PREPARED FOR: Core Area Advisory Board (CAAB)

PREPARED BY: Allison Platt, Core Area Project Manager

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CITY OF BEND

Core Area Performance Metrics

At the February 2022 meeting, staff recommended that the Core Area Advisory Board (CAAB) select a number of key performance metrics (8-12) to monitor and evaluate annually over the lifetime of the Core Area Tax Increment Finance (TIF) Plan duration. There may also be key performance metrics that the advisory board would like to be measured either quarterly or biannually.

Staff also recommended that Core Area Performance Metrics be guided and aligned with the Core Area Guiding Principles, adopted in both the Core Area Tax Increment Finance Plan and Core Area Project Report.

Based on a check-in with CAAB members at their April 21, 2022 meeting, staff have identified sixteen (16) recommended performance metrics for CAAB to monitor over the life of the Core Area TIF Plan. This memo is intended to identify a framework to evaluate each recommended indicator for CAAB review and discussion to advise staff on the best approach to evaluate and report on each identified performance metric.

For example, some performance metrics make sense to report for the entire Core Area whereas some may make more sense when broken down by subareas such as the Opportunity Areas within the larger Core Area (i.e., Bend Central District, East Downtown, KorPine, Inner Highway 20/Greenwood).

Some indicators may also need a deeper analysis to fully understand the impact of the performance metric. For example, staff may be able to measure the activity, but may need to use qualitative and quantitative information to further evaluate the result and impact of a measured activity.

It should be noted that two of the recommended 16 indicators within the Affordability is Preserved Guiding Principle may need to be removed due to a lack of certainty around finding reliable data to measure these two metrics.

	Guiding Principle	uniess stated otherwise)			
©	Create a place where you can live, work, and play.	Number of residential units (focus on net new)	308 Total *Based on number of units built on December 14, 2020 *In 2021, the City completed a mobile home assessment and mobile home units in the area decreased from 61 to 9.		
		Number of businesses and employees in Core Area	766 job sites (establishments) and 9,325 average employment (employees) *2019 Quarterly Census of Employment and Wages (QCEW) employment data from Oregon Employment Department (OED)		
		 Total area of Public Spaces, Parks, and Open Space 	0 acres		
		4. Core Area Walk Score, Transit Score, and Bike Score by Opportunity Area	Area Walk Score Transit Score Bike Score BCD 82 38 82 KorPine 66 n/a 94 East Downtown 74 38 83 Inner Hwy 81 43 89 20/Greenwood Data collected on May 25, 2022		
*	This is a walkable area with a balanced transportation system.	 5. Transit ridership: Total transit boardings within Core Area (January 1- December 31 each year) At Hawthorne Station At transit stops Percentage change of total boardings from previous year 	 2019 baseline (Pre COVID-19) Hawthorne boardings: 166,125 Transit stop boardings: 27,723 Most frequently boarded stop was 3rd @ Roosevelt Avenue Total boardings: 193,848 2020: Hawthorne boardings: 100,385 Transit stop boardings: 17,146 		

	Guiding Principle	Performance Metric Indicator	Proposed Baseline (Typically 2020 data unless stated otherwise)
			 Most frequently boarded stop was 3rd @ Wagner Mall Total boardings: 117,531 (Δ-39%)
		Percent complete of critical Core Area capital projects.	0% for all projects.
1 1	This area removes barriers and connects the East and West sides of Bend.	 Transportation mode split based on count data (for Franklin Avenue permanent counters) 	Franklin Avenue counter daily averages and as a percentage of total trips • Pedestrian: 239 (1.6%) • Bicycles: 159 (1.1%) • Vehicles: 14,679 (97.4%)
ø	This plan leads to direct outcomes, it is implemented.	 Number of Core Area Project Report Actions that are implemented by end of year. The Report include 6 recommendations and 19 actions total. 	 2 of 19 actions completed including: 1.1 Adopt an Urban Renewal/TIF Plan and Report 2.1 Remove barriers to development/redevelopment, particularly for housing and mixed-use development in the BCD.
\$	Affordability is preserved.	9. Number of dwelling units deed restricted to Affordable levels in Core Area 10. Average/median residential rental costs 11. Average/median commercial lease rates	80 shelter beds (Shepherd's House Warming Shelter) 0 residential units Still seeking CAAB direction, see information and options below. Still seeking CAAB direction, see information and options below.

	Guiding Principle	Performance Metric Indicator	2020 Baseline
		12. Assessed Value Growth since Plan inception and 5-year average	(2019/20) Frozen Base, Total Assessed Value= \$443,857,101
\$	Public investments incentivize and catalyze private development.	 Development activity (total number of building permits pulled by type between January 1- December 31 of each year) 	O Total Land Use Applications 31 Total Building Permits • 4 New Construction • 3 Addition • 24 Renovation/Alteration O Total Units Completed
		 Amount of funding leveraged with tax increment finance investments 	\$0
	The planning process is transparent and open to ensure that those affected by the decisions are involved in the process.	15. Qualitative description of public outreach activities.	In 2020, the City completed a major outreach effort that led to the adoption of the Core Area TIF Plan that included an advisory board, outreach to overlapping taxing districts, and City Council meetings and hearings to adopt both the Core Area TIF Plan & Report as well as the Core Area Project Report.
1	This area incorporates sustainable and low impact development principles and practices.	16. Qualitative description of both public and private investments that incorporate sustainable and low impact development.	No specific examples from 2020.

Reporting Frequency and Format

Staff recommend that an annual report be developed on the selected indicators. Some metrics could be included in a live dashboard. This report is recommended to be generated by June of each year. For example, a 2023 Annual Report would be prepared by June of 2024. The first annual report, to be published in 2022, will include information on Baseline metrics and 2021 metrics. Some performance metrics could also be included into an online dashboard that would be updated at least annually.

Next Steps & Recommendations

Staff recommend that CAAB consider the evaluation framework for the indicators below and provide directive feedback for any changes. Staff recommends that CAAB members consider reducing the number of indicators that staff evaluate on an annual basis by at least two indicators. Staff recommends that CAAB consider removing at least two of the following indicators:

- Average/median residential rental rates
- Average/median commercial lease rates
- Walk Score
- Mode Split (Franklin Avenue traffic counts)

CAAB members should consider the following questions to guide directive changes to the evaluation framework.

- What indicators do you feel are critical to measuring the success of the Core Area?
 Which indicators are not?
- Do you agree with staff recommendations for baseline metrics? For example, staff recommend using 2019 as a baseline metric for several transportation related indicators due to significant disruptions to travel behaviors in 2020 caused by the pandemic.
- Are there any other types of metrics that you would rather see to help measure Core Area success instead of one of the metrics provided?
- Do you agree with staff recommendations around reporting frequency and format? Are there any metrics that you would like to see more frequently?

Framework for Evaluation

CAAB will review this overview of a recommended framework to evaluate each indicator to advise staff on a framework to evaluate and report on the various performance metrics throughout the life of the Core Area TIF Plan (2020-2051). While the Summary table above gives a sense of the recommended indicators, data source to be used, and recommended reporting framework, the information below is intended to give a more in-depth review of both the opportunities and limitations of each indicator.

Create a place where you can live, work, and play.

Indicator #1: Number of residential units (focus on net new)

- **Data Source & Description:** The City of Bend's Office of Performance Management (OPM) maintains the Bend Land Information Survey (BLIS) data set which a GIS-based inventory of residential land availability and housing units within Bend's Urban Growth Boundary is updated quarterly.
- Recommended reporting framework: Staff recommend reporting both the number of total units and by type of unit including:
 - Single family detached (SFD)
 - Single family attached (SFA)
 - Accessory Dwelling Unit (ADU)
 - o Multi-family (MF), 5+ units
 - Duplex to Quadplex (2-4 units)
 - Units in Mixed-Use Development
 - Mobile (Modular) Unit

From there we can calculate both an annual net change and net change since Plan inception (using the 2020 or 2021 baseline)

	2020	2021	Net change (2020 to 2021)
Total	308 units	255 units	-13 units (17%
Units			decrease)
Units by	SFD:139	SFD:136	SFD: -3units (2%
Type	SFA: 9	SFA: 9	decrease)
	Duplex to Quadplex:	Duplex to Quadplex:	SFA: no change
	61	61	Duplex to Quadplex: no
	MF: 35	MF: 35	change
	ADU: 1	ADU: 1	MF: no change
	Mixed-Use: 2	Mixed-Use: 4	ADU: no change
	Mobile: <i>61*</i>	Mobile: 9*	Mixed-Use: +2 units
			(100% increase)
			Mobile: -52 units (85%
			decrease)

^{*} In 2021, the City completed a mobile home assessment and aligned mobile home park counts with Deschutes County assessor records.

- Data Reliability: This data set is maintained by the City of Bend's Office of Performance Management and the intent is to update it quarterly. The data set should continue to be maintained at least annually. In 2021, the City completed a mobile home assessment and aligned mobile home park counts with Deschutes County assessor records. This resulted in mobile home units in the Core Area to decrease from 61 to 9. In addition, staff recently completed an audit of existing residential units in the Core Area where commercial uses are permitted to verify whether existing residential units are currently being used for commercial or residential uses that should be reflected in the 2022 data but not for 2020-2021. Therefore, CAAB members will see a decrease in both 2021 and 2022 total residential units compared to 2020 levels, primarily from data clean-up rather than change of uses.
- Recommended Baseline to use for future reporting: Staff recommend using 2021 data as the baseline since the mobile home unit count and, therefore, total unit count is more reflective of the actual 2020 unit count.

Indicator #2: Number of job sites and employees

- Data Source & Description: The Quarterly Census of Employment and Wages (QCEW) is a quarterly count of employment and wages reported by employers. The QCEW covers more than 95 percent of U.S. jobs available at the county, Metropolitan Statistical Area (MSA), state, and national level, by detailed industry. The primary source for the QCEW is administrative data from state unemployment insurance (UI) programs. These data are supplemented by data from two U.S. Bureau of Labor Statistics (BLS) surveys: the Annual Refiling Survey (ARS) and the Multiple Worksite Report (MWR). Before publication, BLS and state workforce agencies review and enhance the QCEW data, correcting errors, imputing for nonresponse, and confirming and annotating unusual movements.
- Recommended Reporting Framework: Reports would include the number of
 establishments (job sites) within the Core TIF Area as well as the average employment
 (# of employees) throughout that calendar year. Reports would also include percentage
 difference between years and since plan inception, using 2019 as the baseline for plan
 inception.

	2019	2020	Net change (2019 to 2021)	
Establishments	766	754	-12 establishments (2% decrease)	
Average employment	9,325	9,054	-271 employees (3% decrease)	

- Data Reliability: This data source is one of the best employment data sources and measurements, it is collected and maintained by the State of Oregon in coordination with the Bureau of Labor. Data availability for a given year is not available until the fourth quarter (October/November) of the following year.
- Recommended Baseline to use for future reporting: Given the economic disruption caused in 2020 by the COVID-19 Pandemic, staff recommend using 2019 as the baseline metric for Core Area reporting and for comparisons to plan inception.

Indicator #3: Total area of Public Spaces, Parks, and Open Space

- Data Source & Description: City of Bend and Deschutes County Geographic Information Systems (GIS) land use data.
- Recommended Reporting Framework: Recommend reporting number of total acres, organized by both private ownership and public ownership (Bend Park and Recreation District).
- Data Reliability: It is difficult to calculate or measure any existing private open spaces
 within the Core TIF Area, however staff review of the area concluded that there are no
 significant private open spaces to report. Future private open space will be easier to
 measure as part of private development review by the City of Bend. Publicly owned open
 space or park sites will be measured through a City of Bend ArcGIS mapping query.
- Recommended Baseline to use for future reporting: 0 acres for both public and private ownership in 2020.

This is a balanced area with a walkable transportation system.

Indicator #4: Walk Score by Opportunity Area

- **Data Source & Description:** Walk Score (www.walkscore.com) is an online tool that allows users to measure the walkability, bikeability, and access to transit of any address on a scale between 1-100 in which 0 is a very car-dependent area and 100 is a Walker/Rider/Biker's Paradise.
- Recommended Reporting Framework: Recommend reporting based on an address in each of the four opportunity areas within the Core Area.
 - Bend Central District: 250 NE Greenwood Avenue (Greenwood & 3rd Street intersection)
 - KorPine: 175 SW Industrial Way (KorPine site)
 - East Downtown: 67 NW Hawthorne Ave (Hawthorne & NW Hill Street intersection)
 - Inner Highway 20/Greenwood: 671 NE Greenwood Avenue (NE 7th Street & Greenwood Avenue)
- Data Reliability: Walk Score is a privately run entity therefore the City of Bend has no guarantee that this resource or tool will be available throughout the lifetime of the TIF Plan. In addition, the Walk Score, Transit Score, and Bike Score methodologies do not take into consideration the comfort, condition, or usability of walking, biking, or transit facilities. Learn more about the Walk Score, Transit Score, and Bike Score methodologies by visiting: www.walkscore.com/methodology. Staff are not able to access previous year data for Walk Score so we are limited to reporting 2022 as a starting baseline.
- Recommended Baseline to use for future reporting: 2022, earlier data is not accessible/available.

Indicator #5: Transit ridership

- Data Source & Description: Cascade East Transit (CET) utilizes both Routematch, which is a ridership and operations dataset that is downloaded onto tablets located on all CET buses, and collected automated passenger counts using Transloc software.
- Recommended Reporting Framework: Staff recommend reporting total transit boardings within Core Area (January 1- December 31 each year) by the following locations:
 - At Hawthorne Station
 - At other Core Area transit stops
 - Percentage change of total boardings from previous year

In addition, staff recommend including alighting (departure) data for passengers that exit Core Area transit stops beginning in 2022 to track how many people are traveling to the Core Area.

 Data Reliability: CET installed new software into their buses in 2019 that can track both boarding and alighting (exiting) data for passengers that ride their buses. Due to a significant drop in ridership related to COVID-19, this data is not an accurate representation of typical ridership until 2021 and therefore staff recommend using 2019 data as the beginning baseline for measuring boarding data and 2021 for alighting (exiting) data. • Recommended Baseline to use for future reporting: 2019 for boarding data and 2021 for alighting data.

This area removes barriers and connects the East and West sides of Bend.

Indicator #6: Percent complete of capital projects

- Data Source & Description: City of Bend Capital Improvement Program and Transportation General Obligation Bond quarterly reports prepared by City of Bend staff. Quarterly reports are typically available the first week of January, April, July, and October.
- Recommended Reporting Framework: Staff recommend reporting the percentage complete of each project, and percent spent of any Urban Renewal contribution toward the project by the most recent quarterly report before the end of each year.
- Data Reliability: This data will be reported by City of Bend staff and therefore is easy to obtain, some project completion percentages may be several months delayed due to the frequency of reporting. There is discussion about developing a live tracking of CIP (Capital Improvement Program) spending that could be used in a future Core Area Performance Metric.
- Recommended Baseline to use for future reporting: Project progress by October quarterly report of each year.

Indicator #7: Transportation mode split based on count data (for Franklin Avenue permanent counters)

- Data Source & Description: Franklin Avenue has permanent bicycle, pedestrian, and vehicular counters installed on the west side of the Franklin Avenue undercrossing. Count data is maintained by the Bend Metropolitan Planning Organization (MPO).
- Recommended Reporting Framework: Staff recommend reporting both average daily counts and average counts as a percentage of total daily average trips for all trip modes including pedestrian, bicycle, and vehicular trips.
- Data Reliability: This data is reliable, however sometimes the equipment installed in the
 roadway does experience technical problems. For example, the vehicular tube loops
 installed in the roadway have been out of commission since October 2021. City staff
 have scheduled their repair which should take place in Summer of 2022 however there
 will be periods where some data is not reported.

Due to travel pattern disruptions caused by the 2020 COVID-19 pandemic, staff evaluated whether it would be appropriate to use 2019 data as a baseline performance metric instead of 2020 data. It is important to note that total average trips were significantly lower in both 2020 and 2021 than pre-pandemic (2019) levels, primarily caused by a reduction in vehicular trips. While differences in mode split are not as dramatic between years, both bicycle and pedestrian trips were highest in 2020 during the height of the pandemic than in either 2019 or 2021 indicating that while travel patterns by mode were interrupted in 2020, they are likely shifting back towards prepandemic trends.

2019 (pre-pandemic) Pedestrian Bicycle Vehicular Total	Average Daily Count 281 145 19600 20026	Mode Split 1.4% 0.7% 97.9% 100.0%
2020 Pedestrian Bicycle Vehicular Total	239 159 14679 15077	1.6% 1.1% 97.4% 100.0%
2021 Pedestrian Bicycle Vehicular Total	247 153 17943 18343	1.3% 0.8% 97.8% 100.0%

• Recommended Baseline to use for future reporting: 2019 (pre-pandemic) counts are recommended to be used as the baseline metric for this indicator.

This plan leads to direct outcomes, it is implemented.

Indicator #8: Number of Core Area Project Report Actions that are implemented by end of year. The Report includes 6 recommendations and 19 actions in total.

- **Data Source & Description:** Staff review of which Core Area Project Report actions were completed.
- Recommended Reporting Framework: Number of completed and partially completed actions from the Core Area Project Report. Some actions may require a more complete description of activities that took place to complete or partially complete actions.
- Data Reliability: City of Bend staff reporting on this item is expected to be reliable. The
 only thing to note is that in later years of the Urban Renewal life, this project action plan
 may be outdated and new actions to support the success of the District may need to be
 developed and therefore this performance indicator may need to be modified over time.
- Recommended Baseline to use for future reporting: Number of actions completed or partially completed by December 21, 2020.

Affordability is preserved.

Indicator #9: Number of dwelling units deed restricted to Affordable levels in Core Area

- Data Source & Description: Information gathered from the City of Bend's housing department on both shelter beds and residential unit counts of deed-restricted Affordable Housing Units. Affordable housing in Bend is typically restricted to 80% of Area Median Income for home ownership, and 60% of Area Median Income for rentals. This is because most funding sources are limited to these incomes.
- Affordable Housing Units in Bend can also be found by using the Bend Oregon Oline Mapper (BOOM) Affordable Housing Viewer map: https://maps.ci.bend.or.us/Html5Viewer/Index.html?viewer=AffordableHousing.PublicViewer
- Recommended Reporting Framework: Both total number of shelter beds and total number of deed-restricted residential units.
- Data Reliability: The City of Bend's Housing Department verifies and monitors deedrestrictions across the City to ensure compliance with the City's Affordable Housing program requirements and therefore is a credible source to maintain this information throughout the life of the Core Area TIF Plan.
- Recommended Baseline to use for future reporting: 2020 baseline

Indicator #10: Average/median residential rental rates

There are currently not a lot of residential units in the Core Area (approximately 250), and very few are currently listed as available for rent on the market.

This makes it difficult to obtain both historic and current rental market data, particularly for units that may be rented off the market within the Core Area. One alternative metric is simply to evaluate median rent in census tracts that intersect with the Core Area, or a citywide average rent for this metric.

For example, according the 2015-2019 American Community Survey (ACS) Data, Bend's median rent was \$1,276. It is important to note however that median gross rent (from the Census) typically understates observed rents.

One other alternative is for staff to research rentals that are located within the Core Area and listed publicly, for example on Zillow, rent.com, Craigslist, Trulia, or Zumper to evaluate rental rates within the Core Area.

Staff conducted internet searches for rental properties within the Core Area on May 27, 2022 and August 8, 2022. In May, City staff found only one residential listing on rent.com that was also listed on zumper.com. In August, staff were able to find an additional two rental listings. Average rents for the three properties are shown below. This is a very small sample of the

Date searched	Address	Rental price	Rent/SF	# of bedroom	# of baths	Square Footage (SF)
5/27/2022	NW Lake Place	\$2,250	\$2.74	2	1	820
8/8/2022	NW Greeley Ave	\$1,595	\$1.45	2	1	1100
8/8/2022	SE Lee Ln	\$1,975	\$2.19	2	1	900
AVERAGES		\$1,940	\$2.13			

Currently, staff do not have a strong recommendation for what data source to use for average/median residential rents and seek CAAB input and guidance on this indicator. Staff would recommend using Census American Community Survey Data for historical baselines, if CAAB would like to continue to pursue this indicator.

Indicator #11: Average/median commercial lease rates

There are significantly more commercial spaces available in the Core Area than residential units for lease/rent. However, collecting both historic and current data on market lease rates still proves to be challenging. This is particularly true for historical data.

A May 2022 search of commercial space for lease on Loopnet.com revealed there are currently 21 commercial properties listed on Loopnet.com within the Core Area (as found on May 27, 2022). Seventeen (17) of the 21 properties have listed lease rates.

	Size (SF)	Lease Rate (\$/SF/YR)	
MEDIAN	1,707	\$24.90	
AVERAGE	3,076	\$30.18	

This provides a decent snapshot in time of commercial lease rates in May of 2022. However, staff are unable to mimic this methodology for a 2020 baseline of the area. Should CAAB like to pursue this indicator, staff recommends a quarterly review of LoopNet lease rates to better capture market conditions throughout the year (February, May, September, December). Staff seeks CAAB input and direction on whether to continue to pursue this indicator over time.

Public investments incentivize and catalyze private development.

Indicator #12: Assessed Value Growth since Plan inception and 5-year average

- Data Source & Description: City of Bend Finance and Budget Team. Each year, beginning in October, the City of Bend begins to collect taxes for that tax year. City of Bend Finance staff can estimate and verify likely tax increment collections by December of each year. This information will be used to calculate Assessed Value growth of the district over time.
- Recommended Reporting Framework: Assessed value for Core TIF Area compared to Fiscal Year 2020 (2021/22) baseline and percentage increase both from plan inception and year prior, and after 2025, reports can also include a 5-year average of AV growth annually.

Frozen Value (2019/20)	FY 2020/21		Assessed Value Growth (since Plan inception)	
\$443,857,101	No data available from County Assessor for this year.	\$491,644,130	\$47,787,029 (10.7%) This indicates a compounded annual growth rate of 5.25%.	

• **Data Reliability:** This data is reliable and used to inform City budgeting. There are some payments that may not be collected by December of each year, but most tax dues will have already been collected by this date.

• Recommended Baseline to use for future reporting: FY (Fiscal Year) 2020 Assessed Value (Frozen Value)

Indicator #13: Development activity (total number of building permits pulled by type between January 1- December 31 of each year)

 Data Source & Description: City of Bend permit data collected in CityView software application each time a land use pre-application, application, or building permit file is generated. Permit data metrics will be reported on using the Core Area Development Tracker webmap and dashboard by visiting:

https://bendoregon.maps.arcgis.com/apps/dashboards/e392a019728443c595f311ad1f8d56a7

This tool is intended to track development activity following the adoption of the Core Area TIF Plan on August 18, 2022.

• Recommended Reporting Framework: Report will include total number of site plans, building permits, and residential units by status (in review, approved, under construction, and completed). Building permit by type will also be reported on including whether the permit is for an addition, renovation/alteration, or new construction.

Description	2020	2021
Land Use Applications	0	5
Building Permits Total & by Type	31	55
New Construction	4	17
Addition	3	2
Renovation/Alteration	24	36
Total Units Completed	0	0

- Data Reliability: This data source is extremely reliable. Data reported for the 2020 year
 will be available however the tracker tool only include a half year of available data since
 the development tracker is intended to track development activity following the adoption
 of the Core Area TIF Plan on August 18, 2020 and therefore only includes a half year of
 permit activity for 2022.
- Recommended Baseline to use for future reporting: Use 2021 for baseline since 2020 construction and project timelines were impacted due to the COVID-19 pandemic.

Indicator #14: Amount of funding leveraged with tax increment finance investments

- **Data Source & Description:** City of Bend Urban Renewal staff through application and reporting requirements for future Urban Renewal funding recipients.
- Recommended Reporting Framework: Staff will report on total Urban Renewal dollars spent/contributed and total development/project costs invested.
- **Data Reliability:** Data will rely on both estimated provided by developer and County Assessor building valuations.
- Recommended Baseline to use for future reporting: No data available for 2020-2022 since there have been no TIF investments during this period.

The planning process is transparent and open to ensure that those affected by the decisions are involved in the process.

Indicator #15: Qualitative description of public outreach activities.

- Data Source & Description: City of Bend Urban Renewal staff.
- **Recommended Reporting Framework:** Qualitative description of events that took place throughout each year.
- **Data Reliability:** This information should be reliable and is only likely to be missing or incomplete if there is significant staff turnover in any one year.
- Recommended Baseline to use for future reporting: n/a

This area incorporates sustainable and low impact development principles and practices.

Indicator #16: Qualitative description of both public and private investments that incorporate sustainable and low impact development.

- Data Source & Description: City of Bend Urban Renewal staff.
- **Recommended Reporting Framework:** Qualitative description of events that took place throughout each year.
- **Data Reliability:** This information should be reliable and is only likely to be missing or incomplete if there is significant staff turnover in any one year.
- Recommended Baseline to use for future reporting: n/a