

## Oregon Parks and Recreation Commission

April 27, 2016

Agenda Item: 5a

Information

Topic: 2015-17 Budget Update

Presented by: Tanya Crane, Budget Manager

The accounting records for the 2013-15 biennium are officially closed. Due to prudent spending plus increased Lottery and Park User Fee revenues during the biennium, the Department closed the biennium with more cash than anticipated. The table below shows the final cash balances and compares them to the budgeted balances.

2013-15 Biennium Ending Cash Balances			
	Budgeted Cash Balance	Actual Cash Balance	Difference
Lottery Funds:			
LGGP	3,680,076	4,632,684	952,608
All Else	9,853,640	15,487,705	5,634,065
Total	13,533,716	20,120,389	6,586,673
Other Funds			
Trust and Dedicated	5,697,950	7,759,855	2,061,905
OPMA	577,270	582,877	5,607
ATV	7,103,376	6,888,239	(215,137)
RV County Grants	625,650	182,432	(443,218)
State Fair	2,079,826	1,164	(2,078,662)
All Else	11,901,038	15,883,697	3,982,659
Total	27,985,110	31,298,264	3,313,154
Federal Funds:			
NOAA Tsunami		158,881	158,881
Grand Total	41,518,826	51,577,534	10,058,708
LGGP = Local Government Grant Program			
OPMA = Oregon Property Management Account			
ATV = All Terrain Vehicle			

The “All Else” category includes funds reserved for cash flow purposes, various project funding carried over to the new biennium and any other non-dedicated funds. A positive number in the “Difference” column indicates cash balance is higher than anticipated. The additional cash is available to help with new issues arising in the 2015-17 biennium or for needs in the 2017-19 budget development process.

The February 2016 Legislative session came to an end on March 3, 2016. There was one bill that impacted OPRD’s budget: SB5701 allocated funding to state agencies for negotiated changes in salaries and benefits for the 2015-17 biennium. OPRD was granted \$3,679,705 in additional limitation (\$1,510,405 LF, \$2,131,063 OF and \$38,237 FF). Funding for this increase is available in the ending balance

The schedule for the Legislative Emergency Board has been set for the time between the short and long legislative sessions. Emergency Board meetings will be held: May 23-25, 2016, September 21-23, 2016 and December 12-14, 2016. OPRD expects to have the following items for the May 2016 meeting:

1. Correct federal fund limitation granted during the February 2016 session for the salary package. Increase federal funds by \$29,214.
2. Request other fund limitation for two grants awarded to the Department by the Oregon State Marine Board for projects at Bullards Beach and Lake Billy Chinook. Increase other funds by \$615,500.
3. Seek retroactive permission to submit a federal grant application on behalf of Southern Oregon Land Conservancy to the US Fish and Wildlife Services Cooperative Endangered Species Conservation Fund as the designated state agency under Section of the Endangered Species Act.

**Prior Action by Commission:** Details of the 2015-17 LAB were provided at the September 2015 meeting. An update was provided at the February 2016 meeting.

**Action Requested:** None.

**Attachments:** None.

**Prepared by:** Tanya Crane

## Oregon Parks and Recreation Commission

April 27, 2016

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Agenda Item: 5b

Information

Topic: 2017-19 Agency Request Budget Development

Presented by: Tanya Crane, Budget Manager

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Development of the 2017-19 biennium budget is underway. This multi-step process takes several months and will result in an Agency Request Budget.

*Already completed steps:*

1. Adjust the current biennium budget for actions taken during the February 2016 Legislative session (salary package distribution). This becomes the starting point for the new budget.
2. Review budget structure for changes: Create a new detail budget structure (DCR) in the Community Support and Grants summary budget structure (SCR) to more easily identify staff associated with grant programs. Move the DCR for Communications and Research Division (CARD) from the Director's Office to Central Services.
3. Initial revenue forecast and narrative describing forecasting methodologies sent to DAS Budget and Management (BAM).
4. Preliminary exception requests sent to BAM (commercial rent, fuels and utilities, state government service charges, fleet).

*Steps currently in process:*

1. Review and finalize revenue projections
2. Review and finalize estimated beginning balances
3. Project needed ending cash balance reserves (cash flow, compensation changes)

*Next steps:*

1. Key Performance Measure (KPM) approval – see Item 5c on the agenda.
2. PICS roll – scheduled for mid-April, this will estimate Personal Services costs for the biennium.
3. Calculate inflation increases based on budget instructions provided by DAS.
4. Determine actual need for exceptions and calculate the dollar amount to request.
5. Review the need for policy packages and reduction options.
6. Determine recommendations for revenue adjustments, packages and reductions to propose to the Commission.
7. Commission approval – June meeting.

**Prior Action by Commission:** None.

**Action Requested:** None.

**Attachments:** None.

**Prepared by:** Tanya Crane

## Oregon Parks and Recreation Commission

April 27, 2016

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Agenda Item: 5c

Action

Topic: 2017-19 Key Performance Measures

Presented by: Tanya Crane, Budget Manager

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As the 2017-19 biennium budget is built, one piece of the budget is Key Performance Measures (KPM). Each agency has a list of measures that are approved by the Legislature as part of the agency's budget bill.

The chart on the next page shows the list of currently approved measures and targets for the Department. The Department will develop new targets for each of the measures for 2017 and 2018. Each budget cycle there is an opportunity to propose changes to the measures. For 2017-19, OPRD is not planning to change any of the measures.

			2015	2015	2016
Measure:		Metric	Actual	Target	Target
1	Park Visitation - Visitors per acre of Oregon Parks and Recreation Department property.		458	450	450
2	Heritage Program Benefits - Number of properties, sites, or districts that benefit from an OPRD managed heritage program.		2,009	2,087	2,087
3	Grant Programs - Percent of Oregon communities that benefit from an OPRD managed grant program.		40	50	50
4	Property Acquisition - Recreation lands index: Park lands mad waters acquired by OPRD as a percentage of total goal. (Linked to Oregon Benchmark #91)		79%	75%	75%
5	Facilities Backlog - Percent reduction in facilities backlog since 1998.		81%	82%	84%
6	Customer Satisfaction - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customers service, timeliness, accuracy, helpfulness, expertise and availability of information.				
		Accuracy	97%	92%	92%
		Availability of Information	98%	90%	90%
		Overall	98%	94%	94%
		Helpfulness	98%	94%	94%
		Timeliness	97%	92%	92%
		Expertise	98%	92%	92%
8	Commission best practices - Percent of total best practices met by State Parks and Recreation Commission.		100%	100%	100%

**Prior Action by Commission:** None.

**Action Requested:** Approve the request to maintain the current KPMs for the 2017-19 biennium.

**Attachments:** None.

**Prepared by:** Tanya Crane