

Office of Management and Finance FY 2011-12 Spring BMP

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Bureau of Financial Services – Accounting

Decision Package Updates:

No Decision Package Updates.

Bureau of Financial Services – Financial Planning

Decision Package Updates:

MF_02	Financial Services-Budget Outreach Reduction
<p>This package reduces the External Materials and Services budget within Financial Services-Accounting and Financial Planning. This package will result in a scaled back public outreach effort for the FY 2012-13 budget process. If this cut is taken, Financial Planning will not have funding to do a comprehensive public outreach survey to collect citizen feedback regarding budget trade-offs and policy decisions.</p>	
<p>Status for Spring Performance Report: This reduction was implemented, and OMF is not facilitating a budget survey or repeating the “Curbsider” exercise, for the FY 2012-13 budget process.</p>	<p>Status Complete</p>

MF_06	Financial Planning-Budget Mapping Add Package
<p>This request continues funding for a .4 FTE increase in Financial Planning and associated materials and services costs. This position is needed to continue work on the City's geographic budget mapping effort and enhanced performance management work.</p> <p>The position was added in the FY 2010-11 Fall BMP process, and is currently funded through interagency agreements with most City bureaus. This package continues that funding arrangement. In FY 2012-13, this package should be added to the General Fund overhead model.</p>	
<p>Status for Spring Performance Report: Funding for this position was added to FPD's FY 2011-12 budget. FPD has not filled the position because it will likely be cut in FY 2012-13. However, FPD has increased the hours of a part-time employee to accomplish the budget mapping work.</p>	<p>Status Complete</p>

Fall BMP Budget Adjustments Updates:

MF_108	Financial Planning-Encumbrance Carryovers
<p>OMF Financial Planning Division requests encumbrance carryover of \$85,000 for the Automated Budget Document Software implementation project. PatternStream software implementation by Finite Matters Limited has been delayed but no additional costs are anticipated.</p>	
<p>Status for Spring Performance Report: FPD is still working on implementation of the new budget publishing software, and funds are still encumbered for the remainder of the contract. FPD anticipates completion in May 2012. No additional contract costs are anticipated.</p>	<p>Status Underway</p>

Budget Note Updates:

General Fund target adjustments for FY 2012-13
<p>Council directs the Office of Management and Finance to increase General Fund current appropriation level targets for the following bureaus in FY 2012-13:</p> <ul style="list-style-type: none"> • Bureau of Emergency Communications - \$1,052,692 for additional costs to operate and maintain the new Computer Aided Dispatch system. • Multiple bureaus - Out-year increases in all approved labor contracts. • Portland Police Bureau - \$1,785,000 for ten consecutive years for the repayment of a \$15,000,000 bond to support the construction of a public safety training center. OMF, Portland Police Bureau, and

Portland Parks & Recreation are directed to return to Council in the Fall BMP with the refined project timeline, cost estimates, comprehensive financing strategies, and a report on the prospects for private/public partnerships for this project.	
Status for Spring Performance Report: These Council-directed CAL target increases were included in the FY 2012-13 CAL targets, which were distributed to bureaus in December 2011.	Status Complete

Capital Budgeting Process	
Council directs the Office of Management and Finance to establish a taskforce to review the citywide Capital Improvement Project (CIP) budget documents and processes. The taskforce will generate recommendations to improve the public transparency and accountability of the documents and process. The taskforce will include members of the Financial Planning Division, Public Utility Review Board, one representative each from the major infrastructure bureaus' Budget Advisory Committees, the Auditor's Office, one representative from the Public Involvement Advisory Council, and appropriate representatives from the major infrastructure bureaus which include Portland Water Bureau, Bureau of Environmental Services, Portland Bureau of Transportation, Portland Parks and Recreation and the Office of Management and Finance. A report is due back to Council by November 1, 2011, so that changes can be incorporated into the FY 2012-13 budget process.	
Status for Spring Performance Report: The task force was convened and met multiple times, making recommendations that were presented to and adopted by Council in the FY 2011-12 Fall BMP.	Status Complete

PURB Review	
Council directs the Office of Management and Finance to work with the Portland Water Bureau, Bureau of Environmental Services, and the Bureau of Planning and Sustainability, to develop a process for the members of the Portland Utility Review Board to review mid-year budget monitoring process changes.	
Status for Spring Performance Report: Working with Portland Utility Review Board (PURB), FPD began providing BMP reports from City utilities to PURB members, along with FPD BMP recommendations.	Status Complete

Financial Policies	
Council directs the Office of Management and Finance to develop a citywide financial policy outlining guidelines for what should and should not be included in the rates of rate-dependent City bureaus, with a particular focus on the Portland Water Bureau and Bureau of Environmental Services rates.	
Status for Spring Performance Report: This direction was put on hold when Commissioner Saltzman and the Charter Review Commission began discussing options for an independent utility commission. As part of the FY 2012-13 budget process, OMF plans to request guidance from Council as to whether work should start again.	Status On Hold

Overhead Model	
Council directs the Office of Management and Finance to update the General Fund Overhead Model. Updates to the model may include adjustments to cost pools, bureau metrics, and allocation methodologies. A report to Council outlining the changes to the model will be delivered to Council during the FY 2011-12 Fall Budget Monitoring Process. Upon receipt of the report, Council may authorize General Fund target adjustments for FY 2012-13 as recommended in the report.	

<p>Status for Spring Performance Report: This review of the overhead model is complete, and recommendations were presented to Council in November 2012. Council adopted the recommendations, and the changes were implemented for the FY 2012-13 budget process.</p>	<p>Status Complete</p>
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Office of Cable and Franchise Management Funding	
<p>Council directs Financial Planning to add sustainable levels of funding to the FY 2012-13 forecast to replace the one-time funds (i.e. litigation and audit funds) of the Office of Cable Communication and Franchise Management. Financial Planning and the Office of Cable Communication and Franchise Management will provide adequate accountability to separate its materials and services to prevent the comingling of these funds.</p>	
<p>Status for Spring Performance Report: A package was included in the FY 2012-13 budget to increase Office for Community Technology's (OCT) ongoing funding to replace the one-time funds. FPD will continue to work with OCT on the accountability of this funding.</p>	<p>Status Complete</p>

BES – PBOT Maintenance Services Interagency	
<p>The City Auditor's December 2010 audit of the \$19 million interagency agreement, in which the Bureau of Transportation provides sewer maintenance services for the Bureau of Environmental Services, suggests the possibility of a first-year savings to ratepayers of \$1.7 million and \$1 million a year following if those maintenance services are performed in-house at the Bureau of Environmental Services.</p> <p>City Council directs the Bureau of Environmental Services, the Bureau of Transportation, and the Office of Management and Finance to retain an independent consultant during the 2011 calendar year that will recommend efficiencies to the interagency agreement.</p>	
<p>Status for Spring Performance Report: FPD continues to work on this project. Working with the respective bureaus, FPD developed an RFP that was issued in 2011; however, it did not result in any responses. The work group is now looking at revised options for moving forward.</p>	<p>Status Underway</p>

Office of Equity	
<p>The Office of Equity will be established in FY 2011-12 and funded with a combination of \$525,000 in new ongoing General Fund Discretionary resources and \$617,937 of existing resources currently budgeted in the Office of Human Relations. An ordinance establishing the new office, and a work plan, must be approved by Council before the \$525,000 of new resources can be expended on staff, materials and services, and related costs. However, up to \$100,000 of the new funding may be used to assist with the development of the structure and operations of the new office. Beginning in FY 2012-13, the Office of Equity will be considered for funding through the General Fund overhead model, with the General Fund Overhead Committee making a recommendation to Council in the FY 2011-12 Fall Budget Monitoring Process. Any overhead metrics necessary for the new office will be approved by the General Fund Overhead Committee.</p>	
<p>Status for Spring Performance Report: The Office of Equity was established in FY 2011-12, and funding was provided and approved by Council. The Office was not included in the FY 2012-13 General Fund overhead model, but now that that the Office of Equity has been created, it will be considered by the overhead committee for the FY 2013-14 budget.</p>	<p>Status Underway</p>

Bureau of Financial Services – Public Finance and Treasury

Decision Package Updates:

MF_24	BFS - Debt Management Cut Package
This reduction package would reduce the External Materials and Services budget.	
Status for Spring Performance Report: Reduces the capacity to hire outside legal and financial consultants, if special financial projects arise.	Status Complete

MF_25	BFS - Treasury Services EMS Cut Package
This package reduces Treasury's budget by cutting the External Materials and Services budget, primarily in professional and contractual services.	
Status for Spring Performance Report: Reduces the capacity to pay for bank fees, staff development, and data services.	Status Complete

Bureau of Human Resources

Decision Package Updates:

MF_11	BHR 1.5% reduction
This decision package will reduce one-time funding of materials and services within the Bureau of Human Resources by \$54,302. The expected impact on the bureau will be felt within two programs, Employment and Development and Diversity Development.	
Status for Spring Performance Report: BHR delayed spending on materials and services at the beginning of the year, and presently is on pace to stay within budget this fiscal year.	Status Complete

MF_13	Accountant Position
This position is being created to maintain and reconcile Health Fund accounts and prepare journal entries per pay period throughout the fiscal year. In addition, this position will be responsible for the year-end Schedule 43 balancing report. The Schedule 43 report is used to reconcile Health Fund payroll clearing accounts against Health Fund revenues collected. This report was previously completed by the OMF Accounting Division. This responsibility has been transferred to the Health Fund.	
Status for Spring Performance Report: The position was filled.	Status Complete

Bureau of Internal Business Services – CityFleet

Decision Package Updates:

MF_17	Reduce Police Bureau usage of Retail Fuel Cards
<p>The Portland Police Bureau is the City's largest consumer of fuel. The vehicles assigned to the East Precinct presently purchase fuel from retail providers. In FY 2010-11, CityFleet moved an above ground storage tank to the East Precinct. This action will allow the Police Bureau to utilize fuel purchased and managed through the City's fuel management system as opposed to the commercially sold fuel procured on retail fuel cards. Fuel procured on the City's bulk fuel contract costs 15-20% less than fuel purchased from private sector providers. The number of gallons that the Police Bureau would purchase as bulk fuel is estimated to yield a savings of almost \$64,000 annually. This savings would be on-going in nature.</p>	
<p>Status for Spring Performance Report: CityFleet completed the relocation of an above-ground tank, from the Kerby facility to the Portland Police Bureau East Precinct in mid-2012. The Police Bureau is fueling at the internal station except in emergency situations. Consumption patterns shifted towards the bulk fuel option now that the fuel is available. This project is estimated to yield savings for Police as the price for the fuel from external vendors is greater than purchasing in bulk.</p>	<p>Status Complete</p>

MF_18	Adjust Police Life-cycle for Lieutenant Vehicles
<p>Presently, the Lieutenant vehicles at the Portland Police Bureau are on a five year replacement cycle. This is the same replacement cycle as a severe duty police patrol sedan. An analysis identified that Lieutenant vehicle life cycles are closer to a light-duty classification. After review of usage and maintenance history for this specific class of vehicles, CityFleet has determined that extending the life cycle replacement for this class of vehicles by two years is acceptable. The estimated savings is \$2,400 per vehicle and there are 18 vehicles that this proposal would affect.</p>	
<p>Status for Spring Performance Report: The life cycles for the Lieutenant vehicles were adjusted, and the Police Bureau is paying less per month on the 18 identified vehicles.</p>	<p>Status Complete</p>

MF_19	Reduce Over-time and Facility Costs
<p>Reduction to CityFleet over time and facility costs due to changing shift schedules and identifying efficiencies in operations.</p> <p>Creating a new shift schedule (Wednesday-Sunday) will provide coverage for special weekend projects like the leaf removal program. The overtime account would be reduced by \$15,000. This short-term change would only affect a limited number of weekends.</p> <p>Another shift schedule change moves the graveyard shift forward one day, and closes the Kerby Garage on Sundays. The estimated utility savings would be approximately \$13,260 for FY 2011-12.</p>	
<p>Status for Spring Performance Report: The shifts at CityFleet were adjusted and all CityFleet facilities are closed one day per week with the exception of weather call-out shift changes for seasonal requirements. CityFleet has not spent overtime funds associated with the shifts that were changed to complete this reduction package.</p>	<p>Status Complete</p>

Bureau of Internal Business Services – Facilities Services

Decision Package Updates:

MF_28 City Hall Security costs reduction	
Reduce security cost for City Hall through contracting efficiencies and scope change in new contract.	
Status for Spring Performance Report: Security contract cost reductions were achieved through negotiations with current security services provider. However, unanticipated cost increases occurred, due to Occupy Protest on and around City Hall.	Status Underway

MF_29 Portland Building Discretionary Maintenance Proj	
Reduce the amount of unbudgeted minor maintenance projects in the Portland Building.	
Status for Spring Performance Report: Minor maintenance projects have been deferred to accomplish the target goal of this reduction.	Status Underway

MF_31 Restore a previously cut Project Manager	
The Facilities Capital Construction Project Management section requires the restoration of a previously cut position in order to effectively complete the current backlog of funded projects. This position will be created for a three year duration and will be funded 100% through project management fees included in the cost of each approved project. See attached workload spreadsheet.	
Status for Spring Performance Report: A project manager was hired and is currently working on multiple projects valued at over \$10 million.	Status Complete

MF_32 Add One Property Manager	
Facilities Property Management program is working with The Portland Housing Bureau (PHB) to begin managing the leases and properties assigned to PHB. This position is needed to address the additional work load created by assuming responsibility for management of the PHB portfolio of properties. The need and hiring of this position is contingent on Facilities Services management of PHB real property leases. Continuing talks with PHB are in support of this transition and funding for the position will be through an interagency agreement.	
Status for Spring Performance Report: Due to unexpected staff reductions, PHB request to have Facilities Services provide Lease and Property management services was put on hold	Status Underway

MF_35 City Hall Re-Stack	
Restack City Hall to move one Auditor's Office Program from the 3rd floor to the first floor, move Government Relations from the 4th floor to the 3rd floor and expand the City Attorney's Office into the 4th floor vacated Government Relations space.	
General Fund one time money is requested for this package.	
Status for Spring Performance Report: Public Finance and Treasury moved January 2012. Facilities Services is meeting with the Auditor's Office, Government Relations, and the City Attorney's Office, to develop a space reassignment plan that provides the best use of available space.	Status Underway

MF_38	Purchase Kelly Building	
<p>Multnomah County owns the building located at 4747 E. Burnside. They have declared it surplus property and plan to sell the building. The City has a lease interest in the property. The Portland Police Bureau's (PPB) Traffic division is currently housed in 18,366 square feet, approximately half, of the facility. This package establishes a budget for purchase of this property.</p>		
<p>Status for Spring Performance Report: The City and County reached an agreement and have approved the purchase. Closing date is set for June 29, 2012. The City finished IT improvements to the first floor space and have occupancy agreements with ONI Crime Prevention, Water Bureau Security, and PPB for the new space. The County will vacate the lower level by June 29, 2012. Facilities Services, along with PPB, is developing a use strategy and potential tenants for occupancy of the lower level space.</p>	<p>Status Underway</p>	

MF_39 ADA Compliance Assessment of City Facilities	
<p>The City of Portland has made great strives to provide accessibility through both programmatic accommodations and physical barrier removal. We have continuously worked toward reviewing designs, addressing complaints, moving services, providing accommodations, modifying policies, ensuring incorporation of ADA standards into alterations and remodels. Title II requires that we actively ensure the accessibility of our programs, services, and activities as they currently operate, yet we have no comprehensive documentation that both identifies existing (as constructed) physical barriers that may prevent full compliance with accessibility requirements.</p>	
<p>The City, as an act of continual compliance with federal requirements of Title II of the Americans with Disabilities Act, must periodically reevaluate programs, service, activities, policies, and facilities/sites to ensure they are accessible to and usable by people with disabilities by identifying and removing barriers that exist. Title II mandates all public entities to create and maintain a "transition plan" that sets forth the steps necessary to ensure architectural compliance and accessibility of public use and employee spaces.</p>	
<p>This \$400,000 decision package funds the first of three phases of redevelopment of the City's federally required ADA Transition Plan by surveying all applicable elements of Citywide sites in accordance with the 2010 Standards for Accessible Design across all Bureaus. During this first phase to occur during the FY 2011-2012, a committee of stakeholders will divide City facilities and sites into 3 priority tiers or levels, categorized by the following criteria:</p>	
<ul style="list-style-type: none"> • frequency of public use • type of program, activity, or service operated out of the spaces (type of use) • location (& geographic dispersal of similarly used spaces throughout the city) • "recognize-ability" (how well know is the building or symbolic to the public). 	
<p>The highest priority level or Tier 1 would then be inspected for compliance. The survey identify City Facilities and sites covered under the Standards that are in compliance; identify barriers that limit accessibility categorized by City facility or site; develop solutions to resolving barriers; plan cost estimates for barrier removal; and prioritize removal of barriers or define exemptions. An electronic reporting system for tracking compliance efforts is to be utilized throughout the transition planning process.</p>	
<p>Phase 2 of the overall project would consist of surveys of the Tier 2 facilities and sites; the findings would then be incorporated into the report and electronic tracking system. This, as planned, would be done in the FY 2012-2013 and would cost approximately \$183,750. Phase 3 of the overall project would consist of surveys of Tier 3 facilities and sites and incorporation of the results into the report and electronic system; this phase would be done during the FY 2013-2014 and would cost approximately \$192,500.</p>	
<p>The confidence in this budget number is low. We have used survey information from one comparable west coast City that has conducted this survey along with anecdotal information from other neighboring</p>	

Bureau of Internal Business Services – Printing & Distribution

Decision Package Updates:

MF_14	P&D-Unfilled Position Vacancy
This package leaves a Reproduction Operator I position unfilled for FY 2011-12.	
Status for Spring Performance Report: This reduction has not had any impact on service levels due to increasingly efficient equipment and processes at P&D.	Status Complete

Bureau of Internal Business Services – Procurement Services

Decision Package Updates:

MF_01	Procurement-External Materials & Services Cut	
Procurement Services has identified one-time line item expenditure reductions to External Materials and Services.		
Status for Spring Performance Report: Procurement Services is operating within current budget parameters and is expected to balance at the end of the year.		Status Underway

MF_04	Procurement-Minority Evaluator Program Staffing	
<p>The Minority Evaluator Program was adopted by City Council through Resolution 36757 in December 2009. The Resolution mandates that all evaluation panels for Requests for Proposals include at least one minority community member.</p>		
<p>The program is currently managed by a Program Coordinator who conducts outreach activities to recruit minority panel members; maintains and publishes a current list of available members; works with City bureaus to make sure the evaluator has the technical expertise to review and score proposals; reports program results to the bureaus, stakeholders and Council; and provides training to City employees and community evaluators.</p>		
<p>Since the inception of the program, the evaluator database has grown to 250 members, with 93 proposal evaluation committees successfully filled with minority evaluators. Additional duties of this position include coordinating the Summer Youth Connect program, including acting as the point of contact for City bureaus to secure internship placements for the youth.</p>		
<p>How the program works:</p>		
<p>1) Once City staff have initiated the RFP process and have determined the number of evaluators needed for their panel, the Project Manager completes an MEP request form identifying the industry categories and/or experience they want the MEP evaluator to have. Requests are submitted to mep@portlandoregon.gov.</p>		
<p>2) The MEP Program Coordinator searches the MEP database for a person that possesses the experience identified and provides the Project Manager with a suggestion within 24-48 hours.</p>		
<p>3) Project Manager contacts the MEP evaluator and requests their participation, further explains the project and gets participation confirmation. This information is then given to MEP Program Coordinator and tracked in the MEP database.</p>		
<p>4) If Project Manager has any issues in contacting or evaluation follow through they can contact the MEP Program Coordinator to follow up with the suggested evaluator where the role is to troubleshoot any unforeseen issues that arise for both parties. Some requests take more that 48 hours to fulfill due to project specific requirements.</p>		
<p>5) The MEP Program Coordinator solicits feedback from staff and evaluators on their experience through an MEP evaluation form, phone call, email or in person meetings.</p>		
<p>6) MEP Project Coordinator schedules ongoing internal and external training and provides adhoc trainings as requested.</p>		
Status for Spring Performance Report: Developmental progress and management of the Minority Evaluator Program meets expectations. Continued funding for the		Status Underway

program was requested in the FY 2012-13 budget process.	
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MF_05 Procurement-Local Stimulus/ARRA Contract Staff	
<p>In conjunction with the Federal Government's American Recovery Reinvestment Act (ARRA), on January 13th, 2009 City Council announced the City's economic stimulus package as a proactive strategy to inject resources into the local economy. As a result of this direction, the City has contracted out close to \$500 million dollars worth of local capital improvement projects between January of 2009 and December of 2010, a 29% increase over previous years.</p> <p>In order to accommodate the increase in project volume, Procurement Services temporarily increased its buying staff to meet the needs of the added workload caused by increased subcontractor registration, prequalification processing and bidding activity. The additional staff consisted of 2.5 FTE: one FTE Sr. Procurement Specialist, one FTE Procurement Assistant, and one-half FTE Program Specialist. The Program Specialist completed the assignment at the end of December 2010. The other two positions will expire June 30, 2011 and the services of the temporary procurement staff will no longer be required.</p> <p>With the accelerated bidding process completed and construction projects underway, Procurement Services will need to perform compliance monitoring of the additional multi-year projects currently underway. Contract compliance must be carried out in order to ensure contractors are performing within the established contract conditions, including adherence with MWESB and workforce requirements. Due to the increased number of contracts to monitor, the existing compliance staff will not be able to manage the increased workload in FY 2011-12 and beyond. In order to provide adequate compliance services on these multi- year projects, Procurement Services is requesting one-time interagency funding for the addition of 2 FTE: 1 Compliance Specialist and 1 Procurement Assistant in FY 2011-12 and FY 2012-13. The Compliance Specialist is a non-represented position, while the Procurement Assistant is represented. In addition to the Compliance Specialist, a Procurement Assistant is needed to handle the added clerical work that accompanies compliance monitoring, including data entry, filing and contractor reporting. Temporary funding is being requested because of the increased number of multi-year projects requiring compliance, in addition to several large projects that are being forecasted. In FY 2012-13, Procurement Services will bill each bureau using the same allocation of costs as FY 2011-12.</p>	
<p>Status for Spring Performance Report: Expanded compliance monitoring will continue through FY 2011-12. Funding for continued compliance monitoring was requested for FY 2012-13.</p>	<p>Status Underway</p>

Bureau of Internal Business Services – Risk Management

Decision Package Updates:

MF_20	Flu Clinics to serve average number of employees	
<p>Reduce the FY 2011-12 Citywide IA by \$15,000. For the past several years, Risk Management has provided seasonal flu shots at no cost to City employees with the costs charged, instead, through IA's to the City bureaus. During the FY 2009-10 flu season, Risk also provided vaccinations for the Pandemic Swine Flu as the new vaccine became available. The fall 2010 seasonal flu vaccine included protection against the Pandemic Swine Flu which continues to circulate. This package would reduce the FY 2011-12 IA for flu shots, which was based on earlier projections of FY 2010-11 employees' usage of the flu clinics. As of early January 2011, however, the anticipated increased interest in vaccinations during the FY 2010-11 flu season did not materialize. The number of employees seeking vaccinations since the FY 2010-11 flu season began did not increase markedly from the average number in most past years.</p>		
<p>Status for Spring Performance Report: Risk provided 2,250 flu shots to City employees in FY 2011-12. Fortunately, additional flu clinics were not needed this fiscal year, as the budget reduction would have required Risk to fund a portion of extra clinics out of reserves.</p>		<p>Status Complete</p>

MF_22	Risk Management Training, Travel, and Subscrip	
<p>Reduce training and travel budget by \$6,665 to minimally required levels, maintaining training required for professional licenses (i.e. Workers' Comp claims administrators' licenses) and for performance improvement work plans.</p> <p>Reduce budget for subscriptions for professional/technical publications by \$950.</p> <p>Eliminate the Safety Committee Boot Camp for FY 2011-12, which would save an estimated \$825.</p>		
<p>Status for Spring Performance Report: Risk reduced their budget of subscriptions for professional/technical publications by \$950. This impacted employees by not being able to keep up with industry trends and information. Risk consolidated the Safety Committee Boot Camp course into their annual Safety Committee Conference. As a result, Risk permanently reduced the budget by this amount.</p>		<p>Status Complete</p>

Bureau of Technology Services

Decision Package Updates:

MF_07	Part-Time Employee Expense Reduction	
<p>This is a one time reduction to the Interagency Agreement the PBOT Parking Fund has with BTS to support the computing equipment located at various SmartPark garages owned and operated by the City. This equipment is used to securely process credit and debit card transactions. Technical functions provided by BTS include monitoring the equipment for intrusions and the routine application of security patches and fixes. This critical work protects against unauthorized access and intrusions which may lead to fraud and financial loss.</p>		
<p>Status for Spring Performance Report: BTS and PBOT agreed to convert this one time reduction to their Interagency to an ongoing reduction, as part of their FY 2012-13 requested budget.</p>		<p>Status Underway</p>

MF_08	Reduce Professional Services	
<p>This is a one time reduction of the bureau's professional services budget.</p>		
<p>Office of the CTO: (\$10,000): Funding for management consulting and facilitation services. These include assistance with the yearly update to the bureau's strategic plan, as well as facilitation of the BTS Labor/Management Committee and leadership team offsite planning session.</p>		
<p>Infrastructure & Engineering – Network Engineering & Support: (\$20,000): Funding for professional assistance associated with the replacement of City's local area network equipment which is approaching the end of manufacturer's support.</p>		
<p>Infrastructure & Engineering – Production Engineering: (\$23,000): Funding for professional assistance in the design and development of technical solutions to meet newly defined customer needs.</p>		
<p>Production Services - Email & Calendaring Support: (\$15,000): Funding for professional assistance in the support and optimization of the City's complex email and calendaring environment. This includes synchronization of email addresses and free-busy calendars with employees of the Portland Development Commission and various new and emerging Smartphone technologies.</p>		
<p>Support Center – Support Systems & Asset Management: (\$63,135): Funding for professional assistance with a major upgrade to the City's Help Desk call tracking system as well the tools used to provide asset management and remote administrative support for the City's desktop and laptop computers.</p>		
<p>Support Center – Help Desk: (\$20,000): Funding for temporary staffing needs during times when the work unit is understaffed for reasons such as illnesses and other protected leaves as well as vacations.</p>		
<p>Support Center – Desktop Deployment: (\$30,000): Funding for temporary staffing needs during times when the work unit is understaffed for reasons such as illnesses and other protected leaves as well as vacations.</p>		
<p>Status for Spring Performance Report: This one-time reduction to BTS FY 2011-12 professional services budget was taken.</p>		<p>Status Complete</p>

MF_09	Hold Positions Vacant	
<p>This reduction would be achieved by holding three positions vacant through the end of FY 2011-12:</p> <ul style="list-style-type: none"> • ComNet Project Manager, Infrastructure & Engineering Program, Telecom Operations Work Unit - 		

(\$91,688): This position provides project management services for various telecommunications related projects and initiatives including phone changes required during large office moves.	
<ul style="list-style-type: none"> Information Systems Analyst II, Support Center Program, Desktop Support Work Unit - (\$84,440): This position provides onsite technical support for desktop and laptop computers. Director's Executive Assistant, Office of the CTO - (\$69,680): This position provides executive level administrative support to the CTO/Director. 	
Status for Spring Performance Report: BTS opted to change this decision package and take ongoing reductions to three Information Systems Technician II positions previously responsible for 24x7 support of the city's Data Center. The Data Center is currently running with reduced hours that will be further reduced to 8x5 business hours, once limited term staffing is released effective July 1, 2012 (MF_59).	Status Complete

Fall BMP Budget Adjustments Updates:

MF_037 BTS - Additional Beginning Fund Balance	
This request is to true up the beginning fund balance, recognizing an additional \$3,912,178. These funds are needed to support carryover appropriation of prior year CIPs and Operating Projects as well as to fund new projects.	
Status for Spring Performance Report: Beginning Fund Balance resources were recognized and approved in the Fall BMP. These additional funds were then used to cover appropriations for CIPs and Operating Projects.	Status Complete

MF_038 BTS - Motorola Service Agreement	
This request for \$96,996 is to appropriate funds for the 800 MHz system to cover Motorola maintenance on equipment that's going off of warranty.	
Status for Spring Performance Report: The additional \$96,996 appropriated in the Fall BMP was used by BTS to cover quarterly expenses with Motorola. Expenses totaling \$24,273 per quarter were both incurred and encumbered for technical support and infrastructure repair.	Status Underway

MF_039 BTS - TPB UPS/PDU Replacement	
This request is to carryover \$155,000 in funding for the purchase and installation of a new 125 k Va UPS (Uninterrupted Power Source) and PDU (Power Distribution Unit) in the Portland Building to replace the existing building UPS. Facilities Services experienced delays with the project necessitating the carryover.	
Status for Spring Performance Report: The replacement equipment was received, preparatory electrical work completed and old equipment removed. The estimated completion date of the project is April 2012.	Status Underway

MF_040 BTS - ACD Upgrade	
This request is to carryover \$307,186 in funding for the ACD (Avaya) Upgrade. Issues with the contractor resulted in unforeseen delays to the project.	
Status for Spring Performance Report: Expenses for the year currently appear negative because accrued expenses for a portion of the project were recorded in FY 2010-11 and then reversed in FY 2011-12. The project is on track to be completed and remaining expenses paid in April 2012.	Status Underway

MF_041	BTS - ACD (Avaya) Project	
This request is to appropriate \$190,792 in funds for additional requested work on the ACD Upgrade project. This work and the funding is at the request of the Water Bureau.		
Status for Spring Performance Report: There are no expenses to report as BTS is yet to receive billing from the vendor. Encumbered funds are included in the \$694,350 total for MF_040. The project is on track to be completed and remaining expenses paid in April 2012.		Status Underway

MF_042	BTS - ACD (Avaya) Software Purchase	
This request is to appropriate \$92,142 in funding to cover the cost of a software purchase for the IVR Credit Card project. This project is related to the ACD upgrade and funding will be from the Water Bureau.		
Status for Spring Performance Report: There are no expenses to report as BTS is yet to receive billing from the vendor. Encumbered funds are included in the \$694,350 total for MF_040. The project is on track to be completed and remaining expenses paid in May 2012.		Status Underway

MF_043	BTS - Core Storage Capacity Expansion	
This request is to carryover \$156,754 in funding for the lifecycle replacement and increased capacity of centralized storage. Although funds were included in the FY 2011-12 Adopted Budget, this ongoing CIP will need the additional funding provided by the carryover to cover expected costs.		
Status for Spring Performance Report: The project has incurred \$81,807 in expenses and \$11,200 in encumbrances through February 2012. The designs was been completed and additional equipment is on order.		Status Underway

MF_044	BTS - Voice Mail Replacement	
This request is to carryover \$334,000 in funding to replace the Octel voice mail system. The project was delayed due to ACD upgrade complications, but is expected to be completed in FY 2011-12.		
Status for Spring Performance Report: The project has been delayed due to the Avaya Project (MF_041). There is only a medium confidence level the voicemail replacement will be completed in the current fiscal year. A request to carry over funds into FY 2012-13 is expected.		Status Not started

MF_045	BTS - IRNE Construction (Fiber Construction)	
This request is to carryover \$236,534 in funding for IRNE Fiber Construction. Funding is to complete two projects. Numerous projects in FY 2010-11 necessitated focusing employee time elsewhere and resulted in project delays.		
Status for Spring Performance Report: Difficulty in identifying a sufficient number of volunteer minority evaluators, resulted in delays in awarding a flexible services contract. Without a contract, BTS has been unable to begin work on this project. With flexible services contracts unlikely to be awarded until May 2012, there is low confidence level this will be completed in FY 2011-12. A request to carry over funds into FY 2012-13 is expected.		Status Not Started

MF_046 BTS - IRNE Construction (Remote Site Equipment)	
This request is to carryover \$117,500 in funding for IRNE site equipment. The funds will be used to replace batteries at IRNE sites.	
Status for Spring Performance Report: Difficulty in identifying a sufficient number of volunteer minority evaluators, resulted in delays in awarding a flexible services contract. Without a contract, BTS has been unable to begin work on this project. With flexible services contracts unlikely to be awarded until May 2012, there is low confidence level this will be completed in FY 2011-12. A request to carry over funds into FY 2012-13 is expected.	Status Not Started

MF_047 BTS - BES Fiber Build	
This request is to transfer back to the Bureau of Environmental Services the \$111,745 balance of funds initially transferred to BTS for fiber build projects. Use of these funds has been limited over the last three years, so rather than continue off-line accounting for them, BTS is returning the funds to BES.	
Status for Spring Performance Report: Funds appropriated in the Fall BMP represented, at the time, the remaining balance of BES Fiber Build funds held by BTS to cover costs associated with fiber build work completed for the benefit of BES. After deducting minor expenses for recently completed work, BTS then transferred back to BES the remaining balance of \$107,708.	Status Complete

MF_052 BTS - Radio Site Networking	
This request is to carryover \$60,000 in funding for integrating the existing microwave alerting system with the City's monitoring and alerting infrastructure. The project was delayed due to conflicting priorities for the radio team.	
Status for Spring Performance Report: Work has not begun as this project is on hold due to competing priorities. The project is unlikely to be completed in FY 2011-12. A request to carry over funds into FY 2012-13 is expected.	Status Not Started

MF_053 BTS - Windows 7 Upgrade	
This request is to carryover \$153,597 in funding to complete the Windows 7 upgrade project, covering costs for training, infrastructure and consulting. BTS was unable to complete the project in FY 2010-11 due to work elsewhere on the CAD implementation.	
Status for Spring Performance Report: Significant project-related expenses were incurred; however, the majority of the charges have been in BTS labor, including temporary city staffing and contracted employees. Therefore, there are few expenses attributable to External M&S.	Status Underway

MF_054 BTS - Facilities Services 4th Floor Remodel	
This request is to transfer to Facilities Services \$100,000 to cover the BTS portion of the 4th floor remodel in the Portland Building for Human Resources. In return for this contribution BTS will receive from HR reception services.	
Status for Spring Performance Report: BTS appropriated \$100,000 in the Fall BMP as its contribution towards the Facilities Services 4th floor remodel for Human Resources. Facilities Services began work on the project and the funds will be transferred prior to year-end.	Status Underway

MF_055		BTS - DCS Replacement Project	
This request is to appropriate \$160,000 in funds to replace the Digital Cross Connect (DCS) system which is no longer supported by the vendor. The DCS allows BTS to transport combined voice and data over single T-1 circuits, utilizing bandwidth more efficiently and minimizing the number of T-1s per site.			
Status for Spring Performance Report: The replacement hardware was ordered, and the timeline for completion is three to four months after receipt of purchase order. There is medium confidence this will be completed in the current fiscal year; however, there may be a request to carry over a small amount of funds into FY 2012-13.			Status Underway

MF_058		BTS - Eliminate SAN Standby Support for VCAD	
This request is an ongoing decision package for \$22,523 that eliminates SAN standby support for VCAD. BOEC has agreed to this decision and the reduction will be a savings to the BOEC interagency with BTS.			
Status for Spring Performance Report: This decision package was taken, and to date there are no instances where VCAD issues require off hours SAN support.			Status Complete

MF_059		BTS - Reduced Data Center Hours	
This request is an ongoing decision package that eliminates three positions in the BTS Data Center. The positions will be eliminated as of November 1, 2011 and replaced with limited term positions effective November 1, 2011 through June 30, 2012. These position reductions will affect services for password resets and monitoring of mainframe batch jobs.			
Status for Spring Performance Report: The three eliminated positions were taken as a replacement package for the one-time FY 2011-12 position holds (MF_09). The Data Center is currently running with reduced hours that will be further reduced to 8x5 business hours once limited term staffing are released effective July 1, 2012.			Status Underway

MF_062		BTS - Cash Transfer GO Bond Fund Replacement Balance	
This request is to transfer \$8,330,854 from the BTS Fund (706000) to the GO Bond Fund (403000). This represents the balance of Radio Replacement funds committed to the PSSRP Radio project.			
Status for Spring Performance Report: BTS committed \$10,000,000 to the PSSRP Radio Replacement project from its Radio Replacement funds. Some of that commitment covered project expenses incurred in the BTS fund. The remaining balance of the funds were transferred to the GO Bond Fund in February of 2012.			Status Complete

Office of the CAO – Business Operations

Decision Package Updates:

MF_03	Business Operations-CSA Hours Reduction	
This package holds a Communications Assistant (Community Service Aide) vacant for 850 hours; this roughly equates to holding the position vacant for three quarters of the fiscal year.		
<p>Status for Spring Performance Report: Communications Community Service Aide hours were reduced in FY 2011-12. The result is the loss of an entry level position in the City, and a lack of flexibility in hiring temporary help with graphic design skills. This led to an increase in outside design service assistance. This reduction also required project support work to be done by remaining staff, reducing time available for report writing and analysis.</p>	<p>Status Complete</p>	

MF_16	Convert funding to General Fund OH in FY 2012-13	
<p>A number of services OMF provides to City bureaus would be more appropriately funded through the General Fund overhead model instead of interagency agreements. Interagency agreements are currently the funding source as a result of past practice or to serve as bridge financing until the costs can be put in the General Fund overhead model.</p>		
<p>The IAs OMF requests be converted to General Fund overhead funding in FY 2012-13 fall into two categories:</p>		
<p>1) On-going IA's funding on-going positions include:</p>		
<p>a) HR as provider and Police as receiver. Currently 4.0 FTE positions in the Bureau of Human Resources are being funded through an IA with Police. However 1.0 FTE actually is part of the site team program that provides services to all City bureaus. This one position should therefore be funded through General Fund overhead.</p>		
<p>b) HR as provider and EBS as receiver. IA currently funds 1.0 position that should be in the General Fund overhead model. This position is for Organizational Management/Time Management backup, primarily for Time Management.</p>		
<p>c) FPD as provider and BHCD as receiver. This for grants oversight and management.</p>		
<p>d) Procurement as provider and BHCD as receiver. This is for a Workforce Training and Hiring Program and a Good Faith Efforts program implementation.</p>		
<p>e) Accounting as provider and F&P D&R, PBOT, BES, and Hydropower as receivers. This is for collection services PBOT and BES, financial statement preparation for Hydropower, and reviews of the audits of FPD&R Trust Funds for FPD&R.</p>		
<p>2) One-time IA's funding limited-term positions in FY 2011-12 include:</p>		
<p>a) FPD as provider and all City bureaus as receivers for 0.4 position for budget mapping and mapping costs.</p>		
<p>Approval of this package will not result in any budget change in FY 2011-12. It will require a budget note to be included in the Adopted Budget directing Financial Planning to update the General Fund's financial forecast and overhead model, and FY 2012-13 bureau targets for this change.</p>		
<p>Status for Spring Performance Report: The HR-Police, HR-EBS, and FPD budget</p>		<p>Status</p>

mapping 0.4 position were added to the overhead model in FY 2012-13. The interagencies that were not added to the overhead model will remain as interagencies in the FY 2012-13 budget.	Complete
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MF_40 OMF IA Reductions	
No description.	
Status for Spring Performance Report: No reporting necessary - Jeramy Patton 3/8/12.	Status

MF_41 OMF IA Adds	
No description.	
Status for Spring Performance Report: No reporting necessary - Jeramy Patton 3/8/12.	Status

Fall BMP Budget Adjustments Updates:

MF_050 Bus Ops-Encumbrance Carryover	
This action requests encumbrance carryovers of the following purchase requisitions: 200022217-\$2500 Communications Across Barriers; 22055536-\$3460 Olympic Performance; 22071359-\$8000 Olympic Performance; 22071684-\$16,000 AKT. The Olympic Performance contracts provide support on the OMF Customer Service Survey and facilitation efforts. The Communications Across Barriers contract provided training opportunities for OMF and the AKT contract provides assistance on performance measures.	
Status for Spring Performance Report: The encumbrances listed above were added to the Business Operations budget for FY 2011-12. These encumbrances allowed the division to complete work started the prior fiscal year related to training, facilitation, customer service, and performance measure review.	Status Complete

Office of the CAO – Enterprise Business Solution

Decision Package Updates:

MF_15 Reduce Professional, Technical & Expert Services	
The Enterprise Business Solution (EBS) Division of OMF proposes a one-time reduction in Professional, Technical and Expert (PTE) services for FY 2011-12. Presently, the EBS Division utilizes flexible, on-demand service contracts to further develop and maintain the City's investment in SAP.	
Status for Spring Performance Report: EBS reduced the PTE line item by the adopted budget amount of \$118,000. This represents funds that will not be available for current or future enhancements to the SAP system.	Status Complete

Budget Note Updates:

Enterprise Business Solution	
The Office of Management and Finance will work with City bureaus to document efficiencies resulting from the effective use of SAP and how those efficiencies improved service delivery. The first priority for any identified savings will be to reinvest those resources to fund future automation projects that will further increase operational efficiency.	
Status for Spring Performance Report: OMF contracted with AKT consultants to conduct a comprehensive assessment of SAP. The assessment began with a survey in January where all bureaus responded to questions regarding maximizing the use of SAP to meet user needs. At the direction of the Mayor, OMF is also currently conducting targeted administrative reviews for timekeeping and accounts payable/receivable functions to document responsibilities and identify potential efficiencies. In addition, OMF has chartered cross functional teams for time approval and procurement, to focus on streamlining certain processes within OMF, where those improvements could have Citywide benefit.	Status Underway

Revenue Bureau

Decision Package Updates:

MF_26	Revenue Bureau 1.5% Cut Package - Salary Savings	
<p>The Revenue Bureau would achieve its mandatory 1.5% cut in General Fund discretionary resources with salary savings resulting from anticipated vacancies and lower-cost new hires expected from actual and projected staff turnover during the fiscal year.</p>		
<p>Status for Spring Performance Report: FY 2011-12 personnel savings from short-term vacancies, and lower-cost new hires due to staff turnover, is projected to meet this cut package target.</p>		<p>Status Underway</p>

MF_27	Revenue Bureau Add - Enhanced Regulatory Prg Enf	
<p>This add package would fund 1.0 FTE permanent position for the Regulatory Division. The cost of the position would be offset by higher regulatory revenues (user fees) resulting from two rate increases that will be in effect in FY 2011-12. The first rate increase relates to the towing services contract for City-ordered tows. The second regulatory revenue increase relates to Special Events fees, which are administered and permitted by the City. Regulatory Revenue (external revenue) is the funding source for this decision package.</p>		
<p>Status for Spring Performance Report: The new 1.0 FTE position was added. The towing services contract rate has been increased. The special events fees are still being analyzed.</p>		<p>Status Underway</p>

MF_42	Leaf Removal Program	
<p>Convert limited term position to permanent. Position is funded via an interagency with PBOT for the leaf removal fee program.</p>		
<p>Status for Spring Performance Report: The limited term position was converted to a permanent position.</p>		<p>Status Complete</p>

Fall BMP Budget Adjustments Updates:

MF_117	Revenue Bureau - Summer Intern Encumbrance Carryover	
<p>This request is to carry forward \$975 to pay for an intern that participated in the Mayor's Summer Youth Connect Internship Program and partnered with the Revenue Bureau.</p>		
<p>Status for Spring Performance Report: This carry forward was done in the Fall BMP and the expenditure was paid.</p>		<p>Status Complete</p>

Citywide Projects – PSSRP

Decision Package Updates:

MF_10	One-Time Reduction to External M&S	
\$11,509.00 reduction in PSSRP External Material & Services, Miscellaneous Services line item.		
Status for Spring Performance Report: The \$11,509 reduction to PSSRP ongoing General Fund discretionary funds, was taken.		Status Complete

Non-technical BMP Adjustment Updates:

MF_122	PSSRP RegJIN & FIS Project Resource Carryover	
The PSSRP RegJIN (PPDS Replacement) project underspent its FY 2010-11 budget \$49,149. The PSSRP Fire Information Systems (FIS) project underspent its FY 2010-11 budget \$1,555. This request recaptures the unused General Fund resources designated for these capital projects to ensure that each projects overall General Fund budget and resources remain intact throughout the life of each project.		
Status for Spring Performance Report: Unused FY 2010-11 General Fund resources for the RegJIN and FIS projects were re-appropriated to PSSRP in the Fall BMP.		Status Complete

MF_126	PSSRP Technical Adjustments	
This PSSRP request seeks to make technical budget adjustments in the Technology Services fund, where PSSRP cash and program reserves are budgeted, and the Public Safety GO Bond Construction Fund, where the Radio System Replacement project is budgeted, to better align budget to forecasted actuals.		
Status for Spring Performance Report: The technical budget adjustments were made.		Status Complete

Budget Note Updates:

PSSRP and BTS		
The Public Safety Systems Revitalization Project (PSSRP), in consultation with Bureau of Technology Services staff, shall begin crafting sustainment plans for the projects remaining in PSSRP's portfolio, including the human and financial resources necessary for the successful and continuous operation and maintenance of those projects. PSSRP shall report back to Council by January 1, 2012 with initial operations and maintenance estimates for the remaining projects. In addition, PSSRP shall continuously update the plans as the projects become more fully developed and more information about operation and maintenance needs are available.		
Status for Spring Performance Report: PSSRP continues to work collaboratively with BTS, project sponsoring bureaus, and the OMF Business Operations Division in further elaborating City sustainment plans and costs, as information is available.		Status Ongoing

Office of Management and Finance FY 2011-12 Spring BMP

Service Improvement Plan Update

Maximizing the City's investment in SAP

The Office of Management and Finance's goal is to improve the City's proficiency in using SAP and to plan for future functionality. The current plan to achieve these goals includes increasing staff in EBS to support current stabilization efforts, continuing to improve staff knowledge and skills with individual training plans, developing an approach to resolve implementation challenges, and developing a plan for new functionality implementation.

Spring Update:	Status
The Office of Management and Finance implemented several strategies in FY 2011-12 to maximize the City's investment in SAP. The EBS Division developed and implemented patching protocols that keep the City's SAP system current; completed more than 20 training courses related to the various modules of SAP; and increased the City's staffing and proficiency in time and payroll functions. The Division also developed a comprehensive SAP Training Plan that was adopted by the Program Advisory Committee in November 2011. The plan includes provisions for a learning management system to be integrated with Management Self Service, improvements to user support and training, and improvements to training delivery methods. OMF is also conducting a comprehensive assessment of SAP. The assessment began with a detailed survey in January 2012 with all City bureaus responding to questions regarding how to maximize the use of SAP to meet user needs.	In Progress

Create a strategic direction for OMF for FY 2010-12

The office plans to implement OMF's 2010-12 Strategic Plan action items in FY 2011-12. The plan includes communicating the new OMF mission, values, and goals, and developing an approach to track progress made on action items.

Spring Update:	Status
The OMF 2010-12 OMF Strategic Plan was approved February 2011. Communication materials such as the OMF website were updated to reflect the new mission, values and goals. Action items were incorporated into bureau work plans. A new Chief Administrative Officer began overseeing OMF in July 2011. Under his leadership, OMF is embarking on a strategic planning process to provide direction to the organization for the next five years. This process is expected to be completed in fall 2012.	In progress

Develop internal capacity

The office plans to develop internal capacity to take on new roles and challenges by implementing employee development activities and communicating more tools to help hiring managers build and manage a diverse organization. In addition, they will provide OMF-wide training opportunities for employees.

Spring Update:	Status
<p>BHR hired a Citywide Training Manager in Dec. of 2011 to develop employee development tools and training Citywide. Training series for both employees and managers were held in fall 2011 and spring 2012. BHR also released a toolkit for managers and supervisors in winter 2012 to provide education on common managerial tasks and roles. BHR plans to pilot a talent development program with a succession planning component beginning in April 2012.</p> <p>In addition to Citywide training opportunities, the OMF Diversity Committee held a series of training open to all employees. Each training was attended by approximately 100 employees and included topics of generational poverty in July 2011, unconscious bias in the workplace in March 2012, and emotional intelligence is planned for May 2012. OMF is also participating in mentorship program coordinated by BHR. Twenty-two employees are currently participating in the initial 2011 session.</p>	In progress