



Bureau of Planning and Sustainability
Innovation. Collaboration. Practical Solutions.

M E M O

March 31, 2014

To: City Budget Office

From: Susan Anderson

Subject: Spring BuMP – Bureau of Planning and Sustainability

With this cover memo I am conveying materials that comprise the FY13-14 Spring BuMP submittal for the Bureau of Planning and Sustainability and the Solid Waste Management Fund.

The Bureau requests an allocation of \$90,000 from the General Fund as part of the Innovation Fund to support the Updated LiDAR Data Project.

Thank you.



BUDGET AMENDMENT REQUEST

Bureau of Planning & Sustainability

PERIOD Spring BMP

FISCAL YEAR FY 2013-14

PN_020 - Bureau to Bureau IA's

Appropriate IA revenue for services provided by BPS; \$3K w/ OMF for Title VI demographic analysis, \$2K w/ Water for Sustainable @ Work, and \$25K w/ BTS for PortlandMaps.

Dollar Amount: \$30,000
Type: New Request
Resources: New Revenues

PN_021 - Recode between budget categories

Recode between major expense categories; \$60K to fund PBOT IA for comp plan, \$20K to fund additional contract work in Planning, \$12K to fund additional contract work in Multifamily Outreach, \$2K to fund Parks IA for City Energy data support, and \$65K to purchase additional solid waste commercial containers.

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

PN_022 - Grant true up and adjustments

Appropriate Metro Recycle grant to true up to the actual amount awarded for FY 2013-14 (\$18,099) and transfer Oregon Foundation Grant to Portland Parks and Recreation to support solar installation at SW Community Center (-\$42,152).

Dollar Amount: (\$24,053)
Type: New Request
Resources: Grants

PN_023 - Appropriate Innovation Fund Project

To fund the Innovation Fund project "Updated LiDAR Data" in the amount of \$90,000 for FY 2013-14.

Dollar Amount: \$90,000
Type: New Request
Resources: General Fund Discretionary

**Business Area Projection Report
General Fund**

	Spring BMP Revised Budget	FY 2013-14 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Bureau of Planning & Sustainability				
EXPENDITURES				
Personnel Services	\$6,944,242	\$4,563,491	\$6,944,242	100%
External Materials and Services	\$648,577	\$187,180	\$498,577	77%
Internal Materials and Services	\$564,317	\$516,669	\$564,317	100%
TOTAL EXPENDITURES	\$8,157,136	\$5,267,341	\$8,007,136	98%
REVENUES				
Intergovernmental Revenues	\$244,231	\$120,311	\$244,231	100%
Interagency Revenue	\$379,334	\$257,374	\$374,334	99%
Miscellaneous	\$0	\$6,515	\$0	0%
General Fund Discretionary	\$6,988,594	\$0	\$6,843,594	98%
General Fund Overhead	\$544,977	\$0	\$544,977	100%
TOTAL REVENUES	\$8,157,136	\$384,200	\$8,007,136	98%

Bureau Projection Narrative

General Fund 100000

BPS anticipates spending the budgeted amount in all categories except P&D and BTS, for which adjustments in OMF IA's are requested through the Spring BuMP process. BPS is in the process of selecting contractors for several key planning contracts and will have funds fully committed by year end; we will request GF encumbrance carryover in FY 2014-15 Fall BuMP to fund the resulting contracts. The anticipated carryover amount is about \$145K, which includes the LiDAR Data project supported by the Innovation Fund and contracts committed in Planning and Urban Design.

Grants Fund 217000-217007

BPS anticipates carryover in several multi-year grants including three CET grants from Metro which ends in 2014-15 and 2015-16. The remaining amount in 13-14 funded by CET will be carried over into FY 2014-15. The grants ending on 6/30/2014 are scheduled to be fully spent by FY 2013-14 year end.

**Fund Projection Report
Solid Waste Management Fund**

	Spring BMP Revised Budget	FY 2013-14 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Solid Waste Management Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$1,686,583	\$0	\$2,377,998	141%
Personnel Services	\$2,293,085	\$1,546,641	\$2,260,085	99%
External Materials and Services	\$1,180,324	\$423,403	\$1,180,324	100%
Internal Materials and Services	\$1,593,486	\$711,355	\$1,593,486	100%
Bond Expenses	\$48,486	\$8,113	\$48,486	100%
Fund Transfers - Expense	\$206,699	\$137,802	\$206,699	100%
Contingency	\$4,554	\$0	\$0	0%
TOTAL EXPENDITURES	\$7,013,217	\$2,827,314	\$7,667,078	109%
REVENUES				
Budgeted Beginning Fund Balance	\$1,843,477	\$0	\$2,629,330	143%
Licenses & Permits	\$2,858,230	\$1,409,651	\$2,823,191	99%
Charges for Services	\$2,224,620	\$1,110,718	\$2,131,342	96%
Intergovernmental Revenues	\$26,000	\$0	\$26,000	100%
Interagency Revenue	\$12,000	\$4,813	\$12,000	100%
Fund Transfers - Revenue	\$183	\$0	\$0	0%
Miscellaneous	\$48,707	\$30,143	\$45,215	93%
TOTAL REVENUES	\$7,013,217	\$2,555,325	\$7,667,078	109%

Fund Projection Narrative

Solid Waste Management Fund 605000

BPS anticipates to spend most of its budget in all categories and collect residential and commercial revenues as planned.

**Business Area Projection Report
Grants Fund**

	Spring BMP Revised Budget	FY 2013-14 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Bureau of Planning & Sustainability				
EXPENDITURES				
Personnel Services	\$1,430,196	\$802,565	\$1,330,196	93%
External Materials and Services	\$507,633	\$271,561	\$507,633	100%
Internal Materials and Services	\$338,974	\$113,317	\$258,974	76%
TOTAL EXPENDITURES	\$2,276,803	\$1,187,443	\$2,096,803	92%
REVENUES				
Intergovernmental Revenues	\$2,276,803	\$1,030,951	\$2,096,803	92%
TOTAL REVENUES	\$2,276,803	\$1,030,951	\$2,096,803	92%

Bureau Projection Narrative

General Fund 100000

BPS anticipates spending the budgeted amount in all categories except P&D and BTS which adjustments in OMF IA's are requested through the Spring BuMP process. Due to delay in RFP process, BPS will have funds fully committed in contracts by year end and request GF encumbrance carryover in FY 2014-15 Fall BuMP to fund it. The anticipated carryover amount is about \$145K including the LiDAR Data project supported by the Innovation Fund and contracts committed in Planning and Urban Design.

Grants Fund 217000-217007

BPS anticipates carryover in several multi-year grants including three CET grants from Metro which ends in 2014-15 and 2015-16. The remaining amount in 13-14 funded by CET will be carried over into FY 2014-15. The grants ending on 6/30/2014 are scheduled to be fully spent by FY 2013-14 year end.

2013-14 Decision Package Updates

Comprehensive Plan: Continues funding (355,000 in one-time resources) for the state-mandated Comprehensive Plan, allowing completion of the Comprehensive Plan and continued staffing of the District Liaison program.

Updates: The next draft of the Comprehensive Plan is on schedule to be published in July 2014 with public hearings on the final draft plan beginning October 2014.

Central Eastside Plan: Provides \$125,000 in one-time General Fund resources to fund staff to accelerate portions of the Central City 2035 Concept Plan.

Updates: The SE Quadrant element of CC2035 is on schedule to start the hearings process by December 2014.

Regulatory Improvement Code Amendment Packages (RICAP): Directs BDS to provide \$233,000 funding for the bureau's regulatory Improvement Code Amendment Packages (RICAP).

Updates: RICAP 6 is on schedule to be complete through City Council hearings by the end of FY 13-14.

River and Environment Planning: The Adopted Budget reduces the River and Environmental Planning group by 2.0 FTE and \$206,000 in ongoing General Fund resources.

Updates: Work on the Central Reach of the River Plan has been scaled back to the minimum necessary for the update of the Central City Plan. Work is proceeding on schedule with the SE Quadrant element of CC2035.

Solid Waste and Recycling: Restores 3.40 FTE that were previously funded by grant funding and one-time revenues from the Solid Waste Management Fund

Updates: These positions have enabled the City to provide the outreach and education needed to improve customer satisfaction with residential collection, develop new efforts to support recycling by residents in multifamily buildings, and prepare to implement compliance with commercial composting requirements in 2014-15.