




PORTLAND PARKS & RECREATION™

Healthy Parks, Healthy Portland

Date: March 27, 2019

To: City Budget Office

From: Adena Long, Director 

Cc: Commissioner Nick Fish

RE: Portland Parks & Recreation FY 2018-19 Spring Budget
Monitoring Process (BMP) Submittal

The Portland Parks & Recreation (PP&R) Spring BMP Submittal includes a number of budget adjustments for the bureau's eight budgeted funds.

The submittal includes a request for PP&R's share of Compensation Set-Aside funding (\$1.6 million) as well as a request to fund the impacts of pay equity (\$0.2 million). Additionally, the submittal includes a request to carry over \$0.6 million in one-time funding for priority projects for which expenses will not be incurred by the end of this fiscal year.

The submission includes an increased estimate of System Development Charge revenues (\$11.8 million) as well as a number of other changes outside of the General Fund.

In addition to supplemental budget changes, the attached submission includes projections for all funds. In most instances, these projections are in line with current or adjusted budgets.

Administration

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PORTLANDPARKS.ORG
Nick Fish, Commissioner
Adena Long, Director



However, despite measures taken in January to hold back on expenses, there are risks to the PP&R General Fund budget. While expenses are projected to come in under budget (assuming the requested compensation set-aside and an increase for pay equity), revenues are also tracking under budget, possibly leading to an over-utilization of General Fund discretionary.

Current CBO practice would indicate that a) PP&R would need to reduce next year's budget on a one-time basis to 'pay back' the General Fund for the over-utilization of discretionary, and b) PP&R, without the requisite discretionary under-utilization, would not have resources available to fund encumbrance carryover (separate from the above-referenced priority project carryover) in FY 2019-20. This would increase the gap we expect to address with the proposed reductions to our FY 2019-20 budget.

In light of these challenges and in order to continue to deliver on core parks and recreation programs in FY 2019-20, PP&R requests that Council a) allow PP&R to carry over up to \$1 million in encumbrances, and b) set aside \$1.6 million in contingency in FY 2018-19 to cover the possible discretionary over-utilization and the potential bureau encumbrance carryover described in a) above.

Meanwhile, PP&R will continue to make every effort to continue to reduce expenses and increase revenues through the remainder of the fiscal year, with the goal of not relying on the requested set-aside. We believe that this is possible; the projections described above are conservative in nature, with upside possibilities on both expenses and revenues. The request for set-aside is an effort to be conservative and transparent about the risks.

Thank you for your consideration of this request.

PK - Portland Parks & Recreation

DP Type General Fund Program Carry

Request Name: 8036 -PK General Fund Program Carryover

Package Description

This package is to carry over seven General Fund one-time packages within the current year's budget that won't be fully utilized in the current fiscal year. The programs and carryover amounts are:

- Strategic Parking Assessment - \$15,000
- Preschool Scholarships - \$20,000
- Long Range Vision Plan - \$261,970
- Cost of Service & Financial Sustainability Plan - \$150,000
- IFCC Community Engagement - \$25,000
- PEN 1 Draining Master Plan - \$75,000
- Street Tree Task Force Funding - \$100,000

Service Impacts

Strategic Parking Assessment - Paid parking programs at strategic locations will allow PP&R to: 1) create a funding source for ongoing maintenance directly related to a site where parking is being charged, and 2) reduce the burden on General Fund tax dollars for asset maintenance of a site. Preschool Scholarships - This proposal will allow the bureau to continue to allow scholarships for the preschool program which had to raise fees in the current year in order to attain 100% direct cost recovery. Long Range Vision Plan - Funding for this proposal will allow PP&R to develop the research and public engagement needed to guide the future of Portland's parks and recreation system, as identified in City's recent comprehensive plan update. Completion of the updated vision is central to guiding PP&R in reaching its key performance measures related to ensuring that all households are within a half mile of a park and within three miles of a full-service community center. Additionally, the updated vision will position us to be responsive to a changing and more diverse population. Cost of Service & Financial Sustainability: This will allow the bureau to complete the financial sustainability plan and cost recovery policy update, both of which will help us balance financial sustainability needs with meeting equitable access and maintenance goals. Peninsula Drainage District - This effort will examine the most cost-effective alternatives to invest in drainage infrastructure that will sustain services at the existing venues.

Equity Impacts

As noted in last year's budget request, parking fees have the potential to limit access to parks, particularly for those experiencing lower incomes. Preschool scholarships have allowed the bureau to better serve low income populations while also having to raise fees in the program to reach 100% direct cost recovery. Interstate Firehouse Cultural Center funding will continue work with the community to meet bureau and city equity goals. Street Tree Task Force - This study will bring options for city maintenance of street trees to Council for consideration, with the aim to provide equitable service throughout the city.

CBO Analysis

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000 External Materials and Services		-646,970	0	-646,970
	Sum:	-646,970	0	-646,970

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000 General Fund Discretionary		-646,970	0	-646,970
	Sum:	-646,970	0	-646,970

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PK - Portland Parks & Recreation

DP Type New Revenue

Request Name: 8039 -PK New Revenue

Package Description

This package recognizes changes in fund size due to new revenues or adjusted revenue projections. This package consists of an increased projection in System Development Charges (SDC) revenues, a cash transfer to GF of trued-up Parks Levy balance, a cash transfer from the Washington Park Parking Trust to the SDC Fund for the Parking Meter Loan repayment, an increase in the IA from Water Bureau for PP&R collaboration on the Washington Park Reservoir project, and new DEQ funding for Thomas Cully Park.

Service Impacts

New SDC revenues allow for additional Parks capacity growth.

Equity Impacts

CBO Analysis

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000	External Materials and Services	312,443	0	312,443
215000	Fund Transfers - Expense	312,443	0	312,443
217007	External Materials and Services	12,264	0	12,264
220059	External Materials and Services	-181,600	0	-181,600
402000	External Materials and Services	537,500	0	537,500
402001	Contingency	11,800,000	0	11,800,000
402001	External Materials and Services	707,833	0	707,833
Sum:		13,500,883	0	13,500,883

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000	Fund Transfers - Revenue	312,443	0	312,443
100000	Interagency Revenue	0	0	0
100000	Miscellaneous	0	0	0
215000	Beginning Fund Balance	300,822	0	300,822
215000	Miscellaneous	10,862	0	10,862
215000	Taxes	759	0	759
217007	Intergovernmental	12,264	0	12,264
220059	Fund Transfers - Revenue	-181,600	0	-181,600
402000	Interagency Revenue	200,000	0	200,000
402000	Miscellaneous	337,500	0	337,500
402001	Charges for Services	8,000,000	0	8,000,000
402001	Fund Transfers - Revenue	181,600	0	181,600

F4 - BMP Amendment Request Report

Run Date: 4/5/19

Details

Run Time: 12:41:34 PM

Budget Detail

Fund			2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
Major Object Name	Revenue				
402001	Intergovernmental		0	0	0
402001	Miscellaneous		4,326,233	0	4,326,233
	Sum:		13,500,883	0	13,500,883

PK - Portland Parks & Recreation

DP Type Compensation Set-Aside

Request Name: 8043 -PK Compensation Set Aside

Package Description

The bureau is requesting Compensation Set-Aside due to unbudgeted COLA increases for full-time employees, a minimum wage increase impacting the bureau's \$10 million seasonal budget, unbudgeted retirement payouts, and pay equity impacts beginning on January 1. The bureau is currently tracking to overspend personnel services by more than \$2.7 million. Full compensation set-aside allocation and the pay equity increase in conjunction with materials and services holdbacks are necessary to ensure the bureau does not overspend its discretionary allocation.

Service Impacts

Equity Impacts

CBO Analysis

Budget Detail					
Fund					
	Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000	Personnel		1,806,382	0	1,806,382
		Sum:	1,806,382	0	1,806,382
	Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000	General Fund Discretionary		1,806,382	0	1,806,382
		Sum:	1,806,382	0	1,806,382

PK - Portland Parks & Recreation

DP Type New GF Revenue

Request Name: 8080 -PK New GF Revenue

Package Description

This package replaces the original estimated budget of \$832,353 with a Cash Transfer that covers this fiscal year's \$300,000 refined expenditure projection. This change does not reduce the total Build Portland Program funding for PP&R's Mt. Scott Community Center Improvement Project.

Service Impacts

Equity Impacts

CBO Analysis

Budget Detail					
Fund					
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
402000	Capital Outlay	-832,353	0	-832,353	
402000	External Materials and Services	300,000	0	300,000	
	Sum:	-532,353	0	-532,353	

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total	
402000	Bond & Note Proceeds	-832,353	0	-832,353	
402000	Fund Transfers - Revenue	300,000	0	300,000	
402000	Miscellaneous	0	0	0	
	Sum:	-532,353	0	-532,353	

PK - Portland Parks & Recreation

DP Type Contingency

Request Name: 8255 -Encumbrance Contingency

Package Description

In January, the Interim Director of PP&R sent guidance to all staff to freeze vacancies and hold back on all spending that was not critical to health, life, and safety or necessary to fulfill core job functions. Despite these measures, there continues to be a risk to the PP&R General Fund budget. While expenses are projected to come in under budget (assuming the requested compensation set-aside and an increase for pay equity), revenues are also tracking under budget, possibly leading to an over-utilization of General Fund discretionary.

Current CBO practice would indicate that a) PP&R would need to reduce next year's budget on a one-time basis to 'pay back' the General Fund for the over-utilization of discretionary, and b) PP&R, without the requisite discretionary under-utilization, would not have resources available to fund encumbrance carryover (separate from the above-referenced priority project carryover) in FY 2019-20. This would increase the gap PP&R expects to address with the proposed reductions to the FY 2019-20 budget.

In light of these challenges and in order to continue to deliver on core parks and recreation programs in FY 2019-20, PP&R requests that Council a) allow PP&R to carry over up to \$1 million in encumbrances, setting it aside in contingency, and b) set aside an additional \$0.6 million in contingency in FY 2018-19 to cover the possible discretionary over-utilization.

Meanwhile, PP&R will continue to make every effort to continue to reduce expenses and increase revenues through the remainder of the fiscal year, with the goal of not relying on the requested set-aside. PP&R projections are conservative in nature, with upside possibilities on both expenses and revenues. The request for set-aside is an effort to be conservative and transparent about the risks.

This package requests the set-aside of \$1 million for encumbrance carryover in FY 2019-20, described above; a separate package has been submitted for the \$600,000 possible over-utilization of discretionary. The sizing of the \$1 million request to set-aside resources to carry over funding is based off of recent historical year-end encumbrance amounts.

At this point in the year, it is impossible to know which encumbrances that are currently in the system will be carried over (versus spent down in the current year) and which additional encumbrances will be entered into by year end. In recent years, PP&R has had the following encumbrances in the system at year end (excusive of encumbrances held by internal service providers):

- FY18: \$1.05M
- FY17: \$1.17M
- FY16: \$1.31M

Depending on the availability of funds, PP&R would perform an internal prioritization exercise once the final encumbrance list is known. Such an exercise was necessary at the beginning of this fiscal year as we only were able to carry over ~\$700k versus the \$1.05 million of encumbrances. To the degree that such a prioritization exercise is necessary, PP&R will provide the thinking – and resulting trade-offs – to CBO.

Service Impacts

There is no immediate service impact associated with this request. It is a contingency requested to address a possibility that PP&R believes is avoidable. In the event that this funding is not set-aside, PP&R over-utilizes discretionary, and any encumbrances need to be cancelled or funded with existing budget, PP&R will work to minimize any service impacts. However, depending on the amount of unfunded encumbrances, impacts might be significant. PP&R would identify any projected impacts in the Fall budget monitoring process.

Equity Impacts

In the event that this funding is not set-aside, PP&R over-utilizes discretionary, and any encumbrances need to be cancelled or funded with existing budget, PP&R will work to minimize any equity impacts.

CBO Analysis

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000	Personnel	1,000,000	0	1,000,000
	Sum:	1,000,000	0	1,000,000

F4 - BMP Amendment Request Report

Run Date: 4/5/19

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Budget Detail

Fund			2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000	General Fund Discretionary		1,000,000	0	1,000,000
		Sum:	1,000,000	0	1,000,000

PK - Portland Parks & Recreation

DP Type Contingency

Request Name: 8256 -FY 2018-19 Budget Gap

Package Description

In January, the Interim Director of PP&R sent guidance to all staff to freeze vacancies and hold back on all spending that was not critical to health, life, and safety or necessary to fulfill core job functions. Despite these measures, there continues to be a risk to the PP&R General Fund budget. While expenses are projected to come in under budget (assuming the requested compensation set-aside and an increase for pay equity), revenues are also tracking under budget, possibly leading to an over-utilization of General Fund discretionary.

Current CBO practice would indicate that a) PP&R would need to reduce next year's budget on a one-time basis to 'pay back' the General Fund for the over-utilization of discretionary, and b) PP&R, without the requisite discretionary under-utilization, would not have resources available to fund encumbrance carryover (separate from the above-referenced priority project carryover) in FY 2019-20. This would increase the gap PP&R expects to address with the proposed reductions to the FY 2019-20 budget.

In light of these challenges and in order to continue to deliver on core parks and recreation programs in FY 2019-20, PP&R requests that Council a) allow PP&R to carry over up to \$1 million in encumbrances, setting it aside in contingency, and b) set aside an additional \$0.6 million in contingency in FY 2018-19 to cover the possible discretionary over-utilization.

Meanwhile, PP&R will continue to make every effort to continue to reduce expenses and increase revenues through the remainder of the fiscal year, with the goal of not relying on the requested set-aside. PP&R projections are conservative in nature, with upside possibilities on both expenses and revenues. The request for set-aside is an effort to be conservative and transparent about the risks.

This package requests that CBO set-aside \$600,000 in contingency to cover the possible over-utilization of discretionary. This request is made to ensure that the General Fund is not at risk of missing balance estimates due to PP&R GFD over-utilization. A separate request has been made to set aside \$1 million additional contingency to potentially fund PP&R encumbrances in FY 2019-20.

Service Impacts

No service impact.

Equity Impacts

None. Over-utilization of discretionary does not have equity impacts.

CBO Analysis

Budget Detail				
Fund				
Major Object Name	Expense	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000 Personnel		600,000	0	600,000
	Sum:	600,000	0	600,000

Major Object Name	Revenue	2018-19 SPRING Adjust - DP Only	2018-19 SPRING CBO/ Council Adj	2018-19 SPRING Requested Total
100000 General Fund Discretionary		600,000	0	600,000
	Sum:	600,000	0	600,000

Business Area Projection Report

Portland Parks & Recreation

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
100	Personnel	64,090,787	42,807,019.5	63,328,013	98.81%
	External Materials and Services	21,310,517	11,257,188.11	20,703,703	97.15%
	Internal Materials and Services	9,844,821	6,181,583.51	9,310,334	94.57%
	Capital Outlay	0	17,950.47	17,950	#DIV/0
	Fund Transfers - Expense	0	0	0	
Sum:		95,246,125	60,263,741.59	93,360,000	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
	Licenses & Permits	497,386	209,781.59	301,697	60.66%
	Charges for Services	20,499,427	11,329,425.65	19,476,757	95.01%
	Interagency Revenue	3,200,645	2,173,078.14	3,309,847	103.41%
	Intergovernmental	62,723	0	62,723	100.00%
	Fund Transfers - Revenue	556,349	0	543,906	97.76%
	General Fund Discretionary	69,540,166	0	68,645,736	98.71%
	Miscellaneous	889,429	673,447.84	1,019,334	114.61%
Sum:		95,246,125	14,385,733.22	93,360,000	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
200	Licenses & Permits	0	0	0	
Sum:		0	0	0	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
215	Ending Fund Balance	0	0	0	
	Fund Transfers - Expense	563,443	4,728	563,443	100.00%
Sum:		563,443	4,728	563,443	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
	Beginning Fund Balance	551,822	0	551,822	100.00%
	Fund Transfers - Revenue	0	0	0	
	Miscellaneous	10,862	7,438.46	10,862	100.00%
	Taxes	759	443.06	759	100.00%
Sum:		563,443	7,881.52	563,443	

Business Area Projection Report

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
217	Ending Fund Balance	0	0	0	
	Personnel	1,065,549	261,476.11	1,065,549	100.00%
	External Materials and Services	3,710,596	81,947.08	3,681,032	99.20%
	Internal Materials and Services	9,313	136,257.93	6,613	71.01%
	Capital Outlay	4,355,742	0	4,355,742	100.00%
	Sum:	9,141,200	479,681.12	9,108,936	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
	Beginning Fund Balance	0	0	0	
	Intergovernmental	9,141,200	1,202,042.37	9,108,936	99.65%
	Miscellaneous	0	26,289.9	0	
	Sum:	9,141,200	1,228,332.27	9,108,936	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
220	Ending Fund Balance	0	0	0	
	Personnel	1,951,430	747,499.96	34,129	1.75%
	External Materials and Services	7,764,731	78,690.17	125,473	1.62%
	Internal Materials and Services	1,992,854	1,213,645.19	4,488,319	225.22%
	Capital Outlay	50,000	15,431.39	15,431	30.86%
	Fund Transfers - Expense	228,600	0	0	
	Contingency	2,888,266	0	9,455,882	327.39%
	Sum:	14,875,881	2,055,266.71	14,119,234	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
	Beginning Fund Balance	9,597,640	0	8,703,930	90.69%
	Licenses & Permits	775,000	926,858.75	1,235,503	159.42%
	Charges for Services	3,303,000	2,531,374.28	3,374,322	102.16%
	Interagency Revenue	0	0	0	
	Fund Transfers - Revenue	68,036	68,036	68,036	100.00%
	Miscellaneous	1,132,205	377,812.8	737,443	65.13%
	Sum:	14,875,881	3,904,081.83	14,119,234	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
402	Ending Fund Balance	0	0	0	
	Personnel	5,893,384	2,095,679.14	5,893,384	100.00%

Business Area Projection Report

External Materials and Services	44,219,871	9,991,472.82	44,278,724	100.13%
Internal Materials and Services	428,006	798,389.63	428,006	100.00%
Capital Outlay	59,674,045	2,922,320.93	59,674,045	100.00%
Debt Service	1,881,360	1,766,231.03	1,881,360	100.00%
Fund Transfers - Expense	543,289	362,195	543,289	100.00%
Contingency	57,514,543	0	57,090,313	99.26%
Sum:	170,154,498	17,936,288.55	169,789,121	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
	Beginning Fund Balance	136,994,931	0	136,994,931	100.00%
	Charges for Services	20,000,000	18,760,184.9	20,000,000	100.00%
	Interagency Revenue	200,000	222,544.55	225,000	112.50%
	Intergovernmental	0	0	0	#DIV/0
	Bond & Note Proceeds	1,822,850	1,822,848.65	1,900,000	104.23%
	Fund Transfers - Revenue	5,600,147	5,071,547	5,600,000	100.00%
	Miscellaneous	5,536,570	5,150,489.76	5,010,337	90.50%
	Sum:	170,154,498	31,027,614.86	169,730,268	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
500	Ending Fund Balance	165,741	0	190,566	114.98%
	Personnel	750	0	0	
	External Materials and Services	22,230	0	0	
	Internal Materials and Services	775	0	0	
	Sum:	189,496	0	190,566	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
	Beginning Fund Balance	187,187	0	187,187	100.00%
	Miscellaneous	2,309	2,533.63	3,379	146.34%
	Sum:	189,496	2,533.63	190,566	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
603	Ending Fund Balance	0	0	0	
	Personnel	3,199,502	2,088,241.03	3,193,371	99.81%
	External Materials and Services	4,595,543	2,873,982.62	4,592,561	99.94%
	Internal Materials and Services	758,289	434,193.98	652,562	86.06%
	Debt Service	485,212	28,816.49	364,142	75.05%
	Fund Transfers - Expense	459,881	306,592	459,884	100.00%
	Contingency	356,146	0	1,061,961	298.18%

Business Area Projection Report

Sum:		9,854,573	5,731,826.12	10,324,481	
Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
	Beginning Fund Balance	755,004	0	755,004	100.00%
	Charges for Services	8,902,204	5,587,268.45	9,368,695	105.24%
	Bond & Note Proceeds	0	0	0	
	Miscellaneous	197,365	197,714.36	200,782	101.73%
Sum:		9,854,573	5,784,982.81	10,324,481	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
604	Ending Fund Balance	0	0	0	
	Personnel	1,096,138	586,594.02	1,095,844	99.97%
	External Materials and Services	580,760	474,965.52	563,503	97.03%
	Internal Materials and Services	115,446	61,190.23	140,894	122.04%
	Capital Outlay	1,750,000	1,354,946	1,750,000	100.00%
	Debt Service	579,867	5,547.39	328,082	56.58%
	Fund Transfers - Expense	78,832	52,557	88,267	111.97%
	Contingency	433,263	0	639,577	147.62%
Sum:		4,634,306	2,535,800.16	4,606,167	

Fund	Major Object	2018-19 SPRING Requested Total	2019 February Actuals YTD	2018-19 SPRING Projection	% of Projected Actuals to Revised Budget
	Beginning Fund Balance	671,948	0	671,948	100.00%
	Charges for Services	2,160,670	1,169,622.55	2,160,743	100.00%
	Bond & Note Proceeds	1,750,000	1,750,000	1,750,000	100.00%
	Miscellaneous	51,688	51,321.31	51,688	100.00%
Sum:		4,634,306	2,970,943.86	4,634,379	

Revenue Discussion

General Fund 100: While revenue projections indicate under-collection, these are conservative and will likely see an upside as the year progresses. Nonetheless, with the currently projected under-collection, the bureau might over-utilize General Fund discretionary by up to \$530,000.

Capital Fund 402: This fund's projections are conservatively based on actual earnings through the end of February 2019. Depending on the construction and development market, it is somewhat likely that SDC earnings will still outpace the budget.

Revenue Risks

Expenditure Discussion

Business Area Projection Report

General Fund 100: PP&R currently projects ending the year within its current expense appropriation (assuming compensation set-aside and an increase for pay equity). This includes overspending on personnel services and underspending on materials and services. This projection is dependent on the continuation of cost-containment strategies that were put in place in January to address a current year gap. This gap is driven in large part by overly

aggressive revenue targets and an expense budget that doesn't accurately capture seasonal staffing costs – including benefits. Because of the seasonal nature of both expenses and revenues, this projection is very sensitive to actuals in the next several months. Additionally, there is uncertainty around the effectiveness of cost containment strategies; to the degree that holdbacks instituted in January continue to be effective, this will reduce the projection, bringing expenses more in line with allocated revenues. Consequently, the bureau will continue to assess the situation as the year progresses. Note that, in order to address the possible over-utilization of General Fund discretionary and the resulting lack of resources to carry over encumbrances into FY 2019-20, PP&R has requested that Council set-aside \$1.6 million in FY 2018-19 contingency. Levy Fund 215: The Levy Fund balance is being transferred to cover projected over-expenditures in the General Fund.

Grants Fund 217: This fund is not expected to have over-spending of expenses or under-collection of revenues by more than 10%.

Trust Fund 220: The expense variances are due to the manner in which the Parks Memorial fund is designed to work within the SAP financial system. Sub-funds were created to depict the different special revenue accounts PP&R is responsible to manage. The current configuration of SAP will not allow for expenditures to go beyond appropriation at the sub-fund level, thus PP&R budgets at a higher level at the sub-fund level to allow for any expenditures that might be incurred in any individual sub-fund throughout the year. By budgeting higher at the sub-fund level we create a larger variance at the fund level, such as what is being experienced in this reporting period.

Capital Fund 402: This fund is projected at 100% of budget to ensure project managers have spending authority up to their projects' full funding levels to leverage good weather months and contractor availability.

Endowment Fund 500: The variance is due to the manner in which the Endowment fund was designed to function within the SAP financial system. Sub-funds were created to depict the different endowments Parks is responsible to manage. The current configuration of SAP will not allow for expenditures to go beyond the level of appropriation at the sub-fund level, called a "hard stop". Consequently, Parks budgets at a higher level at the sub-fund level to allow for what might occur during a reporting cycle. By budgeting higher at the sub-fund level we create a larger variance at the fund level. However, this fund is not expected to have over-spending of expenses or under-collection of revenues by more than 10%.

Golf Fund 603: This fund is not expected to have over-spending of expenses or under-collection of revenues by more than 10%.

PIR Fund 604: This fund is not expected to have over-spending of expenses or under-collection of revenues by more than 10%.

Expenditure Risks

Portland Parks & Recreation

Prior Year Variance Desc

Acquisitions (94%) - This budget primarily provides funding to acquire central and non-central city park properties; few opportunities were available in FY 2017-18.

Buildings & Pools (81%) - This budget provides funding for the most urgent major maintenance needs such as failing roofs and maintenance facilities, as well as new facility assets such as auto-locking restrooms, loos, and swimming pool improvements. These projects will move forward in FY 2018-19.

Developed Parks (57%) - Park development progressed greatly with the openings of several developed parks including Luuwit View, Gateway Discovery, Thomas Cully, and Spring Garden Parks. The variance is related to work that will continue into FY 2018-19, primarily on Errol Heights Park Development, Parklane Park Development, and Pioneer Square Membrane repairs.

Golf 0% - No variance.

Green Infrastructure (11%) – This small variance represents funding that will be spent primarily on continued development of Leach Botanical Garden and restoration of the Riverview Natural Area.

Park Amenities & Trails (91%) - Funding for Gateway Green and the Columbia Children's Arboretum is driving this variance; these projects will continue into FY 2018-19.

Recreation Features (66%) - This Capital Program includes sports courts and fields, playgrounds, fountains, dog off-leash areas, and boat ramps. The largest projects driving this variance are playgrounds at Couch Park, the North Park Blocks, and Lynchview Park.

Utilities, Roads and Trails (62%) - Bridge projects (Westmoreland, Maclaey Park, Maple Park, and Springwater Corridor), along with Forest Park and Whitaker Ponds entrances, drive this variance.

Current Year Variance Desc

Acquisitions - No change.

Buildings & Pools - this minimal variance is due to reallocation across Capital Programs.

Developed Parks - This variance is largely due to new System Development Charge funding for Creston Playground, Errol Heights Park Development, O'Bryant Square Revelopment, and Parklane Park Development, as well as an additional DEQ donation for Thomas Cully Park.

Golf - no variance.

Green Infrastructure – This variance is primarily due to new grant funding to implement the Leach Botanical Garden Master Plan.

Park Amenities & Trails - This variance is due to new System Development Charge funding for the Columbia Children's Arboretum and Gateway Green Development.

Portland International Raceway - This variance represents new loan funding to repave the South Paddock.

Recreation Features - This variance is largely due to new System Development Charge funding for the Lynchview Playground project.

Utilities, Roads and Trails - This variance is largely due to a new allocation of General Fund in the Adopted budget to address critical infrastructure needs in Forest Park, along with System Development Charge funding to address service gaps and Major Maintenance funding to repair various infrastructure assets.

Budget Note Update

Bureau

Date of Budget Note: July 1, 2018 in Current FY 2018-19 Adopted Budget

Budget Note Title: Increases to Parks' Major Maintenance Funding

Budget Note Language: Council directs Portland Parks & Recreation to request ongoing funding of \$500,000 for major maintenance needs in each budget process until a level of funding is achieved that is sufficient for addressing the bureau's regular, scheduled major maintenance needs. Council will make the determination each year whether to fund this additional allocation with new or realigned resources. Portland Parks & Recreation shall use this funding to address major maintenance needs in addition to its current annual appropriation. This funding should complement other strategies in addressing the bureau's major maintenance gap, including the internal reallocation of resources, the divestment of assets, and periodic General Obligation bonds.

Summary Status: Underway

Budget Note Update: March 27, 2019

As required by the budget note – and per the new budget process - PP&R was directed by the Commissioner in Charge to make this request; it was included in the FY 2019-20 budget request. In addition to the \$500,000 required by the budget note, PP&R also requested \$175,000 additional funding for capacity to do Health, Life, Safety improvements and security upgrades at community centers. The City Budget Office recommended \$500,000 of the request.

Capital major maintenance – to care for what we have both old and new – remains a challenge for the Bureau. In order for the Bureau to keep our promise to the community to maintain our assets in decent condition, we have increased our investment by:

- Using 2014 Parks Bond Funds to address critical repair and replacement needs for Forest Park and Springwater Trail bridges, numerous playgrounds, restrooms, roofs, and other facilities;
- Using the City's capital set aside monies to repair culverts and fire lanes in Forest Park and to restore the East Bank Esplanade;
- Using Build Portland funding to begin the seismic assessment and secure a Design Team for extensive Mt. Scott Community Center roof, HVAC, and other repairs;
- Using ADA Funding to address ADA barrier items in each of our 26 completed Bond Projects throughout the City (out of the 52 identified);
- Using Major Maintenance funding to repair boilers at Woodstock Community Center, install Direct Digital Controls in our heating and cooling systems throughout our facilities, repair the flooring at Charles Jordan Community Center, and many other repair projects.

But there is a large funding shortfall between what we can invest and what we should invest to keep our assets in good condition. Currently we are projecting the need to spend \$450,000,000 in the next 10 years on our assets and infrastructure.

Date of Budget Note: July 1, 2018 in Current FY 2018-19 Adopted Budget

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

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

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

Summary Status: Underway

Budget Note Update: March 27, 2019

The Vision Planning Process includes the financial sustainability plan, the cost recovery plan, a demographics forecast for PP&R's service area, and the level of service plans, as well as several other foundational work efforts. The first phase of the financial sustainability plan, context and historical overview, has been completed and presented to the Portland Parks Board, Commissioner, and staff during the fall of 2018. Findings were used to inform the proposed FY 2019-20 budget, and the project will resume again after the budget process is completed, in July 2019. Work on the cost recovery plan will also resume after June 2019, and a summary report with updated cost recovery rates has already been completed. PP&R has been working with Portland State University's Population Research Center to complete a demographics forecast for PP&R's service area. That work is expected to be completed by June 30, 2019. Work on the Level of Service effort is about 60% complete, with initial public outreach completed and a final recommended level of service for parks and natural areas to be completed by late 2019, and one for community centers by late 2020.

Date of Budget Note: July 1, 2018 in Current FY 2018-19 Adopted Budget

Budget Note Title: ADA Compliance CAL Adjustment

Budget Note Language: City Council directs the Portland Bureau of Transportation and Portland Parks and Recreation to request General Fund increases of \$1,000,000 and \$1,000,000, respectively, to their FY 2019-20 Current Appropriation Level (CAL) targets during the FY 2018-19 Fall Supplemental Budget process. If approved, this funding will be dedicated to ADA compliance in each bureau.

Summary Status: Complete

Budget Note Update: March 27, 2019

The City Budget Office has added \$1 million ongoing to PP&R's Current Appropriation Level. This funding has been budgeted in PP&R's capital fund.

The ADA Transition Plan identified 17,008 ADA barriers that were the responsibility of PP&R. Prior to the \$1 million allocation starting July 2019 to establish a true ADA Barrier Removal program, PP&R approached ADA barrier removal opportunistically by removing any ADA barriers possible within the Capital Project or Bond Project budgets. Over 392 barriers have been addressed within Capital or Bond Projects to date. The PP&R Central Services staff has also addressed 440 ADA barriers when performing routine community center annual maintenance.

PP&R has also now selected an ADA Program Manager and is establishing ADA Program protocols and procedures for prioritizing ADA barrier removals in the next year and the years to come.

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in	Year Funded:	Package Funding	Package FTE	Package Status	Package Update
Parks, Recreation, and Culture	Portland Parks & Recreation	Build Portland FY 2018-19 Project Funding	PP&R received \$15 million for whole-building seismic retrofitting of an Unreinforced Masonry (URM) building, HVAC system renovation, and HSE (health, safety, and environmental) improvements.	FY 2018-19 Adopted Budget	FY 2018-19	832,353		In Progress	Staff are currently conducting investigative work including hazardous materials testing, a Tier I seismic screening, and structural assessments.
Parks, Recreation, and Culture	Portland Parks & Recreation	Cost Recovery/Financial Sustainability Plans	Consultant resources are necessary to evaluate organizational resources and work alongside staff in initial implementation of Cost Recovery and Financial Sustainability Plans. This work includes evaluation of organizational resources, structuring of organization and programs/services, and full incorporation of new processes and protocols. Capacity to implement financial sustainability plan and balance sustainability needs with meeting equitable access goals. This investment is a critical need to enable PP&R to meet the goals and objectives of the bureau's forthcoming financial plan.	FY 2018-19 Adopted Budget	FY 2018-19	150,000		In Progress	Financial Sustainability: For FY 2018-19 PP&R received \$150,000 to support work on updating its cost recovery policy and developing a financial sustainability plan. The work was started by staff in early 2018. To date staff have completed Phase 1 of the Financial Sustainability project, Context and Historical Overview. This was presented to the Parks Advisory Board, Commissioner Fritz, and others during the summer of 2018. Cost Recovery: Staff have updated cost recovery rates for FY 16-17 using a new methodology and model. Staff have worked with a consultant (110% consulting) to facilitate conversations with an internal steering committee and the Parks Board about policy options, service priorities, and cost recovery methodologies. The consultant has provided a summary report with recommendations. As of fall 2018 both projects were put on hold in order to deal with an immediate budget gap. The bureau plans to resume work on the cost recovery policy and financial plan in the summer of 2019 and will need to carryover the \$150,000 in funding to support completion of the work in FY 19-20.
Parks, Recreation, and Culture	Portland Parks & Recreation	Demolitions and Removal of Hazardous Structures	The purpose of this one-time add is to provide resources to clear some backlogged demolitions before extremely hazardous situations arise and to provide support for accelerating divestitures including appraisals, surveys, and other process support. PP&R implemented a process in 2016 to identify and develop the business case for demolition of built assets that pose a hazard to the public, have outlived their useful lives, and otherwise do not make sense to sustain. Due to permitting, safety, and work requirements, these demolitions can cost \$50,000 - \$150,000. Additionally, some assets may be whole or severable properties which others may be able to put to higher and better use. Demolition of our most degraded facilities will have the effect of marginally improving the overall condition of the asset condition. Specifically, the total percentage of assets rated in very poor condition should decrease.	FY 2018-19 Adopted Budget	FY 2018-19	300,000		In Progress	This project includes removal of structures at Adams Community Garden, the Forest Park Trolley Facility, and Kenilworth Park Restrooms. Staff started begin work at Adams Community Garden in March 2019. Costs of work includes staff time, hazardous materials survey, possible structural evaluations, development of Public Involvement Plans, completion of a hazardous structures decision matrix, possible site and tree/root surveys, utility decommissioning, permit fees, actual demo construction, and site stabilization/restoration.
Parks, Recreation, and Culture	Portland Parks & Recreation	Eastbank Esplanade Maintenance Clean-up	For the past few years, there have been an increasing number of homeless camps, illegal structures and debris piling up in various locations along the Vera Katz Eastbank Esplanade. Increased traffic along the Vera Katz Eastbank For the past few years, there have been an increasing number of homeless camps and illegal structures, as well as more debris piling up in various locations along the Vera Katz Eastbank Esplanade. Increased traffic along the Vera Katz Eastbank Esplanade has required maintenance crews to devote more time than usual removing materials from numerous camp sites along the riverbank (Steel Bridge to Hawthorne Bridge), and as a result, neglecting basic park maintenance responsibilities such as horticulture. □ □ One-time funding is requested to fund specific work on maintenance needed on the Vera Katz Eastbank Esplanade. The work would include General Fund one-time support for limited-term staff, installing vandal-proof lighting, staff support to improve landscaping, irrigation, deteriorating walkways, and overall degradation of facilities. Ongoing funding is requested for two Ranger positions to patrol the area and help to reduce vandalism and homelessness activity, and staff to support increased cleanup and maintenance. □ The Vera Katz Eastbank Esplanade is one the most utilized trails in PP&R's system. Recent trail counts indicated over 400 users per hour near the Burnside Bridge crossing. This proposal could have significant impact for improving users' experience as well as an investment towards reducing long-term maintenance needs.	FY 2018-19 Adopted Budget	FY 2018-19	700,000	4.5	In Progress	PP&R hired a part-time, temporary painter to help address graffiti issues on the esplanade. In addition, the painter is updating painted finishes on benches and other related amenities, as available. Graffiti removal alone is time sensitive and consumes about 2/3s of painter's time. PP&R also retained a contractor to update electrical infrastructure on the esplanade. The scope of work is being developed and managed by the project manager and FMT supervisor.
Parks, Recreation, and Culture	Portland Parks & Recreation	Efficiency to Parks' Work Order System	With a one-time investment of \$100,000 in bridge funding, this proposal would provide an ongoing reduction of \$70,000 by eliminating one vacant support staff full-time position. The efficiency effort primarily targets work order time charges to transform the process from hard-copy, multiple-entry charge sheets to one-time, mobile data entry. Over time, a more efficient logging and tracking of work orders will help to decrease the level of backlogged maintenance by decreasing the level of administrative time needed and increase the level of maintenance hours available.	FY 2018-19 Adopted Budget	FY 2018-19	30,000	-1.0	In Progress	To date, PP&R deployed MicroMainMobile to over 50% of the user-base. The remaining 50%, currently in the training pipeline, are scheduled to transition to Mobile before 07/01/2019. Remaining project risks include adjusting for Seasonal Maintenance Workers and potential for additional customization to accommodate warehouse workflow. All project funds will be used by 07/01/2019

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in	Year Funded:	Package Funding	Package FTE	Package Status	Package Update
Parks, Recreation, and Culture	Portland Parks & Recreation	Fee Increases - Enhanced Tree Permitting Service	<p>Fee Increases to Support Enhanced Tree Permitting Service Levels □</p> <p>This proposal implements the Mayor's directive to expedite development permitting and increase service levels by adding staff and strategically realigning Urban Forestry's organizational structure to improve permitting services. Nine additional FTE positions are added by increasing development permit fees closer to full cost recovery. New positions include four arborists and one Senior Administrative Specialist within the Urban Forestry Operations, three development permitting staff, one tree tech lead. In FY 2018-19 the positions are projected for partial year expense during realignment and hiring so the funds can be used for equipment and other one-time materials needs. □</p> <p>□</p> <p>Increased revenue from fees will more adequately fund permitting staff to provide more timely service levels. Additional fee revenue will allow shifting existing General Fund resources to operations and maintenance of the city's urban forest. The proposed average permit increase is between \$200 to \$300 per permit. Overall, this proposal provides expanded staffing and clearer division of responsibilities in permitting and operations, allows apprenticeship opportunities through the Trainee Program and provides support to further the City's racial equity goals. □</p> <p>Since Title 11 implementation, Urban Forestry has had three Tree Inspectors assigned to development permitting. Over that period, development permit volume has increased from 1,461 in FY16 to an estimated 2,300 in FY18. These numbers do not fully capture the full responsibilities of Tree Inspectors, which include emergency response, programmatic permits, and capital improvement projects. This package adds three new Tree Inspectors and four new arborists in Operations and shifts responsibility for emergency tree response from Tree Inspectors to PP&R Urban Forestry Operations staff, which will improve customer service to development permit applicants through decreased permit turn-around time.</p>	FY 2018-19 Adopted Budget	FY 2018-19	770,000	3.0	In Progress	Urban Forestry has completed necessary labor agreement and classification updates to shift responsibility for tree emergencies from Tree Inspectors to arborists. Service realignment anticipated to be complete in early FY 20. Decrease in development activity has resulted in less fee revenue than anticipated. Four of the nine positions created by this package have not been filled, including two Tree Inspectors, limiting capacity to improve permitting services.
Parks, Recreation, and Culture	Portland Parks & Recreation	Fountains Transfer	<p>This proposal would eliminate operations and maintenance at 19 decorative fountains owned by the Portland Water Bureau. The fountains are currently operated and maintained by PP&R and are in operation beginning in May of every year. Many of the fountains are turned off during the cold weather months to prevent blowing or freezing on surfaces. Though the decorative fountains are enjoyed by the public, their operation has been recently added to PP&R's responsibility. Total savings from the closure of the fountains is expected to be \$620,000 annually. □</p> <p>□</p> <p>By the time a decision is reached regarding fountain maintenance and operations for FY 2018-19, all fountains will have been de-winterized and will be in operation, providing essential cooling, play, and aesthetic services in parks and other public spaces throughout the city. The \$400,000 one-time addition would provide funding to ensure maintenance and operation through the summer and weatherizing required at the end of the season. Many of the fountains are located within Portland's downtown core and receive many visitors in the summer months, particularly out-of-town visitors. Closure will impact our urban form, and reduce some recreational opportunities at interactive fountains such as Salmon Springs. Key performance measures impacted by fountain closures include residents' and visitors' perceptions about the overall quality of parks in Portland. □</p>	FY 2018-19 Adopted Budget	FY 2018-19			Complete	This package is implemented and ongoing. The workers that operate and maintain of the City's Fountains are provided by PP&R. These employees and the materials, utilities and supplies are funded by the Water Bureau.
Parks, Recreation, and Culture	Portland Parks & Recreation	FY 2017-18 Carryover: Parks Vehicle Purchase	Carryover funding for a vehicle purchase.0	FY 2018-19 Adopted Budget	FY 2018-19	40,000		Complete	The funding carryover was for a new vehicle purchase for a FTE that was created as a result of O&M increases for several new parks and projects that came online in SW Portland. Spring Garden Park, Willamette Park improvements, Duniway Park improvements, and some converted Casual dollars from South Waterfront Greenway – Central District, which was in service the year prior. The total vehicle cost is ~ \$70K, and the other \$30k was achieved by hiring the budgeted position several months after receiving funding for it while we developed an eligible list. The vehicle has been delivered to fleet and is awaiting outfitting at a vendor. Parks anticipates taking possession of the vehicle early May 2019.

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in	Year Funded:	Package Funding	Package FTE	Package Status	Package Update
Parks, Recreation, and Culture	Portland Parks & Recreation	Hazardous and Abandoned Boat Enforcement	This proposal is to provide General Fund ongoing resources to fund the Multnomah County Sheriff's Office River Patrol to enforce stated laws at all bureau boat landings, docks and marinas. In addition, this proposal provides funds for the towing, storage and disposal of most hazardous of boats—which impact liability, health, and safety of our parks. This proposal leverages \$30,000 from Riverplace Business Association in the first year, reducing the FY 2018-19 need to \$68,000. PP&R began contracting with the Multnomah County Sheriff's Office River Patrol in 2015 in the Riverplace Marina area when Council began funding the services, but funding was discontinued in FY 2017-18. There was a noticeable reduction in nuisance unwanted activity in the South Waterfront during this time. Park exclusions issued in the South Waterfront by Rangers decreased from 55 in FY 2014 to 5 in FY 2015 and 3 in FY 2016. This proposal would support an expansion to other marina parks, where we have seen increased nuisances and calls for services in recent years.	FY 2018-19 Adopted Budget	FY 2018-19	98,000		In Progress	Vicente Harrison. The IGA for this agreement with Multnomah County Sheriff's Office is in final draft mode. The PP&R Security team and park rangers have not tapped into this service this year but have been on spot checks with Multnomah County Sheriff's Office (MCSO) deputies. As the summer months approach, recreational boating will increase and work with our partners at MCSO River Patrol will be in full swing. These contract funds are vital to help provide safe PP&R recreational docks.
Parks, Recreation, and Culture	Portland Parks & Recreation	Increase Cost Recovery of Private Uses of Park Facil	PP&R's cost recovery philosophy aims to achieve a higher revenue recovery through fees for services that provide a higher level of private benefit. This proposal is for increasing fees to recover a higher portion of the costs for exclusive use of rented park property including community gardens, Waterfront Park for repair after intensive use, stadium fields (Walker, Delta, Erv Lind, Skavone), film permits for review and inspections, and picnic site rentals. The fee schedule for summer is established in January so by the time a decision is made on this package the opportunity to achieve the revenues for 2018 has passed. The new fees will be established in January 2019 based on decisions made and allow increased revenues for the remainder of the fiscal year. The \$100,000 one-time add is to address this impact. Performance measures related to perceptions about the affordability of park programs may decrease as a result of these fee increases. In addition, this proposal has the potential to impact our ability to increase our level of service for communities of color and people experiencing lower incomes. An increase in funding for scholarships will help (see related add package) to ensure for the most vulnerable populations.	FY 2018-19 Adopted Budget	FY 2018-19			Complete	When Commissioner Fish became PP&R's commissioner, he capped all fee increases to no more than 3.6%. We will not see the revenues targeted in this plan.
Parks, Recreation, and Culture	Portland Parks & Recreation	Increase Fees for Special Use Permits	This proposal raises fees for special use permits above what would be required for standard inflation in order to backfill existing General Fund. Special use permit fees are charged to support the private use of sports fields, picnics shelters and other park facilities. Performance measures impacted include perceptions related to the affordability of PP&R programs. In addition, this proposal has the potential to impact our ability to increase our level of service to communities of color and people experiencing lower incomes. An increase in funding for scholarships will help (see related add package) to ensure for the most vulnerable populations.	FY 2018-19 Adopted Budget	FY 2018-19			Complete	When Commissioner Fish became PP&R's commissioner, he capped all fee increases to no more than 3.6%. We will not see the revenues targeted in this plan.
Parks, Recreation, and Culture	Portland Parks & Recreation	Laurelhurst Dance Studio Realignment	Laurelhurst Dance Studio provides accessible and affordable dance instruction for kids (ages 2 & up), families (parent/child), and adults. The genres and styles of dance are diverse, ranging from ballet to tap, hip-hop, jazz, Irish step, modern, etc. The studio also offers two specialized programs: Youth Ballet Academy and Adult Recreational Dance Company. The studio contains a specialized floor and amenities that are unique in our system. □ □ Unfortunately, revenue at the studio has declined in each of the last four years. The studio faces special challenges in that it is a small, single-purpose building located within the grounds of Laurelhurst Park. In recent years, the studio has faced challenges related to significant levels of negative activity in the vicinity and around the building. This negative activity has contributed to the decline of class registrations. □ □ This package would discontinue PP&R use of the Laurelhurst Dance Studio, with the potential to make the facility available to an arts organization. Staffing would be reduced and one position would be shifted to another recreation site to provide increased offering around performing arts. While dance courses are provided at some other PP&R sites, discontinuing PP&R use of Laurelhurst Dance Studio would result in the loss of Parks' only specialized dance center, which in FY17, served 1285 individuals (registrants) who participated in an average of 2 classes per year (2645 total registrations). Closing the center would also have the biggest impact on girls and women, who made up 86% of registrants.	FY 2018-19 Adopted Budget	FY 2018-19	(72,628)	-0.5	Complete	0.5 FTE staffing reduction was made. There were challenges in moving the Dance Program to another PP&R center due to inadequate space and limited availability of programmable timeframes. The Dance Program remains at Laurelhurst and efforts were made to reduce costs, increase revenue, and to share the space through leasing agreements with outside entities. As part of PP&R's proposed FY19-20 budget to close the \$6.3 million deficit, the closure of the Laurelhurst Dance Studio Program is included as a cut package. The package proposes eliminating PP&R's program and making the Studio available to other arts groups that could continue to provide arts education programs to the community.

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in	Year Funded:	Package Funding	Package FTE	Package Status	Package Update
Parks, Recreation, and Culture	Portland Parks & Recreation	Long Range Vision Plan	This requests \$575,000 General Fund one-time resources to support the development of the next long-range vision plan for PP&R. The bureau is currently operating under the guidance of the Parks 2020 Vision. An update of this vision is needed to guide PP&R for the next 10-12 years. The next vision plan will need to grapple with challenging issues, many of which weren't firmly in our mindset in 2000, including climate change, equity, homelessness, landscape and fiscal sustainability, Urban Forestry and the updated tree code, levels of service, keeping people active and healthy, accessibility, the rise of biking, integration of the arts, and full accessibility and inclusion. Resources are needed for this effort to support community surveys, analytics, performance measures, detailed inventories of assets, demographic analysis, and new approaches to engage a changing Portland. Funding for this proposal will allow PP&R to develop the research and public engagement needed to guide the future of Portland's parks and recreation system, as identified in City's recent comprehensive plan update. Completion of the updated vision is central to guiding PP&R in reaching its key performance measures related to ensuring that all households are within a half mile of a park and within three miles of a full-service community center. Additionally, the updated vision will position us to be responsive to a changing and more diverse population.	FY 2018-19 Adopted Budget	FY 2018-19	300,000		In Progress	The Vision Planning Process includes the financial sustainability plan, the cost recovery plan, a demographics forecast for PP&R's service area, and the level of service plans, as well as several other foundational work efforts. The first phase of the financial sustainability plan, context and historical overview, has been completed and presented to the Portland Parks Board, Commissioner, and staff during the fall of 2018. Findings were used to inform the proposed FY 2019-20 budget and the project will resume again after the budget process is completed, in July 2019. Work on the cost recovery plan will also resume after June 2019, and a summary report with updated cost recovery rates has already been completed. PP&R has been working with Portland State University's Population Research Center to complete a demographics forecast for PP&R's service area. That work is expected to be completed by June 30, 2019. Work on the Level of Service effort is about 60% complete, with initial public outreach completed and a final recommended level of service for parks and natural areas to be completed by late 2019, and one for community centers by late 2020.
Parks, Recreation, and Culture	Portland Parks & Recreation	Operations and Maintenance for SDC parks	This proposal is for General Fund ongoing to support Operations and Maintenance (O&M) for new assets coming online in FY 2018-19. This includes O&M to support Lynchwood Community Garden and a new natural area near the recently completed Sellwood Bridge. This request also adds indirect support for an Organizational Management/Personnel Administrator to meet the increasing administrative demands of Workforce Development personnel in day-to-day personnel actions. Specifically, this position will manage and track all personnel files, provide confidential support to the workforce development team, assist FMLA coordinator with FMLA timesheets, assist payroll coordinator with workers compensation tracking and time entry, review and ensure compliance with training/travel requests, and augment casual spring/summer casual hire processing. In addition, this position will provide direct support for the PP&R career track, mentorship, and internship programs. Funding to support operations and maintenance for new parks and park facilities is key to maintaining a consistent level of service in the community. Without adequate O&M, PP&R's maintenance backlog will continue to grow over time and residents' satisfaction with service levels will decline. In addition, O&M funding supports the associated overhead that is needed to maintain a growing parks system, including marketing, legal, data and financial analysis, risk management and technology support. This addition is a critical need that would have been the priority for overhead funding, which was not funded incrementally in the FY 2017-18 Budget. This specific O&M request includes resources to provide support for PP&R's growing and diverse workforce.	FY 2018-19 Adopted Budget	FY 2018-19	61,783		In Progress	O&M was approved for Lynchwood Community Gardens and Sellwood Bridge Natural Area. These assets are being operated and maintained.

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in	Year Funded:	Package Funding	Package FTE	Package Status	Package Update
Parks, Recreation, and Culture	Portland Parks & Recreation	Outdoor Water Use Reduction - Splash Pad/Turf	<p>Outdoor Water Use Reduction - Reducing Splash Pad hours and Turf Irrigation:</p> <ul style="list-style-type: none"> □ Splash pads are located in sixteen parks throughout the city and provide water recreation opportunities during the heat of the summer. This proposal would reduce the hours that splash pads are operated – 12:00 PM to 8:00 PM daily (changed from 11:00 AM to 9:00 PM) from July 1st through Labor Day (changed from Memorial Day through end of September) – in order to save \$75,000 in water costs. □ □ Currently, 80 parks are irrigated using the Maxicom Central Irrigation Control System. This proposal also saves \$85,000 through more efficient use of this system by performing tune-ups where needed and reducing the amount of water applied at irrigated sites by 10%. Reducing watering by 10% in parks not controlled by the Central Irrigation System saves an additional \$40,000. Irrigation will not be reduced at sports fields. Splash pad hours would be reduced at all splash pads within the city. It will likely result in increased crowds for the hours that the pads remain in operation. There is currently no practical way to measure splash pad use in the city; however, in a recent community survey, 59% of residents identified spray play or interactive water features as a park amenity that they would use. Furthermore, demand has likely increased in recent years as a result of Portland having some of the hottest summers on record. Performance measures impacted could include the percentage of residents rating the quality of Parks as good or very good. □ □ Depending on seasonal precipitation levels a reduction in irrigation at parks could result in a negative aesthetic impact. Performance measures impacted could include the percentage of residents rating the quality of parks grounds as good or very good. 	FY 2018-19 Adopted Budget	FY 2018-19	(200,000)		Complete	The reduction goal was met for existing splash pads and existing centrally controlled irrigation sites.
Parks, Recreation, and Culture	Portland Parks & Recreation	Parks' Major Maintenance Capital Projects	<p>PP&R assets have major maintenance needs of over \$430 million over the next 10 years, resulting in risks to the public where there is deterioration and possible asset failure. This risk manifests itself in higher maintenance costs associated with the daily dispatches of maintenance staff from emergency to emergency, possibly closing or securing closed assets. The generous support of Portland voters in passing the 2014 Replacement Bond, along with Council's support in funding previous one-time capital maintenance requests, is noticeably reducing some risks, but the accumulated need overwhelms PP&R's available resources. Limited ongoing major maintenance funding must be expended on recurring major maintenance projects such as re-plastering pool shells and emergency response such as landslides and outages to prevent further deterioration of the asset portfolio and loss of service. The projects included represent the highest known risks in our asset portfolio. Absent project funding, maintenance costs will continue to increase and service levels reduced.</p> <p>Washington Park Stearns Canyon Stairs- \$500,000 Mount Scott Community Center Roof*- \$2,000,000 Portland Tennis Center Roof- \$850,000 Peninsula Community Center Roof and Structure- \$2,000,000 Critical Dock Repairs- \$1,000,000 Lan Su Chinese Garden Roof- \$500,000 ADA Transition Plan Priority Capital Projects- \$2,500,000 MAC Roof Tile Repairs- \$750,000 Mt. Tabor Retaining Wall Repair- \$300,000 Forest Park Critical Infrastructure Repairs for Fire Access-Leif Ericson Dr- \$550,000 Forest Park Critical Infrastructure Repairs for Fire Access-Culverts & Bridges- \$4,450,000 Kelly Point Park Parking Lot Reconstruction and ADA- \$1,000,000 Mount Scott Community Center Pool Air Handling Unit- \$750,000 Buckman Track Resurface- \$500,000 Next Phase Mt. Tabor Yard Critical Facility Project- \$2,000,000 Seismic Retrofit of first of PP&R's 24 Unreinforced Masonry / Highest Risk public</p>	FY 2018-19 Adopted Budget	FY 2018-19	#####		In Progress	Major Maintenance (MM) funding helps reduce MM backlog and reduce risk to the public. These MM projects have been added to work plans, and work is commencing. Many are several year-projects requiring design consultants, permits, and construction contracting. *Build Portland has funded \$15 million at Mt. Scott to address seismic, health and safety, roof, heating and cooking, security upgrades, and ADA improvements.

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in	Year Funded:	Package Funding	Package FTE	Package Status	Package Update
Parks, Recreation, and Culture	Portland Parks & Recreation	Portland Parks Foundation	This proposal requests \$100,000 in General Fund ongoing resources to provide support to the Portland Parks Foundation (PPF). PPF was founded in 2001 as part of the 2020 Vision planning process for parks, based on the analysis that public-private partnerships would be increasingly important in the future to the health of Portland's public park system. To date, the PPF has raised and/or administered more than \$13 million in funds for capital improvement of parks and support of parks programs. PPF also provided leadership and advice, and encouraged community engagement for the referring of the City's \$68 million parks bond measure in 2014. The Portland Parks Board's Financial Stability Committee supports operating support for PPF. Support for foundation fundraising from a beneficiary organization is common practice. Expected Results: In June, 2016 the city authorized a one-time operating support grant of \$50,000. In September 2016 PP&R and PPF signed a Memorandum of Understanding (MOU) that pledged PP&R to explore opportunities for continued operating support of PPF. In the 18 months following receipt of the \$50,000 grant in 2016, PPF has: <ul style="list-style-type: none"> •Raised \$1.6 million in gifts and pledges for the Footbridge Over Burnside (to be built in 2018) •Raised \$118,000 in gifts and pledges for Cully Park •Raised and/or administered \$40,585 for Summer Free For All •Raised over \$200,000 in operating support for PPF from non-city sources, including over 500 donors •Supported park programs (e.g., recreational scholarships) with grant funds and/or administrative support, including Cully Park, Friends of Brooklyn Park, Albina Vision, Friends of Tanner Creek Park, Friends of Peninsula Park Rose Garden, Friends of Mt. Tabor Park, and Leach Botanical Garden •Coordinated Parke Diem 2016, with more than 500 volunteers working in some 35 parks •Trained representatives of 18 parks groups in volunteer recruitment and fundraising •Committed to principles of equity, diversity and inclusion in its operations and its new strategic plan 	FY 2018-19 Adopted Budget	FY 2018-19	100,000		Complete	This package was implemented.
Parks, Recreation, and Culture	Portland Parks & Recreation	Realignment of Outreach Position	One outreach position currently in Equity & Inclusion would shift to Operations & Strategies to provide critical administrative and project support to the Deputy Director and Operations & Strategies Division to deliver on bureau-wide initiatives (such as budget process). Maintain level of service for Operations & Strategies, which had previously had this support position. Loss of the position in Equity & Inclusion will mean the remaining team members will take on additional relationships and work. If additional support is needed then it would be funded by projects and programs requiring the support.	FY 2018-19 Adopted Budget	FY 2018-19	-	0.0	Complete	This package was implemented.
Parks, Recreation, and Culture	Portland Parks & Recreation	Recover Costs for Emergency Tree Removal	Urban Forestry currently pays for tree removal on sites managed and/or owned by PBOT, ODOT, and Tri-Met. This proposal implements a billing program to recover costs associated with emergency tree removal. New revenue from charging public agencies would result in \$400,000. PP&R Urban Forestry emergency response service would not be impacted by this revenue package. Part of the cost would instead be shifted from the City's General Fund to the public agency that manages and/or owns the property where the tree emergency occurs.	FY 2018-19 Adopted Budget	FY 2018-19			Complete	PP&R is currently billing PBOT for emergency response services in PBOT-managed rights-of-way.
Parks, Recreation, and Culture	Portland Parks & Recreation	Reduce weekend coverage at Customer Svc Ctr	This proposal reduces support for the bureau's Customer Service Center to weekdays only. Staff on the weekend shift currently support Parks Ranger calls for service as well as administrative projects. The volume of Park Ranger calls for service on weekend days averages half of calls for service volume on weekdays. Weekend Ranger calls would go to voicemail and Rangers would need to implement a new practice to retrieve calls. Capacity would also be reduced for database management and other workload that has been possible between weekend calls.	FY 2018-19 Adopted Budget	FY 2018-19	(56,562)	-1.0	Complete	We did cut one position, and as required, reduced ranger phone coverage to just standard weekday hours 8am-5pm. The result has stopped the CSC's ability to cover Ranger issues. At the same time it has eliminated the CSC's ability to serve the public during weekend hours. For PP&R, that has been a noticeable impact. Without the ability to take calls on the weekend (when the majority of our permitted park use occurs) we can't support Permittees in an active solution to their issue. Instead, we find ourselves considering refunds. Losing money was not the idea of this Package.

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in	Year Funded:	Package Funding	Package FTE	Package Status	Package Update
Parks, Recreation, and Culture	Portland Parks & Recreation	Scholarships for Preschool	<p>During the FY 2017-18 budget process, Council directed "Portland Parks & Recreation to implement a full cost recovery plan for the Preschool Program by the end of FY 2017-18. This plan should include a scholarship component, which will be funded with an increase in program fee revenues. Outreach for the scholarship program should be targeted at communities of color and children with special needs." (Emphasis added) □</p> <p>□</p> <p>After market and best practices research, PP&R restructured the Preschool program in the following ways: □</p> <ul style="list-style-type: none"> •Fees increased to the level that the market will bear (on average a 28% increase); however, does not include revenue to fund scholarships □ •New fee structure includes cost recovery of direct costs (personnel and materials) with acknowledgment that our updated Cost Recovery Policy (coming to Council for a work session in March) will re-evaluate all programs (including this one) during implementation phase next fiscal year (please see add package PK_28) □ □ Even with these changes the program still requires a currently unfunded scholarship program component to meet the objective of the budget note. □ □ <p>This proposal provides \$80,000 of General Fund ongoing resources to support increasing scholarships for preschool participants. Without General Fund subsidy for scholarships, the fees would increase on average by 43% and the program could not be sustained with that level of increase. PP&R's scholarship program is intended to provide access to programs for low-income youth and families for whom cost is a barrier. Therefore, to ensure access to those who would otherwise be priced out of the program, scholarships provided by this fund are required. Applications for scholarship will be accepted along with registrations. Applicants will be informed that a request for scholarship resources is pending as part of the budget process. In May the bureau will tally the amount of requested scholarship support and develop a prioritization methodology to maximize service to communities of color and children with special needs while still recovering</p>	FY 2018-19 Adopted Budget	FY 2018-19	80,000		In Progress	<p>Parks has awarded \$47,420 in scholarships for the 18-19 school year and are in the process of approving scholarships in the amount of about \$8,000 for the 19-20 school year. Parks did increase fees for the preschool program for the 19-20 school year that amounted to about a 10% increase across the whole program to offset teacher pay increases and related staffing costs.</p>
Parks, Recreation, and Culture	Portland Parks & Recreation	Seismic Needs Assessment for Parks' Facilities	<p>PP&R hosts millions of visitors annually in our buildings and parks. At least 32 of these buildings and structures are unreinforced masonry (URM) – a particularly vulnerable type of building in the event of a major earthquake. This proposal request \$500,000 of General Fund One-Time resources to begin seismic vulnerability, retrofit design and architectural services to assist with cultural significance, functionality and general asset performance determination elements for key assets including:</p> <ul style="list-style-type: none"> •Multi-purpose community centers (including Matt Dishman Community Center, Mt. Scott Community Center, Charles Jordan Community Center, Southwest Community Center, and East Portland Community Center) •Historic buildings (including IFCC, Community Music Center, Multnomah Arts Center, Pittock Mansion and Rose Festival Visitor's Information Center, Rose City Clubhouse, Lair Hill Building) •Neighborhood park structures and other URM structures <p>Obtaining the technical feasibility and cost of seismic retrofits will enable compliance with expected and existing City seismic policies (including a contemplated mandatory retrofit ordinance). This investment will also allow for better planning of PP&R future asset needs. Specifically, this information will allow PP&R to be in a better position to seek state grant funding for seismic improvements. Overall, this work will provide better information to consider future Capital Improvement Program (CIP) needs as well as the bureau's approach to divesting of some assets.</p>	FY 2018-19 Adopted Budget	FY 2018-19	325,000		In Progress	<p>PP&R's consultant completed field work covering our Unreinforced Masonry (URM) buildings and identified deficiencies using an industry standard. Next, we will be compiling these results with other asset portfolio information to generate a high-level programmatic cost estimate and conducting more in-depth analysis of one or two priority facilities, to scope the next seismic retrofit project within that program. Balance of funds needs to be carried over to FY20/21.</p>

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in	Year Funded:	Package Funding	Package FTE	Package Status	Package Update
Parks, Recreation, and Culture	Portland Parks & Recreation	Strategic Parking Assessment & Revenue Study	<p>With a few exceptions, open access to parks has been a service area that has been largely 100% subsidized with General Fund tax dollars. This proposal begins to look at the possibility of using parking fees to increase cost recovery for the day-to-day maintenance of providing park services. This package provides one-time General Fund support to study the feasibility of implementing additional parking fees, assumes a future funding stream of \$100,000 of ongoing parking revenue to replace General Funds.</p> <p>The purpose of the fee study is to strategically assess park properties that have parking demands that exceed supply during peak times. The package creates a tool to objectively identify areas that could be considered for parking management plans, including revenue generation through flat rate or metered parking. The package encompasses funding to study sites where a combination of heavy parking use, proximity to other regulated parking areas, parking misuse, or specialized park features, such as boat launches, have caused significant traffic and parking demand. This demand typically results in a degraded park experience and strain on the park transportation resources, like roads and parking areas.</p> <p>One-time resources are requested to fill the anticipated revenue stream for FY 2018-19 (\$100,00) and to hire a consultant (\$50,000) to help complete the assessment. Through a consultant and existing staff resources, PP&R will:</p> <ul style="list-style-type: none"> •Identify parks with parking facilities that currently suffer from serious overcrowding and management problems; •Identify parks that have specialized maintenance considerations, such as boat launches; •Identify parks that currently have a barrier to access due to limited or overcrowded parking, limited transit access, or limited sidewalk connectivity; •Determine if the nexus between overcrowded parking areas can be attributed to poor access via transit or walking routes; and •Determine if programs to increase access for all populations using parking revenue are warranted. 	FY 2018-19 Adopted Budget	FY 2018-19	50,000		In Progress	Staff have completed an initial study into potential revenue sources from parking management strategies at various park sites. This spring, we expect to undertake a public outreach and implementation effort and receive approval from the Commissioner's Office. Purchasing additional meters and installing parking management programs will begin in the fall, so some funding must be carried over into FY 2019-20.
Parks, Recreation, and Culture	Portland Parks & Recreation	Transfer Utility Costs to Partner Organizations		5 FY 2018-19 Adopted Budget	FY 2018-19	(30,000)		Complete	This package was implemented.
Parks, Recreation, and Culture	Portland Parks & Recreation	Fall - PEN 1 Drainage Master Plan	One-time GF Partnering with BES this study provides analysis and opportunities to manage water in Peninsula Drainage District 1. (Note – BES funding \$75,000 for a total of \$150,000.)	FY 2018-19 Fall BMP	FY 2018-19	-		Not Started	This planning effort will occur in FY 2019-20.
Parks, Recreation, and Culture	Portland Parks & Recreation	Fall - Native American Technical Assistance	Native American Technical Assistance to provide culturally responsive services. PP&R is seeking to contract with a respected Native elder and internationally recognized practitioner to advise the bureau on how to strengthen the relationship with the Native community.	FY 2018-19 Fall BMP	FY 2018-19	-		Not Started	Not funded.
Parks, Recreation, and Culture	Portland Parks & Recreation	Fall - Technology Upgrades CCTV and T1	Parks technology is recommending the upgrade of all Parks T-1 sites be upgraded to T-5 networks. Current T-1 sites that take payment through credit card machine have frequent failures in both processing credit card payments and in all network-access functions. Additional storage capacity for CCTV cameras to address safety issues.	FY 2018-19 Fall BMP	FY 2018-19	-		Not Started	Not funded.
Parks, Recreation, and Culture	Portland Parks & Recreation	Fall - Reallocate One-Time General Fund	<p>This package is to reallocate one-time General Fund discretionary resources in the amount of \$189,882 from the Mt. Scott Community Center Roof Repair project to the Mt. Tabor Yard Shop Replacement project. □</p> <p>□</p> <p>The Mt. Scott Community Center Roof was previously funded with one-time General Fund discretionary resources in the FY 2016-17 Adopted Budget. This project will continue with funding from the Build Portland bond program. Reallocated resources for the Mt. Tabor Yard Shop project will go toward project elements including those resulting from Land Use requirements. □</p>	FY 2018-19 Fall BMP	FY 2018-19	189,882		Complete	This funding was reallocated, as requested.
Parks, Recreation, and Culture	Portland Parks & Recreation	Fall - Encumbrance Carryover	PP&R recognizes encumbrances for one-time purchases that were over \$5,000 in value and encumbered in the prior year, but not received or accrued in the prior year, limited to the General Fund underspending by PP&R in the prior year. In FY 2017/18, PP&R was underspent by \$703,765, and contained \$1,047,788 in eligible encumbrances. PK_012 would reduce the underspending to carry forward one-time projects \$131,000 and reducing the available underspending to the \$572,764 requested for carry forward in this package.	FY 2018-19 Fall BMP	FY 2018-19	572,764		Complete	This package was implemented.

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Parks, Recreation, and Culture	Portland Parks & Recreation	Fall - Program Carryover	Council provided one-time funds in FY 2017-18 to convene a Street Tree Task Force to bring options for city maintenance of street trees to Council for consideration. Work will start in FY 2018-19 so funds need to be carried forward for the work to proceed as approved.□ Council provided one-time funds in FY 2017-18 for summer casual labor to cover increase in Ranger services at Director Park based on workload needs. This carries forward the amount that was not spent in the prior year to maintain these services as approved.□ □	FY 2018-19 Fall BMP	FY 2018-19	131,000		In Progress	The Street Tree Task Force's technical consultant and public outreach facilitator are both under contract and the project is scheduled to begin June 2019. The Task Force will convene over the summer and fall, and a recommendation to City Council is anticipated by the end of 2019.
Parks, Recreation, and Culture	Portland Parks & Recreation	Fall - Procurement Reorganization	The objective of this Interagency Agreement (IA) is to establish Service Level Agreements (SLA) between Procurement Services and Customer(Parks) and ensure that both parties understand and agree how the services will be performed and the responsibilities and expectations of each party. Due to the financial impact this IA presents to Parks we are requesting GF to subsidize this agreement. Although PP&R generally supports changes to improve services on design and construction contracting, it is not clear whether the proposal will improve or maintain services or how it would be prioritized against other competing bureau priorities for General Fund resources. PP&R capital projects are proceeding as originally budgeted and to absorb additional expense for this change in billing would be problematic for all budgeted projects. Moving forward, it is not clear the long-term impact for projects as this change will also further increase the administrative costs associated with capital projects and further strain the available funds for major maintenance projects. The short timeline for this change has not provided sufficient time for the bureau to fully evaluate the short and long-term impacts. However, it is clear that PP&R does not have the capacity in existing capital program budgets to absorb the new expense requested this fiscal year (or over \$500,000 in subsequent years) without the General Fund being reallocated to cover this unplanned expense.	FY 2018-19 Fall BMP	FY 2018-19	229,795		Complete	The IA was established, and the GF subsidy was budgeted.
Parks, Recreation, and Culture	Portland Parks & Recreation	Fall - Interstate Firehouse Cultural Center	One-time GF to continue the community engagement process regarding IFCC and provide staff/resource to keep the building available for community use.	FY 2018-19 Fall BMP	FY 2018-19	50,000		In Progress	The Fall BMP funding has enabled the IFCC Community Advisory Committee (CAC) to continue to meet and develop a plan for IFCC. It has also allowed for staff resourcing to make IFCC available for short-term rentals. Carry Over: PP&R has spent about \$8,000 of the \$50,000 allocation. We project that we will spend about half of the total funds by the end of this fiscal year. In order for the community engagement to continue, there are larger questions that need to be answered by PP&R. We would like to request carry over into the next fiscal year to allow for the CAC's work to continue and to continue to make IFCC available for rental.
Parks, Recreation, and Culture	Portland Parks & Recreation	Eliminate Maintenance at Ladd Circle Rose Garden	This proposal eliminates horticultural improvements in Ladd's Rose Garden for a General Fund savings of \$96,668. The reduction includes one Horticulture position and some external materials and services. Service to Ladd's Rose Garden would cease entirely, including support for volunteer activities. This site was chosen for a reduction due to the disproportionately high level of service. This reduction could result in deterioration of the quality of the Ladd's Rose Garden. From an equity perspective, the Ladd's circle 1/2 mile service area includes far fewer people of color (15% versus 28% for the city) and slightly less households in poverty (17% versus 19% for the city), when compared to the overall City of Portland demographics. If this proposal is accepted, PP&R would work closely with the local community on options to mitigate the negative impact.	FY 2017-18 Adopted Budget	FY 2017-18	(96,668)	(1.00)	In Progress	Staff are gradually decreasing their services. Transferring site work to volunteers. In general, the garden is looking less attractive because of a lack of maintenance.

Service Area	Bureau Name	Decision Package Title	Package Description	Funded in	Year Funded:	Package Funding	Package FTE	Package Status	Package Update
Parks, Recreation, and Culture	Portland Parks & Recreation	Fee Increases at Community Centers	This proposal would replace current General Fund resources with additional revenues through targeted fee increases at PP&R community centers, primarily targeted on drop-in fees, rentals and pre-paid passes. Fees would increase for drop-in admissions and passes, as well as for rentals that have not been increased in recent years. In recent history, PP&R has had to rely on fee increases to offset budget cuts. Price increases at most sites over the years have greatly outpaced the rate of inflation. The most pronounced impact of this package will be in the additional financial burden it will present to economically vulnerable patrons, including immigrant and refugee populations and underserved communities of color. Services provided will not be impacted, but an increased need for financial support and/or assistance will be a likely outcome if fees are again increased this year. The total value of scholarships granted over the years has increased and in the most recent year totaled \$627,000.	FY 2017-18 Adopted Budget	FY 2017-18			In Progress	Fee increases for rentals, pre-paid passes and daily drop-in fees were implemented at PP&R's community centers in FY18. On the whole revenue has increased when compared to last year (as of Accounting Period 8), though not at all sites and areas. While revenue increases are above the amount of the decision package, it's important to note two things. One, it is not possible to attribute all excess revenue to the fee increases (increased participation, as an example may be assisting with this). Two, despite the increase in revenue generation, it remains unlikely that the overall revenue target for recreation will be met due to increased target amounts.
Parks, Recreation, and Culture	Portland Parks & Recreation	Fee Increases in Arts & Music Programs	This proposal would replace current General Fund support with additional revenue through targeted fee increases. Specific fee increases include increasing tuition rates by 5% at Community Music Center (CMC), increasing class fees by 2% and increasing rental revenues by 20% at Multnomah Arts Center. Additionally, both sites are expected to receive additional fundraising for scholarships by non-profit boards. Raising fees will have the greatest impact on lower-income youth and families. Currently 20% of youth students at CMC are on scholarships. PP&R has learned from recent focus groups with underserved communities of color that the price of PP&R services is a barrier to participation in our programs. In some cases, scholarships provide relief to those facing barriers from fees, but PP&R's scholarships are largely unfunded and result in additional budgetary challenges.	FY 2017-18 Adopted Budget	FY 2017-18			In Progress	Fee increases for programs and rentals at PP&R Arts & Music facilities were implemented in FY18. Program fee revenue at Community Music Center has increased by 1% from this last year (Accounting Period 8). Program fee revenue at Multnomah Arts Center has increased by 12% and short term rental revenue has increased by 34%. However, it is worth noting that long term rental revenue is down 5% due to the loss of two long term tenants. Additional revenue resources from non-profit boards at both sites are expected, but have not yet been collected.
Parks, Recreation, and Culture	Portland Parks & Recreation	FY 2016-17 Program Carryover: Master Plans	Carryover from the FY 2016-17 budget. Includes: 150th and Division, and Mills/Midland master plans, offroad cycling master plans, and scholarship coordinator. See Spring BMP PK_17	FY 2017-18 Adopted Budget	FY 2017-18	210,000		In Progress	NEW MARCH 2018 UPDATE: 150th and Division Master Plan has been completed. Mill/Midland Master Plan has been completed. The Off-road Cycling Master plan is still in process being led by the Bureau of Planning & Sustainability.
Parks, Recreation, and Culture	Portland Parks & Recreation	Sustainable Landscapes Initiative	This proposal eliminates 1 FTE Turf Technician, budget to support seasonal staffing for maintenance, as well as external materials and services that support mowing and irrigation equipment, repairs, fuel and watering cost. The reduction lowers costs by eliminating mowing and irrigation at 10 park sites that have been identified for the implementation of more sustainable management practices. The proposal also includes the addition of one new FTE program manager position to oversee the implementation of the bureau's Sustainable Landscapes initiative. The overall net reduction proposed is \$96,994. □ □ Background: In 2014, the bureau completed a major study of sustainable landscape management that resulted in several recommendations for incorporating more sustainability principles into the bureau's daily management practices. This proposal supports the implementation of some of the recommendations. The expected results of this proposal includes increased performance as it relates to environmentally sustainable landscape management. This will be tracked by an expected reduction in water use, as well as reduced fossil fuel inputs needed for mowing and turf maintenance. Over time, the addition of a program manager position will increase the capacity of the bureau to monitor and track data related to sustainability performance, while also implementing new environmentally sustainable landscape practices.	FY 2017-18 Adopted Budget	FY 2017-18	(96,994)	-	In Progress	Eliminated Turf position as proposed. Hired coordinator as proposed. Implemented two pilot sites. In the process of completing the water management program that will start this July 1.
Parks, Recreation, and Culture	Portland Parks & Recreation	Mt. Scott Community Center Roof Repair	This package repairs the roof over Mt. Scott Community Center, including the pool. Numerous active leaks have resulted in customer health/safety impacts; these have been temporarily repaired but eventually this leaking could cause longer-term damage to the building itself. Replacement will likely trigger some seismic upgrades and insufficient or non-existent worker fall protection, which, if not replaced, is an OSHA violation. □	FY 2016-17 Adopted Budget	FY 2016-17	#####		Not Started	In the FY 2017-18 budget process Council approved an amendment to reallocate \$2,000,000 (\$1M in FY18 adopted, and \$1M in FY18 Fall BMP) from the Mt. Scott Community Center Roof project to the Urban Forestry Maintenance Facility project in Delta Park. Council indicated they expected the Bureau to bring the Mt. Scott Community Center Roof project back to the capital set-aside allocations in the Fall BMP, as it still is in urgent need of repair and needs to be started within the next year. This left \$500K to get started on this project. Progress to date includes: Consulting engineers have been engaged to develop the design and bid documents for the roof repair and seismic improvement project. Preliminary design work is underway.