

# City Budget Office

## Management Data

Commissioner in Charge: Mayor Hales  
 Bureau Director: Andrew Scott  
 Website: [www.portlandoregon.gov/cbo](http://www.portlandoregon.gov/cbo)  
 Administration: 19.2%  
 M/W/ESB Contract \$: Not yet available

## Workforce Data

Minorities: 33.3%  
 Female: 33.3%  
 Non-Represented: 100.0%  
 Span of Control: 5.5 positions per supervisor  
 Management Layers: 1 to 2

## Resource and FTE Summary

	FY 2012-13 Adopted	FY 2013-14 Base	FY 2013-14 Reductions	FY 2013-14 Add Packages	FY 2013-14 Requested
GF Ongoing	\$0	\$819,441	\$0	\$91,049	\$910,490
GF Overhead	0	1,149,124	0	0	1,149,124
<b>Total Revenues</b>	<b>\$0</b>	<b>\$1,968,565</b>	<b>\$0</b>	<b>\$91,049</b>	<b>\$2,059,614</b>
FTE	0.00	11.00	0.00	2.00	13.00

## Bureau Overview and Significant Issues

The City Budget Office (CBO) was created by ordinance on December 12, 2012. The office's work plan was approved by City Council on January 30, 2013. The CBO continues to perform the core budgeting and forecasting functions that were previously provided by the Financial Planning Division, while adding a business impact analysis function and enhanced review of utility rates. The City Budget Office will engage in a more comprehensive strategic planning process after the FY 2013-14 budget is completed and report back to Council any further proposed changes based on that process.

The mission of the office is to provide timely, accurate, and unfiltered information and analysis regarding financial planning, forecasting, and budgeting to the Mayor, Commissioners, and the City Auditor. The office coordinates the development of the City's budget, including analysis of every bureau's operating and capital budget, financial plans, and performance metrics. Duties also include monitoring expenditure and revenue trends of all City funds throughout the fiscal year, coordinating budget amendments, analyzing City policies and ordinances for fiscal and policy impacts, and providing fiduciary oversight of the General Fund.

The office also monitors and forecasts General Fund revenues and expenses. This is accomplished through the publishing of five-year financial forecasts twice a year – by December 31<sup>st</sup> and April 30<sup>th</sup> of each fiscal year – and four economic and revenue updates at the close of each quarter. An important component of the December forecast is the development of current appropriation level targets for bureaus and programs that receive General Fund discretionary dollars. Additional responsibilities include estimating labor agreement costs, consulting on bond rating calls, and providing ad hoc economic analyses, as well as implementing the new provision to analyze local business impacts of proposed ordinances.

### **Bureau Performance**

The office plans to complete a strategic planning effort which will result in additional measures to track performance. The office currently has one existing measure to track the accuracy of financial forecasts. Other qualitative metrics include the ability to provide objective financial and policy recommendations to the Mayor and Council, and assist with the development and implementation of a balanced fiscal year budget. The office also plays an integral role in monitoring City revenues and expenditures and ensuring the City continues to be financially sustainable and resilient.

### **Operating and Capital Requirements**

	FY 2011-12 Actuals	FY 2012-13 Adopted	FY 2013-14 Base	FY 2013-14 Request	FY 2014-15 Estimate
Operating - Base	\$0	\$0	\$1,968,565	\$2,059,614	\$2,141,999
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,968,565</b>	<b>\$2,059,614</b>	<b>\$2,141,999</b>

### **Overview of Major Projects and Initiatives**

**Business Impact Analysis:** The City Budget Office will identify City ordinances and Council Calendar items that may have a material impact on the City's business climate, fees, regulations, and/or taxes. The City Economist will lead this review, with research and analytical assistance from all of the financial analysts. For such items, or any others requested to be reviewed by City Council or community members, the CBO will include, in addition to the fiscal impacts currently included in CBO's fiscal review, an evaluation of the potential economic impacts of the proposed ordinance.

**Independent Utility Review:** The analysts assigned to the Bureau of Environmental Services and Water Bureau will work with the City Economist to form a utility review team that will research rate setting methodologies and implement best practices surrounding review of utility operations and rates. If Council determines that a more robust review of the utilities is required at the end of the current budget process, additional resources may be necessary to implement new review functions.

**Portland Plan Integration:** The City Budget Office will evaluate FY 2013-14 Requested Budgets for connection to Portland Plan goals and objectives.

## City Budget Office Program Summary Template

1. Program Title Manager Phone #	2. Program Description	3. Staff (FTE)		4. Requirements		5. Percent Admin	6. Resources				7. Output or Efficiency Measure(s)	8. Program Rankings	
		Regular	Limited Term	Operating	Capital		General Fund	Rates, Fees & IAs	Federal, State & Local	Other		Bureau	BAC
Budget & Economics Andrew Scott Phone #823-6845	The program coordinates development of the City's budget, including analysis of every bureau's operating and capital budget, financial plans, and performance metrics. Duties also include monitoring expenditure and revenue trends of all City funds throughout the fiscal year, coordinating budget amendments, analyzing City policies and ordinances for fiscal and policy impacts, and providing fiduciary oversight of the General Fund.	11.00	-	1,968,565	-	19.2%	1,968,565	-	-	-	Number of budget and BMP reviews FY 2011-12 Actuals: 75 FY 2013-14 Target: 96	1	NA
<b>Total</b>		<b>11.00</b>	<b>-</b>	<b>1,968,565.00</b>	<b>-</b>		<b>1,968,565</b>	<b>-</b>	<b>-</b>	<b>-</b>			

# City Budget Office

