



AGENDA

Board Meeting

October 14, 2021 | 2-4 p.m.

ZOOM: <https://zoom.us/j/95361381932?pwd=amN5bmNBbVVoeFJzL29BWklMQmdUZz09>

AGENDA ITEM	ACTION	LEAD	TIME	
Welcome and partner updates		Goldrich	20	2:00
Consent Agenda <i>July and August Financial Reports</i> <i>August Minutes</i> <i>990</i> <i>Financial Report</i>	Vote	Goldrich	5	2:20
Portland Quarterly National Consumer Sentiment	Info	Steve Halaz Dir. of Strategic Research & Analysis Travel Portland	15	2:25
Portland Business Alliance State of downtown	Info	Andrew Hoan President and CEO Portland Business Alliance	30	2:40
Washington Park Trust Fund Financial Report	Info	Danny Dun Portland Parks & Recreation	10	3:10
Event Parking Rates: ZooLights	Vote	Danny Dun Portland Parks & Recreation	10	3:20
WPSOP Phase 2 RFP Process: Brand and Wayfinding Plan	Vote	Goldrich / McCarey	10	3:30
EWP Peak Season Recap	Info	LeiLani Barney, EWP	10	3:40
Adjourn		Anna Goldrich		4:00

Handouts

1	July Financial Report
2	August Financial Report
3	990
4	Financial Review
5	ZooLights Brief
6	Brand and Wayfinding RFP Process
7	Peak season recap
8	ED Report

NEXT BOARD MEETING: DECEMBER 9

HANDOUT #1

Explore Washington Park
Statement of Financial Position
7/31/2021

*Prepared by Susan Matlack Jones & Associates, LLC
From EWP Records / For EWP Use Only
Unaudited*

	7/31/2021	6/30/21
Assets:		
Checking	163,406	199,421
Repo Account	125,529	-
Savings	639,601	709,601
Accounts & Grants Receivable	45	162,269
Prepaid Expenses	3,235	3,235
Furniture & Equipment (net)	67,233	67,728
Total Assets	999,049	1,142,254
Liabilities:		
Accounts Payable	78,523	103,926
Accrued Payroll	19,405	17,626
Deferred Revenue	76,552	76,552
Total Liabilities	174,480	198,104
Net Assets:		
Unrestricted Net Assets	824,569	944,150
Temporarily Restricted Net Assets	-	-
Total Net Assets	824,569	944,150
Total Liabilities and Net Assets	999,049	1,142,254

Explore Washington Park
Actual Compared to Budget
1 Month Ending 7/31/2021

*Prepared by Susan Matlack Jones and Associates, LLC
From EWP Records/For EWP Use Only
Unaudited*

		Current Month	Actual YTD	2022 Annual Budget	Remaining Annual Budget	Actual YTD Percent
Revenue:						
1	Parking Permits	4,612	4,612	30,000	25,388	15%
2	Grants	-	-	110,000	110,000	0%
3	Meter Revenue	-	-	927,000	927,000	0%
4	Shuttle Reimbursement	-	-	555,000	555,000	0%
5	Interest	4	4	-	(4)	
6	Total Revenue	4,616	4,616	1,622,000	1,617,384	0%

Expenses:

Personnel

7	Salaries and Wages	34,659	34,659	588,382	553,723	6%
8	Payroll Taxes	3,612	3,612	64,722	61,110	6%
9	Employee Benefits	3,089	3,089	64,827	61,738	5%
10	Workers' Comp Insurance	(367)	(367)	2,832	3,199	-13%
11	Total Personnel	40,993	40,993	720,763	679,770	6%

Contract Services

12	Misc. Contract Services	375	375	275,000	274,625	0%
13	Contract ED Support	-	-	5,000	5,000	0%
14	Temporary Staff	289	289	10,000	9,712	3%

15	Contract IT Support	125	125	5,000	4,875	3%
16	Payroll Services	264	264	3,000	2,736	9%
17	Accounting Fees	-	-	4,000	4,000	0%
18	Bookkeeping	813	813	10,000	9,187	8%
19	Contract Marketing Support	1,600	1,600	120,000	118,400	1%
20	Contract Services Ad Buys	840	840	38,000	37,160	2%
21	Radios	420	420	3,100	2,680	14%
	Shuttle					
22	Traffic Management Intrapark Shuttle	69,148	69,148	405,000	335,852	17%
23	Traffic Management Off Site Shuttle	1,675	1,675	85,000	83,325	2%
24	Traffic Management Traffic Staff	-	-	6,000	6,000	0%
25	Subtotal Shuttle	70,822	70,822	496,000	425,178	14%
26	Total Contract Services	75,547	75,547	969,100	893,553	8%
	Occupancy					
27	Occupancy Rent	1,800	1,800	21,600	19,800	8%
28	Occupancy Other	58	58	600	542	10%
29	Total Occupancy	1,858	1,858	22,200	20,342	10%
	Materials and Supplies					
30	Telecommunications Internet	128	128	2,000	1,872	6%
31	Telecommunications Phone	526	526	2,400	1,874	22%
32	Copier Lease	77	77	1,200	1,123	6%
33	Printing & Copying	217	217	24,000	23,783	1%
34	Office Supplies	152	152	3,000	2,848	5%
35	Miscellaneous Materials & Supplies	590	590	26,500	25,910	2%
36	Postage	-	-	3,000	3,000	0%
37	Software	219	219	11,000	10,781	2%
38	Uniforms	-	-	2,200	2,200	0%
39	Total Materials and Supplies	1,909	1,909	75,300	73,391	3%

Jet pack expenses for
VSS internet accessibility

Equipment

40	Computer System	-	-	6,000	6,000	0%
41	Furniture	145	145	3,000	2,855	5%
42	Traffic Management & Supplies	1,165	1,165	28,000	26,835	4%
43	Capitalized Office Computer	-	-	-	-	
44	Total Equipment	1,310	1,310	37,000	35,690	4%

Insurance and Other

45	Insurance	418	418	5,500	5,082	8%
46	Bank Fees	49	49	100	51	49%
47	Staff Development	1,243	1,243	14,000	12,757	9%
48	Board Development	20	20	5,000	4,980	0%
49	Travel	-	-	7,000	7,000	0%
50	Vehicle Fuel & Maintenance	103	103	2,000	1,897	5%
51	Public Notice	82	82	700	618	12%
52	Other Professional Fees & License	-	-	3,000	3,000	0%
53	Miscellaneous Expense	171	171	2,000	1,829	9%
54	Total Insurance and Other	2,086	2,086	39,300	37,214	5%

Repo Sweeps Account
monthly fee

55	Depreciation Expense	495	495	10,000	9,505	5%
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56	Total Expenses	124,197	124,197	1,873,663	1,749,466	7%
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57	Change in Budgeted Accounts	(119,581)	(119,581)	(251,663)		
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Remove Capitalized Costs

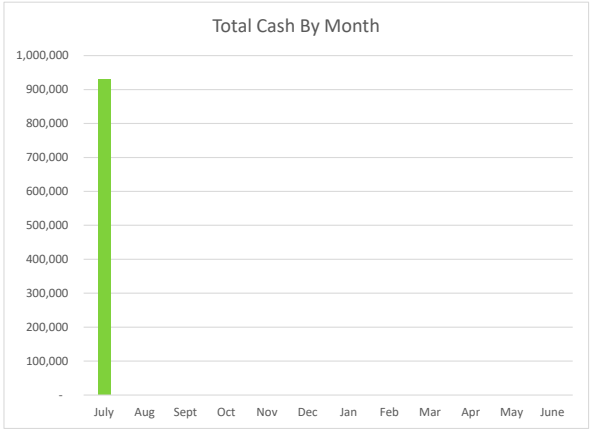
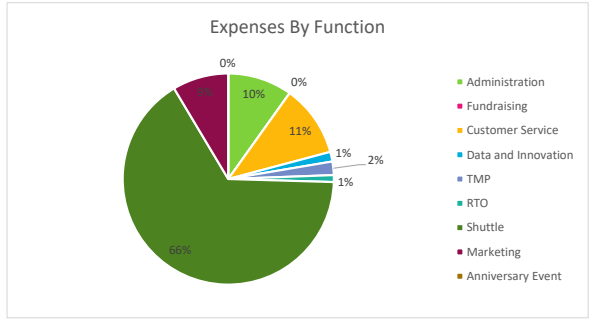
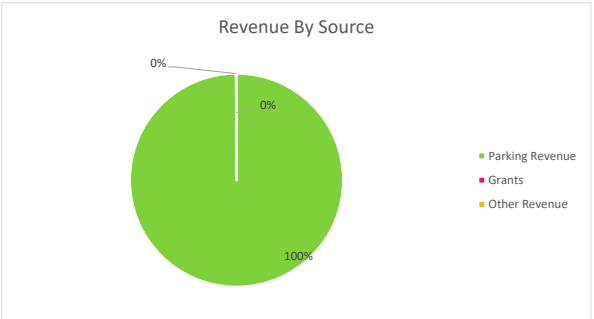
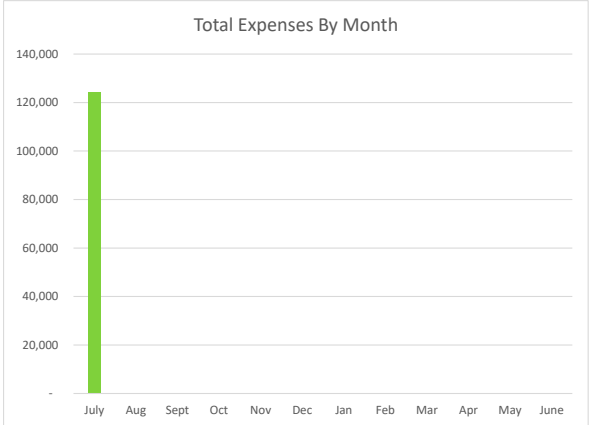
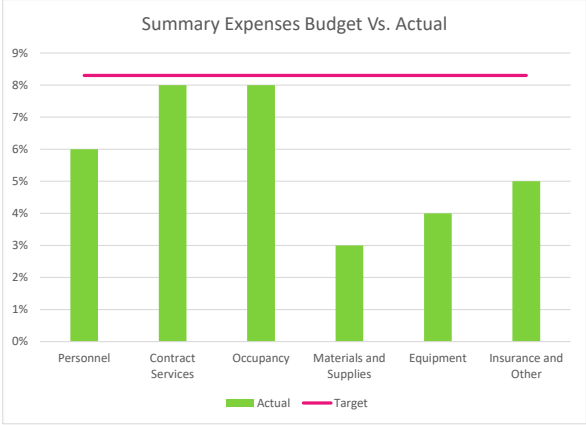
58	Change in Net Assets per GAAP	(119,581)	(119,581)			
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Explore Washington Park
Actual Compared to Budget
1 Month Ending 7/31/2021

*Prepared by Susan Matlack Jones and Associates, LLC
From EWP Records/For EWP Use Only
Unaudited*

	Current Month	Actual YTD	2022 Annual Budget	Remaining Annual Budget	Actual YTD %
Revenue:					
Parking Permits	4,612	4,612	30,000	25,388	15%
Metro RTO	-	-	110,000	110,000	0%
Meter Revenue	-	-	927,000	927,000	0%
Shuttle Reimbursement	-	-	555,000	555,000	0%
Other Revenue	4	4	-	(4)	
Total Revenue	4,616	4,616	1,622,000	1,617,384	0%
Expenses:					
Personnel	40,993	40,993	720,763	679,770	6%
Contract Services	75,547	75,547	969,100	893,553	8%
Occupancy	1,858	1,858	22,200	20,342	8%
Materials and Supplies	1,909	1,909	75,300	73,391	3%
Equipment	1,310	1,310	37,000	35,690	4%
Insurance and Other	2,581	2,581	49,300	46,719	5%
Total Expenses	124,197	124,197	1,873,663	1,749,466	7%
 Change in Net Assets	 (119,581)	 (119,581)	 (251,663)		

Explore Washington Park
01 Month Ended 7/31/2021



HANDOUT #2

Explore Washington Park
Statement of Financial Position
8/31/2021

*Prepared by Susan Matlack Jones & Associates, LLC
From EWP Records / For EWP Use Only
Unaudited*

	<u>8/31/2021</u>	<u>6/30/2021</u>
Assets:		
Checking	242,856	199,421
Repo Account	559,296	-
Savings	-	709,601
Accounts & Grants Receivable	45	162,269
Prepaid Expenses	3,235	3,235
Furniture & Equipment (net)	66,738	67,728
Total Assets	<u>872,170</u>	<u>1,142,254</u>
Liabilities:		
Accounts Payable	80,754	103,926
Accrued Payroll	18,109	17,626
Deferred Revenue	76,552	76,552
Total Liabilities	<u>175,415</u>	<u>198,104</u>
Net Assets:		
Unrestricted Net Assets	696,755	944,150
Temporarily Restricted Net Assets	-	-
Total Net Assets	<u>696,755</u>	<u>944,150</u>
Total Liabilities and Net Assets	<u>872,170</u>	<u>1,142,254</u>

Explore Washington Park
Actual Compared to Budget
2 Months Ending 8/31/2021

*Prepared by Susan Matlack Jones and Associates, LLC
From EWP Records/For EWP Use Only
Unaudited*

		Current	Actual	2022	Remaining	Actual
		Month	YTD	Annual	Annual	YTD
		<hr/>				
		Budget	Budget	Budget	Budget	Percent
Revenue:						
1	Parking Permits	-	4,612	30,000	25,388	15%
2	Grants	-	-	110,000	110,000	0%
3	Meter Revenue	-	-	927,000	927,000	0%
4	Shuttle Reimbursement	-	-	555,000	555,000	0%
5	Interest	6	9	-	(9)	
6	Total Revenue	<hr/> 6	<hr/> 4,621	<hr/> 1,622,000	<hr/> 1,617,379	<hr/> 0%

Expenses:

Personnel

7	Salaries and Wages	33,673	68,332	588,382	520,050	12%
8	Payroll Taxes	3,317	6,929	64,722	57,793	11%
9	Employee Benefits	2,511	5,600	64,827	59,227	9%
10	Workers' Comp Insurance	-	(367)	2,832	3,199	-13%
11	Total Personnel	<hr/> 39,501	<hr/> 80,494	<hr/> 720,763	<hr/> 640,269	<hr/> 11%

Contract Services

12	Misc. Contract Services	390	765	275,000	274,235	0%
13	Contract ED Support	-	-	5,000	5,000	0%
14	Temporary Staff	5,817	6,106	10,000	3,894	61%

15	Contract IT Support	-	125	5,000	4,875	3%
16	Payroll Services	205	469	3,000	2,531	16%
17	Accounting Fees	-	-	4,000	4,000	0%
18	Bookkeeping	805	1,617	10,000	8,383	16%
19	Contract Marketing Support	348	1,948	120,000	118,052	2%
20	Contract Services Ad Buys	2,890	3,730	38,000	34,270	10%
21	Radios	-	420	3,100	2,680	14%
	Shuttle					
22	Traffic Management Intrapark Shuttle	65,390	134,537	405,000	270,463	33%
23	Traffic Management Off Site Shuttle	3,020	4,695	85,000	80,305	6%
24	Traffic Management Traffic Staff	-	-	6,000	6,000	0%
25	Subtotal Shuttle	68,410	139,232	496,000	356,768	28%
26	Total Contract Services	78,865	154,412	969,100	814,688	16%

Occupancy

27	Occupancy Rent	1,800	3,600	21,600	18,000	17%
28	Occupancy Other	58	116	600	485	19%
29	Total Occupancy	1,858	3,716	22,200	18,485	19%

Materials and Supplies

30	Telecommunications Internet	128	257	2,000	1,743	13%
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31	Telecommunications Phone	302	827	2,400	1,573	34%	Jet pack expenses for VSS internet accessibility
32	Copier Lease	122	199	1,200	1,001	17%	
33	Printing & Copying	568	785	24,000	23,215	3%	
34	Office Supplies	321	473	3,000	2,527	16%	
35	Miscellaneous Materials & Supplies	513	1,103	26,500	25,397	4%	
36	Postage	44	44	3,000	2,957	1%	

37	Software	2,466	2,685	11,000	8,315	24%	Survey Monkey expenses for annual intercept survey
38	Uniforms	300	300	2,200	1,901	14%	
39	<i>Total Materials and Supplies</i>	4,764	6,672	75,300	68,628	9%	
<i>Equipment</i>							
40	Computer System	-	-	6,000	6,000	0%	
41	Furniture	-	145	3,000	2,855	5%	
42	Traffic Management & Supplies	495	1,660	28,000	26,340	6%	
43	Capitalized Office Computer	-	-	-	-		
44	<i>Total Equipment</i>	495	1,805	37,000	35,195	5%	
<i>Insurance and Other</i>							
45	Insurance	418	837	5,500	4,663	15%	
46	Bank Fees	49	98	100	2	98%	REPO account fees will be approximately \$50 per month
47	Staff Development	1,332	2,575	14,000	11,425	18%	
48	Board Development	-	20	5,000	4,980	0%	
49	Travel	-	-	7,000	7,000	0%	
50	Vehicle Fuel & Maintenance	43	146	2,000	1,854	7%	
51	Public Notice	-	82	700	618	12%	
52	Other Professional Fees & License	-	-	3,000	3,000	0%	
53	Miscellaneous Expense	-	171	2,000	1,829	9%	
54	<i>Total Insurance and Other</i>	1,842	3,928	39,300	35,372	10%	
55	Depreciation Expense	495	990	10,000	9,010	10%	
56	Total Expenses	127,819	252,016	1,873,663	1,621,647	13%	

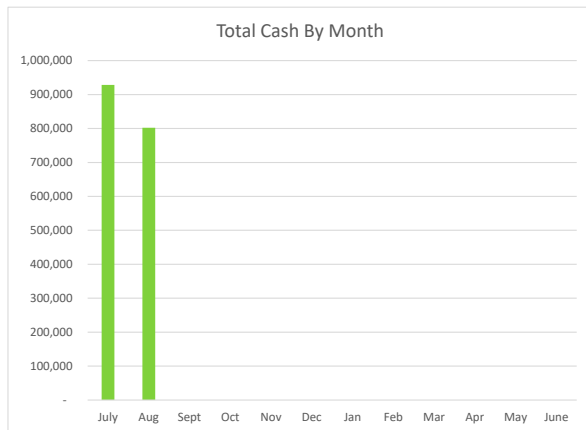
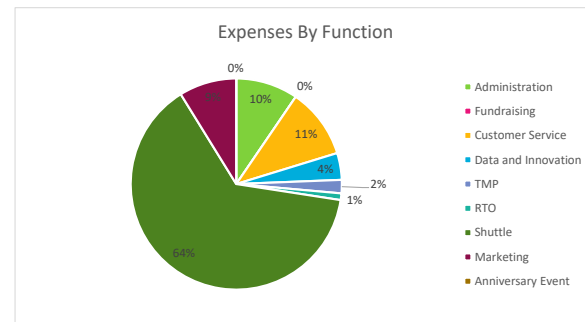
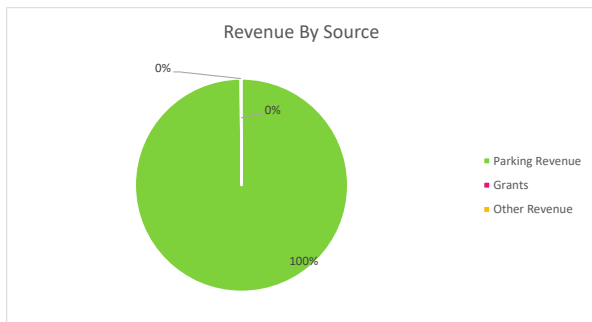
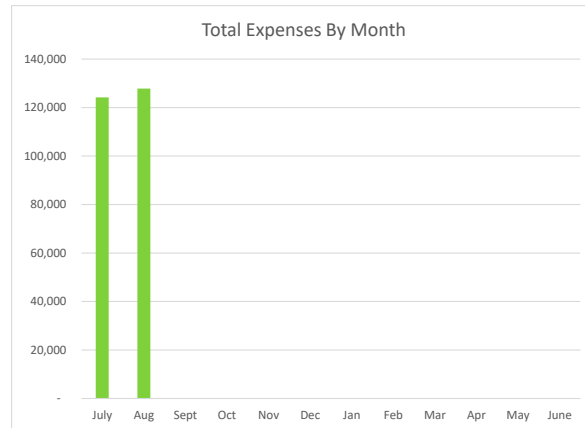
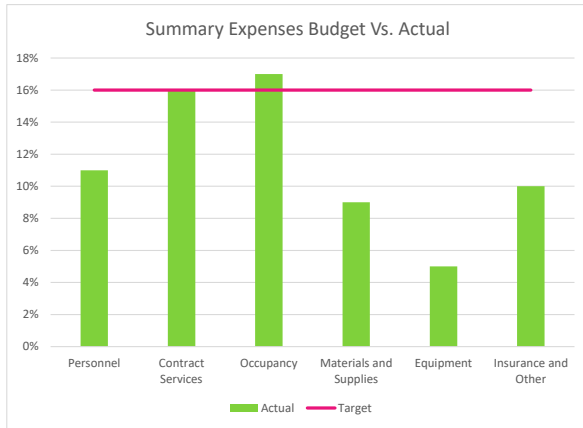
57	Change in Budgeted Accounts	<u>(127,814)</u>	<u>(247,395)</u>	<u>(251,663)</u>
58	Remove Capitalized Costs	-	-	
59	Change in Net Assets per GAAP	(127,814)	(247,395)	

Explore Washington Park
Actual Compared to Budget
2 Months Ending 8/31/2021

*Prepared by Susan Matlack Jones and Associates, LLC
From EWP Records/For EWP Use Only
Unaudited*

	Current Month	Actual YTD	2022 Annual Budget	Remaining Annual Budget	Actual YTD %
Revenue:					
Parking Permits	-	4,612	30,000	25,388	15%
Metro RTO	-	-	110,000	110,000	0%
Meter Revenue	-	-	927,000	927,000	0%
Shuttle Reimbursement	-	-	555,000	555,000	0%
Other Revenue	6	9	-	(9)	
Total Revenue	6	4,621	1,622,000	1,617,379	0%
Expenses:					
Personnel	39,501	80,494	720,763	640,269	11%
Contract Services	78,865	154,412	969,100	814,688	16%
Occupancy	1,858	3,716	22,200	18,485	17%
Materials and Supplies	4,764	6,672	75,300	68,628	9%
Equipment	495	1,805	37,000	35,195	5%
Insurance and Other	2,337	4,918	49,300	44,382	10%
Total Expenses	127,819	252,016	1,873,663	1,621,647	13%
 Change in Net Assets	 (127,814)	 (247,395)	 (251,663)		

Explore Washington Park
02 Months Ended 08/31/2021



HANDOUT #3

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2020

Department of the Treasury
Internal Revenue Service

▶ Do not enter social security numbers on this form as it may be made public.
▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

A For the 2020 calendar year, or tax year beginning 7/01, 2020, and ending 6/30, 2021

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C WASHINGTON PARK TRANSPORTATION MANAGEMENT ASSOCIATION 4033 SW CANYON RD PORTLAND, OR 97221	D Employer identification number 46-3206790	E Telephone number (503) 416-2410
F Name and address of principal officer: SAME AS C ABOVE		G Gross receipts \$ <u>1,286,385.</u> H(a) Is this a group return for subordinates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> H(b) Are all subordinates included? Yes <input type="checkbox"/> No <input type="checkbox"/> if "No," attach a list. See instructions	
I Tax-exempt status: <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527		H(c) Group exemption number ▶	
J Website: ▶ <u>WWW.WASHINGTONPARKPDX.ORG</u>		L Year of formation: <u>2013</u>	
K Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶		M State of legal domicile: <u>OR</u>	

Part I Summary

1	Briefly describe the organization's mission or most significant activities: <u>THE GOAL OF THE WASHINGTON PARK TRANSPORTATION MANAGEMENT ASSOCIATION (WPTMA) IS TO IMPLEMENT A DIVERSE AND INNOVATIVE PACKAGE OF ACCESS MANAGEMENT TOOLS THAT MAXIMIZE SAFE AND CONVENIENT ACCESS TO AND FROM THE PARK, ITS INSTITUTIONS AND ADJACENT NEIGHBORHOODS.</u>		
2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
3	Number of voting members of the governing body (Part VI, line 1a)	3	11
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	11
5	Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	13
6	Total number of volunteers (estimate if necessary)	6	10
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
7b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.
8	Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
9	Program service revenue (Part VIII, line 2g)	15,154.	99,697.
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	823,173.	1,186,687.
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		1.
12	Total revenue — add lines 8 through 11 (must equal Part VIII, column (A), line 12)	838,327.	1,286,385.
13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)		
14	Benefits paid to or for members (Part IX, column (A), line 4)		
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	408,653.	421,232.
16a	Professional fundraising fees (Part IX, column (A), line 11e)		
b	Total fundraising expenses (Part IX, column (D), line 25) ▶ <u>1,500.</u>		
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	704,149.	606,200.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	1,112,802.	1,027,432.
19	Revenue less expenses. Subtract line 18 from line 12	-274,475.	258,953.
20	Total assets (Part X, line 16)	Beginning of Current Year	End of Year
21	Total liabilities (Part X, line 26)	799,454.	1,142,254.
22	Net assets or fund balances. Subtract line 21 from line 20	114,257.	198,104.
		685,197.	944,150.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer <u>HEATHER</u> Type or print name and title	Date <u>MCCAREY</u>	
Paid Preparer Use Only	Print/Type preparer's name <u>RICHARD K. GONZALES, CPA</u>	Preparer's signature Date	Check <input checked="" type="checkbox"/> if self-employed PTIN <u>P00012994</u>
	Firm's name <u>RICHARD K. GONZALES, CPA</u>		Firm's EIN ▶ <u>75-2980128</u>
	Firm's address <u>4838 N.E. SANDY BLVD., SUITE 102</u> <u>PORTLAND, OR 97213</u>		Phone no. <u>(503) 412-3636</u>

May the IRS discuss this return with the preparer shown above? See instructions Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission:

SEE SCHEDULE O

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [] Yes [X] No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [] Yes [X] No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses \$ 312,530, including grants of \$) (Revenue \$ 400,000.)

FREE SHUTTLE PROGRAM:

THE WASHINGTON PARK FREE SHUTTLE LINKS VISITORS FROM THE WASHINGTON PARK LIGHT RAIL STATION TO ALL THE MAJOR ATTRACTIONS IN THE PARK. EWP DEVELOPED SAFETY PROTOCOLS TO RUN THE SHUTTLE FOLLOWING FEDERAL AND STATE COVID-19 SAFETY GUIDELINES AND PROVIDED OVER 28,000 RIDES.

EWP WORKED WITH TRIMET TO SUCCESSFULLY REROUTE TRIMET'S BUS LINE 63 TO RUN A NEW ROUTE THAT WILL BETTER SERVE PARK VISITORS.

DRAFT

4b (Code:) (Expenses \$ 251,820, including grants of \$) (Revenue \$ 344,053.)

SEE SCHEDULE O

4c (Code:) (Expenses \$ 115,979, including grants of \$) (Revenue \$ 115,889.)

SEE SCHEDULE O

4d Other program services (Describe on Schedule O.) SEE SCHEDULE O

(Expenses \$ 206,816, including grants of \$) (Revenue \$ 186,665.)

4e Total program service expenses 887,145.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If 'Yes,' complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors See instructions?		X
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If 'Yes,' complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If 'Yes,' complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If 'Yes,' complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If 'Yes,' complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If 'Yes,' complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? If 'Yes,' complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? If 'Yes,' complete Schedule D, Part V		X
11 If the organization's answer to any of the following questions is 'Yes', then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If 'Yes,' complete Schedule D, Part VI	X	
b Did the organization report an amount for investments – other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VII		X
c Did the organization report an amount for investments – program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If 'Yes,' complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If 'Yes,' complete Schedule D, Part X	X	
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If 'Yes,' complete Schedule D, Part X		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If 'Yes,' complete Schedule D, Parts XI and XII		X
b Was the organization included in consolidated, independent audited financial statements for the tax year? If 'Yes,' and if the organization answered 'No' to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If 'Yes,' complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If 'Yes,' complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If 'Yes,' complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If 'Yes,' complete Schedule G, Part I See instructions		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If 'Yes,' complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If 'Yes,' complete Schedule G, Part III		X
20a Did the organization operate one or more hospital facilities? If 'Yes,' complete Schedule H		X
b If 'Yes' to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If 'Yes,' complete Schedule I, Parts I and II		X

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If 'Yes,' complete Schedule I, Parts I and III.</i>		X
23 Did the organization answer 'Yes' to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If 'Yes,' complete Schedule J.</i>		X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If 'Yes,' answer lines 24b through 24d and complete Schedule K. If 'No,' go to line 25a.</i>		X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?.....		
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?.....		
d Did the organization act as an 'on behalf of' issuer for bonds outstanding at any time during the year?.....		
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If 'Yes,' complete Schedule L, Part I.</i>		X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If 'Yes,' complete Schedule L, Part I.</i>		X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If 'Yes,' complete Schedule L, Part II.</i>		X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If 'Yes,' complete Schedule L, Part III.</i>		X
28 Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
b A family member of any individual described in line 28a? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
c A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? <i>If 'Yes,' complete Schedule L, Part IV.</i>		X
29 Did the organization receive more than \$25,000 in non-cash contributions? <i>If 'Yes,' complete Schedule M.</i>		X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If 'Yes,' complete Schedule M.</i>		X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If 'Yes,' complete Schedule N, Part I.</i>		X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If 'Yes,' complete Schedule N, Part II.</i>		X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If 'Yes,' complete Schedule R, Part I.</i>		X
34 Was the organization related to any tax-exempt or taxable entity? <i>If 'Yes,' complete Schedule R, Part II, III, or IV, and Part V, line 1.</i>		X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?.....		X
b If 'Yes' to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If 'Yes,' complete Schedule R, Part V, line 2.</i>		
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If 'Yes,' complete Schedule R, Part V, line 2.</i>		X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If 'Yes,' complete Schedule R, Part VI.</i>		X
38 Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V.

	Yes	No
1 a Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable.		
b Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable.		
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?.....	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

		Yes	No
2 a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return. 2 a 13		
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns? 2 b X	X	
Note: If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)			
3 a	Did the organization have unrelated business gross income of \$1,000 or more during the year? 3 a		X
b	If 'Yes,' has it filed a Form 990-T for this year? If 'No' to line 3b, provide an explanation on Schedule O. 3 b		
4 a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? 4 a		X
b	If 'Yes,' enter the name of the foreign country ▶ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5 a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? 5 a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? 5 b		X
c	If 'Yes,' to line 5a or 5b, did the organization file Form 8886-T? 5 c		
6 a	Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? 6 a		X
b	If 'Yes,' did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? 6 b		
7	Organizations that may receive deductible contributions under section 170(c).		
a	Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? 7 a		X
b	If 'Yes,' did the organization notify the donor of the value of the goods or services provided? 7 b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? 7 c		X
d	If 'Yes,' indicate the number of Forms 8282 filed during the year. 7 d		
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? 7 e		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? 7 f		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? 7 g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? 7 h		
8	Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? 8		
9	Sponsoring organizations maintaining donor advised funds.		
a	Did the sponsoring organization make any taxable distributions under section 4966? 9 a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? 9 b		
10	Section 501(c)(7) organizations. Enter:		
a	Initiation fees and capital contributions included on Part VIII, line 12. 10 a		
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities 10 b		
11	Section 501(c)(12) organizations. Enter:		
a	Gross income from members or shareholders 11 a		
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) 11 b		
12 a	Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041? 12 a		
b	If 'Yes,' enter the amount of tax-exempt interest received or accrued during the year. 12 b		
13	Section 501(c)(29) qualified nonprofit health insurance issuers.		
a	Is the organization licensed to issue qualified health plans in more than one state? 13 a		
Note: See the instructions for additional information the organization must report on Schedule O.			
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans 13 b		
c	Enter the amount of reserves on hand 13 c		
14 a	Did the organization receive any payments for indoor tanning services during the tax year? 14 a		X
b	If 'Yes,' has it filed a Form 720 to report these payments? If 'No,' provide an explanation on Schedule O. 14 b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? 15		X
If 'Yes,' see instructions and file Form 4720, Schedule N.			
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? 16		X
If 'Yes,' complete Form 4720, Schedule O.			

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Part VI Governance, Management, and Disclosure For each 'Yes' response to lines 2 through 7b below, and for a 'No' response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.
 Check if Schedule O contains a response or note to any line in this Part VI

Section A. Governing Body and Management

		Yes	No
1 a Enter the number of voting members of the governing body at the end of the tax year	1 a	10	
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.			
b Enter the number of voting members included on line 1a, above, who are independent	1 b	10	
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2		X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3		X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4		X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?	5		X
6 Did the organization have members or stockholders?	6		X
7 a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7 a	X	
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7 b		X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following: SEE SCHEDULE O			
a The governing body?	8 a	X	
b Each committee with authority to act on behalf of the governing body?	8 b		X
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If 'Yes,' provide the names and addresses on Schedule O	9		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10 a Did the organization have local chapters, branches, or affiliates?	10 a	X
b If 'Yes,' did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10 b	
11 a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11 a	X
b Describe in Schedule O the process, if any, used by the organization to review this Form 990. SEE SCHEDULE O		
12 a Did the organization have a written conflict of interest policy? If 'No,' go to line 13.	12 a	X
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12 b	X
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If 'Yes,' describe in Schedule O how this was done	12 c	X
13 Did the organization have a written whistleblower policy?	13	X
14 Did the organization have a written document retention and destruction policy?	14	X
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision? a The organization's CEO, Executive Director, or top management official. SEE SCHEDULE O	15 a	X
b Other officers or key employees of the organization.	15 b	X
If 'Yes' to line 15a or 15b, describe the process in Schedule O (see instructions).		
16 a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16 a	X
b If 'Yes,' did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16 b	

Section C. Disclosure

- 17 List the states with which a copy of this Form 990 is required to be filed ▶ NONE
- 18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.
 Own website Another's website Upon request Other (explain on Schedule O)
- 19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year. SEE SCHEDULE O
- 20 State the name, address, and telephone number of the person who possesses the organization's books and records ▶
 HEATHER MCCAREY 4033 SW CANYON RD PORTLAND OR 97221 (503) 416-2410

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII.

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1 a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of 'key employee.'
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former** directors or trustees that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See instructions for the order in which to list the persons above.

Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)					(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee			
(1) HEATHER MCCAREY EXECUTIVE DIRECTOR	40 0				X		100,894.	0.	0.
(2) SCOTT CRUICKSHANK DIRECTOR	0.25 0	X					0.	0.	0.
(3) JOSEPH FURIA DIRECTOR	0.5 0	X					0.	0.	0.
(4) DAVE MALCOLM SECRETARY	1 0	X		X			0.	0.	0.
(5) KATHY GOEDEL DIRECTOR	2 0	X					0.	0.	0.
(6) ADENA LONG DIRECTOR	0.75 0	X					0.	0.	0.
(7) BILLIE MOSER DIRECTOR	0.3 0	X					0.	0.	0.
(8) CYNTHIA HAYARUMA VICE CHAIR	1 0	X		X			0.	0.	0.
(9) JANI IVERSON DIRECTOR	0.25 0	X					0.	0.	0.
(10) ANNA GOLDRICH CHAIR	2 0	X		X			0.	0.	0.
(11) STEVE COLE TREASURER	0.25 0	X		X			0.	0.	0.
(12) JC VANNATTA DIRECTOR	1 0	X					0.	0.	0.
(13)									
(14)									

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)					(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee			
(15) -----									
(16) -----									
(17) -----									
(18) -----									
(19) -----									
(20) -----									
(21) -----									
(22) -----									
(23) -----									
(24) -----									
(25) -----									
1 b Subtotal						100,894.	0.	0.	
c Total from continuation sheets to Part VII, Section A						0.	0.	0.	
d Total (add lines 1b and 1c)						100,894.	0.	0.	

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2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization **▶ 1**

	Yes	No
3 Did the organization list any former officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If 'Yes,' complete Schedule J for such individual.</i>		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If 'Yes,' complete Schedule J for such individual.</i>		X
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If 'Yes,' complete Schedule J for such person.</i>		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization **▶ 0**

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII

		(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514	
Contributions, Gifts, Grants and Other Similar Amounts	1 a Federated campaigns.....	1 a				
	b Membership dues.....	1 b				
	c Fundraising events.....	1 c				
	d Related organizations.....	1 d				
	e Government grants (contributions)....	1 e 99,697.				
	f All other contributions, gifts, grants, and similar amounts not included above...	1 f				
	g Noncash contributions included in lines 1a-1f.....	1 g				
	h Total. Add lines 1a-1f..... ▶		99,697.			
Program Service Revenue	Business Code					
	2 a <u>METER REVENUE</u>		734,950.	734,950.		
	b <u>SHUTTLE REIMBURSEMENT</u>		400,000.	400,000.		
	c <u>PARKING PASSES</u>		51,737.	51,737.		
	d -----					
	e -----					
	f All other program service revenue...					
g Total. Add lines 2a-2f..... ▶		1,186,687.				
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)..... ▶		1.		1.	
	4 Income from investment of tax-exempt bond proceeds ▶					
	5 Royalties..... ▶					
	6 a Gross rents.....	6 a	(i) Real			
			(ii) Personal			
	b Less: rental expenses	6 b				
	c Rental income or (loss)	6 c				
	d Net rental income or (loss)..... ▶					
	7 a Gross amount from sales of assets other than inventory	7 a	(i) Securities			
			(ii) Other			
	b Less: cost or other basis and sales expenses	7 b				
	c Gain or (loss).....	7 c				
d Net gain or (loss)..... ▶						
8 a Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18.....	8 a					
b Less: direct expenses.....	8 b					
c Net income or (loss) from fundraising events..... ▶						
9 a Gross income from gaming activities. See Part IV, line 19.....	9 a					
b Less: direct expenses.....	9 b					
c Net income or (loss) from gaming activities..... ▶						
10 a Gross sales of inventory, less..... returns and allowances.....	10 a					
b Less: cost of goods sold....	10 b					
c Net income or (loss) from sales of inventory..... ▶						
Miscellaneous Revenue	Business Code					
	11 a -----					
	b -----					
	c -----					
	d All other revenue.....					
e Total. Add lines 11a-11d..... ▶						
12 Total revenue. See instructions..... ▶		1,286,385.	1,186,687.	0.	1.	

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.				
2 Grants and other assistance to domestic individuals. See Part IV, line 22.				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16.				
4 Benefits paid to or for members.				
5 Compensation of current officers, directors, trustees, and key employees.	117,564.	105,808.	11,756.	0.
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).	0.	0.	0.	0.
7 Other salaries and wages.	231,887.	172,045.	59,842.	
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).				
9 Other employee benefits.	33,052.	26,804.	6,248.	
10 Payroll taxes.	38,729.	30,894.	7,835.	
11 Fees for services (nonemployees):				
a Management.				
b Legal.				
c Accounting.	3,312.		3,312.	
d Lobbying.				
e Professional fundraising services. See Part IV, line 17.				
f Investment management fees.				
g Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Schedule O.)	10,182.		10,182.	
12 Advertising and promotion.	90,699.	90,471.	228.	
13 Office expenses.	1,135.	1,109.	26.	
14 Information technology.	13,467.	13,467.		
15 Royalties.				
16 Occupancy.	24,085.	24,085.		
17 Travel.	599.	599.		
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.				
20 Interest.				
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.	7,022.	7,022.		
23 Insurance.	6,706.	6,577.	129.	
24 Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a TRAFFIC MANAGEMENT	242,028.	242,028.		
b OUTSIDE CONTRACT SERVICES	127,627.	107,526.	18,601.	1,500.
c PRINTING AND PUBLICATIONS	35,901.	35,901.		
d MISCELLANEOUS	14,461.	1,592.	12,869.	
e All other expenses.	28,976.	21,217.	7,759.	
25 Total functional expenses. Add lines 1 through 24e.	1,027,432.	887,145.	138,787.	1,500.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

DRAFT

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X.

		(A) Beginning of year		(B) End of year	
Assets	1	Cash — non-interest-bearing	123,703.	1	199,421.
	2	Savings and temporary cash investments	600,391.	2	709,601.
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net	2,020.	4	162,269.
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges	3,235.	9	3,235.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	126,772.		
	10b	Less: accumulated depreciation	59,044.	10c	67,728.
	11	Investments — publicly traded securities		11	
	12	Investments — other securities. See Part IV, line 11.		12	
	13	Investments — program-related. See Part IV, line 11.		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11.		15	
16	Total assets. Add lines 1 through 15 (must equal line 33).	799,454.	16	1,142,254.	
Liabilities	17	Accounts payable and accrued expenses	9,293.	17	103,926.
	18	Grants payable		18	
	19	Deferred revenue		19	
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	104,964.	25	94,178.	
26	Total liabilities. Add lines 17 through 25.	114,257.	26	198,104.	
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here <input checked="" type="checkbox"/> and complete lines 27, 28, 32, and 33.				
	27	Net assets without donor restrictions	685,197.	27	944,150.
	28	Net assets with donor restrictions		28	
	Organizations that do not follow FASB ASC 958, check here <input type="checkbox"/> and complete lines 29 through 33.				
	29	Capital stock or trust principal, or current funds		29	
	30	Paid-in or capital surplus, or land, building, or equipment fund		30	
	31	Retained earnings, endowment, accumulated income, or other funds		31	
32	Total net assets or fund balances.	685,197.	32	944,150.	
33	Total liabilities and net assets/fund balances.	799,454.	33	1,142,254.	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1,286,385.
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,027,432.
3	Revenue less expenses. Subtract line 2 from line 1	3	258,953.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	685,197.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	944,150.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked 'Other,' explain in Schedule O.		
2 a Were the organization's financial statements compiled or reviewed by an independent accountant? If 'Yes,' check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	X	
b Were the organization's financial statements audited by an independent accountant? If 'Yes,' check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		X
c If 'Yes' to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.		X
3 a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?		X
b If 'Yes,' did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047

2020

Department of the Treasury
Internal Revenue Service

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

Open to Public Inspection

Name of the organization **WASHINGTON PARK TRANSPORTATION MANAGEMENT ASSOCIATION**

Employer identification number
46-3206790

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.
- 2 A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990 or 990-EZ).)
- 3 A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)
- 9 An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 An organization that normally receives (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)
- 11 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.
- 12 An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box in lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
 - a **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
 - b **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
 - c **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
 - d **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
 - e Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
 - f Enter the number of supported organizations: _____
 - g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part I Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants.')						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						
3 The value of services or facilities furnished by a governmental unit to the organization without charge ...						
4 Total. Add lines 1 through 3...						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) ..						
6 Public support. Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
7 Amounts from line 4.						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources.						
9 Net income from unrelated business activities, whether or not the business is regularly carried on.						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 Total support. Add lines 7 through 10.						
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here.	<input type="checkbox"/>					

Section C. Computation of Public Support Percentage

14 Public support percentage for 2020 (line 6, column (f), divided by line 11, column (f))	14	%
15 Public support percentage from 2019 Schedule A, Part II, line 14.	15	%
16a 33-1/3% support test—2020. If the organization did not check the box on line 13, and line 14 is 33-1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization.	<input type="checkbox"/>	
b 33-1/3% support test—2019. If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization.	<input type="checkbox"/>	
17a 10%-facts-and-circumstances test—2020. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization.	<input type="checkbox"/>	
b 10%-facts-and-circumstances test—2019. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization.	<input type="checkbox"/>	
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions. ...	<input type="checkbox"/>	

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any 'unusual grants'.)			85,709.	15,154.	15,392.	116,255.
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	969,065.	1,091,808.	1,326,630.	823,173.	1,270,992.	5,481,668.
3 Gross receipts from activities that are not an unrelated trade or business under section 513.						0.
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						0.
5 The value of services or facilities furnished by a governmental unit to the organization without charge...						0.
6 Total. Add lines 1 through 5.	969,065.	1,091,808.	1,412,339.	838,327.	1,286,384.	5,597,923.
7a Amounts included on lines 1, 2, and 3 received from disqualified persons	0.	0.	0.	0.	0.	0.
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year	0.	0.	0.	0.	0.	0.
c Add lines 7a and 7b	0.	0.	0.	0.	0.	0.
8 Public support. (Subtract line 7c from line 6.)						5,597,923.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
9 Amounts from line 6.	969,065.	1,091,808.	1,412,339.	838,327.	1,286,384.	5,597,923.
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources.						0.
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975..						0.
c Add lines 10a and 10b.	0.	0.	0.	0.	0.	0.
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on.						0.
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						0.
13 Total support. (Add lines 9, 10c, 11, and 12.)	969,065.	1,091,808.	1,412,339.	838,327.	1,286,384.	5,597,923.

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here.

Section C. Computation of Public Support Percentage

15 Public support percentage for 2020 (line 8, column (f), divided by line 13, column (f)).	15	100.00 %
16 Public support percentage from 2019 Schedule A, Part III, line 15.	16	100.00 %

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2020 (line 10c, column (f), divided by line 13, column (f)).	17	0.00 %
18 Investment income percentage from 2019 Schedule A, Part III, line 17.	18	0.00 %

19a 33-1/3% support tests—2020. If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and stop here. The organization qualifies as a publicly supported organization.

b 33-1/3% support tests—2019. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and stop here. The organization qualifies as a publicly supported organization.

20 Private foundation. If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions.

Part IV Supporting Organizations

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? If 'No,' describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If 'Yes,' explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If 'Yes,' answer lines 3b and 3c below.		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If 'Yes,' describe in Part VI when and how the organization made the determination.		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If 'Yes,' explain in Part VI what controls the organization put in place to ensure such use.		
4a Was any supported organization not organized in the United States ('foreign supported organization')? If 'Yes' and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If 'Yes,' describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If 'Yes,' explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? If 'Yes,' answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If 'Yes,' provide detail in Part VI.		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If 'Yes,' complete Part I of Schedule L (Form 990 or 990-EZ).		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? If 'Yes,' complete Part I of Schedule L (Form 990 or 990-EZ).		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If 'Yes,' provide detail in Part VI.		
b Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If 'Yes,' provide detail in Part VI.		
c Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If 'Yes,' provide detail in Part VI.		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If 'Yes,' answer line 10b below.		
b Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described in lines 11b and 11c below, the governing body of a supported organization?		
b A family member of a person described in line 11a above?		
c A 35% controlled entity of a person described in line 11a or 11b above? <i>If 'Yes' to line 11a, 11b, or 11c, provide detail in Part VI.</i>		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? <i>If 'No,' describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.</i>		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? <i>If 'Yes,' explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.</i>		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? <i>If 'No,' describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).</i>		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? <i>If 'No,' explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).</i>		
3 By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? <i>If 'Yes,' describe in Part VI the role the organization's supported organizations played in this regard.</i>		

Section E. Type III Functionally Integrated Supporting Organizations

- 1 Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).
 - a The organization satisfied the Activities Test. Complete line 2 below.
 - b The organization is the parent of each of its supported organizations. Complete line 3 below.
 - c The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).

2 Activities Test. Answer lines 2a and 2b below.

	Yes	No
a Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? <i>If 'Yes,' then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.</i>		
b Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? <i>If 'Yes,' explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.</i>		
3 Parent of Supported Organizations. Answer lines 3a and 3b below.		
a Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? <i>If 'Yes' or 'No,' provide details in Part VI.</i>		
b Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? <i>If 'Yes,' describe in Part VI the role played by the organization in this regard.</i>		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions. All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

- 7 Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

BAA

Schedule A (Form 990 or 990-EZ) 2020

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D – Distributions		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required – provide details in Part VI)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2020 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E – Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2020	(iii) Distributable Amount for 2020
1	Distributable amount for 2020 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2020 (reasonable cause required – explain in Part VI). See instructions.		
3	Excess distributions carryover, if any, to 2020		
a	From 2015		
b	From 2016		
c	From 2017		
d	From 2018		
e	From 2019		
f	Total of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2020 distributable amount		
i	Carryover from 2015 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2020 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2020 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2020, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.		
6	Remaining underdistributions for 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.		
7	Excess distributions carryover to 2021. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2016		
b	Excess from 2017		
c	Excess from 2018		
d	Excess from 2019		
e	Excess from 2020		

DRAFT

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

DRAFT

**SCHEDULE D
(Form 990)**

Department of the Treasury
Internal Revenue Service

Name of the organization

Supplemental Financial Statements

▶ Complete if the organization answered 'Yes' on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020

Open to Public Inspection

Employer identification number

WASHINGTON PARK TRANSPORTATION
MANAGEMENT ASSOCIATION

46-3206790

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year.....		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year.....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Part II Conservation Easements.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (for example, recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements.....	2 a
b Total acreage restricted by conservation easements	2 b
c Number of conservation easements on a certified historic structure included in (a).....	2 c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register.....	2 d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ _____

4 Number of states where property subject to conservation easement is located ▶ _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds?..... Yes No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ _____

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)?..... Yes No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 8.

1 a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1..... ▶ \$ _____

(ii) Assets included in Form 990, Part X..... ▶ \$ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1..... ▶ \$ _____

b Assets included in Form 990, Part X..... ▶ \$ _____

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

- a Public exhibition
- b Scholarly research
- c Preservation for future generations
- d Loan or exchange program
- e Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? Yes No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered 'Yes' on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1 a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? Yes No

b If 'Yes,' explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance.....	1 c
d Additions during the year.....	1 d
e Distributions during the year.....	1 e
f Ending balance.....	1 f

2 a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? Yes No

b If 'Yes,' explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII.

Part V Endowment Funds. Complete if the organization answered 'Yes' on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1 a Beginning of year balance.....					
b Contributions.....					
c Net investment earnings, gains, and losses.....					
d Grants or scholarships.....					
e Other expenditures for facilities and programs.....					
f Administrative expenses.....					
g End of year balance.....					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment _____ %
- b Permanent endowment _____ %
- c Term endowment _____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3 a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

	Yes	No
(i) Unrelated organizations.....	3a(i)	
(ii) Related organizations.....	3a(ii)	
b If 'Yes' on line 3a(ii), are the related organizations listed as required on Schedule R?.....	3b	

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1 a Land.....				
b Buildings.....				
c Leasehold improvements.....		46,310.	6,465.	39,845.
d Equipment.....		24,549.	24,549.	0.
e Other.....		55,913.	28,030.	27,883.
Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.).....				67,728.

BAA

Part VII Investments – Other Securities.

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives.....		
(2) Closely held equity interests.....		
(3) Other -----		
(A) -----		
(B) -----		
(C) -----		
(D) -----		
(E) -----		
(F) -----		
(G) -----		
(H) -----		
(I) -----		
Total. (Column (b) must equal Form 990, Part X, column (B) line 12.) ..		

Part VIII Investments – Program Related.

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
Total. (Column (b) must equal Form 990, Part X, column (B) line 13.) ..		

Part IX Other Assets.

N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
Total. (Column (b) must equal Form 990, Part X, column (B) line 15.) ..	

Part X Other Liabilities.

Complete if the organization answered 'Yes' on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) ACCRUED PAYROLL	17,626.
(3) SBA LOAN PAYABLE	76,552.
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
(11)	
Total. (Column (b) must equal Form 990, Part X, column (B) line 25.) ..	94,178.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII.

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return. N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements.....		1
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
	a Net unrealized gains (losses) on investments.....	2 a	
	b Donated services and use of facilities.....	2 b	
	c Recoveries of prior year grants.....	2 c	
	d Other (Describe in Part XIII.).....	2 d	
	e Add lines 2a through 2d.....		2 e
3	Subtract line 2e from line 1.....		3
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
	a Investment expenses not included on Form 990, Part VIII, line 7b.....	4 a	
	b Other (Describe in Part XIII.).....	4 b	
	c Add lines 4a and 4b.....		4 c
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.).....		5

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return. N/A

Complete if the organization answered 'Yes' on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements.....		1
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
	a Donated services and use of facilities.....	2 a	
	b Prior year adjustments.....	2 b	
	c Other losses.....	2 c	
	d Other (Describe in Part XIII.).....	2 d	
	e Add lines 2a through 2d.....		2 e
3	Subtract line 2e from line 1.....		3
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
	a Investment expenses not included on Form 990, Part VIII, line 7b.....	4 a	
	b Other (Describe in Part XIII.).....	4 b	
	c Add lines 4a and 4b.....		4 c
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.).....		5

Part XIII Supplemental Information.

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Name of the organization

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
▶ Attach to Form 990 or 990-EZ.

▶ Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2020

Open to Public
Inspection

WASHINGTON PARK TRANSPORTATION
MANAGEMENT ASSOCIATION

Employer identification number

46-3206790

FORM 990, PART III, LINE 1 - ORGANIZATION MISSION

THE GOAL OF THE WASHINGTON PARK TRANSPORTATION MANAGEMENT ASSOCIATION (WPTMA) IS TO IMPLEMENT A DIVERSE AND INNOVATIVE PACKAGE OF ACCESS MANAGEMENT TOOLS THAT MAXIMIZE SAFE AND CONVENIENT ACCESS TO AND FROM THE PARK, ITS INSTITUTIONS AND ADJACENT NEIGHBORHOODS.

FORM 990, PART III, LINE 4B - PROGRAM SERVICE ACCOMPLISHMENTS

MARKETING, BRANDING AND COMMUNICATION:

EXPLORE WASHINGTON PARK DEVELOPED AND LAUNCHED A NEW WEBSITE. THIS INCLUDED AN UPDATED REAL-TIME PARKING WIDGET, AND REAL-TIME SHUTTLE TRACKER.

EWP UPDATED THE WASHINGTON PARK MAP AND DESIGNED A COMMEMORATIVE 150TH ARTISTIC COVER. THE PARK MAP WAS TRANSLATED INTO SPANISH FOR THE FIRST TIME.

EWP DESIGNED AND PAID FOR AD SPACE IN THE WASHINGTON PARK TUNNEL TO BETTER BRAND THE PARK AND ADVERTISE ALL THE VENUES AND ATTRACTIONS IN THE PARK.

EWP LED A SOCIAL MEDIA CAMPAIGN TO MARKET THE WASHINGTON PARK FREE SHUTTLE, AND THE 150TH ANNIVERSARY OF THE PARK. THIS INCLUDED A PARTNERSHIP WITH ARTIST MIKE BENNETT.

EWP DEVELOPED AND DISTRIBUTED A NEWSLETTER FOR INTERNAL PARK PARTNERS GIVING INFORMATION ON CONSTRUCTION ALERTS, TRANSPORTATION AND VISITOR SERVICES, AND IMPACTFUL EVENTS.

EWP HIRED VISITOR SERVICE STAFF TO PROVIDE ON THE GROUND SUPPORT TO PARK VISITORS AT

Name of the organization	WASHINGTON PARK TRANSPORTATION MANAGEMENT ASSOCIATION	Employer identification number	46-3206790
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FORM 990, PART III, LINE 4B - PROGRAM SERVICE ACCOMPLISHMENTS

THE INTERNATIONAL ROSE TEST GARDEN, AS WELL AS THE TRIMET MAX STATION LOCATED ACROSS FROM THE ZOO. STAFF HELPED OVER 15,000 VISITORS.

FORM 990, PART III, LINE 4C - PROGRAM SERVICE ACCOMPLISHMENTS

TRANSPORTATION MANAGEMENT PLAN (TMP) PROGRAM:

THE EWP BOARD TASKED EWP STAFF TO COMPLETE A TRANSPORTATION MANAGEMENT PLAN. THIS PLAN WAS LATER RENAMED TO THE "WASHINGTON PARK STRATEGIC OPERATIONS PLAN." THE PLAN WAS BROKEN INTO TWO PHRASES, WITH THE FIRST PHASE COMPLETED IN SPRING 2021. THE PLAN UNIFIED THE WASHINGTON PARK CULTURAL VENUES TO IDENTIFY A PARK PURPOSE AND PRINCIPLES. THE PARK PURPOSE IS TO CONNECT PEOPLE WITH THE CULTURE, DIVERSITY AND WONDER OF NATURE. THE PARK PRINCIPLES ARE AS FOLLOWS:

WE ARE CARETAKERS OF THE NATURAL WORLD.

WE ELIMINATE BARRIERS THAT EXCLUDE.

WE ARE STEWARDS OF EXPLORATION.

WE EMBODY THE NATURE OF PORTLAND.

WE ARE ONE PARK - A COMMUNITY OF DESTINATIONS.

THE PLAN IDENTIFIED THE NEXT STEPS FOR PHASE 2, WHICH WILL BEGIN FALL 2021 AND WILL PRIORITIZE THE EFFORTS THAT WILL HAVE THE GREATEST IMPACT ON THE VISITOR EXPERIENCE.

COMPLETED AN INTERCEPT SURVEY TO COLLECT DATA ON WHO IS COMING TO THE PARK AND HOW THEY GO THERE. EWP DEVELOPED COVID SAFETY PROTOCOLS TO CONTINUE THIS EFFORT EVEN DURING THE PANDAMIC. EWP ANALYZED THE DATA AND DEVELOPED THE ANNUAL TRANSPORTATION REPORT.

FORM 990, PART III, LINE 4D - OTHER PROGRAM SERVICES DESCRIPTION

150TH ANNIVERSARY:

Name of the organization WASHINGTON PARK TRANSPORTATION
MANAGEMENT ASSOCIATION

Employer identification number
46-3206790

FORM 990, PART III, LINE 4D - OTHER PROGRAM SERVICES DESCRIPTION

EXPLORE WASHINGTON PARK DEVELOPED AND LAUNCHED A PARKWIDE CAMPAIGN TO CELEBRATE WASHINGTON PARK'S 150TH ANNIVERSARY. EWP INSTALLED "DISCOVERY POINTS" THROUGHOUT THE PARK HIGHLIGHTING STORIES AND CULTURE FROM THE PAST 150 YEARS AND PRESENT. THE CAMPAIGN WAS DEVELOPED THROUGH ROBUST WASHINGTON PARK PARTNER ENGAGEMENT AND INCLUDED THE FOLLOWING ELEMENTS:

- PARKWIDE BANNERS THAT EWP DESIGNED AND INSTALLED,
- A NEW WEBSITE (WWW.WASHINGTONPARK150.ORG) TO HIGHLIGHT THE PARK'S HISTORY, DEVELOPED IN BOTH SPANISH AND ENGLISH
- AN INTERACTIVE EXHIBIT EXPERIENCE CALLED DISCOVERY POINTS - A SERIES OF 6 POINTS LOCATED THROUGHOUT THE PARK THAT HIGHLIGHT HISTORICAL MARKERS AND STORIES, PROVIDED IN BOTH SPANISH AND ENGLISH
- POSTERS IN THE WASHINGTON PARK LIGHT RAIL STATION
- TRIMET BUS AND TRAIN WRAPS
- COMMEMORATIVE ANNIVERSARY STICKERS
- PRESS RELEASE AND MEDIA ENGAGEMENT

DATA AND INNOVATION:

EWP COMPLETED AN INTERCEPT SURVEY TO COLLECT DATA ON WHO IS COMING TO THE PARK AND HOW THEY GO THERE. EWP DEVELOPED COVID SAFETY PROTOCOLS TO CONTINUE THIS EFFORT EVEN DURING THE PANDEMIC. EWP ANALYZED THE DATA AND DEVELOPED THE ANNUAL TRANSPORTATION REPORT.

METRO RTO:

METRO GRANT - EQUITY AN INCLUSION

Name of the organization WASHINGTON PARK TRANSPORTATION MANAGEMENT ASSOCIATION	Employer identification number 46-3206790
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FORM 990, PART III, LINE 4D - OTHER PROGRAM SERVICES DESCRIPTION

EWP HIRED OUR FIRST EQUITY SPECIALIST WHO WAS TASKED WITH THE COMPLETION OF A GRANT FROM METRO'S REGIONAL TRANSPORTATION OPTIONS PROGRAM. THE GRANT FOCUSED ON IMPROVING ACCESS TO THE PARK FOR UNDERREPRESENTED COMMUNITIES.

FORM 990, PART VI, LINE 7A - HOW MEMBERS OR SHAREHOLDERS ELECT GOVERNING BODY

THE PORTLAND PARKS COMMISSIONER APPOINTS THE ORGANIZATION'S TWO AT LARGE MEMBERS.

FORM 990, PART VI, LINE 8 - EXPLANATION OF NO CONTEMPORANEOUSLY DOCUMENTATION OF MEETINGS

THERE ARE NO SEPARATE COMMITTEES WITH AUTHORITY TO ACT ON BEHALF OF THE GOVERNING BODY.

FORM 990, PART VI, LINE 11B - FORM 990 REVIEW PROCESS

THE FINANCE COMMITTEE SHALL REVIEW THE ANNUAL FORM 990 AND TIMELY REPORT TO THE BOARD THE RESULTS OF ITS REVIEW. ALL BOARD MEMBERS SHALL BE PROVIDED A COPY OF THE FORM 990 FOR REVIEW BEFORE IT IS FILED WITH THE INTERNAL REVENUE SERVICE.

FORM 990, PART VI, LINE 12C - EXPLANATION OF MONITORING AND ENFORCEMENT OF CONFLICTS

THE WPTMA BOARD IS RESPONSIBLE FOR MONITORING THE TRANSACTIONS BETWEEN WPTMA AND INSIDERS TO ENSURE THAT ANY TRANSACTION BETWEEN WPTMA AND AN INSIDER THAT IS A CONFLICT OF INTEREST IS FAIR TO WPTMA AND DOES NOT GRANT EXCESSIVE BENEFIT TO THE INSIDER. IN ORDER TO ENSURE COMPLIANCE, THE OFFICERS, DIRECTORS, AND KEY EMPLOYEES EACH YEAR DISCLOSE IN WRITING INTEREST THAT COULD GIVE RISE TO A CONFLICT UNDER THE POLICY.

ON AN ANNUAL BASIS, WPTMA'S SECRETARY OR THE SECRETARY'S DESIGNEE DEVELOP AND MAINTAIN A LIST OF INSIDERS WHO ENGAGE IN OR ARE REASONABLY LIKELY TO ENGAGE IN TRANSACTIONS THAT CONSTITUTE CONFLICTS WITH WPTMA DURING THE YEAR. THE SECRETARY OR THE SECRETARY'S DESIGNEE MONITORS AND ENFORCES COMPLIANCE WITH THIS POLICY BY REVIEWING THE LIST OF INSIDERS, IF ANY, AND BRINGING POTENTIAL OR ACTUAL CONFLICTS

Name of the organization	WASHINGTON PARK TRANSPORTATION MANAGEMENT ASSOCIATION	Employer identification number	46-3206790
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FORM 990, PART VI, LINE 12C - EXPLANATION OF MONITORING AND ENFORCEMENT OF CONFLICTS (CONTINUED)

TO THE ATTENTION OF THE PRESIDENT OR THE BOARD.

FORM 990, PART VI, LINE 15A - COMPENSATION REVIEW & APPROVAL PROCESS - CEO & TOP MANAGEMENT

THE BOARD DECIDES ON THE COMPENSATION AND BENEFITS TO OFFER THE EXECUTIVE DIRECTOR BASED ON DATA FROM SEVERAL SOURCES. THE EXECUTIVE DIRECTOR IS ASKED TO SIGN A COMPENSATION AGREEMENT. THE PERFORMANCE OF THE EXECUTIVE DIRECTOR IS REVIEWED BY THE BOARD AND ANY SALARY/BENEFIT ADJUSTMENTS ARE AGREED UPON. THE EXECUTIVE DIRECTOR IS THEN SUBJECT TO A PERFORMANCE REVIEW ON AN ANNUAL BASIS.

FORM 990, PART VI, LINE 19 - OTHER ORGANIZATION DOCUMENTS PUBLICLY AVAILABLE

THE WPTMA GOAL IS TO BE TRANSPARENT AND ALLOW PUBLIC ACCESS TO APPROPRIATE INFORMATION. THE FOLLOWING WPTMA DOCUMENTS ARE AVAILABLE TO THE PUBLIC FOR INSPECTION AND COPYING UPON WRITTEN REQUEST, DURING NORMAL BUSINESS HOURS: ARTICLES OF INCORPORATION AND BYLAWS, AND ANY AMENDMENTS OR RESTATEMENTS THERE TO, APPROVED BOARD MINUTES, AND FORMS 990 FOR THE LAST THREE YEARS. THE WPTMA MAY REASONABLY CHARGE A REQUESTING PARTY FOR COSTS RELATED TO PROVIDING AVAILABLE DOCUMENTS.

HANDOUT #4

Washington Park Transportation Management Association

DBA Explore Washington Park

FINANCIAL STATEMENTS

June 30, 2021

With Independent Accountants' Review Report

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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

*The Board of Directors
Washington Park Transportation Management Association*

We have reviewed the accompanying financial statements of Washington Park Transportation Management Association, which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year that ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with *Statements on Standards for Accounting and Review Services*, promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States.

Richard K. Gonzales, CPA

September 13, 2021

Explore Washington Park

STATEMENT OF FINANCIAL POSITION

June 30, 2021

Assets

Current Assets	
Cash	\$ 909,022
Accounts and grants receivable	162,269
Prepaid Expenses	3,235
Furniture and Equipment, net (note 2)	<u>67,728</u>
Total assets	\$ <u>1,142,254</u>

Liabilities and Net Assets

Current Liabilities	
Accounts payable	\$ 103,926
SBA loan payable	76,552
Accrued payroll	<u>17,626</u>
Total current liabilities	198,104

Net Assets	
Without donor restrictions	
Designated	-
Undesignated	<u>944,150</u>
Total	944,150
With donor restrictions	<u>-</u>
Total net assets	944,150
Total liabilities and net assets	\$ <u>1,142,254</u>

See accompanying notes to financial statements

Explore Washington Park
STATEMENT OF ACTIVITIES
Year Ended June 30, 2021

Net assets without donor restrictions

Revenue, grants, and other support			
Grants	\$	15,392	
Contracts		1,186,687	
Interest		1	
		1,202,080	
Total revenues, grants, and other support			
Expenses and losses			
Program services:			
Data and Innovation		57,556	
TMP program		115,979	
Metro RTO		39,138	
Marketing, branding and communication		251,820	
Shuttle		312,530	
Anniversary Event		110,122	
Support services:			
Management and general		138,787	
Fundraising		1,500	
		1,027,432	
Total expenses and losses			
Total increase (decrease) in net assets before non-operating activities			174,648
Non-operating activities:			
Payroll Protection Program loan forgiveness (note 3)		84,305	
		84,305	
Increase in net assets			258,953
Net assets at beginning of year			685,197
		685,197	
Net assets at end of year			\$ 944,150
		944,150	

See accompanying notes to financial statements.

Explore Washington Park

STATEMENT OF CASH FLOWS

Year Ended June 30, 2021

Cash flows from operating activities:

Increase (decrease) in net assets	
Adjustments to reconciles increase in net assets	\$ 174,648
Payroll Protection Program loan forgiveness	84,305
to net cash provided by operating activities:	
Depreciation	7,022
(Increase) decrease in operating assets:	
Receivables	(160,249)
Increase (decrease) in operating liabilities:	
Accounts payable	94,633
Deferred Revenue	(84,305)
SBA loan payable (note 4)	76,552
Accrued liabilities	(3,033)
Net cash provided (used) by operating activities	<u>189,573</u>

Cash flows from investing activities:

Purchase of equipment and improvements	<u>(4,645)</u>
Net cash used by investing activities	<u>(4,645)</u>
Net increase (decrease) in cash and cash equivalents	184,928

Beginning cash and cash equivalents 724,094

Ending cash and cash equivalents \$ 909,022

See accompanying notes to financial statements.

Explore Washington Park

STATEMENT OF FUNCTIONAL EXPENSES

Year Ended June 30, 2021

	<u>Supporting Services</u>			<u>Total</u>
	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising Services</u>	
Compensation and related expenses:				
Salaries	\$ 277,853	71,598	-	349,451
Employee benefits	26,804	6,248	-	33,052
Payroll taxes	30,894	7,835	-	38,729
	<u>335,551</u>	<u>85,681</u>	-	<u>421,232</u>
Accounting and bookkeeping	-	13,494	-	13,494
Advertising and promotion	90,471	228	-	90,699
Technology and outside support	13,467	-	-	13,467
Occupancy	22,585	-	-	22,585
Copier Lease	1,500	-	-	1,500
Telecommunications	4,912	443	-	5,355
Office expenses	1,109	26	-	1,135
Outside contract service	107,526	18,601	1,500	127,627
Payroll service	-	2,799	-	2,799
Postage	787	30	-	817
Printing and copying	35,901	-	-	35,901
Public notice	-	1,254	-	1,254
Radios	1,942	-	-	1,942
Small equipment and furniture	162	-	-	162
Traffic management	242,028	-	-	242,028
Insurance	6,577	129	-	6,706
License and fees	620	-	-	620
Bank fees	-	222	-	222
Staff and board development	12,794	3,011	-	15,805
Travel and transportation	599	-	-	599
Miscellaneous	1,592	12,869	-	14,461
	<u>880,123</u>	<u>138,787</u>	<u>1,500</u>	<u>1,020,410</u>
Depreciation	<u>7,022</u>	-	-	<u>7,022</u>
	<u>\$ 887,145</u>	<u>138,787</u>	<u>1,500</u>	<u>1,027,432</u>

See accompanying notes to financial statements.

Explore Washington Park

NOTES TO FINANCIAL STATEMENTS

Year Ended June 30, 2021

1. Nature of operations and summary of significant accounting policies

Nature of operations:

Washington Park Transportation Management Association, dba Explore Washington Park (“EWP”, the “Organization”), was founded in 2013 with the purpose of improving access and the visitor experience for Washington Park guests. Since starting its programs in 2014, park wide attendance grew by 25 percent and the percentage of people taking transit to Washington Park has increased by 54 percent, prior to the pandemic. Some of these programs include a free intra-park shuttle for visitors and locals alike. To alleviate a burden on limited parking stalls, EWP runs a free offsite parking bus system on high demand days and nights, providing an alternative free place to park. EWP provides customer service staff stationed in both the North and South ends of Washington Park during summer months to help visitors navigate the Park, as well as provide tips and recommendations for their time in the city. In addition to these programs, EWP leads four park wide committees with representation from all six cultural institutions within the park: Diversity, Equity, and Inclusion (DEI), Transportation Advisory Committee (TAC), Marketing, and Safety and Security).

The DEI committee focuses on increasing accessibility to the Park for underrepresented communities. It helps guide the work of the Metro Regional Transportation Options grant EWP received to address equitable access to the park. The committee met several times in 2020, however the committee paused its work due to staffing issues at EWP and the cultural intuitions.

The Transportation Advisory Committee (TAC) works with all venues and cultural institutions to brainstorm creative solutions to common transportation issues for visitors both getting to the park and once they are in the park. The TAC oversees the intra-park shuttle, helping to connect Washington Park with TriMet and the rest of the city. The TAC works closely with Portland Parks & Recreation, as well as Oregon Department of Transportation, to ease tensions at entry points to the Park and potential dangers for pedestrians and cyclists. The TAC meets on an as-needed basis.

The Marketing Committee worked to create a parkwide map with information about all venues and spearheaded the distribution of Park maps. The Marketing Committee works to communicate with visitors before their arrival at the park via social media, communicating important updates and things to do within the park. The committee met on a regular basis to address messaging around COVID-19 and to advice on EWP’s 150th Washington Park anniversary campaign.

The Safety and Security Committee works to increase safety and preparedness for venues, organizations and visitors for any disaster, both natural and manmade. This committee met several times this past year to coordinate responses to safety issues in the Park.

Explore Washington Park

NOTES TO FINANCIAL STATEMENTS, Continued

1. Nature of operations and summary of significant accounting policies (continued)

Accounting policies:

The organization keeps its books on the accrual method of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

The organization reports information regarding its financial position and activities according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions.

Contributions and grants received and unconditional promises to give are measured at their fair values and are reported as an increase in net assets without donor restrictions and net assets with donor restrictions, depending on the existence and/or nature of any donor restrictions.

Grants receivable represent grants from state and local government agencies, of which the organization has a right to receive. Grants receivable are stated at the amount management expects to be collected from the outstanding balance.

The organization's cash balances are deposited in a checking and a savings account and are covered by federal insurance on bank accounts. Management believes the organization is not exposed to any significant credit risk on cash.

Property and equipment are stated at cost or fair value at date of donation. Depreciation is computed on the straight-line method over the estimated useful lives of the assets ranging from five to forty years.

All acquisitions of property and equipment, and all expenditures for repairs, maintenance, and betterments \$1,000 and over that materially prolong the useful lives of assets are capitalized. Lesser amounts are expensed.

Vacation pay is charged to expense when earned.

The Organization uses advertising to promote its programs among the audiences it serves. The costs of advertising the organization's programs are expensed as incurred and totaled \$90,699 in the fiscal year.

Explore Washington Park

NOTES TO FINANCIAL STATEMENTS, Continued

1. Nature of operations and summary of significant accounting policies (continued)

The costs of providing the various programs, fund-raising and other activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and fund-raising activities benefited. The expenses that are allocated include occupancy, professional services, office expenses, insurance and depreciation, which are allocated on the basis of employee time allocations.

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. On an ongoing basis, management evaluates the estimates and assumptions based on new information. Management believes that the estimates and assumptions are reasonable in the circumstances; however, actual results could differ from those estimates.

The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, and qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization other than a private foundation under Section 509(a)(2). EWP's form 990, Return of Organization Exempt from Income Tax returns for the year ending June 30, 2020, 2019 and 2018 are subject to examination by the IRS, generally 3 years after they were filed. The Organization believes that it has support for any tax positions taken, and such, does not have any uncertain tax positions that are material to the financial statements.

2. Property and equipment

As of June 30, 2021, property and equipment consists of the following:

Furniture and equipment	\$	37,014
Leasehold improvement and signs		70,379
Vehicles		19,379
		<u>126,772</u>
Accumulated depreciation		(59,044)
	\$	<u>67,728</u>

3. Payroll Protection Program Loan Forgiveness

On April 03, 2020, Washington Park Transportation (WPTMA) obtained an unsecured loan from First Interstate Bank in the amount of \$84,305, pursuant to the Paycheck Protection Program (the "PPP") in connection with the CARES Act.

The bank's loan is guaranteed by the U.S. Small Business Administration ("SBA"), and is designed to provide a direct incentive for small businesses and nonprofits to keep their employees on payroll during the COVID-19 pandemic. Qualifying businesses could spend

NOTES TO FINANCIAL STATEMENTS, Continued

3. Payroll Protection Program Loan Forgiveness (continued)

loan proceeds to cover payroll, mortgage interest, rent, and utilities. PPP borrowers can qualify to have the loans forgiven if the proceeds are used to pay certain eligible costs.

In accordance with the provisions of the PPP and SBA's promise of forgiveness, WPTMA used the loan for qualifying expenses. WPTMA accounted for the loan as debt under FASB ASC Topic 470, Debt, until the loan is, in part or wholly, forgiven and legally released by the SBA.

On January 22, 2021, the full amount of the loan was forgiven and legally released by the SBA.

4. SBA Loan Payable

On March 30, 2021 in connection with the CARES Act, WPTMA received an SBA Paycheck Protection Program loan with First Interstate Bank in the amount of \$76,552. The terms of the loan require that the proceeds be spent on eligible payroll costs and any unspent amount be paid back with a 1% interest rate. The loan is unsecured. The loan will remain recorded as a liability until either (1) the loan is forgiven, in part or whole, and WPTMA has been legally released, or (2) WPTMA pays off the loan. Once the loan is forgiven, in part or whole, and legal release is received WPTMA would reduce the liability by the amount forgiven and record a gain on extinguishment of the debt.

5. Commitments

The Organization has several non-cancelable operating leases, primarily for small equipment, that expire at various dates through 2021. Those leases generally contain month-to-month renewal options and require the Organization to pay all executory costs such as taxes, maintenance and insurance. Rental expenses for those leases was \$1,500 for the year ended June 30, 2021.

The organization is party to an operating lease for its office space which will end on July 31, 2022. This lease will automatically renew on a monthly basis unless landlord receives written notice of intent to terminate at least 30 days prior to the end of this lease. Base rent shall be \$1,800 a month. Rental expense for office space was \$22,585 for the year ended June 30, 2021.

Future minimum lease payments under this lease are: For the year ended June 30:
2022 - \$21,600

Explore Washington Park

NOTES TO FINANCIAL STATEMENTS, Continued

6. Concentrations

EWP maintains its cash balances in a financial institution. At June 30, 2021, the Organization's cash exceeded federally insured limits by \$659,022.

For the year ended June 30, 2021, grants and contracts from one major contributor accounted for 94 percent of the total revenue to the Organization. The receivable from this party was \$153,744 at June 30, 2021.

7. Defined contribution plan

The Organization sponsors a defined contribution plan covering all employees with at least \$5,000 in eligible compensation in any two preceding calendar years and who are reasonably expected to receive at least \$5,000 in the current calendar year. The Organization contributes a minimum of 1 percent of the participant's salary, but matches participants' contributions up to 3% of the individual participant's compensation. Total expense for the year ended June 30, 2021 was \$9,057.

8. Subsequent events

Management has evaluated subsequent events through September 13, 2021, the date that the financial statements were available to be issued.

HANDOUT #5

Project Overview:

EWP will provide transportation support for zoo guests during the ZooLights events. These include traffic flow and traffic management during drive-thru events, and offsite parking options for walk-thru events, specifics to be determined by event night attendance.

EWP will communicate with zoo guests during their pre-trip experience, utilizing website and other marketing channels. EWP will also support and enhance the visitor experience with potential activations leading into ZooLights event. Throughout project, EWP will closely collaborate with both Portland Parks & Recreation and Oregon Zoo.

EWP is conducting this support to ensure a seamless positive experience for visitors navigating to and from the event.

Project Goals:

- EWP will assist in creating a safe and positive environment for park visitors and staff.
- ZooLights transportation support will serve as many park visitors as possible while maintaining a safe and positive experience.
- EWP will maintain clear and supportive communications leading up to event and during events with Oregon Zoo and Portland Parks & Recreation.
- EWP, in partnership with Oregon Zoo, will provide pre-trip communication to park visitors to educate on transportation getting to event.

With these in mind, the following roles and responsibilities will be in effect for the 2021 ZooLights season.

EWP Drive-Thru ZooLights Support:

- During Drive-Thru ZooLights events, EWP will be responsible for lot signage and wayfinding, including set up and teardown of parking lot signage with Ranger assistance.
- EWP staff will direct traffic through lots B and C for ease of visitor experience.
- EWP will rent and oversee operations of overhead lighting, VMS signage for park parking lots.
 - These will be kept in lots for duration of ZooLights.

EWP Walk-Thru ZooLights Support:

- On days with high enough attendance to fill park lots, EWP will activate overflow parking at Sylvan business center lots with Ranger assistance.
- EWP will rent and manage VMS signs directing zoo guests to overflow parking lots.
- EWP will handle all coordination of First Student buses.
- EWP staff will direct traffic and people in Sylvan lots.
- EWP will not be able to provide staff on Thanksgiving, Christmas Eve, or Christmas Day, but will work closely with Oregon Zoo on having these days covered and supported.

Marketing Support:

- EWP will manage www.gettingtozoolights.com.
- EWP will work closely with Oregon Zoo marketing and ticketing on messaging pre-trip information.
- EWP will market via social media and EWP website to provide pre-trip information on getting to the event.
- VMS signage will be rented and utilized on both drive-thru and walk-thru evenings to inform zoo guests.

ZooLights 2021: Proposed Parking Rates and Schedule

As of 10/1/21, the proposed parking rates and schedule is in place for the 2021 ZooLights season.

Proposed parking rates effective November 19th thru January 9th, 4p-10p

Parking rates using Parking Kitty app: \$3.20/hr, \$9.60/day

Parking rates using meter: \$3.60/hr, \$10.80/day

Day	Date	ZooLights Type	Hours
Friday	11/19/21	21+ Adult Night	5p-10p
Saturday	11/20/21	21+ Adult Night	5p-10p
Sunday	11/21/21	Metro Staff Night	5p-8:30p
Monday	11/22/21	Member Walk Thru	5p-9p
Tuesday	11/23/21	Member Drive Thru	5p-11p
Wednesday	11/24/21	Drive Thru	5p-11p
Thursday	11/25/21	Drive Thru	5p-11p
Friday	11/26/21	Walk Thru	5p-10p
Saturday	11/27/21	Walk Thru	5p-10p
Sunday	11/28/21	Walk Thru	5p-9p
Monday	11/29/21	Walk Thru	5p-9p
Tuesday	11/30/21	Drive Thru	5p-11p
Wednesday	12/1/21	Drive Thru	5p-11p
Thursday	12/2/21	Drive Thru	5p-11p
Friday	12/3/21	Walk Thru	5p-10p
Saturday	12/4/21	Walk Thru	5p-10p
Sunday	12/5/21	Walk Thru	5p-9p
Monday	12/6/21	Walk Thru	5p-9p
Tuesday	12/7/21	Drive Thru	5p-11p
Wednesday	12/8/21	Drive Thru	5p-11p
Thursday	12/9/21	Drive Thru	5p-11p
Friday	12/10/21	Walk Thru	5p-10p
Saturday	12/11/21	Walk Thru	5p-10p
Sunday	12/12/21	Walk Thru	5p-9p

Day	Date	ZooLights Type	Hours
Monday	12/13/21	Walk Thru	5p-9p
Tuesday	12/14/21	Walk Thru	5p-9p
Wednesday	12/15/21	Walk Thru	5p-9p
Thursday	12/16/21	Walk Thru	5p-9p
Friday	12/17/21	Walk Thru	5p-10p
Saturday	12/18/21	Walk Thru	5p-10p
Sunday	12/19/21	Walk Thru	5p-10p
Monday	12/20/21	Walk Thru	5p-10p
Tuesday	12/21/21	Walk Thru	5p-10p
Wednesday	12/22/21	Walk Thru	5p-10p
Thursday	12/23/21	Walk Thru	5p-10p
Friday	12/24/21	Walk Thru	5p-10p
Saturday	12/25/21	CLOSED	
Sunday	12/26/21	Walk Thru	5p-10p
Monday	12/27/21	Walk Thru	5p-10p
Tuesday	12/28/21	Walk Thru	5p-10p
Wednesday	12/29/21	Walk Thru	5p-10p
Thursday	12/30/21	Walk Thru	5p-10p
Friday	12/31/21	Walk Thru	5p-10p
Saturday	1/1/22	Walk Thru	5p-10p
Sunday	1/2/22	Walk Thru	5p-9p
Monday	1/3/22	Walk Thru	5p-9p
Tuesday	1/4/22	Drive Thru	5p-11p
Wednesday	1/5/22	Drive Thru	5p-11p
Thursday	1/6/22	Drive Thru	5p-11p
Friday	1/7/22	Walk Thru	5p-9p
Saturday	1/8/22	Walk Thru	5p-9p
Sunday	1/9/22	Walk Thru	5p-9p



October 7, 2021

Portland Parks & Recreation
PP&R Trust Fund Update and Event Rate Parking
Presented by Danny Dunn



Trust Fund Update

July – September data will be presented at the board meeting.

Event Rate Parking

This year’s event rate is in response to multiple needs for the upcoming season.

1. Incentivize transit due to decrease transit use (see fig 1.)
2. Change in ZooLights operations.
3. Improved visitor experience.

Transit Ridership

fig 1

TriMet Ridership Average Weekday Boardings August		
2019	2021	Change
296,130	139,660	-52%

Data from <https://trimet.org/about/performance.htm>

Administration

1120 SW 5th Avenue, Suite 858
Portland, Oregon 97204
503-823-PLAY (7529) | Fax 503-823-6007

PORTLANDPARKS.ORG
Commissioner Carmen Rubio
Director Adena Long



ZooLights Operations Change

Fig 2

Walk through and Drive Through breakdown				
	2018	2019	2020	2021
Park & Walk Through Nights	100%	100%	0%	76%
Drive Through Nights	0%	0%	100%	24%

Parking Revenue in December after 4 pm			
2018	2019	2020	2021 Projected
\$188,852	\$171,414	\$2,328	\$180,000

Improved Visitor Experience

One of the most common complaints during ZooLights with parking is related to use of parking meters due to visibility and rain. Parking Kitty is easier to use, saves guests money, and reduces costs for PP&R in meter operations.

Fig 3



ZooLights 2019 Meter v Parking Kitty	
Meter	Parking Kitty
72%	28%

Summer 2021 Meter v Parking Kitty	
Meter	Parking Kitty
56%	44%

2021 Event night goals	
Meter	Parking Kitty
50%	50%

Proposed Parking Rate 2021 November 19 – January 9 in South Lots A,B,C

Fig 4.

9:30 a.m. – 3:00 p.m.		4:00 p.m. – 10:00 p.m.	
Rate at meter	\$2/ Hr \$8 Max	Rate on meters	\$3.60 / Hr \$10.80 Max
 Rate on app	\$2/ Hr \$8 Max	 Rate on App	\$3.20 / Hr \$9.60 Max

HANDOUT #6

BACKGROUND

- The 2017 Washington Park Master Plan allocated \$425,000 for EWP to develop a Transportation Management Plan.
- In 2019, the board approved a two-phase approach for the plan, and renamed it the Washington Park Strategic Operations Plan.
- The goal of Phase 1 was to develop a visitor-centric vision for Washington Park.
- The goal of Phase 2 is to develop the technical plans needed to realize this vision.
- On June 10, 2021, the EWP [board approved](#) Phase 1 of the WPSOP.
- The board also approved the use of \$200,000 for EWP to lead the development of a Washington Park Brand and Wayfinding Plan as a part of Phase 2.

RFP PROCESS

EWP recommends the following process to hire a consultant for the Washington Park Brand and Wayfinding Plan.

1. RFP Committee
 - a. 3-5 board members serve on a committee to guide RFP process
 - b. Purpose of committee
 - i. Review RFP
 - ii. Recommend a winning proposal to board
 - c. Time commitment
 - i. Review RFP and provide feedback - electronically
 - ii. Review and score proposals – electronically
 - iii. One virtual meeting to agree on finalist
 - d. Timeline
 - i. October – review RFP
 - ii. December – review proposals
2. EWP Board vote
 - a. Approval for EWP to get into contract with recommended consultant.

BOARD VOTE

The board will vote to approve EWP to enter into contract with the recommended consultant. This vote may be done via email.

TIMELINE and EWP STAFF LEAD

Heather will serve as the staff lead for the Washington Park Brand and Wayfinding Plan. The goal is to post the RFP by the end of October and be in contract by the end of December.

HANDOUT #7

Memorial Day - Labor Day 2021 Peak Season Report

ON-SITE VISITOR SERVICES

- 40,042 visitors greeted
- 11,400 English maps distributed
- 2,400 Spanish maps distributed
- 27 days activated PJG pop-up info booth
- 12 days activated Hoyt pop-up info booth
- 2,001 Hoyt trail inquiries
- 2,224 PJG inquiries
- 739 Zoo inquiries

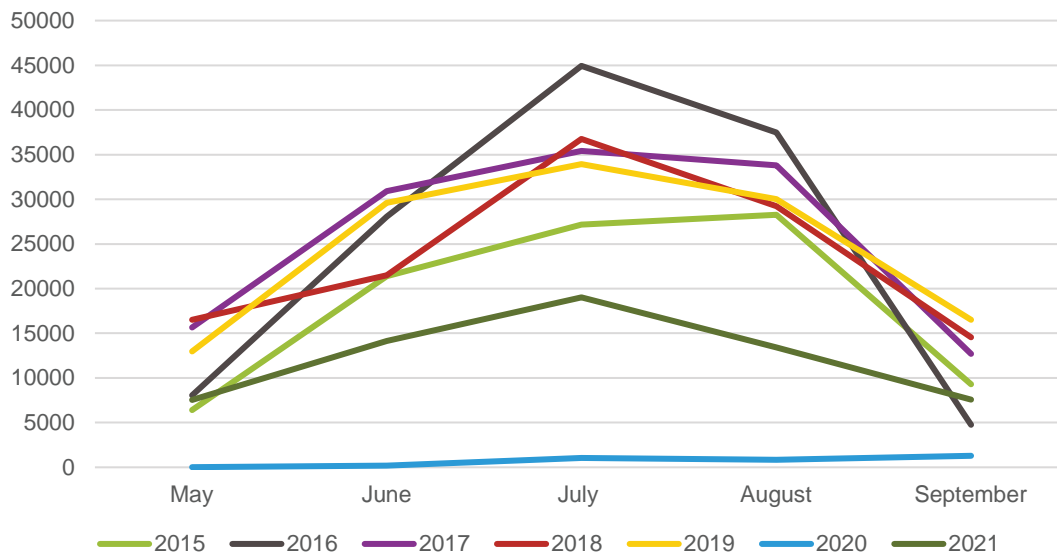


ON-DEMAND VISITOR SERVICES

- Visitor Service Phone Line Daily 9 am - 5 pm
- info@ email: day-of response
- contact us form via website
- Google map inquiries: day-of response

WASHINGTON PARK FREE SHUTTLE

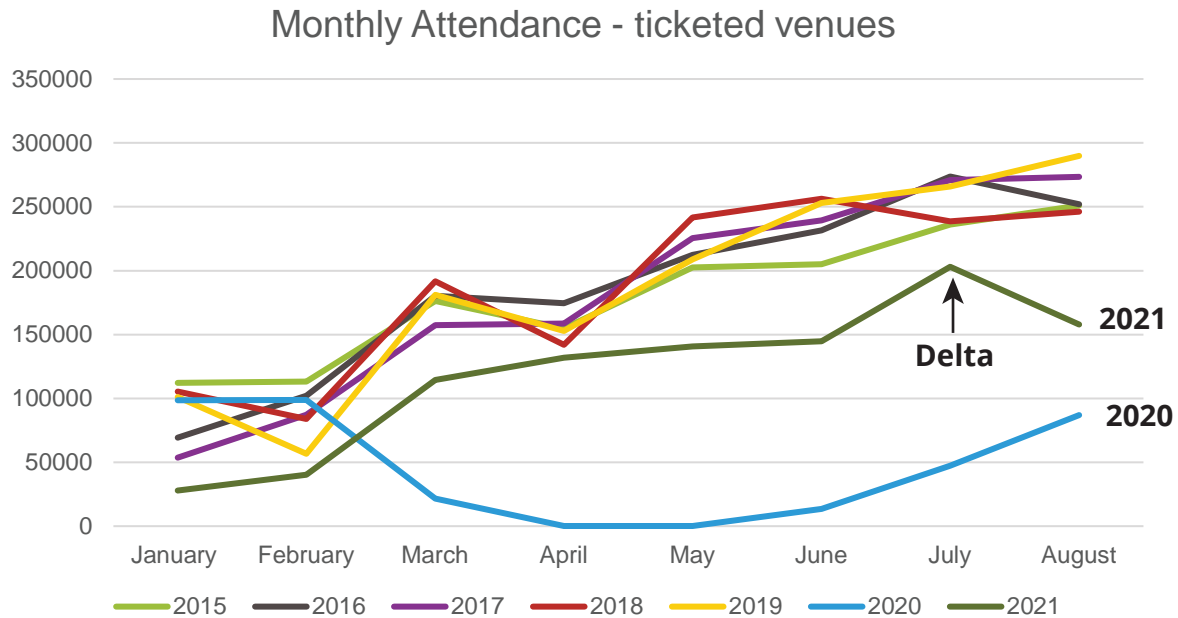
Monthly Ridership 2015-2021



• 2021 ridership is up 1,735% from 2020

• 2021 ridership is down 50% from 2019

WASHINGTON PARK PEAK SEASON ATTENDANCE



• 2021 paid attendance is up 162% from 2020

• 2021 paid attendance is down 36% from 2019

THE TAKEAWAY

While not at 2019 numbers, recovery is happening.

150th ANNIVERSARY - DISCOVERY POINTS CAMPAIGN



The Campaign

A parkwide interactive experience with 7 on-site locations and 4 virtual only sites that highlight the Park history.

Social Media

- 21% social community growth rate
- 69,883 impressions

Website

- 3.2k visitors
- 4.6k page visits

Top visitor origins

- Portland metro
- Los Angeles
- Seattle

HANDOUT #8

AUGUST - SEPTEMBER

Executive Director Report

SENIOR PROGRAM MANAGER

- Keith Baich joined EWP as our new Senior Program Manager at the start of October
- Keith will manage our DEIA and data programs, as well as oversee our Visitor Service Specialist, Todd Moore, who manages our visitor services programs including our shuttles and visitor service staff.
- Prior to EWP, Keith spent a decade working for the community in social services roles, and then another decade in a leadership role for the Oregon Museum of Science and Industry. He is a board member for the Woodlawn Neighborhood Association and liaison for the Woodlawn Farmers Market. When not working to support the community he and his partner Maura, and dog Otis, love walks, reading, listening to music, and watching movies in the backyard.



ZOOLIGHTS

Staff lead: Todd Moore



- November 10 thru January 9
- Drive-thru: First three weeks, and last week of ZooLights, on Tues., Wed., Thurs.
- Event begins at 5 pm, and ends between 9 pm and 11 pm, depending on the day.
- Staff are developing a ZooLights communication plan and working with the Zoo on pre-trip information
- See attached document for details

COMMUNICATIONS

Staff lead: LeiLani Barney

Extreme Heat Action Plan

- Established protocols for communicating EWP service adjustments to keep staff and visitors safe while still providing visitor services to meet the Park/partners' needs.

Reservoir Road Closures Communication (Sept. 7-30)

- Worked with partner communication teams on awareness messaging, plus transit and parking options for accessing the north end/gardens while construction closed SW Sherwood and SW Sacajawea.
- Included a successful social media ad campaign:
 - Clicks - 1,677
 - Reach - 51,055
 - Impressions - 141,451

Digital Marketing Specialist

- In the process of hiring someone to develop digital initiatives, content, and on-brand creative in support of our marketing and communication programs. Hope to fill this position by the end of October.

Board of Directors

A Director's term is three (3) years. A Director may be reappointed without limitation on the number of terms the Director may serve.

<p>CHAIR Anna Goldrich <i>Executive Director</i> Hoyt Arboretum Friends 4000 SW Fairview Blvd. Portland, OR 97221 (503) 823-1648 / 503-819-2492 anna@hoytarboretum.org <i>Alternate: Becky Schreiber</i></p>	<p>VICE CHAIR Cynthia Haruyama <i>Deputy Director</i> Portland Japanese Garden P.O. Box 3847 Portland, OR 97208-3847 (503) 542-0295 charuyama@japanesegarden.com <i>Alternate: Lisa Christy</i></p>	<p>SECRETARY Dave Malcolm Sylvan Highlands Neighborhood Association 1511 SW Skyline Blvd. Portland, OR 97221 (503) 805-9587 dm97221@gmail.com</p>
<p>TREASURER Steve Cole At-large 2209 NE Stanton Portland, Oregon 97212 (503) 754-7713 Stevencole86@gmail.com</p>	<p>Kathy Goedel Arlington Heights Neighborhood Association 2767 SW Rutland Terrace Portland, OR 97205-5853 Kathy.go@comcast.net (503) 228-2599 <i>Alternate: Colleen Shoemaker</i></p>	<p>Heidi Rahn <i>Executive Director</i> Oregon Zoo 600 NE Grand Avenue Portland, OR 97232 (503) 797-1790 Heidi.Rahn@oregonmetro.gov</p>
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