

CITY BUDGET OFFICE

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



Andrew Scott, Director
(503) 823-6925
1120 SW 5th Ave, Suite 1300
Portland, Oregon 97204-1912
www.portlandonline.com/citybudgetoffice

CITY OF PORTLAND, OREGON

TO: City Bureau Directors

FROM: City Budget Office

DATE: May 1, 2014

SUBJECT: Proposed Budget Decisions

Please see the attached Bureau Fact Sheets and BRASS reports for a complete listing of the decisions included in the FY 2014-15 Proposed Budget.

Budget Note Concepts

Final language for all budget notes is under review and will be included in the Mayor's Proposed Budget document. The title of each budget note and a general description are below:

- **Capital Asset Maintenance and Replacement Funding Options:** directs bureaus to work with CBO on funding options to address major maintenance and replacement of assets.
- **Expand Monthly Statements:** directs the implementation of monthly billing for all water, sewer, and stormwater services. It also directs the Water Bureau to explore the option of consolidating statements for all City services.
- **Emergency Preparedness:** directs the Portland Bureau of Emergency Management to work with the Office of Management & Finance to continue planning and development efforts at the Jerome Sears building. In addition, the bureaus should request excess General Fund beginning balance in the Fall BMP for other Emergency Preparedness needs.
- **Medical Responses:** directs Portland Fire & Rescue to provide options and strategies regarding the bureau's staffing requirements for medical responses.
- **EPAP Transition Plan:** directs the Office of Neighborhood Involvement to develop a transition plan for the most effective funding model for neighborhood improvements in East Portland.
- **Tree Code:** states Council's goal to hire additional inspectors when workload grows above a certain threshold.

General Fund Overhead Adjustments

The Proposed Budget includes decision packages that increase overhead allocations by \$487,616 Citywide. Please see the attached file that includes the overhead increases for each of your funds. Please enter the cash transfer amount included in the change column in a technical adjustment form for each of your responsible funds. Please

note that the cash transfers for the Hydroelectric Operating Fund and the Local Improvement District Fund are adjustments to cash transfer revenues from the General Fund (need to use commitment item 640020 and the appropriate funded program). All other entries are cash transfer expenses to the General Fund (need to use commitment item 650010 and the appropriate funded program).

BRASS and PatternStream Updates

BRASS and PatternStream are now open and will close at 9:00 a.m. on Monday, May 5th. As a reminder, all funds, business areas, interagencies, and cash transfers are required to balance before the deadline noted above. Bureaus should run the Budget Tracking spreadsheet view to check for balanced funds and business areas, and the IA1, IA2, and IA3 reports to check for balanced interagencies and cash transfers. Remember that capital project interagencies must also balance at the project level. If you are adjusting any interagency or cash transfer, please inform your partner bureau and allow them sufficient time to enter the adjustment before the deadline.

Bureaus are also able to access decision package forms for technical corrections. Bureaus are not allowed to make changes that affect the total dollar or FTE amounts in the package, but are allowed to adjust the data elements used in the package (fund centers, functional areas, some commitment items, etc). Please call your CBO analyst if you have any questions about what adjustments are allowed at this stage.

For required Proposed Budget narrative updates in PatternStream, please refer to page 40 of the Budget Manual (<http://www.portlandoregon.gov/cbo/article/477912>). Call Yung Ouyang at 823-6956 if you have any questions concerning PatternStream.