



OFFICE OF MAYOR CHARLIE HALES
CITY OF PORTLAND

January 18, 2013

TO: Andrew Scott, City Budget Office
FROM: Mayor Charlie Hales *CSH for Mayor Hales*
SUBJECT: OMF Winter FY 2012-13 Budget Monitoring Process Report

Please find attached the Office of Management and Finance's Winter FY 2012-13 Budget Monitoring Process Report.

OMF has reviewed this report with me and as Commissioner-In-Charge I am now submitting it to City Budget Office.

If you have any questions on this report please contact Jane Braaten in OMF Business Operations.

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_137 - Spectator Facilities-Tech Adjustments

This request moves budgeted dollars to match the account that the expenditures are hitting. These net zero adjustments impact the VMC project, debt service, and contingency.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Internal Transfer

MF_138 - Bus Ops- GF Mid Year Cut Reconciliation

In the Fall Bump, the OMF General Fund Mid-Year Cut for the entire Office of Management and Finance was taken out of the Business Operations Division budget in the form of one-time General Fund Discretionary Revenue. OMF then determined reductions to meet this cut across the organization. This is one of two transactions that partially restore the Business Operations Division budget in order to reflect the OMF mid-year reduction decisions. This transaction partially restores the Business Operations Division budget in the amount allocated to the OMF General Fund Bureaus.

Dollar Amount: \$344,217
Type: Technical Adjustment
Resources: Internal Transfer

MF_142 - OMF GF Vacancy Savings

As required to reach the Citywide vacancy savings target in the FY 2012-13 Adopted Budget, the personnel services budgets within various OMF General Fund Bureaus and Divisions will be reduced by \$188,732 for three months of vacancy savings related to 7 vacant positions.

This request transfers vacancy savings from the OMF General Fund to the General Fund for the following positions:
1) Business Operations--#40004157--Management Analyst--\$20,778; 2) BHR--#40000510--HR Coordinator--\$30,338; 3) BHR--#40005958--HR Police Manager--\$37,850; 4) Revenue Bureau--#40000233--Revenue & Taxation Specialist IV--\$15,654; 5) Bureau of Financial Services--#40000124--Office Support Specialist II--\$15,438; 6) Procurement Services--#40000183--Procurement Specialist--\$21,894 7) Citywide Projects-PSSRP--#40009156--Technology Capital Project Manager II--\$46,

Dollar Amount: **(\$188,732)**
Type: New Request
Resources: General Fund Discretionary

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_147 - Bus Ops-Recognize GF Revenue from ISF CT'S

In the Fall Bump, the OMF General Fund Mid-Year Cut for the entire Office of Management and Finance was taken out of the Business Operations Division budget in the form of one-time General Fund Discretionary Revenue. OMF then determined reductions to meet this cut across the organization. This is one of two transactions that restore the Business Operations Division budget in order to reflect the OMF mid-year reduction decisions. This transaction recognizes \$473,453 in one-time General Fund Discretionary Revenue due to the following actions: The Internal Service Funds are rebating dollars collected from the General Fund and other funds. The General Fund is capturing the revenue from funds that receive General Fund support. The General Fund is appropriating this revenue and partially restoring the General Fund Discretionary Revenue in the Business Operations Division.

Dollar Amount: \$473,453
Type: New Request
Resources: New Revenues

MF_148 - Mid Year Reductions - EBS - NeoGov

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$27,956 of the Mid-Year cut to Enterprise Business Solution to return funds associated with cancellation of the remaining NeoGov work to the General Fund.

Dollar Amount: \$0
Type: Mid-Year Reductions
Resources: New Revenues

MF_151 - Mid Year Reductions - EBS - Savings Rebate

The City Budget Office's FY 2012-13 year-end projections indicate that mid-year reductions, or a combination of reduction and additional resources, by the General Fund and funds receiving General Fund support will be necessary in order to provide assurance that expenses won't exceed projected revenues. This mid-year reduction package would contribute from internal service providers a rebate back to customer funds of anticipated FY 2012-13 net budget savings, including vacancy savings. The reduction in fund balance would be accounted for in the Winter BMP as a cash transfer from the internal service providers to the General Fund and other funds.

Dollar Amount: \$17,668
Type: Mid-Year Reductions
Resources: New Revenues

MF_152 - Mid Year Reductions - EBS - Vacancy Savings

This request is the vacancy savings for one position in Enterprise Business Solution: #40009046 Business Systems Analyst.

Dollar Amount: \$0
Type: Mid-Year Reductions
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_173 - City Budget Office Move to 13th Floor

This request transfers \$50,000 in General Fund Discretionary one-time resources to Business Operations to fund an interagency with Facilities for costs associated with the City Budget Office relocating to the 13th floor of the Portland Building. The General Fund dollars are coming from the unused contingency of the Council Office Transition Special Appropriation. If the actual move costs are less than \$50K, the balance will remain unspent and be returned to the General Fund at year-end.

Dollar Amount: \$50,000
Type: New Request
Resources: General Fund Discretionary

MF_182 - EBS - Technical Adjustments

Human Resources has provided the Health Fund I/A adjustment for FY 2012-13, for reimbursement of benefit costs.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: New Revenues

MF_184 - Spectator Facilities-Match cash transfers

In order for OMF to achieve its FY 2012-13 mid-year General Fund discretionary reduction target, the OMF internal service funds are proposing to rebate back to customer funds cash for projected budget savings. Under this approach, savings associated with General Fund bureaus will not be returned to the bureau, but will instead be captured by the General Fund at the fund level. Savings from funds that receive General Fund support (Transportation Operating, Development Services, Emergency Communications, Facilities Services, and Parks Capital Improvement), will not be returned to the bureaus, but will instead be captured by the General Fund via a reduction in the General Fund cash transfer to those bureaus. All other savings will be transferred back to the appropriate funds. This transaction captures the rebates associated with the Spectator Facilities Fund.

Dollar Amount: \$533
Type: New Request
Resources: New Revenues

MF_191 - Spectator Facilities-Beginning Fund Balance Adj

This request adjusts the beginning fund balance of the Spectator Facilities Fund to match the City's CAFR statement for Spectator Facilities.

Dollar Amount: \$268
Type: Technical Adjustment
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_124 - Mid Year Reduction - Accounting - EMS

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$43,765 of the Mid-Year cut to Accounting.

This package would reduce External Materials & Services by \$43,765. Various EMS budget categories will be utilized to fund this reduction. Expenditure assumptions for the fiscal year projecting a balance sufficient to fund this reduction are based upon actual activity through four accounting periods and future planned activity.

Dollar Amount: **(\$43,765)**

Type: Mid-Year Reductions

Resources: General Fund Discretionary

MF_125 - Mid Year Reduction - Accounting - Contract Svcs.

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$45,115 of the Mid-Year cut to Accounting.

This package would reduce External Materials & Services by \$45,115. Accounting contracts with two vendors for CAFR production and Audit services funded by budget line item 521000 Professional Services in the amount of \$290,000: Accounting Principals, Inc. and Vanderhouwen & Associates, Inc. To fund this and other mid year cuts services from Accounting Principals, Inc. will end December 21st, 2012 and an EBS solution for CAFR/Audit workload will be set at NTE \$80,000. These actions are projected to create savings sufficient to fund this reduction.

Dollar Amount: **(\$45,115)**

Type: Mid-Year Reductions

Resources: General Fund Discretionary

MF_126 - Mid Year Reduction - Debt - EMS

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$2,093 of the Mid-Year cut to Public Finance and Treasury.

The Debt Miscellaneous budget line items (Commitment Item 529000 and 549000) will fund \$2,093 of the Public Finance & Treasury reduction. Expenditure assumptions based upon activity through four accounting periods are expected to produce a balance sufficient to fund this reduction.

Dollar Amount: **(\$2,093)**

Type: Mid-Year Reductions

Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_127 - Mid Year Reductions - Treasury - EMS

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$2,741 of the Mid-Year cut to Public Finance and Treasury.

The Treasury Miscellaneous budget line item (Commitment Item 549000) will fund \$2,741 of the Public Finance & Treasury reduction. Expenditure assumptions for this line item based upon activity through four accounting periods are expected to produce a balance sufficient to fund the reduction.

Dollar Amount: **(\$2,741)**

Type: Mid-Year Reductions

Resources: New Revenues

MF_128 - Mid Year Reductions - Grants

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$2,655 of the Mid-Year cut to the Bureau of Financial Services.

Dollar Amount: **(\$2,655)**

Type: Mid-Year Reductions

Resources: General Fund Discretionary

MF_129 - Mid Year Reductions - CBO

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$8,821 of the Mid-Year cut to the Bureau of Financial Services.

This package would reduce External Materials & Services in the City Budget Office by \$8,821. This amount represents a portion of \$11,476 previously allocated to the Bureau of Financial Services.

Dollar Amount: **(\$8,821)**

Type:

Resources:

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_142 - OMF GF Vacancy Savings

As required to reach the Citywide vacancy savings target in the FY 2012-13 Adopted Budget, the personnel services budgets within various OMF General Fund Bureaus and Divisions will be reduced by \$188,732 for three months of vacancy savings related to 7 vacant positions.

This request transfers vacancy savings from the OMF General Fund to the General Fund for the following positions:
1) Business Operations--#40004157--Management Analyst--\$20,778; 2) BHR--#40000510--HR Coordinator--\$30,338;
3) BHR--#40005958--HR Police Manager--\$37,850; 4) Revenue Bureau--#40000233--Revenue & Taxation Specialist IV--\$15,654; 5) Bureau of Financial Services--#40000124--Office Support Specialist II--\$15,438; 6) Procurement Services--#40000183--Procurement Specialist--\$21,894 7) Citywide Projects-PSSRP--#40009156--Technology Capital Project Manager II--\$46,780.

Dollar Amount: **(\$188,732)**

Type: New Request

Resources: General Fund Discretionary

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_142 - OMF GF Vacancy Savings

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Dollar Amount: (\$188,732)

Type: New Request

Resources: General Fund Discretionary

MF_143 - BHR-Vacancy Exception

This action restores the General Fund one-time Discretionary taken for vacancy savings related to position #40000510--BHR Coordinator. The Bureau of Human Resources received approval from the Commissioner in Charge for this exception.

Dollar Amount: \$30,338

Type: New Request

Resources: General Fund Discretionary

MF_144 - BHR-Mid-Year Cut

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$78,946 of the Mid-Year cut to BHR.

This request will reduce the materials and services budget in order to comply with the 6% mid-year reduction target. The reduction in materials and services will be within the Training Fund, Employment and Development, Operations, and Affirmative Action programs. The impact of this reduction to BHR will cause BHR to eliminate the travel budget and freeze all purchases of goods and services not under contract, including those for the City-Wide Training Fund.

This mid year reduction will have no impact on the Bureau of Human Resources organizational structure. However, as mentioned above this mid-year reduction will negatively impact services to bureaus. This reduction will negatively impact BHR's ability to develop much needed refresher material for the City's Cultural Competency training to include discussion of equitable outcomes and removal of systematic bias; important goals in the City's overarching equity initiatives. In addition the cut will hamper BHR's ability to develop Emotional Intelligence Training materials for city employees; this training is the most requested by City bureaus. Finally, BHR will be unable to purchase software that would enhance the E-learning capabilities in SAP. It should also be noted that BHR will have limited capacity to fund any unanticipated expenditures that may happen before fiscal year end, including but not limited to vacation payouts.

Dollar Amount: (\$78,946)

Type: Technical Adjustment

Resources: Internal Transfer

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_177 - Health Fund Reconcile Beginning Fund Balance

This transaction will reduce the Health Fund Budgeted Beginning Fund balance by \$654,539 to match the CAFR for the Year Ended June 30th 2012. During the Health Fund year end reconciliation process it was discovered that a Journal Entry was incorrectly posted that billed the General Fund for Portland Police Association health care premiums. It was determined that health care premiums were paid throughout the year from PPA, therefore there was no need to bill the General Fund for those premium costs.

Dollar Amount: **(\$654,539)**

Type: Technical Adjustment

Resources: Internal Transfer

MF_178 - Health Fund I/A for reimbursement of costs

This request is to receive reimbursement of costs associated with the extension of cobra benefits for former City of Portland Employees.

Dollar Amount: \$171,905

Type: New Request

Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_139 - Facilities - City Hall Debt Service Savings

City Hall debt service is funded through a cash transfer from the General Fund. In May of 2012 the City refunded this debt through the issuance of the 2012 Series B Limited Tax & Refunding Bonds. These bonds reduced the FY 2012-13 City Hall debt service by \$136,000. This decision package would reduce the General Fund cash transfer for these savings.

Dollar Amount: **(\$136,000)**
Type: Mid-Year Reductions
Resources: General Fund Discretionary

MF_140 - Facilities - Vacancy Savings

As required to reach the Citywide vacancy savings target in the FY 2012-13 Adopted Budget, the personnel services budgets within various Bureaus and Division of the Office of Management and Finance will be reduced. For Facilities in the Winter BMP the vacancy savings totals \$49,538 and represents 2 positions.

Dollar Amount: \$0
Type: Vacancy Savings and Exceptions
Resources: Internal Transfer

MF_141 - Facilities - Savings Rebate

The City Budget Office's FY 2012-13 year-end projections indicate that mid-year reductions, or a combination of reductions and additional resources, by the General Fund and funds receiving General Fund support will be necessary in order to provide assurance that expenses won't exceed projected revenues. This mid-year reduction package would contribute from internal service providers a rebate back to customer funds of anticipated FY 2012-13 net budget savings, including vacancy savings. The reduction in fund balance would be accounted for in the Winter BMP as a cash transfer from the internal service providers to the General Fund and other funds.

Dollar Amount: \$0
Type: Mid-Year Reductions
Resources: Internal Transfer

MF_142 - OMF GF Vacancy Savings

As required to reach the Citywide vacancy savings target in the FY 2012-13 Adopted Budget, the personnel services budgets within various OMF General Fund Bureaus and Divisions will be reduced by \$188,732 for three months of vacancy savings related to 7 vacant positions.

This request transfers vacancy savings from the OMF General Fund to the General Fund for the following positions: 1) Business Operations--#40004157--Management Analyst--\$20,778; 2) BHR--#40000510--HR Coordinator--\$30,338; 3) BHR--#40005958--HR Police Manager--\$37,850; 4) Revenue Bureau--#40000233--Revenue & Taxation Specialist IV--\$15,654; 5) Bureau of Financial Services--#40000124--Office Support Specialist II--\$15,438; 6) Procurement Services--#40000183--Procurement Specialist--\$21,894 7) Citywide Projects-PSSRP--#40009156--Technology Capital Project Manager II--\$46,780.

Dollar Amount: **(\$188,732)**
Type: New Request
Resources: General Fund Discretionary

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_149 - Procurement - Mid-Year Reduction

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$52,670 of the Mid-Year cut to BIBS/ Procurement Services Division. Two positions were added to Procurement Services' budget to perform additional contract compliance activities made necessary by Council's Local Stimulus/ARRA efforts initiated in 2009. Due to an increase in construction projects Procurement Services' existing compliance staff was overburdened by associated contract compliance tracking, enforcement and reporting requirements. FY 12/13 will be the final year for the increased activity and the additional staffing needs. Compliance Specialists are working closely with construction bureaus to insure that their compliance needs are met and that delays are not critical.

Dollar Amount: **(\$52,670)**

Type: New Request

Resources: General Fund Discretionary

MF_150 - CityFleet - Vacancy Reductions

As required to reach the Citywide vacancy savings target in the FY 2012-13 Adopted Budget, the personnel services budgets within various Bureaus and Division of the Office of Management and Finance will be reduced. For City Fleet in the Winter BMP the vacancy savings totals \$52,269 and represents 2 positions.

Dollar Amount: \$0

Type: New Request

Resources: Bureau Contingency

MF_153 - CityFleet - Savings Rebate

The City Budget Office's FY 2012-13 year-end projections indicate that mid-year reductions, or a combination of reductions and additional resources, by the General Fund and funds receiving General Fund support will be necessary in order to provide assurance that expenses won't exceed projected revenues. This mid-year reduction package would contribute from internal service providers a rebate back to customer funds of anticipated FY 2012-13 net budget savings, including vacancy savings. The reduction in fund balance would be accounted for in the Winter BMP as a cash transfer from the internal service providers to the General Fund and other funds.

Dollar Amount: \$0

Type: New Request

Resources: Bureau Contingency

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_154 - Ins & Claims Mid - Savings Rebate

The City Budget Office's FY 2012-13 year-end projections indicate that mid-year reductions, or a combination of reductions and additional resources, by the General Fund and funds receiving General Fund support will be necessary in order to provide assurance that expenses won't exceed projected revenues. This mid-year reduction package would contribute from internal service providers a rebate back to customer funds of anticipated FY 2012-13 net budget savings, including vacancy savings. The reduction in fund balance would be accounted for in the Winter BMP as a cash transfer from the internal service providers to the General Fund and other funds.

Dollar Amount: \$0
Type: New Request
Resources: Bureau Contingency

MF_163 - Facilities - 12th Floor Project Rebate

The Financial Planning Division's FY 2012-13 year-end projections indicate that mid-year reductions, or a combination of reductions and additional resources, by the General Fund and funds receiving General Fund support will be necessary in order to provide assurance that expenses won't exceed projected revenues. This mid-year reduction package would contribute from internal service providers a rebate back to customer funds of anticipated FY 2012-13 net budget savings, including vacancy savings. The reduction in fund balance would be accounted for in the Winter BMP as a cash transfer from the internal service providers to the General Fund and other funds.

Dollar Amount: \$0
Type: Mid-Year Reductions
Resources: Internal Transfer

MF_169 - Facilities - General Fund Loan

The purpose of this budget adjustment request is to set up the cash transfers from three OMF internal service funds (Fleet, BTS, and Facilities) to the General Fund for the full amount of 10 year inter-fund capital loans approved in Resolution 36976 on November 7, 2012. Actual transfers will be based on the needs of the General Fund.

This budget adjustment also sets up the first year repayments from the General Fund to each of the three internal service funds.

Dollar Amount: \$48,504
Type: New Request
Resources: Bureau Contingency

MF_170 - Facilities - CBO Move

This request transfers \$50K in GF Discretionary one-time to Business Operations to fund an interagency with Facilities for costs associated with the Budget Office relocating to the 13th floor of the Portland Building. The General Fund dollars are coming from the unused contingency of the Council Transition Special Appropriation. If the actual move costs are less than \$50K, the leftover General Fund dollars will remain unspent and be returned to the General Fund at year-end.

Dollar Amount: \$50,000
Type: New Request
Resources: Internal Transfer

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_171 - P&D - Savings Rebate

The City Budget Office's FY 2012-13 year-end projections indicate that mid-year reductions, or a combination of reductions and additional resources, by the General Fund and funds receiving General Fund support will be necessary in order to provide assurance that expenses won't exceed projected revenues. This mid-year reduction package would contribute from internal service providers a rebate back to customer funds of anticipated FY 2012-13 net budget savings, including vacancy savings. The reduction in fund balance would be accounted for in the Winter BMP as a cash transfer from the internal service providers to the General Fund and other funds.

Dollar Amount: \$0
Type: New Request
Resources: Bureau Contingency

MF_174 - Facilities - Match Office of Equity IA Increase

Match the Office of Equity's increase to the Facilities IA.

Dollar Amount: \$500
Type: New Request
Resources: Internal Transfer

MF_176 - P&D - Office of Equity Interagency Changes

Office of Equity has requested a reduction of \$ 500 to Copy/Print/Bind and an increase of \$ 500 to Copier Services.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Internal Transfer

MF_180 - Facilities - Match Auditor IA Increase

Match the Auditor's increase to the Facilities IA

Dollar Amount: \$6,000
Type: New Request
Resources: Internal Transfer

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_185 - Facilities - Match IA Mid-year rebates

The City Budget Office's FY 2012-13 year-end projections indicate that mid-year reductions, or a combination of reductions and additional resources, by the General Fund and funds receiving General Fund support will be necessary in order to provide assurance that expenses won't exceed projected revenues. This mid-year reduction package would contribute from internal service providers a rebate back to customer funds of anticipated FY 2012-13 net budget savings, including vacancy savings. The reduction in fund balance would be accounted for in the Winter BMP as a cash transfer from the internal service providers to the General Fund and other funds.

This package recognizes the cash transfers from other IA providers to Facilities with a corresponding reduction in the General Fund transfer to the Facilities fund.

Dollar Amount: \$0
Type: Mid-Year Reductions
Resources: Internal Transfer

MF_186 - Facilities - Adjust Budget for Grant

Adjust appropriation for grant funded project at Union Station.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Grants

MF_187 - Ins & Claims- Increase IA with PIR

This request is to increase the PIR interagency with Risk Insurance & Claims by \$12,326 to cover the additional cost of commercial insurance.

Dollar Amount: \$12,326
Type: New Request
Resources: New Revenues

MF_188 - Workers Comp - Savings Rebate

The City Budget Office's FY 2012-13 year-end projections indicate that mid-year reductions, or a combination of reductions and additional resources, by the General Fund and funds receiving General Fund support will be necessary in order to provide assurance that expenses won't exceed projected revenues. This mid-year reduction package would contribute from internal service providers a rebate back to customer funds of anticipated FY 2012-13 net budget savings, including vacancy savings. The reduction in fund balance would be accounted for in the Winter BMP as a cash transfer from the internal service providers to the General Fund and other funds.

Dollar Amount: \$0
Type: New Request
Resources: Bureau Contingency

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_189 - P&D - Projected Budget Savings Rebates

This request is to recognize \$2,121 in additional resources from internal service fund cash transfers back to customers as part of the mid-year reduction target projected budget savings.

Dollar Amount: \$2,121
Type: New Request
Resources: New Revenues

MF_192 - CityFleet - Balance IA with Office of Equity

The Office of Equity has requested \$500 for leased vehicles.

Dollar Amount: \$500
Type: New Request
Resources: New Revenues

MF_193 - CityFleet - Loan to General Fund

The purpose of this budget adjustment request is to set up the cash transfer from three OMF internal service funds (Fleet, BTS and Facilities) to the General Fund for the full amount of 10-year interfund capital loans approved in Resolution 36976 on November 7, 2012. The loan amount from City Fleet will be \$1,250,000. Actual transfers will be based on the needs of the General Fund.

This budget adjustment also sets up the first year repayments from the General Fund to each of the three internal service funds. The first repayment to City Fleet will be \$48,504.

Dollar Amount: \$0
Type: New Request
Resources: Bureau Contingency

MF_194 - CityFleet - Projected Budget Savings Rebates

This request is to recognize \$4,920 in additional resources from internal service fund cash transfers back to customers as part of the mid-year reduction target projected budget savings.

Dollar Amount: \$53,424
Type: New Request
Resources: New Revenues

MF_195 - Fire Fac GO Bond - Internal Service Fund Rebate

The purpose of this budget adjustment request is to recognize a cash transfer from the EBS Fund for the Fire Facilities GO Bond Fund's share of EBS savings.

Dollar Amount: \$37
Type: New Request
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_196 - Ins & Claims – Projected Budget Savings Rebates

This request is to recognize \$756 in additional resources from internal service fund cash transfers back to customers as part of the mid-year reduction target projected budget savings.

Dollar Amount: \$756
Type: New Request
Resources: New Revenues

MF_197 - Worker Comp – Projected Budget Savings Rebates

This request is to recognize \$1,288 in additional resources from internal service fund cash transfers back to customers as part of the mid-year reduction target projected budget savings.

Dollar Amount: \$1,288
Type: New Request
Resources: New Revenues

MF_198 - Public Safety GO - Internal Service Fund Rebate

The purpose of this budget adjustment request is to recognize cash transfers from the Facilities and BTS funds for the Public Safety GO Bond Fund's share of savings.

Dollar Amount: \$1,064
Type: New Request
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_130 - Revenue - Winter - Reduce LTD Contract

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$20,000 of the Mid-Year cut to the Revenue Bureau – License and Tax Division.

Reduces anticipated one-time spending on an external contract with Compass Computing by \$20,000. This reduction is possible because the vendor will be working almost exclusively on the new Arts Tax Database instead of improvement to the Business License Information System.

Dollar Amount: **(\$20,000)**

Type: Mid-Year Reductions

Resources: General Fund Discretionary

MF_131 - Revenue - Winter - Mid-year Cut Refill Savings

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$12,309 of the Mid-Year cut to the Revenue Bureau – Operations Division.

Revenue and Taxation Specialist II position is being refilled at the front counter with a new temporary hire with lower pay rate.

Dollar Amount: **(\$12,309)**

Type: Mid-Year Reductions

Resources: General Fund Discretionary

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_132 - Revenue - Winter - Reduce PCM Contract

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$10,000 of the Mid-Year cut to the Revenue Bureau – Office for Community Technology.

Portland Community Media Contract language on reductions: Section IV(A)(1)c:

“In the case of extraordinary circumstances causing severe financial constraints on the City resulting in the curtailment of City bureau budgets, the City may reduce the annual Grant by an amount not to exceed the average percentage reduction in other City general fund discretionary budgets. If the City reduces the annual Grant under this Section, Grantee may reduce its scope of work, commensurate with that reduction, under Sections II (B)4-8. Grantee shall submit its service reduction plan to the Grant Manager and the MHCRC prior to implementing service reductions. Any service reduction shall be subject to approval by the Grant Manager.”

Alternatively, a reduction at this level would be made by eliminating a part time position in the Public Access Center which provides technical support to the community who are working on video programs for cablecasting on Channels 22 and 23 on the Comcast cable system. The part time Technical Support Specialist plays a key role in PCM's ability to staff the Public Access Center without incurring the cost of overtime and burn out for the other staff. Without this key part time role filled, the Public Access hours would have to be cut another day of the week.

The impact of the part time Technical Support Specialist position would be a reduction in service hours for the community, resulting in fewer television programs being completed by the community and programmed on our channels

Dollar Amount: **(\$10,000)**

Type: Mid-Year Reductions

Resources: General Fund Discretionary

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_133 - Revenue - Winter - Cut Advocacy

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$10,000 of the Mid-Year cut to the Revenue Bureau – Office for Community Technology.

OCT partnered with the League of Oregon Cities and the City of Eugene (Eugene will contribute \$10,000) to develop a video and materials for the 2013 Legislative Session. The goal of the video is to update the very successful Right of Way video used during the 1999 and subsequent Legislative Sessions to defeat pre-emptive legislation. The City of Eugene and the City of Portland had agreed to co-fund the production and associated advocacy materials that would be used by the LOC and all cities to advocate for local authority for franchise fees, right of way management and the ability to levy taxes and fees. The 1999 video needs to be updated given the changes in the law and broadband technology that have occurred over the last 13 years. Monies were to be used to develop the script, produce and direct the video (with key Mayor's from around Oregon), leave behinds and for expert analysis of bills, if needed. This cut will eliminate the City of Portland's financial contribution placing the project in jeopardy. The 1999 video production cost \$10,000.

This Bureau may be able to delay its contribution until next year.

Staff expects legislation to pre-empt local authority in the area of franchise fees, right of way management, municipal provision of communications and the ability to levy taxes and fees to be introduced in the 2013 Legislative Session. Utility License fees and Franchise fees represent the 3rd largest source of revenue to the general fund. Furthermore the in-kind benefits to franchising, including assets for IRNE and consumer protection agreements are threatened by pre-emption legislation. While not all of the \$73 million would be in jeopardy immediately, certainly the telecommunications revenue (estimated at \$9 million) could potentially be at risk. Staff will not have effective tools to counter the attack i.e. video, leave behinds and expert analysis of the bills. Staff's experience is that educating legislators (many of whom are new in the 2013 Session) about the value of franchise fees, local right of way management, the ability to provide telecommunications services (IRNE) and the ability to levy taxes and fees is an on-going process and pays dividends in the long run.

Dollar Amount: **(\$10,000)**

Type: Mid-Year Reductions

Resources: General Fund Discretionary

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_134 - Revenue - Winter - Reduce Enforcement Set-Aside

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$10,433 of the Mid-Year cut to the Revenue Bureau – Office for Community Technology.

Level 3 has a franchise agreement with the City of Portland to provide telecommunications services as a competitive local exchange carrier. There are on-going compliance issues between Level 3 and the City. Resolution of these compliance issues would provide substantial benefits to the City, specifically to the Integrated Regional Network Enterprise (IRNE), a high-speed intergovernmental fiber optic telecommunications network, operated by the Bureau of Technology Services. The City and Level 3 are in negotiations on two separate agreements to cure Level 3's past franchise violations. The proposed agreements contemplate that Level 3 will provide non-monetary compensation to the City in the form of conduit or ducts for the IRNE system. The monies were to have been used to hire a legal expert with experience in negotiating technical Indefeasible Right of Use (IRU) agreements with communications companies.

Inability to bring secure these agreements would undermine the City's historical positions and legal arguments against the telecommunications industry, which have previously challenged the City's right and ability to operate its own public sector telecommunications service, among other arguments. Not securing these assets for IRNE would have negative impacts for IRNE, the City, and the region. IRNE needs these assets to create redundancy and alternate routes to its system in order to continue to provide consistent and reliable telecommunications services within the City and to its municipal, county and state partner agencies which are used for a wide range of services, including law enforcement and emergency services, traffic control and signals and high speed data communications.

Dollar Amount: **(\$10,433)**

Type: Mid-Year Reductions

Resources: General Fund Discretionary

MF_136 - Revenue Bureau - Winter - Technical Adjustments

Net zero technical adjustments to correct negative budget amounts from the OMF cuts during the Adopted Budget.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: General Fund Discretionary

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_142 - OMF GF Vacancy Savings

As required to reach the Citywide vacancy savings target in the FY 2012-13 Adopted Budget, the personnel services budgets within various OMF General Fund Bureaus and Divisions will be reduced by \$188,732 for three months of vacancy savings related to 7 vacant positions.

This request transfers vacancy savings from the OMF General Fund to the General Fund for the following positions:

1) Business Operations--#40004157--Management Analyst--\$20,778; 2) BHR--#40000510--HR Coordinator--\$30,338; 3) BHR--#40005958--HR Police Manager--\$37,850; 4) Revenue Bureau--#40000233--Revenue & Taxation Specialist IV--\$15,654; 5) Bureau of Financial Services--#40000124--Office Support Specialist II--\$15,438; 6) Procurement Services--#40000183--Procurement Specialist--\$21,894 7) Citywide Projects-PSSRP--#40009156--Technology Capital Project Manager II--\$46,780.

Dollar Amount: **(\$188,732)**

Type: New Request

Resources: General Fund Discretionary

MF_146 - Revenue Bureau Vacancy Exception

The Revenue Bureau has received an approved vacancy exception from the Commissioner in charge for position 40000233, included in the calculated Winter BMP Vacancy savings. This position has been shown to have a return on investment of 4:1 via tax collection. Leaving this position vacant would unnecessarily reduce taxes collected by the City.

Dollar Amount: \$15,654

Type: New Request

Resources: General Fund Discretionary

MF_183 - Revenue-Bus Sys Analyst reallocated to Arts Tax

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$22,646 of the Mid-Year cut to the Revenue Bureau – Business Solution Division.

This package recognizes the one-time reallocation of General Fund business analysts to the new Arts Tax program design and implementation. Per Measure 36939 passed by voters on November 6, 2012, City Code Titles 3 and 5 were amended to provide for a limited income tax to support arts education and access to the arts. New City Code section 5.04.510 Arts Education and Access Fund has been added to receive Gross Revenues received from the Arts Education and Access Income Tax. Revenue Bureau expenses for the start up costs will be funded through an interagency with that fund.

Dollar Amount: **(\$22,646)**

Type: Mid-Year Reductions

Resources: General Fund Discretionary

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_155 - BTS - Vacancy Savings

As required to reach the Citywide vacancy savings target in the FY 2012-13 Adopted Budget, the personnel services budgets within various Bureaus and Division of the Office of Management and Finance will be reduced. For BTS in the Winter BMP the vacancy savings totals \$143,264 and represents 4 positions.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Internal Transfer

MF_156 - BTS - Savings Rebate

The City Budget Office's FY 2012-13 year-end projections indicate that mid-year reductions, or a combination of reductions and additional resources, by the General Fund and funds receiving General Fund support will be necessary in order to provide assurance that expenses won't exceed projected revenues. This mid-year reduction package would contribute from internal service providers a rebate back to customer funds of anticipated FY 2012-13 net budget savings, including vacancy savings. The reduction in fund balance would be accounted for in the Winter BMP as a cash transfer from the internal service providers to the General Fund and other funds.

Dollar Amount: \$0
Type: Mid-Year Reductions
Resources: Internal Transfer

MF_157 - BTS - Transportation GIS IA

This request is to reduce by \$67,837 the BTS interagency with Transportation for GIS (geographic information system) services. The savings was a result of automating what had previously been a manual process and will be reappropriated to cover part-time personal services expenses.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Internal Transfer

MF_158 - BTS - Loan to General Fund

The purpose of this budget adjustment request is to set up the cash transfer from three OMF internal service funds (Fleet, BTS and Facilities) to the General Fund for the full amount of 10-year interfund capital loans approved in Resolution 36976 on November 7, 2012. The loan amount from BTS will be \$1,000,000. Actual transfers will be based on the needs of the General Fund.

This budget adjustment also sets up the first year repayments from the General Fund to each of the three internal service funds. The first repayment to BTS will be \$41,052.

Dollar Amount: \$41,052
Type: New Request
Resources: Bureau Contingency

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_159 - BTS - Water IA increase

This request is to increase the Water Bureau's interagency with BTS by \$28,000 to cover billable Radio Shop charges for the replacement of video cameras at Washington Park, Mt. Tabor and Groundwater.

Dollar Amount: \$28,000
Type: New Request
Resources: New Revenues

MF_160 - BTS - SAN Technology Refresh

This request is to move \$50,000 in appropriation from the SAN (Storage Area Network) CIP to cover anticipated SAN Technology Refresh operating project costs. Expenses previously assumed to be part of the SAN Storage Expansion CIP were later determined to be operating project expenses instead.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Internal Transfer

MF_161 - BTS - Applications Analyst III

This request is to provide \$51,400 in appropriation to cover a filled temporary Applications Analyst III position for seven months.

Dollar Amount: \$0
Type: New Request
Resources: Bureau Contingency

MF_162 - BTS - Electronics Technician I

This request is to provide \$38,500 in appropriation to cover a filled temporary Electronics Technician I position for seven months.

Dollar Amount: \$0
Type: New Request
Resources: Bureau Contingency

MF_164 - BTS - Support Center Intern

This request is to move appropriation of \$13,000 in the Support Center program from professional services to part-time to cover the cost of an intern in Support Systems & Asset Management.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Internal Transfer

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_165 - BTS - Wireless Network Expansion

This request is to increase appropriation by \$84,000 for the Wireless Network 802.11n Capacity Expansion CIP to cover additional expenses previously planned for in FY 2013-14.

Dollar Amount: \$0
Type: New Request
Resources: Bureau Contingency

MF_166 - BTS - Water Video Replacement

This request is to appropriate \$78,000 of replacement contingency funds to cover anticipated expenses for the replacement purchase of Water video equipment cameras at Washington Park, Mt. Tabor and Groundwater.

Dollar Amount: \$0
Type: New Request
Resources: Bureau Contingency

MF_168 - BTS - Mobile Computer Replacement

This request is to appropriate \$1,480,806 in replacement contingency funds to cover anticipated expenses for the replacement purchase of mobile computers assigned to the Police and Fire bureaus.

Dollar Amount: \$0
Type: New Request
Resources: Bureau Contingency

MF_172 - BTS - BTS Assessment

This request is to appropriate \$250,000 from contingency to fund an assessment study of Technology Services. BTS is issuing an RFP to select a qualified vendor to conduct a detailed assessment of the bureau to identify cost and service delivery improvements. BTS is anticipating a continuing decline in funding due to the current economic climate and needs to continue to improve operating efficiency and lower costs while at the same time, increase how technology and automation are used by the City to gain efficiencies and improve effectiveness.

Dollar Amount: \$0
Type: New Request
Resources: Bureau Contingency

MF_175 - BTS - Office of Equity IA Increase

This request is to increase the Office of Equity & Human Rights interagency with BTS by \$4,000 to cover additional Operations Passthrough expenses.

Dollar Amount: \$4,000
Type: New Request
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_179 - BTS - Auditor's Office IA Increase

This request is to increase the Auditor's Office interagency with BTS by \$16,368 in Telecomm Billable and Desktop Support to cover anticipated expenses for additional staff.

Dollar Amount: \$16,368
Type: New Request
Resources: New Revenues

MF_181 - BTS - BFB Reconciliation with CAFR

This request is to adjust the budgeted beginning fund balance resources with the actual balance per the CAFR for the year ended June 30, 2012, a difference of \$37,941.

Dollar Amount: **(\$37,941)**
Type: New Request
Resources: Internal Transfer

MF_190 - BTS - Projected Budget Savings Rebates

This request is to recognize \$10,220 in additional resources from internal service fund cash transfers back to customers as part of the mid-year reduction target projected budget savings.

Dollar Amount: \$10,220
Type: New Request
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Winter BuMP

FISCAL YEAR FY 2012-13

MF_145 - Citywide Projects-PSSRP Mid-Year Cut RegJIN/FIS

In the Fall Bump, the entire OMF General Fund Mid-Year Cut was taken out of Business Operations in the form of one-time General Fund Discretionary Revenue. To offset the revenue side, Financial Planning reduced the professional services budget of Business Operations. The OMF Leadership Team met and determined reductions to distribute the mid-year cut. This package allocates \$22,032 of the Mid-Year cut to Citywide projects - PSSRP.

A reduction of \$22,023 to the RegJIN project and FIS project will be taken proportionally based on their relative budget sizes, which combined equates to \$14,544,409. The FIS budget of \$1,888,152 represents approximately 13% of the total combined amount, whereas the RegJIN budget of \$12,656,257 represents approximately 87%.

RegJIN target = \$19,160

FIS target = \$2,863

RegJIN will take its cut of \$19,160 from the Professional Services line item.

FIS will take its cut of \$2,863 from the Miscellaneous Services line item.

Dollar Amount: **(\$22,023)**

Type: Mid-Year Reductions

Resources: General Fund Discretionary