



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

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March 29, 2013

To: Charlie Hales, Mayor
Nick Fish, Commissioner
Amanda Fritz, Commissioner
Steve Novick, Commissioner
Dan Saltzman, Commissioner
LaVonne Griffin-Valade, Auditor

From: Jack D. Graham, Chief Administrative Officer

Regarding: Summary of OMF Spring Budget Monitoring Process (BMP) Report

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

OMF has reviewed this report with the Mayor's Office, and we are now submitting it to City Council, the Auditor, and the City Budget Office.

If you have any questions on this report, please contact Jane Braaten in OMF Business Operations. Thank you for your review of our report and consideration of our requests.

c: City Budget Office

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To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

Office of Management and Finance Spring Budget Monitoring Report FY 2012-13

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OMF ALL

OMF AII

MF_122 Non-Represented COLA Savings	
No text in BRASS.	
Status for Spring Performance Report: Reduction taken.	Status Complete

MF_125 Non-Rep Merit Pay Freeze	
No text in BRASS.	
Status for Spring Performance Report: Reduction taken.	Status Complete

MF_128 OMF Internal Service Reserve Reductions	
No text in BRASS.	
Status for Spring Performance Report: Reduction taken.	Status Complete

MF_130 OMF IA Savings	
No text in BRASS.	
Status for Spring Performance Report: Reduction taken.	Status Complete

MF_133 OMF IA Savings	
Decision packages reducing Internal Service rates also benefit Internal Service funds receiving these services. This decision package reduces Interagency Rates by recognizing reductions to the cost of services received from other Internal Service providers.	
Status for Spring Performance Report: Reduction taken.	Status Complete

MF_134 OMF Cola Savings	
Budgets within the Office of Management and Finance were developed using an estimated inflation rate of 3.8% for the Cost of Living Adjustment (COLA). The actual rate of inflation for the COLA was 3.3%. This decision package reduces the Salary Adjustment Contingency in line with the reduced COLA costs and results in a reduction to Interagency Agency rates.	
Status for Spring Performance Report: Reduction taken.	Status Complete

Capital Program Status Report

Office of Management and Finance

CIP Program	FY 2011-12		FY 2011-12		FY 2012-13		FY 2012-13		FY 2012-13		Variance %
	Adopted Budget	Revised Budget	Year-End Actuals	Variance \$	Variance %	Adopted Budget	Spring BuMP Revised Budget	Year to Date Actuals	Variance \$		
BTS	\$0	\$1,696,200	\$1,719,247	\$23,047	1%	\$0	\$0	\$0	\$0	\$0	
CityFleet	\$2,598,000	\$3,822,354	\$2,969,549	(\$852,805)	(22%)	\$3,354,995	\$4,344,129	\$2,137,192	\$989,134	\$989,134	29%
Citywide Projects	\$7,304,540	\$8,321,740	\$7,912,433	(\$409,307)	(5%)	\$7,877,858	\$11,399,335	\$4,929,122	\$3,521,477	\$3,521,477	45%
EBS Services	\$13,705,991	\$8,239,372	\$2,291,615	(\$5,947,757)	(72%)	\$8,991,074	\$11,309,325	\$1,304,811	\$2,318,251	\$2,318,251	26%
Facilities	\$0	\$150,000	(\$20,578)	(\$170,578)	(114%)	\$0	\$0	\$0	\$0	\$0	
Risk Management	\$9,347,370	\$17,356,693	\$23,563,047	\$6,206,354	36%	\$15,070,559	\$20,348,605	\$7,755,361	\$5,278,046	\$5,278,046	35%
	\$350,000	\$500,000	\$0	(\$500,000)	(100%)	\$0	\$500,000	\$0	\$500,000	\$500,000	
Total	\$33,305,901	\$40,086,359	\$38,435,312	(\$1,651,047)	(4%)	\$35,294,486	\$47,901,394	\$16,126,486	\$12,606,908	\$12,606,908	36%

* Prior Year variances compare Year-End Actuals to Revised Budget

** Current Year variances compare Revised Budget to Adopted Budget

Prior Year Variance Description

BTS – BTS completed most of the ACD project with only the IVR Credit Card portion remaining. Related to this, however, was the Octel Voice Mail Replacement project. Starting the Voice Mail Replacement project was contingent on first completing the ACD project. So Voice Mail was delayed, but work will begin in FY 2012-13 once the ACD is finished. IRNE projects were held up while bureau personnel waited for completion of a flexible services contract. The remaining CIPs in BTS were all multi-year CIPs. Estimating the amount of annual expenses to be incurred for 3-4 year projects can be difficult, so it was not unexpected to see a variance in the budget to actuals.

CityFleet – Variance is less than 10% and no report is necessary.

CityWide Projects – The contingency major object code never reflects actuals, giving the appearance of a budgetary variance where none exists. Taking project contingency out of the equation, the PSSRP projects spent 81% of its FY 2011-12 Revised Budget. The remaining under spending is a result of the projects experiencing delays.

EBS Services – Funds were appropriated in the FY 2011-12 budget to cover costs related to additional functionality of the Business Objects (BOBJ) project and build off of initial implementation completed in the prior fiscal year. During FY 2011-12, users were able to utilize and broaden BOBJ reporting capabilities rather than contract staff, resulting in relatively few contracted expenses in FY 2011-12. The negative expense resulted from an accrual entry from FY 2010-11 that was reversed in FY 2011-12.

Facilities – The actuals greater than budget variance of 33% was due to the budget for the MLS/Baseball project not being budgeted at the funded program level. It was budgeted in the Spectator Facilities Fund. Without this, actuals were less than budget by 19%. This was due to the Emergency Coordinations Project not proceeding as quickly as the budget had planned. Construction started late in FY 2011-12.

Risk Management – Funds were appropriated in FY 2011-12 for a project that would replace the Risk Management data system. Preliminary work was completed on the project where Risk Management partnered with EBS, Accounting and Procurement to identify system needs, compatibility and an implementation strategy. A vendor has been selected and implementation work will commence in FY 2012-13. Risk will request a carryover of funds for this project in the Fall BMP.

Special Projects – The actuals of \$192,000 were for the Portland Loos project in a General Fund Special Appropriation. The budget was in the appropriation unit, but not in the funded program.

Capital Program Status Report

Current Year Variance Description

BTS – The variance of \$989,134 (29%) was attributed to changes both in the Fall and Winter BMPs. In the Fall BMP BTS appropriated funds for carryover projects not completed during the previous year. Those projects included the ACD Upgrade, Enterprise Network Technology Refresh, IRNE Fiber Construction, SAN Storage Expansion, Voice Mail System Replacement, Walter's Hill Radio Site, and IRNE Construction - Remote Site Equipment. Winter BMP changes included an adjustment to the Wireless Network 802.11n Capacity Expansion and SAN Storage Expansion CIPs.

CityFleet – CityFleet's capital budget increased 45% or \$3.5 million primarily due to carryover and bureau requests for vehicle and equipment replacement.

Citywide Projects - The PSSRP budget for capital projects has increased 26% or \$2.3 million primarily because of a revised project schedule for RegJIN leading to a reduction to preserve project budget for outyear use, and Fall BMP carryovers of unspent funds and project contingencies in the RegJIN project, FIS project, Radio project, Zetron sub-project, and Incident Connect sub-project.

Facilities – The budget for the Facilities CIP program increases from \$15,070,559 in the Adopted Budget to \$20,348,314 after Spring BMP budget actions as a result of increasing the Station 21 budget to reflect higher projected costs and the increase of a grant-funded boathouse that will be adjacent to the station.

Risk Management – Funds were carried over for completion of the Risk Management data system project. The vendor was selected in mid-FY 2012-13 and the project is scheduled for completion in FY 2013-14.

Bureau	Position#	Classification	Prior Incumbent Last Name	Vacant from	Savings? Y/N	GF%	Grant%	Other%	3-Month Value	GF Savings	Other Savings	Filled Date	New Employee Last Name
BTS	4000471	Int Syst Analyst II-Generalist										7/4/2012	Tabachnick
BTS	40002347	Int Syst Technician II											
BTS	40002357	Applications Analyst III-Generalist											
BTS	40002367	Applications Analyst III-Generalist											
BTS	40002379	Applications Analyst IV-Generalist											
BTS	40002385	Applications Analyst IV-GIS/Enterprise											
BTS	40002386	Applications Analyst IV-Generalist		6/8/2012	Yes			100%	28,961		28,961	9/1/2012	ohnk
BTS	40002389	Applications Analyst IV-Generalist		1/1/2007	Yes			100%	23,573		23,573	9/1/2012	Kakani
BTS	40002400	Int Syst Analyst IV-Security		3/31/2012	Yes			100%	27,908		27,908		
BTS	40002402	Int Syst Analyst III-Generalist											
BTS	40002404	Int Syst Analyst II-Generalist											
BTS	40002405	Int Syst Analyst II-Generalist											David Carter
BTS	40002428	Int Syst Analyst III-Generalist		9/17/2011									
BTS	40002465	Int Syst Analyst, Principal-Gen		10/1/2009	Yes			100%	26,174		26,174		
BTS	40002468	Int Syst Analyst, Principal-Gen											Kibanzi Mabeya
BTS	40002488	Int Syst Analyst, Principal-Gen											Dzung Co
BTS	40002490	Int Syst Analyst, Principal-Gen		10/1/2011	Yes			100%	26,174		26,174		
BTS	40002574	Electronics Technician II: Commun		2/1/2012									
BTS	40004189	Int Syst Analyst, Principal-Gen											
BTS	40004193	Int Syst Supr-Generalist											
BTS	40004209	Int Syst Mgr-Corporate Applications		11/19/2011	Yes			100%	27,908		27,908	9/1/2012	Deeb
BTS	40004210	Int Syst Mgr, Sr-General											Amy Esmard
BTS	40004222	Technology Services Bureau Business Rep		6/30/2012	Yes			100%	38,227		38,227		Sarabjeet Waraidh
BTS	40004233	ComNet Technical Project Coordinator											
BTS	40008851	Applications Analyst III-Generalist											
BTS	40010451	Int Syst Analyst, Principal-Gen		7/1/2012	Yes			100%	20,778		20,778		Abudakar
BTS	40022827	Applications Analyst II-Generalist	Emily Tabachnick	7/5/2012	No								
BTS	40004844	Int Syst Analyst, Principal-Prof Mgmt	Gordon Huntsman	8/1/2012	Yes			100%	34,074		34,074		Chad Lubin
CAO	40000450	Welder		4/28/2012	Yes			100%	22,029		22,029		Roberto Romero
CAO	4000452	Vehicle Program Specialist			No								
CAO	40001092	Office Support Specialist II			Yes	100%			12,857		12,856.5		
CAO	40001135	Office Support Specialist III		12/15/2011	Yes			100%	15,543		15,543		
CAO	40002014	Auto Body Restorer		7/1/2011	Yes			100%	19,112		19,112	2/1/2013	Kevin Novak
CAO	40002031	Vehicle & Equipment Mechanic		4/26/2012	Yes			100%	20,679		20,679	2/1/2013	Million McCombs
CAO	40002041	Vehicle & Equipment Mechanic		6/21/2012	Yes			100%	20,823		20,823		
CAO	40002052	Vehicle & Equipment Mechanic		2/29/2012	Yes			100%	22,017		22,017		
CAO	40002069	Vehicle & Equipment Mechanic, Lead			No								
CAO	40003914	Administrative Supervisor II		4/9/2012	Yes	100%			27,012		27,012		Benjamin Smith
CAO	40004170	Financial Analyst, Sr		6/16/2012	Yes	100%			21,103		21,103		Michelle Ladd
CAO	40009031	Administrative Specialist, Sr		3/1/2012	Yes			100%	11,363		11,363		Jennifer Thomason
CAO	40009108	Risk Specialist		6/25/2012	Yes			100%	23,305		23,305		
CAO	40020279	Program Coordinator		8/1/2012	Yes			100%	21,567		21,567		Vitaly Gordiyenko
CAO	40001421	Facilities Maintenance Technician	Dana Reafsnyder	7/14/2012	Yes			100%	19,787		19,787		Karren Bond
CAO	40008770	Claims Technician	Susan Lagerquist	8/1/2012	Yes			100%	23,772		23,772	9/1/2012	Eliana Schwartz
CAO	40009131	Training & Development Officer	Amy Loyd	8/13/2012	No							2/1/2013	Eric Schoofield
CAO	40002035	Vehicle & Equipment Mechanic	Blas Martinez	8/13/2012	No								
CAO	40002038	Vehicle & Equipment Mechanic	Ticen	8/13/2012	No								
CAO	40002070	Vehicle & Equipment Mechanic, Lead	Scherette	8/13/2012	No								
CAO	40004508	Spectator Facilities Manager	Smith	8/13/2012	No							9/1/2012	Gibson-Harnnett
FS	40000092	Accounting Supervisor, Sr										7/8/2012	Hollan
FS	40000073	Accountant III	Darrell Gossett	7/23/2012	Yes			100%	22,544		22,544	11/1/2012	Timothy Maguire
FS	40000110	Financial Analyst, Principal										9/1/2012	Ryan Kinsella
FS	40001029	Treasury Analyst, Sr										7/23/2012	Gossett
BHR	40004147	Human Resources Coordinator	Janice McMillan Friday	7/30/2012	Yes	100%			39,082		39,082	11/4/2012	Eric Sartha
BHR	40000856	Human Resource Analyst, Sr	Richard Fung	7/30/2012	No								McMillan Friday
BHR	40000513	Human Resources Coordinator		12/8/2011	Yes	100%			22,592		22,592		Jarvez Hall
BHR	40000862	Employment & Development Manager											
BHR	400021374	Human Resources System Specialist		7/2/2012	Yes	100%			16,615		16,615		Joanne Small
Procurement	40000182	Procurement Specialist, Assistant			No								Nicole Murphy-Garcia

Revenue	40000238	Revenue & Taxation Specialist V	Vittoria Piazza	7/1/2012	Yes	79%	22,751	17,973	Angela Abdubakar
Revenue	40000232	Revenue and Taxation Specialist IV	Din Ly	7/3/2012	Yes	79%	21,066	16,642	Din Belderrain
Revenue	40021734	Revenue & Taxation Specialist II	Timothy Maguire	8/30/2012	No	0%	-	-	MAHNCHANG SAECHAO
FS	40000077	Accountant II	Nicole Murphy-Garcia	11/1/2012	No	100%	21,894	21,894	
Procurement	40000183	Procurement Specialist	MAHNCHANG SAECHAO	11/1/2012	Yes	100%	-	-	
Procurement	40000197	Procurement Specialist, Assistant	Jawez Hall	9/18/2012	No				
BHR	40000860	Human Resources Analyst, Sr	Paul Hudgens	10/1/2012	No	100%	20,778	20,778	Kyanne Probasco
CAO	40004157	Management Analyst	Sean Murray	10/24/2012	Yes	100%	37,850	37,850	Christopher Parra
BHR	40005958	Human Resources Manager, Police	Tamron Keith	10/20/2012	Yes	100%	46,780	46,780	Jeff Baer
PSRP	40009156	Technology Capital Project Manager II	Lauren Wolf	10/15/2012	Yes	100%	-	-	Veronica Avila-Serna
Revenue	40022553	Regulatory Program Specialist	Donna Shaikowsky	10/23/2012	No	100%	29,447	29,447	Britt Schweitzer
CAO	40009046	SAP Business Systems Analyst	Keil Nation	9/24/2012	No				Julia Sparks
CAO	40020556	Office Support Specialist II	Tiffani Penson	10/2/2012	No				Tiffani Penson
CAO	40023037	Program Coordinator	Patrick Rowley	10/25/2012	Yes	0%	22,020	22,020	Ryan Hough
CAO	40002016	Auto Body Restorer	Pablo Chauvin	10/4/2012	Yes	0%	26,019	26,019	Michael St Clair
BTS	40002436	Int Syst Tech Analyst V-Generalist	Christopher Cavanagh	9/24/2012	No				
BTS	40002484	Int Syst Analyst, Principal-Proj Mgmt	Danilo Del Rosario	9/29/2012	Yes	0%	30,950	30,950	Paul Gamboa
BTS	40002398	Int Syst Tech Analyst V-Proj Mgmt	Christopher Cavanagh	10/11/2012	Yes	0%	32,051	32,051	Ben Berry
BTS	40002458	Int Syst Tech Analyst VI-Generalist	Mark Greinke	11/5/2012	Yes	0%	54,244	54,244	
BTS	40003857	Chief Technology Officer	Carol Brune	11/5/2012	No				
BTS	40004229	Chief Technology Officer, Assistant	Kyle Nickels	12/5/2012	Yes	0%	30,249	30,249	
CAO	4000497	Vehicle Maintenance Supervisor II	Mark Maniar	11/17/2012	Yes	0%	25,875	25,875	Shoshannah Oppenheim
CAO	40004503	Facilities Construction Project Spec	Danielle Brooks	11/8/2012	Yes	0%	23,663	23,663	
CAO	40009094	Program Coordinator	Tawnya Harris		No	0%	-	-	Tawnya Harris
CAO	40022739	Administrative Assistant	Sean Woodard		No				
Revenue	40023137	Management Assistant	Christopher Parra	12/8/2012	Yes	100%	30,338	30,338	
BHR	40000510	Human Resources Coordinator	Veronica Avila-Serna		No	0%	-	-	Sarah Meadows
BHR	40000381	Human Resources Coordinator	Garry Benton		No				
Revenue	40000256	Revenue & Taxation Specialist II	Julia Sparks	12/12/2012	Yes	79%	19,815	15,654	Collin Steeves
Revenue	40000233	Revenue & Taxation Specialist IV	Delphine Baldwin		Yes		15,438	15,438	
FS	40000124	Office Support Specialist II	Nicole Murphy-Garcia	2/2/2013	Yes	100%	23,778	23,778	
FS	40000107	Financial Analyst	Colin Steeves	12/22/2012	Yes	100%	19,310	19,310	
BIBS	40000182	Procurement Specialist, Assistant	Kita Xayachack		No	0%	-	-	Din Belderrain
Revenue	40000279	Revenue & Taxation Specialist III	Kathleen Saadat	1/7/2013	Yes	55%	20,900	11,495	
Revenue	40000269	Administrative Assistant	Lynda Lewis	2/2/2013	Yes	100%	22,854	22,854	Lynda Lewis
BHR	40000842	Affirmative Action/Diversity Manager	Michael St Clair	1/1/2013	Yes	100%	-	-	
BHR	40000848	Human Resources Site Team Manager	Paul Gamboa	1/2/2013	No	100%	-	-	
BHR	40002394	Int Syst Tech Analyst IV-Generalist	Daniel Detlefsen	2/1/2013	No				
BTS	40002408	Int Syst Tech Analyst IV-Telecomm	Kibanzi Mabeya	12/1/2012	No				
BTS	40002475	Int Syst Analyst, Principal-Gen	Emily Rice	3/11/2013	Yes	0%	34,530	34,530	Bonnie Cressap
BTS	40002488	Int Syst Analyst, Principal-Gen	Jillian Cornejo	1/11/2013	Yes	0%	26,174	26,174	
BTS	40003952	Int Syst Suppr-Bureau IS & GIS	Daniel Bauer	2/22/2013	No	100%	26,494	26,494	
Risk	40004104	Risk Specialist, Sr	Thanh Nguyen	3/11/2013	Yes	0%	44,746	44,746	Emily Rice
BTS	40004199	Int Syst Mgr-Proj Mgmt	Carol Brune	2/22/2013	No	100%	-	-	Daniel Bauer
BTS	40004221	IT Strategic Technology Planning Manager	Glenna Hendricksen	2/22/2013	Yes	0%	14,700	11,613	Carol Brune
BTS	40004229	Chief Technology Officer, Assistant	Adrienne Brown-Dunn		No				Wendy Farrier
Revenue	40000234	Revenue & Taxation Specialist IV			Yes	79%	-	-	Veronica Avila-Serna
Revenue	40000239	Revenue & Taxation Specialist III			No	0%	-	-	

Revenue	40000256	Revenue & Taxation Specialist II	Sarah Meadows																	Erich England
Revenue	40022553	Regulatory Program Specialist	Veronica Avila-Serna		No															
Revenue	40021734	Revenue & Taxation Specialist II	Din Beldeirain		No															Cassandra O'Dell
Revenue	40008843	Revenue & Taxation Specialist III	Karma Sweet	1/1/2013	Yes	79%		18,729	14,796											Lauren Wolfe
Revenue	40019071	Revenue & Taxation Specialist III	Wendy Farrier		No															Meghann Fetal
Revenue	40008840	Revenue & Taxation Specialist II	Meghann Fetal		No	100%														
Revenue	40023235	Regulatory Program Specialist	New		No															
Revenue	40023236	Regulatory Program Specialist	New		No															
Revenue	40023230	Revenue & Taxation Specialist II	New		No															
Revenue	40023231	Revenue & Taxation Specialist II	New		No															
Revenue	40023232	Revenue & Taxation Specialist II	New		No															
Revenue	40023233	Revenue & Taxation Specialist II	New		No															Anna But
PSSRP	40020281	Management Analyst, Sr	Dylan Long		Yes				24,121											Kevin Campbell
PSSRP	40020280	Int.Syst.Analyst, Principal+Proj Mgmt	Diana Rogero		Yes	15%	85%	28,367	4,255	24,112										
EBS	40009067	Business Operations Supervisor	Kevin Campbell		No															
		Total						280,580	132,222	156,055										-

CSA Reduction	BMP	Exemption Request Amount	Comments
			Offer letter prior to July 1; Filled effective 7/5/2012
			Abolished in FY 2012-13. Change effective 7/13/2012.
			Abolished in FY 2012-13. Change effective 7/13/2012.
			Abolished in FY 2012-13. Change effective 7/13/2012.
			Abolished in FY 2012-13. Change effective 7/13/2012.
			Abolished in FY 2012-13. Change effective 7/13/2012.
			Abolished in FY 2012-13. Change effective 7/13/2012.
			Abolished in FY 2012-13. Change effective 7/13/2012.
			Position is filled; it is currently backfilled with a temporary appointment
			Abolished in FY 2012-13. Change effective 7/13/2012.
			Position is being backfilled with a contractor.
			Abolished in FY 2012-13. Change effective 7/13/2012.
			Abolished in FY 2012-13. Change effective 7/13/2012.
			Position is filled; it is currently backfilled with a temporary appointment
			Abolished in FY 2012-13. Change effective 7/13/2012.
			Abolished in FY 2012-13. Change effective 7/13/2012.
			Abolished in FY 2012-13. Change effective 7/13/2012.
			Position is being backfilled with a contractor.
			Underfilled by James Abudakar
			New as of 8/2/2012 report.
			Under review; pending IGA's with local governments for Fleet performed repairs
			It is filled with FTE PRNR 0700077; pending class/comp review
			Under review; pending IGA's with local governments for Fleet performed repairs
			Recruitment process started
			Recruitment process started
			Recruitment process started
			Grave Lead; PPOSE action pending
			Facilities. This is a cut position in FY 2012-13. P-4 to abolish position submitted on 10-2-12
			Person temporarily appointed to promotional position in OMF; holding for employee's return
			Recruitment in process Summer 2012
			Recruitment in process in May 2012
			Person temporarily appointed to promotional position in OMF; holding for employee's return
			New as of 8/2 report.
			New as of 8/2 report.
			New as of 8/2 report.
			New as of 9/13/2012 report. Position currently filled
			New as of 9/13/2012 report. Position currently filled
			New as of 9/13/2012 report. Position currently filled
			New as of 9/13/2012 report. Calculated savings on position number 40004170. Per instructions do not calculate vacancy savings off cascading vacancies.
			D. Holihan offer letter 6/30; s/b removed from list
			New as of 8/2/2012
			Offer letter prior to 6/30; s/b removed from list
			D. Gosset offer letter prior to 6/30; s/b removed
			New as of 8/2 report
			New as of 8/2 report
			New as of 8/2 report. Calculated savings on position number 40004147. Per instructions do not calculate vacancy savings off cascading vacancies.
			No recruitment open at present.
			Decision packages MF_50 and MF_52; paperwork to abolish has been submitted
			Nicole Murphy-Garcia is now back in this position. She was in position 40000183

			This position is 21% funded by an IGA, which is exempted, the remaining 79% is GF	
			This position is 21% funded by an IGA, which is exempted, the remaining 79% is GF	
			New as of the 9/13/2012 report. Name change only per Elyse. Do not calculate vacancy savings.	
			New as of 11/1/2012 Report. Calculated vacancy savings on position number 4000073. Per instructions do not calculate savings off cascading vacancies.	11/1/2012
			MAHNCHANG SAECHAO is temporary in position 40000183.	11/1/2012
			New as of the 11/1/2012 Report. Savings calculated off position 40000513. Per instructions do not calculate savings off cascading vacancies.	11/1/2012
			New as of the 11/1/2012 Report.	11/1/2012
			New as of the 11/1/2012 report. Updated as of 3/1/2013.	3/1/2013
	46,780		New as of the 11/1/2012 report. On a temporary double fill assignment. Per instructions due not calculate vacancy savings.	11/1/2012
			New as of the 11/1/2012 report.	11/1/2012
			New as of 11/1/2012 report.	11/1/2012
			This is the Minority Evaluator Position. This is converting LT to permanent	11/1/2012
			New as of 11/1/2012 report.	11/1/2012
			New as of 11/1/2012 report.	11/1/2012
			New as of 11/1/2012 report. This position was vacated by Pablo Chauvin and is filled by Chris Cavanagh. This should not show as a vacancy. Chris Cavanagh's former position should. Please see entry made below.	11/1/2012
			New as of 11/1/2012 report.	11/1/2012
			New as of 11/1/2012 report.	11/1/2012
			New as of 12/1/2012 report. Carol Brune is temporary filling the CTO position	12/1/2012
			New as of 12/1/2012 report.	12/1/2012
			New as of 12/1/2012 report.	12/1/2012
			New as of 12/1/2012 report.	12/1/2012
			New as of 12/1/2012 report. Not a true vacancy; this position was converted from limited term to permanent with no change in incumbent.	12/1/2012
			New as of 12/1/2012 report. Position approved in the FALL BMF	12/1/2012
			New as of 12/1/2012 report. Not eligible for savings: Exception request approved by Mayor on 12/17/12.	12/1/2012
	30,338		New as of 12/1/2012 report. Cascading vacancy on position 40005958	12/1/2012
			New as of 12/1/2012 report. Position backfilled. Veronica Avila is backfilling pos. #40022553 anc Sarah Meadows is backfilling Veronica in this position.	12/1/2012
			New as of 12/1/2012 report. Not eligible for savings; Exception request approved by Mayor on 12/11/2012. The remaining 21% is funded through a County IGA.	12/1/2012
	15,654		New as of 12/1/2012 report. Savings to Other Funds Miscellaneous (Interest Earnings) rather than General Fund savings.	12/1/2012
			New as of 3/1/2013 report	3/1/2013
			New as of 3/1/2013 report	3/1/2013
			New as of 3/1/2012 Report. Calculated vacancy savings on position number 400000279. Per instructions do not calculate savings off cascading vacancies.	3/1/2013
			New as of 3/1/2013 report	3/1/2013
			New as of 3/1/2013 report. Exemption request transferred to this position from 40000848 per Anna Kanwits email on 3/18/2013.	3/1/2013
	22,854		New as of 3/1/2013 report. Exemption granted 12/17/2012. Calculated vacancy savings on position number 40000842. Per instructions do not calculate savings off cascading vacancies.	3/1/2013
			New as of 3/1/2013 report. Cascading vacancy on position 40002436	3/1/2013
			New as of 3/1/2013 report. Cascading vacancy on position 40002398	3/1/2013
				3/1/2013
			New as of 3/1/2013 report. Cascading vacancy on position 40004221	3/1/2013
			New as of 3/1/2013 report. Cascading vacancy on position 40004221	3/1/2013
			Carol Brune was temporary filling the CTO position.	3/1/2013
	11,613		New as of 3/1/2012 Report. Remaining 12% funded by IGA revenues. Exemption granted 12/11/2012	3/1/2013
			New as of 3/1/2012 Report. Calculated vacancy savings on position number 40000238. Per instructions do not calculate savings off cascading vacancies.	3/1/2013

			New as of 3/1/2012 Report.	3/1/2013
			New as of 3/1/2012 Report. Calculated vacancy savings on position number 40000239. Per instructions do not calculate savings off cascading vacancies.	3/1/2013
			New as of 3/1/2012 Report. Calculated vacancy savings on position number 40000279. Per instructions do not calculate savings off cascading vacancies.	3/1/2013
		14,796	New as of 3/1/2012 Report. Remaining 12% funded by IGA revenues. Exemption granted 12/11/2012.	3/1/2013
			New as of 3/1/2012 Report. Calculated vacancy savings on position number 40000234. Per instructions do not calculate savings off cascading vacancies.	3/1/2013
			New as of 3/1/2012 Report. Calculated vacancy savings on position number 40000234.	3/1/2013
			New as of 3/1/2013 report. New positions received in FY 2012-13 Winter Supplemental Budget	3/1/2013
			New as of 3/1/2013 report. New positions received in FY 2012-13 Winter Supplemental Budget	3/1/2013
			New as of 3/1/2013 report. New positions received in FY 2012-13 Winter Supplemental Budget	3/1/2013
			New as of 3/1/2013 report. New positions received in FY 2012-13 Winter Supplemental Budget	3/1/2013
			New as of 3/1/2013 report. Exemption granted 2/20/13	3/1/2013
		24,121	New as of 3/1/2013 report.	3/1/2013
			New as of 3/1/2013 report. Calculated vacancy savings on position number 40020281. Per instructions do not calculate savings off cascading vacancies.	3/1/2013
		166,155		3/1/2013

Bureau of Financial Services

Bureau of Financial Services – Accounting

Decision Packages:

MF_18	BFS-4-Accounting Rent Savings	
This package cuts the Space Rent budget within the Accounting budget by a total of \$18,722.		
<p>Status for Spring Performance Report: Reduction taken. The Accounting Division is currently projected to be over budget for space rent by \$6,356 for the year, which means that Accounting will make additional reductions in other areas to compensate for the budget shortfall. This increase is due to unforeseen circumstances.</p>	<p>Status Complete</p>	

MF_09	BFS-4-Cut vacant Accountant 1	
This decision package cuts a vacant Accountant I from the Operations section in the Accounting Division.		
<p>Status for Spring Performance Report: Reduction taken. The Accountant I position is eliminated in the FY 2012-13 Adopted Budget. This cut from Operational Accounting required accounts payable duties and air travel billing reconciliations to be reassigned to others in the Operational Accounting team. Those individuals are now fully dedicated to these and other routine processing tasks and resulted in work being delayed indefinitely, such as the archived documents purging project requested by the City Auditor's and City Attorney's Office. Reductions in Accounting resources will result the inability to complete necessary tasks and projects, and adds an increased risk to the City.</p>	<p>Status Complete</p>	

MF_08	BFS-8-Accounting Temporary Employee Reduction	
This decision package cuts \$8,000 from the Temporary Employee budget in Accounting.		
<p>Status for Spring Performance Report: Reduction taken. This impacted Accounting's ability to bring in temporary staff in instances of long-term employee absence and has placed a greater burden on FLSA-exempt staff and/or higher overtime cost for FLSA-eligible staff.</p>	<p>Status Complete</p>	

MF_07	BFS-8-Accounting Training Reduction	
This decision package cuts \$15,000 from Accounting's Education and Out-of-Town Travel budgets.		
<p>Status for Spring Performance Report: Reduction taken. This resulted in only \$15,000 for the Education and Travel needs of 29 Accounting staff, 12 of whom are CPAs and one CPP who need to maintain their professional licenses. After granting requests early in the year for training in the new MS Office Suite implemented by BTS and payroll staff, the Division has very few resources available for the required continuing education/training of its licensed professionals.</p>	<p>Status Complete</p>	

MF_069 Financial Services Technical Accounting Support	
The Accounting Division of Financial Services will request \$145,000 for a contract awarded to Accounting Principals, Inc. to support Technical Accounting during the annual audit and production of the Comprehensive Annual Financial Report (CAFR). The contract was awarded at 9:00 am, Friday June 29th, 2012 – the morning after the deadline to encumber contract costs and carry forward budget authority.	
Status for Spring Performance Report: This request was granted on a one-time basis. The Accounting Division is in the process of procuring a CAFR publishing solution which, following implementation, will mitigate the use of consultant and overtime resources in CAFR production.	Status Complete

Bureau of Financial Services – Public Finance and Treasury

Decision Packages:

MF_89 PFT - Treasury 4% Space Rent Reduction	
This package cuts the Space Rent budget within Treasury by \$10,000. This savings is the result from reduced space in moving from City Hall to the 12th Floor of the Portland Building.	
Status for Spring Performance Report: Reduction taken. Treasury is now located on the 12 th Floor of the Portland Building.	Status Complete

MF_100 PFT-Treasury 6% 0.26 OSS II Reduction	
This package cuts the remaining 0.26 FTE of an Office Support Specialist II position in Treasury.	
Status for Spring Performance Report: Reduction taken. Operational efficiencies have been implemented to maintain current service level.	Status Complete

MF_103 PFT - Debt 4% Professional Services Reduction	
This package cuts the Professional Services budget within Debt Management by \$28,969.	
Status for Spring Performance Report: Reduction taken. This decreases the amount of resources available for legal and financial advice to manage the City's debt program. Debt resources have been reduced over several years, and are again not recommended as an add back to the FY 2013-14 budget. Reductions in Professional Service resources could result in a diminished ability to effectively manage City debt.	Status Complete

MF_104 PFT - Debt 6% Professional Services Reduction	
This package cuts the Professional Services budget within Debt Management by \$14,485.	
Status for Spring Performance Report: Reduction taken. This decreases the amount of resources available for legal and financial advice to manage the City's debt program. Debt resources have been reduced over several years, and are again not recommended as an add back to the FY 2013-14 budget. Reductions in Professional Service resources could result in a diminished ability to effectively manage City debt.	Status Complete

MF_105 PFT - Debt 8% Professional Services Reduction	
This package cuts the Professional Services budget within Debt Management by \$14,484.	
Status for Spring Performance Report: Reduction taken. This decreases the amount of resources available for legal and financial advice to manage the City's debt program. Debt resources have been reduced over several years, and are again not recommended as an add back to the FY 2013-14 budget. Reductions in Professional Service resources could result in a diminished ability to effectively manage City debt.	Status Complete

MF_99 PFT-Treasury 4% 0.74 OSS II Reduction	
This package cuts 0.74 FTE of an Office Support Specialist II position in Treasury.	
Status for Spring Performance Report: Reduction taken and operational efficiencies implemented to maintain current service level.	Status Complete

MF_101 PFT-Treasury 6% Reduce Professional Services	
This package cuts \$11,097 in Professional Services in External Materials & Services.	
Status for Spring Performance Report: Reduction taken. This decreases the amount of resources available to pay Citywide banking fees centrally. This resource has been reduced over several years, and is again not recommended as an add back to the FY 2013-14 budget. The culmination of these actions has the potential to require additional controls and processes including, but not limited to, billing bureaus for certain banking services.	Status Complete

MF_102 PFT-Treasury 8% Reduce Professional Services	
This package cuts an additional \$25,085 from Professional Services in Treasury's External Materials & Services budget.	
Status for Spring Performance Report: Reduction taken. This decreases the amount of resources available to pay Citywide banking fees centrally. This resource has been reduced over several years, and is again not recommended as an add back to the FY 2013-14 budget. The culmination of these actions has the potential to require additional controls and processes including, but not limited to, billing bureaus for certain banking services.	Status Complete

MF_067	Financial Services Encumbrance Carryover	
<p>The Bureau of Financial Services will request \$239,812 in encumbrance carryovers for the following:</p> <p>Accounting Division – Requests \$145,000 for a contract with Accounting Principals, Inc. to support Technical Accounting during the annual audit and production of the Comprehensive Annual Financial Report (CAFR). DPO #22100010</p> <p>Accounting Division – Requests \$16,322 for a contract with GALT Foundation to provide professional accounting services in support of Technical Accounting. DPO #22079438</p> <p>Accounting Division – Requests \$5,258 for contracts providing miscellaneous printing, duplication and check services/supplies. DPO Numbers: #22073394; #22103606; 22103606; and 22075994.</p> <p>Treasury Division – Requests \$3,232 for a contract with Bloomberg to provide real-time financial market display terminals. DPO #22097676</p> <p>Financial Planning Division – Requests \$35,000 for an intergovernmental agreement with Portland State University Hatfield Resident Fellow Program and efforts to integrate the Portland Plan into the budget process.</p> <p>Financial Planning Division – Requests \$35,000 for a contract to Finite Matters, LTD and Pattern Stream budget publishing service and support. DPO #220069118</p>		
<p>Status for Spring Performance Report: Carryovers were approved in the Fall BMP, with the exception of the \$5,258 request to carry over miscellaneous contracts and the \$3,232 request from Treasury to carry over the Bloomberg contract balance. The requests associated with Accounting Principles and GALT contracts were granted on a one-time basis. The Accounting Division is in the process of procuring a CAFR publishing solution which, following implementation, will mitigate the use of consultant and overtime resources in CAFR production.</p>	<p>Status Complete</p>	

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_208 - 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 \$132,222 in General Fund Discretionary and \$24,112 in Fund Transfer Revenue for three months of vacancy savings related to 8 vacant positions.

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

1) Citywide Projects-PSSRP--#40020280--Information Systems Analyst, Principal-Project Management--\$4,255; 2) Citywide Projects-PSSRP--#40020281--Management Analyst, Sr--\$24,121; 3) Grants Management-BFS--#40000107--Financial Analyst--\$23,778; 4) BHR--#40000842--Affirmative Action/Diversity Manager--\$22,854; 5) Procurement Services--#40000182--Procurement Specialist, Assistant--\$19,310; 6) Revenue Bureau - Administrative Assistant - #40000269 -- \$11,495; 7) Revenue Bureau - Revenue & Taxation Specialist IV - #40000234 -- \$11,613; 8) Revenue Bureau - Revenue & Taxation Specialist III - #40008843 -- \$14,796

Dollar Amount: **(\$156,334)**

Type: Vacancy Savings and Exceptions

Resources: General Fund Discretionary

MF_211 - BFS - Accounting IA Revenue

This request increases bureau interagency agreements by \$29,000. The following adjustments are requested: Establish an IA with Revenue Bureau for \$10,000; Portland Bureau of Transportation adding \$6,000 to the existing IA; Establish an IA with Portland Housing Bureau for \$12,000; and Fire and Police Disability Retirement Fund adding \$1,000 to the existing IA.

Dollar Amount: \$29,000

Type: New Request

Resources: Internal Transfer

MF_212 - Bureau of Financial Svcs. Technical Adjustments

This technical adjustment package moves budget resources to align with actual spending trends in the Bureau of Financial Services. This package moves \$30,000 from Personnel Services funding to Internal Materials & Services in the Accounting Division; \$5,000 from External Materials & Services to Internal Materials & Services in Debt Management; adjustments to move appropriation from Financial Planning Division budget to a Grants Management cost center for the last four months of FY 2012-13 as a result of the establishment of the City Budget Office, totaling \$185,873; and an adjustment to reconcile the Financial Planning Division cost center Internal Materials & Supplies accounts with \$67,536 moved to the City Budget Office.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: General Fund Discretionary

**Business Area Projection Report
MFFS - Fund 100**

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of Management & Finance				
EXPENDITURES				
Personnel Services	\$5,644,155	\$4,024,738	\$5,531,681	98%
External Materials and Services	\$857,523	\$349,575	\$640,232	75%
Internal Materials and Services	\$1,130,528	\$784,368	\$1,107,244	98%
Bond Expenses	\$0	\$0	\$0	0%
Fund Transfers - Expense	\$0	\$0	\$0	0%
TOTAL EXPENDITURES	\$7,632,206	\$5,158,681	\$7,279,157	95%
REVENUES				
Charges for Services	\$51,000	\$31,735	\$48,268	95%
Intergovernmental Revenues	\$305,281	\$122,943	\$221,685	73%
Interagency Revenue	\$641,098	\$353,518	\$515,237	80%
Fund Transfers - Revenue	\$0	\$0	\$0	0%
Miscellaneous	\$1,023,559	(\$907)	\$919,330	90%
General Fund Discretionary	\$2,326,145	\$0	\$2,275,881	98%
General Fund Overhead	\$3,285,123	\$0	\$3,298,756	100%
TOTAL REVENUES	\$7,632,206	\$507,290	\$7,279,157	95%

Bureau Projection Narrative

**Office of Management and Finance
General Fund
Spring BMP FY 2012-13
Current Year Projection Narrative**

Bureau/Division: Bureau of Financial Services

Expenditures:

Expenditures for External Materials and Services (EM&S) are projected to utilize 75 percent of budgeted funds. Public Finance and Treasury accounts for all but 1 percent of this under spent amount.

Debt Management EM&S projections are largely assumptions for legal advice for the City debt management program. Current projections would not utilize all EM&S resources, funded by interagency and intergovernmental agreements, although the level of service is contingent upon the number and complexity of projects requiring consideration and analysis.

Treasury EM&S projections include the payment of bank fees, which are not currently projected to utilize all EM&S resources budgeted. As Treasury is funded by portfolio earnings, savings result in less earnings needed to fund the Division and a net-zero ending balance and more earnings left for the investment portfolio.

Revenues:

Intergovernmental and Interagency Revenues are projected to use 73 percent and 80 percent of budgeted resources. Debt Management is funded largely by intergovernmental and interagency revenues, and at the end of each year the amount billed to each IA/IGA is adjusted to pay only for the amount of actual expenditure authority utilized by the Division, producing a net-zero ending balance. As EM&S projections for Debt Management services are not anticipated to require all budgeted resources, intergovernmental and Interagency revenue projections have been reduced.

Bureau of Human Resources

Bureau of Human Resources

Decision Packages:

MF_50	BHR-4-Cut 0.5 Senior Mgr Position
This cut reduces .5 FTE of a Senior Manager within the HR Corporate Services program.	
Status for Spring Performance Report: This position was eliminated within the HR Corporate Services program. This position was eliminated due to the merger of the Employment and Development program and Diversity Development program to create efficiencies.	Status Complete

MF_48	BHR-4-Cut EM&S
This is a \$6,624 cut within External Materials and Services. This cut will reduce the amount of educational conferences and trainings BHR staff will attend.	
Status for Spring Performance Report: Reduction taken. BHR has limited the amount of conferences and trainings bureau staff can attend and has placed restrictions on all materials and services requests.	Status Complete

MF_49	BHR-4-Reclass Labor Position
This is a reduction of \$36,000 in personal services due to underfilling a position within the HR Corporate Services program.	
Status for Spring Performance Report: Reduction taken. This results in BHR's inability to hire temporary staff to assist with unanticipated projects.	Status Complete

MF_52	BHR-6-Cut 0.5 Senior Mgr Position
This cut reduces the 2nd .5 FTE of a Senior Manager within the HR Corporate Services program. The first 0.5 FTE was submitted as decision package MF_50 BHR-4-Cut 0.5 Senior Mgr Position.	
Status for Spring Performance Report: This position was eliminated within the HR Corporate Services program. This position was eliminated due to the merger of the Employment and Development program and Diversity Development program to create efficiencies.	Status Complete

MF_51	BHR-6-Cut EM&S
This cut reduces External Materials & Services in the HR Corporate Services program by \$586.	
Status for Spring Performance Report: Reduction taken. BHR has limited the amount of conferences and trainings bureau staff can attend and has placed restrictions on all materials and services requests.	Status Complete

MF_53		BHR-8-Cut EM&S	
This cut reduces External Materials & Services within the HR Corporate Services program by \$3,036.			
Status for Spring Performance Report: Reduction taken. BHR has limited the amount of conferences and trainings bureau staff can attend and has placed restrictions on all materials and services requests.			Status Complete

MF_54		BHR/CBO-8-Cut EM&S	
This cut reduces External Materials and Services within the Bureau of Human Resources by \$33,689 and reduces External Materials and Services within the CAO/Business Operations program by \$30,000.			
Status for Spring Performance Report: Reduction taken. BHR has limited the amount of conferences and trainings bureau staff can attend and has placed restrictions on all materials and services requests. The reduction in the Business Operations budget has resulted in the CAO's inability to support one OMFwide strategic initiative or process improvement project in FY 2012-13.			Status Complete

MF_78		BHR Encumbrance Carryover Request	
This encumbrance carryover is related to the Bureau's contract with Aliquant Corporation/Towers Watson Delaware for the current benefits administration system.			
Status for Spring Performance Report: The carryover in appropriation was used to pay for the Towers/Watson contract within the current fiscal year.			Status Complete

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.			
Status for Spring Performance Report: BHR successfully filled this position.			Status Complete

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_208 - 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 \$132,222 in General Fund Discretionary and \$24,112 in Fund Transfer Revenue for three months of vacancy savings related to 8 vacant positions.

This request transfers vacancy savings from the OMF General Fund to the General Fund for the following positions: 1) Citywide Projects-PSSRP--#40020280--Information Systems Analyst, Principal-Project Management--\$4,255; 2) Citywide Projects-PSSRP--#40020281--Management Analyst, Sr--\$24,121; 3) Grants Management-BFS--#40000107--Financial Analyst--\$23,778; 4) BHR--#40000842--Affirmative Action/Diversity Manager--\$22,854; 5) Procurement Services--#40000182--Procurement Specialist, Assistant--\$19,310; 6) Revenue Bureau - Administrative Assistant - #40000269 -- \$11,495; 7) Revenue Bureau - Revenue & Taxation Specialist IV - #40000234 -- \$11,613; 8) Revenue Bureau - Revenue & Taxation Specialist III - #40008843 -- \$14,796

Dollar Amount: **(\$156,334)**

Type: Vacancy Savings and Exceptions

Resources: General Fund Discretionary

MF_229 - BHR-Vacancy Savings Exemption

This action restores the General Fund one-time Discretionary taken for vacancy savings related to position #40000842--Affirmative Action/Diversity Manager. The Bureau of Human Resources received approval from the Commissioner in Charge for this exception.

Dollar Amount: \$22,854

Type: Vacancy Savings and Exceptions

Resources: General Fund Discretionary

MF_231 - BHR-Technical Adjustments

This technical adjustment request moves \$80,000 in appropriation from external materials and services into personnel services within the BHR budget to ensure budgetary appropriation aligns with spending.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: Internal Transfer

MF_232 - BHR-Recognize \$7,930 in Training Fund Revenue

This request recognizes \$7,930 in administrative revenue into the Training Fund from coordinating training classes. The education budget within the Training Fund will be increased by the same amount to balance the request.

Dollar Amount: \$7,930

Type: New Request

Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_249 - BHR-Training Fund Program Revenue Carryover

The following request removes the \$7,930 in administrative revenue received by the BHR Training Fund in FY 2012-13 from coordinating training classes and re-budgets this \$7,930 in the BHR FY 2013-14 Approved Budget.

Granting this request will provide partial funding for BHR to continue to develop much needed refresher material for the City's Cultural Competency training to include discussion of equitable outcomes and removal of systematic bias; these are important goals in the City's overarching equity initiatives. In addition this request will help fund BHR's ability to develop Emotional Intelligence Training materials for city employees, which is the most requested training by City bureaus.

Dollar Amount: **(\$7,930)**
Type: Carryover Request
Resources: New Revenues

MF_252 - Health Fund Spring Bump Adjustment

This request is for several technical adjustments within the Health Fund. \$110,000 is requested to move from Salary Contingency to Personnel Services to align budget with anticipated spending on the staffing charged to the Health Fund. The \$26,629 recognizes interagency revenue associated with the extension of benefits to employees with negotiated targeted severance agreements.

Dollar Amount: \$26,629
Type: New Request
Resources: Bureau Contingency

MF_253 - BHR-Increase Revenue for RFP Contract

This request increases the Deferred Compensation budget by \$15,000 to account for the professional service costs of the RFP to select service providers for the City's Deferred Compensation program. The cost associated with this RFP will be reimbursed to the City.

Dollar Amount: \$15,000
Type: New Request
Resources: New Revenues

**Business Area Projection Report
MFHR-Fund 100**

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of Management & Finance				
EXPENDITURES				
Personnel Services	\$6,488,004	\$4,272,349	\$6,480,000	100%
External Materials and Services	\$807,967	\$409,266	\$672,473	83%
Internal Materials and Services	\$744,600	\$464,051	\$696,460	94%
TOTAL EXPENDITURES	\$8,040,571	\$5,145,666	\$7,848,933	98%
REVENUES				
Charges for Services	\$280,915	\$0	\$235,797	84%
Fund Transfers - Revenue	\$500,000	\$0	\$456,756	91%
Miscellaneous	\$30,000	\$22,076	\$30,000	100%
General Fund Discretionary	\$2,538,219	\$0	\$2,434,943	96%
General Fund Overhead	\$4,691,437	\$0	\$4,691,437	100%
TOTAL REVENUES	\$8,040,571	\$22,076	\$7,848,933	98%

Bureau Projection Narrative

**Office of Management and Finance
General Fund
Spring BMP FY 2012-13
Current Year Projection Narrative**

Bureau/Division: Bureau of Human Resources

Expenditures:

External Materials and Services in the Bureau of Human Resources' (BHR's) General Fund budget are projected to be 17 percent below budget because BHR chose to freeze discretionary materials and services spending during the fiscal year. Due to both the vacancy savings requirement and the mid-year cut to OMF, BHR was projected to overspend at the personnel services major object code. BHR took the action of freezing discretionary external materials and services spending to provide adequate budget appropriation to move to personnel services during the Spring BMP. Additional budgetary surplus in external materials and services, beyond the \$80,000 transferred to personnel services in the Spring BMP, is being held for potential year-end payouts for employees either leaving the City or retiring.

Revenues:

Charges for Services are projected to be 16 percent below budget due to the projected year-end true-up of the Deferred Compensation program. The Deferred Compensation program receives revenue from the two program service providers to the City, ING and Advantis. The \$235,000 projected in Charges for Services reflects the anticipated dollar amount collected from ING to cover their share of the program costs. The share from Advantis is collected in the Miscellaneous Revenues account, not the Charges for Services account.

Fund Projection Report

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Health Insurance Operating Fund				
EXPENDITURES				
Personnel Services	\$1,208,007	\$771,468	\$1,196,743	99%
External Materials and Services	\$51,978,948	\$32,222,802	\$48,334,203	93%
Internal Materials and Services	\$478,834	\$308,403	\$462,539	97%
Bond Expenses	\$25,917	\$4,908	\$25,917	100%
Fund Transfers - Expense	\$600,638	\$67,094	\$600,638	100%
Contingency	\$12,258,273	\$0	\$0	0%
TOTAL EXPENDITURES	\$66,550,617	\$33,374,675	\$50,620,040	76%
REVENUES				
Budgeted Beginning Fund Balance	\$13,020,637	\$0	\$0	0%
Charges for Services	\$52,471,164	\$31,923,835	\$49,633,535	95%
Interagency Revenue	\$198,534	\$0	\$198,534	100%
Fund Transfers - Revenue	\$2,446	\$0	\$2,446	100%
Miscellaneous	\$857,836	\$553,690	\$785,525	92%
TOTAL REVENUES	\$66,550,617	\$32,477,525	\$50,620,040	76%

Fund Projection Narrative

The Health Fund is projected to have an ending fund balance of approximately \$13.3 million. The Health Fund is currently projected not to have a variance of more than 10% in any major object code.

Bureau of Internal Business Services

Bureau of Internal Business Services – CityFleet

Decision Packages:

MF_59 CF-6-Fire Bureau Internal Fueling	
<p>Presently the Fire Bureau obtains fuel for apparatus and for Fleet maintained vehicles through purchases on the City's contract with external fuel providers. CityFleet has fueling stations throughout the City that are in proximity to some Fire Bureau stations where vehicles and equipment could purchase fuel. The fuel in the inventory system is procured on bulk pricing contracts which are consistently below the market rate that the Fire Bureau pays to outside vendors. By using the inventory-managed fuel system where applicable, the Fire Bureau could save an estimated \$38,000 annually on fuel.</p> <p>CityFleet has prepared a location and gallons consumed analysis of all Fire fueling and presented the materials to the Fire Bureau budget contact. CityFleet is in discussion with the customer to ensure that the safety-specific and operational requirements of the Fire Bureau will be met and at this time, the Fire Bureau is reviewing this analysis.</p>	
<p>Status for Spring Performance Report: CityFleet is collaborating with the Fire Bureau to optimize their fueling operation at the lowest possible cost. Cost savings are being calculated to be shared at a later date.</p>	<p>Status Underway</p>

MF_56 CityFleet-4-Extend Police Vehicle Lifecycles	
<p>This package is to assign vehicles into the proper replacement schedules based on results of focused analysis by CityFleet for utilization by the Police Bureau. Presently, the sedans assigned to Police Commander Lieutenant Sert (CLS) and are classified as Patrol Sedans (1013) and on a five-year replacement cycle. The Lieutenant sedans have been determined to not endure the same level of severe duty that the patrol sedans experience. For this reason, CityFleet is proposing to create a new vehicle class for CLS sedans that would be on a seven year replacement schedule. This action will reduce the interagency with Police by \$108,000. The Portland Police Bureau has sedans in the undercover program that previously were leased and in FY 2009-10 converted to City-owned vehicles. As this was a pilot program to own the under-cover vehicles, the equipment was originally set to a 3 year life cycle replacement. At this point in time, CityFleet is recommending a five-year life cycle replacement reducing the interagency by \$130,000.</p>	
<p>Status for Spring Performance Report: New class codes created and lifecycles adjusted.</p>	<p>Status Complete</p>

MF_55 CityFleet-4-Optimize Utilization of Police Fleet	
<p>This package addresses utilization and optimization of the Police Bureau fleet for three separate equipment classifications. 1) General purpose sedans (Class 1001) assigned to the Portland Police Bureau are presently on a eight-year replacement schedule. After review, CityFleet staff recommends extending the lifecycle of these sedans as the mileage driven per year does not meet minimum best Fleet practices for replacement. CityFleet has identified seven sedans assigned to the Police Bureau that would meet this criteria for a reduction of \$13,000). Additionally, should these sedans be determined to be underutilized, the Police Bureau could turn-in the sedan and use the City's shared Motor Pool located at the 1st and Jefferson Garage which is in close proximity to the Central Precinct. 2) Patrol sedans assigned to the Transit Division in the Portland Police Bureau are presently on a five-year replacement schedule. CityFleet staff recommends changing the life-cycle to six years for a reduction of 25,000 to the interagency</p>	

agreement. 3) Standard Patrol sedans assigned to the Portland Police Bureau are presently on a five-year replacement schedule. Prior to replacement, CityFleet conducts mechanical assessments and mileage reviews on each unit. CityFleet recommends extending the replacement schedule on patrol sedans that do not meet mileage minimums and where the mechanical assessments do not indicate cause for replacement and this action would reduce the interagency by \$99,000.

<p>Status for Spring Performance Report: Lifecycles adjusted on seven low utilized police administrative sedans. New class code created for Transit police sedans and lifecycles adjusted. Vehicle analysis complete for police patrol sedans and life extended.</p>	<p>Status Complete</p>
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MF_58	CityFleet-6- PBOT Fleet Utilization
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CityFleet has reviewed data detailing average miles traveled per month, age of equipment and cost per mile to operate. Based upon this data review and by-vehicle research, CityFleet has identified equipment assigned to the Portland Bureau of Transportation (PBOT) that is costly to maintain and pay for future replacement given the low-miles driven on an annual basis. Annual expenses are defined as repair and maintenance, fuel, and depreciation paid into the Fleet fund for future replacement.

EQ 86143 (Truck/Crane) annual expenses are estimated at \$30,060
 EQ 86205 (Hydra) annual expenses are estimated at \$27,212
 EQ 86385 (Small dump truck) annual expenses are estimated at \$6,800
 EQ 003203 (Cargo van) annual expenses are estimated at \$5,287
 EQ 031020 (Standard sedan) annual expenses are estimated at \$4,400

CityFleet is in collaboration with PBOT to address Bureau concerns and operational requirements for the Bureau. This preliminary list came from Fleet analysis and is subject to change due to Bureau changes and requirements.

<p>Status for Spring Performance Report: CityFleet analyzed usage history and collaborated with PBOT to come up with the additional savings.</p>	<p>Status Complete</p>
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MF_57	CityFleet-6-Reduction Police Internal Fueling
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Presently the vehicles assigned to the Portland Police Bureau's Bureau's North Precinct obtain fuel through purchases on the City's contract with external fuel providers. CityFleet has fueling stations that are close to the North Precinct where the Bureau could procure fuel with less cost. The fuel in the inventory system is procured on bulk pricing contracts which are consistently below the market rate that the Police Bureau pays to outside vendors. By using the inventory-managed fuel system where applicable, the Police Bureau could save an estimated \$81,000 on fuel each year.

CityFleet has prepared a location, time of fueling, and gallons consumed analysis of all Police fueling and presented the materials to the Police Bureau budget contact and discussed operational impacts with the North Precinct staff. CityFleet is still in discussion with the customer to ensure that the safety-specific and operational requirements of the Police Bureau will be met and at this time, the Police Bureau is reviewing this analysis.

<p>Status for Spring Performance Report: CityFleet installed a new fuel station at the East Precinct, enabling the Police Bureau to use low cost bulk contract fuel. North Police Precinct expanded the use of the Kerby bulk fuel station reducing PPB fuel cost.</p>	<p>Status Complete</p>
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MF_60 CityFleet-8-Assess rent to Home Forward	
<p>Presently, Home Forward utilizes 13,300 sq. feet of parking space at the Kerby Garage facility. This space is leased by the City from ODOT at a rate of \$.06/sq. foot. CityFleet pays the state to lease this space and the City does not charge HAP to sub-lease the space from CityFleet.</p> <p>This proposal would assess rent of \$.06/sq. foot to HAP to collect \$9,600 for Home Forward to utilize the space.</p>	
<p>Status for Spring Performance Report: Collaborating with Home Forward and looking for a new location to park their vehicles and equipment. Negotiations with Home Forward continue.</p>	<p>Status Underway</p>

MF_63 CityFleet-8-Parks Bureau Low Vehicle Utilization	
<p>CityFleet has reviewed data detailing average miles traveled per month, age of equipment and cost per mile to operate for equipment assigned to the Parks Bureau. Based upon this data review and by-vehicle research, CityFleet has identified equipment assigned to Parks that is costly to maintain and pay for future replacement given the low-miles driven on an annual basis. Annual expenses are defined as repair and maintenance, fuel, and depreciation paid into the Fleet fund for future replacement.</p> <p>There are 14 vehicles and equipment that meet the criteria set by CityFleet for low utilization. The total annual expenses associated with these units amount to \$75,000.</p> <p>CityFleet is in collaboration with Parks to address Bureau concerns and operational requirements for the Bureau. This preliminary list came from Fleet analysis and is subject to change due to Bureau changes and requirements.</p>	
<p>Status for Spring Performance Report: Reduction taken. CityFleet analyzed usage history and collaborated with Parks to meet the budget reduction goal.</p>	<p>Status Complete</p>

MF_64 CityFleet-8-PBOT Utilization Inventory Reduction	
<p>CityFleet has reviewed data detailing average miles traveled per month, age of equipment and cost per mile to operate. Based upon this data review and by-vehicle research, CityFleet has identified equipment assigned to the Portland Bureau of Transportation (PBOT) that is costly to maintain and pay for future replacement given the low-miles driven on an annual basis. Annual expenses are defined as repair and maintenance, fuel, and depreciation paid into the Fleet fund for future replacement.</p> <p>EQ 84057 (Flatbed Truck) annual expenses are estimated at \$6,868 EQ 84867 (Step Van) annual expenses are estimated at \$7,308 EQ 013404 (Step Van) annual expenses are estimated at \$9,933</p> <p>CityFleet is in collaboration with PBOT to address Bureau concerns and operational requirements for the Bureau. This preliminary list came from Fleet analysis and is subject to change due to Bureau changes and requirements.</p>	
<p>Status for Spring Performance Report: Reduction taken. CityFleet analyzed usage history and collaborated with PBOT to come up with the savings.</p>	<p>Status Complete</p>

MF_61 CityFleet-8-Police Bureau Low Utilization Review	
<p>CityFleet has reviewed data detailing average miles traveled per month, age of equipment and cost per mile to operate for equipment assigned to the Police Bureau. Based upon this data review and by-vehicle research, CityFleet has identified equipment assigned to Police that is costly to maintain and pay for future replacement given the low-miles driven on an annual basis. Annual expenses are defined as repair and maintenance, fuel, and depreciation paid into the Fleet fund for future replacement.</p> <p>There are 12 vehicles and equipment that meet the criteria set by CityFleet for low utilization. The total annual expenses associated with these units amount to \$69,000.</p> <p>CityFleet is in collaboration with Police to address Bureau concerns and operational requirements for the Bureau. This preliminary list came from Fleet analysis and is subject to change due to Bureau changes and requirements.</p>	
<p>Status for Spring Performance Report: CityFleet is collaborating with the Police Bureau to address Police concerns and operational requirements.</p>	<p>Status Complete</p>

MF_62 CityFleet-8-Police Bureau PM Cycle change	
<p>CityFleet has reviewed preventative maintenance intervals for the CLS sedans at the Portland Police Bureau to determine the proper intervals for service. Based on repair history, manufacturer guidelines and industry standards, CityFleet has determined that the scheduled preventative maintenance for this classification of vehicles could be decreased by two service intervals per year.</p> <p>The package would reduce the amount of supplies required to perform this service by \$8,000.</p> <p>CityFleet is in collaboration with Police to address Bureau concerns and operational requirements for the Bureau. This preliminary list came from Fleet analysis and is subject to change due to Bureau changes and requirements.</p>	
<p>Status for Spring Performance Report: Preventive maintenance cycles changed.</p>	<p>Status Complete</p>

MF_193 CityFleet - Loan to General Fund	
<p>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.</p> <p>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.</p>	
<p>Status for Spring Performance Report: The transfers for the portion of the loan for the Rose Festival building will be made in the fourth quarter of FY 2012-13. It is not known yet when the transfers for the Harbor Super Fund will be made. Interest due to the internal service funds will be paid in the fourth quarter too.</p>	<p>Status Underway</p>

Bureau of Internal Business Services – Facilities Services

Decision Packages:

MF_119 Facilities-6-City Hall Major Maintenance	
This decision package would reduce funding for the City Hall Major Maintenance reserve by six percent.	
Status for Spring Performance Report: The funding for the City Hall major maintenance program was reduced. This results in pushing more projects out into the future, and increasing the likelihood of higher operations and maintenance costs and building system failures.	Status Complete

MF_129 Facilities - OMF IA Savings	
No description provided by BRASS.	
Status for Spring Performance Report: Reduction taken. This package reduced the cash transfer from the General Fund to Facilities Services by the amount of IA savings Facilities Services received from other IA providers when their cuts were approved. The cash transfer was reduced, which further reduces funding for the City Hall major maintenance program.	Status Complete

MF_118 Facilities-4-City Hall Major Maintenance	
This decision package would reduce funding for the City Hall Major Maintenance reserve by four percent.	
Status for Spring Performance Report: Reduction taken. This results in pushing more projects out into the future, and increasing the likelihood of higher operations and maintenance costs and building system failures.	Status Complete

MF_75 Facilities-4-Eliminate Comcast Cable in 1900 Bld	
When the 1900 building was built, it was designed to allow for BTS to do cable TV expansion into any area without having to increase the cable TV charges. The plan required a premium be paid to Comcast. The actual number of Cable subscribers within the building currently, and through the history of the 1900 building, does not come close to supporting the current arrangement.	
An additional recommendation for other bureaus would be to review contracts with Comcast and determine if cable TV contracts are needed or if online streaming is an acceptable alternative.	
Status for Spring Performance Report: Reduction taken. All Comcast cable users at the 1900 building now order direct from the vendor, which requires additional work by each Bureau requester.	Status Complete

MF_76 Facilities-4-Lease 1900 Building Vacant Space	
This package generates new revenue by leasing floor space at the 1900 building that has been held vacant for years. The space would be leased to outside agencies or City agencies currently paying for space in privately held properties. There is 21,793 sq ft of space available on one floor. The current lease rate is \$31.67/sq ft.	
Status for Spring Performance Report: Over half of the available space is rented. Facilities is currently working on a Citywide space plan that will fill the remaining vacant space at the 1900 building during FY 2013-14.	Status Underway

MF_77 Facilities-4-LEED-EB Savings	
The process of retro commissioning the Portland Building, as part of the LEED-EB certification, has produced efficiencies in the operations of HVAC, elevators, and lighting systems.	
Retro commissioning is a process that analyzes how an existing building is operating and maintained and seeks to improve how equipment and systems function together. Through the LEED EBOM process The Portland Building is going through the retro commissioning program. Several Retro-Commissioning measures have been identified that will create operating efficiencies, including sequence of operation changes, eliminating simultaneous heating and cooling issues, and restoring the lighting sweep system to it original design intent. Through these efficiency measures, savings will be created. Retro commissioning is a process that analyzes how an existing building	
Status for Spring Performance Report: Work completed. The Portland Building achieved LEED-EB Gold certification resulting in energy reductions and cost savings.	Status Complete

MF_115 Facilities-4-Mayor's Security Reductions	
This decision package would reduce the Mayor's contracted security by four percent.	
Status for Spring Performance Report: We are working with the current Mayor to determine level of security he prefers.	Status Underway

MF_80 Facilities-6-City Hall HVAC Reductions	
Shut down HVAC (condenser pumps and heat pumps) at City Hall during nights and weekends. Savings will be through energy reductions.	
Status for Spring Performance Report: Project in progress and savings outlined in this decision package expected to be achieved by fiscal year end.	Status Underway

MF_78 Facilities-6-Eliminate Desk-side Trash Service	
This decision package would eliminate deskside trash pickup. Staff would be required to empty their trash into a common collection point centralized on each floor.	
Status for Spring Performance Report: Decision package implemented resulting in City staff emptying their own trash containers. Savings are on target.	Status Completed

MF_83 Facilities-6-Eliminate IAQ Testing in Port Bldg	
Indoor Air Quality (IAQ) testing is currently conducted as a regularly scheduled test at Portland Building, 1900 Building and 911. This proposal is to eliminate all regular scheduled IAQ testing and only provide testing at a Bureau's request and expense.	
Status for Spring Performance Report: There has been one request for IAQ testing, which had negative results indicating no further action required. The requesting bureau paid those costs.	Status Completed

MF_79 Facilities-6-Eliminate Paper Towels in Port Bldg	
Remove paper towels in all restrooms where hand dryers exist. Savings would be from the reduction of purchasing paper towels, and the reduction in trash pickup by janitorial staff and trash removal.	
Savings encourages the movement towards installing hand dryers at all buildings so the standard could be applied City-wide.	
Status for Spring Performance Report: Savings in custodial costs and paper towel supplies achieved. Successful implementation has led to recommendations to request this changed in two additional buildings for the FY 2013-14 budget.	Status Completed

MF_116 Facilities-6-Mayor's Security Reductions	
This decision package would reduce the Mayor's contracted security by six percent.	
Status for Spring Performance Report: We are working with the current Mayor to determine level of security he prefers.	Status Underway

MF_81 Facilities-6-Reduce 1900 Bldg MM Reserve	
As a condominium, the City has a responsibility to maintain adequate reserves for planned and unplanned building Major Maintenance and Capital projects. Several Major Maintenance project have been completed that can allow for a temporary reduction in the Major Maintenance reserve rate recovery from 3.2% of the building replacement value to 2.5%. The building is still relatively new (built in 1999) but major systems within the City Tower or the older base building of the condo will continue to require project funding.	
Status for Spring Performance Report: Major Maintenance reserve funding was reduced.	Status Completed

MF_82 Facilities-6-Reduce Police Janitorial	
Reduce Police janitorial to office trash removal and vacuuming once a week with no desk-side recycling. Restrooms continue to be serviced seven times per week.	
<ul style="list-style-type: none"> * N Precinct * Central Precinct and Justice Center * E Precinct * Traffic * Training 	
Status for Spring Performance Report: The reductions needed for the Police janitorial package have been implemented and spending is on target to achieve the saving indicated in this package by fiscal year end. Service reductions were adjusted to meet operational needs, while still gaining decision package savings.	Status Underway

MF_120	Facilities-8-City Hall Major Maintenance
This decision package would reduce funding for the City Hall Major Maintenance reserve by eight percent.	
Status for Spring Performance Report: Funding for the City Hall major maintenance program was reduced resulting in more projects pushed out into the future, and increasing the likelihood of higher operations and maintenance costs and building system failures.	Status Complete

MF_86	Facilities-8-Elilminate Renewable Energy Funding
This cut eliminates additional money set aside for the purchase of renewable energy.	
Status for Spring Performance Report: No additional renewable energy credits have been purchased this year.	Status Complete

MF_91	Facilities-8-Increase Office Summer Temp to 74
This cut increases the summer time inside temperature to 74 degrees.	
Status for Spring Performance Report: Facilities increased the summer temperature in the three downtown core office buildings to 74 degrees. As the decision package was implemented, adjustments were made to the temperature to better fit operational needs. Mid-way through the year, Facilities appears to be on target to achieve the savings for reduction.	Status Underway

MF_84	Facilities-8-Lease Vacant Kelly Building Space
There is 7,041 sq ft of office space available for use in the Kelly Building. The rental rate for this space is \$16.50/sq ft. It is proposed that this space be leased to agencies within the City who are in private leases or would be locating their operations in a Non-City property.	
Status for Spring Performance Report: The main floor of the recently purchased space at the Kelly Building is 100% occupied.	Status Complete

MF_117	Facilities-8-Mayor's Security Reductions
This decision package would reduce the Mayor's contracted security by eight percent.	
Status for Spring Performance Report: We are working with the current Mayor to determine level of security he prefers.	Status Underway

MF_93	Facilities-8-Reduce Janitorial Services
All contracted janitorial services at all buildings reduced by 4%. Reduce service to once per week, restrooms and lunchrooms daily. No trash pick up.	
Status for Spring Performance Report: The reductions needed for the overall janitorial package have been implemented and spending is on target to achieve the saving indicated in this package by fiscal year end. Service reductions were adjusted to meet operational needs, while still gaining decision package savings.	Status Complete

MF_92 Facilities-8-Reduce Office Window Cleaning	
Reduce current level of exterior window cleaning city-wide to one time per year.	
Status for Spring Performance Report: Reduction taken. Windows cleaned one time per year resulting in increased risks associated with reduced building maintenance and upkeep.	Status Complete

MF_90 Facilities-8-Reduce Office Winter Temp to 68	
This cut decreases the winter time inside temperature to 68 degrees.	
Status for Spring Performance Report: Reduction taken resulting in an increased number of complaints and staff discomfort.	Status Complete

MF_87 Facilities-8-Upgrade Software & Reduce Staffing	
Upgrade Maintenance dispatch system to Tririga 10 to create staffing efficiencies allowing for staff reduction. Facilities users will be able to place Work Order requests directly and follow progress on their own desktop.	
Status for Spring Performance Report: While the staff reduction was made, the systems changes will occur over the next two years. A recent upgrade has allowed us to continue the use of our current work order system.	Status Underway

MF_88 Facilities-Add-Phase II & III ADA Transition Plan	
<p>The City of Portland, 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 \$368,000 decision package redevelops Phases II and III of the City’s federally required ADA Transition Plan, by inspecting the remaining Medium Priority (Tier II) and Low Priority (Tier III) Citywide sites in accordance with the 2010 Standards for Accessible Design for all Bureaus (as determined during Phase I of the Citywide ADA Transition Plan Redevelopment project, in process). The inspections of the Tier II and III City facilities and sites identify barriers that limit accessibility categorized by City Facility or Site; develop solutions to resolving barriers; plan cost estimates for barrier removal; prioritize removal of barriers or define exemptions, and incorporate that information into the Full Citywide ADA Title II Transition Plan Draft. Rights of Way that are not part of a specific property or site will not be included in the inspection.</p>	
Status for Spring Performance Report: Phase I is in the building survey stage of the project. Phase II is currently in scope development and contract implementation stage, with contractor expected to begin work in the late spring/early summer.	Status Underway

MF_63		Facilities ECC project carryover	
<p>The purpose of this budget adjustment request is to appropriate additional Facilities service fund balance resulting from the timing of expenses associated with the Emergency Coordinations Center project. The FY 2012-13 budget assumed that the fund would have \$2,923,182 for the ECC project. However, expenses were less than anticipated in FY 2011-12 so the fund ended the year with and additional \$1,468,828 that will be incurred for the project in FY 2012-13.</p> <p>This request places the resulting appropriation in EMS, IMS, Capital and Contingency accounts.</p>			
<p>Status for Spring Performance Report: The project is well in to the construction phase. The project will be complete in FY 2013-14, so there may be a small amount of money requested for carry over to FY 2013-14 in the Fall BMP.</p>		<p>Status Complete</p>	

MF_169		Facilities ECC General Fund Loan	
<p>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.</p> <p>This budget adjustment also sets up the first year repayments from the General Fund to each of the three internal service funds.</p>			
<p>Status for Spring Performance Report: The transfers for the portion of the loan for the Rose Festival building will be made in the fourth quarter of FY 2012-13. It is not known yet when the transfers for the Harbor Super Fund will be made. Interest due to the internal service funds will also be paid in the fourth quarter.</p>		<p>Status In progress</p>	

Bureau of Internal Business Services – Printing & Distribution

Decision Packages:

MF_23	P&D-4-Eliminate Reproduction Operator II positio
<p>This package eliminates a currently vacant Reproduction Operator 2 position, and updates the division's digital color workflow.</p> <p>When the RO-2 postion was vacated last year the division was unable to quickly hire a replacement. It had to reorganize the duties of existing staff and create efficiencies to meet continuing service requirements. These efficiencies can be continued into the future. Savings - \$70,000.</p>	
<p>Status for Spring Performance Report: Position eliminated and the workflow in the shop has been updated.</p>	<p>Status Complete</p>

MF_24	P&D-4-Reduction in Equipment Maintenance
<p>This package is a companion to the package that eliminates a currently vacant Reproduction Operator 2 position, and updates the division's digital color workflow.</p>	
<p>Status for Spring Performance Report: Workflow updated. The new equipment placed in the shop requires less maintenance and has a lower per click maintenance rate.</p>	<p>Status Complete</p>

MF_25	P&D-6-Increase copier/printer replacement cycles
<p>This package increases the expected life of City copier/printers by 1 to 2 years, depending upon each device's usage. P&D charges bureaus a per click charge for each copy and print made on it's devices. That rate covers all costs associated with the device including capital replacement. For FY 2011-12 the capital replacement component of the click charge is \$.0075.</p> <p>This package would reduce the capital charge to \$.005 per click, thus increasing the length of time each machine must be in service to fully fund it's replacement.</p> <p>At an estimated 18 million billable clicks, a savings of .0025 per click would yield \$45,000 in savings.</p>	
<p>Status for Spring Performance Report: This rate component was changed as of July 1, 2012.</p>	<p>Status Complete</p>

MF_27	P&D-8-Interoffice mail efficiencies
<p>This package streamlines the City's interoffice mail delivery system. It eliminates a Distribution Tech position that has a total cost of approximately \$70,000, and adds the difference to Distribution's Part-time line item.</p> <p>For all agencies outside the core area it mandates no more than once a day pick-up and delivery (this is currently the case for most agencies, but not all), and decreases delivery frequency to low volume one stop per day generators.</p>	
<p>Status for Spring Performance Report: Position eliminated and the delivery schedules adjusted.</p>	<p>Status Complete</p>

Bureau of Internal Business Services – Procurement Services

Decision Packages:

MF_139 Add - One Procurement Specialist Position	
Add one Sr Procurement Specialist position in the FY 2012-13 Approved Budget. No fiscal impact. The position is funded by GF Overhead.	
Status for Spring Performance Report: A position was classified and filled in FY 2012-13.	Status Completed

MF_11 Procurement - Local Stimulus / ARRA Compliance	
<p>This is a request to extend existing one-time funding for an additional year. In 2009 Council introduced an economic stimulus package as a proactive approach to inject resources into the local economy. As a result the City contracted nearly 500 million dollars worth of capital improvement projects between January of 2009 and December of 2010. The value of these contracts represented a 29% increase over previous years and, as a result of the weak local economy, resulted in increased bidding activity from contractors and increased interest from subcontractors. Procurement Services responded to the increased activity by requesting funding for additional buying staff during the effective period of the stimulus package. Following completion of the procurement phase of the stimulus effort and the beginning of construction, Procurement Services released the additional buying staff but was faced the need for increased contract compliance staff due to the substantial number of contracts in force and the need to track a larger number of subcontracts. In FY 2011-12 Procurement Services requested and received funding for an additional Contract Compliance Specialist and a Procurement Assistant, with the understanding that the multi-year construction projects may require further funding in out years.</p> <p>Between December of 2010 and today, compliance staff members successfully met compliance monitoring requirements on the existing contracts and were assigned an additional 53 contracts with a value exceeding \$127 million. Because many of the stimulus contracts were multi-year, the staff is still dealing with an increased workload that will be untenable if the additional Compliance Specialist and Procurement Assistant are not funded in FY 2012-13.</p>	
Status for Spring Performance Report: All ARRA compliance tracking will be complete in FY 2012-13 and no further requests for additional personnel in out years will be submitted.	Status Underway

MF_10 Procurement - Minority Evaluator Staffing	
<p>This is a request for additional one-time funding of a mandated existing program. It has been funded by interagency agreements with City bureaus since FY 2010-11. 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 evaluator. The program is 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 evaluators have the technical expertise to review and score proposals; reports program results to bureaus, stakeholders and Council; and provides training to City employees and community evaluators. Since the inception of the program 342 evaluators have been added to the database and 170 proposal evaluation committees have been successfully filled with minority evaluators.</p> <p>Additional duties for this position include bureau support management for the Mayor's Summer Youth Connect Program through SummerWorks. This position acts as a point of contact for City bureaus to secure internship placements for approximately 100 local youth ages 16-24.</p>	
<p>Status for Spring Performance Report: Procurement Services secured ongoing funding and classified a permanent, full-time position. In FY 2012-13, the position will be filled and the program will continue into out years.</p>	<p>Status Underway</p>

MF_01 Procurement 4% EMS Reduction	
<p>Procurement Services' management has determined that reducing Personnel Services would not be advantageous to the City because staffing resources are at the utmost of importance in order to support the City's efforts in procurement and contracting. In addition, no reductions will be taken in the Internal Materials and Services expenditure category.</p> <p>This decision package reduces various accounts in external materials and services to accomplish the 4% reduction scenario.</p>	
<p>Status for Spring Performance Report: Savings have been realized through reductions in travel and training, as well as lower spending on office supplies and other materials. Procurement Services has engaged in "belt tightening" practices to continue providing services at the highest possible level of efficiency and effectiveness while spending less money.</p>	<p>Status Completed</p>

MF_02 Procurement 6% EMS Reduction	
<p>This decision package in combination with the 4% reduction scenario accomplishes the 6% scenario reduction. This decision package further reduces various accounts in the external materials and services category.</p> <p>Procurement staff will further prioritize expenditures to meet the cut target with the least impact on the community and business operations.</p>	
<p>Status for Spring Performance Report: Procurement Services has initiated cost-saving measures to meet budgetary restrictions. In addition to travel, training and supply expenditure reductions, the division has found savings in reduced sponsorships for selected community organizations and events and a reduction of outreach advertising.</p>	<p>Status Completed</p>

MF_03	Procurement 8% EMS Reduction	
<p>This decision package in combination with the 4% and 6% reduction scenarios accomplish the 8% scenario reduction. This decision package further reduces various accounts in the external materials and services category.</p>		
<p>Status for Spring Performance Report: In addition to finding reductions in spending on travel, training, materials, sponsorships and outreach advertising, Procurement Services has found savings in technology costs by foregoing upgrades to its existing data and bidding systems, as well as a reductions in purchases of software upgrades unless absolutely needed.</p>	<p>Status Completed</p>	

Bureau of Internal Business Services – Risk Management

Decision Packages:

MF_20	RIS-4-Eliminate excess liability second layer
<p>The City limits its Tort Liability financial exposure by purchasing Excess Insurance. Under the current program, the City retains the first \$1 million of loss for each tort occurrence. Amounts above the \$1 million self-insured retention (SIR) become the responsibility of the insurer. The City's program is layered. One insurance company insures the first \$10million above the City's Self Insured Retention. A second company insures the layer from \$11million to the maximum limit of \$30 million in loss.</p> <p>Based on the 2011-12 cost of the second layer of excess insurance, this cut would eliminate the second layer of excess liability coverage estimated at \$198,000 and add back \$69,000 to External M&S for a total cut of \$134,000.</p>	
<p>Status for Spring Performance Report: Second Layer excess insurance eliminated.</p>	<p>Status Complete</p>

MF_21	RIS-6-Eliminate excess liability second layer
<p>The City limits its Tort Liability financial exposure by purchasing Excess Insurance. Under the current program, the City retains the first \$1 million of loss for each tort occurrence. Amounts above the \$1 million self-insured retention (SIR) become the responsibility of the insurer. The City's program is layered. One insurance company insures the first \$10million above the City's Self Insured Retention. A second company insures the layer from \$11million to the maximum limit of \$30 million in loss.</p> <p>Based on the 2011-12 cost of the second layer of excess insurance, this cut would eliminate the second layer of excess liability coverage estimated at \$198,000. In addition to the 4% cut of \$134,000 involving the second layer of excess liability insurance, this additional 2% cut would represent another \$66,000 of that \$198,000, leaving \$2,000 to be added back to the external M&S budget.</p>	
<p>Status for Spring Performance Report: Second Layer excess insurance eliminated.</p>	<p>Status Complete</p>

MF_22	RIS-8-Cut Office Support Specialist position
<p>The Strategic Support Team consists of one Administrative Supervisor 1 (non-rep) and two, represented OSS 2's. In addition to Front Desk reception and handling general line calls from the public, this team provides administrative program support to Risk Management's five citywide programs including managing office supplies, timekeeping, bill pay, and SAP input. One OSS 2 position is currently open because of a medical retirement.</p>	
<p>Status for Spring Performance Report: Position eliminated. As of July 1, 2012, there is one Admin Supervisor and one OSS2. As a result, callers go to voice message, visitors ring bell for assistance, Risk relies on other divisions for back up for vacations or extended leave, professional staff handles their own administrative work, and the division suspended the update of the written procedures and practices project.</p>	<p>Status Complete</p>

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_208 - 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 \$132,222 in General Fund Discretionary and \$24,112 in Fund Transfer Revenue for three months of vacancy savings related to 8 vacant positions.

This request transfers vacancy savings from the OMF General Fund to the General Fund for the following positions: 1) Citywide Projects-PSSRP--#40020280--Information Systems Analyst, Principal-Project Management--\$4,255; 2) Citywide Projects-PSSRP--#40020281--Management Analyst, Sr--\$24,121; 3) Grants Management-BFS--#40000107--Financial Analyst--\$23,778; 4) BHR--#40000842--Affirmative Action/Diversity Manager--\$22,854; 5) Procurement Services--#40000182--Procurement Specialist, Assistant--\$19,310; 6) Revenue Bureau - Administrative Assistant - #40000269 -- \$11,495; 7) Revenue Bureau - Revenue & Taxation Specialist IV - #40000234 -- \$11,613; 8) Revenue Bureau - Revenue & Taxation Specialist III - #40008843 -- \$14,796

Dollar Amount: **(\$156,334)**

Type: Vacancy Savings and Exceptions

Resources: General Fund Discretionary

MF_233 - Facilities - Westside Staging Cash Transfer

This request is to reclassify the \$360,000 transfer for the Westside Staging Area funding from an Interagency Billing to a Cash Transfer. This reclassification is more consistent with the nature of the funding as this is not an exchange transaction.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: Internal Transfer

MF_234 - Facilities - Attorney IA Reduction

The City Attorney's Office has requested a \$30,000 reduction to their interagency with Facilities for rent expenses.

Dollar Amount: **(\$30,000)**

Type: Mid-Year Reductions

Resources: New Revenues

MF_235 - Facilities - ONI IA Increase

The Office of Neighborhood Involvement has requested a \$35,000 increase to their interagency with Facilities for project management expenses.

Dollar Amount: \$36,000

Type: New Request

Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_236 - Facilities - Reduce Auditor Single Audit IA

This request is to reduce the IA with the Auditor's Office as the service provider by \$2,767 for increased single audit expenses. These additional expenses will not be incurred as the audit of additional grant programs was not necessary.

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

MF_237 - Facilities - P&D IA Increase

Printing & Distribution has requested a \$10,000 increase to their interagency with Facilities for operations and maintenance.

Dollar Amount: \$10,000
Type: New Request
Resources: New Revenues

MF_238 - Facilities - BDS IA Increase

The Bureau of Development Services has requested a \$335,000 increase to the interagency with Facilities for space rent, other services and charges, and project management.

Dollar Amount: \$335,000
Type: New Request
Resources: New Revenues

MF_239 - Facilities - PBOT IA Reduction

Facilities - PBOT IA Reduction

The Portland Bureau of Transportation has requested a \$235,729 reduction to the interagency with Facilities for project management.

Dollar Amount: **(\$235,729)**
Type: Mid-Year Reductions
Resources: New Revenues

MF_240 - Facilities - Financial Services IA Increase

OMF Financial Services has requested a \$35,000 increase to the interagency with Facilities for space rent.

Dollar Amount: \$35,000
Type: New Request
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_241 - Facilities - PU Commissioner IA Increase

The Public Utility Commissioner has requested a \$3,500 increase to the interagency with Facilities for space rent.

Dollar Amount: \$3,500
Type: New Request
Resources: New Revenues

MF_242 - P&D-Office of Equity IA Increase

The Office of Equity has requested an increase in the Interagency Agreement with P&D for \$5,000 to pay for additional printing service requests.

Dollar Amount: \$5,000
Type: New Request
Resources: New Revenues

MF_243 - P&D-Increase IA with ONI

The Office of Neighborhood Involvement has requested an increase in the Interagency Agreement with P&D for \$30,000 to pay for additional printing service and postage requests.

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

MF_244 - P&D-Auditor's Office IA Increase

The Auditor's Office has requested an increase in the Interagency Agreement with P&D for \$2,389 to pay for additional P&D service requests.

Dollar Amount: \$2,389
Type: New Request
Resources: New Revenues

MF_245 - P&D-Park's CIP IA Increase

The Parks Bureau CIP has requested an increase in the Interagency Agreement with P&D by \$500 to pay for additional copier service expenses.

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

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_246 - P&D-BDS IA Increase

The Bureau of Development Services has requested an increase in the Interagency Agreement with P&D by \$160,000 to pay for microfilm service requests.

Dollar Amount: \$160,000
Type: New Request
Resources: New Revenues

MF_247 - P&D-Increase IA with Facilities

This request is to increase the interagency with Facilities by \$10,000 to cover additional expenses to building repairs.

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

MF_248 - P&D-Increase IA with BTS

This request is to increase the interagency with BTS by \$35,000 to cover additional expenses related to the P&D billing system upgrade.

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

MF_250 - P&D-PHB IA Increase

The Portland Housing Bureau has requested an increase in the Interagency Agreement with P&D for \$18,650 to pay for additional P&D service requests.

Dollar Amount: \$18,650
Type: New Request
Resources: New Revenues

MF_257 - Facilities - Housing IA Increase

The Portland Housing Bureau has requested a \$2,800 increase to the interagency with Facilities for operations and maintenance.

Dollar Amount: \$2,800
Type: New Request
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_258 - Facilities – Contingency transfer to Debt Servic

This request is to transfer \$136,000 in appropriation from contingency to debt service to prevent a projected over expenditure. Per CBO recommendation, the debt service and General Fund cash transfer had been reduced during the Winter BMP to reflect savings from refunding the City Hall bonds. However, the debt service had already been reduced in the Adopted Budget. This is a technical adjustment to return debt service to the Adopted Budget amount.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Bureau Contingency

MF_259 - Facilities - Salary Adjustment Contingency

This request is to transfer \$101,163 in appropriation from the Salary Adjustment Contingency to Personal Services to cover the cost of COLA adjustments for represented and non-represented employees. This request only transfers the appropriation originally budgeted to cover COLA adjustments and does not reduce the Salary Adjustment Contingency for any of the vacancy savings.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Bureau Contingency

MF_260 - Facilities - CBO IA Adjustment

The City Budget Office has requested a \$16,859 increase to the interagency with Facilities for space rent and other services and charges.

Dollar Amount: \$16,859
Type: New Request
Resources: New Revenues

MF_261 - P&D-Technical Adjustment Major Object Code

This request is to move from Capital Outlay \$100,000 into External Materials and Services so that sufficient appropriation exists to purchase copiers/printers under \$5,000.

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

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_262 - Workers Comp_ Claims Reserve

Risk Management requests to increase the claims payment account to insure that the appropriation level in the External Materials and Services (EMS) major object code is sufficient to pay claims. The exposure for current potential settlements for all open Workers Compensation claims to settle by June 30, 2013 is approximately \$1,000,000. Claims payments that settle after July 1, 2013 on claims where the loss was incurred in a previous fiscal year will be accrued to FY 2013 and this expense accrual can occur as late as the Fall of 2013 in conjunction with the completion of the CAFR. In order to ensure that the EMS object code has sufficient appropriation for claims payments it is requested that the claims payment account be increased by \$1.5M and any unspent funds will fall to fund balance.

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

MF_263 - Risk- Adjust budget within object codes

This request is to adjust appropriation within the major object codes to align with expenses. This is a technical adjustment and there is no increase or decrease in budget authority.

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

MF_264 - Risk- Vacancy Savings Adjustment

This request is to reduce the salary budget by \$13,247 for the Workers Compensation Fund portion of the three-month savings associated with the vacant Sr. Loss Prevention Specialist position.

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

MF_267 - Risk - Increase leave-payout budget

This request is to increase the leave-payout line item by \$35,000 for project payouts associated with FY 2013-14 reductions in personnel. The funding source for this request is the Workers Compensation Operating Reserve.

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

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_268 - Risk - Decrease WC portion of BTS IA

This request is to reduce the BTS IA by \$75,000 and increase contingency. The position supporting the Risk Application was loaded 100% in the Workers Compensation Fund and the position is split 50/50 between the two Risk Management Funds.

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

MF_269 - Risk- Increase BTS IA for Insurance and Claims

This request is to increase the BTS IA by \$90,000 and decrease contingency. The position supporting the Risk Application was loaded 100% in the Workers Compensation Fund and the position is split 50/50 between the two Risk Management Funds. This correction will align the budget with the expenses that are incurred.

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

MF_270 - Risk- Ins and Claims Vacancy Savings

This request is to reduce the salary budget by \$13,247 for the Insurance and Claims Fund portion of the three-month savings associated with the vacant Sr. Loss Prevention Specialist position.

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

MF_271 - Risk- Increase Leave Payout account

This request is to increase the leave-payout line item by \$25,000 for project payouts associated with FY 2013-14 reductions in personnel. The funding source for this request is the Workers Compensation Operating Reserve.

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

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_272 - Procurement- Programatic Carryover EBIDS

Procurement Services requests a programmatic carryover for the purchase of a replacement for the E-Bid software system. This request would remove \$125,000 in FY 2012-13 funds, earmarked for this purpose, and re-budget this \$125,000 in the Procurement Services FY 2013-14 Approved Budget.

Procurement Services has a need to replace its current bidding system – actually comprised of three separate systems currently – with a new system that offers updated functionality and higher quality maintenance and support. One of the three systems that will be replaced is a homegrown database on an Access platform with minimal third party support. This system contains critical data used to generate reports for Council. Access is not a sustainable platform and is not supported by BTS.

The bidding system fosters competition within the Portland business community by allowing for transparency of City solicitations. The new system will create efficiencies by consolidating three systems into one and will streamline the City's solicitation and contracting processes. The efficiency gains by combining systems are particularly critical given the loss of two positions in the FY 2013-14 budget, with no foreseeable decline in workload, coupled with pending retirements of tenured staff with institutional knowledge regarding the current system functionality. One of the projected retirees is the only person with experience in generating reports within the current environment. The new system will also provide for contemporary, effective vendor registration and management, making it easier for businesses to comply with City contracting requirements, and for more robust reporting functionality without the reliance on a skill set held by a single employee.

Procurement Services began the system evaluation process to replace the aging E-Bid software in the Spring of 2012. Software purchases must go through the BTS Review Intake Board (RIB) and then the Technology Oversight Committee (TOC). The project is scheduled with the RIB in late March 2013 and the timing of the purchase is likely to occur in the early part of FY 2013-14. The funds are available in the FY 2012-13 budget because Procurement identified the need for the software early and has conservatively managed its EM&S budget in order to fund this need within target rather than requesting new resources due to ongoing constraints of General Fund resources. This project is one-time in nature and cannot be postponed to the FY 2013-14 Requested EMS Budget because of the 10% budget cuts. Therefore, a programmatic carryover is required to ensure the successful completion of this project.

Dollar Amount: **(\$125,000)**
Type: Carryover Request
Resources: General Fund Discretionary

MF_276 - CityFleet-Park's CIP IA Increase

The Parks Bureau CIP has requested an increase in the Interagency Agreement with CityFleet for motor pool usage (\$1,500) and accident repairs (\$2,300).

Dollar Amount: \$3,800
Type: New Request
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_277 - CityFleet-BDS IA Increase

This request is in response to the request from BDS to increase the Interagency Agreement for additional services from CityFleet. BDS has requested \$140,000 to purchase new vehicles; \$60,000 to lease vehicles in the short-term prior to receipt of the new vehicles; and \$20,000 for outfitting the vehicles upon receipt. Expenses for this request will only be posted when the new equipment is received and the lease or outfitting work is performed.

Dollar Amount: \$220,000
Type: New Request
Resources: New Revenues

MF_278 - CityFleet-Increase IA with Facilities

This request is to increase the interagency with Facilities by \$20,000 to cover additional garage repair and maintenance services that have been requested by CityFleet.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Bureau Contingency

MF_279 - CityFleet-Increase IA with BTS

This request is to increase the interagency with BTS by \$20,000 to cover additional BTS services that have been requested.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Bureau Contingency

MF_280 - CityFleet-CBO IA Increase

The City Budget Office has requested an increase of \$200 in the Interagency Agreement with CityFleet for use of the City's motor pool vehicles.

Dollar Amount: \$200
Type: New Request
Resources: New Revenues

MF_282 - CityFleet-Increase Outside Agency Revenue

This request is to recognize the outside revenues that will be received in FY 2013 by \$415,000 due to new IGA's with Multnomah County and Portland Public Schools. The IGA's are for repair and fuel services.

Dollar Amount: \$415,000
Type: New Request
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_283 - CityFleet-Technical Adjustment Major Object Code

This request is to move from contingency \$300,000 into External Materials & Services so that sufficient appropriation for fuel purchases due to the fluctuating nature of fuel pricing.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Bureau Contingency

MF_285 - P&D-Move Revenue from Financial Planning to CBO

The City Budget Office has requested a \$4,880 increase to their interagency with P&D to cover all services. This adjustment will be offset by an identical \$4,880 decrease to the Financial Planning IA with P&D.

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

MF_286 - P&D-Mayor's Office IA Increase

The Mayor's Office has requested a \$35,000 increase to their interagency with P&D to cover additional Copy/Printing/Binding and Postage expenses.

Dollar Amount: \$35,000
Type: New Request
Resources: New Revenues

MF_287 - Facilities – PA Commissioner IA Increase

The Public Affairs Commissioner has requested a \$10,000 increase to the interagency with Facilities for project management.

Dollar Amount: \$10,000
Type: New Request
Resources: New Revenues

MF_288 - Facilities - Financial Services IA Reductions

OMF Financial Services has requested a \$10,907 reduction to the interagency with Facilities for space rent and other services and charges. This reduction is for the space vacated when the Financial Planning staff moved to the newly created City Budget Office.

Dollar Amount: **(\$10,907)**
Type: New Request
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_289 - Facilities - CityFleet IA Increase

CityFleet has requested a \$20,000 increase to the interagency with Facilities for other services and charges, property management, project management, and operations and maintenance.

Dollar Amount: \$20,000
Type: New Request
Resources: New Revenues

MF_290 - Facilities - PSSRP IA Increase

PSSRP has requested a \$35,000 increase to the interagency with Facilities for project management.

Dollar Amount: \$35,000
Type: New Request
Resources: New Revenues

MF_293 - P&D-PBEM IA Increase

The Portland Bureau of Emergency Management has requested a \$33,052 increase to their interagency with P&D to cover additional Copy/Printing/Binding expenses.

Dollar Amount: \$33,052
Type: New Request
Resources: New Revenues

MF_294 - Fire Fac GO Bond Fund - Transfer appropriation

The purpose of this budget adjustment request is to transfer \$50,000 from a capital account to M&S-External and M&S-Internal (Facilities project management services) accounts to prevent the over expenditure of major object codes. These expenses were incurred for the close out of Station 18 and 31 projects.

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

MF_300 - Risk- Adjust Risk IA for the CBO

This request is to reduce the Risk IA with OMF and establish an IA with the City Budget Office for Risk Management Services.

Dollar Amount: \$0
Type: New Request
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_301 - Facilities - BTS IA Increase

The Bureau of Technology Services has requested a \$100,000 increase to the interagency with Facilities for operations and maintenance.

Dollar Amount: \$100,000
Type: New Request
Resources: New Revenues

MF_302 - Facilities - Fire Bond IA Increase

The Fire GO Bond Project has requested a \$30,000 increase to the interagency with Facilities for project management.

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

MF_303 - CityFleet-Police Fund Cash Transfer

The Police Bureau requests a cash transfer of \$161,865 from the Federal Asset Forfeiture sub-fund to CityFleet for the purchase of vehicles. These vehicles have been received in the Fleet Fund and asset transfers will require budget authority to move the assets into the Seizure Fund. Without budget authority the asset transfer cannot occur.

Dollar Amount: \$161,865
Type: New Request
Resources: New Revenues

MF_304 - CityFleet-Police Interagency and Cash Transfer

The Police Bureau requests a technical adjustment to move \$113,309 from the Police Bureau interagency funded program and convert it to a cash transfer for the purchase of vehicles for the K9 unit. The vehicles will not be received in FY 2013 and Police requests to transfer funds for the purchase in the Spring BMP.

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

MF_305 - CityFleet-Police IA Increase

The Police Bureau requests to increase the Interagency Agreement with CityFleet by \$33,476 for Grant funded fleet expenses. This increase is for leasing vehicles and any maintenance for the leased vehicles.

Dollar Amount: \$33,476
Type: New Request
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_306 - CityFleet-Reduce IA with Police

The Police Bureau requests to decrease the interagency with CityFleet by \$100,000 to reflect budget savings in accident repairs.

Dollar Amount: **(\$100,000)**

Type: New Request

Resources: Bureau Contingency

MF_307 - Facilities - Police IA Increase

The Portland Police Bureau has requested a \$15,000 increase to the interagency with Facilities for space rent.

Dollar Amount: \$15,000

Type: New Request

Resources: New Revenues

MF_312 - P&D-Technical Adjustments

P&D requests to move budgeted appropriation within External Materials and Services accounts to better align the budget with actuals.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: Internal Transfer

Business Area Projection Report

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of Management & Finance				
EXPENDITURES				
Personnel Services	\$4,108,617	\$2,606,388	\$4,068,593	99%
External Materials and Services	\$611,570	\$129,841	\$587,913	96%
Internal Materials and Services	\$494,793	\$318,293	\$491,367	99%
Capital Outlay	\$0	\$7,728	\$0	0%
TOTAL EXPENDITURES	\$5,214,980	\$3,062,251	\$5,147,873	99%
REVENUES				
Charges for Services	\$0	\$891	\$0	0%
Intergovernmental Revenues	\$120,000	\$27,500	\$120,000	100%
Interagency Revenue	\$471,528	\$235,764	\$471,528	100%
Miscellaneous	\$111,649	\$14,649	\$111,649	100%
General Fund Discretionary	\$1,696,219	\$0	\$1,629,112	96%
General Fund Overhead	\$2,815,584	\$0	\$2,815,584	100%
TOTAL REVENUES	\$5,214,980	\$278,804	\$5,147,873	99%

Bureau Projection Narrative

**Office of Management and Finance
General Fund
Spring BMP FY 2012-13
Current Year Projection Narrative**

Bureau/Division: Bureau of Internal Business Services – BIBS Administration and Procurement

Expenditures:

No narrative required.

Revenues:

No narrative required.

Fund Projection Report

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
CityFleet Operating Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$0	\$0	\$17,315,790	
Personnel Services	\$6,932,866	\$4,360,237	\$6,790,355	98%
External Materials and Services	\$12,361,538	\$6,919,194	\$11,211,377	91%
Internal Materials and Services	\$1,661,446	\$1,113,548	\$1,625,416	98%
Capital Outlay	\$11,884,463	\$4,630,726	\$7,533,725	63%
Bond Expenses	\$1,577,994	\$62,110	\$1,577,994	100%
Fund Transfers - Expense	\$595,868	\$357,718	\$595,868	100%
Contingency	\$14,812,443	\$0	\$0	0%
TOTAL EXPENDITURES	\$49,826,618	\$17,443,532	\$46,650,525	94%
REVENUES				
Budgeted Beginning Fund Balance	\$19,366,106	\$0	\$19,364,576	100%
Intergovernmental Revenues	\$555,000	\$144,133	\$544,786	98%
Interagency Revenue	\$28,843,689	\$17,168,722	\$26,093,606	90%
Fund Transfers - Revenue	\$335,506	\$0	\$335,506	100%
Bond and Note	\$51,317	\$0	\$51,317	100%
Miscellaneous	\$675,000	\$369,497	\$535,908	79%
TOTAL REVENUES	\$49,826,618	\$17,682,352	\$46,925,699	94%

Fund Projection Narrative

Expenses:

Personnel Services, External Materials & Services and Internal Materials & Services are projected to spend within 10% of budget through fiscal year end.

Capital Outlay is projected to spend 63% of the budget with the purchase of replacement vehicles and equipment representing the largest expense in the capital budget. The timing of the receipt of the vehicles determines the percent of funds spent and unspent funds will become carryover in the Fall BMP.

Fund level expenditures will be spent at budgeted amounts.

Revenues:

All revenue sources with the exception of Miscellaneous revenues are projected to be within 10% of the budget. Miscellaneous revenues are projected to collect at 79% of the budget, due to not having as many auctions and therefore the sale of vehicles is down.

Fund Projection Report

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Facilities Services Operating Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$0	\$0	\$40,013,432	
Personnel Services	\$3,489,093	\$2,110,654	\$3,368,115	97%
External Materials and Services	\$35,876,059	\$9,700,650	\$14,550,975	41%
Internal Materials and Services	\$4,190,236	\$1,839,177	\$2,971,122	71%
Capital Outlay	\$7,734,695	\$50,221	\$538,158	7%
Bond Expenses	\$8,994,206	\$931,184	\$8,313,563	92%
Fund Transfers - Expense	\$805,765	\$461,427	\$805,765	100%
Contingency	\$12,933,954	\$0	\$0	0%
TOTAL EXPENDITURES	\$74,024,008	\$15,093,313	\$70,561,130	95%
REVENUES				
Budgeted Beginning Fund Balance	\$41,902,475	\$0	\$40,433,064	96%
Charges for Services	\$1,135,573	\$1,074,447	\$1,608,330	142%
Intergovernmental Revenues	\$1,159,120	\$71,304	\$81,526	7%
Interagency Revenue	\$25,221,799	\$15,026,892	\$22,955,338	91%
Fund Transfers - Revenue	\$4,553,724	\$2,165,825	\$4,553,724	100%
Bond and Note	\$51,317	\$0	\$23,410	46%
Miscellaneous	\$0	\$604,144	\$905,738	
TOTAL REVENUES	\$74,024,008	\$18,942,612	\$70,561,130	95%

Fund Projection Narrative

External Materials and Services – Under spending in this category is due to major maintenance projects that will be carried over into the following fiscal-year.

Internal Materials and Services/Capital Outlay – Under spending is the result of Emergency Coordination Center (ECC) technology expenses being incurred in the External Materials and Services category instead of through the BTS IA. Additionally, the plan developed with the Water Bureau for cost-sharing of the ECC project has Facilities Services picking up construction expenses after Water’s commitment has been met. These expenses won’t hit until FY 2013-14, instead of FY 2012-13 as originally budgeted. Also contributing to under spending in these categories is the Police Training Center project. This project is still in the planning phase and the majority of the work will be completed in FY 2013-14.

Intergovernmental Revenue – At 7% of budget, Intergovernmental Revenue projections appear low. However, Charges for Service are projected at 142% of budget. This discrepancy is the result of a change in the accounting for rent revenue received from other government entities. When the two categories are combined, along with the Miscellaneous category, they net to 113% of budget. The Facilities Services Fund should end the year with overall revenues at 93% of budget.

Bond and Note – Internal Loan Proceeds are projected at 46% of budget through the year-end. This amount is based on \$570,000 loaned to the General Fund against the \$1,250,000 authorized.

Fund Projection Report

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
BFRES Facilities GO Bond Construction Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$0	\$0	\$1,504,151	
Personnel Services	\$0	\$137	\$0	0%
External Materials and Services	\$20,000	\$2,734	\$20,000	100%
Internal Materials and Services	\$44,286	\$19,858	\$44,286	100%
Capital Outlay	\$2,101,719	(\$6,598)	\$0	0%
Fund Transfers - Expense	\$26,101	\$17,401	\$26,101	100%
Contingency	\$37	\$0	\$0	0%
TOTAL EXPENDITURES	\$2,192,143	\$33,532	\$1,594,538	73%
REVENUES				
Budgeted Beginning Fund Balance	\$1,585,304	\$0	\$1,585,304	100%
Fund Transfers - Revenue	\$1,205	\$0	\$1,168	97%
Miscellaneous	\$605,634	\$6,600	\$8,066	1%
TOTAL REVENUES	\$2,192,143	\$6,600	\$1,594,538	73%

Fund Projection Narrative

Expenditure variances

The construction phase of the Station 21, which the fund is paying a portion of the expenses for, is not projected to start until FY 2013-14. So this appropriation will be carried over to FY 2013-14 in the Fall BMP.

Revenue variance

Property sales the fund budgeted for are not expected to close until FY 2013-14. So this revenue will be appropriated in the FY 2013-14 Fall BMP.

Fund Projection Report

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Printing & Distribution Services Operating Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$0	\$0	\$754,257	
Personnel Services	\$1,982,042	\$1,273,741	\$1,912,439	96%
External Materials and Services	\$4,099,801	\$1,792,433	\$3,487,260	85%
Internal Materials and Services	\$749,497	\$484,963	\$726,891	97%
Capital Outlay	\$301,250	\$4,593	\$21,617	7%
Bond Expenses	\$111,151	\$21,048	\$111,151	100%
Fund Transfers - Expense	\$255,994	\$109,825	\$255,994	100%
Contingency	\$1,118,089	\$0	\$0	0%
TOTAL EXPENDITURES	\$8,617,824	\$3,686,603	\$7,269,609	84%
REVENUES				
Budgeted Beginning Fund Balance	\$1,095,558	\$0	\$1,116,703	102%
Charges for Services	\$141,053	\$69,263	\$103,895	74%
Intergovernmental Revenues	\$1,280,639	\$412,375	\$868,998	68%
Interagency Revenue	\$6,018,636	\$2,778,476	\$5,104,459	85%
Fund Transfers - Revenue	\$3,987	\$0	\$3,987	100%
Miscellaneous	\$77,951	\$50,606	\$71,567	92%
TOTAL REVENUES	\$8,617,824	\$3,310,720	\$7,269,609	84%

Fund Projection Narrative

Expenses:
Personnel Services and Internal Materials & Services are projected to spend within 10% of budget through fiscal year end.

External Materials & Services are projected to be at 85% spent at the close of this fiscal year. Most of this category represents goods and services to customers. The percentage of actual expenses to budget in this category typically approximates the percentage for actual service revenues to budgeted amount.

Capital Outlay is projected to spend 7% of the budget this fiscal year. The replacement of some shop equipment will be delayed until a future fiscal year, P&D is planning to purchase several machines this year at lower than estimated costs. Due to the lower cost of copiers, a request to move appropriation from Capital Outlay to External Materials & Services will be submitted through the BMP process

Fund level expenditures will be spent at budgeted amounts.

Revenues:
Charges for Services are projected to end the fiscal year at 74%, Intergovernmental at 68% and Interagency at 85% of the budget estimates. This is due to City bureaus and outside agencies current budget constraints and reducing discretionary spending.

Fund Transfers and Miscellaneous revenues are projected to be within 10% of budget.

Fund Projection Report

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Public Safety GO Bond				
EXPENDITURES				
Unappropriated Fund Balance	\$0	\$0	\$22,759,386	
Personnel Services	\$307,035	\$169,790	\$307,035	100%
External Materials and Services	\$684,622	\$310,853	\$684,622	100%
Internal Materials and Services	\$409,500	\$177,962	\$409,500	100%
Capital Outlay	\$11,377,102	\$6,067,946	\$7,028,123	62%
Fund Transfers - Expense	\$26,306	\$17,537	\$26,306	100%
Contingency	\$17,218,142	\$0	\$0	0%
TOTAL EXPENDITURES	\$30,022,707	\$6,744,088	\$31,214,972	104%
REVENUES				
Budgeted Beginning Fund Balance	\$29,959,735	\$0	\$31,091,500	104%
Fund Transfers - Revenue	\$3,472	\$0	\$3,472	100%
Miscellaneous	\$59,500	\$91,702	\$120,000	202%
TOTAL REVENUES	\$30,022,707	\$91,702	\$31,214,972	104%

Fund Projection Narrative

Expense variance

The fund is projected to only spend 62% of its capital budget by year end as a result of slower than anticipated progress with the radio replacement, apparatus replacement, and Station 21 construction projects. The Emergency Coordinations Center did spend all its \$4 million capital budget in FY 2013-14 by March 2013.

Revenue variances

The fund is projected to earn more interest earnings than planned due to a higher than planned average fund balance during the fiscal year.

Fund Projection Report

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Insurance and Claims Operating Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$0	\$0	\$29,714,589	
Personnel Services	\$1,201,507	\$723,793	\$1,085,659	90%
External Materials and Services	\$6,072,664	\$1,801,274	\$2,395,056	39%
Internal Materials and Services	\$2,465,418	\$1,642,870	\$2,451,195	99%
Bond Expenses	\$61,247	\$11,598	\$61,247	100%
Fund Transfers - Expense	\$244,791	\$153,960	\$244,791	100%
Contingency	\$28,812,449	\$0	\$0	0%
TOTAL EXPENDITURES	\$38,858,076	\$4,333,495	\$35,952,537	93%
REVENUES				
Budgeted Beginning Fund Balance	\$28,962,173	\$0	\$26,139,475	90%
Interagency Revenue	\$9,591,935	\$6,417,641	\$9,591,935	100%
Fund Transfers - Revenue	\$1,968	\$0	\$1,968	100%
Miscellaneous	\$302,000	\$146,106	\$219,159	73%
TOTAL REVENUES	\$38,858,076	\$6,563,747	\$35,952,537	93%

Fund Projection Narrative

Expenses:

Personal Services, Internal Materials and Services, Bond Expenses and the Fund Transfer categories are spent within 10% of the FY 2013 Budget. External Materials and Services are 39% spent due to a large accrual for one claim that was originally projected to settle in FY 2012. This claim has not settled, and the payment is not likely to occur in FY 2013.

Revenues:

Interagency and Fund Transfer Revenues are collected at budget with little variance. Miscellaneous Revenues are less than budgeted due to the lower than projected subrogation collections and reduced interest rate collection.

Fund Projection Report

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Workers' Comp Self Insurance Operating Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$0	\$0	\$16,058,639	
Personnel Services	\$1,112,246	\$692,327	\$1,038,491	93%
External Materials and Services	\$4,190,673	\$1,629,844	\$4,031,295	96%
Internal Materials and Services	\$591,648	\$395,943	\$580,803	98%
Bond Expenses	\$57,289	\$10,848	\$57,289	100%
Fund Transfers - Expense	\$93,275	\$52,170	\$93,275	100%
Contingency	\$15,998,274	\$0	\$0	0%
TOTAL EXPENDITURES	\$22,043,405	\$2,781,132	\$21,859,792	99%
REVENUES				
Budgeted Beginning Fund Balance	\$18,414,997	\$0	\$18,323,629	100%
Interagency Revenue	\$3,299,921	\$2,229,229	\$3,299,921	100%
Fund Transfers - Revenue	\$4,987	\$0	\$4,987	100%
Miscellaneous	\$323,500	\$104,170	\$231,255	71%
TOTAL REVENUES	\$22,043,405	\$2,333,399	\$21,859,792	99%

Fund Projection Narrative

Expenses:

Personal Services, External Materials and Services, Internal Materials and Services, Bond Expenses and the Fund Transfer categories are spent within 10% of the FY 2013 Budget.

Revenues:

Miscellaneous Revenues are collecting lower than budgeted due to lower interest rates that originally projected. All Revenues for the Workers Compensation Fund are collected at Budgeted amounts.

Revenue Bureau

Revenue Bureau

Decision Packages:

MF_106		REV-4-Increase Software Lics Fee Decrease GF Dis	
<p>This reduction package meets part of the initial 4% cut target for the Revenue Bureau by increasing Regulatory revenue that will be generated by the update and renewal of the Tow Desk Software License Agreement. This increase in Regulatory revenue will increase revenue to the General Fund, rather than decrease expenses.</p>			
<p>Status for Spring Performance Report: Renewal of the Tow Desk Software License Agreement did not occur. The agreement was instead discontinued on 12/31/2012. The projected additional \$7,200 in Regulatory revenue was instead generated by a planned increase to the Secondhand Dealer permit fees that was completed during this time period.</p>		<p>Status Complete</p>	
MF_112		REV-8-Cut Gen Fund Disc Add Regulatory Revenue	
<p>This reduction package is part of the final 2% cut to meet the 8% target for the Revenue Bureau by increasing revenue through Regulatory Division enforcement enhancements. This package is for \$10,000 additional revenue that will be generated by increased enforcement through Regulatory Division enhancements.</p>			
<p>Status for Spring Performance Report: Increased Regulatory Division permit and penalty revenues have generated the additional revenue.</p>		<p>Status Complete</p>	
MF_108		REV-4-Cut .25 Attorney IA	
<p>This reduction package meets part of the initial 4% cut target for the Revenue Bureau by reducing the interagency (IA) with the City Attorney's Office. The reduction to the City Attorney's Office IA would be a 25% cut of the Attorney portion of the IA in the amount of approximately \$57,247.</p>			
<p>Status for Spring Performance Report: The interagency with the City Attorney's Office was reduced by this amount and has increased the workload of the Revenue Bureau Delinquent Collections Team as a result. Additional automation to information systems in the Revenue Bureau is required to allow the Bureau to effectively absorb this added workload. Due to cuts in other budget areas, there are not adequate resources to complete the automation required to fully absorb the workload.</p>		<p>Status Complete</p>	
MF_109		REV-4-Cut 1.0 FTE RTS IV Position	
<p>This reduction package meets part of the initial 4% cut target for the Revenue Bureau by eliminating 1.0 FTE and associated external materials and services. The 1.0 FTE to be cut is a Revenue Tax Specialist IV (Job class 30000194) in the Operations Division, Budget and Accounting Unit.</p>			
<p>Status for Spring Performance Report: Position eliminated. The cut has meant that certain deposits are not done on a daily basis and various accounting projects such as GR/IR reconciliation and stale dated check follow-up are no longer being done on a routine basis. The mandatory daily and monthly processes have to take priority and certain tasks are set aside pending future deadlines.</p>		<p>Status Complete</p>	

MF_107 REV-4-Cut EM&S	
This reduction package meets part of the initial 4% cut target for the Revenue Bureau by cutting the bureau's external materials and services (EM&S).	
Status for Spring Performance Report: Reduction of \$27,681 taken, limiting our professional services budget, specifically IT programming to our tax applications. As a result, we have not been able to further automate our systems to accommodate the increased workload that resulted from the MF_106 cut to the City Attorney IA.	Status Complete

MF_111 REV-6-Cut 0.25 Attorney IA	
This reduction package is part of the additional 2% cut to meet the 6% target for the Revenue Bureau by reducing more of the interagency (IA) with the City Attorney's Office. The reduction to the City Attorney's Office IA would be to cut another 25% of the Attorney portion of the IA in the amount of approximately \$57,333.	
Status for Spring Performance Report: The interagency with the City Attorney's Office reduced, which limits the number of collection actions/lawsuits that the City Attorney's Office can bring on behalf of the Revenue Bureau due to reduced resources.	Status Complete

MF_110 REV-6-Cut EM&S	
This reduction package is part of the additional 2% cut to meet the 6% target for the Revenue Bureau by cutting more of the bureau's external materials and services (EM&S).	
Status for Spring Performance Report: Reduction of \$27,354 taken, limiting the bureau's ability to pay for outside IT programming to continue to upgrade the online tax filing experience by adding new tax programs to our eCommerce site. The only avenue for the Bureau to accept credit cards is to go through our online filing application that links to the City's payment gateway. The ability to take credit card payments increases the ability to collect delinquent outstanding balances in the various tax and regulatory programs.	Status Complete

MF_114 REV-8-Cut 0.5 FTE RTS IV	
This reduction package is part of the final 2% cut to meet the 8% target for the Revenue Bureau by eliminating a 0.5 FTE. The 0.5 FTE to be cut is a Revenue Tax Specialist IV (Job class 30000194) from the Business License Tax section in the amount of \$42,480.	
Status for Spring Performance Report: FTE reduced, increasing the number of business tax accounts to collection staff. As a result of this increase, it is more difficult to complete all collection calls on accounts that have outstanding tax balances or haven't yet filed. This reduction has likely resulted in the loss of general fund revenue but we cannot quantify the amount as some duties were reassigned and reprioritized. Future tax collection position cuts beyond this one will result in losses of four dollars in revenue for every dollar of tax collector cut.	Status Complete

MF_113	REV-8-Cut EM&S	
<p>This reduction package is part of the final 2% cut to meet the 8% target for the Revenue Bureau by cutting more of the bureau's external materials and services (EM&S). There would be an additional cut of \$17,207 from Professional Services (521000), plus \$10,000 from Miscellaneous Services (529000) and \$5,000 from Education (541000).</p>		
<p>Status for Spring Performance Report: Reduction taken, which limits the ability of staff to remain current in developing tax law and rules due to the budget cut to Education. This final cut to professional services and the cut to miscellaneous services has reduced the bureau's ability to contract with needed resources to assist with implementing the data sharing agreement with the Internal Revenue Service. This data sharing agreement with the IRS is critical to the long-term success of all our tax programs, especially business taxes and the new arts tax. The Bureau may request one-time resources to assist in complying with IRS data sharing implementation.</p>	<p>Status Complete</p>	

MF_041	Revenue Bureau - Offset Special Events Revenue	
<p>In the FY 2012-13 Adopted Budget, decision package MF_124 was put forth to off set General Fund revenue, by recovering \$100,000 in special events revenue in the Revenue Bureau. Currently the Revenue Bureau is working with the Portland Bureau of Transportation, Portland Police Bureau and Portland Fire & Rescue to create a comprehensive cost recovery model, as special events often include all of these bureaus. Work for this is still underway, and therefore the Revenue Bureau will not be able to realize a full year's worth of special events cost recovery. Also, event organizers need additional time to incorporate the new cost recovery into their budgets.</p>		
<p>Anticipating this, the Revenue Bureau requests revenue from the Tax Amnesty Program be allocated to the Revenue Bureau to offset an anticipated shortfall in cost recovery. The Tax Amnesty Program ended on July 16, 2012 and received revenues of \$615,703. Of this amount, \$400,000 was committed to local schools for teacher funding, and \$150,000 was committed to a suicide prevention hotline. The Revenue Bureau requests the remaining \$65,703 to help offset their anticipated under collection in special events cost recovery revenues. The shortfall in these revenues will likely be greater than the \$65,703 currently being requested, as some of the larger anticipated events for FY 2013 will occur before the cost recovery model is fully implemented. The Bureau will request the remainder in a future BMP when the final impact is known.</p>		
<p>Status for Spring Performance Report: Special Events permit fees were increased later than anticipated. This package was instrumental in offsetting that shortfall. In winter 2013, the first permits at the new rates have begun being issued.</p>	<p>Status Complete</p>	

MF_044 Revenue Bur - OCT - MHCRC Compliance Position	
<p>The Mt. Hood Cable Regulatory Commission (MHCRC) has increased work requirements for FY 2012-13 related to its responsibility to grant nearly \$5 million annually to nonprofits, public agencies, libraries and educational institutions for community technology projects. The funds are restricted under the cable services franchise agreements to be expended for capital purposes only. The Revenue Bureau Office for Community Technology manages the funds on behalf of the MHCRC. The increased work requirements derive from a significant increase in the funds available in FY12-13 for community grants (\$1.6 million (one-third) more than previous years) and higher level of reporting requirements in both the renewal franchise agreements and in contracts with the two nonprofit community media centers.</p>	
<p>Funding for this position will come from Cable Fund 206 Contingency.</p>	
<p>Status for Spring Performance Report: Position is scheduled to be hired in April.</p>	<p>Status Underway</p>

MF_061 Revenue Bureau General Fund Reduction	
<p>Per Financial Policy 2.06 - Revenue, the Revenue Bureau's FY 2012-13 General Fund discretionary appropriation is reduced \$88,216. Although the reduction is allocated to the Revenue Bureau, the reduction is the result of FY 2011-12 overspending in the Office for Community Technology (OCT). The Office for Community Technology joined the Revenue Bureau in FY 2012-13, and is now the Cable Program.</p>	
<p>Specifically, OCT recovered more of their advances than originally projected, causing the bureau's expenditures to increase above their appropriated budget, and thus overspending their General Fund discretionary appropriation.</p>	
<p>Status for Spring Performance Report: Correction made to the budget. This decision package was offset by a Council approved request to waive the reduction.</p>	<p>Status Complete</p>

MF_138 FY 2011-12 Carryover: Litigation Funds	
<p>This packages appropriates carryover funding approved during the Spring BMP. Details of the package are as follows: OCT requests to carry over funds for litigation purposes initially authorized by Council in FY 2009-10. \$150,000 was initially appropriated to conduct legal proceedings in consultation with the City Attorney's Office for enforcing franchise agreements with telecommunications companies. \$4 million in unpaid fees were collected from the companies in FY 2009-10. About \$120,000 of the initial \$150,000 were carried over to the current fiscal year. The office expects to spend only about \$29,000 of that amount this year and is therefore, requesting to carry over the remaining \$91,000.</p>	
<p>Status for Spring Performance Report: Carryover request was approved and implemented.</p>	<p>Status Complete</p>

MF_124 Special Event Revenue	
<p>No text in BRASS.</p>	
<p>Status for Spring Performance Report: Decision package implemented.</p>	<p>Status Complete</p>

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_208 - 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 \$132,222 in General Fund Discretionary and \$24,112 in Fund Transfer Revenue for three months of vacancy savings related to 8 vacant positions.

This request transfers vacancy savings from the OMF General Fund to the General Fund for the following positions: 1) Citywide Projects-PSSRP--#40020280--Information Systems Analyst, Principal-Project Management--\$4,255; 2) Citywide Projects-PSSRP--#40020281--Management Analyst, Sr--\$24,121; 3) Grants Management-BFS--#40000107--Financial Analyst--\$23,778; 4) BHR--#40000842--Affirmative Action/Diversity Manager--\$22,854; 5) Procurement Services--#40000182--Procurement Specialist, Assistant--\$19,310; 6) Revenue Bureau - Administrative Assistant - #40000269 -- \$11,495; 7) Revenue Bureau - Revenue & Taxation Specialist IV - #40000234 -- \$11,613; 8) Revenue Bureau - Revenue & Taxation Specialist III - #40008843 -- \$14,796

Dollar Amount: **(\$156,334)**

Type: Vacancy Savings and Exceptions

Resources: General Fund Discretionary

MF_215 - Revenue Bureau Technical Adjustments

This request is for net zero technical adjustments to align budget with projected spending. These are net zero adjustments to major object codes such as revenues, external materials and services, internal materials and services, and personnel services, meant to better align budget with spending patterns based on trends that have changed throughout the fiscal year.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: General Fund Discretionary

MF_230 - Business Operations-Transfer to Revenue Bureau

This technical adjustment within the OMF General Fund moves \$35,000 in one-time General Fund Discretionary from Business Operations to the Revenue Bureau to fund expenses associated with expert witness fees for two lawsuits against the City. The request for expert witness funding comes at the advice of the City Attorney's Office. The Revenue Bureau requested funds from General Fund Contingency in the Winter BMP and this request was denied. OMF will fund this expense to support General Fund revenue collection.

Dollar Amount: \$0

Type: Technical Adjustment

Resources: Internal Transfer

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_251 - Revenue Bureau - Spring - Vacancy Exceptions

The Revenue Bureau has received an approved vacancy exception from the Commissioner in charge for positions #40000234 and #40008843, included in the calculated Spring BMP Vacancy savings. These positions have been shown to have a return on investment of 4:1 via tax collection. Leaving these positions vacant would unnecessarily reduce taxes collected by the City.

Dollar Amount: \$26,409
Type: Vacancy Savings and Exceptions
Resources: General Fund Discretionary

MF_254 - Revenue Bureau - MHCRC Fund Contingency Spread

The Revenue Bureau Office for Community Technology requests to draw \$355,747 from Mt. Hood Cable Regulatory Commission (MHCRC) Fund contingency for the following requests:

The Office of Community Technology OCT/MHCRC is requesting to appropriate \$136,000 to Public Access Corporations to purchase certain equipment related to the transport of the access channel signals in a High Definition format as authorized by the Mt. Hood Cable Regulatory Commission.

The OCT is requesting to appropriate \$164,000 to cover the disbursements of pass through cable franchise fees to East County Cities and MetroEast Community Media. The projected pass through amount is estimated to be higher than budgeted.

The OCT/MHCRC is requesting to allocate \$10,000 to Internal Materials and Services to fund the preparation of the financial statements by Technical Accounting, and \$12,000 to External Materials and Services (EMS) to fund the external audit conducted by Moss Adams.

The OCT/MHCRC is requesting to allocate \$5,000 to obtain additional services from BTS for the PEG Compliance Program.

The OCT/MHCRC is requesting to allocate \$28,747 to various line items in EMS to true up the MHCRC Operating Budget as adopted by the MHCRC.

Dollar Amount: \$0
Type: Technical Adjustment
Resources: Bureau Contingency

MF_255 - Rev. Bureau - Remove Vac. Prop. Reg. Prgm Funds

In the Fall BMP the Mayor's office requested that the Revenue Bureau, BDS and BTS work to implement a system for tracking vacant, abandoned and/or distressed properties in the City of Portland. Funding for this program was to be derived from the service fees outlined in draft code language. This program has not launched, and the Revenue Bureau wishes to reduce their budget accordingly.

Dollar Amount: **(\$83,450)**
Type: New Request
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_256 - Revenue - OCT - Litigation Funds Carryover

In fiscal year 2008-09 Council authorized (Res. 36639) \$150,000 in general fund appropriation for conducting legal proceedings in consultation with the City Attorney's Office for enforcing franchise agreements of telecom companies. To date, the Office for Community Technology has collected over \$7.2 million in unpaid franchise fees from various telecom companies, mostly through litigations. The office carried over a balance of \$91,000 from fiscal year 2011-12 to fiscal year 2012-13 and estimates there will be a balance of \$75,000 at fiscal year end. The office requests to carry over the balance of \$75,000 in appropriation to fiscal year 2013-14 to continue to perform these functions for the Utility Franchise Management Program in order to preserve and collect general fund revenues for the City, which could be lost otherwise. The office will true up the request in the Fall BMP based on the actual litigation funds expended at year end.

Dollar Amount: **(\$75,000)**
Type: Carryover Request
Resources: General Fund Discretionary

MF_273 - MHCRC Fund Beginning Fund Balance True Up

This request is to true up the MHCRC Fund 206 Beginning Fund Balance as per the FY 2011-12 CAFR.

Dollar Amount: \$5,618,421
Type: New Request
Resources: New Revenues

MF_295 - Revenue - Prop Mgmt Lic Fund Adjs

This request is for technical adjustments to align budget appropriation with anticipated spending through fiscal year end. The fund anticipates collecting more revenue than has been budgeted to date.

Dollar Amount: \$440,615
Type: Technical Adjustment
Resources: New Revenues

MF_296 - Revenue - Conv and Tourism Fund Adjs

This request is for technical adjustments to align budget appropriation with anticipated spending through fiscal year end. The fund anticipates collecting less revenue than was originally budgeted. This will not cause any overspending in the fund.

Dollar Amount: **(\$401,450)**
Type: Technical Adjustment
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_297 - Revenue Bureau - Reduce IA with Fund 209

This request is to reduce the IA between the Revenue Bureau General Fund and the Tourism Improvement District Fund based on adjustments that were made to the budget to align revenues and spending as anticipated through fiscal year end.

Dollar Amount: **(\$12,500)**
Type: New Request
Resources: Internal Transfer

MF_311 - Rev.Bureau - Arts Tax Fund 223 Budget Adjustment

Council is considering an action to amend City Code to establish a definition for income earning resident as an individual that earns at least \$1,000 annually, as related to the Arts and Education Access Income Tax. This revision is expected to decrease Arts Education and Access Fund revenues between \$277,000 and \$700,000. Declining revenues combined with \$140,000 of increased one-time costs to publish the change and provide residents with a refund request form may result in the Revenue Bureau exceeding the 5% cap on administrative expenses. Therefore, the Arts Education and Access Fund budget will be amended in the Spring BMP to include the transfer of \$100,000 from contingency to fund increased program start-up costs totaling \$600,000.

This package affects both the Arts and Education Fund 223 and the Revenue Bureau General Fund. The net affect to the General Fund is zero. The net affect to Fund 223 is \$587,500. This is a net result of reduced revenues (\$277,000) and the adjustment to the IA between Fund 223 and Revenue Bureau GF 100 to cover Arts Tax associated costs worth \$862,500.

Dollar Amount: \$587,500
Type: New Request
Resources: Bureau Contingency

**Business Area Projection Report
Revenue Bureau**

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of Management & Finance				
EXPENDITURES				
Personnel Services	\$7,113,798	\$4,687,281	\$6,886,032	97%
External Materials and Services	\$2,615,144	\$942,386	\$2,253,326	86%
Internal Materials and Services	\$2,940,471	\$1,536,687	\$2,476,085	84%
Contingency	\$0	\$0	\$0	0%
TOTAL EXPENDITURES	\$12,669,413	\$7,166,354	\$11,615,443	92%
REVENUES				
Budgeted Beginning Fund Balance	\$0	\$0	\$0	0%
Licenses & Permits	\$1,309,762	\$812,714	\$1,227,193	94%
Charges for Services	\$31,000	\$12,122	\$24,683	80%
Intergovernmental Revenues	\$905,183	\$603,459	\$905,183	100%
Interagency Revenue	\$4,878,654	\$2,284,529	\$3,902,777	80%
Miscellaneous	\$62,000	\$65,264	\$73,558	119%
General Fund Discretionary	\$5,482,814	\$0	\$5,482,049	100%
TOTAL REVENUES	\$12,669,413	\$3,778,088	\$11,615,443	92%

Bureau Projection Narrative

**Office of Management and Finance
General Fund
Spring BMP FY 2012-13
Current Year Projection Narrative**

Bureau/Division: Revenue Bureau

Expenditures:

External Materials and Services is projected to be 10 percent below budget due to less IA related spending, and contracts that are being utilized for the Arts Tax and are therefore charged instead to that fund.

Internal Materials and Services appears that it will be overspent by 14 percent. This is largely due to the use of a bureau overhead allocation account in relation to the Arts Tax. The Revenue Bureau is anticipating \$762,500 worth of Arts Tax related expenditures that will hit the General Fund, but will be moved to the Arts Education and Access Fund. This allocation account has a net affect of creating \$303,804 in negative budget in this major object code which is offset by the same amount of budget in PS and EMS.

Revenues:

Charges for Services are projected to be 20 percent below budget in part due to revenues that were anticipated for Office for Community Technology pole revenues from carriers in Priority 4 areas. Since the budget was adopted carriers' plans have changed and they are instead focused on upgrading existing sites to 4G.

Miscellaneous revenue is projected to be 19 percent higher than budgeted due to Regulatory fees charged for out of state records requests on Private for Hire Transportation driver applications. This is higher this year due to the changes to the code that have allowed for additional drivers and taxi permits.

Fund Projection Report
Mount Hood Cable Regulatory Commission Fund

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Cable Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$1,308,765	\$0	\$6,927,186	529%
Personnel Services	\$433,220	\$257,233	\$427,599	99%
External Materials and Services	\$7,167,266	\$2,332,358	\$7,190,266	100%
Internal Materials and Services	\$96,103	\$56,186	\$86,103	90%
Fund Transfers - Expense	\$67,149	\$44,766	\$67,149	100%
Contingency	\$5,936,077	\$0	\$317,656	5%
TOTAL EXPENDITURES	\$15,008,580	\$2,690,544	\$15,015,959	100%
REVENUES				
Budgeted Beginning Fund Balance	\$8,257,745	\$0	\$8,257,745	100%
Licenses & Permits	\$1,595,395	\$2,180,451	\$2,552,556	160%
Charges for Services	\$4,865,799	\$1,203,100	\$3,943,017	81%
Interagency Revenue	\$231,021	\$0	\$231,021	100%
Fund Transfers - Revenue	\$620	\$0	\$620	100%
Miscellaneous	\$58,000	\$20,226	\$31,000	53%
TOTAL REVENUES	\$15,008,580	\$3,403,776	\$15,015,959	100%

Fund Projection Narrative

Beginning and Ending fund balances consist of Public, Educational and Government (PEG) grant funds collected by the Mt. Hood Cable Regulatory Commission (MHCRC). A major part of these balances represent committed PEG grants carried over from prior fiscal years. The PEG grantees have three years to complete their grant projects and not all grants are invoiced for payment within the fiscal year they are granted. These fund balances are classified as restricted funds (per the CAFR), and they are dedicated for PEG capital programs as specified in the Cable Franchise agreements.

The combined variance of Licenses and Permits, and Charges for Services is about one percent. These two categories represent the cable franchise fees and PEG fees collected by the MHCRC in fund 206. The SAP set up of these two revenue categories during the transition to the Revenue Bureau did not channel the revenues correctly to the accounts as expected. The OCT expects to have this correction done by the SAP staff in time for the next quarterly revenue deposits. The OCT staff will also be making necessary journal entries to correct the prior entries.

The Cable Fund (MHCRC Fund) is receiving less than anticipated return on investments in miscellaneous revenue. The interest rate continues to be stagnant or slightly lower than the previous fiscal year.

The OCT increased External Materials and Services expenditures by 5% or \$363,747. This increase is for: a) funding the appropriations authorized by the MHCRC for the Access Corporations (PCM & MetroEast) for their HD Channel projects, and b) to increase appropriation for the potential increase in pass through disbursement of the cable franchise fees to the East County Jurisdictions. These appropriations are from dedicated MHCRC resources.

**Fund Projection Report
Convention and Tourism Fund**

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Convention and Tourism Fund				
EXPENDITURES				
External Materials and Services	\$7,756,513	\$3,147,833	\$7,109,361	92%
Internal Materials and Services	\$201,862	\$55,499	\$184,461	91%
Fund Transfers - Expense	\$43,350	\$28,900	\$43,350	100%
Contingency	\$13,878	\$0	\$0	0%
TOTAL EXPENDITURES	\$8,015,603	\$3,232,232	\$7,337,172	92%
REVENUES				
Taxes	\$8,011,200	\$4,747,387	\$7,411,910	93%
Fund Transfers - Revenue	\$53	\$0	\$53	100%
Miscellaneous	\$4,350	\$2,542	\$4,111	95%
TOTAL REVENUES	\$8,015,603	\$4,749,930	\$7,416,074	93%

Fund Projection Narrative

No narrative required.

Fund Projection Report
Private for Hire Transportation Safety Fund

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Private for Hire Transportation Safety Fund				
EXPENDITURES				
External Materials and Services	\$303,000	\$279,673	\$0	0%
TOTAL EXPENDITURES	\$303,000	\$279,673	\$0	0%
REVENUES				
Budgeted Beginning Fund Balance	\$222,805	\$0	\$0	0%
Licenses & Permits	\$79,628	\$79,141	\$0	0%
Fund Transfers - Revenue	\$267	\$267	\$0	0%
Miscellaneous	\$300	\$615	\$0	0%
TOTAL REVENUES	\$303,000	\$80,023	\$0	0%

Fund Projection Narrative

The Private for Hire Transportation Safety Fund will be closing at fiscal year-end in FY 2013. The City is moving to follow the national industry standard where taxi companies purchase their own safety cameras for vehicles.

Fund Projection Report
Property Management License Fund

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Property Management License Fund				
EXPENDITURES				
External Materials and Services	\$5,445,552	\$2,774,028	\$5,141,131	94%
Internal Materials and Services	\$63,313	\$31,196	\$62,405	99%
TOTAL EXPENDITURES	\$5,508,865	\$2,805,223	\$5,203,536	94%
REVENUES				
Licenses & Permits	\$5,505,900	\$3,349,829	\$5,233,529	95%
Charges for Services	\$575	\$377	\$528	92%
Miscellaneous	\$2,390	\$1,352	\$2,343	98%
TOTAL REVENUES	\$5,508,865	\$3,351,559	\$5,236,400	95%

Fund Projection Narrative

The fund has received one penalty charge to date for a total of \$377.

Miscellaneous revenues are down due to lower than anticipated interest on investments.

Fund Projection Report
Arts and Education Access Fund

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Arts Education and Access Fund				
EXPENDITURES				
Internal Materials and Services	\$862,500	\$0	\$862,500	100%
Contingency	\$7,856,887	\$0	\$7,856,887	100%
TOTAL EXPENDITURES	\$8,719,387	\$0	\$8,719,387	100%
REVENUES				
Taxes	\$8,717,387	\$410	\$8,717,387	100%
Miscellaneous	\$2,000	(\$0)	\$2,000	100%
TOTAL REVENUES	\$8,719,387	\$410	\$8,719,387	100%

Fund Projection Narrative

The projection to year end for the Fund 223 includes adjustments to revenue and expenses based on the March 23, 2013 council hearing and approval to a second hearing that will occur on April 3, 2013.

Bureau of Technology Services

Bureau of Technology Services

Decision Package Updates:

MF_32	BTS-4-Business Solutions External M&S Reduction	
<p>This package results in a reduction to the Planning and Development program within the Business Solutions division. The Planning and Development program is responsible for delivering technology solutions to address the current and emerging business needs of BTS customers through the effective use of enterprise architecture and strategic technology development and planning. External materials and service include professional services, equipment and software used to evaluate and prototype new technologies and training and travel associated with the professional development of technical staff assign to this program.</p>		
<p>Status for Spring Performance Report: Reduction taken. This resulted in a reduced ability to both contract for professional services assistance needed for new projects requested by customer bureaus and to meet emerging business needs identified in strategic planning sessions conducted with bureau business staff. Additionally, BTS is unable to prototype new technologies for evaluation and inclusion as future technology standards.</p>	<p>Status Complete</p>	
MF_29	BTS-4-Corp App Staffing & External M&S Reduction	
<p>This reduction eliminates an Application Analyst III position (40002367) in the Business Solutions division dedicated to corporate Financial and Human Resources application support including BRASS, PatternStream as well as the legacy applications of IBIS, CARS and ePan. Although SAP replaced IBIS, CARS and ePan, support demand for these legacy systems has remained due to the fact that historical data from these systems was not migrated to SAP as part of the Enterprise Business Solution Project (EBSP). This package also includes a reduction to external materials and services in the amount of \$12,960 within the SAP Application Support program.</p>		
<p>Status for Spring Performance Report: Position eliminated. This resulted in significantly diminished support of BRASS, PatternStream (Budget Publishing) and several legacy Financial and Human Resources applications. The FTE allocation for the Corporate Application program has been reduced from 1.3 to 0.5 FTE. BTS is no longer able to prepare reports from the legacy IBIS system for Financial and Human resources staff. Additionally, support for the ongoing maintenance of the remaining Financial and Human Resources applications is severely reduced resulting in the increased risk of extended system outages where bureau customers will be unable to access these systems. Efforts to migrate historical information from IBIS and ePAN to a data warehouse are deferred until sufficient resources can be assigned to complete this work.</p>	<p>Status Complete</p>	
MF_30	BTS-4-PBOT Application Analyst III Reduction	
<p>This reduction is the elimination of a vacant Application Analyst III (40002357) position funded by the Portland Bureau of Transportation (PBOT). This is one of eight positions assigned to support the software applications used by PBOT. This reduction is being requested by PBOT management.</p>		
<p>Status for Spring Performance Report: Position eliminated. This resulting in reduced software application support and development capacity of the BTS application support staff assigned to PBOT.</p>	<p>Status Complete</p>	

MF_28	BTS-4-GIS Major Maintenance Rate Discontinuance	
<p>The Bureau of Technology Services provides GIS (geographic information system) services to City customers and charges customers a rate to cover expenses associated with the service. That rate includes an amount to cover major maintenance expenses including the replacement of system hardware or applications that are separate from system operating expenses. The BTS fund currently has sufficient resources from prior year GIS collections to cover anticipated major maintenance expenses for the next five years. This package would eliminate that portion of the rate charged to customer bureaus.</p>		
<p>Status for Spring Performance Report: Decision package implemented. The rate for GIS services no longer includes any funding to cover major maintenance expenses.</p>		<p>Status Complete</p>

MF_34	BTS-6-Bus. Sol. Billable Analyst IV Reduction	
<p>This reduction is the elimination of a vacant Application Analyst IV (40002379) position funded through billable services.</p>		
<p>Status for Spring Performance Report: Position eliminated. This resulted in reduced software application support and development capacity of the BTS application support team. Customers must now contract for these services through external consulting contracts that have higher hourly costs and the added requirement that customers provide additional software development notice lead time.</p>		<p>Status Complete</p>

MF_37	BTS-6-GIS Staffing Reduction	
<p>This reduction eliminates an Application Analyst III position (40008851) supporting the Geographic Information System (GIS) program in the Business Solutions division. This position is responsible for supporting existing GIS maps and the development of custom mapping capabilities to meet bureau business needs.</p>		
<p>Status for Spring Performance Report: Position eliminated. This position was one of six analyst positions within the Geographic Information Systems (GIS) program dedicated to assisting customers with their corporate GIS mapping needs. The elimination of this position combined with the other GIS position reduction (MF_43) resulted in a 34% overall reduction to BTS GIS support and development capacity. The Portland Bureau of Transportation did a mid-year reduction in the amount that they charge GIS for service and a portion of the savings were redirected to allow for the appointment of a temporary position that is being used to moderate the service impact of this reduction.</p>		<p>Status Complete</p>

MF_33	BTS-6-Senior IS Mgr and External M&S Reduction	
<p>This reduction eliminates a Senior Information Systems Manager position (40004210) in the Business Solutions division which provides managerial support for several Application Analysts assigned to support the needs of the Revenue Bureau, Risk Management and the Portland Housing Bureau. Additionally, this position focuses on continuous improvement efforts including 1) documenting mandatory minimum technology requirements necessary for all technology solicitations and contracts, 2) assisting customers throughout the entire lifecycle of technology contracting from solicitation to contract award, 3) chairing the Geographic Information Systems (GIS) Stakeholders Group Meeting and 4) recommending strategic technology direction and initiatives to bureau leadership. This package also includes a reduction to external materials and services in the amount of \$24,246 within the Business Solutions program.</p>		
<p>Status for Spring Performance Report: Position eliminated. As a result of this reduction, managerial support of six Application Analyst positions was distributed across the Business Solutions division, thereby reducing the ability of management to provide effective employee support, professional development and coaching.</p> <p>With the loss of this position, BTS is unable to provide expert guidance in the development of solicitation materials including Request for Proposals (RFPs). Lack of BTS involvement in customer requested technology solicitations could result in failed and/or re-bid solicitations where selected goods and professional services do not meet City business requirements and technology standards, thereby risking significant increases to technology project costs and schedules.</p> <p>BTS is unable to research and recommend new strategic projects and initiatives that would improve City services through the more effective use of technologies.</p>	<p>Status Complete</p>	

MF_43	BTS-8-GIS Staffing Reduction	
<p>This reduction eliminates an Application Analyst IV position (40002385) supporting the Geographic Information System (GIS) program in the Business Solutions division. This position is responsible for support of existing GIS maps and the development of custom mapping compatibilities to meet bureau business needs.</p>		
<p>Status for Spring Performance Report: Position eliminated. This position was one of six analyst positions within the Geographic Information Systems (GIS) program dedicated to assisting customers with their corporate GIS mapping needs. The elimination of this position combined with the other GIS position reduction (MF_37) resulted in a 34% overall reduction to BTS GIS support and development capacity.</p>	<p>Status Complete</p>	

MF_46	BTS-8-Planning & Development Staffing Reduction	
<p>This reduction is the elimination of a Principal Information Systems Analyst position (40002465) in the Planning & Development team responsible for engineering new technology solutions to meet current and emerging customer business needs.</p>		
<p>Status for Spring Performance Report: Position eliminated. This position is one of four analyst positions on the Planning and Development team. The elimination of this position resulted in a 25% overall reduction to the capacity of the Planning & Development team. Projects including new and emerging technologies that require technical staff for their successful delivery, such as those identified in the BTS Strategic Plan as well as new projects requested by customers, will need to be deferred until adequate resources can be indentified.</p>	<p>Status Complete</p>	

MF_135 City Attorney's Office/Application Analyst II	
<p>This add package is being submitted at the request of the City Attorney's Office to add one (1) Applications Analyst II as a permanent position with responsibility for their ongoing dedicated application support. Position responsibilities include:</p> <ol style="list-style-type: none"> 1. Analyze functional and business requirements for new or enhanced applications 2. Analyze current manual or computer systems; analyze interrelationships 3. Design reports, forms, menus and input and output records; write, test, debug and install applications; locate, review, reformat, convert and download data; 4. Install, configure, test, connect, update and set-up users for applications on personal computers such as Practice Manager, Summation, Trial Assistant, Visionary, etc. 5. Troubleshoot and rectify computer application problems; test and debug applications. Coordinate hardware, networking and security issues with BTS Divisions. 6. Write documentation on new and enhanced applications including design and as-built documentation, user guides and training 7. Provide training to end users on use of applications, develop training materials 8. Maintain and provide support for new and current applications including security settings, interfaces, etc. 9. Prepare project cost estimates and justification for new or enhanced applications 10. Oversee quality assurance procedures for new applications; review new application 	
<p>Status for Spring Performance Report: This decision package was approved as part of the FY 2012-13 budget. The financial impact of this package is an ongoing cost of \$144,432 to the City Attorney's Office with annual increases for salary and cost of living. Current BTS employee is transitioning into the position.</p>	<p>Status Complete</p>

MF_26 BTS-4-800 MHz Radio Equip Replcmt Discontinuance	
<p>The Bureau of Technology Services assigns rates to 800 MHz radio equipment to collect revenues for covering maintenance and replacement expenses. A total of \$10,000,000 in replacement funds collected on this equipment will be transferred to the Public Safety GO Bond Construction Fund in FY 2011-12 to cover the cost of replacing this equipment as part of the PSSRP Radio System Replacement project. Those equipment purchases are scheduled to take place in the period from FY 2012-13 to FY 2014-15, meaning that all equipment assigned to the bureaus will be new as of that date. This decision package will eliminate the replacement portion of the rates for 800 MHz radio equipment, thereby decreasing the fees charged to bureaus by approximately \$576,000 annually. BTS will no longer collect and hold replacement revenue from bureaus for 800 MHz radio end user equipment.</p>	
<p>Status for Spring Performance Report: Decision package implemented. This package resulted in a reduction to the rates assigned to 800 MHz radio equipment, decreasing the amount charged to bureaus to whom the equipment was assigned. Since all the equipment will be purchased new between FY 2012-13 and FY 2014-15, bureaus should expect relatively minor (if any) billable charges in the first few years of implementation of this package. The sustainment plan for the replacement radio system will address funding of that system's end user equipment. Options may include reintroducing the replacement rate in the future, cash financing end user equipment at the time of replacement, or some form of debt financing. If this reduction were not taken, replacement funds could be used to supplement project contingency for the PSSRP radio project.</p>	<p>Status Complete</p>

MF_31		BTS-4-IRNE Operating External M&S Reduction	
<p>This package results in a reduction to the Integrated Regional Network Enterprise (IRNE) for external materials and services. The IRNE is the City's high speed network used for data and phone communications. External materials and service include professional services, software and equipment maintenance, operating supplies, minor equipment and tools and training and travel associated with professional development of technical staff.</p>			
<p>Status for Spring Performance Report: Reduction taken. This results in BTS' inability to contract for the professional services assistance needed for projects associated with the IRNE program. These services include enhancements to the City's Voice Over IP (VoIP) automated call distribution (ACD) system used at call centers throughout the City such as Utility Billing Customer Service, the BTS HelpDesk, the Revenue Bureau and the Office of Neighborhood Involvement. Additional professional services areas included planning in relation to replacing the City's analog telephone switch (PBX). The inability to secure professional services has resulted in City staff performing phone and network upgrades, enhancements, and replacement without the sufficient expert technical support typically provided by a third party experienced in these activities. Additional impacts could include extended service outages and project cost overruns and delays.</p>		<p>Status Complete</p>	

MF_19		BTS-4-Mobile Data Contract Savings	
<p>Recently renegotiated contract terms with our cellular provider has resulted in a reduction to monthly fees for mobile data services. Monthly fees for Verizon Aircards will decrease to \$30.00 from \$42.99 per month. In addition, the city will see overall monthly discounts to its cellular voice plans.</p>			
<p>Status for Spring Performance Report: This reduction resulted in a \$156 per mobile device decrease in annual pass-through costs with an additional savings of \$25,000 per year in cellular voice plans.</p>		<p>Status Complete</p>	

MF_42		BTS-8-Radio System Support Staffing	
<p>This reduction eliminates one Electronics Technician II position (40002574) in the Communications program. This position is one of four technicians responsible providing technical expertise in the installation, maintenance, and repair of a wide variety of communications equipment, including all components of the City's Public Safety Radio System. This includes all radio and master site facilities and equipment as well as the dispatch consoles on the BOEC operations floor used for dispatching first responders.</p>			
<p>Status for Spring Performance Report: Position eliminated. This resulted in a 25% reduction in capacity to respond to and resolve public safety radio support issues. The 800 MHz 24x7 standby rotation is now limited to three employees increasing the likelihood that illnesses and other unplanned absence will result in situations of an inability to provide support coverage for the radio system outside of normal business hours. Timelines for completing critical radio projects have been extended and BTS is unable to work on multiple projects and/or support issues concurrently.</p>		<p>Status Complete</p>	

MF_40		BTS-8-Telecommunications Staffing & External M&S	
<p>This reduction is the elimination of a Communications and Networking Project Manager position (40004233) in the BTS Communications division responsible for telecommunications projects including paging services as well as land line and commercial cellular phone projects. This package also includes a reduction to external materials and services within the Telecommunications program.</p>			
<p>Status for Spring Performance Report: Position eliminated resulting in reduced project management capacity for telecommunications projects.</p>		<p>Status Complete</p>	

MF_12		BTS-4-Oracle Software Maintenance Reduction	
<p>A recent audit of software licenses has identified an area where a reduction to the total number of Oracle development tool and database licenses used by the Revenue Bureau can be reduced and therefore maintenance fees associated with these unused licenses can be eliminated. The development tool had been used in prior years by the Revenue Bureau however a recent assessment of usage needs indicated the tool is no longer required. With the final decommission of the legacy Open Vision (OV) infrastructure environment, additional Oracle Database licenses are no longer required. This ongoing cost savings will begin in FY2011-12 and will remain ongoing thereafter.</p>			
<p>Status for Spring Performance Report: Reduction taken. This reduction results in an ongoing savings of \$33,000 for the Revenue Bureau. The unused licenses were used to avoid costs related to future Oracle development tool and database licenses purchases.</p>		<p>Status Complete</p>	

MF_35		BTS-6-Data Center Staffing & Ext. M&S Reduction	
<p>This reduction eliminates one Information Systems Technician II position (40002347) assigned to the City's primary Data Center with responsibility for monitoring of equipment and environment conditions (power and cooling) outside non-business hours. Additional responsibilities include triaging customer calls outside of the normal business hours, network password resets, and managing the rental equipment pool of laptop computers and projectors. This package also includes a reduction to external materials and services within the Enterprise Server program associated with repair and maintenance services.</p>			
<p>Status for Spring Performance Report: Position eliminated resulting in the inability for BTS to monitor equipment and environmental conditions or provide any first level technical support outside of normal business hours for the City's Data Center.</p>		<p>Status Complete</p>	

MF_41		BTS-8-Windows Server Support Staffing Reduction	
<p>This reduction is the elimination of an Information Systems Analyst III position (40002444) in the Server and Messaging team responsible for supporting the City's large number of Microsoft Windows Servers as well as the Microsoft Exchange email environment.</p>			
<p>Status for Spring Performance Report: Position eliminated resulting in increased response times to resolve server and email issues and in the fulfillment of requests for new services.</p>		<p>Status Complete</p>	

MF_45		BTS-8-Windows Server Support Staffing Reduction	
<p>This reduction is of a Principle Information Systems Analyst position (40004189) in the Server and Messaging team responsible for supporting the City's large number of Microsoft Windows Servers as well as the Microsoft Exchange email environment.</p>			
<p>Status for Spring Performance Report: Position eliminated resulting in increased response times to resolve server and email issues and in the fulfillment of requests for new services.</p>		<p>Status Complete</p>	

MF_36		BTS-6-Project Management Office Staff Reduction	
<p>This reduction will result in the elimination of one Information Systems Analyst III position (40002402) in the BTS Project Management Office (PMO). The position is responsible for providing technology project management services to external and internal customers.</p>			
<p>Status for Spring Performance Report: Position eliminated decreasing the project management capacity of the BTS Project Management Office (PMO) by 10%, resulting in the PMO's inability to provide professional project management that sufficiently met the technology project needs requested directly by City bureaus.</p>		<p>Status Complete</p>	

MF_38		BTS-6-Account Administration Staffing Reduction	
<p>This reduction will result in the elimination of one Information Systems Analyst III position (40002402) in the BTS Project Management Office (PMO). The position is responsible for providing technology project management services to external and internal customers. The scope of projects managed by the PMO often have critical citywide exposure. Example projects managed by the PMO include the Windows 7 implementation, Patternstream (budget software replacement), new construction and facilities remodel projects such as the Water Interstate buildings and new Emergency Coordination Center, security compliance work related to safeguarding private credit and debit card data and the new Reverse 9-1-1 solution.</p>			
<p>Status for Spring Performance Report: Position eliminated resulting in increased time required to process account change requests by approximately 33%. This delay impacted City employee productivity including new employees who now need to wait up to one business day for the creation of a new network account used to access the City's systems and email.</p>		<p>Status Complete</p>	

MF_168		BTS - Mobile Computer Replacement	
<p>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.</p>			
<p>Status for Spring Performance Report: Funds were appropriated in FY 2012-13 and replacement purchases of mobile computers will begin towards the end of this fiscal year. Any balance of funds remaining at year-end will be reappropriated in the FY 2013-14 Fall BMP so that additional purchases can be made.</p>		<p>Status Underway</p>	

MF_44		BTS-8-Desktop Support Staffing Reduction	
<p>This reduction eliminates an Information Systems Analyst II position (40002404). This position is part of the Desktop Support team in the Support Center division responsible for responding to and resolving onsite desktop, laptop and general office computing support issues for all City bureaus and offices.</p>			
<p>Status for Spring Performance Report: Position eliminated resulting in a decreased capacity to respond to and resolve all user desktop, laptop and general office computing support issues citywide as the Desktop Support team is now responsible for supporting a larger number of computers.</p>		<p>Status Complete</p>	

MF_158		BTS - Loan to General Fund	
<p>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.</p> <p>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.</p>			
<p>Status for Spring Performance Report: The FY 2012-13 budget was adjusted in the Winter BMP for both the loan and the first repayment. Actual receipt of the first repayment should occur at year-end.</p>		<p>Status Complete</p>	

MF_172		BTS - BTS Assessment	
<p>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</p>			
<p>Status for Spring Performance Report: Funds were appropriated in the FY 2012-13 Winter BMP to cover the cost of this study.</p>		<p>Status Underway</p>	

MF_39		BTS-6-Support Center External M&S Reduction	
<p>This package results in a reduction in external materials and services for the Desktop Support program in the Support Center division. The Desktop Support team is responsible for responding to and resolving onsite desktop, laptop and general office computing support issues for all City bureaus and offices. External materials and service include professional services, software and equipment maintenance, operating supplies, minor equipment and tools and training and travel associated with professional development of technical staff.</p>			
<p>Status for Spring Performance Report: Reduction taken. As a result of this reduction, BTS is unable to contract for professional services assistance needed for projects associated with the Desktop Support program. The inability to secure professional services has resulted in City staff performing work without sufficient expert technical support typically provided by a third party experienced in these activities.</p>		<p>Status Complete</p>	

Budget Note:

Office of Management and Finance (BTS)	
Council directs the Office of Management and Finance to develop options and a recommendation to address the funding gap that currently exists in the area of technology asset replacement and report back to Council during the FY 2012-13 Fall Budget monitoring process.	
Status for Spring Performance Report: BTS responded to this budget note in the Fall BMP. BTS proposed to capture rate capacity from expiring debt service to close the funding gap. The City Budget Office (CBO) did not recommend this solution and Mayor Adams concurred with CBO's recommendation. In addition, BTS has appropriated funds for an independent assessment study. This is a first step toward possibly finding additional funds and efficiencies that might then be applied towards the funding gap in technology asset replacement.	Status Complete

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_216 - 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 Divisions of the Office of Management and Finance will be reduced. For BTS in the Spring BMP the vacancy savings totals \$105,450 and represents 3 positions.

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

MF_217 - BTS - BDS IA Increase

The Bureau of Development Services has requested an increase of \$193,000 to their interagency with BTS to cover additional expenses for server support and operations passthrough.

Dollar Amount: \$193,000
Type: New Request
Resources: New Revenues

MF_218 - BTS - ONI IA Decrease

The Office of Neighborhood Involvement has requested a \$3,200 decrease to their interagency with BTS. This budget adjustment includes a reduction to Strategic Technology Billable and increases to IRNE Data Allocation and Telecomm Service.

Dollar Amount: (\$3,200)
Type: New Request
Resources: New Revenues

MF_219 - BTS - Auditor's IA Decrease

The Auditor's Office has requested a decrease of \$30,800 to their interagency with BTS. This adjustment includes increases to Telecomm Service, Corporate Applications, Desktop Support, Operations Passthrough and Operations Billable, and a decrease to Strategic Technology Billable.

Dollar Amount: (\$30,800)
Type: New Request
Resources: New Revenues

MF_220 - BTS - Parks IA Increase

The Parks Bureau has requested a \$1,200 increase to their Fund 402 (Parks CIP) interagency with BTS to cover additional expenses in Cellular Phones.

Dollar Amount: \$1,200
Type: New Request
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_221 - BTS - Revenue (Cable) Bureau IA Increase

The Revenue Bureau has requested a \$5,000 increase in their interagency with BTS to cover additional Desktop Support expenses associated with Cable.

Dollar Amount: \$5,000
Type: New Request
Resources: New Revenues

MF_222 - BTS - PSSRP IA Increase

PSSRP has requested a \$134,500 increase to their interagency with BTS to cover Strategic Technology Billable expenses associated with the FIS project.

Dollar Amount: \$134,500
Type: New Request
Resources: New Revenues

MF_223 - BTS - P&D IA Increase

Printing & Distribution has requested a \$35,000 increase to their interagency with BTS to cover additional expenses in Corporate Applications, E-mail, Desktop Support, Operations Passthrough and Strategic Technology Billable.

Dollar Amount: \$35,000
Type: New Request
Resources: New Revenues

MF_224 - BTS - Comm. of PW IA Increase

The Commissioner of Public Works has requested an increase of \$1,000 to their interagency with BTS to cover additional Data Networks expenses.

Dollar Amount: \$1,000
Type: New Request
Resources: New Revenues

MF_225 - BTS - GIS Professional Services

In the Winter BMP BTS recognized internal service savings in the GIS budget totaling \$67,837. Those savings were moved from Internal Services to Personnel Services. This request is to move \$25,000 of that amount out of Personnel Services and into Professional Services.

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

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_226 - BTS - PMO Professional Services

This request is to move \$53,280 in the Project Management Office (PMO) Overhead budget from Personnel Services to Professional Services. Savings in Personnel will be used to bring on a contractor to augment PMO staffing.

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

MF_227 - BTS - City Attorney IA Decrease

The City Attorney's Office has requested a \$50,000 decrease to their interagency with BTS to reflect reduced Strategic Technology Billable expenses.

Dollar Amount: **(\$50,000)**
Type: New Request
Resources: New Revenues

MF_228 - BTS - UASI Grant

The Portland Bureau of Emergency Management has requested that BTS budget funds totaling \$39,977 for a UASI grant to purchase a receiver that will track 800 MHz radio interference from the point of origin.

Dollar Amount: \$39,977
Type: New Request
Resources: Grants

MF_265 - BTS - Revenue Bureau IA Increase

The Revenue Bureau has requested a \$40,000 increase to their interagency with BTS to cover Strategic Technology Billable expenses associated with work on the Arts tax.

Dollar Amount: \$40,000
Type: New Request
Resources: New Revenues

MF_266 - BTS - CBO IA Increase

The City Budget Office has requested a \$34,109 increase to their interagency with BTS to cover all services. This adjustment will be offset by an identical \$34,109 decrease to the Financial Planning IA with BTS.

Dollar Amount: \$0
Type: New Request
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_291 - BTS - PBEM IA Increase

The Portland Bureau of Emergency Management has requested a \$6,116 increase to their interagency with BTS to cover additional Telecomm contract expenses.

Dollar Amount: \$6,116
Type: New Request
Resources: New Revenues

MF_292 - BTS - Fleet IA Increase

CityFleet has requested an increase of \$20,000 to their interagency with BTS to cover additional Business Line, Corporate Applications, E-mail, Desktop Support and Server Support expenses.

Dollar Amount: \$20,000
Type: New Request
Resources: New Revenues

MF_298 - BTS - Risk IA Increase

Risk has requested a \$20,000 increase to their interagency with BTS. This adjustment increases by \$95,000 the funds appropriated for Strategic Technology Billable services in Insurance & Claims, and decreases by \$75,000 the funds appropriated in the same account for Workers' Compensation.

Dollar Amount: \$20,000
Type: New Request
Resources: New Revenues

MF_299 - BTS - IA Increase with Facilities

BTS is requesting a \$100,000 increase in their interagency with Facilities Services. Projections indicate BTS will probably spend 98% of budgeted appropriation in Internal Materials & Services. This adjustment is to provide additional assurance that the major object code will not be overexpended.

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

MF_308 - BTS - Police IA Increase

The Police Bureau has requested an increase of \$14,000 to their interagency with BTS to cover additional Business Line expenses.

Dollar Amount: \$14,000
Type: New Request
Resources: New Revenues

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_309 - BTS - Comm. Public Safety IA Increase

The Commissioner of Public Safety has requested a \$3,000 increase to their interagency with BTS to cover Operations Passthrough expenses.

Dollar Amount: \$3,000
Type: New Request
Resources: New Revenues

MF_310 - BTS - Firewall Technology Project

This request is to move \$117,271 in appropriation for the BTS Firewall Technology Refresh project out of capital outlay and into operating supplies. Now that the project has begun and BTS has a better understanding of where the expenses will be incurred, this adjustment will better align the budget with the actuals.

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

Fund Projection Report

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Technology Services Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$0	\$0	\$27,990,957	
Personnel Services	\$25,554,850	\$16,290,593	\$25,494,042	100%
External Materials and Services	\$19,687,053	\$9,599,816	\$15,606,769	79%
Internal Materials and Services	\$3,919,676	\$2,484,041	\$3,726,905	95%
Capital Outlay	\$3,980,937	\$657,518	\$1,935,915	49%
Bond Expenses	\$2,290,419	\$88,465	\$2,290,421	100%
Fund Transfers - Expense	\$2,907,684	\$866,782	\$2,907,684	100%
Contingency	\$24,763,178	\$0	\$0	0%
TOTAL EXPENDITURES	\$83,103,797	\$29,987,216	\$79,952,693	96%
REVENUES				
Budgeted Beginning Fund Balance	\$32,416,630	\$0	\$32,416,630	100%
Charges for Services	\$172,630	\$61,514	\$144,733	84%
Intergovernmental Revenues	\$5,648,842	\$2,889,412	\$4,842,779	86%
Interagency Revenue	\$43,056,802	\$26,541,239	\$40,681,419	94%
Fund Transfers - Revenue	\$1,275,103	\$1,262,772	\$1,275,103	100%
Bond and Note	\$41,052	\$0	\$41,052	100%

Fund Projection Report

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Technology Services Fund				
REVENUES				
Miscellaneous	\$492,738	\$338,237	\$550,977	112%
TOTAL REVENUES	\$83,103,797	\$31,093,174	\$79,952,693	96%

Fund Projection Narrative

BTS has projected expenditure variances of more than 10% in two categories, External Materials & Services and Capital Outlay. The External Materials & Services variance is partially a result of appropriations associated with interagency agreements where requested services have not yet been provided or requested equipment not yet purchased. Projects for which these funds have been appropriated are sometimes cancelled or delayed. The year-end projection assumes spending patterns for the year will continue, so any major year-end spending on a project wouldn't be reflected in this projection.

In addition to variances resulting from interagency agreements, both the External Materials & Services and the Capital Outlay budget variances have also been impacted by incompleting BTS CIP and Operating Projects. BTS budgeted for 30 projects in FY 2012-13 and work on 27 of those projects has either been completed, is in progress, or is scheduled to start before year-end. However, because some projects are either partially completed or haven't yet begun, appropriation will remain unspent through June. These projects will need to be carried over in the FY 2013-14 Fall BMP.

BTS has projected revenue variances of more than 10% in three categories, Charges for Services, Intergovernmental Revenues and Miscellaneous.

Charges for Services earnings include revenue from PDC for GIS services. BTS had budgeted for GIS revenues from Metro as well, but that never materialized. In addition to this, BTS budgeted for IRNE Data Allocation revenue from PDC in this account, but those earnings are actually recorded in one of the Intergovernmental Revenues accounts.

Intergovernmental Revenues includes billings to non-city agencies for both contract and billable services. Budgeted resources are based on actual units assigned to those agencies as well as estimated billable earnings using both a weighted average from prior years billings and estimated billable hours from program managers. Billable earnings are significantly lower this year as agencies continue to reduce spending on all but their core services. Projected earnings may increase somewhat as we approach year-end and agencies get a better understanding of what funds are still available, but for now the projection assumes the current earnings pattern will continue through year-end.

Miscellaneous revenues include interest earnings. The fund had only anticipated \$100,000 in interest revenue, but based on earnings to date it appears actual revenues will be closer to \$150,000.

Office of The Chief Administrative Officer

Business Operations

Decision Packages:

MF_13 CBO-4-Community Service Aide Hours Cut	
This package cuts one-quarter of a Community Service Aide II (CSA II) position in Business Operations, which equates to approximately 485 hours of service.	
Status for Spring Performance Report: Reduction taken. The Communications team has had fewer CSA support hours this fiscal year, resulting in work being done at higher level classifications and increasing some response time due to increased workload.	Status Complete

MF_04 CBO-4-External Materials & Services Cut	
This package cuts professional services projects for the CAO and Business Operations and education/out of town travel in the Business Operations Division by \$5,475. It reduces the external consultant management of the customer service survey and it cuts a training and development opportunity for staff.	
Status for Spring Performance Report: Reduction taken. As of the Spring report, no Business Operations Division staff member has been authorized for out-of-town travel and training.	Status Complete

MF_05 CBO-4-Professional Services Cut	
This package cuts professional services projects for the CAO and Business Operations by \$21,624. It reduces the customer service survey from annually to biennially and it eliminates consulting resources that have been applied to a customer service or business process improvement project.	
Status for Spring Performance Report: Reduction taken. As of the Spring report, no customer service survey has been conducted this fiscal year and no outside consulting resources will be available to do so.	Status Complete

MF_16 CBO-4-Sellwood Space Rent	
This package cuts the Space Rent budget within the Business Operations budget by a total of \$17,425.	
The Space Rent cut results from the elimination of a large conference room from OMF's use and transitioning it to office space. The room being eliminated is the Sellwood Conference Room on the fourth floor of The Portland Building. The rent for this conference room had previously been paid from the Business Operations budget through FY 2011-12. The Bureau of Human Resources is scheduled to take over the space for FY 2012-13 as part of a renovation expanding their office space. Therefore, the rental expense for that space would be billed to the Bureau of Human Resources.	
Status for Spring Performance Report: Rent savings achieved by repurposing the Sellwood Conference Room to cubicle space for BHR staff. However, there is a shortage of large conference room space for bigger meetings.	Status Complete

MF_17 CBO-4-Space Rent Reduction	
<p>This package cuts the Space Rent budget within the Business Operations and CAO Office budgets by a total of \$11,506.</p> <p>The Space Rent cut results from rent savings due to the reconfiguration of space on the 12th Floor of the Portland Building and the resulting adjustment of the rent calculations for all 12th floor residents. \$7,549 of this savings is attributable to the CAO's space and \$3,957 of this savings is for the Business Operations division's space.</p>	
<p>Status for Spring Performance Report: Rent savings achieved. However, rent costs for this fiscal year will also be higher than anticipated since the remaining tenants of the 12th floor will need to pay for the space vacated by the budget staff.</p>	<p>Status Complete</p>

MF_06 CBO-6-Community Service Aide Hours Cut	
<p>This package cuts one-half of a Community Service Aide II (CSA II) position in Business Operations, which equates to approximately 950 hours of service.</p>	
<p>Status for Spring Performance Report: Reduction taken. The Communications team has had fewer CSA support hours this fiscal year, resulting in work being done at higher level classifications and increasing some response time due to increased workload.</p>	<p>Status Complete</p>

MF_14 CBO-6-Reduce OSS III Hours	
<p>This package would cut hours of an Office Support Specialist III (OSS III) for Business Operations by \$5,549. This would cut the OSS III from five afternoons per week to four afternoons. These services are currently "purchased" by funding additional hours for a part time employee with Facilities Services. The OSS III provides purchasing and contract administration support for Business Operations, the CAO, the Bureau of Financial Services, and the Council Offices. The OSS III also provides FMLA support for Facilities and CityFleet and coverage at the twelfth floor front desk.</p>	
<p>Status for Spring Performance Report: Reduction taken. The remaining staff within the Business Operations Division have assumed this workload. Assignments and SAP roles have been realigned but the Division may need to rely on part-time assistance and working-out-of-class options in order to provide required services to our business groups.</p>	<p>Status Complete</p>

MF_15 CBO-8-Reduce OSS III Hours	
<p>This package eliminates all the hours of an Office Support Specialist III (OSS III) who currently works for Business Operations five afternoons per week. These services are currently "purchased" by funding additional hours for a part time employee with Facilities Services. The OSS III provides purchasing and contract administration support for Business Operations, the CAO, the Bureau of Financial Services, and the Council Offices. The OSS III also provides FMLA support for Facilities and CityFleet and coverage at the twelfth floor front desk.</p>	
<p>Status for Spring Performance Report: Reduction taken. The remaining staff within the Business Operations Division have assumed this workload. Assignments and SAP have been realigned but the Division may need to rely on part-time assistance and working-out-of-class options in order to provide required services to our business groups.</p>	<p>Status Complete</p>

MF_015 Bus Ops-Facilitator Encumbrance Carryover	
<p>The Office of the CAO-Business Operations Division will request \$14,500 in encumbrance carryover for facilitation services. DPO #22100686</p>	
<p>Status for Spring Performance Report: The division closed the contract and applied the remaining balance to achieve the necessary FY 2012-13 mid-year reduction. Follow-up work that had been assumed to be done by the contractor was performed by Business Operations.</p>	<p>Status Complete</p>

MF_016 Bus Ops-Olympic Perf. Encumbrance Carryover	
<p>The Office of the CAO-Business Operations Division will request \$500 in encumbrance carryover for a contract with Olympic Performance related to continuing work on the OMF Strategic Plan. DPO #22090569</p>	
<p>Status for Spring Performance Report: Funds remain on this contract to conduct the final meeting of the OMF 2012-17 Strategic Planning Steering Committee. This meeting will be scheduled when the final draft of the plan is completed.</p>	<p>Status Complete</p>

MF_053 Fire Facil GO - Transfer from Contingency	
<p>The purpose of this budget adjustment request is to transfer the balance of fund contingency to the capital account for use on the Station 21 project (\$1,240,126).</p> <p>The program authorized by the voters in 1998 to GO bond finance the renovation of existing fire stations and construct of new stations is now complete. The program ended with savings after a very conscious effort by Fire and OMF to make sure all of the program's objectives over the 14 year time frame.</p> <p>After consulting Debt Management, it has been determined the balance of the fund and the proceeds from the sale of two properties can be used for costs of the Station 21 project, which was approved for GO Bond funding by voters in 2010, and is projected to need additional resources.</p>	
<p>Status for Spring Performance Report: Construction of Station 21 is not projected to begin until FY 2013-14 so this money in the Fire Facilities GO Bond Fund will be carried over to FY 2013-14 in the Fall BMP process.</p>	<p>Status In progress</p>

MF_054	Fire Facil GO - Transfer from Contingency	
<p>The purpose of this budget adjustment request is to appropriate the estimated sale proceeds from two properties the fund purchased with bond proceeds in prior years and place in the capital account for use on the Station 21 project (\$600,000). This amount will be trued up in the Winter and Spring Budget Monitoring Process reports. These properties are in SW Portland at Capital Hwy and I-5 and Beaverton/Hillsdale Hwy and Shattuck Road. Fire has decided they are no longer needed and Council has authorized their sale. The program renovated Station 18 instead of constructing new at SW Capital Hwy and I-5 and Fire addressed coverage issues without having to construct a station at SW Beaverton/Hillsdale Hwy and Shattuck Road.</p>		
<p>Status for Spring Performance Report: Sales of the two properties are in progress and might close by year end. The estimated revenue figure is still good.</p>	<p>Status In progress</p>	

EBS Services

Decision Packages:

MF_66 EBS-4- Reduction to EMS	
Budgeted expenditures in the miscellaneous category are reduced by \$30,000.	
Status for Spring Performance Report: Decision package implemented and miscellaneous spending has been reduced.	Status Complete

MF_68 EBS-4- Reduction to PTE Contracts	
Technical and Expert Services will be reduced by \$158,944. EBS utilizes PTE contracts to supplement the work of in-house staff for the ongoing support of the SAP system. There are currently contracts for Human Capital Management (HCM), Finance and Logistics (FILO), and technical support. The FILO modules of SAP are largely stable and the ongoing usage of PTE services is minimal. The majority of consultant work occurs in areas of extremely high demand (i.e., high-priority change requests) and highly complex areas where EBS staff do not have a sufficient level of knowledge and experience, specifically, BOBJ technical development and functional analysis in the areas of time and payroll.	
Status for Spring Performance Report: Reduction taken. EBS continues to encourage the development of in-house resources, although consulting services have been used to complete the technical and time-sensitive projects, such as the Time and Payroll Re-engineering project mentioned in this package. This package, in concert with multiple other PTE reductions in FY 2012-13 and potentially in FY 2013-14, put project completion timeliness for current projects at risk and could impact EBS's ability to meet future customer needs and implement future efficiencies to citywide processes.	Status Complete

MF_65 EBS-4-Corporate Application Reduction	
This package assumes a reduction in the BTS interagency of \$94,056 through the elimination of a position in the technical development staff. This reduction eliminates an Application Analyst III position (40002367) in the Business Solutions division dedicated to corporate Financial and Human Resources application support including BRASS, PatternStream as well as the legacy applications of IBIS, CARS and ePan. Although SAP replaced IBIS, CARS and ePan, support demand for these legacy systems has remained due to the fact that historical data from these systems was not migrated to SAP as part of the Enterprise Business Solutions Project (EBSP).	
Status for Spring Performance Report: Reduction taken impacting the services and applications support discussed above.	Status Complete

MF_67 EBS-4-Reduction to Professional Development	
The EBS training budget is reduced by \$40,000 leaving a budget of \$50,000 for 20.0 FTE.	
Status for Spring Performance Report: Reduction taken impacting the resources available for in-house development. This is a challenging reduction given the EBS strategy to develop staff and reduce reliance on consultants.	Status Complete

MF_69 EBS-6- Further Reduction to PTE Contracts	
The additional 2% cut (beyond the 4%) level are achieved with additional reduction in EBS' budget for PTE services of \$161,000.	
Status for Spring Performance Report: Reduction taken impacting operational PTE resources available. This package, in concert with multiple other PTE reductions in FY 2012-13 and potentially in FY 2013-14, put project completion timeliness for current projects at risk and could impact EBS's ability to meet future customer needs and implement future efficiencies to citywide processes.	Status Complete

MF_70 EBS-8- Further Reduction in PTE Contracts	
The additional 2% cut in PTE Services (beyond the 6% level) are achieved with additional reduction in EBS' budget for PTE services of \$161,000.	
Status for Spring Performance Report: Reduction taken impacting operational PTE resources available. This package, in concert with multiple other PTE reductions in FY 2012-13 and potentially in FY 2013-14, put project completion timeliness for current projects at risk and could impact EBS's ability to meet future customer needs and implement future efficiencies to citywide processes.	Status Complete

MF_070 EBS - Time and Payroll Reengineering Project	
Enterprise Business Solution requests \$975,000 moved from fund contingency to professional services for the Time and Payroll Reengineering Project. Contract #30001798	
Status for Spring Performance Report: The Time & Payroll Re-engineering project is underway. This project is expected to be completed in June 2013. One change order has been executed totaling \$50,000, a second is anticipated totaling approximately \$40,000.	Status Underway

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_209 - Bus Ops-Recognize charitable campaign revenue

This request recognizes \$16,562 in charitable campaign revenue and \$739 in public information request reimbursement revenue within the Business Operations budget. The professional services account will be increased by the above amounts to balance the request.

Dollar Amount: \$17,301
Type: New Request
Resources: New Revenues

MF_210 - Bus Ops-Internal Transfer

This request transfers \$10,000 in appropriation from Personnel Services to External Materials and Services within the Business Operations budget to ensure budgetary appropriation aligns with spending.

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

MF_214 - EBS - Contingency Adjustment

This adjustment requests \$160,000 in Contingency to be moved to Personnel Services to ensure that the budgetary appropriation aligns with projected spending.

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

MF_230 - Business Operations-Transfer to Revenue Bureau

This technical adjustment within the OMF General Fund moves \$35,000 in one-time General Fund Discretionary from Business Operations to the Revenue Bureau to fund expenses associated with expert witness fees for two lawsuits against the City. The request for expert witness funding comes at the advice of the City Attorney's Office. The Revenue Bureau requested funds from General Fund Contingency in the Winter BMP and this request was denied. OMF will fund this expense to support General Fund revenue collection.

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

MF_274 - EBS - CBO IA

This package establishes the City Budget Office interagency with EBS at \$10,389.

Dollar Amount: \$0
Type: New Request
Resources: New Revenues

**Business Area Projection Report
MFDR-Fund 100**

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of Management & Finance				
EXPENDITURES				
Personnel Services	\$3,459,056	\$2,156,496	\$3,457,060	100%
External Materials and Services	\$263,183	\$88,174	\$240,614	91%
Internal Materials and Services	\$628,308	\$345,035	\$594,768	95%
TOTAL EXPENDITURES	\$4,350,547	\$2,589,704	\$4,292,442	99%
REVENUES				
Charges for Services	\$739	\$450	\$739	100%
Intergovernmental Revenues	\$2,093	\$2,093	\$2,093	100%
Interagency Revenue	\$2,303,459	\$1,731,852	\$2,303,459	100%
Fund Transfers - Revenue	\$166,540	\$0	\$166,540	100%
Miscellaneous	\$19,303	\$19,304	\$19,303	100%
General Fund Discretionary	\$531,403	\$0	\$473,298	89%
General Fund Overhead	\$1,327,010	\$0	\$1,327,010	100%
TOTAL REVENUES	\$4,350,547	\$1,753,699	\$4,292,442	99%

Bureau Projection Narrative

**Office of Management and Finance
General Fund
Spring BMP FY 2012-13
Current Year Projection Narrative**

Bureau/Division: Office of the CAO & Business Operations Division

Expenditures:

No narrative required

Revenues:

Per CBO direction, General Fund Discretionary revenue was reduced to balance MFDR expenditure projections with MFDR revenue projections.

Fund Projection Report Enterprise Business Solution

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
EBS Services Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$0	\$0	\$1,817,320	
Personnel Services	\$2,374,693	\$1,556,095	\$2,339,928	99%
External Materials and Services	\$2,432,935	\$1,076,710	\$2,214,791	91%
Internal Materials and Services	\$4,381,772	\$2,913,404	\$4,327,771	99%
Bond Expenses	\$4,392,988	\$373,994	\$4,392,988	100%
Fund Transfers - Expense	\$1,578,921	\$1,380,011	\$1,578,921	100%
Contingency	\$1,523,127	\$0	\$0	0%
TOTAL EXPENDITURES	\$16,684,436	\$7,300,214	\$16,671,719	100%
REVENUES				
Budgeted Beginning Fund Balance	\$4,211,030	\$0	\$4,211,030	100%
Interagency Revenue	\$12,342,345	\$8,225,176	\$12,342,345	100%
Fund Transfers - Revenue	\$91,061	\$0	\$91,081	100%
Miscellaneous	\$40,000	\$17,831	\$27,263	68%
TOTAL REVENUES	\$16,684,436	\$8,243,007	\$16,671,719	100%

Fund Projection Narrative

Expenditures:

Personal Services, External Materials and Supplies, Internal Materials and Services and Fund Level Expenses are projected to spend greater than 90% of the budget

Revenues:

Miscellaneous revenue, representing interest earnings, are projected to reach 68% of budgeted amounts. Increasing usage of the Contingency fund, spending on asset replacement and new projects in addition to market interest rates are expected to impact earnings assumptions and actual collections.

Fund Projection Report

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Spectator Facilities Operating Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$0	\$0	\$5,601,889	
Personnel Services	\$202,130	\$100,874	\$150,000	74%
External Materials and Services	\$2,130,000	\$651,407	\$1,250,000	59%
Internal Materials and Services	\$318,064	\$168,981	\$288,772	91%
Capital Outlay	\$35,100,000	\$2,418,763	\$3,000,000	9%
Bond Expenses	\$7,220,843	\$1,406,473	\$7,080,843	98%
Fund Transfers - Expense	\$327,893	\$253,719	\$327,893	100%
Contingency	\$4,788,960	\$0	\$0	0%
TOTAL EXPENDITURES	\$50,087,890	\$5,000,218	\$17,699,397	35%
REVENUES				
Budgeted Beginning Fund Balance	\$6,910,467	\$0	\$6,910,467	100%
Charges for Services	\$6,357,137	\$3,920,980	\$6,720,000	106%
Intergovernmental Revenues	\$36,741,356	\$2,426,607	\$4,000,000	11%
Fund Transfers - Revenue	\$609	\$0	\$609	100%
Miscellaneous	\$78,321	\$44,326	\$68,321	87%
TOTAL REVENUES	\$50,087,890	\$6,391,913	\$17,699,397	35%

Fund Projection Narrative

Expenditures:

Personnel Services are projected at 26% below budget. The original budget was built on the assumption there would be a longer overlap when both the interim manager and newly hired manager would be charging their time to the Spectator Fund. The time frame ended up being significantly shorter, which is why the projection is 26% below the original budget.

External Materials and Services are projected at 41% below budget due to savings in repair and maintenance services. The Spectator Fund has begun budgeting additional appropriation in repairs for the Veterans Memorial Coliseum, Jeld Wen Field, and the Rose Quarter parking garages in case emergency repairs are needed to keep the facilities operational. Since emergency repairs have yet been needed at the facilities, this money is being projected as unspent.

Capital Outlay is projected at 91% below budget because the negotiations for the Veterans Memorial Coliseum project are still ongoing. The only capital costs that hit the Spectator Fund are for pre-redevelopment agreement work which was approved by the City and PDC and a few smaller expenditures at Jeld Wen Field.

Revenues:

Intergovernmental Revenues are projected at 89% below budget because negotiations for the Veterans Memorial Coliseum project are still ongoing. The only revenue that hit this account is VDI revenue for the repayment of the 2001 PGE Park renovation bonds and reimbursements from PDC for the pre-redevelopment agreement work referenced above in the capital outlay section.

Miscellaneous revenues are projected at 13% below budget due to lower than budgeted interest rate earnings.

Citywide Projects

Citywide Projects – PSSRP

Decision Packages:

MF_72	PSS-4-Vacant Mgmt Analyst position elimination
<p>This package reduces the Administration budget within OMF-Citywide Projects (PSSRP) by eliminating one full-time Management Analyst position, which is currently vacant. The balance of this position's salary and benefits not applied to the 4% reduction target, which totals \$26,877, will be added in the External Materials and Services major object code category.</p>	
<p>Status for Spring Performance Report: Position eliminated resulting in fewer staff resources for change management services on both the Radio and RegJIN projects, as well as overall program needs, such as internal quality control. However, impacts on the program and projects were mitigated by a refinement and reorganization of PSSRP staff roles and responsibilities.</p>	<p>Status Complete</p>
MF_73	PSS-6-External M&S Reduction
<p>This package reduces the Administration budget within OMF-Citywide Projects (PSSRP) by reducing the External Materials & Services major object code category by \$28,117 to achieve a 2% budget reduction. Cuts will be targeted at the Miscellaneous Services GL Account.</p>	
<p>Status for Spring Performance Report: Reduction taken. This reduced the funds available for a contract employee (administrative assistant). Although the funding was cut, the need still remained for someone to ensure that legally required records are maintained, partners and stakeholders receive timely correspondence, invoices are processed in a timely manner, and other support work is accomplished without impact on the Program's projects and core mission. A temporary appointment, under-fill of a vacant position, has been created to fulfill these functions. As a result, program contingency is being drawn down in Spring BMP.</p>	<p>Status Underway</p>
MF_74	PSS-8-Elimination of Contract Employee
<p>This package reduces the Administration budget within OMF-Citywide Projects (PSSRP) by reducing the External Materials & Services major object code category by \$28,117 to achieve a 2% budget reduction. Cuts will be targeted at the Miscellaneous Services GL Account.</p>	
<p>Status for Spring Performance Report: Reduction taken. This reduced the funds available for a contract employee (administrative assistant). Although the funding was cut, the need still remained for someone to ensure that legally required records are maintained, partners and stakeholders receive timely correspondence, invoices are processed in a timely manner, and other support work is accomplished without impact on the Program's projects and core mission. A temporary appointment, under-fill of a vacant position, has been created to fulfill these functions. As a result, program contingency is being drawn down in Spring BMP.</p>	<p>Status Underway</p>

MF_073	PSSRP RegJIN & FIS Project Resource Carryover	
<p>The PSSRP RegJIN (PPDS Replacement) project underspent its FY 2011-12 budget \$95,738. The PSSRP Fire Information Systems (FIS) project underspent its FY 2011-12 budget \$97,907. 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.</p>		
<p>Status for Spring Performance Report: Unused FY 2012-13 General fund resources for the RegJIN and FIS projects were re-appropriated to PSSRP in the Fall BMP.</p>	<p>Status Complete</p>	

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_205 - PSSRP - Technical Adjustments

This PSSRP request seeks to make technical budget adjustments in the General Fund (Project Management Office Administration, RegJIN, and FIS) and Public Safety GO Bond Construction Fund (Radio Replacement Project) to better align budget against forecasted actuals.

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

MF_206 - PSSRP – Vacancy Exceptions

This action restores the General Fund one-time Discretionary taken for vacancy savings related to position #40009156--Technology Capital Project Manager II and #40020281--Management Analyst, Sr. The PSSRP received approval from the Commissioner in Charge for these exceptions.

Dollar Amount: \$70,901
Type: Vacancy Savings and Exceptions
Resources: General Fund Discretionary

MF_207 - PSSRP - RegJIN Project Resource Carryover

Major RegJIN project spending will occur later than anticipated. To preserve PSSRP project cash for out year use, in this request, appropriation is being reduced in the General Fund by \$2,206,496. Also in this request, the PSSRP outgoing cash transfer from the Technology Services fund to the General Fund is being reduced by the same amount of the reduction to General fund appropriation.

Dollar Amount: **(\$2,206,496)**
Type: Mid-Year Reductions
Resources: New Revenues

MF_208 - 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 \$132,222 in General Fund Discretionary and \$24,112 in Fund Transfer Revenue for three months of vacancy savings related to 8 vacant positions.

This request transfers vacancy savings from the OMF General Fund to the General Fund for the following positions: 1) Citywide Projects-PSSRP--#40020280--Information Systems Analyst, Principal-Project Management--\$4,255; 2) Citywide Projects-PSSRP--#40020281--Management Analyst, Sr--\$24,121; 3) Grants Management-BFS--#40000107--Financial Analyst--\$23,778; 4) BHR--#40000842--Affirmative Action/Diversity Manager--\$22,854; 5) Procurement Services--#40000182--Procurement Specialist, Assistant--\$19,310; 6) Revenue Bureau - Administrative Assistant - #40000269 -- \$11,495; 7) Revenue Bureau - Revenue & Taxation Specialist IV - #40000234 -- \$11,613; 8) Revenue Bureau - Revenue & Taxation Specialist III - #40008843 -- \$14,796

Dollar Amount: **(\$156,334)**
Type: Vacancy Savings and Exceptions
Resources: General Fund Discretionary

BUDGET AMENDMENT REQUEST

Office of Management & Finance

PERIOD Spring BuMP

FISCAL YEAR FY 2012-13

MF_275 - PSSRP – CAD Project Resource Adjustment

The Zetron and Incident Connect sub-projects do not anticipate spending these funds. This request transfers these unspent funds from the Emergency Communications Fund to program contingency in the Technology Services Fund in the amount of \$12,089.

Dollar Amount: \$12,089

Type: Technical Adjustment

Resources: Bureau Contingency

MF_281 - PSSRP - Project Office and FIS Contingency Draws

The Project Office is drawing down program contingency by \$145,000 to prevent projected overspending. The FIS project is spending at an accelerated rate as project activities ramp up. FIS project contingency will be drawn down to cover the anticipated costs. This request transfers funds from the Technology Services Fund to the General Fund in the amount of \$204,517.

Dollar Amount: \$204,517

Type: New Request

Resources: Bureau Contingency

Business Area Projection Report

	Spring BuMP Revised Budget	FY 2012-13 YTD Actuals Thru AP8	Spring BuMP Year-End Projection	% of Projected Actuals to Revised Bud
Office of Management & Finance				
EXPENDITURES				
Personnel Services	\$978,717	\$635,929	\$901,039	92%
External Materials and Services	\$313,429	\$124,472	\$303,862	97%
Internal Materials and Services	\$793,583	\$482,700	\$789,203	99%
Fund Transfers - Expense	\$0	\$0	\$0	0%
TOTAL EXPENDITURES	\$2,085,729	\$1,243,101	\$1,994,104	96%
REVENUES				
Fund Transfers - Revenue	\$646,546	\$0	\$646,546	100%
General Fund Discretionary	\$1,439,183	\$0	\$1,439,183	100%
TOTAL REVENUES	\$2,085,729	\$0	\$2,085,729	100%

Bureau Projection Narrative

**Office of Management and Finance
General Fund
Spring BMP FY 2012-13
Current Year Projection Narrative**

Bureau/Division: Citywide Projects – PSSRP-Fund 100

Expenditures:

No narrative required

Revenues:

On the revenue side, General Fund Discretionary dollars are included in the report but, as always, never result in a financial transaction, creating the appearance of a variance where there actually is none. The \$647K incoming cash transfer to the General Fund has not transpired yet, but will prior to fiscal year end.