<b>EXPENDITURES</b>			
Personnel Services	783,518	786,541	100.39
External Materials and Services	513,638	464,633	90.46
Internal Materials and Services	123,280	122,435	99.31
Bond Expenses	303,695	302,193	99.51
Fund Transfers - Expense	63,199	63,199	100.00
Contingency	178,164	0	0.00
<b>TOTAL EXPENDITURES</b>	<b>1,965,494</b>	<b>1,739,000</b>	<b>88.48</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	590,781	0	0.00
Charges for Services	1,353,757	1,408,216	104.02
Fund Transfers - Revenue	13,011	13,000	99.92
Miscellaneous	7,945	5,281	66.47
<b>TOTAL REVENUES</b>	<b>1,965,494</b>	<b>1,426,497</b>	<b>72.58</b>

### Fund Reconciliation Narrative

Miscellaneous Revenue: Variance attributed to less than anticipated interest earned.

## Prior Year Fund Reconciliation Report

	FY 2013-14 Revised Budget	FY 2013-14 Year-End Actuals	Percent of Actuals to Revised
<b>610 - Golf Revenue Bond Redemption Fund</b>			
<b>EXPENDITURES</b>			
Fund Transfers - Expense	6,052	3,070	50.73
<b>TOTAL EXPENDITURES</b>	<b>6,052</b>	<b>3,070</b>	<b>50.73</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	3,052	0	0.00
Miscellaneous	3,000	13	0.45
<b>TOTAL REVENUES</b>	<b>6,052</b>	<b>13</b>	<b>0.22</b>

### Fund Reconciliation Narrative

The Golf Revenue Bond Redemption Fund was paid off in FY11/12. FY13/14 transfer of remaining fund balance and interest to bring account to zero.



**Portland Parks & Recreation  
Fall BuMP Update**

***Add Package Requests for Fall BuMP, FY 2014-15***

**PK001: Fall - Technical Adjustments:** **(No dollar impact)**  
Technical Adjustments between major object categories, cost center and/or commitment items that do not impact fund size or contingency.

**PK002: Parks New Revenue Requests:** **\$914K**

This package recognizes changes in fund size due to new revenues or adjusted revenue projections. The significant items in this list include:

Fund 100 - \$40K reduction in Senior Recreation targets due to a downsizing of the program that was realized with the Rec Revolution strategy, and a \$65K adjustment to the Metro IGA due to a reduction in the Metro Local Share administration.

Fund 402 – transfer of Washington Park parking fee revenues to capital fund for capital improvements in the park. Other miscellaneous carryover of revenue funded capital projects and true-up of final project revenues.

Fund 604 - \$12,500 cash transfer back to PIR for unused balance on prior year project.

**PK003 Encumbrance Carryover Requests:** **\$420K (traditional)  
\$468,500 (Fleet)**

PP&R recognizes encumbrances for one-time purchases that were encumbered but not received or accrued in FY 2013-14.

In FY 2013-14, PP&R ended the year with \$588,378 in encumbrances. Of those, many were accruals, small remaining balances on existing operational purchases, or annual services contracts. The balance of one-time, true encumbered purchases totaled \$419,884 (\$588,378 minus annual operating expenses with small balances that totaled \$168,494).

In addition to traditional encumbrances, PP&R encumbered \$657,500 in one-time Fleet vehicle purchases from Operations and Maintenance to support new parks, which was approved by Council last fiscal year. In FY 2013-14, only \$121,153 was spent leaving \$536,347 encumbered. Updated vehicle estimates further reduced this needed encumbrance by \$67,847, leaving \$468,500 to purchase the remaining 13 vehicles.

**PK004 Grant Carryover:** **\$555K**  
This Package is to recognize grant carryover adjustments for projects that didn't get completed by June 30.

**PK005 Beginning Fund Balance Adj:** **(No dollar impact)**  
This package is to adjust the beginning fund balances for Parks funds to align with the CAFR.

**PK006: Fall – Position Changes:**

**(No dollar impact)**

This package converts a limited term position for Washington Park parking administration that now is projected to have permanent funding, and adds two positions to provide maintenance at the newly acquired Colwood golf course.

**PK007: Major Maintenance – Central Energy Control System**

**\$491K**

Many PP&R facilities utilize a Walker brand Direct Digital Control (DDC) system for centralized control of the Heating, Ventilation, and Air Conditioning (HVAC) systems. DDC systems regulate air temperature and quality and provide key fire and life safety features. The Walker DDC systems are outdated and beginning to fail more regularly, resulting in hot, humid, and uncomfortable facilities. These operational failures also result in low energy efficiency and high maintenance demands on staff. The most significant consequences of failure would be either the buildings have to close due to non-functioning equipment, causing loss of service; or, the worst case scenario is that a fire incident could occur during a DDC failure and non-functioning fire and life safety features would not mitigate the fire's impact, thus endangering the lives of participants and staff.

The Energy Trust of Oregon partnered with PP&R staff to evaluate the system at Matt Dishman Community Center. Their analysis concluded that a new DDC system would result in \$13,000 annual energy cost savings.

A total of 14 PP&R buildings need new systems. This request is for replacement of the 9 DDC systems that are most likely to fail:

1. Mt. Scott CC (also see PK009, which discusses complementary maintenance requests)
2. Montavilla CC
3. Multnomah Art Center
4. Peninsula Park CC
5. Wilson Pool
6. Columbia Pool
7. Charles Jordan CC
8. East Portland CC
9. Southwest CC

Annually, these buildings receive over 1 million visits and 3.6 million revenue, and in addition to possible consequences of failure to participants and staff, many of these buildings serve important roles in the citywide Emergency Operations Plan:

- Mt. Scott Community Center is identified as a first responder rest and recovery center;
- Montavilla Community Center and Multnomah Arts Center are designated as potential sites for incident command posts and staging areas;
- Peninsula Park Community Center is designated as a secondary site for PP&R Continuity of Operations and a shelter.

\*Replacement System: Automated Logic/Clima-tech are currently contracted by the City to provide DDC controllers and service for the buildings maintained by OMF Facilities, and the city has already established a web-based remote control application for monitoring and adjusting the DDC systems, which PP&R will be able to use as well.

**PK008: Major Maintenance – Charles Jordan Community Center Roof** **\$702K**

This project is to replace the gym roof, restoring full service at this community center in North Portland. This project will leverage \$199,000 that PP&R has set aside in the FY 14-15 budget from Major Maintenance funds, the FY 14-15 CIP Work Plan has allocated staff to design and permit this project.

Charles Jordan Community Center (9009 N Foss Ave) was visited by over 200,000 people in 2013, and generated over \$280,000 in revenue for the city. The gym roof has been leaking since it was installed. PP&R staff have been caulking the overlapping roof seams to slow water infiltration, but Professional Roof Consultants has advised PP&R that the roof will continue to leak if not replaced. Current leakage levels cause disruptions in service, revenue loss, impacts on the building structure, and the wet floor creates a hazard and potential for serious injury.

In the event of an emergency, Charles Jordan Community Center is identified as a primary location for a shelter area. If the roof continues to leak and fail, the center will not be able to serve its function in a citywide emergency.

Portland Parks & Recreation (PP&R) has identified more than \$365 million in necessary replacements and major maintenance projects that need to be completed over the next 10 years. The Parks Replacement Bond, on the November 2014 ballot, is not guaranteed to pass and is not a full financial solution to our major maintenance funding problem. If the bond does pass, it only authorizes up to \$68 million in repair and replacement funding—leaving a significant gap. Projects like this roof repair are key major maintenance needs that should be completed as soon as possible.

**PK009: Major Maintenance – Mt Scott Community Center HVAC System** **\$818K**

This package requests installation of new HVAC features that will complement the installation of a new DDC system discussed in PK007 above.

This project would replace the gym's exhaust fan and suspended heaters with Roof Top Units (RTUs) and the skating rink heaters with gas packs. It would upgrade the HVAC and electrical systems in the original portion of the community center, and add to the system so that the lobby, preschool, auditorium, kitchen, gymnasium, skating rink, north multi-purpose room, and offices are adequately served.

The existing assets are over 40 years old, well beyond their recommended service life of about 20 years. PP&R staff have been able thus far to continue to patch them after failures, causing an increase in reactive maintenance at the expense of preventative maintenance.

Failure to replace these units would mean that community members and staff are at risk of compromised air quality, staff spend increasing time responding to emergency breakages, programs continue to be disrupted, and eventually PP&R may have to reduce use of the space.

Portland Parks & Recreation (PP&R) has identified more than \$365 million in necessary replacements and major maintenance projects that need to be completed over the next 10 years.

The Parks Replacement Bond, on the November 2014 ballot, is not guaranteed to pass and is not a full financial solution to our major maintenance funding problem. If the bond does pass, it only authorizes up to \$68 million in repair and replacement funding—leaving a significant gap. Projects like this Mt Scott HVAC replacement are key major maintenance needs that should be completed as soon as possible.

**PK010: Security Infrastructure Investment** **\$415K**

Several community centers and pools have inadequate camera coverage, particularly near day care rooms, front desk areas, and exterior doors. Of 34 sites, 21 do not have security cameras installed and 2 are partially disabled. Central services and security staff have prioritized camera installation within each site.

Cameras deter criminal activity and document community center activity to aid investigation of any criminal activity that does occur. In addition, because PP&R accepts credit card payments for services, we are required by federal PCI Compliance law to “use video cameras and/or other access control mechanisms to monitor individual physical access to sensitive areas.”

Due to lack of funding, PP&R has approached this as a long-term conversion plan, but the City is out of compliance with federal law until the conversion is complete.

**PK011: East Portland Park Master Plans** **\$300K**

East Portland has fewer developed parks per capita than other parts of Portland. The city is making more parks available by funding Beech and Gateway Parks (currently in design after master plans for these sites were completed in 2008 and 2011, respectively), but there is still much more to do.

Park master plans need to be in place before construction can commence at most park properties. Master plans identify community needs and desired future conditions for these sites through public processes; this brings the park land one step closer to design, development, and construction or enhancement/restoration.

This budget package will provide for master plans at the following park sites which are currently vacant and unimproved:

1 - Wilkes Headwaters, a unique 20-acre site that will have a 4 to 5 acre neighborhood park at the north end and a re-created natural area to the south. The area has the highest equity score (15) of potential East Portland park sites.

2 - Mill & Midland Parks, two small parks within close proximity of each other that, if improved, would serve over 860 new households; and

**PK012: Renew Forest Park Seed Funding** **\$500K**

As Portland's largest natural area, the ecological health of, recreation opportunities and public accessibility to the park are critical to our vibrant city. For many years citizens, city staff, and stakeholders have called for a major investment in the future of Forest Park. With a holistic look at ecology, recreation and access, there is a unique opportunity to make significant improvements to

the park - a legacy that will be passed down to succeeding generations. By clearing the park of extensive invasive species, improving the entry to and education about the park, and making long-needed repairs to the trails, signage and access points, Forest Park will be renewed. Portlanders and the many native species who call Forest Park home will see and experience the park as they haven't for over a century.

This package provides the seed funding for this initiative, which is expected to attract other potential funding sources to carry it forward. This seed funding would go towards efforts to restore and rebuild the park. Currently invasive species such as English ivy compromise ecological function and wildlife habitat quality. \$350,000 will be spent on invasive species control and restoration of healthy plant communities and habitat. Contract crews with specialized equipment will be hired to supplement the ongoing work of community volunteers and City staff. \$150,000 will be spent on design for improving the Lower Macleay entrance to the park and the Lower Macleay Trail which has been damaged by landslides.

**PK013: ADA Transition Plan**

**\$650K**

PP&R is participating in an assessment of all City facilities to determine compliance with Title II of the Americans with Disabilities Act (ADA), called the ADA Transition Plan. The plan will identify physical obstacles and a method for removal of these obstacles, as well as provide a schedule for accessibility improvements.

PP&R facilities make up the majority of the ADA Transition Plan. Of the 375 facilities being surveyed citywide, 262 of those (70%) are managed by PP&R. Approximately 25% of PP&R facilities have been assessed to date, and have resulted in almost 10,000 identified ADA barriers, each of which needs to be individually prioritized, tracked, and addressed. Given the number of PP&R facilities being assessed, existing PP&R staff resources are not sufficient to manage the bureau work necessary for completion of the legally mandated ADA Transition Plan.

Funding is needed to integrate project data with PP&R's systems, for prioritization and tracking purposes, as well to implement the improvements. This package includes a funding request of \$100K for a Limited Term position to manage development of the PP&R components of the ADA Transition Plan (\$100K / 18 months), and \$500K in capital funds to begin addressing the most high priority ADA deficiencies.

While ADA improvements are part of the Parks Replacement Bond package on the November 2014 ballot, there is no guarantee that the bond will pass. If it does pass, the ADA investment would be limited to the capital improvements (not the needed limited term position) and importantly, with tens of millions in needed ADA improvements, PP&R needs millions of dollars more than available through the Bond to complete the projects identified in the transition plan.

Parks are an essential component in creating a Complete Neighborhood. Both the Portland Plan, and the PP&R Mission emphasize the importance of providing public open spaces and recreational facilities that meet the needs of people of all ages and abilities. When many parks and facilities have identified ADA barriers, PP&R is unable to meet its mission to provide park and recreation opportunities that are accessible for all, and to effectively serve its community function in a Complete Neighborhood.

## *FY 2013-14 Decision Packages Update*

### ***Reductions from Base Budget***

#### **A Senior Administrative Specialist in the Risk/Safety and Security/Ranger programs**

This reduction has been implemented and resulted in the elimination of an Administrative Support position. As a result, Bureau safety training and testing is not offered as frequently, and response times for property and liability claims are longer. The workload has shifted to other personnel within the work unit, over-subscribing their capacity, and causing staff to be reactive instead of pro-active. Efforts are underway to re-think work flow and assignments in order to fully absorb this reduction.

#### **An Assistant Program Specialist position in the Community Relations department**

This reduction has been implemented and resulted in the elimination of an Administrative Support position. Coupled with budget reductions of prior years, this reduction furthers the downsizing of the Community Relations work unit of the Bureau, at a time when the Bureau is experiencing growth in partnerships and the addition of new park lands. While the growing demands on the unit have been met in a piecemeal fashion through seasonal help and additional responsibility and duties given to staff who are already at- or over-capacity, the overall capacity of the work unit needs to be evaluated and then a plan designed to right-size the work load to the staff resources.

#### **A Utility Worker II position at Delta Park**

This reduction was implemented. A retirement in this position in 2012 left this position vacant, and was consequently eliminated with this budget reduction. Because of this reduction, fewer field improvements are completed across the City, and the lead time to make repairs and maintain sports fields is longer.

#### **Plant propagation and tree nursery programs**

This reduction has been implemented. Two positions were eliminated, one held by a staff member who retired, and the second held by a staff member who was transferred to an interim position within the Bureau. As a result of this reduction, the Parks Bureau has significantly reduced plant propagation and no longer raises trees; instead, the Bureau buys its plant and tree stock from nurseries around the region. The Bureau has significantly reduced capacity to grow and provide specialized plants to its park lands, but instead relies upon the inventory of commercial nurseries. The tree nursery is in the process of being decommissioned, and until future planning and development is funded, the land will be used as tall grass open space. The plant procurement budget was also reduced, resulting in the Bureau providing fewer plants to developed parks and natural areas.

### ***Partial Restoration Packages***

#### **Recreation Services & Staffing**

This package realigns recreation staffing to create the foundation for better coordinated and more equitable delivery of recreation services. After taking a reduction in the Bureau's base budget of 7.0 FTEs, this restoration of \$232,332 of funding and 3.0 FTEs enables the Bureau to implement its ambitious initiative titled "Rec Revolution", where recreation staffing has been realigned to create better coordination and more equitable delivery of recreation services. Rec Revolution has redesigned workloads to achieve the strategic goal of coordinated recreational programming. One result of this realignment is the creation of a new Citywide Recreation Team (CWRT) to ensure consistency of service delivery throughout the Bureau. While this package restores 3.0 FTEs, 4.0 FTE positions were lost. One

impact that the Bureau is monitoring is the potential loss of program revenue on a site-specific basis, due to the permanent loss of capacity resulting from staff reductions and the temporary loss of capacity due to realignments.

### **Central Services Maintenance**

After taking a reduction of 5.0 maintenance FTEs in the Bureau's base budget, this package restored \$70,000 and 1.0 FTE. Central Services provides system-wide repairs and scheduled maintenance for all PP&R assets. This funding package allowed PP&R to hire a new staff person in the position of Automotive Equipment Operator, as well as funded the corresponding materials and services to support the daily work needs of this position. Filling this position allows for mowing of tall grass on a consistent basis for fire prevention, operation of a mobile brush grinder, emptying and cleaning of deep garbage cans, hauling of landscape materials and delivery of recreation equipment as needed. The filling of this vacancy allowed PP&R to achieve anticipated outcomes of maintaining safe, sanitary and properly maintained parks and park property. Two other positions were restored with levy funding discussed below. However, two positions were permanently lost as a result of the base budget reductions – a 9-month mower position and a Utility Worker II position in Structures.

*The following packages are continuations of existing programs, either converting one-time funded programs to ongoing funding, converting Bureau of Environmental Services funded programs to General Fund ongoing funding, or programs that were back-filled for one to two years by the Parks Local Option Levy contingency balance:*

#### ***One-Time converted to Ongoing Packages:***

- **Teen Programming**
- **Summer Free-for-All Lunch Program**

#### ***Add Packages Previously Funded through BES:***

- **Forest Park Ranger**
- **Youth Conservation Crew**
- **Willamette River Stewardship Coordinator**
- **Dutch Elm Disease Inoculant**
- **Urban Forestry Tree Inspector**
- **Urban Forestry Education & Outreach Position**
- **Protect the Best Program, BES Interagency Agreement**

#### ***Add Packages funded temporarily by Parks Local Option Levy remaining balance:***

- **Central Services Maintenance** - funding for two years. This package restored two Central Services trades positions for two fiscal years. These two FTE are scheduled to be cut from the budget when funding runs out on June 30, 2015, unless General Fund ongoing funding is found to restore this reduction prior to that time.
- **Natural Area Maintenance** – funding for two years. This package restored one position to partially fund natural area and trail maintenance, as well as ecological restoration, for newly acquired properties. This FTE is scheduled to be cut from the budget when funding runs out on June 30, 2015, unless General Fund ongoing funding is found to restore this reduction prior to that time.
- **SUN Community Schools - 3 sites** –funding for two years. This package restored three positions and avoids the closure of three SUN Community Schools. This funding was scheduled to run out on June 30, 2015, but was addressed with ongoing funding in the FY 2014-15 budget process.
- **Buckman Pool** –funding for two years. This package restored one position and avoided the closure of Portland Public Schools' Buckman Pool. This position and site is on schedule to be cut

from the budget when funding runs out on June 30, 2015 and will need to be addressed for the FY 2015-16 budget process.

- **Sellwood Community Center** –funding for two years. This package restored two positions and avoided the closure of the Sellwood Community Center and will need to be addressed in the FY 2015-16 budget process.
- **Aging & Disability Pass Through** – funding for one year. This package restored \$211,909, or approximately 38%, of the existing pass-through funds to the Multnomah County Aging & Disability Services Access & Early Intervention Program. This funding ran out on June 30, 2014, and was addressed with ongoing funding through Multnomah County in the FY 2014-15 budget process.
- **SUN Community School Pass Through** – funding for one year. This package restored \$136,000, or approximately 50%, of the existing pass through funds to Multnomah County in support of the SUN Service System. This funding ran out on June 30, 2014, and was addressed with ongoing funding in the FY 2014-15 budget process.
- **Capital Major Maintenance** – funding for one year. This package restored \$65,787 of funding for capital major maintenance, in the PP&R Capital Improvement Program (CIP) Fund. This funding ran out on June 30, 2014, but was included as part of a larger, \$500,000 decision package in the FY 2014-15 budget process.

### ***Realignments:***

#### **Decorative Fountains**

This package shifts the maintenance of decorative fountains in parks from the Portland Water Bureau to PP&R. Ongoing General Fund resources totaling \$466,178 and 2.0 FTE are provided to fund this work.

Status of Implementation: PP&R and PWB worked together throughout the summer and fall so that system and operations knowledge could be transferred to PP&R Aquatics staff. A Maintenance Mechanic and an Instrument Technician have been hired and a Seasonal Maintenance Worker familiar with the fountain system is now working for PP&R Aquatics providing surface maintenance. Dewinterization is on schedule and PP&R staff expect to be able to operate the fountains with hopefully minimal need to call on PWB staff for technical support. Due to the job shadowing necessary to transfer knowledge, staff expenses during the transition period is likely to be higher than previous years.

There are a number of other issues challenges which have not been fully resolved:

1. Monitoring of interactive fountains – state regulations require ongoing monitoring of water quality for the interactive fountains (8 of the 19 transferred). This monitoring has been accomplished through PWB’s SCADA system. PWB informed PP&R that homeland security concerns precluded PWB from continuing to provide this service. PP&R is working with PBOT to utilize their Radio Room call center to monitor the data provided by sensors at the interactive fountains. PP&R is also working with Purchasing to secure a new system to provide the necessary functionality for data from the interactive fountains to be monitored remotely. This work is underway and is a high priority but will not be completed prior to the fountains resuming operations for the 2014 season.
2. PP&R management/supervisory capacity to oversee the fountains - PP&R’s Aquatics program has absorbed this work. The water quality standards for interactive fountains are the same as for swimming pools so the certification requirements make it a better fit in Aquatics than elsewhere in the bureau. However, Aquatics has one supervisor for 21 full time staff and many hundreds of seasonal and part time staff. The peak season for Aquatics coincides with the peak season for fountains. PP&R needs to determine how to provide adequate



supervisory and management oversight for this expanded program. It is likely that an additional supervisor will need to be hired. Judgment calls will need to be made throughout the season regarding fountain operations (e.g. repair on OT or shut down of fountains). The current supervisor must maintain a priority on our summer pool operations; questions about interactive fountains will be a secondary priority. If they cannot meet state certifications, they can be shut down remotely until staff are able to investigate and repair.

3. Capital maintenance and replacement funding – PP&R received additional General Fund dollars to cover ongoing maintenance and operations. No capital dollars have been allocated. Fountain components and systems are complex and many of them are aging. A funding source needs to be identified so that when equipment failure results in a need for capital investment, the fountains can continue to operate.
4. Transition of responsibility for culturally significant structures – the decorative fountains function as cultural resources. When damaged, repairs must be coordinated by staff knowledgeable about conservation. PP&R has assumed a contract from PWB that provided for arts conservation services, however, no internal resources are available to oversee this work or manage this contract.
5. In general, the transition has resulted in significant unfunded overhead expenses.

### **Water Bureau Reservoir Outreach**

This package provides \$15,000 of one-time General Fund for outreach for water bureau reservoirs on PP&R properties. This outreach is currently planned to happen during FY 2014-15.

### **Downtown Services Special Appropriation**

This package has been fully implemented, and shifts responsibility for the City's Downtown Services contract to PP&R. Ongoing General Fund resources of \$375,423 are provided to fund this work. This creates a better alignment between the funding source and the bureau's operational responsibility. Current contracted services include bicycle patrols, public restroom cleaning in the downtown parks, and Pioneer Courthouse Square security. The appropriation also funds the maintenance of flower pots along the transit mall and light rail corridor.

### ***Restored Prior Year Packages:***

#### **Developed Park Maintenance**

This restoration package has been fully implemented, and provides 2.0 FTE and \$200,000 of ongoing General Fund for maintenance to developed parks, restoring a cut taken in fiscal year 2012-13.

## ***Narrative and Status to Budget Notes included in FY 2013-14***

*The following budget notes were included in the FY 2013-14 budget, but were for informational purposes only. No action is required to update:*

### **Multnomah County Aging & Disability Pass-through**

One-time funding is included in the FY 2013-14 budget for this program, intended as bridge funding until the FY 2014-15 budget, when the pass through will be eliminated.

### **Local Option Levy Base Reduction Backfill**

One-time funding from the Parks Local Option Levy Fund will be used in FY 2013-14 and FY 2014-15 to fund several programs that otherwise would have been reduced. PP&R will develop a plan to address the FY 2015-16 shortfall.

**Tree Planting**

For the Fiscal Year 2013-2014, Council will direct \$900,552 of General Fund to the Bureau of Environmental Services to continue implementation of the contract with Friends of Trees for street tree planting in accord with the City's stormwater and watershed management goals.

The transfer of management of the Friends of Trees contract from Bureau of Environmental Services rate funding to General Fund signifies Council's desire to reduce sewer rates, while continuing to use tree plantings as an effective and legitimate stormwater and watershed management tool.

***Narrative and Status to Add Packages included in Fall Budget Submittal*****Pay off City Debt of \$3.2M Line of Credit - \$3,218,000**

This line-of-credit was paid off in full on 1/27/2014.

# Capital Program Status Report

## Parks

CIP Program	FY 2013-14	FY 2013-14	FY 2013-14	Variance \$	Variance %	FY 2014-15	Fall BMP	FY 2014-15	Variance \$	Variance %
	Adopted Budget	Revised Budget	Year-End Actuals			Adopted Budget	Revised Budget	Year to Date Actuals		
Acquisitions	\$2,027,306	\$5,295,685	\$5,268,051	(\$27,634)	(1%)	\$750,000	\$3,786,572	\$56,171	\$3,036,572	405%
Buildings & Pools	\$1,779,516	\$4,058,325	\$1,982,771	(\$2,075,554)	(51%)	\$3,253,225	\$5,422,258	(\$9,554)	\$2,169,033	67%
Developed Parks	\$7,536,326	\$9,634,224	\$1,679,797	(\$7,954,427)	(83%)	\$16,996,036	\$19,919,918	\$618,255	\$2,923,882	17%
Golf	\$25,000	\$340,000	\$121,905	(\$218,095)	(64%)	\$885,000	\$857,722	\$170,975	(\$27,278)	(3%)
Green Infrastructure	\$1,226,026	\$705,691	\$346,547	(\$359,144)	(51%)	\$895,762	\$1,458,418	\$10,876	\$562,656	63%
Recreation Features	\$3,134,710	\$4,983,472	\$1,211,396	(\$3,772,076)	(76%)	\$2,429,621	\$7,155,660	\$131,046	\$4,726,039	195%
Utilities, Roads & Trails	\$4,568,574	\$13,252,043	\$7,505,713	(\$5,746,330)	(43%)	\$7,553,985	\$7,769,910	\$185,058	\$215,925	3%
<b>Total</b>	<b>\$20,297,458</b>	<b>\$38,269,440</b>	<b>\$18,116,181</b>	<b>(\$20,153,259)</b>	<b>(53%)</b>	<b>\$32,763,629</b>	<b>\$46,370,458</b>	<b>\$1,162,827</b>	<b>\$13,606,829</b>	<b>42%</b>

\* Prior Year variances compare Year-End Actuals to Revised Budget  
 \*\* Current Year variances compare Revised Budget to Adopted Budget

### Prior Year Variance Description

Acquisitions -1% - under 10 percent

Buildings & Pools -51% - This variance relates to following projects that will be carried over to FY 2014/15. The Mt Tabor Yard and Urban Forestry Maintenance Facilities, and the roofing projects at East Portland and Charles Jordan community centers. Funding held in reserve for equipment and computer replacement are budgeted under this category, though funding relates to equipment replacement.

Developed Parks -83% - This variance relates to the following projects that were not completed in FY 2013/14, but will be carried over to current fiscal year. The Cully Neighborhood park development projects at Thomas Cully and Khunmokwst, and close out of the repairs at Elizabeth Caruthers Park and the PDC funded improvements at Dawson Park. Lovejoy structure repairs and the Raymond Park entrance development project were completed. The following are a projects that have yet to be started and will be carried over to next fiscal year. The Errol Heights site demo and Willamette Park DOLA and pathway improvement projects

Golf -64% - Large variance relates to a large portion of the Colwood Golf Project construction starting late in FY13/14. The majority of expense will fall in FY 14/15.

Green Infrastructure -51% - The Riverview site stabilization project accounts for more than half of this variance. This funding will be carried over to next fiscal year and is expected to be spent over the next three years. Parks is working with PDC to finalize the IGA which will fund the improvements at Leach Botanical Garden.

Recreation Features -76% - This large variance relates to the Delta Park synthetic turf project, Portland Tennis Bubble Installation project and the Marshall Park Playground installation project which started construction late in the fiscal. These projects will be carryover to the current fiscal year. The Fernhill Park splash pad project did not start in FY 2014.

Utilities, Roads & Trails -43% - This variance relates to the following trail projects that have started but will be carried over to FY 2014/15. Marine Drive Trail Gap, match funding for the PBOT Red Electric Trail project, Phase II of the South Waterfront Greenway trail, Chimney to Pier Park Trail Bridge, Pier Park Trail East project. and trailhead projects, and the Bridgeton portion of the Marine Drive trail. A few trail project are budgeted but have not started, such as the Sellwood GAP, the Columbia Boulevard Overpass project, Bridgeton Marine Drive and funding for the continuation of the lower portion of the Waud Bluff trail/North Willamette Greenway Trail.

# Capital Program Status Report

## Current Year Variance Description

Acquisitions 405% - This large budget increase relates to funding set aside for certain property acquisitions which didn't happen in last fiscal year.

Buildings & Pools 70% - This increase in budget reflects the carryover funding for numerous projects funded by major maintenance funding, private grants and Park Bureau reserves for equipment purchases. The Parks Major Maintenance add package for the Charles Jordon Community Center roofing project, which hasn't been approved, account for large portion of this increase.

Developed Parks 17% - This increase in budget reflects the carryover of SDC funding for Spring Garden, Thomas Cully and Khunamokwst park development. True up of carryover funding for PDC funded projects, Gateway Green and Elizabeth Caruthers repair, also contribute to the variance.

Golf -3% - This budget decrease relates to budget true up for the Colwood Golf Course Redesign project.

Green Infrastructure 63% - This budget increase relates to budget true up of the Leach Botanical Garden Improvement project.

Recreation Features 195% - This large increase reflects the carryover of funding for the following projects. East Delta Park synthetic turf installation, Fernhill Splash Pad and budget true up of the Portland Tennis Center bubble project, funded by SDC. The Willamette Park DOLA is new and funded by parking meter revenue from the parking lot at Willamette Park

Utilities, Roads and Trails 3% - A large portion of this increase can be attributed to the South Waterfront Greenway Trail project, which is funded in part by SDC and a federal grant. Carryover funding for the Waud Bluff Trail, and Chimney to Pier Bridge, both of which are grant funded projects with match funding supplied by SDC. The final estimate for the landslide on the Springwater on the Willamette also added to this large increase in budget. The Washington Park parking meter project funded by SDC also contributes to this increase.

## FY 2014-15 Fall BMP - Encumbrance Carryover Detail Spreadsheet

<i>Vendor / Purchase Order Number</i>	<i>Original Enc. Amount</i>	<i>Status</i>	<i>True Encumbrance Amount</i>
<b>AIRGAS USA LLC</b>	<b>\$ 8,512</b>		
22123843	\$ 300	DPO Closed	\$ -
22134026	\$ 1,151	True Encumbrance	\$ 1,151
22136778	\$ 5,000	True Encumbrance	\$ 5,000
22137611	\$ 683	True Encumbrance	\$ 683
22145402	\$ 1,378	True Encumbrance	\$ 1,378
<b>AMERICAN SECURITY ALARMS INC</b>	<b>\$ 22,658</b>		<b>\$ -</b>
22146971	\$ 6,655	True Encumbrance	\$ 6,655
22146972	\$ 12,603	True Encumbrance	\$ 12,603
22146973	\$ 3,400	DPO deleted	\$ -
<b>ARAMARK UNIFORM SERVICES INC</b>	<b>\$ 7,373</b>		<b>\$ -</b>
22140677	\$ 1,398	DPO Closed	\$ -
22140678	\$ 3,051	DPO Closed	\$ -
22145490	\$ 2,924	DPO Closed	\$ -
<b>BERRYHILL NURSERY</b>	<b>\$ 476</b>		<b>\$ -</b>
22135711	\$ 476	DPO Closed	\$ -
<b>BLOOMING NURSERY INC</b>	<b>\$ 1,707</b>		<b>\$ -</b>
22143713	\$ 1,707	True Encumbrance	\$ 1,707
<b>BRAUN CONSTRUCTION &amp; DESIGN LLC</b>	<b>\$ 4,381</b>		<b>\$ -</b>
22147667	\$ 4,381	True Encumbrance	\$ 4,381
<b>Burlingame Industries Inc</b>	<b>\$ 3,629</b>		<b>\$ -</b>
22137819	\$ 3,629	True Encumbrance	\$ 3,629
<b>CHAMPOEG NURSERY INC</b>	<b>\$ 1,823</b>		<b>\$ -</b>
22139108	\$ 1,823	DPO Closed	\$ -
<b>CLEAR WATER GROWERS LTD</b>	<b>\$ 2,602</b>		<b>\$ -</b>
22130251	\$ 2,602	True Encumbrance	\$ 2,602
<b>COCA-COLA REFRESHMENTS USA INC</b>	<b>\$ 2,125</b>		<b>\$ -</b>
22105987	\$ 963	True Encumbrance	\$ 963
22126508	\$ -	DPO Closed	\$ -
22130998	\$ 1,162	DPO Closed	\$ -
<b>COOPER ZIETZ ENGINEERING INC</b>	<b>\$ 3,363</b>		<b>\$ -</b>
22112695	\$ 1,726	DPO Closed	\$ -
22112696	\$ 1,637	DPO Closed	\$ -
<b>CORAL SALES COMPANY</b>	<b>\$ 24,000</b>		<b>\$ -</b>
20004756	\$ 24,000	True Encumbrance	\$ 24,000
<b>CRITERION PICTURES USA</b>	<b>\$ 3,220</b>		<b>\$ -</b>
22144332	\$ 3,220	True Encumbrance	\$ 3,220
<b>CULLEN LOEFFLER</b>	<b>\$ 2,981</b>		<b>\$ -</b>
22146458	\$ 375	True Encumbrance	\$ 375
22147585	\$ 2,606	Accrued	\$ -
<b>DALE EDWARD LEE</b>	<b>\$ 750</b>		<b>\$ -</b>
22137569	\$ 750	DPO Closed	\$ -
<b>DERRELL WALKER</b>	<b>\$ 2,081</b>		<b>\$ -</b>
22139662	\$ 2,081	True Encumbrance	\$ 2,081
<b>EDWARD BENNETT BURNS</b>	<b>\$ 352</b>		<b>\$ -</b>
22124477	\$ 352	DPO Closed	\$ -
<b>ENVIRONMENTAL SYSTEMS RESEARCH INST</b>	<b>\$ -</b>		<b>\$ -</b>
20004395	\$ -	True Encumbrance	\$ -

<b>ESA VIGIL-AGRIMIS INC</b>	<b>\$</b>	<b>17,483</b>		<b>\$</b>	<b>-</b>
22101209	\$	7,676	True Encumbrance	\$	7,676
22129802	\$	9,806	Accrued	\$	-
<b>EWING IRRIGATION PRODUCTS INC</b>	<b>\$</b>	<b>881</b>		<b>\$</b>	<b>-</b>
22145900	\$	780	True Encumbrance	\$	780
22146418	\$	100	DPO Closed	\$	-
<b>EXELTECH CONSULTING INC</b>	<b>\$</b>	<b>20,002</b>		<b>\$</b>	<b>-</b>
22124868	\$	20,002	True Encumbrance	\$	20,002
<b>FASTENAL COMPANY</b>	<b>\$</b>	<b>52,849</b>		<b>\$</b>	<b>-</b>
22146420	\$	2,849	True Encumbrance	\$	2,849
22147558	\$	50,000	True Encumbrance	\$	50,000
<b>FAZIO BROS SAND CO INC</b>	<b>\$</b>	<b>130</b>		<b>\$</b>	<b>-</b>
22142523	\$	130	DPO Closed	\$	-
<b>FIRST RESPONSE INC</b>	<b>\$</b>	<b>525</b>		<b>\$</b>	<b>-</b>
22125639	\$	408	True Encumbrance	\$	408
22126909	\$	117	True Encumbrance	\$	117
<b>GAP SUPPLY</b>	<b>\$</b>	<b>-</b>		<b>\$</b>	<b>-</b>
22143893	\$	-	True Encumbrance	\$	-
<b>GRAINGER</b>	<b>\$</b>	<b>52,149</b>		<b>\$</b>	<b>-</b>
22145080	\$	-	DPO Closed	\$	-
22145444	\$	310	True Encumbrance	\$	310
22146419	\$	1,839	True Encumbrance	\$	1,839
22147559	\$	50,000	True Encumbrance	\$	50,000
<b>HOCHSTEIN NURSERY LLC</b>	<b>\$</b>	<b>1,991</b>		<b>\$</b>	<b>-</b>
22135709	\$	1,991	True Encumbrance	\$	1,991
<b>JC EHRLICH CO INC</b>	<b>\$</b>	<b>203</b>		<b>\$</b>	<b>-</b>
22134839	\$	60	True Encumbrance	\$	60
22134840	\$	105	DPO Closed	\$	-
22134843	\$	39	DPO Closed	\$	-
<b>KINETIC COMPUTER SOLUTIONS INC</b>	<b>\$</b>	<b>1,280</b>		<b>\$</b>	<b>-</b>
22139544	\$	360	True Encumbrance	\$	360
22140146	\$	150	True Encumbrance	\$	150
22146492	\$	510	True Encumbrance	\$	510
22146846	\$	260	True Encumbrance	\$	260
<b>KNORR SYSTEMS INC</b>	<b>\$</b>	<b>-</b>		<b>\$</b>	<b>-</b>
22147063	\$	-	DPO deleted	\$	-
<b>LATOYA HAMPTON</b>	<b>\$</b>	<b>9,454</b>		<b>\$</b>	<b>-</b>
22137939	\$	2,910	True Encumbrance	\$	2,910
22142234	\$	3,244	True Encumbrance	\$	3,244
22146457	\$	3,300	True Encumbrance	\$	3,300
<b>LEACH BOTANICAL GARDEN</b>	<b>\$</b>	<b>24,000</b>		<b>\$</b>	<b>-</b>
22132347	\$	24,000	Accrued	\$	-
<b>LINCOLN EQUIPMENT INC</b>	<b>\$</b>	<b>108</b>		<b>\$</b>	<b>-</b>
22127668	\$	108	DPO Closed	\$	-
<b>LONNIE R ENDICOTT</b>	<b>\$</b>	<b>600</b>		<b>\$</b>	<b>-</b>
22136551	\$	600	True Encumbrance	\$	600
<b>LOOMIS OREGON HOLDINGS LLC</b>	<b>\$</b>	<b>9,777</b>		<b>\$</b>	<b>-</b>
20004122	\$	9,777	True Encumbrance	\$	9,777
<b>MARCO IDEAS UNLIMITED INC</b>	<b>\$</b>	<b>2,752</b>		<b>\$</b>	<b>-</b>
22147395	\$	2,752	Accrued	\$	-
<b>MARLOWE ENTERPRISES</b>	<b>\$</b>	<b>165</b>		<b>\$</b>	<b>-</b>
22126783	\$	165	DPO Closed	\$	-

<b>MESHER SUPPLY COMPANY</b>	\$	-		\$	-
22147506	\$	-	Accrued	\$	-
<b>MICHAEL D STEWART</b>	\$	<b>1,577</b>		\$	-
22133610	\$	1,577	True Encumbrance	\$	<b>1,577</b>
<b>NETHERLAND BULB CO</b>	\$	<b>2,066</b>		\$	-
22127367	\$	2,066	True Encumbrance	\$	<b>2,066</b>
<b>NORTHWEST CONCESSION SUPPLY INC</b>	\$	<b>2,385</b>		\$	-
22131666	\$	2,385	True Encumbrance	\$	<b>2,385</b>
<b>OFFICE DEPOT</b>	\$	-		\$	-
22144385	\$	-	True Encumbrance	\$	-
<b>OREGON SCREEN IMPRESSIONS INC</b>	\$	<b>282</b>		\$	-
22140415	\$	282	True Encumbrance	\$	<b>282</b>
<b>OREGON STATE</b>	\$	<b>506</b>		\$	-
22147365	\$	506	True Encumbrance	\$	<b>506</b>
<b>P &amp; D NURSERY INC</b>	\$	<b>3,936</b>		\$	-
22132677	\$	2,180	True Encumbrance	\$	<b>2,180</b>
22145391	\$	1,756	True Encumbrance	\$	<b>1,756</b>
<b>PACIFIC FENCE &amp; WIRE CO</b>	\$	<b>2,779</b>		\$	-
22147361	\$	2,779	True Encumbrance	\$	<b>2,779</b>
<b>PACIFIC NORTHWEST NATIVES</b>	\$	<b>2,534</b>		\$	-
22129686	\$	2,534	True Encumbrance	\$	<b>2,534</b>
<b>PACIFIC PATROL SERVICES INC</b>	\$	<b>17,000</b>		\$	-
22126503	\$	1,398	DPO Closed	\$	-
22133818	\$	172	DPO Closed	\$	-
22146105	\$	15,430	Accrued	\$	-
<b>PAUL BATTRAM</b>	\$	<b>75</b>		\$	-
22137987	\$	75	DPO Closed	\$	-
<b>PAUL WRAGG</b>	\$	<b>510</b>		\$	-
22132191	\$	510	True Encumbrance	\$	<b>510</b>
<b>PEDRO TOLEDO</b>	\$	<b>4,084</b>		\$	-
22139378	\$	4,084	True Encumbrance	\$	<b>4,084</b>
<b>PORTLAND HABILITATION CENTER</b>	\$	<b>72,827</b>		\$	-
22089220	\$	11,784	Accrued	\$	-
22144480	\$	61,043	Accrued	\$	-
22146896	\$	-	True Encumbrance	\$	-
<b>PROVIDENCE OCCUPATIONAL HEALTH</b>	\$	<b>744</b>		\$	-
22131087	\$	62	DPO deleted	\$	-
22132061	\$	62	DPO deleted	\$	-
22132306	\$	62	DPO deleted	\$	-
22133092	\$	62	DPO deleted	\$	-
22134240	\$	62	True Encumbrance	\$	<b>62</b>
22135754	\$	62	True Encumbrance	\$	<b>62</b>
22136059	\$	62	True Encumbrance	\$	<b>62</b>
22136531	\$	62	True Encumbrance	\$	<b>62</b>
22138277	\$	62	True Encumbrance	\$	<b>62</b>
22139064	\$	62	True Encumbrance	\$	<b>62</b>
22139065	\$	62	True Encumbrance	\$	<b>62</b>
22143092	\$	62	True Encumbrance	\$	<b>62</b>
<b>RAYMOND MARTIN</b>	\$	<b>3,308</b>		\$	-
22139655	\$	3,308	True Encumbrance	\$	<b>3,308</b>
<b>RESOLUTIONS NORTHWEST</b>	\$	<b>4,993</b>		\$	-
20004750	\$	4,993	True Encumbrance	\$	<b>4,993</b>

<b>RICH &amp; RHINE</b>	\$	<b>4,597</b>		\$	-
22131667	\$	4,597	True Encumbrance	\$	4,597
<b>RIGERT LANDSCAPING COMPANY</b>	\$	<b>4,745</b>		\$	-
22130739	\$	980	True Encumbrance	\$	980
22133609	\$	1,100	True Encumbrance	\$	1,100
22134944	\$	2,665	True Encumbrance	\$	2,665
<b>RIVER CITY ENVIRONMENTAL INC</b>	\$	<b>4,090</b>		\$	-
22142936	\$	4,090	True Encumbrance	\$	4,090
<b>ROBERT SECORD</b>	\$	<b>4,504</b>		\$	-
22146171	\$	4,504	True Encumbrance	\$	4,504
<b>RS &amp; GS PARTNERS INC</b>	\$	<b>178</b>		\$	-
22128688	\$	178	True Encumbrance	\$	178
<b>SAFETY KLEEN CORP</b>	\$	<b>360</b>		\$	-
22141796	\$	360	True Encumbrance	\$	360
<b>SCHOLLS VALLEY NATIVE NURSERY</b>	\$	<b>4,205</b>		\$	-
22138501	\$	3,792	True Encumbrance	\$	3,792
22140825	\$	413	DPO Closed	\$	-
<b>SCOTT PIPELINE VIDEO INC</b>	\$	<b>195</b>		\$	-
22144555	\$	195	DPO Closed	\$	-
<b>SEVENOAKS NATIVE NURSERY LLC</b>	\$	<b>1,282</b>		\$	-
22127369	\$	1,282	True Encumbrance	\$	1,282
<b>SHELBY WILLIAMS</b>	\$	<b>1,863</b>		\$	-
22137576	\$	1,863	True Encumbrance	\$	1,863
<b>STAGES NORTHWEST INC</b>	\$	<b>32,370</b>		\$	-
20003969	\$	15,370	DPO Closed	\$	-
20004765	\$	17,000	True Encumbrance	\$	17,000
<b>STANDARD SUPPLY CO</b>	\$	-		\$	-
22147014	\$	-	DPO deleted	\$	-
<b>STANLEY SECURITY SOLUTIONS INC</b>	\$	<b>118</b>		\$	-
22137771	\$	118	True Encumbrance	\$	118
<b>SWANK MOTION PICTURES INC</b>	\$	<b>14,222</b>		\$	-
20004706	\$	14,222	True Encumbrance	\$	14,222
<b>THE POOL &amp; SPA HOUSE</b>	\$	<b>566</b>		\$	-
22141091	\$	78	True Encumbrance	\$	78
22145341	\$	488	True Encumbrance	\$	488
<b>TRICOR PRINT COMMUNICATIONS INC</b>	\$	<b>1,480</b>		\$	-
22145870	\$	1,480	True Encumbrance	\$	1,480
<b>VAN BLOEM GARDENS</b>	\$	<b>2,211</b>		\$	-
22127363	\$	2,211	True Encumbrance	\$	2,211
<b>WAGONER GROUP INC</b>	\$	<b>405</b>		\$	-
22146092	\$	405	True Encumbrance	\$	405
<b>WALTER E NELSON COMPANY</b>	\$	<b>3,556</b>		\$	-
22101096	\$	3,556	DPO Closed	\$	-
<b>WASHINGTON PARK TRANSPORTATION</b>	\$	<b>93,750</b>		\$	-
22129098	\$	93,750	True Encumbrance	\$	93,750
<b>WHPACIFIC INC</b>	\$	<b>3,206</b>		\$	-
22109023	\$	3,206	True Encumbrance	\$	3,206
<b>XERA PLANTS INC</b>	\$	<b>4,488</b>		\$	-
22130252	\$	4,488	True Encumbrance	\$	4,488
<b>Grand Total</b>	\$	<b>588,378</b>		\$	<b>419,884</b>