

**PORTLAND PARKS BOARD  
MEETING MINUTES**

July 3, 2018 | 8:00 – 10:00am  
Community Music Center | 3350 SE Francis Street

**Board Members Present:** Tonya Booker, Michelle Dedeo, Pat Frobles, Jenny Glass, Katy Holland, Tamara Layden, Joe O’Leary, Jim Owens, Gladys Ruiz, Paddy Tillett, Bonnie Gee Yosick

**Board Members Absent:** Paul Agrimis, Jeff Anderson, Kendall Clawson, Ian Jaquiss

**PP&R Staff Present:** Margaret Evans, Brooke Gardner, Sarah Huggins, Trang Lam, Jason Smith

**Commissioner’s Office:** Cristina Nieves

**Others Present:** Linda Law, City Attorney; Kamla Hurst, Portland Parks Foundation

**Call to Order and Welcome** Pat Frobles called the meeting to order at 8:08am and introduced the new Parks Board members; Bonnie Gee Yosick, Katy Holland, and Tamara Layden.

Pat let the Board know that the Pittock Mansion had offered to do a tour of the mansion as many members were not able to do the tour following the retreat in June. Pat asked members to let Brooke Gardner know if they would like to be a part of this tour.

As discussed at the Parks Board retreat, Pat presented the draft letter of appreciation to be sent to former Parks Director, Mike Abbaté.

Jenny Glass reported that she shared the Board’s feedback on the Director search to Pooja Bhat at Commissioner Fritz’s office. Parks Board members will receive the Director search survey the Commissioner’s office is sending.

The Board made the decision to move Parks Board meetings to the second Tuesday of each month at 8:00-10:00am.

Pat reminded members to think about the working group on which they would be interested in serving during the current fiscal year. Chairs should do outreach to members they would like on their work group. The Board discussed work group meeting options. It was decided that the best option would be to have one meeting per quarter that consists of an abbreviated Board meeting followed by individual working group meetings.

Pat shared the letter that the National Association for Olmsted Parks sent regarding the Off-Road Cycling Master Plan and its opposition of



cycling in Forest Park. Jim reminded the Board that the ORCMP will be brought back to the Parks Board in the fall for comment.

**Public Comment**

There were no sign ups for Public Comment.

**Approve April and May Minutes**

Jim Owens made a motion to approve the April and May meeting minutes. Paddy Tillett seconded; both were approved unanimously.

**Financial Sustainability (Vision 2035)**

Parks Deputy Director, Trang Lam, reminded the Board that PP&R has been asked to create a five-year financial plan. In December, PP&R will be going back to Council to report on Cost Recovery. Staff will come to the Board for feedback before going to Council. Pat shared that she is working with Interim Director Selley and Trang to fundamentally change the role of the Board in the budget process. Going forward, the Board's primary focus will be on the relationship between the values and priorities reflected in the annual budget and the values and priorities reflected in the Bureau's Strategic Plan, 5-Year Equity Plan and in the 2020 Vision. This focus will take priority (for the Board) over the BAC process.

Jason Smith, Performance & Analysis Manager, and Sarah Huggins, System Development Charges Manager, introduced themselves and shared a presentation on the Five-Year Financial Plan. The policy side includes Cost Recovery and Level of Service. Parks, Community Centers and Urban Forestry get a certain level of fee support. Parks staff is working with a consultant on Cost Recovery. Board members will be invited to attend a work session in September where the consultant will present. Jim Owens asked how PP&R compares to other city bureaus and other parks bureaus nationwide. Jason indicated he will follow up after the meeting with those details. The other pieces of the Financial Sustainability Plan include the 2020 Strategic Plan and the Five-Year Racial Equity Plan. The Financial Plan is dynamic and evolving.

PP&R's CIP and operating budgets have grown over the past ten years. Overall, growth has kept pace with population growth and the increase in acres in the park system, but it is important to understand where the growth has occurred. Our labor costs have increased substantially as we have increased opportunities for full time family wage jobs. Our scope of services has expanded in areas such as Park Rangers and Teen Programming, support for Natural Areas and the Urban Forest. At the same time, we are doing more with fewer resources in developed parks. The amount of capital and day to day maintenance investment per acre, and per person has increased over the past 10 years, but our rate of increase is so low that gap between maintenance need and available resource is widening.

Gladys Ruiz echoed Jim's question about how PP&R compares to other cities. Jason explained that PP&R is in the middle to high range for





funding per capita. Pat requested that Jason send that information following the meeting.

Joe O'Leary asked for clarification on the personnel services slide. Margaret Evans explained that due to an arbitration agreement PP&R changed 230 positions from seasonal to full time in 2015. This occurred after defining the scope of the work and creating clear lines about the body of work for seasonal staff versus full time staff.

Pat asked about PP&R volunteer hours and how their work contributes to park maintenance. Jason shared that PP&R receives about 470,000 volunteer hours which contributes a lot to the maintenance of parks. Jason will follow up with more information on this following the meeting.

Jim asked what the status was of a legal challenge to the formula for assessing System Development Charges (SDC). Sarah shared the background of the case and indicated that there will be a hearing in a month. She added that there was a second case filed in 2016 that is on hold until the first is wrapped up.

Pat asked if increasing fees helps with maintenance. Sarah explained that is a policy discussion. SDC fees are marked for new growth. O&M funding is requested each time we build a new park. There is funding for O&M for new parks but there is still a gap. SDC funds can be used for an existing park to expand or improve it to serve more people. It cannot be used for general maintenance, such as replacing playground equipment with the same equipment or a new roof on a building.

There are five main issues to be addressed in the Five-Year Financial Plan. They include: funding to close or narrow capital maintenance gap; funding to close or narrow capital growth gap; future O&M need associated with new developments; wage and benefit growth; and the service charges and fees structural deficit. PP&R will go back to Council in the fall to adjust the budget.

Jim asked that the Board have opportunities to provide input. Trang shared that there is an exercise with the consultant to identify public benefit areas versus individual benefit areas. This will be available to the Board in September.

Joe thanked PP&R staff for their presentation and asked how PP&R addressed the \$1m deficit. Trang explained that there was an over expenditure ordinance that went to Council as well as a request from the Mayor asking all bureaus to make a 1% cut to their budgets.

Pat noted that it would be helpful for the Board to see a comparison to other similar jurisdictions that are facing similar situations and what has



been done to resolve this problem. PP&R needs to do things quite differently to address inequities in the system.

**Public Meeting Law**

Pat introduced Linda Law, City Attorney, who briefly reviewed the responsibilities of the Board as a public body. Linda noted that the Board is doing the city's work and is required to announce meetings, post agendas and minutes and make open to the public any meeting at which a quorum is present and Board business is discussed. She reminded the Board that the notes they take at their meetings are public record and are required to be retained. She recommended that Board members send their notes to PP&R staff to retain their notes as official records. If there are any further questions, send those to Brooke to compile. Linda offered to be available to provide a more in-depth conversation if Board members are interested.

Jim asked for clarification about the working group process and what the groups can/cannot do. Linda explained that, the working groups are intended to gather and analyze information about specific issues in depth and report back to the full Board.

**Meeting Adjourned**

Pat Frobos adjourned the meeting at 10:07am.

**Next Meeting August 14, 2018**

