

# 2019-21 Governor's Budget

## Oregon Parks and Recreation Department



# BUDGET NARRATIVE

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Agency Request

Governor's

Legislatively Adopted

# CERTIFICATION

I hereby certify that the accompanying summary and detailed statements are true and correct to the best of my knowledge and belief and that the arithmetic accuracy of all numerical information has been verified.

Oregon Parks and Recreation Department

725 Summer St NE, Suite C Salem OR 97301

AGENCY NAME

AGENCY ADDRESS



Chair, Oregon Parks and Recreation Commission

SIGNATURE

TITLE

CAL MUKUMOTO

Notice: Requests of those agencies headed by a board or commission must be approved by those bodies of official action and signed by the board or commission chairperson. The requests of other agencies must be approved and signed by the agency director or administrator.

Agency Request

Governor's Budget

Legislatively Adopted

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## Legislative Fiscal Office

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Ken Rocco  
Legislative Fiscal Officer

Paul Siebert  
Deputy Legislative Fiscal Officer

# Summary of Emergency Board Action September 2018

The Legislative Emergency Board met on September 26, 2018 and considered an agenda of 94 items. The Emergency Board approved 14 allocations from the Emergency Fund and one allocation from a special purpose appropriation made to the Emergency Board. Three additional requests for allocations from the Emergency Fund and one request for a special purpose appropriation were considered but either deferred or denied. A total of \$18.4 million was allocated from the Emergency Fund and \$300,000 was allocated from a special purpose appropriation. Details on these actions are described below. After the Emergency Board actions, the unallocated and unreserved balance in the Emergency Fund is \$31 million. An additional \$47.3 million remains in various special purpose appropriations, including \$30 million for caseload costs or other unbudgeted expenses of the Oregon Health Authority and the Department of Human Services. Unused special purpose appropriations become available for any lawful use (including the original purpose) by the Emergency Board on December 1, 2018.

The agenda included 31 items that received additional 2017-19 biennium authority to spend (or transfer) Lottery Funds, Other Funds, and Federal Funds. The Emergency Board approved expenditure limitation increases of approximately \$8.1 million Lottery Funds, \$131.6 million Other Funds, and \$23.4 million Federal Funds. The Emergency Board also authorized the establishment of 28 positions (9.28 FTE).

The agenda included 16 agency reports, which the Emergency Board acknowledged receiving. The Emergency Board heard 44 requests for the submission of federal grant applications, one of which was deferred until December and 32 of which were on a single consent agenda item.

The following is a summary of significant Emergency Board actions taken at the September 2018 meeting. Detailed information is available at <https://olis.leg.state.or.us/liz/201711/Committees/EB/2018-09-26-08-30/Agenda>

### Education

- Increased the Federal Funds expenditure limitation for the Department of Education by \$7,207,837 and authorized the establishment of 12 limited duration positions (3.96 FTE) for the expenditure of additional Child Care Development Block Grant funding. The agency was directed to return with further information on remaining program needs.
- Allocated \$352,234 from the Emergency Fund to the Department of Education for grants to school districts for connecting schools to high-speed telecommunications and the internet and for related administrative costs.
- Increased the Other Funds expenditure limitation for the Department of Education by \$163,889 and

authorized the establishment of three limited duration positions (0.87 FTE) to increase the capacity of business services staff.

### Human Services

- Allocated \$300,000 from a special purpose appropriation made to the Emergency Board for the Department of Human Services to increase access to ventilator-assisted services.
- Allocated \$160,450 from the Emergency Fund to the Oregon Health Authority and authorized the establishment of two positions (0.66 FTE) in the Drinking Water Services Program to increase current capacity related to new and emerging drinking water contaminants.

### **Public Safety and Judicial Branch**

- Allocated \$134,709 from the Emergency Fund to the Department of State Police to pay for the balance of the implementation costs for the technology platform chosen for the Statistical Transparency of Policing (STOP) program.
- Allocated \$9,865,644 from the Emergency Fund to the Department of State Police and increased the Other Funds expenditure limitation by \$7,104,707 to address costs incurred during the 2018 wildfire season.
- Allocated \$123,275 from the Emergency Fund to the Military Department to reimburse costs incurred during two drinking water delivery missions in Salem during May and June 2018.
- Deferred action on a request by the Military Department to allocate \$50,000 from the Emergency Fund to establish a position for coordination of emergency drinking water resources until the 2019 legislative session.
- Transferred \$87,193 General Fund between divisions within the Department of Justice to continue funding for the Regional Automated Information Network (RAIN) coordinator position.
- Allocated \$2,640,456 from the Emergency Fund to the Department of Justice for an agency budget shortfall related to the federal Temporary Assistance to Needy Families (TANF) program.
- Increased the Federal Funds expenditure limitation for the Department of Justice by \$14,430,275 and transferred \$5,553,521 Federal Funds expenditure limitation between divisions for expenditure of federal grant funding in the Crime Victims Services Division.
- Increased the Other Funds expenditure limitation for the Department of Justice by \$2,493,909 and transferred \$196,115 General Fund and \$500,000 Other Funds expenditure limitation between divisions for intra-agency charges necessary to fund the Administration program.
- Allocated \$1,343,260 from the Emergency Fund to the Department of Justice and transferred \$1,440,319 Other Funds expenditure limitation between divisions for various Child Support Enforcement Automated System budget adjustments.
- Deferred action on a request by the District Attorneys and Their Deputies to allocate General Fund from a special purpose appropriation made to the Emergency Board for costs associated with Grand Jury recordation.

- Increased the Federal Funds expenditure limitation for the Department of Public Safety Standards and Training by \$325,955 for expenditure of an Assistance to Firefighters federal grant.
- Increased the Other Funds expenditure limitation for the Department of Public Safety Standards and Training by \$77,282 and authorized the establishment of a limited duration position in the Private Security Program.
- Allocated \$188,000 from the Emergency Fund to the Military Department to fund emergency preparedness equipment for fuel distribution facilities.

### **Natural Resources**

- Allocated \$18,000 from the Emergency Fund to the Columbia River Gorge Commission to match the 2017-19 budget provided by the state of Washington for operational costs of the Commission.
- Established a Federal Funds Capital Construction expenditure limitation of \$550,000 for the Department of Fish and Wildlife for the acquisition of 564 acres near the Summer Lake Wildlife Area.
- Increased the Lottery Funds expenditure limitation for the Department of Agriculture by \$1,359,653 to fund efforts to eradicate Japanese Beetle in northwest Portland.
- Allocated \$100,000 from the Emergency Fund to the Department of Agriculture and authorized the establishment of three seasonal limited duration positions (0.75 FTE) for the initial phase of the Gypsy Moth eradication plan.
- Allocated \$730,295 from the Emergency Fund to the Department of Agriculture and authorized the establishment of a limited duration position (0.38 FTE) to purchase laboratory equipment and conduct method development on a potential test for the presence of cyanotoxins in manufactured food products.
- Acknowledged receipt of a preliminary report by the Department of Forestry on the 2018 fire season and increased the Other Funds expenditure limitation by \$68,379,072 for fire suppression costs. A related request for an allocation of \$1,425,825 from the Emergency Fund for fire costs was deferred until 2014 fire season costs are finalized.
- Allocated \$1,000,000 from a reservation established within the Emergency Fund to the

Department of Forestry for the direct treatment of the EU1 lineage of Sudden Oak Death infested sites, with instructions that funding not required for direct treatment of the EU1 lineage is to be used for NA1 lineage infested sites.

- Increased the Other Funds expenditure limitation for the Department of Geology and Mineral Industries by \$450,000 for costs associated with permitting a proposed chemical gold mine operation in Malheur County.
- Increased the Lottery Funds expenditure limitation for the Parks and Recreation Department by \$1,900,000 for facilities investment projects.
- Increased the Lottery Funds expenditure limitation for the Parks and Recreation Department by \$2,000,000 for maintenance projects on state park property.
- Increased the Lottery Funds expenditure limitation for the Parks and Recreation Department by \$100,000 for enforcement officer training.
- Increased the Other Funds expenditure limitation for the Parks and Recreation Department by \$455,448 to spend funds received from the Oregon State Parks Foundation for the construction of the Cottonwood Canyon Experience Center.
- Increased the Lottery Funds expenditure limitation for the Parks and Recreation Department by \$1,208,230 for increased costs in merchant services and phone reservation fees.
- Increased the Lottery Funds expenditure limitation for the Parks and Recreation Department by \$1,500,000 for the acquisition of state park property.
- Allocated \$1,352,526 from the Emergency Fund to the Water Resources Department for anticipated legal costs through the end of the 2017-19 biennium.
- Allocated \$380,000 from the Emergency Fund to the Department of Environmental Quality and authorized the establishment of four limited duration positions (1.50 FTE) for lab testing of cyanotoxins in the state's drinking water supply.

#### **Economic and Community Development**

- Increased the Other Funds expenditure limitation for the Oregon Business Development Department by \$3,999,999 for project support and acknowledged receipt of a report on Regional Solutions project proposals.

#### **Transportation**

- Deferred action on a request by the Department of Aviation to apply for a federal grant from the Federal Aviation Administration to be used for a runway extension project at the Aurora State Airport until the next meeting of the Emergency Board in December. The agency was directed to coordinate with Oregon Solutions at Portland State University for a stakeholder discussion prior to the December meeting.
- Increased the Other Funds expenditure limitation for the Department of Transportation by \$3,331,972 for the construction of nine salt sheds on I-5 and I-84.
- Increased the Other Funds expenditure limitation for the Department of Transportation by \$5,078,026 for the Emerging Small Business Program.
- Increased the Other Funds expenditure limitation for the Department of Transportation by \$7,200,000 for replacement of the Meacham Maintenance Station.
- Increased the Other Funds expenditure limitation for the Department of Transportation by \$19,895,997 to offset costs associated with wildfire and winter storm damages.

#### **Administration**

- Increased the Other Funds expenditure limitation for the Public Employees Retirement System by \$79,291 and authorized the establishment of one position (0.38 FTE) for additional investment accounting activities related to moving the Individual Account Program to a target-date fund solution and other programs enacted to reduce the Unfunded Accrued Liability.
- Transferred \$458,244 Other Funds expenditure limitation between various divisions of the Public Employees Retirement System as part of an agency rebalance.
- Increased the Other Funds expenditure limitation for the Oregon Liquor Control Commission by \$800,000 for fees associated with the Cannabis Tracking System and increased the Other Funds expenditure limitation by \$1,182,058 for administrative expenses related to replacement and administration of agency Information Technology systems.
- Increased the Other Funds expenditure limitation for the Department of Revenue by \$91,124 for the Business Division and authorized the establishment of one limited duration position

(0.40 FTE) and increased the Other Funds expenditure limitation by \$4,500 for the Property Tax Division for implementation of the Heavy Equipment Rental Tax.

- Increased the Other Funds expenditure limitation for the Department of Revenue by \$18,098 for the implementation of a state and local transient lodging taxes exchange of data.
- Increased the Other Funds expenditure limitation for the Department of Administrative Services by \$1,505,301 for the purchase of 70 vehicles by Fleet and Parking Services.
- Established a Federal Funds expenditure limitation of \$847,000 for the Department of

Administrative Services to accommodate grants and contracts for statewide aerial imagery by the Office of the State Chief Information Officer.

- Increased the Other Funds expenditure limitation for the Department of Administrative Services by \$9,300,000 and transferred \$10,000,000 Other Funds expenditure limitation between budget categories as part of a State Data Center rebalance.
- Acknowledged receipt of a statutorily required report by the Department of Administrative Services on uniform rent rates.

| <b>Emergency Fund Balance Summary</b>   |                        |                               |
|---|------------------------|-------------------------------|
|   | <b>Agency Requests</b> | <b>Emergency Board Action</b> |
| <b>General Purpose Emergency Fund</b>   |                        |                               |
| Appropriation (after 2018 Session adjustments)  | 50,000,000             | 50,000,000                    |
| Allocations to date   | (589,032)              | (589,032)                     |
| <b>Unallocated Balance</b>  | <b>49,410,968</b>      | <b>49,410,968</b>             |
| <b>Reservations (within General Purpose)</b>  |                        |                               |
| Reservations allocated to date  | 0                      | 0                             |
| <b>Unallocated Reservations</b>   | <b>1,000,000</b>       | <b>1,000,000</b>              |
| <b># September 2018 Requests - General Purpose</b>  |                        |                               |
| 4 Department of Education - E-Rate Program Matching Funds   | (357,196)              | (352,200)                     |
| 21 Oregon Health Authority - Drinking Water Program Testing Capacity                                  | (724,889)              | (160,450)                     |
| 33 Oregon State Police - Contract Costs for Information Technology System                             | (134,709)              | (134,709)                     |
| 34 Oregon State Police - 2017-18 Fire Season Costs  | (11,525,082)           | (9,865,644)                   |
| 36 Oregon Military Department - Marion County Drinking Water Costs                                    | (123,275)              | (123,275)                     |
| 37 Oregon Military Department - Drinking Water Issues Coordination                                    | (50,000)               | -                             |
| 38 Department of Justice - RAIN Coordinator Salary Supplement   | (87,193)               | -                             |
| 39 Department of Justice - TANF Collections Decline Offset  | (2,640,456)            | (2,640,456)                   |
| 43 Department of Justice - Child Support Enforcement Automated System Non-Bondable Expenses           | (1,343,260)            | (1,343,260)                   |
| 50 Columbia River Gorge Commission - Supplemental Matching Funding                                    | (18,000)               | (18,000)                      |
| 54 Department of Agriculture - Gypsy Moth Eradication   | (395,603)              | (100,000)                     |
| 55 Department of Agriculture - Cyantoxin Mitigation in Food Processing                                | (730,925)              | (730,295)                     |
| 56 Department of Forestry - Fire Insurance Premium and 2018 Fire Suppression                          | (1,415,825)            | -                             |
| 57 Department of Forestry - EU1 Strain Sudden Oak Death Eradication (from Reservation)                | (1,000,000)            | (1,000,000)                   |
| 69 Water Resources Department - Litigation Costs  | (1,400,000)            | (1,352,526)                   |
| 70 Department of Environmental Quality - Harmful Algal Blooms Testing and Mitigation                  | (380,000)              | (380,000)                     |
| 99 Legislative Fiscal Office for Oregon Military Department - Grants for Fuel Distribution Facilities | (188,000)              | (188,000)                     |
| <b>Total Requests - General Purpose</b>   | <b>(22,514,413)</b>    | <b>(18,388,849)</b>           |
| <b>General Purpose Unallocated/Unreserved Balance after 9/2018 (if requests approved)</b>             | <b>26,896,555</b>      | <b>31,022,119</b>             |
| <b>Special Purpose Appropriations - Agency Specific (after 2018 Session actions)</b>                  |                        |                               |
| Allocations/Transfers to Date   | (1,371,527)            | (1,371,527)                   |
| <b>Unallocated Balance</b>  | <b>47,634,588</b>      | <b>47,634,588</b>             |
| <b># September 2018 Requests - Special Purpose Appropriations - Agency Specific</b>                   |                        |                               |
| 17 Department of Human Services - Ventilator-Assisted Services in Nursing Facilities                  | (300,000)              | (300,000)                     |
| 44 District Attorneys and Their Deputies - SB 505 Costs Associated with Grand Jury Recordation        | (924,837)              | -                             |
| <b>Total Requests - Special Purpose - Agency Specific</b>   | <b>(1,224,837)</b>     | <b>(300,000)</b>              |
| <b>Special Purpose - Agency Specific - Unallocated Balance after 9/2018 (if requests approved)</b>    | <b>46,409,751</b>      | <b>47,334,588</b>             |

## Legislative Fiscal Office

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# Summary of Emergency Board Action December 2016

The Legislative Emergency Board met on December 14, 2016 and considered an agenda of 34 items. The Emergency Board approved five allocations from the Emergency Fund, including one from a reservation established at the Board's September 2016 meeting. Five allocations from special purpose appropriations made to the Emergency Board were approved. The Board also approved a request made by the Legislative Fiscal Office to consolidate all unallocated special purpose appropriations into the Emergency Fund. Typically, special purpose appropriations not used by a specified date become available for any purpose allowed by the Emergency Board. The unused amounts are consolidated for ease of access during the next legislative session. After the Emergency Board actions in December, the unallocated Emergency Fund balance (including the \$7.7 million in transferred unused special purpose appropriations) is \$28.3 million.

The agenda included 11 items that requested additional 2015-17 biennium authority to spend Lottery Funds, Other Funds, and Federal Funds. The Emergency Board approved expenditure limitation increases of approximately \$381 million Other Funds (\$339 million for the Oregon Health Authority rebalance), \$8.1 million Federal Funds, and \$0.3 million Lottery Funds. The Emergency Board also authorized the establishment of six permanent positions (11.18 FTE).

The agenda included ten agency reports which the Emergency Board acknowledged receiving. The Emergency Board also heard 4 requests for the submission of federal grant applications, all of which were approved.

The following is a summary of significant Emergency Board actions taken at the December 2016 meeting:

### EDUCATION

- Allocated \$2,058,554 from a reservation established within the Emergency Fund for the Department of Education to be distributed to school districts and Education Service Districts for the costs related to testing for elevated levels of lead in water fixtures which are used for drinking, food preparation, and other uses leading to human consumption.
- Allocated \$1,414,193 from the Emergency Fund to the Higher Education Coordinating Commission for a grant to Portland Community College for completion of the final five quarters of the program for former nursing students of the ITT Technical Institute in Portland.
- Approved, retroactively, the submission of a federal grant application by the Department of Education to the U.S. Department of Education for an Enhanced Assistance Grant to develop an

alternative science assessment for students with severe cognitive disabilities; the agency was notified that it did not receive the grant after submitting the request to the Emergency Board.

- Increased the Other Funds expenditure limitation for the Teacher Standards and Practice Commission by \$358,049 for increased fingerprinting, legal, and credit card related costs.

### HUMAN SERVICES

- Allocated \$10,624,903 from a special purpose appropriation made to the Emergency Board to the Department of Human Services for caseload costs or other budget challenges, increased the agency's Other Funds expenditure limitation by \$6,706,289, increased the Federal Funds expenditure limitation by \$226,939, and authorized the establishment of one permanent

position (0.25 FTE) to rebalance the Department's 2015-17 budget.

- Allocated \$29,375,097 from a special purpose appropriation made to the Emergency Board to the Oregon Health Authority for caseload costs or other budget challenges, increased the agency's Other Funds expenditure limitation by \$338,848,484, approved other transfers between appropriations and expenditure limitations, with the understanding that the Department of Administrative Services will un-schedule \$751,500,655 Federal Funds limitation, and authorized the establishment of five permanent positions (10.93 FTE) to rebalance the agency's 2015-17 budget.
- Allocated \$659,392 from the Emergency Fund to the Department of Administrative Services for distribution to the University of Oregon, Lane Community College, and the Lane County Health Department for expenses incurred as a result of the meningitis vaccination program in Lane County.
- Acknowledged receipt of a report from the Oregon Health Authority on the new behavioral health investments.
- Acknowledged receipt of a report from the Department of Human Services on program sustainability options and actions.

#### **PUBLIC SAFETY and JUDICIAL BRANCH**

- Allocated \$596,000 from the Emergency Fund to the Department of Public Safety Standards and Training to pay for emergency repairs to fire life safety systems, and deferred consideration of a request to fund additional training classes until the 2017 legislative session.
- Increased the Other Funds expenditure limitation for the Department of Justice by \$1,804,679 and the Federal Funds expenditure limitation by \$5,647,521 for the Child Support Enforcement Automated System (CSEAS) project to cover expenditures through June 2017.
- Approved, retroactively, the submission of a federal grant application by the Department of Justice to the U.S. Department of Justice and increased the Federal Funds expenditure limitation by \$1,342,520 for expenses related to the Umpqua Community College shooting incident.
- Approved, retroactively, the submission of a federal grant application by the Department of

Public Safety Standards and Training to the U.S. Department of Homeland Security in the amount of \$500,000 for the purchase of a mobile fire training unit.

- Acknowledged receipt of a report from the Department of Corrections on female and male prison population trends and system bed capacity.
- Allocated \$2,000,000 from a special purpose appropriation made to the Emergency Board to the Department of Corrections to reduce isolation and improve the care of seriously mentally ill adults in custody in the Behavioral Health Unit at the Oregon State Penitentiary.
- Denied a request by the Department of Corrections for an allocation of \$3,800,000 from the Emergency Fund to reactivate the Oregon State Penitentiary Minimum Security Facility by June 2017 in order to provide a second women's prison to accommodate the current prison population and the anticipated population growth reflected in the October 2016 prison population forecast.
- Allocated \$4,055,962 from the Emergency Fund to the Public Defense Services Commission for trial-level public defense costs.
- Acknowledged receipt of a report from the Public Defense Services Commission on compensation plan changes.
- Acknowledged receipt of a report from the Judicial Department on potential courthouse capital construction project funding requests.

#### **NATURAL RESOURCES**

- Acknowledged receipt of a report from the Department of Forestry on the 2016 fire season, allocated \$1,768,628 from a special purpose appropriation made to the Emergency Board for fire severity, increased the Other Funds expenditure limitation by \$10,178,762 for the processing of payments for fire season costs, and recommended that General Fund appropriations of \$6,791,209 for large fire costs, \$333,568 for interest expenses, and \$532,278 for district deductible costs be included in an early 2017 session budget rebalance bill.
- Increased the Federal Funds expenditure limitation for the Parks and Recreation Department by \$500,000 for a grant to the Southern Oregon Land Conservancy.

- Increased the Other Funds expenditure limitation for the Parks and Recreation Department by \$865,953 and the Lottery Funds expenditure limitation by \$288,651 for the expenditure of funds to pay for the repair of damages due to December 2015 storm events.
- Increased the Other Funds expenditure limitation for the Department of State Lands by \$3,709,000 for ongoing legal and professional services costs related to the Portland Harbor Superfund Site.
- Approved, retroactively, the submission of a federal grant application by the Department of Geology and Mineral Industries to the U.S. Geologic Survey in the amount of \$162,818 for the collection of LIDAR data in the Upper John Day area.
- Increased the Other Funds expenditure limitation for the Oregon Watershed Enhancement Board by \$65,000 for a grant to Tillamook County.

#### **ECONOMIC and COMMUNITY DEVELOPMENT**

- Increased the Federal Funds expenditure limitation for the Oregon Business Development Department by \$421,875 for the State Trade Expansion program.

#### **TRANSPORTATION**

- Approved the transfer of \$180,000,000 in excess Other Funds expenditure limitations from the Department of Transportation's Bridge and Local Government programs to the Preservation, Safety/Operations, and Modernization programs to meet the agency's projected expenditure limitation needs for the Statewide Transportation Improvement Program.

#### **CONSUMER and BUSINESS SERVICES**

- Acknowledged receipt of a report from the Department of Consumer and Business Services on workers' compensation premium assessment rates.

#### **ADMINISTRATION**

- Allocated \$324,782 from a special purpose appropriation made to the Emergency Board to the Secretary of State for payments to counties for the costs associated with maintaining voter registration records.
- Approved the transfer of \$5,750,000 Other Funds expenditure limitation from the Department of Administrative Services' Enterprise Technology Services to the Office of the State Chief Information Officer, increased the Other Funds expenditure limitation for the Office of the State Chief Information Officer by \$6,975,000, and increased the Other Funds expenditure limitation by \$11,501,225 for Enterprise Technology Services for expenditures related to the consolidation of IT security functions, costs of implementing a new telephone system, and accommodating growth in data storage and licensing costs at the state data center.
- Acknowledged receipt of a report from the Department of Administrative Services on compensation plan changes.
- Acknowledged receipt of a report from the Department of Administrative Services on the status of the information technology procurement management program.
- Acknowledged receipt of a report from the Department of Revenue on the Property Valuation System.

#### **LEGISLATIVE BRANCH**

- Approved the transfer of \$7,693,230 from unallocated balances of special purpose appropriations made to the Emergency Board to the Emergency Fund legal citation resulting in an Emergency Fund ending balance of \$28,258,206.

| <b>Emergency Fund Balance Summary</b>   |                        |                              |
|---|------------------------|------------------------------|
|   | <b>Agency Requests</b> | <b>Full Committee Action</b> |
| <b>General Purpose Emergency Fund</b>   |                        |                              |
| Appropriation (after 2016 Session adjustments)  | 32,000,000             | 32,000,000                   |
| Allocations to date   | (2,650,923)            | (2,650,923)                  |
| <b>Unallocated Balance</b>  | <b>29,349,077</b>      | <b>29,349,077</b>            |
| Reservations (within General Purpose)   | 5,000,000              | 5,000,000                    |
| Reservations allocated to date  | 0                      | 0                            |
| <b>Unallocated Reservations</b>   | <b>5,000,000</b>       | <b>5,000,000</b>             |
| <b># December 2016 Requests - General Purpose</b>   |                        |                              |
| 5 Public Defense Services Department - Trial Level Public Defense Costs                                       | (4,055,962)            | (4,055,962)                  |
| 7 Department of Education - Lead Testing in School Water Systems (from Reservation)                           | (5,000,000)            | (2,058,554)                  |
| 9 Higher Education Coordinating Commission - Nursing Student Program at Portland Community College            | (1,589,193)            | (1,414,193)                  |
| 10 Department of Human Services - 2015-17 Budget Rebalance  | (13,072,892)           | 0                            |
| 12 Oregon Health Authority - 2015-17 Budget Rebalance   | (38,597,132)           | 0                            |
| 13 Oregon Health Authority - University of Oregon Meningitis Outbreak (Department of Administrative Services) | 0                      | (659,392)                    |
| 15 Department of Public Safety Standards and Training - Life Safety Systems Emergency Repairs                 | 0                      | (596,000)                    |
| 21 Department of Corrections - Re-activating Oregon State Penitentiary Minimum Facility for Women Inmates     | (3,824,977)            | 0                            |
| 27 Department of Forestry - 2016 Fire Season Costs and Insurance (see SPA)                                    | (12,083,999)           | 0                            |
| 37 Legislative Fiscal Office - Transfer of Unused Special Purpose Appropriation to Emergency Fund             | 7,693,230              | 7,693,230                    |
| Total Requests - General Purpose  | (70,530,925)           | (1,090,871)                  |
| <b>General Purpose Unallocated/Unreserved Balance after 12/2016</b>   | <b>(41,181,848)</b>    | <b>28,258,206</b>            |
| <b>Special Purpose Appropriations - Agency Specific (after 2016 Session actions)</b>                          |                        |                              |
| Allocations/Transfers to Date   | (11,468,805)           | (11,468,805)                 |
| <b>Unallocated Balance</b>  | <b>51,786,640</b>      | <b>51,786,640</b>            |
| <b># December 2016 Requests - Special Purpose Appropriations - Agency Specific</b>                            |                        |                              |
| 1 Secretary of State - Voter Registration Record Costs  | (324,782)              | (324,782)                    |
| 10 Department of Human Services - 2015-17 Budget Rebalance  | 0                      | (10,624,903)                 |
| 12 Oregon Health Authority - 2015-17 Budget Rebalance   | 0                      | (29,375,097)                 |
| 20 Department of Corrections - Behavioral Health Unit   | (2,000,000)            | (2,000,000)                  |
| 27 Department of Forestry - 2016 Fire Season Costs and Insurance (see General Purpose)                        | (1,768,628)            | (1,768,628)                  |
| 37 Legislative Fiscal Office - Transfer of Unused Special Purpose Appropriation to Emergency Fund             | (7,693,230)            | (7,693,230)                  |
| Total Requests - Special Purpose - Agency Specific  | (11,786,640)           | (51,786,640)                 |
| <b>Special Purpose - Agency Specific - Unallocated Balance after 12/2016</b>                                  | <b>40,000,000</b>      | <b>0</b>                     |

## Legislative Fiscal Office

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# Summary of Emergency Board Action

## September 2016

The Legislative Emergency Board met on September 23, 2016 and considered an agenda of 40 items. The Emergency Board approved one allocation from the general purpose Emergency Fund and established a new reservation within the general purpose Emergency Fund in the amount of \$5 million. No allocations from special purpose appropriations made to the Emergency Board were requested. Additional details on these actions are described below. After the Emergency Board actions, the unallocated and unreserved balance in the general purpose Emergency Fund is \$24.3 million. An additional \$51.8 million remains in various special purpose appropriations, including \$40 million for caseload costs or other unbudgeted expenses of the Oregon Health Authority and the Department of Human Services. Unused special purpose appropriations become available for any lawful use by the Emergency Board on December 1, 2016.

The agenda included 16 items that requested additional 2015-17 biennium authority to spend Other Funds and Federal Funds. The Emergency Board approved expenditure limitation increases of approximately \$10.6 million Other Funds and \$4.2 million Federal Funds. The Emergency Board also authorized the establishment of 23 positions (10.59 FTE) and the extension of five currently existing positions (2.10 FTE).

The agenda also included nine agency reports which the Emergency Board acknowledged receiving. The Emergency Board heard 14 requests for the submission of federal grant applications (10 of which were on a consent agenda).

The following is a summary of significant Emergency Board actions taken at the September 2016 meeting:

### EDUCATION

- Established a reservation of \$5 million within the general purpose Emergency Fund for the Department of Education to be distributed to school districts and Education Service Districts for the costs related to testing for elevated levels of lead in water fixtures which are used for drinking, food preparation, and other uses leading to human consumption. The distribution is anticipated to be made at the December 2016 meeting of the Emergency Board after data on the number of tests submitted is collected.
- Approved, retroactively, the submission of a federal grant application by the Higher Education Coordinating Commission to the U.S. Department of Labor in the amount of \$1,010,000 to improve Information Technology services to dislocated workers.

- Approved, retroactively, the submission of a federal grant application by the Higher Education Coordinating Commission to the U.S. Department of Labor in the amount of \$3,200,000 to grow and diversify opportunities for apprenticeship programs.

### HUMAN SERVICES

- Approved, retroactively, the submission of a federal grant application by the Department of Human Services to the U.S. Department of Education in the amount of up to \$5,000,000 over five years to help prepare students with disabilities for postsecondary education and competitive integrated employment.
- Approved, retroactively, the submission of a federal grant application by the Oregon Health Authority to the Centers for Disease Control and Prevention in the amount of up to \$3,000,000

over three years to supplement the existing currently funded Prescription Drug Overdose Prevention for States Grant.

- Approved the submission of a federal grant application by the Oregon Health Authority to the U. S. Department of Agriculture in the amount of \$7,500,000 to update the Oregon Women, Infants, and Children program information technology platform.

#### **PUBLIC SAFETY and JUDICIAL BRANCH**

- Acknowledged receipt of a report by the Department of Corrections on female and male population trends and system bed capacity.
- Increased the Federal Funds expenditure limitation for the Department of Justice by \$824,282 for the Child Support Enforcement Automated System (CSEAS) project to cover expenditures through December 2016.
- Increased the Other Funds expenditure limitation for the Department of Justice by \$7,189,961 for various agency costs and approved the transfer of \$1,500,000 Other Funds expenditure limitation from the Crime Victims' Services Division to the Civil Enforcement Division, and authorized the establishment of four limited duration positions (1.50 FTE) for the General Counsel Division.
- Approved, retroactively, the submission of a federal grant application by the Department of Justice to the U.S. Department of Justice in the amount of \$1,000,000 for improving outcomes for child and youth victims of sex and labor trafficking.
- Increased the Federal Funds expenditure limitation for the Department of Public Safety Standards and Training by \$390,592 for expenditure of a grant award from the federal Assistance to Firefighters Grant Program.
- Allocated \$100,000 from the Emergency Fund to the Military Department to capitalize the Fuel Storage Facility Compatibility Fund.
- Acknowledged receipt of a report by the Judicial Department on compensation plan changes.
- Approved, retroactively, the submission of a federal grant application by the Judicial Department to the U.S. Department of Health and Human Services in the amount of \$500,000 per year for a five-year term to support activities to help meet the requirements of the Indian Child Welfare Act.

#### **NATURAL RESOURCES**

- Acknowledged receipt of report by the Department of Forestry on the 2016 fire season.
- Approved, retroactively, the submission of a federal grant application by the Department of Geology and Mineral Industries to the Federal Emergency Management Agency in the amount of \$972,670 for LIDAR acquisition, geologic hazard mapping, risk assessments, and outreach activities.
- Approved the submission of a federal grant application by the Department of Geology and Mineral Industries to the U.S. Geological Survey in the amount of \$300,000 for the 2017 State Geological Survey project.
- Increased the Federal Funds expenditure limitation for the Department of Geology and Mineral Industries by \$1,400,000 for increased LIDAR program work through federal grants and contracts for services and authorized the establishment of one limited duration position (0.38 FTE) to assist with FEMA Cooperating Technical Partners grants.
- Increased the Federal Funds expenditure limitation for the Department of State Lands by \$329,000 to implement a grant award received from the National Oceanic and Atmospheric Administration for the remodeling of the Estuarine and Coastal Sciences Laboratory.
- Increased the Other Funds expenditure limitation for the Department of State Lands by \$118,000 to implement the initial portion of an integrated assessment grant from the University of Michigan for a land use and zoning analysis for lands within the Coos Bay Estuary Management Plan.
- Approved, retroactively, the submission of a federal grant application by the Parks and Recreation Department to the U.S. Bureau of Land Management in the amount of \$20,000 for costs associated with a position to digitize archeological site forms and a position associated with the management of cultural resources.
- Acknowledged receipt of a report by the Parks and Recreation Department on workgroup recommendations for allowing all-terrain vehicle operation on state highways.

#### **ECONOMIC and COMMUNITY DEVELOPMENT**

- Increased the Other Funds expenditure limitation for the Housing and Community Services Department by \$1,286,569 and authorized the

establishment of 17 limited duration positions (8.25 FTE) for administration of Hardest Hit Funding awarded by the U.S. Department of the Treasury.

- Approved, retroactively, the submission of a federal grant application by the Department of Veterans' Affairs to the U.S. Department of Veterans' Affairs in the amount of up to \$500,000 for transportation of veterans in highly rural areas to medical appointments; and increased the Federal Funds expenditure limitation by \$500,000 to accommodate award of the grant, with the understanding the Department of Administrative Services will unschedule the limitation increase until the agency is notified that its application for the grant has been successful.
- Approved the submission of a federal grant application by the Department of Veterans' Affairs to the U.S. Department of Veterans' Affairs in the amount of up to \$150,000 for hiring and retention of nursing staff at State Veteran's Homes; increased the Federal Funds expenditure limitation by \$150,000; and increased the Other Funds expenditure limitation by \$150,000 to accommodate award of the grant and required state match, with the understanding the Department of Administrative Services will unschedule the limitation increases until the agency is notified that its application for the grant has been successful.

#### TRANSPORTATION

- Approved the submission of a federal grant application by the Department of Transportation to the Federal Railroad Administration in the amount of up to \$1,200,000 to install a Positive Train Control system on state-owned passenger trains.
- Approved, retroactively, the submission of a federal grant application by the Department of Transportation to the Federal Highway Administration in the amount of up to \$55,560 to develop nature-based design solutions to address coastal erosion problems.
- Acknowledged receipt of a report by the Department of Transportation on the federal REAL ID Act.

- Increased the Other Funds expenditure limitation for the Department of Aviation by \$52,680, and increased the Federal Funds expenditure limitation for the Department of Aviation by \$474,120 for costs to implement phase 1 of an update to the Oregon Aviation Plan.

#### CONSUMER and BUSINESS SERVICES

- Acknowledged receipt of a follow-up report by the Department of Consumer and Business Services on the 2016 and 2017 marketing and outreach plans for the Oregon Health Insurance Marketplace.
- Approved, retroactively, the submission of a federal grant application by the Department of Consumer and Business Services to the U.S. Department of Health and Human Services for the planning and implementation of insurance market reforms, and increased the Federal Funds expenditure limitation by \$97,749 for the implementation of the federal grant.
- Increased the Other Funds expenditure limitation for the Board of Psychologist Examiners by \$85,000 for costs associated with administrative hearings and Attorney General fees.

#### ADMINISTRATION

- Increased the Other Funds expenditure limitation for the Department of Revenue by \$368,735 and authorized the increase of full-time equivalents by 2.10 FTE for the Senior Citizens' and Disable Citizens' Property Tax deferral program.
- Acknowledged receipt of a report by the Department of Administrative Services on compensation plan changes.
- Acknowledged receipt of a report by the Department of Administrative Services on the state's certificates of participation and Article XI-G general obligation bond debt service savings as a result of refinancing.
- Authorized the establishment of one permanent Accounting Technician 3 position (0.46 FTE) for the Department of Administrative Services to provide payroll functions for the Department of Consumer and Business Services.
- Increased the Other Funds expenditure limitation for the Public Employees Retirement System by \$381,074 for a third party information security assessment.

- Acknowledged receipt of a report by the Public Employees Retirement System on a statutory review for simplifying and reducing the costs of the statutory benefits structure and its administration.
- Increased the Other Funds expenditure limitation for the Oregon Liquor Control Commission by \$920,000 to address unanticipated structural defects and remediate hazards discovered during the course of work to repair and replace sections

of roof at Oregon Liquor Control Commission facilities.

**LEGISLATIVE BRANCH**

- Increased the Other Funds expenditure limitation for the Legislative Administration Committee by \$60,000 for costs associated with the operational expenses of the Oregon State Capitol Foundation.

| <b>Emergency Fund Balance Summary</b>  |                        |                               |
|--|------------------------|-------------------------------|
|  | <b>Agency Requests</b> | <b>Emergency Board Action</b> |
| <b>General Purpose Emergency Fund</b>  |                        |                               |
| Appropriation (after 2016 Session adjustments)   | 32,000,000             | 32,000,000                    |
| Allocations to date  | (2,550,923)            | (2,550,923)                   |
| <b>Unallocated Balance</b>   | <b>29,449,077</b>      | <b>29,449,077</b>             |
| Reservations (within General Purpose)  | 5,000,000              | 5,000,000                     |
| Reservations allocated to date   |                        |                               |
| <b>Unallocated Reservations</b>  | <b>5,000,000</b>       | <b>5,000,000</b>              |
| <b># September 2016 Requests - General Purpose</b>   |                        |                               |
| 41 Legislative Fiscal Office for the Department of Education - Reservation for Lead Testing in K-12 Schools        | (5,000,000)            | (5,000,000)                   |
| 42 Legislative Fiscal Office for the Military Department - Fuel Storage Facility Compatibility Fund Capitalization | (100,000)              | (100,000)                     |
| Total Requests - General Purpose   | (5,100,000)            | (5,100,000)                   |
| <b>General Purpose Unallocated/Unreserved Balance after 09/2016</b>  | <b>24,349,077</b>      | <b>24,349,077</b>             |
| <b>Special Purpose Appropriations - Agency Specific (after 2016 Session actions)</b>                               |                        |                               |
| Allocations/Transfers to Date  | (11,468,805)           | (11,468,805)                  |
| <b>Unallocated Balance</b>   | <b>51,786,640</b>      | <b>51,786,640</b>             |
| <b># September 2016 Requests - Special Purpose Appropriations - Agency Specific</b>                                |                        |                               |
| None   | 0                      | 0                             |
| Total Requests - Special Purpose - Agency Specific   | 0                      | 0                             |
| <b>Special Purpose - Agency Specific - Unallocated Balance after 09/2016</b>                                       | <b>51,786,640</b>      | <b>51,786,640</b>             |

## Legislative Fiscal Office

900 Court St. NE, Rm. H-178  
Salem, OR 97301  
503-986-1828



Ken Rocco  
Legislative Fiscal Officer

Daron Hill  
Deputy Legislative Fiscal Officer

## Summary of Emergency Board Action

May 2016

The Legislative Emergency Board met on May 25, 2016 and considered an agenda of 62 items. The Emergency Board approved allocations from the general purpose Emergency Fund in response to eight separate requests, totaling \$2.6 million. Another four requests were allocated funds from special purpose appropriations made to the Emergency Board that totaled \$11.5 million. Additional details on these allocations are described below. After the Emergency Board actions, the balance in the general purpose Emergency Fund is \$29.6 million. An additional \$51.8 million remains in various special purpose appropriations, including \$40 million for caseload costs or other unbudgeted expenses of the Oregon Health Authority and the Department of Human Services. Unused special purpose appropriations become available for any lawful use by the Emergency Board on December 1, 2016.

The agenda included 17 items that requested additional 2015-17 biennium authority to spend Lottery Funds, Other Funds, and Federal Funds. The Emergency Board approved expenditure limitation increases of approximately \$95,628 Lottery Funds, \$55 million Other Funds (including \$27.6 million for the Department of Transportation) and \$4.8 million Federal Funds (including \$2.5 million for the Department of Justice). The Emergency Board also authorized the establishment of 64 positions (33.1 FTE) and the extension of six currently existing positions through the end of the biennium (4.29 FTE).

The agenda also included 15 agency reports which the Emergency Board acknowledged receiving. The Emergency Board heard 22 requests for the submission of federal grant applications (13 of which were on a consent agenda). The Emergency Board also deferred taking action on two requests for allocations from the Emergency Fund.

The following is a summary of significant Emergency Board actions taken at the May 2016 meeting:

### EDUCATION

- Acknowledged receipt of a report by the Department of Education on the implementation of the mixed delivery preschool program.
- Allocated \$273,062 from the Emergency Fund to the Department of Education for grants to school districts to improve internet connectivity and access.
- Acknowledged receipt of reports by the Higher Education Coordinating Commission on 2016-17 academic year University tuition and mandatory fee increases for resident undergraduates and on the distribution of funding for Community College academic counselors.
- Approved the submission of a federal grant application by the Department of Education for

child care related implementation research and evaluation planning.

### HUMAN SERVICES

- Acknowledged receipt of a report by the Department of Human Services on program sustainability options and actions.
- Acknowledged receipt of reports by the Oregon Health Authority on the Oregon Health Plan 1115 waiver renewal for 2017-22 and on the Medicaid Management Information System and related systems and interfaces.
- Approved the submission of federal grant applications by the Department of Human Services for the enhancement of adult protective services and for enhancing the state's system for

providing information on and access to long term services and supports.

- Approved the submission of federal grant applications by the Oregon Health Authority for epidemiology and laboratory capacity for infectious diseases, chronic disease and oral health, emerging infections, and prescription drug and opioid addiction/overdose prevention.
- Increased the Other Funds expenditure limitation for the Board of Nursing by \$244,452 for the establishment of two permanent positions (1.58 FTE) and the reclassification of six other positions to address workload increases.

#### **PUBLIC SAFETY and JUDICIAL BRANCH**

- Acknowledged receipt of a report by the Department of Corrections on female and male population trends and system bed capacity.
- Allocated \$3 million from a special purpose appropriation made to the Emergency Board to the Department of Corrections to continue activating minimum security prison beds at the Deer Ridge Correctional Institution, authorized the establishment of 33 positions (18.64 FTE), and indicated that remaining unfunded prison capacity needs would be addressed at a future Emergency Board meeting this interim or during the 2017 session.
- Allocated \$1 million from the Emergency Fund to the Department of Corrections and increased the agency's Other Funds expenditure limitation by \$100,000 to begin preparing the Oregon State Penitentiary-Minimum to house women offenders in the 2015-17 biennium.
- Acknowledged receipt of a report by the Department of Justice on the Child Support Enforcement Automated System (CSEAS) and increased the Federal Funds expenditure limitation by \$2,538,107 for the project to cover expenditures through October 2016.
- Increased the Other Funds expenditure limitation for the Department of Public Safety Standards and Training by \$100,000 for additional training of 911 tele-communicators and by \$337,000 for crisis intervention training for first responders.
- Approved the submission of a federal grant application by the Department of State Police for a grant in the amount of \$9.4 million to replace the CrimeVue criminal history database and messaging system.
- Allocated \$2 million from a special purpose

appropriation made to the Emergency Board for state and local government costs associated with the takeover of the Malheur National Wildlife Refuge in Harney County, allocated \$73,053 from the Emergency Fund for the same purpose, and increased the Other Funds expenditure limitation for the Department of State Police by \$874,188 in order for the agency to receive reimbursement for its costs. The allocations were made to the Department of Administrative Services for distribution to eligible state and local government units.

- Allocated \$170,000 from the Emergency Fund to the Military Department for roof repairs at the Forest Grove and Kliever-Portland armories and directed the agency to use \$500,000 of one-time General Fund savings available in the current budget to match the federal funding to complete the roof repairs.
- Increased the Other Funds expenditure limitation for the Military Department by \$256,000 and the Federal Funds expenditure limitation for the Military Department by \$518,000 for the Oregon Youth Challenge Program.
- Increased the Federal Funds expenditure limitation for the Military Department by \$270,000 for the STARBASE Program.
- Approved the submission of federal grant applications by the Criminal Justice Commission for the Justice Reinvestment program and by the Department of State Police for SAFE kit inventory, tracking, and reporting.
- Acknowledged receipt of a report by the Commission on Judicial Fitness and Disability on compensation plan changes.
- Deferred taking action on a request by the Public Defense Services Commission to fund proposed salary increases.

#### **NATURAL RESOURCES**

- Allocated \$5,000 from the Emergency Fund for the Columbia River Gorge Commission to match the 2015-17 budget provided by the State of Washington for Commission operations as required by interstate compact.
- Acknowledged receipt of a report by the Department of Geology and Mineral Industries on the progress of the tactical HT remediation plan, allocated \$554,808 from the Emergency Fund for the plan, authorized the establishment of two positions (1.00 FTE), and increased the Other

Funds expenditure limitation for the Department by \$64,754 for the Mined Land Reclamation and Regulation program.

- Allocated \$225,000 from the Emergency Fund for the Department of Environmental Quality to acquire metals and particulate monitoring equipment.
- Allocated \$2,176,549 from a special purpose appropriation made to the Emergency Board for fire severity resources to the Department of Forestry for the purchase of catastrophic fire insurance for the 2016 fire season.
- Allocated \$250,000 from the Emergency Fund for the Department of Forestry to augment and add to existing resources for the treatment of Sudden Oak Death.
- Increased the Other Funds expenditure limitation for the Parks and Recreation Department by \$615,500 for grants received from the Marine Board.
- Increased the Federal Funds expenditure limitation for the Parks and Recreation Department by \$29,214 to correct a technical error in personal services from the 2016 session.
- Approved the submission of a federal grant application by the Parks and Recreation Department for purchase of land by the Southern Oregon Land Conservancy for habitat conservation.
- Approved the submission of federal grant applications by the Department of Fish and Wildlife for the acquisition of a conservation easement on 1,751 acres near Ashland, by the Department of Environmental Quality for pollution prevention, and by the Department of Agriculture for Food Safety Modernization Act implementation.

#### **ECONOMIC and COMMUNITY DEVELOPMENT**

- Acknowledged receipt of a report by the Oregon Business Development Department and the Higher Education Coordinating Commission on a business plan for the American Manufacturing Innovation District, increased the Other Funds expenditure limitation for the Oregon Business Development Department by \$2,499,999 for the project, increased the Other Funds Capital Construction expenditure limitation for the Higher Education Coordinating Commission by \$4,999,999 for the project, and increased the Other Funds expenditure limitation for the Higher

Education Coordinating Commission by \$70,000 for the development of the Oregon Manufacturing Innovation Center.

- Approved the submission of a federal grant application by the Oregon Department of Business Development for the State Trade Expansion Program and authorized the agency to submit future grants for the same program under certain specified conditions.
- Approved the submission of two federal grant applications by the Housing and Community Services Department totaling \$94.5 million under the Hardest Hit program to assist Oregonians at risk of experiencing mortgage foreclosure.
- Approved the submission of a federal grant application by the Employment Department to support expansion and diversification of registered apprenticeship.

#### **TRANSPORTATION**

- Increased the Other Funds expenditure limitation for the Department of Transportation by \$16,966,375 for the Maintenance and Emergency Relief programs and by \$10,732,666 for the Local Government program for costs associated with repairing highways due to 2015-16 winter storm damage.
- Approved the submission of a federal grant application by the Department of Transportation in the amount of \$75.7 million under the federal FASTLANE program for three interstate highway projects.
- Approved the submission of federal grant applications by the Department of Transportation for bus facilities, positive train control, railroad best practices, utility solutions, and bridge and tunnel testing.

#### **CONSUMER and BUSINESS SERVICES**

- Acknowledged receipt of a report by the Department of Consumer and Business Services on the Oregon Health Insurance Marketplace program and increased the Other Funds expenditure limitation for the Department by \$558,617 to correct a double counted reduction from the 2016 session.

#### **ADMINISTRATION**

- Acknowledged receipt of a report by the Office of the Governor on its organizational structure and Key Performance Measures.

- Increased the Other Funds expenditure limitation for the Department of Administrative Services, Chief Human Resources Office by \$6,520,731; authorized the establishment of 22 limited duration positions (9.17 FTE) and the extension of six existing limited duration positions through the end of the current biennium (4.29 FTE); and adjusted state agency budgets by allocating \$4,292,256 from a special purpose appropriation made to the Emergency Board for Department of Administrative Services' assessment increases, increased the Lottery Funds expenditure limitation of state agencies by \$95,628, the Other Funds expenditure limitations by \$3,357,479, and the Federal Funds expenditure limitations by \$1,489,374 for assessment increases related to continuation of the Human Resources Information System project and other adjustments related to previously approved Department IT reorganization effects.
- Established an Other Funds Capital Construction expenditure limitation in the amount of \$2,336,040 for the Department of Administrative Services for a roof replacement at the Department of Environmental Quality and Public Health laboratory and established an Other Funds Capital Construction expenditure limitation in the amount of \$4,000,000 for the Department of Administrative Services for tenant improvements at the 550 Building.
- Acknowledged receipt of a report by the Department of Administrative Services on compensation plan changes.
- Acknowledged receipt of a report by the Department of Administrative Services on uniform rent rates for the 2017-19 biennium and to recommend to the next Legislative Assembly that agency budgets include sufficient spending authority to cover the rent costs as required by ORS 276.390.
- Increased the Other Funds expenditure limitation for the Department of Revenue by \$379,481, authorized the establishment of five permanent positions (2.71 FTE), and authorized the movement of an existing manager position from limited duration to permanent status for the recreational marijuana tax cash management program.
- Deferred taking action on a request by the Department of Revenue to allocate funds from the Emergency Fund for the Property Valuation System.
- Acknowledged receipt of a report by the Department of Revenue on GenTax data availability for research purposes.

| <b>Emergency Fund Balance Summary</b>  |                        |                               |
|--|------------------------|-------------------------------|
|  | <b>Agency Requests</b> | <b>Emergency Board Action</b> |
| <b>General Purpose Emergency Fund</b>  |                        |                               |
| Appropriation (after 2016 Session adjustments)   | 32,000,000             | 32,000,000                    |
| Allocations to date  |                        |                               |
| <b>Unallocated Balance</b>   | <b>32,000,000</b>      | <b>32,000,000</b>             |
| <b># May 2016 Requests - General Purpose</b>   |                        |                               |
| 2 Public Defense Services Commission - Proposed Salary Increases   | (541,014)              | 0                             |
| 6 Department of Education - School Fiber Optic Broadband   | (500,000)              | (273,062)                     |
| 25 Military Department - Armory Roof Repair  | (670,000)              | (170,000)                     |
| 28 Oregon State Police - Malheur National Wildlife Refuge Occupation Costs (see SPA Section below)       | (2,487,914)            | (73,053)                      |
| 31 Department of Corrections - Deer Ridge Correctional Institution Male Capacity (see SPA Section below) | (6,899,109)            | 0                             |
| 32 Department of Corrections - Oregon State Penitentiary Minimum Women Capacity                          | (10,569,266)           | (1,000,000)                   |
| 38 Columbia River Gorge Commission - Operational Expense Washington Match                                | (5,000)                | (5,000)                       |
| 40 Department of Geology and Mineral Industries - Information Technology Remediation Plan                | (713,907)              | (554,808)                     |
| 43 Department of Environmental Quality - Air Toxics Monitoring   | (225,000)              | (225,000)                     |
| 44 Department of Forestry - Catastrophic Wildfire Insurance Policy (see SPA Section below)               | (2,176,549)            | 0                             |
| 46 Department of Forestry - Sudden Oak Death Eradication   | (250,000)              | (250,000)                     |
| 65 Department of Revenue - Property Valuation System Project   | (1,500,000)            | 0                             |
| <b>Total Requests - General Purpose</b>  | <b>(26,537,759)</b>    | <b>(2,550,923)</b>            |
| <b>General Purpose Unallocated Balance after 05/2016</b>   | <b>5,462,241</b>       | <b>29,449,077</b>             |
| <b>Special Purpose Appropriations - Agency Specific (after 2016 Session actions)</b>                     |                        |                               |
| Allocations/Transfers to Date  | 63,255,445             | 63,255,445                    |
| <b>Unallocated Balance</b>   | <b>63,255,445</b>      | <b>63,255,445</b>             |
| <b># May 2016 Requests - Special Purpose Appropriations - Agency Specific</b>                            |                        |                               |
| 28 Oregon State Police - Malheur National Wildlife Refuge Occupation Costs (see above)                   | 0                      | (2,000,000)                   |
| 31 Department of Corrections - Deer Ridge Correctional Institution Male Capacity (see above)             | 0                      | (3,000,000)                   |
| 44 Department of Forestry - Catastrophic Wildfire Insurance Policy (see above)                           | 0                      | (2,176,549)                   |
| 61 Department of Administrative Services - Rates/Assessment Adjustments                                  | (4,292,784)            | (4,292,256)                   |
| <b>Total Requests - Special Purpose - Agency Specific</b>  | <b>(4,292,784)</b>     | <b>(11,468,805)</b>           |
| <b>Special Purpose - Agency Specific - Unallocated Balance after 05/2016</b>                             | <b>58,962,661</b>      | <b>51,786,640</b>             |

# Budget Narrative

## Parks and Recreation Department

### Agency Summary

#### OREGON STATE PARKS AND RECREATION COMMISSION

To assure accountability to all Oregonians, the Oregon State Parks and Recreation Commission sets policy and approves major actions of the Oregon Parks and Recreation Department (OPRD). The Commission establishes policy, promotes the state's outdoor recreation agenda, sets budget goals and approves the OPRD biennial budget request, adopts rules for OPRD, approves acquisition of property for the state park system, and sets rates for the use of park facilities.

The Oregon State Parks and Recreation Commission consists of seven members appointed by the Governor and confirmed by the Senate. As specified by state law, the Commission represents each of Oregon's five congressional districts, plus two at-large representatives, one from east of the Cascade Mountains and one from west of the summit of the Coast Range. The Commissioners are committed advocates who only receive a nominal daily stipend while in performance of official duties, plus actual costs of travel, food and lodging associated with their service to the state. Commissioners serve staggered four-year terms. Current members of the Commission are:

Cal Mukumoto, Chair  
Coos Bay  
Congressional District 4

Steve Grasty  
Hines  
Congressional District 2

Jonathan Blasher  
Portland  
Congressional District 3

Jennifer H. Allen  
Portland  
Congressional District 1

Vicki Berger  
Salem  
Congressional District 5

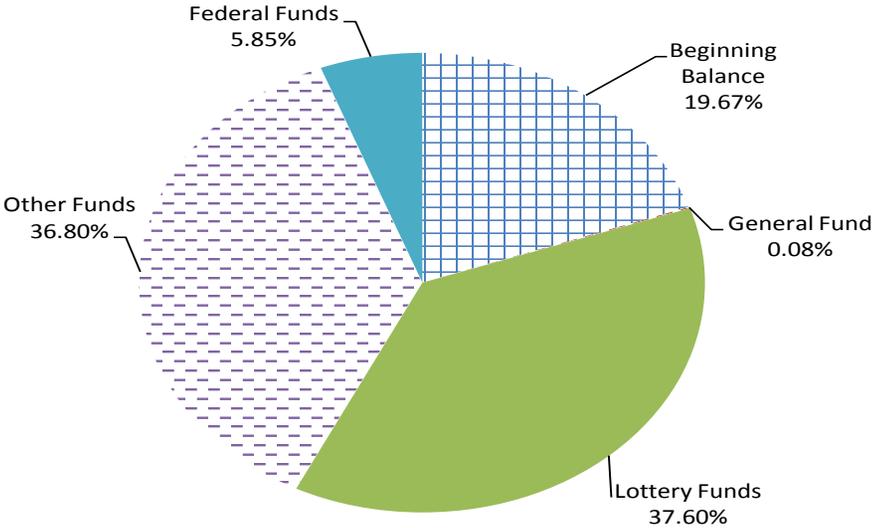
Doug Deur  
Arch Cape  
West of the Coast Range

Lisa Dawson  
Joseph  
East of the Cascade Range

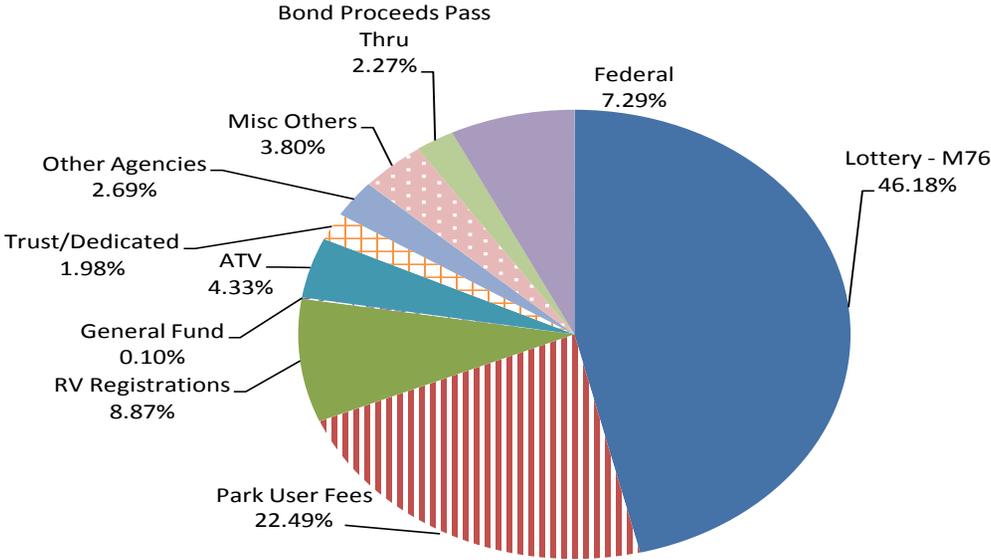
# Budget Narrative

## Budget Summary Graphics

**2017-19 Legislatively Approved Budget by Fund Revenues by Fund Type**

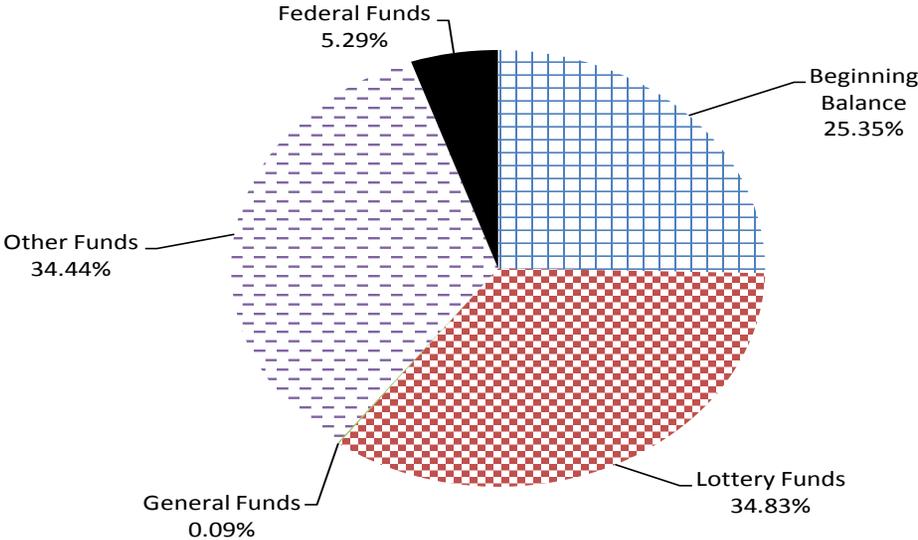


**2017-19 Legislatively Approved Budget Breakdown of Revenue Sources**

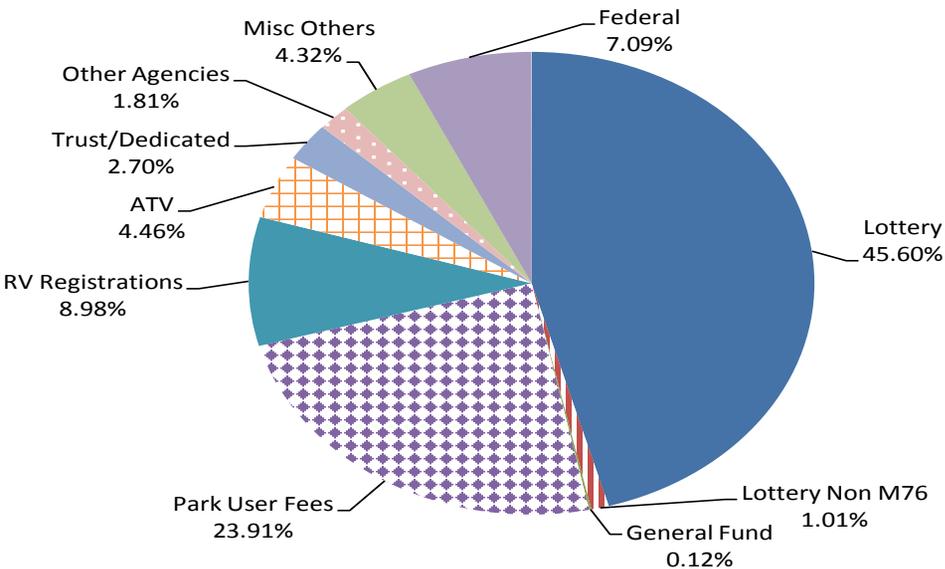


# Budget Narrative

**2019-21 Governor’s Budget by Fund Revenues by Fund Type**

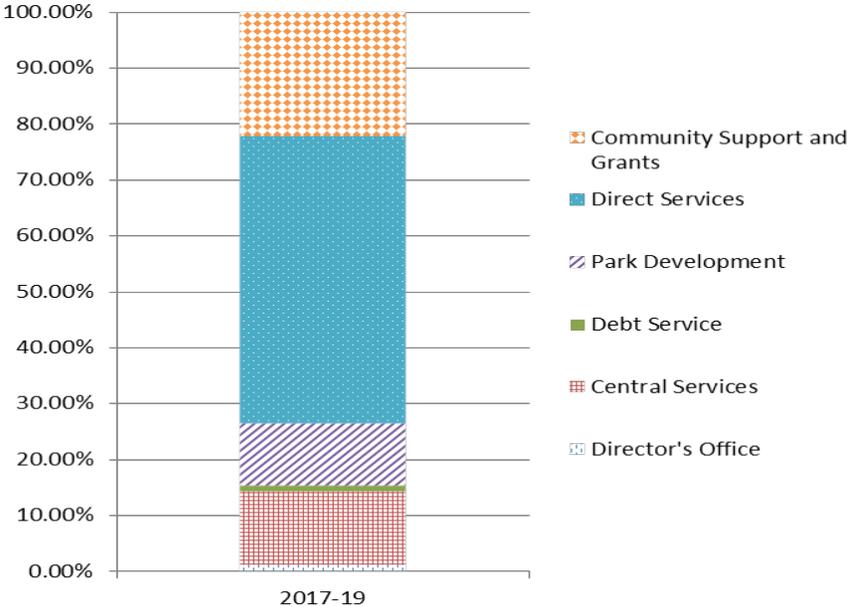
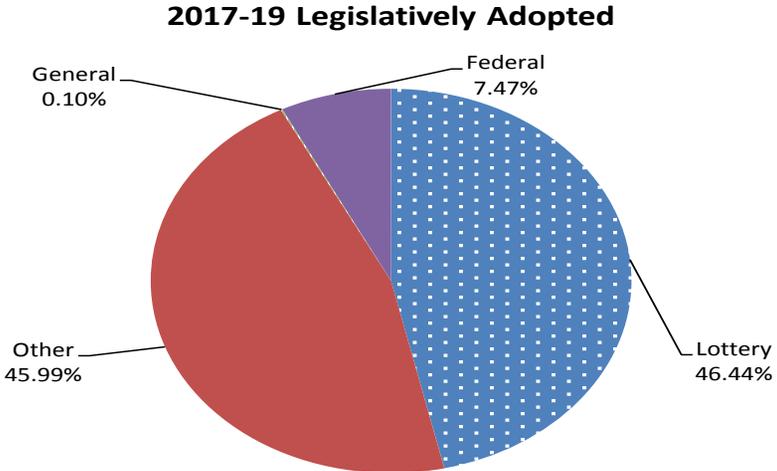


**2019-21 Governor’s Budget Breakdown of Revenue Sources**



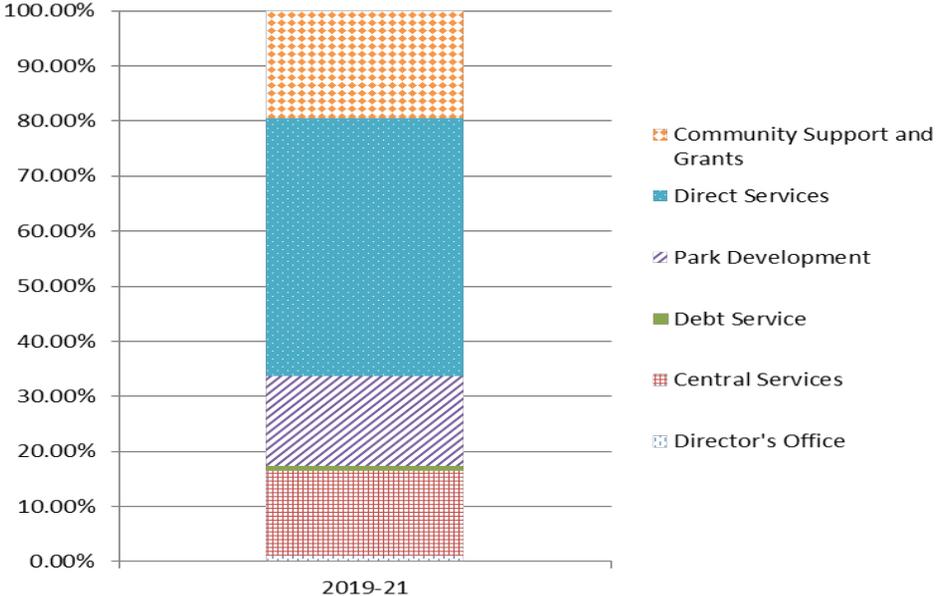
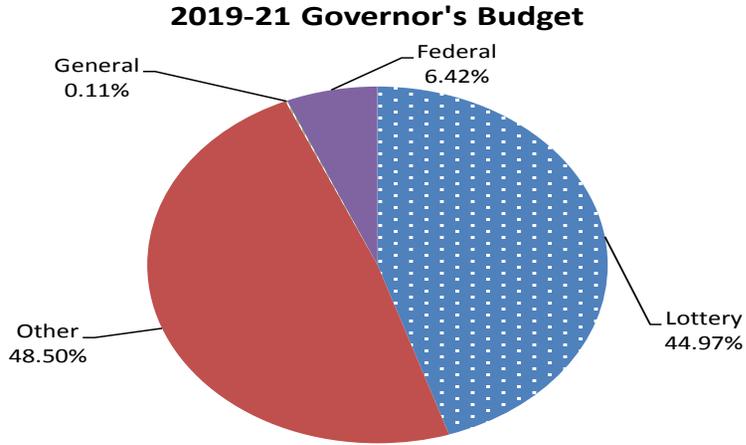
# Budget Narrative

## 2017-19 Legislatively Approved Budget by Program



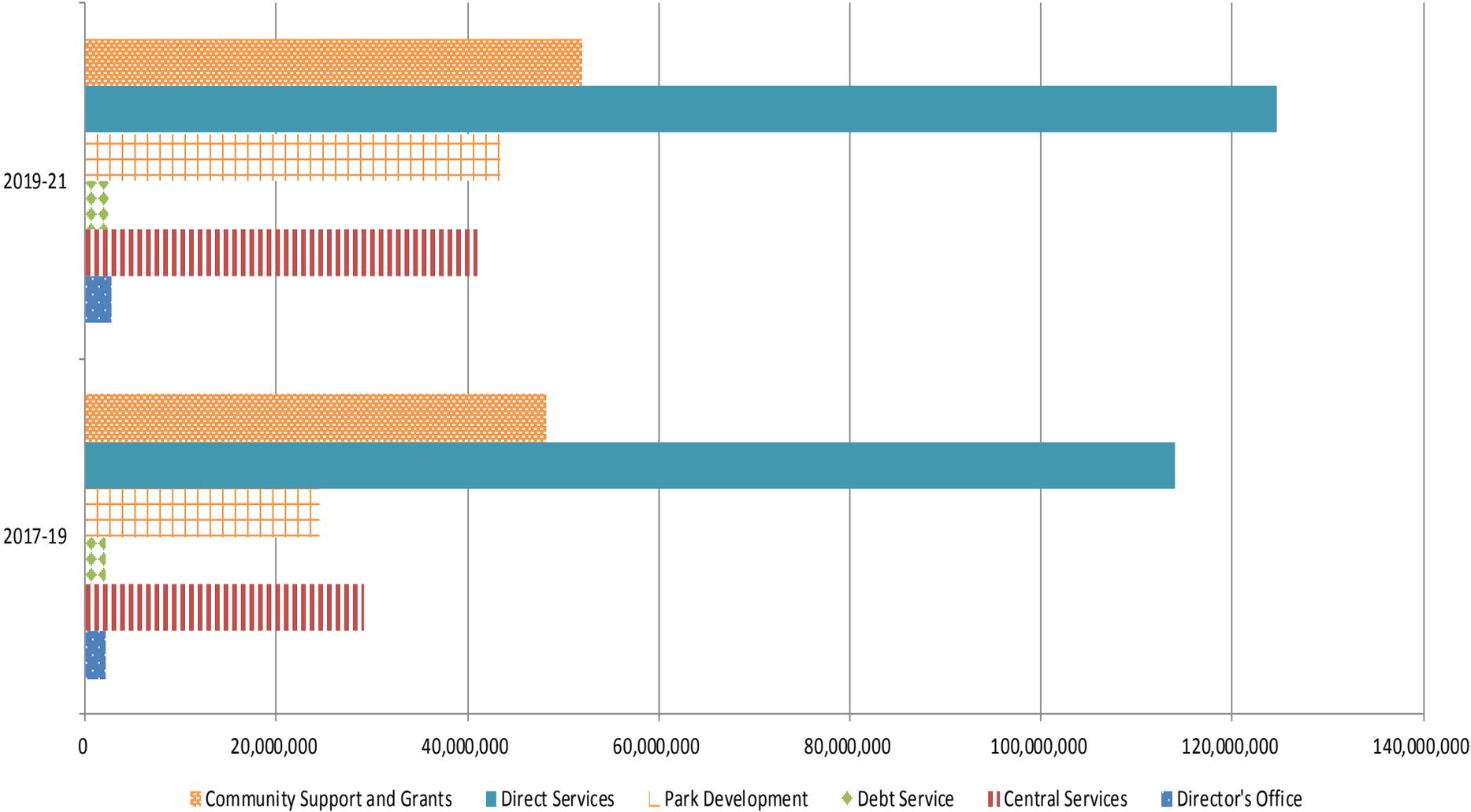
# Budget Narrative

## 2019-21 Governor's Budget by Program



# Budget Narrative

## Comparison of 2017-19 Legislatively Approved Budget to 2019-21 Governor's Budget



# Budget Narrative

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## **Mission Statement and Statutory Authority**

**MISSION: TO PROVIDE AND PROTECT OUTSTANDING NATURAL, SCENIC, CULTURAL, HISTORIC AND RECREATIONAL SITES FOR THE ENJOYMENT AND EDUCATION OF PRESENT AND FUTURE GENERATIONS.**

Oregon Parks and Recreation Department (OPRD) administers Oregon's public investment in land and facilities for parks, recreation and historic preservation as follows:

- State Park and other Land Management:
  - Providing outstanding park experiences to visitors,
  - Administering, operating and maintaining state parks, trails, and natural areas,
  - Protecting and managing significant natural and cultural resources,
  - Acquiring state park lands,
  - Planning, designing, and implementing state park facility maintenance and development projects,
  - Providing opportunities to connect to state parks through volunteering,
  - Protecting Oregon's Ocean Shore State Recreation Area and State Scenic Waterways, and
  - Managing Oregon's Natural Heritage Program.
- Outdoor Recreation and Planning
  - Administration of non-motorized land and water based recreation trails,
  - Administration of the All-Terrain Vehicles (ATV) program,
  - Administration of recreation grants to counties and local governments,
  - Management of Parks and Natural Resource funded programs for local park development grants,
  - Development of statewide comprehensive outdoor recreation plans,
  - Coordination of interagency and inter-organizational recreation outreach, and
  - Management of the Office of Outdoor Recreation.
- Heritage Conservation
  - State Historic Preservation Office,
  - Oregon Heritage Commission,
  - Oregon Historic Cemetery Commission,
  - Administration of state and federal grants and programs of the National Historic Preservation Act,
  - Archaeological site assessments and permits,
  - State and federal tax incentive programs for Oregon Historic Properties, and
  - Administration of Oregon's Main Street Revitalization Grant Program.

# Budget Narrative

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## OREGON CONSTITUTIONAL PROVISION

Article XV, Section 4(d)-State Lottery; Use of Net Proceeds from State Lottery

Article XV, Section 8-Parks and Natural Resources Fund

Article IX, Section 3a-Use of revenue from taxes on motor vehicle use and fuel; legislative review of allocation of taxes between vehicle classes

## STATUTORY AUTHORITY

ORS Chapter 390; State and Local Parks; Office of Outdoor Recreation; Recreation Programs; Scenic Waterways; Recreation Trails; State Recreation Areas; Ocean Shores; and All-Terrain Vehicles.

Historic, Archaeological and Cultural Preservation Statutes:

|                     |  |
|---------------------|--|
| ORS 97.740-97.760   | Indian Graves and Protected Objects                                  |
| ORS 97.772-97.784   | Oregon Commission on Historic Cemeteries                             |
| ORS 273.563-273.591 | Natural Areas Program  |
| ORS 358.475-358.565 | Classification of Historic Property                                  |
| ORS 358.570-358.595 | Oregon Heritage Commission   |
| ORS 358.583         | Grants for Museums   |
| ORS 358.605-358.622 | Historic Preservation Plan   |
| ORS 358.635-358.660 | Preservation of Property of Historic Significance                    |
| ORS 358.680-358.690 | Oregon Property Management Program for Historic Sites and Properties |
| ORS 358.905-358.961 | Archaeological Objects and Sites                                     |

Oregon Administrative Rules: Chapters 736

# Budget Narrative

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## Agency Strategic Plan

### Long-Range Plans

In 2008, the Oregon Parks and Recreation Commission articulated principles that provide long-term, fundamental direction for the Department. These three principles:

- Protecting Oregon’s special places
- Delivering great experiences
- Doing both things sustainably

... have guided the development of Oregon’s outdoor recreation and heritage services in one form or another since the state park system was created at the behest of Oregonians in 1922. To deliver on this vision, the Oregon Parks and Recreation Department is engaged in long-range thinking on four fronts:

- Creating a park system that welcomes every visitor.
- Refining the way public outdoor recreation and heritage services are delivered and supplied with resources.
- Succession planning.
- Finding new and innovative ways to convey Oregon’s historical story.

With continued support from Oregonians and policymakers, we will secure lasting success for the state park and heritage system by the centennial in 2022.

### Introduction

The mission of the Oregon Parks and Recreation Department is to provide and protect outstanding natural, scenic, cultural, historic and recreation sites for the enjoyment and education of present and future generations. The Department is guided by the Oregon State Parks and Recreation Commission—seven citizens appointed by the Governor and confirmed by the Senate. The Commission oversees the direction of the Department, and they adopted a guiding set of principles called *Centennial Horizon* in 2008 to steer the system, toward its centennial in 2022 and beyond, by stating principles that guide management of the Oregon parks, recreation, and heritage services.

The three main principles have been stated and restated in one form or another since the park system was founded in 1922, and continue to provide an overarching vision for Oregon’s state parks and heritage services:

# Budget Narrative

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1. **Protect Oregon's special places:** guide smart, steady protection of Oregon's key outdoor recreation and heritage features. We must make strategic decisions about where and how to maintain facilities that create access to these special places.
2. **Provide great experiences:** give every Oregonian an opportunity to connect with enriching outdoor experiences and this land's history. The state park system, heritage programs, grants, and other agency services will be available and welcoming to members of every Oregon community.
3. **Take the long view:** continuously deliver on these commitments through good management and by finding the resources to operate and evolve the system. Dealing with aging infrastructure, changing real-environmental conditions, and a workforce experiencing a wave of retirements all challenge future service delivery.

Each principle is fulfilled through short-term actions within each biennial budget, and driven by long-term strategies that transcend this shorter-term thinking.

## **Principle 1: Protect Oregon's special places**

The park system we enjoy today is because of the foresight of yesterday. Policymakers, politicians and ordinary citizens took bold actions that set aside priceless pieces of Oregon. OPRD's job is to continue this legacy steadily and strategically.

The state is endowed with wild, rural and urban areas interconnected with systems of trails, parks, natural areas, heritage sites, coastline and rivers that are accessible and healthy. To serve people in every community equally, this interlocking system should be seamless, regardless of landowner or boundary. Significant work remains to decide where and how to create public access points, and to make sure their operations and maintenance are funded well.

## **Strategies**

- Secure outstanding habitats, historic places and scenic settings. Encourage public ownership through grants or public/private partnerships.
- Protect important vistas, viewpoints and scenery.
- Help safeguard Oregon's historic places and stimulate activities that foster their use, care and longevity.
- Manage properties to ensure their environmental health and protect their beauty.
- Protect Oregon's ocean beaches and rocky shores.
- Bring policymakers across the business, nonprofit, and government sectors together to build consensus on strategies for protecting resources.

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## **Principle 2: Provide great experiences**

OPRD fulfills its mandate by providing state park opportunities for outdoor recreation and Oregon's heritage, and by leading others to work cooperatively to meet every Oregonian's recreation needs.

### **Strategies**

- Make sure state park development and opportunities for recreation reflect the needs of all Oregonians, regardless of age, background, past outdoor experience, or any other factor. Focus on reaching out to new visitor groups to introduce them to the joys of outdoor play, and be willing to evolve park services to meet new needs.
- Grow state park services steadily and smartly as Oregon's population grows, and enable others to build parks that will meet emerging needs. Examine the way services are delivered, staffed, and funded to ensure we're getting the most benefit out of every dollar spent.
- Create interconnected system of bicycle, hiking and water trails to position Oregon as a top trails state in the U.S.
- Bring policymakers across the business, nonprofit, and government sectors together to build consensus on strategies for providing access to outdoor recreation in every corner of the state across jurisdictional boundaries, and encouraging participation by people in every community.

## **Principle 3: Take the Long View**

When we create opportunities for outdoor recreation and protect heritage areas, we must keep in mind our ability to continue the effort over the long haul. Environmentally sound construction, management and maintenance are key for the long life of a park. Two other resources are also vital: a constantly refreshed supply of talented, dedicated stewards, and financial resources capable of naturally growing in pace with increasing costs. Together, these strengths ensure the state parks that have served us for the last hundred years will be around for another hundred ... and more.

### **Strategies**

- Provide first-class park facilities designed to appeal to all Oregonians.
- Promote the ethic that parks are vital to Oregon's way of life, and that we have a civic responsibility to provide and protect them.
- Apply sound planning, industry standards and technology to design, construct, and maintain the physical infrastructure of the park system. Thinking long-term, Oregon will require a decision to intentionally increase investment in some areas, and purposefully reduce investment in others, to create a balanced, sustainable portfolio of recreation and heritage services.
- Create mutual agreement and support from the full range of organizations that rely on continued access to healthy recreation and heritage resources—businesses, nonprofits, recreation management agencies.

# Budget Narrative

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## 2019-21 Short Term Plan

The Oregon Parks and Recreation Department is divided into three main operating divisions—Operations, Heritage Programs, Administration. Each of these divisions are charged with ensuring that agency goals are met.

### Operations Division:

- Provide on-the-ground operation of recreational properties – including Parks that offer overnight accommodations,
- Deliver the state park experience to visitors.
- Manage the natural resources under agency stewardship,
- Execute the Maintenance and Enhancement Program,
- Manage the Acquisition and Development Program,
- Manage the Department’s volunteer program which provides over 465,000 hours of support to the Department’s mission each year. Plan for future recreational needs,

### Heritage Programs:

1. Manage all federal and state heritage programs
2. Coordinate programs that:
  - a. advocate for historic cemetery conservation,
  - b. advise on historic preservation policy,
  - c. designate historic properties,
  - d. provide grants to heritage programs,
  - e. provide grants to museums and historical societies, and

### The Administration Division includes the Director’s Office:

- Provide overall agency direction, support commission,
- Provide Financial Services including budget, accounting and payroll,
- Provide statewide technology support to the agency,
- Provide Human Resources, Risk and Safety Services,
- Provide public services, communications, and marketing including development and printing of brochures, media contacts, interpretation, and an extensive web presence, including e-commerce services,
- Provide lottery, other and federally funded grants to local communities.

## Budget Narrative

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- Provide grants for Oregon ATV safety, law enforcement, and riding opportunities, all of which occur outside the state park system.

Debt service payments on bonds issued for Willamette Falls, Forest Park and Main Street are included in the Department's budget. Non Measure 76 Lottery Funds will be used to pay the Debt Service until it is paid off.

# Budget Narrative

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## Section 1: Budget Principles

- a. Dedicated lottery funds will be used as constitutionally directed for: “protection, repair, operation, creation and development of state parks, ocean shores and public beach access areas, historic sites and recreation areas [and] for the following purposes: (1) maintain, construct, improve, develop, manage and operate state park and recreation facilities, programs and areas; (2) acquire real property .....(3) operate grant programs for local government.
- b. General operations of the Department will be funded with a mix of other and lottery funds with the other funds primarily coming from Parks User Fees and Recreational Vehicle registration fees. Dedicated funds will be spent according to their specific purpose.
- c. The Department is committed to maintaining the following programs as adopted by the Commission in its Investment Strategy and will allocate dedicated lottery funds in each biennium.
  - i. Facility Investment Program (FIP) – for maintenance, repair, and enhancement of park facilities.
  - ii. Acquisition – for the acquisition of real property for the creation and operation of state parks, ocean shores public beach access areas, recreation and historic sites or because of natural, scenic, cultural, historic and recreational value
  - iii. Local Government Grant Program – consult with and assist local governments in accomplishing park and recreation purposes
- d. Federal funds will be maximized for the greatest benefit to the Department.
- e. Review user fees biennially and adjust as necessary to accommodate for inflation, parity, and other factors, while ensuring that parks are maintained at the current standards or better while remaining accessible. Set user fees within a flexible range to keep them affordable, but earn revenue more in line with the high quality Oregon State Park experience.

## Section 2: Budget Objectives

- a. Ensure the long-term sustainability of Oregon’s state park and heritage systems.
- b. Create outstanding recreation and heritage experiences that meet the needs of a diverse population.
- c. Build a strong relationship with Oregon communities through grants and expertise so we can connect Oregonians to a more complete recreational experience.
- d. Strengthen, and develop, mutually beneficial partnerships with other state, federal and local agencies, tribal governments, communities, service groups, volunteer organizations and private businesses.
- e. Balance repairs and improvements to existing parks against strategic, affordable new acquisitions.
- f. Use technology to better serve our customer’s needs, and earn new revenue as a consequence.
- g. Maintain current service levels in the state park and heritage systems without expanding agency responsibilities into new areas.

# Budget Narrative

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## 2017-19 Key Performance Measures

1. Park Visitation- Visitors per acre of Oregon Parks and Recreation Department property.
2. Heritage Program Benefits- Number of properties, sites, or districts that benefit from an OPRD-managed heritage program.
3. Grant Programs- Percent of Oregon Communities that benefit from an OPRD-managed grant program.
4. Property Acquisition- Recreation lands index: Park lands and waters acquired by OPRD as a percentage of total goal. (Linked to Oregon Benchmark #91)
5. Facilities Backlog- Percent reduction in facilities backlog since 1999.
6. Customer Satisfaction- Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and reliability of information.
7. Commission Best Practices- Percent of total best practices met by the State Parks and Recreation Commission.

The September 2017 Key Performance Measures report is located in the Special Reports section.

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## State-Owned Buildings and Infrastructure

Senate Bill 1067 (2017) placed requirements on state agencies that own buildings and infrastructure. OPRD owns buildings across the state; the buildings are a variety of parks related buildings such as: small offices, registration booths, rental cabins, picnic shelters, visitor centers, meeting halls, maintenance shops, storage sheds, pump houses and water treatment buildings. In addition, OPRD park related infrastructure such as roads, parking lots, hard stands, sidewalks, trails (for walking, hiking , biking, horseback riding), bridges, boardwalks, docks, gangways, fishing piers, playgrounds, pools, amphitheaters and utility systems.

Every biennium OPRD budgets funds in the Department's Facility Investment Program (FIP) for the maintenance and repair of park properties; these are usually major maintenance projects (\$13.5M). In addition there are major preventive maintenance projects (\$1M) funded each biennium from FIP. OPRD also funds minor preventive maintenance projects (\$3.1M) from a portion of park user fees. Finally, park budgets include funding for routine ongoing maintenance projects.

While the bill requires that agencies budget 2% of current replacement value for deferred maintenance, OPRD only has that information currently available for a portion of the Departments assets; the remainder have historic costs currently available. OPRD is working to have current replacement value on all assets in the future. Below is a table summarizing OPRD's assets:

|                                   | Breakdown by Region |             |             |            |
|-----------------------------------|---------------------|-------------|-------------|------------|
|                                   | Agencywide          | Coast       | Valley      | Mountain   |
| Current Replacement Value         |                     |             |             |            |
| Buildings                         | 243,897,743         | 103,155,227 | 85,133,552  | 55,608,964 |
| Docks, Gangways, Fishing Piers    | 12,124,012          | 1,319,851   | 7,137,279   | 3,666,882  |
| Amphitheaters, Pools, Playgrounds | 2,476,792           | 471,350     | 1,533,935   | 471,507    |
| Subtotal                          | 258,498,547         | 104,946,428 | 93,804,766  | 59,747,353 |
| Historic Costs                    |                     |             |             |            |
| Roads                             | 30,348,896          | 9,596,336   | 11,960,641  | 8,791,919  |
| Parking, Hardstands, Sidewalks    | 4,792,583           | 861,122     | 2,126,447   | 1,805,014  |
| Trails                            | 4,901,607           | 675,600     | 2,518,593   | 1,707,415  |
| Bridges                           | 6,095,759           | 862,185     | 4,708,957   | 524,618    |
| Boardwalks                        | 479,012             | 256,951     | 22,928      | 199,133    |
| Utility Systems                   | 67,119,114          | 33,403,852  | 15,670,330  | 18,044,932 |
| Subtotal                          | 113,736,970         | 45,656,045  | 37,007,895  | 31,073,030 |
| Grand Total                       | 372,235,517         | 150,602,473 | 130,812,661 | 90,820,383 |

# Budget Narrative

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## Major Information Technology Projects/Initiatives

This section provides a summary of major information technology projects/initiatives that may exceed \$1,000,000 and follow the State CIO/LFO Stage Gate Process. Business case documents and a Project Prioritization Matrix are included in the Special Reports section of this budget document.

### OPRD Campground Reservation System:

The purpose of this project is to improve business efficiency for park operations and the park user experience; both are currently limited by the existing reservation system. The project will identify the best technological solution that supports the needed business process improvements for providing reservations and park sales for the Oregon Parks and Recreation Department (OPRD). The agency has used the existing reservation system since 1996. Although the product has evolved over time, it does not fully address all agency needs and is not as efficient and flexible to adapt to changing business practices and customer desires.

OPRD is legislatively mandated to manage the utilization of state parks and resources, “in a manner that upholds their scenic, historic, natural, cultural, and recreation values,” (OAR 736-010-0005, ORS 390.111, ORS 390.121). The reservation system helps the agency do this, and it is OPRD’s single most important technology investment seen by park users. For a park system of OPRD’s size (3rd in day-use attendance and 7th in overnight attendance nationally), a robust reservation system is a necessity. The Department uses this system to process more than \$22 million in revenue annually, which represents over 400,000 nightly reservations. In addition, this system affects more than 220,000 customers and external partners, such as the Oregon Department of Forestry and Portland Metro Parks.

This system is vital to a variety of customers: individuals, families, groups, and small business providers who use state parks to recreate or as a staging place for delivering outdoor recreation activities. At a high level, the system supports Oregon’s tourism industry by connecting people with outdoor resources and bringing tourists into local communities. In the long-run, this system could be leveraged across the public campground system and provide a centralized location for county, city and state park camping. Furthermore, this project aligns with two of the Governor’s current priorities – government efficiency and conserving Oregon’s beauty for future generations. This system has the opportunity to increase operational efficiency and thus “deliver quality public services efficiently and affordably” to Oregonians. It will also foster a “strong connection to nature” for young people by helping them spend time outdoors connecting with Oregon’s beauty and history. It is this connection that will lead to passion for conserving Oregon and ensuring it remains the special place it is today.

## Budget Narrative

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### OPRD Heritage Hub:

The Heritage Division has been working since 2014 toward the fulfillment of the vision of a centralized location-based cultural resource management system that would provide access, internally and externally, to cultural resource data the Division possesses and processes to administer state and federal programs. These cultural resources are the buildings, structures, places, collections and institutions important to the State's history. The system will interweave all Division administered programs with each cultural resource touched and each stakeholder served. This technological tool is called the "Heritage Hub".

The implementation of the Heritage Hub being reviewed in the business case will create a modern platform accessible to internal staff and external customers. The benefits of implementing this platform are:

- Enhanced stakeholder and citizen satisfaction – Moving from program silos of information to easily accessible information across Division programs will result in a higher level of service, accountability and transparency when responding to stakeholders and the public.
- Improved business practices – Implementation of the Heritage Hub will automate many workflows currently in place. Staff efficiency will improve, response times will shorten, training time will be reduced, and business procedures will be better documented through enhanced visibility.
- Increased data management and quality – Enforced data standards and improved data integrity will enhance business practices and heighten the level of confidence in both Division staff and those served that the information available is accurate and complete in nature.
- Elevated availability of information – By tracking all cultural resources with a connection to all projects and all stakeholder interactions across programs more information will be available to internal and external Heritage Hub users. Increasing the available information related to a cultural resource will greatly enhance the making of sound preservation and policy decisions.

The Heritage Hub project supports Governor Brown's vision of "Moving Oregon Forward". As stated on the governor's priorities web page, to achieve this vision state government will be open, accessible and accountable; reflect the diverse experiences and communities of all Oregonians; and deliver services effectively and efficiently. The Heritage Hub project aims to do exactly that by specifically providing more transparency, providing more effective and efficient delivery of services and by establishing business automation freeing valuable staff resources to focus on program and policy areas to better reflect the diversity of all Oregonians in the protection of cultural resources.

The Heritage Hub project supports the primary mission of OPRD by specifically raising the level of customer service and data management in the protection of cultural and historic resources for the enjoyment and education of present and future generations. This project will support integration and cooperation with external partners in the heritage arena (federal government, Native American governments, local government, and local property owners).

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## Program Prioritization for 2019-21

| Agency Name: Oregon Parks and Recreation Department |                 |                              |                                   |  |                                       |    |    |            |            |             |                |     |                               |                                    |                                   |                |  |  |  |
|---|-----------------|------------------------------|-----------------------------------|--|---------------------------------------|----|----|------------|------------|-------------|----------------|-----|-------------------------------|------------------------------------|-----------------------------------|----------------|--|--|--|
| 2019-21 Biennium Current Service Level              |                 |                              |                                   |  |                                       |    |    |            |            |             |                |     |                               |                                    |                                   |                |  |  |  |
| Agency Number: 63400                                |                 |                              |                                   |  |                                       |    |    |            |            |             |                |     |                               |                                    |                                   |                |  |  |  |
| Program/Division Priorities for 2019-21 Biennium    |                 |                              |                                   |  |                                       |    |    |            |            |             |                |     |                               |                                    |                                   |                |  |  |  |
| 1   | 2               | 3                            | 4                                 | 5  | 6                                     | 7  | 8  | 9          | 10         | 12          | 14             | 15  | 16                            | 17                                 | 18                                | 19             | 20   | 21   | 22   |
| Priority (ranked with highest priority first)       | Agency Initials | Program or Activity Initials | Program Unit/Activity Description | Identify Key Performance Measure(s)  | Primary Purpose Program-Activity Code | GF | LF | OF         | FF         | TOTAL FUNDS | Pos.           | FTE | New or Enhanced Program (Y/N) | Included as Reduction Option (Y/N) | Legal Req. Code (C, D, FM, FO, S) | Legal Citation | Explain What is Mandatory (for C, FM, and FO Only) | Comments on Proposed Changes to CSL included in Agency Request |  |
| Agcy  | Prgm/Div        |                              |                                   |  |                                       |    |    |            |            |             |                |     |                               |                                    |                                   |                |  |  |  |
| 1   | 1               | OPRD                         | Park Exp                          | Park Experiences - field operations, interpretive services, natural resources, Ops engineering | 634.1,4,6                             | 11 |    | 52,547,780 | 57,578,547 | 2,215,020   | \$ 112,341,347 | 743 | 477.10                        | Y                                  | Y                                 |                |  |  | A policy package adds funding for park operations and the Salmonberry trail. ARB reductions options list includes removal of inflation and across the board reductions to this program. Additional reductions are made to reduce small grant limitation. |
| 2   | 1               | OPRD                         | Heritage prg                      | Heritage Programs  | 634.2,3                               | 11 |    | 3,668,583  | 527,452    | 2,083,316   | \$ 6,279,351   | 17  | 17.00                         | Y                                  | Y                                 | FO             | see below (a)                                      | See notes with Criteria  | A policy package adjusts classification for two positions. Grant funds are carried over in a policy package; grant fund are also increased. ARB reductions options list includes removal of inflation and across the board reductions to this program.   |
| 3   | 1               | OPRD                         | FIP                               | Facilities Investment Program  | 634.1,4,5,6                           | 11 |    | 17,878,811 | 3,298,816  | 1,810,132   | \$ 22,987,759  | 9   | 9.00                          | Y                                  | Y                                 |                |  |  | A policy package adds additional funding to maintain, repair and enhance parks. ARB reductions options list includes removal of inflation from this program; additional reductions are made to funding for maintenance and repair.                       |
| 4   | 2               | OPRD                         | Rec Grants                        | Recreation Grants  | 634.3                                 | 11 |    | 13,597,690 | 2,150,769  | 4,186,482   | \$ 19,934,941  | 5   | 5.00                          | Y                                  | Y                                 | FO             | see below (b)                                      | See notes with Criteria  | Grant funds are carried over in a policy package. ARB reductions options list includes removal of inflation from this program.   |
| 5   | 2               | OPRD                         | Acq                               | Property Acquisition Program   | 634.1,4,6                             | 11 |    | 1,614,609  |            |             | \$ 1,614,609   |     |                               | Y                                  | Y                                 |                |  |  | A policy package adds additional funding for acquisitions. ARB reductions options list includes removal of inflation from this program; additional reductions are made to funding for acquisitions.  |
| 6   | 2               | OPRD                         | T&S                               | Trust and Dedicated Accounts   | 634.1,5,6                             | 11 |    | 519,306    | 7,353,717  |             | \$ 7,873,023   |     |                               | Y                                  | Y                                 |                |  |  | A policy package adds additional funds for preventive maintenance and business accounts. ARB reductions options list includes removal of inflation from this program.  |
| 7   | 1               | OPRD                         | Ext Relation                      | External Relationships - communication with the public, recreation research                    | 634.1,6                               | 11 |    | 3,277,030  | 3,441,519  |             | \$ 6,718,549   | 30  | 28.69                         | N                                  | Y                                 |                |  |  | ARB reductions options list includes removal of inflation and across the board reductions to this program.   |
| 8   | 4               | OPRD                         | ATV Prog                          | ATV program and grants   | 634.3,4,6                             | 11 |    |            | 10,116,308 |             | \$ 10,116,308  | 7   | 7.00                          | Y                                  | Y                                 |                |  |  | A policy package provides additional limitation for grants. ARB reductions options list includes removal of inflation and across the board reductions to this program.   |

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| Program/Division Priorities for 2017-19 Biennium |                 |                              |                                   |  |                                       |    |            |             |            |               |      |       |                               |                                    |                                   |                |  |  |    |   |                |        |        |
|--|-----------------|------------------------------|-----------------------------------|--|---------------------------------------|----|------------|-------------|------------|---------------|------|-------|-------------------------------|------------------------------------|-----------------------------------|----------------|--|--|----|---|----------------|--------|--------|
| 1  | 2               | 3                            | 4                                 | 5  | 6                                     | 7  | 8          | 9           | 10         | 12            | 14   | 15    | 16                            | 17                                 | 18                                | 19             | 20   | 21   | 22 |   |                |        |        |
| Priority (ranked with highest priority first)    | Agency Initials | Program or Activity Initials | Program Unit/Activity Description | Identify Key Performance Measure(s)  | Primary Purpose Program-Activity Code | GF | LF         | OF          | FF         | TOTAL FUNDS   | Pos. | FTE   | New or Enhanced Program (Y/N) | Included as Reduction Option (Y/N) | Legal Req. Code (C, D, FM, FO, S) | Legal Citation | Explain What is Mandatory (for C, FM, and FO Only) | Comments on Proposed Changes to CSL included in Agency Request |    |   |                |        |        |
| Agcy   | Prgm/Div        |                              |                                   |  |                                       |    |            |             |            |               |      |       |                               |                                    |                                   |                |  |  |    |   |                |        |        |
| NR   | NR              | OPRD                         | Debt Svc                          | Willamette Falls Debt Service - includes Willamette Falls, Forest Park and Main Street bonds |                                       | 11 | 2,374,100  |             |            | \$ 2,374,100  | 0    | 0.00  | N                             | N                                  | D                                 |                |  |  |    |   |                |        |        |
| NR   | NR              | OPRD                         | DO/Comm                           | Director's Office and Commission   | 634.6,7                               | 11 | 823,297    | 846,901     |            | \$ 1,670,198  | 3    | 3.00  | Y                             | Y                                  |                                   |                |  |  |    | A policy package adds funding for Outreach and Inclusion activities. ARB reductions options list includes removal of inflation and across the board reductions to this program.                 |                |        |        |
| NR   | NR              | OPRD                         | Agy Improve                       | Agency Improvement - agency wide policy, program review and improvement                      | 634.6                                 | 11 | 149,375    | 156,851     |            | \$ 306,226    | 1    | 1.00  | N                             | Y                                  |                                   |                |  |  |    | ARB reductions options list includes removal of inflation and across the board reductions to this program.  |                |        |        |
| NR   | NR              | OPRD                         | Off Outdoor                       | Office of Outdoor Recreation   | 634.1,6                               | 11 | 273,580    | 0           | 0          | \$ 273,580    | 1    | 1.00  | N                             | Y                                  |                                   |                |  |  |    | ARB reductions options list includes removal of inflation and across the board reductions to this program.  |                |        |        |
| NR   | NR              | OPRD                         | Adm Svcs                          | Administrative functions - Acctg, Budget, IT, HR, Procurement, Volunteers, Risk and safety   | 634.1,6                               | 11 | 13,239,957 | 13,251,889  |            | \$ 26,491,846 | 51   | 51.00 | Y                             | Y                                  |                                   |                |  |  |    | A policy package adds limitation for reservation and merchant fees, IT improvements. ARB reductions options list includes removal of inflation and across the board reductions to this program. |                |        |        |
|  |                 |                              |                                   |  |                                       |    | 273,580    | 109,690,538 | 98,722,769 | 10,294,950    |      |       |                               |                                    |                                   |                |  |  |    | \$ 218,981,837  | 867            | 599.79 |        |
|  |                 |                              |                                   |  |                                       |    | 273,580    | 109,690,538 | 98,722,769 | 10,294,950    |      |       |                               |                                    |                                   |                |  |  |    |   | \$ 218,981,837 | 867    | 599.79 |

### 7. Primary Purpose Program/Activity Exists

- 1 Civil Justice
- 2 Community Development
- 3 Consumer Protection
- 4 Administrative Function
- 5 Criminal Justice
- 6 Economic Development
- 7 Education & Skill Development
- 8 Emergency Services
- 9 Environmental Protection
- 10 Public Health
- 11 Recreation, Heritage, or Cultural
- 12 Social Support

### 19. Legal Requirement Code

- C Constitutional
- D Debt Service
- FM Federal - Mandatory
- FO Federal - Optional (once you choose to participate, certain requirements exist)
- S Statutory

- (a) SHPO - National Historic Preservation Act of 1966; Public Law 89-665
- (b) Land and Water Conservation Program - Public Law 88-578.78 Stat 897 Title 16 U.S.C. OAR Division 8 736-008-0005:0055 and ORS 390.180
- (b) Recreation Trails Program 23 U.S.C. 104 SAFETEA-LU
- (b) Natural Heritage Program - United States Endangered Species Act of 1973. Cooperative Endangered Species Conservation Fund (Section 6 grant program). 16 U.S.C. §1535(c)(1)

Prioritize each program activity for the Agency as a whole

#### Document criteria used to prioritize activities:

OPRD based the prioritization on the Agency Mission and the Investment Strategy. These items have been approved the by the Oregon Parks and Recreation Commission. In addition, OPRD reviewed the required 10 percent reduction list and internal prioritizations maintained in case Other or Lottery Funds decline substantially to maintain consistent priority rankings.

OPRD has constitutionally dedicated funding but not programs. Therefore, there are no "C"s in Column 19.

NR - Not ranked based on the instructions.

OPRD is not required to accept federal funds from the Land and Water Conservation Fund (LWCF) or Recreation Trails Program (RTP). However, these programs primarily pass these funds on to other entities in the state - cities and counties. Once LWCF funds have been accepted and grants awarded, OPRD has a responsibility to inspect and certify past funded projects at least one every 5 years forever.

While the state is not technically required to accept federal funds to carry out SHPO functions, doing so allows Oregon's historic properties to benefit from those programs. It also provides the state a streamlined method for handling the cultural resource reviews required of all federally funded or licensed projects in the state (approx. 250 projects per month, including numerous ODOT projects). Without the SHPO reviews, many of those projects would be delayed or perhaps canceled.

## Budget Narrative

### Reduction Options

The Oregon Parks and Recreation Department modified current service level budget includes \$107,316,438 Parks and Natural Resource Funds (Lottery), \$2,374,100 Lottery Funds, \$98,722,769 Other Funds, and \$10,294,950 Federal Funds. Major business activities supported by these funds are: Operations, Facility Investment Program, Grant Programs, Heritage and Community Programs, and Administration. These activities include: 1) Legislatively established parks and recreation programs, including Historic and Cultural preservation, Scenic Waterways, Willamette Greenway, Ocean Shores, Recreational Trails and; 2) essential operating services including personnel, payroll, accounting, reporting, budgeting, information services, publicity and publications, purchasing, fleet, property management and operation of the state park system. The department's operating budget is 72.24% of the total current service level budget. The remainder is a combination of pass-through funds to local governments, non-profit groups, and other government entities; acquisition, development and facility investment funds; debt service costs; and charges from other state agencies. The proposed reductions options are as follows, by priority and fund type:

| ACTIVITY OR PROGRAM<br><b>(Which program or activity will not be undertaken)</b> | DESCRIBE REDUCTION<br>(Describe the effects of this reduction. Include positions and FTE in 2019-21 and 2021-23)      | AMOUNT AND FUND TYPE<br>(GF, LF, OF, FF. Identify Revenue Source for OF, FF) | RANK AND JUSTIFICATION<br>(Rank the activities or programs not undertaken in order of lowest cost for benefit obtained)   |
|--|---|--|---|
| <b>1. Remove standard inflation.</b>   | Eliminates the standard inflation of 3.8% (4.2% on Professional Services) granted during the budget building process. | \$1,653,301 LF<br>\$1,851,167 OF<br>\$ 337,308 FF<br>\$ 1,995 GF             | Costs to operate the park system will continue to rise and the impact will reduce the services available to visitors. May impact KPM #6 Customer Satisfaction.  |
| <b>2. Reduce small grant limitation.</b>   | Agency will not seek small, one time grants that are Other or Federal funds for projects throughout the Department.   | \$2,382,549 OF<br>\$ 692,187 FF  | This will hinder efforts to complete projects and park development by reducing total funds available. Will defer costs of necessary projects to future biennia.   |
| <b>3. Reduce Acquisition program.</b>  | Reduces funding available to the Department for the purchase of property.   | \$555,500 LF   | This reduction may impede the Department's efforts to acquire additional recreational opportunities and require the Department to forgo opportunities to meet current and future needs, to protect significant resources, |

## Budget Narrative

|   |  |  |  |
|---|--|--|--|
|   |  |  | scenic and historic areas when they become available. Impacts KPM #4 Property Acquisition.   |
| <b>4. Across the board 6.774% reductions in the Director's Office, Central Services and Direct Services. Additional reduction to Office of Outdoor Recreation to meet targeted 10% reduction.</b> | Take an across the board reduction in General, Other and Lottery Funds impacting primarily services and supplies where possible.                     | \$4,335,388 LF<br>\$4,570,747 OF<br>\$ 25,363 GF | Programs funded with Other and Lottery funds include all field operations, reservation and information services, public information services (brochures, maps etc). A reduction to these programs will reduce customer service. Would reduce maintenance and cleaning of park facilities, provision of information to potential park visitors, and marketing efforts. Could result in loss of revenue to the Department. Impacts KPM #6 Customer Satisfaction. |
| <b>5. Across the board 6% reductions in the Heritage programs and grants, Grant Administration and the ATV program, trust and dedicated accounts.</b>   | Take an across the board reduction in Other and Lottery Funds impacting primarily services/supplies where possible and grant awards where necessary. | \$ 87,455 LF<br>\$1,067,814 OF                   | Programs funded with these Other and Lottery funds includes the staff and programs that work with communities related to historic preservation and provide associated grants; bicycle recreation, scenic waterways and other grant administration functions.   |
| <b>6. Reduce facilities construction and maintenance program.</b>   | Reduce funding available to the Department for maintenance, repair and enhancement of park properties.   | \$4,100,000 LF                                   | This program's purpose is to complete major maintenance, preventive maintenance and repairs to park facilities. The program also includes enhancements and upgrades that coincide with major maintenance and repairs. Program reductions will hinder the agency's efforts to   |

# Budget Narrative

|  |  |  |  |
|--|--|--|--|
|  |  |  | reduce deferred maintenance projects This action will not result in any long term savings. Delays in maintenance could actually result in higher overall costs. Impacts KPM #5 Facilities Backlog. |
|--|--|--|--|

# Budget Narrative

## Summary of 2019-21 Budget Oregon Parks and Recreation Department

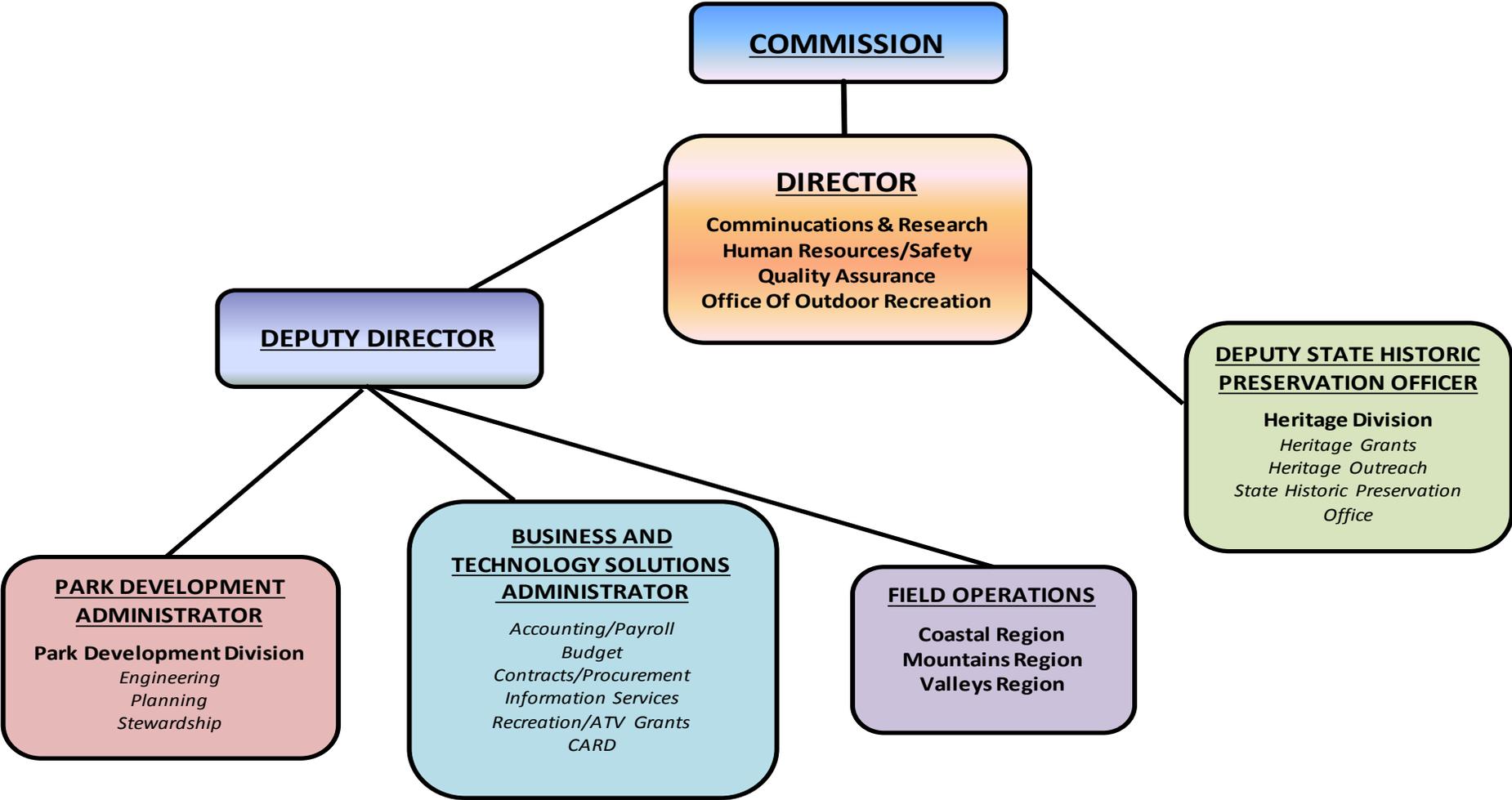
|   | TOTALS |        |                     | FUND TYPE    |                  |                    |                    |            |         |
|---|--------|--------|---------------------|--------------|------------------|--------------------|--------------------|------------|---------|
|   | POS    | FTE    | ALL FUNDS           | General Fund | Lottery Funds    | Other Funds        | Federal Funds      | Nonlimited |         |
|   |        |        |                     |              |                  |                    |                    | Other      | Federal |
| <b>2017-19 LEGISLATIVELY ADOPTED BUDGET</b>             | 867    | 596.05 | 217,095,212         | 218,894      | 100,597,216      | 99,889,179         | 16,389,923         |            |         |
| Emergency Board Actions (through 3/2018)                |        |        | 2,880,319           | 9,835        | 1,550,892        | 1,287,513          | 32,079             |            |         |
| <b>2017-19 Legislatively Approved Budget</b>            | 867    | 596.05 | 219,975,531         | 228,729      | 102,148,108      | 101,176,692        | 16,422,002         |            |         |
| <b>Base Budget Adjustments:</b>                         |        |        |                     |              |                  |                    |                    |            |         |
| Net Cost of 2017-19 Position Actions:                   |        |        |                     |              |                  |                    |                    |            |         |
| Administrative, Biennialized E-Board, Phase-Out         |        | 3.74   | 4,419,597           | 37,131       | 2,181,719        | 2,141,324          | 59,423             |            |         |
| Estimated Cost of 2019-21 Merit Increase                |        |        |                     |              |                  |                    |                    |            |         |
| Base Debt Service Adjustment                            |        |        | 221,510             |              | 221,510          |                    |                    |            |         |
| Base Nonlimited Adjustment                              |        |        |                     |              |                  |                    |                    |            |         |
| Capital Construction Adjustment                         |        |        |                     |              |                  |                    |                    |            |         |
| <b>Subtotal: 2019-21 Base Budget</b>                    | 867    | 599.79 | 224,616,638         | 265,860      | 104,551,337      | 103,318,016        | 16,481,425         |            |         |
| <b>Essential Packages:</b>                              |        |        |                     |              |                  |                    |                    |            |         |
| <b>Package No. 010</b>                                  |        |        |                     |              |                  |                    |                    |            |         |
| Vacancy Factor (Increase)/Decrease                      |        |        | 2,664,026           |              | 1,293,669        | 1,370,357          |                    |            |         |
| Non-PICS Personal Service Increase/(Decrease)           |        |        | 356,384             | 2,566        | 171,712          | 179,346            | 2,760              |            |         |
| Subtotal  |        |        | <b>3,020,410</b>    | <b>2,566</b> | <b>1,465,381</b> | <b>1,549,703</b>   | <b>2,760</b>       |            |         |
| <b>Package No. 021/022</b>                              |        |        |                     |              |                  |                    |                    |            |         |
| 021 - Phased-In Programs Excl. One-Time Costs           |        |        | 131,241             | 4,101        | 62,021           | 65,119             |                    |            |         |
| 022 - Phase-Out Programs and One-Time Costs             |        |        | (15,859,976)        |              | (369,409)        | (8,964,062)        | (6,526,505)        |            |         |
| Subtotal  |        |        | <b>(15,728,735)</b> | <b>4,101</b> | <b>(307,388)</b> | <b>(8,898,943)</b> | <b>(6,526,505)</b> |            |         |
| <b>Package No. 031/032/033</b>                          |        |        |                     |              |                  |                    |                    |            |         |
| Cost of Goods & Services Increase/(Decrease)            |        |        | 5,140,550           | 1,053        | 3,038,303        | 1,763,924          | 337,270            |            |         |
| State Govt Service Charges Increase/(Decrease)          |        |        | 1,932,974           |              | 942,905          | 990,069            |                    |            |         |
| Subtotal  |        |        | <b>7,073,524</b>    | <b>1,053</b> | <b>3,981,208</b> | <b>2,753,993</b>   | <b>337,270</b>     |            |         |
| <b>Package No. 040</b>                                  |        |        |                     |              |                  |                    |                    |            |         |
| Mandated Caseload Increase/(Decrease)                   |        |        |                     |              |                  |                    |                    |            |         |
| <b>Package No. 050</b>                                  |        |        |                     |              |                  |                    |                    |            |         |
| Fund Shifts   |        |        |                     |              |                  |                    |                    |            |         |
| <b>Package No. 060</b>                                  |        |        |                     |              |                  |                    |                    |            |         |
| Technical Adjustments                                   |        |        |                     |              |                  |                    |                    |            |         |
| <b>Subtotal: 2019-21 Current Service Level Budget</b>   | 867    | 599.79 | 218,981,837         | 273,580      | 109,690,538      | 98,722,769         | 10,294,950         |            |         |
| <b>2019-21 Current Service Level - Page 1 Subtotal</b>  | 867    | 599.79 | 218,981,837         | 273,580      | 109,690,538      | 98,722,769         | 10,294,950         |            |         |
| <b>Package No. 070</b>                                  |        |        |                     |              |                  |                    |                    |            |         |
| Revenue Shortfalls                                      |        |        |                     |              |                  |                    |                    |            |         |
| <b>Subtotal: 2019-21 Modified Current Service Level</b> | 867    | 599.79 | 218,981,837         | 273,580      | 109,690,538      | 98,722,769         | 10,294,950         |            |         |

# Budget Narrative

|   | TOTALS |        |             | FUND TYPE    |               |             |               |            |         |
|---|--------|--------|-------------|--------------|---------------|-------------|---------------|------------|---------|
|   | POS    | FTE    | ALL FUNDS   | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited |         |
|   |        |        |             |              |               |             |               | Other      | Federal |
| <b>Emergency Board Packages:</b>                  |        |        |             |              |               |             |               |            |         |
| (List ORBITS Package number and title)            |        |        |             |              |               |             |               |            |         |
| <b>Subtotal Emergency Board Packages</b>          |        |        |             |              |               |             |               |            |         |
| <b>Policy Packages:</b>                           |        |        |             |              |               |             |               |            |         |
| 090 Analyst Adjustments                           |        |        | 197,777     |              | 197,777       |             |               |            |         |
| 091 Statewide Adjustments DAS Chngs               |        |        | (970,967)   |              | (473,637)     | (497,330)   |               |            |         |
| 092 Statewide AG Adjustment                       |        |        | (9,574)     |              | (4,670)       | (4,904)     |               |            |         |
| 101 Operational Cost Increases                    |        |        | 5,795,344   |              | 818,209       | 4,859,135   | 118,000       |            |         |
| 102 Grant Obligations from Past Biennium          |        |        | 12,700,552  |              | 158,423       | 6,272,139   | 6,269,990     |            |         |
| 103 Agency Shared Costs fro State Capitol Park    |        |        | 400,000     |              |               | 400,000     |               |            |         |
| 104 Improve and Develop Parks                     |        |        | 3,100,000   |              | 48,780        | 3,051,220   |               |            |         |
| 105 Improve Visitor Experience                    | 1      | 0.88   | 4,402,026   |              | 1,940,008     | 2,462,018   |               |            |         |
| 106 Prep for State Park Centennial in 2022        |        |        | 7,490,000   |              | 490,000       | 7,000,000   |               |            |         |
| 107 Invest in Signature State Trails              |        |        | 2,250,000   |              |               | 2,250,000   |               |            |         |
| 108 Apply Modern Tech to Improve Service          | 1      | 0.88   | 1,712,876   |              | 835,541       | 877,335     |               |            |         |
| 109 Targeted Strategic Park Acquisitions          |        |        | 3,000,000   |              | 3,000,000     |             |               |            |         |
| 110 Support Multiagency Salmonberry Trail Project | 1      | 1.00   | 500,000     |              |               | 500,000     |               |            |         |
| 111 Invest in Parks and Heritage Staff            | 1      | 0.88   | 247,923     |              | 122,198       | 118,222     | 7,503         |            |         |
| <b>Subtotal Policy Packages</b>                   | 4      | 3.64   | 40,815,957  |              | 7,132,629     | 27,287,835  | 6,395,493     |            |         |
| <b>Total: 2019-21 Budget</b>                      | 871    | 603.43 | 259,797,794 | 273,580      | 116,823,167   | 126,010,604 | 16,690,443    |            |         |
| Percent Change From 2017-19 Leg. Approved         | 0.5%   | 1.2%   | 18.1%       | 19.6%        | 14.4%         | 24.5%       | 1.6%          | 0.0%       | 0.0%    |
| Percent Change From Current Service Level Budget  | 0.5%   | 0.6%   | 18.6%       | 0.0%         | 6.5%          | 27.6%       | 62.1%         | 0.0%       | 0.0%    |

Budget Narrative

Oregon Parks and Recreation Department  
2019-21 Organization Chart



**Parks & Recreation Dept**

**Agency Number: 63400**

**Agencywide Program Unit Summary  
2019-21 Biennium**

**Version: Y - 01 - Governor's Budget**

| <b>Summary<br/>Cross Reference<br/>Number</b> | <b>Cross Reference Description</b> | <b>2015-17<br/>Actuals</b> | <b>2017-19 Leg<br/>Adopted<br/>Budget</b> | <b>2017-19 Leg<br/>Approved<br/>Budget</b> | <b>2019-21<br/>Agency<br/>Request<br/>Budget</b> | <b>2019-21<br/>Governor's<br/>Budget</b> | <b>2019-21 Leg.<br/>Adopted Audit</b> |
|---|------------------------------------|----------------------------|---|--|--|--|---------------------------------------|
| <b>100-10-00-00000</b>                        | <b>Directors Office</b>            |                            |   |  |  |  |                                       |
|   | General Fund                       | -                          | 218,894                                   | 228,729                                    | 273,580  | 273,580                                  | -                                     |
|   | Lottery Funds                      | 1,902,298                  | 904,444                                   | 921,324                                    | 1,216,572  | 1,211,902                                | -                                     |
|   | Other Funds                        | 2,890,629                  | 941,247                                   | 951,157                                    | 1,259,852  | 1,254,948                                | -                                     |
|   | All Funds                          | 4,792,927                  | 2,064,585                                 | 2,101,210                                  | 2,750,004  | 2,740,430                                | -                                     |
| <b>200-10-00-00000</b>                        | <b>Central Services</b>            |                            |   |  |  |  |                                       |
|   | Lottery Funds                      | 11,525,782                 | 16,137,822                                | 16,352,059                                 | 22,679,682                                       | 20,013,690                               | -                                     |
|   | Other Funds                        | 24,209,750                 | 14,793,148                                | 14,927,781                                 | 20,671,510                                       | 17,872,163                               | -                                     |
|   | All Funds                          | 35,735,532                 | 30,930,970                                | 31,279,840                                 | 43,351,192                                       | 37,885,853                               | -                                     |
| <b>300-10-00-00000</b>                        | <b>Park Development</b>            |                            |   |  |  |  |                                       |
|   | Lottery Funds                      | 16,922,218                 | 19,372,489                                | 19,413,107                                 | 23,993,420                                       | 23,993,420                               | -                                     |
|   | Other Funds                        | 3,450,506                  | 3,274,456                                 | 3,273,187                                  | 17,548,816                                       | 17,548,816                               | -                                     |
|   | Federal Funds                      | 1,090,189                  | 1,742,574                                 | 1,742,574                                  | 1,810,132  | 1,810,132                                | -                                     |
|   | All Funds                          | 21,462,913                 | 24,389,519                                | 24,428,868                                 | 43,352,368                                       | 43,352,368                               | -                                     |
| <b>400-10-00-00000</b>                        | <b>Direct Services</b>             |                            |   |  |  |  |                                       |
|   | Lottery Funds                      | 35,684,657                 | 48,698,465                                | 49,866,142                                 | 53,687,145                                       | 53,640,498                               | -                                     |
|   | Other Funds                        | 60,463,431                 | 60,900,102                                | 62,022,479                                 | 68,646,924                                       | 67,743,280                               | -                                     |
|   | Federal Funds                      | 577,314                    | 2,123,199                                 | 2,130,787                                  | 2,333,020  | 2,333,020                                | -                                     |
|   | All Funds                          | 96,725,402                 | 111,721,766                               | 114,019,408                                | 124,667,089                                      | 123,716,798                              | -                                     |

\_\_\_\_ Agency Request  
2019-21 Biennium

\_\_\_\_ Governor's Budget

\_\_\_\_ Legislatively Adopted  
Agencywide Program Unit Summary - BPR010

| Summary Cross Reference Number | Cross Reference Description         | 2015-17 Actuals | 2017-19 Leg Adopted Budget | 2017-19 Leg Approved Budget | 2019-21 Agency Request Budget | 2019-21 Governor's Budget | 2019-21 Leg. Adopted Audit |
|--------------------------------|-------------------------------------|-----------------|----------------------------|-----------------------------|-------------------------------|---------------------------|----------------------------|
| 500-10-00-00000                | <b>Community Support and Grants</b> |                 |                            |                             |                               |                           |                            |
|                                | Lottery Funds                       | 12,469,046      | 15,483,997                 | 15,595,475                  | 17,765,880                    | 17,963,657                | -                          |
|                                | Other Funds                         | 11,331,886      | 19,980,226                 | 20,002,088                  | 21,591,397                    | 21,591,397                | -                          |
|                                | Federal Funds                       | 5,599,344       | 12,524,150                 | 12,548,641                  | 12,547,291                    | 12,547,291                | -                          |
|                                | All Funds                           | 29,400,276      | 47,988,373                 | 48,146,204                  | 51,904,568                    | 52,102,345                | -                          |
| <b>TOTAL AGENCY</b>            |                                     |                 |                            |                             |                               |                           |                            |
|                                | General Fund                        | -               | 218,894                    | 228,729                     | 273,580                       | 273,580                   | -                          |
|                                | Lottery Funds                       | 78,504,001      | 100,597,217                | 102,148,107                 | 119,342,699                   | 116,823,167               | -                          |
|                                | Other Funds                         | 102,346,202     | 99,889,179                 | 101,176,692                 | 129,718,499                   | 126,010,604               | -                          |
|                                | Federal Funds                       | 7,266,847       | 16,389,923                 | 16,422,002                  | 16,690,443                    | 16,690,443                | -                          |
|                                | All Funds                           | 188,117,050     | 217,095,213                | 219,975,530                 | 266,025,221                   | 259,797,794               | -                          |

# Budget Narrative

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## Revenue Discussion

### **Park User Revenues**

The Oregon Parks and Recreation Department collects user fees for overnight and day use facilities, and reservations. These user fees comprise a significant portion of revenues, and are primarily dedicated to operation of the state park system.

### **Overnight Camping Revenues**

Many of the agency's parks offer overnight camping. Facilities range from individual full hook-up sites with water, electrical, and sewer, to primitive hiker-biker sites with few amenities. Specialty facilities available for rental include deluxe cabins and yurts featuring full kitchen and bathroom, standard cabins and yurts, and teepees. Group camps, other group overnight facilities, and horse camps are other popular types of facilities available at selected parks across the state.

HB 2318 enacted by the 2017 Legislature provides that the Oregon Parks and Recreation Commission may adopt rules setting a range of changes for camping fees and the Director may vary fees within those ranges. Camping site rental fees may be increased for certain site types to help offset the costs of fee waivers, and to better align with current market rates.

### **Day Use Revenues**

The Oregon Parks and Recreation Department currently charges a day use parking fee at 25 state parks. Revenue generated from these fees is used to help offset park operations and maintenance costs. The fee is charged to park a vehicle at any time during daily operating hours. Also available for purchase are 12-month and 24-month passes that allow the permit holder unlimited daytime parking at all day use fee state parks across the state. Other day use fees include charges for use of group picnic and special meeting facilities at selected parks.

### **Reservation Revenues**

A reservation fee is charged for making reservations at 43 reservation parks. Customers may call a toll-free number or use the internet to make a reservation up to nine months in advance through the agency's reservation system. Reservation fees are also charged at selected parks for use of group shelters, meeting halls, and particular day use facilities. Revenue to the Department is reduced by a fee charged for each reservation made through the internet by Active Networks – the provider of the internet reservation service.

### **Recreational Vehicle Registration Fees**

Recreational vehicles in Oregon must be licensed every two years. Revenue from recreational vehicle license fees is shared between Oregon Parks and Recreation Department (OPRD) and the 36 Oregon counties. The Oregon Department of Transportation (ODOT) collects the fees, deducts administrative costs, and transfers the remaining funds to OPRD for use and distribution to the counties. The counties share is 45% and OPRD's share is 55%.

## Budget Narrative

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Of the 45% that OPRD distributes to the counties, 90% is distributed through the Park Assistance Formula. The Park Assistance Formula uses data from a biennial survey of each county's number of campsites, and annual figures for number of recreational vehicle registrations and population as a percent of statewide figures, to determine the monthly county-by-county allotment. ORS 390.134 states that the counties must use this money for parks and recreation purposes.

The remaining 10% is reserved for the County Opportunity Grant Program. This program provides funding for the acquisition, development, rehabilitation, and planning of county park and recreation sites that provide overnight camping facilities.

### **Lottery Revenues**

In November 1998, Ballot Measure 66 amended the Oregon Constitution dedicating 15% of the net lottery proceeds to a new Parks and Natural Resource fund. Half of these proceeds were dedicated to OPRD for the repair, operation and creation of state parks, ocean shore and public beach access areas, historic sites and recreation areas. The Legislature allocated these funds to administration and operations, local grants, facility maintenance, Oregon State Fair and Exposition Center, debt service, and acquisition. Ballot Measure 66 sunset in 2014 unless reauthorized by voters.

Ballot Measure 76 was passed by voters in November 2010, making permanent the language in Ballot Measure 66. In addition, constitutional language now requires that no less than 12% of the Lottery funds received by OPRD be used to provide grants to regional and local government entities to acquire property for public parks, natural areas, or outdoor recreation areas, or to develop or improve these sites.

## Budget Narrative

The following table shows lottery monies received, expended, and carried forward for the bienniums 2015-17 through 2019-21:

| <b>Lottery Received, Expended, and Carried Forward</b> |                   |   |                                     |                              |  |
|--|-------------------|---|-------------------------------------|------------------------------|--|
|  | 2015-17 Actuals   | 2017-19<br>Legislatively<br>Approved Budget | 2019-21<br>Agency Request<br>Budget | 2019-21 Governor's<br>Budget | 2019-21<br>Legislatively<br>Adopted Budget |
| Beginning Balance                                      | 20,120,389        | 28,217,312                                  | 30,599,517                          | 30,599,517                   |  |
| Lottery Transfer                                       | 90,904,541        | 103,152,543                                 | 105,642,381                         | 107,290,526                  |  |
| Interest   | 203,593           | 144,964                                     | 200,914                             | 200,914                      |  |
| Expended   | (76,821,655)      | (99,995,517)                                | (116,968,599)                       | (114,449,067)                |  |
| Ending Balance   | 34,406,868        | 31,519,302                                  | 19,474,213                          | 23,641,890                   |  |
| <b>Dedicated Funds:</b>                                |                   |   |                                     |                              |  |
| Local Government Grant Program                         | 5,407,486         | 6,757,570                                   | 6,757,561                           | 6,757,561                    |  |
| Cash Flow  | 8,210,000         | 7,390,000                                   | 7,121,880                           | 7,121,880                    |  |
| Salary/Benefit Reserve                                 |                   | 3,694,272                                   | 4,626,998                           | 4,626,998                    |  |
| Reserve for ODOT funding issue                         |                   |   | 900,000                             | 900,000                      |  |
| <b>Total Dedicated</b>                                 | <b>13,617,486</b> | <b>17,841,842</b>                           | <b>19,406,439</b>                   | <b>19,406,439</b>            |  |

### **All-Terrain Vehicle Revenues**

The 1999 Legislature transferred responsibility for an all-terrain vehicle (ATV) program from the Oregon Department of Transportation (ODOT) to the Oregon Parks and Recreation Department. This transfer became effective January 1, 2000. Revenues are generated for this program from two sources: fees collected for the issuance of operating permits and a portion of un-refunded fuel tax that is determined to be tax on fuel used by ATV's for off-road recreational purposes. The revenue from this program is dedicated to ATV programs and may not be used to fund other agency programs.

### **Additional Other Fund Sources**

The Department receives additional Other Funds from a variety of sources. Many of these revenues are dedicated to specific purposes. For example, the Department receives funding from the Oregon State Marine Board for development and repair of boating facilities, and contract fees from the Oregon Department of Transportation for maintaining park roads and certain highway rest areas.

The Department also collects revenues from the sale of timber from thinning projects designed to reduce fire hazard and for improving forest health, park concessions, rental of park property and employee housing, miscellaneous use permits, and a portion of proceeds from sale of Salmon license plates which is transferred monthly from the Oregon Department of Transportation.

## Budget Narrative

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The Department also receives miscellaneous Other Fund grants and donations that are used to leverage existing funds for park projects. For example, collaborative efforts between the Marine Board and the Department have resulted in improvements to docks and boat ramps at several parks. These improvements would not have been accomplished without these matching funds.

Policy Package 103 would re-establish a funding source of \$1,254,663 for the maintenance and management of the State Capitol Grounds. In addition, this charge covers major maintenance required on the grounds and fountains over time. In the 2019-21 biennium, it is anticipated that major maintenance will be completed throughout the complex. Future bienniums will complete major projects on fountains and other parts of the complex. This was not approved in Governor's Recommended Budget.

The charge to state agencies is based on budgeted Full-Time Equivalent (FTE) positions for each state agency with 15 or more FTE. Agencies with less than 15 FTE employees are not assessed. OPRD will bill agencies annually for this charge.

### **Federal Funds**

The Department receives federal funds from four major sources: 1) Historic Preservation Act; 2) Land and Water Conservation Fund; 3) Recreational Trails Program; and 4) Natural Heritage Program. These programs include funds that are passed on to local government, private individuals, and non-profit entities for specific grant projects. The Historic Preservation Act and Land and Water are funded through the Department of the Interior's National Park Service, the Recreational Trails Program is funded by the Federal Highway Administration, and the Natural Heritage Program is funded by the US Fish and Wildlife service.

The Department also receives miscellaneous federal grants as funding for specific projects. As with Other Funds miscellaneous grants, Federal grants are used to allow for greater improvements to park facilities than could not be accomplished with existing funds. Some grants require state match; none of these grants obligate funds beyond the life of the project.

# Budget Narrative

| <b>Detail of Fee, License, or Assessment Revenue Increase</b> |   |                                  |                               |                                  |                                      |  |
|---|---|----------------------------------|-------------------------------|----------------------------------|--------------------------------------|--|
| <b>Proposed For Increase/Establishment</b>                    |   |                                  |                               |                                  |                                      |  |
| <b>Purpose or Type of Fee, License or Assessment</b>          | <b>Who Pays</b>   | <b>2017-19 Estimated Revenue</b> | <b>2019-21 Agency Request</b> | <b>2019-21 Governor's Budget</b> | <b>2019-21 Legislatively Adopted</b> | <b>Explanation</b>   |
| State Capitol State Park Assessment                           | State agencies with 15 or more FTE                                | \$ -                             | \$ 1,254,663.00               |                                  |                                      | This charge covers the costs of operating the State Capitol State Park. In addition, this charge covers major maintenance required on the grounds and fountains over time. In the 2019-21 biennium, it is anticipated that major maintenance will be completed throughout the complex. This was not approved in the 2019-21 Governor's Recommended Budget. |
|   |   |                                  |                               |                                  |                                      |  |
|   |   |                                  |                               |                                  |                                      |  |
|   |   |                                  |                               |                                  |                                      |  |
|   |   |                                  |                               |                                  |                                      |  |
|   |   |                                  |                               |                                  |                                      |  |
|   |   |                                  |                               |                                  |                                      |  |
|   |   |                                  |                               |                                  |                                      |  |
|   |   |                                  |                               |                                  |                                      |  |
| _____ Agency Request  | _____ <input checked="" type="checkbox"/> _____ Governor's Budget | _____ Legislatively Adopted      |                               | Budget Page _____                |                                      |  |

# Budget Narrative

## DETAIL OF LOTTERY FUNDS, OTHER FUNDS AND FEDERAL FUNDS REVENUES

| Source   | Fund | ORBITS<br>Revenue<br>Acct | 2015-17<br>Actual | 2017-19<br>Legislatively<br>Approved | 2017-19<br>Estimated | 2019-21           |                      |                          |
|--|------|---------------------------|-------------------|--------------------------------------|----------------------|-------------------|----------------------|--------------------------|
|  |      |                           |                   |                                      |                      | Agency<br>Request | Governor's<br>Budget | Legislatively<br>Adopted |
| <b>Lottery Funds</b>   |      |                           |                   |                                      |                      |                   |                      |                          |
| Interest Earnings  | Lot  | 0605                      | 203,593           | 144,964                              | 658,412              | 200,914           | 200,914              | -                        |
| Interest Earnings (Non-Dedicated Lottery - Non-Measure 76)       | Lot  | 0605                      | 7,276             |                                      |                      |                   |                      |                          |
| Transfers-In   |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  | Lot  | 1010                      | -                 | 1,309,428                            | -                    | -                 | -                    | -                        |
| From Dept. Adminst Serv (Dedicated Lottery - Measure 76)         | Lot  | 1107                      | 92,651,295        | 104,041,727                          | 104,721,713          | 105,748,566       | 107,396,711          | -                        |
| From Dept. Adminst Serv (Non-Dedicated Lottery - Non-Measure 76) | Lot  | 1107                      | -                 | 1,318,425                            | 1,318,425            | 2,374,100         | 2,374,100            | -                        |
| From Department of Forestry                                      | Lot  |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  |      |                           |                   |                                      |                      |                   |                      |                          |
| Administrative Services  | Lot  | 2010                      | -                 | (1,309,428)                          | -                    | -                 | -                    | -                        |
| Dept. of Forestry  | Lot  | 2107                      |                   |                                      |                      |                   |                      |                          |
| To Oregon Department of Transportation                           | Lot  | 2629                      | (48,068)          | (55,019)                             | (55,019)             | (106,185)         | (106,185)            | -                        |
|  | Lot  | 2730                      | -                 | -                                    | -                    | -                 | -                    | -                        |
| <b>Total Lottery Funds</b>                                       | Lot  |                           | 92,814,096        | 105,450,097                          | 106,643,531          | 108,217,395       | 109,865,540          | -                        |
| <b>Other Funds (Limited)</b>                                     |      |                           |                   |                                      |                      |                   |                      |                          |
| Park User Fees   | Oth  | 0255                      | 52,398,953        | 50,687,721                           | 56,398,823           | 56,286,736        | 56,286,736           | -                        |
| Other Nonbusiness Lic & Fees                                     | Oth  | 0210                      | 1,602,551         | 2,131,121                            | 1,604,506            | 2,129,287         | 2,129,287            | -                        |
| Charges for Services   | Oth  | 0410                      | 5,000             | -                                    | -                    | 1,254,663         | -                    | -                        |
| Rents and Royalties  | Oth  | 0510                      | 1,685,013         | -                                    | 4,596,966            | -                 | -                    | -                        |
| Interest Earnings  | Oth  | 0605                      | 1,046,917         | 502,876                              | 1,894,845            | 2,131,271         | 2,131,271            | -                        |
| Sales Income   | Oth  | 0705                      | 3,068,612         | 2,929,540                            | 847,170              | 4,097,658         | 4,097,658            | -                        |
| Donations  | Oth  | 0905                      | 844,528           | -                                    | -                    | -                 | -                    | -                        |
| Grants (Non-Fed)   | Oth  | 0910                      | 417,324           | -                                    | -                    | -                 | -                    | -                        |
| Other Revenues   | Oth  | 0975                      | 676,060           | 8,913,743                            | 5,564,347            | 9,399,274         | 9,399,274            | -                        |
| Lottery Bonds Proceeds   | Oth  | 0565                      | 11,551,905        | 5,111,682                            | 5,139,288            | -                 | -                    | -                        |
| Transfers-In   |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  | Oth  | 1010                      | -                 | 1,072,742                            | -                    | -                 | -                    | -                        |
| From Dept. Adminst Serv  | Oth  | 1107                      | -                 | -                                    | -                    | -                 | 400,000              | -                        |
| Oregon Military Department                                       | Oth  | 1248                      | 124,374           | -                                    | 1,048,226            | -                 | -                    | -                        |
| From Marine Board  | Oth  | 1250                      | 1,192,145         | 400,000                              | 408,350              | 400,000           | 400,000              | -                        |
| Oregon Dept of Energy  | Oth  | 1330                      | -                 | -                                    | -                    | -                 | -                    | -                        |
| OR Business Development  | Oth  | 1123                      | 241,602           | 260,000                              | 260,000              | 260,000           | 260,000              | -                        |
| From Oregon Dept of State Lands                                  | Oth  | 1141                      | -                 | -                                    | -                    | -                 | -                    | -                        |
| From Oregon Department of Forestry                               | Oth  | 1629                      | 25,000            | -                                    | -                    | -                 | -                    | -                        |
| From Oregon Department of Transportation                         | Oth  | 1730                      | 51,754,280        | 48,071,828                           | 55,139,458           | 50,529,933        | 50,529,933           | -                        |
| From Dept of Fish/Wildlife                                       | Oth  | 1635                      | 500,000           | -                                    | -                    | -                 | -                    | -                        |

# Budget Narrative

## DETAIL OF LOTTERY FUNDS, OTHER FUNDS AND FEDERAL FUNDS REVENUES

| Source                                   | Fund | ORBITS<br>Revenue<br>Acct | 2015-17<br>Actual  | 2017-19<br>Legislatively<br>Approved | 2017-19<br>Estimated | 2019-21            |                      |                          |
|--|------|---------------------------|--------------------|--------------------------------------|----------------------|--------------------|----------------------|--------------------------|
|  |      |                           |                    |                                      |                      | Agency<br>Request  | Governor's<br>Budget | Legislatively<br>Adopted |
| Transfers-Out                            |      |                           |                    |                                      |                      |                    |                      |                          |
| Intrafund                                | Oth  | 2010                      | -                  | (1,072,742)                          | (1,690,799)          | -                  | -                    | -                        |
| To Counties                              | Oth  | 2080                      | (14,814,947)       | (13,475,069)                         | (15,217,190)         | (14,252,405)       | (14,252,405)         | -                        |
| To Oregon Department of Transportation   | Oth  | 2730                      | (503,826)          | (538,928)                            | (593,285)            | (580,308)          | (580,308)            | -                        |
| To OR Business Development               | Oth  | 2123                      | -                  | -                                    | -                    | -                  | -                    | -                        |
| To Dept. of Agriculture                  | Oth  | 2603                      | -                  | -                                    | -                    | -                  | -                    | -                        |
| To Dept. of Forestry                     | Oth  | 2629                      | (1,132,857)        | (1,199,023)                          | (1,199,023)          | (1,485,672)        | (1,485,672)          | -                        |
| To Oregon State Police                   | Oth  | 2257                      | (535,190)          | (567,353)                            | (567,353)            | (690,898)          | (690,898)            | -                        |
|  |      |                           | -                  | -                                    | -                    | -                  | -                    | -                        |
| <i>Total Other Funds</i>                 | Oth  |                           | 110,147,444        | 103,228,138                          | 113,634,329          | 109,479,539        | 108,624,876          | -                        |
| <b><i>Federal Funds (Limited)</i></b>    |      |                           |                    |                                      |                      |                    |                      |                          |
| Federal Funds                            | Fed  | 0995                      | 7,375,564          | 16,422,002                           | 16,389,923           | 16,690,443         | 16,690,443           | -                        |
| Oregon Department of Transportation      | Fed  | 1730                      | -                  | -                                    | -                    | -                  | -                    | -                        |
| Oregon Military Dept                     | Fed  | 1248                      | -                  | -                                    | -                    | -                  | -                    | -                        |
| Transfers-Out                            |      |                           |                    |                                      |                      |                    |                      |                          |
| To Dept of Fish/Wildlife                 | Fed  | 2635                      | (10,005)           | -                                    | -                    | -                  | -                    | -                        |
| To Dept of Forestry                      | Fed  | 2629                      | (98,712)           | -                                    | -                    | -                  | -                    | -                        |
| <i>Total Federal Funds - Limited</i>     | Fed  |                           | 7,266,847          | 16,422,002                           | 16,389,923           | 16,690,443         | 16,690,443           | -                        |
| <b>TOTAL LIMITED</b>                     |      |                           | <b>201,176,482</b> | <b>225,100,237</b>                   | <b>236,667,783</b>   | <b>234,387,377</b> | <b>235,180,859</b>   | <b>-</b>                 |
| <b>Lottery, Other, and Federal Funds</b> |      |                           | <b>210,228,387</b> | <b>225,100,237</b>                   | <b>236,667,783</b>   | <b>234,387,377</b> | <b>235,180,859</b>   | <b>-</b>                 |

# Budget Narrative

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**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

**Parks & Recreation Dept  
2019-21 Biennium**

Agency Number: 63400  
Cross Reference Number: 63400-000-00-00000

| <b>Source</b>                     | <b>2015-17 Actuals</b> | <b>2017-19 Leg<br/>Adopted Budget</b> | <b>2017-19 Leg<br/>Approved Budget</b> | <b>2019-21 Agency<br/>Request Budget</b> | <b>2019-21 Governor's<br/>Budget</b> | <b>2019-21 Leg.<br/>Adopted Audit</b> |
|-----------------------------------|------------------------|---------------------------------------|--|--|--------------------------------------|---------------------------------------|
| <b>Lottery Funds</b>              |                        |                                       |  |  |                                      |                                       |
| Interest Income                   | 210,869                | 144,964                               | 144,964                                | 200,914                                  | 200,914                              | -                                     |
| Transfer In - Intrafund           | -                      | 1,309,428                             | 1,309,428                              | -  | -                                    | -                                     |
| Tsfr From Administrative Svcs     | 92,651,295             | 97,083,924                            | 105,360,152                            | 108,122,666                              | 109,770,811                          | -                                     |
| Transfer Out - Intrafund          | -                      | (1,309,428)                           | (1,309,428)                            | -  | -                                    | -                                     |
| Tsfr To Forestry, Dept of         | (48,068)               | (55,019)                              | (55,019)                               | (106,185)                                | (106,185)                            | -                                     |
| <b>Total Lottery Funds</b>        | <b>\$92,814,096</b>    | <b>\$97,173,869</b>                   | <b>\$105,450,097</b>                   | <b>\$108,217,395</b>                     | <b>\$109,865,540</b>                 | <b>-</b>                              |
| <b>Other Funds</b>                |                        |                                       |  |  |                                      |                                       |
| Non-business Lic. and Fees        | 1,602,551              | 2,131,121                             | 2,131,121                              | 2,129,287                                | 2,129,287                            | -                                     |
| Park User Fees                    | 52,398,953             | 50,687,721                            | 50,687,721                             | 56,286,736                               | 56,286,736                           | -                                     |
| Charges for Services              | 5,000                  | -                                     | -                                      | 1,254,663                                | -                                    | -                                     |
| Rents and Royalties               | 1,685,013              | -                                     | -                                      | -  | -                                    | -                                     |
| Lottery Bonds                     | 11,551,905             | 5,111,682                             | 5,111,682                              | -  | -                                    | -                                     |
| Interest Income                   | 1,046,917              | 502,876                               | 502,876                                | 2,131,271                                | 2,131,271                            | -                                     |
| Sales Income                      | 3,068,612              | 2,929,540                             | 2,929,540                              | 4,097,658                                | 4,097,658                            | -                                     |
| Donations                         | 844,528                | -                                     | -                                      | -  | -                                    | -                                     |
| Grants (Non-Fed)                  | 417,324                | -                                     | -                                      | -  | -                                    | -                                     |
| Other Revenues                    | 676,060                | 8,913,743                             | 8,913,743                              | 9,399,274                                | 9,399,274                            | -                                     |
| Transfer In - Intrafund           | -                      | -                                     | 1,072,742                              | -  | -                                    | -                                     |
| Tsfr From Administrative Svcs     | -                      | -                                     | -                                      | -  | 400,000                              | -                                     |
| Tsfr From OR Business Development | 241,602                | 260,000                               | 260,000                                | 260,000                                  | 260,000                              | -                                     |
| Tsfr From Military Dept, Or       | 124,374                | -                                     | -                                      | -  | -                                    | -                                     |
| Tsfr From Marine Bd, Or State     | 1,192,145              | 400,000                               | 400,000                                | 400,000                                  | 400,000                              | -                                     |
| Tsfr From Forestry, Dept of       | 25,000                 | -                                     | -                                      | -  | -                                    | -                                     |
| Tsfr From Fish/Wildlife, Dept of  | 500,000                | -                                     | -                                      | -  | -                                    | -                                     |

Agency Request  
2019-21 Biennium

Governor's Budget

Legislatively Adopted

Detail of LF, OF, and FF Revenues - BPR012

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

**Parks & Recreation Dept  
2019-21 Biennium**

Agency Number: 63400

Cross Reference Number: 63400-000-00-00-00000

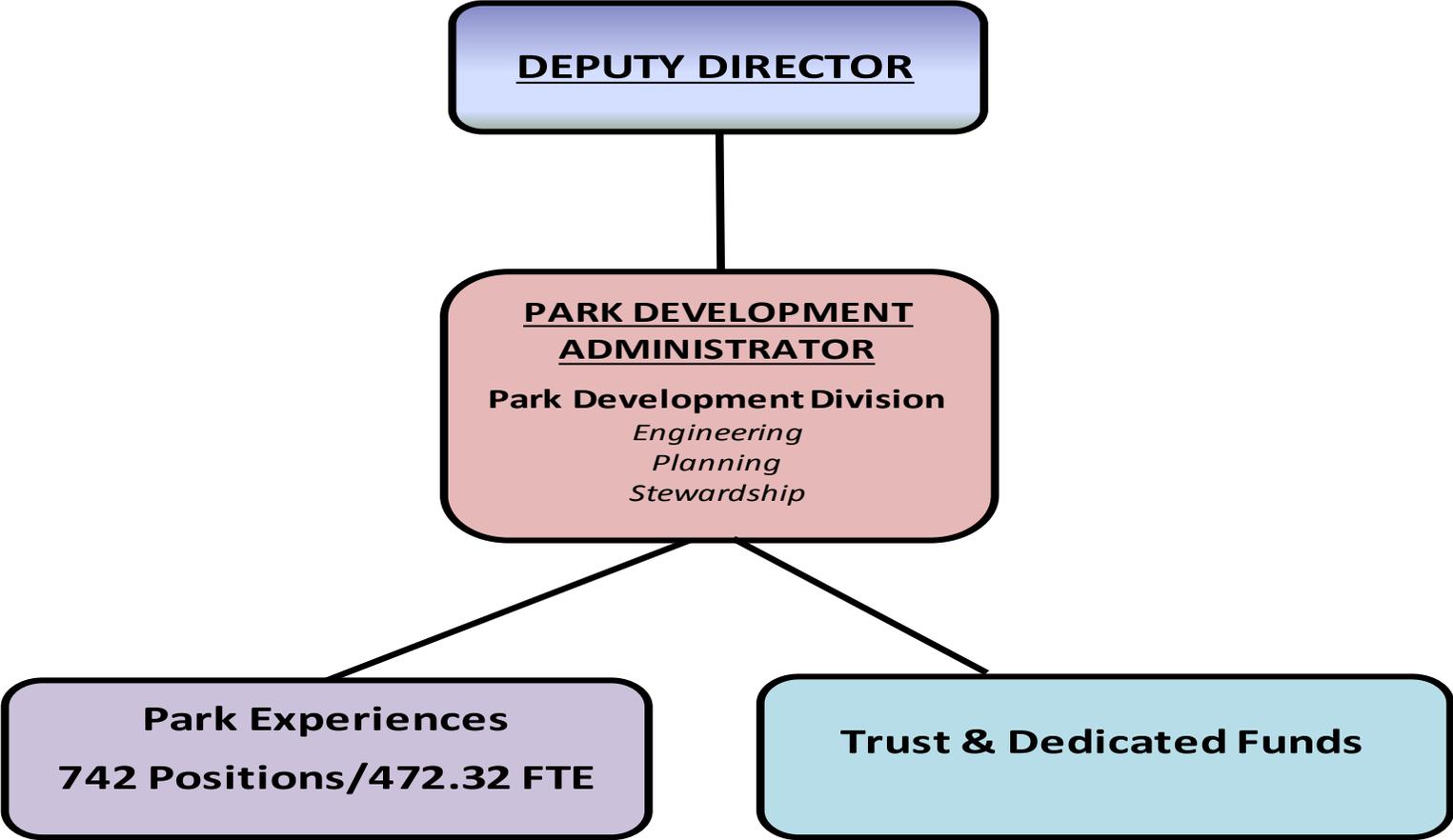
| Source                         | 2015-17 Actuals      | 2017-19 Leg<br>Adopted Budget | 2017-19 Leg<br>Approved Budget | 2019-21 Agency<br>Request Budget | 2019-21 Governor's<br>Budget | 2019-21 Leg.<br>Adopted Audit |
|--------------------------------|----------------------|-------------------------------|--------------------------------|----------------------------------|------------------------------|-------------------------------|
| <b>Other Funds</b>             |                      |                               |                                |                                  |                              |                               |
| Tsfr From Transportation, Dept | 51,754,280           | 48,071,828                    | 48,071,828                     | 50,529,933                       | 50,529,933                   | -                             |
| Transfer Out - Intrafund       | -                    | -                             | (1,072,742)                    | -                                | -                            | -                             |
| Transfer to Counties           | (14,814,947)         | (13,475,069)                  | (13,475,069)                   | (14,252,405)                     | (14,252,405)                 | -                             |
| Tsfr To Police, Dept of State  | (535,190)            | (567,353)                     | (567,353)                      | (690,898)                        | (690,898)                    | -                             |
| Tsfr To Forestry, Dept of      | (1,132,857)          | (1,199,023)                   | (1,199,023)                    | (1,485,672)                      | (1,485,672)                  | -                             |
| Tsfr To Transportation, Dept   | (503,826)            | (538,928)                     | (538,928)                      | (580,308)                        | (580,308)                    | -                             |
| <b>Total Other Funds</b>       | <b>\$110,147,444</b> | <b>\$103,228,138</b>          | <b>\$103,228,138</b>           | <b>\$109,479,539</b>             | <b>\$108,624,876</b>         | -                             |
| <b>Federal Funds</b>           |                      |                               |                                |                                  |                              |                               |
| Federal Funds                  | 7,375,564            | 16,389,923                    | 16,422,002                     | 16,690,443                       | 16,690,443                   | -                             |
| Tsfr To Forestry, Dept of      | (98,712)             | -                             | -                              | -                                | -                            | -                             |
| Tsfr To Fish/Wildlife, Dept of | (10,005)             | -                             | -                              | -                                | -                            | -                             |
| <b>Total Federal Funds</b>     | <b>\$7,266,847</b>   | <b>\$16,389,923</b>           | <b>\$16,422,002</b>            | <b>\$16,690,443</b>              | <b>\$16,690,443</b>          | -                             |

Budget Narrative

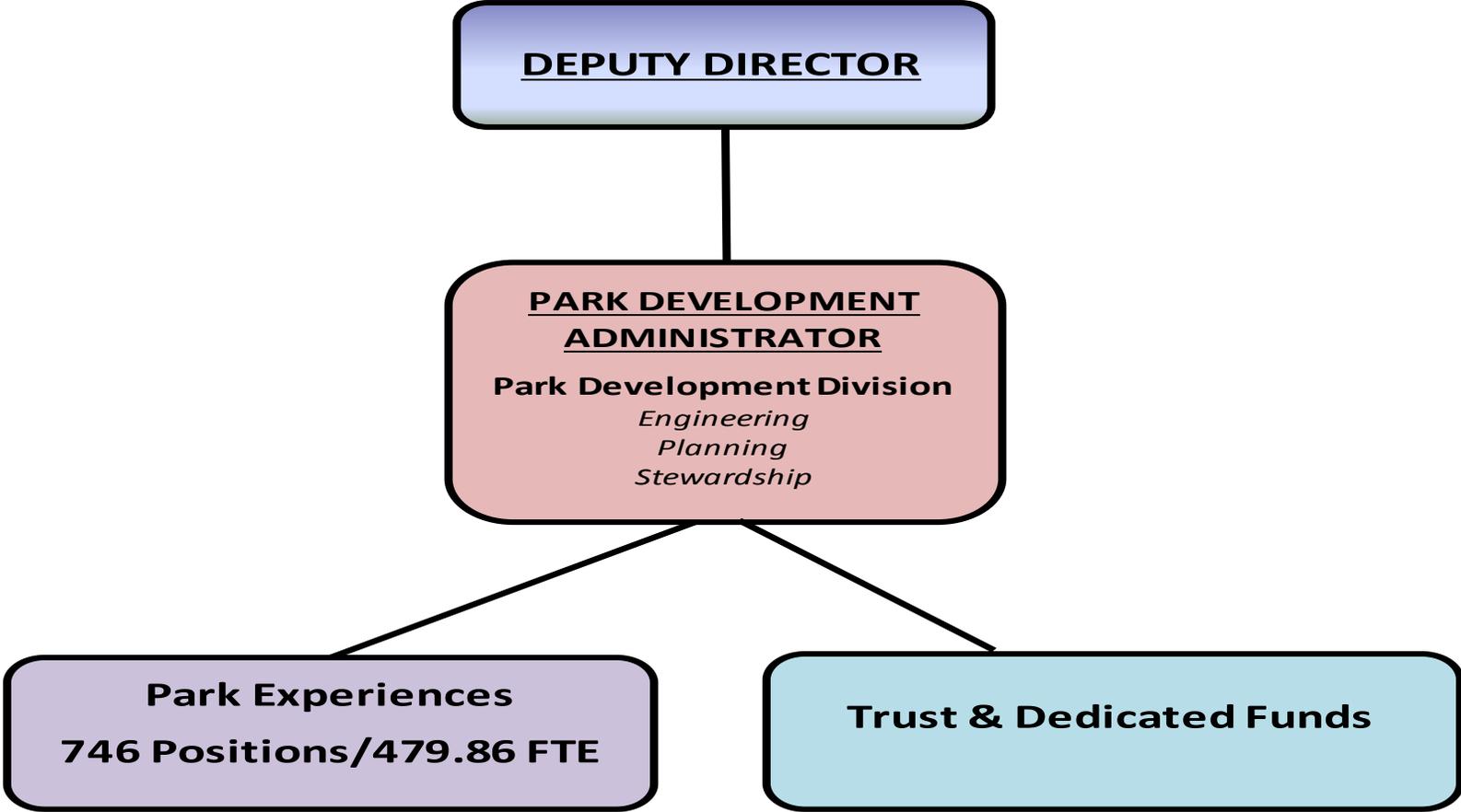
Direct Services

Program Description

**Oregon Parks and Recreation Department**  
**Direct Services**  
**2017-19**



**Oregon Parks and Recreation Department**  
**Direct Services**  
**2019-21**



# Budget Narrative

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## Direct Services

### Executive Summary

The Oregon state park system, one of the most popular in the nation, delivers consistent, high quality direct services through more than 54 million park visits each year. It symbolizes Oregon's commitment to a healthy environment and provides critical access to nature and the outdoors for the people of the state. The 96 year-old system is a national leader in protecting natural and cultural resources, creating memorable outdoor recreation experiences, and helping generate environmentally-based local economic activity. The working capital necessary to operate the park system comes primarily from user-fee-generated Other Funds and constitutionally-dedicated Lottery Funds. The two main challenges facing the Oregon state park system are the age of many facilities, and increasingly year-round demand for service without a corresponding increase in operating resources.

### Program Description

Park experiences create vivid memories that enrich the lives of millions of park visitors each year and generate interest and support for a healthy Oregon environment. Bringing these uniquely Oregonian experiences to people requires a strong park system with varied, ample, and appealing places to visit; enthusiastic, professional staff; and a commitment to high-quality teaching and interpretation.

This program consists of *state park operations* (directly providing state park experiences to Oregonians and tourists), *planning* (plotting a course so parks meet public needs), and *special accounts* (donations, interest and small-scale, self-generated income set aside for maintenance). It delivers direct overnight and day-use services at over 250 state park properties and the ocean shore. Since 1922, the system has protected Oregon natural resources and heritage, provided significant recreational experiences to people, and produced substantial local economic activity, especially in rural areas where most state parks are located.

*State park operations* provides staff and services necessary to manage, operate, and protect 113,000 acres of Oregon state park properties. Besides providing services necessary for the day-to-day park operations, maintenance, and management, the program is also responsible for natural resource stewardship, interpretation, forest management, and volunteer management.

*Planning* is responsible for the development of comprehensive plans for each state park area, guiding state park resource management and facility development to meet changing, growing public needs for cultural and recreational experiences, and natural resource protection.

*Special accounts* are established to track funds acquired through donations, interest earnings, business endeavors, store operations, and income specified for dedicated reinvestment into facility repair and maintenance.

## Budget Narrative

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Overall costs for the program are driven by increases in park visitation, labor expenses, inflation (fuel, water, sewer, power), natural conditions (severe weather and natural disasters), and aging facilities which require costly upkeep to maintain their intended public service. As Oregon's population grows and recent warming trends increase need for parks beyond the traditional summer season, frontline staff are stretched thin to provide services up to the usual high Oregon standards. By one important measure — number of visitors per acre of state park — the Oregon State Park system is the busiest in the nation by far. There are 502 visitors per state park acre in Oregon, nearly seven times the national average.

### **Program Justification and Link to 10-Year Outcome**

In many ways, the Direct Services program that provides Oregon's state park system symbolizes the state's commitment to responsible environmental stewardship. When people think of Oregon, they think of its great parks and its great outdoors. Not only does the program directly connect people with the environment and enjoyable experiences in the outdoors, but it also provides leadership through coordinated natural resource stewardship, and meaningful ways for people to volunteer and give back to the state. Together, these and other opportunities created by this program help make people aware of the importance of having a healthy environment. This broader understanding produces public support for other programs in the outcome area.

Across the state's healthy environment strategies, the Direct Services program primarily fulfills two key outcomes to “help communities and businesses create places where people want to live, work and play, and that Oregon will be proud to pass on to the next generation”:

- Increase access and availability to transit, rail, bicycle, and pedestrian travel; and
- Balance ecological and economic interests to improve the health of watersheds, and fish and wildlife habitat.

The state park system's natural resource stewardship effort is geared towards helping to implement a number of statewide plans—the Oregon Conservation Strategy, the Oregon Plan for Salmon and Watersheds, Species Management Plans, and others—in a strategic manner by working effectively with state and local partners to cooperatively implement conservation. By improving existing state parks and coordinating with mass transit and recreation authorities in metropolitan areas, they will also become more useful and attractive to bicyclists, hikers, and other people who use alternative modes of transportation as a regular part of their everyday lives. The newly established Office of Outdoor Recreation within the department will help provide essential interagency and public/private sector strategic coordination.

# Budget Narrative

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## **Program Performance**

The Oregon state park system is among the most popular in the nation, with 502 Visitors-per-acre is the highest in the nation:

## **Enabling Legislation/Program Authorization**

*ORS 390.111 Creation of department; jurisdiction and authority.* (1) The State Parks and Recreation Department is created ... the department has complete jurisdiction and authority over all state parks, waysides and scenic, historic or state recreation areas, recreational grounds or places acquired by the state for scenic, historic, natural, cultural or recreational purposes except as otherwise provided by law.

*ORS 390.121 Powers of commission.* In carrying out its responsibilities, the State Parks and Recreation Commission may ... manage, operate and maintain facilities and areas, including but not limited to roads, trails, campgrounds, picnic areas, boat ramps and nature study areas ...

*ORS 390.180 Standards for recreational planning and fund disbursement; rules; park master plans.* (1) The State Parks and Recreation Director shall adopt rules that ... Performs comprehensive statewide recreational planning; or ... Establish a master plan for each state park, including an assessment of resources and a determination of the capacity for public use and enjoyment of each park, that the State Parks and Recreation Department shall follow in its development and use of each park.

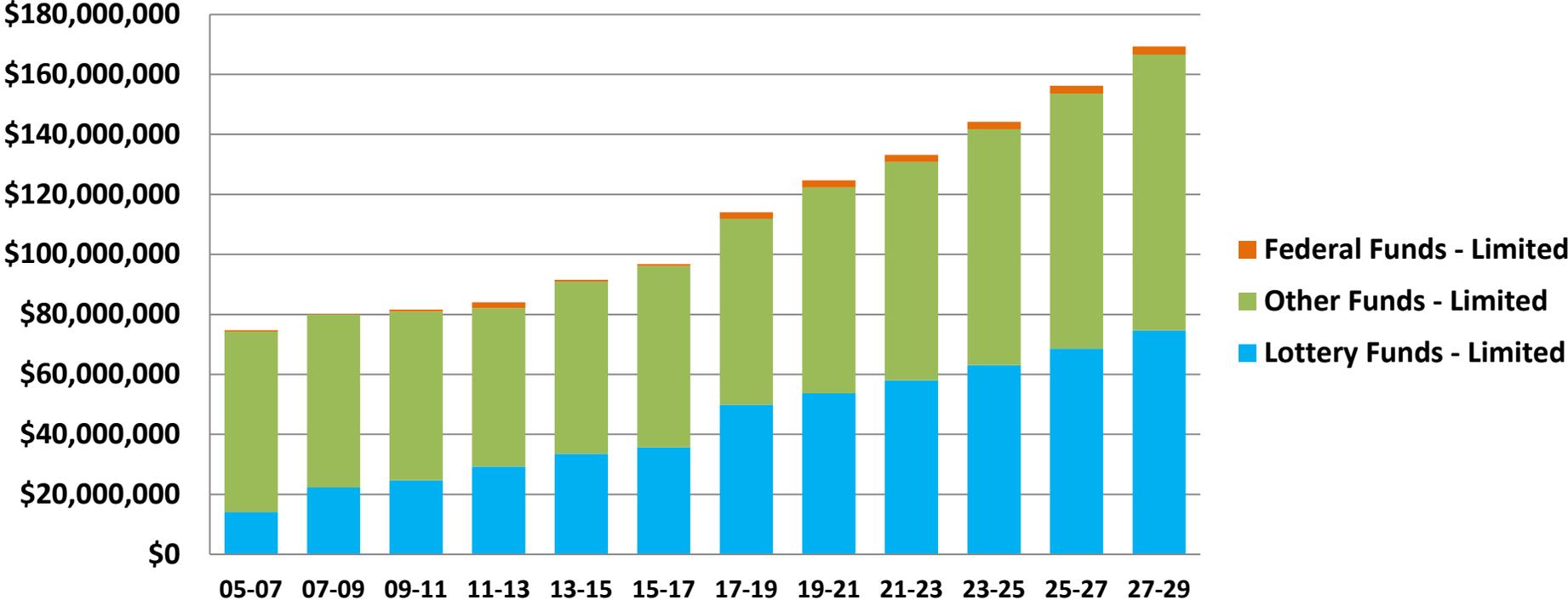
## **Funding Streams**

Direct Services are funded by Other Funds (mostly user fee revenue from park visitors and recreational vehicle licensees), dedicated Lottery Funds, and Federal Funds (in the form of grants and transfers from other agencies).

*Oregon Constitution, Article XV, Section 4a, Use of net proceeds from state lottery for parks and recreation areas:* In each biennium the Legislative Assembly shall appropriate all of the moneys in the parks subaccount of the parks and natural resources fund ... to achieve all of the following: Provide additional public parks, natural areas or outdoor recreational areas to meet the needs of current and future residents of the State of Oregon; Protect natural, cultural, historic and outdoor recreational resources of state or regional significance; Manage public parks, natural areas and outdoor recreation areas to ensure their long-term ecological health and provide for the enjoyment of current and future residents of the State of Oregon; and Provide diverse and equitable opportunities for residents of the State of Oregon to experience nature and participate in outdoor recreational activities in state, regional, local or neighborhood public parks and recreation areas.

# Budget Narrative

## Direct Services



**Significant Proposed Program Changes from 2017-19**

Policy Option Package 103 provides an estimated \$1.2 million in funding in transfers from state agencies to support operations and maintenance of the State Capitol State Park. Agencies supported grounds keeping with an assessment in the past, but the practice was discontinued when parts of the property were transferred to Oregon Parks and Recreation Department management without funding more than 10 years ago. Policy Option Package 105 establishes a limited duration project management position and funding to engage concessionaires which will provide services desirable to park visitors.

## Budget Narrative

### **Purpose, customers, and source of funding**

The purpose of OPRD's Direct Services program is to provide everyone that decides to visit a state park with a great park experience and increase their appreciation for the state of Oregon and its healthy environment. The customers are the general public, and they include both Oregon residents, visitors, and tourists. There are approximately 54.5 million visits every year to the 250+ state park properties in Oregon. Of these, 2.7 million are for overnight stays by campers and 51.8 million are for day trips. Based on the most recent visitor surveys, 56% of customers are Oregon residents. Camping rates are kept slightly below market averages, and 90% of state park properties are free from parking fees so access to state parks is available to as many people as possible. The revenue generated by these and other minor sources of visitor revenue comprises more than a third of the expenditures necessary to deliver the service. Dedicated lottery funding also provides more than a third of the necessary revenue, and less than a third is provided through other funding sources including federal grants, RV license fees, and agency transfers.

### **Expenditures by fund type, positions and full-time equivalents**

| <b>Direct Services:</b> | General | Lottery    | Other      | Federal   | Total Funds | Positions | FTE    |
|-------------------------|---------|------------|------------|-----------|-------------|-----------|--------|
| Park Experiences        |         | 53,121,192 | 59,489,563 | 2,333,020 | 114,943,775 | 746       | 479.86 |
| Trust & Dedicated Funds |         | 519,306    | 8,253,717  | 0         | 8,773,023   |           |        |
| Total                   | 0       | 53,640,498 | 67,743,280 | 2,333,020 | 123,716,798 | 746       | 479.86 |

### **Activities, programs, and issues in the program unit base budget**

The Direct Services program activities included within *state park operations* are primarily customer service, routine park maintenance, rules enforcement, park resource management and outdoor education and include the salaries, services and supplies to operate the state park system. Additional programs operating under this portion of the budget include the state scenic waterway and scenic bikeway programs, the ocean shores program (including implementation of a habitat conservation plan for the western snowy plover), the Willamette Greenway, and the state natural areas program. The issues most affecting the program are increasing fixed costs including labor, fuel, utilities, and supplies; aging facilities and infrastructure; ongoing challenges associated with a heavily restricted number of management position for a dispersed, statewide service; retention of quality staff; and difficulties in securing adequate law enforcement support. In the *planning* part of the budget, the main activities are planning for future management of state park properties; management of volunteer opportunities in state parks; and the park signs program. The issues most affecting these programs are similar to those for *state park operations*, but also include increasing conditions and regulation around siting and maintaining parks in various areas throughout the state. Finally, the *special accounts* part of the budget includes activities such as accepting donations; managing business endeavors such as park stores and firewood sales; and other miscellaneous revenue sources that are primarily applied to park facility preventive maintenance. The issues most affecting *special accounts* are having adequate budget limitation to replenish inventory and generating too little revenue to keep up with all of the facility preventive maintenance needs.

## Budget Narrative

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### **Important background for decision makers. Include trends in caseload and workload**

The key driver for the Direct Services program is park visitation. Visitation over the past several years has been increasing. It was at 2.7 million visits for overnight, and 51.8 million visits for day trips in 2016. This was a 5.8% and a 6.7% increase, respectively, over 2015. Fluctuations in attendance are due primarily to weather, and are therefore difficult to plan for or predict. Over the past five years, the weather has been uncommonly hot in the summer, and relatively warm and dry in spring and autumn. Adequate limitation in the budget to be able to maintain service levels in an environment of fluctuating demand is important to avoid service cutbacks part-way through a biennium. Reduced service in the short term impacts visitor satisfaction, repeat business, long term visitation, and revenue generation. Record-breaking increases in park visits do not translate to revenue since only 25 of 255 state parks charge for parking.

### **Expected results from the 2019-21 budget for the program unit.**

The expected results from the 2019-21 budget are the provision of 106 million quality park experiences to visitors (100.5 million day trips and 5.5 million overnight stays) and the ongoing protection and enhancement of park resources. Based on recent studies of coastal park visitation, it is estimated that these visits will generate over \$9 billion in environmentally-based economic activity at or near state parks throughout Oregon over the two-year period. This is \$65-70 dollars of primarily local, economic activity for every \$1 dollar of public expenditure on the park system. Visitor spending in local communities includes groceries, gasoline, restaurants, lodging, camping, entertainment, and souvenirs. This economic activity contributes significant numbers of full and part-time jobs in Oregon communities. These results will be accomplished while park resources continue to be protected and kept in a condition that will attract future visitors. The agency performance measure that relates most directly to this program is Park Visitation (visits per acre of state park property). The goal for this measure is to maintain a high degree of use on state park properties while monitoring an optimal balance between recreation opportunities and natural resource protection. While Oregon ranks highest in number of visitors per park acre among states, acquisitions and park enhancements over the past several years have somewhat mitigated pressure on park lands. Links to the 10-year outcome are discussed above. The other expected results are positive performance on the Department's Centennial Horizon principles are:

- Save Oregon's Special Places
  - Manage properties to ensure their health, to protect their beauty, and to restore sensitive, threatened and endangered species;
  - Expand and reform protection of Oregon's oceans, beaches, and rocky shore habitat;
  - Maintain and enhance watersheds and ecosystems the Department owns by collaborating with other agencies, nonprofit organizations and park neighbors.
  - Convey the Oregon story to park visitors.
- Connect People to Meaningful Outdoor Experiences
  - Increase the state park system's reach to every Oregon community by offering facilities and programs that spark a love of nature and the outdoors through firsthand experience.
  - Efficiently deliver quality services to Oregonians from every community regardless of background.

# Budget Narrative

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- Taking the Long View
  - Provide first-class facilities designed to appeal to a wide variety of visitors and park users;
  - Promote the ethic that parks are vital to Oregon's way of life and that the Department has a civic responsibility to provide and protect them;
  - Apply sound planning, industry standards and technology to design, construct, and maintain the physical infrastructure of the park system.
  - Reduce OPRD's environmental impact at all levels;
  - Maintain the physical infrastructure of the park system.
  - Set fees and other sources of earned revenue more flexibly so they reflect the value of the experience and market conditions.
  - Use the new Office of Outdoor Recreation to set the foundation for cooperative agreement between the business, nonprofit, and government communities on long-term strategies for elevating investment and participation in outdoor recreation in every corner of the state.

## **Revenue sources and proposed revenue changes**

- In Direct Services, Park Experiences are funded by a standard mixture of Lottery Funds, Other Funds (Park User Fees, various other sources) and Federal Funds.
- The Lottery funds are the Department's constitutionally dedicated share of the Parks and Natural Resource Fund. Lottery fund forecasts are provided by the Office of Economic Analysis.
- Park User Fees are generated by Day Use and Overnight camping fees charged to park visitors. The Department forecasts this revenue source based on historical and future reservation data. Discounts and waivers drive down revenue, and high-value experiences and market conditions would allow the department to offset those losses, with the departments' authority to allow fees to vary around a sensible average. Social equity is a key requirement, however, and flexible fees must not be allowed to price lower-income Oregonians out of recreation experiences.
- Additional Other Funds are provided by the Department of Transportation (ODOT) for paving maintenance of rest areas in state parks, RV Registration funds and salmon plate funds; ODOT provides the projected revenue amounts to the Department.
- The Oregon State Marine Board provides Other Funds to assist with the maintenance of marine facilities in state parks; the Marine Board provides the projected revenue amount.
- Finally, this budget contains Other Revenue (Other Funds) and Federal revenue. These funds come from a variety of sources depending on what partners the Department works with during the biennium. Because the sources change from biennium to biennium, it is not possible to list specific revenue sources. The Department forecasts this revenue to remain constant from biennium to biennium.
  - The Trust & Dedicated budget is funded by a combination of Lottery and Other Funds.
  - The Other fund revenues are generated by:

## Budget Narrative

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- A percentage of Park User Fees transferred for Preventive Maintenance
- Sales Income – firewood, ice, and other goods sold in the parks
- Interest income – earned on funds in the bank
- Miscellaneous revenue – permit sales, forest management, land rental, donations
- The Department forecasts this revenue based on historical information.

### **Proposed new laws that apply to the program unit**

None.

# Budget Narrative

## Summary of 2019-21 Budget Oregon Parks and Recreation Department

| Direct Services   | TOTALS |        |                    | FUND TYPE    |                  |                    |               |            |         |
|---|--------|--------|--------------------|--------------|------------------|--------------------|---------------|------------|---------|
|   | POS    | FTE    | ALL FUNDS          | General Fund | Lottery Funds    | Other Funds        | Federal Funds | Nonlimited |         |
|   |        |        |                    |              |                  |                    |               | Other      | Federal |
| <b>2017-19 LEGISLATIVELY ADOPTED BUDGET</b>             | 742    | 472.32 | 111,721,765        |              | 48,698,464       | 60,900,102         | 2,123,199     |            |         |
| <b>Emergency Board Actions (through 3/2018)</b>         |        |        | 2,297,643          |              | 1,167,678        | 1,122,377          | 7,588         |            |         |
| <b>2017-19 Legislatively Approved Budget</b>            | 742    | 472.32 | 114,019,408        |              | 49,866,142       | 62,022,479         | 2,130,787     |            |         |
| <b>Base Budget Adjustments:</b>                         |        |        |                    |              |                  |                    |               |            |         |
| Net Cost of 2017-19 Position Actions:                   |        |        |                    |              |                  |                    |               |            |         |
| Administrative, Biennialized E-Board, Phase-Out         | 1      | 4.78   | 3,819,799          |              | 1,848,142        | 1,965,294          | 6,363         |            |         |
| Estimated Cost of 2019-21 Merit Increase                |        |        |                    |              |                  |                    |               |            |         |
| Base Debt Service Adjustment                            |        |        |                    |              |                  |                    |               |            |         |
| Base Nonlimited Adjustment                              |        |        |                    |              |                  |                    |               |            |         |
| Capital Construction Adjustment                         |        |        |                    |              |                  |                    |               |            |         |
| <b>Subtotal: 2019-21 Base Budget</b>                    | 743    | 477.10 | 117,839,207        |              | 51,714,284       | 63,987,773         | 2,137,150     |            |         |
| <b>Essential Packages:</b>                              |        |        |                    |              |                  |                    |               |            |         |
| <b>Package No. 010</b>                                  |        |        |                    |              |                  |                    |               |            |         |
| Vacancy Factor (Increase)/Decrease                      |        |        | 1,930,133          |              | 905,046          | 1,025,087          |               |            |         |
| Non-PICS Personal Service Increase/(Decrease)           |        |        | 293,721            |              | 141,797          | 151,586            | 338           |            |         |
| Subtotal  |        |        | <b>2,223,854</b>   |              | <b>1,046,843</b> | <b>1,176,673</b>   | <b>338</b>    |            |         |
| <b>Package No. 021/022</b>                              |        |        |                    |              |                  |                    |               |            |         |
| 021 - Phased-In Programs Excl. One-Time Costs           |        |        | 127,140            |              | 62,021           | 65,119             |               |            |         |
| 022 - Phase-Out Programs and One-Time Costs             |        |        | (1,597,635)        |              | (349,409)        | (1,248,226)        |               |            |         |
| Subtotal  |        |        | <b>(1,470,495)</b> |              | <b>(287,388)</b> | <b>(1,183,107)</b> |               |            |         |
| <b>Package No. 031/032/033</b>                          |        |        |                    |              |                  |                    |               |            |         |
| Cost of Goods & Services Increase/(Decrease)            |        |        | 1,621,804          |              | 593,347          | 950,925            | 77,532        |            |         |
| State Govt Service Charges Increase/(Decrease)          |        |        |                    |              |                  |                    |               |            |         |
| Subtotal  |        |        | <b>1,621,804</b>   |              | <b>593,347</b>   | <b>950,925</b>     | <b>77,532</b> |            |         |
| <b>Package No. 040</b>                                  |        |        |                    |              |                  |                    |               |            |         |
| Mandated Caseload Increase/(Decrease)                   |        |        |                    |              |                  |                    |               |            |         |
| <b>Package No. 050</b>                                  |        |        |                    |              |                  |                    |               |            |         |
| Fund Shifts   |        |        |                    |              |                  |                    |               |            |         |
| <b>Package No. 060</b>                                  |        |        |                    |              |                  |                    |               |            |         |
| Technical Adjustments                                   |        |        |                    |              |                  |                    |               |            |         |
| <b>Subtotal: 2019-21 Current Service Level Budget</b>   | 743    | 477.10 | 120,214,370        |              | 53,067,086       | 64,932,264         | 2,215,020     |            |         |
| <b>2019-21 Current Service Level - Page 1 Subtotal</b>  | 743    | 477.10 | 120,214,370        |              | 53,067,086       | 64,932,264         | 2,215,020     |            |         |
| <b>Package No. 070</b>                                  |        |        |                    |              |                  |                    |               |            |         |
| Revenue Shortfalls                                      |        |        |                    |              |                  |                    |               |            |         |
| <b>Subtotal: 2019-21 Modified Current Service Level</b> | 743    | 477.10 | 120,214,370        |              | 53,067,086       | 64,932,264         | 2,215,020     |            |         |



# Budget Narrative

## DETAIL OF LOTTERY FUNDS, OTHER FUNDS AND FEDERAL FUNDS REVENUES

| Source   | Fund | ORBITS<br>Revenue<br>Acct | 2015-17<br>Actual | 2017-19<br>Legislatively<br>Approved | 2017-19<br>Estimated | 2019-21           |                      |                          |
|--|------|---------------------------|-------------------|--------------------------------------|----------------------|-------------------|----------------------|--------------------------|
|  |      |                           |                   |                                      |                      | Agency<br>Request | Governor's<br>Budget | Legislatively<br>Adopted |
| <b>Lottery Funds</b>   |      |                           |                   |                                      |                      |                   |                      |                          |
| Interest Earnings  | Lot  | 0605                      |                   |                                      |                      |                   |                      |                          |
| Interest Earnings (Non-Dedicated Lottery - Non-Measure 76)       | Lot  | 0605                      |                   |                                      |                      |                   |                      |                          |
| Transfers-In   |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  | Lot  | 1010                      |                   | 762,690                              |                      |                   |                      |                          |
| From Dept. Adminst Serv (Dedicated Lottery - Measure 76)         | Lot  | 1107                      | 35,732,725        | 48,909,062                           | 48,909,062           | 53,793,330        | 53,793,330           |                          |
| From Dept. Adminst Serv (Non-Dedicated Lottery - Non-Measure 76) | Lot  | 1107                      |                   |                                      |                      |                   |                      |                          |
| From Department of Forestry                                      | Lot  |                           |                   |                                      |                      |                   |                      |                          |
| Transfers-Out  |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  | Lot  | 2010                      |                   |                                      |                      |                   |                      |                          |
| Administrative Services  | Lot  | 2107                      |                   |                                      |                      |                   |                      |                          |
| Dept. of Forestry  | Lot  | 2629                      | (48,068)          | (55,019)                             | (55,019)             | (106,185)         | (106,185)            |                          |
| To Oregon Department of Transportation                           | Lot  | 2730                      |                   |                                      |                      |                   |                      |                          |
| <b>Total Lottery Funds</b>                                       | Lot  |                           | 35,684,657        | 49,616,733                           | 48,854,043           | 53,687,145        | 53,687,145           | -                        |
| <b>Other Funds (Limited)</b>                                     |      |                           |                   |                                      |                      |                   |                      |                          |
| Park User Fees   | Oth  | 0255                      | 32,871,840        | 27,850,508                           | 31,258,801           | 33,191,426        | 33,191,426           |                          |
| Other Nonbusiness Lic & Fees                                     | Oth  | 0210                      | 53                | 600,000                              |                      | 520,000           | 520,000              |                          |
| Charges for Services   | Oth  | 0410                      | 5,000             |                                      |                      | 1,254,663         |                      |                          |
| Rents and Royalties  | Oth  | 0510                      | 1,647,919         |                                      | 4,596,966            |                   |                      |                          |
| Interest Earnings  | Oth  | 0605                      | 107,268           | 60,348                               | 214,109              | 216,426           | 216,426              |                          |
| Sales Income   | Oth  | 0705                      | 3,045,644         | 2,929,540                            | 808,670              | 4,097,658         | 4,097,658            |                          |
| Donations  | Oth  | 0905                      | 699,143           |                                      |                      |                   |                      |                          |
| Grants (Non-Fed)   | Oth  | 0910                      | 267,038           |                                      |                      |                   |                      |                          |
| Other Revenues   | Oth  | 0975                      | 513,952           | 6,693,801                            | 5,414,347            | 7,167,064         | 7,167,064            |                          |
| Lottery Bonds Proceeds   | Oth  | 0565                      |                   |                                      |                      |                   |                      |                          |
| Transfers-In   |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  | Oth  | 1010                      |                   | 922,377                              |                      |                   |                      |                          |
| From Dept. Adminst Serv  | Oth  | 1107                      |                   |                                      |                      |                   | 400,000              |                          |
| Oregon Military Department                                       | Oth  | 1248                      | 124,374           |                                      | 1,048,226            |                   |                      |                          |
| From Marine Board  | Oth  | 1250                      | 407,306           | 400,000                              | 408,350              | 400,000           | 400,000              |                          |
| Oregon Dept of Energy  | Oth  | 1330                      |                   |                                      |                      |                   |                      |                          |
| OR Business Development  | Oth  | 1123                      |                   |                                      |                      |                   |                      |                          |
| From Oregon Dept of State Lands                                  | Oth  | 1141                      |                   |                                      |                      |                   |                      |                          |
| From Oregon Department of Forestry                               | Oth  | 1629                      |                   |                                      |                      |                   |                      |                          |
| From Oregon Department of Transportation                         | Oth  | 1730                      | 23,549,676        | 21,492,485                           | 23,600,433           | 22,138,833        | 22,138,833           |                          |
| From Dept of Fish/Wildlife                                       | Oth  | 1635                      |                   |                                      |                      |                   |                      |                          |

# Budget Narrative

## DETAIL OF LOTTERY FUNDS, OTHER FUNDS AND FEDERAL FUNDS REVENUES

| Source                                   | Fund | ORBITS<br>Revenue<br>Acct | 2015-17<br>Actual | 2017-19<br>Legislatively<br>Approved | 2017-19<br>Estimated | 2019-21           |                      |                          |
|--|------|---------------------------|-------------------|--------------------------------------|----------------------|-------------------|----------------------|--------------------------|
|  |      |                           |                   |                                      |                      | Agency<br>Request | Governor's<br>Budget | Legislatively<br>Adopted |
| Transfers-Out                            |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund                                | Oth  | 2010                      |                   |                                      |                      |                   |                      |                          |
| To Counties                              | Oth  | 2080                      |                   |                                      |                      |                   |                      |                          |
| To Oregon Department of Transportation   | Oth  | 2730                      |                   |                                      |                      |                   |                      |                          |
| To OR Business Development               | Oth  | 2123                      |                   |                                      |                      |                   |                      |                          |
| To Dept. of Agriculture                  | Oth  | 2603                      |                   |                                      |                      |                   |                      |                          |
| To Dept. of Forestry                     | Oth  | 2629                      | (73,932)          | (87,492)                             | (87,492)             | (111,497)         | (111,497)            |                          |
| To Oregon State Police                   | Oth  | 2257                      |                   |                                      |                      |                   |                      |                          |
| <i>Total Other Funds</i>                 | Oth  |                           | 63,165,281        | 60,861,567                           | 67,262,410           | 68,874,573        | 68,019,910           | -                        |
| <b><i>Federal Funds (Limited)</i></b>    |      |                           |                   |                                      |                      |                   |                      |                          |
| Federal Funds                            | Fed  | 0995                      | 587,319           | 2,130,787                            | 2,079,061            | 2,333,020         | 2,333,020            |                          |
| Oregon Department of Transportation      | Fed  | 1730                      |                   |                                      |                      |                   |                      |                          |
| Oregon Military Dept                     | Fed  | 1248                      |                   |                                      |                      |                   |                      |                          |
| Transfers-Out                            |      |                           |                   |                                      |                      |                   |                      |                          |
| To Dept of Fish/Wildlife                 | Fed  | 2635                      | (10,005)          |                                      |                      |                   |                      |                          |
| To Dept of Forestry                      | Fed  | 2629                      |                   |                                      |                      |                   |                      |                          |
| <i>Total Federal Funds - Limited</i>     | Fed  |                           | 577,314           | 2,130,787                            | 2,079,061            | 2,333,020         | 2,333,020            | -                        |
| TOTAL LIMITED                            |      |                           | 99,427,252        | 112,609,087                          | 118,195,514          | 124,894,738       | 124,040,075          | -                        |
| <b>Lottery, Other, and Federal Funds</b> |      |                           | 99,427,252        | 112,609,087                          | 118,195,514          | 124,894,738       | 124,040,075          | -                        |

# Budget Narrative

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## Direct Services

### 010 Non-PICS Psnl Svc / Vacancy Factor

#### Package Description

This package includes standard inflation of 3.8% on non PICS generated accounts unless otherwise described below:

- Mass Transit – adjustment to .6% of subject salary and wages.
- Pension Obligation Bonds – amount required for payment of bonds as calculated by the Department of Administrative Services (DAS).
- Vacancy Savings – an amount calculated based on the previous biennium’s turnover rate plus the return of the hiring slow down limitation reduction.

## Budget Narrative

### ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

| Package No.                        | 010 Non-PICS Psnl Svc/Vacancy Factor | 63400-400-10-00-00000 |     |           |           |             |          |    |                    |                    |              |               |                    |
|------------------------------------|--------------------------------------|-----------------------|-----|-----------|-----------|-------------|----------|----|--------------------|--------------------|--------------|---------------|--------------------|
|                                    |                                      | Direct Services       |     |           |           |             |          |    |                    |                    |              |               |                    |
| <b>PERSONAL SERVICES</b>           |                                      |                       |     |           |           |             |          |    |                    |                    |              |               |                    |
| Classification No.                 | Group by Classification Name         | # of Pos.             | FTE | Base Rate | Avg. Step | Avg. Salary | Avg. OPE | GF | LF                 | OF                 | FF           | OF (Non-Ltd.) | All Funds          |
|                                    | Temporary Appointments               |                       |     |           |           |             |          |    | 11,246             | 11,809             |              |               | 23,055             |
|                                    | Overtime Payments                    |                       |     |           |           |             |          |    | 9,535              | 10,012             |              |               | 19,547             |
|                                    | Shift Differential                   |                       |     |           |           |             |          |    | 4,362              | 4,581              |              |               | 8,943              |
|                                    | All Other Differential               |                       |     |           |           |             |          |    | 233                | 245                |              |               | 478                |
|                                    | Public Employees Retire Cont         |                       |     |           |           |             |          |    | 2,398              | 2,518              |              |               | 4,916              |
|                                    | Pension Bond Contribution            |                       |     |           |           |             |          |    | 70,480             | 75,724             | 338          |               | 146,542            |
|                                    | Social Security Taxes                |                       |     |           |           |             |          |    | 1,941              | 2,038              |              |               | 3,979              |
|                                    | Unemployment Assessments             |                       |     |           |           |             |          |    | 27,457             | 28,830             |              |               | 56,287             |
|                                    | Mass Transit Tax                     |                       |     |           |           |             |          |    | 14,145             | 15,829             |              |               | 29,974             |
|                                    | Vacancy Savings                      |                       |     |           |           |             |          |    | 905,046            | 1,025,087          |              |               | 1,930,133          |
| <b>Total Personal Services</b>     |                                      |                       |     |           |           |             |          | -  | <b>1,046,843</b>   | <b>1,176,673</b>   | <b>338</b>   | -             | <b>2,223,854</b>   |
| <b>SERVICES AND SUPPLIES</b>       |                                      |                       |     |           |           |             |          |    |                    |                    |              |               |                    |
| <b>Total Services and Supplies</b> |                                      |                       |     |           |           |             |          | -  | -                  | -                  | -            | -             | -                  |
| <b>CAPITAL OUTLAY</b>              |                                      |                       |     |           |           |             |          |    |                    |                    |              |               |                    |
| <b>Total Capital Outlay</b>        |                                      |                       |     |           |           |             |          | -  | -                  | -                  | -            | -             | -                  |
| <b>SPECIAL PAYMENTS</b>            |                                      |                       |     |           |           |             |          |    |                    |                    |              |               |                    |
| <b>Total Special Payments</b>      |                                      |                       |     |           |           |             |          | -  | -                  | -                  | -            | -             | -                  |
| <b>TOTAL REQUESTS</b>              |                                      |                       |     |           |           |             |          | -  | <b>\$1,046,843</b> | <b>\$1,176,673</b> | <b>\$338</b> | <b>\$0</b>    | <b>\$2,223,854</b> |
| TOTAL POSITIONS/FTE                |                                      |                       | Pos | FTE       |           |             |          |    |                    |                    |              |               |                    |

# Budget Narrative

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## **Direct Services**

### **021 Phase In**

#### **Package Description**

This package phases in limitation related to the establishment of new positions for park operations. This adds limitation to have a full 24 months' worth of funding associated with the new positions.

## Budget Narrative

### ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

| Package No.                        | 021 Phase-In                   |           | 63400-400-10-00-00000 |           |           |             |          |    |                 |                 |            |               |                  |
|------------------------------------|--------------------------------|-----------|-----------------------|-----------|-----------|-------------|----------|----|-----------------|-----------------|------------|---------------|------------------|
|                                    |                                |           | Direct Services       |           |           |             |          |    |                 |                 |            |               |                  |
| <b>PERSONAL SERVICES</b>           |                                |           |                       |           |           |             |          |    |                 |                 |            |               |                  |
| Classification No.                 | Group by Classification Name   | # of Pos. | FTE                   | Base Rate | Avg. Step | Avg. Salary | Avg. OPE | GF | LF              | OF              | FF         | OF (Non-Ltd.) | All Funds        |
| <b>Total Personal Services</b>     |                                |           |                       |           |           |             |          | -  | -               | -               | -          | -             | -                |
| <b>SERVICES AND SUPPLIES</b>       |                                |           |                       |           |           |             |          |    |                 |                 |            |               |                  |
| 4100                               | Instate Travel                 |           |                       |           |           |             |          |    | 3,532           | 3,708           |            |               | 7,240            |
| 4150                               | Employee Training              |           |                       |           |           |             |          |    | 1,413           | 1,483           |            |               | 2,896            |
| 4175                               | Office Expenses                |           |                       |           |           |             |          |    | 879             | 923             |            |               | 1,802            |
| 4200                               | Telecommunications             |           |                       |           |           |             |          |    | 4,411           | 4,631           |            |               | 9,042            |
| 4475                               | Facilities Maintenance         |           |                       |           |           |             |          |    | 11,773          | 12,361          |            |               | 24,134           |
| 4575                               | Agency Program Related S and S |           |                       |           |           |             |          |    | 10,785          | 11,325          |            |               | 22,110           |
| 4650                               | Other Services and Supplies    |           |                       |           |           |             |          |    | 14,614          | 15,344          |            |               | 29,958           |
| 4700                               | Expendable Prop 250 - 5000     |           |                       |           |           |             |          |    | 14,614          | 15,344          |            |               | 29,958           |
| <b>Total Services and Supplies</b> |                                |           |                       |           |           |             |          | -  | <b>62,021</b>   | <b>65,119</b>   | -          | -             | <b>127,140</b>   |
| <b>CAPITAL OUTLAY</b>              |                                |           |                       |           |           |             |          |    |                 |                 |            |               |                  |
| <b>Total Capital Outlay</b>        |                                |           |                       |           |           |             |          | -  | -               | -               | -          | -             | -                |
| <b>SPECIAL PAYMENTS</b>            |                                |           |                       |           |           |             |          |    |                 |                 |            |               |                  |
| <b>Total Special Payments</b>      |                                |           |                       |           |           |             |          | -  | -               | -               | -          | -             | -                |
| <b>TOTAL REQUESTS</b>              |                                |           |                       |           |           |             |          | -  | <b>\$62,021</b> | <b>\$65,119</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$127,140</b> |
| TOTAL POSITIONS/FTE                |                                |           | Pos                   | FTE       |           |             |          |    |                 |                 |            |               |                  |

# Budget Narrative

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## **Direct Services**

### **022 Phase out Program and One time Costs**

#### **Package Description**

This package phases out limitation related to Sudden Oak death eradication funds and Federal Emergency Management Agency (FEMA) funds carried over for storm clean up.

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |                                    |           |     |           |           |             |          |                       |                    |                      |            |               |                      |
|---|------------------------------------|-----------|-----|-----------|-----------|-------------|----------|-----------------------|--------------------|----------------------|------------|---------------|----------------------|
| Package No.   | 022 Phase-out Pgm & One-time Costs |           |     |           |           |             |          | 63400-400-10-00-00000 |                    |                      |            |               |                      |
|   |                                    |           |     |           |           |             |          | Direct Services       |                    |                      |            |               |                      |
| PERSONAL SERVICES   |                                    |           |     |           |           |             |          |                       |                    |                      |            |               |                      |
| Classification No.  | Group by Classification Name       | # of Pos. | FTE | Base Rate | Avg. Step | Avg. Salary | Avg. OPE | GF                    | LF                 | OF                   | FF         | OF (Non-Ltd.) | All Funds            |
| <b>Total Personal Services</b>                            |                                    |           |     |           |           |             |          | -                     | -                  | -                    | -          | -             | -                    |
| SERVICES AND SUPPLIES                                     |                                    |           |     |           |           |             |          |                       |                    |                      |            |               |                      |
| 4300  | Professional Services              |           |     |           |           |             |          |                       |                    | (200,000)            |            |               | (200,000)            |
| 4475  | Facilities Maintenance             |           |     |           |           |             |          |                       | (349,409)          | (1,048,226)          |            |               | (1,397,635)          |
| <b>Total Services and Supplies</b>                        |                                    |           |     |           |           |             |          | -                     | <b>(349,409)</b>   | <b>(1,248,226)</b>   | -          | -             | <b>(1,597,635)</b>   |
| CAPITAL OUTLAY  |                                    |           |     |           |           |             |          |                       |                    |                      |            |               |                      |
| <b>Total Capital Outlay</b>                               |                                    |           |     |           |           |             |          | -                     | -                  | -                    | -          | -             | -                    |
| SPECIAL PAYMENTS  |                                    |           |     |           |           |             |          |                       |                    |                      |            |               |                      |
| <b>Total Special Payments</b>                             |                                    |           |     |           |           |             |          | -                     | -                  | -                    | -          | -             | -                    |
| <b>TOTAL REQUESTS</b>                                     |                                    |           |     |           |           |             |          | -                     | <b>(\$349,409)</b> | <b>(\$1,248,226)</b> | <b>\$0</b> | <b>\$0</b>    | <b>(\$1,597,635)</b> |
| <b>TOTAL POSITIONS/FTE</b>                                |                                    |           | Pos | FTE       |           |             |          |                       |                    |                      |            |               |                      |

# Budget Narrative

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## **Direct Services**

### **031 Standard Inflation Adjustments**

#### **Package Description**

This package includes standard inflation of 3.8% for all Services and Supplies, Capital Outlay and Special Payments unless otherwise described below. In addition, Professional Services accounts are granted 4.2% inflation.

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |                                  |           |     |           |           |             |  |    |                  |                  |                 |               |                    |
|---|----------------------------------|-----------|-----|-----------|-----------|-------------|--|----|------------------|------------------|-----------------|---------------|--------------------|
| Package No.   | 031 Standard Inflation           |           |     |           |           |             | 63400-400-10-00-00000<br>Direct Services |    |                  |                  |                 |               |                    |
| PERSONAL SERVICES   |                                  |           |     |           |           |             |  |    |                  |                  |                 |               |                    |
| Classification No.  | Group by Classification Name     | # of Pos. | FTE | Base Rate | Avg. Step | Avg. Salary | Avg. OPE                                 | GF | LF               | OF               | FF              | OF (Non-Ltd.) | All Funds          |
| <b>Total Personal Services</b>                            |                                  |           |     |           |           |             |  | -  | -                | -                | -               | -             | -                  |
| SERVICES AND SUPPLIES                                     |                                  |           |     |           |           |             |  |    |                  |                  |                 |               |                    |
| 4100  | Instate Travel                   |           |     |           |           |             |  |    | 10,650           | 11,902           |                 |               | 22,552             |
| 4125  | Out of State Travel              |           |     |           |           |             |  |    | 307              | 322              |                 |               | 629                |
| 4150  | Employee Training                |           |     |           |           |             |  |    | 4,577            | 5,205            |                 |               | 9,782              |
| 4175  | Office Expenses                  |           |     |           |           |             |  |    | 15,616           | 47,726           |                 |               | 63,342             |
| 4200  | Telecommunications               |           |     |           |           |             |  |    | 13,012           | 13,662           |                 |               | 26,674             |
| 4250  | Data Processing                  |           |     |           |           |             |  |    | 29               | 31               |                 |               | 60                 |
| 4275  | Publicity and Publications       |           |     |           |           |             |  |    | 3,523            | 7,706            |                 |               | 11,229             |
| 4300  | Professional Services            |           |     |           |           |             |  |    | 35,570           | 43,527           | 28,936          |               | 108,033            |
| 4375  | Employee Recruitment and Develop |           |     |           |           |             |  |    | 395              | 414              |                 |               | 809                |
| 4400  | Dues and Subscriptions           |           |     |           |           |             |  |    | 100              | 105              |                 |               | 205                |
| 4425  | Facilities Rental and Taxes      |           |     |           |           |             |  |    | 1,141            | 2,484            |                 |               | 3,625              |
| 4450  | Fuels and Utilities              |           |     |           |           |             |  |    | 83,441           | 89,212           |                 |               | 172,653            |
| 4475  | Facilities Maintenance           |           |     |           |           |             |  |    | 75,780           | 105,834          | 4,812           |               | 186,426            |
| 4500  | Food and Kitchen Supplies        |           |     |           |           |             |  |    | 4,057            | 4,259            |                 |               | 8,316              |
| 4575  | Agency Program Related S and S   |           |     |           |           |             |  |    | 69,161           | 221,186          | 43,784          |               | 334,131            |
| 4650  | Other Services and Supplies      |           |     |           |           |             |  |    | 40,943           | 135,869          |                 |               | 176,812            |
| 4700  | Expendable Prop 250 - 5000       |           |     |           |           |             |  |    | 6,704            | 11,035           |                 |               | 17,739             |
| <b>Total Services and Supplies</b>                        |                                  |           |     |           |           |             |  | -  | <b>365,006</b>   | <b>700,479</b>   | <b>77,532</b>   | -             | <b>1,143,017</b>   |
| CAPITAL OUTLAY  |                                  |           |     |           |           |             |  |    |                  |                  |                 |               |                    |
| 5350  | Industrial and Heavy Equipment   |           |     |           |           |             |  |    | 28,476           | 31,450           |                 |               | 59,926             |
| 5450  | Agricultural Equip. and Mach.    |           |     |           |           |             |  |    | 6,670            | 7,060            |                 |               | 13,730             |
| 5650  | Land Improvements                |           |     |           |           |             |  |    | 24,297           | 29,261           |                 |               | 53,558             |
| 5700  | Building Structures              |           |     |           |           |             |  |    | 12,566           | 16,806           |                 |               | 29,372             |
| 5900  | Other Capital Outlay             |           |     |           |           |             |  |    | 6,025            | 8,043            |                 |               | 14,068             |
| <b>Total Capital Outlay</b>                               |                                  |           |     |           |           |             |  | -  | <b>78,034</b>    | <b>92,620</b>    | -               | -             | <b>170,654</b>     |
| SPECIAL PAYMENTS  |                                  |           |     |           |           |             |  |    |                  |                  |                 |               |                    |
| <b>Total Special Payments</b>                             |                                  |           |     |           |           |             |  | -  | -                | -                | -               | -             | -                  |
| <b>TOTAL REQUESTS</b>                                     |                                  |           |     |           |           |             |  | -  | <b>\$443,040</b> | <b>\$793,099</b> | <b>\$77,532</b> | <b>\$0</b>    | <b>\$1,313,671</b> |
| <b>TOTAL POSITIONS/FTE</b>                                |                                  |           | Pos |           |           |             | FTE                                      |    |                  |                  |                 |               |                    |

# Budget Narrative

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## **Direct Services**

### **032 Above Standard Inflation**

#### **Package Description**

This package includes additional inflation allowed for DAS Fleet charges and Utility costs.

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |                                |           |       |           |           |             |                       |    |            |                  |                  |               |                  |
|---|--------------------------------|-----------|-------|-----------|-----------|-------------|-----------------------|----|------------|------------------|------------------|---------------|------------------|
| Package No.   | 032 Above Standard Inflation   |           |       |           |           |             | 63400-400-10-00-00000 |    |            |                  |                  |               |                  |
|   |                                |           |       |           |           |             |                       |    |            |                  |                  |               | Direct Services  |
| PERSONAL SERVICES   |                                |           |       |           |           |             |                       |    |            |                  |                  |               |                  |
| Classification No.  | Group by Classification Name   | # of Pos. | FTE   | Base Rate | Avg. Step | Avg. Salary | Avg. OPE              | GF | LF         | OF               | FF               | OF (Non-Ltd.) | All Funds        |
| <b>Total Personal Services</b>                            |                                |           |       |           |           |             |                       | -  | -          | -                | -                | -             | -                |
| SERVICES AND SUPPLIES                                     |                                |           |       |           |           |             |                       |    |            |                  |                  |               |                  |
| 4450  | Fuels and Utilities            |           |       |           |           |             |                       |    |            | 83,112           | 87,269           |               | 170,381          |
| 4575  | Agency Program Related S and S |           |       |           |           |             |                       |    |            | 67,195           | 70,557           |               | 137,752          |
| <b>Total Services and Supplies</b>                        |                                |           |       |           |           |             |                       | -  | -          | <b>150,307</b>   | <b>157,826</b>   | -             | <b>308,133</b>   |
| CAPITAL OUTLAY  |                                |           |       |           |           |             |                       |    |            |                  |                  |               |                  |
| <b>Total Capital Outlay</b>                               |                                |           |       |           |           |             |                       | -  | -          | -                | -                | -             | -                |
| SPECIAL PAYMENTS  |                                |           |       |           |           |             |                       |    |            |                  |                  |               |                  |
| <b>Total Special Payments</b>                             |                                |           |       |           |           |             |                       | -  | -          | -                | -                | -             | -                |
| <b>TOTAL REQUESTS</b>                                     |                                |           |       |           |           |             |                       | -  | <b>\$0</b> | <b>\$150,307</b> | <b>\$157,826</b> | <b>\$0</b>    | <b>\$308,133</b> |
| TOTAL POSITIONS/FTE                                       |                                |           | _____ | Pos       | _____     | FTE         |                       |    |            |                  |                  |               |                  |

# Budget Narrative

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## Direct Services

### 091 Statewide Adjustment DAS Chngs

#### Package Description

##### Purpose:

The purpose of this package is to account for statewide adjustments.

##### How Achieved:

The agency's service charges from the Department of Administrative Services (DAS) were reduced based on changes made to DAS's budget during the Governor's Budget process.

##### Staffing Impact:

None.

##### Quantifying Results:

With reductions in charges from DAS, more funding is available for operating the state park system.

##### Revenue Source:

\$<46,647> Lottery Funds, \$<48,981> Other Funds

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |                                  |           |     |           |           |             |          |                       |            |            |     |               |            |          |
|---|----------------------------------|-----------|-----|-----------|-----------|-------------|----------|-----------------------|------------|------------|-----|---------------|------------|----------|
| Package No.   | 91 Statewide Adjustment DAS Chgs |           |     |           |           |             |          | 63400-400-10-00-00000 |            |            |     |               |            |          |
|   |                                  |           |     |           |           |             |          | Direct Services       |            |            |     |               |            |          |
| PERSONAL SERVICES   |                                  |           |     |           |           |             |          |                       |            |            |     |               |            |          |
| Classification No.  | Group by Classification Name     | # of Pos. | FTE | Base Rate | Avg. Step | Avg. Salary | Avg. OPE | GF                    | LF         | OF         | FF  | OF (Non-Ltd.) | All Funds  |          |
| <b>Total Personal Services</b>                            |                                  |           |     |           |           |             |          | -                     | -          | -          | -   | -             | -          |          |
| SERVICES AND SUPPLIES                                     |                                  |           |     |           |           |             |          |                       |            |            |     |               |            |          |
| 4575  | Agency Program Related S and S   |           |     |           |           |             |          |                       | (46,647)   | (48,981)   |     |               |            | (95,628) |
| <b>Total Services and Supplies</b>                        |                                  |           |     |           |           |             |          | -                     | (46,647)   | (48,981)   | -   | -             | (95,628)   |          |
| CAPITAL OUTLAY  |                                  |           |     |           |           |             |          |                       |            |            |     |               |            |          |
| <b>Total Capital Outlay</b>                               |                                  |           |     |           |           |             |          | -                     | -          | -          | -   | -             | -          |          |
| SPECIAL PAYMENTS  |                                  |           |     |           |           |             |          |                       |            |            |     |               |            |          |
| <b>Total Special Payments</b>                             |                                  |           |     |           |           |             |          | -                     | -          | -          | -   | -             | -          |          |
| <b>TOTAL REQUESTS</b>                                     |                                  |           |     |           |           |             |          | -                     | (\$46,647) | (\$48,981) | \$0 | \$0           | (\$95,628) |          |
| <b>TOTAL POSITIONS/FTE</b>                                |                                  |           | Pos | FTE       |           |             |          |                       |            |            |     |               |            |          |

# Budget Narrative

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## Direct Services

### 101 Operational Cost Increases

#### Package Description

##### Purpose:

The purpose of this package is to increase expenditure limitation for specific budget items where costs are increasing faster than inflation and the cost is generally outside the Department's control. In addition, this package increases expenditure limitation for specific dedicated accounts. Also, expenditure limitation is requested to spend additional funding from the Bureau of Reclamation (BOR).

##### How Achieved:

The state park system faces rising costs that do not stay within the standard inflation allowed. While the Department does all it can to control costs, increases outside its control are causing an erosion of limitation available to operate and maintain the park system.

Following are the budget line items that need additional limitation to cover accelerating costs:

- Utilities – this would be electricity, natural gas, water/sewer costs. The analysis looked at what is driving the increase and it is both rate increases and usage. The Department must pay what local utility companies charge and much of the utility usage in parks is customer driven. Amount requested: \$181,775.
- Fleet – this would be for the agency to lease three (3) new vehicles from DAS. The analysis looked at the needs associated with new staff added in the 2017-19 biennium. Amount requested: \$45,731.
- Fire Protection – OPRD pays the Oregon Department of Forestry (ODF) for fire protection. This increase in limitation covers the annual increases from ODF. Amount requested: \$186,017.

Business account spending is driven by the Department's customers. When customers buy park store items such as ice and firewood for use in the campground, inventory for those items needs to be replenished to be available for the next customer. The amount of purchases by customers is unpredictable; however, if there is no limitation left to replenish store items, there will be nothing for customers to purchase. Additional limitation will allow for increased demand. Amount requested: \$600,000.

Preventive maintenance funds are a percentage of Park User Fees; as revenue from Park User Fees increase, so does the portion transferred to the preventive maintenance account. Additional limitation for this account will allow the funds to be spent on necessary maintenance projects in the park system. Amount requested: \$300,000.

## Budget Narrative

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The Lower Deschutes River Dedicated Account is funded primarily through revenue from purchase of boater passes. Additional limitation for this account will allow the funds to be spent on necessary projects related to maintaining river oriented facilities and potentially additional development of facilities. Amount Requested: \$100,000.

OPRD receives annual funding from BOR for routine park operations and maintenance in the Prineville management unit. BOR has provided additional one time construction funds to be used in the 2019-21 biennium. These funds are expected to be used to build a new ADA cabin at Jasper; any remaining funds will be used to extend the boat trailer parking at Jasper and then to extend the sidewalk in the day use area of the main campground. Amount Requested: \$118,000.

### Staffing Impact:

None.

### Quantifying Results:

With additional expenditure limitation for utilities and fleet, the budget for other park operating costs should go up allowing for more routine maintenance and less need for larger maintenance and repair projects in the future. With additional expenditure limitation for preventive maintenance, additional maintenance projects can be completed in the park system.

### Revenue Source:

\$201,717 Lottery Funds, \$1,211,806 Other Funds, \$118,000 Federal Funds (Bureau of Reclamation)

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |                                |           |     |           |           |             |          |                       |                  |                    |                  |               |                    |
|---|--------------------------------|-----------|-----|-----------|-----------|-------------|----------|-----------------------|------------------|--------------------|------------------|---------------|--------------------|
| Package No.   | 101 Operational Cost Increase  |           |     |           |           |             |          | 63400-400-10-00-00000 |                  |                    |                  |               |                    |
|   |                                |           |     |           |           |             |          | Direct Services       |                  |                    |                  |               |                    |
| PERSONAL SERVICES   |                                |           |     |           |           |             |          |                       |                  |                    |                  |               |                    |
| Classification No.  | Group by Classification Name   | # of Pos. | FTE | Base Rate | Avg. Step | Avg. Salary | Avg. OPE | GF                    | LF               | OF                 | FF               | OF (Non-Ltd.) | All Funds          |
| <b>Total Personal Services</b>                            |                                |           |     |           |           |             |          | -                     | -                | -                  | -                | -             | -                  |
| SERVICES AND SUPPLIES                                     |                                |           |     |           |           |             |          |                       |                  |                    |                  |               |                    |
| 4450  | Fuels and Utilities            |           |     |           |           |             |          |                       | 88,670           | 93,105             |                  |               | 181,775            |
| 4475  | Facilities Maintenance         |           |     |           |           |             |          |                       |                  | 400,000            | 118,000          |               | 518,000            |
| 4575  | Agency Program Related S and S |           |     |           |           |             |          |                       | 113,047          | 718,701            |                  |               | 831,748            |
| <b>Total Services and Supplies</b>                        |                                |           |     |           |           |             |          | -                     | <b>201,717</b>   | <b>1,211,806</b>   | <b>118,000</b>   | -             | <b>1,531,523</b>   |
| CAPITAL OUTLAY  |                                |           |     |           |           |             |          |                       |                  |                    |                  |               |                    |
| <b>Total Capital Outlay</b>                               |                                |           |     |           |           |             |          | -                     | -                | -                  | -                | -             | -                  |
| SPECIAL PAYMENTS  |                                |           |     |           |           |             |          |                       |                  |                    |                  |               |                    |
| <b>Total Special Payments</b>                             |                                |           |     |           |           |             |          | -                     | -                | -                  | -                | -             | -                  |
| <b>TOTAL REQUESTS</b>                                     |                                |           |     |           |           |             |          | -                     | <b>\$201,717</b> | <b>\$1,211,806</b> | <b>\$118,000</b> | <b>\$0</b>    | <b>\$1,531,523</b> |
| <b>TOTAL POSITIONS/FTE</b>                                |                                |           | Pos |           |           |             | FTE      |                       |                  |                    |                  |               |                    |

# Budget Narrative

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## Direct Services

### 102 Grant Obligations from Past Biennium

#### Package Description

##### Purpose:

The purpose of this package is to request additional lottery and other fund limitation to compete expenditures on a grant awarded to the Department from the Federal Emergency Management Agency (FEMA).

##### How Achieved:

In December 2015, storms did damage to state park properties in the valley and along the coast. Due to necessary reviews and planning, not all work will be completed during the 2017-19 biennium as anticipated. There are five (5) projects that are expected to carry into the 2019-21 biennium for completion.

##### Staffing Impact:

None.

##### Quantifying Results:

As a result of this package, storm damage repairs will be completed.

##### Revenue Source:

\$158,423 Lottery Funds, \$475,271 Other Funds (Federal Emergency Management Agency)

## Budget Narrative

### ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

| Package No.                        | 102 Grant Obligations from Past Biennium |                        |       |                              |           |             |          | 63400-400-10-00-00000 |                  |                  |            |               |                  |   |
|------------------------------------|--|------------------------|-------|------------------------------|-----------|-------------|----------|-----------------------|------------------|------------------|------------|---------------|------------------|---|
|                                    |  |                        |       |                              |           |             |          | Direct Services       |                  |                  |            |               |                  |   |
| <b>PERSONAL SERVICES</b>           |  |                        |       |                              |           |             |          |                       |                  |                  |            |               |                  |   |
| Classification No.                 | Group by Classification Name             | # of Pos.              | FTE   | Base Rate                    | Avg. Step | Avg. Salary | Avg. OPE | GF                    | LF               | OF               | FF         | OF (Non-Ltd.) | All Funds        |   |
|                                    |  |                        |       |                              |           |             |          |                       |                  |                  |            |               |                  |   |
|                                    |  |                        |       | Salaries & Wages             |           |             |          |                       |                  |                  |            |               |                  | - |
|                                    |  |                        |       | Empl Rel Bd Assessments      |           |             |          |                       |                  |                  |            |               |                  | - |
|                                    |  |                        |       | Public Employees Retire Cont |           |             |          |                       |                  |                  |            |               |                  | - |
|                                    |  |                        |       | Social Security Taxes        |           |             |          |                       |                  |                  |            |               |                  | - |
|                                    |  |                        |       | Workers Comp Assessments     |           |             |          |                       |                  |                  |            |               |                  | - |
|                                    |  |                        |       | Flexible Benefits            |           |             |          |                       |                  |                  |            |               |                  | - |
| <b>Total Personal Services</b>     |  |                        |       |                              |           |             |          | -                     | -                | -                | -          | -             | -                |   |
| <b>SERVICES AND SUPPLIES</b>       |  |                        |       |                              |           |             |          |                       |                  |                  |            |               |                  |   |
|                                    | 4475                                     | Facilities Maintenance |       |                              |           |             |          |                       | 158,423          | 475,271          |            |               | 633,694          |   |
| <b>Total Services and Supplies</b> |  |                        |       |                              |           |             |          | -                     | <b>158,423</b>   | <b>475,271</b>   | -          | -             | <b>633,694</b>   |   |
| <b>CAPITAL OUTLAY</b>              |  |                        |       |                              |           |             |          |                       |                  |                  |            |               |                  |   |
| <b>Total Capital Outlay</b>        |  |                        |       |                              |           |             |          | -                     | -                | -                | -          | -             | -                |   |
| <b>SPECIAL PAYMENTS</b>            |  |                        |       |                              |           |             |          |                       |                  |                  |            |               |                  |   |
| <b>Total Special Payments</b>      |  |                        |       |                              |           |             |          | -                     | -                | -                | -          | -             | -                |   |
| <b>TOTAL REQUESTS</b>              |  |                        |       |                              |           |             |          | -                     | <b>\$158,423</b> | <b>\$475,271</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$633,694</b> |   |
| <b>TOTAL POSITIONS/FTE</b>         |  |                        | _____ | Pos                          | _____     | FTE         |          |                       |                  |                  |            |               |                  |   |

# Budget Narrative

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## Direct Services

### 103 Agency Shared Costs for State Capitol Park

#### Package Description

##### Purpose:

The purpose of this package is to re-establish a funding source for the maintenance and management of the State Capitol grounds.

*\*The Governor's Budget changed the purpose of this package to an evaluation of needs at the State Capitol State Park.*

##### How Achieved:

This funding source will be based on an assessment billed annually to each agency with more than 15 FTE. Agencies with less than 15 FTE will not be assessed. This methodology is consistent with the existing approach used by other assessments. Re-establishment of this funding source is necessary as the OPRD works to effectively maintain and manage the State Capitol Grounds (State Capital State Park). Prior to 2007, maintenance of the state capitol grounds was funded by an assessment under the Department of Administrative Services (DAS). In 2007, these lands became a responsibility of OPRD; use and complexity of managing the grounds continues to grow. By re-establishing the assessment, the State Capitol grounds will have a dedicated funding source earmarked specifically for better maintenance on and management of this challenging, high profile landmark.

Funds collected will be invested to address daily maintenance and management with existing staff for tasks such as cleaning restrooms and daily landscaping as well as resolving back logged projects. Examples of those projects include but are not limited to: Replacement of irrigation lines and internal sidewalks, repairs to monuments, fountains, and statues, and finally, safety improvements for children and pedestrians who use the Capitol.

*\*The Governor's Budget eliminated the establishment of the assessment to state agencies. In its place, DAS is going to transfer \$400,000 to OPRD to conduct an evaluation of the needed repairs at the State Capital State Park including the fountains. This evaluation will be used to determine future investments in the park.*

##### Staffing Impact:

None.

## Budget Narrative

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### Quantifying Results:

Staff will track management efforts through maintenance management inspections and monitor the backlog of maintenance projects completed on a monthly, quarterly and annual basis as appropriate.

*\*Staff will work with necessary professionals to complete the evaluation. Evaluation will be completed in time to inform budget development decision making for the 2021-23 biennium.*

### Revenue Source:

\$400,000 Other Funds (Transfer from DAS)

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |  |           |     |           |           |             |          |                       |            |                  |            |               |                  |         |
|---|--|-----------|-----|-----------|-----------|-------------|----------|-----------------------|------------|------------------|------------|---------------|------------------|---------|
| Package No.   | 103 Agency Shared Costs for State Capitol Park |           |     |           |           |             |          | 63400-400-10-00-00000 |            |                  |            |               |                  |         |
|   |  |           |     |           |           |             |          | Direct Services       |            |                  |            |               |                  |         |
| PERSONAL SERVICES   |  |           |     |           |           |             |          |                       |            |                  |            |               |                  |         |
| Classification No.  | Group by Classification Name                   | # of Pos. | FTE | Base Rate | Avg. Step | Avg. Salary | Avg. OPE | GF                    | LF         | OF               | FF         | OF (Non-Ltd.) | All Funds        |         |
| <b>Total Personal Services</b>                            |  |           |     |           |           |             |          | -                     | -          | -                | -          | -             | -                |         |
| SERVICES AND SUPPLIES                                     |  |           |     |           |           |             |          |                       |            |                  |            |               |                  |         |
| 4650  | Other Services and Supplies                    |           |     |           |           |             |          |                       |            | 400,000          |            |               |                  | 400,000 |
|   |  |           |     |           |           |             |          |                       |            |                  |            |               | -                |         |
|   |  |           |     |           |           |             |          |                       |            |                  |            |               | -                |         |
|   |  |           |     |           |           |             |          |                       |            |                  |            |               | -                |         |
| <b>Total Services and Supplies</b>                        |  |           |     |           |           |             |          | -                     | -          | <b>400,000</b>   | -          | -             | <b>400,000</b>   |         |
| CAPITAL OUTLAY  |  |           |     |           |           |             |          |                       |            |                  |            |               |                  |         |
| <b>Total Capital Outlay</b>                               |  |           |     |           |           |             |          | -                     | -          | -                | -          | -             | -                |         |
| SPECIAL PAYMENTS  |  |           |     |           |           |             |          |                       |            |                  |            |               |                  |         |
| <b>Total Special Payments</b>                             |  |           |     |           |           |             |          | -                     | -          | -                | -          | -             | -                |         |
| <b>TOTAL REQUESTS</b>                                     |  |           |     |           |           |             |          | -                     | <b>\$0</b> | <b>\$400,000</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$400,000</b> |         |
| <b>TOTAL POSITIONS/FTE</b>                                |  |           | Pos | FTE       |           |             |          |                       |            |                  |            |               |                  |         |

# Budget Narrative

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## Direct Services

### 104 Improve and Develop Parks

#### Package Description

##### Purpose:

The purpose of this package is to develop and implement a comprehensive archaeological testing project for parks to identify key archaeological features and sites, to delineate site boundaries, and provide critical archaeological background information to expedite project clearances.

##### How Achieved:

OPRD is the steward of many parks that are rich with archaeological features and sites. It is important to have good assessments of the cultural resources in parks; currently the Department has uncertainty about where features and sites are specifically located or are unsure of their boundaries. This can lead to significant delays for implementing critical park projects or even basic maintenance. By performing park-wide testing, OPRD will be able to plan project and maintenance work more strategically and to receive archaeological clearances more quickly. A pilot project was conducted at Tumalo State Park and the park is currently seeing these benefits.

To achieve this goal, the Stewardship Section Archaeology team will identify one park per biennium in which to perform comprehensive testing. The team will work together to identify project goals and develop contract scope and specifications. The regional archaeologist will implement the contract.

##### Staffing Impact:

None.

##### Quantifying Results:

At the completion of each biennium, one park will have a comprehensive testing report identifying important park archaeological features and sites.

## Budget Narrative

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### Revenue Source:

\$48,780 Lottery Funds, \$51,220 Other Funds

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |                               |           |     |                              |           |             |  |    |                 |                 |            |               |                  |
|---|-------------------------------|-----------|-----|------------------------------|-----------|-------------|--|----|-----------------|-----------------|------------|---------------|------------------|
| Package No.   | 104 Improve and Develop Parks |           |     |                              |           |             | 63400-400-10-00-00000<br>Direct Services |    |                 |                 |            |               |                  |
| PERSONAL SERVICES   |                               |           |     |                              |           |             |  |    |                 |                 |            |               |                  |
| Classification No.  | Group by Classification Name  | # of Pos. | FTE | Base Rate                    | Avg. Step | Avg. Salary | Avg. OPE                                 | GF | LF              | OF              | FF         | OF (Non-Ltd.) | All Funds        |
|   |                               |           |     | Salaries & Wages             |           |             |  |    |                 |                 |            |               | -                |
|   |                               |           |     | Empl Rel Bd Assessments      |           |             |  |    |                 |                 |            |               | -                |
|   |                               |           |     | Public Employees Retire Cont |           |             |  |    |                 |                 |            |               | -                |
|   |                               |           |     | Social Security Taxes        |           |             |  |    |                 |                 |            |               | -                |
|   |                               |           |     | Workers Comp Assessments     |           |             |  |    |                 |                 |            |               | -                |
|   |                               |           |     | Flexible Benefits            |           |             |  |    |                 |                 |            |               | -                |
| <b>Total Personal Services</b>                            |                               |           |     |                              |           |             |  | -  | -               | -               | -          | -             | -                |
| SERVICES AND SUPPLIES                                     |                               |           |     |                              |           |             |  |    |                 |                 |            |               |                  |
|   |                               |           |     |                              |           |             |  |    | 48,780          | 51,220          |            |               | 100,000          |
|   |                               |           |     |                              |           |             |  | -  | <b>48,780</b>   | <b>51,220</b>   | -          | -             | <b>100,000</b>   |
| <b>Total Services and Supplies</b>                        |                               |           |     |                              |           |             |  | -  | <b>48,780</b>   | <b>51,220</b>   | -          | -             | <b>100,000</b>   |
| CAPITAL OUTLAY  |                               |           |     |                              |           |             |  |    |                 |                 |            |               |                  |
| <b>Total Capital Outlay</b>                               |                               |           |     |                              |           |             |  | -  | -               | -               | -          | -             | -                |
| SPECIAL PAYMENTS  |                               |           |     |                              |           |             |  |    |                 |                 |            |               |                  |
| <b>Total Special Payments</b>                             |                               |           |     |                              |           |             |  | -  | -               | -               | -          | -             | -                |
| <b>TOTAL REQUESTS</b>                                     |                               |           |     |                              |           |             |  | -  | <b>\$48,780</b> | <b>\$51,220</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$100,000</b> |
| <b>TOTAL POSITIONS/FTE</b>                                |                               |           | Pos |                              |           |             | FTE                                      |    |                 |                 |            |               |                  |

# Budget Narrative

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## Direct Services

### 105 Improve Visitor Experience

#### Package Description

##### Purpose:

The purpose of this package is to provide funds to pay for revenue generating infrastructure enhancements that will provide opportunities to engage with the private sector in developing great experiences in Oregon State Parks.

##### How Achieved:

The Department has contracted for development of a concessions strategy that will provide a vision of future visitor experience enhancements potentially provided by the private sector. The consultant developed an analysis of the current state of OPRD's concession operations and compared the program to those offered by other states. The Department has not developed its park concession program to the extent that neighboring or similarly size states have done. There is an opportunity to enhance visitor experiences and provide additional revenue to provide sustainable services and maintenance across the state park system.

The consultant is also assisting in the development of a concessions strategy that will guide efforts over the next decade to improve the opportunities and regulatory structures of OPRD. The strategy proposal will be delivered to the Department in the fall of 2018. Based on the report from the consultant, the Department anticipates the adoption of a future strategy by the Oregon Parks and Recreation Department Commission.

Opportunities will be consistent with the mission of the Department, will be complementary to the public investment in public recreational opportunities and will honor the historical, cultural, and natural resources of Oregon. Examples of types of investments that could be operated by a private sector concessionaire include enhanced adventure opportunities, upgrades to special event or concession facilities, enhancements to underutilized buildings and structures to allow for new revenue generating services, and other opportunities to improve services and park experiences for visitors.

##### Staffing Impact:

1 position, 0.88 FTE Project Manager 2, Limited Duration Full Time

## Budget Narrative

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### Quantifying Results:

ORPD will have a concessions strategy that provides valued services to visitors.

### Revenue Source:

\$98,548 Lottery Funds, \$103,478 Other Funds

## Budget Narrative

### ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

| Package No.                        | 105 Improve Visitor Experience | 63400-400-10-00-00000<br>Direct Services |          |                              |             |             |          |    |                 |                  |            |               |                  |
|------------------------------------|--------------------------------|--|----------|------------------------------|-------------|-------------|----------|----|-----------------|------------------|------------|---------------|------------------|
| <b>PERSONAL SERVICES</b>           |                                |  |          |                              |             |             |          |    |                 |                  |            |               |                  |
| Classification No.                 | Group by Classification Name   | # of Pos.                                | FTE      | Base Rate                    | Avg. Step   | Avg. Salary | Avg. OPE | GF | LF              | OF               | FF         | OF (Non-Ltd.) | All Funds        |
| C0855                              | Project Manger 2               | 1  | 0.88     | 5,442                        | 2           | 114,282     | 59,027   |    |                 |                  |            |               |                  |
|                                    |                                |  |          | Salaries & Wages             |             |             |          |    | 55,747          | 58,535           |            |               | 114,282          |
|                                    |                                |  |          | Empl Rel Bd Assessments      |             |             |          |    | 26              | 27               |            |               | 53               |
|                                    |                                |  |          | Public Employees Retire Cont |             |             |          |    | 9,460           | 9,934            |            |               | 19,394           |
|                                    |                                |  |          | Social Security Taxes        |             |             |          |    | 4,265           | 4,478            |            |               | 8,743            |
|                                    |                                |  |          | Workers Comp Assessments     |             |             |          |    | 25              | 26               |            |               | 51               |
|                                    |                                |  |          | Mass Transit Tax             |             |             |          |    |                 |                  |            |               | -                |
|                                    |                                |  |          | Flexible Benefits            |             |             |          |    | 15,017          | 15,769           |            |               | 30,786           |
| <b>Total Personal Services</b>     |                                |  |          |                              |             |             |          | -  | <b>84,540</b>   | <b>88,769</b>    | -          | -             | <b>173,309</b>   |
| <b>SERVICES AND SUPPLIES</b>       |                                |  |          |                              |             |             |          |    |                 |                  |            |               |                  |
| 4100                               | Instate Travel                 |  |          |                              |             |             |          |    | 797             | 837              |            |               | 1,634            |
| 4150                               | Employee Training              |  |          |                              |             |             |          |    | 319             | 335              |            |               | 654              |
| 4175                               | Office Expenses                |  |          |                              |             |             |          |    | 200             | 209              |            |               | 409              |
| 4200                               | Telecommunications             |  |          |                              |             |             |          |    | 997             | 1,047            |            |               | 2,044            |
| 4475                               | Facilities Maintenance         |  |          |                              |             |             |          |    | 2,658           | 2,791            |            |               | 5,449            |
| 4575                               | Agency Program Related S and S |  |          |                              |             |             |          |    | 2,437           | 2,558            |            |               | 4,995            |
| 4650                               | Other Service and Supplies     |  |          |                              |             |             |          |    | 3,300           | 3,466            |            |               | 6,766            |
| 4700                               | Expendable Prop 250 - 5000     |  |          |                              |             |             |          |    | 3,300           | 3,466            |            |               | 6,766            |
| <b>Total Services and Supplies</b> |                                |  |          |                              |             |             |          | -  | <b>14,008</b>   | <b>14,709</b>    | -          | -             | <b>28,717</b>    |
| <b>CAPITAL OUTLAY</b>              |                                |  |          |                              |             |             |          |    |                 |                  |            |               |                  |
| <b>Total Capital Outlay</b>        |                                |  |          |                              |             |             |          | -  | -               | -                | -          | -             | -                |
| <b>SPECIAL PAYMENTS</b>            |                                |  |          |                              |             |             |          |    |                 |                  |            |               |                  |
| <b>Total Special Payments</b>      |                                |  |          |                              |             |             |          | -  | -               | -                | -          | -             | -                |
| <b>TOTAL REQUESTS</b>              |                                |  |          |                              |             |             |          | -  | <b>\$98,548</b> | <b>\$103,478</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$202,026</b> |
| <b>TOTAL POSITIONS/FTE</b>         |                                |  | <b>1</b> | Pos                          | <b>0.88</b> | FTE         |          |    |                 |                  |            |               |                  |

# Budget Narrative

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## Direct Services

### 110 Support Multiagency Salmonberry Trail Project

#### Package Description

##### Purpose:

The purpose of this package is to provide position authority and limitation to support the Salmonberry Trail project.

##### How Achieved:

The Department has been working with the Department of Forestry and other local partners toward the goal of creating the Salmonberry Trail. The effort to create the Salmonberry Trail is a multi-biennium project; this package continues work started in the 2015-17 biennium. OPRD is providing project management support to the project.

This package also included limitation for project work on the trail. Funding would come from grants and other donated funds raised for the project.

##### Staffing Impact:

1 position, 1 FTE Project Manager 3, Limited Duration Full Time

##### Quantifying Results:

This project supports the agency's mission of providing quality outdoor experiences for Oregonians and other visitors to the Department's recreation and heritage sites and those of our partners statewide.

##### Revenue Source:

\$500,000 Other Funds

# Budget Narrative

## ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

| Package No.                        | 110 Support Multiagency Salmonberry Trail Project |           |          |                              |             |             |          | 63400-400-10-00-00000<br>Direct Services |            |                  |            |               |                  |
|------------------------------------|---|-----------|----------|------------------------------|-------------|-------------|----------|--|------------|------------------|------------|---------------|------------------|
| <b>PERSONAL SERVICES</b>           |   |           |          |                              |             |             |          |  |            |                  |            |               |                  |
| Classification No.                 | Group by Classification Name                      | # of Pos. | FTE      | Base Rate                    | Avg. Step   | Avg. Salary | Avg. OPE | GF                                       | LF         | OF               | FF         | OF (Non-Ltd.) | All Funds        |
| X0856                              | Project Manager 3                                 | 1         | 1.00     | 8,740                        | 8           | 209,760     | 86,946   |  |            |                  |            |               |                  |
|                                    |   |           |          | Salaries & Wages             |             |             |          |  |            | 209,760          |            |               | 209,760          |
|                                    |   |           |          | Empl Rel Bd Assessments      |             |             |          |  |            | 61               |            |               | 61               |
|                                    |   |           |          | Public Employees Retire Cont |             |             |          |  |            | 35,596           |            |               | 35,596           |
|                                    |   |           |          | Social Security Taxes        |             |             |          |  |            | 16,047           |            |               | 16,047           |
|                                    |   |           |          | Workers Comp Assessments     |             |             |          |  |            | 58               |            |               | 58               |
|                                    |   |           |          | Mass Transit Tax             |             |             |          |  |            | -                |            |               | -                |
|                                    |   |           |          | Flexible Benefits            |             |             |          |  |            | 35,184           |            |               | 35,184           |
| <b>Total Personal Services</b>     |   |           |          |                              |             |             |          | -  | -          | <b>296,706</b>   | -          | -             | <b>296,706</b>   |
| <b>SERVICES AND SUPPLIES</b>       |   |           |          |                              |             |             |          |  |            |                  |            |               |                  |
| 4100                               | Instate Travel                                    |           |          |                              |             |             |          |  |            | 1,868            |            |               | 1,868            |
| 4150                               | Employee Training                                 |           |          |                              |             |             |          |  |            | 747              |            |               | 747              |
| 4175                               | Office Expenses                                   |           |          |                              |             |             |          |  |            | 467              |            |               | 467              |
| 4200                               | Telecommunications                                |           |          |                              |             |             |          |  |            | 2,336            |            |               | 2,336            |
| 4475                               | Facilities Maintenance                            |           |          |                              |             |             |          |  |            | 6,228            |            |               | 6,228            |
| 4575                               | Agency Program Related S and S                    |           |          |                              |             |             |          |  |            | 176,182          |            |               | 176,182          |
| 4650                               | Other Service and Supplies                        |           |          |                              |             |             |          |  |            | 7,733            |            |               | 7,733            |
| 4700                               | Expendable Prop 250 - 5000                        |           |          |                              |             |             |          |  |            | 7,733            |            |               | 7,733            |
| <b>Total Services and Supplies</b> |   |           |          |                              |             |             |          | -  | -          | <b>203,294</b>   | -          | -             | <b>203,294</b>   |
| <b>CAPITAL OUTLAY</b>              |   |           |          |                              |             |             |          |  |            |                  |            |               |                  |
| <b>Total Capital Outlay</b>        |   |           |          |                              |             |             |          | -  | -          | -                | -          | -             | -                |
| <b>SPECIAL PAYMENTS</b>            |   |           |          |                              |             |             |          |  |            |                  |            |               |                  |
| <b>Total Special Payments</b>      |   |           |          |                              |             |             |          | -  | -          | -                | -          | -             | -                |
| <b>TOTAL REQUESTS</b>              |   |           |          |                              |             |             |          | -  | <b>\$0</b> | <b>\$500,000</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$500,000</b> |
| <b>TOTAL POSITIONS/FTE</b>         |   |           | <b>1</b> | Pos                          | <b>1.00</b> | FTE         |          |  |            |                  |            |               |                  |

# Budget Narrative

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## Direct Services

### 111 Invest in Parks and Heritage Staff

#### Package Description

##### Purpose:

The purpose of this package is to establish an additional Park Region Manager in support of the operation of Oregon's park system.

##### How Achieved:

Since the 2007-09 biennium, OPRD has carefully managed an increasing workload associated with increased visitation at Oregon State Parks. In the 2017-19 biennium, OPRD took the first step in addressing the workload by adding new park ranger staff. As the new staff were deployed across the state, OPRD was reviewing the management structure of park operations. It has become apparent that an additional Park Region Manager is needed to balance the increasing workload.

##### Staffing Impact:

1 position, 0.88 FTE Park Region Manager, Permanent Full Time

##### Quantifying Results:

This action supports the agency's mission of providing quality outdoor experiences for Oregonians and other visitors to the Department's recreation and heritage sites and those of our partners statewide.

##### Revenue Source:

\$112,591 Lottery Funds, \$118,222 Other Funds

## Budget Narrative

### ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

| Package No.                        | 111 Invest in Parks and Heritage Staff |           |          |           |             |             |          | 63400-400-10-00-00000<br>Direct Services |                  |                  |            |               |                  |
|------------------------------------|--|-----------|----------|-----------|-------------|-------------|----------|--|------------------|------------------|------------|---------------|------------------|
| <b>PERSONAL SERVICES</b>           |  |           |          |           |             |             |          |  |                  |                  |            |               |                  |
| Classification No.                 | Group by Classification Name           | # of Pos. | FTE      | Base Rate | Avg. Step   | Avg. Salary | Avg. OPE | GF                                       | LF               | OF               | FF         | OF (Non-Ltd.) | All Funds        |
| X8439                              | Park Region Manager                    | 1         | 0.88     | 6,542     | 2           | 137,382     | 64,714   |  |                  |                  |            |               |                  |
|                                    |  |           |          |           |             |             |          |  | 67,015           | 70,367           |            |               | 137,382          |
|                                    |  |           |          |           |             |             |          |  | 26               | 27               |            |               | 53               |
|                                    |  |           |          |           |             |             |          |  | 11,373           | 11,941           |            |               | 23,314           |
|                                    |  |           |          |           |             |             |          |  | 5,127            | 5,383            |            |               | 10,510           |
|                                    |  |           |          |           |             |             |          |  | 25               | 26               |            |               | 51               |
|                                    |  |           |          |           |             |             |          |  |                  |                  |            |               | -                |
|                                    |  |           |          |           |             |             |          |  | 15,017           | 15,769           |            |               | 30,786           |
| <b>Total Personal Services</b>     |  |           |          |           |             |             |          | -  | <b>98,583</b>    | <b>103,513</b>   | -          | -             | <b>202,096</b>   |
| <b>SERVICES AND SUPPLIES</b>       |  |           |          |           |             |             |          |  |                  |                  |            |               |                  |
| 4100                               | Instate Travel                         |           |          |           |             |             |          |  | 797              | 837              |            |               | 1,634            |
| 4150                               | Employee Training                      |           |          |           |             |             |          |  | 319              | 335              |            |               | 654              |
| 4175                               | Office Expenses                        |           |          |           |             |             |          |  | 200              | 209              |            |               | 409              |
| 4200                               | Telecommunications                     |           |          |           |             |             |          |  | 997              | 1,047            |            |               | 2,044            |
| 4475                               | Facilities Maintenance                 |           |          |           |             |             |          |  | 2,658            | 2,791            |            |               | 5,449            |
| 4575                               | Agency Program Related S and S         |           |          |           |             |             |          |  | 2,437            | 2,558            |            |               | 4,995            |
| 4650                               | Other Service and Supplies             |           |          |           |             |             |          |  | 3,300            | 3,466            |            |               | 6,766            |
| 4700                               | Expendable Prop 250 - 5000             |           |          |           |             |             |          |  | 3,300            | 3,466            |            |               | 6,766            |
| <b>Total Services and Supplies</b> |  |           |          |           |             |             |          | -  | <b>14,008</b>    | <b>14,709</b>    | -          | -             | <b>28,717</b>    |
| <b>CAPITAL OUTLAY</b>              |  |           |          |           |             |             |          |  |                  |                  |            |               |                  |
| <b>Total Capital Outlay</b>        |  |           |          |           |             |             |          | -  | -                | -                | -          | -             | -                |
| <b>SPECIAL PAYMENTS</b>            |  |           |          |           |             |             |          |  |                  |                  |            |               |                  |
| <b>Total Special Payments</b>      |  |           |          |           |             |             |          | -  | -                | -                | -          | -             | -                |
| <b>TOTAL REQUESTS</b>              |  |           |          |           |             |             |          | -  | <b>\$112,591</b> | <b>\$118,222</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$230,813</b> |
| <b>TOTAL POSITIONS/FTE</b>         |  |           | <b>1</b> | Pos       | <b>0.88</b> | FTE         |          |  |                  |                  |            |               |                  |

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

**Parks & Recreation Dept  
2019-21 Biennium**

Agency Number: 63400  
Cross Reference Number: 63400-400-10-00-00000

| <i>Source</i>                  | 2015-17 Actuals     | 2017-19 Leg<br>Adopted Budget | 2017-19 Leg<br>Approved Budget | 2019-21 Agency<br>Request Budget | 2019-21 Governor's<br>Budget | 2019-21 Leg.<br>Adopted Audit |
|--------------------------------|---------------------|-------------------------------|--------------------------------|----------------------------------|------------------------------|-------------------------------|
| <b>Lottery Funds</b>           |                     |                               |                                |                                  |                              |                               |
| Transfer In - Intrafund        | -                   | 762,690                       | 762,690                        | -                                | -                            | -                             |
| Tsfr From Administrative Svcs  | 35,732,725          | 47,741,385                    | 48,909,062                     | 53,793,330                       | 53,793,330                   | -                             |
| Tsfr To Forestry, Dept of      | (48,068)            | (55,019)                      | (55,019)                       | (106,185)                        | (106,185)                    | -                             |
| <b>Total Lottery Funds</b>     | <b>\$35,684,657</b> | <b>\$48,449,056</b>           | <b>\$49,616,733</b>            | <b>\$53,687,145</b>              | <b>\$53,687,145</b>          | -                             |
| <b>Other Funds</b>             |                     |                               |                                |                                  |                              |                               |
| Non-business Lic. and Fees     | 53                  | 600,000                       | 600,000                        | 520,000                          | 520,000                      | -                             |
| Park User Fees                 | 32,871,840          | 27,850,508                    | 27,850,508                     | 33,191,426                       | 33,191,426                   | -                             |
| Charges for Services           | 5,000               | -                             | -                              | 1,254,663                        | -                            | -                             |
| Rents and Royalties            | 1,647,919           | -                             | -                              | -                                | -                            | -                             |
| Interest Income                | 107,268             | 60,348                        | 60,348                         | 216,426                          | 216,426                      | -                             |
| Sales Income                   | 3,045,644           | 2,929,540                     | 2,929,540                      | 4,097,658                        | 4,097,658                    | -                             |
| Donations                      | 699,143             | -                             | -                              | -                                | -                            | -                             |
| Grants (Non-Fed)               | 267,038             | -                             | -                              | -                                | -                            | -                             |
| Other Revenues                 | 513,952             | 6,693,801                     | 6,693,801                      | 7,167,064                        | 7,167,064                    | -                             |
| Transfer In - Intrafund        | -                   | -                             | 922,377                        | -                                | -                            | -                             |
| Tsfr From Administrative Svcs  | -                   | -                             | -                              | -                                | 400,000                      | -                             |
| Tsfr From Military Dept, Or    | 124,374             | -                             | -                              | -                                | -                            | -                             |
| Tsfr From Marine Bd, Or State  | 407,306             | 400,000                       | 400,000                        | 400,000                          | 400,000                      | -                             |
| Tsfr From Transportation, Dept | 23,549,676          | 21,492,485                    | 21,492,485                     | 22,138,833                       | 22,138,833                   | -                             |
| Tsfr To Forestry, Dept of      | (73,932)            | (87,492)                      | (87,492)                       | (111,497)                        | (111,497)                    | -                             |
| <b>Total Other Funds</b>       | <b>\$63,165,281</b> | <b>\$59,939,190</b>           | <b>\$60,861,567</b>            | <b>\$68,874,573</b>              | <b>\$68,019,910</b>          | -                             |
| <b>Federal Funds</b>           |                     |                               |                                |                                  |                              |                               |
| Federal Funds                  | 587,319             | 2,123,199                     | 2,130,787                      | 2,333,020                        | 2,333,020                    | -                             |

Agency Request  
2019-21 Biennium

Governor's Budget

Legislatively Adopted  
Detail of LF, OF, and FF Revenues - BPR012

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Parks & Recreation Dept  
2019-21 Biennium

Agency Number: 63400  
Cross Reference Number: 63400-400-10-00-00000

| Source                         | 2015-17 Actuals  | 2017-19 Leg<br>Adopted Budget | 2017-19 Leg<br>Approved Budget | 2019-21 Agency<br>Request Budget | 2019-21 Governor's<br>Budget | 2019-21 Leg.<br>Adopted Audit |
|--------------------------------|------------------|-------------------------------|--------------------------------|----------------------------------|------------------------------|-------------------------------|
| <b>Federal Funds</b>           |                  |                               |                                |                                  |                              |                               |
| Tsfr To Fish/Wildlife, Dept of | (10,005)         | -                             | -                              | -                                | -                            | -                             |
| <b>Total Federal Funds</b>     | <b>\$577,314</b> | <b>\$2,123,199</b>            | <b>\$2,130,787</b>             | <b>\$2,333,020</b>               | <b>\$2,333,020</b>           | <b>-</b>                      |

Budget Narrative

Park Development

Program Description

**Oregon Parks and Recreation Department**  
**Park Development**  
**2017-19**



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**Oregon Parks and Recreation Department**  
**Park Development**  
**2019-21**



# Budget Narrative

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## Park Development

### Executive Summary

The Park Development program looks forward, preparing the Oregon state park system for sustainable operations and growth in the face of changing societal needs, increasing expenses, and decreasing state resources for basic park maintenance. The program defines success through:

- Strategic, thoughtful park *acquisitions*.
- Exploiting improvements in *design and engineering* technologies to improve efficiency.
- Enhancement and major maintenance of parks and park facilities.

The program positions the state for a long-term commitment to both the Healthy Environment and Jobs Outcome Areas through the lands and facilities that it acquires, improves, and maintains. The working capital necessary to build and maintain the park system comes predominantly from constitutionally-dedicated Lottery Funds, but also from user-generated Other Funds and Federal Funds.

As the system ages, choices must be made in advance of facility replacement and improvement: which expenditures serve Oregon's long-term needs best.

### Program Description

The Oregon Parks and Recreation Department has a broad leadership role to advocate for and promote outdoor recreation in Oregon. It is both a steward of natural, scenic, cultural and recreational resources and a provider of needed high-quality recreational facilities and sites that can fit harmoniously within natural and historic settings. The Department's Park Development program contains two key areas to help accomplish this mission: *property acquisitions* (strategically acquiring parks), and *facility maintenance/construction* (to address overdue maintenance and improve parks).

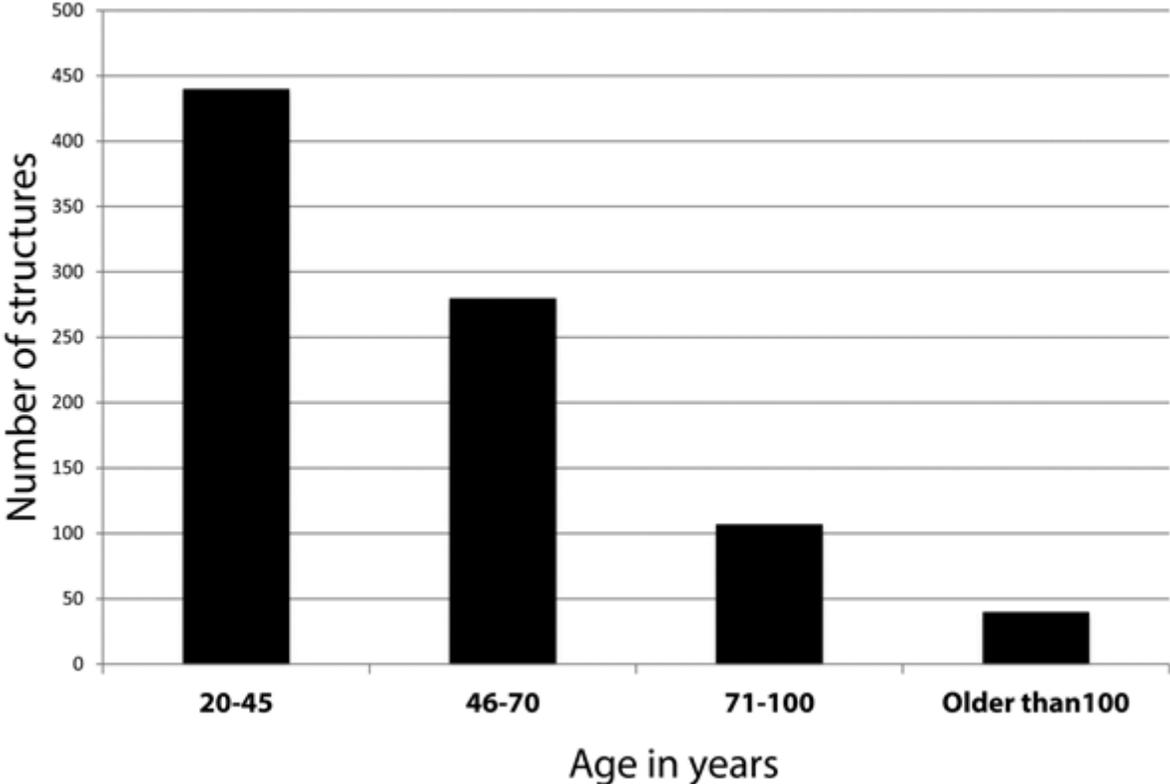
*Property acquisition* is responsible for the negotiation and purchase of new park properties to keep pace with changes in Oregon demographics, recreational habits and conservation priorities. Acquisitions—trades, easements, donations and purchases—are informed by state documents such as the Oregon Conservation Strategy, Statewide Comprehensive Outdoor Recreation Plan, Oregon Plan for Salmon and Watersheds and Species Management Plans. Protection of public lands and open spaces is a significant tool and goal of many of these plans, though improvement to existing parks is a higher priority than new acquisitions. A small number of high-priority acquisitions should be pursued patiently, relentlessly, and creatively in cooperation with public and nongovernment partners.

*Facility maintenance/construction* addresses needs for long-term investment in park infrastructure by making repairs, improving and expanding parks to meet future needs, and applying value-added facility designs that use long-life, efficient fixtures and techniques.

# Budget Narrative

Overall costs for the program are driven by real estate market forces, visitor expectations, and the increasing cost to repair or replace facilities built over the last 96 years. A substantial number of facilities were designed fifty years ago to serve a fraction of the number of visitors who currently enjoy the state park system. Of the approximately 1,700 structures in the state park system, 26 would take more than a million dollars each to replace. Nearly one in ten is more than 70 years old and nearly fifty are more than 100 years old.

## Age of Park Facilities



### Program Justification and Link to 10-Year Outcome

The Park Development program that builds and maintains Oregon’s state park system demonstrates Oregon’s ongoing commitment to the “Responsible Environmental Stewardship” and “A Thriving Statewide Economy” outcome areas in ways that are meaningful and

## Budget Narrative

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evident across the state. Oregon's state park system represents the state's insistence and respect for a healthy environment through allowing the great outdoors to be both accessible and appreciated by broad sectors of the population. This is a strategic foundation for public support of other programs in the state's healthy environment. Support ten years from now for a continued commitment to a healthy environment depends on inspiring people today to value and conserve the natural environment through, in part, their connection to attractive and well-maintained parks throughout the state. The Park Development program conserves important lands and provide recreational opportunities that help define the character of our state by:

- Increasing access and availability to transit, rail, bicycle, and pedestrian travel; and
- Balancing ecological and economic interests to improve the health of watersheds, and fish and wildlife habitat.

### **Program Performance**

The Oregon Parks and Recreation Department uses constitutionally-dedicated lottery funds, trades and other tools to gradually acquire park lands from willing sellers. By acting strategically to acquire properties that satisfy needs described in statewide conservation plans, the system has maintained a top position nationally for visitors served, and visitors served per state park acre.

### **Enabling Legislation/Program Authorization**

*ORS 390.112 Additional criteria for acquiring and developing new historic sites, parks and recreation areas.* The State Parks and Recreation Department shall propose to the State Parks and Recreation Commission additional criteria for the acquisition and development of new historic sites, parks and recreation areas.

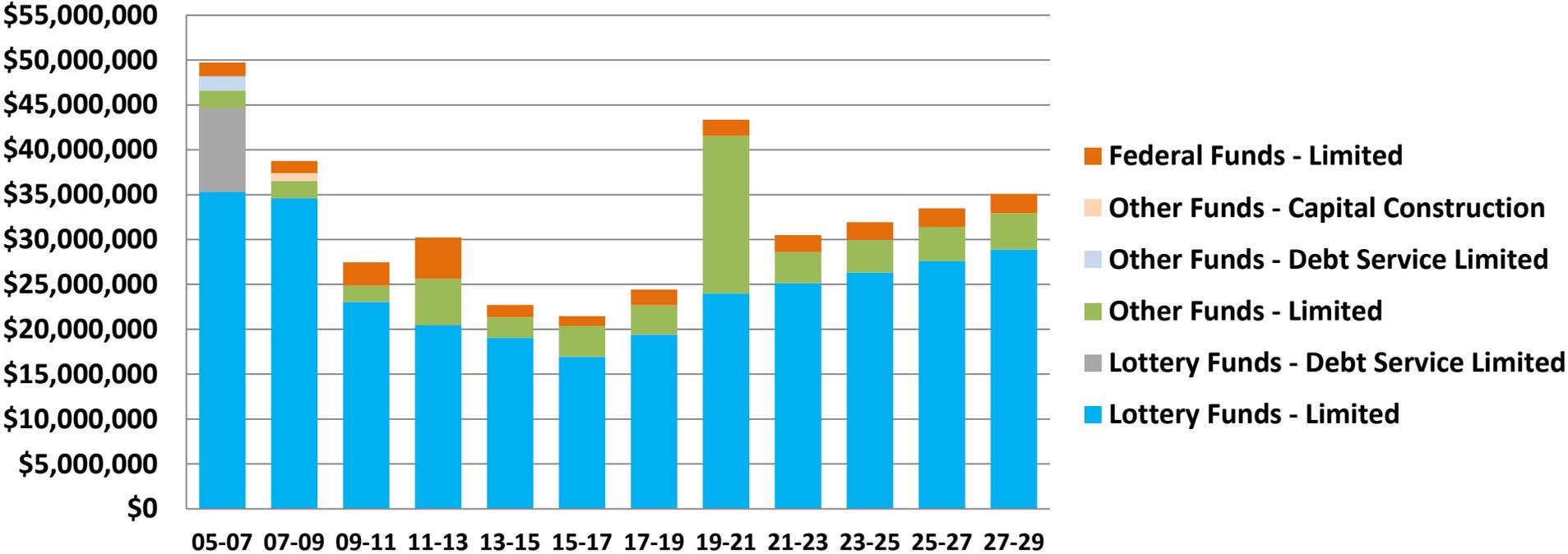
*ORS 390.121 Powers of commission:* In carrying out its responsibilities, the State Parks and Recreation Commission may ... Acquire by purchase, agreement, donation or by exercise of eminent domain, real property or any right or interest therein deemed necessary for the operation and development of state parks, roads, trails, campgrounds, picnic areas, boat ramps, nature study areas, waysides, relaxation areas, visitor and interpretive centers ... or other real property or any right or interest because of its natural, scenic, cultural, historic or recreational value, or any other places of attraction and scenic or historic value which in the judgment of the State Parks and Recreation Department will contribute to the general welfare, enjoyment and pleasure of the public.

# Budget Narrative

## Funding Streams

Park Development is almost entirely funded with dedicated Lottery Funds, supplemented by a small amount of Other Funds (from park visitor fees) and Federal Funds (mostly in the form of grants). The dedicated Lottery Funds are allocated in accordance with the following constitutional requirement. *Oregon Constitution, Article XV, Section 4a, Use of net proceeds from state lottery for parks and recreation areas:* In each biennium the Legislative Assembly shall appropriate all of the moneys in the parks subaccount of the parks and natural resources fund ... to achieve all of the following: Provide additional public parks, natural areas or outdoor recreational areas to meet the needs of current and future residents of the State of Oregon; Protect natural, cultural, historic and outdoor recreational resources of state or regional significance; Manage public parks, natural areas and outdoor recreation areas to ensure their long-term ecological health and provide for the enjoyment of current and future residents of the State of Oregon; and Provide diverse and equitable opportunities for residents of the State of Oregon to experience nature and participate in outdoor recreational activities in state, regional, local or neighborhood public parks and recreation areas.

## Park Development



## Budget Narrative

### **Significant Proposed Program Changes from 2017-19**

Policy Option Package 104 provides \$3 million to improve environmental and recreational performance at Bates State Park in Grant County. Policy Option Package 105 invests \$3.5 million to improve restrooms, coastal camping, and compliance with the Americans with Disabilities Act. The Oregon coast and its public beaches represent half of the visits made to the state park system. Policy Option Package 106 invests in a significant project to highlight the Park System Centennial in 2022. Policy Option Package 107 invests in the Oregon Coast Trail and the Historic Columbia River Highway Trail. Policy Option Package 109 invests funds in target property acquisitions to enhance the park system.

### **Purpose, customers, and source of funding**

The purpose of OPRD's Park Development program is to support the Direct Services program by maintaining and enhancing the state park system for visitors so as to give them a great park experience and increase their appreciation for the state of Oregon and its healthy environment. The customers are the general public, and they include Oregon residents, visitors, and tourists. An estimated 54.5 million unique visits were made in 2016 to the 250+ state park properties in Oregon. Of these, 2.7 million were for overnight stays by campers and 51.8 million were for day trips. Based on the recent visitor surveys, 56% of customers were Oregon residents. The funding for this program is primarily dedicated Lottery Funds (55%), but also includes some Other Funds (41%) from park user fees, agency transfers, and limitation for donations and grants, and some Federal Funds (4%) for grants and agency transfers.

### **Expenditures by fund type, positions and full-time equivalents**

| <b>Park Development:</b>      | General | Lottery    | Other      | Federal   | Total Funds | Positions | FTE  |
|-------------------------------|---------|------------|------------|-----------|-------------|-----------|------|
| Property Acquisition          |         | 4,614,609  | 0          | 0         | 4,614,609   |           |      |
| Facilities Construct/Maintain |         | 19,378,811 | 17,548,816 | 1,810,132 | 38,737,759  | 9         | 9.00 |
| Total                         | 0       | 23,993,420 | 17,548,816 | 1,810,132 | 43,352,368  | 9         | 9.00 |

# Budget Narrative

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## **Activities, programs, and issues in the program unit base budget**

The Park Development program activities include, within *property acquisitions*, the funding for park property assessment, negotiation, due diligence, and purchase. The issues most affecting the program are availability of funding, real estate values, the willingness of property owners to sell lands to the state, and increasing conditions and regulation around siting parks in various areas throughout the state. In the *facility maintenance/construction* part of the budget, the main activities are major maintenance and repair of existing facilities and enhancement of the park system with new facilities. Because there is inadequate Lottery funding available to accomplish all of the deferred maintenance in the park system, a triage approach is used to address the most critical needs first. While significant progress has been made in reducing long-term deferred maintenance, the aging of the park system infrastructure continues and new emergencies occur constantly that impact the ability to deliver services and keep parks operating.

## **Important background for decision makers. Include trends in caseload and workload**

Funding for *property acquisitions* has fluctuated over the years, reflecting market conditions and a constant search for balance. The state needs to provide memorable experiences in special places for a growing population and needs to relieve crowding on public lands that have family-friendly facilities. On the flip side, it also needs to continue avoiding acquisitions it cannot afford to protect, develop, and maintain. Perhaps more than any other function, the acquisition program relies on leveraging external funding through grants, strong partnerships, and creative mechanisms such as trades. Criteria for acquisition includes consideration of the Department's ability to build and/or maintain the property for the recreational enjoyment of Oregonians or the need to preserve an area for outstanding natural, scenic, or historical value. The end goal drives the size of the acquisition fund: providing outstanding visitor experiences consistently and sustainably over time. The *facility maintenance/construction* part of the program funds park improvements and maintenance. It was established in 1997 through the sale of \$15 million in Lottery-backed bonds, and continued by establishment of the Parks and Natural Resources Fund in the 1999-01 biennium. The activities undertaken by OPRD associated with major maintenance and enhancement of the park system through the design, permitting and construction of improvement projects. *Facility maintenance/construction* also encompasses the management systems (e.g., asset tracking, statewide bridge inspections) and personnel necessary to carry out program activities. Other funding sources augment the investment funding, including other agency transfers, grants (e.g., Oregon State Marine Board), donations, hydropower project mitigation funds, special allocations, or matching funds from federal and state agency programs (e.g., Bureau of Reclamation; Oregon Department of Transportation).

## **Expected results from the 2019-21 budget for the program unit.**

The expected results from the 2019-21 budget are the completion of 30 to 35 of the top priority major maintenance projects in the state park system; acquisition of a small number of properties—mostly in-holdings, access improvements, and/or additions to existing parks. The continued investment in a small amount of land acquisition helps relieve crowding and attract underserved segments of the population to new experiences. Links to the 10-year outcome are discussed above. The other expected results are positive performance on the Department's principles:

- Save Oregon's Special Places

## Budget Narrative

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- Secure outstanding habitats, historic places and scenic settings.
- Encourage public ownership through grants or public/private partnerships.
- Acquire or help safeguard Oregon's historic places and stimulate activities that foster their use, care and conservation.
- Connect People to Meaningful Outdoor Experiences
  - Build or enable others to build new types of parks that will meet a growing population's needs.
- Take the Long View
  - Provide first class facilities designed to appeal to a wide variety of visitors and park users;
  - Promote the ethic that parks are vital to Oregon's way of life and that the Department has a civic responsibility to provide and protect them;
  - Reduce OPRD's environmental impact at all levels;
  - Maintain the physical infrastructure of the park system.

### **Revenue sources and proposed revenue changes**

In Park Development, the Property Acquisition budget is funded by Lottery Funds. The Lottery funds are the Department's constitutionally dedicated share of the Parks and Natural Resource Fund. Lottery fund forecasts are provided by the Office of Economic Analysis.

The Facilities Construct/Maintain budget is funded by a combination of Lottery Funds, Other Funds and Federal Funds. The Lottery funds are the Department's constitutionally dedicated share of the Parks and Natural Resource Fund. Lottery fund forecasts are provided by the Office of Economic Analysis.

Park User Fees are generated by Day Use and Overnight camping fees charged to park visitors. The Department forecasts this revenue source based on historical and future reservation data.

Additional Other Funds are provided by the Department of Transportation (ODOT) for paving of state highways in state parks; ODOT provides this projected revenue amount to the Department.

Finally, this budget contains Other Revenue (Other Funds) and Federal revenue. These funds come from a variety of sources depending on what partners the Department works with during the biennium. Because the sources change from biennium to biennium, it is not possible to list specific revenue sources. The Department forecasts this revenue to remain constant from biennium to biennium.

### **Proposed new laws that apply to the program unit**

None.

# Budget Narrative

## Summary of 2019-21 Budget Oregon Parks and Recreation Department

| Park Development  | TOTALS |        |                | FUND TYPE    |                |                |               |            |         |
|---|--------|--------|----------------|--------------|----------------|----------------|---------------|------------|---------|
|   | POS    | FTE    | ALL FUNDS      | General Fund | Lottery Funds  | Other Funds    | Federal Funds | Nonlimited |         |
|   |        |        |                |              |                |                |               | Other      | Federal |
| <b>2017-19 LEGISLATIVELY ADOPTED BUDGET</b>             | 13     | 13.00  | 24,389,519     |              | 19,372,489     | 3,274,456      | 1,742,574     |            |         |
| <b>Emergency Board Actions (through 3/2018)</b>         |        |        | 39,349         |              | 40,618         | (1,269)        |               |            |         |
| <b>2017-19 Legislatively Approved Budget</b>            | 13     | 13.00  | 24,428,868     |              | 19,413,107     | 3,273,187      | 1,742,574     |            |         |
| <b>Base Budget Adjustments:</b>                         |        |        |                |              |                |                |               |            |         |
| Net Cost of 2017-19 Position Actions:                   |        |        |                |              |                |                |               |            |         |
| Administrative, Biennialized E-Board, Phase-Out         | (4)    | (4.00) | (757,190)      |              | (635,181)      | (122,009)      |               |            |         |
| Estimated Cost of 2019-21 Merit Increase                |        |        |                |              |                |                |               |            |         |
| Base Debt Service Adjustment                            |        |        |                |              |                |                |               |            |         |
| Base Nonlimited Adjustment                              |        |        |                |              |                |                |               |            |         |
| Capital Construction Adjustment                         |        |        |                |              |                |                |               |            |         |
| <b>Subtotal: 2019-21 Base Budget</b>                    | 9      | 9.00   | 23,671,678     |              | 18,777,926     | 3,151,178      | 1,742,574     |            |         |
| <b>Essential Packages:</b>                              |        |        |                |              |                |                |               |            |         |
| <b>Package No. 010</b>                                  |        |        |                |              |                |                |               |            |         |
| Vacancy Factor (Increase)/Decrease                      |        |        | 129,813        |              | 89,387         | 40,426         |               |            |         |
| Non-PICS Personal Service Increase/(Decrease)           |        |        | (21,577)       |              | (24,059)       | 2,482          |               |            |         |
| Subtotal  |        |        | <b>108,236</b> |              | <b>65,328</b>  | <b>42,908</b>  |               |            |         |
| <b>Package No. 021/022</b>                              |        |        |                |              |                |                |               |            |         |
| 021 - Phased-In Programs Excl. One-Time Costs           |        |        |                |              |                |                |               |            |         |
| 022 - Phase-Out Programs and One-Time Costs             |        |        |                |              |                |                |               |            |         |
| Subtotal  |        |        |                |              |                |                |               |            |         |
| <b>Package No. 031/032/033</b>                          |        |        |                |              |                |                |               |            |         |
| Cost of Goods & Services Increase/(Decrease)            |        |        | 822,454        |              | 650,166        | 104,730        | 67,558        |            |         |
| State Govt Service Charges Increase/(Decrease)          |        |        |                |              |                |                |               |            |         |
| Subtotal  |        |        | <b>822,454</b> |              | <b>650,166</b> | <b>104,730</b> | <b>67,558</b> |            |         |
| <b>Package No. 040</b>                                  |        |        |                |              |                |                |               |            |         |
| Mandated Caseload Increase/(Decrease)                   |        |        |                |              |                |                |               |            |         |
| <b>Package No. 050</b>                                  |        |        |                |              |                |                |               |            |         |
| Fund Shifts   |        |        |                |              |                |                |               |            |         |
| <b>Package No. 060</b>                                  |        |        |                |              |                |                |               |            |         |
| Technical Adjustments                                   |        |        |                |              |                |                |               |            |         |
| <b>Subtotal: 2019-21 Current Service Level Budget</b>   | 9      | 9.00   | 24,602,368     |              | 19,493,420     | 3,298,816      | 1,810,132     |            |         |
| <b>2019-21 Current Service Level - Page 1 Subtotal</b>  | 9      | 9.00   | 24,602,368     |              | 19,493,420     | 3,298,816      | 1,810,132     |            |         |
| <b>Package No. 070</b>                                  |        |        |                |              |                |                |               |            |         |
| Revenue Shortfalls                                      |        |        |                |              |                |                |               |            |         |
| <b>Subtotal: 2019-21 Modified Current Service Level</b> | 9      | 9.00   | 24,602,368     |              | 19,493,420     | 3,298,816      | 1,810,132     |            |         |



# Budget Narrative

## DETAIL OF LOTTERY FUNDS, OTHER FUNDS AND FEDERAL FUNDS REVENUES

| Source   | Fund | ORBITS<br>Revenue<br>Acct | 2015-17<br>Actual | 2017-19<br>Legislatively<br>Approved | 2017-19<br>Estimated | 2019-21           |                      |                          |
|--|------|---------------------------|-------------------|--------------------------------------|----------------------|-------------------|----------------------|--------------------------|
|  |      |                           |                   |                                      |                      | Agency<br>Request | Governor's<br>Budget | Legislatively<br>Adopted |
| <b>Lottery Funds</b>   |      |                           |                   |                                      |                      |                   |                      |                          |
| Interest Earnings  | Lot  | 0605                      |                   |                                      |                      |                   |                      |                          |
| Interest Earnings (Non-Dedicated Lottery - Non-Measure 76)       | Lot  | 0605                      |                   |                                      |                      |                   |                      |                          |
| Transfers-In   |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  |      |                           |                   |                                      |                      |                   |                      |                          |
| From Dept. Adminst Serv (Dedicated Lottery - Measure 76)         | Lot  | 1107                      | 16,922,218        | 19,413,107                           | 19,413,107           | 23,993,420        | 23,993,420           |                          |
| From Dept. Adminst Serv (Non-Dedicated Lottery - Non-Measure 76) | Lot  | 1107                      |                   |                                      |                      |                   |                      |                          |
| From Department of Forestry                                      | Lot  |                           |                   |                                      |                      |                   |                      |                          |
| Transfers-Out  |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  |      |                           |                   |                                      |                      |                   |                      |                          |
| Administrative Services  | Lot  | 2107                      |                   |                                      |                      |                   |                      |                          |
| Dept. of Forestry  | Lot  | 2629                      |                   |                                      |                      |                   |                      |                          |
| To Oregon Department of Transportation                           | Lot  | 2730                      |                   |                                      |                      |                   |                      |                          |
| <b>Total Lottery Funds</b>                                       | Lot  |                           | 16,922,218        | 19,413,107                           | 19,413,107           | 23,993,420        | 23,993,420           | -                        |
| <b>Other Funds (Limited)</b>                                     |      |                           |                   |                                      |                      |                   |                      |                          |
| Park User Fees   | Oth  | 0255                      | 819,916           |                                      |                      | 14,250,000        | 14,250,000           |                          |
| Other Nonbusiness Lic & Fees                                     | Oth  | 0210                      |                   |                                      |                      |                   |                      |                          |
| Charges for Services   | Oth  | 0410                      |                   |                                      |                      |                   |                      |                          |
| Rents and Royalties  | Oth  | 0510                      |                   |                                      |                      |                   |                      |                          |
| Interest Earnings  | Oth  | 0605                      |                   |                                      |                      |                   |                      |                          |
| Sales Income   | Oth  | 0705                      |                   |                                      | 38,500               |                   |                      |                          |
| Donations  | Oth  | 0905                      | 94,661            | -                                    |                      |                   |                      |                          |
| Grants (Non-Fed)   | Oth  | 0910                      | 150,286           |                                      |                      |                   |                      |                          |
| Other Revenues   | Oth  | 0975                      | -                 | 2,031,412                            |                      | 2,055,772         | 2,055,772            |                          |
| Lottery Bonds Proceeds   | Oth  | 0565                      |                   |                                      |                      |                   |                      |                          |
| Transfers-In   |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  |      |                           |                   |                                      |                      |                   |                      |                          |
| From Dept. Adminst Serv  | Oth  | 1107                      |                   |                                      |                      |                   |                      |                          |
| Oregon Military Department                                       | Oth  | 1248                      |                   |                                      |                      |                   |                      |                          |
| From Marine Board  | Oth  | 1250                      | 784,839           |                                      |                      |                   |                      |                          |
| Oregon Dept of Energy  | Oth  | 1330                      |                   |                                      |                      |                   |                      |                          |
| OR Business Development  | Oth  | 1123                      |                   |                                      |                      |                   |                      |                          |
| From Oregon Dept of State Lands                                  | Oth  | 1141                      |                   |                                      |                      |                   |                      |                          |
| From Oregon Department of Forestry                               | Oth  | 1629                      | 25,000            |                                      |                      |                   |                      |                          |
| From Oregon Department of Transportation                         | Oth  | 1730                      | 1,075,804         | 1,243,044                            | 1,243,044            | 1,243,044         | 1,243,044            |                          |
| From Dept of Fish/Wildlife                                       | Oth  | 1635                      | 500,000           |                                      |                      |                   |                      |                          |

# Budget Narrative

## DETAIL OF LOTTERY FUNDS, OTHER FUNDS AND FEDERAL FUNDS REVENUES

| Source                                   | Fund | ORBITS<br>Revenue<br>Acct | 2015-17<br>Actual | 2017-19<br>Legislatively<br>Approved | 2017-19<br>Estimated | 2019-21           |                      |                          |
|--|------|---------------------------|-------------------|--------------------------------------|----------------------|-------------------|----------------------|--------------------------|
|  |      |                           |                   |                                      |                      | Agency<br>Request | Governor's<br>Budget | Legislatively<br>Adopted |
| Transfers-Out                            |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund                                | Oth  | 2010                      |                   |                                      |                      |                   |                      |                          |
| To Counties                              | Oth  | 2080                      |                   |                                      |                      |                   |                      |                          |
| To Oregon Department of Transportation   | Oth  | 2730                      |                   |                                      |                      |                   |                      |                          |
| To OR Business Development               | Oth  | 2123                      |                   |                                      |                      |                   |                      |                          |
| To Dept. of Agriculture                  | Oth  | 2603                      |                   |                                      |                      |                   |                      |                          |
| To Dept. of Forestry                     | Oth  | 2629                      |                   |                                      |                      |                   |                      |                          |
| To Oregon State Police                   | Oth  | 2257                      |                   |                                      |                      |                   |                      |                          |
| <i>Total Other Funds</i>                 | Oth  |                           | 3,450,506         | 3,274,456                            | 1,281,544            | 17,548,816        | 17,548,816           | -                        |
| <b><i>Federal Funds (Limited)</i></b>    |      |                           |                   |                                      |                      |                   |                      |                          |
| Federal Funds                            | Fed  | 0995                      | 1,090,189         | 1,742,574                            | 1,778,787            | 1,810,132         | 1,810,132            |                          |
| Oregon Department of Transportation      | Fed  | 1730                      |                   |                                      |                      |                   |                      |                          |
| Oregon Military Dept                     | Fed  | 1248                      |                   |                                      |                      |                   |                      |                          |
| Transfers-Out                            |      |                           |                   |                                      |                      |                   |                      |                          |
| To Dept of Fish/Wildlife                 | Fed  | 2635                      |                   |                                      |                      |                   |                      |                          |
| To Dept of Forestry                      | Fed  | 2629                      |                   |                                      |                      |                   |                      |                          |
| <i>Total Federal Funds - Limited</i>     | Fed  |                           | 1,090,189         | 1,742,574                            | 1,778,787            | 1,810,132         | 1,810,132            | -                        |
| <b>TOTAL LIMITED</b>                     |      |                           | 21,462,913        | 24,430,137                           | 22,473,438           | 43,352,368        | 43,352,368           | -                        |
| <b>Lottery, Other, and Federal Funds</b> |      |                           | 21,462,913        | 24,430,137                           | 22,473,438           | 43,352,368        | 43,352,368           | -                        |

# Budget Narrative

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## Park Development

### 010 Non-PICS Psnl Svc / Vacancy Factor

#### Package Description

This package includes standard inflation of 3.8% on non PICS generated accounts unless otherwise described below:

- Mass Transit – adjustment to .6% of subject salary and wages.
- Pension Obligation Bonds – amount required for payment of bonds as calculated by the Department of Administrative Services (DAS).
- Vacancy Savings – an amount calculated based on the previous biennium’s turnover rate plus the return of the hiring slow down limitation reduction

# Budget Narrative

| ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY |                                      |           |     |                              |           |             |          |   |                 |                 |            |               |                  |          |
|--|--------------------------------------|-----------|-----|------------------------------|-----------|-------------|----------|---|-----------------|-----------------|------------|---------------|------------------|----------|
| Package No.  | 010 Non-PICS Psnl Svc/Vacancy Factor |           |     |                              |           |             |          | 63400-300-10-00-00000<br>Park Development |                 |                 |            |               |                  |          |
| PERSONAL SERVICES                                  |                                      |           |     |                              |           |             |          |   |                 |                 |            |               |                  |          |
| Classification No.                                 | Group by Classification Name         | # of Pos. | FTE | Base Rate                    | Avg. Step | Avg. Salary | Avg. OPE | GF  | LF              | OF              | FF         | OF (Non-Ltd.) | All Funds        |          |
|  |                                      |           |     | Temporary Appointments       |           |             |          |   | 1,803           |                 |            |               |                  | 1,803    |
|  |                                      |           |     | Overtime Payments            |           |             |          |   |                 |                 |            |               |                  | -        |
|  |                                      |           |     | Shift Differential           |           |             |          |   |                 |                 |            |               |                  | -        |
|  |                                      |           |     | All Other Differential       |           |             |          |   |                 |                 |            |               |                  | -        |
|  |                                      |           |     | Public Employees Retire Cont |           |             |          |   |                 |                 |            |               |                  | -        |
|  |                                      |           |     | Pension Bond Contribution    |           |             |          |   | (23,598)        | 2,860           |            |               |                  | (20,738) |
|  |                                      |           |     | Social Security Taxes        |           |             |          |   | 138             |                 |            |               |                  | 138      |
|  |                                      |           |     | Unemployment Assessments     |           |             |          |   |                 |                 |            |               |                  | -        |
|  |                                      |           |     | Mass Transit Tax             |           |             |          |   | (2,402)         | (378)           |            |               |                  | (2,780)  |
|  |                                      |           |     | Vacancy Savings              |           |             |          |   | 89,387          | 40,426          |            |               |                  | 129,813  |
| <b>Total Personal Services</b>                     |                                      |           |     |                              |           |             |          | -   | <b>65,328</b>   | <b>42,908</b>   | -          | -             | <b>108,236</b>   |          |
| SERVICES AND SUPPLIES                              |                                      |           |     |                              |           |             |          |   |                 |                 |            |               |                  |          |
|  |                                      |           |     |                              |           |             |          |   |                 |                 |            |               | -                |          |
|  |                                      |           |     |                              |           |             |          |   |                 |                 |            |               | -                |          |
| <b>Total Services and Supplies</b>                 |                                      |           |     |                              |           |             |          | -   | -               | -               | -          | -             | -                |          |
| CAPITAL OUTLAY                                     |                                      |           |     |                              |           |             |          |   |                 |                 |            |               |                  |          |
|  |                                      |           |     |                              |           |             |          |   |                 |                 |            |               | -                |          |
| <b>Total Capital Outlay</b>                        |                                      |           |     |                              |           |             |          | -   | -               | -               | -          | -             | -                |          |
| SPECIAL PAYMENTS                                   |                                      |           |     |                              |           |             |          |   |                 |                 |            |               |                  |          |
|  |                                      |           |     |                              |           |             |          |   |                 |                 |            |               | -                |          |
| <b>Total Special Payments</b>                      |                                      |           |     |                              |           |             |          | -   | -               | -               | -          | -             | -                |          |
| <b>TOTAL REQUESTS</b>                              |                                      |           |     |                              |           |             |          | -   | <b>\$65,328</b> | <b>\$42,908</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$108,236</b> |          |
| TOTAL POSITIONS/FTE                                |                                      |           |     | Pos                          |           | FTE         |          |   |                 |                 |            |               |                  |          |

# Budget Narrative

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## **Park Development**

### **031 Standard Inflation Adjustments**

#### **Package Description**

This package includes standard inflation of 3.8% for all Services and Supplies, Capital Outlay and Special Payments unless otherwise described below. In addition, Professional Services accounts are granted 4.2% inflation.

# Budget Narrative

## ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

| Package No. 031 Standard Inflation |                                      | 63400-300-10-00-00000<br>Park Development |     |           |           |                              |          |    |                  |                  |                 |               |                  |
|------------------------------------|--------------------------------------|---|-----|-----------|-----------|------------------------------|----------|----|------------------|------------------|-----------------|---------------|------------------|
| <b>PERSONAL SERVICES</b>           |                                      |   |     |           |           |                              |          |    |                  |                  |                 |               |                  |
| Classification No.                 | Group by Classification Name         | # of Pos.                                 | FTE | Base Rate | Avg. Step | Avg. Salary                  | Avg. OPE | GF | LF               | OF               | FF              | OF (Non-Ltd.) | All Funds        |
|                                    |                                      |   |     |           |           |                              |          |    |                  |                  |                 |               |                  |
|                                    |                                      |   |     |           |           | Temporary Appointments       |          |    |                  |                  |                 |               | -                |
|                                    |                                      |   |     |           |           | Overtime Payments            |          |    |                  |                  |                 |               | -                |
|                                    |                                      |   |     |           |           | Shift Differential           |          |    |                  |                  |                 |               | -                |
|                                    |                                      |   |     |           |           | All Other Differential       |          |    |                  |                  |                 |               | -                |
|                                    |                                      |   |     |           |           | Public Employees Retire Cont |          |    |                  |                  |                 |               | -                |
|                                    |                                      |   |     |           |           | Pension Bond Contribution    |          |    |                  |                  |                 |               | -                |
|                                    |                                      |   |     |           |           | Social Security Taxes        |          |    |                  |                  |                 |               | -                |
|                                    |                                      |   |     |           |           | Unemployment Assessments     |          |    |                  |                  |                 |               | -                |
|                                    |                                      |   |     |           |           | Mass Transit Tax             |          |    |                  |                  |                 |               | -                |
|                                    |                                      |   |     |           |           | Vacancy Savings              |          |    |                  |                  |                 |               | -                |
| <b>Total Personal Services</b>     |                                      |   |     |           |           |                              |          | -  | -                | -                | -               | -             | -                |
| <b>SERVICES AND SUPPLIES</b>       |                                      |   |     |           |           |                              |          |    |                  |                  |                 |               |                  |
|                                    |                                      |   |     |           |           |                              |          |    |                  |                  |                 |               | -                |
| 4100                               | Instate Travel                       |   |     |           |           |                              |          |    | 1,798            |                  |                 |               | 1,798            |
| 4125                               | Out of State Travel                  |   |     |           |           |                              |          |    | 140              |                  |                 |               | 140              |
| 4150                               | Employee Training                    |   |     |           |           |                              |          |    | 1,628            |                  |                 |               | 1,628            |
| 4175                               | Office Expenses                      |   |     |           |           |                              |          |    | 4,124            |                  |                 |               | 4,124            |
| 4200                               | Telecommunications                   |   |     |           |           |                              |          |    | 4,567            |                  |                 |               | 4,567            |
| 4275                               | Publicity and Publications           |   |     |           |           |                              |          |    | 291              |                  |                 |               | 291              |
| 4300                               | Professional Services                |   |     |           |           |                              |          |    | 31,973           |                  | 14,066          |               | 46,039           |
| 4315                               | IT Professional Services             |   |     |           |           |                              |          |    | 8                |                  |                 |               | 8                |
| 4375                               | Employee Recruitment and Development |   |     |           |           |                              |          |    | 194              |                  |                 |               | 194              |
| 4400                               | Dues and Subscriptions               |   |     |           |           |                              |          |    | 97               |                  |                 |               | 97               |
| 4425                               | Facilities Rental and Taxes          |   |     |           |           |                              |          |    | 1,102            |                  |                 |               | 1,102            |
| 4450                               | Fuels and Utilities                  |   |     |           |           |                              |          |    | 901              |                  |                 |               | 901              |
| 4475                               | Facilities Maintenance               |   |     |           |           |                              |          |    | 21,577           |                  |                 |               | 21,577           |
| 4575                               | Agency Program Related S and S       |   |     |           |           |                              |          |    | 491,740          | 104,730          | 53,492          |               | 649,962          |
| 4650                               | Other Services and Supplies          |   |     |           |           |                              |          |    | 84,984           |                  |                 |               | 84,984           |
| 4700                               | Expendable Prop 250 - 5000           |   |     |           |           |                              |          |    | 2,909            |                  |                 |               | 2,909            |
| 4715                               | IT Expendable Property               |   |     |           |           |                              |          |    | 2,133            |                  |                 |               | 2,133            |
|                                    |                                      |   |     |           |           |                              |          |    |                  |                  |                 |               | -                |
| <b>Total Services and Supplies</b> |                                      |   |     |           |           |                              |          | -  | <b>650,166</b>   | <b>104,730</b>   | <b>67,558</b>   | -             | <b>822,454</b>   |
| <b>CAPITAL OUTLAY</b>              |                                      |   |     |           |           |                              |          |    |                  |                  |                 |               |                  |
| <b>Total Capital Outlay</b>        |                                      |   |     |           |           |                              |          | -  | -                | -                | -               | -             | -                |
| <b>SPECIAL PAYMENTS</b>            |                                      |   |     |           |           |                              |          |    |                  |                  |                 |               |                  |
| <b>Total Special Payments</b>      |                                      |   |     |           |           |                              |          | -  | -                | -                | -               | -             | -                |
| <b>TOTAL REQUESTS</b>              |                                      |   |     |           |           |                              |          | -  | <b>\$650,166</b> | <b>\$104,730</b> | <b>\$67,558</b> | <b>\$0</b>    | <b>\$822,454</b> |
| TOTAL POSITIONS/FTE                |                                      |   | Pos | FTE       |           |                              |          |    |                  |                  |                 |               |                  |

# Budget Narrative

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## Park Development

### 104 Improve and Develop Parks

#### Package Description

##### Purpose:

The purpose of this package is to address fish passage and habitat concerns at Bates State Park.

##### How Achieved:

The existing Bates State Park pond dam fish ladder does not meet current fish passage requirements. An open pond is also not ideal for fish that do manage to pass the ladder. This project will renovate or rebuild the fish ladder to meet current standards including a fish stream bypass. The addition of the stream bypass will also reduce the effects of water temperature increase created by the pond, therefore improving the watershed wide water temperatures.

##### Staffing Impact:

None.

##### Quantifying Results:

Once the project is completed, technical monitoring of field conditions will show improvement in water temperature and fish passage.

##### Revenue Source:

\$3,000,000 Other Funds



# Budget Narrative

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## Park Development

### 105 Improve Visitor Experience

#### Package Description

The purpose of this package is to increase funding for accessibility improvements in existing day use and overnight facilities throughout the park system and enhance the overnight camping options on the Oregon coast.

#### How Achieved:

OPRD has been developing an ADA transition plan to provide a more inclusive park system. The need is being quantified through the ADA access evaluation work being incorporated into the park planning process. The funds would be used to either as specific projects or to supplement larger projects to expend ADA enhancements beyond parking lot and restroom improvements to picnic facilities, campgrounds, trail systems and viewpoints. Amount requested: \$500,000

Increased funding for restroom replacement will allow for an accelerated schedule of failing restroom replacements. Many restrooms in the state park system have exceeded their life expectancy; however, limitation funding only allows a few to be replaced each biennium. These additional funds would allow more restrooms to be replaced each biennium. New restrooms allow staff to focus on customer service and safety without having to spend as much time “patching” failing buildings to make them functional and safe for visitors. Amount requested: \$1,000,000

Campgrounds on the Oregon coast are some of the most popular parks in the state system. As a result, these campgrounds fill up quickly and are extremely busy during the summer and shoulder camping season. OPRD at times must turn customers away due to capacity issues. Funding for enhanced camping on the coast will allow OPRD to selective add additional camping along the coast – it might be a new camp loop or adding a new campground. Amount requested: \$2,000,000

#### Staffing Impact:

None.

## Budget Narrative

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### Quantifying Results:

OPRD will improve ADA access to the park system as major and minor projects are completed; a growing number of restrooms in the system are new and additional camping facilities will be available to visitors to the Oregon coast.

### Revenue Source:

\$1,500,000 Lottery Funds, \$2,000,000 Other Funds

# Budget Narrative

| ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY |                                |                                |     |                              |           |             |          |   |                    |                    |            |               |                    |
|--|--------------------------------|--------------------------------|-----|------------------------------|-----------|-------------|----------|---|--------------------|--------------------|------------|---------------|--------------------|
| Package No.  | 105 Improve Visitor Experience |                                |     |                              |           |             |          | 63400-300-10-00-00000<br>Park Development |                    |                    |            |               |                    |
| PERSONAL SERVICES                                  |                                |                                |     |                              |           |             |          |   |                    |                    |            |               |                    |
| Classification No.                                 | Group by Classification Name   | # of Pos.                      | FTE | Base Rate                    | Avg. Step | Avg. Salary | Avg. OPE | GF  | LF                 | OF                 | FF         | OF (Non-Ltd.) | All Funds          |
|  |                                |                                |     | Salaries & Wages             |           |             |          |   |                    |                    |            |               | -                  |
|  |                                |                                |     | Empl Rel Bd Assessments      |           |             |          |   |                    |                    |            |               | -                  |
|  |                                |                                |     | Public Employees Retire Cont |           |             |          |   |                    |                    |            |               | -                  |
|  |                                |                                |     | Social Security Taxes        |           |             |          |   |                    |                    |            |               | -                  |
|  |                                |                                |     | Workers Comp Assessments     |           |             |          |   |                    |                    |            |               | -                  |
|  |                                |                                |     | Mass Transit Tax             |           |             |          |   |                    |                    |            |               | -                  |
|  |                                |                                |     | Flexible Benefits            |           |             |          |   |                    |                    |            |               | -                  |
| <b>Total Personal Services</b>                     |                                |                                |     |                              |           |             |          | -   | -                  | -                  | -          | -             | -                  |
| SERVICES AND SUPPLIES                              |                                |                                |     |                              |           |             |          |   |                    |                    |            |               |                    |
|  | 4575                           | Agency Program Related S and S |     |                              |           |             |          |   | 1,500,000          | 2,000,000          |            |               | 3,500,000          |
| <b>Total Services and Supplies</b>                 |                                |                                |     |                              |           |             |          | -   | <b>1,500,000</b>   | <b>2,000,000</b>   | -          | -             | <b>3,500,000</b>   |
| CAPITAL OUTLAY                                     |                                |                                |     |                              |           |             |          |   |                    |                    |            |               |                    |
| <b>Total Capital Outlay</b>                        |                                |                                |     |                              |           |             |          | -   | -                  | -                  | -          | -             | -                  |
| SPECIAL PAYMENTS                                   |                                |                                |     |                              |           |             |          |   |                    |                    |            |               |                    |
| <b>Total Special Payments</b>                      |                                |                                |     |                              |           |             |          | -   | -                  | -                  | -          | -             | -                  |
| <b>TOTAL REQUESTS</b>                              |                                |                                |     |                              |           |             |          | -   | <b>\$1,500,000</b> | <b>\$2,000,000</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$3,500,000</b> |
| <b>TOTAL POSITIONS/FTE</b>                         |                                |                                | Pos |                              |           |             | FTE      |   |                    |                    |            |               |                    |

# Budget Narrative

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## Park Development

### 106 Prep for State Park System Centennial in 2022

#### Package Description

##### Purpose:

The purpose of this package is to increase limitation to allow construction of several projects in Commemoration of the State Parks Centennial.

##### How Achieved:

As OPRD approaches the 100<sup>th</sup> year anniversary of the state parks system, the goal is construction of a series of signature projects across Oregon. The Department has a list of projects that are being evaluated for design and construction. These projects will highlight the legacy of the system, while building new opportunities for the next generation of park users.

##### Staffing Impact:

None.

##### Quantifying Results:

This action supports the agency's mission of providing quality park experiences for Oregonians and other visitors to the Department's recreation and heritage sites.

##### Revenue Source:

\$7,000,000 Other Funds

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |   |           |     |                              |           |             |          |   |            |                    |            |               |                    |
|---|---|-----------|-----|------------------------------|-----------|-------------|----------|---|------------|--------------------|------------|---------------|--------------------|
| Package No.   | 106 Prep for State Park System Centennial in 2022 |           |     |                              |           |             |          | 63400-300-10-00-00000<br>Park Development |            |                    |            |               |                    |
| PERSONAL SERVICES   |   |           |     |                              |           |             |          |   |            |                    |            |               |                    |
| Classification No.  | Group by Classification Name                      | # of Pos. | FTE | Base Rate                    | Avg. Step | Avg. Salary | Avg. OPE | GF  | LF         | OF                 | FF         | OF (Non-Ltd.) | All Funds          |
|   |   |           |     | Salaries & Wages             |           |             |          |   |            |                    |            |               | -                  |
|   |   |           |     | Empl Rel Bd Assessments      |           |             |          |   |            |                    |            |               | -                  |
|   |   |           |     | Public Employees Retire Cont |           |             |          |   |            |                    |            |               | -                  |
|   |   |           |     | Social Security Taxes        |           |             |          |   |            |                    |            |               | -                  |
|   |   |           |     | Workers Comp Assessments     |           |             |          |   |            |                    |            |               | -                  |
|   |   |           |     | Mass Transit Tax             |           |             |          |   |            |                    |            |               | -                  |
|   |   |           |     | Flexible Benefits            |           |             |          |   |            |                    |            |               | -                  |
| <b>Total Personal Services</b>                            |   |           |     |                              |           |             |          | -   | -          | -                  | -          | -             | -                  |
| SERVICES AND SUPPLIES                                     |   |           |     |                              |           |             |          |   |            |                    |            |               |                    |
| 4575  | Agency Program Related S and S                    |           |     |                              |           |             |          |   |            | 7,000,000          |            |               | 7,000,000          |
| <b>Total Services and Supplies</b>                        |   |           |     |                              |           |             |          | -   | -          | <b>7,000,000</b>   | -          | -             | <b>7,000,000</b>   |
| CAPITAL OUTLAY  |   |           |     |                              |           |             |          |   |            |                    |            |               |                    |
| <b>Total Capital Outlay</b>                               |   |           |     |                              |           |             |          | -   | -          | -                  | -          | -             | -                  |
| SPECIAL PAYMENTS  |   |           |     |                              |           |             |          |   |            |                    |            |               |                    |
| <b>Total Special Payments</b>                             |   |           |     |                              |           |             |          | -   | -          | -                  | -          | -             | -                  |
| <b>TOTAL REQUESTS</b>                                     |   |           |     |                              |           |             |          | -   | <b>\$0</b> | <b>\$7,000,000</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$7,000,000</b> |
| TOTAL POSITIONS/FTE                                       |   |           | Pos | FTE                          |           |             |          |   |            |                    |            |               |                    |

# Budget Narrative

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## Park Development

### 107 Invest in Signature State Trails

#### Package Description

##### Purpose:

The purpose of this package is to provide funding for work on closing gaps in the Oregon Coast Trail (OCT) and for improvements associated with the extension of the Historic Columbia River Highway Trail.

##### How Achieved:

OPRD's Planning + Design section is working with the Association of Oregon Counties on the development of an Action Plan to address the 'gaps' in the Oregon Coast Trail. The requested funding would be used to do the following on sections of the existing trail that are currently within OPRD park boundaries.

- Assessment of existing trail conditions and trailside facility/amenity needs/deficiencies
- Heavy restoration or trail reroutes to achieve sustainability and maintenance goals
- Design and construction of identified trail side facilities and amenities including restrooms, hiker/biker camps, bike pods, etc.
- Improve trail wayfinding signage as needed.

In addition, the funds would be used to evaluate the conditions and alignment of the existing sections of the OCT along with identifying any issues associated with unauthorized camping, waste disposal, wayfinding challenges, etc. on the existing OPRD controlled and maintained sections of the trail. The needs would be prioritized to ensure that effective allocation of the available funds was realized.

Amount Requested: \$1,250,000

In 2021, ODOT and Federal Highways will be extending the Historic Columbia River Highway Trail past Viento State Park to Hood River Oregon. The proposed trail alignment would turn the existing shop road into a shared use corridor creating some congestion and safety issues. It would also reduce the size of the already crowded shop area. OPRS's East Gorge MU Manager and the Planning + Design staff are working with ODOT's design consultant to refine the concept plan to reduce the length of shared use corridor and eliminate the impact on the shop yard, perhaps even improve the function of the shop yard.

## Budget Narrative

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The additional funds would be used for development of elements identified in the Gorge Plan and make numerous operational improvements at the site including:

- Enhancement to the *Drive In* camping area
- Construction of the Hiker Biker Campsite as identified in the updated Master Plan
- Pave the shop yard
- Additions to the main shop building to potentially include a counter where annual park passes could be sold to park visitors.
- Pave the beach access road and parking area in the north section of the park

The funds would be used to supplement ODOT funds that would be used for the site grading and construction of a new shop access road and employee parking area. Planning + Design staff would provide site design review and direction to ensure the facilities are constructed to meet the intent identified in the master plan. Amount Requested: \$1,000,000

### Staffing Impact:

None.

### Quantifying Results:

The resulting improvements would demonstrate to the general public an OPRD commitment to the OCT and the Historic Columbia River Highway Trail.

### Revenue Source:

\$2,250,000 Other Funds

# Budget Narrative

| ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY |                                |           |     |                              |           |             |          |   |     |             |     |               |             |   |
|--|--------------------------------|-----------|-----|------------------------------|-----------|-------------|----------|---|-----|-------------|-----|---------------|-------------|---|
| Package No. 107 Invest in Signature State Trails   |                                |           |     |                              |           |             |          | 63400-300-10-00-00000<br>Park Development |     |             |     |               |             |   |
| PERSONAL SERVICES                                  |                                |           |     |                              |           |             |          |   |     |             |     |               |             |   |
| Classification No.                                 | Group by Classification Name   | # of Pos. | FTE | Base Rate                    | Avg. Step | Avg. Salary | Avg. OPE | GF  | LF  | OF          | FF  | OF (Non-Ltd.) | All Funds   |   |
|  |                                |           |     | Salaries & Wages             |           |             |          |   |     |             |     |               |             | - |
|  |                                |           |     | Empl Rel Bd Assessments      |           |             |          |   |     |             |     |               |             | - |
|  |                                |           |     | Public Employees Retire Cont |           |             |          |   |     |             |     |               |             | - |
|  |                                |           |     | Social Security Taxes        |           |             |          |   |     |             |     |               |             | - |
|  |                                |           |     | Workers Comp Assessments     |           |             |          |   |     |             |     |               |             | - |
|  |                                |           |     | Mass Transit Tax             |           |             |          |   |     |             |     |               |             | - |
|  |                                |           |     | Flexible Benefits            |           |             |          |   |     |             |     |               |             | - |
| <b>Total Personal Services</b>                     |                                |           |     |                              |           |             |          | -   | -   | -           | -   | -             | -           |   |
| SERVICES AND SUPPLIES                              |                                |           |     |                              |           |             |          |   |     |             |     |               |             |   |
| 4575   | Agency Program Related S and S |           |     |                              |           |             |          |   |     | 2,250,000   |     |               | 2,250,000   |   |
| <b>Total Services and Supplies</b>                 |                                |           |     |                              |           |             |          | -   | -   | 2,250,000   | -   | -             | 2,250,000   |   |
| CAPITAL OUTLAY                                     |                                |           |     |                              |           |             |          |   |     |             |     |               |             |   |
| <b>Total Capital Outlay</b>                        |                                |           |     |                              |           |             |          | -   | -   | -           | -   | -             | -           |   |
| SPECIAL PAYMENTS                                   |                                |           |     |                              |           |             |          |   |     |             |     |               |             |   |
| <b>Total Special Payments</b>                      |                                |           |     |                              |           |             |          | -   | -   | -           | -   | -             | -           |   |
| <b>TOTAL REQUESTS</b>                              |                                |           |     |                              |           |             |          | -   | \$0 | \$2,250,000 | \$0 | \$0           | \$2,250,000 |   |
| TOTAL POSITIONS/FTE                                |                                |           | Pos | FTE                          |           |             |          |   |     |             |     |               |             |   |

# Budget Narrative

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## Park Development

### 109 Targeted Strategic Park Acquisitions

#### Package Description

##### Purpose:

The purpose of this package is to invest additional funds in acquisition of state park property.

##### How Achieved:

Acquisition funds allow the Department to protect iconic sites in Oregon by purchasing the property, protecting the natural and historic resources plus allowing Oregonians to enjoy the site. Additionally, acquisition funds allow for select purchases to expand current park properties to allow a larger number of Oregonians to enjoy a popular site. The Department works with willing sellers to acquire property.

##### Staffing Impact:

None.

##### Quantifying Results:

This action supports the agency's mission of providing quality outdoor experiences for Oregonians and other visitors to the Department's recreation and heritage sites and those of our partners statewide.

##### Revenue Source:

\$3,000,000 Lottery Funds

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |  |                                |     |                              |           |             |   |    |                    |            |            |               |                    |           |
|---|--|--------------------------------|-----|------------------------------|-----------|-------------|---|----|--------------------|------------|------------|---------------|--------------------|-----------|
| Package No.   | 109 Targeted Strategic Park Acquisitions |                                |     |                              |           |             | 63400-300-10-00-00000<br>Park Development |    |                    |            |            |               |                    |           |
| PERSONAL SERVICES   |  |                                |     |                              |           |             |   |    |                    |            |            |               |                    |           |
| Classification No.  | Group by Classification Name             | # of Pos.                      | FTE | Base Rate                    | Avg. Step | Avg. Salary | Avg. OPE                                  | GF | LF                 | OF         | FF         | OF (Non-Ltd.) | All Funds          |           |
|   |  |                                |     | Salaries & Wages             |           |             |   |    |                    |            |            |               | -                  |           |
|   |  |                                |     | Empl Rel Bd Assessments      |           |             |   |    |                    |            |            |               | -                  |           |
|   |  |                                |     | Public Employees Retire Cont |           |             |   |    |                    |            |            |               | -                  |           |
|   |  |                                |     | Social Security Taxes        |           |             |   |    |                    |            |            |               | -                  |           |
|   |  |                                |     | Workers Comp Assessments     |           |             |   |    |                    |            |            |               | -                  |           |
|   |  |                                |     | Mass Transit Tax             |           |             |   |    |                    |            |            |               | -                  |           |
|   |  |                                |     | Flexible Benefits            |           |             |   |    |                    |            |            |               | -                  |           |
| <b>Total Personal Services</b>                            |  |                                |     |                              |           |             |   | -  | -                  | -          | -          | -             | -                  |           |
| SERVICES AND SUPPLIES                                     |  |                                |     |                              |           |             |   |    |                    |            |            |               |                    |           |
| 4575  |  | Agency Program Related S and S |     |                              |           |             |   |    | 3,000,000          |            |            |               |                    | 3,000,000 |
| <b>Total Services and Supplies</b>                        |  |                                |     |                              |           |             |   | -  | <b>3,000,000</b>   | -          | -          | -             | <b>3,000,000</b>   |           |
| CAPITAL OUTLAY  |  |                                |     |                              |           |             |   |    |                    |            |            |               |                    |           |
| <b>Total Capital Outlay</b>                               |  |                                |     |                              |           |             |   | -  | -                  | -          | -          | -             | -                  |           |
| SPECIAL PAYMENTS  |  |                                |     |                              |           |             |   |    |                    |            |            |               |                    |           |
| <b>Total Special Payments</b>                             |  |                                |     |                              |           |             |   | -  | -                  | -          | -          | -             | -                  |           |
| <b>TOTAL REQUESTS</b>                                     |  |                                |     |                              |           |             |   | -  | <b>\$3,000,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$3,000,000</b> |           |
| TOTAL POSITIONS/FTE                                       |  |                                | Pos |                              | FTE       |             |   |    |                    |            |            |               |                    |           |

# Budget Narrative

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**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Parks & Recreation Dept  
2019-21 Biennium

Agency Number: 63400  
Cross Reference Number: 63400-300-10-00-00000

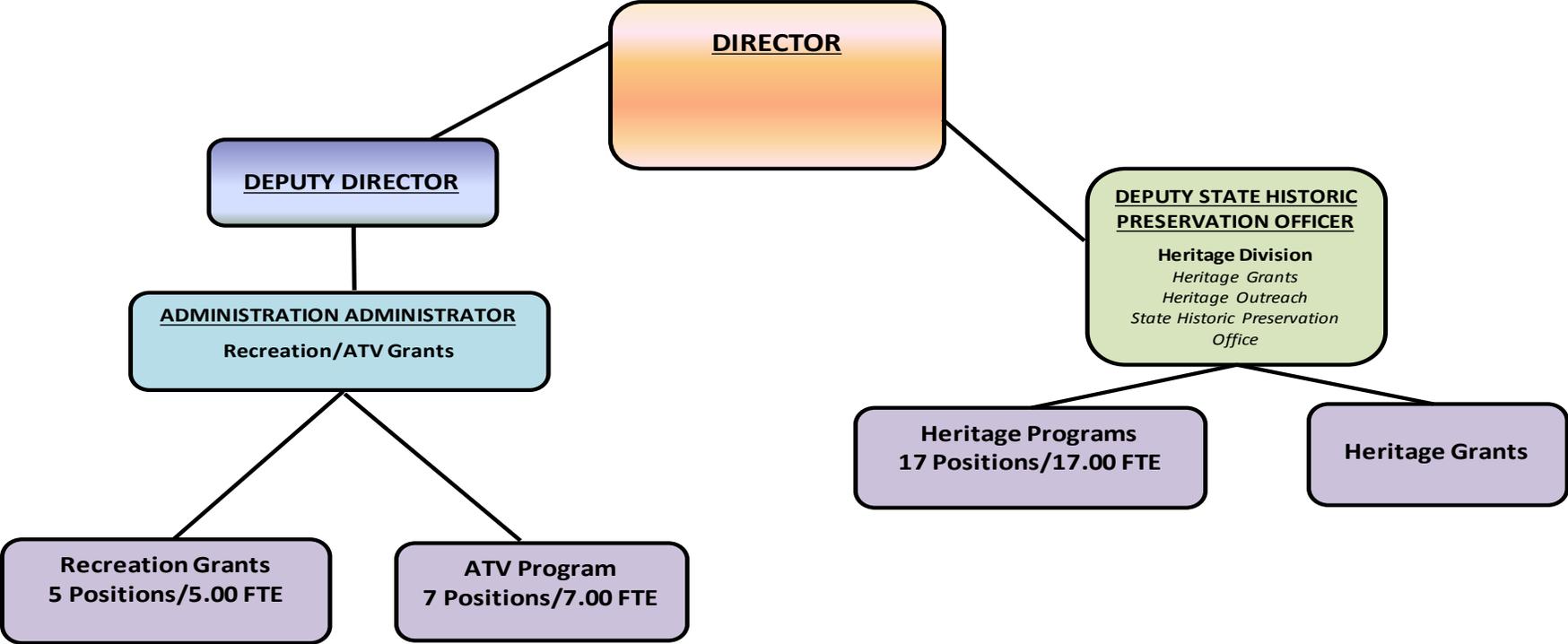
| Source                           | 2015-17 Actuals     | 2017-19 Leg<br>Adopted Budget | 2017-19 Leg<br>Approved Budget | 2019-21 Agency<br>Request Budget | 2019-21 Governor's<br>Budget | 2019-21 Leg.<br>Adopted Audit |
|----------------------------------|---------------------|-------------------------------|--------------------------------|----------------------------------|------------------------------|-------------------------------|
| <b>Lottery Funds</b>             |                     |                               |                                |                                  |                              |                               |
| Tsfr From Administrative Svcs    | 16,922,218          | 19,372,489                    | 19,413,107                     | 23,993,420                       | 23,993,420                   | -                             |
| <b>Total Lottery Funds</b>       | <b>\$16,922,218</b> | <b>\$19,372,489</b>           | <b>\$19,413,107</b>            | <b>\$23,993,420</b>              | <b>\$23,993,420</b>          | -                             |
| <b>Other Funds</b>               |                     |                               |                                |                                  |                              |                               |
| Park User Fees                   | 819,916             | -                             | -                              | 14,250,000                       | 14,250,000                   | -                             |
| Donations                        | 94,661              | -                             | -                              | -                                | -                            | -                             |
| Grants (Non-Fed)                 | 150,286             | -                             | -                              | -                                | -                            | -                             |
| Other Revenues                   | -                   | 2,031,412                     | 2,031,412                      | 2,055,772                        | 2,055,772                    | -                             |
| Tsfr From Marine Bd, Or State    | 784,839             | -                             | -                              | -                                | -                            | -                             |
| Tsfr From Forestry, Dept of      | 25,000              | -                             | -                              | -                                | -                            | -                             |
| Tsfr From Fish/Wildlife, Dept of | 500,000             | -                             | -                              | -                                | -                            | -                             |
| Tsfr From Transportation, Dept   | 1,075,804           | 1,243,044                     | 1,243,044                      | 1,243,044                        | 1,243,044                    | -                             |
| <b>Total Other Funds</b>         | <b>\$3,450,506</b>  | <b>\$3,274,456</b>            | <b>\$3,274,456</b>             | <b>\$17,548,816</b>              | <b>\$17,548,816</b>          | -                             |
| <b>Federal Funds</b>             |                     |                               |                                |                                  |                              |                               |
| Federal Funds                    | 1,090,189           | 1,742,574                     | 1,742,574                      | 1,810,132                        | 1,810,132                    | -                             |
| <b>Total Federal Funds</b>       | <b>\$1,090,189</b>  | <b>\$1,742,574</b>            | <b>\$1,742,574</b>             | <b>\$1,810,132</b>               | <b>\$1,810,132</b>           | -                             |

# Budget Narrative

## Community Support and Grants

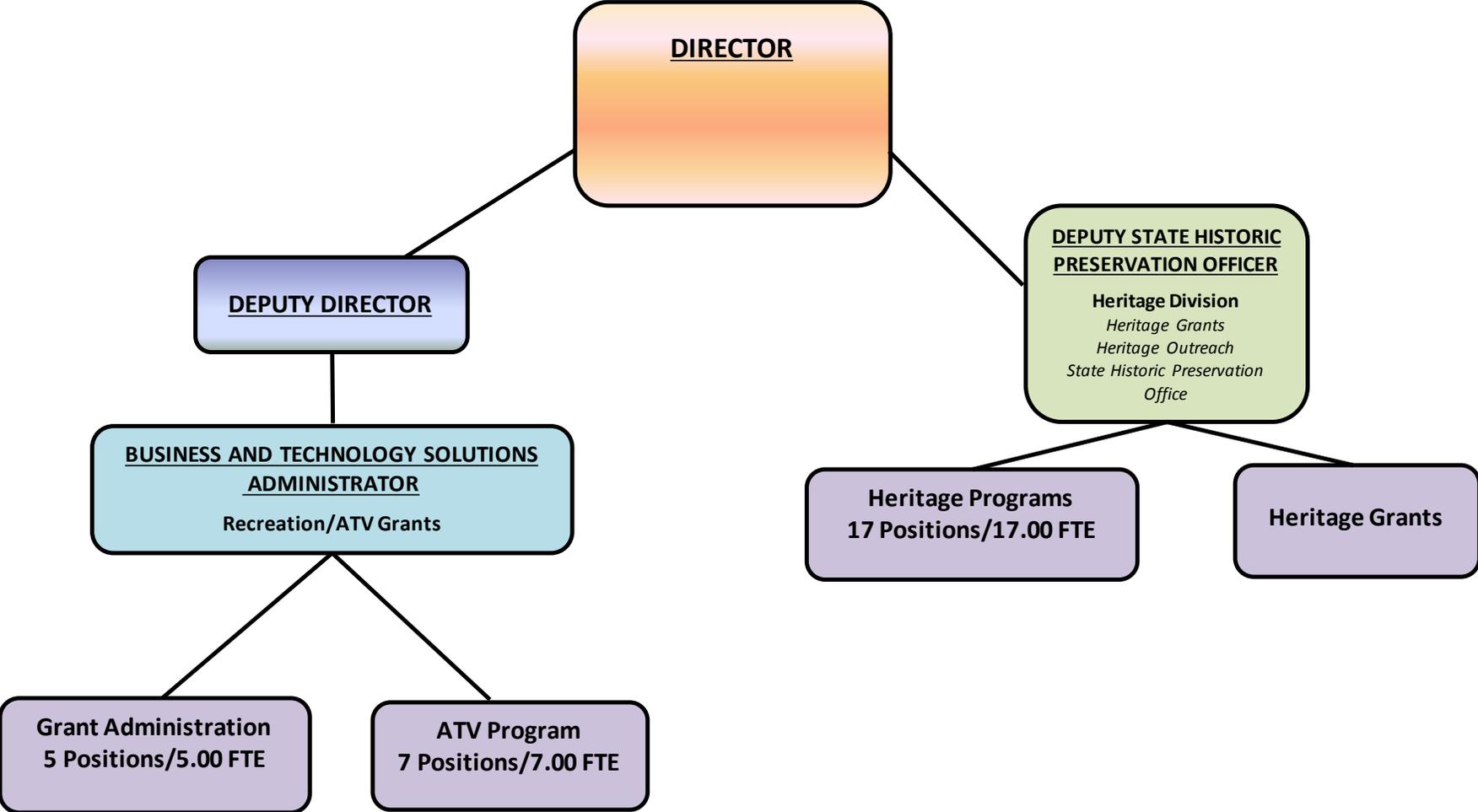
### Program Description

## Oregon Parks and Recreation Department Community Support and Grants 2017-19



# Budget Narrative

## Oregon Parks and Recreation Department Community Support and Grants 2019-21



# Budget Narrative

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## **Community Support and Grants**

### **Executive Summary**

The Community Support and Grants program serves Oregon property owners, local governments and organizations, and land managers by assisting them to navigate state and federal laws related to historical and archaeological resources, and by providing matching grants to fund citizen needs. This program is funded with constitutionally-dedicated Lottery Funds, Federal Funds, and Other Funds (such as Oregon ATV funds).

### **Program Description**

Services in the Community Support and Grants program are grouped into four main areas. The first two—*recreation grants* and *heritage grants*—support communities and other service providers to provide a range of competitive grants and federal pass-through dollars. Local communities meet criteria, then use the money to directly serve their citizens' needs.

The *all-terrain vehicle* program manages a statewide safety certification service and dispenses funding for education, law enforcement and safety, and riding area improvements on federal, state, county and other public-use lands (these riding areas exist entirely outside the state park system).

The *heritage program* assists private and public entities improve their historic resources, successfully navigate federal and state laws, and tap the expertise of historic and archaeological professionals to protect Oregon's cultural identity. This program manages Oregon's presence in the federal National Register of Historic Places program.

### **Program Justification and Link to 10-Year Outcome**

The *recreation grants* and *heritage grants* programs—a suite of 10 programs funded by federal, Oregon Lottery, recreational vehicle license and other monies—deliver crucial funding to county, regional and city governments. These matching funds are fast, efficient and in strong demand by government jurisdictions hard-pressed to fund services demanded by their constituents. Recreation grants:

- Local Government (Lottery Funds)
- Recreation Trails (Federal Funds)
- Land and Water Conservations Funds (Federal Funds)
- County Opportunity (Other Funds – a share of recreational vehicle licenses)
- All-Terrain Vehicles (Other Funds – gas tax refunds)

# Budget Narrative

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## Heritage grants:

- Certified Local Government (Federal Funds)
- Heritage (Lottery Funds)
- Historic Cemetery (Lottery Funds)
- Museum (Lottery Funds)
- Preserving Oregon (Lottery Funds)
- Oregon Main Street Revitalization (Other Funds)

Both heritage and recreation programs drive an increasing amount of tourism traffic, producing economic benefits in rural areas. The *recreation grants* and *heritage grants* programs fulfill both Responsible Environmental Stewardship and A Thriving Statewide Economy:

- Increases access and availability to transit, rail, bicycle, and pedestrian travel; and
- Balances ecological and economic interests to improve the health of watersheds, and fish and wildlife habitat.
- Supports regional solutions and align local, regional, and state economic development priorities.

The *all-terrain vehicle* program is at the forefront of a national effort to improve safety, protect public lands and serve people engaged in a growing outdoor sport. It addresses the overarching goal of the healthy environment outcome by helping communities and businesses create places where people want to live, work and play, and that Oregon will be proud to pass on to the next generation.”

The *heritage program* is a service unique to OPRD, and it serves two main functions. First, it bridges the gap between property owners and the several state and federal requirements which protect historic and archaeological resources. Land owners (public and private) must be careful to protect historically-valuable landscapes, buildings, and prehistoric cultural artifacts, and they need friendly professionals who can assist in finding solutions by interpreting the law. Second, the heritage program helps extend the usable life of historic buildings and downtown districts. The first, best way to reduce resource consumption and prevent urban sprawl is to use existing buildings which have not only stood the test of time but are located where infrastructure already exists. This program directly fulfills the outcome by:

- Supporting regional solutions and align local, regional, and state economic development priorities.

## **Program Performance**

Community Support staff work constantly to assist local communities, and that includes encouraging them to apply for grant opportunities and service programs that may be new to them.

## Budget Narrative

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### Enabling Legislation/Program Authorization

Under authority of the Federal Historic Preservation Act of 1966 [54 U.S.C. 300101 et seq.] and federal rule [36 CFR Parts 60 and 61], Oregon cooperates with the federal government on a program that encompasses survey, planning, registration activities, grants-in-aid, tax benefits, and federal project review. Oregon also has a parallel program through ORS 358 and ORS 390, and the Community Support program implements a wide range of statutes related to its *heritage program*:

- ORS 97.774 (Oregon Commission on Historic Cemeteries)
- ORS 358.475 (Special Assessment of Historic Property)
- ORS 358.570 (Oregon Heritage Commission)
- ORS 358.622 (State Advisory Committee on Historic Preservation)
- ORS 358.612 (Authorities of State Historic Preservation Officer)
- ORS 358.653 (Preservation of state-owned historic property)
- ORS 358.680 (Oregon Property Management Program)
- ORS 358.905 (General Archaeology)
- ORS 390.235 (Issuance of Archeological Permits)
- Executive Order 98-16 (Oregon Historic Trails Advisory Council)

Federal establishment of the *Land and Water Conservation Fund* is found in 16 U.S.C. 460: “providing funds for and authorizing Federal assistance to the States in planning, acquisition, and development of needed land and water areas and facilities”.

The federal *Recreation Trails Program* fund is established through the Federal Highways Administration in 23 U.S.C. 104(h): “the [Transportation] Secretary, in consultation with the Secretary of the Interior and the Secretary of Agriculture, shall carry out a program to provide and maintain recreational trails ... the Governor of the State shall designate the State agency or agencies that will be responsible for administering apportionments made to the State.”

*ORS 390.134 State Parks and Recreation Department Fund*; sources; uses; advisory committee; rules; subaccounts. ... 12% of the amount transferred to the State Parks and Recreation Department Fund from the Parks Subaccount shall be used only to carry out the purposes and achievements described in ORS 390.135 (2) and (3) through the awarding of grants to regional or local government entities to acquire property for public parks, natural areas or outdoor recreation areas or to develop or improve public parks, natural areas or outdoor recreation areas ... Forty-five percent of the amount transferred to the State Parks and Recreation Department under ORS 366.512 from the registration of travel trailers, campers and motor homes and under ORS 803.601 from recreational vehicle trip permits must be deposited in a separate subaccount within the fund to be distributed for the acquisition, development, maintenance, care and use of county park and recreation sites.

## Budget Narrative

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*ORS 390.565 All-Terrain Vehicle Advisory Committee; appointment; term; duties.* The All-Terrain Vehicle Advisory Committee is established ...The committee shall ... make recommendations to the State Parks and Recreation Commission ... [and] recommend appropriate safety requirements to protect child operators and riders of off-highway vehicles to the commission ... [and] Advise the State Parks and Recreation Department on the allocation of moneys in the All-Terrain Vehicle Account established by ORS 390.555; and review grant proposals and make recommendations to the commission as to which projects should receive grant funding.

### **Funding Streams**

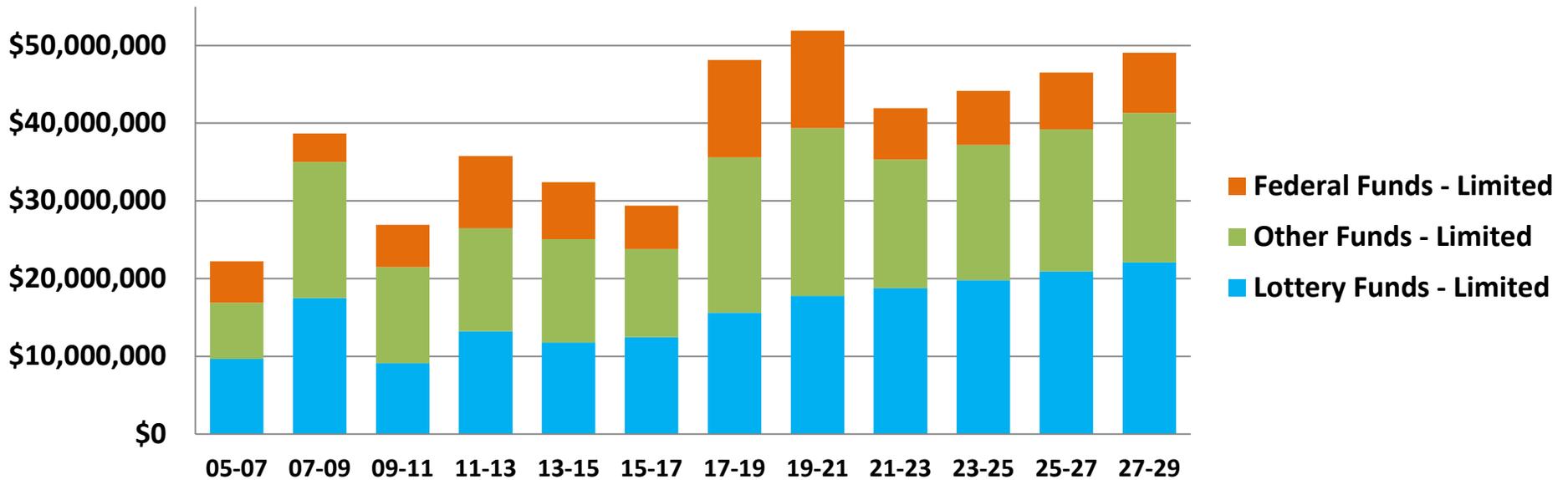
Community Support and Grants are funded by dedicated and non-dedicated Oregon Lottery funds (for heritage grants and Main Street grants, respectively), Federal Funds (for heritage and recreation grants, see 16 USC and 23 USC references above), and Other Funds (all-terrain vehicle, private donations, and the Oregon Cultural Trust).

*Oregon Constitution, Article XV, Section 4a, Use of net proceeds from state lottery for parks and recreation areas:* In each biennium the Legislative Assembly shall appropriate all of the moneys in the parks subaccount of the parks and natural resources fund ... to achieve all of the following:

Provide additional public parks, natural areas or outdoor recreational areas to meet the needs of current and future residents of the State of Oregon; Protect natural, cultural, historic and outdoor recreational resources of state or regional significance; Manage public parks, natural areas and outdoor recreation areas to ensure their long-term ecological health and provide for the enjoyment of current and future residents of the State of Oregon; and Provide diverse and equitable opportunities for residents of the State of Oregon to experience nature and participate in outdoor recreational activities in state, regional, local or neighborhood public parks and recreation areas. ... In each biennium the Legislative Assembly shall appropriate no less than twelve percent of the moneys in the parks subaccount for local and regional grants

## Budget Narrative

### Community Support and Grants



#### **Significant Proposed Program Changes from 2017-2019**

Policy Option Package 101 increases funding for ATV Grants. Policy Option Package 102 allows for payment of already awarded grants. Policy Option Package 106 increases funding for Heritage Grant Programs.

#### **Purpose, customers, and source of funding**

The *recreation grants* program provides local governments and organizations funds to develop or enhance outdoor recreation facilities, such as parks, trails, campgrounds, and memorials. Funding sources include Federal, State (Lottery), and Other funds (RV registration fees).

The *heritage grants* program provides funds to local governments, organizations, and historic property owners to preserve and restore historic buildings, sites, records, and artifacts so they can benefit their communities. Funding sources include Federal, State (Lottery), and Other funds (private donations, non-dedicated lottery bond revenue, and Oregon Cultural Trust).

## Budget Narrative

The *all-terrain vehicle* program manages a statewide safety certification service and dispenses funding for education, law enforcement and safety, and riding area improvements on federal, state, county and other public-use lands. The program is funded by Other funds, specifically gas tax refunds and ATV registration fees.

The *heritage program* assists private and public entities in preserving and enhancing their historic resources and successfully navigating federal and state laws. Training and assisting local heritage organizations is a major part of this effort. Funding sources include Federal, State (Lottery), and Other funds (private donations and Oregon Cultural Trust funds).

### **Expenditures by fund type, positions and full-time equivalents**

| <b>Community Support and Grants:</b> |         |            |            |            |             |           |       |
|--------------------------------------|---------|------------|------------|------------|-------------|-----------|-------|
|                                      | General | Lottery    | Other      | Federal    | Total Funds | Positions | FTE   |
| Heritage Programs                    |         | 4,168,190  | 527,452    | 2,090,819  | 6,786,461   | 17        | 17.00 |
| Land & Water Conservation            |         | 0          | 0          | 4,924,271  | 4,924,271   |           |       |
| Recreation Trails Program            |         | 0          | 0          | 5,053,600  | 5,053,600   |           |       |
| Natural Heritage Grants              |         | 0          | 0          | 478,601    | 478,601     |           |       |
| Local Government Grants              |         | 12,887,605 | 0          | 0          | 12,887,605  |           |       |
| RV County Oppurtunity Grants         |         | 0          | 2,134,101  | 0          | 2,134,101   |           |       |
| Main Street Grant Program            |         | 0          | 5,183,505  | 0          | 5,183,505   |           |       |
| Grant Administration                 |         | 907,862    | 630,031    | 0          | 1,537,893   | 5         | 5.00  |
| ATV Program                          |         | 0          | 13,116,308 | 0          | 13,116,308  | 7         | 7.00  |
| Total                                | 0       | 17,963,657 | 21,591,397 | 12,547,291 | 52,102,345  | 29        | 29.00 |

### **Activities, programs, and issues in the program unit base budget**

*Recreation Grants:* General duties include grant administration, assistance and guidance to grant applicants and recipients, project inspections, and processing reimbursement payments for the following grant programs:

- Local Government: Acquire, develop, or upgrade city, county, or regional parks.
- Land and Water Conservation Fund (federal): Acquire, develop, or upgrade outdoor recreation facilities.
- Recreation Trails Program (federal): Acquire, develop, and maintain both motorized and non-motorized trails.
- County Opportunity: Acquire, develop, plan, or upgrade county-owned campgrounds.
- All-Terrain Vehicles: Acquire, develop, or maintain ATV recreational areas, and support local law enforcement and emergency medical services related to ATV activities.
- Veterans and War Memorials: Construct and maintain memorials honoring military veterans.

## Budget Narrative

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*Heritage Grants:* General duties include grant administration, assistance and guidance to grant applicants and recipients, project inspections, and processing reimbursement payments for the following grant programs:

- Certified Local Government (federal): Support city or county historic preservation programs, including historic register designations, building rehabilitation, landmark commission reviews, and public education.
- Heritage: Support a broad range of local history and heritage activities.
- Historic Cemetery: Stabilize and upgrade officially designated historic cemeteries.
- Museum: Support projects related to history museum collections and operations.
- Preserving Oregon: Rehabilitation work on historic buildings and archaeological site documentation.
- Oregon Main Street Revitalization: Acquisition, rehabilitation, and construction in designated downtown areas.

*All-Terrain Vehicle Program:*

- Issue biennial permits required of all ATVs ridden on public land.
- Manage a statewide safety certification program for ATV riders.
- Coordinate and conduct education and training related to ATV use.

*Heritage Program:* General duties include administering a variety of programs for historic building and archaeological site preservation, local historical museums, historical societies, and other providers of heritage services and activities.

- Maintain records of all known historic structures and archaeological sites in Oregon.
- Administer the National Register of Historic Places program.
- Issue permits required by state law for archaeological site excavation and testing.
- Coordinate statewide heritage-related commemorations, events, and activities, including the annual Heritage Conference.
- Administer state and federal tax incentive programs for historic building rehabilitation.
- Conduct or oversee surveys to identify historic and archaeological sites throughout the state.
- Provide staff support for several heritage boards: Historic Trails Advisory Council, Commission on Historic Cemeteries, Heritage Commission, and the State Advisory Committee on Historic Preservation.
- Prepare and implement the Historic Preservation Plan and the Heritage Plan (5 year cycle for each).
- Train and assist local heritage partner organizations so they can succeed with their projects and programs.
- Assist government agencies and others in complying with state and federal cultural resource laws and regulations.

### **Important background for decision makers. Include trends in caseload and workload**

All of the programs in Community Support and Grants are on a fairly steady track in terms of caseload and workload. The grant programs and the outreach programs to local partners remain very popular and effective. The grants provide critical funding for local governments, who are especially strapped financially in the current economic climate. The agency's staff expertise is also very valuable

## Budget Narrative

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to grant recipients and local partners, given that they do not typically have heritage, grant, or recreation specialists on their staffs. Federally funded programs are being watched carefully, given the potential volatility (mostly on the reduction side) in federal funding, but for now they are relatively stable.

### **Expected results from the 2019-21 budget for the program unit.**

#### *Recreation Grants and Heritage Grants:*

- Assist communities and other partners in improving the array of parks, outdoor recreation facilities, and heritage offerings throughout the state.
- Develop more streamlined, but still effective, grant administration processes that make it easier for applicants to apply for and manage their grants, and more efficient for staff to administer.
- Maintain a high level of local government participation in the grant programs. The agency's Key Performance Measure #3 has a goal of 50% participation (47% in FY 2017).

#### *ATV Program:*

- Promote partnerships with riders and land managers both public and private, clubs and organizations, the OHV industry, which is based on mutual respect and minimizes conflicts among various public land uses. Maintained or improved the number and quality of training and education programs related to ATV activities.

#### *Heritage Program:*

- Continued increase in both the number of local heritage partner organizations and their effectiveness in preserving and putting to useful purpose the state's heritage resources.
- Continued increase in the number of historic properties listed in the National Register of Historic Places (approximately 20-25 per year), as reported in the agency's Key Performance Measure #2.
- Improved methods for tracking the economic benefits of heritage-related activities, especially in the areas of heritage tourism and historic downtown revitalization, and actual improvement in those numbers.

### **Revenue sources and proposed revenue changes**

The budget in Community Support and Grants is funded by a mixture of Lottery, Other and Federal funds.

Lottery Funds are used by the Heritage Program, Heritage Grants and the Local Government Grant Program. The Lottery funds are from the Department's constitutionally dedicated share of the Parks and Natural Resource Fund. The constitution requires 12% of the Department's lottery funds be dedicated to the Local Government Grant program. Lottery fund forecasts are provided by the Office of

## Budget Narrative

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Economic Analysis. To fund grants awarded in one biennium, but disbursed in the next, a substantial amount of funding is carried over from 2017-19 into 2019-21.

Other Funds are provided by the Department of Transportation (ODOT) for the ATV Program (unrefunded fuel tax), RV registrations for transfer to Oregon Counties, and for the RV County Opportunity Grant Program.

Other funds are deposited in the Oregon Property Management Account primarily from Special Assessment Program fees; the account also contains various donations for historic preservation. The Department forecasts this revenue based on historical information.

Other funds are received from the Cultural Trust of Oregon via the Oregon Business Development Department (Business Oregon). Estimated amounts are provided by the sending agency.

Other funds are deposited in the Oregon Main Street Revitalization Grant Program fund from the sale of lottery backed bonds.

Interest income is earned on funds in the Department's bank account. The Department forecasts this revenue based on historical average earnings.

Federal Funds are used by the following programs:

- State Historic Preservation Office (funds from the National Parks Service)
- Land and Water Conservation Fund (funds from the National Parks Service)
- Recreation Trails Program (funds from Federal Highway Administration)
- Natural Heritage Grants (funds from US Fish and Wildlife Service)

The Department forecasts federal revenue based on historical information and the assumption that the most current federal fiscal year award is representative of future years.

### **Proposed new laws that apply to the program unit**

No new laws are proposed for any of the programs in this unit

# Budget Narrative

## Summary of 2019-21 Budget Oregon Parks and Recreation Department

| Community Support and Grants                            | TOTALS |       |                     | FUND TYPE    |                  |                    |                    |            |         |
|---|--------|-------|---------------------|--------------|------------------|--------------------|--------------------|------------|---------|
|   | POS    | FTE   | ALL FUNDS           | General Fund | Lottery Funds    | Other Funds        | Federal Funds      | Nonlimited |         |
|   |        |       |                     |              |                  |                    |                    | Other      | Federal |
| <b>2017-19 LEGISLATIVELY ADOPTED BUDGET</b>             | 29     | 29.00 | 47,988,373          |              | 15,483,997       | 19,980,226         | 12,524,150         |            |         |
| <b>Emergency Board Actions (through 3/2018)</b>         |        |       | 157,831             |              | 111,478          | 21,862             | 24,491             |            |         |
| <b>2017-19 Legislatively Approved Budget</b>            | 29     | 29.00 | 48,146,204          |              | 15,595,475       | 20,002,088         | 12,548,641         |            |         |
| <b>Base Budget Adjustments:</b>                         |        |       |                     |              |                  |                    |                    |            |         |
| Net Cost of 2017-19 Position Actions:                   |        |       |                     |              |                  |                    |                    |            |         |
| Administrative, Biennialized E-Board, Phase-Out         |        |       | 183,224             |              | 90,886           | 39,278             | 53,060             |            |         |
| Estimated Cost of 2019-21 Merit Increase                |        |       |                     |              |                  |                    |                    |            |         |
| Base Debt Service Adjustment                            |        |       |                     |              |                  |                    |                    |            |         |
| Base Nonlimited Adjustment                              |        |       |                     |              |                  |                    |                    |            |         |
| Capital Construction Adjustment                         |        |       |                     |              |                  |                    |                    |            |         |
| <b>Subtotal: 2019-21 Base Budget</b>                    | 29     | 29.00 | 48,329,428          |              | 15,686,361       | 20,041,366         | 12,601,701         |            |         |
| <b>Essential Packages:</b>                              |        |       |                     |              |                  |                    |                    |            |         |
| <b>Package No. 010</b>                                  |        |       |                     |              |                  |                    |                    |            |         |
| Vacancy Factor (Increase)/Decrease                      |        |       | 162,040             |              | 93,322           | 68,718             |                    |            |         |
| Non-PICS Personal Service Increase/(Decrease)           |        |       | 6,305               |              | 4,515            | (632)              | 2,422              |            |         |
| Subtotal  |        |       | <b>168,345</b>      |              | <b>97,837</b>    | <b>68,086</b>      | <b>2,422</b>       |            |         |
| <b>Package No. 021/022</b>                              |        |       |                     |              |                  |                    |                    |            |         |
| 021 - Phased-In Programs Excl. One-Time Costs           |        |       |                     |              |                  |                    |                    |            |         |
| 022 - Phase-Out Programs and One-Time Costs             |        |       | (14,262,341)        |              | (20,000)         | (7,715,836)        | (6,526,505)        |            |         |
| Subtotal  |        |       | <b>(14,262,341)</b> |              | <b>(20,000)</b>  | <b>(7,715,836)</b> | <b>(6,526,505)</b> |            |         |
| <b>Package No. 031/032/033</b>                          |        |       |                     |              |                  |                    |                    |            |         |
| Cost of Goods & Services Increase/(Decrease)            |        |       | 2,095,168           |              | 1,502,075        | 400,913            | 192,180            |            |         |
| State Govt Service Charges Increase/(Decrease)          |        |       |                     |              |                  |                    |                    |            |         |
| Subtotal  |        |       | <b>2,095,168</b>    |              | <b>1,502,075</b> | <b>400,913</b>     | <b>192,180</b>     |            |         |
| <b>Package No. 040</b>                                  |        |       |                     |              |                  |                    |                    |            |         |
| Mandated Caseload Increase/(Decrease)                   |        |       |                     |              |                  |                    |                    |            |         |
| <b>Package No. 050</b>                                  |        |       |                     |              |                  |                    |                    |            |         |
| Fund Shifts   |        |       |                     |              |                  |                    |                    |            |         |
| <b>Package No. 060</b>                                  |        |       |                     |              |                  |                    |                    |            |         |
| Technical Adjustments                                   |        |       |                     |              |                  |                    |                    |            |         |
| <b>Subtotal: 2019-21 Current Service Level Budget</b>   | 29     | 29.00 | 36,330,600          |              | 17,266,273       | 12,794,529         | 6,269,798          |            |         |
| <b>2019-21 Current Service Level - Page 1 Subtotal</b>  | 29     | 29.00 | 36,330,600          |              | 17,266,273       | 12,794,529         | 6,269,798          |            |         |
| <b>Package No. 070</b>                                  |        |       |                     |              |                  |                    |                    |            |         |
| Revenue Shortfalls                                      |        |       |                     |              |                  |                    |                    |            |         |
| <b>Subtotal: 2019-21 Modified Current Service Level</b> | 29     | 29.00 | 36,330,600          |              | 17,266,273       | 12,794,529         | 6,269,798          |            |         |

# Budget Narrative

| Community Support and Grants                      | TOTALS |       |            | FUND TYPE    |               |             |               |            |         |
|---|--------|-------|------------|--------------|---------------|-------------|---------------|------------|---------|
|   | POS    | FTE   | ALL FUNDS  | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited |         |
|   |        |       |            |              |               |             |               | Other      | Federal |
| <b>Emergency Board Packages:</b>                  |        |       |            |              |               |             |               |            |         |
| (List ORBITS Package number and title)            |        |       |            |              |               |             |               |            |         |
| <b>Subtotal Emergency Board Packages</b>          |        |       |            |              |               |             |               |            |         |
| <b>Policy Packages:</b>                           |        |       |            |              |               |             |               |            |         |
| 090 Analyst Adjustments                           |        |       | 197,777    |              | 197,777       |             |               |            |         |
| 091 Statewide Adjustments DAS Chngs               |        |       |            |              |               |             |               |            |         |
| 092 Statewide AG Adjustment                       |        |       |            |              |               |             |               |            |         |
| 101 Operational Cost Increases                    |        |       | 3,000,000  |              |               | 3,000,000   |               |            |         |
| 102 Grant Obligations from Past Biennium          |        |       | 12,066,858 |              |               | 5,796,868   | 6,269,990     |            |         |
| 103 Agency Shared Costs fro State Capitol Park    |        |       |            |              |               |             |               |            |         |
| 104 Improve and Develop Parks                     |        |       |            |              |               |             |               |            |         |
| 105 Improve Visitor Experience                    |        |       |            |              |               |             |               |            |         |
| 106 Prep for State Park Centennial in 2022        |        |       | 490,000    |              | 490,000       |             |               |            |         |
| 107 Invest in Signature State Trails              |        |       |            |              |               |             |               |            |         |
| 108 Apply Modern Tech to Improve Service          |        |       |            |              |               |             |               |            |         |
| 109 Targeted Strategic Park Acquisitions          |        |       |            |              |               |             |               |            |         |
| 110 Support Multiagency Salmonberry Trail Project |        |       |            |              |               |             |               |            |         |
| 111 Invest in Parks and Heritage Staff            |        |       | 17,110     |              | 9,607         |             | 7,503         |            |         |
| <b>Subtotal Policy Packages</b>                   |        |       | 15,771,745 |              | 697,384       | 8,796,868   | 6,277,493     |            |         |
| <b>Total: 2019-21 Budget</b>                      | 29     | 29.00 | 52,102,345 |              | 17,963,657    | 21,591,397  | 12,547,291    |            |         |
| Percent Change From 2017-19 Leg. Approved         | 0.0%   | 0.0%  | 8.2%       | 0.0%         | 15.2%         | 7.9%        | 0.0%          | 0.0%       | 0.0%    |
| Percent Change From Current Service Level Budget  | 0.0%   | 0.0%  | 43.4%      | 0.0%         | 4.0%          | 68.8%       | 100.1%        | 0.0%       | 0.0%    |

# Budget Narrative

## DETAIL OF LOTTERY FUNDS, OTHER FUNDS AND FEDERAL FUNDS REVENUES

| Source   | Fund | ORBITS<br>Revenue<br>Acct | 2015-17<br>Actual | 2017-19<br>Legislatively<br>Approved | 2017-19<br>Estimated | 2019-21           |                      |                          |
|--|------|---------------------------|-------------------|--------------------------------------|----------------------|-------------------|----------------------|--------------------------|
|  |      |                           |                   |                                      |                      | Agency<br>Request | Governor's<br>Budget | Legislatively<br>Adopted |
| <b><i>Lottery Funds</i></b>                                      |      |                           |                   |                                      |                      |                   |                      |                          |
| Interest Earnings  | Lot  | 0605                      |                   |                                      |                      |                   |                      |                          |
| Interest Earnings (Non-Dedicated Lottery - Non-Measure 76)       | Lot  | 0605                      |                   |                                      |                      |                   |                      |                          |
| Transfers-In   |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  |      |                           |                   |                                      |                      |                   |                      |                          |
| From Dept. Adminst Serv (Dedicated Lottery - Measure 76)         | Lot  | 1107                      | 13,243,848        | 15,871,775                           | 15,871,775           | 17,765,880        | 17,963,657           |                          |
| From Dept. Adminst Serv (Non-Dedicated Lottery - Non-Measure 76) | Lot  | 1107                      |                   |                                      |                      |                   |                      |                          |
| From Department of Forestry                                      | Lot  |                           |                   |                                      |                      |                   |                      |                          |
| Transfers-Out  |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  |      |                           |                   |                                      |                      |                   |                      |                          |
| Administrative Services  | Lot  | 2107                      |                   |                                      |                      |                   |                      |                          |
| Dept. of Forestry  | Lot  | 2629                      |                   |                                      |                      |                   |                      |                          |
| To Oregon Department of Transportation                           | Lot  | 2730                      | -                 |                                      |                      |                   |                      |                          |
| <b><i>Total Lottery Funds</i></b>                                | Lot  |                           | 13,243,848        | 15,871,775                           | 15,871,775           | 17,765,880        | 17,963,657           | -                        |
| <b><i>Other Funds (Limited)</i></b>                              |      |                           |                   |                                      |                      |                   |                      |                          |
| Park User Fees   | Oth  | 0255                      | 107,234           | 574,423                              | 632,345              | 630,031           | 630,031              |                          |
| Other Nonbusiness Lic & Fees                                     | Oth  | 0210                      | 1,602,498         | 1,531,121                            | 1,604,506            | 1,609,287         | 1,609,287            |                          |
| Charges for Services   | Oth  | 0410                      |                   |                                      |                      |                   |                      |                          |
| Rents and Royalties  | Oth  | 0510                      |                   |                                      |                      |                   |                      |                          |
| Interest Earnings  | Oth  | 0605                      | 106,219           | 72,152                               | 226,173              | 226,173           | 226,173              |                          |
| Sales Income   | Oth  | 0705                      |                   |                                      |                      |                   |                      |                          |
| Donations  | Oth  | 0905                      | 50,724            | -                                    |                      |                   |                      |                          |
| Grants (Non-Fed)   | Oth  | 0910                      |                   |                                      |                      |                   |                      |                          |
| Other Revenues   | Oth  | 0975                      | 58,182            | 188,530                              | 150,000              | 176,438           | 176,438              |                          |
| Lottery Bonds Proceeds   | Oth  | 0565                      | 2,500,000         | 5,111,682                            | 5,139,288            |                   |                      |                          |
| Transfers-In   |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  |      |                           |                   |                                      |                      |                   |                      |                          |
| From Dept. Adminst Serv  | Oth  | 1107                      |                   |                                      | 5,822                |                   |                      |                          |
| Oregon Military Department                                       | Oth  | 1248                      |                   |                                      |                      |                   |                      |                          |
| From Marine Board  | Oth  | 1250                      |                   |                                      |                      |                   |                      |                          |
| Oregon Dept of Energy  | Oth  | 1330                      |                   |                                      |                      |                   |                      |                          |
| OR Business Development  | Oth  | 1123                      | 241,602           | 260,000                              | 260,000              | 260,000           | 260,000              |                          |
| From Oregon Dept of State Lands                                  | Oth  | 1141                      |                   |                                      |                      |                   |                      |                          |
| From Oregon Department of Forestry                               | Oth  | 1629                      |                   |                                      |                      |                   |                      |                          |
| From Oregon Department of Transportation                         | Oth  | 1730                      | 27,128,800        | 25,336,299                           | 30,295,981           | 27,148,056        | 27,148,056           |                          |
| From Dept of Fish/Wildlife                                       | Oth  | 1635                      |                   |                                      |                      |                   |                      |                          |

# Budget Narrative

## DETAIL OF LOTTERY FUNDS, OTHER FUNDS AND FEDERAL FUNDS REVENUES

| Source                                   | Fund | ORBITS<br>Revenue<br>Acct | 2015-17<br>Actual | 2017-19<br>Legislatively<br>Approved | 2017-19<br>Estimated | 2019-21           |                      |                          |
|--|------|---------------------------|-------------------|--------------------------------------|----------------------|-------------------|----------------------|--------------------------|
|  |      |                           |                   |                                      |                      | Agency<br>Request | Governor's<br>Budget | Legislatively<br>Adopted |
| Transfers-Out                            |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund                                | Oth  | 2010                      |                   |                                      |                      |                   |                      |                          |
| To Counties                              | Oth  | 2080                      | (14,814,947)      | (13,475,069)                         | (15,217,190)         | (14,252,405)      | (14,252,405)         |                          |
| To Oregon Department of Transportation   | Oth  | 2730                      | (503,826)         | (538,928)                            | (593,285)            | (580,308)         | (580,308)            |                          |
| To OR Business Development               | Oth  | 2123                      |                   |                                      |                      |                   |                      |                          |
| To Dept. of Agriculture                  | Oth  | 2603                      |                   |                                      |                      |                   |                      |                          |
| To Dept. of Forestry                     | Oth  | 2629                      | (1,058,925)       | (1,111,531)                          | (1,111,531)          | (1,374,175)       | (1,374,175)          |                          |
| To Oregon State Police                   | Oth  | 2257                      | (535,190)         | (567,353)                            | (567,353)            | (690,898)         | (690,898)            |                          |
| <i>Total Other Funds</i>                 | Oth  |                           | 14,882,371        | 17,387,148                           | 20,818,934           | 13,152,199        | 13,152,199           | -                        |
| <b><i>Federal Funds (Limited)</i></b>    |      |                           |                   |                                      |                      |                   |                      |                          |
| Federal Funds                            | Fed  | 0995                      | 5,698,056         | 12,548,641                           | 12,532,075           | 12,547,291        | 12,547,291           |                          |
| Oregon Department of Transportation      | Fed  | 1730                      |                   |                                      |                      |                   |                      |                          |
| Oregon Military Dept                     | Fed  | 1248                      |                   |                                      |                      |                   |                      |                          |
| Transfers-Out                            |      |                           |                   |                                      |                      |                   |                      |                          |
| To Dept of Fish/Wildlife                 | Fed  | 2635                      |                   |                                      |                      |                   |                      |                          |
| To Dept of Forestry                      | Fed  | 2629                      | (98,712)          |                                      |                      |                   |                      |                          |
| <i>Total Federal Funds - Limited</i>     | Fed  |                           | 5,599,344         | 12,548,641                           | 12,532,075           | 12,547,291        | 12,547,291           | -                        |
| <b>TOTAL LIMITED</b>                     |      |                           | 33,725,563        | 45,807,564                           | 49,222,784           | 43,465,370        | 43,663,147           | -                        |
| <b>Lottery, Other, and Federal Funds</b> |      |                           | 33,725,563        | 45,807,564                           | 49,222,784           | 43,465,370        | 43,663,147           | -                        |

# Budget Narrative

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## Community Support and Grants

### 010 Non-PICS Psnl Svc / Vacancy Factor

#### Package Description

This package includes standard inflation of 3.8% on non PICS generated accounts unless otherwise described below:

- Mass Transit – adjustment to .6% of subject salary and wages.
- Pension Obligation Bonds – amount required for payment of bonds as calculated by the Department of Administrative Services (DAS).
- Vacancy Savings – an amount calculated based on the previous biennium’s turnover rate plus the return of the hiring slow down limitation reduction.

# Budget Narrative

## ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

| Package No.                        | 010 Non-PICS Psnl Svc/Vacancy Factor |           |     |           |           |                              |          | 63400-500-10-00-00000       |                 |                 |                |               |                  |
|------------------------------------|--------------------------------------|-----------|-----|-----------|-----------|------------------------------|----------|-----------------------------|-----------------|-----------------|----------------|---------------|------------------|
|                                    |                                      |           |     |           |           |                              |          | Community Support and Grant |                 |                 |                |               |                  |
| <b>PERSONAL SERVICES</b>           |                                      |           |     |           |           |                              |          |                             |                 |                 |                |               |                  |
| Classification No.                 | Group by Classification Name         | # of Pos. | FTE | Base Rate | Avg. Step | Avg. Salary                  | Avg. OPE | GF                          | LF              | OF              | FF             | OF (Non-Ltd.) | All Funds        |
|                                    |                                      |           |     |           |           |                              |          |                             |                 |                 |                |               |                  |
|                                    |                                      |           |     |           |           | Temporary Appointments       |          |                             | 809             | 13              |                |               | 822              |
|                                    |                                      |           |     |           |           | Overtime Payments            |          |                             | 151             | 189             | 31             |               | 371              |
|                                    |                                      |           |     |           |           | Shift Differential           |          |                             |                 |                 |                |               | -                |
|                                    |                                      |           |     |           |           | All Other Differential       |          |                             |                 |                 |                |               | -                |
|                                    |                                      |           |     |           |           | Public Employees Retire Cont |          |                             | 26              | 32              | 5              |               | 63               |
|                                    |                                      |           |     |           |           | Pension Bond Contribution    |          |                             | 1,244           | 919             | 2,384          |               | 4,547            |
|                                    |                                      |           |     |           |           | Social Security Taxes        |          |                             | 74              | 15              | 2              |               | 91               |
|                                    |                                      |           |     |           |           | Unemployment Assessments     |          |                             |                 |                 |                |               | -                |
|                                    |                                      |           |     |           |           | Mass Transit Tax             |          |                             | 2,211           | (1,800)         |                |               | 411              |
|                                    |                                      |           |     |           |           | Vacancy Savings              |          |                             | 93,322          | 68,718          |                |               | 162,040          |
| <b>Total Personal Services</b>     |                                      |           |     |           |           |                              |          | -                           | <b>97,837</b>   | <b>68,086</b>   | <b>2,422</b>   | -             | <b>168,345</b>   |
| <b>SERVICES AND SUPPLIES</b>       |                                      |           |     |           |           |                              |          |                             |                 |                 |                |               |                  |
|                                    |                                      |           |     |           |           |                              |          |                             |                 |                 |                |               |                  |
| <b>Total Services and Supplies</b> |                                      |           |     |           |           |                              |          | -                           | -               | -               | -              | -             | -                |
| <b>CAPITAL OUTLAY</b>              |                                      |           |     |           |           |                              |          |                             |                 |                 |                |               |                  |
|                                    |                                      |           |     |           |           |                              |          |                             |                 |                 |                |               |                  |
| <b>Total Capital Outlay</b>        |                                      |           |     |           |           |                              |          | -                           | -               | -               | -              | -             | -                |
| <b>SPECIAL PAYMENTS</b>            |                                      |           |     |           |           |                              |          |                             |                 |                 |                |               |                  |
|                                    |                                      |           |     |           |           |                              |          |                             |                 |                 |                |               |                  |
| <b>Total Special Payments</b>      |                                      |           |     |           |           |                              |          | -                           | -               | -               | -              | -             | -                |
| <b>TOTAL REQUESTS</b>              |                                      |           |     |           |           |                              |          | -                           | <b>\$97,837</b> | <b>\$68,086</b> | <b>\$2,422</b> | <b>\$0</b>    | <b>\$168,345</b> |
| <b>TOTAL POSITIONS/FTE</b>         |                                      |           | Pos | FTE       |           |                              |          |                             |                 |                 |                |               |                  |

# Budget Narrative

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## Community Support and Grants

### 022 Phase out Program and One time Costs

#### Package Description

This package phases out limitation related to grant program funds carried over to pay awarded grants not yet fully paid out (Land and Water Conservation Fund, Recreation Trails Program, Maritime Grants, RV County Opportunity Grant Program). In addition, phases out limitation associated with bond proceeds for the Main Street grant program and the Chetco fire grants.

## Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |                                    |           |     |           |           |             |          |                             |            |               |               |               |                |  |  |
|---|------------------------------------|-----------|-----|-----------|-----------|-------------|----------|-----------------------------|------------|---------------|---------------|---------------|----------------|--|--|
| Package No.   | 022 Phase-out Pgm & One-time Costs |           |     |           |           |             |          | 63400-500-10-00-00000       |            |               |               |               |                |  |  |
|   |                                    |           |     |           |           |             |          | Community Support and Grant |            |               |               |               |                |  |  |
| <b>PERSONAL SERVICES</b>                                  |                                    |           |     |           |           |             |          |                             |            |               |               |               |                |  |  |
| Classification No.  | Group by Classification Name       | # of Pos. | FTE | Base Rate | Avg. Step | Avg. Salary | Avg. OPE | GF                          | LF         | OF            | FF            | OF (Non-Ltd.) | All Funds      |  |  |
| <b>Total Personal Services</b>                            |                                    |           |     |           |           |             |          | -                           | -          | -             | -             | -             | -              |  |  |
| <b>SERVICES AND SUPPLIES</b>                              |                                    |           |     |           |           |             |          |                             |            |               |               |               |                |  |  |
| 4625  | Other COP Costs                    |           |     |           |           |             |          |                             |            | (111,682)     |               |               | (111,682)      |  |  |
| <b>Total Services and Supplies</b>                        |                                    |           |     |           |           |             |          | -                           | -          | (111,682)     | -             | -             | (111,682)      |  |  |
| <b>CAPITAL OUTLAY</b>                                     |                                    |           |     |           |           |             |          |                             |            |               |               |               |                |  |  |
| <b>Total Capital Outlay</b>                               |                                    |           |     |           |           |             |          | -                           | -          | -             | -             | -             | -              |  |  |
| <b>SPECIAL PAYMENTS</b>                                   |                                    |           |     |           |           |             |          |                             |            |               |               |               |                |  |  |
| 6015  | Dist to Cities                     |           |     |           |           |             |          |                             |            |               |               | (3,013,727)   | (3,013,727)    |  |  |
| 6020  | Dist to Counties                   |           |     |           |           |             |          |                             |            | (104,154)     | (3,428,613)   |               | (3,532,767)    |  |  |
| 6025  | Dist to Other Gov Unit             |           |     |           |           |             |          |                             |            | (7,500,000)   |               |               | (7,500,000)    |  |  |
| 6030  | Dist to Non-Gov Units              |           |     |           |           |             |          | (20,000)                    |            |               | (84,165)      |               | (104,165)      |  |  |
| <b>Total Special Payments</b>                             |                                    |           |     |           |           |             |          | -                           | (20,000)   | (7,604,154)   | (6,526,505)   | -             | (14,150,659)   |  |  |
| <b>TOTAL REQUESTS</b>                                     |                                    |           |     |           |           |             |          | -                           | (\$20,000) | (\$7,715,836) | (\$6,526,505) | \$0           | (\$14,262,341) |  |  |
| <b>TOTAL POSITIONS/FTE</b>                                |                                    |           | Pos | FTE       |           |             |          |                             |            |               |               |               |                |  |  |

# Budget Narrative

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## **Community Support and Grants**

### **031 Standard Inflation Adjustments**

#### **Package Description**

This package includes standard inflation of 3.8% for all Services and Supplies, Capital Outlay and Special Payments unless otherwise described below. In addition, Professional Services accounts are granted 4.2% inflation.

# Budget Narrative

## ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

| Package No. 031 Standard Inflation |                                  | 63400-500-10-00-00000<br>Community Support and Grant |     |           |           |             |          |    |                  |                  |                  |               |                    |
|------------------------------------|----------------------------------|--|-----|-----------|-----------|-------------|----------|----|------------------|------------------|------------------|---------------|--------------------|
| <b>PERSONAL SERVICES</b>           |                                  |  |     |           |           |             |          |    |                  |                  |                  |               |                    |
| Classification No.                 | Group by Classification Name     | # of Pos.  | FTE | Base Rate | Avg. Step | Avg. Salary | Avg. OPE | GF | LF               | OF               | FF               | OF (Non-Ltd.) | All Funds          |
| <b>Total Personal Services</b>     |                                  |  |     |           |           |             |          | -  | -                | -                | -                | -             | -                  |
| <b>SERVICES AND SUPPLIES</b>       |                                  |  |     |           |           |             |          |    |                  |                  |                  |               |                    |
| 4100                               | Instate Travel                   |  |     |           |           |             |          |    | 239              | 3,467            | 2,026            |               | 5,732              |
| 4125                               | Out of State Travel              |  |     |           |           |             |          |    | 40               |                  | 683              |               | 723                |
| 4150                               | Employee Training                |  |     |           |           |             |          |    | 180              | 1,947            | 891              |               | 3,018              |
| 4175                               | Office Expenses                  |  |     |           |           |             |          |    | 253              | 3,592            | 2,468            |               | 6,313              |
| 4200                               | Telecommunications               |  |     |           |           |             |          |    | -                | 221              | 128              |               | 349                |
| 4250                               | Data Processing                  |  |     |           |           |             |          |    |                  | 1                | 847              |               | 848                |
| 4275                               | Publicity and Publications       |  |     |           |           |             |          |    | 138              | 2,165            | 257              |               | 2,560              |
| 4300                               | Professional Services            |  |     |           |           |             |          |    | 100              | 10,540           | 13,014           |               | 23,654             |
| 4315                               | IT Professional Service          |  |     |           |           |             |          |    |                  | 8,397            |                  |               | 8,397              |
| 4375                               | Employee Recruitment and Develop |  |     |           |           |             |          |    |                  |                  | 317              |               | 317                |
| 4400                               | Dues and Subscriptions           |  |     |           |           |             |          |    |                  |                  | 39               |               | 39                 |
| 4425                               | Facilities Rental and Taxes      |  |     |           |           |             |          |    |                  |                  | 558              |               | 558                |
| 4450                               | Fuels and Utilities              |  |     |           |           |             |          |    | 35               | 978              | 71               |               | 1,084              |
| 4475                               | Facilities Maintenance           |  |     |           |           |             |          |    |                  |                  | 881              |               | 881                |
| 4575                               | Agency Program Related S and S   |  |     |           |           |             |          |    | 1,316            | 23,360           | 42,662           |               | 67,338             |
| 4650                               | Other Services and Supplies      |  |     |           |           |             |          |    | 951              | 4,945            | 219              |               | 6,115              |
| 4700                               | Expendable Prop 250 - 5000       |  |     |           |           |             |          |    | 50               | 76               | 995              |               | 1,121              |
| <b>Total Services and Supplies</b> |                                  |  |     |           |           |             |          | -  | <b>3,302</b>     | <b>59,689</b>    | <b>66,056</b>    | -             | <b>129,047</b>     |
| <b>CAPITAL OUTLAY</b>              |                                  |  |     |           |           |             |          |    |                  |                  |                  |               |                    |
| <b>Total Capital Outlay</b>        |                                  |  |     |           |           |             |          | -  | -                | -                | -                | -             | -                  |
| <b>SPECIAL PAYMENTS</b>            |                                  |  |     |           |           |             |          |    |                  |                  |                  |               |                    |
| 6015                               | Dist to Cities                   |  |     |           |           |             |          |    | 157,699          | 4,425            | 53,917           |               | 216,041            |
| 6020                               | Dist to Counties                 |  |     |           |           |             |          |    | 177,312          | 72,062           | 50,413           |               | 299,787            |
| 6025                               | Dist to Other Gov Unit           |  |     |           |           |             |          |    | 104,458          | 242,580          | 19,738           |               | 366,776            |
| 6030                               | Dist to Non-Gov Units            |  |     |           |           |             |          |    | 11,228           | 22,157           | 265              |               | 33,650             |
| 6035                               | Dist to Individuals              |  |     |           |           |             |          |    |                  |                  | 1,791            |               | 1,791              |
| <b>Total Special Payments</b>      |                                  |  |     |           |           |             |          | -  | <b>450,697</b>   | <b>341,224</b>   | <b>126,124</b>   | -             | <b>918,045</b>     |
| <b>TOTAL REQUESTS</b>              |                                  |  |     |           |           |             |          | -  | <b>\$453,999</b> | <b>\$400,913</b> | <b>\$192,180</b> | <b>\$0</b>    | <b>\$1,047,092</b> |
| <b>TOTAL POSITIONS/FTE</b>         |                                  |  | Pos | FTE       |           |             |          |    |                  |                  |                  |               |                    |

# Budget Narrative

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## Community Support and Grants

### 032 Above Standard Inflation

#### Package Description

Ballot Measure 76 approved by Oregon voters requires that 12% of OPRD's share of Lottery funds are given out as grants to local governments. In order to comply, an increase above standard inflation is included in this package.

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |                              |           |       |           |           |             |          |  |                    |            |            |               |                    |
|---|------------------------------|-----------|-------|-----------|-----------|-------------|----------|--|--------------------|------------|------------|---------------|--------------------|
| Package No.   | 032 Above Standard Inflation |           |       |           |           |             |          | 63400-500-10-00-00000<br>Community Support and Grant |                    |            |            |               |                    |
| PERSONAL SERVICES   |                              |           |       |           |           |             |          |  |                    |            |            |               |                    |
| Classification No.  | Group by Classification Name | # of Pos. | FTE   | Base Rate | Avg. Step | Avg. Salary | Avg. OPE | GF   | LF                 | OF         | FF         | OF (Non-Ltd.) | All Funds          |
| <b>Total Personal Services</b>                            |                              |           |       |           |           |             |          | -  | -                  | -          | -          | -             | -                  |
| SERVICES AND SUPPLIES                                     |                              |           |       |           |           |             |          |  |                    |            |            |               |                    |
| <b>Total Services and Supplies</b>                        |                              |           |       |           |           |             |          | -  | -                  | -          | -          | -             | -                  |
| CAPITAL OUTLAY  |                              |           |       |           |           |             |          |  |                    |            |            |               |                    |
| <b>Total Capital Outlay</b>                               |                              |           |       |           |           |             |          | -  | -                  | -          | -          | -             | -                  |
| SPECIAL PAYMENTS  |                              |           |       |           |           |             |          |  |                    |            |            |               |                    |
| 6015  | Dist to Cities               |           |       |           |           |             |          |  | 524,038            |            |            |               | 524,038            |
| 6020  | Dist to Counties             |           |       |           |           |             |          |  | 524,038            |            |            |               | 524,038            |
| <b>Total Special Payments</b>                             |                              |           |       |           |           |             |          | -  | <b>1,048,076</b>   | -          | -          | -             | <b>1,048,076</b>   |
| <b>TOTAL REQUESTS</b>                                     |                              |           |       |           |           |             |          | -  | <b>\$1,048,076</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$1,048,076</b> |
| <b>TOTAL POSITIONS/FTE</b>                                |                              |           | _____ | Pos       | _____     | FTE         |          |  |                    |            |            |               |                    |

# Budget Narrative

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## Community Support and Grants

### 090 Analyst Adjustments

#### Package Description

The purpose of this package is to adjust for the increase in the Lottery forecast in September 2018 and November 2018.

#### How Achieved:

The Special Payments budget is increased to equal 12% of OPRD's constitutionally dedicated Lottery Funds.

#### Staffing Impact:

None.

#### Quantifying Results:

With this action, the agency will be able to grant additional funds to local governments to enhance the park experience for Oregonians.

#### Revenue Source:

\$197,777 Lottery Funds

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |                              |           |     |           |           |             |   |    |           |     |     |               |           |
|---|------------------------------|-----------|-----|-----------|-----------|-------------|---|----|-----------|-----|-----|---------------|-----------|
| Package No.   | 090 Analyst Adjustments      |           |     |           |           |             | 63400-500-10-00-00000<br>Community Support and Grants |    |           |     |     |               |           |
| PERSONAL SERVICES   |                              |           |     |           |           |             |   |    |           |     |     |               |           |
| Classification No.  | Group by Classification Name | # of Pos. | FTE | Base Rate | Avg. Step | Avg. Salary | Avg. OPE  | GF | LF        | OF  | FF  | OF (Non-Ltd.) | All Funds |
| <b>Total Personal Services</b>                            |                              |           |     |           |           |             |   | -  | -         | -   | -   | -             | -         |
| SERVICES AND SUPPLIES                                     |                              |           |     |           |           |             |   |    |           |     |     |               |           |
| <b>Total Services and Supplies</b>                        |                              |           |     |           |           |             |   | -  | -         | -   | -   | -             | -         |
| CAPITAL OUTLAY  |                              |           |     |           |           |             |   |    |           |     |     |               |           |
| <b>Total Capital Outlay</b>                               |                              |           |     |           |           |             |   | -  | -         | -   | -   | -             | -         |
| SPECIAL PAYMENTS  |                              |           |     |           |           |             |   |    |           |     |     |               |           |
| 6015  | Dist to Cities               |           |     |           |           |             |   |    | 98,889    |     |     |               | 98,889    |
| 6020  | Dist to Counties             |           |     |           |           |             |   |    | 98,888    |     |     |               | 98,888    |
| 6025  | Dist to Other Gov Unit       |           |     |           |           |             |   |    |           |     |     |               | -         |
| 6030  | Dist to Non-Gov Units        |           |     |           |           |             |   |    |           |     |     |               | -         |
| <b>Total Special Payments</b>                             |                              |           |     |           |           |             |   | -  | 197,777   | -   | -   | -             | 197,777   |
| <b>TOTAL REQUESTS</b>                                     |                              |           |     |           |           |             |   | -  | \$197,777 | \$0 | \$0 | \$0           | \$197,777 |
| <b>TOTAL POSITIONS/FTE</b>                                |                              |           | Pos | FTE       |           |             |   |    |           |     |     |               |           |

# Budget Narrative

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## Community Support and Grants

### 101 Operational Cost Increases

#### Package Description

The purpose of this package is to increase funds available to award grants for operations, maintenance and law enforcement of ATV riding areas.

#### How Achieved:

The general purpose of the ATV program is to plan, promote and implement a statewide all-terrain vehicle (ATV) program, including providing funds to local partners for law enforcement and to acquire, develop and maintain ATV recreation areas. Additionally, the program administers safety training certification for ATV riders. The program operates a grant program to accomplish its mission; grant applications are reviewed, scored and recommended for approval by the ATV Advisory Committee and approved by the State Parks Commission. Funds are generated from ATV registrations and Unrefunded fuels tax.

Recently the applications for grant assistance have exceeded the budget limitation available for grants. With the increase in fuels tax approved by the Legislature in 2017, additional funds are available to this program. Increased limitation will allow make more grant funds available for operations, maintenance, law enforcement and acquisition of ATV riding areas.

#### Staffing Impact:

None.

#### Quantifying Results:

The results of this package would be more grants to ATV groups applying for funds.

#### Revenue Source:

\$3,000,000 Other Funds

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |                               |           |     |           |           |             |  |    |            |                    |            |               |                    |  |
|---|-------------------------------|-----------|-----|-----------|-----------|-------------|--|----|------------|--------------------|------------|---------------|--------------------|--|
| Package No.   | 101 Operational Cost Increase |           |     |           |           |             | 63400-500-10-00-00000<br>Community Support and Grant |    |            |                    |            |               |                    |  |
| PERSONAL SERVICES   |                               |           |     |           |           |             |  |    |            |                    |            |               |                    |  |
| Classification No.  | Group by Classification Name  | # of Pos. | FTE | Base Rate | Avg. Step | Avg. Salary | Avg. OPE   | GF | LF         | OF                 | FF         | OF (Non-Ltd.) | All Funds          |  |
| <b>Total Personal Services</b>                            |                               |           |     |           |           |             |  | -  | -          | -                  | -          | -             | -                  |  |
| SERVICES AND SUPPLIES                                     |                               |           |     |           |           |             |  |    |            |                    |            |               |                    |  |
| <b>Total Services and Supplies</b>                        |                               |           |     |           |           |             |  | -  | -          | -                  | -          | -             | -                  |  |
| CAPITAL OUTLAY  |                               |           |     |           |           |             |  |    |            |                    |            |               |                    |  |
| <b>Total Capital Outlay</b>                               |                               |           |     |           |           |             |  | -  | -          | -                  | -          | -             | -                  |  |
| SPECIAL PAYMENTS  |                               |           |     |           |           |             |  |    |            |                    |            |               |                    |  |
|   |                               |           |     |           |           |             |  | -  | -          | -                  | -          | -             | -                  |  |
| 6020  | Dist to Counties              |           |     |           |           |             |  |    |            | 182,100            |            |               | 182,100            |  |
| 6025  | Dist to Other Gov Unit        |           |     |           |           |             |  |    |            | 2,619,900          |            |               | 2,619,900          |  |
| 6030  | Dist to Non-Gov Units         |           |     |           |           |             |  |    |            | 198,000            |            |               | 198,000            |  |
| <b>Total Special Payments</b>                             |                               |           |     |           |           |             |  | -  | -          | <b>3,000,000</b>   | -          | -             | <b>3,000,000</b>   |  |
| <b>TOTAL REQUESTS</b>                                     |                               |           |     |           |           |             |  | -  | <b>\$0</b> | <b>\$3,000,000</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$3,000,000</b> |  |
| <b>TOTAL POSITIONS/FTE</b>                                |                               |           |     | Pos       |           |             |  |    |            |                    |            |               |                    |  |
|   |                               |           |     |           |           |             |  |    |            |                    |            |               |                    |  |

# Budget Narrative

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## Community Support and Grants

### 102 Grant Obligations from Past Biennium

#### Package Description

The purpose of this package is to request additional other and federal limitation for Oregon Main Street Grant program, the County Opportunity Grant program, the Land and Water Conservation Fund and the Recreation Trails program.

#### How Achieved:

As the program administrator, the Department awards grants to various applicants for heritage preservation, acquisition, development and maintenance of park properties and trails. Once grantees spend the funds, OPRD provides reimbursement. However, the Department has little control over when reimbursement is requested by the grantee.

This request provides limitation to allow payment of already awarded grants; these grants would have been awarded during the 2017-19 biennium.

#### Staffing Impact:

None.

#### Quantifying Results:

This package will result in smooth payment of reimbursement requests from those entities awarded grants. Grantees that are slow to seek reimbursement will be paid timely as will those grantees that immediately accomplish their projects and seek reimbursement.

#### Revenue Source:

\$5,796,868 Other Funds (\$5,183,505 Main Street, \$613,363 County Opportunity), \$6,269,990 Federal Funds (\$3,418,715 Land and Water, \$2,851,275 Recreation Trails)

## Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |  |           |     |                              |           |             |          |  |            |                    |                    |               |                     |   |
|---|--|-----------|-----|------------------------------|-----------|-------------|----------|--|------------|--------------------|--------------------|---------------|---------------------|---|
| Package No.   | 102 Grant Obligations from Past Biennium |           |     |                              |           |             |          | 63400-500-10-00-00000<br>Community Support and Grant |            |                    |                    |               |                     |   |
| PERSONAL SERVICES   |  |           |     |                              |           |             |          |  |            |                    |                    |               |                     |   |
| Classification No.  | Group by Classification Name             | # of Pos. | FTE | Base Rate                    | Avg. Step | Avg. Salary | Avg. OPE | GF   | LF         | OF                 | FF                 | OF (Non-Ltd.) | All Funds           |   |
|   |  |           |     | Salaries & Wages             |           |             |          |  |            |                    |                    |               |                     | - |
|   |  |           |     | Empl Rel Bd Assessments      |           |             |          |  |            |                    |                    |               |                     | - |
|   |  |           |     | Public Employees Retire Cont |           |             |          |  |            |                    |                    |               |                     | - |
|   |  |           |     | Social Security Taxes        |           |             |          |  |            |                    |                    |               |                     | - |
|   |  |           |     | Workers Comp Assessments     |           |             |          |  |            |                    |                    |               |                     | - |
|   |  |           |     | Flexible Benefits            |           |             |          |  |            |                    |                    |               |                     | - |
| <b>Total Personal Services</b>                            |  |           |     |                              |           |             |          | -  | -          | -                  | -                  | -             | -                   |   |
| SERVICES AND SUPPLIES                                     |  |           |     |                              |           |             |          |  |            |                    |                    |               |                     |   |
| <b>Total Services and Supplies</b>                        |  |           |     |                              |           |             |          | -  | -          | -                  | -                  | -             | -                   |   |
| CAPITAL OUTLAY  |  |           |     |                              |           |             |          |  |            |                    |                    |               |                     |   |
| <b>Total Capital Outlay</b>                               |  |           |     |                              |           |             |          | -  | -          | -                  | -                  | -             | -                   |   |
| SPECIAL PAYMENTS  |  |           |     |                              |           |             |          |  |            |                    |                    |               |                     |   |
| 6015  | Dist to Cities                           |           |     |                              |           |             |          |  |            |                    | 3,134,996          |               | 3,134,996           |   |
| 6020  | Dist to Counties                         |           |     |                              |           |             |          |  |            | 613,363            | 3,134,994          |               | 3,748,357           |   |
| 6025  | Dist to Other Gov Unit                   |           |     |                              |           |             |          |  |            | 5,183,505          |                    |               | 5,183,505           |   |
| <b>Total Special Payments</b>                             |  |           |     |                              |           |             |          | -  | -          | <b>5,796,868</b>   | <b>6,269,990</b>   | -             | <b>12,066,858</b>   |   |
| <b>TOTAL REQUESTS</b>                                     |  |           |     |                              |           |             |          | -  | <b>\$0</b> | <b>\$5,796,868</b> | <b>\$6,269,990</b> | <b>\$0</b>    | <b>\$12,066,858</b> |   |
| <b>TOTAL POSITIONS/FTE</b>                                |  |           | Pos |                              |           |             | FTE      |  |            |                    |                    |               |                     |   |

# Budget Narrative

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## Community Support and Grants

### 106 Prep for State Park System Centennial in 2022

#### Package Description

##### Purpose:

The purpose of this package is to increase funding for four (4) Heritage grant programs.

##### How Achieved:

There are two main objectives embedded in this proposal; eliminate the reliance of the Diamonds in the Rough grant program on unstable funding sources, and increase funding in the grant programs where demand consistently outstrip supply.

- 1). Diamonds in the Rough historic preservation grant program. The program is currently funded at \$150,000 per biennium for the Diamonds in the Rough grant program. Diamonds in the Rough grants are funded by Other Funds; the funding is a combination of the SHPO's annual allotment of revenue from the Cultural Trust and revenue from Oregon Property Management Account (OPMA). Cultural Trust money varies every year and is reliant on that agency having a successful donation year earned from a tax credit. The tax credit is subject to reauthorization by the legislature, which may or may not happen in 2019. The money in OPMA currently is revenue from Special Assessment application fees. The Special Assessment program is also up for reauthorization, and the fees generate only about \$30,000 per biennium, depending on how many owners apply. Amount Requested: \$150,000
- 2). Preserving Oregon historic preservation and archaeology grant program. The program is currently funded at \$250,000 per biennium in lottery money to give out for Preserving Oregon grants. Grants are awarded every year; grant applications consistently exceed available funds. OPRD is able to fund 30-40% of eligible applicants. The demand is far outpacing supply in this grant program. Amount Requested: \$150,000
- 3). Heritage grant program. This is one of two grant programs under the Oregon Heritage Commission. The program is currently funded at \$230,000 per biennium to award for all types of non-building heritage projects; it's SHPO's most inclusive grant program as far as projects go. Grants are awarded once per biennium, and consistently find that applications exceed available funds. OPRD is able to fund 50% of eligible applicants. The demand is far outpacing supply in this grant program. Amount Requested: \$150,000

## Budget Narrative

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4). Museum grant program. This is one of two grant programs under the Oregon Heritage Commission. The program is currently funded at \$110,000 per biennium of lottery money to award. This program was created in 1995 with \$50,000 for 24 museums. In 2017, SHPO had \$110,000 for at least 230 museums. Between 2007 and 2015 OPRD was only able to award 43% of eligible applicants. The demand is far outpacing supply in this grant program. Amount Requested: \$40,000.

### Staffing Impact:

None.

### Quantifying Results:

Success is defined by being able to award a higher percentage of eligible applicants. For Diamonds in the Rough, success is defined by providing a stable, reliable revenue source.

### Revenue Source:

\$490,000 Lottery Funds

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b>            |                              |           |     |                              |           |             |          |  |                |    |    |               |                |  |
|--|------------------------------|-----------|-----|------------------------------|-----------|-------------|----------|--|----------------|----|----|---------------|----------------|--|
| Package No. <u>106 Prep for State Park System Centennial in 2022</u> |                              |           |     |                              |           |             |          | 63400-500-10-00-00000<br>Community Support and Grant |                |    |    |               |                |  |
| PERSONAL SERVICES  |                              |           |     |                              |           |             |          |  |                |    |    |               |                |  |
| Classification No.   | Group by Classification Name | # of Pos. | FTE | Base Rate                    | Avg. Step | Avg. Salary | Avg. OPE | GF   | LF             | OF | FF | OF (Non-Ltd.) | All Funds      |  |
|  |                              |           |     | Salaries & Wages             |           |             |          |  |                |    |    |               | -              |  |
|  |                              |           |     | Empl Rel Bd Assessments      |           |             |          |  |                |    |    |               | -              |  |
|  |                              |           |     | Public Employees Retire Cont |           |             |          |  |                |    |    |               | -              |  |
|  |                              |           |     | Social Security Taxes        |           |             |          |  |                |    |    |               | -              |  |
|  |                              |           |     | Workers Comp Assessments     |           |             |          |  |                |    |    |               | -              |  |
|  |                              |           |     | Flexible Benefits            |           |             |          |  |                |    |    |               | -              |  |
| <b>Total Personal Services</b>                                       |                              |           |     |                              |           |             |          | -  | -              | -  | -  | -             | -              |  |
| SERVICES AND SUPPLIES  |                              |           |     |                              |           |             |          |  |                |    |    |               |                |  |
| <b>Total Services and Supplies</b>                                   |                              |           |     |                              |           |             |          | -  | -              | -  | -  | -             | -              |  |
| CAPITAL OUTLAY   |                              |           |     |                              |           |             |          |  |                |    |    |               |                |  |
| <b>Total Capital Outlay</b>  |                              |           |     |                              |           |             |          | -  | -              | -  | -  | -             | -              |  |
| SPECIAL PAYMENTS   |                              |           |     |                              |           |             |          |  |                |    |    |               |                |  |
| 6015   | Dist to Cities               |           |     |                              |           |             |          |  | 115,101        |    |    |               | 115,101        |  |
| 6020   | Dist to Counties             |           |     |                              |           |             |          |  | 18,424         |    |    |               | 18,424         |  |
| 6025   | Dist to Other Gov Unit       |           |     |                              |           |             |          |  | 131,957        |    |    |               | 131,957        |  |
| 6030   | Dist to Non-Gov Units        |           |     |                              |           |             |          |  | 224,518        |    |    |               | 224,518        |  |
| <b>Total Special Payments</b>  |                              |           |     |                              |           |             |          | -  | <b>490,000</b> | -  | -  | -             | <b>490,000</b> |  |
| <b>TOTAL REQUESTS</b>  |                              |           |     |                              |           |             |          | -  | <b>490,000</b> | -  | -  | -             | <b>490,000</b> |  |
| <b>TOTAL POSITIONS/FTE</b>   |                              |           | Pos |                              |           |             |          | FTE  |                |    |    |               |                |  |

# Budget Narrative

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## Community Support and Grants

### 111 Invest in Parks and Heritage Staff

#### Package Description

##### Purpose:

The purpose of this package is to reclass two existing positions to better reflect current duties.

##### How Achieved:

Heritage Programs has a permanently increasing workload in the area of SHPO compliance reviews. The program would like to repurpose and reclass a vacant Administrative Specialist 2 position to a Natural Resource Specialist 3. This position would work as an archaeologist reviewing projects for compliance with applicable state and federal requirements, working on state permits and agreement documents. This would allow the SHPO to meet the workload needs of the public plus state and federal agencies.

The program would also like to reclass an Information Systems Specialist 5 to an Information Systems Specialist 6. This position is responsible for design and maintenance of customized databases that support state and federal heritage programs. As more of the databases are online and available to the general public, there is increased complexity to the job.

##### Staffing Impact:

Permanently reclass two (2) positions upward.

##### Quantifying Results:

This action supports the agency's mission of providing quality outdoor experiences for Oregonians and other visitors to the Department's recreation and heritage sites and those of our partners statewide.

##### Revenue Source:

\$9,607 Lottery Funds, \$7,503 Federal Funds (Historic Preservation)

## Budget Narrative

### ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

| Package No.                        | 111 Invest in Parks and Heritage Staff | 63400-500-10-00-00000       |     |                              |           |             |          |    |                |            |                |               |                 |
|------------------------------------|--|-----------------------------|-----|------------------------------|-----------|-------------|----------|----|----------------|------------|----------------|---------------|-----------------|
|                                    |  | Community Support and Grant |     |                              |           |             |          |    |                |            |                |               |                 |
| <b>PERSONAL SERVICES</b>           |  |                             |     |                              |           |             |          |    |                |            |                |               |                 |
| Classification No.                 | Group by Classification Name           | # of Pos.                   | FTE | Base Rate                    | Avg. Step | Avg. Salary | Avg. OPE | GF | LF             | OF         | FF             | OF (Non-Ltd.) | All Funds       |
| C1485                              | Info Systems Specialist 5              | -1                          | -1  | 6,902                        | 9         | (165,648)   | (76,085) |    |                |            |                |               |                 |
| C1486                              | Info Systems Specialist 6              | 1                           | 1   | 7,056                        | 8         | 169,344     | 76,996   |    |                |            |                |               |                 |
| C0107                              | Administrative Specialist 1            | -1                          | -1  | 4,096                        | 9         | (98,304)    | (59,505) |    |                |            |                |               |                 |
| C8503                              | Natural Resource Specialist 3          | 1                           | 1   | 4,514                        | 1         | 108,336     | 61,976   |    |                |            |                |               |                 |
|                                    |  |                             |     | Salaries & Wages             |           |             |          |    | 7,708          |            | 6,020          |               | 13,728          |
|                                    |  |                             |     | Empl Rel Bd Assessments      |           |             |          |    |                |            |                |               | -               |
|                                    |  |                             |     | Public Employees Retire Cont |           |             |          |    | 1,309          |            | 1,022          |               | 2,331           |
|                                    |  |                             |     | Social Security Taxes        |           |             |          |    | 590            |            | 461            |               | 1,051           |
|                                    |  |                             |     | Workers Comp Assessments     |           |             |          |    |                |            |                |               | -               |
|                                    |  |                             |     | Flexible Benefits            |           |             |          |    |                |            |                |               | -               |
| <b>Total Personal Services</b>     |  |                             |     |                              |           |             |          | -  | <b>9,607</b>   | -          | <b>7,503</b>   | -             | <b>17,110</b>   |
| <b>SERVICES AND SUPPLIES</b>       |  |                             |     |                              |           |             |          |    |                |            |                |               |                 |
| <b>Total Services and Supplies</b> |  |                             |     |                              |           |             |          | -  | -              | -          | -              | -             | -               |
| <b>CAPITAL OUTLAY</b>              |  |                             |     |                              |           |             |          |    |                |            |                |               |                 |
| <b>Total Capital Outlay</b>        |  |                             |     |                              |           |             |          | -  | -              | -          | -              | -             | -               |
| <b>SPECIAL PAYMENTS</b>            |  |                             |     |                              |           |             |          |    |                |            |                |               |                 |
| <b>Total Special Payments</b>      |  |                             |     |                              |           |             |          | -  | -              | -          | -              | -             | -               |
| <b>TOTAL REQUESTS</b>              |  |                             |     |                              |           |             |          | -  | <b>\$9,607</b> | <b>\$0</b> | <b>\$7,503</b> | <b>\$0</b>    | <b>\$17,110</b> |
| TOTAL POSITIONS/FTE                |  |                             | Pos | FTE                          |           |             |          |    |                |            |                |               |                 |

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Parks & Recreation Dept  
2019-21 Biennium

Agency Number: 63400  
Cross Reference Number: 63400-500-10-00-00000

| Source                            | 2015-17 Actuals     | 2017-19 Leg Adopted Budget | 2017-19 Leg Approved Budget | 2019-21 Agency Request Budget | 2019-21 Governor's Budget | 2019-21 Leg. Adopted Audit |
|-----------------------------------|---------------------|----------------------------|-----------------------------|-------------------------------|---------------------------|----------------------------|
| <b>Lottery Funds</b>              |                     |                            |                             |                               |                           |                            |
| Tsfr From Administrative Svcs     | 13,243,848          | 15,760,297                 | 15,871,775                  | 17,765,880                    | 17,963,657                | -                          |
| <b>Total Lottery Funds</b>        | <b>\$13,243,848</b> | <b>\$15,760,297</b>        | <b>\$15,871,775</b>         | <b>\$17,765,880</b>           | <b>\$17,963,657</b>       | -                          |
| <b>Other Funds</b>                |                     |                            |                             |                               |                           |                            |
| Non-business Lic. and Fees        | 1,602,498           | 1,531,121                  | 1,531,121                   | 1,609,287                     | 1,609,287                 | -                          |
| Park User Fees                    | 107,234             | 574,423                    | 574,423                     | 630,031                       | 630,031                   | -                          |
| Lottery Bonds                     | 2,500,000           | 5,111,682                  | 5,111,682                   | -                             | -                         | -                          |
| Interest Income                   | 106,219             | 72,152                     | 72,152                      | 226,173                       | 226,173                   | -                          |
| Donations                         | 50,724              | -                          | -                           | -                             | -                         | -                          |
| Other Revenues                    | 58,182              | 188,530                    | 188,530                     | 176,438                       | 176,438                   | -                          |
| Transfer In - Intrafund           | -                   | -                          | 5,822                       | -                             | -                         | -                          |
| Tsfr From OR Business Development | 241,602             | 260,000                    | 260,000                     | 260,000                       | 260,000                   | -                          |
| Tsfr From Transportation, Dept    | 27,128,800          | 25,336,299                 | 25,336,299                  | 27,148,056                    | 27,148,056                | -                          |
| Transfer to Counties              | (14,814,947)        | (13,475,069)               | (13,475,069)                | (14,252,405)                  | (14,252,405)              | -                          |
| Tsfr To Police, Dept of State     | (535,190)           | (567,353)                  | (567,353)                   | (690,898)                     | (690,898)                 | -                          |
| Tsfr To Forestry, Dept of         | (1,058,925)         | (1,111,531)                | (1,111,531)                 | (1,374,175)                   | (1,374,175)               | -                          |
| Tsfr To Transportation, Dept      | (503,826)           | (538,928)                  | (538,928)                   | (580,308)                     | (580,308)                 | -                          |
| <b>Total Other Funds</b>          | <b>\$14,882,371</b> | <b>\$17,381,326</b>        | <b>\$17,387,148</b>         | <b>\$13,152,199</b>           | <b>\$13,152,199</b>       | -                          |
| <b>Federal Funds</b>              |                     |                            |                             |                               |                           |                            |
| Federal Funds                     | 5,698,056           | 12,524,150                 | 12,548,641                  | 12,547,291                    | 12,547,291                | -                          |
| Tsfr To Forestry, Dept of         | (98,712)            | -                          | -                           | -                             | -                         | -                          |
| <b>Total Federal Funds</b>        | <b>\$5,599,344</b>  | <b>\$12,524,150</b>        | <b>\$12,548,641</b>         | <b>\$12,547,291</b>           | <b>\$12,547,291</b>       | -                          |

\_\_\_\_ Agency Request  
2019-21 Biennium

\_\_\_\_ Governor's Budget

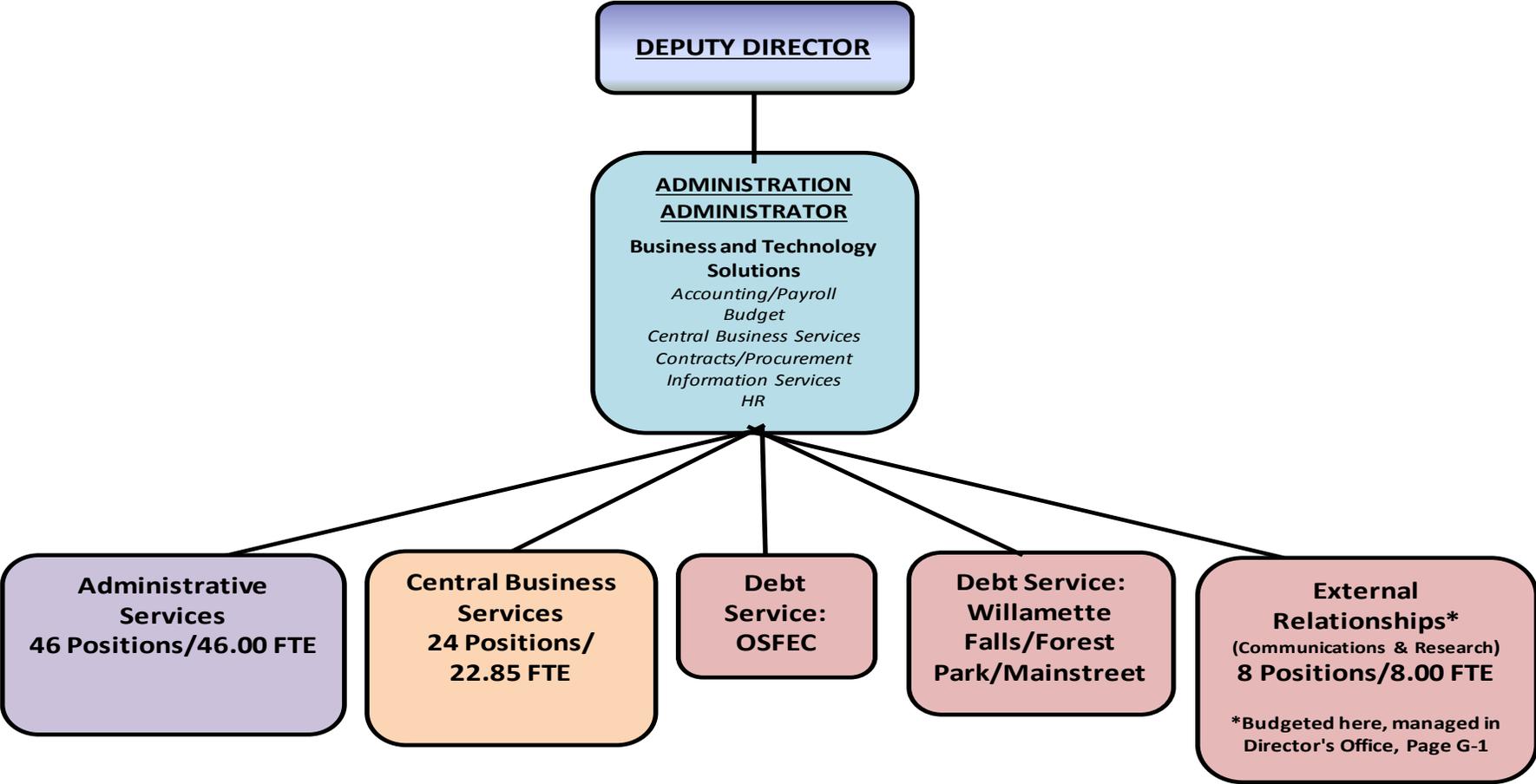
\_\_\_\_ Legislatively Adopted  
Detail of LF, OF, and FF Revenues - BPR012

# Budget Narrative

## Central Services

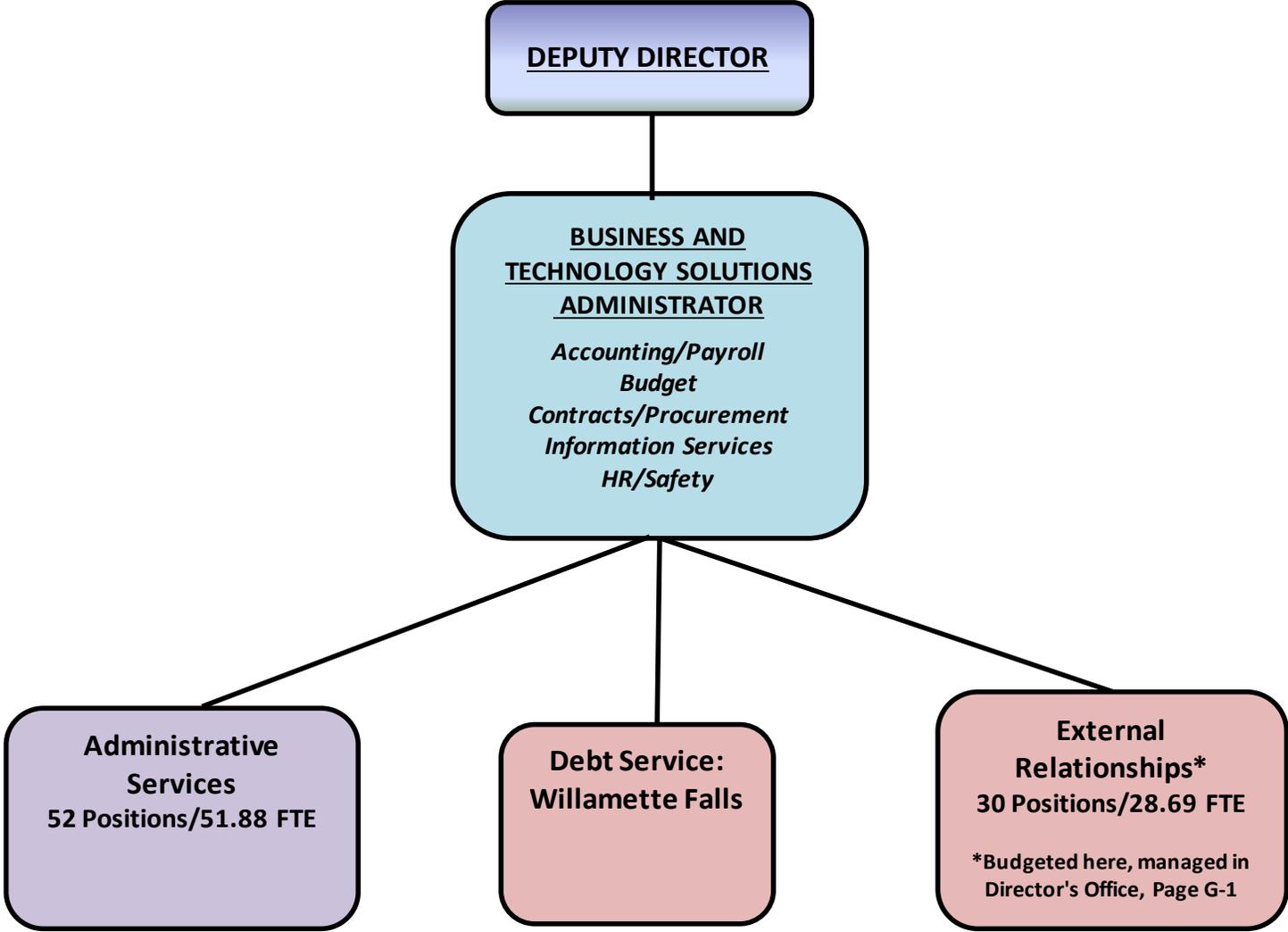
### Program Description

### Oregon Parks and Recreation Department Central Services 2017-19



Budget Narrative

Oregon Parks and Recreation Department  
Central Services  
2019-21



# Budget Narrative

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## Central Services

### Executive Summary

The Central Services program provides the legally-necessary administrative support—budgeting, accounting, contracting, human resources, information technology—so all other agency programs can serve their constituents efficiently, accurately and effectively. This program is funded with revenue from park visitors and constitutionally-dedicated Lottery Funds.

### Program Description

Many aspects of the Oregon Parks and Recreation Department are decentralized to allow each of the agency's public services to tailor itself to the needs of its customers, but every unit needs a basic set of professional support functions. The Central Services program includes this core back-office support: accounting and payroll, budget, contracts and procurement, human resources, and information technology services. The Central Services program's direct customers are OPRD employees, other state agencies, and the Legislature. The Central Services budget includes the department Communications program and Human Resources, though these services are managed by the Director's Office. A more complete description of these functions is included in the Director's Office section of this document. Costs are driven by the labor market, inflation and the increased expense of complying with laws related to privacy and data security.

Administrative practices required by state and federal law generally fall into this program, including record management, performance measurements, and purchasing practices, including the SPOTS program.

### Program Justification and Link to 10-Year Outcome

The root purpose of these Central Services is to improve the effectiveness and efficiency of OPRD's other functions (Direct Services, Park Development, Director's Office, and Community Support and Grants). In conjunction with the Director's office, Central Services is home to key professional staff responsible for four 10-Year Outcomes:

1. Invest in **Operational Efficiency** Initiatives
2. Develop **Flexible Service Delivery** Models
3. Enhance Overall **Online Service** Delivery
4. **Measure Performance** with State Agency Scorecards

# Budget Narrative

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## **Program Performance**

Central support services make it possible for staff to serve their customers in a timely, efficient, helpful manner. This program also directly serves the bulk of OPRD's constituents by operating key information and reservation functions. More than 90% of agency customers continue to rate their service experience as "Good" or "Excellent":

Central services also provides key training and orientation to the Oregon State Parks and Recreation Commission on budget, ethics, and other best practices. The Commission has sustained a perfect record, meeting 100% of recommended Oregon best practices since it began measuring this performance measure in 2007.

## **Enabling Legislation/Program Authorization**

*ORS 390.131 Duties of director:* The State Parks and Recreation Director is the executive head of the State Parks and Recreation Department and shall ... Be responsible to the State Parks and Recreation Commission for administration and enforcement of the duties, functions and powers imposed by law upon the commission and the department ... [and] Establish such administrative divisions as are necessary to carry out properly the commission's functions and activities.

## **Funding Streams**

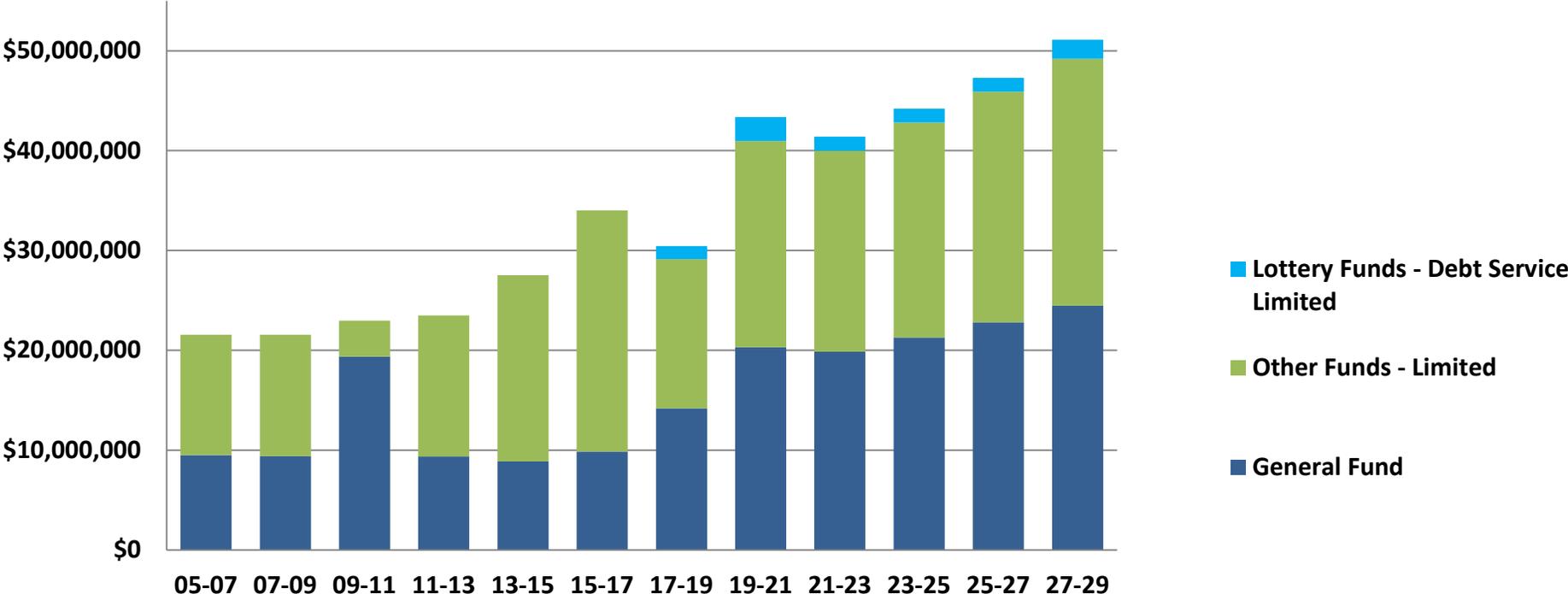
The Central Services is funded by a roughly equal split of dedicated Lottery Funds and Other Funds (primarily revenue from park visitors).

*Oregon Constitution, Article XV, Section 4a, Use of net proceeds from state lottery for parks and recreation areas:* In each biennium the Legislative Assembly shall appropriate all of the moneys in the parks subaccount of the parks and natural resources fund ... to achieve all of the following:

- Provide additional public parks, natural areas or outdoor recreational areas to meet the needs of current and future residents of the State of Oregon;
- Protect natural, cultural, historic and outdoor recreational resources of state or regional significance;
- Manage public parks, natural areas and outdoor recreation areas to ensure their long-term ecological health and provide for the enjoyment of current and future residents of the State of Oregon;
- Provide diverse and equitable opportunities for residents of the State of Oregon to experience nature and participate in outdoor recreational activities in state, regional, local or neighborhood public parks and recreation areas.

# Budget Narrative

## Central Services



**Significant Proposed Program Changes from 2017-19**

Policy Option Package 105 provides \$300,000 to update the reservation system visitors use to access the state park system, and to fund training and outreach ensuring agency services are welcoming to all people regardless of their background or demographics. Package 108 seeks to establish a limited duration position and funding for information technology services that will improve the state park visitor experience.

**Purpose, customers, and source of funding**

The purpose of the Central Services program is to provide the administrative functions and support to operate and maintain the parks system. The Central Services program customers are agency staff, partners/stakeholders and other agencies. The funding for the Central Services program comes from Park User Fees (Other Funds) and Parks and Natural Resources Funds (Lottery).

# Budget Narrative

## Expenditures by fund type, positions and full-time equivalents

| <b>Central Services:</b>        | General | Lottery    | Other      | Federal | Total Funds | Positions | FTE   |
|---------------------------------|---------|------------|------------|---------|-------------|-----------|-------|
| Administrative Services         |         | 14,365,527 | 14,433,760 | 0       | 28,799,287  | 52        | 51.88 |
| External Relationships          |         | 3,274,063  | 3,438,403  | 0       | 6,712,466   | 30        | 28.69 |
| Debt Service - Willamette Falls |         | 2,374,100  | 0          | 0       | 2,374,100   |           |       |
| Total                           | 0       | 20,013,690 | 17,872,163 | 0       | 37,885,853  | 82        | 80.57 |

## Activities, programs, and issues in the program unit base budget

The Central Services Program consists of the following agency-wide programs: Accounting, Budget, Payroll, Human Resources, Contracts and Procurement, Information Services, Safety and Risk; Debt Service and the Business and Technology Solutions Administrator who oversees the program activities, provides oversight and direction for the agency-wide, centralized business functions. OPRD is highly decentralized. Administration coordinates and maintains various Department-wide programs including, record management, performance measurements, and purchasing practices, including the SPOTS program. This program budgets for Communications and Research Division and Human Resources/Safety and Risk, but those functions are managed by the Director's Office

## Important background for decision makers. Include trends in caseload and workload

There are not trends in caseload or workload that are applicable for the Central Services program.

## Expected results from the 2019-21 budget for the program unit.

The administrative functions of the Central Services Program Area help provide the support needed to effectively advance the goals of OPRD and the Centennial Horizon Plan.

Centennial Horizon Principle 7 – Prioritize Based on the Vision by routinely demonstrating creative, collaborative solutions to business challenges:

- Develop additional technology-based tools for park staff to provide exceptional services to their patrons;
- Improve the methods and efficiency of receiving payment for fees and services;
- Create and maintain collaborative processes with private vendors that expand services to state park visitors without increasing state costs over the long run; and
- Contract for a reservation system provider to replace OPRD's expiring contract with the current provider.

## Budget Narrative

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### **Revenue sources and proposed revenue changes**

In Central Services, Administrative Services and External Relations (Communications Division) are funded by a standard mixture of Lottery Funds and Other Funds (Park User Fees, Interest Income).

The Lottery funds are the Department's constitutionally dedicated share of the Parks and Natural Resource Fund. Lottery fund forecasts are provided by the Office of Economic Analysis.

Park User Fees are generated by Day Use and Overnight camping fees charged to park visitors. The Department forecasts this revenue source based on historical and future reservation data.

Interest income is earned on funds in the Department's bank account. The Department forecasts this revenue based on historical average earnings.

The Debt Service for Willamette Falls, Forest Park and Oregon Main Street is funded by non dedicated Lottery Funds from the Economic Development Fund.

### **Proposed new laws that apply to the program unit**

There are no new laws proposed that apply to the Central Services program.

# Budget Narrative

## Summary of 2019-21 Budget Oregon Parks and Recreation Department

| Central Services  | TOTALS |       |                  | FUND TYPE    |                  |                  |               |            |         |
|---|--------|-------|------------------|--------------|------------------|------------------|---------------|------------|---------|
|   | POS    | FTE   | ALL FUNDS        | General Fund | Lottery Funds    | Other Funds      | Federal Funds | Nonlimited |         |
|   |        |       |                  |              |                  |                  |               | Other      | Federal |
| <b>2017-19 LEGISLATIVELY ADOPTED BUDGET</b>             | 78     | 76.85 | 30,930,970       |              | 16,137,822       | 14,793,148       |               |            |         |
| <b>Emergency Board Actions (through 3/2018)</b>         |        |       | 348,871          |              | 214,238          | 134,633          |               |            |         |
| <b>2017-19 Legislatively Approved Budget</b>            | 78     | 76.85 | 31,279,841       |              | 16,352,060       | 14,927,781       |               |            |         |
| <b>Base Budget Adjustments:</b>                         |        |       |                  |              |                  |                  |               |            |         |
| Net Cost of 2017-19 Position Actions:                   |        |       |                  |              |                  |                  |               |            |         |
| Administrative, Biennialized E-Board, Phase-Out         | 3      | 2.84  | 1,079,029        |              | 849,168          | 229,861          |               |            |         |
| Estimated Cost of 2019-21 Merit Increase                |        |       |                  |              |                  |                  |               |            |         |
| Base Debt Service Adjustment                            |        |       | 221,510          |              | 221,510          |                  |               |            |         |
| Base Nonlimited Adjustment                              |        |       |                  |              |                  |                  |               |            |         |
| Capital Construction Adjustment                         |        |       |                  |              |                  |                  |               |            |         |
| <b>Subtotal: 2019-21 Base Budget</b>                    | 81     | 79.69 | 32,580,380       |              | 17,422,738       | 15,157,642       |               |            |         |
| <b>Essential Packages:</b>                              |        |       |                  |              |                  |                  |               |            |         |
| <b>Package No. 010</b>                                  |        |       |                  |              |                  |                  |               |            |         |
| Vacancy Factor (Increase)/Decrease                      |        |       | 442,040          |              | 205,914          | 236,126          |               |            |         |
| Non-PICS Personal Service Increase/(Decrease)           |        |       | 69,227           |              | 46,422           | 22,805           |               |            |         |
| Subtotal  |        |       | <b>511,267</b>   |              | <b>252,336</b>   | <b>258,931</b>   |               |            |         |
| <b>Package No. 021/022</b>                              |        |       |                  |              |                  |                  |               |            |         |
| 021 - Phased-In Programs Excl. One-Time Costs           |        |       |                  |              |                  |                  |               |            |         |
| 022 - Phase-Out Programs and One-Time Costs             |        |       |                  |              |                  |                  |               |            |         |
| Subtotal  |        |       |                  |              |                  |                  |               |            |         |
| <b>Package No. 031/032/033</b>                          |        |       |                  |              |                  |                  |               |            |         |
| Cost of Goods & Services Increase/(Decrease)            |        |       | 559,874          |              | 273,108          | 286,766          |               |            |         |
| State Govt Service Charges Increase/(Decrease)          |        |       | 1,932,974        |              | 942,905          | 990,069          |               |            |         |
| Subtotal  |        |       | <b>2,492,848</b> |              | <b>1,216,013</b> | <b>1,276,835</b> |               |            |         |
| <b>Package No. 040</b>                                  |        |       |                  |              |                  |                  |               |            |         |
| Mandated Caseload Increase/(Decrease)                   |        |       |                  |              |                  |                  |               |            |         |
| <b>Package No. 050</b>                                  |        |       |                  |              |                  |                  |               |            |         |
| Fund Shifts   |        |       |                  |              |                  |                  |               |            |         |
| <b>Package No. 060</b>                                  |        |       |                  |              |                  |                  |               |            |         |
| Technical Adjustments                                   |        |       |                  |              |                  |                  |               |            |         |
| <b>Subtotal: 2019-21 Current Service Level Budget</b>   | 81     | 79.69 | 35,584,495       |              | 18,891,087       | 16,693,408       |               |            |         |
| <b>2019-21 Current Service Level - Page 1 Subtotal</b>  | 81     | 79.69 | 35,584,495       |              | 18,891,087       | 16,693,408       |               |            |         |
| <b>Package No. 070</b>                                  |        |       |                  |              |                  |                  |               |            |         |
| Revenue Shortfalls                                      |        |       |                  |              |                  |                  |               |            |         |
| <b>Subtotal: 2019-21 Modified Current Service Level</b> | 81     | 79.69 | 35,584,495       |              | 18,891,087       | 16,693,408       |               |            |         |

# Budget Narrative

| Central Services                                  | TOTALS |       |            | FUND TYPE    |               |             |               |                  |                    |
|---|--------|-------|------------|--------------|---------------|-------------|---------------|------------------|--------------------|
|   | POS    | FTE   | ALL FUNDS  | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited Other | Nonlimited Federal |
| <b>Emergency Board Packages:</b>                  |        |       |            |              |               |             |               |                  |                    |
| (List ORBITS Package number and title)            |        |       |            |              |               |             |               |                  |                    |
| <b>Subtotal Emergency Board Packages</b>          |        |       |            |              |               |             |               |                  |                    |
| <b>Policy Packages:</b>                           |        |       |            |              |               |             |               |                  |                    |
| 090 Analyst Adjustments                           |        |       |            |              |               |             |               |                  |                    |
| 091 Statewide Adjustments DAS Chngs               |        |       | (875,339)  |              | (426,990)     | (448,349)   |               |                  |                    |
| 092 Statewide AG Adjustment                       |        |       |            |              |               |             |               |                  |                    |
| 101 Operational Cost Increases                    |        |       | 1,263,821  |              | 616,492       | 647,329     |               |                  |                    |
| 102 Grant Obligations from Past Biennium          |        |       |            |              |               |             |               |                  |                    |
| 103 Agency Shared Costs fro State Capitol Park    |        |       |            |              |               |             |               |                  |                    |
| 104 Improve and Develop Parks                     |        |       |            |              |               |             |               |                  |                    |
| 105 Improve Visitor Experience                    |        |       | 200,000    |              | 97,560        | 102,440     |               |                  |                    |
| 106 Prep for State Park Centennial in 2022        |        |       |            |              |               |             |               |                  |                    |
| 107 Invest in Signature State Trails              |        |       |            |              |               |             |               |                  |                    |
| 108 Apply Modern Tech to Improve Service          | 1      | 0.88  | 1,712,876  |              | 835,541       | 877,335     |               |                  |                    |
| 109 Targeted Strategic Park Acquisitions          |        |       |            |              |               |             |               |                  |                    |
| 110 Support Multiagency Salmonberry Trail Project |        |       |            |              |               |             |               |                  |                    |
| 111 Invest in Parks and Heritage Staff            |        |       |            |              |               |             |               |                  |                    |
| <b>Subtotal Policy Packages</b>                   | 1      | 0.88  | 2,301,358  |              | 1,122,603     | 1,178,755   |               |                  |                    |
| <b>Total: 2019-21 Budget</b>                      | 82     | 80.57 | 37,885,853 |              | 20,013,690    | 17,872,163  |               |                  |                    |
| Percent Change From 2017-19 Leg. Approved         | 5.1%   | 4.8%  | 21.1%      | 0.0%         | 22.4%         | 19.7%       | 0.0%          | 0.0%             | 0.0%               |
| Percent Change From Current Service Level Budget  | 1.2%   | 1.1%  | 6.5%       | 0.0%         | 5.9%          | 7.1%        | 0.0%          | 0.0%             | 0.0%               |

# Budget Narrative

## DETAIL OF LOTTERY FUNDS, OTHER FUNDS AND FEDERAL FUNDS REVENUES

| Source   | Fund | ORBITS<br>Revenue<br>Acct | 2015-17<br>Actual | 2017-19<br>Legislatively<br>Approved | 2017-19<br>Estimated | 2019-21           |                      |                          |
|--|------|---------------------------|-------------------|--------------------------------------|----------------------|-------------------|----------------------|--------------------------|
|  |      |                           |                   |                                      |                      | Agency<br>Request | Governor's<br>Budget | Legislatively<br>Adopted |
| <b><i>Lottery Funds</i></b>                                      |      |                           |                   |                                      |                      |                   |                      |                          |
| Interest Earnings (Dedicated Lottery - Measure 76)               | Lot  | 0605                      | 203,593           | 144,964                              | 658,412              | 200,914           | 200,914              |                          |
| Interest Earnings (Non-Dedicated Lottery - Non-Measure 76)       | Lot  | 0605                      | 7,276             |                                      |                      |                   |                      |                          |
| Transfers-In   |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  | Lot  | 1010                      |                   | 546,738                              |                      |                   |                      |                          |
| From Dept. Adminst Serv (Dedicated Lottery - Measure 76)         | Lot  | 1107                      | 24,850,206        | 18,926,459                           | 19,606,445           | 8,979,364         | 10,429,732           |                          |
| From Dept. Adminst Serv (Non-Dedicated Lottery - Non-Measure 76) | Lot  | 1107                      |                   | 1,318,425                            | 1,318,425            | 2,374,100         | 2,374,100            |                          |
| From Department of Forestry                                      | Lot  |                           |                   |                                      |                      |                   |                      |                          |
| Transfers-Out  |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  | Lot  | 2010                      | -                 | (1,309,428)                          |                      |                   |                      |                          |
| Administrative Services  | Lot  | 2107                      |                   |                                      |                      |                   |                      |                          |
| Dept. of Forestry  | Lot  | 2629                      |                   |                                      |                      |                   |                      |                          |
| To Oregon Department of Transportation                           | Lot  | 2730                      |                   |                                      |                      |                   |                      |                          |
| <b>Total Lottery Funds</b>                                       | Lot  |                           | 25,061,075        | 19,627,158                           | 21,583,282           | 11,554,378        | 13,004,746           |                          |
| <b><i>Other Funds (Limited)</i></b>                              |      |                           |                   |                                      |                      |                   |                      |                          |
| Park User Fees   | Oth  | 0255                      | 15,732,302        | 21,321,543                           | 23,471,520           | 6,955,427         | 6,955,427            |                          |
| Other Nonbusiness Lic & Fees                                     | Oth  | 0210                      |                   |                                      |                      |                   |                      |                          |
| Charges for Services   | Oth  | 0410                      |                   |                                      |                      |                   |                      |                          |
| Rents and Royalties  | Oth  | 0510                      | 37,094            |                                      |                      |                   |                      |                          |
| Interest Earnings  | Oth  | 0605                      | 833,430           | 370,376                              | 1,454,563            | 1,688,672         | 1,688,672            |                          |
| Sales Income   | Oth  | 0705                      |                   |                                      |                      |                   |                      |                          |
| Donations  | Oth  | 0905                      |                   |                                      |                      |                   |                      |                          |
| Grants (Non-Fed)   | Oth  | 0910                      |                   |                                      |                      |                   |                      |                          |
| Other Revenues   | Oth  | 0975                      | 103,926           |                                      |                      |                   |                      |                          |
| Lottery Bonds Proceeds   | Oth  | 0565                      | 9,051,905         | -                                    |                      |                   |                      |                          |
| Transfers-In   |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  | Oth  | 1010                      | -                 | 134,633                              |                      |                   |                      |                          |
| From Dept. Adminst Serv  | Oth  | 1107                      | -                 | -                                    |                      |                   |                      |                          |
| Oregon Military Department                                       | Oth  | 1248                      |                   |                                      |                      |                   |                      |                          |
| From Marine Board  | Oth  | 1250                      |                   |                                      |                      |                   |                      |                          |
| Oregon Dept of Energy  | Oth  | 1330                      |                   |                                      |                      |                   |                      |                          |
| OR Business Development  | Oth  | 1123                      |                   |                                      |                      |                   |                      |                          |
| From Oregon Dept of State Lands                                  | Oth  | 1141                      |                   |                                      |                      |                   |                      |                          |
| From Oregon Department of Forestry                               | Oth  | 1629                      |                   |                                      |                      |                   |                      |                          |
| From Oregon Department of Transportation                         | Oth  | 1730                      |                   |                                      |                      |                   |                      |                          |
| From Dept of Fish/Wildlife                                       | Oth  | 1635                      |                   |                                      |                      |                   |                      |                          |

# Budget Narrative

## DETAIL OF LOTTERY FUNDS, OTHER FUNDS AND FEDERAL FUNDS REVENUES

| Source                                   | Fund | ORBITS<br>Revenue<br>Acct | 2015-17<br>Actual | 2017-19<br>Legislatively<br>Approved | 2017-19<br>Estimated | 2019-21           |                      |                          |
|--|------|---------------------------|-------------------|--------------------------------------|----------------------|-------------------|----------------------|--------------------------|
|  |      |                           |                   |                                      |                      | Agency<br>Request | Governor's<br>Budget | Legislatively<br>Adopted |
| Transfers-Out                            |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund                                | Oth  | 2010                      | -                 | (1,072,742)                          | (1,690,799)          |                   |                      |                          |
| To Counties                              | Oth  | 2080                      |                   |                                      |                      |                   |                      |                          |
| To Oregon Department of Transportation   | Oth  | 2730                      |                   |                                      |                      |                   |                      |                          |
| To OR Business Development               | Oth  | 2123                      |                   |                                      |                      |                   |                      |                          |
| To Dept. of Agriculture                  | Oth  | 2603                      |                   |                                      |                      |                   |                      |                          |
| To Dept. of Forestry                     | Oth  | 2629                      |                   |                                      |                      |                   |                      |                          |
| To Oregon State Police                   | Oth  | 2257                      |                   |                                      |                      |                   |                      |                          |
| <i>Total Other Funds</i>                 | Oth  |                           | 25,758,657        | 20,753,810                           | 23,235,284           | 8,644,099         | 8,644,099            |                          |
| <b><i>Federal Funds (Limited)</i></b>    |      |                           |                   |                                      |                      |                   |                      |                          |
| Federal Funds                            | Fed  | 0995                      |                   |                                      |                      |                   |                      |                          |
| Oregon Department of Transportation      | Fed  | 1730                      |                   |                                      |                      |                   |                      |                          |
| Oregon Military Dept                     | Fed  | 1248                      |                   |                                      |                      |                   |                      |                          |
| Transfers-Out                            |      |                           |                   |                                      |                      |                   |                      |                          |
| To Dept of Fish/Wildlife                 | Fed  | 2635                      |                   |                                      |                      |                   |                      |                          |
| To Dept of Forestry                      | Fed  | 2629                      |                   |                                      |                      |                   |                      |                          |
| <i>Total Federal Funds - Limited</i>     | Fed  |                           | -                 | -                                    | -                    | -                 | -                    |                          |
| <b>TOTAL LIMITED</b>                     |      |                           | 41,767,827        | 40,380,968                           | 44,818,566           | 20,198,477        | 21,648,845           |                          |
| <b>Lottery, Other, and Federal Funds</b> |      |                           | 50,819,732        | 40,380,968                           | 44,818,566           | 20,198,477        | 21,648,845           |                          |

# Budget Narrative

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## Central Services

### 010 Non-PICS Psnl Svc / Vacancy Factor

#### Package Description

This package includes standard inflation of 3.8% on non PICS generated accounts unless otherwise described below:

- Mass Transit – adjustment to .6% of subject salary and wages.
- Pension Obligation Bonds – amount required for payment of bonds as calculated by the Department of Administrative Services (DAS).
- Vacancy Savings – an amount calculated based on the previous biennium’s turnover rate plus the return of the hiring slow down limitation reduction.



# Budget Narrative

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## Central Services

### 031 Standard Inflation Adjustments

#### Package Description

This package includes standard inflation of 3.8% for all Services and Supplies, Capital Outlay and Special Payments unless otherwise described below. In addition, Professional Services accounts are granted 4.2% inflation.

This package includes adjustment to State Government Services Charges based on the DAS Price List published as part of the budget instructions. Changes included are in assessment based charges and standard inflation.



# Budget Narrative

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## Central Services

### 032 Above Standard Inflation

#### Package Description

This package includes additional inflation allowed for DAS Uniform Rent charges for Parks Headquarters building being greater than standard inflation. Rates increased from \$1.45 per square foot to \$1.79 per square foot.

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |                              |           |     |           |           |             |   |    |                  |                  |            |               |                  |
|---|------------------------------|-----------|-----|-----------|-----------|-------------|---|----|------------------|------------------|------------|---------------|------------------|
| Package No.   | 032 Above Standard Inflation |           |     |           |           |             | 63400-200-10-00-00000<br>Central Services |    |                  |                  |            |               |                  |
| PERSONAL SERVICES   |                              |           |     |           |           |             |   |    |                  |                  |            |               |                  |
| Classification No.  | Group by Classification Name | # of Pos. | FTE | Base Rate | Avg. Step | Avg. Salary | Avg. OPE                                  | GF | LF               | OF               | FF         | OF (Non-Ltd.) | All Funds        |
| <b>Total Personal Services</b>                            |                              |           |     |           |           |             |   | -  | -                | -                | -          | -             | -                |
| SERVICES AND SUPPLIES                                     |                              |           |     |           |           |             |   |    |                  |                  |            |               |                  |
| 4425  | Facilities Rental and Taxes  |           |     |           |           |             |   |    | 130,136          | 136,645          |            |               | 266,781          |
| <b>Total Services and Supplies</b>                        |                              |           |     |           |           |             |   | -  | <b>130,136</b>   | <b>136,645</b>   | -          | -             | <b>266,781</b>   |
| CAPITAL OUTLAY  |                              |           |     |           |           |             |   |    |                  |                  |            |               |                  |
| <b>Total Capital Outlay</b>                               |                              |           |     |           |           |             |   | -  | -                | -                | -          | -             | -                |
| SPECIAL PAYMENTS  |                              |           |     |           |           |             |   |    |                  |                  |            |               |                  |
| <b>Total Special Payments</b>                             |                              |           |     |           |           |             |   | -  | -                | -                | -          | -             | -                |
| <b>TOTAL REQUESTS</b>                                     |                              |           |     |           |           |             |   | -  | <b>\$130,136</b> | <b>\$136,645</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$266,781</b> |
| <b>TOTAL POSITIONS/FTE</b>                                |                              |           | Pos | FTE       |           |             |   |    |                  |                  |            |               |                  |

# Budget Narrative

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## Central Services

### 091 Statewide Adjustment DAS Chngs

#### Package Description

##### Purpose:

The purpose of this package is to account for statewide adjustments.

##### How Achieved:

The agency's assessments from the Department of Administrative Services (DAS) were reduced based on changes made to DAS's budget during the Governor's Budget process. In addition, DAS charges for services were also reduced based on changes made to DAS's budget.

##### Staffing Impact:

None.

##### Quantifying Results:

With reductions in charges from DAS, more funding is available for operating the state park system.

##### Revenue Source:

\$<426,990> Lottery Funds, \$<448,349> Other Funds

## Budget Narrative

### ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

| Package No.                        | 091 Statewide Adjustment DAS Chgs | 63400-200-10-00-00000<br>Central Services |     |           |           |                              |          |    |                    |                    |            |               |                    |
|------------------------------------|-----------------------------------|---|-----|-----------|-----------|------------------------------|----------|----|--------------------|--------------------|------------|---------------|--------------------|
| <b>PERSONAL SERVICES</b>           |                                   |   |     |           |           |                              |          |    |                    |                    |            |               |                    |
| Classification No.                 | Group by Classification Name      | # of Pos.                                 | FTE | Base Rate | Avg. Step | Avg. Salary                  | Avg. OPE | GF | LF                 | OF                 | FF         | OF (Non-Ltd.) | All Funds          |
|                                    |                                   |   |     |           |           | Salaries & Wages             |          |    |                    |                    |            |               | -                  |
|                                    |                                   |   |     |           |           | Empl Rel Bd Assessments      |          |    |                    |                    |            |               | -                  |
|                                    |                                   |   |     |           |           | Public Employees Retire Cont |          |    |                    |                    |            |               | -                  |
|                                    |                                   |   |     |           |           | Social Security Taxes        |          |    |                    |                    |            |               | -                  |
|                                    |                                   |   |     |           |           | Workers Comp Assessments     |          |    |                    |                    |            |               | -                  |
|                                    |                                   |   |     |           |           | Flexible Benefits            |          |    |                    |                    |            |               | -                  |
| <b>Total Personal Services</b>     |                                   |   |     |           |           |                              |          | -  | -                  | -                  | -          | -             | -                  |
| <b>SERVICES AND SUPPLIES</b>       |                                   |   |     |           |           |                              |          |    |                    |                    |            |               |                    |
| 4225                               | State Gov Service Charges         |   |     |           |           |                              |          |    | (282,464)          | (296,594)          |            |               | (579,058)          |
| 4250                               | Data Processing                   |   |     |           |           |                              |          |    | 5,920              | 6,217              |            |               | 12,137             |
| 4275                               | Publicity and Publications        |   |     |           |           |                              |          |    | (2,967)            | (3,116)            |            |               | (6,083)            |
| 4425                               | Facilities Rental and Taxes       |   |     |           |           |                              |          |    | (89,663)           | (94,148)           |            |               | (183,811)          |
| 4650                               | Other Services and Supplies       |   |     |           |           |                              |          |    | (57,816)           | (60,708)           |            |               | (118,524)          |
| <b>Total Services and Supplies</b> |                                   |   |     |           |           |                              |          | -  | <b>(426,990)</b>   | <b>(448,349)</b>   | -          | -             | <b>(875,339)</b>   |
| <b>CAPITAL OUTLAY</b>              |                                   |   |     |           |           |                              |          |    |                    |                    |            |               |                    |
| <b>Total Capital Outlay</b>        |                                   |   |     |           |           |                              |          | -  | -                  | -                  | -          | -             | -                  |
| <b>SPECIAL PAYMENTS</b>            |                                   |   |     |           |           |                              |          |    |                    |                    |            |               |                    |
| <b>Total Special Payments</b>      |                                   |   |     |           |           |                              |          | -  | -                  | -                  | -          | -             | -                  |
| <b>TOTAL REQUESTS</b>              |                                   |   |     |           |           |                              |          | -  | <b>(\$426,990)</b> | <b>(\$448,349)</b> | <b>\$0</b> | <b>\$0</b>    | <b>(\$875,339)</b> |
| <b>TOTAL POSITIONS/FTE</b>         |                                   |   | Pos | FTE       |           |                              |          |    |                    |                    |            |               |                    |

# Budget Narrative

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## Central Services

### 101 Operational Cost Increases

#### Package Description

##### Purpose:

The purpose of this package is to increase expenditure limitation for specific operational cost that are increasing faster than inflation or are new due changes in operations.

##### How Achieved:

OPRD provides a reservation system for most of the Department's parks that offer overnight camping. This system is provided via contract with a vendor. Customers may make reservations on line at any time. Reservations may also be made over the phone; OPRD has contracted out this service with the vendor providing the reservation system. Since this is a new business practice, OPRD need limitation to pay the vendor for the service. Amount requested: \$1,168,224.

In addition, since reservations are made by phone or on the website, OPRD is charged merchant fees for credit card transactions (essentially all transactions). As the public has moved to paying more with debit and credit cards, the cost to OPRD for merchant fees continues to rise. Amount requested: \$40,006.

OPRD uses financial systems provided by the Department of Administrative Services (DAS). There are charges associated with using these systems; for OPRD the cost is rising faster than standard inflation allowed in the development of budget. Amount requested: \$55,591.

##### Staffing Impact:

None.

##### Quantifying Results:

This action supports the agency's mission of providing quality park experiences for Oregonians and other visitors to the Department's recreation and heritage sites.

## Budget Narrative

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### Revenue Source:

\$616,492 Lottery Funds, \$647,329 Other Funds

## Budget Narrative

### ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

| Package No 101 Operational Cost Increases |                                     |                                |     |                              |              |                |             |    |                  | 63400-200-10-00-00000<br>Central Services |            |                   |                    |
|---|-------------------------------------|--------------------------------|-----|------------------------------|--------------|----------------|-------------|----|------------------|---|------------|-------------------|--------------------|
| <b>PERSONAL SERVICES</b>                  |                                     |                                |     |                              |              |                |             |    |                  |   |            |                   |                    |
| Classificati<br>on<br>No.                 | Group by<br>Classificati<br>on Name | # of<br>Pos.                   | FTE | Base Rate                    | Avg.<br>Step | Avg.<br>Salary | Avg.<br>OPE | GF | LF               | OF  | FF         | OF (Non-<br>Ltd.) | All<br>Funds       |
|   |                                     |                                |     | Salaries & Wages             |              |                |             |    |                  |   |            |                   | -                  |
|   |                                     |                                |     | Empl Rel Bd Assessments      |              |                |             |    |                  |   |            |                   | -                  |
|   |                                     |                                |     | Public Employees Retire Cont |              |                |             |    |                  |   |            |                   | -                  |
|   |                                     |                                |     | Social Security Taxes        |              |                |             |    |                  |   |            |                   | -                  |
|   |                                     |                                |     | Workers Comp Assessments     |              |                |             |    |                  |   |            |                   | -                  |
|   |                                     |                                |     | Flexible Benefits            |              |                |             |    |                  |   |            |                   | -                  |
| <b>Total Personal Services</b>            |                                     |                                |     |                              |              |                |             | -  | -                | -   | -          | -                 | -                  |
| <b>SERVICES AND SUPPLIES</b>              |                                     |                                |     |                              |              |                |             |    |                  |   |            |                   |                    |
| 4575                                      |                                     | Agency Program Related S and S |     |                              |              |                |             |    | 589,375          | 618,855                                   |            |                   | 1,208,230          |
| 4650                                      |                                     | Other Services and Supplies    |     |                              |              |                |             |    | 27,117           | 28,474                                    |            |                   | 55,591             |
|   |                                     |                                |     |                              |              |                |             |    |                  |   |            |                   | -                  |
| <b>Total Services and Supplies</b>        |                                     |                                |     |                              |              |                |             | -  | <b>616,492</b>   | <b>647,329</b>                            | -          | -                 | <b>1,263,821</b>   |
| <b>CAPITAL OUTLAY</b>                     |                                     |                                |     |                              |              |                |             |    |                  |   |            |                   |                    |
| <b>Total Capital Outlay</b>               |                                     |                                |     |                              |              |                |             | -  | -                | -   | -          | -                 | -                  |
| <b>SPECIAL PAYMENTS</b>                   |                                     |                                |     |                              |              |                |             |    |                  |   |            |                   |                    |
| <b>Total Special Payments</b>             |                                     |                                |     |                              |              |                |             | -  | -                | -   | -          | -                 | -                  |
| <b>TOTAL REQUESTS</b>                     |                                     |                                |     |                              |              |                |             | -  | <b>\$616,492</b> | <b>\$647,329</b>                          | <b>\$0</b> | <b>\$0</b>        | <b>\$1,263,821</b> |
| TOTAL POSITIONS/FTE                       |                                     |                                |     | Pos                          |              | FTE            |             |    |                  |   |            |                   |                    |

# Budget Narrative

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## Central Services

### 105 Improve Visitor Experience

#### Package Description

##### Purpose:

The purpose of this package is to secure funding to allow OPRD to either select a new on-line reservation system or renew the current contract, implement an ongoing inclusion competency training program for all OPRD staff and develop an effective branding strategy for the Department.

##### How Achieved:

OPRD's current contract for an on-line reservation system expires in April 2020. Over the last several years many enhancements have been made to reservation systems available on the open market. The present system has a number of limitation that hinder the Department's ability to react to changes reflected in data analysis or implement changes timely, efficiently or effectively. OPRD has begun the stage gate process as the Department looks to issue a Request for Proposal (RFP) to determine the best options for an on-line reservation system in the future. Amount Requested: \$100,000

*\*This portion of the package was not included in the Governor's Budget.*

The Department will secure professional created and delivered Inclusion Competency training for all agency staff. By attending three (3) half day training sessions, OPRD expects that agency staff will develop a common language and understanding of "welcoming" and inclusive actions all agency staff can take. Trainings will continue to be offered across the state until all interested staff have attended the highly recommended training. Amount requested: \$100,000

The branding strategy needs to incorporate the Department's brand promise and agency values into a cohesive plan/image that allows for universal application and market positioning. Through an appropriate procurement process and a Request for Proposal (RFP), OPRD will find a company with a background and expertise in government and natural resources that has experience to support OPRD in developing strategies through similar organizational work. Agency staff do not have the background, skills or availability to create a long-term sustainable brand. By engaging this external expertise, the Department will leverage the messaging to attract new and diverse visitors while enhancing the knowledge of existing visitors, meeting the mission of the Agency and increase revenues for the system. Amount requested: \$100,000

## Budget Narrative

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### Staffing Impact:

None.

### Quantifying Results:

OPRD staff will provide a welcoming environment to all people visiting the park system. OPRD will develop strategies to effectively market and brand the park system to world.

### Revenue Source:

\$97,560 Lottery Funds, \$102,440 Other Funds

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |                                |                       |     |                              |           |             |   |    |                 |                  |            |               |                  |
|---|--------------------------------|-----------------------|-----|------------------------------|-----------|-------------|---|----|-----------------|------------------|------------|---------------|------------------|
| Package No.   | 105 Improve Visitor Experience |                       |     |                              |           |             | 63400-200-10-00-00000<br>Central Services |    |                 |                  |            |               |                  |
| PERSONAL SERVICES   |                                |                       |     |                              |           |             |   |    |                 |                  |            |               |                  |
| Classification No.  | Group by Classification Name   | # of Pos.             | FTE | Base Rate                    | Avg. Step | Avg. Salary | Avg. OPE                                  | GF | LF              | OF               | FF         | OF (Non-Ltd.) | All Funds        |
|   |                                |                       |     | Salaries & Wages             |           |             |   |    |                 |                  |            |               | -                |
|   |                                |                       |     | Empl Rel Bd Assessments      |           |             |   |    |                 |                  |            |               | -                |
|   |                                |                       |     | Public Employees Retire Cont |           |             |   |    |                 |                  |            |               | -                |
|   |                                |                       |     | Social Security Taxes        |           |             |   |    |                 |                  |            |               | -                |
|   |                                |                       |     | Workers Comp Assessments     |           |             |   |    |                 |                  |            |               | -                |
|   |                                |                       |     | Flexible Benefits            |           |             |   |    |                 |                  |            |               | -                |
| <b>Total Personal Services</b>                            |                                |                       |     |                              |           |             |   | -  | -               | -                | -          | -             | -                |
| SERVICES AND SUPPLIES                                     |                                |                       |     |                              |           |             |   |    |                 |                  |            |               |                  |
|   | 4150                           | Employee Training     |     |                              |           |             |   |    | 48,780          | 51,220           |            |               | 100,000          |
|   | 4300                           | Professional Services |     |                              |           |             |   |    | 48,780          | 51,220           |            |               | 100,000          |
|   |                                |                       |     |                              |           |             |   |    |                 |                  |            |               | -                |
|   |                                |                       |     |                              |           |             |   |    |                 |                  |            |               | -                |
| <b>Total Services and Supplies</b>                        |                                |                       |     |                              |           |             |   | -  | <b>97,560</b>   | <b>102,440</b>   | -          | -             | <b>200,000</b>   |
| CAPITAL OUTLAY  |                                |                       |     |                              |           |             |   |    |                 |                  |            |               |                  |
|   |                                |                       |     |                              |           |             |   |    |                 |                  |            |               |                  |
| <b>Total Capital Outlay</b>                               |                                |                       |     |                              |           |             |   | -  | -               | -                | -          | -             | -                |
| SPECIAL PAYMENTS  |                                |                       |     |                              |           |             |   |    |                 |                  |            |               |                  |
|   |                                |                       |     |                              |           |             |   |    |                 |                  |            |               |                  |
| <b>Total Special Payments</b>                             |                                |                       |     |                              |           |             |   | -  | -               | -                | -          | -             | -                |
| <b>TOTAL REQUESTS</b>                                     |                                |                       |     |                              |           |             |   | -  | <b>\$97,560</b> | <b>\$102,440</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$200,000</b> |
| <b>TOTAL POSITIONS/FTE</b>                                |                                |                       |     | Pos                          |           | FTE         |   |    |                 |                  |            |               |                  |

# Budget Narrative

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## Central Services

### 108 Apply Modern Tech to Improve Service

#### Package Description

##### Purpose:

The purpose of this package is to pay for increased costs of Enterprise Technology Services (ETS) for security services, transition to the state's preferred solution of Office 365 for document creation, sharing and storage and initiate the process of infrastructure evaluation by first mapping locations of underground infrastructure in state parks.

##### How Achieved:

Business processes are increasingly dependent on technology infrastructure and in today's connected world the demands will only increase. OPRD's wide area network is supported by both Enterprise Technology services (State Data Center) provided circuits and circuits provided via alternative communications. Some circuits are as slow as 1.5 MB while others are of acceptable speeds. In a connected world a minimum of 20MB is required. This is the network that connects OPRD locations to each other and the Internet, workstation management, direct customer support, and tools to manage an increasingly complex environment. This package includes additional infrastructure and mobile support for the implementation of increased speeds to support new and changing business processes including support for customer transactions throughout the park for self-registration, information kiosks, self-payment stations, and mobile payments for incidentals. Amount requested: \$4,990,000.

*\*This portion of the package was not included in the Governor's Budget. However, the Governor's Budget does include \$500,000 for planning purposes related to the reservation system which will need to include infrastructure as well; this is one time funding.*

OPRD has made great strides in IT security management program, and to date have not had the crisis of a breach or major incursion. The virus management program has held, our scanning services for external web servers have helped, and reliance on ETS services for security monitoring has proven very useful. But as the IT infrastructure and business systems rely more heavily on technology the resources committed to vulnerability management must expand to keep the agency secure. Increases in this area are focused on the ongoing management of a secure network, managed devices, monitoring and service from ETS, a more robust disaster preparedness solution, and focused mobile/desktop patching solutions. Amount requested: \$380,000

The State is implementing Office 365 over the next two biennia. OPRD is positioned to make the move having already implemented Microsoft Active Directory, and by working to architect a cloud solution for offsite file and directory services. The move will keep OPRD

## Budget Narrative

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on current office products, and prepare for One Drive, Skype for Business, Patch Management, and desktop/operating system deployment. License fees to Microsoft for both permanent and seasonal staff would be an annual cost (first year) of approximately \$179,000. Following years can expect an annual cost of approximately \$162,000. One-time expenditures of \$75,000 for change management consulting services and \$75,000 for staff training services will be necessary. Business processes enhanced by the collaboration and sharing tools offered by Office 365 will require additional investment in equipment to fully share the tools with staff at a cost of \$90,000. Amount requested: \$581,000

The OPRIS/GIS application is designed to record and manage critical infrastructure for park properties and retain the institutional knowledge about each property. The visible objects in the park have been pretty closely managed, both mapped as objects in GIS, and with maintenance programs laid out in OPRIS. However, the infrastructure that is most difficult to deal with lies beneath the ground. It is imperative that ORPD mount a serious effort to record in GIS the potable water lines, irrigation lines, sewer lines, electrical runs, and telecommunications runs. Generally the employees with extensive knowledge of the parks are still employed and it is the time to get this work done.

The mapping portion of this package consists of one LD employee for 21 months focused on data collection and consultation with park personnel. The individual should be well versed in the ESRI toolsets for GIS mapping, and field work in data collection. The classification is an ISS4. Travel and tools would also be required at a cost of \$75,000. Amount requested: \$251,876

### Staffing Impact:

1 position, 0.88 FTE Information Systems Specialist 4, Limited Duration Full Time

### Quantifying Results:

This investment will provide the ability to plan for the new reservation system plus needed infrastructure; will allow for avoidance of significant IT security breaches; will provide a successful transition to desktop and mobile device tools that conform to ETS standards; each significant park will have a GIS mapped infrastructure diagram that is usable for repair and replacement decision making.

### Revenue Source:

\$835,541 Lottery Funds, \$877,335 Other Funds

# Budget Narrative

## ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

| Package No 108 Apply Modern Tech to Improve Service |                                |           |      |           |           |             |          | 63400-200-10-00-00000<br>Central Services |                  |                  |            |               |                    |
|---|--------------------------------|-----------|------|-----------|-----------|-------------|----------|---|------------------|------------------|------------|---------------|--------------------|
| <b>PERSONAL SERVICES</b>                            |                                |           |      |           |           |             |          |   |                  |                  |            |               |                    |
| Classification No.                                  | Group by Classification Name   | # of Pos. | FTE  | Base Rate | Avg. Step | Avg. Salary | Avg. OPE | GF  | LF               | OF               | FF         | OF (Non-Ltd.) | All Funds          |
| C1484   | Info Systems Specialist 4      | 1         | 0.88 | 4,481     | 2         | 94,101      | 54,058   |   |                  |                  |            |               |                    |
|   |                                |           |      |           |           |             |          |   | 45,902           | 48,199           |            |               | 94,101             |
|   |                                |           |      |           |           |             |          |   | 26               | 27               |            |               | 53                 |
|   |                                |           |      |           |           |             |          |   | 7,790            | 8,179            |            |               | 15,969             |
|   |                                |           |      |           |           |             |          |   | 3,512            | 3,687            |            |               | 7,199              |
|   |                                |           |      |           |           |             |          |   | 25               | 26               |            |               | 51                 |
|   |                                |           |      |           |           |             |          |   | 15,017           | 15,769           |            |               | 30,786             |
| <b>Total Personal Services</b>                      |                                |           |      |           |           |             |          | -   | <b>72,272</b>    | <b>75,887</b>    | -          | -             | <b>148,159</b>     |
| <b>SERVICES AND SUPPLIES</b>                        |                                |           |      |           |           |             |          |   |                  |                  |            |               |                    |
| 4100  | Instate Travel                 |           |      |           |           |             |          |   | 20,309           | 21,325           |            |               | 41,634             |
| 4150  | Employee Training              |           |      |           |           |             |          |   | 36,904           | 38,750           |            |               | 75,654             |
| 4175  | Office Expenses                |           |      |           |           |             |          |   | 200              | 209              |            |               | 409                |
| 4200  | Telecommunication              |           |      |           |           |             |          |   | 997              | 1,047            |            |               | 2,044              |
| 4250  | Data Processing                |           |      |           |           |             |          |   | 166,340          | 174,660          |            |               | 341,000            |
| 4315  | IT Professional Services       |           |      |           |           |             |          |   | 146,340          | 153,660          |            |               | 300,000            |
| 4475  | Facilities Maintenance         |           |      |           |           |             |          |   | 2,658            | 2,791            |            |               | 5,449              |
| 4575  | Agency Program Related S and S |           |      |           |           |             |          |   | 246,337          | 258,658          |            |               | 504,995            |
| 4650  | Other Services and Supplies    |           |      |           |           |             |          |   | 3,300            | 3,466            |            |               | 6,766              |
| 4700  | Expendable Prop 250 - 5000     |           |      |           |           |             |          |   | 3,300            | 3,466            |            |               | 6,766              |
| 4715  | IT Expendable Property         |           |      |           |           |             |          |   | 136,584          | 143,416          |            |               | 280,000            |
| <b>Total Services and Supplies</b>                  |                                |           |      |           |           |             |          | -   | <b>763,269</b>   | <b>801,448</b>   | -          | -             | <b>1,564,717</b>   |
| <b>CAPITAL OUTLAY</b>                               |                                |           |      |           |           |             |          |   |                  |                  |            |               |                    |
| <b>Total Capital Outlay</b>                         |                                |           |      |           |           |             |          | -   | -                | -                | -          | -             | -                  |
| <b>SPECIAL PAYMENTS</b>                             |                                |           |      |           |           |             |          |   |                  |                  |            |               |                    |
| <b>Total Special Payments</b>                       |                                |           |      |           |           |             |          | -   | -                | -                | -          | -             | -                  |
| <b>TOTAL REQUESTS</b>                               |                                |           |      |           |           |             |          | -   | <b>\$835,541</b> | <b>\$877,335</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$1,712,876</b> |
| <b>TOTAL POSITIONS/FTE</b>                          |                                |           | 1    | Pos       | 0.88      | FTE         |          |   |                  |                  |            |               |                    |

**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Parks & Recreation Dept  
2019-21 Biennium

Agency Number: 63400  
Cross Reference Number: 63400-200-10-00-00000

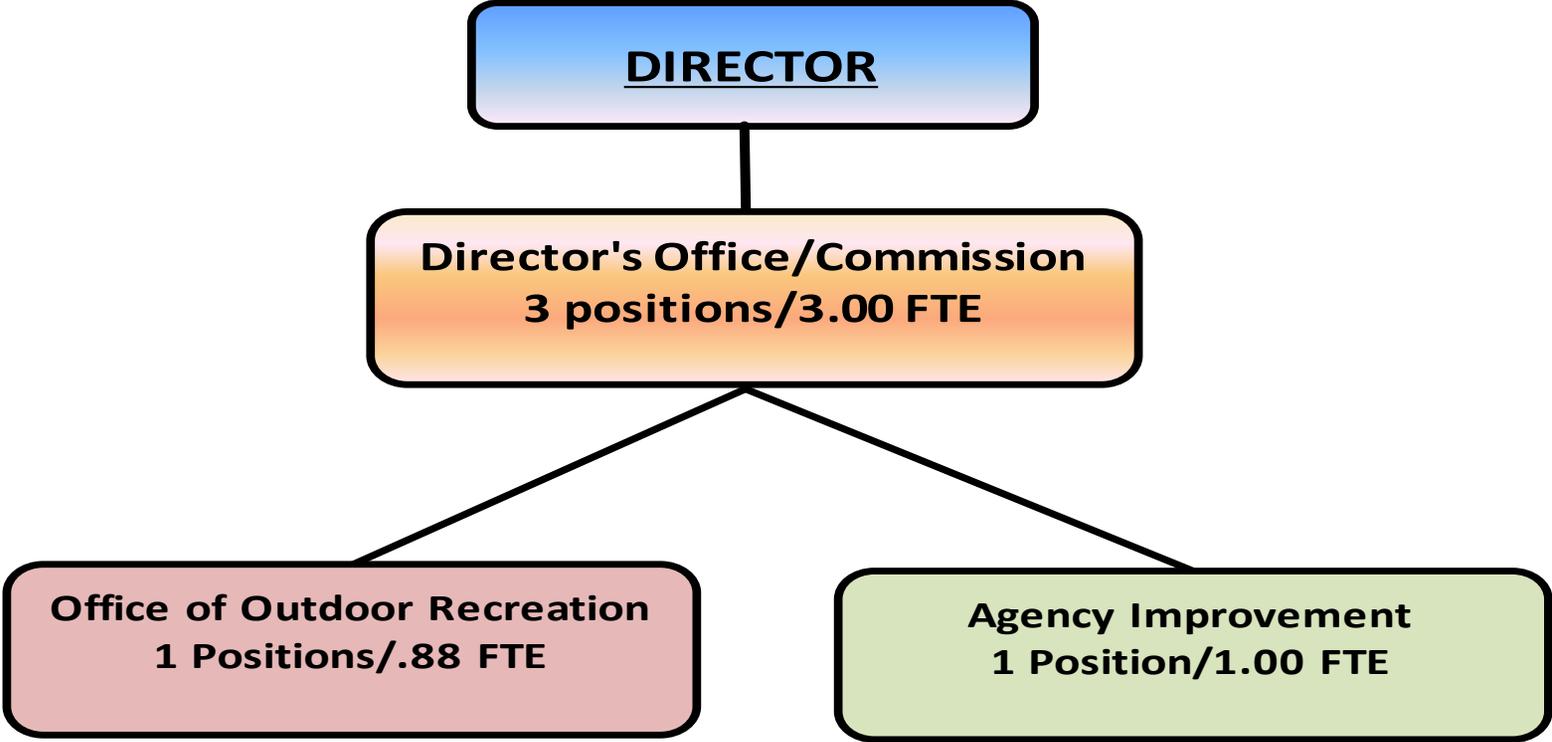
| <i>Source</i>                 | 2015-17 Actuals     | 2017-19 Leg<br>Adopted Budget | 2017-19 Leg<br>Approved Budget | 2019-21 Agency<br>Request Budget | 2019-21 Governor's<br>Budget | 2019-21 Leg.<br>Adopted Audit |
|-------------------------------|---------------------|-------------------------------|--------------------------------|----------------------------------|------------------------------|-------------------------------|
| <b>Lottery Funds</b>          |                     |                               |                                |                                  |                              |                               |
| Interest Income               | 210,869             | 144,964                       | 144,964                        | 200,914                          | 200,914                      | -                             |
| Transfer In - Intrafund       | -                   | 546,738                       | 546,738                        | -                                | -                            | -                             |
| Tsfr From Administrative Svcs | 24,850,206          | 13,305,309                    | 20,244,884                     | 11,353,464                       | 12,803,832                   | -                             |
| Transfer Out - Intrafund      | -                   | (1,309,428)                   | (1,309,428)                    | -                                | -                            | -                             |
| <b>Total Lottery Funds</b>    | <b>\$25,061,075</b> | <b>\$12,687,583</b>           | <b>\$19,627,158</b>            | <b>\$11,554,378</b>              | <b>\$13,004,746</b>          | <b>-</b>                      |
| <b>Other Funds</b>            |                     |                               |                                |                                  |                              |                               |
| Park User Fees                | 15,732,302          | 21,321,543                    | 21,321,543                     | 6,955,427                        | 6,955,427                    | -                             |
| Rents and Royalties           | 37,094              | -                             | -                              | -                                | -                            | -                             |
| Lottery Bonds                 | 9,051,905           | -                             | -                              | -                                | -                            | -                             |
| Interest Income               | 833,430             | 370,376                       | 370,376                        | 1,688,672                        | 1,688,672                    | -                             |
| Other Revenues                | 103,926             | -                             | -                              | -                                | -                            | -                             |
| Transfer In - Intrafund       | -                   | -                             | 134,633                        | -                                | -                            | -                             |
| Transfer Out - Intrafund      | -                   | -                             | (1,072,742)                    | -                                | -                            | -                             |
| <b>Total Other Funds</b>      | <b>\$25,758,657</b> | <b>\$21,691,919</b>           | <b>\$20,753,810</b>            | <b>\$8,644,099</b>               | <b>\$8,644,099</b>           | <b>-</b>                      |

Budget Narrative

Director's Office

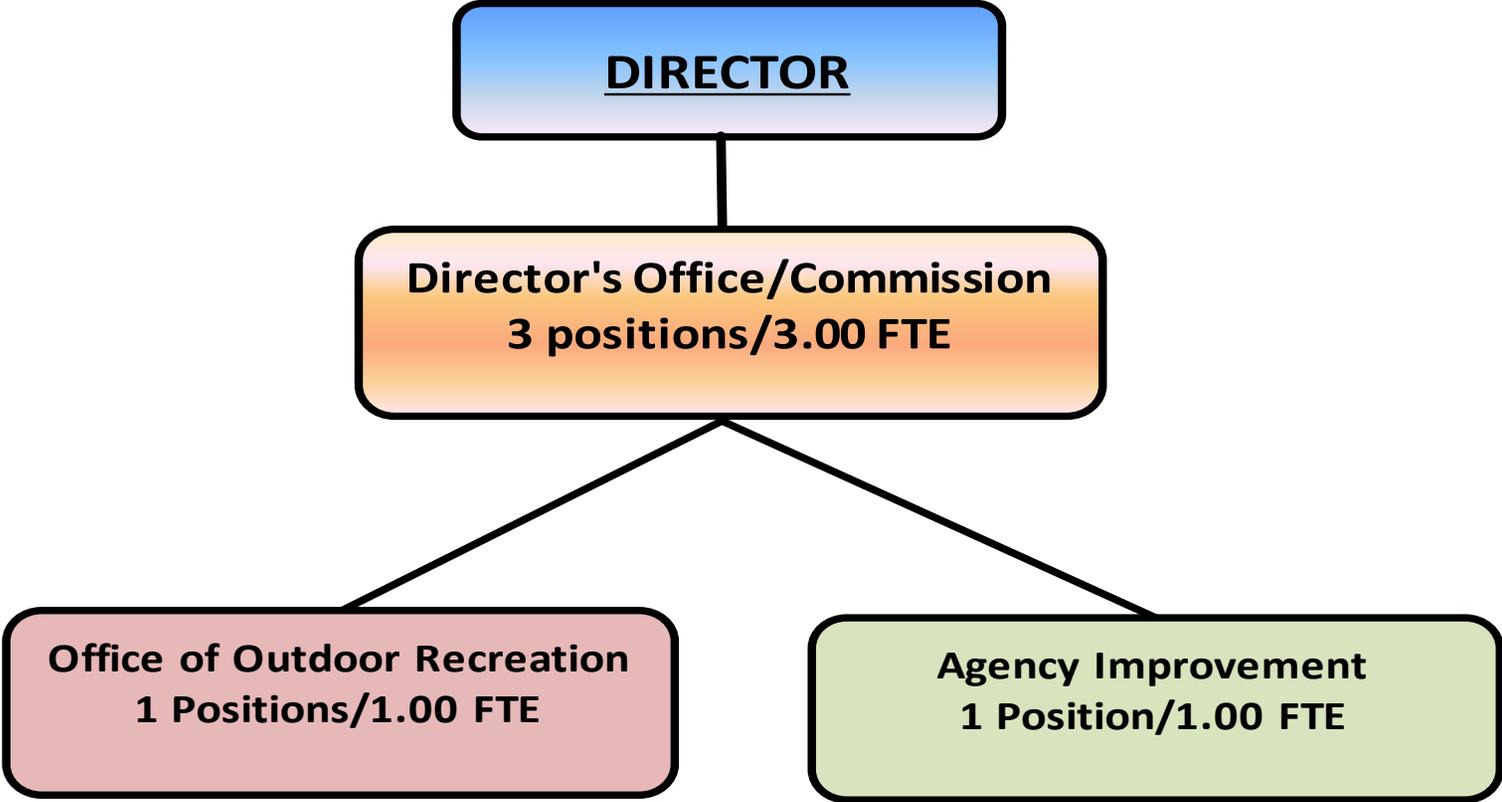
Program Description

**Oregon Parks and Recreation Department**  
**Director's Office**  
**2017-19**



Note: Human Resources/Safety Division managed here but are included in the Central Services budget starting on Page F-1.

**Oregon Parks and Recreation Department**  
**Director's Office**  
**2019-21**



Note: Communication Program and Human Resources/Safety Division managed here but are included in the Central Services budget starting on Page F-1.

# Budget Narrative

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## Director's Office

### Executive Summary

The Director's Office is responsible for *executive leadership*, the proper functioning of various official *commissions*, overall evaluation and internal auditing of the agency's performance through a *quality assurance* function, *human resources* management, and essential agency *communications*, and cross-jurisdictional strategies through the *Office of Outdoor Recreation*.

### Program Description

The Director's Office oversees agency operations and provides *executive leadership* and strategic direction to department programs and operations. The Director also represents the Department with the Governor and the Governor's Policy Advisors, before the Oregon Legislature, in cooperative efforts with other state natural resource agencies. The Director administers several official commissions, including the governor-appointed Oregon State Parks and Recreation Commission, created by the State Legislature in 1989 to establish policies, adopt rules necessary to execute the duties of the Department, set fees, acquire property, promote the state's outdoor recreation policy, and appoint the OPRD Director. The Director's Office leads the agency to accomplish a three-pronged purpose:

- 1) Protect Oregon's special places ...
- 2) Deliver great experiences, and ...
- 3) Do both in a sustainable way ...

The Director's Office is guiding the agency to intentionally rethink its approach to providing and promoting outdoor recreation and historic programs and services so they intentionally include the broadest possible swath of Oregonians, regardless of background or experience.

The *quality assurance* program reviews agency programs and conducts annual internal audits.

The *communications program* manages media and public communications, state park interpretation, marketing and e-commerce, customer information services, and customer research. The unit works in coordination with the quality assurance program to coordinate agency policies, procedures and rules and to improve agency rulemaking and policy development.

The *human resources* program manages and provides agency-wide guidance on employee recruitment, training and development, retention, and discipline. Safety Services provides statewide oversight to the Department's safety program.

The *Office of Outdoor Recreation* works across business, nonprofit, and government sectors to build consensus on strategies that elevate recreation in every corner of the state by improving access, public participation, and resource protection.

## Budget Narrative

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Both Communications and Human Resources are managed in the Director's Office but included in the Central Services budget starting on Page F-1.

### **Program Justification and Link to 10-Year Outcome**

The agency's other four programs—Direct Services, Central Services, Community Support and Grants, Park Development—are united under the leadership of the Director's Office. Together with the Oregon State Parks and Recreation Commission, the Director's Office coordinates all other agency programs to accomplish four of the "Improving Government" goals:

1. Invest in Operational Efficiency Initiatives
2. Develop Flexible Service Delivery Models
3. Enhance Overall Online Service Delivery
4. Measure Performance with State Agency Scorecards

### **Program Performance**

The effectiveness of the Director's Office is reflected in the performance of the agency's other five programs. The Oregon State Parks and Recreation Commission has sustained a perfect record, meeting 100% of the recommended Oregon best practices since it began measuring this performance measure in 2007.

### **Enabling Legislation/Program Authorization**

*ORS 390.131 Duties of director:* The State Parks and Recreation Director is the executive head of the State Parks and Recreation Department and shall ... Be responsible to the State Parks and Recreation Commission for administration and enforcement of the duties, functions and powers imposed by law upon the commission and the department ... [and] Establish such administrative divisions as are necessary to carry out properly the commission's functions and activities.

### **Funding Streams**

More than half the Director's Office budget is funded by Other Funds (mostly park visitor revenue), and slightly less than half is funded by constitutionally dedicated Lottery Funds. The Office of Outdoor Recreation is General Fund, as directed by its enabling legislation.

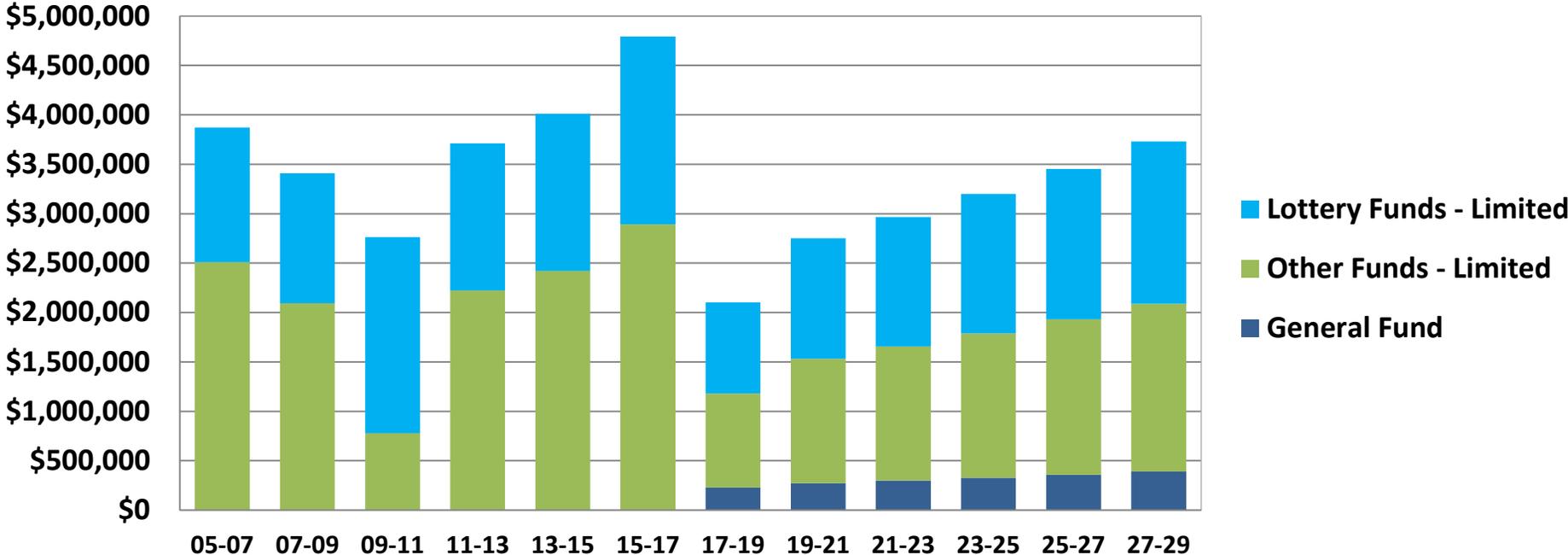
*Oregon Constitution, Article XV, Section 4a, Use of net proceeds from state lottery for parks and recreation areas:* In each biennium the Legislative Assembly shall appropriate all of the moneys in the parks subaccount of the parks and natural resources fund ... to achieve all of the following:

Provide additional public parks, natural areas or outdoor recreational areas to meet the needs of current and future residents of the State of Oregon; Protect natural, cultural, historic and outdoor recreational resources of state or regional significance; Manage public parks, natural areas and outdoor recreation areas to ensure their long-term ecological health and provide for the enjoyment of current and future residents of the State of Oregon; and Provide diverse and equitable opportunities for residents of the State of Oregon to

# Budget Narrative

experience nature and participate in outdoor recreational activities in state, regional, local or neighborhood public parks and recreation areas.

## Director's Office



# Budget Narrative

## Significant Proposed Program Changes from 2017-19

None.

## Purpose, customers, and source of funding

The OPRD Commission and OPRD Director oversee Department operations and provide leadership to the Department's programs. The Communications program provides information to the Department's customers, internal and external, via the Web and printed documents. The Quality Assurance program provides reviews and advice to various parts of the Department to assure that policy and procedure are being followed. The Office of Outdoor Recreation seeks to increase public benefits -- to personal well-being, community vibrance, economic strength -- in every corner of the state.

## Expenditures by fund type, positions and full-time equivalents

| <b>Director's Office:</b>    | General | Lottery   | Other     | Federal | Total Funds | Positions | FTE  |
|------------------------------|---------|-----------|-----------|---------|-------------|-----------|------|
| Director's Office/Commission |         | 1,062,527 | 1,098,097 | 0       | 2,160,624   | 3         | 3.00 |
| Agency Improvement           |         | 149,375   | 156,851   | 0       | 306,226     | 1         | 1.00 |
| Office of Outdoor Recreation | 273,580 | 0         | 0         | 0       | 273,580     | 1         | 1.00 |
| Total                        | 273,580 | 1,211,902 | 1,254,948 | 0       | 2,740,430   | 5         | 5.00 |

## Activities, programs, and issues in the program unit base budget

The Director's Office consists of the following agency-wide programs:

### Director's Office/Commission

- The Oregon Parks and Recreation Commission was created by the State Legislature in 1989 to establish policies, adopt rules necessary to execute the duties of the Department, set fees, acquire property, promote the state's outdoor recreation policy, and appoint the OPRD Director. Commissioners serve four-year terms. They are appointed by the Governor and confirmed by the State Senate.
- The agency Director oversees agency operations and provides leadership and strategic direction to Department programs and operations. The Director also represents the Department with the Governor and the Governor's Policy Advisors, before the

# Budget Narrative

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Oregon Legislature, in cooperative efforts with other state natural resource agencies.

## Quality Assurance

- Through the Audit Committee the Quality Assurance Coordinator is responsible to:
  - Conduct agency wide risk assessment
  - Create annual audit plan
  - Complete adopted audit plan
  - Conduct agency program reviews
  - Report audit/review findings and management actions to Audit Committee

## Communications Program

- The Communication section aims to provide information that is useful and helpful for people who use parks and also to inspire others to go outside and play in a state or local outdoor recreation setting.
  - External and internal communications
  - E-commerce
  - Branding and marketing
  - Live customer information services by phone and online
  - Website content
  - Public and media relations
  - Statewide special event management
  - Graphic design and production
  - Publications
  - Map production
  - Exhibit creation and fabrication
  - Statewide interpretive coordination, including training, interpretive panel development, and visual identity standards.
  - Manage policy, procedure and rule coordination
- Outdoor recreation is central to the Oregon experience. Research is revealing that major segments of Oregon's population are not participating in outdoor recreation.
  - Researching trends in outdoor recreation
  - Analysis of market behavior as affected by services, fees, demographic and social shifts, and other factors.

# Budget Narrative

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## Human Resources Division

- Recruitment
- Training
- Management advice
- Safety and risk management
- Succession planning
- Classification and organizational reviews

## Office of Outdoor Recreation

The Office of Outdoor Recreation was created by the legislature in 2017 and takes a broad view, developing strategies that apply to local, state, federal, and private recreation interests.

Form a Commission-appointed advisory to set priorities for work on outdoor recreation strategies.

- **Research:** determine and distribute factual, actionable intelligence related to the personal, community, and economic roles of outdoor recreation in Oregon down to the regional or county level.
- **Organize:** develop and seek advocates for state policy improvements that encourage and facilitate statewide public access, especially among traditionally underserved communities, increase public and private investment in outdoor recreation, and create a positive climate for outdoor-oriented businesses. Encourage the development of vocational, technical, and professional academic programs to help lead Oregon's outdoor recreation industry.
- **Engage:** create an official, Commission-appointed advisory forum that encourages top-level management synchronicity between public and private outdoor recreation providers, advocates, businesses, and funders.
- **Advocate:** Research and prioritize solutions for removing significant barriers to the ongoing success of outdoor recreation experiences in Oregon, especially sustainable funding. Advocate consistently, noticeably, and effectively to key community decision-makers to protect resources, provide access, and encourage participation.

## **Important background for decision makers. Include trends in caseload and workload**

The ongoing development of online social media combined with greater mobility and accessibility increases the communications workload and pace of this unit. Increasing rate of retirement and other reasons for turnover affect the workload and pace in human resources. Changes in state and federal law, and greater levels of interest in unusual partnerships and business relationships, increase the workload for the Quality assurance program.

# Budget Narrative

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## **Expected results from the 2019-21 budget for the program unit.**

The Director's Office helps to ensure that the Centennial Horizon principles and strategies come alive.

### Centennial Horizon Principle 5 – Build the State Park System with Purpose and Vision

- Examine the department's public services, especially the world-famous state park system, to make sure it is equipped to serve the entire breadth of Oregon's population, regardless of age, ethnicity, income, education, or previous experience with outdoor recreation and heritage experiences.
- Use strategic, long-range changes to revise public services and internal hiring and retention practices, and introduce new targeted branding and marketing methods, to reach previously-underserved Oregonians.

## **Revenue sources and proposed revenue changes**

The Director's Office is mostly funded by a standard mixture of Lottery funds and Other Funds (Park User Fees), with a small amount of General Fund.

The Lottery funds are the Department's constitutionally dedicated share of the Parks and Natural Resource Fund. Lottery fund forecasts are provided by the Office of Economic Analysis.

Park User Fees are generated by Day Use and Overnight camping fees charged to park visitors. The Department forecasts this revenue source based on historical and future reservation data.

The Office of Outdoor Recreation, given its broad mandate to create strategic statewide, cross-jurisdictional consensus, is General Fund.

## **Proposed new laws that apply to the program unit**

There are no new laws proposed that apply to the Director's Office.

# Budget Narrative

## Summary of 2019-21 Budget

### Oregon Parks and Recreation Department

| Director's Office                                       | TOTALS |       |               | FUND TYPE    |               |               |               |            |  |
|---|--------|-------|---------------|--------------|---------------|---------------|---------------|------------|--|
|   | POS    | FTE   | ALL FUNDS     | General Fund | Lottery Funds | Other Funds   | Federal Funds | Nonlimited |  |
|   |        | Other | Federal       |              |               |               |               |            |  |
| <b>2017-19 LEGISLATIVELY ADOPTED BUDGET</b>             | 5      | 4.88  | 2,064,585     | 218,894      | 904,444       | 941,247       |               |            |  |
| <b>Emergency Board Actions (through 3/2018)</b>         |        |       | 36,625        | 9,835        | 16,880        | 9,910         |               |            |  |
| <b>2017-19 Legislatively Approved Budget</b>            | 5      | 4.88  | 2,101,210     | 228,729      | 921,324       | 951,157       |               |            |  |
| <b>Base Budget Adjustments:</b>                         |        |       |               |              |               |               |               |            |  |
| Net Cost of 2017-19 Position Actions:                   |        |       |               |              |               |               |               |            |  |
| Administrative, Biennialized E-Board, Phase-Out         |        | 0.12  | 94,735        | 37,131       | 28,704        | 28,900        |               |            |  |
| Estimated Cost of 2019-21 Merit Increase                |        |       |               |              |               |               |               |            |  |
| Base Debt Service Adjustment                            |        |       |               |              |               |               |               |            |  |
| Base Nonlimited Adjustment                              |        |       |               |              |               |               |               |            |  |
| Capital Construction Adjustment                         |        |       |               |              |               |               |               |            |  |
| <b>Subtotal: 2019-21 Base Budget</b>                    | 5      | 5.00  | 2,195,945     | 265,860      | 950,028       | 980,057       |               |            |  |
| <b>Essential Packages:</b>                              |        |       |               |              |               |               |               |            |  |
| <b>Package No. 010</b>                                  |        |       |               |              |               |               |               |            |  |
| Vacancy Factor (Increase)/Decrease                      |        |       |               |              |               |               |               |            |  |
| Non-PICS Personal Service Increase/(Decrease)           |        |       | 8,708         | 2,566        | 3,037         | 3,105         |               |            |  |
| Subtotal  |        |       | <b>8,708</b>  | <b>2,566</b> | <b>3,037</b>  | <b>3,105</b>  |               |            |  |
| <b>Package No. 021/022</b>                              |        |       |               |              |               |               |               |            |  |
| 021 - Phased-In Programs Excl. One-Time Costs           |        |       | 4,101         | 4,101        |               |               |               |            |  |
| 022 - Phase-Out Programs and One-Time Costs             |        |       |               |              |               |               |               |            |  |
| Subtotal  |        |       | <b>4,101</b>  | <b>4,101</b> |               |               |               |            |  |
| <b>Package No. 031/032/033</b>                          |        |       |               |              |               |               |               |            |  |
| Cost of Goods & Services Increase/(Decrease)            |        |       | 41,250        | 1,053        | 19,607        | 20,590        |               |            |  |
| State Govt Service Charges Increase/(Decrease)          |        |       |               |              |               |               |               |            |  |
| Subtotal  |        |       | <b>41,250</b> | <b>1,053</b> | <b>19,607</b> | <b>20,590</b> |               |            |  |
| <b>Package No. 040</b>                                  |        |       |               |              |               |               |               |            |  |
| Mandated Caseload Increase/(Decrease)                   |        |       |               |              |               |               |               |            |  |
| <b>Package No. 050</b>                                  |        |       |               |              |               |               |               |            |  |
| Fund Shifts   |        |       |               |              |               |               |               |            |  |
| <b>Package No. 060</b>                                  |        |       |               |              |               |               |               |            |  |
| Technical Adjustments                                   |        |       |               |              |               |               |               |            |  |
| <b>Subtotal: 2019-21 Current Service Level Budget</b>   | 5      | 5.00  | 2,250,004     | 273,580      | 972,672       | 1,003,752     |               |            |  |
| <b>2019-21 Current Service Level - Page 1 Subtotal</b>  | 5      | 5.00  | 2,250,004     | 273,580      | 972,672       | 1,003,752     |               |            |  |
| <b>Package No. 070</b>                                  |        |       |               |              |               |               |               |            |  |
| Revenue Shortfalls                                      |        |       |               |              |               |               |               |            |  |
| <b>Subtotal: 2019-21 Modified Current Service Level</b> | 5      | 5.00  | 2,250,004     | 273,580      | 972,672       | 1,003,752     |               |            |  |

# Budget Narrative

| Director's Office  | TOTALS |      |           | FUND TYPE    |               |             |               |            |         |
|--|--------|------|-----------|--------------|---------------|-------------|---------------|------------|---------|
|  | POS    | FTE  | ALL FUNDS | General Fund | Lottery Funds | Other Funds | Federal Funds | Nonlimited |         |
|  |        |      |           |              |               |             |               | Other      | Federal |
| <b>Emergency Board Packages:</b><br>(List ORBITS Package number and title) |        |      |           |              |               |             |               |            |         |
| <b>Subtotal Emergency Board Packages</b>                                   |        |      |           |              |               |             |               |            |         |
| <b>Policy Packages:</b>  |        |      |           |              |               |             |               |            |         |
| 090 Analyst Adjustments  |        |      |           |              |               |             |               |            |         |
| 091 Statewide Adjustments DAS Chngs  |        |      |           |              |               |             |               |            |         |
| 092 Statewide AG Adjustment  |        |      | (9,574)   |              | (4,670)       | (4,904)     |               |            |         |
| 101 Operational Cost Increases   |        |      |           |              |               |             |               |            |         |
| 102 Grant Obligations from Past Biennium                                   |        |      |           |              |               |             |               |            |         |
| 103 Agency Shared Costs fro State Capitol Park                             |        |      |           |              |               |             |               |            |         |
| 104 Improve and Develop Parks  |        |      |           |              |               |             |               |            |         |
| 105 Improve Visitor Experience   |        |      | 500,000   |              | 243,900       | 256,100     |               |            |         |
| 106 Prep for State Park Centennial in 2022                                 |        |      |           |              |               |             |               |            |         |
| 107 Invest in Signature State Trails                                       |        |      |           |              |               |             |               |            |         |
| 108 Apply Modern Tech to Improve Service                                   |        |      |           |              |               |             |               |            |         |
| 109 Targeted Strategic Park Acquisitions                                   |        |      |           |              |               |             |               |            |         |
| 110 Support Multiagency Salmonberry Trail Project                          |        |      |           |              |               |             |               |            |         |
| 111 Invest in Parks and Heritage Staff                                     |        |      |           |              |               |             |               |            |         |
| <b>Subtotal Policy Packages</b>  |        |      | 490,426   |              | 239,230       | 251,196     |               |            |         |
| <b>Total: 2019-21 Budget</b>   | 5      | 5.00 | 2,740,430 | 273,580      | 1,211,902     | 1,254,948   |               |            |         |
| Percent Change From 2017-19 Leg. Approved                                  | 0.0%   | 2.5% | 30.4%     | 19.6%        | 31.5%         | 31.9%       | 0.0%          | 0.0%       | 0.0%    |
| Percent Change From Current Service Level Budget                           | 0.0%   | 0.0% | 21.8%     | 0.0%         | 24.6%         | 25.0%       | 0.0%          | 0.0%       | 0.0%    |

# Budget Narrative

## DETAIL OF LOTTERY FUNDS, OTHER FUNDS AND FEDERAL FUNDS REVENUES

| Source   | Fund | ORBITS<br>Revenue<br>Acct | 2015-17<br>Actual | 2017-19<br>Legislatively<br>Approved | 2017-19<br>Estimated | 2019-21           |                      |                          |
|--|------|---------------------------|-------------------|--------------------------------------|----------------------|-------------------|----------------------|--------------------------|
|  |      |                           |                   |                                      |                      | Agency<br>Request | Governor's<br>Budget | Legislatively<br>Adopted |
| <b><i>Lottery Funds</i></b>                                      |      |                           |                   |                                      |                      |                   |                      |                          |
| Interest Earnings  | Lot  | 0605                      |                   |                                      |                      |                   |                      |                          |
| Interest Earnings (Non-Dedicated Lottery - Non-Measure 76)       | Lot  | 0605                      |                   |                                      |                      |                   |                      |                          |
| Transfers-In   |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  |      |                           |                   |                                      |                      |                   |                      |                          |
| From Dept. Adminst Serv (Dedicated Lottery - Measure 76)         | Lot  | 1107                      | 1,902,298         | 921,324                              | 921,324              | 1,216,572         | 1,216,572            |                          |
| From Dept. Adminst Serv (Non-Dedicated Lottery - Non-Measure 76) | Lot  | 1107                      |                   |                                      |                      |                   |                      |                          |
| From Department of Forestry                                      | Lot  |                           |                   |                                      |                      |                   |                      |                          |
| Transfers-Out  |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  |      |                           |                   |                                      |                      |                   |                      |                          |
| Administrative Services  | Lot  | 2107                      |                   |                                      |                      |                   |                      |                          |
| Dept. of Forestry  | Lot  | 2629                      |                   |                                      |                      |                   |                      |                          |
| To Oregon Department of Transportation                           | Lot  | 2730                      |                   |                                      |                      |                   |                      |                          |
| <b><i>Total Lottery Funds</i></b>                                | Lot  |                           | 1,902,298         | 921,324                              | 921,324              | 1,216,572         | 1,216,572            |                          |
| <b><i>Other Funds (Limited)</i></b>                              |      |                           |                   |                                      |                      |                   |                      |                          |
| Park User Fees   | Oth  | 0255                      | 2,867,661         | 941,247                              | 1,036,157            | 1,259,852         | 1,259,852            |                          |
| Other Nonbusiness Lic & Fees                                     | Oth  | 0210                      |                   |                                      |                      |                   |                      |                          |
| Charges for Services   | Oth  | 0410                      |                   |                                      |                      |                   |                      |                          |
| Rents and Royalties  | Oth  | 0510                      |                   |                                      |                      |                   |                      |                          |
| Interest Earnings  | Oth  | 0605                      |                   |                                      |                      |                   |                      |                          |
| Sales Income   | Oth  | 0705                      | 22,968            |                                      |                      |                   |                      |                          |
| Donations  | Oth  | 0905                      |                   |                                      |                      |                   |                      |                          |
| Grants (Non-Fed)   | Oth  | 0910                      |                   |                                      |                      |                   |                      |                          |
| Other Revenues   | Oth  | 0975                      |                   |                                      |                      |                   |                      |                          |
| Lottery Bonds Proceeds   | Oth  | 0565                      |                   |                                      |                      |                   |                      |                          |
| Transfers-In   |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund  |      |                           |                   |                                      |                      |                   |                      |                          |
| From Dept. Adminst Serv  | Oth  | 1107                      |                   | 9,910                                |                      |                   |                      |                          |
| Oregon Military Department                                       | Oth  | 1248                      |                   |                                      |                      |                   |                      |                          |
| From Marine Board  | Oth  | 1250                      |                   |                                      |                      |                   |                      |                          |
| Oregon Dept of Energy  | Oth  | 1330                      |                   |                                      |                      |                   |                      |                          |
| OR Business Development  | Oth  | 1123                      |                   |                                      |                      |                   |                      |                          |
| From Oregon Dept of State Lands                                  | Oth  | 1141                      |                   |                                      |                      |                   |                      |                          |
| From Oregon Department of Forestry                               | Oth  | 1629                      |                   |                                      |                      |                   |                      |                          |
| From Oregon Department of Transportation                         | Oth  | 1730                      |                   |                                      |                      |                   |                      |                          |
| From Dept of Fish/Wildlife                                       | Oth  | 1635                      |                   |                                      |                      |                   |                      |                          |

# Budget Narrative

## DETAIL OF LOTTERY FUNDS, OTHER FUNDS AND FEDERAL FUNDS REVENUES

| Source                                   | Fund | ORBITS<br>Revenue<br>Acct | 2015-17<br>Actual | 2017-19<br>Legislatively<br>Approved | 2017-19<br>Estimated | 2019-21           |                      |                          |
|--|------|---------------------------|-------------------|--------------------------------------|----------------------|-------------------|----------------------|--------------------------|
|  |      |                           |                   |                                      |                      | Agency<br>Request | Governor's<br>Budget | Legislatively<br>Adopted |
| Transfers-Out                            |      |                           |                   |                                      |                      |                   |                      |                          |
| Intrafund                                | Oth  | 2010                      |                   |                                      |                      |                   |                      |                          |
| To Counties                              | Oth  | 2080                      |                   |                                      |                      |                   |                      |                          |
| To Oregon Department of Transportation   | Oth  | 2730                      |                   |                                      |                      |                   |                      |                          |
| To OR Business Development               | Oth  | 2123                      |                   |                                      |                      |                   |                      |                          |
| To Dept. of Agriculture                  | Oth  | 2603                      |                   |                                      |                      |                   |                      |                          |
| To Dept. of Forestry                     | Oth  | 2629                      |                   |                                      |                      |                   |                      |                          |
| To Oregon State Police                   | Oth  | 2257                      |                   |                                      |                      |                   |                      |                          |
| <i>Total Other Funds</i>                 | Oth  |                           | 2,890,629         | 951,157                              | 1,036,157            | 1,259,852         | 1,259,852            |                          |
| <b><i>Federal Funds (Limited)</i></b>    |      |                           |                   |                                      |                      |                   |                      |                          |
| Federal Funds                            | Fed  | 0995                      |                   |                                      |                      |                   |                      |                          |
| Oregon Department of Transportation      | Fed  | 1730                      |                   |                                      |                      |                   |                      |                          |
| Oregon Military Dept                     | Fed  | 1248                      |                   |                                      |                      |                   |                      |                          |
| Transfers-Out                            |      |                           |                   |                                      |                      |                   |                      |                          |
| To Dept of Fish/Wildlife                 | Fed  | 2635                      |                   |                                      |                      |                   |                      |                          |
| To Dept of Forestry                      | Fed  | 2629                      |                   |                                      |                      |                   |                      |                          |
| <i>Total Federal Funds - Limited</i>     | Fed  |                           | -                 | -                                    | -                    | -                 | -                    |                          |
| <b>TOTAL LIMITED</b>                     |      |                           | 4,792,927         | 1,872,481                            | 1,957,481            | 2,476,424         | 2,476,424            |                          |
| <b>Lottery, Other, and Federal Funds</b> |      |                           | 4,792,927         | 1,872,481                            | 1,957,481            | 2,476,424         | 2,476,424            |                          |

# Budget Narrative

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## Director's Office

### 010 Non-PICS Psnl Svc / Vacancy Factor

#### Package Description

This package includes standard inflation of 3.8% on non PICS generated accounts unless otherwise described below:

- Mass Transit – adjustment to .6% of subject salary and wages.
- Pension Obligation Bonds – amount required for payment of bonds as calculated by the Department of Administrative Services (DAS).
- Vacancy Savings – an amount calculated based on the previous biennium's turnover rate plus the return of the hiring slow down limitation reduction.

# Budget Narrative

| ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY |                                      |           |     |                              |           |             |   |              |                |                |            |               |                |       |
|--|--------------------------------------|-----------|-----|------------------------------|-----------|-------------|---|--------------|----------------|----------------|------------|---------------|----------------|-------|
| Package No.  | 010 Non-PICS Psnl Svc/Vacancy Factor |           |     |                              |           |             | 63400-100-10-00-00000<br>Directors Office |              |                |                |            |               |                |       |
| PERSONAL SERVICES                                  |                                      |           |     |                              |           |             |   |              |                |                |            |               |                |       |
| Classification No.                                 | Group by Classification Name         | # of Pos. | FTE | Base Rate                    | Avg. Step | Avg. Salary | Avg. OPE                                  | GF           | LF             | OF             | FF         | OF (Non-Ltd.) | All Funds      |       |
|  |                                      |           |     | Temporary Appointments       |           |             |   |              |                |                |            |               |                | -     |
|  |                                      |           |     | Overtime Payments            |           |             |   |              |                |                |            |               |                | -     |
|  |                                      |           |     | Shift Differential           |           |             |   |              |                |                |            |               |                | -     |
|  |                                      |           |     | All Other Differential       |           |             |   |              | 787            | 827            |            |               |                | 1,614 |
|  |                                      |           |     | Public Employees Retire Cont |           |             |   |              | 134            | 140            |            |               |                | 274   |
|  |                                      |           |     | Pension Bond Contribution    |           |             |   | 1,624        | 1,793          | 1,889          |            |               |                | 5,306 |
|  |                                      |           |     | Social Security Taxes        |           |             |   |              | 60             | 63             |            |               |                | 123   |
|  |                                      |           |     | Unemployment Assessments     |           |             |   |              |                |                |            |               |                | -     |
|  |                                      |           |     | Mass Transit Tax             |           |             |   | 942          | 263            | 186            |            |               |                | 1,391 |
|  |                                      |           |     | Vacancy Savings              |           |             |   |              |                |                |            |               |                | -     |
| <b>Total Personal Services</b>                     |                                      |           |     |                              |           |             |   | <b>2,566</b> | <b>3,037</b>   | <b>3,105</b>   | -          | -             | <b>8,708</b>   |       |
| SERVICES AND SUPPLIES                              |                                      |           |     |                              |           |             |   |              |                |                |            |               |                |       |
| <b>Total Services and Supplies</b>                 |                                      |           |     |                              |           |             |   | -            | -              | -              | -          | -             | -              |       |
| CAPITAL OUTLAY                                     |                                      |           |     |                              |           |             |   |              |                |                |            |               |                |       |
| <b>Total Capital Outlay</b>                        |                                      |           |     |                              |           |             |   | -            | -              | -              | -          | -             | -              |       |
| SPECIAL PAYMENTS                                   |                                      |           |     |                              |           |             |   |              |                |                |            |               |                |       |
| <b>Total Special Payments</b>                      |                                      |           |     |                              |           |             |   | -            | -              | -              | -          | -             | -              |       |
| <b>TOTAL REQUESTS</b>                              |                                      |           |     |                              |           |             |   | <b>2,566</b> | <b>\$3,037</b> | <b>\$3,105</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$8,708</b> |       |
| TOTAL POSITIONS/FTE                                |                                      |           | Pos | FTE                          |           |             |   |              |                |                |            |               |                |       |

# Budget Narrative

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## Director's Office

### 021 Phase In

#### Package Description

This package phases in limitation related to the establishment of the Office of Outdoor Recreation. This brings the program to 24 months' worth of funding.

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |                                |           |     |           |           |             |                       |              |            |            |            |               |                |
|---|--------------------------------|-----------|-----|-----------|-----------|-------------|-----------------------|--------------|------------|------------|------------|---------------|----------------|
| Package No.   | 021 Phase-In                   |           |     |           |           |             | 63400-100-10-00-00000 |              |            |            |            |               |                |
|   |                                |           |     |           |           |             | Directors Office      |              |            |            |            |               |                |
| PERSONAL SERVICES   |                                |           |     |           |           |             |                       |              |            |            |            |               |                |
| Classification No.  | Group by Classification Name   | # of Pos. | FTE | Base Rate | Avg. Step | Avg. Salary | Avg. OPE              | GF           | LF         | OF         | FF         | OF (Non-Ltd.) | All Funds      |
| <b>Total Personal Services</b>                            |                                |           |     |           |           |             |                       | -            | -          | -          | -          | -             | -              |
| SERVICES AND SUPPLIES                                     |                                |           |     |           |           |             |                       |              |            |            |            |               |                |
| 4100  | Instate Travel                 |           |     |           |           |             |                       | 234          |            |            |            |               | 234            |
| 4150  | Employee Training              |           |     |           |           |             |                       | 93           |            |            |            |               | 93             |
| 4175  | Office Expenses                |           |     |           |           |             |                       | 58           |            |            |            |               | 58             |
| 4200  | Telecommunications             |           |     |           |           |             |                       | 292          |            |            |            |               | 292            |
| 4475  | Facilities Maintenance         |           |     |           |           |             |                       | 779          |            |            |            |               | 779            |
| 4575  | Agency Program Related S and S |           |     |           |           |             |                       | 713          |            |            |            |               | 713            |
| 4650  | Other Services and Supplies    |           |     |           |           |             |                       | 966          |            |            |            |               | 966            |
| 4700  | Expendable Prop 250 - 5000     |           |     |           |           |             |                       | 966          |            |            |            |               | 966            |
| <b>Total Services and Supplies</b>                        |                                |           |     |           |           |             |                       | <b>4,101</b> | -          | -          | -          | -             | <b>4,101</b>   |
| CAPITAL OUTLAY  |                                |           |     |           |           |             |                       |              |            |            |            |               |                |
| <b>Total Capital Outlay</b>                               |                                |           |     |           |           |             |                       | -            | -          | -          | -          | -             | -              |
| SPECIAL PAYMENTS  |                                |           |     |           |           |             |                       |              |            |            |            |               |                |
| <b>Total Special Payments</b>                             |                                |           |     |           |           |             |                       | -            | -          | -          | -          | -             | -              |
| <b>TOTAL REQUESTS</b>                                     |                                |           |     |           |           |             |                       | <b>4,101</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$4,101</b> |
| TOTAL POSITIONS/FTE                                       |                                |           | Pos | FTE       |           |             |                       |              |            |            |            |               |                |

# Budget Narrative

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## Director's Office

### 031 Standard Inflation Adjustments

#### Package Description

This package includes standard inflation of 3.8% for all Services and Supplies, Capital Outlay and Special Payments unless otherwise described below. In addition, Professional Services accounts are granted 4.2% inflation. The Attorney General account was inflated by the approved rate of 20.14%.

## Budget Narrative

### ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

| Package No.                        | 031 Standard Inflation           | 63400-100-10-00-00000<br>Directors Office |     |           |           |             |          |              |                 |                 |            |               |                 |
|------------------------------------|----------------------------------|---|-----|-----------|-----------|-------------|----------|--------------|-----------------|-----------------|------------|---------------|-----------------|
| <b>PERSONAL SERVICES</b>           |                                  |   |     |           |           |             |          |              |                 |                 |            |               |                 |
| Classification No.                 | Group by Classification Name     | # of Pos.                                 | FTE | Base Rate | Avg. Step | Avg. Salary | Avg. OPE | GF           | LF              | OF              | FF         | OF (Non-Ltd.) | All Funds       |
| <b>Total Personal Services</b>     |                                  |   |     |           |           |             |          | -            | -               | -               | -          | -             | -               |
| <b>SERVICES AND SUPPLIES</b>       |                                  |   |     |           |           |             |          |              |                 |                 |            |               |                 |
| 4100                               | Instate Travel                   |   |     |           |           |             |          | 60           | 1,094           | 1,149           |            |               | 2,303           |
| 4125                               | Out of State Travel              |   |     |           |           |             |          |              | 169             | 177             |            |               | 346             |
| 4150                               | Employee Training                |   |     |           |           |             |          | 24           | 407             | 427             |            |               | 858             |
| 4175                               | Office Expenses                  |   |     |           |           |             |          | 15           | 337             | 354             |            |               | 706             |
| 4200                               | Telecommunications               |   |     |           |           |             |          | 75           | 19              | 20              |            |               | 114             |
| 4275                               | Publicity and Publications       |   |     |           |           |             |          |              | 94              | 98              |            |               | 192             |
| 4300                               | Professional Services            |   |     |           |           |             |          |              | 823             | 865             |            |               | 1,688           |
| 4325                               | Attorney General                 |   |     |           |           |             |          |              | 13,159          | 13,817          |            |               | 26,976          |
| 4375                               | Employee Recruitment and Develop |   |     |           |           |             |          |              | 375             | 394             |            |               | 769             |
| 4475                               | Facilities Maintenance           |   |     |           |           |             |          | 200          |                 |                 |            |               | 200             |
| 4575                               | Agency Program Related S and S   |   |     |           |           |             |          | 183          | 2,782           | 2,922           |            |               | 5,887           |
| 4650                               | Other Services and Supplies      |   |     |           |           |             |          | 248          | 161             | 170             |            |               | 579             |
| 4700                               | Expendable Prop 250 - 5000       |   |     |           |           |             |          | 248          | 187             | 197             |            |               | 632             |
| <b>Total Services and Supplies</b> |                                  |   |     |           |           |             |          | <b>1,053</b> | <b>19,607</b>   | <b>20,590</b>   | -          | -             | <b>41,250</b>   |
| <b>CAPITAL OUTLAY</b>              |                                  |   |     |           |           |             |          |              |                 |                 |            |               |                 |
| <b>Total Capital Outlay</b>        |                                  |   |     |           |           |             |          | -            | -               | -               | -          | -             | -               |
| <b>SPECIAL PAYMENTS</b>            |                                  |   |     |           |           |             |          |              |                 |                 |            |               |                 |
| <b>Total Special Payments</b>      |                                  |   |     |           |           |             |          | -            | -               | -               | -          | -             | -               |
| <b>TOTAL REQUESTS</b>              |                                  |   |     |           |           |             |          | <b>1,053</b> | <b>\$19,607</b> | <b>\$20,590</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$41,250</b> |
| <b>TOTAL POSITIONS/FTE</b>         |                                  |   | Pos | FTE       |           |             |          |              |                 |                 |            |               |                 |

# Budget Narrative

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## Director's Office

### 092 Statewide AG Adjustment

#### Package Description

##### Purpose:

The purpose of this package is to account for statewide adjustments.

##### How Achieved:

The agency's hourly billing rate from the Department of Justice (DOJ) was reduced based on changes made to DOJ's budget during the Governor's Budget phase.

##### Staffing Impact:

None.

##### Quantifying Results:

With reductions to charges from the DOJ, more funding is available for operating the state park system.

##### Revenue Source:

\$<4,670> Lottery Funds, \$<4,904> Other Funds

## Budget Narrative

### ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

| Package No.                        | 092 Statewide AG Adjustment  |           |     |                              |           |             |          | 63400-100-10-00-00000<br>Directors Office |           |           |     |               |           |   |
|------------------------------------|------------------------------|-----------|-----|------------------------------|-----------|-------------|----------|---|-----------|-----------|-----|---------------|-----------|---|
| <b>PERSONAL SERVICES</b>           |                              |           |     |                              |           |             |          |   |           |           |     |               |           |   |
| Classification No.                 | Group by Classification Name | # of Pos. | FTE | Base Rate                    | Avg. Step | Avg. Salary | Avg. OPE | GF  | LF        | OF        | FF  | OF (Non-Ltd.) | All Funds |   |
|                                    |                              |           |     |                              |           |             |          |   |           |           |     |               |           |   |
|                                    |                              |           |     | Salaries & Wages             |           |             |          |   |           |           |     |               |           | - |
|                                    |                              |           |     | Empl Rel Bd Assessments      |           |             |          |   |           |           |     |               |           | - |
|                                    |                              |           |     | Public Employees Retire Cont |           |             |          |   |           |           |     |               |           | - |
|                                    |                              |           |     | Social Security Taxes        |           |             |          |   |           |           |     |               |           | - |
|                                    |                              |           |     | Workers Comp Assessments     |           |             |          |   |           |           |     |               |           | - |
|                                    |                              |           |     | Mass Transit Tax             |           |             |          |   |           |           |     |               |           | - |
|                                    |                              |           |     | Flexible Benefits            |           |             |          |   |           |           |     |               |           | - |
| <b>Total Personal Services</b>     |                              |           |     |                              |           |             |          | -   | -         | -         | -   | -             | -         |   |
| <b>SERVICES AND SUPPLIES</b>       |                              |           |     |                              |           |             |          |   |           |           |     |               |           |   |
| 4325                               | Attorney General             |           |     |                              |           |             |          |   | (4,670)   | (4,904)   |     |               | (9,574)   |   |
|                                    |                              |           |     |                              |           |             |          |   |           |           |     |               | -         |   |
|                                    |                              |           |     |                              |           |             |          |   |           |           |     |               | -         |   |
|                                    |                              |           |     |                              |           |             |          |   |           |           |     |               | -         |   |
| <b>Total Services and Supplies</b> |                              |           |     |                              |           |             |          | -   | (4,670)   | (4,904)   | -   | -             | (9,574)   |   |
| <b>CAPITAL OUTLAY</b>              |                              |           |     |                              |           |             |          |   |           |           |     |               |           |   |
| <b>Total Capital Outlay</b>        |                              |           |     |                              |           |             |          | -   | -         | -         | -   | -             | -         |   |
| <b>SPECIAL PAYMENTS</b>            |                              |           |     |                              |           |             |          |   |           |           |     |               |           |   |
| <b>Total Special Payments</b>      |                              |           |     |                              |           |             |          | -   | -         | -         | -   | -             | -         |   |
| <b>TOTAL REQUESTS</b>              |                              |           |     |                              |           |             |          | -   | (\$4,670) | (\$4,904) | \$0 | \$0           | (\$9,574) |   |
| <b>TOTAL POSITIONS/FTE</b>         |                              |           | Pos |                              |           |             | FTE      |   |           |           |     |               |           |   |

# Budget Narrative

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## Director's Office

### 105 Improve Visitor Experience

#### Package Description

##### Purpose:

The purpose of this package is to enhance the Department's recreation outreach and inclusion resources to allow for additional strategies to reach Oregonians currently not accessing the state park system.

##### How Achieved:

OPRD is focused on connecting everyone to Oregon's special places because no one should feel unwelcome in an Oregon park. No one should feel that Oregon's parks are off limits to them. Initial small steps include having conversations, listening to one other and learning to understand each other's perspectives. This is vital to treating each other and park visitors with respect. OPRD is engaging in a model of "Engage, Relate, Adapt".

##### Staffing Impact:

None.

##### Quantifying Results:

OPRD will see increased attendance by visitors currently not actively taking part in activities offered by the park system.

##### Revenue Source:

\$243,900 Lottery Funds, \$256,100 Other Funds

# Budget Narrative

| <b>ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY</b> |                                |           |     |                              |           |             |   |    |                  |                  |            |               |                  |
|---|--------------------------------|-----------|-----|------------------------------|-----------|-------------|---|----|------------------|------------------|------------|---------------|------------------|
| Package No.   | 105 Improve Visitor Experience |           |     |                              |           |             | 63400-100-10-00-00000<br>Directors Office |    |                  |                  |            |               |                  |
| PERSONAL SERVICES   |                                |           |     |                              |           |             |   |    |                  |                  |            |               |                  |
| Classification No.  | Group by Classification Name   | # of Pos. | FTE | Base Rate                    | Avg. Step | Avg. Salary | Avg. OPE                                  | GF | LF               | OF               | FF         | OF (Non-Ltd.) | All Funds        |
|   |                                |           |     | Salaries & Wages             |           |             |   |    |                  |                  |            |               | -                |
|   |                                |           |     | Empl Rel Bd Assessments      |           |             |   |    |                  |                  |            |               | -                |
|   |                                |           |     | Public Employees Retire Cont |           |             |   |    |                  |                  |            |               | -                |
|   |                                |           |     | Social Security Taxes        |           |             |   |    |                  |                  |            |               | -                |
|   |                                |           |     | Workers Comp Assessments     |           |             |   |    |                  |                  |            |               | -                |
|   |                                |           |     | Mass Transit Tax             |           |             |   |    |                  |                  |            |               | -                |
|   |                                |           |     | Flexible Benefits            |           |             |   |    |                  |                  |            |               | -                |
| <b>Total Personal Services</b>                            |                                |           |     |                              |           |             |   | -  | -                | -                | -          | -             | -                |
| SERVICES AND SUPPLIES                                     |                                |           |     |                              |           |             |   |    |                  |                  |            |               |                  |
| 4100  | Instate Travel                 |           |     |                              |           |             |   |    | 36,585           | 38,415           |            |               | 75,000           |
| 4175  | Office Expenses                |           |     |                              |           |             |   |    | 31,707           | 33,293           |            |               | 65,000           |
| 4275  | Publicity and Publications     |           |     |                              |           |             |   |    | 73,170           | 76,830           |            |               | 150,000          |
| 4300  | Professional Services          |           |     |                              |           |             |   |    | 73,170           | 76,830           |            |               | 150,000          |
| 4575  | Agency Program Related S and S |           |     |                              |           |             |   |    | 29,268           | 30,732           |            |               | 60,000           |
| <b>Total Services and Supplies</b>                        |                                |           |     |                              |           |             |   | -  | <b>243,900</b>   | <b>256,100</b>   | -          | -             | <b>500,000</b>   |
| CAPITAL OUTLAY  |                                |           |     |                              |           |             |   |    |                  |                  |            |               |                  |
| <b>Total Capital Outlay</b>                               |                                |           |     |                              |           |             |   | -  | -                | -                | -          | -             | -                |
| SPECIAL PAYMENTS  |                                |           |     |                              |           |             |   |    |                  |                  |            |               |                  |
| <b>Total Special Payments</b>                             |                                |           |     |                              |           |             |   | -  | -                | -                | -          | -             | -                |
| <b>TOTAL REQUESTS</b>                                     |                                |           |     |                              |           |             |   | -  | <b>\$243,900</b> | <b>\$256,100</b> | <b>\$0</b> | <b>\$0</b>    | <b>\$500,000</b> |
| <b>TOTAL POSITIONS/FTE</b>                                |                                |           | Pos |                              |           |             | FTE                                       |    |                  |                  |            |               |                  |

# Budget Narrative

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**DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE**

Parks & Recreation Dept  
2019-21 Biennium

Agency Number: 63400  
Cross Reference Number: 63400-100-10-00-00000

| <i>Source</i>                 | 2015-17 Actuals    | 2017-19 Leg<br>Adopted Budget | 2017-19 Leg<br>Approved Budget | 2019-21 Agency<br>Request Budget | 2019-21 Governor's<br>Budget | 2019-21 Leg.<br>Adopted Audit |
|-------------------------------|--------------------|-------------------------------|--------------------------------|----------------------------------|------------------------------|-------------------------------|
| <b>Lottery Funds</b>          |                    |                               |                                |                                  |                              |                               |
| Tsfr From Administrative Svcs | 1,902,298          | 904,444                       | 921,324                        | 1,216,572                        | 1,216,572                    | -                             |
| <b>Total Lottery Funds</b>    | <b>\$1,902,298</b> | <b>\$904,444</b>              | <b>\$921,324</b>               | <b>\$1,216,572</b>               | <b>\$1,216,572</b>           | <b>-</b>                      |
| <b>Other Funds</b>            |                    |                               |                                |                                  |                              |                               |
| Park User Fees                | 2,867,661          | 941,247                       | 941,247                        | 1,259,852                        | 1,259,852                    | -                             |
| Sales Income                  | 22,968             | -                             | -                              | -                                | -                            | -                             |
| Transfer In - Intrafund       | -                  | -                             | 9,910                          | -                                | -                            | -                             |
| <b>Total Other Funds</b>      | <b>\$2,890,629</b> | <b>\$941,247</b>              | <b>\$951,157</b>               | <b>\$1,259,852</b>               | <b>\$1,259,852</b>           | <b>-</b>                      |

# Budget Narrative

## Facilities Maintenance

**Facility Plan - Facilities Planning Narrative 107BF02**  
**2017-19 Biennium**

**Agency Name**

Oregon Parks and Recreation Department

|  |
|--|
| <p>1. What are the key drivers for your agency's facility needs, and how do you measure space/facility demand?</p> <p>A) Park Visitation - Increasing visitation due to longer summer season and population growth requires increased levels of preventive maintenance and accelerates the aging of our infrastructure. Facilities such as utilities struggle to keep up with the increased demand.</p> <p>B) Increases in space are not generally needed as increased visitation has not meant an increase to staffing levels or major infrastructure.</p>        |
| <p>2. What are the key facility-related challenges over the next 10-years? (Please answer in order of priority)</p> <p>A) Aging infrastructure - Key infrastructure such as utilities and restroom facilities that have far exceeded their useful lifespan.</p> <p>B) Emerging maintenance - As the Backlog is bought down emerging maintenance has increased and is quickly exceeding backlog costs.</p> <p>C) As demand maintenance increases due to visitation staffing levels remain constant. Other areas such as preventive maintenance start to suffer.</p> |
| <p>3. What do you need to meet these challenges?</p> <p>A) Adequate funding as to meet the emergent maintenance needs - Just because backlog has been significantly reduced doesn't mean the aging facility issue is cured.</p> <p>B) Staffing levels need to be increased as to meet increased usage due to longer seasons.</p>   |

# Budget Narrative

Facility Plan - Facility Summary Report 107BF16a  
2017-19 Biennium

Agency Name Oregon Parks and Recreation Department

| Table A: Owned Assets Over \$1M CRV            |   | FY 2016 DATA |  |   |  |
|--|---|--------------|--|---|--|
| Total Number of Facilities Over \$1M           |   | 19           |  |   |  |
| Current Replacement Value \$ (CRV)             | 1 | \$59,981,249 | Source                                   | 4 | Risk   |
| Total Gross Square Feet (GSF)                  |   | 98,389       |  |   | Risk or FCA  |
| Office/Administrative Usable Square Feet (USF) | 2 | 1000         | Estimate/Actual                          | 5 | 0.010163738  |
|  |   |              |  |   | % USF/GSF<br>* 1000 based on Rooster<br>Rock and individual<br>secondary office locations<br>(desks) |
| Occupants Position Count (PC)                  | 3 | 15           | Office/Admin USF/PC<br>or Agency Measure | 6 | 66.66666667  |
|  |   |              |  | 7 |  |

| Table B: Owned facilities under \$1M CRV |   |        |
|--|---|--------|
| Number of Facilities Under \$1M          |   | 1      |
| CRV                                      | 1 | \$0    |
| GSF                                      |   | 31,500 |

| Table C: Leased Facilities                            |   |       |                     |   |           |
|---|---|-------|---------------------|---|-----------|
| Total Rentable SF                                     | 8 | 3000  |                     |   |           |
| Total 2017-2019 Biennial Lease Cost                   |   | 48000 |                     |   |           |
| Additional 2015-2017 Costs for Lease Properties (O&M) | 9 | NA    | Estimate/Actual     | 5 | 100       |
| Office/Administrative Usable Square Feet (USF)        | 2 | 3000  |                     |   | % USF/GSF |
| Occupants Position Count (PC)                         | 3 | 12    | Office/Admin USF/PC | 6 | 250       |

| Definitions                         |   |
|-------------------------------------|---|
| <b>CRV</b>                          | 1 Current Replacement Value Reported to Risk Management <b>or Calculated Replacement Value Reported from iPlan Facility Conditions Assessment (FCA)</b>   |
| <b>USF</b>                          | 2 Usable Square Feet per BOMA definition for office/administrative uses. Area of a floor occupiable by a tenant where personnel or furniture are normally housed plus building amenity areas that are convertible to occupant area and not required by code or for the operations of a building. If not known, estimate the percentage. |
| <b>Occupant Position Count (PC)</b> | 3 Total Legislatively Approved Budget (LAB) Position Count within the buildings or leases as applicable.  |
| <b>Source</b>                       | 4 Enter Source of CRV as "Risk" or "FCA"  |
| <b>Estimate/Actual</b>              | 5 Use actual USF % of USF to GSF, if available. If not known, estimate the percentage.  |
| <b>Office/Administrative USF/PC</b> | 6 Divide your USF by your position count. If office/admin space is a less than 10% of your space use, fill in N/A and fill in #7, "Agency Measure".   |
| <b>Agency Measure</b>               | 7 If not using USF/PC, insert Agency Measure as defined in 107BF02 question #1.   |
| <b>RSF</b>                          | 8 Rentable SF per BOMA definition. The total usable area plus a pro-rated allocation of the floor and building common areas within a building.  |
| <b>O&amp;M</b>                      | 9 Total Operations and Maintenance Costs for facilities including all maintenance, utilities and janitorial   |

# Budget Narrative

**Facility Plan - Facility O&M/DM Report 107B16b**  
**2017-19 Biennium**

**Agency Name**

Oregon Parks & Recreation Department

**Facilities Operations and Maintenance (O&M) Budget**  
**excluding Capital Improvements and Deferred**  
**Maintenance**

|  | 1 | 2013-15 Actual | 2015-17 LAB  | 2017-19 Budgeted | 2019-21 Projected |
|--|---|----------------|--------------|------------------|-------------------|
| Personal Services (PS) Operations and Maintenance      |   | \$47,165,618   | \$52,487,770 | \$60,392,811     | \$66,994,037      |
| Services and Supplies (S&S) Operations and Maintenance |   | \$20,468,888   | \$15,787,357 | \$17,785,349     | \$18,461,192      |
| Utilities not included in PS and S&S above             |   | \$1,678,860    | \$979,673    | \$1,024,955      | \$1,063,903       |
| <b>Total O&amp;M</b>                                   |   | \$69,313,366   | \$69,254,800 | \$79,203,115     | \$86,519,132      |
| <b>O&amp;M \$/SF</b>                                   |   | \$704.48       | \$703.89     | \$805.00         | \$879.36          |

\* OPRD does not separate OEM by buildings alone, includes total asset maintenance

**Total O&M SF**

98,389

Include only the SF for which your agency provides O&M funding.

**O&M Estimated Fund Split Percentage %**

|  | 2 | General Fund | Lottery Fund | Other Funds | Federal Funds |
|--|---|--------------|--------------|-------------|---------------|
|  |   | 0            | 39.14        | 60.86       | 0             |

Note: %'s vary by biennium

**Total Short and Long Term Deferred Maintenance Plan**  
**for Facilities Value Over \$1M**

Priorities 1-3 - Currently, Potentially and Not Yet Critical  
 Priority 4 - Seismic & Natural Hazard  
 Priority 5 - Modernization

|                            | 3 | Current Costs (2016) | Ten Year Projection | 2017-19 Budgeted | 2019-21 Projected |
|----------------------------|---|----------------------|---------------------|------------------|-------------------|
| 4,5,6                      |   | \$0                  | \$0                 | \$0              | TBD               |
| 7                          |   | TBD                  | TBD                 | \$0              | TBD               |
| 8                          |   | \$0                  | TBD                 | \$0              | TBD               |
| <b>Total Priority Need</b> |   | \$0                  | \$0                 | \$0              | TBD               |
| 9                          |   | 0.000%               | 0.000%              |                  |                   |

**Facility Condition Index (Priority 1-3 Needs/CRV)**

**Assets Over \$1M CRV**

\$59,981,249

Current Replacement Value Reported to Risk *or Calculated Replacement Value*  
*Reported from Facility Conditions Assessment (FCA)*

Process/Software for routine maintenance (O&M)  
 Process/Software for deferred maintenance/renewal  
 Process for funding facilities maintenance

|  |                   |
|--|-------------------|
| Oregon Parks and Recreation Information System (OPRIS). Maintenance Software | Provide narrative |
| Oregon Parks and Recreation Information System (OPRIS). Maintenance Software | Provide narrative |
| Field Investment Fund, Preventive Maintenance Fund, and Operations Funding   | Provide narrative |

# Budget Narrative

## Definitions

|   |          |   |
|---|----------|---|
| <b>Facilities Operations and Maintenance Budget</b>   | <b>1</b> | The Facilities Operations and Maintenance budget includes costs to operate and maintain facilities and keep them in repair including utilities, janitorial and maintenance costs. Maintenance costs are categorized as external building (roof, siding, windows, etc.); interior systems (electrical, mechanical, interior walls, doors, etc.); roads and ground (groundskeeper, parking lots, sidewalks, etc.) and centrally operated systems (electrical, mechanical, etc.). Agencies with significant facilities may include support staff if directly associated with facilities maintenance activities. Do not include other overhead costs such as accounting, central government charges, etc.   |
| <b>O&amp;M Estimated Fund Split Percentage %</b>  | <b>2</b> | Show the fund split by percentage of fund source allocated to facility O&M for your agency  |
| <b>Total Short and Long Term Maintenance and Deferred Maintenance Plan for Facilities Value Over \$1M</b> | <b>3</b> | All Maintenance excluding routine O&M costs   |
| <b>Priority One: Currently Critical</b>   | <b>4</b> | From the Budget Instruction: Priority One projects are conditions that require immediate action in order to address code and accessibility violations that affect life safety. Building envelope issues (roof, sides, windows and doors) that pose immediate safety concerns should be included in this category.   |
| <b>Priority Two: Potentially Critical</b>   | <b>5</b> | From the Budget Instruction: Priority Two projects are to be undertaken in the near future to maintain the integrity of the facility and accommodate current agency program requirements. Included are systems that are functioning improperly or at limited capacity, and if not addressed, will cause additional system deterioration and added repair costs. Also included are significant building envelope issues (roof, sides, windows and doors) that, if not addressed, will cause additional system deterioration and added repair costs.  |
| <b>Priority Three: Necessary - Not yet Critical</b>   | <b>6</b> | From the Budget Instructions: Priority Three projects could be undertaken in the near to mid-term future to maintain the integrity of a building and to address building systems, building components and site work that have reached or exceeded their useful life based on industry standards, but are still functioning in some capacity. These projects may require attention currently to avoid deterioration, potential downtime and consequently higher costs if corrective action is deferred.  |
| <b>Priority Four: Seismic and Natural Hazard Remediation</b>  | <b>7</b> | From the Budget Instructions: Priority Four projects improve seismic performance of buildings constructed prior to 1995 building code changes to protect occupants, minimize building damage and speed recovery after a major earthquake. Projects also include those that mitigate significant flood hazards.  |
| <b>Priority Five: Modernization</b>   | <b>8</b> | From the Budget Instructions: Priority Five projects are alterations or replacement of facilities solely to implement new or higher standards to accommodate new functions, significantly improve existing functionality as well as replacement of building components that typically last more than 50 years (such as the building structure or foundations). These standards include system and aesthetic upgrades which represent sensible improvements to the existing condition. These projects improve the overall usability and reduce long-term maintenance requirements. Given the significant nature of these projects, the work typically addresses deficiencies that do not conform to current codes, but are 'grandfathered' in their existing condition to the extent feasible. |
| <b>Facility Condition Index</b>   | <b>9</b> | A calculated measure of facility condition relative to its current replacement value (expressed as a percentage)  |

# Budget Narrative

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## Audit Reports

### **Statewide Audit of Selected Financial Accounts for the Year Ended June 30, 2017**

The audit was conducted to determine that selected accounts were presented fairly in accordance with generally accepted accounting principals in relation to the statewide financial statements. This report was issued January 10, 2018.

#### Audit Results:

The Audits Division did not identify any deficiencies in internal control over financial reporting that they consider to be material weaknesses.

### **Statewide Audit of Selected Financial Accounts for the Year Ended June 30, 2016**

The audit was conducted to determine that selected accounts were presented fairly in accordance with generally accepted accounting principals in relation to the statewide financial statements. This report was issued February 14, 2017.

#### Audit Results:

The Audits Division did not identify any deficiencies in internal control over financial reporting that they consider to be material weaknesses.

### **Statewide Audit of Selected Financial Accounts for the Year Ended June 30, 2015**

The audit was conducted to determine that selected accounts were presented fairly in accordance with generally accepted accounting principals in relation to the statewide financial statements. This report was issued January 22, 2016.

#### Audit Results:

It was determined the department had significant deficiencies in internal control in the following:  
Transaction Entry and Review Procedures Need Improvement

# Budget Narrative

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## The Audits Division Recommends:

Management revisit state accounting policies related to recording transactions and ensure the transaction review process includes examination of proper coding and effective dates.

## Agency Response:

OPRD agrees with the recommendation and appreciates the audit team bringing to our attention an opportunity to strengthen our internal controls. Management will revisit the state accounting policies related to recording transactions and ensure the transaction review process includes examination of proper coding and effective dates. We will work to document review procedures and then ensure review processes are followed.

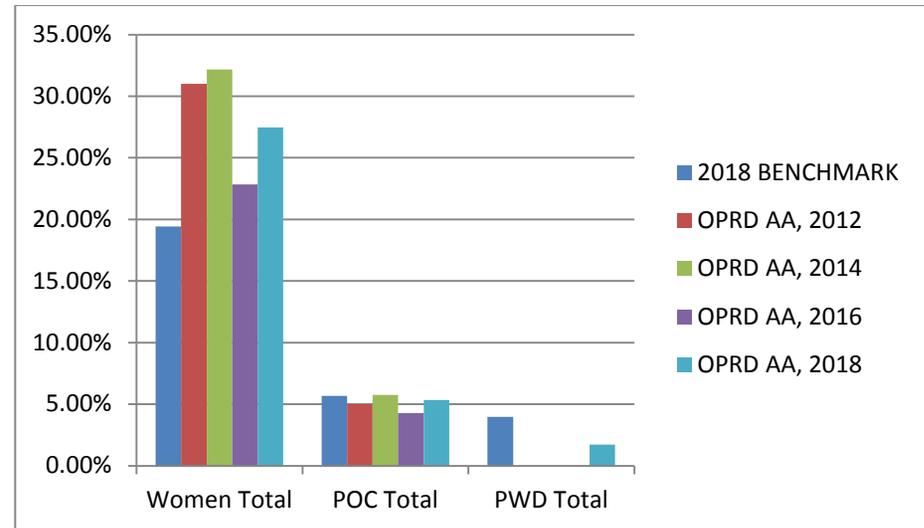
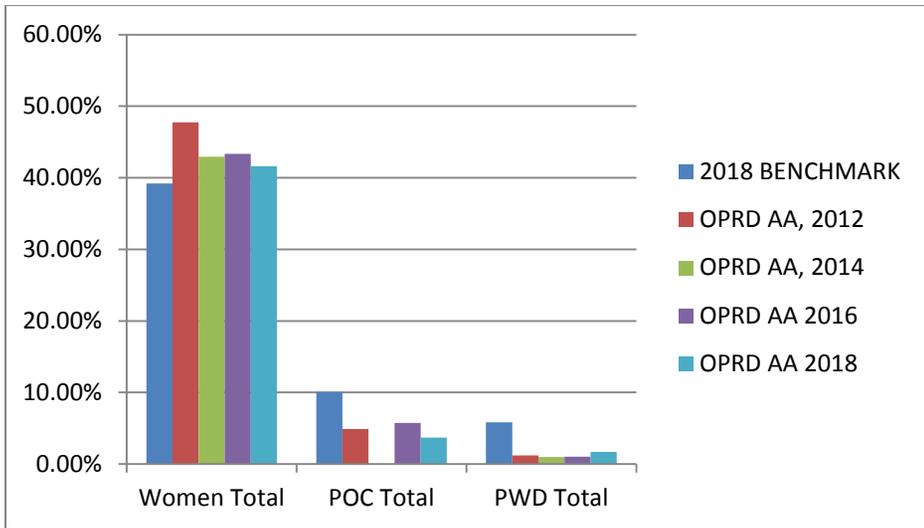
# Budget Narrative

## AFFIRMATIVE ACTION REPORT

Below are comparison charts of the OPRD Affirmative Action percentages based upon the 06/30/18 report distributed by DAS. Chart 1 summarizes the hiring percentage based upon OPRD as a whole with the benchmark established by DAS indicated by the line. Chart 2 reflects hiring percentages of OPRD Management only with the benchmark established by DAS indicated by the line.

| EEO CATEGORY<br>TOTAL AGENCY % | WOMEN<br>TOTAL | POC*<br>TOTAL | PWD**<br>TOTAL |
|--------------------------------|----------------|---------------|----------------|
| 2018 BENCHMARK                 | 39.19%         | 10.05%        | 5.84%          |
| OPRD AA, 2012                  | 47.76%         | 4.91%         | 1.22%          |
| OPRD AA, 2014                  | 42.96%         | 4.9%          | 0.98%          |
| OPRD AA 2016                   | 43.34%         | 5.74%         | 1.04%          |
| OPRD AA 2018                   | 41.62%         | 3.69%         | 1.72%          |

| EEO CATEGORY<br>TOTAL MGMT % | WOMEN<br>MGMT | POC*<br>MGMT | PWD**<br>MGMT |
|------------------------------|---------------|--------------|---------------|
| 2018 BENCHMARK               | 19.43%        | 5.67%        | 3.96%         |
| OPRD AA, 2012                | 31.00%        | 5.00%        | 0.00%         |
| OPRD AA, 2014                | 32.18%        | 5.75%        | 0%            |
| OPRD AA, 2016                | 22.85%        | 4.28%        | 0%            |
| OPRD AA, 2018                | 27.47%        | 5.33%        | 1.72%         |



\*POC *Persons of Color*

\*\*PWD *Persons with Disabilities*

EEO *Equal Employment Opportunity*

AA *Affirmative Action*

# Budget Narrative

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## Action plan for 2019 - 2021

- Provide regular on-going training and education opportunities to managers and employees agency-wide.
- Reinforce management responsibility to OPRD's goal of promoting a diverse workforce.
- Market OPRD as an employer of choice – one who is committed to a diverse work environment and employee retention.

## OPRD's on-going plan

- Continue supporting the creation of agency diverse-management structure, such as the Inclusion Committee, which will create and deliver diversity development system, tools and services that lead and support organizational and workforce development to achieve department goals. This includes:
  - Creating internal and external training and outreach opportunities that create and promote cultural awareness.
  - Active participation in the State Annual Diversity Conference.
- Create an environment of increased cultural awareness by:
  - Ensuring that all executive and management service employees have appropriate affirmative action and diversity responsibilities included in their position descriptions and annual performance evaluations;
  - Communicate and display the Affirmative Action Policy;
  - Distribute Human Resources updates including diversity topics.
  - Make certain that all employees are aware and encouraged to participate in diversity training and activities.
  - Seek out new Diversity opportunities to engage and attract youth, people of color, people with disabilities and women to work for Parks.
  - Continue the Director's Inclusion Initiative work started in 2015 focused on fostering and growing awareness of inclusion and diversity internally and externally.

## Budget Narrative

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- Address recruitment and retention issues through outreach to local community groups and resources. This includes:
  - Increase career fair participation, utilization of web sites, community agencies, community leaders and schools to improve minority outreach to youth, people of color, people with disabilities and women;
  - Further develop college and high school internship program to bring young people into the Park system to experience the potential career opportunities, improving outreach efforts, and bridge the gap expected due to future retirements.

# Budget Narrative

## IT Project Reporting

### OPRD -- State Parks Reservation System Natural Resources Policy Areas

| CRITERIA  | WEIGHT | SCORING GUIDE  | Project Name:<br>Parks<br>Reservation<br>System |          |
|---|--------|--|---|----------|
| <b>TOTAL WEIGHTED PROJECT SCORE</b>   |        |  | 183   |          |
| <b>Strategic Value</b>  |        |  | Raw   | Weighted |
| <b>Required Service/Product-Business Alignment<br/>(are any of these are true?)</b> <ul style="list-style-type: none"> <li>Mandate (legislative, federal or state)</li> <li>Meets a strategic business need</li> <li>Governor Initiative/Strategy</li> <li>Priority/Compliance for industry</li> </ul>                                | 5      | 0: none are true<br>3: one is true<br>6: two or three are true<br>9: all are true  | 9   | 45       |
| <b>Value to Customer</b><br>Number of users and the level of positive impact for using the product/service. Consumers or users of the service, product or data. Customer could be citizens, internal agency users, other state/local agencies or other external stakeholders. Or, projects that are funded through grants, IGAs, etc. | 5      | 0: no value to customer<br>3: low value to customer<br>6: medium value to customer<br>9: high value to customer  | 9   | 45       |
| <b>Leverage Potential</b><br>Multiplier effect: <ul style="list-style-type: none"> <li>Service/product can be leveraged as a shared or managed service across agencies or policy area</li> <li>Service/product can be leveraged as a utility service</li> <li>Service/product adds value for external partners</li> </ul>             | 3      | 0: no potential, isolated service<br>3: low potential<br>6: medium potential<br>9: high potential  | 6   | 18       |
| <b>Risk</b>   |        |  |   |          |
| <b>Importance to Risk Mitigation</b><br>Would the agency, state, or its customer be exposed to a risk or impact if the service or product is not offered? Or, is an existing service at risk? Do other current services/products depend on it? This could be security, safety, legal or any other risk related in loss .              | 5      | 0: no risk to state/ customer if not offered<br>3: low risk to state/customer if not offered<br>6: medium risk to state/customer if not offered<br>9: high risk to state/customer if not offered | 9   | 45       |
| <b>Financial</b>  |        |  |   |          |
| <b>Return on Investment (ROI) / Cost Avoidance</b><br>Project ROI reduces cost in expenditures once project becomes a program. Must have a way to measure ongoing ROI and pay for itself over time, and/or the amount of cost that will be avoided due to implementation of the project.  | 5      | 0: ROI none or unknown<br>3: ROI gained over two biennia<br>6: ROI gained within two biennia<br>9: ROI gained within one biennium  | 6   | 30       |



# PROPOSED SUPERVISORY SPAN OF CONTROL REPORT

In accordance with the requirements of ORS 291.227, Oregon Parks and Recreation Department (OPRD) presents this report to the Joint Ways and Means Committee regarding the agency's Proposed Maximum Supervisory Ratio for the 2019-2021 biennium.

## Supervisory Ratio for the last quarter of 2017-2019 biennium

The agency actual supervisory ratio as of 8/17/18 is 1: 10

(Date) (Enter ratio from last Published DAS CHRO Supervisory Ratio )

### The Agency actual supervisory ratio is calculated using the following calculation;

$$\underline{78} = \underline{74} + \underline{5} - (\underline{1})$$

(Total supervisors) (Employee in a supervisory role) (Vacancies that if filled would perform a supervisory role) (Agency head)

$$\underline{788} = \underline{700} + \underline{88}$$

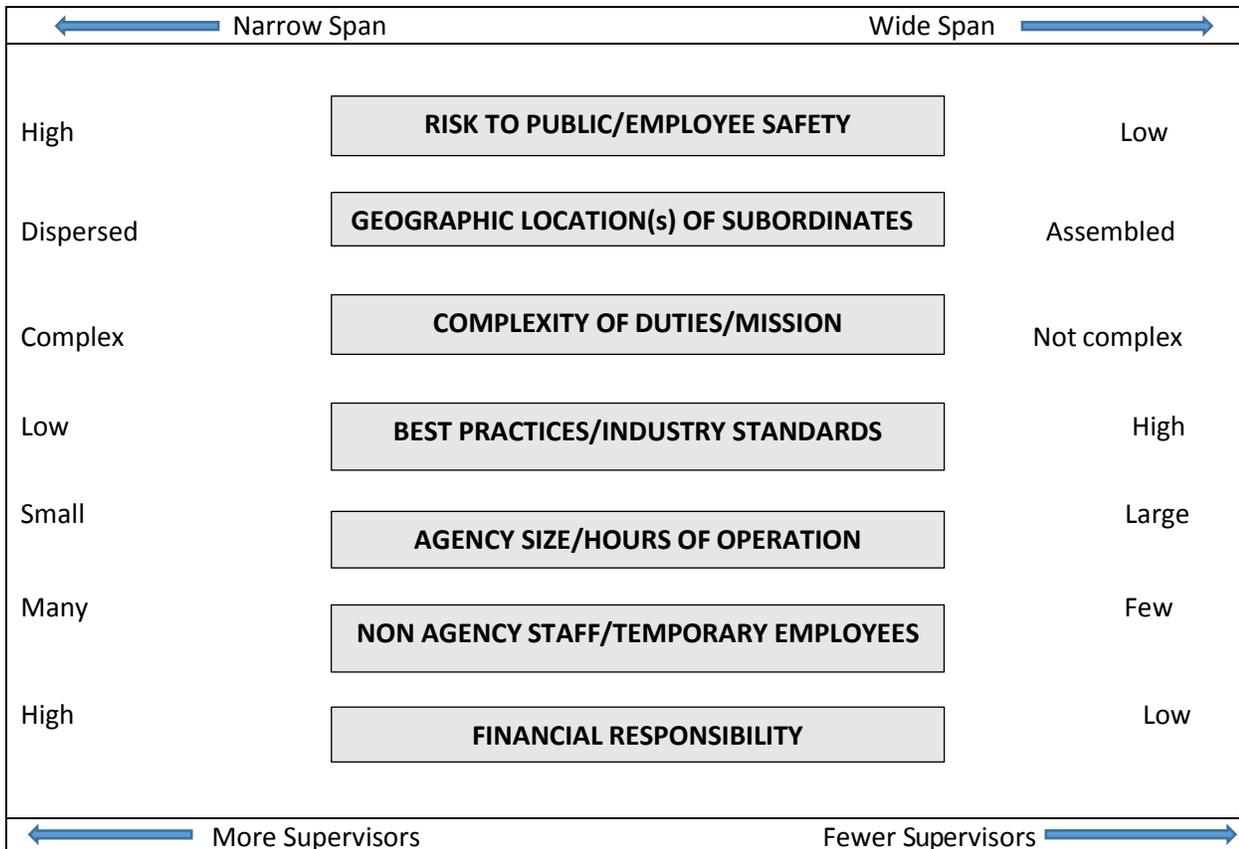
(Total non-supervisors) (Employee in a non-supervisory role) (Vacancies that if filled would perform a non-supervisory role)

The agency has a current actual supervisory ratio of-

$$1: \underline{10.1} = \underline{788} / \underline{78}$$

(Actual span of control) (Total non - Supervisors) (Total Supervisors) \*Data from datamart as of 8/17/18

When determining an agency maximum supervisory ratio all agencies shall begin of a baseline supervisory ratio of 1:11, and based upon some or all of the following factors may adjust the ratio up or down to fit the needs of the agency.



**Ratio Adjustment Factors**

Is safety of the public or of State employees a factor to be considered in determining the agency maximum supervisory ratio? Yes

Explain how and why this factor impacts the agency maximum supervisory ratio upwards or downward from 1:11-

OPRD operates state parks, both day use and overnight campgrounds, across the state of Oregon. Having an appropriate amount of staff available in the park is necessary for the safety of both visitors and staff. Overnight campgrounds require staffing 24 hours per day, 7 days per week. Management should be available both evenings and weekends.

OPRD has had increasing visitation over the last several years. Day Use visits were 42.2M in state FY 2013, 43.2M in FY 2014, 47.6M in FY 2015, 50M in FY 2016 and 50.2M in FY 2017. On average, 62% of those visits occur during the prime summer season (May through September). Camper nights (ie overnight stays in a campground), were 2.4M in FY 2013, 2.5M in FY 2014, 2.6M in FY 2015, 2.7M in FY 2016 and 2.7M in FY 2017. On average, 78.5% of those camper nights occur during the prime summer season.

This increases the need for supervisors.

Is geographical location of the agency's employees a factor to be considered in determining the agency maximum supervisory ratio? ratio?  
Yes

Explain how and why this factor impacts the agency maximum supervisory ratio upwards or downward from 1:11-

OPRD operates state parks, both day use and overnight campgrounds, across the state of Oregon. Staff report to a number of locations that are grouped into Management Units. A manager may have many miles to travel to check in with staff at dispersed locations.

Day Use visits were 42.2M in state FY 2013, 43.2M in FY 2014, 47.6M in FY 2015, 50M in FY 2016 and 50.2M in FY 2017. On average, 62% of those visits occur during the prime summer season (May through September). Camper nights (ie overnight stays in a campground), were 2.4M in FY 2013, 2.5M in FY 2014, 2.6M in FY 2015, 2.7M in FY 2016 and 2.7M in FY 2017. On average, 78.5% of those camper nights occur during the prime summer season.

This increases the need for supervisors.

Is the complexity of the agency's duties a factor to be considered in determining the agency maximum supervisory ratio? No

Explain how and why this factor impacts the agency maximum supervisory ratio upwards or downward from 1:11-

Are there industry best practices and standards that should be a factor when determining the agency maximum supervisory ratio? No

Explain how and why this factor impacts the agency maximum supervisory ratio upwards or downward from 1:11-

Is size and hours of operation of the agency a factor to be considered in determining the agency maximum supervisory ratio?  
Yes

Explain how and why this factor impacts the agency maximum supervisory ratio upwards or downward from 1:11-

OPRD operates the state park system including both day use and overnight campgrounds. Overnight campgrounds require staffing 24 hours per day, 7 days per week. Management should be available both evenings and weekends.

Day Use visits were 42.2M in state FY 2013, 43.2M in FY 2014, 47.6M in FY 2015, 50M in FY 2016 and 50.2M in FY 2017. On average, 62% of those visits occur during the prime summer season (May through September). Camper nights (ie overnight stays in a campground), were 2.4M in FY 2013, 2.5M in FY 2014, 2.6M in FY 2015, 2.7M in FY 2016 and 2.7M in FY 2017. On average, 78.5% of those camper nights occur during the prime summer season.

During the busy summer season and on weekends in the spring and fall, OPRD campgrounds can be as large as some small cities.

This increases the need for supervisors.

Are there unique personnel needs of the agency, including the agency's use of volunteers or seasonal or temporary employees, or exercise of supervisory authority by agency supervisory employees over personnel who are not agency employees a factor to be considered in determining the agency maximum supervisory ratio? Yes

Explain how and why this factor impacts the agency maximum supervisory ratio upwards or downward from 1:11-

OPRD operates state parks, both day use and overnight campgrounds, across the state of Oregon. During the prime outdoor season in Oregon (May through September), OPRD brings on seasonal staff assist in operating day use parks and overnight campgrounds. The Department has 417 permanent seasonal positions .

OPRD uses inmate work crews, youth crews, and volunteers in the park system. Volunteers play an important role in the visitor experience in state park from interpretive programs to selling firewood/ice to assisting with cleaning and maintenance.

OPRD has volunteers that come in for a specific project (as an individual or a group) and those that come in to "host" for a month or more. For the period of July 2016 through June 2018, OPRD had 7,498 volunteers give 926,008 hours to the park system. Assuming that 4,160 hours is a full time employee, this represents 222.60 FTE. During this same timeframe, there are 585 volunteer assignment records in our system that have no hours associated with them yet.

This increases the need for supervisors.

Is the financial scope and responsibility of the agency a factor to be considered in determining the agency maximum supervisory ratio? No

Explain how and why this factor impacts the agency maximum supervisory ratio upwards or downward from 1:11-

Based upon the described factors above the agency proposes a Maximum Supervisory Ratio of 1: 8.

Unions Requiring Notification: SEIU, AEE

Date unions notified: October 16, 2018

Submitted by: Lisa Sumption, Director

Date: \_\_\_\_\_

Signature Line  \_\_\_\_\_

Date 12/19/18

Signature Line \_\_\_\_\_

Date \_\_\_\_\_

Signature Line \_\_\_\_\_

Date \_\_\_\_\_

Signature Line \_\_\_\_\_

Date \_\_\_\_\_

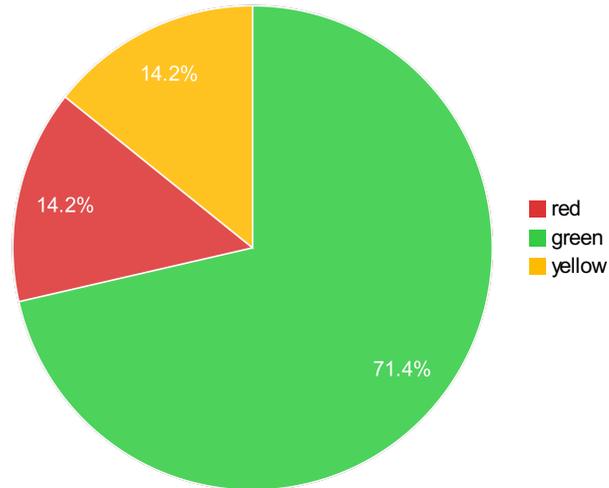
# **Parks and Recreation Department**

Annual Performance Progress Report

Reporting Year 2017

Published: 9/28/2017 11:04:03 AM

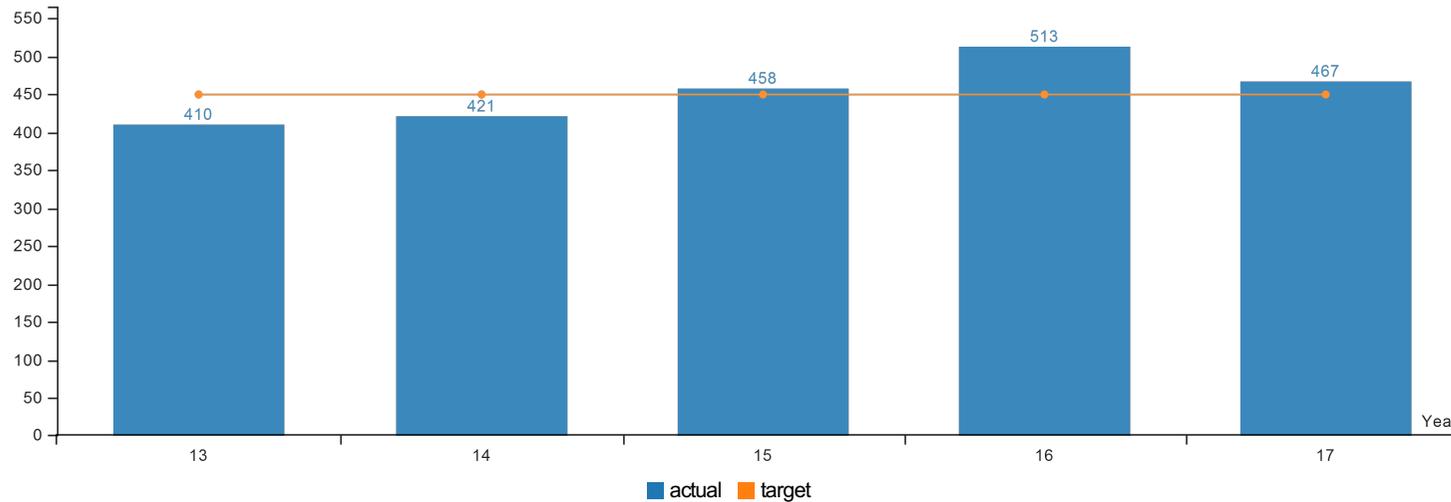
| KPM # | Approved Key Performance Measures (KPMs)  |
|-------|---|
| 1     | PARK VISITATION - Visitors per acre of Oregon Parks and Recreation Department property.   |
| 2     | HERITAGE PROGRAM BENEFITS - Number of properties, sites, or districts that benefit from an OPRD-managed heritage program  |
| 3     | Grant Programs - Percent of Oregon communities that benefit from an OPRD-managed grant program  |
| 4     | PROPERTY ACQUISITION - Recreation lands index: Park lands and waters acquired by OPRD as a percentage of total goal. (Linked to Oregon Benchmark #91)   |
| 5     | FACILITIES BACKLOG - Percent reduction in facilities backlog since 1999.  |
| 6     | CUSTOMER SATISFACTION - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information. |
| 7     | COMMISSION BEST PRACTICES - Percent of total best practices met by the State Parks and Recreation Commission.   |



| Performance Summary | Green           | Yellow               | Red             |
|---------------------|-----------------|----------------------|-----------------|
|                     | = Target to -5% | = Target -5% to -15% | = Target > -15% |
| Summary Stats:      | 71.43%          | 14.29%               | 14.29%          |

|        |   |
|--------|---|
| KPM #1 | PARK VISITATION - Visitors per acre of Oregon Parks and Recreation Department property. |
|        | Data Collection Period: Jul 01 - Jun 30   |

\* Upward Trend = negative result



| Report Year   | 2013 | 2014 | 2015 | 2016 | 2017 |
|---|------|------|------|------|------|
| <b>Visitors Per Acre of Oregon Parks and Recreation Department Property</b> |      |      |      |      |      |
| Actual  | 410  | 421  | 458  | 513  | 467  |
| Target  | 450  | 450  | 450  | 450  | 450  |

#### How Are We Doing

FY 2017 results are 467 visitors per acre which is a 9.0% decrease from 513 visitors per acre in FY 2016, and is above the target of 450 per acre. The main contributing factor to this decrease is increased property acquisition (denominator) along with a slight decrease in visitation (numerator). The Department has continued to increase park acreage in order to best serve an increasing population while maintaining a quality visitor experience. The total visitation in FY 2017 was 52.8 million, a 6% decrease from FY 2016.

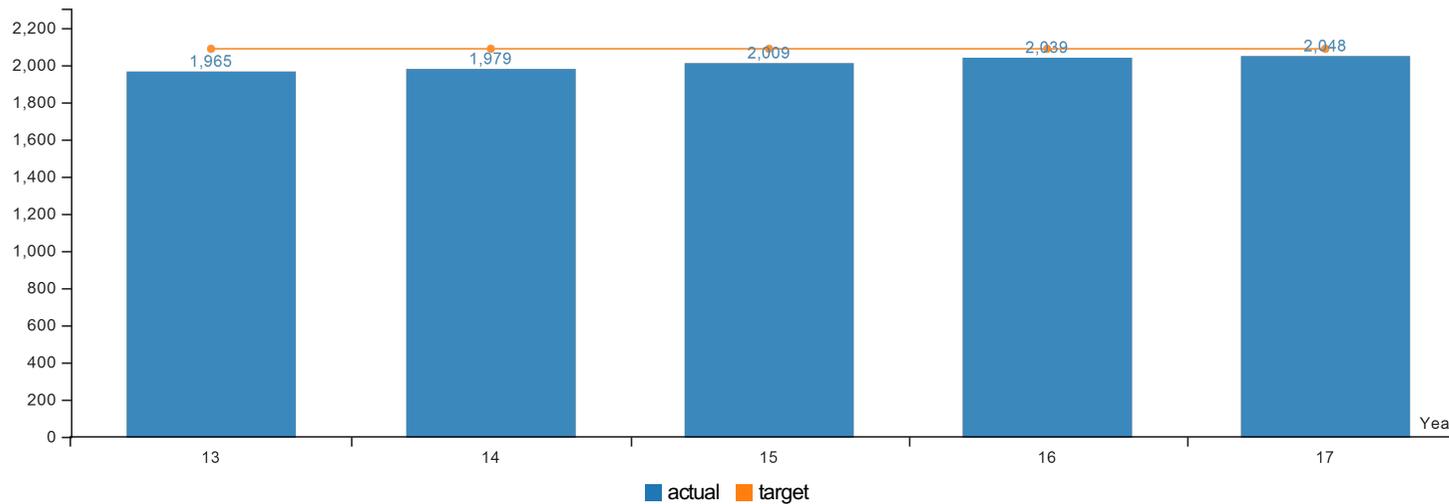
#### Factors Affecting Results

Factors affecting the numerator (visitor attendance) include weather, economic conditions, perceived attractiveness of the recreational offering, and park closures (e.g., due to construction, etc.).

Factors affecting the denominator (acreage) include availability of land for acquisition (e.g., willing sellers) and availability of funds for purchase.

|        |   |
|--------|---|
| KPM #2 | HERITAGE PROGRAM BENEFITS - Number of properties, sites, or districts that benefit from an OPRD-managed heritage program. |
|        | Data Collection Period: Jul 01 - Jun 30   |

\* Upward Trend = positive result



| Report Year   | 2013  | 2014  | 2015  | 2016  | 2017  |
|---|-------|-------|-------|-------|-------|
| <b>Number of Properties, Sites, or Districts That Benefit From an OPRD-Managed Heritage Program</b> |       |       |       |       |       |
| Actual  | 1,965 | 1,979 | 2,009 | 2,039 | 2,048 |
| Target  | 2,087 | 2,087 | 2,087 | 2,087 | 2,087 |

### How Are We Doing

Oregon continues to perform well when compared against neighboring western states, listing more properties in the National Register than either Idaho or Nevada, and a comparable number of properties to Washington, a more populous state. Priorities for the Division continue to be the identification and designation of historic resources, with a focus on ensuring geographic and cultural diversity.

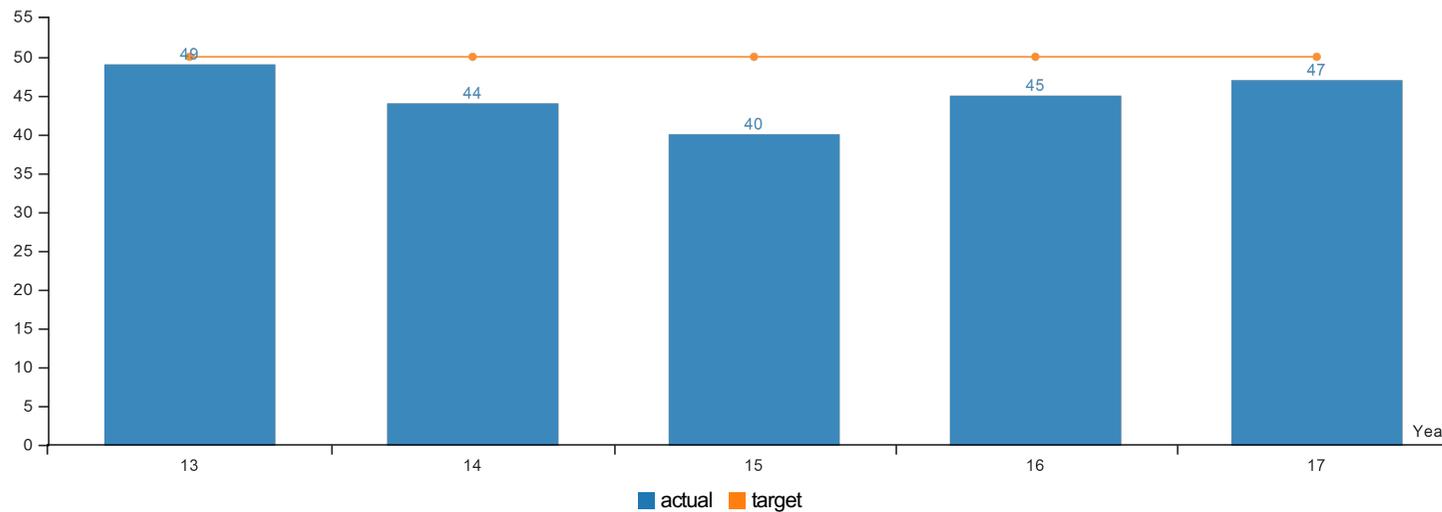
### Factors Affecting Results

The overall numbers of new designations is relatively steady in comparative states for the last year, with the notable exception of Idaho, which listed a single property in 2016 and 7 in 2017. In Oregon, fewer nominations have been proposed by federal and local agencies over the last two years, which is typically a major driver for the program. Due to a vacant staff position in the National Register program, it is expected that the total number of nominations will not significantly increase in 2018.

The Heritage Division will fill the currently vacant staff position by the end of 2017, and expects to grow the total number of nominations completed by the office beginning in early 2018. Many of these projects will not be completed until after July 2018. The office will focus efforts on reaching out to local government and federal agency partners to encourage new nomination efforts. In addition, new initiatives are aimed at increasing the relevance of our programs to non-traditional customers and underrepresented populations through targeted outreach.

|        |   |
|--------|---|
| KPM #3 | Grant Programs - Percent of Oregon communities that benefit from an OPRD-managed grant program. |
|        | Data Collection Period: Jul 01 - Jun 30   |

\* Upward Trend = positive result



| Report Year  | 2013 | 2014 | 2015 | 2016 | 2017 |
|--|------|------|------|------|------|
| <b>Percent of Oregon communities that benefit from an OPRD-managed grant program</b> |      |      |      |      |      |
| Actual   | 49%  | 44%  | 40%  | 45%  | 47%  |
| Target   | 50%  | 50%  | 50%  | 50%  | 50%  |

#### How Are We Doing

FY 2017 results include an unduplicated count of the number of communities that were awarded Department grants for FY 2016 and FY 2017. Results show that 47% of Oregon communities (130 of 277) have benefited from an OPRD-managed grant program over this time period. This year's percentage is higher than the 45% reported last year.

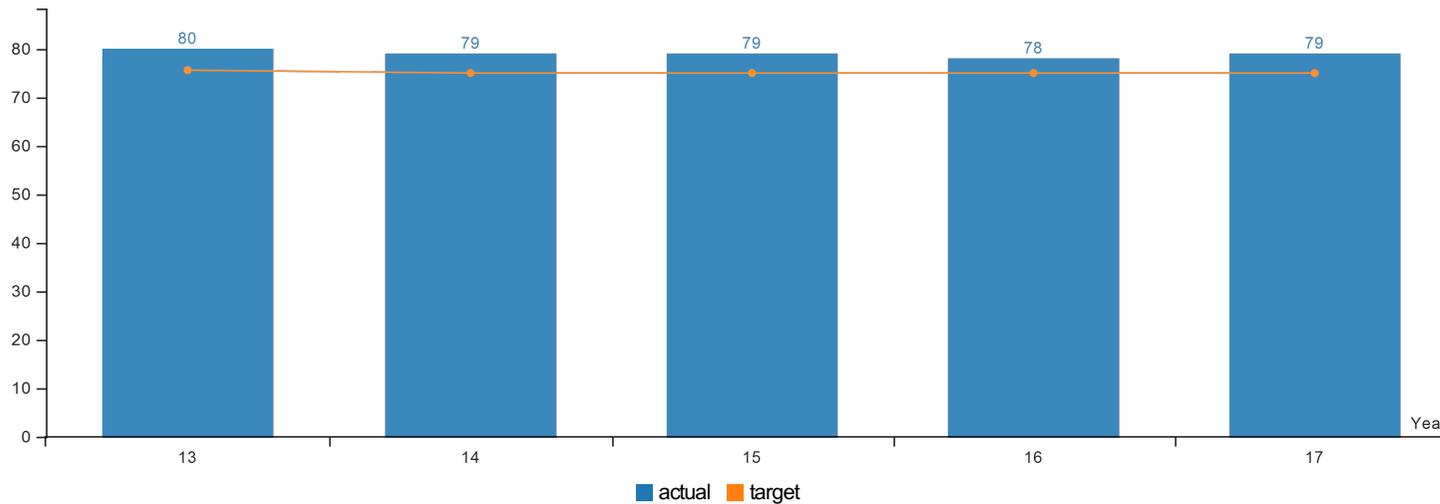
Grant projects typically take more than one fiscal year to complete, especially under grant programs that have only one round of grant awards per biennium. Therefore the "benefit" to grantee communities is not just a single year. Counting two fiscal years of grants - the most recently completed year and the previous year - provides a more accurate measurement of the extent to which the Department's grant programs reach communities throughout the state. It also provides more consistent data from year to year by moderating the "peaks"; of grant awards in the first year of a biennium and the "valleys" of second-year awards.

#### Factors Affecting Results

Availability of grant funding, grant program requirements for local match and other local commitments, maximum allowable grant award amounts, number of grant applicants and geographic distribution of grant applicants are the factors that affect results.

|        |   |
|--------|---|
| KPM #4 | PROPERTY ACQUISITION - Recreation lands index: Park lands and waters acquired by OPRD as a percentage of total goal. (Linked to Oregon Benchmark #91) |
|        | Data Collection Period: Jul 01 - Jun 30   |

\* Upward Trend = positive result



| Report Year   | 2013   | 2014 | 2015 | 2016 | 2017 |
|---|--------|------|------|------|------|
| <b>Park Lands and Waters Acquired by OPRD as a Percentage of Total Goal</b> |        |      |      |      |      |
| Actual  | 80%    | 79%  | 79%  | 78%  | 79%  |
| Target  | 75.60% | 75%  | 75%  | 75%  | 75%  |

#### How Are We Doing

Targets for this measure indicate the desire of moving towards a total goal of approximately 35 acres per 1,000 population. The data are measured and reported by Fiscal Year. The information assists the Department in making decisions about future expansion of the system as park areas reach capacity, and keeping the balance between recreation opportunities and natural resource protection.

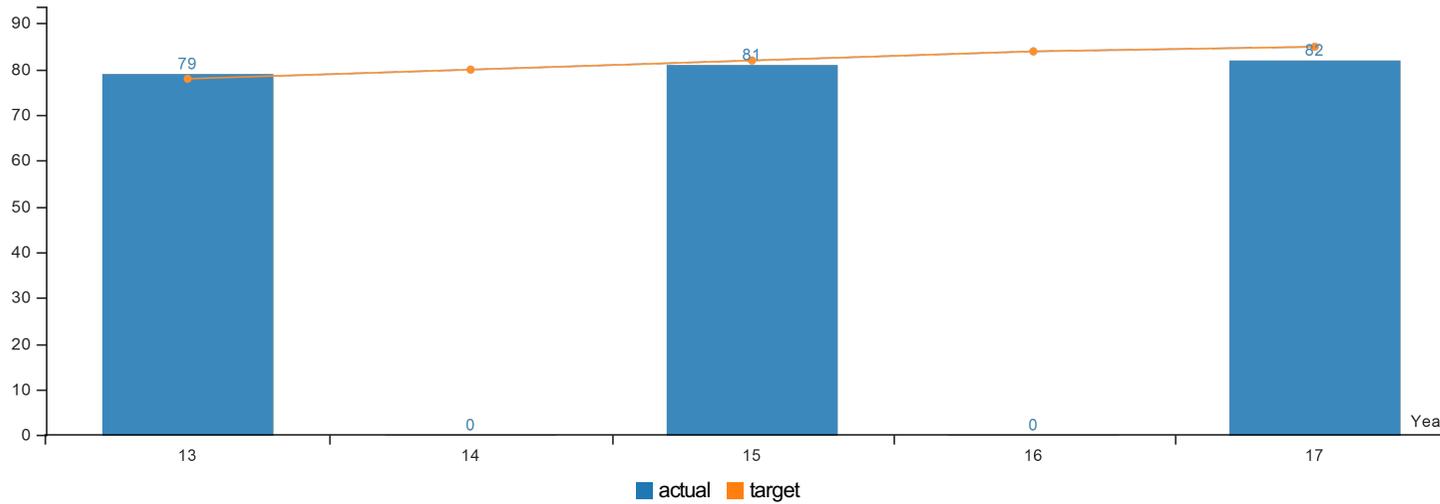
FY 2017 results indicate that the agency was at 79% of the total goal, and above the target of 75%. Results increased slightly from last year since park acreage was acquired faster than the rate that Oregon's population increased.

#### Factors Affecting Results

Oregon's population has been increasing at a higher rate than many states, thus impacting the denominator in calculating results. Acquisition is affected by the availability of land meeting agency criteria, the availability of adequate funds for purchase, and real estate prices.

|        |  |
|--------|--|
| KPM #5 | FACILITIES BACKLOG - Percent reduction in facilities backlog since 1999. |
|        | Data Collection Period: Jul 01 - Jun 30                                  |

\* Upward Trend = positive result



| Report Year                                    | 2013 | 2014    | 2015 | 2016    | 2017 |
|--|------|---------|------|---------|------|
| <b>Percent Reduction in Facilities Backlog</b> |      |         |      |         |      |
| Actual   | 79%  | No Data | 81%  | No Data | 82%  |
| Target   | 78%  | 80%     | 82%  | 84%     | 85%  |

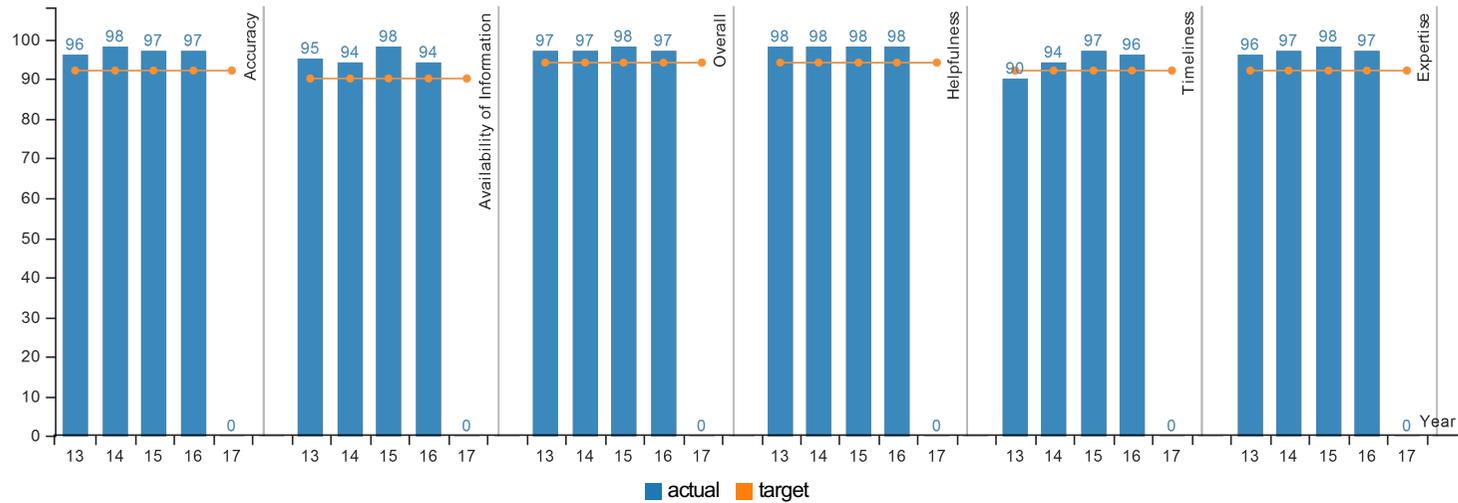
#### How Are We Doing

While data is tracked continuously, it is reported biennially, with FY 2017 being the most recent reporting period. FY 2017 data shows that progress continues to be made in reducing the maintenance backlog. Efforts are continuing to re-assess additional maintenance backlog and deferred maintenance that has accrued since 1999.

#### Factors Affecting Results

The Park Construction Priorities are funded each biennium from the Parks and Natural Resources Fund. Investments are made in two areas: 1) major maintenance to reduce backlogged repairs and deferred maintenance, including improvements in efficiency and sustainability; and 2) enhancements to meet future needs. The backlog reduction could be impacted by decisions to increase or decrease the focus of resources on the enhancement projects. The Department continues an emphasis on buying down of the original backlog. Emergent maintenance issues arise that compete for funding.

KPM #6 CUSTOMER SATISFACTION - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.  
 Data Collection Period: Jul 01 - Jun 30



| Report Year                        | 2013 | 2014 | 2015 | 2016 | 2017    |
|------------------------------------|------|------|------|------|---------|
| <b>Accuracy</b>                    |      |      |      |      |         |
| Actual                             | 96%  | 98%  | 97%  | 97%  | No Data |
| Target                             | 92%  | 92%  | 92%  | 92%  | 92%     |
| <b>Availability of Information</b> |      |      |      |      |         |
| Actual                             | 95%  | 94%  | 98%  | 94%  | No Data |
| Target                             | 90%  | 90%  | 90%  | 90%  | 90%     |
| <b>Overall</b>                     |      |      |      |      |         |
| Actual                             | 97%  | 97%  | 98%  | 97%  | No Data |
| Target                             | 94%  | 94%  | 94%  | 94%  | 94%     |
| <b>Helpfulness</b>                 |      |      |      |      |         |
| Actual                             | 98%  | 98%  | 98%  | 98%  | No Data |
| Target                             | 94%  | 94%  | 94%  | 94%  | 94%     |
| <b>Timeliness</b>                  |      |      |      |      |         |
| Actual                             | 90%  | 94%  | 97%  | 96%  | No Data |
| Target                             | 92%  | 92%  | 92%  | 92%  | 92%     |
| <b>Expertise</b>                   |      |      |      |      |         |
| Actual                             | 96%  | 97%  | 98%  | 97%  | No Data |
| Target                             | 92%  | 92%  | 92%  | 92%  | 92%     |

How Are We Doing

OPRD is in the process of switching data sources from an automated phone survey to an web-based survey, and were unexpectedly unable to retrieve data from the obsolete system before it was deactivated. There will be a gap in the data until the new system starts producing results in March 2018.

Survey results have not varied by more than 3-4% since OPRD started gathering data. Therefore, FY 2016 data is likely representative of FY 2017 data.

#### FY 2016 Survey Results

Timeliness 96%

Accuracy 97%

Helpfulness 98%

Knowledge 97%

Availability 94%

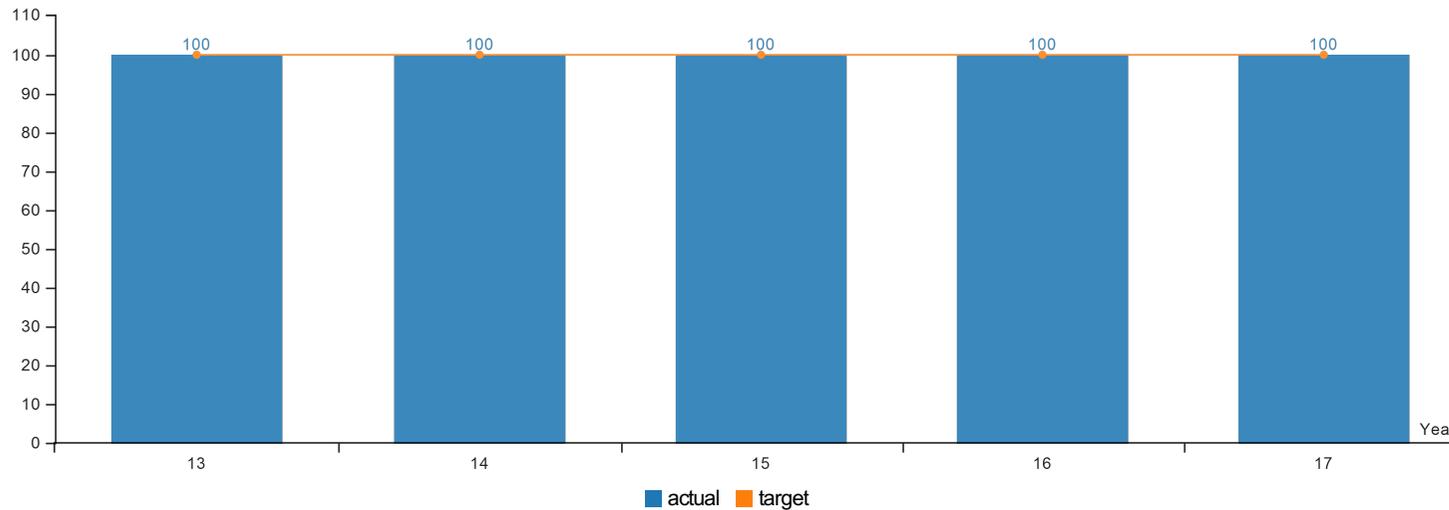
Overall 97%

#### **Factors Affecting Results**

Satisfaction dips when parks are crowded, even if the quality of service remains high.

|        |   |
|--------|---|
| KPM #7 | COMMISSION BEST PRACTICES - Percent of total best practices met by the State Parks and Recreation Commission. |
|        | Data Collection Period: Jul 01 - Jun 30   |

\* Upward Trend = positive result



| Report Year                                     | 2013 | 2014 | 2015 | 2016 | 2017 |
|---|------|------|------|------|------|
| <b>Percent of Commission Best Practices Met</b> |      |      |      |      |      |
| Actual  | 100% | 100% | 100% | 100% | 100% |
| Target  | 100% | 100% | 100% | 100% | 100% |

#### How Are We Doing

This measure is required of all agencies by the Department of Administrative Services. A list of 15 mandated best practices include business processes, oversight duties, budgeting and financial planning, and training.

Annual self-evaluation by members of the Oregon State Parks and Recreation Commission where commissioners independently evaluate group performance, then collectively discuss their findings to produce a consensus report. The process for self-evaluation and discussion will be improved over time.

The first data was available in November, 2007. The most recent data applies to FY 2017.

#### Factors Affecting Results

Many measures are subjective, and require experienced Commissioners to develop reasoned answers. Newly-appointed Commissioners can affect the results.

# Agency Management Report

## KPMs for Reporting Year 2017

Published: 9/28/2017 8:26:38 AM

### Parks and Recreation Department

| Performance Summary | Green           | Yellow               | Red             |
|---------------------|-----------------|----------------------|-----------------|
|                     | = Target to -5% | = Target -5% to -15% | = Target > -15% |
| Summary Stats:      | 71.43%          | 14.29%               | 14.29%          |

### Detailed Report:

| KPM  | Metrics                     | Actual  | Target | Status | Management Comments |
|--|-----------------------------|---------|--------|--------|---------------------|
| 1. PARK VISITATION - Visitors per acre of Oregon Parks and Recreation Department property.   |                             | 467     | 450    | Green  |                     |
| 2. HERITAGE PROGRAM BENEFITS - Number of properties, sites, or districts that benefit from an OFRD-managed heritage program  |                             | 2,048   | 2,087  | Green  |                     |
| 3. Grant Programs - Percent of Oregon communities that benefit from an OFRD-managed grant program  |                             | 47%     | 50%    | Yellow |                     |
| 4. PROPERTY ACQUISITION - Recreation lands index: Park lands and waters acquired by OFRD as a percentage of total goal. (Linked to Oregon Benchmark #91)   |                             | 79%     | 75%    | Green  |                     |
| 5. FACILITIES BACKLOG - Percent reduction in facilities backlog since 1999.  |                             | 82%     | 85%    | Green  |                     |
| 6. CUSTOMER SATISFACTION - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information. | Accuracy                    | No Data | 92%    | Red    |                     |
|  | Availability of Information | No Data | 90%    | Red    |                     |
|  | Overall                     | No Data | 94%    | Red    |                     |
|  | Helpfulness                 | No Data | 94%    | Red    |                     |
|  | Timeliness                  | No Data | 92%    | Red    |                     |
|  | Expertise                   | No Data | 92%    | Red    |                     |
| 7. COMMISSION BEST PRACTICES - Percent of total best practices met by the State Parks and Recreation Commission.   |                             | 100%    | 100%   | Green  |                     |

This report provides high-level performance information which may not be sufficient to fully explain the complexities associated with some of the reported measurement results. Please reference the agency's most recent Annual Performance Progress Report to better understand a measure's intent, performance history, factors impacting performance and data gather and calculation methodology.