

FY 2014-15 Fall Supplemental Budget: Requests and Recommendations

This document provides detail on all bureau requests and CBO recommendations. A separate document on the CBO website is available for a more summarized discussion of each bureau.

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**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of the City Attorney

Type: Technical Adjustment

Request: AT_001 - Technical Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	19,026	0	19,026
External Materials and Services	(19,026)	0	(19,026)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	1.00	0.00	1.00
Part-Time Positions	-0.80	0.00	-0.80
TOTAL FTE	0.20	0.00	0.20

Bureau Description:

In the FY14-15 budget development process, the office requested a paralegal position to support the Citywide legal records management project attorney. The request was not approved. The paralegal position is necessary to coordinate multi-bureau public records requests, implement and manage Citywide public records and legal hold software systems, work with records managers to help ensure legal compliance and help develop best practices and training. The office has identified a realignment package that will provide an opportunity to accomplish some of this work. This request is to increase a current part time paralegal positions (0.8 FTE) to full time (1.0 FTE). The office will make reductions in its legal publications and operating supplies budgets to ensure ongoing funds are available for this small increase in FTE.

By increasing a paralegal position to full time, the office will have the capacity for additional work with minimal budget impact. The 0.2 FTE total increase, although not enough to support the citywide legal records management project, will help this important project move forward.

CBO Discussion and Recommendation

CBO recommends as requested. Recent budget decisions have increased the ratio of attorneys to support staff positions. The office traditionally underspends EMS, and should be able to absorb the realignment. This adjustment does not affect future budgets, and the office will need to absorb increased personnel cost in the FY 2015-16 budget. Increasing this position is likely to marginally increase the number of training hours provided.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of the City Attorney

Type: New Request

Request: AT_002 - Legal Equity Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	40,000	(40,000)	0
TOTAL EXPENDITURES	40,000	(40,000)	0
REVENUES			
General Fund Discretionary	40,000	(40,000)	0
TOTAL REVENUES	40,000	(40,000)	0

Bureau Description:

The office is requesting to hire, on a temporary basis, an attorney with relevant national and international human and civil rights experience to assist the City Attorney in performing legal work for a key legislative project intended to further equity in employment. The project will involve undertaking legal research, evaluating national best practices and drafting legislation as to acceptable and non-acceptable uses of criminal history and background information in hiring and employment. The project attorney will report directly to the City Attorney and will work closely with the Mayor's office, other City officials, stakeholders and community partners.

The project is intended to further equity in employment in the City of Portland, reduce disparate impacts in hiring for people of color, reduce recidivism and increase opportunities for those with past involvement with the criminal justice system.

CBO Discussion and Recommendation

The City Budget Office does not recommend this request. CBO has only recommended new requests in the Fall Supplemental Budget that are urgent, fully developed and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. In FY 2013-14 the bureau underspent External Materials and Services by 51%, or \$365,452. Primarily, but not exclusively, this was the result of a federal judge delaying approval of the US Department of Justice Settlement Agreement where \$240,000 is budgeted for the Compliance Officer and Community Liaison position. These funds are included in the City Attorney's Office base EMS budget and will be spent in FY 2014-15 as the Agreement was recently approved by the judge. While recent progress has been made in the hiring of a Compliance Officer and Community Liaison, the savings generated this year from not having signed a contract yet are significant, already more than the \$40,000 requested. The CBO recommends the bureau work to absorb this cost, and seek funding again in the Spring BMP if the bureau is forecast to have insufficient underspending in FY 2014-15.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of the City Attorney

Type: Technical Adjustment

Request: AT_003 - PDX Harbor Natural Resource Trustees Funding

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	400,000	0	400,000
TOTAL EXPENDITURES	400,000	0	400,000
REVENUES			
General Fund Discretionary	400,000	0	400,000
TOTAL REVENUES	400,000	0	400,000

Bureau Description:

Transfer \$400,000 from Fund and Debt Management to the Office of the City Attorney for expenses related to Portland Harbor Natural Resource Trustees Funding and Participation Agreement (Ordinance 186810).

CBO Discussion and Recommendation

Recommended.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of the City Auditor

Type: Technical Adjustment

Request: AU_001 - Fall BMP Tech Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	15,816	0	15,816
TOTAL EXPENDITURES	15,816	0	15,816
REVENUES			
Interagency Revenue	15,816	0	15,816
TOTAL REVENUES	15,816	0	15,816

Bureau Description:

The Auditor's Office requests the following technical adjustments in its operating budget: 1) increase to an interagency agreement with PBOT and corresponding decrease in an interagency with the Revenue Bureau for taxicab permitting and limited passenger transportation cases sent to the Hearings Office (\$10,544). This change reflects the movement of the program from the Revenue Bureau to PBOT; 2) establish an IA with the Water Bureau for Hearings Officer services (\$2,636); and 3) increase the IA with BES for projected higher number of cases sent to the Hearings Officer (\$2,636).

CBO Discussion and Recommendation

Recommended as requested.

For these interagency agreements, the charge per case is \$1,318. 1) Transportation - for FY 2014-15, the Auditor's Office estimates 8 cases; there is no change in the number of taxi-cab/private-for-hire transportation cases from the previous fiscal year. 2) Water Bureau - two cases are projected in FY 2014-15. In the previous fiscal year, the Hearings Office handled one Water Bureau billing dispute case and absorbed the costs in the absence of an IA to bill for the expense. 3) BES - four cases are estimated this fiscal year; there were three Bureau of Environmental Services cases in FY 2013-14, two in FY 2012-13, and one in FY 2011-12.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of the City Auditor

Type: New Request

Request: AU_002 - Increase BTS IA for LAS Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The Auditor's Office requests an increase of \$150,000 in the Assessments, Finance, and Foreclosure division's Internal Materials & Services to cover costs associated with the Lien Accounting System. This request increases the IA between the Auditor's Office and BTS for development work in tandem with outside vendor contracts. The increase is offset by a transfer from the LID fund.

CBO Discussion and Recommendation

Recommended as requested. This does not represent an increase in funding for the project; the funding covers the costs of planned BTS staff costs associated with the Lien Accounting System project.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of the City Auditor

Type: Technical Adjustment

Request: AU_003 - Transfer LAS Carryover Between Cost Centers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
General Fund Overhead	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request transfers \$250,000 from the Management Services division of the Auditor's Office to the Assessments, Finance, and Foreclosure division's External Materials & Services for replacement of the Lien Accounting System. In the Spring BMP, the Auditor's Office requested and recieved a carryover of these funds and this adjustment moves the funds to the correct cost center.

CBO Discussion and Recommendation

Recommended as requested. This technical adjustment does not change the service level covered by these carryover funds. The planned vendor services include software programming, project management, and quality assurance.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of the City Auditor

Type: New Request

Request: AU_004 - Increase LID IA with Auditor's Office

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	150,000	0	150,000
Contingency	(150,000)	0	(150,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Increase the IA between the Auditor's Office and the LID fund by \$150,000 to cover costs between BTS and the Assessments, Finance and Foreclosure division for the Lien Accounting System replacement project. The increased costs will be covered by LID fund contingency.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of the City Auditor

Type: New Request

Request: AU_005 - Interagency w/ OMF-Share of Debt Mgmt Software

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	5,633	0	5,633
Contingency	(5,633)	0	(5,633)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Increase the IA with OMF by \$5,633 for the Auditor's Office share of OMF's requested new Debt Management Software (OMF Request MF_005). The increased costs will be covered by LID fund contingency.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: City Budget Office

Type: Capital Set-Aside Request

Request: BO_001 - Budget Software Replacement

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,000,000	(1,000,000)	0
TOTAL EXPENDITURES	1,000,000	(1,000,000)	0
REVENUES			
General Fund Discretionary	1,000,000	(1,000,000)	0
TOTAL REVENUES	1,000,000	(1,000,000)	0

Bureau Description:

The City implemented its current budget preparation software (BRASS) in 2003. Although the software continues to provide the basic tools for budget preparation and monitoring, it is currently operating on an unsupported operating system. When the City adopted Windows 7 as its operating system in 2011, the vendor who supports BRASS notified the City that the software's platform will not be updated to support Windows 7. At this time, they encouraged the City to migrate to their new web based budget preparation software, which is supported. Due to budget shortfalls, the City elected to test the system on Windows 7 to see if it would work; and to date, there have been no known issues with operating the system on Windows 7. However, if the system were to fail in the future because of the operating system, the City would have no ability to return to the vendor for a solution. Without a budget system, the City Budget Office would be forced to create the budget using spreadsheets which would have a large cost to the City in lost productivity and other delays. The City Budget Office believes it is in the City's best interest to replace BRASS with a software that is supported by the vendor. Initial estimates from our existing vendor and estimates from SAP (our Citywide ERP system) show the costs of a new system in the \$1 million to \$3.5 million range. If funds are awarded in FY 2014-15, it is expected that a new system will be available for the start of the FY 2016-17 budget process. The project was requested in the FY 2014-15 budget process, but did not receive funding.

Replacing the existing software will move the City back to a vendor supported environment. The technology surrounding budget implementation software has seen great improvements over the last ten years since the City purchased BRASS. Implementing these improvements could reduce time spent on data entry and processing, and enhance our capabilities in regards to performance budgeting.

CBO Discussion and Recommendation

Not recommended. Although the request is one-time, fully developed, and unlikely to be absorbed into a \$2 million budget, it does not meet the criteria of being urgent. The software is currently unsupported, however, it is operating without failure in the unsupported environment.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Fire & Police Disability & Retirement

Type: Technical Adjustment

Request: DR_001 - OMF IA Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(1,536)	0	(1,536)
Internal Materials and Services	1,536	0	1,536
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request funds FPDR's share of OMF's new debt management software.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_001 - Rent Payments to BDS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	12,144	0	12,144
TOTAL EXPENDITURES	12,144	0	12,144
REVENUES			
Interagency Revenue	12,144	0	12,144
TOTAL REVENUES	12,144	0	12,144

Bureau Description:

The interagency agreement with the Fire Bureau to make rent payments to BDS needs to be increased by \$11,730 to account for additional parking spaces requested by the Fire Bureau. The interagency agreements with Bureau of Environmental Services, Portland Bureau of Transportation, and the Water Bureau need be increased by \$276, \$69, and \$69 respectively to account for higher than anticipated costs for parking spaces.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_002 - Adjustment to IAs for Landlord Training

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	6,000	0	6,000
TOTAL EXPENDITURES	6,000	0	6,000
REVENUES			
Interagency Revenue	6,000	0	6,000
TOTAL REVENUES	6,000	0	6,000

Bureau Description:

An adjustment of \$2,000 to add appropriation to the IA with ONI for landlord training sessions. An adjustment of \$4,000 to add appropriation to the IA with BPS for landlord training sessions.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_003 - Adjustment to IA with BPS – Rooftop Solar Grant

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	6,434	0	6,434
TOTAL EXPENDITURES	6,434	0	6,434
REVENUES			
Interagency Revenue	6,434	0	6,434
TOTAL REVENUES	6,434	0	6,434

Bureau Description:

An adjustment to IA with BPS to appropriate funds for the support work provided by BDS staff and funded by the Rooftop Solar Grant. (\$6,434)

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_004 - Adjustment to IA with the Parks Bureau

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	50,000	0	50,000
TOTAL EXPENDITURES	50,000	0	50,000
REVENUES			
Interagency Revenue	50,000	0	50,000
TOTAL REVENUES	50,000	0	50,000

Bureau Description:

An adjustment of \$50,000 to the interagency agreement with the Parks Bureau to add appropriation for services provided by BDS to Parks associated with the Nuisance work to remove hazardous Dutch elm disease trees.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_005 - BDS Additional Positions

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	1,359,260	0	1,359,260
Contingency	(1,359,260)	0	(1,359,260)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	12.83	0.00	12.83
TOTAL FTE	12.83	0.00	12.83

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_005 - BDS Additional Positions

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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Bureau Description:

Since FY 2011-12, BDS has experienced increasing workloads as the national economy and the local construction industry have gradually recovered from the recession. The bureau has been slowly adding back FTE that were cut during the recession in order to restore services and respond to the workload. Positions were added in FY 2011-12, FY 2012-13, and FY 2013-14.

However, the pace of construction has recently been accelerating, and it has become clear that several FTE are needed in frontline positions in order to meet demands for services and not hinder ongoing economic recovery in Portland.

Staff Additions

BDS is requesting 22 FTE (\$1.3 million in personnel costs for 7 months), including:

Administrative Services Division and Director's Office (2 FTE)

•1.0 Assistant Business Systems Analyst

This position will help to support and coordinate the increased workload associated with the upgrades in enterprise IT systems by BTS such as Office 365, and the associated business communication and file storage tools, such as Lync and One Drive for Business Sharepoint services, provide support with the increased workload associated with implementation of the new ITAP permitting system and associated office technology at BDS. This position will also be managing the various technical equipment needs, such as large monitors for digital plan review and mobile tablet computers for the field staff.

•1.0 Management Analyst

In 2012, the BDS Code and Policy Development Workgroup was restarted and staffed with one Code and Policy Analyst position to start the updating of existing code and program guides after limited work was performed on them for over four years and to start developing new guides to assist BDS employees and customers. After two years of work, there remains a substantial backlog of work in this workgroup and the need for new Code and Program guides continues to grow as Codes change and new Bureau programs are developed. This Management Analyst position is being created to assist the Code and Policy Development workgroup and will work closely with the Bureau's existing Code and Policy Analyst, the Customer Service and Communications Section Manager, and internal and external stakeholders to update, develop and maintain the Bureau's code guides, program guides and City codes.

Inspections Services Division (3 FTE)

•1.0 Senior Building Inspector (Residential Inspections)

This position is needed to address the increased workload relating to unexpired permits, expired and cancelled permits, and work without permit projects. Beginning in October 2014 BDS will implement a new program to address Residential Structural permits that were not officially expired or remain under inspection and lack required final inspection approval for occupancy. This position will be the contact for these permit scenarios and will be responsible for working with homeowners to perform inspections to determine if permits can be approved, closed, or other types of settlements can be reached to retroactively "final" permits for occupied structures. These difficult and time consuming permit scenarios have increased recently due to the use of online permit records by banking institutions, realtors, and private home inspectors.

•1.0 Building Inspector II (Residential Inspections)

This position is needed to keep pace with current residential construction activity. Adding the position will improve the percentage of inspections completed within 24 hours from the current level of 88% to 90-92%. It will also lead to reduced overtime usage, increase the quality of inspections by allowing more time for each inspection to be completed, and allow more time to complete the necessary training and professional development of Inspections staff.

•1.0 Senior Building Inspector (Field Issuance Remodel (FIR) Program)

This position is needed to keep pace with the current FIR workload and expand this specialized residential construction program to allow more residential contractors to use the program. 20 new contractors were recently added to the FIR program, which has resulted in a workload increase of 41% and overtime usage of over 70 hours per month. This additional inspector position will address the increased workload, should eliminate overtime usage, and facilitate expansion of the program to allow some of the 45 contractors on the current waiting list to enter the program.

Plan Review and Permitting Services Division (10 FTE)

•4.0 Development Services Technician II

In combination with other requested positions, these positions would help to provide staffing levels to improve service levels within the DSC as we provide full-day services Monday through Friday, and provide services for those permits that are taken in for review by the development related bureaus.

•2.0 Residential Plans Examiner

In combination with other requested positions, these positions would provide Life Safety Plan Review staffing levels required to improve service levels related to review of Residential plans for new one and two family structures, as well as assist with residential additions and alterations. This is also an entry level plans examiner position that will allow BDS to train and grow from within experienced staff that will be able to work in the Development Services Center as we provide full-day services Monday through Friday.

•1.0 Commercial Plans Examiner

In combination with other requested positions, this position would provide Life Safety Plan Review staffing levels required to improve service levels related to review of Commercial projects, to support the continuing and anticipated growth in Commercial project work load, and provide

**CBO Discussion and Recommendations
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Bureau: Bureau of Development Services

Type: New Request

Request: DS_005 - BDS Additional Positions

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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Bureau Description: in the DSC as BDS provides services Monday through Friday.

•1.0 Structural Engineer

In combination with other requested positions, this position would provide Structural Plan Review to improve service levels related to review of Commercial projects, to support the continuing and anticipated growth in the Residential work load (0.33 FTE), and to support additional Commercial workload in the DSC, as well as work that is submitted for later review.

•0.5 Geotechnical Engineer

In combination with other requested positions, this position would provide Geotechnical Plan Review staff to improve service levels related to review of Commercial projects, to support the continuing and anticipated growth in the Residential work load, and provide support in the DSC as BDS provides full-day services Monday through Friday.

•0.5 Mechanical Engineer

In combination with other requested positions, this position would provide additional capacity to our Mechanical Engineer Plan Review staff to improve service levels related to access to staff, review of Commercial Mechanical projects, to support the continuing and anticipated growth in the Commercial work load, and provide support in the DSC as BDS continues to provide services to an increasing number of customers Monday through Friday.

•1.0 Plan Review Supervisor

This position will report directly to the Plan Review and Permitting Services Division Manager and will provide additional supervision for the Life Safety Plan Review section staff. Current span of control for the section supervisor exceeds the desired level due to complexity and variety of work, support for city-wide programs related to accessibility and building code related issues. Additional support and involvement in the ITAP Project is required as the Commercial and Residential Permit Applications are developed and implemented over the next 2 year period, as well as much needed development and implementation of professional development opportunities for staff. Greater demands on time due to requests for assistance with program recruitments, program administration, review of draft technical papers, draft policies, program and code guide development, and TRACS to ITAP conversion.

Land Use Services Division (6 FTE)

•1.0 City Planner II Land Use Specialty and 1.0 Associate Planner

These positions are needed to staff the Development Services Center counter shifts, the Zoning Hotline phone shifts, to attend Early Assistance Appointments for complex building projects, and to do plan review for Commercial and Residential building permit applications. When comparing workload from FY 12-13 to 13-14, Residential and Commercial Permit workload is up by 414 permits (counting the permits planners review), and Early Assistance Appointments are up by 125 appointments (from 105 to 230). These two positions will help ensure there are sufficient planning staff to provide timely service in the DSC (resolving bottlenecks), as well as addressing delays with review of property line adjustments, lot confirmations, etc.

•1.0 City Planner II Urban Design Specialty and 1.0 Associate Planner

These positions are needed to manage the high volume of Design Review and Historic Resource Review applications, partially brought on by the expansion of the Irvington Historic District, as well as the recovering economy. The positions also provide early assistance to customers through Early Assistance Appointments and Design Advice Requests (taking conceptual designs before the Design Commission for early feedback). Currently workload levels result in staff having 25-27 applications per planner at any given time, which is too high a number to provide timely, quality service. With the two planner positions, this should allow sufficient staff capacity to get the number of applications/assignments down to 11 per planner at any given time, which will allow service levels to be met. It will also allow for sufficient staff to have planners with Design Review/Historic Resource Review expertise to work counter shifts and phone shifts in the Development Services Center, to share this expertise with customers and other staff as needed, as questions arise.

•1.0 Supervising Planner

There are currently three Supervising Planners in the Land Use Services Division. Two of them are supervising 20 or more employees. The span of control is too broad, especially when considering the nature of the work, which is highly controversial, complex, high profile, which is often in the media. We need an additional Supervising Planner, to split up one of the Sections and distribute the supervisory work more equitably so staff and customers have supervisors who have the capacity to be accessible/available to mentor/train staff, do quality control of work products (to avoid errors and risk claims), and to be help solve problems for customers and staff. This team also staffs two volunteer commissions, the Design Commission and the Historic Landmarks Commission, which require additional work, finding volunteers and getting them appointed, training new commission members, etc.

•1.0 Associate Planner

The Final Plat workload has more than doubled from FY 12-13 to FY 13-14, and for the same time period, Land Division activity is up from 120 to 182 applications. This position will help the team manage this increase in workload, and address delays with our service delivery. It will also allow for sufficient staff to have planners with Land Division/Final Plat expertise to work counter shifts and phone shifts in the Development Services Center, to share this expertise with customers and other staff as needed, as questions arise.

•1.0 Senior Erosion Control Inspector

In response to the great recession, the responsibility for erosion control inspections on residential and commercial permits was transferred in 2009 from the Site Development Section to the Inspections Division to gain efficiency by bundling those inspections with other building inspections. Most erosion control inspections, approximately 5,000 inspections annually, are now performed by Combination or Building Inspectors within the Inspection Division.

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Bureau: Bureau of Development Services

Type: New Request

Request: DS_005 - BDS Additional Positions

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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Bureau Description:

There is significant efficiency gained by having Combination and Building Inspectors perform erosion control inspections; however, they generally lack higher level erosion control expertise, knowledge of enforcement procedures and time necessary to effectively deal with difficult sites or significant compliance issues.

We are proposing a Sr. Site Development Inspector position to provide this lead role for erosion control inspections. The position will provide day to day direction to Combination and Building Inspector staff performing erosion control inspections, advise staff on solutions and/or enforcement actions for erosion control issues, perform quality control inspections, perform erosion control inspections on complex projects, provide oversight and follow-through on enforcement actions and provide ongoing erosion control training to inspection staff.

CBO Discussion and Recommendation

Recommended as requested. In the Fall BMP, BDS requested 22 additional positions to address increasing workloads throughout the bureau due to the economic rebound locally and nationally. The bureau has added positions in FY 2011-12, FY 2012-13, and FY 2013-14 to address this economic trend. These positions will be funded by permit revenues and fees. The current five-year financial plan shows sufficient resources to absorb the above additions and workload measures over the last three years support the need for more staff. Additionally, the bureau has adopted an internal policy to fill positions only when it is certain that there is revenue to fund them. CBO recommends the addition of these positions as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_006 - Conversion - Limited Term Positions to Permanent

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	428,260	0	428,260
Contingency	(428,260)	0	(428,260)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	4.08	0.00	4.08
TOTAL FTE	4.08	0.00	4.08

Bureau Description:

The bureau had initially created several positions as limited term positions due to the increased workload and the requirement to respond to customer demands as efficiently as possible. The workload and revenues continue to grow and the Bureau now anticipates retaining these positions on a permanent basis. The funding for these positions has already been included in the five-year financial plan. BDS is requesting to convert 7 Limited Term FTE to permanent. Please refer to the memo for additional details.

CBO Discussion and Recommendation

Recommended as requested. BDS requested to convert seven limited term positions to permanent: one Structural Engineer, one Accountant, one Business System Analyst, two City Planners Land Use, one Electrical Inspector, and one Building Inspector. These positions are funded by permit fees and revenues. This is necessary due to the continued growth in workload and revenues. The funding for these positions is included in the FY 2014-15 budget and five-year financial plan.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_007 - Expand the Extremely Distressed Properties Enfor

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	60,942	(60,942)	0
External Materials and Services	50,000	(50,000)	0
TOTAL EXPENDITURES	110,942	(110,942)	0
REVENUES			
Fund Transfers - Revenue	110,942	(110,942)	0
TOTAL REVENUES	110,942	(110,942)	0
FTE			
Full-Time Positions	0.58	-0.58	0.00
TOTAL FTE	0.58	-0.58	0.00

Bureau Description:

In fall 2011, the City Council approved one-time General Fund support for one Senior Housing Inspector position to implement the Extremely Distressed Properties Enforcement Program (EDPEP). EDPEP has proven to be an effective tool to respond to the substantial impact on some neighborhoods and properties from the prolonged recession and mortgage related foreclosures. EDPEP is directed toward un-maintained properties (often caused by abandonment due to foreclosures) with chronic nuisance and housing conditions that create risks of fire and public health hazards. These properties encourage criminal activity such as trespassing, vandalism, graffiti, drug use and sale, prostitution, and additional serious public safety threats.. EDPEP enforces the City's Property Maintenance Regulations and uses the abatement, vacation, and demolition of property as a key tool. EDPEP provides a vital City service to relieve pressure on the Police Bureau and other City agencies. EDPEP also proactively monitors properties to ensure that conditions are maintained and pursues additional abatements to resolve any recurring conditions. Currently 49 properties are awaiting follow up and officially in the queue. Many of the properties eligible for the Program are referred by the Police Bureau and more properties are also eligible that have current Housing and Nuisance cases on them.

This package requests on-going General Fund support for this critical neighborhood livability program to fund 1 Senior Housing Inspector and \$50,000 for an additional 17 Nuisance Abatements, Vacations, Board Ups and Demolitions.

CBO Discussion and Recommendation

Not recommended. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process.

This program received one-time General Fund in the FY 2011-12 Fall BMP to fund one Senior Housing Inspector position to start the program. The program is developed to address properties with chronic nuisance and conditions that cause fire and health hazards to the public. The one-time General Fund support continues until FY 2013-14. In FY 2014-15, the program is funded by BDS one-time internal resources. Also in the FY 2014-15 Adopted Budget, Council directs CBO via a budget note to increase the BDS CAL target by \$286,048 starting in FY 2015-16 to support the Housing & Nuisance Inspection Services and the Extremely Distressed Property Enforcement Program.

As discussed above, the program has received continued funding since its inception in FY 2011-12, without interruption and ongoing General Fund support in the out years is set-aside as directed by Council. The program has been successful in reducing the number of properties with chronic nuisance in various neighborhoods. And while this is an important program with increasing workloads over the years, the need to allocate additional General Fund resources to expand this program has not risen to a critical level at this time.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_008 - Improve & Restore the Nuisance Abatement Program

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	50,000	(50,000)	0
TOTAL EXPENDITURES	50,000	(50,000)	0
REVENUES			
Fund Transfers - Revenue	50,000	(50,000)	0
TOTAL REVENUES	50,000	(50,000)	0

Bureau Description:

Last Fiscal Year, the Nuisance abatement Program spent \$340,070.81 on 221 Nuisance Abatements for an average cost per abatement of \$1538.78. The Program has been able to improve its service level over the last few years to near its FY 2008-2009 Full Service Level at that time. Currently we are unable to perform Abatements on Nuisance complaints received for tall grass & weeds on occupied properties, due to lack of funding. On these properties we are billing monthly Code Enforcement Fees, which doesn't remove the actual nuisance issue and/or bring the property into compliance. This is very frustrating to nearby neighbors and the community as this is a negative impact on neighborhood livability if not removed or corrected. Reduced Nuisance Abatement Funding and cleanups has also had a negative, repressed effect on reporting of nuisance complaints. Additional Nuisance Funding would allow us to restore the Program to its Full Service Levels as were provided back in FY 08-09.

This package requests \$50,000 in on-going General Fund Support for this Neighborhood Livability Program for funding an additional 32 nuisance abatements per year.

CBO Discussion and Recommendation

Not recommended. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process.

BDS requested an additional \$50,000 in ongoing General Fund resources to fund an additional 32 nuisance abatements per year in this program. Specifically, the additional funding will be used to address complaints regarding tall grass and weeds on occupied properties. Due to the limited resources in the General Fund and other competing priorities in the City, CBO does not recommend funding for this request at this time and further recommends that the bureau re-align its existing resources to fund this program as proposed.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_009 - Expand the Enhanced Rental Inspection Program

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	103,292	(103,292)	0
TOTAL EXPENDITURES	103,292	(103,292)	0
REVENUES			
Fund Transfers - Revenue	103,292	(103,292)	0
TOTAL REVENUES	103,292	(103,292)	0
FTE			
Full-Time Positions	1.17	-1.17	0.00
TOTAL FTE	1.17	-1.17	0.00

Bureau Description:

In November 2008, City Council adopted recommendations from the Quality Rental Housing Workgroup on issues of substandard housing, lack of habitability, and environmental health hazards in Portland rental housing. One of those recommendations was to implement a citywide enhanced rental unit inspection program. Since 2009, BDS has been implementing a pilot Enhanced Rental Inspection Program in outer Southeast Portland. The Enhanced Rental Unit Inspection Program identifies property owners who are chronically out of compliance with City housing maintenance codes and who are unwilling to make cited repairs in a timely manner. This innovative rental inspection model focuses resources on additional inspections of rental units with potential violations. The program effectively motivates landlords to provide and maintain safe and healthy rental housing while offering protection to vulnerable tenants who might fear retaliation by eviction for reporting substandard housing conditions. In July, 2012, the Oregon Public Health Institute issued its Final Report on the Health Impact Assessment of Portland's Rental Housing Inspections Program and concluded that the Enhanced rental unit Inspection Program is more effective than the current complaint only model and that the program should be strategically expanded to North & Northeast Portland. In January 2013, the Quality Rental Housing Right Size Group also recommended that additional Housing Inspectors be funded to strategically expand the program into North & Northeast Portland as did the Multnomah County Healthy Homes Coalition.

This package requests on-going General Fund support to fund 2 Housing Inspectors positions to expand this highly effective program to additional vulnerable and low income populations.

CBO Discussion and Recommendation

Not recommended. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process.

In the Fall BMP, BDS requested \$103,292 in ongoing General Fund resources to fund two new Housing Inspectors to expand this program to North and Northeast Portland as recommended by the Quality Rental Housing Right Size Group in 2013. The program currently serves the outer Southeast Portland and it has achieved significant improvements in the area over the years. In FY 2013-14, Council approved a conversion of \$262,116 from one-time to ongoing General Fund resources to fund three Housing Inspectors to continue the above program. While it makes sense to expand the program into North and Northeast Portland to serve more residents in these areas, the need to expand this program using General Fund resources doesn't rise to the level that CBO can recommend this request at this time. Instead, CBO urges the bureau to re-align its existing resources to expand the program as proposed in the BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Emergency Communications

Type: Capital Set-Aside Request

Request: EC_001 - PCC Building - Major Maintenance Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	0	0	0
Capital Outlay	2,476,210	0	2,476,210
TOTAL EXPENDITURES	2,476,210	0	2,476,210
REVENUES			
Fund Transfers - Revenue	2,476,210	0	2,476,210
TOTAL REVENUES	2,476,210	0	2,476,210

Bureau Description:

BOEC, in coordination with Facilities Services and BTS, submits the enclosed request for funding for roof replacement, water intrusion remediation, mechanical unit replacement and partial structural upgrade of the PCC building space occupied by BOEC and BTS. This project is part of the major maintenance and asset replacement project request process.

The total project request is: \$2,976,210. Of this total, \$500,000 is available from the Facilities maintenance account and \$2,476,210 is requested as new funding from the General Fund.

CBO Discussion and Recommendation

OMF Facilities estimates that minor repairs could extend the useful life of the roof for another two years with a minimal investment of \$12,000. Upon complete failure of the roof, Council would have little flexibility in deciding to invest in a new roof. A new roof would last 20-30 years, effectively securing a facility for the bureau over the long-term.

OMF Facilities estimates the total project costs to be \$3.0 million, a low confidence estimate, based on internal estimates and one bid from an outside contractor.

The bureau has not requested funding from this project in the past, but OMF Facilities has considered using the bureau's major maintenance account to fund the roof replacement. Funding in this account has only been sufficient for minor, periodic repairs. Funding from partner jurisdictions are not possible for capital improvements because the City prefers to own the bureau's assets and thereby avoid having to deal with issues of division of such assets if a jurisdiction decides to leave. However, funding of \$500,000 is available in the bureau's maintenance account, which is partially supported by rent fees paid by partner jurisdictions.

CBO agrees with the determination made by the Capital Projects Ranking Committee that there is an urgent need to repair this roof and that risk associated with failure are high because of the critical services provided by the Bureau of Emergency Communications.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Emergency Communications

Type: New Request

Request: EC_002 - Server Refresh/Replacement Project - VCAD System

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	200,000	(200,000)	0
Internal Materials and Services	1,437,035	(1,437,035)	0
TOTAL EXPENDITURES	1,637,035	(1,637,035)	0
REVENUES			
Fund Transfers - Revenue	1,637,035	(1,637,035)	0
TOTAL REVENUES	1,637,035	(1,637,035)	0

Bureau Description:

This project was developed by BTS and BOEC. V-CAD is the Computer-Aided Dispatch system used by BOEC for 9-1-1 call dispatch. The hardware is due for refresh/replacement and the operating system needs to be upgraded. The system was purchased in 2008 and went live in 2011.

BTS has estimated costs for hardware, server software, data base software and contingency (\$1,437,035). Versaterm has estimated costs for enhancing the CAD software to operate within the modified operating environment (\$200,000).

The total project cost is: \$1,637,035.

CBO Discussion and Recommendation

The bureau, in collaboration with BTS, have recently determined the need to replace the server and software for the bureau's computer-aided dispatch system. Three different options have been considered; the bureau is requesting the more costly option that provides greater flexibility in terms of maintenance and improved recovery options. Two other, less costly options were also considered that provided less flexibility and required greater amounts of service from the vendor. Depending upon vendor support, there may be additional costs of approximately \$75,000 to \$150,000, based on initial estimates; however, additional vendor support could be funded in the bureau's base budget under professional services.

BTS recommended a different option because it uses existing systems and technologies, uses the vendor's preferred platform and is the less costly.

In its current state, the bureau is able to use the system to effectively dispatch calls; however, bureau estimates that the vendor will be able to support the current system "as is" for two years, after which, the system will need to be updated in order to avoid an adverse impact on dispatch.

This is the bureau's first request for the funding this project, and the requested amount includes BTS and vendor support for the implementation. Ongoing support costs are already included in the bureau's base budget.

CBO supports BOEC's request; however, because the system is currently functional, CBO recommends that the project be resubmitted for consideration as part of the FY 2015-16 budget process. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Emergency Communications

Type: New Request

Request: EC_003 - Aurora Enterprise Server Purchase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	30,000	(30,000)	0
TOTAL EXPENDITURES	30,000	(30,000)	0
REVENUES			
Intergovernmental Revenues	6,438	(6,438)	0
Fund Transfers - Revenue	23,562	(23,562)	0
TOTAL REVENUES	30,000	(30,000)	0

Bureau Description:

Aurora Enterprise Server Purchase

BTS is recommending the purchase of an enterprise server for reporting for the call statistics reporting for the Aurora system. This action will make the system Windows 7 compliant. The server will provide enhanced reporting, deeper statistics and better automate the process with real time statistical reporting. It is possible that this project may receive funding from the State of Oregon. If this occurs, any unused General Fund resources would be returned to the General Fund. If not, this is a shared operating cost between BOEC and our partner agencies, \$23,562 from BOEC and \$6,438 from our partners.

The total project cost is: \$30,000

CBO Discussion and Recommendation

Note: On Oct. 17, BOEC received news from the State of Oregon that the State will be funding this project, so the bureau is withdrawing the request, and the following write-up is no longer relevant.

The current Aurora system is used to record data on all 9-1-1 calls, which the bureau uses to review prior calls and respond to information request. The requested \$24,000 would fund a new server that would increase the functionality of the system that would allow for special reports and data mining. In its current state, the bureau does not use the system reports to improve dispatch times. Theoretically, the requested system would provide more real time data that would also process improvements; however, the bureau would rely on BTS to develop any reports.

CBO supports the bureau's effort to provide bureau managers with information that enables them to most effectively allocate staff resources while also minimizing the time from call-taking to dispatch.

As the bureau states, this project is eligible for funding using 9-1-1- phone tax revenues, which allow for the reimbursement for system development and upgrade expenses. The State is expected to decide on this reimbursement in October.

Due to the possibility of external resources and the bureau's access to contingency funds, CBO does not recommend this requests. Rather, CBO recommends that the bureau fund this project by drawing on contingency or waiting until the State determines whether or not to reimburse the upgrade. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_004 - 3-1-1 Consultant Study

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	151,250	0	151,250
Contingency	(151,250)	0	(151,250)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Funding for 3-1-1 consultant study from BOEC contingency

This project anticipated to be accomplished in FY 1314 was shifted to FY 1415. The funding approved by Council in FY 1314 was not spent and shifted to BOEC fund balance contingency at the end of the fiscal year. This Fall Bump request appropriates the funding into the budget from BOEC contingency.

The 3-1-1 consultant study cost/scope and timing contains two components; the consultant cost per contract to Stern Consulting in the amount of \$150,250 and \$1,000 for printing and other project support actions provided by BOEC.

The total project request is \$151,250.

CBO Discussion and Recommendation

Recommended as requested. Council approved funding for this project in Spring of FY 2012-13. As part of the last year's Fall BMP, the bureau transferred these unspent funds from contingency to the bureau's budget. Similarly, because the 3-1-1 study is continuing into FY 2014-15, the bureau request to draw \$150,000 from contingency to fund this year's project costs.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_001 - FY 2014 Emerg. Management Perf. Grant Adj.

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Intergovernmental Revenues	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

The FY 2014 Emergency Management Performance Grant (EMPG) requires an internal technical adjustment to reflect the correct Sponsored Programs for revenue and expenses with the approved budget.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_002 - UASI FY 2012 Grant Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(396,353)	0	(396,353)
TOTAL EXPENDITURES	(396,353)	0	(396,353)
REVENUES			
Intergovernmental Revenues	(396,353)	0	(396,353)
TOTAL REVENUES	(396,353)	0	(396,353)

Bureau Description:

The request is a reconciliation of grant revenue and expenditures including budget allocation to PPB for the FY 2012 Urban Areas Security Initiative (UASI) grant. PBEM received a three month award extension in late FY 2013-14. In addition, a six month no-cost Federal Extension was requested. The Federal extension was not granted and therefore budget adjustments are necessary in the Fall Bmp.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
 FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_003 - Pre-Disaster Mitigation Grant Internal Adjust.

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The Pre-Disaster Mitigation Grant (PDM-13) requires an internal technical adjustment to reflect the correct expense accounts in alignment with the approved spending plan.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Emergency Management

Type: New Request

Request: EM_004 - Fueling Station at Jerome Sears Facility

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	1,940,525	(1,940,525)	0
TOTAL EXPENDITURES	1,940,525	(1,940,525)	0
REVENUES			
General Fund Discretionary	1,940,525	(1,940,525)	0
TOTAL REVENUES	1,940,525	(1,940,525)	0

Bureau Description:

This project will provide a much-needed fueling station for City emergency response vehicles on the west side of the Willamette River, providing benefits for citywide disaster resilience and reducing current waste of resources. Portland is vulnerable to seismic hazards that would compromise the structural integrity of the bridges crossing the Willamette River. Currently, there is only one city-owned fueling station on the west side; however, clearance at the underground facility prohibits large emergency response vehicles from refueling at this location. This limitation severely impacts timely emergency response and recovery efforts.

The FY 2014-15 Adopted Budget designated \$1,202,297 as a down payment to start this project. This request will provide the additional resources to finish the project. The total budget for this project as identified by OMF- Facilities is \$3,142,822 and will result in the construction of a fueling structure on the west side of the city that meets seismic standards, thereby enhancing the city's resiliency in the event of a major disruptive event.

Expected Results:

Providing a fueling station at this facility would be a first step towards meeting the needs of emergency responders in this area. Also, this project will significantly reduce staff and fuel use for City personnel working in this area of the City. Currently vehicles must be driven to fueling centers in northwest or southeast for refueling, which represents a waste of fuel resources, staff time and increases carbon emissions.

CBO Discussion and Recommendation

The FY 2014-15 Adopted Budget provides partial funding (\$1,202,297) for a fuel station at the Jerome F. Sears Facility (Sears Facility) to address the need for having an accessible fueling station on the west side of the Willamette River. This infrastructure is necessary to address the need for servicing daily operations and to provide fueling infrastructure in the event of an emergency. PBEM has requested an additional \$1.9 million to complete the construction of the fuel station and the relocation of the parking lot, as identified in Phase 1 of the site master plan. OMF-Facilities continues to work with construction & architectural consultants to provide a more accurate timeline and cost estimate as the original requested project was rated as "low confidence". The estimated project costs have increased by \$900,000 as a result of a thorough analysis of the project by a consultant. The present project schedule has completion to occur in FY 2016-17 should this project receive funding. Based on the current project timeline, the \$1.2 million will not be fully expensed in the current fiscal year, however the Project Manager should provide progress updates to PBEM and the CBO to ensure that the work done to date is not in excess of the monies available in the current fiscal year.

The FY 2014-15 Budget Review discussed the critical replacement need of the city's entire fueling infrastructure. Outside of cash financing major CIP projects as resources become available, another option would be to plan for a debt sale to address the City's total fueling infrastructure needs. The fueling stations are used in day-to-day operations by many bureaus. Emergency preparedness is one reason to own and maintain a fueling infrastructure, but the operational impact on bureaus is significant and the use of the fueling stations is shared across most operations every day of the year. Debt financing could take care of all five fueling projects while adding capacity to the west side and providing operating bureaus with a fixed repayment schedule.

CBO does not recommend additional funding at this time. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Emergency Management

Type: New Request

Request: EM_005 - Accessibility Upgrades at Sears Facility

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	897,132	(897,132)	0
TOTAL EXPENDITURES	897,132	(897,132)	0
REVENUES			
General Fund Discretionary	897,132	(897,132)	0
TOTAL REVENUES	897,132	(897,132)	0

Bureau Description:

This project will remove architectural barriers in Sears Hall at the SFC Jerome F. Sears West Side Operations Center. In addition to benefitting persons with accessibility needs, completion of this project will allow this long vacant building to become available for occupancy by City bureaus dedicated to responding in an emergency. The building will also provide classroom space to conduct Neighborhood Emergency Team (NET) trainings and convene NET meetings. Having emergency response operations located in the Sears facility is considered to be essential for continuity of critical city services on both sides of the Willamette River.

The scope of work will involve: adding an elevator, correcting stairs, renovating restrooms, revising door locations, updating hardware, adding accessible parking and updating the emergency egress. All of this work will create a healthier and safer building for everyone who uses it. The parking lot improvements will be upgraded to the current storm water requirements which will minimize storm water and improve water quality.

The Sears Building was audited in early 2013 for accessibility violations as part of the City of Portland - ADA Title II Transition Plan bringing all city owned buildings in compliance with the Americans with Disabilities Act.

Expected Results:

Currently the operations and maintenance of the vacant Sears Building are approximately \$100,000 per year. Financing this one-time upgrade will allow this building to be used (other than for storage) and will create more rentable space to other City bureaus to offset the O&M costs.

CBO Discussion and Recommendation

During the FY 2014-15 Budget process, PBEM identified the need for improving the Jerome F. Sears (Sears Facility) as a Westside Operation Center to enhance the City's ability to provide additional disaster response capabilities. The facility at present can only be used for storage, and will require significant ADA enhancements in addition to future operational projects highlighted in the bureau's requested FY 2014-15 Budget.

Since last spring, PBEM has worked with OMF Facilities to further refine the project scope and potential budget for completing the ADA upgrades. The original estimate based on basic tenant improvement costs has been increased from \$632,000 to \$897,132 and if operational, the facility could be used for NET trainings and community meetings. This facility will still need additional improvements in order to be classified as a secondary Emergency Operations Center for the City, as required by the conveyance from the Federal Government.

With dedicated funding, the ADA compliance project timeline would take 23-30 months to complete. OMF- Facilities still rates the project cost estimate as low confidence and to increase the confidence level additional project scoping, design, and engineering would need to occur. This project can run independent of the fuel station project, however PBEM has rated the need for a West Side fueling station as a higher priority than the ADA upgrades for the facility.

City financial policies (FIN 2.02 and 2.03) place greater emphasis on maintaining existing assets and infrastructure before additional projects are funded. At present, there is no dedicated resource for the future costs of operating and maintaining the facility and there are no further occupancy plans solidified with other City Bureaus. OMF- Facilities has estimated the ongoing operations and maintenance costs for this facility to be \$767,840 and this cost would be assessed as rent to tenants. It is very likely that there would be operational costs to General Fund bureaus, but this ultimately will depend on the bureaus that do elect to operate out of this facility. The ongoing operations and maintenance estimate has not changed from the original project request in FY 2014-15; changes to the estimate are likely dependent on the tenants and operations that would be utilizing the facility.

CBO does not recommend additional funding at this time. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. Financial policy also places greater emphasis on maintaining existing assets prior to bringing new assets online and the Council will need to weight this request against the present backlog of existing facility maintenance requirements where current service operations occur.

**CBO Discussion and Recommendations
 FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Emergency Management

Type: New Request

Request: EM_006 - Seismic Building Assessment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	89,404	(89,404)	0
TOTAL EXPENDITURES	89,404	(89,404)	0
REVENUES			
General Fund Discretionary	89,404	(89,404)	0
TOTAL REVENUES	89,404	(89,404)	0

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Emergency Management

Type: New Request

Request: EM_006 - Seismic Building Assessment

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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Bureau Description:

The City of Portland is vulnerable to a massive subduction zone earthquake. Because this risk was not well understood until the 1990s, most City buildings were not built to withstand a major earthquake--including facilities needed to provide essential city services. Since the 1990s, all fire stations have been retrofitted but other facilities, such as the Police Bureau's Central Precinct and PBOT's Emergency Operations Center, have not been retrofitted or even assessed. A major step in the effort to reduce the City's vulnerability to a catastrophic quake is to assess the seismic risk of City buildings, beginning with vulnerable facilities that are essential to emergency response. This was an important recommendation of the citywide Continuity of Operations Plan (COOP) Work Group.

Below is a list of buildings proposed for seismic assessment. Buildings were listed because they provide a staging area or workplace for emergency responders, serve as workplaces to continue essential City government and services following a widespread disaster, or could provide staging for provision of public services/supplies during a disaster. The buildings on this list have either never been assessed or have had some seismic strengthening, but do not meet current standards for essential facilities. Facilities that are known to meet current standards for essential facilities are not included on this list.

Essential for Emergency Response:

Portland Communications Center (BOEC) – City/County 911 center was built to a seismic standard, but less than current standard for essential facilities.

SFC Jerome F. Sears Building – Planned westside staging area for citywide emergency response, has known seismic vulnerabilities.

Justice Center – Police headquarters, building construction predates current seismic standards.

1st and Jefferson Garage – Only westside fueling facility, has had some seismic retrofit, but less than current standards.

Kerby Garage – Fleet and PBOT store emergency response equipment here, not to seismic standards, not retrofitted.

Kerby Building – PBOT's EOC and main work area for PBOT employees essential to emergency response, not to seismic standards, not retrofitted.

Essential for Continuity of Operations:

City Hall – Has had some seismic retrofit, but less than current standards

1900 Building – Main COOP facility for City administration, is critical to current business continuity plans.

Kelly Building – Police facility has had some retrofits but entire building not completed.

Essential for provision of public services:

Providence Park – Large outdoor venue could be used for emergency shelter/public staging area.

St. Johns Community Center – Employee staging/public relief, no seismic assessment, predates current standards.

SW Community Center – Employee staging/public relief, no seismic assessment, predates current standards.

Eastmoreland Golf Course – Employee staging/public relief, no seismic assessment, predates current standards.

East Portland Community Center – Employee staging/public relief, no seismic assessment, predates current standards.

Portland Tennis Center – Ability to shelter people/ public relief, no seismic assessment, predates current standards.

Expected Results:

Through the seismic assessment of these critical buildings, action items and critical seismic projects will be identified and prioritized. This will allow the City to begin the process of upgrading these facilities to withstand a major seismic event. It will also allow the City to confirm whether or not buildings that are part of the current COOP are already seismically sound. PBEM will continue to look for opportunities to identify additional funding to advance seismic assessments of other city-owned buildings.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Emergency Management

Type: New Request

Request: EM_006 - Seismic Building Assessment

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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CBO Discussion and Recommendation

As part of the City's Continuity of Operations Plan (COOP), PBEM has identified the need to establish baseline seismic assessment data for existing city facilities. OMF Facilities is in the process of finalizing a contract for a Facilities Conditions Assessment. This decision package request will add additional structures identified by PBEM as essential facilities for the COOP.

There are facilities that are not included in the original project scope and this request will add funding to the project to include these. The current project is funded with OMF Facilities major maintenance reserves for OMF owned facilities and interagency billings for bureau-owned facilities. The additional structures identified in this request are not included because they are not part of the OMF- Facilities major maintenance inventory.

Over the past four fiscal years, PBEM has underspent the discretionary portion of the bureau operating budget by as little as 2% (\$12,691 in FY 2010-11) to as much as 33% (\$252,123 in FY 2013-14). As PBEM receives grant funding that can be used to off-set operational costs, such as the operations of the ECC, the bureau conservatively budgets General Fund discretionary and leaves these funds unspent if the grant funds are awarded to cover the operating costs. Citywide policy advises against using onetime funds for ongoing operations, however given that PBEM has historically been able to use grant funds for operating expenses, there is the potential that the current General Fund discretionary allocation to PBEM. CBO does not recommend funding for this request. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. Should discretionary funds become an available resource in the spring, CBO recommends PBEM request to fund the contract amendment in the Spring BMP. The contract will allow for this amendment.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Emergency Management

Type: New Request

Request: EM_007 - Engineer Position for URM Database Update

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	217,816	(217,816)	0
TOTAL EXPENDITURES	217,816	(217,816)	0
REVENUES			
General Fund Discretionary	217,816	(217,816)	0
TOTAL REVENUES	217,816	(217,816)	0

Bureau Description:

This request supports the salary, benefits and overhead expenses to hire a one-time Limited Term engineer to update the almost 20-year old Unreinforced Masonry (URM) database. Because of its durability and fire resistance unreinforced masonry was often the construction material of choice for schools, central business district buildings and apartment buildings. However, these buildings fail to withstand lateral ground shaking from earthquakes and are susceptible to collapse. URM buildings are dangerous not only to their occupants but also to pedestrians and adjacent buildings. Fallen debris can block the Right of Way and emergency transportation routes, severely impacting rescue and recovery efforts. Even minor earthquake damage can require the closure of URM buildings until repairs are made. More often than for other kinds of construction, a damaged URM building may need to be closed longer (up to several years) resulting in long-term displacement of tenants. What's more, earthquake damage can make repair economically impractical, leading to building demolition.

Expected Results:

Updating the URM database with current information will allow emergency planners to better understand citywide impacts from these vulnerable buildings. The updated citywide URM database will be used to update information in corporate GIS and inform a comprehensive mitigation program.

CBO Discussion and Recommendation

Funding this request would transfer \$217,816 from the General Fund to the Bureau of Development Services Engineering Plan Review section. The resources would be used to fund 1.0 Limited Term Engineer (direct and indirect overhead costs included) to refresh the existing data set for Unreinforced Masonry (URM) structures within the city that pose a threat to the disaster recovery process in the event of either a natural or man-made disaster.

The existing dataset was compiled over ten years ago and has not been recently vetted or updated. This project would provide the technical staff to establish a current baseline of URM structures, many of which are on roadways utilized for emergency response vehicles in Downtown and Old Town. From an emergency preparedness standpoint, it would be a significant detriment for first responders to not be able to reach victims or provide services due to structure damage limiting access. Primary goals would be to go through the existing building inventory to ensure accuracy of the data and to refresh the data as changes have likely occurred to some URM facilities in the past ten years. The new data set will be used by the community to help assess risk associated with identified URM's, and support the Portland Development Commission (PDC) to assist with prioritizing projects to move forward for upgrades (of which the PDC has set aside \$5 million to put towards URM upgrades).

Upon receipt of funding, BDS would recruit for a limited term engineer and upon hire, the project would be able to commence. It is anticipated that this project would take approximately between one year and up to 18 months to complete. The final deliverable will be a refreshed, vetted data set of URM structures that will establish a baseline for the City to utilize in disaster recovery mitigation and planning. Without a vetted current dataset of URM structures it potentially precludes organizations from making data-driven decisions. There are internal and external partners that are reliant on this dataset for current planning and potential recovery operations.

The CBO does not recommend funding for this project to commence in FY 2014-15. The likelihood of recruiting and hiring the limited term position in the next three months is low and the project will not begin until late in the current fiscal year. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_001 - BES Grants Fall BMP

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(22,716)	0	(22,716)
External Materials and Services	187,716	0	187,716
Internal Materials and Services	125,038	0	125,038
TOTAL EXPENDITURES	290,038	0	290,038
REVENUES			
Intergovernmental Revenues	290,038	0	290,038
TOTAL REVENUES	290,038	0	290,038

Bureau Description:

The following adjustments to Grants totaling \$290,038 are required by project managers. The CIP grant adjustments total \$175,000 and the Operating grant adjustments total \$115,038.

\$290,038 EPA Innovative Wet Weather Program (ES000000)

This grant relies on partners willing to construct unique stormwater features on their properties. Grant funds will be used to design and construct a green street at NE 47th & Halsey (E10613, secondary to E10002); two sub-awards to Metro and PSU for stormwater projects; and project signage and evaluation.

\$0 EPA Brownfields: Petroleum & Hazardous Waste Assessments (ES000036)

Fewer personal services are needed on this grant than originally anticipated. Funds were shifted to professional services for additional assessment work on Brownfield properties.

CBO Discussion and Recommendation

Recommended as requested.

The greestreet grant for 47th and Halsey funds an interagency with PBOT to perform the work (\$150,000) and BES's revegetation program costs (\$25,000). The internal charge offsets rate-funded staffing in the revegetation group.

As noted by the bureau, the remaining \$115,038 funds sub-awards to Metro (\$100,000) and PSU (\$15,000), incentive evaluation (\$25,000), and video and signage (\$25,000). Some costs in the pollution prevention program that were previously funded by the grant are reduced by \$49,962. This moves those costs to ratepayer funding (see ES_002).

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_002 - Operating Program Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	64,700	0	64,700
External Materials and Services	133,005	0	133,005
Internal Materials and Services	39,510	0	39,510
Capital Outlay	178,395	0	178,395
Contingency	(415,610)	0	(415,610)
TOTAL EXPENDITURES	0	0	0

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_002 - Operating Program Adjustments

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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Bureau Description:

Director's Office

\$10,000 to fill an environmental education position with two part time Community Service Aides. Resources come from Portland Harbor, \$10,000. Because these programs are in different funds, Portland Harbor returns \$10,000 to Contingency within the Environmental Remediation Fund and Communications draws \$10,000 from Contingency within the Sewer Operating Fund.

Business Services

\$102,000 for ongoing Office 365 annual subscriptions. This is a restoration of a cut taken for the FY 2014-15 budget. In July, the bureau received information that the subscriptions were ongoing and billed for in July 2014 for FY 2013-14. Resources are from Contingency.

\$11,636 for an increase in the interagency with OMF-Debt Management for new bond structuring software to replace the current software. One-time and ongoing costs will be shared by all bureaus per existing Debt Management I/A allocations. Resources are from Contingency.

\$2,636 for additional code hearings through the Auditor's Office. BES has recently seen an uptick in appeal and code cases. This will add resources for two additional cases to be settled and closed in this fiscal year. Resources are from Contingency.

Engineering Services

\$276 for additional parking costs for the 1900 Building. The Portland State University agreement was increased for these costs. Resources are from Contingency.

Pollution Prevention

\$7,105 shift of funds remaining from a vehicle purchase to Minor Equipment and Tools for the Environmental Investigation: Field Operations program needs. Funded by resources within Pollution Prevention.

\$15,000 shift of appropriation from Professional Services to Equipment to purchase a bench top laminar flow hood for filtering aqueous metals back in the sample receiving area for the Water Pollution Control Lab. Funded by resources within Pollution Prevention.

\$54,700 shift of appropriation to fund project specific work study and potential seasonal position for peak workloads in Coordinated Site Assessment (\$20,000) and Brownfields (\$22,700) and a work study position to be shared between three work areas (\$12,000). Funded by resources within Pollution Prevention.

Watershed Services

\$90,000 carryover of funding for three vehicles within the Watershed Revegetation Program. Two FY 2013-14 budgeted vehicles were recorded in July and August and another vehicle will soon be purchased. Resources are from Contingency.

Several adjustments within ES_004 CIP and ES_007 Internal Adjustments Needing No Council Approval impact the Watershed Revegetation Program. The changes in services provided by that program will be discussed under those request numbers.

Wastewater Services

\$74,087 to purchase a liner trailer. This trailer replacement has been upgraded from a PUP trailer used by sewer repair for hauling rock and other material to a liner trailer. This allows us to better meet the needs of sewer repair by providing the capability to operate an additional liner crew. This capability will increase our lining capacity and improve our repair efficiency and cost effectiveness as the use of lining as an alternative to digging can be used more frequently. \$49,613 of carryover funding along with \$24,474 of additional resources is being used to purchase the liner trailer. Resources are from Contingency.

\$6,400 to purchase a portable fuel polishing unit. This is funding a new fixed asset. Funded by resources within Wastewater Services.

\$110,000 carryover for the replacement of bureau radios. This request will purchase 55 radios instead of the 88 proposed last year by the Public Safety Systems Revitalization Program (PSSRP). In the FY 2013-14 Fall BMP, a \$221,000 cash transfer to the PSSRP Radio Project was budgeted for the replacement of all radios. The purchase was never made. This request now funds a reduced amount of radios as the original estimate included radios the bureau was not going to replace. Resources are from Contingency.

<\$24,962> from Contingency to balancing internal bureau charge-backs for services done by internal BES programs. The bureau must balance internal charge-back services for double budgeting that may occur. The adjustments to Grants for lab (+\$22,608), field monitoring (+\$27,354) and revegetation services <\$25,000> necessitated balancing in Contingency a net amount of <\$24,962>.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_002 - Operating Program Adjustments

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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CBO Discussion and Recommendation

Recommended as requested. The items described above by the bureau are a comprehensive list of changes. The net impact is a draw on contingency of \$415,610. Several of the items that draw on contingency, however, are items budgeted in the previous year and carried over. However, it should be noted that the bureau's budgeted balance is less than the actual balance; typically carryover would be funded from balance in excess of the Adopted Budget. This issue of a lower beginning fund balance than anticipated is discussed in the bureau discussion of the CBO review.

Of the new draws on contingency, which constitute \$123,610, the largest component is the cost to support Office 365 which is the result of a miscommunication between BTS and BES regarding the ongoing nature of the maintenance cost of the application.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_003 - New Revenues

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	22,750	0	22,750
External Materials and Services	138,090	0	138,090
Contingency	14,500	0	14,500
TOTAL EXPENDITURES	175,340	0	175,340
REVENUES			
Licenses & Permits	(5,000)	0	(5,000)
Charges for Services	(2,000)	0	(2,000)
Intergovernmental Revenues	100,000	0	100,000
Interagency Revenue	82,340	0	82,340
TOTAL REVENUES	175,340	0	175,340

Bureau Description:

In all cases with the revenue interagencies, if BES personnel costs were included, those amounts were returned to Contingency, as BES personnel are already budgeted.

<\$2,000> reduction in revenue received within the Wastewater Pumping and Treatment O&M reflecting better projections. Balancing in Contingency.

\$10,000 in Wastewater Services for sewer repair for Rose Garden Store at Washington Park. Balance in Contingency.

<\$5,000> reduction in revenue received within Pollution Prevention: Environmental Compliance (Spill Control/Citizen Response). This is a revenue the program is no longer receiving as it is not relevant to the program. Balancing in Contingency.

\$27,340 from the Portland Bureau of Transportation (PBOT) to Watershed Services Willamette Watershed for tree planting and establishment as part of the Division Streetscape Project (PBOT) and Tabor to the River Project (BES).

\$15,000 in additional Pollution Prevention: Environmental Compliance Program (Coordinated Site Assessment) services for the Water Bureau's Well 35 Tank when an unanticipated tank was located. Resources are for additional professional services and BES staff services.

\$30,000 in additional Pollution Prevention: Environmental Compliance Program (Coordinated Site Assessment) services for the Fire Bureau's Linnton Fire Training Grounds. CSA will abandon 12 monitoring well at the fire site. Resources are for additional professional services and BES staff services.

\$5,000 in additional Pollution Prevention: Environmental Compliance Program (Coordinated Site Assessment) services for the Water Bureau's Union Pacific Railroad project in east Portland. This adjustment is offset by a <\$5,000> reduction in services performed for Water Bureau's Distribution Mains shell projects.

\$35,000 in additional Engineering Services: Materials Test Laboratory services for the Water Bureau's Cornell Road project. This adjustment is offset by a <\$35,000> reduction in services performed for Water Bureau's Distribution Mains shell projects.

\$100,000 in additional Pollution Prevention: Environmental Compliance Program (Coordinated Site Assessment) services from DEQ as a cost share with BES and Parks to clean up the Oaks Bottom Landfill site. DEQ is requiring the city investigate the seep water and the sediment flowing from the landfill to determine if it is the source of contaminants in the adjacent wildlife refuge. DEQ is contributing \$100,000 from their landfill remediation fund to pay for most of the investigation. BES and Parks will be responsible for an estimated additional \$50,000, if required. Resources are for additional professional services (\$77,250) and BES staff services (\$22,750). In this case, staff services are funded by this transaction as staff will be charging to the Environmental Remediation Fund. The investigations staff is budgeted in the Sewer Operating Fund.

CBO Discussion and Recommendation

Recommended as requested. The net increase to contingency of \$14,500 is the result of ratepayer savings related to staff time now allocated to I/A funded programs and some external revenue decreases.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: Technical Adjustment

Request: ES_004 - CIP Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	560,000	0	560,000
Internal Materials and Services	0	0	0
Capital Outlay	(560,000)	0	(560,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

\$560,000 of additional Watershed Revegetation services for CIP projects. In reviewing the services needed for the annual CIP plan, it was discovered that revegetation services were under budgeted based on needs and historical trends. The adjustments over five projects seeks to remedy that issue. The projects are:

\$100,000 Taggart: SE Powell Reconstruction & Green Streets

\$50,000 Watershed Investment Fund

\$80,000 Grey to Green Land Acquisition

\$250,000 Johnson Creek: Luther Road Habitat Restoration

\$80,000 Fanno-Tryon: I-5 / SW 26 Water Quality Facility

All appropriation will be transferred from construction to external materials and services.

CBO Discussion and Recommendation

Recommended as requested. These adjustments are, according to the bureau, a refinement on the existing project budgets with no anticipated changes in scope or cost. For a sense of scale, the projects mentioned above are currently budgeted with the following amounts:

SE Powell Reconstruction: \$1.6M

Watershed Investment Fund: \$1.8M

Grey to Green Land Acquisition: \$2.0M

Johnson Creek/Luther Road: \$3.0M

Fanno-Tryon/I-5: \$2.6M

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_005 - Fund Transfers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	200,000	0	200,000
Bond Expenses	3,321,315	0	3,321,315
Fund Transfers - Expense	3,321,315	0	3,321,315
Contingency	(3,508,806)	0	(3,508,806)
TOTAL EXPENDITURES	3,333,824	0	3,333,824
REVENUES			
Budgeted Beginning Fund Balance	65,000	0	65,000
Fund Transfers - Revenue	3,268,824	0	3,268,824
TOTAL REVENUES	3,333,824	0	3,333,824

Bureau Description:

Sewer Operating Fund -

Water Bureau and PBOT 'true-up' One-Percent for Green cash transfers is implemented in each Fall BMP. Both bureaus put in a placeholder in the annual budget, then 'true-up' the amount when actual CIP project expenses that are subject to One-Percent for Green are available.

A reduction of <\$55,314> in transfers from the Water Bureau reflecting One-Percent for Green contributions. This is a 37% reduction from the Adopted Budget of \$150,000.

An increase of \$2,823 in transfers from PBOT reflecting One-Percent for Green contributions. This is a 6% increase from the Adopted Budget of \$50,000.

Sewer Operating Fund, SDC Sewer System Operating Subfund and Debt Redemption Fund -

Sewer Operating Fund, System Development Charges (SDCs) and Debt Service

This adjustment recognizes \$65,000 of beginning fund balance in the SDC Sewer System Operating Subfund of 600001 and appropriates it to fund debt service payments within the Debt Redemption Fund (609000), as proscribed under ORS 227.307. Conversely, the transfer from the Sewer Operating Fund (600000) is reduced by \$65,000 to reflect the reduction of rate cash to fund the debt service payments.

Sewer Operating Fund and Debt Redemption Fund -

Sewer Operating Fund and Debt Service

This adjustment establishes the debt service for the 2014 bond sale early in the fiscal year. The additional debt service is net of Refunding savings. The net debt service is \$3,321,315 with funding coming from Contingency.

Sewer Operating Fund, SDC Sewer System Operating Subfund and Debt Redemption Fund -

Sewer Operating Fund, System Development Charges (SDCs) and Debt Service

This adjustment provides \$200,000 in appropriation to the SDC Sewer System Operating Subfund of 600001. SDC Refunds were incorrectly charged to the Sewer Operating Fund (600000) instead of the SDC Subfund. Creating this appropriation allows for correctly funding an expense from its revenue source, resulting in less SDC cash to transfer to the Debt Redemption Fund to pay debt service. This in turn equally increases the need for cash transfers from the Sewer Operating Fund to the Debt Redemption Fund.

CBO Discussion and Recommendation

Recommended as requested. The large increase in debt service was anticipated during budget development. However, at the time, the August 2014 bond sale had not been sized and therefore the exact amount of the additional debt service was not known.

As described in the bureau submission, the other draws on contingency are all in the Sewer System Operating Fund and related subfunds and total \$187,491. This net change is driven by the correction of the refunds budgeted in the SDC subfund, the \$65,000 increase in SDC subfund beginning fund balance, and the Percent for Green true-up.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_006 - Position Changes

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	131,499	0	131,499
External Materials and Services	0	0	0
Internal Materials and Services	110,561	0	110,561
Capital Outlay	(109,909)	0	(109,909)
Contingency	(48,950)	0	(48,950)
TOTAL EXPENDITURES	83,201	0	83,201
REVENUES			
Licenses & Permits	83,201	0	83,201
TOTAL REVENUES	83,201	0	83,201
FTE			
Full-Time Positions	2.00	0.00	2.00
Part-Time Positions	-0.50	0.00	-0.50
TOTAL FTE	1.50	0.00	1.50

Bureau Description:

Engineering Services

\$62,400 - 0.5 FTE - Materials Test Lab is increasing a Part-time Geo-Technical Engineer (30000367) position to a Full-time position. The position primarily works on CIP projects.

\$95,018 – 1.0 FTE - Systems Development requires an Engineering Associate (30000353) to provide immediate support to increasing activity in public works permits and longer term broader support for the Development Engineering section. Due to the increased activity, current staff has difficulty maintaining services and meeting turnaround times. This position is funded 50% CIP permit projects, 20% permit fees and 30% operating, drawing \$38,007 from Contingency.

\$83,749 – 1.0 FTE - Systems Development requires an Engineering Technician II to accommodate an increase in building permit review and inspection workload as well as expansion of the customer service hours at the Development Service Center. This position is funded 88% review fees and 12% operating, drawing \$10,050 from Contingency.

Business Services

\$110,561 - <1.0> FTE – Mapping Data and Applications Services transferred one Principal Information System Analyst (GIS, Vertical) to the Bureau of Technology Services. BTS will then provide the same services back to BES. The amount in this transaction is prorated for the current fiscal year. Shift in Personnel Services of \$109,668 with a draw from Contingency of \$893.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: Technical Adjustment

Request: ES_007 - Internal Adjustments Needing No Council Action

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Internal Materials and Services	0	0	0
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Intergovernmental Revenues	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

The following adjustments have been included in the Fall BMP but are only technical shifts of budget that needs no council action.

Watershed Services

\$15,000 shift from miscellaneous services to professional services for Columbia Slough Watershed Sediment program technical services.

\$20,000 shift from miscellaneous services to professional services for Columbia Slough Watershed subwatershed planning and assessment.

\$30,000 shift from Willamette Watershed tree planting resources to have Watershed Revegetation program perform the same services in high priority Willamette watershed areas.

\$50,000 shift from miscellaneous services from the Columbia Slough Sediment program to Watershed Revegetation for tree planting for stormwater removal in high priority areas. The revegetation program will partner with property owners in the Columbia Slough Watershed to further attain goals.

\$0 net adjustment reversing the Watershed Revegetation charge-back services reflecting a minor personnel reorganization between Watershed Services and Watershed Revegetation Program. Activities impacted are Invasives <\$125,808> and Trees <\$474,320>. This is an accounting adjustment balancing internal bureau services within the Revegetation Program (+\$600,128).

Wastewater Services

\$5,088 and \$8,724 of lab and field monitoring services are moved from the Collection System O&M to Pumping and Treatment O&M, correcting a budget entry error.

Business Services

Moving \$1,022,000 of contingency from one cost center to another correcting a budget entry error.

CBO Discussion and Recommendation

Recommended as requested. The items included in this request are small (with the exception of the chargeback item) and technical. The chargeback item does not impact service delivery. It allocates budget and spending of work performed by staff in the watershed group to the revegetation group in the engineering division.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Fund & Debt Management

Type: New Request

Request: FM_001 - Debt Retirement - Housing Opportunity Bonds

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	6,070,000	(6,070,000)	0
TOTAL EXPENDITURES	6,070,000	(6,070,000)	0
REVENUES			
General Fund Discretionary	6,070,000	(6,070,000)	0
TOTAL REVENUES	6,070,000	(6,070,000)	0

Bureau Description:

Transfer to the Government Bond Redemption Fund to retire \$6,070,000 in Housing Opportunity Bonds. The current repayment schedule extends through 2025. The bonds are callable, which allows early payoff and total interest savings of approximately \$1,661,706. Early repayment of the bonds will also generate approximately \$750,000 of new ongoing General Fund resources in the forecast.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Fund & Debt Management

Type: New Request

Request: FM_002 - Debt Retirement - Gov Bond Redemption set-aside

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	2,996,884	(2,996,884)	0
TOTAL EXPENDITURES	2,996,884	(2,996,884)	0
REVENUES			
General Fund Discretionary	2,996,884	(2,996,884)	0
TOTAL REVENUES	2,996,884	(2,996,884)	0

Bureau Description:

Transfer to the General Reserve Fund of \$2,996,844 for future year payments of LTRB 2010 A bonds in the Government Bond Redemption Fund. The current repayment schedule extends through 2020. The bonds are not callable, so early repayment is not allowed and therefore no interest savings can be gained. Setting aside one-time funds to pay the future bond principal and interest will generate approximately \$550,000 of new ongoing General Fund resources in the forecast.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Fund & Debt Management

Type: New Request

Request: FM_003 - Debt Retirement - Internal Loan Repayment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Bond Expenses	1,186,219	0	1,186,219
TOTAL EXPENDITURES	1,186,219	0	1,186,219
REVENUES			
General Fund Discretionary	1,186,219	0	1,186,219
TOTAL REVENUES	1,186,219	0	1,186,219

Bureau Description:

Funding will be used to pay off internal loans between the General Fund and three OMF internal service funds. The loans were used to pay for McCall Building renovations and interest on Water Bureau funds invested in those renovations. The current repayment schedule extends through 2019. Early repayment of the loans will generate total interest savings of approximately \$30,000. Early repayment will also generate approximately \$350,000 of new ongoing General Fund resources in the forecast.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Fund & Debt Management

Type: New Request

Request: FM_004 - General Fund Reserve - recovery of grant loan

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Bond Expenses	695,000	0	695,000
Contingency	695,000	0	695,000
TOTAL EXPENDITURES	1,390,000	0	1,390,000
REVENUES			
Budgeted Beginning Fund Balance	695,000	0	695,000
Bond and Note	695,000	0	695,000
TOTAL REVENUES	1,390,000	0	1,390,000

Bureau Description:

Receipt of internal loan payments from the grant funds for FY 2013-14 loans. The loans were made to prevent a negative fund balance in the grant funds.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: FM_005 - PDX Harbor Natural Resource Trustees Funding

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Bond Expenses	(400,000)	0	(400,000)
TOTAL EXPENDITURES	(400,000)	0	(400,000)
REVENUES			
General Fund Discretionary	(400,000)	0	(400,000)
TOTAL REVENUES	(400,000)	0	(400,000)

Bureau Description:

Transfer \$400,000 from Fund and Debt Management to the Office of the City Attorney for expenses related to Portland Harbor Natural Resource Trustees Funding and Participation Agreement (Ordinance 186810).

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: FM_006 - Distribution of Pre-Allocated GF Contingency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	(1,038,219)	0	(1,038,219)
TOTAL EXPENDITURES	(1,038,219)	0	(1,038,219)
REVENUES			
General Fund Discretionary	(1,038,219)	0	(1,038,219)
TOTAL REVENUES	(1,038,219)	0	(1,038,219)

Bureau Description:

The following contingency draws were approved by Council via earlier ordinances.

- Police on-body cameras: \$834,619
- New City Initiative: \$25,000
- PBA Downtown Marketing: \$170,000
- Parks Summer Lunch Program: \$8,600

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Fund & Debt Management

Type: New Request

Request: FM_008 - Refund from BTS for ECC Bldg video system

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
REVENUES			
Fund Transfers - Revenue	25,147	0	25,147
General Fund Discretionary	(25,147)	0	(25,147)
TOTAL REVENUES	0	0	0

Bureau Description:

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_001 - Paramedic Training

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	250,000	(250,000)	0
TOTAL EXPENDITURES	250,000	(250,000)	0
REVENUES			
General Fund Discretionary	250,000	(250,000)	0
TOTAL REVENUES	250,000	(250,000)	0

Bureau Description:

This request for \$250,000 would fund paramedic certification training for existing PF&R firefighters. Paramedic capabilities within PF&R are necessary to respond effectively to all types of medical calls, and to be able to provide critical interventions needed in a timely manner. Currently, PF&R's staffing model provides Advanced Life Support (ALS) service on each fire engine and some of the nine truck/quint companies. With the support of a highly trained crew, a paramedic has the ability to provide critical interventions to patients experiencing life threatening emergencies. When apparatus are staffed with one paramedic, the three remaining crew members maintain a Basic Life Support (BLS) certification and work in concert to support ALS interventions. In addition, there is the potential offset for some future recovery associated with PF&R's strategies for healthcare reform. The bureau is presently working to identify opportunities for the City with respect to healthcare reform and will be presenting initial findings in December, 2014.

The number of certified, on-staff PF&R paramedics has declined over the past ten years, while the number of emergency medical service (EMS) incidents has greatly increased over the same period, especially in East Portland. Also, there are currently over ten of PF&R's existing paramedics either are or will become eligible for retirement in the near future.

PF&R would conduct a competitive Request for Proposals (RFP) procurement process to retain the best provider of this training. PF&R estimates the \$250,000 requested would provide paramedic training for between 10 and 15 PF&R firefighters.

The two prime benefits of providing paramedic certification training are: 1) increase PF&R's ability to absorb retiring paramedics and maintain PF&R's current ALS emergency medical service level; and 2) has the potential of increasing the number of truck crews with a certified paramedic providing ALS service.

CBO Discussion and Recommendation

PF&R is requesting to contract out training to certify 10-15 firefighters as paramedics, an effort that would in time allow the bureau to staff every apparatus with a paramedic. Through attrition and internal promotions, the bureau has experienced a net loss of paramedics available for staffing daily shift operations. With more paramedics the bureau would be able to provide enhanced Advance Life Support (ALS) to the community. As a majority of the calls for service that PF&R responds to are medical in nature it does become more critical to have staff trained at a greater level than Basic Life Support (BLS).

The program would begin after the bureau completes the Request For Proposal (RFP) process, interviews, and selects candidates for this training. Once selected, the training (consisting of class time, clinical hours, and internships) would take approximately 18 months to complete. During this time it is anticipated that PF&R will continue to experience a reduction in paramedics through retirements, separations or internal promotions. It is anticipated that by having additional internal firefighters in the pipeline to become fire paramedics, PF&R would be able to achieve the goal of staffing apparatus with paramedics.

CBO does not recommend additional resources for this request. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. The long-term succession strategies of the bureau support the concept to provide career advancement opportunities that could be addressed through a combination of utilization of existing resources and through successful recruitments and hiring of certified paramedics. Currently, the bureau is recruiting for Fire Paramedics and the bureau has the opportunity to hire trained Fire Paramedics in the current year to help address the operational needs identified. As this program is likely to take more than one year to complete there is the potential to dedicate existing training resources over a two-year time period. While this reduces bureau spending flexibility for this two year time period, it would allow the bureau to start the process of addressing an operational issue.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_002 - Specialty Rescue Awareness Trng - Firefighters

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	332,519	(332,519)	0
External Materials and Services	41,972	(41,972)	0
TOTAL EXPENDITURES	374,491	(374,491)	0
REVENUES			
General Fund Discretionary	374,491	(374,491)	0
TOTAL REVENUES	374,491	(374,491)	0

Bureau Description:

This request for \$374,491 would provide Awareness level training for PF&R's 581 firefighters. The training would be a 7 hour instructor-led course that focuses on recognition, marking protocol, and light lifting using pry bars/levers. The class would be NFPA 1670/1006 compliant and include classroom and field training. The majority of the funding would cover overtime and backfill costs for course development (\$17,994), attendance (\$207,384) and instruction (\$107,141). The remaining \$41,972 would fund props/supplies (\$30,000), and classroom/reference materials (\$11,972).

FEMA's National Urban Search and Rescue Response System states all Fire members should have Awareness level structural collapse training and if responding to these events should have Operations level training. As the City's primary responder for structural collapse incidents and with the known vulnerability Portland faces from earthquakes, structural collapse training is of critical importance for PF&R. Currently only 43 PF&R firefighters are trained to the Technician level, which is the highest level, and an additional 17 firefighters will complete Technician level training in six months. These trained members, most of whom are assigned to PF&R's Technical Rescue Team, account for less than 10% of PF&R's on-duty staffing.

The State of Oregon recently dissolved the State Urban Search & Rescue (US&R) teams due to a lack of available funding to maintain training and equipment. This circumstance has created a significant operational void in that the City of Portland can no longer count on the State to assist the City with any US&R resources in the event of a significant disaster. PF&R has local mutual aid partners but during a large disaster, such as a subduction zone earthquake, they will be committed to providing service in their own communities. Because of this, PF&R expects only limited assistance arriving after 72 hours when FEMA US&R teams can be organized and respond. This lack of external resources places Portland in a unique situation of needing to build its own resources to manage the incident until Federal assistance is available.

In the event of a large earthquake or other major incident causing multiple collapsed structures, it would be imperative that all firefighters be trained to at least the Awareness level to increase safety and effectiveness during these complex responses. Statistics show approximately 50% of injured people would be "surface victims" and about 30% would need light rescue response. Having all firefighters trained to an Awareness level will increase response capabilities citywide.

CBO Discussion and Recommendation

This request for additional training resources would support the bureau's ability to safely respond to a major specialty/ structure collapse incident. The first phase of this training aims to get all personnel 8.0 hours of awareness training. The majority of the costs associated with this training request are in Personnel Services to pay for overtime and backfill costs to ensure shift coverage during the course. The course would take some time to develop and then it could be conducted in six-week blocks. It is anticipated that the training itself could be completed in the current fiscal year.

CBO recommends the bureau use existing Personnel Services resources to conduct this training in the current year or delay the training and request resources in the FY 2015-16 Budget. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. If it is determined in the Spring BMP that PF&R could not absorb the training program costs, the bureau does have the opportunity to request funds for the portion that could not be absorbed within the existing budget.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_003 - Specialty Rescue Operations Trng-Truck Companies

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	294,311	(294,311)	0
External Materials and Services	49,992	(49,992)	0
TOTAL EXPENDITURES	344,303	(344,303)	0
REVENUES			
General Fund Discretionary	344,303	(344,303)	0
TOTAL REVENUES	344,303	(344,303)	0

Bureau Description:

This request for \$344,303 would provide Operations level training to the 104 firefighters assigned to the eight remaining truck companies. The Operations training would be a 40 hour instructor-led course that will involve a more advanced level of lifting/moving using equipment carried on the trucks such as airbags and saws. The class would be NFPA 1670/1006 compliant and have classroom and field training sessions. The majority of the funding would be used to cover overtime and backfill costs for course development (\$23,354), attendance (\$200,160) and instruction (\$70,797). The remaining \$49,992 would fund props/supplies (\$40,000), and classroom/reference materials (\$9,992).

PF&R applied for a federal grant for the Awareness and Operations training but wasn't awarded any funding. If both these requests are funded, PF&R would establish a three-tiered response capability (Awareness, Operations, and Technician) which is more cost effective than training all responders to an Operations or Technician level with enhanced Operational capabilities in every quadrant of the City. PF&R's existing Technical Rescue Team is located on the West side of the river, and in the event of a large earthquake with compromised bridges, the team would likely not have any access to incidents on the east side of the river. While earthquakes are a major hazard for Portland, the city is vulnerable to slope instability, especially after prolonged rainfalls. Since 1996 there have been over 1,100 documented landslides in the Portland area.

CBO Discussion and Recommendation

This request represents the second level of specialty rescue training specific to the truck companies. The training would be an enhanced 42.0 hour course to bring the truck companies up to the desired knowledge base. The majority of the costs associated with this training request are in Personnel Services to pay for overtime and backfill costs to ensure shift coverage during the course. It is not likely that this course could be developed and completed in the current fiscal year, as it represents the next level of training from the Awareness training (FR_002).

CBO recommends PF&R request resources for this training in the FY 2015-16 Budget as the funds requested would not be spent in the current fiscal year. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_004 - Logistics and Prevention Relocation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	1,000,000	(1,000,000)	0
TOTAL EXPENDITURES	1,000,000	(1,000,000)	0
REVENUES			
General Fund Discretionary	1,000,000	(1,000,000)	0
TOTAL REVENUES	1,000,000	(1,000,000)	0

Bureau Description:

Background

The Logistics and Prevention facilities are located at 1135 SE Powell Boulevard and 1300 SE Gideon Street. The site consists of four major structures: Logistics offices, apparatus and building maintenance shops; a training tower; warehouse storage; and the Gideon Building that houses the Prevention Division offices and permit center. The site is directly adjacent to the future Clinton Station on the Portland-Milwaukee light rail line. Through the Southeast Station Areas Concept Plan and the initial Southeast Quadrant Plan, the Bureau of Planning and Sustainability has identified PF&R's property as a key redevelopment area. If redevelopment of the Clinton Triangle is deemed viable and appropriate, then the Logistics and Prevention facilities will need to be redeveloped or relocated. PF&R is entering into an agreement with PDC to explore redevelopment and relocation opportunities.

Proposed Project

PF&R requests \$1,000,000 to create a reserve account for future costs related to the redevelopment and/or relocation of the Logistics and Prevention facilities. Functionally, PF&R needs an alternative centrally located facility for Logistics, Training, and Prevention. It is anticipated that any revenue generated from the sale of the property for redevelopment purposes will be insufficient to cover the acquisition, design, and construction costs for a new. Given that the Clinton Station is scheduled to open in 2015 and the large scope and cost of the relocation project, PF&R would like to begin setting aside funds for the project as soon as possible.

Benefits

- Redeveloping or relocating PF&R from the current Clinton property allows for development that is better aligned with the city's planning goals. Specifically, it would allow for higher density, transit-oriented development adjacent to the new light rail line. A new facility would also improve PF&R's operations as the current site is largely outdated:
- The Logistics building was not included in the 1998 bond package and has several maintenance needs including roof replacement. PF&R has delayed all major maintenance projects on the property in anticipation of redevelopment.
- Equipment and uniform storage is fragmented in different locations rather than consolidated in single location.
- The apparatus repair shop requires expansion as newer apparatus are too large to be accommodated. Additionally, a new repair shop with drive through bays to improve operations.
- The Prevention building—built in 1905—needs many upgrades and does not have adequate square footage for inspectors to work and interface with external customers.
- The storage building does not meet current seismic codes and shows signs of degradation.
- Any development of a new Logistics site also offers the opportunity to consolidate Logistics with a new Training facility. Such a consolidation would reduce out-of-service time by allowing crews to train while mechanics perform apparatus maintenance

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_004 - Logistics and Prevention Relocation

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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CBO Discussion and Recommendation

The Logistics and Prevention staff operate out of the current facilities on SE Powell Boulevard and SE Gideon Street, and there is potential in the next five years for the area to become part of the redevelopment of the Clinton Triangle as the land is adjacent to the future Clinton Station light rail stop. Depending on site redevelopment plans, the bureau could be faced with relocating these operations and has requested \$1.0 million to be set into a reserve for future costs related to the redevelopment and relocation of these current operations.

The current facilities are no longer meeting the needs of Portland Fire & Rescue and have proven costly to maintain due to the age of the buildings and the nature of the repairs is significant in scope. If the proper site is identified, the bureau would like to locate the Logistics and Training Divisions together to realize increased efficiencies as apparatus can be maintained while staff are conducting training.

There is a business case to be made for supporting the colocation of the operations as it would likely prove to be more efficient and potentially cut down the amount of time in transit between training and apparatus maintenance as the Training Division currently operates at Station 2, which represents a significant distance from many stations.

At present, there is no clear plan, timeline or overall budget for this project. Outside of either General Fund resources or a debt sale, the only identified resource is the value of the sale of the land where the current facilities are located. Depending on the appraised value, this could present a sizable resource for this project. The CBO does not recommend funding for this project at this point in time as the bureau is still conducting a needs assessment and determining the final project scope, timeline, anticipated budget and identifying potential resource options. The CBO does recommend the current scoping work continue and the project be incorporated into the bureau's FY 2014-15 Requested Budget Five Year Plan.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: Capital Set-Aside Request

Request: FR_005 - Station 16 and 20 Roof Replacement

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	105,000	(105,000)	0
TOTAL EXPENDITURES	105,000	(105,000)	0
REVENUES			
General Fund Discretionary	105,000	(105,000)	0
TOTAL REVENUES	105,000	(105,000)	0

Bureau Description:

Proposed Project

PF&R requests \$105,000 to replace the roofs at Station 16 (estimated cost of \$58,000) and Station 20 (estimated cost of \$47,000). In spring 2014, PF&R contracted Tremco Roofing to assess the roof conditions at each fire station. The roofs at station 16 & 20 were identified as in poor condition; they are already falling, with several leaks and areas of wet insulation. The study also noted the previous repairs and patches have failed.

The new roofs would be covered by a water tight warranty for 20 years. Additionally, the construction price includes 10 years of roof maintenance, allowing PF&R to address other maintenance needs. Each project could be completed by summer 2015 at the latest. This request is similar to an unfunded 2014-15 budget request for roof replacements at Stations 4, 7, and 22. Based on the subsequent Tremco study, PF&R has identified Station 16 and Station 20 as the highest priority for roof replacement.

Benefits

The project would replace two failing roofs and ensure Station 16 and Station 20 have functioning roofs for at least the next 20 years. Eliminating the leaks would remove several safety hazards such as wet floors and mold growth. The project also removes the risk of water damage to the station resulting in more expensive asset damage and costly repairs.

The roof replacement and 10 years of maintenance eliminates potential repair/patching costs and frees up facilities staff to focus on other deferred maintenance needs.

Modern roofs would also improve the energy efficiency of the stations.

CBO Discussion and Recommendation

Portland Fire & Rescue reports that it has spent over \$800,000 each year on station major maintenance projects for the past three years. The Adopted Budget for FY 2014-15 is \$649,323 and there are encumbrance carryover requests for projects that began in FY 2013-14 and are likely to be complete in the current fiscal year bringing the likely expenses in the current year to be consistent with the past three years. Resources are currently budgeted for roof replacement at Station 23 and to complete an apparatus bay extension at Stations 3 and 22. This request was reviewed and ranked by the Capital Project work group and received an overall ranking of 13 out of 33, relatively low on a citywide basis.

The bureau has reported that this request could be completed within the current fiscal year and by investing in these roofs, the bureau would avoid additional costs of continually patching the roofs. This would allow the bureau to have resources available for other projects. There are many major maintenance projects identified for the fire stations, and the CBO recommends the bureau either look to internal resources or potentially reprioritize the planned projects to accommodate the need for roof replacement at the two stations, especially if the replacement can free up additional resources for the bureau. It is likely that any additional temporary fixes to these roof will not be beneficial and based on the outside project assessment these projects should move towards a greater priority than the currently planned projects.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_006 - Station 11 and 19 Dorm Additions

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	200,000	(200,000)	0
TOTAL EXPENDITURES	200,000	(200,000)	0
REVENUES			
General Fund Discretionary	200,000	(200,000)	0
TOTAL REVENUES	200,000	(200,000)	0

Bureau Description:

PF&R uses rapid response vehicles (RRVs) to respond to lower-acuity healthcare calls, freeing up four-person crews and apparatus so they can focus on critical fire and rescue calls. Each RRV is staffed by two personnel. The RRVs are strategically placed at stations around the city to optimize response reliability. This includes the placement of RRVs at two stations since FY 2010-11—Station 11 and Station 19—designed to only accommodate a company of four personnel. Currently, the two additional personnel are quartered in the basement of these stations through temporary occupancy permits, which will expire in 2015.

Proposed Project

PF&R requests \$200,000 to add permanent dorm rooms to Station 11 and Station 19 for the continued operation of the RRV program. At Station 11, the project would renovate approximately 400 square feet of the station's attic to add two new dorm rooms. At Station 19, about 400 square feet would be added to the station to accommodate the two new dorm rooms.

PF&R expects architects to complete preliminary plans in the next few months. If funding is provided, the projects could go to bid in spring 2015.

Benefits

The project would improve fire fighter safety as two-person crews would no longer be quartered in the basement at Station 11 and Station 19. The new dorm rooms would eliminate the need to climb stairs when responding to calls and provide appropriate emergency exits. The improvements would also respond to union concerns about accommodating fire fighters in basements.

The project would also improve response times. The new dorm rooms will allow for quicker turn out as fire fighters would no longer need to go up the stairs to access their vehicle, as well as, bring Station 11 and Station 19 into full compliance with occupancy permits rather than relying on the continued extension of the temporary permits.

CBO Discussion and Recommendation

Portland Fire & Rescue reports that it has spent over \$800,000 each year on station major maintenance projects for the past three years. The Adopted Budget for FY 2014-15 is \$649,323 and there are encumbrance carryover requests for projects that began in FY 2013-14 and are likely to be complete in the current fiscal year bringing the likely expenses in the current year to be consistent with the past three years. The bureau has reported that this request to add dormitories at Stations 11 and 19 would not be able to be completed in the current fiscal year. While there is a current need to expand dormitories in order to allow the Rapid Response Vehicles (RRV) staff to relocate from temporary dormitories, the only portion of the project that could occur in the current year is associated with design, permitting and bidding work. Construction would not be likely to commence until the following fiscal year. There are many major maintenance projects identified for the fire stations, and CBO recommends the bureau either look to internal resources or potentially reprioritize the planned projects to fund this request. As it is likely the project would span two fiscal years, the bureau should be able to mitigate the impact of absorbing the entire project costs in one year. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: Capital Set-Aside Request

Request: FR_007 - Community Room ADA Improvements

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	75,000	(75,000)	0
TOTAL EXPENDITURES	75,000	(75,000)	0
REVENUES			
General Fund Discretionary	75,000	(75,000)	0
TOTAL REVENUES	75,000	(75,000)	0

Bureau Description:

The City recently completed a Transition Plan Barrier Removal Study to determine what physical barriers exist for persons with disabilities to access facilities owned or operated by the city. The barrier removal study and subsequent draft ADA Title II Transition Plan Update identified ADA compliance issues at each PF&R facility resulting from ADA code changes implemented after the station renovations were complete.

Proposed Project

PF&R requests \$75,000 to address conditions of ADA noncompliance at the six community rooms located at PF&R stations. The barrier removal study identified noncompliance issues related to doors, clearances, and restrooms that affect access to the community rooms, and PF&R estimates the improvements could be completed in 2014-15. This request conforms to a 2014-15 budget request that was not funded.

Benefits

Fire stations should be accessible to all visitors for services. Community rooms, in particular, are the most public part of PF&R stations and frequently used by neighborhood associations and other non-profit organizations for community meetings and events. Addressing these specific projects will eliminate ADA compliance issues in areas of PF&R's stations with heavy usage by the public. Although PF&R will require additional funding for its remaining ADA improvements, this project will substantially reduce the backlog.

CBO Discussion and Recommendation

This request would provide funding for the Community Rooms at fire stations to be upgraded to American with Disabilities Act (ADA) compliance standards. These rooms are frequently used by the community and there are identified barriers to access as defined by the ADA. This request was reviewed and ranked by the Capital Project work group and received an overall ranking of 31 out of 33, relatively low on a citywide basis. CBO recommends the bureau ADA compliance projects be either absorbed within existing resources or the bureau delays the project until major maintenance funds are available. While the need for improvements is clearly articulated the bureau should first consider other projects that could be delayed in order to fund access to all users of the community facilities. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_008 - Emergency Generator Conversion

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	135,000	(135,000)	0
TOTAL EXPENDITURES	135,000	(135,000)	0
REVENUES			
General Fund Discretionary	135,000	(135,000)	0
TOTAL REVENUES	135,000	(135,000)	0

Bureau Description:

PF&R's stations are critical facilities that must be available 24/7 for all-hazards emergency response. Accordingly, each station is equipped with a generator to provide electricity if the regular power system fails. In most stations, these generators are powered by natural gas. The natural gas generators, however, create a critical vulnerability in Portland's emergency response capabilities because it is possible that both the electrical grid and gas lines could be disrupted during an emergency (such as an earthquake, storm, or flood). In such a situation, the station would be without power, which would reduce PF&R's emergency response capabilities.

Proposed Project

PF&R requests \$135,000 for equipment and infrastructure that allows stations' natural gas generators to also operate on propane. In most cases, this upgrade requires adding a transfer valve to the existing generators. Stations would also be equipped with propane gas storage tanks allowing up to three days of generator use in the event natural gas is not available. The cost at each station will vary depending upon the model and condition of the existing generator and site conditions for propane storage. Upon funding, the upgrades would be phased in at all stations throughout 2015.

Benefits

This project would ensure that stations have power to sustain emergency response operations in the event of an emergency or natural disaster. Maintaining power at PF&R stations is a critical component of the city's emergency preparedness. The project also improves the safety of fire personnel that would otherwise be staffing these stations without power during such an emergency.

CBO Discussion and Recommendation

Portland Fire & Rescue reports that it has spent over \$800,000 each year on station major maintenance projects for the past three years. The Adopted Budget for FY 2014-15 is \$649,323 and there are encumbrance carryover requests for projects that began in FY 2013-14 and are likely to be complete in the current fiscal year bringing the likely expenses in the current year to be consistent with the past three years. The bureau has reported that this request to convert the emergency generators at the fire stations could be completed within the current fiscal year. Investing in this project would ensure the bureau would have back-up power in the event of an emergency. There are many major maintenance projects identified for the fire stations, and CBO recommends the bureau either look to internal resources or potentially reprioritize the planned projects to accommodate the need for converting the emergency generators to ensure functionality in the event of an emergency. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_009 - Split Senior Mgmt Analyst 1 FTE into two .5 FTE

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	-0.67	0.00	-0.67
Part-Time Positions	0.67	0.00	0.67
TOTAL FTE	0.00	0.00	0.00

Bureau Description:

The incumbent of the Senior Management Analyst position has requested and been granted a reduction in hours from full to .5 FTE part time. PF&R wishes to hire one regular, part-time employee for the remaining 0.5 FTE. The conversion of the full-time position to two .5 FTE part-time positions will enable PF&R to do so. There will be no change to the position's duties and responsibilities and the request is cost neutral.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_010 - Increase Budgeted Plan Review/Permit Revenues

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	176,264	0	176,264
External Materials and Services	48,736	0	48,736
TOTAL EXPENDITURES	225,000	0	225,000
REVENUES			
Licenses & Permits	225,000	0	225,000
TOTAL REVENUES	225,000	0	225,000
FTE			
Full-Time Positions	1.33	0.00	1.33
TOTAL FTE	1.33	0.00	1.33

Bureau Description:

This request increases the FY2014-15 budgeted plans review/permit revenues by \$225,000. Construction activity throughout the city started increasing last fiscal year, and the upward trend is continuing. BDS has indicated there are numerous large scale construction projects that have been submitted for permits. Last fiscal year, PF&R plans review/permit revenues totaled approximately \$1.90 million. Making this adjustment will bring the budget for plans review/permit revenues to \$1.73 million, which is more in line with estimated year-end receipts. These resources will be used to add two full-time Inspectors to the Plan Review/Permit section so adequate staffing is available to keep up with service demands.

CBO Discussion and Recommendation

The Bureau of Development Services has experienced a significant increase in construction permit and plan review applications over the past three years and the five-year forecast calls for this trend to continue. Multi-family permits are driving this workload and this has impacted the Inspections Program. The current projection calls for a workload increase of approximately 24% when compared to FY 2011-12. To address the increased workload, Portland Fire & Rescue has requested to recognize the increased revenue associated with the increase in permits and plan review fees. Recognizing the new revenues will pay for 2.0 FTE to conduct inspections and plan reviews. Without the additional fee supported positions, the bureau will not be able to match the volume of work requested by the development community without delays. The CBO recommends this increase in revenue and personnel associated with the workload demands.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: GF Revenue Carryover

Request: FR_011 - Realize extra FY13-14 Plan Review/Permit revenue

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	150,000	0	150,000
Internal Materials and Services	11,730	0	11,730
TOTAL EXPENDITURES	161,730	0	161,730
REVENUES			
Licenses & Permits	0	0	0
General Fund Discretionary	161,730	0	161,730
TOTAL REVENUES	161,730	0	161,730

Bureau Description:

The City's Comprehensive Financial Management Policy 2.06 states, "Bureaus shall retain all excess bureau-generated revenue. Revenues collected in excess of program expenditures shall be available to the bureau for appropriation through the budget monitoring process. Additional appropriations shall be used for activities that support the function or program generating the additional fees. Bureau-generated revenue shall be defined as licenses and permits, fines, fees, intergovernmental, and specific program revenues (miscellaneous sales). They shall exclude all interagency and General Fund discretionary or overhead resources." PF&R ended FY2013-14 with excess plans review/permit revenues and this request recognizes and reallocates \$161,730. These resources will be used for activities that support the Prevention programs which generated the additional revenues. Specifically they will be budgeted for the following: \$50,000 for the TRACS system, \$100,000 for the Fire2000 replatform and mobility enhancement project, and \$11,730 for and interagency agreement with BDS for the Plans Inspectors' City vehicles parking. The FY2014-15 Adopted BDS I/A doesn't include this cost.

CBO Discussion and Recommendation

In FY 2013-14, the Plan Review and Permit program brought in \$353,378 more in revenues than program expenses. The increase in revenues is tied to the increase in requests for services for construction plan review, inspections, and code enforcement. Pursuant to City financial policies, the bureau is allowed to request excess revenue carryover and appropriate the revenue in the programs that generated the revenue (FIN 2.06). In keeping with this policy, the bureau has requested to carryover \$161,730 in the Fall BMP. The CBO recommends this package as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: Technical Adjustment

Request: FR_012 - Establish BES I/A for Linnton site

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(30,000)	0	(30,000)
Internal Materials and Services	30,000	0	30,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request establishes an interagency agreement with BES for \$30,000, to provide the resources necessary to complete the Linnton Fire Training site monitoring project. BES has provided environmental remediation and monitoring of PF&R's old training site at the Linnton area for the past 15 years. This project is close to completion, and this is likely the final expense for the project. BES estimates it will cost \$30,000 to complete the project which involves BES resources, DEQ fees, and the consultants work. The increase will be funded with existing resources.

CBO Discussion and Recommendation

The CBO recommends this as requested. This increase will reduce bureau flexibility in external materials and services budgets, but should represent the final project close-out costs associated with environmental remediation at this location.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: Technical Adjustment

Request: FR_013 - Increase PSSRP I/A to \$70,000

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	35,000	0	35,000
External Materials and Services	0	0	0
TOTAL EXPENDITURES	35,000	0	35,000
REVENUES			
Interagency Revenue	35,000	0	35,000
TOTAL REVENUES	35,000	0	35,000

Bureau Description:

This request increases an interagency agreement with PSSRP to \$70,000, to fund a .5 FTE part-time Principal Business System Analyst position at PF&R. This position will serve as a subject matter expert for PSSRP on its Radio Replacement project, specifically, PF&R's emergency operations and radios deployment and use. It will also be the project liaison between PF&R and PSSRP to coordinate the implementation of the new mobile and portable radio system.

CBO Discussion and Recommendation

The CBO recommends as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: Encumbrance Carryover Request

Request: FR_014 - Encumbrance Carryover Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,268,294	0	1,268,294
TOTAL EXPENDITURES	1,268,294	0	1,268,294
REVENUES			
General Fund Discretionary	1,268,294	0	1,268,294
TOTAL REVENUES	1,268,294	0	1,268,294

Bureau Description:

PF&R had encumbrance balances at the end of FY2013-14 that need to be carried over to the current fiscal year to provide funding to meet contractual obligations. The request totals \$1,268,294 and supports projects and expenditures that are one-time in nature. The encumbrance carryovers include \$600,000 for station maintenance such as roof repairs, sidewalk and driveway repairs, architecture and engineering services, and radon testing. Another \$200,000 is the grant match for MSA SCBA face pieces, \$240,000 is for equipment to outfit the new apparatus, \$100,000 for personnel protective equipment, and \$57,000 is for other various one-time expenditures.

CBO Discussion and Recommendation

The CBO recommends as requested.

**CBO Discussion and Recommendations
 FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: Technical Adjustment

Request: FR_015 - Technical adjustment to Grant

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is technical in nature to correct the budget upload for the SAFR grant.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Government Relations

Type: Encumbrance Carryover Request

Request: GR_001 - SPB carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	16,500	0	16,500
TOTAL EXPENDITURES	16,500	0	16,500
REVENUES			
General Fund Discretionary	16,500	0	16,500
TOTAL REVENUES	16,500	0	16,500

Bureau Description:

The contractor that provides federal lobbying services to the city went through a merger that resulted in a delay of payment of invoices in order to comply with city contracting rules. The office is requesting an encumbrance of \$16,500 to complete payments to the contractor for FY 2013-14

CBO Discussion and Recommendation

Recommended as requested. The encumbrance carryover of \$16,500 is for PO #22108642 related to the federal lobby contract with Squire Patton Boggs. The office ended last fiscal year with sufficient General Fund Discretionary ending balance to fund this carryover.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Program Carryover Request

Request: HC_001 - Carry Over General Fund for Home Start Program

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	786,134	0	786,134
TOTAL EXPENDITURES	786,134	0	786,134
REVENUES			
General Fund Discretionary	786,134	0	786,134
TOTAL REVENUES	786,134	0	786,134

Bureau Description:

Increase general fund one-time budget to in order to carry forward appropriation for encumbered Home Start program contracts continuing through FY 2014/15. This program was funded with \$1.7M of general fund one-time in Fall 2013. At the time, it was understood that a portion of the funding would be carried over given that resources sufficient for full-year contracts were awarded mid-year.

CBO Discussion and Recommendation

Recommended as requested. Even though Housing did not expect 70% (or \$1,186,343) of the funds would be carried over from FY 2013-14, there was no expectation that entire allocation could be spent down by June 30, 2014 because mid-year contracts were executed on January 1, 2014.

As of September 25, 2014, the Home Start program had 826 active clients of which 161 (20%) had received a prior housing service within the past 12 months. By December 31, 2014, providers are expected to place 325 households in permanent housing with at least 228 households retaining housings 12 months post intervention.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_002 - Reprogram Perm Housing & Access Decision Package

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Redirects \$250,000 of the \$500,000 general fund ongoing resources awarded under the decision package for Permanent Housing & Access for Vulnerable Population in FY 2014/15. Due to the lead time involved in awarding these resources in a competitive RFP process, only 50% of the ongoing resources will be spent during FY 2014/15. (The full \$500,000 will be awarded per the decision package in FY 2015/16.) The remaining \$250,000 is being reallocated as follows:

- \$150,000 to Transition Projects to provide housing placement for 38 vulnerable adults (women and men), of which a minimum of 8 will be referred by public safety. Will also receive referrals from SAFES.
- \$100,000 to Northwest Pilot Project to provide housing placement for 25 adults age 55 and over, of which a minimum of 5 will be referred by public safety.

CBO Discussion and Recommendation

Recommended as requested. Transitions Projects proposes that \$138,000 will support direct client assistance (e.g. short and long-term rent assistance) and \$12,000 for administrative costs. Northwest Pilot Project budgets the entire \$100,000 for direct client assistance. Expected outcomes are for 44 of the 63 vulnerable adults placed into permanent housing to retain housing 12 months after assistance ends.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Program Carryover Request

Request: HC_003 - Rebudget Grant & TIF Resources for FY 2014/15

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	145,038	0	145,038
External Materials and Services	2,778,660	0	2,778,660
TOTAL EXPENDITURES	2,923,698	0	2,923,698
REVENUES			
Budgeted Beginning Fund Balance	89,118	0	89,118
Intergovernmental Revenues	1,918,480	0	1,918,480
Miscellaneous	916,100	0	916,100
TOTAL REVENUES	2,923,698	0	2,923,698

Bureau Description:

Increase bureau budget in order to appropriate various grant and TIF resources for ongoing project commitments and programs:

- \$1,064,821 NSP-3 for acquisition / rehabilitation homeownership program
- \$550,466 HOME for Vista de Rosas
- \$464,366 HOME for Glisan Commons Phase II
- \$300,000 TIF Convention Center for Affordable Rental Housing
- \$105,000 CDBG for Economic Opportunity programs
- \$139,618 HOPWA for supportive housing programs
- \$135,187 Continuum of Care grant for regional homeless services coordination

CBO Discussion and Recommendation

Recommended as requested.

- NSP-3 is projected to assist 11 households
- Vista de Rosas funding supports construction of 25 affordable units (below 60% MFI).
- Glisan Commons Phase II funding supports construction of 64 affordable units (below 60% MFI)
- TIF Convention Center funds are uncommitted.
- Economic Opportunity funding is subgranted to PDC for workforce training and small business support.
- Funding for supportive housing programs is likely to be added to the Cascade Aids Project rent assistance pool.
- The Continuum of Care planning grant dollars were underspent as a result of delayed hiring.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Program Carryover Request

Request: HC_004 - Rebudget FY15 Resources Forward In Forecast

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(16,911,710)	0	(16,911,710)
Contingency	514,770	0	514,770
TOTAL EXPENDITURES	(16,396,940)	0	(16,396,940)
REVENUES			
Budgeted Beginning Fund Balance	(6,415,843)	0	(6,415,843)
Intergovernmental Revenues	(9,929,055)	0	(9,929,055)
Miscellaneous	(52,042)	0	(52,042)
TOTAL REVENUES	(16,396,940)	0	(16,396,940)

Bureau Description:

Decrease the following bureau appropriations in order to make development resources available in FY 2015/16 for awarded projects and a future Notice of Funds Availability (NOFA) process:

- \$2,491,360 CDBG for First & Arthur and Westmoreland Union Manor projects
- \$2,685,000 HOME for Hawthorne East project and future NOFA funding
- \$3,800,000 TIF Downtown Waterfront for future NOFA funding
- \$1,259,350 TIF Interstate for future NOFA funding
- \$300,000 TIF Lents for future NOFA funding
- \$1,476,000 TIF River District for the Medford project
- \$4,900,000 TIF South Park Blocks for future NOFA funding

CBO Discussion and Recommendation

Recommended as request. CDBG and HOME funds support housing development projects whose closing will not occur in the fiscal year. The Medford project is delayed; the number of units initially proposed now depends on the need for seismic enhancements. The TIF funds under consideration were not awarded in the FY 2014-15 Notice of Funding Availability.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Mid-Year Reductions

Request: HC_005 - Reduce Appropriation for Section 108 Development

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(3,310,000)	0	(3,310,000)
TOTAL EXPENDITURES	(3,310,000)	0	(3,310,000)
REVENUES			
Bond and Note	(3,310,000)	0	(3,310,000)
TOTAL REVENUES	(3,310,000)	0	(3,310,000)

Bureau Description:

Reduce budget per actual section 108 resources to be committed and drawn in FY 2014/15 for affordable housing development.

CBO Discussion and Recommendation

Recommended as requested. From FY 2009-10 thru FY 2014-15, Housing had access to up to \$15 million in a federal section 108 loan to support amortizing debt for housing development. This budget reduction (\$3.31 million) represents unaccessed resources. In part, resources were not accessed by developers because in the current lending environment interest rates in the private market are better than what Housing could offer through the section 108 program.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_006 - Appropriate Miscellaneous New Revenues

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	312,973	0	312,973
Internal Materials and Services	6,630	0	6,630
Bond Expenses	67,844	0	67,844
TOTAL EXPENDITURES	387,447	0	387,447
REVENUES			
Budgeted Beginning Fund Balance	78,844	0	78,844
Charges for Services	43,500	0	43,500
Intergovernmental Revenues	215,450	0	215,450
Miscellaneous	49,653	0	49,653
TOTAL REVENUES	387,447	0	387,447

Bureau Description:

Increase bureau budget in order to appropriate various non-general fund revenues, including the following:

- \$207,273 from Multnomah County for East County outreach & HSFC coordination
- \$48,000 beginning fund balance in the Housing Investment Fund for the innovation fund XML upload project
- \$43,500 limited tax exemption application fee revenue, to collect and pass through in response recent Multnomah County fee increases

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_007 - Project Allocations for FY 2014/15

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Allocate \$4,060,000 from CDBG opportunity funding to the Allen Fremont (\$1,760,000), the Bronaugh Apartments (\$1,700,000) and NAYA Generations (\$600,000) based upon recent project awards.

CBO Discussion and Recommendation

Recommended as requested. The funds allocated for the Allen Fremont and Bronaugh Apartments will support land acquisition for the development of 64 and 50 units, respectively. Funding to NAYA Generations supports new construction of 40 units.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Program Carryover Request

Request: HC_008 - Carry Over Non-General Fund Resources

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	687,370	0	687,370
TOTAL EXPENDITURES	687,370	0	687,370
REVENUES			
Intergovernmental Revenues	687,370	0	687,370
TOTAL REVENUES	687,370	0	687,370

Bureau Description:

Increase bureau budget in order to appropriate various non-general fund prior year resources to support continuing contractual and programmatic commitments, including \$407,855 TIF for Homebuyer Assistance and \$247,814 TIF and CDBG for Home Repair Program.

CBO Discussion and Recommendation

Recommended as requested. By December 2014, TIF funds will provide 7 households with down payment assistance. By fiscal year's end, 16 households will receive home repair assistance.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Program Carryover Request

Request: HC_009 - Rebudget Gresham/Multnomah County HOME Funding

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,147,983	0	1,147,983
TOTAL EXPENDITURES	1,147,983	0	1,147,983
REVENUES			
Intergovernmental Revenues	1,147,983	0	1,147,983
TOTAL REVENUES	1,147,983	0	1,147,983

Bureau Description:

Increase bureau budget in order to appropriate prior year grant funds allocated under the HOME consortium for Gresham (\$790,357) and Multnomah County (\$355,201)

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_010 - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	(596)	0	(596)
Internal Materials and Services	596	0	596
Bond Expenses	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Intergovernmental Revenues	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

Approve a number of technical adjustments to the bureau's budget with no net increase or decrease at the fund level. Includes elimination of Accountant III position. Add Housing Financial Analyst.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_001 - Bus Ops-Innovation Program Management

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	125,000	0	125,000
TOTAL EXPENDITURES	125,000	0	125,000
REVENUES			
General Fund Discretionary	125,000	0	125,000
TOTAL REVENUES	125,000	0	125,000
FTE			
Limited Term Positions	1.00	0.00	1.00
TOTAL FTE	1.00	0.00	1.00

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_001 - Bus Ops-Innovation Program Management

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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Bureau Description:

Description

In FY 2013-14, Council designated \$1 million for an Innovation Fund. In its first year, the Innovation Fund focus was on providing funding for ideas submitted by city bureaus through an RFP process managed through the City Budget Office with assistance from PSU's Center for Public Service:

- 23 proposals received from 10 bureaus
- Proposals reviewed and ranked by an outside Task Force that made funding recommendations to City Council
- 6 proposals received funding
- Tracking of results is ongoing

In FY 2014-15, Council also designated \$1 million in the Innovation Fund. Moving forward, the Innovation Fund and related initiatives will be administered through the Office of Management and Finance to better align the efforts with the City's goal of building innovation capacity at the staff and organizational level.

Building on the momentum from last year's process, the City researched the innovation models used in other cities and had a variety of internal discussions to clarify options. Recognizing that innovative ideas are the product of a culture that thinks creatively and is willing to take risks, OMF is proposing some revisions to the Innovation Fund process.

In its second year, the Innovation Fund is proposed to be used to provide funding for:

- Large innovation grants awarded to bureaus for idea development and implementation through a redesigned "Call for Ideas" process.
- Smaller "micro-grants" awarded to bureaus through a streamlined process.
- Dedicated funding for capacity-building including leadership development and business process improvement, including leveraging the internal expertise in change management, including 56 trained Master Change Facilitators.
- An Innovation Program Manager to staff the grants process, provide technical assistance to bureaus and track results.

This request creates a limited term Innovation Program Manager (Principal Management Analyst) position to be housed in OMF funded through the Innovation Fund in Special Appropriations. The Innovation Program Manager is tasked with:

- Managing the application, selection, and award of Innovation Fund grants and micro-grants and tracking and reporting results with grant recipients.
- Providing technical guidance to bureaus to help them develop proposals.
- Identifying tools and processes to support overall organizational excellence in service delivery. Specifically, the Innovation Program Manager will be responsible for working with in-house training and change management subject matter experts to build an innovation/strategic creativity focus into leadership training and training in business process improvement.
- Developing and implementing a communication strategy for specific initiatives to generate momentum within the city.
- Promoting the City's Innovation Program to all bureaus and identify and build champions across City government. The position will publicize innovation efforts, communicating both successes and opportunities for improvement.

Expected Results

The Innovation Program Manager will be the primary staff person responsible for coordinating the initiatives supported from the City's Innovation Fund, including:

- Design streamlined Innovation Fund grant and micro-grant application processes and selection criteria.
- Work closely with bureaus seeking grants and micro-grants on proposal development to improve quality of applications and reduce time spent by bureaus on application process.
- Convene and coordinate a review of grant and micro-grant applications and prepare funding recommendations to City Council.
- Contribute to the design and implementation of a leadership development program that addresses the City's goals of empowering all employees in problem solving and fostering a supportive culture of strategic risk-taking.
- Collaborate with bureaus on business process improvements including identification of opportunities to leverage internal expertise including employees trained in Synchronize the Organization - Master Change Facilitation.
- Track, analyze and report on results of all innovation efforts including both strategies and outcomes.

In addition to managing the efforts supported from the Innovation Fund, the Innovation Program Manager will track innovation efforts in other cities, and report on promising models and innovations to city staff and elected officials. The Innovation Program Manager is also tasked with identifying external resources (grants, fellowship programs, expertise, etc.) that could benefit the City, and coordinating the development of applications, if applicable.

OMF will support the position with work space and associated internal and external materials and services. Work is expected to continue past the end of the fiscal year to track results and prepare reports. OMF may request programmatic carryover in the Spring BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_001 - Bus Ops-Innovation Program Management

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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CBO Discussion and Recommendation

Recommended as requested. This request is a companion to Special Appropriations package SA_007. Together these requests have a net zero impact to the City's General Fund.

The Innovation Fund was established in FY 2013-14, with the City Budget Office managing the initial allocation of resources. In the fund's second year, program administration responsibilities have been transferred to the Office of Management and Finance. Realigning Innovation Fund resources to hire a limited-term Program Manager will allow for increased development of program processes, communications, and the tracking of project results. Developing a mechanism for tracking the results of funded projects is a critical component to ensuring the success of this program over the long-term.

It should be noted that this request is for a full year of salaries and benefits, which is more than the bureau needs in FY 2014-15. However, OMF has stated its intent to carryover any unused funds into FY 2015-16. If requested, any carryover package will be reviewed and analyzed in the Spring BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_002 - Spectator-Sr Management Analyst Position

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	122,000	0	122,000
Contingency	(122,000)	0	(122,000)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	1.00	0.00	1.00
TOTAL FTE	1.00	0.00	1.00

Bureau Description:

Description

This decision package proposes to expand the Spectator Facilities Program from one full time position to two – a Spectator Facilities & Development Manager and a new "Spectator Facilities & Development Coordinator". The Spectator Facilities Fund has recently been augmented with new ongoing revenues that support program activities under the Visitor Facilities IGA (VFIGA). The new allocation is \$500,000 annually, adjusted by CPI.

The Spectator Facilities Program is responsible for oversight and management of the operations and maintenance, capital improvements, and contract administration for the City related to the City's Spectator Facilities, including the Veterans Memorial Coliseum, Rose Quarter parking garages and properties, and Providence Park, as well as oversight and management of the Spectator Facilities Fund. In addition, the program actively participates in a variety of related activities. This decision package will improve the ability of the program to meet ongoing and one-time program needs and meet City and community expectations. Major program activities include operations and maintenance; capital improvement; financial planning and contract administration; and liaison activities among City bureaus, other governmental agencies and private entities. In the past two years, the program has overseen over \$5 million of repair, maintenance, and capital improvements at the VMC; ~\$300,000 of repair, maintenance and improvements at Providence Park, including implementation of Homeland Security recommendations; negotiation and implementation of the 2nd Amendment to the VMC Operating Agreement; negotiation and implementation of an amendment to the Stadium Operating Agreement; planning and contracting activities (continuing) for the VMC Options Study, and more. Over the next several years, in addition to the VMC Options Study and implementation of Council decisions on the future of that facility, the program will have to manage major projects to address ADA barrier removal projects at the Rose Quarter Parking Garages and Providence Park (over 500 barriers have been identified in the ADA Transition Plan for those facilities); a structural condition assessment for Providence Park; additional repair, maintenance, and replacement obligations for the Rose Quarter Plaza per the terms of the original 1993 redevelopment agreement; coordination of major sporting event permitting and activities; active oversight and review of the multiple, complex agreements associated with these facilities; and planning for the future.

The cost of the new position with benefits totals ~\$122,000 which will be covered by realignment of existing SFF resources, including a portion of the new \$500,000 + CPI annual allocation received from the Visitor Facilities Trust Account per the VFIGA.

Expected Results

The Spectator Facilities Program is currently staffed by one full-time position – the Spectator Facilities & Development Manager – with limited support from a part-time Community Service Aide.

The addition of a "Spectator Facilities & Development Coordinator" will provide for sufficient staffing to manage the full range of responsibilities of the program and meet Council and partner expectations for increased involvement, oversight and management of the facilities, agreements and liaison activities. The new position will also allow the program to have sufficient capacity to coordinate City participation (on behalf of the Council and other bureaus) in major, world-class visitor events planned in the next five years, including the World Indoor Track and Field Championships and a potential NBA All Star Week which involve the City facilities and partner organizations. In addition, having two positions will allow for succession planning for the program. Multiple aging facilities, multiple complex agreements, the specialized nature of these facilities, relationship management with multiple operators, tenants and stakeholder groups, and the unique industry knowledge required all contribute to the need for a more sustained long-term succession planning effort to ensure a successful transition to the next Spectator Facilities & Development Manager.

CBO Discussion and Recommendation

Recommended as requested. The Spectator Facilities Fund secured new ongoing revenues in FY 2013-14, totaling approximately \$500,000 annually (plus inflation), that will allow it to add a permanent Facilities and Development Coordinator position. This position will focus on the programs' increasing workload, including coordinating the City's involvement in several upcoming events. This position should be included in the fund's FY 2015-16 five year forecast.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Encumbrance Carryover Request

Request: MF_003 - OMF General Fund-Encumbrance Carryovers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	418,120	0	418,120
TOTAL EXPENDITURES	418,120	0	418,120
REVENUES			
General Fund Discretionary	418,120	0	418,120
TOTAL REVENUES	418,120	0	418,120

Bureau Description:

In the Fall BMP, the OMF General Fund will be requesting the following encumbrance carryovers:

Procurement Services – Procurement Services is requesting a total of \$343,498 in encumbrance carryovers. This includes Periscope Holdings for the Procurement software project (\$307,498), Online Enterprises for QA work on the Procurement software project (\$26,000), Bruce M Watts & Associates LLC (\$5,000) and Hawk Island Holdings LLC (\$5,000) for the Prime Contractor Development Program. The Procurement software project is a technology upgrade that will allow for the receipt of online bids and replace other associated aging and inefficient systems

Accounting – \$7,122 for Gray & Associates for CAFR Project consulting PO 20003965.

Business Operations - \$35,000 for the PSU Hatfield Fellowship Program

Revenue Bureau - \$32,500 for work related to the Office of Community Technology for a consultant contract on fiber optics (\$12,500) and for a consultant contract on wireless right of way programs and policies (\$20,000).

CBO Discussion and Recommendation

Recommended as requested. OMF has sufficient underspending in the prior year, \$2.8 million including savings generated from the Public Safety System Revitalization Projects (\$1.6 million without PSSRP), to fund the encumbrances requested above. Additionally, it is worth noting that Procurement Services had underspending of approximately \$704,000, which is more than necessary to cover its \$343,498 worth of requests to complete a mid-size technology project.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_004 - BHR-Adjust Training Fund Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,208	0	2,208
TOTAL EXPENDITURES	2,208	0	2,208
REVENUES			
Budgeted Beginning Fund Balance	2,208	0	2,208
TOTAL REVENUES	2,208	0	2,208

Bureau Description:

Increase the BHR Training Fund 100001 Beginning Fund Balance in FY 2014-15 to match the ending fund balance in FY 2013-14

CBO Discussion and Recommendation

Recommended as requested. The increase represents additional revenues received from training reimbursements from bureaus.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_005 - PFT - DBC Finance Software

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	69,500	0	69,500
Internal Materials and Services	300	0	300
TOTAL EXPENDITURES	69,800	0	69,800
REVENUES			
Intergovernmental Revenues	23,681	0	23,681
Interagency Revenue	46,119	0	46,119
Miscellaneous	0	0	0
TOTAL REVENUES	69,800	0	69,800

Bureau Description:

Description

The Debt Management (DM) Group of the Public Finance and Treasury Division of Bureau of Revenue and Financial Services critically relies on specialized software to structure, calculate, and facilitate implementation of the City's \$3.5 billion debt portfolio. Additionally, DM uses this software to analyze financing proposals and cost-of-borrowing inquiries from bureaus across the City, and to search for opportunities to refund existing debt to reduce ongoing interest costs Citywide. For many years, DM has been using a nominal cost software package (Munex) that has basic functionality, frequently requires work-arounds to design complex bond structures, and is supported by a bare-bones operation. DM is concerned that ongoing technical support for Munex is at risk due to the small support staff and declining use of this software nationwide. Losing functional software would have one of two negative outcomes: DM would lose the ability to analyze and execute Citywide capital financing programs, or such services would need to be outsourced at a significantly increased cost and loss of timely customer service. Having received the support of its bureau customers, DM proposes to replace its Munex software with DBC Finance, which is a more modern and robust product, and is considered to be the municipal debt market industry standard. DBC Finance is a more efficient, sophisticated, flexible, and reliable product, and is supported by a global firm, SS&C Technologies. DBC Software is a Software as a Service (SaaS) product, and no customization is required. DM had a two-week trial subscription to DBC Finance and confirmed its capabilities. DBC's price proposal, valid through 12/31/14, is for (3) copies of the software (one for each member of DM team). DBC's \$69,500 price reflects a \$55,000 one-time license fee and an annual maintenance fee of \$14,500 (due annually in advance). BTS estimates a one-time \$300 charge for software installation. The ongoing costs (annual maintenance fee) for DBC Finance will be \$11,500 more than DM's current software Munex, which costs \$3,000/year. If we do not take advantage of this offer by 12/31/14, the DBC price will increase to a \$110,000 one-time license fee and an annual maintenance fee of \$29,000; DM would also continue to assume the risk to service reliability and stability until such time budget resources are identified.

Expected Results

DM provides critical centralized Citywide services. DM contributes towards OMF achieving its goal of providing timely financial expertise and innovative business solutions to City bureaus. Acquiring DBC Finance software will allow DM to eliminate its reliance on a product that is vulnerable to declining support and limited industry usage; improve staff efficiency for data entry and report output and allow for greater optimization of debt structures; transition DM to the municipal debt market industry standard (90% market penetration rate among municipal debt market participants, as of April 2013); enhance on-line and live support resources available to DM (e.g., usage manuals, training); ensure consistent and timely software upgrades by contracting with a global firm; give DM options to expand future functionality as there are other DBC modules within the same software suite.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_005 - PFT - DBC Finance Software

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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CBO Discussion and Recommendation

Recommended as requested. Debt and Treasury is requesting to increase customer interagency agreements by the following amounts to fund costs associated with a software replacement project:

- City Auditor's Office - \$5,633
- Fire Police Disability & Retirement - \$1,536
- Bureau of Environmental Services - \$11,636
- Portland Housing Bureau - \$1,746
- OMF - Facilities Services - \$3,644
- OMF – Bureau of Technology Services - \$977
- OMF- Spectator Facilities Operating Fund - \$4,670
- Portland Parks and Recreation - \$1,626
- Portland Parks and Recreation – Golf Fund - \$754
- Portland Bureau of Transportation - \$2,304
- PBOT- Parking Facilities Fund - \$2,157
- Portland Water Bureau - \$8,641
- Portland Water Bureau- Hydro - \$795
- Portland Development Commission - \$23,681

This software has increased ongoing costs, which Debt Management has discussed with its customers. Waiting to purchase this software as part of the FY 2015-16 budget will result in higher one time and ongoing costs, almost double what is currently being projected. It should be noted that purchasing of the new software will not directly impact any of Public Finance and Treasury's current performance measures, but may aid Debt Management in identifying, developing, and tracking more meaningful performance measures in the future.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_006 - BTS - SAN Storage Expansion

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	138,515	0	138,515
Contingency	(138,515)	0	(138,515)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the remaining budget balance of \$138,515 from FY 2013-14 for the ongoing SAN Storage Expansion project. Project expenses are driven by customer demand for storage needs, so expenses tend to vary greatly between fiscal years. These funds, plus those already included in the FY 2014-15 Adopted Budget, should be sufficient to cover current year anticipated expenses.

CBO Discussion and Recommendation

Recommended as requested. Unspent funds for this project fell to balance in the prior year and are being reappropriated in the Fall BMP. The total estimated cost of this project is \$6.4 million.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_007 - BTS - Walters Hill Site

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	475,491	0	475,491
Contingency	(475,491)	0	(475,491)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over \$475,491 which represents the project's budget balance from FY 2013-14. This project is to construct a new radio tower on Walters Hill in Gresham. Only minimal work has been accomplished to date as the project has encountered land use issues with the City of Gresham.

CBO Discussion and Recommendation

Recommended as requested. Unspent funds for this project fell to balance in the prior year and are being reappropriated in the Fall BMP. This project will benefit all users of the City's radio system. The total cost of this project is \$975,000.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_008 - BTS - Office 365 Implementation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	230,929	0	230,929
Contingency	(230,929)	0	(230,929)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over \$230,929 from FY 2013-14 which represents the budget balance for the Office 365 Implementation project. These funds, combined with funds already appropriated in the FY 2014-15 Adopted Budget, should be sufficient to complete the remaining work required on the implementation.

CBO Discussion and Recommendation

Recommended as requested. Unspent funds for this project fell to balance in the prior year and are being reappropriated in the Fall BMP. The total estimated cost of this project is \$1.8 million.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_009 - BTS - Cherwell Capability Expansion

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	84,818	0	84,818
Contingency	(84,818)	0	(84,818)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over funding of \$84,818 for completion of the Help Desk Replacement project. The project began implementation of Cherwell helpdesk software in FY 2013-14 and completed that implementation in September 2014. The Help Desk project was incorporated into the Cherwell Capability Expansion project as they were both related to the same product. The Expansion project will take place in FY 2014-15 to take advantage of additional functions available with the Cherwell software.

CBO Discussion and Recommendation

Recommended as requested. Unspent funds for this project fell to balance in the prior year and are being reappropriated in the Fall BMP. The total estimated cost of this project is \$250,000.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_010 - BTS - GIS Infrastructure Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	20,000	0	20,000
Contingency	(20,000)	0	(20,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over \$20,000 of the remaining FY 2013-14 budget for this project. Most of the GIS upgrades have been completed, so this funding combined with what was already appropriated in the FY 2014-15 Adopted Budget should be sufficient to complete all anticipated upgrade work.

CBO Discussion and Recommendation

Recommended as requested. Unspent funds for this project fell to balance in the prior year and are being reappropriated in the Fall BMP. The estimated five-year total project cost is \$227,200.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_011 - BTS - Server Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	48,981	0	48,981
Contingency	(48,981)	0	(48,981)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the \$48,981 Server Technology Refresh project balance from FY 2013-14. Project work for two customers was delayed due to implementation difficulties, but is expected to be completed in FY 2014-15.

CBO Discussion and Recommendation

Recommended as requested. Unspent funds for this project fell to balance in the prior year and are being reappropriated in the Fall BMP. The estimated five-year total project cost is \$350,125.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_012 - BTS - Avaya Fault Performance Manager

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	22,500	0	22,500
Contingency	(22,500)	0	(22,500)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over \$22,500 from FY 2013-14 in order to complete the Avaya Fault Performance Manager project. The project began near the end of FY 2013-14, but has experienced some delays due to issues with the vendor that have delayed implementation. Expectations are that it will be completed in FY 2014-15.

CBO Discussion and Recommendation

Recommended as requested. Unspent funds for this project fell to balance in the prior year and are being reappropriated in the Fall BMP. The total estimated cost of this project is \$22,500.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_013 - BTS - Planning Function Startup

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	64,614	0	64,614
External Materials and Services	(19,772)	0	(19,772)
Contingency	(44,842)	0	(44,842)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over \$44,842 which represents a portion of the project's FY 2013-14 remaining budget balance. In addition, existing FY 2014-15 appropriation of \$19,772 is being reappropriated within the project to cover anticipated part-time expenses. The intent of this project is to allow BTS to establish an enterprise architecture process to better coordinate future technology changes.

CBO Discussion and Recommendation

Recommended as requested. Unspent funds for this project fell to balance in the prior year and are being reappropriated in the Fall BMP. The total estimated cost of this project is \$225,000.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_014 - BTS - SAN Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	39,054	0	39,054
Contingency	(39,054)	0	(39,054)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the FY 2013-14 SAN (Storage Area Network) Technology Refresh project balance of \$39,054 in order to complete last year's tasks. This phase of the project was intentionally delayed while BTS waited for the vendor's latest release of their technology.

CBO Discussion and Recommendation

Recommended as requested. Unspent funds for this project fell to balance in the prior year and are being reappropriated in the Fall BMP. The total estimated cost of this project is \$1,942,000.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_015 - BTS - NetMotion Wireless

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	93,000	0	93,000
Contingency	(93,000)	0	(93,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the FY 2013-14 project balance of \$93,000. This was initially the Radio IP Technology Refresh project and included plans to update the server. An improved solution was found with another vendor, NetMotion Wireless, and the resulting modified project needs to be carried over and scheduled for completion in FY 2014-15.

CBO Discussion and Recommendation

Recommended as requested. Unspent funds for this project fell to balance in the prior year and are being reappropriated in the Fall BMP. The total estimated cost of this project is \$93,878.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_016 - BTS - Portlandoregon.gov Security Assessment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	100,000	0	100,000
Contingency	(100,000)	0	(100,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request for funding of \$100,000 to cover a new BTS project, the Portlandoregon.gov Security Assessment. This project will assess the security of certain online assets including the City's primary web site (portlandoregon.gov) as well as portions of its electronic payment, water billing and tax collection infrastructure.

CBO Discussion and Recommendation

Recommended as requested. The Bureau of Technology Services (BTS) is requesting to use policy reserves (contingency) to fund a new Security Assessment project. This project is funded by beginning fund balance based on savings generated in the prior year. This project is likely to require the use of professional contract services. Ongoing costs to rate payers are unclear at this time and will depend largely on the resulting recommendations. It should be noted, this assessment was not identified by the recently completed Citywide Technology Assessment and is not expected to impact any BTS performance measures. CBO recommends that in the future, the Bureau of Technology Services consider using the Communities of Interest (CIO) structure as a mechanism for identifying and determining which contingency funded projects should move forward, especially if the project is likely to result in ongoing increases to rate payers. Using the CIO structure would allow rate payers to have insight into the decisions being made about the uses of fund contingency by BTS leadership and the associated costs of those decisions.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_017 - BTS - PBEM Video Maintenance Overcharge

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	25,147	0	25,147
Contingency	(25,147)	0	(25,147)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate \$25,147 as a cash transfer back to the General Fund. In FY 2013-14 BTS charged PBEM for maintenance of the video wall system in the ECC building. PBEM had set up a maintenance contract with an outside vendor, so those charges shouldn't have been billed. This transaction will move the funds back to the General Fund.

CBO Discussion and Recommendation

Recommended as requested. This refund will come out of Technology Services Fund policy reserves.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_018 - BTS - Work Force Management Upgrade

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	100,000	0	100,000
Capital Outlay	100,000	0	100,000
Contingency	(200,000)	0	(200,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over \$200,000 from FY 2013-14 to fund the Work Force Management Upgrade project. This project was approved in the FY 2013-14 Spring BMP, but limitations on personnel time didn't allow for its completion. The project will provide BTS with additional automated call distribution capabilities.

CBO Discussion and Recommendation

Recommended as requested. This project includes the purchase of software and results in ongoing costs to rate payers. It should also be noted that this assessment was not identified by the recently completed Citywide Technology Assessment and is not expected to impact any BTS performance measures. Unspent funds for this project fell to balance in the prior year and are being reappropriated in the Fall BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_019 - BTS - Help Desk Interns

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	42,000	0	42,000
Contingency	(42,000)	0	(42,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate \$42,000 to cover the cost of interns to supplement the Help Desk. Due to the budget cuts of the last five years and the increase in project demands, the key performance measures used at the Help Desk have shown a steady decline in BTS customer service. To enable the Help Desk to return to a more effective level, BTS needs to add the requested interns to improve the call answer rate and allow Help Desk analysts to resolve more of the issues.

CBO Discussion and Recommendation

Recommended as requested. The OMF-Bureau of Technology Services requests a one-time draw on contingency to fund help desk interns. This project is funded by beginning fund balance based on savings generated in the prior year.

Providing supplemental support to the Help Desk is expected to improve bureau performance in for the following measures:

- MF_1019 Percentage of problems resolved by the Help Desk without escalation to field staff (first call resolution)
- MF_1141 Percentage of calls answered within 20 seconds

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_020 - BTS - Citywide Public Records Request software

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	40,000	0	40,000
Contingency	(40,000)	0	(40,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate \$40,000 towards the funding of the Citywide Public Records Request Solution project. This project includes the purchase of software that will facilitate City bureaus in complying with requests for public records.

CBO Discussion and Recommendation

Recommended as requested. The Bureau of Technology Services (BTS) is requesting to use policy reserves (contingency) to fund a new Citywide Public Records Request project. This project is funded by beginning fund balance based on savings generated in the prior year. This project includes the purchase of software and includes ongoing costs to rate payers. It should also be noted that this assessment was not identified by the recently completed Citywide Technology Assessment and is not expected to impact any BTS performance measures. CBO recommends that in the future, the Bureau of Technology Services consider using the Communities of Interest (CIO) structure as a mechanism for identifying and determining which contingency funded projects should move forward, especially if the project is likely to result in ongoing increases to rate payers. Using the CIO structure would allow rate payers to have insight into the decisions being made about the uses of fund contingency by BTS leadership and the associated costs of those decisions.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_021 - BTS - WAN/Telecomm Network Monitoring

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	100,000	0	100,000
Contingency	(100,000)	0	(100,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate an additional \$100,000 for the WAN/Telecomm Network Monitoring project. This project has evolved as a result of more and more applications either cloud-based or in the process of being migrated to the cloud. The additional funding will allow for the purchase of a product that will provide BTS with the ability to monitor, troubleshoot and resolve application performance issues.

CBO Discussion and Recommendation

Recommended as requested. The Bureau of Technology Services (BTS) is requesting to use policy reserves (contingency) to fund a new WAN/Telecomm Network Monitoring project. This project is funded by beginning fund balance based on savings generated in the prior year. This project includes the purchase of software and results in ongoing costs to rate payers. It should also be noted that this assessment was not identified by the recently completed Citywide Technology Assessment and is not expected to impact any BTS performance measures. CBO recommends that in the future, the Bureau of Technology Services consider using the Communities of Interest (CIO) structure as mechanism for identifying and determining which contingency funded projects should move forward, especially if the project is likely to result in ongoing increases to rate payers. Using the CIO structure would allow rate payers to have insight into the decisions being made about the uses of fund contingency by BTS leadership and the associated costs of those decisions.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_022 - BTS - Battery Replacement/TPB Inverter Power

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	57,000	0	57,000
Contingency	(57,000)	0	(57,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over \$57,000 from FY 2013-14 which represents the remaining budget balance for the Battery Replacement project. These funds are needed to replace battery strings at two IRNE sites, the Portland Communications Center and the Portland Building. The work in the Portland Building will be intertwined with another project, implementation of the Portland Building inverter power system

CBO Discussion and Recommendation

Recommended as requested. Unspent funds for this project fell to balance in the prior year and are being reappropriated in the Fall BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_023 - BTS - Additional Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	6,682,092	0	6,682,092
TOTAL EXPENDITURES	6,682,092	0	6,682,092
REVENUES			
Budgeted Beginning Fund Balance	6,682,092	0	6,682,092
TOTAL REVENUES	6,682,092	0	6,682,092

Bureau Description:

This request is to recognize \$6,682,092 in additional beginning fund balance for Fund 706000. These funds include project balances that had been anticipated to be spent in FY 2013-14, contingency funds needed to bring general operating contingency up to the policy minimum, and funds needed for future fiscal years where projects are currently unfunded.

CBO Discussion and Recommendation

Recommended as requested. This request increase the fund's beginning fund balance by \$6.7 million to \$22.2 million. The balance is partially a result of prior year underspending in several areas, including personnel services and project resources. A portion of the balance is being reappropriated in the Fall BMP to fund several projects still underway. An additional adjustment in the Spring BMP may be necessary to reflect the amounts detailed in the CAFR.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_024 - BTS - Police MDC Replacement

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	563,117	0	563,117
Contingency	(563,117)	0	(563,117)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate \$563,117 in replacement funds to cover anticipated FY 2014-15 expenses related to the Police MDC replacement project.

CBO Discussion and Recommendation

Recommended as requested. This project is funded by Police replacement reserves in the Technology Services fund.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_025 - BTS - Technical Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is for a \$56,478 technical adjustment to correct a previous budget adjustment. The initial adjustment reduced funding in a cost object that resulted in negative appropriation. This corrects that error and records the adjustment to the correct cost object.

CBO Discussion and Recommendation

Recommended as requested. This request transfers funding from the Radio Shop Operations Program to the Chief Technology Officer's Office to correct a negative budget appropriation.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_026 - BTS - Wireless Network Expansion

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	30,000	0	30,000
Contingency	(30,000)	0	(30,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate an additional \$30,000 for the Wireless Network Expansion project. The additional funds are needed for two tasks. BTS would like to purchase Cisco Mobility Services Engine software that will allow them to track and analyze data on radio frequency interference and unauthorized/third party wireless access points. In addition, BTS needs to purchase Cisco licenses to take advantage of technology changes where wireless controllers have been integrated into network switches as opposed to using a centralized controller.

CBO Discussion and Recommendation

Recommended as requested. The Bureau of Technology Services (BTS) is requesting to use policy reserves (contingency) to fund a new BTS Wireless Network Expansion project. This project is funded by beginning fund balance based on savings generated in the prior year. This project includes the purchase of software and results in ongoing costs to rate payers. It should also be noted that this assessment was not identified by the recently completed Citywide Technology Assessment and is not expected to impact any BTS performance measures. CBO recommends that in the future, the Bureau of Technology Services consider using the Communities of Interest (CIO) structure as mechanism for identifying and determining which contingency funded projects should move forward, especially if the project is likely to result in ongoing increases to rate payers. Using the CIO structure would allow rate payers to have insight into the decisions being made about the uses of fund contingency by BTS leadership and the associated costs of those decisions.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_027 - BTS - Communications Staff Augmentation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	300,000	0	300,000
Contingency	(300,000)	0	(300,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate \$300,000 for temporary help in BTS Network and Security. Currently the Network and Security combined team is unable to meet the demand for run and maintain and project work due to lack of resources. This includes work that is necessary for PCI compliance and other security specific work that protects the network from malware and internal data from threat of exposure. This request will allow BTS to bring in additional resources that will help to relieve the current backlog that exists in the environment and will also implement new technologies that will stabilize the environment that is weakened by end of life and unstable infrastructure.

CBO Discussion and Recommendation

Recommended as requested. The OMF-Bureau of Technology Services is requesting a one-time transfer of \$300,000 from policy reserve contingency to fund contract professional services support in two programs, Information Security and Network Engineering and Support. The programs will split the \$300,000, with each receiving a \$150,000 in additional resources. This project is funded by beginning fund balance based on savings generated in the prior year.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_028 - PSSRP - RegJIN & FIS Project Resource Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	2,309	0	2,309
External Materials and Services	989,218	0	989,218
Internal Materials and Services	161,600	0	161,600
Fund Transfers - Expense	0	0	0
Contingency	30,840	0	30,840
TOTAL EXPENDITURES	1,183,967	0	1,183,967
REVENUES			
Fund Transfers - Revenue	30,840	0	30,840
General Fund Discretionary	1,153,127	0	1,153,127
TOTAL REVENUES	1,183,967	0	1,183,967

Bureau Description:

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. The PSSRP RegJIN (PPDS Replacement) project underspent its FY 2013-14 budget \$1,148,325. The PSSRP Fire Information Systems (FIS) project underspent its FY 2013-14 budget \$35,642.

CBO Discussion and Recommendation

Recommended as requested. OMF –Public Safety Systems Revitalization Project (PSSRP) requests to carryover \$1,183,967 in unspent FY 2014-15 General Fund resources for two OMF-PSSRP projects, ReGIN \$1,148,325 and Fire Information Systems (FIS) \$35,642. These funds should have been included as carryover in the FY 2014-15 Adopted Budget; however due to the difficulty in projecting project expenses, the funds fell to balance in the prior year. Carrying over these resources will ensure the project’s General Fund budgets and resources remain intact throughout the duration of the projects. A portion of the FIS carryover, \$30,840, will be transferred back to the Technology Services Fund and held in program contingency since the project is now complete. It will be reappropriated only if necessary. The City Budget Office and OMF-Business Operations agreed that in addition to transferring unspent funds between the General Fund and the Technology Services Fund, this method was the best way for PSSRP to capture any remaining unspent dollars from the prior fiscal year for these multi-year capital projects.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_029 - PSSRP - Beg. Fund Bal. Recognition TS Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Fund Transfers - Expense	0	0	0
Contingency	1,504,412	0	1,504,412
TOTAL EXPENDITURES	1,504,412	0	1,504,412
REVENUES			
Budgeted Beginning Fund Balance	1,504,412	0	1,504,412
Fund Transfers - Revenue	0	0	0
TOTAL REVENUES	1,504,412	0	1,504,412

Bureau Description:

This request recognizes \$1,504,412 unused FY 2013-14 resources as additional beginning fund balance in the Technology Services fund to be held for future program use. The Technology Services fund is where a portion of PSSRP cash, RegJIN and FIS project contingencies, and program contingency are held. The RegJIN project and FIS project contingencies are \$1,225,734 of the unused amount, \$1,117,423 and \$108,311 respectively.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_030 - PSSRP - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(80,000)	0	(80,000)
Internal Materials and Services	80,000	0	80,000
Fund Transfers - Expense	0	0	0
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Fund Transfers - Revenue	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This PSSRP request seeks to make technical budget adjustments in the General Fund for the PSSRP Project Office, and the Technology Services Fund, where program contingency is budgeted, to better align budget to forecasted actuals.

CBO Discussion and Recommendation

Recommended as requested. OMF-PSSRP is increasing its interagency agreement with OMF-Facilities by \$80,000 due to a changes in the project's space plan. The project will remain in the 1900 Building through FY 2014-15. Additionally, \$108,311 in unspent Fire Information Systems (FIS) project funding is transferred to program contingency from project contingency. In total the project was underspent approximately \$140,000. Since the FIS project is complete this funding can be applied to other PSSRP project expenses. Once all PSSRP projects are complete, any remaining program contingency will be returned to the General Fund.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_031 - PSSRP - Beg. Fund Bal. Recognition GO Bond Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,353,362	0	3,353,362
Internal Materials and Services	535,000	0	535,000
Capital Outlay	500,000	0	500,000
Contingency	4,175,000	0	4,175,000
TOTAL EXPENDITURES	8,563,362	0	8,563,362
REVENUES			
Budgeted Beginning Fund Balance	8,563,362	0	8,563,362
TOTAL REVENUES	8,563,362	0	8,563,362

Bureau Description:

In the GO Bond Fund, where the Radio project is funded, the PSSRP ended FY 2013-14 with \$8,563,361 in unused resources. This request recognizes this amount as additional beginning fund balance in the Public Safety GO Bond Construction fund in the current fiscal year. The total carryover includes \$4,175,000 of project contingency.

CBO Discussion and Recommendation

Recommended as requested. Unspent Radio project resources from the prior year are reappropriated for use in FY 2014-15, including \$3.4 million in professional services, \$500,000 for technology services, and \$4.1 million contingency for use in future years. An additional adjustment in the Spring BMP may be necessary to reflect the amounts detailed in the CAFR.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_032 - PSSRP - UASI FY 12 Grant Fund Appropriation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	25,000	0	25,000
TOTAL EXPENDITURES	25,000	0	25,000
REVENUES			
Intergovernmental Revenues	25,000	0	25,000
TOTAL REVENUES	25,000	0	25,000

Bureau Description:

This request is to appropriate budget to the grant fund for PSSRP RegJIN project use of grant EM000025, UASI FY 12.

CBO Discussion and Recommendation

Recommended as requested. This appropriates UASI Grant funding to purchase contractor services for the RegJIN project.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_033 - PSSRP - RegJIN Project Contingency Draw

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	344,000	0	344,000
Fund Transfers - Expense	344,000	0	344,000
Contingency	(344,000)	0	(344,000)
TOTAL EXPENDITURES	344,000	0	344,000
REVENUES			
Fund Transfers - Revenue	344,000	0	344,000
TOTAL REVENUES	344,000	0	344,000

Bureau Description:

Partner agencies for the RegJIN project has identified the need for additional Mobile Report Entry (MRE) licenses. RegJIN 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 \$344,000.

CBO Discussion and Recommendation

Recommended as requested. Purchase of these licenses were included in the original scope of the project; however, due to increased need the project is purchasing an additional 300 licenses. This adjustment represents a 31% draw down on project contingency.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_034 - Bus Ops-Health Fund Interagency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(4,277)	0	(4,277)
Internal Materials and Services	4,277	0	4,277
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request budgets an interagency with the Health Fund for the extension of benefits for a former Business Operations employee.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_035 - BTS - Parks (Golf) IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	441	0	441
TOTAL EXPENDITURES	441	0	441
REVENUES			
Interagency Revenue	441	0	441
TOTAL REVENUES	441	0	441

Bureau Description:

The Parks Bureau (Golf Fund) has requested an increase of \$441 to their interagency with BTS to cover telecomm services at Colwood Golf Course.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_036 - Health Fund-IA for extension of benefit

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	8,554	0	8,554
TOTAL EXPENDITURES	8,554	0	8,554
REVENUES			
Interagency Revenue	8,554	0	8,554
TOTAL REVENUES	8,554	0	8,554

Bureau Description:

This request is to establish an interagency with OMF Business Operations and Accounting for the extension of benefits for former employees.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_037 - Health Fund-Convert LT Sr. Fin. Analyst to Perm.

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	1.00	0.00	1.00
Limited Term Positions	-1.00	0.00	-1.00
TOTAL FTE	0.00	0.00	0.00

Bureau Description:

Description

The Bureau of Human Resources (BHR) requests a package to convert a limited term Senior Financial Analyst position to a full-time position. This position will be funded with existing resources; no new funds are being requested. Major duties of this position include assisting with the Health Fund budget preparation and monitoring, tracking medical claims payments, forecasting of medical claims trends, claims loss ratio analysis, preparing journal entries to recognize Health Fund revenue, and preparing Health Fund audit schedules for yearend closing. In addition, this position will assist with the transition of the accounting for Kaiser medical claims revenues and expenditures currently residing within the Clearing Fund into the Health Fund. Lastly, this position will serve as the primary resource for the costing of labor contracts. Labor costing represents an occasional but intense workload. Time spent on non-Health Fund activities by the incumbent will be charged to the BHR General Fund.

Expected Results

The Health Fund provides medical benefits to approximately 5,500 active city employees and 1,200 retirees - when dependents are included, beneficiaries rise to approximately 10,000. This program represents a vital service to present and former City employees. The incumbent in the limited term position has many years of City experience in economics, which are extremely helpful in forecasting multi-year health care market trends as well as in developing labor costing scenarios. Converting this position from a temporary limited-term position to a permanent full-time position will allow for the successful continuity of services and transfer of knowledge regarding health benefit and labor costing. Without the expertise offered by this position, the City would have to use consultants to forecast health care information. The \$116,000 cost of the position is already allocated within Health Fund resources.

CBO Discussion and Recommendation

Recommended as requested. This position has been on board since FY 2013-14. The costs of this position will continue to be paid for by the City's Health Insurance Operating Fund and are included in rates charged to health care plan participants. This position will have no impact on the program's performance measures.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_038 - BTS - Police IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	25,955	0	25,955
Contingency	2,908	0	2,908
TOTAL EXPENDITURES	28,863	0	28,863
REVENUES			
Interagency Revenue	28,863	0	28,863
TOTAL REVENUES	28,863	0	28,863

Bureau Description:

The Police Bureau has requested an increase of \$28,863 to their interagency with BTS to cover additional expenses for Data Lines, Engineering Billable, Radio & Video Billable and Telecomm Billable. These increases are the result of additional grant funds Police has received.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_040 - BTS - Position Transfer from BES

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	107,520	0	107,520
External Materials and Services	0	0	0
Contingency	3,041	0	3,041
TOTAL EXPENDITURES	110,561	0	110,561
REVENUES			
Interagency Revenue	110,561	0	110,561
General Fund Discretionary	0	0	0
TOTAL REVENUES	110,561	0	110,561
FTE			
Full-Time Positions	1.00	0.00	1.00
TOTAL FTE	1.00	0.00	1.00

Bureau Description:

This request is to increase the BES interagency with BTS by \$110,561 to cover a GIS position which was transferred from BES to BTS.

CBO Discussion and Recommendation

Recommended as requested. This position transfer was negotiated with the Bureau of Environmental Services (BES). Additional position transfers were completed in the FY 2014-15 Adopted Budget. BES will continue to receive GIS services.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_041 - Grants-Financial Analyst to Full-Time

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	1.00	0.00	1.00
Part-Time Positions	-0.50	0.00	-0.50
TOTAL FTE	0.50	0.00	0.50

Bureau Description:

Description

The Grants Team requests a package to upgrade a current 0.5 FTE Financial Analyst position on the Grants Team to a 1.0 FTE permanent position. This full-time position will be funded with existing resources; no funds are being requested. Major duties of this position will include maintaining grant data in SAP, reviewing grant applications and providing technical guidance to bureaus, monitoring grant transactions for compliance and preparing and submitting centralized City grant financial reports to grantors such as the state and federal agencies.

The Bureau of Financial Services, Financial Planning Division had previously requested authorization to hire back a returning retiree from the Grants Team in a half-time capacity. This authorization was approved and extended but will expire on June 30, 2015. Additionally, the Financial Planning Division cut a full-time Financial Analyst position within the Grants Team during the fiscal year 2013-14 budget process to meet the bureau cut requirement. The amount of the position exceeded the amount needed to meet the cut target, with the remaining funds staying in the Grants Team budget. This action meant that the Grants Team was cut from 4.5 FTE to 3.5 FTE. The plan was for the remaining funds in Personnel Services would be combined with the funding for the half-time position in order to create a full-time Financial Analyst position for the Grants Team.

This request will be funded within the Grants Team current General Fund Overhead and Discretionary allocation. The funding from the current part-time position, along with the retained General Fund dollars from the Fiscal Year 2013-14, will cover the cost of the new full-time financial analyst position. If this request is approved, the Grants Team will have a total staffing level of 4 FTE - one Principal Financial Analyst, one Senior Financial Analyst being under-filled as a Financial Analyst, and two Financial Analysts.

Expected Results

The Grants Team supports approximately 500 active grants, 375 of which are from federal sources. This represents a vital revenue source to the City.

Upgrading this half-time position to a full-time position will also allow for succession planning efforts as several members of the Grants Team near retirement eligibility and this helps ensure the continued provision of high quality grants management services to City bureaus.

The Team plans to have the full-time analyst hired by April 1, 2015 in order to allow for cross-training and knowledge transfer to occur before the separation date of the returning retiree and before the fiscal year-end peak work load.

The Financial Analyst in the Grants Team will be responsible for reviewing billings for reimbursements from grant funds, monitoring transactions for compliance within requirements, and preparing all Citywide reports to grantors within policies and grant guidelines. This work needs to be completed in a manner that complies with federal, state and other grant requirements. If the City does not maintain compliance with requirements from grantors, they could lose opportunities to apply for future grants. This would have significant fiscal impact on the entire City.

CBO Discussion and Recommendation

Recommended as requested. Increasing the Financial Analyst from part-time to full-time requires no new additional funding. Adding a full-time analyst to the Grants Team may improve the following performance measure:

- MF_0020 – number of grant audit findings

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_042 - BTS - Housing IA Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	4,200	0	4,200
Contingency	(10,823)	0	(10,823)
TOTAL EXPENDITURES	(6,623)	0	(6,623)
REVENUES			
Interagency Revenue	(6,623)	0	(6,623)
TOTAL REVENUES	(6,623)	0	(6,623)

Bureau Description:

The Housing Bureau has requested a \$4,200 increase to their interagency with BTS to cover additional Telecomm Billable expenses and a \$10,823 decrease to their interagency for reduced estimated Strategic Technology Billable expenses.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_043 - Spectator-Adjust Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	774,542	0	774,542
TOTAL EXPENDITURES	774,542	0	774,542
REVENUES			
Budgeted Beginning Fund Balance	774,542	0	774,542
TOTAL REVENUES	774,542	0	774,542

Bureau Description:

This request increases the beginning fund balance to match the SAP ending fund balance for FY 2013-14.

CBO Discussion and Recommendation

Recommended as requested. This adjustment will increase the Spectator Facilities Fund beginning fund balance to \$6,399,541 and is the result of prior year underspending in several categories, including materials and services and capital outlay. These funds will be held in contingency for future use. An additional adjustment in the Spring BMP may be necessary to reflect the amounts detailed in the CAFR.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_044 - EBS - Additional Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	479,626	0	479,626
TOTAL EXPENDITURES	479,626	0	479,626
REVENUES			
Budgeted Beginning Fund Balance	479,626	0	479,626
TOTAL REVENUES	479,626	0	479,626

Bureau Description:

This request is to appropriate \$479,626 in additional beginning fund balance for the EBS fund.

CBO Discussion and Recommendation

Recommended as requested. This adjustment will increase the Enterprise Business Solutions Fund beginning fund balance to \$2,317,939. Portion of this increase is reappropriated as project carryover in a separate package. An additional adjustment in the Spring BMP may be necessary to reflect the amounts detailed in the CAFR.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_045 - EBS - Caseware Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	5,000	0	5,000
Contingency	(5,000)	0	(5,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate \$5,000 to cover any unforeseen FY 2014-15 expenses related to the recently completed Caseware (CAFR) project. The project did incur Personal Services expenses in FY 2014-15, but those costs are already covered by appropriation established elsewhere in the budget.

CBO Discussion and Recommendation

Recommended as requested. This package transfers \$5,000 from contingency to materials and services to fund project costs.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_046 - EBS - PSCD Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	400,000	0	400,000
Contingency	(400,000)	0	(400,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate \$400,000 to cover anticipated expenses for the Public Sector Collection Disbursements (PSCD) project.

CBO Discussion and Recommendation

Recommended as requested. Reductions in contingency necessary to fund this project were offset by increases in beginning fund balance. Because the primary objective of this project is to activate an existing module of SAP, there are no additional ongoing costs associated with this project. Once complete, the technology will be available to all City bureaus, with the Office for Community Technology and the Public Finance and Treasury groups being the first customers.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_047 - EBS - HCM Forms and Processes

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(100,000)	0	(100,000)
Contingency	100,000	0	100,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation by \$100,000 for the HCM Forms and Processes project for EBS to align with the contract for the project.

CBO Discussion and Recommendation

Recommended as requested. This project was originally budgeted for \$450,000, but was reduced based on results from a recently completed request for proposal process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_048 - P&D - PHB Interagency Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	7,850	0	7,850
TOTAL EXPENDITURES	7,850	0	7,850
REVENUES			
Interagency Revenue	7,850	0	7,850
TOTAL REVENUES	7,850	0	7,850

Bureau Description:

The Portland Housing Bureau has requested an increase of \$7,850 to the interagency with P&D to cover additional Copy/Print/Bind and mail delivery services.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_049 - P&D - Comm. Public Works Interagency Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	5,000	0	5,000
TOTAL EXPENDITURES	5,000	0	5,000
REVENUES			
Interagency Revenue	5,000	0	5,000
TOTAL REVENUES	5,000	0	5,000

Bureau Description:

The Commissioner of Public Works has requested an increase of \$5,000 to the interagency with P&D to cover additional Copy/Print/Bind.

CBO Discussion and Recommendation

Recommend as requested. This package balances to an interagency increase request, PW_001, made by the Commissioner of Public Works, which was recommended for funding. See the Commissioner of Public Works Fall BMP review for more information.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_050 - BTS - OMF Debt Management Software

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	977	0	977
Contingency	(977)	0	(977)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

OMF Debt Management has requested appropriation to purchase software. This request is to increase the BTS bureau to bureau IA with OMF by \$977 to cover the BTS share of this purchase.

CBO Discussion and Recommendation

Recommended as requested. The Bureau of Technology Services is funding its share of the interagency increase with Debt Management from contingency.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Encumbrance Carryover Request

Request: MF_051 - CityFleet – Purchase Order Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	229,996	0	229,996
Capital Outlay	2,420,471	0	2,420,471
Contingency	(2,650,467)	0	(2,650,467)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Carryover of \$2,650,467 for repair and maintenance and the purchase of vehicles on purchase orders as of June 30, 2014.

CBO Discussion and Recommendation

Recommended as requested. This adjustments includes CityFleet purchases on behalf of:

- Portland Fire & Rescue - \$9,902
- Portland Parks and Recreation Golf Program - \$102,891
- Portland Parks and Recreation - \$462,115
- Portland Police Bureau - \$54,050
- Portland Bureau of Transportation- \$1,791,513

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_052 - BTS - BOEC IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	598,435	(598,435)	0
Contingency	868,600	(868,600)	0
TOTAL EXPENDITURES	1,467,035	(1,467,035)	0
REVENUES			
Interagency Revenue	1,467,035	(1,467,035)	0
TOTAL REVENUES	1,467,035	(1,467,035)	0

Bureau Description:

The Bureau of Emergency Communications has requested a \$1,437,035 increase to their BTS interagency to cover expenses related to their V-CAD refresh. This is the computer-aided dispatch system used by BOEC for 911 call dispatch. In addition, they have requested a \$30,000 increase to their interagency to cover additional Telecomm Billable expenses. This project was initially included in the BTS FY 2014-15 Adopted Budget with a placeholder of \$618,600 and temporarily funded through BTS contingency. Having the interagency agreement increase with BOEC and the revised project estimate allows BTS to replace the drawdown on their contingency. In addition, the project will include BTS labor estimated at \$250,000. These two amounts of \$618,600 and \$250,000 explain why the budget change for this project includes an increase to contingency of \$868,600.

CBO Discussion and Recommendation

The City Budget Office does not recommend funding this package. This package balances to an interagency increase request, EC_002, made by the Bureau of Emergency Communications (BOEC), which was not recommended for funding. See the BOEC Fall BMP review for more information.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_053 - BTS - OMF IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	300	0	300
TOTAL EXPENDITURES	300	0	300
REVENUES			
Interagency Revenue	300	0	300
TOTAL REVENUES	300	0	300

Bureau Description:

OMF Debt Management has requested a \$300 increase to their interagency with BTS to cover installation costs for their Debt Management Software purchase.

CBO Discussion and Recommendation

Recommended as requested. Debt Management is requesting to increase its interagency agreement with the Bureau of Technology Services to fund installation costs.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_054 - Add position in BTS - GIS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	1.00	0.00	1.00
TOTAL FTE	1.00	0.00	1.00

Bureau Description:

Description

The Bureau of Technology Services (BTS) is requesting the creation of an Applications Analyst II (AA II) position. This position will be on the BTS Corporate Geographic Information Systems (CGIS) Team. Ongoing resources are available to fully fund this position. Savings from a position transfer from PBOT to BTS enabled an ongoing increase in Personnel Services appropriation for BTS. BTS has a temporary employee filling this role. This position is responsible for facilitating the transfer of GIS data from City Bureaus and outside partners to support GIS users at the City as well as citizens via Portlandmaps.com, and ongoing data maintenance and preparation in support of the RegJIN system.

Expected Results

Adding this position will allow for faster customer service, better data availability and more complete metadata to make data easier to find. In addition, the process used to collect and publish GIS data will be upgraded to meet emerging needs such as providing web services and online data access. This position will restore the program's ability to meet its fundamental responsibilities and continue to find innovative ways to meet its customer needs in the future.

CBO Discussion and Recommendation

Recommended as requested. During the FY 2014-15 Adopted Budget process the Portland Bureau of Transportation transferred a GIS position to the OMF-Bureau of Technology Services. Eliminating the interagency between the two bureaus reduced overhead charges, freeing up resources totaling over \$140,000. A portion of these funds, \$84,936, are being used to fund an additional Applications Analyst II position to provide increased GIS services to City bureaus. No increase to rate payers is expected as a result of adding this position.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_055 - BTS - Parks IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	334,172	(334,172)	0
TOTAL EXPENDITURES	334,172	(334,172)	0
REVENUES			
Interagency Revenue	334,172	(334,172)	0
TOTAL REVENUES	334,172	(334,172)	0

Bureau Description:

The Parks Bureau has requested an increase of \$334,172 to their BTS interagency to cover anticipated expenses for security camera installations related to PCI (payment card industry) regulations compliance.

CBO Discussion and Recommendation

The City Budget Office does not recommend funding this package. This package balances to an interagency increase request, PK_010, made by Portland Parks and Recreation (PP&R), which was not recommended for funding. See the PP&R Fall BMP review for more information.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Encumbrance Carryover Request

Request: MF_056 - Risk - CS Stars Project Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	160,000	0	160,000
Contingency	(160,000)	0	(160,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The Risk Management Division had one project to replace the claims management database with a new system. The project began incurring costs in FY 2012-13 and went live in December 2013. FY 2013-14 underspending on this project was attributed to outstanding invoices pending final project acceptance from Risk Management. The remaining \$160,000 in appropriation for this project is being carried over into FY 2014-15.

CBO Discussion and Recommendation

Recommended as requested. This adjustment transfers \$80,000 each, or a total of \$160,000, from contingency in the Insurance and Claims and Workers Compensation Funds to support expenses remaining on a Risk Management technology project. The total cost of this project is \$645,255.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_057 - Revenue Div - Budget IA with Water Bureau

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(1,000)	0	(1,000)
Internal Materials and Services	1,000	0	1,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to budget a \$1,000 IA with the Water Bureau, where the Revenue Division will pay the Water Bureau for work they complete on Revenue's behalf in their UNISYS remittance processing system. This will be offset by a \$1,000 reduction in external materials and services.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_058 - Revenue Div - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Licenses & Permits	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request is for net zero technical adjustments within the Revenue Division's budget to better align budget with projected spending.

CBO Discussion and Recommendation

Recommended as requested. This request transfers \$400,000 in revenues from being attributed to the Downtown Business Improvement District (BID) to originating from the Lloyd BID. The bureau also transfers \$75,000 within materials and services to cover increased lease costs. All adjustments combined have a net zero impact.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_059 - Acct - IA for Continued Health Coverage

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(4,277)	0	(4,277)
Internal Materials and Services	4,277	0	4,277
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Accounting requests an IA for \$4,277 with Human Resources, to pay for continued health coverage for a separated staff.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_060 - Assistant Program Specialist - MHCRC Prg Support

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	40,000	0	40,000
Internal Materials and Services	0	0	0
Contingency	0	0	0
TOTAL EXPENDITURES	40,000	0	40,000
REVENUES			
Intergovernmental Revenues	40,000	0	40,000
TOTAL REVENUES	40,000	0	40,000
FTE			
Full-Time Positions	1.00	0.00	1.00
Part-Time Positions	-0.50	0.00	-0.50
TOTAL FTE	0.50	0.00	0.50

Bureau Description:

Description

The Mt. Hood Cable Regulatory Commission (MHCRC) Adopted FY 2014-15 Budget includes funds for a half-time program support position. Through its annual strategic planning process, the MHCRC identified the need for increased program support as a critical component of moving forward with a new grant fund initiative focused on improving academic outcomes for all students in Multnomah County. The MHCRC Initiative will grant millions of dollars to school districts within Multnomah County.

Expected Results

The MHCRC program manager and coordinator will shift many of their current program support and administrative tasks to the new Assistant Program Specialist. This will enable them to focus more time on developing and implementing components of the education funding initiative. Adding the part-time Assistant Program Specialist restores a position for the MHCRC which was cut in FY09-10 due to jurisdictional budget constraints.

CBO Discussion and Recommendation

Recommended as requested. This adjustment increases a currently funded half-time position to full-time, and reclassifying the position. It will be funded through \$40,000 of intergovernmental revenues from the Mt. Hood Cable Regulatory Commission. This package does not require an increased General Fund commitment from the City. OMF does not believe this position will improve any performance measures.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_061 - Risk - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	47,000	0	47,000
External Materials and Services	20,000	0	20,000
Contingency	(67,000)	0	(67,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This Risk request is to make technical budget adjustments in the Insurance & Claims and Workers' Comp Funds to better align budget to forecasted actuals. There is sufficient appropriation in the administrative reserve and these costs are covered under the current rates.

Increase personal services in the Insurance & Claims Fund by \$47,000 to cover the cost of a double-fill Sr. Administrative Specialist.

Increase materials & services by \$16,000 for the CS Stars risk claims management database. The project is split evenly between the Insurance & Claims Fund and the Workers' Compensation Fund.

Increase materials & services by \$4,000 in the Workers' Compensation Fund to cover 24/7 exposure line cost increases.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_062 - Spectator-Increase IA with Debt for software

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	4,670	0	4,670
Contingency	(4,670)	0	(4,670)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request increases an existing interagency with Debt for their purchase of the DBC Finance Software.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_063 - Acct - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is for net zero technical adjustments within the Accounting Division's budget to better align budget with projected spending.

CBO Discussion and Recommendation

Recommended as requested. This adjustment transfers funding between functional areas within Accounting.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_064 - Carryover Request of Unspent Innovation Funding

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	45,000	0	45,000
External Materials and Services	92,369	0	92,369
Internal Materials and Services	14,000	0	14,000
TOTAL EXPENDITURES	151,369	0	151,369
REVENUES			
General Fund Discretionary	151,369	0	151,369
TOTAL REVENUES	151,369	0	151,369

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_064 - Carryover Request of Unspent Innovation Funding

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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Bureau Description:

Description

The Revenue Division is in the process of implementing an agreement for direct exchange of taxpayer information with the U.S. Internal Revenue Service (IRS). The Revenue Division has already applied for acceptance into the Tax Data Exchange Program with the IRS; the IRS has agreed the City is initially qualified to receive federal tax information pursuant to IRC Section 6103(d)(1). To fully implement an agreement, the City must comply with many security and other requirements delineated in IRS Publication 1075 (Pub 1075 <http://www.irs.gov/pub/irs-pdf/p1075.pdf>). To date, the Division has received a second level of approval from the IRS and is making good progress on the agreement. Computer hardware purchases and upgrades to physical security are in process. The IRS maintains control of the timeline so there are no guarantees; it appears federal taxpayer information may be received in the first quarter of 2015.

Additional resources are necessary to complete the implementation of the exchange agreement and \$295,000 in one-time resources were provided through a City of Portland Innovation Fund Proposal in FY 2013-14. Of that amount, \$19,631 was expended during FY 2013-14 and \$124,000 was previously carried over to FY 2014-15 in the Spring BMP. In FY 2013-14 the Division made an effort to minimize use of Innovation Funds during the planning stages of the project in anticipation of significant expenses related to construction for restricted areas, equipment needs, and technology-related cost during implementation. This request is to carry over the remaining balance of \$151,369.

Having an information exchange with the IRS benefits the City by providing the Division with local taxpayer information such as name, SSN/FEIN, address, income and filing status will greatly assist in the administration and collection of local income taxes such as the Portland Business License Tax, the Multnomah County Business Income Tax and the Arts Tax.

The three primary benefits of such an exchange are:

- 1) A substantial reduction in tax filing burden for hundreds of thousands of local taxpayers because completing tax returns in common tax preparation software packages such as TurboTax will satisfy Portland, Multnomah County, Oregon and federal filing requirements simultaneously when e-filing is implemented in conjunction with the Oregon Department of Revenue (data exchange with the IRS is a precursor to e-filing). Many taxpayers will no longer need to fill out separate forms and mail copies of tax returns and other papers to the Revenue Division.
- 2) A significant increase in compliance with all local income taxes administered by the Revenue Division because key income and filing information will no longer be unknown and unverified. This is especially important in the identification of taxpayers that have never filed tax returns with the Bureau. The Division conservatively estimates a compliance increase of 1-3% for business income taxes and up to 5% for the Arts Tax, translating into millions of dollars of increased annual revenue for Portland and Multnomah County general funds, and the Arts Tax Fund.
- 3) A reduction of Division administrative burden related to processing paper returns; processing times for tax returns and turnaround times on taxpayer refunds will be greatly reduced after e-filing is in place.

Other benefits include increased physical security of tax payments resulting from higher numbers of taxpayers paying electronically rather than by check. The reduction in administrative workload for the Division will result in reallocating additional staff to audit or other work, further increasing revenues.

Expected Results

- 1) Reduction in taxpayer burden for hundreds of thousands of local taxpayers. Metric: number of taxpayers e-filing returns.
- 2) Increased ongoing General Fund revenues of \$780,000 to \$2.3 million for Portland; \$577,000 to \$1.7 million for Multnomah County; and up to \$540,000 for the Arts Tax. Substantial one-time business income tax revenues will also be realized as many taxpayers will be identified that have multiple unfiled or incorrectly filed previous tax years. Metric: incremental revenue tracking associated with increased compliance of accounts associated with IRS data.
- 3) Decreased administrative burden for the Revenue Division which will result in reallocation of staff to other revenue generating tasks, and potentially a longer term reduction in staff. Metric: Division will reallocate staff to other tasks, document the transfer, and report on any increase in revenue.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_064 - Carryover Request of Unspent Innovation Funding

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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CBO Discussion and Recommendation

Recommended as requested. The OMF- Bureau of Revenue and Financial Services is making progress on implementing an agreement with the Internal Revenue Service for direct exchange of taxpayer information, and has secured the necessary staffing resources. The bureau initially received \$295,000 in one-time Innovation Funding (General Fund) to complete this work. In the FY 2014-15 Adopted Budget the bureau carried over a portion of the original appropriation, \$124,000. However, the bureau spent less than the project budget in FY 2013-14, only \$19,631, and is requesting to carryover the remaining balance of \$151,369. CBO recommends this request in order to keep the project budget whole.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_065 - Health Fund-Increase Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	0	0	0
Contingency	4,056,000	0	4,056,000
TOTAL EXPENDITURES	4,056,000	0	4,056,000
REVENUES			
Budgeted Beginning Fund Balance	4,056,000	0	4,056,000
TOTAL REVENUES	4,056,000	0	4,056,000

Bureau Description:

This request will increase the beginning fund balance of the Health Fund by approximately \$4.9 million. The preliminary 6/30/2014 Health Fund balance was higher than projected in the adopted budget by \$4,914,041, due to significant drop in claim costs incurred during the second half of FY 2013-14. Total claims as of January 2014 were 1.3% below the same period a year earlier, but by June 30th 2014, total claims had dropped by about 6.4% from the same period of the previous fiscal year.

CBO Discussion and Recommendation

Recommended as requested. This request increases the Health Fund's beginning fund balance by 36% or \$4.1 million to \$15.3 million. The balance is primarily the result of lower than projected claims costs in the prior year. An additional adjustment in the Spring BMP may be necessary to reflect the amounts detailed in the CAFR.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_066 - BTS - Revenue Bureau IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	14,000	0	14,000
TOTAL EXPENDITURES	14,000	0	14,000
REVENUES			
Interagency Revenue	14,000	0	14,000
TOTAL REVENUES	14,000	0	14,000

Bureau Description:

The Revenue Bureau has requested a \$14,000 increase to their interagency with BTS to cover additional Operations Billable expenses.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_067 - Fac - Kelly Bldg Parking Lot Segment Aquisition

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	480,000	(480,000)	0
TOTAL EXPENDITURES	480,000	(480,000)	0
REVENUES			
Fund Transfers - Revenue	480,000	(480,000)	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	480,000	(480,000)	0

Bureau Description:

Description

The Kelly Building facility, located at NE Burnside and NE 47th Avenues, recently was in use as the Police Bureau's Southeast Precinct and currently houses some of the Police Bureau's patrol and investigative functions. A private party owns 17%, or 32, of the parking spaces located in the facility's multi-level parking structure. The owner does not allow anyone, including City staff, to use their portion of the structure and this has made maneuvering in the parking structure challenging, particularly because the structure houses bureau big rigs and specialty vehicles (which occupy 22 parking spaces), as well as a fueling station and vehicle maintenance bays. Additionally, the bureau is evaluating plans to expand operations at the location which will increase numbers of staff and shift hours. If expanded patrol functions operate out of the facility, the bureau will need a minimum of 44 parking spots for Police vehicles and roughly that many again for staff to park their personal vehicles. Currently the property houses other agency and bureau functions and staff as well, which compounds the parking constraints. This building will continue to be underutilized until the City acquires this segment of the parking garage.

Expected Results

The Police Bureau will expand functions that are housed at the location, restoring a neighborhood policing hub and bureau operational center. The bureau anticipates greater operational efficiencies will result from having a central location in inner-Northeast to augment the current precinct structure. Police Bureau and partner agencies housed at this location will have adequate parking for staff and visitors to conduct their respective operations.

CBO Discussion and Recommendation

OMF-Facilities is requesting to purchase land and building parcel, including parking spaces at the request of the Portland Police Bureau. Currently the Kelly Building serves as the Portland Police Bureau's Southeast Precinct. Parking at the precinct is challenging due to the limited number of spaces, but is made even more difficult by the fact that 17% or 32 of the spaces are privately owned and not allowed for use by the City. There have been conversations in the past about increasing the number of staff that work out of the Kelly Building. At this point, any expansion at the Southeast Precinct would further exacerbate the parking issue, especially since there is no other parking options nearby. The City Budget Office does not recommend funding this package. CBO has only recommended new requests in the Fall Supplemental Budget that are urgent, unforeseen and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. A final decision has not been made to expand operations at the Southeast Precinct and the bureau is in the midst of completing a staffing study which will include recommendations about staffing levels and locations of services. Additionally, this recommendation aligns with City financial policy 2.03 which prioritizes the maintenance and replacements of existing City assets over the acquisition of new assets, unless an analysis indicates a net benefit or the funding sources to acquire and develop a new asset cannot be used for operations or maintenance.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_068 - Fac-Police Justice Ctr Domes. Water Pipe Replace

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	664,930	(664,930)	0
TOTAL EXPENDITURES	664,930	(664,930)	0
REVENUES			
Fund Transfers - Revenue	664,930	(664,930)	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	664,930	(664,930)	0

Bureau Description:

Description

The Justice Center (JC) is a joint owned condominium between Multnomah County and the City of Portland. The City's owned percentage is 41.3%. Located in the downtown core at 1111 SW 2nd Ave, it houses the City's Central Precinct for the Portland Police Bureau (PPB) and the County Detention Center. The County Detention Center houses 448 inmates and has facilities for showers, restrooms, and meal preparation. Additionally, PPB command structure, administrative offices and state court rooms occupy the building. The facility operates 24 hours per day and houses over a 1,000 people. For 10 years, the JC has been experiencing domestic pipe water leaks along the main pipe. Repair of the leaks have been disruptive, often requiring the water service to the building to be shut-off. At this point the main domestic water pipe is beyond failure. The project has not been submitted in a budget request in previous years due to insufficient resources in the Police Bureau's major maintenance account within the Facilities Services Fund.

Multnomah County hired LRS Architects and Interface Engineering to perform an assessment and propose a solution. The assessment indicated that leaks were caused by microbial induced corrosion. Construction documents have been developed and the County currently has funding for their portion of this work. The project will be performed in two phases. Phase 1 will be floors 1-9 and Phase 2 will be floors 10 -15. If the project were to stall at this point, there would be a major risk of interruption to the detention center and police operations for the central downtown area. Additionally, any leak that may occur will could cause damage to the building's infrastructure and equipment.

Below is an explanation for our scoring of the consequences:

Human Health Safety Impacts 3 - Minor injuries. In the event of the domestic water pipe failing, the building could see flooding. If the rupture was violent this may cause injuries as the piping deteriorated. There would also be slippery floors and lack of potable water, which may contribute to injuries.

Service Impacts 6 - Disruption of essential services to customers. Our inability to provide potable water to Multnomah County's Detention Center would disrupt the ability for the inmates to receive a necessary ingredient for sustaining life even if temporarily. Getting water to this population and/or moving the population would be extremely difficult.

Environmental Impacts 6 - Minor Short-Term Damage. In the event of a complete pipe failure the living conditions in the detention center would deteriorate quickly. It could be expected that unsanitary conditions could arise and potable water would be difficult to come by

Legal, Regulatory, or Compliance Obligations 6 - The City is at risk of being sued: Oregon Administrative Rules, OSHA 437-004-1105 require that all places of employment provide an adequate supply of potable water. Toilets are also covered in this regulation as mandatory. Additionally, Multnomah County has requirement under the ABA Criminal Justice Mental Health Standard 23-3.1 to provide unrestricted access to prisoners to potable drinking and to adequate, clean, functioning toilets. Without the main pipe these regulations could not be complied with and tenants of the building could sue the City and Multnomah County.

Financial Impact 6 - Prevent Asset loss > \$1,000,000: The project itself is over \$1 million. If it were to completely fail, significant damage to the interior portion of the building could occur, far exceeding damage of over \$1 million.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_068 - Fac-Police Justice Ctr Domes. Water Pipe Replace

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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CBO Discussion and Recommendation

OMF-Facilities has identified a pipe replacement project at the jointly owned Justice Center. The total cost of the project is \$1.61 million, with Multnomah County agreeing to pay its share of \$945,000 and OMF-Facilities requesting \$664,900 in one-time General Fund. This project was submitted for consideration in the Citywide Project Ranking process. This process was developed to evaluate currently unfunded major maintenance and asset replacement projects by assessing both the risks of asset failure (consequence score) and the benefits of completing the project. Of the 35 projects submitted this project ranked 13th. Reflected in the consequence score was the potentially significant impacts if the pipe were to break and the asset were to experience complete failure, including widespread service distributions and financial impacts likely over \$1.0 million. The project also received benefits points for reducing ongoing operations and maintenance costs by approximately \$61,000 annually and increasing safety in the building. CBO agrees with the importance of this project; however, due to the limited availability of funding and the position of this project in the ranking process, CBO does not recommend funding this request. CBO recommends the project be resubmitted for consideration as part of the FY 2015-16 budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_069 - Fac - Police Justice Center Exterior Repair

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	213,728	(213,728)	0
TOTAL EXPENDITURES	213,728	(213,728)	0
REVENUES			
Fund Transfers - Revenue	213,728	(213,728)	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	213,728	(213,728)	0

Bureau Description:

Description

The Justice Center (JC) is a joint owned condominium between Multnomah County and the City of Portland. The City's owned percentage is 41.3%. Located in the downtown core at 1111 SW 2nd Ave, it houses the City's Central Precinct for the Portland Police Bureau (PPB) and the County Detention Center which houses 448 inmates. Additionally, PPB command structure, administrative offices and state court rooms occupy the building. The facility operates 24 hours per day and houses over a 1,000 people.

The exterior of the Justice Center is beginning to show signs of water intrusion and other issues. Multnomah County issued an Exterior Structural Assessment of the exterior of the building that was performed by KPFF Consulting Engineers. The assessment found that the exterior of the pre-cast concrete panels revealed some rust stains and cracking in many of the panels. Although the cracking does not appear to be structural, the cracks allow water intrusion into the panels causing corrosion to the reinforcing material and resulting in deterioration of the panels. In their current condition the assessment indicates the pre-cast concrete exterior panels can likely perform for many years if the repairs are completed. The Project will clean panels and fill all visible cracks, where rust stains or protruding re-bar are visible the area will be ground down, sealed with epoxy and filled with concrete patching materials.

Below is an explanation for our scoring of the consequences when a number is identified:

Human, Health, and Safety Impacts 2 - Minor Injuries. Although no structural issues have been identified, continual exposure to water could undermine the structural integrity of the building if left unchecked. Additionally, water intrusion into the building could lead to mold and other issues which can effect the health and safety of the occupants.

Service Impacts 6 - Disruption of essential services to customers. The Justice Center houses PPB's Central Precinct. In the event that the building is structurally unsound or has health concerns that require closure of a floor or more, Central Precinct may need to relocate.

Financial Impact 6 - Prevent Asset loss > \$1,000,000. This project is meant to repair portions of an exterior building that is starting to show signs of failure. Without this project it can be anticipated that the exterior of the building will begin to fail, which we believe will be a loss of over \$1,000,000.

CBO Discussion and Recommendation

OMF-Facilities has identified an exterior repair project at the jointly owned Justice Center. The total cost of the project is \$575,500 million, with Multnomah County agreeing to pay its share of \$303,772 and OMF-Facilities requesting \$213,728 in one-time General Fund.

This project was submitted for consideration in the Citywide Project Ranking process. This process was developed to evaluate currently unfunded major maintenance and asset replacement projects, by assessing both the risks of asset failure (consequence score) and the benefits of completing the project. Of the 35 projects submitted this project ranked 30th. Reflected in the consequence score was the potentially significant impacts if the asset were to experience complete failure, including widespread service distributions and financial impacts likely over \$1.0 million. However, the likelihood of failure was not expected within the next three to five years, but rather six to ten years, thus significantly lessening the urgency of the project.

The project also received benefits points for reducing ongoing operations and maintenance costs by approximately \$5,000 annually and increasing safety in the building.

CBO agrees with the importance of this project; however, due to low likelihood of asset failure in the near term and the position of this project in the ranking process, CBO does not recommend funding this request.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_070 - Facilities - True-up Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	(5,049,141)	0	(5,049,141)
TOTAL EXPENDITURES	(5,049,141)	0	(5,049,141)
REVENUES			
Budgeted Beginning Fund Balance	(5,049,141)	0	(5,049,141)
TOTAL REVENUES	(5,049,141)	0	(5,049,141)

Bureau Description:

This is a request to reduce beginning fund balance based on year-end fund analysis.

CBO Discussion and Recommendation

Recommended as requested. This request decreases the Facilities Fund beginning fund balance by 14%, or \$5.0 million, to \$31.1 million. The variance is the result of not accounting for prior year costs relating to the Police Training Facility. This reduction is not anticipated to have any material impact on the fund. An additional adjustment in the Spring BMP may be necessary to reflect the amounts detailed in the CAFR.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_071 - BBS Facilities - Budget for ordinance 186463

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	858,000	0	858,000
Contingency	(858,000)	0	(858,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Ordinance 186463 authorized agreements to implement a settlement in Wright et al v. the City. The ordinance declared any property interest acquired through the Station Place Lot assignment of parking agreement as not needed for public use and authorized disposition through termination of the parking agreement. The City received \$858,000 as part of this settlement. The purpose of this budget adjustment request is recognize \$858,000 the City received in FY 2013-14 and did not spend and appropriate it for possible payment this fiscal year.

CBO Discussion and Recommendation

Recommended as requested. These funds were held in contingency after finalization of a settlement that occurred in the prior year. As required by Ordinance 186463, the net proceeds of the settlement will be used for funding an alternative site for relocating R2D2. Any excess resources remaining after funding the alternative site shall be used to address houselessness as identified by Commissioner Fritz and approved by R2D2.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_072 - BTS - Auditor's Office IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	150,000	0	150,000
TOTAL EXPENDITURES	150,000	0	150,000
REVENUES			
Interagency Revenue	150,000	0	150,000
TOTAL REVENUES	150,000	0	150,000

Bureau Description:

The Auditor's Office has requested a \$150,000 increase to their interagency with BTS to cover anticipated Strategic Technology billable expenses related to their Lien Accounting system replacement.

CBO Discussion and Recommendation

Recommended as requested. Balancing to an interagency request from the Auditor's Office.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_073 - BTS - Planning IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
Contingency	5,442	0	5,442
TOTAL EXPENDITURES	5,442	0	5,442
REVENUES			
Interagency Revenue	5,442	0	5,442
TOTAL REVENUES	5,442	0	5,442

Bureau Description:

Planning and Sustainability has requested a \$5,442 increase to their interagency with BTS to cover Strategic Technology Billable costs related to the Metro Deconstruction Assessment pilot project.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_074 - Fac - Resource Management Tool

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	61,000	0	61,000
Contingency	(61,000)	0	(61,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to budget \$61,000 for the implementation of a new resource management tool in Facilities. One-time implementation costs are \$50,000, with ongoing annual maintenance of \$11,000. This tool will be used to track energy, water, trash, fuel, toxics and other resources. This tool will allow Facilities to track the costs associated with these resources and identify savings. Funding for this tool will come from bureau contingency with the ongoing costs covered within the fund's target operating budget.

CBO Discussion and Recommendation

Recommended as requested. OMF- Facilities is requesting a one-time draw on contingency to purchase a software resources tracking tool. Ongoing costs associated with this tool will be built into future target rate budgets charged to customer bureaus. The CBO recommends that OMF- Facilities provide system reports on actual savings or savings opportunities identified by the tool, at least on an annual basis.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_075 - Fac - Budget Consulting for Facilities Center

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	59,350	0	59,350
Contingency	(59,350)	0	(59,350)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request for \$59,350 from fund contingency for one-time consulting related to the upgrade of Facilities Center, the fund's work order system.

CBO Discussion and Recommendation

Recommended as requested. OMF- Facilities is requesting a one-time draw on contingency to purchase consulting services necessary to determine new business requirements for a facilities work order system. Once this analysis is complete, it is likely that a request for proposal will be issued to solicit bids for technology solutions. Any ongoing costs increases associated with implementing a chosen solution will need to be evaluated at the time of purchase.

It should be noted that SAP contains a work order module that is capable of providing this type of functionality.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_076 - Fac - True-up Major Maintenance Budget

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(532,565)	0	(532,565)
Contingency	532,565	0	532,565
TOTAL EXPENDITURES	0	0	0
REVENUES			
Interagency Revenue	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This is a request to true-up major maintenance projects planned for FY 2014-15. This package carries over funds for incomplete projects from FY 2013-14, and also makes project budget adjustments. The net effect of this request is to reduce the overall major maintenance budget by \$532,565 and add that back to fund contingency.

CBO Discussion and Recommendation

Recommended as requested. This request appropriates funding for major maintenance projects in the 1900 Building, City Hall, the Justice Center, and St. Johns Precinct. Conversely, it transfers funding back to major maintenance contingency for projects at the Kelly Building, Mounted Patrol, North Precinct, PCC, and the Portland Building.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_077 - Fac - Increase IA with Debt Mgmt

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	3,644	0	3,644
Contingency	(3,644)	0	(3,644)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to match an increase in IA with Debt Management for their new debt software.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_079 - Fac - New Major Maint Projects - 1900 Building

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	197,074	0	197,074
Contingency	(197,074)	0	(197,074)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to fund newly identified major maintenance projects in the 1900 Building. The request is for \$60,488 for Conference Room 2500 A/B Carpet and Paint, \$78,049 to repair a sink hole, and \$58,537 for storm boxes. Requested project costs include built in contingency.

CBO Discussion and Recommendation

Recommended as requested. The 1900 Building's major maintenance account balance at the end of FY 2014-15 is projected at \$241,512.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_080 - Fac - Match Housing IA increase request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	4,253	0	4,253
TOTAL EXPENDITURES	4,253	0	4,253
REVENUES			
Interagency Revenue	4,253	0	4,253
TOTAL REVENUES	4,253	0	4,253

Bureau Description:

This is a request to match an IA increase by Housing Bureau.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_081 - CityFleet - Technical Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

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

CBO Discussion and Recommendation

Recommended as requested. This adjustment transfers \$220,000 out of equipment rentals and to miscellaneous services. This is a net zero adjustment in the CityFleet Operating Fund.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_082 - Fac - TPB Exterior Envelope and Seismic Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	144,000	0	144,000
Contingency	(144,000)	0	(144,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

As a continuation of the Portland Building Exterior Envelope and Seismic Strengthening project, the existing design team, FFA Architecture, has been asked to assess existing building systems and interiors, provide conceptual design and provide conceptual cost estimates. This work will provide a more complete understanding of the building's rehabilitation needs as they affect the interior of the building. FFA already has a contract in place for conceptual design and cost estimates for the Portland Building project; this work and the associated costs will be covered under the existing contract, with some changes to contract language. The cost estimate is based on a proposal from FFA Architecture, plus contingency for changes in design requirements that result from the assessment of existing systems.

CBO Discussion and Recommendation

Recommended as requested. Funding this project will reduce the Portland Buildings maintenance account by \$144,000. One of the expected results of this project is refining rehabilitation options for the Portland Building. These efforts will expand on analysis performed in prior years that documented the extent of the building's exterior damage from water intrusion.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_083 - CityFleet-Park's IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	543,500	0	543,500
TOTAL EXPENDITURES	543,500	0	543,500
REVENUES			
Interagency Revenue	543,500	0	543,500
TOTAL REVENUES	543,500	0	543,500

Bureau Description:

The Parks Bureau has requested to increase the interagency by \$543,500 to cover fleet expenses related to the purchase of new vehicles and equipment, per resolution 35960.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_084 - Fac - New Major Main Project - North Precinct

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	39,025	0	39,025
Contingency	(39,025)	0	(39,025)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to fund a newly identified major maintenance project at North Precinct. The request is for \$39,025 for repairs in the Men's locker room. Requested project costs include built in contingency.

CBO Discussion and Recommendation

Recommended as requested. The aggregate Police facilities major maintenance account balance at the end of FY 2014-15 is projected to be \$1,057,944.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_085 - Fac - New Major Main Project - Union Station

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	634,737	0	634,737
Contingency	(634,737)	0	(634,737)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to fund newly identified major maintenance projects at Union Station. The total request is for \$634,737. Projects include, \$243,904 for tenant improvements, \$275,709 for lighting upgrades, \$97,562 for work on the main driveway, and \$17,562 for fire inspection related repairs. Funding for these projects comes from the Union Station maintenance reserve managed by Facilities on behalf of PDC.

CBO Discussion and Recommendation

Recommended as requested. Union Station's major maintenance account balance at the end of FY 2014-15 is projected at \$1,578,305.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_086 - CityFleet-Replace Columbia WW Fueling Station

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	2,132,904	(2,132,904)	0
TOTAL EXPENDITURES	2,132,904	(2,132,904)	0
REVENUES			
Fund Transfers - Revenue	2,132,904	(2,132,904)	0
TOTAL REVENUES	2,132,904	(2,132,904)	0

Bureau Description:

Description

Per City Code and Charter section 3.15.020, CityFleet is responsible for nine (9) fueling sites comprised of twenty-seven (27) fuel storage tanks (17 underground and 10 above ground). In total, six (6) of the City of Portland's fueling sites (15 tanks) are well beyond their 30-year life span (some by more than 10 years) and in need of immediate replacement. A fully functional fueling infrastructure is absolutely imperative to ensure Police and Fire emergency vehicles and equipment are able to respond 24/7. Health, Safety, and Sanitation codes also require Environmental Services, Water, Transportation, Parks, Development Services, and other bureaus to provide essential mobile services. Replacing the City's fuel infrastructure also meets the City's Portland Plan goals for health and safety, lowering carbon emissions, improving water quality, and creating a sustainable human habitat.

The Columbia Waste Water Treatment Plant fueling site has already received a DEQ citation and fine for failure to comply with performance standards. DEQ requires action by the City to report scheduled decommissioning, or immediate discontinuance in storing gasoline with ethanol at this location. To meet Council mandated Title 16 and Renewable Fuels Standard for biodiesel and ethanol fuels, and the more stringent requirements for city-owned vehicles and equipment, fuel tanks must be alternative fuel compatible. Replacing the tanks with new and larger capacity tanks would bring fuel sites into compliance while also increasing the City's fuel reserves for disaster response. Increased fuel reserves are necessary due to the increased number of City vehicles and fuel supply chain vulnerabilities.

Fuel constitutes one of the biggest costs (about \$7M annually) to manage the City's fleet and optimizing fuel management can provide significant savings. Historically, we have paid at least 10% below the Portland retail market by purchasing bulk fuel for city-owned stations. This is an ongoing savings of about \$700,000 annually. A well-designed fuel management program controls costs, improves driver productivity, meets regulatory requirements and organizational policy goals, and provides for the collection of essential data.

The Pacific Northwest is vulnerable to a Cascadia Subduction Zone earthquake. The region is also susceptible to tsunamis, terrorism, fire, and other supply chain failures. Oregon's liquid fuel supply is transported from Washington. Once fuels arrive in Oregon, they are stored at the energy hub, a six-mile stretch of the lower Willamette River where industrial facilities occupy liquefiable riverside soils. Any catastrophic damage in this supply chain would eliminate our fuel supply. Portland's location near the confluence of the Willamette and Columbia rivers makes the city particularly vulnerable should an earthquake occur. One major point of concern is losing bridges, and not being able to deliver supplies across the river. Even with good working relationships with local municipalities, fuel availability will be sparse. This is because of the volume of fuel required to operate critical daily-response vehicles and equipment, and the difficulties of delivering fuel should a supply chain failure occur. It is imperative that Portland has sufficient infrastructure to provide fuel on-hand to sustain critical operations during an emergency, as well as through the extended recovery period.

CBO Discussion and Recommendation

OMF-Bureau of Internal Business Services has identified the need to replace much of the City's aging fueling infrastructure. This specific request seeks to replace the Columbia Waste Water fueling station. The total cost of the project is \$2,132,904, with possible ongoing savings in operations and maintenance costs. Despite recent analysis by an architect, this still remains a low confidence cost estimate.

This project, along with four other fueling station replacement projects, was submitted for consideration in the Citywide Project Ranking process. This process was developed to evaluate currently unfunded major maintenance and asset replacement projects, by assessing both the risks of asset failure (consequence score) and the benefits of completing the project. Of the 35 projects submitted this project ranked 1st on the list. Reflected in the consequence score for this and the other fueling station projects, was the potentially significant impacts if the asset were to experience complete failure, including widespread service distributions, environmental impacts, and financial impacts of up to \$1.0 million. Moreover, the City has already been cited by the Department of Environmental Quality for the current condition of the tank, causing the project to score highly in the regulatory and compliance section and leading to agreement that this asset is currently in a state of failure.

CBO agrees with the importance of this project and the need for urgency in replacing the City's fueling station infrastructure. However CBO does not recommend the use of General Fund to support the replacements. Instead, CBO recommends that in the FY 2015-16 budget process Council consider the use of debt financing to fund the replacements and allocate out the costs using the CityFleet interagency model. If Council chooses this option they may want to consider adding a new fueling station at the West Side Staging Center in an effort to increase the City's emergency preparedness. This specific request is included in the Bureau of Emergency Management Fall BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_087 - CityFleet-Replace 1st Ave Garage Fueling Station

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	2,204,963	(2,204,963)	0
TOTAL EXPENDITURES	2,204,963	(2,204,963)	0
REVENUES			
Fund Transfers - Revenue	2,204,963	(2,204,963)	0
TOTAL REVENUES	2,204,963	(2,204,963)	0

Bureau Description:

Description

Per City Code and Charter section 3.15.020, CityFleet is responsible for nine (9) fueling sites comprised of twenty-seven (27) fuel storage tanks (17 underground and 10 above ground). In total, six (6) of the City of Portland's fueling sites (15 tanks) are well beyond their 30-year life span (some by more than 10 years) and in need of immediate replacement. A fully functional fueling infrastructure is absolutely imperative to ensure Police and Fire emergency vehicles and equipment are able to respond 24/7. Health, Safety, and Sanitation codes also require Environmental Services, Water, Transportation, Parks, Development Services, and other bureaus to provide essential mobile services. Replacing the City's fuel infrastructure also meets the City's Portland Plan goals for health and safety, lowering carbon emissions, improving water quality, and creating a sustainable human habitat.

The First Avenue Garage fuel station is 40 years old. It is 10 years past the DEQ recommended replacement life. To meet Council mandated Title 16 and Renewable Fuels Standard for biodiesel and ethanol fuels, and the more stringent requirements for city-owned vehicles and equipment, fuel tanks must be alternative fuel compatible. Replacing the tanks with new and larger capacity tanks would bring fuel sites into compliance while also increasing the City's fuel reserves for disaster response. Increased fuel reserves are necessary due to the increased number of City vehicles and fuel supply chain vulnerabilities.

Fuel constitutes one of the biggest costs (about \$7M annually) to manage the City's fleet and optimizing fuel management can provide significant savings. Historically, we have paid at least 10% below the Portland retail market by purchasing bulk fuel for city-owned stations. This is an ongoing savings of about \$700,000 annually. A well-designed fuel management program controls costs, improves driver productivity, meets regulatory requirements and organizational policy goals, and provides for the collection of essential data.

The Pacific Northwest is vulnerable to a Cascadia Subduction Zone earthquake. The region is also susceptible to tsunami, terrorism, fire, and other supply chain failures. Oregon's liquid fuel supply is transported from Washington. Once fuels arrive in Oregon, they are stored at the energy hub, a six-mile stretch of the lower Willamette River where industrial facilities occupy liquefiable riverside soils. Any catastrophic damage in this supply chain would eliminate our fuel supply. Portland's location near the confluence of the Willamette and Columbia rivers makes the city particularly vulnerable should an earthquake occur. One major point of concern is losing bridges, and not being able to deliver supplies across the river. Even with good working relationships with local municipalities, fuel availability will be sparse. This is because of the volume of fuel required to operate critical daily-response vehicles and equipment, and the difficulties of delivering fuel should a supply chain failure occur. It is imperative that Portland has sufficient infrastructure to provide fuel on-hand to sustain critical operations during an emergency, as well as through the extended recovery period.

CBO Discussion and Recommendation

OMF-Bureau of Internal Business Services has identified the need to replace much of the City's aging fueling infrastructure. This specific request seeks to replace the 1st Ave garage fueling station. The total cost of the project is \$2,204,963, with possible ongoing savings in operations and maintenance costs. Despite recent analysis by an architect, this still remains a low confidence cost estimate.

This project, along with four other fueling station replacement projects, was submitted for consideration in the Citywide Project Ranking process. This process was developed to evaluate currently unfunded major maintenance and asset replacement projects, by assessing both the risks of asset failure (consequence score) and the benefits of completing the project. Of the 35 projects submitted this project tied for 14th along with three other fueling replacement projects (the Columbia Waste Water Treatment fueling station replacement project ranked 1st on the list). Reflected in the consequence score for this and the other fueling station projects, was the potentially significant impacts if the asset were to experience complete failure, including widespread service distributions, environmental impacts, and financial impacts of up to \$1.0 million. However, the likelihood of asset failure for this fueling station was lower than other projects submitted, two to three years, thereby reducing the overall risk score.

CBO agrees with the importance of this project and the need for urgency in replacing the City's fueling station infrastructure. However CBO does not recommend the use of General Fund to support the replacements. Instead, CBO recommends that in the FY 2015-16 budget process Council consider the use of debt financing to fund the replacements and allocate out the costs using the CityFleet interagency model. If Council chooses this option they may want to consider adding a new fueling station at the West Side Staging Center in an effort to increase the City's emergency preparedness. This specific request is included in the Bureau of Emergency Management Fall BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_088 - CityFleet-Replace Interstate Fueling Station

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	1,990,591	(1,990,591)	0
TOTAL EXPENDITURES	1,990,591	(1,990,591)	0
REVENUES			
Fund Transfers - Revenue	1,990,591	(1,990,591)	0
TOTAL REVENUES	1,990,591	(1,990,591)	0

Bureau Description:

Description

Per City Code and Charter section 3.15.020, CityFleet is responsible for nine (9) fueling sites comprised of twenty-seven (27) fuel storage tanks (17 underground and 10 above ground). In total, six (6) of the City of Portland's fueling sites (15 tanks) are well beyond their 30-year life span (some by more than 10 years) and in need of immediate replacement. A fully functional fueling infrastructure is absolutely imperative to ensure Police and Fire emergency vehicles and equipment are able to respond 24/7. Health, Safety, and Sanitation codes also require Environmental Services, Water, Transportation, Parks, Development Services, and other bureaus to provide essential mobile services. Replacing the City's fuel infrastructure also meets the City's Portland Plan goals for health and safety, lowering carbon emissions, improving water quality, and creating a sustainable human habitat.

The Interstate fuel station is 38 years old. It is 8 years past the DEQ recommended replacement life. To meet Council mandated Title 16 and Renewable Fuels Standard for biodiesel and ethanol fuels, and the more stringent requirements for city-owned vehicles and equipment, fuel tanks must be alternative fuel compatible. Replacing the tanks with new and larger capacity tanks would bring fuel sites into compliance while also increasing the City's fuel reserves for disaster response. Increased fuel reserves are necessary due to the increased number of City vehicles and fuel supply chain vulnerabilities.

Fuel constitutes one of the biggest costs (about \$7M annually) to manage the City's fleet and optimizing fuel management can provide significant savings. Historically, we have paid at least 10% below the Portland retail market by purchasing bulk fuel for city-owned stations. This is an ongoing savings of about \$700,000 annually. A well-designed fuel management program controls costs, improves driver productivity, meets regulatory requirements and organizational policy goals, and provides for the collection of essential data.

The Pacific Northwest is vulnerable to a Cascadia Subduction Zone earthquake. The region is also susceptible to tsunami, terrorism, fire, and other supply chain failures. Oregon's liquid fuel supply is transported from Washington. Once fuels arrive in Oregon, they are stored at the energy hub, a six-mile stretch of the lower Willamette River where industrial facilities occupy liquefiable riverside soils. Any catastrophic damage in this supply chain would eliminate our fuel supply. Portland's location near the confluence of the Willamette and Columbia rivers makes the city particularly vulnerable should an earthquake occur. One major point of concern is losing bridges, and not being able to deliver supplies across the river. Even with good working relationships with local municipalities, fuel availability will be sparse. This is because of the volume of fuel required to operate critical daily-response vehicles and equipment, and the difficulties of delivering fuel should a supply chain failure occur. It is imperative that Portland has sufficient infrastructure to provide fuel on-hand to sustain critical operations during an emergency, as well as through the extended recovery period.

CBO Discussion and Recommendation

OMF-Bureau of Internal Business Services has identified the need to replace much of the City's aging fueling infrastructure. This specific request seeks to replace the Interstate fueling station. The total cost of the project is \$1,990,591, with possible ongoing savings in operations and maintenance costs. Despite recent analysis by an architect, this still remains a low confidence cost estimate.

This project, along with four other fueling station replacement projects, was submitted for consideration in the Citywide Project Ranking process. This process was developed to evaluate currently unfunded major maintenance and asset replacement projects, by assessing both the risks of asset failure (consequence score) and the benefits of completing the project. Of the 35 projects submitted this project tied for 14th along with three other fueling replacement projects (the Columbia Waste Water Treatment fueling station replacement project ranked 1st on the list). Reflected in the consequence score for this and the other fueling station projects, was the potentially significant impacts if the asset were to experience complete failure, including widespread service distributions, environmental impacts, and financial impacts of up to \$1.0 million. However, the likelihood of asset failure for this fueling station was lower than other projects submitted, two to three years, thereby reducing the overall risk score.

CBO agrees with the importance of this project and the need for urgency in replacing the City's fueling station infrastructure. However CBO does not recommend the use of General Fund to support the replacements. Instead, CBO recommends that in the FY 2015-16 budget process Council consider the use of debt financing to fund the replacements and allocate out the costs using the CityFleet interagency model. If Council chooses this option they may want to consider adding a new fueling station at the West Side Staging Center in an effort to increase the City's emergency preparedness. This specific request is included in the Bureau of Emergency Management Fall BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_089 - CityFleet-Replace Kelly Building Fueling Station

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	1,201,560	(1,201,560)	0
TOTAL EXPENDITURES	1,201,560	(1,201,560)	0
REVENUES			
Fund Transfers - Revenue	1,201,560	(1,201,560)	0
TOTAL REVENUES	1,201,560	(1,201,560)	0

Bureau Description:

Description

Per City Code and Charter section 3.15.020, CityFleet is responsible for nine (9) fueling sites comprised of twenty-seven (27) fuel storage tanks (17 underground and 10 above ground). In total, six (6) of the City of Portland's fueling sites (15 tanks) are well beyond their 30-year life span (some by more than 10 years) and in need of immediate replacement. A fully functional fueling infrastructure is absolutely imperative to ensure Police and Fire emergency vehicles and equipment are able to respond 24/7. Health, Safety, and Sanitation codes also require Environmental Services, Water, Transportation, Parks, Development Services, and other bureaus to provide essential mobile services. Replacing the City's fuel infrastructure also meets the City's Portland Plan goals for health and safety, lowering carbon emissions, improving water quality, and creating a sustainable human habitat.

The Kelly Building fuel station is the oldest fuel station, 53 years old. It is 23 years past the DEQ recommended replacement life. To meet Council mandated Title 16 and Renewable Fuels Standard for biodiesel and ethanol fuels, and the more stringent requirements for city-owned vehicles and equipment, fuel tanks must be alternative fuel compatible. Replacing the tanks with new and larger capacity tanks would bring fuel sites into compliance while also increasing the City's fuel reserves for disaster response. Increased fuel reserves are necessary due to the increased number of City vehicles and fuel supply chain vulnerabilities.

Fuel constitutes one of the biggest costs (about \$7M annually) to manage the City's fleet and optimizing fuel management can provide significant savings. Historically, we have paid at least 10% below the Portland retail market by purchasing bulk fuel for city-owned stations. This is an ongoing savings of about \$700,000 annually. A well-designed fuel management program controls costs, improves driver productivity, meets regulatory requirements and organizational policy goals, and provides for the collection of essential data.

The Pacific Northwest is vulnerable to a Cascadia Subduction Zone earthquake. The region is also susceptible to tsunami, terrorism, fire, and other supply chain failures. Oregon's liquid fuel supply is transported from Washington. Once fuels arrive in Oregon, they are stored at the energy hub, a six-mile stretch of the lower Willamette River where industrial facilities occupy liquefiable riverside soils. Any catastrophic damage in this supply chain would eliminate our fuel supply. Portland's location near the confluence of the Willamette and Columbia rivers makes the city particularly vulnerable should an earthquake occur. One major point of concern is losing bridges, and not being able to deliver supplies across the river. Even with good working relationships with local municipalities, fuel availability will be sparse. This is because of the volume of fuel required to operate critical daily-response vehicles and equipment, and the difficulties of delivering fuel should a supply chain failure occur. It is imperative that Portland has sufficient infrastructure to provide fuel on-hand to sustain critical operations during an emergency, as well as through the extended recovery period.

CBO Discussion and Recommendation

OMF-Bureau of Internal Business Services has identified the need to replace much of the City's aging fueling infrastructure. This specific request seeks to replace the Kelly Building fueling station. The total cost of the project is \$1,201,560, with possible ongoing savings in operations and maintenance costs. Despite recent analysis by an architect, this still remains a low confidence cost estimate.

This project, along with four other fueling station replacement projects, was submitted for consideration in the Citywide Project Ranking process. This process was developed to evaluate currently unfunded major maintenance and asset replacement projects, by assessing both the risks of asset failure (consequence score) and the benefits of completing the project. Of the 35 projects submitted this project tied for 14th along with three other fueling replacement projects (the Columbia Waste Water Treatment fueling station replacement project ranked 1st on the list). Reflected in the consequence score for this and the other fueling station projects, was the potentially significant impacts if the asset were to experience complete failure, including widespread service distributions, environmental impacts, and financial impacts of up to \$1.0 million. However, the likelihood of asset failure for this fueling station was lower than other projects submitted, two to three years, thereby reducing the overall risk score.

CBO agrees with the importance of this project and the need for urgency in replacing the City's fueling station infrastructure. However CBO does not recommend the use of General Fund to support the replacements. Instead, CBO recommends that in the FY 2015-16 budget process Council consider the use of debt financing to fund the replacements and allocate out the costs using the CityFleet interagency model. If Council chooses this option they may want to consider adding a new fueling station at the West Side Staging Center in an effort to increase the City's emergency preparedness. This specific request is included in the Bureau of Emergency Management Fall BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_090 - CityFleet-Replace Mt. Tabor Fueling Station

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	2,147,316	(2,147,316)	0
TOTAL EXPENDITURES	2,147,316	(2,147,316)	0
REVENUES			
Fund Transfers - Revenue	2,147,316	(2,147,316)	0
TOTAL REVENUES	2,147,316	(2,147,316)	0

Bureau Description:

Description

Per City Code and Charter section 3.15.020, CityFleet is responsible for nine (9) fueling sites comprised of twenty-seven (27) fuel storage tanks (17 underground and 10 above ground). In total, six (6) of the City of Portland's fueling sites (15 tanks) are well beyond their 30-year life span (some by more than 10 years) and in need of immediate replacement. A fully functional fueling infrastructure is absolutely imperative to ensure Police and Fire emergency vehicles and equipment are able to respond 24/7. Health, Safety, and Sanitation codes also require Environmental Services, Water, Transportation, Parks, Development Services, and other bureaus to provide essential mobile services. Replacing the City's fuel infrastructure also meets the City's Portland Plan goals for health and safety, lowering carbon emissions, improving water quality, and creating a sustainable human habitat.

The Mt. Tabor fuel station is 38 years old. It is 8 years past the DEQ recommended replacement life. To meet Council mandated Title 16 and Renewable Fuels Standard for biodiesel and ethanol fuels, and the more stringent requirements for city-owned vehicles and equipment, fuel tanks must be alternative fuel compatible. Replacing the tanks with new and larger capacity tanks would bring fuel sites into compliance while also increasing the City's fuel reserves for disaster response. Increased fuel reserves are necessary due to the increased number of City vehicles and fuel supply chain vulnerabilities.

Fuel constitutes one of the biggest costs (about \$7M annually) to manage the City's fleet and optimizing fuel management can provide significant savings. Historically, we have paid at least 10% below the Portland retail market by purchasing bulk fuel for city-owned stations. This is an ongoing savings of about \$700,000 annually. A well-designed fuel management program controls costs, improves driver productivity, meets regulatory requirements and organizational policy goals, and provides for the collection of essential data.

The Pacific Northwest is vulnerable to a Cascadia Subduction Zone earthquake. The region is also susceptible to tsunami, terrorism, fire, and other supply chain failures. Oregon's liquid fuel supply is transported from Washington. Once fuels arrive in Oregon, they are stored at the energy hub, a six-mile stretch of the lower Willamette River where industrial facilities occupy liquefiable riverside soils. Any catastrophic damage in this supply chain would eliminate our fuel supply. Portland's location near the confluence of the Willamette and Columbia rivers makes the city particularly vulnerable should an earthquake occur. One major point of concern is losing bridges, and not being able to deliver supplies across the river. Even with good working relationships with local municipalities, fuel availability will be sparse. This is because of the volume of fuel required to operate critical daily-response vehicles and equipment, and the difficulties of delivering fuel should a supply chain failure occur. It is imperative that Portland has sufficient infrastructure to provide fuel on-hand to sustain critical operations during an emergency, as well as through the extended recovery period.

CBO Discussion and Recommendation

OMF-Bureau of Internal Business Services has identified the need to replace much of the City's aging fueling infrastructure. This specific request seeks to replace the Mt. Tabor fueling station. The total cost of the project is \$2,147,316, with possible ongoing savings in operations and maintenance costs. Despite recent analysis by an architect, this still remains a low confidence cost estimate.

This project, along with four other fueling station replacement projects, was submitted for consideration in the Citywide Project Ranking process. This process was developed to evaluate currently unfunded major maintenance and asset replacement projects, by assessing both the risks of asset failure (consequence score) and the benefits of completing the project. Of the 35 projects submitted this project tied for 14th along with three other fueling replacement projects (the Columbia Waste Water Treatment fueling station replacement project ranked 1st on the list). Reflected in the consequence score for this and the other fueling station projects, was the potentially significant impacts if the asset were to experience complete failure, including widespread service distributions, environmental impacts, and financial impacts of up to \$1.0 million. However, the likelihood of asset failure for this fueling station was lower than other projects submitted, two to three years, thereby reducing the overall risk score.

CBO agrees with the importance of this project and the need for urgency in replacing the City's fueling station infrastructure. However CBO does not recommend the use of General Fund to support the replacements. Instead, CBO recommends that in the FY 2015-16 budget process Council consider the use of debt financing to fund the replacements and allocate out the costs using the CityFleet interagency model. If Council chooses this option they may want to consider adding a new fueling station at the West Side Staging Center in an effort to increase the City's emergency preparedness. This specific request is included in the Bureau of Emergency Management Fall BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_091 - Fac - New Major Maint - Justice Center

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	89,259	0	89,259
Contingency	(89,259)	0	(89,259)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to fund newly identified major maintenance projects at the Justice Center. The City has a condo agreement for the Justice Center with the County, wherein the City owns 41.3% of the Justice Center. The County has identified major maintenance projects to be completed in FY 2014-15, for which the City would pay 41.3% of the cost, and the County would pay 58.7% of the cost. This request is for \$89,259 for repairs to waterproof a ramp and deck, fix a fire alarm panel, repair windows and exterior stairs, and seal floors. Requested project costs include built in contingency.

CBO Discussion and Recommendation

Recommended as requested. The aggregate Police facilities major maintenance account balance at the end of FY 2014-15 is projected \$1,057,944.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_092 - CityFleet-Police IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	20,303	0	20,303
Capital Outlay	9,500	0	9,500
TOTAL EXPENDITURES	29,803	0	29,803
REVENUES			
Interagency Revenue	29,803	0	29,803
TOTAL REVENUES	29,803	0	29,803

Bureau Description:

This request is to increase the interagency with the Police Bureau for \$20,303 to cover additional Grant fleet expenses related to vehicle leases. The Police Bureau has requested to increase the Police Federal Forfeiture Fund by \$9,500 to cover the purchase of a new Utility Cart for the Property Evidence Division, per resolution 35960.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_093 - BTS - PSSRP IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	500,000	0	500,000
Contingency	26,600	0	26,600
TOTAL EXPENDITURES	526,600	0	526,600
REVENUES			
Interagency Revenue	526,600	0	526,600
TOTAL REVENUES	526,600	0	526,600

Bureau Description:

The PSSRP Radio Project has requested a \$526,600 increase to their interagency with BTS to cover additional Radio & Video Billable and Operations Billable expenses.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_094 - CityFleet-Increase IA with Facilities

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	157,500	0	157,500
Contingency	(157,500)	0	(157,500)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to increase the interagency with Facilities by \$157,500 for the consolidated Fleet and Public Works Facility master plan, which is 50% of the cost.

CBO Discussion and Recommendation

Recommended as requested. CityFleet and the Portland Bureau of Transportation are paying Facilities Services to manage the Public Works Master Plan Project, which includes the use of professional services. This package transfers \$157,500 of CityFleet contingency to internal materials and services to cover its share of the project costs. This equates to less than a 1% reduction of contingency.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_095 - Fac - Consolid. Fleet/Public Works Fac Mstr Plan

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	315,000	0	315,000
TOTAL EXPENDITURES	315,000	0	315,000
REVENUES			
Interagency Revenue	315,000	0	315,000
TOTAL REVENUES	315,000	0	315,000

Bureau Description:

Description

Facilities Services is working on behalf of CityFleet and its partners to put together a strategic plan for coordination and co-location of municipal services in a consolidated City services campus. Current services provided from the N. Kerby Avenue and Albina Yard properties encompass multiple buildings, owned properties, and leased properties. Existing buildings are inefficient, in poor condition, costly to maintain, and hamper vehicle maintenance with floor weight restrictions due to limited structural capacity.

Multiple nearby properties have had to be leased from Oregon Department of Transportation to provide adequate parking for City fleet and Maintenance Operations equipment. These properties, although nearby, provide an unsafe patchwork of vehicle and employee circulation and, located under the freeway overpass, are subject to damage from flying debris as well as risk of overpass collapse in a seismic event. Should a seismic event create an overpass collapse, the equipment used to clear roads of seismic debris (and allow emergency vehicles to move freely) would be damaged and unusable. In addition, the leased properties are held to market rate leases, subject to inflation, and kept to five-year terms, providing little opportunity for cost improvements.

The strategic plan would look at opportunities to create a consolidated central campus to improve employee safety, provide safe and efficient storage of municipal operations equipment, and enhance shared operations efficiencies between, as well as promoting increased operational efficiencies within, the affected municipal service bureaus. The primary drivers for this project are safety, emergency operations support, cost, and improving efficiency and cost-effectiveness of ongoing municipal service bureau operations.

This is a one-time request for Facilities Services to contract with and manage an outside consultant to put together a Consolidated Fleet and Public Works Facility Master Plan. The project will be funded 50% from PBOT and 50% from Fleet via interagency billing agreements. Fleet has resources in its fund balance for its share from the sale of the east lot which is dedicated to facility improvements.

Expected Results

The Consolidated Fleet and Public Works Facility Master Plan will provide a plan for maintenance, preservation, and development of critical City municipal services operations. The master planning effort will assess existing site conditions at the current N. Kerby Avenue and Albina Yard property clusters; define programmatic needs and potential shared efficiency opportunities for municipal service bureaus; identify potential site development strategies; recommend a preferred course of action; and develop an implementation plan, schedule, and budget.

The project anticipates enhanced operational cost effectiveness through: facility support of right-sizing efforts already underway; consolidation of employees and equipment currently in scattered locations; and co-location and/or consolidation of operations shared by multiple divisions and Bureaus. Re-locating municipal operations equipment out of areas at high risk for damage in a seismic event will allow the City to provide necessary municipal service support for emergency operations. Reduced reliance on leased properties will result in savings of up to \$500,000 a year for the City. Re-designed site access and circulation for large municipal services equipment, bulk materials storage, and employees would greatly improve safety and operational efficiency over current conditions. Improvements to buildings, either through significant rehabilitation or new construction, will lower annual facility operations and maintenance costs.

The Master Plan project is anticipated to take 18-24 months. Results will then be presented to Council. Implementation of the preferred course of action could begin in three to five years.

CBO Discussion and Recommendation

Recommended as requested. CityFleet is requesting to combine resources received from the sale of property with funding from the Portland Bureau of Transportation, the other primary occupant of the Kerby site, to fund the development of a CityFleet/Public Works Master Plan. Funding will be transferred to Facilities Services through an interagency agreement to procure a contractor and manage the project. Development and finalization of the Master Plan is projected to take 18-24 months, after which results and recommendations will be presented to Council by Facilities.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_096 - Fac - Match PSSRP IA Increase Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	80,000	0	80,000
TOTAL EXPENDITURES	80,000	0	80,000
REVENUES			
Interagency Revenue	80,000	0	80,000
TOTAL REVENUES	80,000	0	80,000

Bureau Description:

This is a request to match an increase in IA with PSSRP by \$80,000 at their request.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_097 - PSSRP-Clackamas CO MRE licenses passthrough

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	156,000	0	156,000
TOTAL EXPENDITURES	156,000	0	156,000
REVENUES			
Intergovernmental Revenues	156,000	0	156,000
TOTAL REVENUES	156,000	0	156,000

Bureau Description:

This request is to appropriate budget for the pass through costs of Mobile Report Entry (MRE) licenses for Clackamas County for the RegJIN project.

CBO Discussion and Recommendation

Recommended as request. Clackamas County has agreed to fund its portion of the MRE licenses needed to access the RegJIN system.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_098 - Secure City's Web Gateway Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	307,200	(307,200)	0
TOTAL EXPENDITURES	307,200	(307,200)	0
REVENUES			
Fund Transfers - Revenue	307,200	(307,200)	0
TOTAL REVENUES	307,200	(307,200)	0

Bureau Description:

BTS currently filters Internet access for inappropriate content (such as pornography and gambling) and malicious software (malware). Maintaining this capability limits the effects of malware on the City's network and limits City users' ability to look at online content that others may find to be objectionable or are in contradiction with BHR 4.08 Acceptable Uses of Information Technology.

In order to accomplish this, the City utilizes Symantec's web gateways. These web gateways will be nearing end of their hardware life and end of their maintenance in the next 16 months, and are currently showing some signs of their aging requiring more day to day operational support. Below is an explanation for our scoring of the consequences:

Legal, Regulatory, or Compliance Obligation

If pornography or other questionable content is not filtered, an employee may sue due to the offensive nature of the material in the workplace.

Financial Impact

If we are unable to block malicious malware and City workstations become infected, could take days to replace or rebuild workstations that provide customer payment or information services.

This doesn't improve Public Safety or Disaster preparedness, but it does protect those workstations from being compromised by malicious malware attacks.

BTS does not include a replacement component in many of the assets it manages, including this refresh. As a result, when assets need to be replaced, funding comes from BTS fund balance. However, this is a one-time resource with no mechanism for being replenished. When there are more critical projects than money available, the projects are unfunded, but reported in the BTS five year plan. If money becomes available in subsequent years and more critical needs are not identified, then the project would be funded. Raising rates to increase funding for major maintenance and replacement projects has not been advanced in prior budget processes due to budget constraints, but the issue of inadequate funding has been raised with Council.

CBO Discussion and Recommendation

OMF-Bureau of Technology Services has identified the need to replace the City's aging internet technology filters. The total cost of the project is \$307,200, and would result in a \$10,000 reduction in annual operations and maintenance costs.

This project was submitted for consideration in the Citywide Project Ranking process. This process was developed to evaluate currently unfunded major maintenance and asset replacement projects, by assessing both the risks of asset failure (consequence score) and the benefits of completing the project. Of the 35 projects submitted this project ranked 28th. Reflected in the consequence score was the potentially significant impacts if the asset were to experience complete failure, including widespread service distributions and financial impacts of up to \$1.0 million. However, the asset failure did not impact health and human safety or the environment, thus contributing to the low citywide ranking. It is likely that the technology will fail in the next one to two years, so replacing level of urgency will continue to increase as the technology ages.

CBO agrees with the importance of this project; however, due to limited availability of funding and the position of this project in the ranking process, CBO does not recommend funding this request. CBO recommends that OMF-Bureau of Technology Services consider funding this project internally. In the current Fall BMP the bureau is funding new initiatives totaling over \$270,000 almost enough to complete this project. Although contingency is available for a variety of uses, City financial policy 2.03 prioritizes the maintenance and replacements of existing City assets over the acquisition of new assets, unless an analysis indicates a net benefit or the funding sources to acquire and develop a new asset cannot be used for operations or maintenance. The bureau should consider completing this type of analysis to determine if maintenance projects should be prioritized over new projects.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_099 - Fac - Match PBOT IA Increase Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Contingency	120,000	(120,000)	0
TOTAL EXPENDITURES	120,000	(120,000)	0
REVENUES			
Interagency Revenue	120,000	(120,000)	0
Fund Transfers - Revenue	0	0	0
TOTAL REVENUES	120,000	(120,000)	0

Bureau Description:

This is a request to match an IA increase by PBOT.

CBO Discussion and Recommendation

CBO does not recommend funding this request. This package balances to an interagency increase request, TR_22, made by the Portland Bureau of Transportation (PBOT), which was not recommended for funding. See the PBOT Fall BMP review for more information.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_100 - City Voice Technology Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,999,500	(1,999,500)	0
TOTAL EXPENDITURES	1,999,500	(1,999,500)	0
REVENUES			
Fund Transfers - Revenue	1,999,500	(1,999,500)	0
TOTAL REVENUES	1,999,500	(1,999,500)	0

Bureau Description:

The City currently utilizes a Lucent 5ESS Central Office to provide a majority of its internal telephone service. The phone system architecture consists of a core switch directly connected to lines serving the host location, and to remote digital loop carriers serving a number of remote sites. The City utilizes a governmentally owned fiber optic network supporting SONET UPSR rings to provide connectivity tying this entire network together. The SONET-based Wide Area Network also provides trunking between the 5ESS and the Public Switched Telephone Network ("PSTN"), as well as point-to-point connections to specific locations around the City.

Both elements of the 5ESS architecture and the SONET multiplexers have reached end-of-life and either are or are about to be unsupported by their respective manufacturers.

This project will migrate the telephone lines of 5000+ employees off of an end of life telephony hardware platform and supporting devices to a new advanced telecommunications platform, which will provide telecom services ranging from standard business lines to Unified Communications.

This project will extend over two fiscal years, with the first year spent in both design and procurement, as well as the implementation of fundamental architectures required to support this migration. The second year will be designated for the actual migration of lines and trunks. An ancillary benefit during this second year will be the migration of approximately 600 City employees, currently served by CenturyLink, onto the IRNE, resulting in substantial savings to the City. We believe these savings to be approx: \$350,000.00 per year every year after this is implemented for just this one area. We have identified additional ROI savings and can provide them in our phased project approach if requested.

Overall, approximately 5000+ lines will be migrated onto an Avaya PBX, with approximately 10% receiving advanced services known as Unified Communications. That percentage will grow over the life of this new architecture, as costs fall and increases in staff productivity justify continued investment.

BTS does not include a replacement component in many of the assets it manages, including this phone switch. As a result, when assets need to be replaced, funding comes from BTS fund balance. However, this is a one-time resource with no mechanism for being replenished. When there are more critical projects than money available, the projects are unfunded, but reported in the BTS five year plan. If money becomes available in subsequent years and more critical needs are not identified, then the project would be funded. Raising rates to increase funding for major maintenance and replacement projects has not been advanced in prior budget processes due to budget constraints, but the issue of inadequate funding has been raised with Council.

CBO Discussion and Recommendation

OMF-Bureau of Technology Services has identified the need to migrate the City's telephone lines to a new platform. The total cost of the project is \$1,999,500 and once completed would result in substantial ongoing annual savings totaling \$468,900.

This project was submitted for consideration in the Citywide Project Ranking process. This process was developed to evaluate currently unfunded major maintenance and asset replacement projects, by assessing both the risks of asset failure (consequence score) and the benefits of completing the project. Of the 35 projects submitted this project ranked 23rd. Reflected in the consequence score was the potentially significant impacts if the aging technology were to experience complete failure, including widespread service distributions and financial impacts of over a \$1.0 million. However, the asset failure did not impact health and human safety or the environment, thus contributing to the low citywide ranking. It is likely that the technology will fail in the next one to two years, so replacing level of urgency will continue to increase as the technology ages.

CBO agrees with the importance of this project; however, due to limited availability of funding and the position of this project in the ranking process, CBO does not recommend funding this request. However, due to the projected ongoing savings generated by completing this project, the bureau should continue to look for ways to fund this project, including submitting it for consideration in the FY 2015-16 budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: MF_102 - True Up Urban Renewal Debt Service

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,328,908	0	2,328,908
Bond Expenses	2,600,906	0	2,600,906
TOTAL EXPENDITURES	4,929,814	0	4,929,814
REVENUES			
Budgeted Beginning Fund Balance	2,329,983	0	2,329,983
Bond and Note	2,599,831	0	2,599,831
TOTAL REVENUES	4,929,814	0	4,929,814

Bureau Description:

These adjustments reflect a true-up of beginning fund balance for urban renewal debt service funds. The actual amount of tax increment collections, variable rate line of credit interest and interest earnings from the prior fiscal year are not known at the time the adopted budget is prepared. These adjustments reflect recognition of beginning fund balance and the corresponding appropriation for the only eligible use of tax increment collections which is to service debt. The debt proposed to be serviced is primarily the City's overnight borrowings. To accommodate the additional overnight debt being repaid, the Special Finance and Resource fund is also being adjusted to reflect the transfer of the same amount of overnight debt proceeds to PDC net of costs of issuance. For the Willamette Industrial urban renewal area, it was originally contemplated that as a result of expected closure of the urban renewal area, any residual funds would be released to the County. PDC has advised that those funds will be used to service debt. This adjustment makes that change.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_103 - Correct Fund 403 contingency balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The Adopted Budget for Fund 403 includes a negative amount in account 571130. This budget adjustment request corrects this by transferring appropriation of \$1,221 from account 571140.

CBO Discussion and Recommendation

Recommended as requested. This adjustment transfers \$1,221 from contingency policy reserves to contingency major maintenance.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_104 - BTS - Technology Reserves

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reallocate \$4,077,817 in contingency funds to both true-up the balance in General Operating Contingency and to recognize in Replacement Contingency funds designated as Technology Reserves. These funds have been identified as a funding source for BTS projects to be completed in future fiscal years. As these projects have no other funding source, it's important that BTS identify these funds separately from those allocated to General Operating Contingency so that they are not inadvertently spent in the current fiscal year.

CBO Discussion and Recommendation

Recommended as requested. This request transfers \$4,077,817 from contingency policy reserves to contingency major maintenance.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of the Mayor

Type: Program Carryover Request

Request: MY_001 - Summer Works carryover request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	195,000	0	195,000
TOTAL EXPENDITURES	195,000	0	195,000
REVENUES			
General Fund Discretionary	195,000	0	195,000
TOTAL REVENUES	195,000	0	195,000

Bureau Description:

This is a request to carryover \$195,000 from FY 2013-14 for the Summer Works Program contract. Funds were reserved for this program in FY 2013-14. Due to year-end timing, funds were unable to be formally encumbered.

CBO Discussion and Recommendation

Recommended as requested. The office ended last fiscal year with sufficient General Fund Discretionary ending balance to fund this carryover.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of the Mayor

Type: New Request

Request: MY_002 - Last Thursday Funding

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	11,247	(11,247)	0
TOTAL EXPENDITURES	11,247	(11,247)	0
REVENUES			
General Fund Discretionary	11,247	(11,247)	0
TOTAL REVENUES	11,247	(11,247)	0

Bureau Description:

This request is for \$11,247 in one-time General Fund discretionary to pay for the costs associated with holding the Last Thursday events on Alberta Street. These are city-wide expenses currently being paid out of the Mayor's Office budget.

CBO Discussion and Recommendation

Not recommended. While these are legitimate expenses, CBO does not recommend this request at this time and instead recommends that the office absorb these expenses within the existing budget. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. CBO will continue to monitor the office's budget and will recommend amendments as necessary in the Spring BMP to prevent any over-expenditures at year-end.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of the Mayor

Type: Encumbrance Carryover Request

Request: MY_003 - Encumbrance Carryover Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	38,000	0	38,000
TOTAL EXPENDITURES	38,000	0	38,000
REVENUES			
General Fund Discretionary	38,000	0	38,000
TOTAL REVENUES	38,000	0	38,000

Bureau Description:

This package requests one-time General Fund discretionary to fund the following encumbrance carryovers: 1) 22147613 Smiley Joe LLC - \$10,000; and 2) 22147743 White Men as Full Diversity Partners - \$28,000

CBO Discussion and Recommendation

Recommended as requested. The office ended last fiscal year with sufficient General Fund Discretionary ending balance to fund this carryover.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of the Mayor

Type: Encumbrance Carryover Request

Request: MY_004 - Advance Carryover Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,800	0	1,800
TOTAL EXPENDITURES	1,800	0	1,800
REVENUES			
General Fund Discretionary	1,800	0	1,800
TOTAL REVENUES	1,800	0	1,800

Bureau Description:

This is a request to carryover \$1,800 related to an FY 2013-14 4th quarter advance recovery on PO 22124035.

CBO Discussion and Recommendation

Recommended as requested. The office ended last fiscal year with sufficient General Fund Discretionary ending balance to fund this carryover.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: Encumbrance Carryover Request

Request: NI_001 - Advance Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	200,566	0	200,566
TOTAL EXPENDITURES	200,566	0	200,566
REVENUES			
General Fund Discretionary	200,566	0	200,566
TOTAL REVENUES	200,566	0	200,566

Bureau Description:

Carryover for encumbered DPO contracts that have paid out advances, but have not received the services, and therefore, have not recorded the payments as expenses.

This request includes 36 grant agreements worth \$200,566. 34 of those agreements are EPAP small grants.

CBO Discussion and Recommendation

Recommended as requested. The City Budget Office has checked the advances balance in the official accounting system and has determined that the amount requested by ONI is correct and necessary to pay for recoveries of prior year advances.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: Encumbrance Carryover Request

Request: NI_002 - DPO encumbrance carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	11,726	0	11,726
TOTAL EXPENDITURES	11,726	0	11,726
REVENUES			
General Fund Discretionary	11,726	0	11,726
TOTAL REVENUES	11,726	0	11,726

Bureau Description:

This carryover request is for 3 DPOs for a total of \$11,726 that were encumbered in FY14, but won't be paid out until FY15.

- 22125952 Sustainable Urban Neighborhoods - EPAP Grant \$2973
- 22147749 Marco Ideas Unlimited – Graffiti vests \$4400
- 22139247 FFA Architects – Design Services for Kenton Firehouse \$4353

CBO Discussion and Recommendation

Recommended as requested by the CBO after analyzing ONI's encumbrances, accruals made to those POs, and the office's underspending in the prior year. The EPAP grant and design services for Kenton Firehouse are true one-time budgetary items. In regards to the Graffiti vests, while ONI has an ongoing appropriation for its Graffiti program, the vests are not a regular annual expense.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_003 - Gap funding for MYC external materials and servi

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	9,000	(9,000)	0
TOTAL EXPENDITURES	9,000	(9,000)	0
REVENUES			
General Fund Discretionary	9,000	(9,000)	0
TOTAL REVENUES	9,000	(9,000)	0

Bureau Description:

Funds would close gap in current external M & S for Multnomah Youth Commission Program, currently budgeted at \$6,000. Increase of \$9,000 would match external M & S funding as directed by IGA with Multnomah County. M & S provides for logistical support for monthly full MYC meetings including food, security, and bus passes for MYC members; two strategic planning retreats for MYC members. There are currently 40 MYC members representing a diverse range of ethnic and socio-economic backgrounds, ranging in ages 13-21, with over a majority living in and attending schools within Portland.

CBO Discussion and Recommendation

The CBO does not recommend this request for additional one-time General Fund resources. Last year, Council shifted responsibility to ONI to support the MYC, but only \$12,000 in one-time funding was provided to support materials & services for the program. The City's IGA with the County has committed the City to splitting staff support since 2007, but no additional resources were provided to ONI for staffing purposes. ONI adjusted by making a staffing reduction in its Graffiti program and reallocated funding to create a position primarily dedicated to support MYC. In addition, the office also reallocated special project funds to manage the approximately \$20,000 in materials & services related to MYC support last year. During the FY 2014-15 budget development process, ONI requested \$15,000 ongoing for materials & services for the MYC, but the request was not granted by Council, in effect directing the bureau to absorb the additional costs within its existing budget. ONI has indicated that this year, its workload for the program may double from last year. The bureau also notes that if it does not receive the requested funding, the County may pick up the balance. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_004 - Gap funding for State Farm Youth Advisory Board

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	28,288	(28,288)	0
TOTAL EXPENDITURES	28,288	(28,288)	0
REVENUES			
General Fund Discretionary	28,288	(28,288)	0
TOTAL REVENUES	28,288	(28,288)	0

Bureau Description:

Youth Against Violence (YAV) committee is currently focused on Anti-Gay and Gender, Cyberbullying, Gang Violence, Police Violence, Home Violence, School and Bullying Violence, and Sexual and Dating Violence. Recently the MYC was notified they did not receive a third year State Farm grant funding of \$100,000 for their YAV work. The YAV is proposing they can sustain scaled back program at a \$56,576 level split evenly between Multnomah County and the City including:

- Mini-Summits: reach more young people, expand its geographic reach, and build capacity for young people across the region by partnering with 16 sites to offer a mini-summit as Service Learning Projects. This year we will expand beyond just schools and be open to community-based organizations, youth organizations, teen councils, etc. Approx 16 summits, 100-500 youth per site.
- Staff support: 750 hrs temporary young adult staff to provide organizing and technical assistance support to the YAV committee and projects.
- Miscellaneous logistical support: Food, bus passes, printing, and other logistical support for YAV committee members, meetings and projects.
- Expert services: Technical assistance from Oregon Campus Compact and other organizations to support YAV committee and projects.

CBO Discussion and Recommendation

CBO does not recommend the City fund the requested half of the scaled down program during this Fall Supplemental Budget. The need is unanticipated, as the Youth Advisory Board was hoping to receive grant funds from State Farm as it has over the last two years. The Multnomah Youth Commission has noted that youth violence prevention will continue to be a priority for it; the Commission believes that it usually takes about three years for work in a particular policy area, such as youth violence, to gain traction and move. In addition, ONI has indicated that the County has verbally committed to its half of the costs and is in the process of budget modification, with the Chair supporting the request but the decision still requiring a vote. The program addresses an important need as the national Center for Disease Control has stated that "homicide remains a leading cause of death among youth aged 10–24 years in the United States. Violence is also a major cause of nonfatal injuries among youth." However, the data also indicates that the state of Oregon is in the lowest quartile of US states in regards to homicide rates for persons 10-24 years old. While the Portland Police Bureau has programs that specifically address gang and youth violence, these are not youth-led. However, CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. CBO notes that ONI usually underspends its budget by significantly more than the \$28,288 requested. CBO recommends that ONI pay for its share of the program using existing resources and closely monitor its spending during the year. If the bureau needs additional resources to pay for its share of the Youth Against Violence program, it can request additional funds from contingency during the Spring Supplemental Budget.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_005 - Vulnerable populations needs assessment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	10,000	(10,000)	0
TOTAL EXPENDITURES	10,000	(10,000)	0
REVENUES			
General Fund Discretionary	10,000	(10,000)	0
TOTAL REVENUES	10,000	(10,000)	0

Bureau Description:

Elders in Action and the Disability Program are developing plans to start a volunteer program to support senior and disabled populations during extreme inclement weather crisis and other natural or man-made disasters. This one-time seed funding would go to Elders in Action (EIA) to do a needs assessment gap analysis and develop bench marks for program development to then seek grant funding. We recognize seniors and non-seniors with disabilities are particularly vulnerable during inclement weather. The program would be housed in EIA and would partner with the Disability Program for technical support. We have identified some of the following barriers which could be addressed through this program:

- ***Snow removal
- ***Medical/dialysis transportation (Partner with Ride Connections)
- ***Warming/cooling shelter transport
- ***Medicine pick up

We envision other service providers such as County's Aging and Disabled Services, Health Dept., City's Fire and Rescue showing interest tapping into such a volunteer pool.

CBO Discussion and Recommendation

Not recommended. The \$10,000 in one-time General Fund discretionary resources would pay for a stipended temporary employee to do the needs assessment, identify gaps, benchmarks, as well as potential grant funding for an ongoing program. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. However, the CBO acknowledges that funding it would meet a real need for some of the city's most vulnerable populations. Currently, the only program specifically meeting the need of seniors and people with disabilities during inclement weather is the part-time Additional Needs Registry program which focuses on getting people prepared and tracking their information to be used either during a 911 call or in a large disaster. The only volunteer support in a disaster has been the Neighborhood Emergency Teams (NET) programs which ONI has indicated have not been successful in helping seniors and people with disabilities during inclement weather. Thus, there is a need for volunteers whose specific expertise is working with seniors and persons with disabilities during inclement weather or large scale emergencies. This request seeks to leverage additional resources in the form of volunteers, as well as grant funding. CBO recommends that ONI make the request again during the FY 2015-16 budget development process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_006 - Kenton Firehouse – Unplanned Const Requirements

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	20,500	0	20,500
TOTAL EXPENDITURES	20,500	0	20,500
REVENUES			
General Fund Discretionary	20,500	0	20,500
TOTAL REVENUES	20,500	0	20,500

Bureau Description:

Kenton Firehouse – Unplanned Construction Requirements per PBOT

In FY 2014, staff from Facilities Services, along with contracted architects, assessed the Historic Kenton Firehouse as part of the survey of City owned buildings that are non-compliant with the requirements of the Americans with Disability Act. A number of deficiencies were identified, including that people with disabilities did not have adequate access to a restroom and other building facilities. ONI made a commitment to equity by creating operational savings in FY14 to address these facility deficits. ONI received support from Council to carry over these funds into FY15 in order to make improvements required by ADA. The funding was based on architectural plans finalized in FY14. When filing for permits in early FY15, PBOT plan reviewers imposed a requirement to modify the 101-year-old driveway in front of the Historic Firehouse as it is no longer an active driveway. Although removal of this historic design element does not contribute to the ADA improvements, it has become a requirement of the permit. The cost of modifying the historic driveway is now estimated to be \$20,500 and cannot be managed in the existing budget. This PBOT requirement is an unanticipated cost, and it has triggered this request for additional funds in the Fall FY15 BMP.

CBO Discussion and Recommendation

Recommended as requested. The funds would be spent on a construction contract for cement demolition and sidewalk construction. The initial estimate from one contractor was \$18,500, and ONI's request includes a 10% contingency. Last year during the Spring BMP, Council approved ONI's carryover of \$90,000 of resources originally budgeted for another program so that ONI could implement the ADA improvements at the firehouse. So far, no construction work has begun on the ADA improvements as the PBOT requirements were raised during the design review process. ONI has advocated for an exemption with PBOT but has not been successful. In addition, the office has raised the issue with its commissioner-in-charge to identify whether there are any other avenues to advocate for an exemption if funding is not available. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Therefore, CBO recommends funding this request because the driveway requirements are an unforeseen need, and the project cannot move forward without additional funding.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: GF Revenue Carryover

Request: NI_007 - Livability and CNIC - Revenue Carryforward

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	25,000	(25,000)	0
TOTAL EXPENDITURES	25,000	(25,000)	0
REVENUES			
General Fund Discretionary	25,000	(25,000)	0
TOTAL REVENUES	25,000	(25,000)	0

Bureau Description:

In FY 2014 ONI collected excess revenues of approximately \$30,000. ONI is requesting carry forward of \$25,000 of those excess revenues to cover program related staffing needs in FY 2015. These funds would provide part-time temporary staff for remaining 6-7 months of FY 15 supporting the Neighborhood Livability Center and Community and Neighborhood Involvement Center.

The Livability portion would help manage increasing demands of the programs, provides administrative support to management and program staff to allow higher level staff to focus on priorities such as impacts of marijuana and other legislation, pile driving noise policy, coordination with the County project on Safe Nightlife Advocacy Partnership and other program policy work. The CNIC portion would provide program support primarily to the Neighborhood Program with the goal of completing a one-time assessment and documentation of accomplishments with the first eight years of Neighborhood Small Grants Program. May alternately assist other projects such as Community Summit or PIAC research projects.

CBO Discussion and Recommendation

CBO does not recommend this request. The City's financial policies (FIN 2.06 Revenue) state that bureaus shall retain excess bureau-generated revenue in excess of program expenditures, and not budgeted revenues, which this request seeks to do. Both the Livability and the CNIC programs are subsidized by the General Fund. In regards to CNIC, the revenues collected are actually reimbursements for workers compensation claims. Concerning the Liquor program, actual expenditures were \$189,812, while the program only generated \$170,835 and required a subsidy from the General Fund. Similarly, expenditures for the Noise program were \$321,334, while the program only generated \$103,474. CBO notes that ONI's Liquor Licensing program used to be self-supporting but has recently had to begin relying on the General Fund because ONI has no control over the amount of the fees charged which are determined by the State of Oregon. CBO recommends that in the future ONI budgets its fee revenue more in line with historical actuals so that more General Fund discretionary resources are available for other programs.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: GF Revenue Carryover

Request: NI_008 - Crime Prevention Revenue Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	4,000	(4,000)	0
TOTAL EXPENDITURES	4,000	(4,000)	0
REVENUES			
General Fund Discretionary	4,000	(4,000)	0
TOTAL REVENUES	4,000	(4,000)	0

Bureau Description:

The Crime Prevention Program generates revenue typically from selling "Neighborhood Watch" and "Business Watch" signs and decals. We typically sell these items at cost or slightly subsidized. Carrying over this revenue allows us to replenish the inventory to continue providing this service.

CBO Discussion and Recommendation

CBO does not recommend this request. The City's financial policies (FIN 2.06 Revenue) state that bureaus shall retain excess bureau-generated revenue in excess of program expenditures, and not budgeted revenues which this request seeks to do. The Crime Prevention program is mostly paid for by the General Fund. Last year, program expenditures were about \$1.4 million, while it only generated \$7,068 of its own revenue. CBO recommends that in the future ONI budgets its fee revenue more in line with historical actuals so that more General Fund discretionary resources are available for other programs.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_009 - Neighborhood Inspection Landlord Training

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(2,000)	0	(2,000)
Internal Materials and Services	2,000	0	2,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

ONI has frequently Partnered with Neighborhood Inspections in providing Landlord Training classes that help educate Landlords about the City Housing Code. In the adopted budget, ONI was providing \$2000, in the fall BMP we are increasing our funding to BDS by another \$2000.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_010 - EPNO staffing

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	32,904	0	32,904
External Materials and Services	(32,904)	0	(32,904)
TOTAL EXPENDITURES	0	0	0
FTE			
Part-Time Positions	0.47	0.00	0.47
TOTAL FTE	0.47	0.00	0.47

Bureau Description:

The East Portland Neighborhood Office is small with mostly part-time staff and historically much of the work at this location has been accomplished using seasonal staff. In recent years, EPNO has attempted to create part-time regular positions to capture the ongoing staffing needs of the office as budget has allowed. This adjustment shifts existing funding to create an additional 0.6FTE Community Outreach and Information Assistant (COIA) and increases another existing COIA by 0.1 FTE.

CBO Discussion and Recommendation

Recommended as requested. A transfer is being made from the miscellaneous services line item to fund the personnel costs. ONI is adding the position because it believes that the needs of EPNO are permanent and are more appropriately met in an ongoing way with permanent positions. The office has in the past been unable to fund the ongoing position it needs due to the high cost of City paid regular positions and related benefits. However, ONI's goal is to transition to adequately staff the office to meet its demands.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_011 - NPNS Staffing

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	14,000	0	14,000
External Materials and Services	0	0	0
TOTAL EXPENDITURES	14,000	0	14,000
REVENUES			
Miscellaneous	14,000	0	14,000
TOTAL REVENUES	14,000	0	14,000

Bureau Description:

The North Portland Neighborhood Office provides seasonal staff to the North Portland Tool Library and the St John's Farmer's Market. This request recognizes the related expenses and revenues generated from this activity.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_012 - NPNS Seasonal Staff

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	15,000	0	15,000
External Materials and Services	(15,000)	0	(15,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The North Portland Neighborhood Office typically employs seasonal staff at times throughout the year. This request transfers funding to cover the expected personnel costs for the seasonal employees.

CBO Discussion and Recommendation

Recommended as requested. ONI is transferring funds from the Miscellaneous Services line item to fund their personnel costs.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: New Request

Request: OE_001 - Create One-Time Translation/Interpretation Pool

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(27,362)	0	(27,362)
External Materials and Services	77,362	(50,000)	27,362
TOTAL EXPENDITURES	50,000	(50,000)	0
REVENUES			
General Fund Discretionary	50,000	(50,000)	0
TOTAL REVENUES	50,000	(50,000)	0

Bureau Description:

OEHR is requesting City Council allocate \$50,000 of general fund one-time resources to be combined with \$50,000 of resources from the OEHR Civil Rights program (transferred from OMF effective July 1, 2014). These resources will create a one-time pool of funds available to bureaus to support translation of written materials, culturally-specific interpretation at public meetings, and community outreach & engagement through the CEL (Community Engagement Liaison) program or similar means. These activities are critical to bringing the City in compliance with Federal Title II and VI requirements in that these efforts would reduce substantial language and disability-based barriers that currently exist in accessing public information and services.

CBO Discussion and Recommendation

The Americans with Disabilities Act and Civil Rights Program was transferred to the Office of Equity and Human Resources (OEHR) from the Office of Management and Finance in the FY 2014-15 Adopted Budget. As new managers of the Civil Rights Program, OEHR has identified a need for funding assistance to support translation and interpretation of City bureau communications to limited English Proficiency populations. The bureau is requesting \$50,000, to be combined with \$50,000 of internal resources to establish a \$100,000 pool of funds for use by City bureaus. Bureaus could use these funds to access translation, interpretation, community outreach, and engagement services. Based on the limited availability of funding and the criteria used to evaluate new requests in the Fall BMP, which includes requests being unforeseen and urgent, CBO does not recommend funding this package. However, the CBO does recommend that the bureau move forward with the internal resource realignment, creating an initial pool of funds for use by City bureaus. Establishing the program on a smaller scale may allow time for the bureau to create a fair process for accessing the funds, and for the bureau to assess and demonstrate the unmet Citywide demand for such services. It may also allow the bureau to address information gaps regarding which City bureau communications need translation, interpretation, community outreach, and engagement services to comply with federal requirements. Based on the outcomes of this initial realignment, the bureau may wish to have this request considered as part of the FY 2015-16 budget process. The bureau should also develop a proposal for Council to consider in FY 2015-16 to ensure that translation, interpretation, community outreach, and engagement services are being provided consistently across bureaus.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: Encumbrance Carryover Request

Request: OE_002 - General Fund Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	650	0	650
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	650	0	650
REVENUES			
General Fund Discretionary	650	0	650
TOTAL REVENUES	650	0	650

Bureau Description:

OEHR is requesting Council approve a minor (\$650) allocation of one-time general fund to cover goods and services rendered during FY 2013/14 but not invoiced and paid until July 2014.

CBO Discussion and Recommendation

Recommended as requested. The bureau has sufficient underspending in the prior year (\$44,866) to recommend this carryover request.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: Technical Adjustment

Request: OE_003 - Technical Adjustments 1 of 3

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	0	0	0
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This package of technical adjustments has no budgetary impact at the bureau level. It serves to allocate office sub-lease expenses across bureau programs.

CBO Discussion and Recommendation

Recommended as requested. These adjustments allocate rent costs to the appropriate functional areas.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: Technical Adjustment

Request: OE_004 - Technical Adjustments 2 of 3

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This package of technical adjustments has no budgetary impact at the bureau level. It serves to reallocate budget for transferred from OMF (effective July 1 , 2014) for title II, title VI and ADA transition plan activities within the overall civil rights program.

CBO Discussion and Recommendation

Recommended as requested. These adjustments reallocate funds within the Civil Rights Program in an effort to better align the budget with project spending.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: Technical Adjustment

Request: OE_005 - Technical Adjustments 3 of 3

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This package of technical adjustments has no budgetary impact at the bureau level. It serves to reallocate a portion of the bureau's BTS internal services budget to the OEHR administration program, in line with the bureau's current indirect cost allocation methodology.

CBO Discussion and Recommendation

Recommended as requested. These adjustments reallocate technology services interagency costs from the Civil Rights program to administration. These adjustments have a net zero impact.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Commissioner of Public Affairs

Type: Encumbrance Carryover Request

Request: PA_001 - CPA - Encumbrance Carryover Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	147,776	0	147,776
TOTAL EXPENDITURES	147,776	0	147,776
REVENUES			
General Fund Discretionary	147,776	0	147,776
TOTAL REVENUES	147,776	0	147,776

Bureau Description:

The Office of the Commissioner of Public Affairs is requesting a total of \$147,776 in encumbrance carryovers related to the Gateway Center for Domestic Violence Services. This is for the following: 1) 22046939 Multnomah County - \$16,449; 2) 22136079 IRCO - \$4,719; 3) 22111928 Kinetic Computer Solutions Inc - \$390; 4) 22147753 Language Fusion LLC - \$4,958; 5) 22124058 Legal Aid Services of Oregon - \$60,000; 6) 22124059 Legal Aid Services of Oregon - \$60,000; 7) 20001242 River City Rush - \$1,260

CBO Discussion and Recommendation

Recommended as requested. The office ended last fiscal year with sufficient General Fund Discretionary ending balance to fund these carryovers.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Commissioner of Public Affairs

Type: Encumbrance Carryover Request

Request: PA_002 - CPA - Advance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	55,025	0	55,025
TOTAL EXPENDITURES	55,025	0	55,025
REVENUES			
General Fund Discretionary	55,025	0	55,025
TOTAL REVENUES	55,025	0	55,025

Bureau Description:

This is a request in the amount of \$55,025 for General Fund carryover related to Council approved advance contract payments in the Gateway Center for Domestic Violence Services that will be recovered in FY 2014-15.

CBO Discussion and Recommendation

Recommended as requested. The office ended last fiscal year with sufficient General Fund Discretionary ending balance to fund this carryover.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: Technical Adjustment

Request: PK_001 - Fall - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	0	0	0
Personnel Services	73,485	0	73,485
External Materials and Services	1,063,260	0	1,063,260
Internal Materials and Services	20,380	0	20,380
Capital Outlay	(1,157,125)	0	(1,157,125)
Fund Transfers - Expense	0	0	0
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Intergovernmental Revenues	0	0	0
Miscellaneous	0	0	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

Technical Adjustments between major object categories, cost center and/or commitment items that do not impact fund size or contingency.

CBO Discussion and Recommendation

Recommended as requested.

This request includes a number of adjustments, many of which are purely technical. Those that are substantive shifts of funding consist primarily of breaking out the major maintenance allocation lump sum for the fiscal year to a variety of component projects. These include:

- \$100,000 to the HVAC control upgrade at Matt Dishman Community Center
- \$15,000 to the air handler at East Portland Community Center (EPCC)
- \$305,000 to the EPCC roof
- \$60,000 for Pittock culvert replacement
- \$100,000 for various sidewalk repairs
- \$10,000 for trail repair
- \$5,000 for sewer repair
- \$95,000 for landslide repair/culvert replacement at Washington Park
- A portion of the previously allocated funding for Mt Tabor Yard and the Urban Forestry building at Delta Park were added back to the major maintenance pool (\$280,053)

Typically, the bureau funds major maintenance with an annual capital allocation from the General Fund. In addition to this, the bureau is reallocating \$43,000 from the ongoing General Fund allocation for Ed Benedict Safety Barriers.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: New Request

Request: PK_002 - Fall - New Revenue Requests

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(9,864)	0	(9,864)
External Materials and Services	373,554	0	373,554
Internal Materials and Services	125,441	0	125,441
Capital Outlay	792,831	0	792,831
Fund Transfers - Expense	539,941	0	539,941
Contingency	(907,974)	0	(907,974)
TOTAL EXPENDITURES	913,929	0	913,929
REVENUES			
Charges for Services	348,486	0	348,486
Intergovernmental Revenues	104,879	0	104,879
Interagency Revenue	2,000	0	2,000
Fund Transfers - Revenue	552,508	0	552,508
Miscellaneous	(93,944)	0	(93,944)
General Fund Discretionary	0	0	0
TOTAL REVENUES	913,929	0	913,929

Bureau Description:

This package recognizes changes in fund size due to new revenues or adjusted revenue projections. The significant items in this list include: Fund 100 - \$40K reduction in Senior Recreation targets due to a downsizing of the program that was realized with the Rec Revolution strategy, and a \$65K adjustment to the Metro IGA due to a reduction in the Metro Local Share administration. Fund 402 – transfer of Washington Park parking fee revenues to capital fund for capital improvements in the park. Other miscellaneous carryover of revenue funded capital projects and true-up of final project revenues. Fund 604 - \$12,500 cash transfer back to PIR for unused balance on prior year project.

CBO Discussion and Recommendation

The net draw on contingency in this request of \$907,974 is associated with the renovation of the Colwood Golf Course (\$800,000), the hiring of two greenskeepers at the course (\$48,000), and the purchase of vehicles in the Golf program that were ordered in FY 2013-14 and delivered in FY 2014-15 (\$75,000). In addition, the SDC subfund increases contingency by \$605,000 recognizing an assessment payment, and the Portland Parks Memorial Fund reduces contingency to fund a cash transfer to the capital fund for work at Washington Park.

The net increase in revenue in this request (exclusive of the cash transfer revenue in the capital fund) of ~\$455,000 is comprised of the following:

- Reduced revenues in the General Fund related to senior recreation programming (~\$43,000) and Metro Local Share (~\$65,000); expenses are offset commensurately
- \$400,000 in Metro funding, leveraging \$350,000 in Parks major maintenance funding to address slides on the Springwater Trail
- Reduced revenues of \$200,000 from the Portland Water Bureau for the Canoe Launch; Water eliminated its contribution due to high right of way costs
- \$221,000 of additional SDC funding is budgeted as match for the Columbia Blvd Trail Bridge (\$100,000) and Sellwood Gap Trail (\$121,000)
- \$65,000 of parking fees at Willamette Park are recognized and used to fund Dog Off Leash Area project
- \$125,000 is budgeted as reimbursement from the Oregon Department of Parks and Recreation for Strasser Field which was completed several years ago
- A reduction of ~\$322,000 to true up PDC contributions and balances

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: Encumbrance Carryover Request

Request: PK_003 - Encumbrance Carryover Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	419,884	(16,581)	403,303
Internal Materials and Services	468,500	0	468,500
TOTAL EXPENDITURES	888,384	(16,581)	871,803
REVENUES			
General Fund Discretionary	888,384	(16,581)	871,803
TOTAL REVENUES	888,384	(16,581)	871,803

Bureau Description:

PP&R recognizes encumbrances for one-time purchases that were encumbered but not received or accrued in FY 2013-14.

In FY 2013-14, PP&R ended the year with \$588,378 in encumbrances. Of those, many were accruals, small remaining balances on existing operational purchases, or annual services contracts. The balance of one-time, true encumbered purchases totaled \$419,884 (\$588,378 minus annual operating expenses with small balances that totaled \$168,494).

In addition to traditional encumbrances, PP&R encumbered \$657,500 in one-time Fleet vehicle purchases from Operations and Maintenance to support new parks, which was approved by Council last fiscal year. In FY 2013-14, only \$121,153 was spent leaving \$536,347 encumbered. Updated vehicle estimates further reduced this needed encumbrance by \$67,847, leaving \$468,500 to purchase the remaining 13 vehicles.

CBO Discussion and Recommendation

Based on General Fund discretionary spending of only \$871,803, CBO recommends reducing the carryover amount to this maximum figure.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: Program Carryover Request

Request: PK_004 - Grant Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	155,337	0	155,337
External Materials and Services	454,386	0	454,386
Capital Outlay	(55,048)	0	(55,048)
TOTAL EXPENDITURES	554,675	0	554,675
REVENUES			
Intergovernmental Revenues	554,675	0	554,675
TOTAL REVENUES	554,675	0	554,675

Bureau Description:

This Package is to recognize grant carryover adjustments for projects that didn't get completed by June 30.

CBO Discussion and Recommendation

The bureau request adjustments to seven grants in order to more accurately reflect project expenditures and expected reimbursements. Notably, this requests recognizes the funding for the Springwater Gap project, which was accepted by Council in June 2014 and includes \$120,000 in matching SDC funding. This request also removes the \$820,000 budget from the South Waterfront Transition Trails project, which will not proceed in FY 2014-15. Funding for this project is being provided by Tri-Met, OHSU and ZRZ Realty. This project may proceed in FY 2015-16, at which point, the bureau will rebudget the revenues.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: Technical Adjustment

Request: PK_005 - Beginning Fund Balace Adj

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	0	0	0
Personnel Services	417,125	0	417,125
External Materials and Services	2,294,320	0	2,294,320
Internal Materials and Services	0	0	0
Capital Outlay	7,603,514	0	7,603,514
Fund Transfers - Expense	12,567	0	12,567
Contingency	451,739	0	451,739
TOTAL EXPENDITURES	10,779,265	0	10,779,265
REVENUES			
Budgeted Beginning Fund Balance	10,779,265	0	10,779,265
Charges for Services	0	0	0
Intergovernmental Revenues	0	0	0
TOTAL REVENUES	10,779,265	0	10,779,265

Bureau Description:

This package is to adjust the beginning fund balances for Parks funds to align with the CAFR

CBO Discussion and Recommendation

Fund balances that are adjusted as part of this request are:

- \$486,367 in the Portland Parks Memorial Fund (in various subfunds)
- \$9.98 million in the SDC subfund of the Parks Capital Improvement Program Fund
- \$811,492 in the main subfund of the CIP fund
- A \$493,897 reduction to the budgeted balance of the Golf Fund.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: Technical Adjustment

Request: PK_006 - Fall – Position Changes

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	108,752	0	108,752
External Materials and Services	(48,448)	0	(48,448)
Contingency	0	0	0
TOTAL EXPENDITURES	60,304	0	60,304
REVENUES			
Charges for Services	60,304	0	60,304
TOTAL REVENUES	60,304	0	60,304
FTE			
Full-Time Positions	2.67	0.00	2.67
Limited Term Positions	-1.00	0.00	-1.00
TOTAL FTE	1.67	0.00	1.67

Bureau Description:

This package converts a limited term position for Washington Park parking administration that now is projected to have permanent funding, and adds two positions to provide maintenance at the newly acquired Colwood golf course.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: Capital Set-Aside Request

Request: PK_007 - Major Maintenance - Walker Central Energy Contrl

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	490,925	0	490,925
TOTAL EXPENDITURES	490,925	0	490,925
REVENUES			
Fund Transfers - Revenue	490,925	0	490,925
Miscellaneous	0	0	0
TOTAL REVENUES	490,925	0	490,925

Bureau Description:

Many PP&R facilities utilize a Walker brand Direct Digital Control (DDC) system for centralized control of the Heating, Ventilation, and Air Conditioning (HVAC) systems. DDC systems regulate air temperature and quality and provide key fire and life safety features. The Walker DDC systems are outdated and beginning to fail more regularly, resulting in hot, humid, and uncomfortable facilities. These operational failures also result in low energy efficiency and high maintenance demands on staff. The most significant consequences of failure would be either the buildings have to close due to non-functioning equipment, causing loss of service; or, the worst case scenario is that a fire incident could occur during a DDC failure and non-functioning fire and life safety features would not mitigate the fire's impact, thus endangering the lives of participants and staff.

The Energy Trust of Oregon partnered with PP&R staff to evaluate the system at Matt Dishman Community Center. Their analysis concluded that a new DDC system would result in \$13,000 annual energy cost savings.

A total of 14 PP&R buildings need new systems. This request is for replacement of the 9 DDC systems that are most likely to fail:

1. Mt. Scott CC (also see PK009, which discusses complementary maintenance requests)
2. Montavilla CC
3. Multnomah Art Center
4. Peninsula Park CC
5. Wilson Pool
6. Columbia Pool
7. Charles Jordan CC
8. East Portland CC
9. Southwest CC

Annually, these buildings receive over 1 million visits and 3.6 million revenue, and in addition to possible consequences of failure to participants and staff, many of these buildings serve important roles in the citywide Emergency Operations Plan:

- * Mt. Scott Community Center is identified as a first responder rest and recovery center;
- * Montavilla Community Center and Multnomah Arts Center are designated as potential sites for incident command posts and staging areas;
- * Peninsula Park Community Center is designated as a secondary site for PP&R Continuity of Operations and a shelter.

*Replacement System: Automated Logic/Clima-tech are currently contracted by the City to provide DDC controllers and service for the buildings maintained by OMF Facilities, and the city has already established a web-based remote control application for monitoring and adjusting the DDC systems, which PP&R will be able to use as well.

CBO Discussion and Recommendation

Recommended as requested.

This project was tied for seventh on the list of maintenance and replacement projects in the capital rankings. Based on that ranking, CBO recommends that this project be funded with excess balance in excess of the 25% required under City Financial Policy.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: Capital Set-Aside Request

Request: PK_008 - Major Maintenance - Charles Jordan CC Roof

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	702,800	(702,800)	0
TOTAL EXPENDITURES	702,800	(702,800)	0
REVENUES			
Fund Transfers - Revenue	702,800	(702,800)	0
Miscellaneous	0	0	0
TOTAL REVENUES	702,800	(702,800)	0

Bureau Description:

This project is to replace the gym roof, restoring full service at this community center in North Portland. This project will leverage \$199,000 that PP&R has set aside in the FY 14-15 budget from Major Maintenance funds, the FY 14-15 CIP Work Plan has allocated staff to design and permit this project.

Charles Jordan Community Center (9009 N Foss Ave) was visited by over 200,000 people in 2013, and generated over \$280,000 in revenue for the city. The gym roof has been leaking since it was installed. PP&R staff have been caulking the overlapping roof seams to slow water infiltration, but Professional Roof Consultants has advised PP&R that the roof will continue to leak if not replaced. Current leakage levels cause disruptions in service, revenue loss, impacts on the building structure, and the wet floor creates a hazard and potential for serious injury.

In the event of an emergency, Charles Jordan Community Center is identified as a primary location for a shelter area. If the roof continues to leak and fail, the center will not be able to serve its function in a citywide emergency.

Portland Parks & Recreation (PP&R) has identified more than \$365 million in necessary replacements and major maintenance projects that need to be completed over the next 10 years. The Parks Replacement Bond, on the November 2014 ballot, is not guaranteed to pass and is not a full financial solution to our major maintenance funding problem. If the bond does pass, it only authorizes up to \$68 million in repair and replacement funding—leaving a significant gap. Projects like this roof repair are key major maintenance needs that should be completed as soon as possible.

CBO Discussion and Recommendation

Not recommended.

This project was submitted as part of the capital set-aside ranking process. Sufficient funds are not available to accomplish all the projects that were submitted. Based on the ranking process, this project was tied for tenth place. Roof replacement for Parks facilities is an element of the list of unfunded, regularly scheduled major maintenance projects; roofs require replacement on a somewhat predictable basis such that roof replacement should be a stable and predictable part of the bureau's major maintenance budget.

CBO recommends that the bureau perform an analysis on all the elements of the bureau's assets that require ongoing regularly scheduled maintenance so that CBO and the bureau can work together to develop a funding plan for these large, recurring items. Such a funding plan might involve new or reallocated resources. This echos a broader recommendation that is currently in the draft report on capital maintenance funding options being developed by a workgroup consisting of capital asset managers and CBO staff.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: Capital Set-Aside Request

Request: PK_009 - Major Maintenance - Mt Scott CC HVAC System

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	818,250	(818,250)	0
TOTAL EXPENDITURES	818,250	(818,250)	0
REVENUES			
Fund Transfers - Revenue	818,250	(818,250)	0
Miscellaneous	0	0	0
TOTAL REVENUES	818,250	(818,250)	0

Bureau Description:

This package requests installation of new HVAC features that will complement the installation of a new DDC system discussed in PK007 above.

This project would replace the gym's exhaust fan and suspended heaters with Roof Top Units (RTUs) and the skating rink heaters with gas packs. It would upgrade the HVAC and electrical systems in the original portion of the community center, and add to the system so that the lobby, preschool, auditorium, kitchen, gymnasium, skating rink, north multi-purpose room, and offices are adequately served.

The existing assets are over 40 years old, well beyond their recommended service life of about 20 years. PP&R staff have been able thus far to continue to patch them after failures, causing an increase in reactive maintenance at the expense of preventative maintenance.

Failure to replace these units would mean that community members and staff are at risk of compromised air quality, staff spend increasing time responding to emergency breakages, programs continue to be disrupted, and eventually PP&R may have to reduce use of the space.

Portland Parks & Recreation (PP&R) has identified more than \$365 million in necessary replacements and major maintenance projects that need to be completed over the next 10 years. The Parks Replacement Bond, on the November 2014 ballot, is not guaranteed to pass and is not a full financial solution to our major maintenance funding problem. If the bond does pass, it only authorizes up to \$68 million in repair and replacement funding—leaving a significant gap. Projects like this Mt Scott HVAC replacement are key major maintenance needs that should be completed as soon as possible.

CBO Discussion and Recommendation

Not recommended.

This project was submitted as part of the capital set-aside ranking process. Sufficient funds are not available to accomplish all the projects that were submitted. Based on the ranking process, this project was tied for tenth place. HVAC replacement for Parks facilities is an element of the list of unfunded, regularly scheduled major maintenance projects; roofs require replacement on a somewhat predictable basis such that roof replacement should be a stable and predictable part of the bureau's major maintenance budget.

CBO recommends that the bureau perform an analysis on all the elements of the bureau's assets that require ongoing regularly scheduled maintenance so that CBO and the bureau can work together to develop a funding plan for these large, recurring items. Such a funding plan might involve new or reallocated resources. This echos a broader recommendation that is currently in the draft report on capital maintenance funding options being developed by a workgroup consisting of capital asset managers and CBO staff.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: New Request

Request: PK_010 - Security Infrastructure Investment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	81,204	(81,204)	0
Internal Materials and Services	334,172	(334,172)	0
TOTAL EXPENDITURES	415,376	(415,376)	0
REVENUES			
General Fund Discretionary	415,376	(415,376)	0
TOTAL REVENUES	415,376	(415,376)	0

Bureau Description:

Several community centers and pools have inadequate camera coverage (or none at all). Areas that lack coverage are day care rooms, front desk areas, and/or entry/exit doors. This lack of camera coverage compromises our ability to aid police in the investigation of criminal activity. In addition, a camera system helps deter and stop criminal activity as well as document whatever goes on at the center to ensure the safety of our visitors and staff. To address this gap, central services and security staff identified and prioritized the installation of cameras within each center.

In addition to the security need, Portland Parks & Recreation processed over two hundred thousand credit card transactions during FY 2013-14 at 34 sites. PP&R is required to audit at the City of Portland, Level 1, Payment Card Industry (PCI) v2.0 compliance level. This level includes the following requirement: "9.1.1 - Use video cameras and/or other access control mechanisms to monitor individual physical access to sensitive areas. Review collected data and correlate with other entries. Store for at least three months, unless otherwise restricted by law."

Of the 34 sites, 21 do not have CCTV installed and 2 are in a state of partial failure. Due to lack of funding, PP&R has had to approach this as a long term conversion plan, recognizing that the City is out of compliance with federal law until this conversion is complete. This package would allow the necessary resources to meet the federal PCI requirement.

CBO Discussion and Recommendation

Not recommended.

This request addresses two separate issues: security at parks and community centers and the City's PCI compliance with data security standards. The former, while a potentially valuable marginal increase to safety on Parks property, is not an urgent need and is thus excluded from consideration by the City Budget Office for excess balance as part of the Fall Supplemental. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process.

While the general security aspect of the request is not considered urgent, based on discussions with the City Treasurer, the PCI compliance component would be urgent. However, based on more recent conversations with Parks applications specialists, BTS security staff, and the Treasurer, it has been determined that those sites will likely be moved out of scope for the compliance audit. That is, CCTV cameras will likely no longer be required for PCI compliance. This is the result of the implementation of new pin-pad technology at previously non-compliant sites.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: New Request

Request: PK_011 - New Master Plans for East Portland

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	300,000	(300,000)	0
TOTAL EXPENDITURES	300,000	(300,000)	0
REVENUES			
General Fund Discretionary	300,000	(300,000)	0
TOTAL REVENUES	300,000	(300,000)	0

Bureau Description:

East Portland has fewer developed parks per capita than other parts of Portland. The city is making more parks available by funding Beech and Gateway Parks (currently in design after master plans for these sites were completed in 2008 and 2011, respectively), but there is still much more to do.

Park master plans need to be in place before construction can commence at most park properties. Master plans identify community needs and desired future conditions for these sites through public processes; this brings the park land one step closer to design, development, and construction or enhancement/restoration.

This budget package will provide for master plans at the following park sites which are currently vacant and unimproved:

- 1 - Wilkes Headwaters, a unique 20-acre site that will have a 4 to 5 acre neighborhood park at the north end and a re-created natural area to the south. The area has the highest equity score (15) of potential East Portland park sites.
- 2 - Mill & Midland Parks, two small parks within close proximity of each other that, if improved, would serve over 860 new households.

CBO Discussion and Recommendation

Not recommended.

CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. While master planning of new parks is a necessary precursor to developing parks, it does not meet the threshold of urgency for a CBO recommendation to be funded in a supplemental budget, particularly since no implementation funding has currently been identified; it is more appropriately requested as part of an annual budget process and considered in a larger prioritization context.

It should be noted that this request could be funded with System Development Charges if implementation funding were also made available. In recent years, SDC revenues have been robust. Should the bureau continue to generate SDC resources in excess of projections in coming years and prioritize the development of these parks, master planning could be funded through SDCs.

The sites chosen for these master planning efforts were selected based on the number of households served (particularly currently unserved households), readiness, community support, equity and diverse demographics. Cost estimates are based on recent park master plan costs, including Riverview, Lents Park, Gateway Park, and Beech Park.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: New Request

Request: PK_012 - Renew Forest Park Seed Funding

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	500,000	(500,000)	0
TOTAL EXPENDITURES	500,000	(500,000)	0
REVENUES			
General Fund Discretionary	500,000	(500,000)	0
TOTAL REVENUES	500,000	(500,000)	0

Bureau Description:

As Portland's largest natural area, the ecological health of, recreation opportunities and public accessibility to the park are critical to our vibrant city. For many years citizens, city staff, and stakeholders have called for a major investment in the future of Forest Park. With a holistic look at ecology, recreation and access, there is a unique opportunity to make significant improvements to the park - a legacy that will be passed down to succeeding generations. By clearing the park of extensive invasive species, improving the entry to and education about the park, and making long-needed repairs to the trails, signage and access points, Forest Park will be renewed. Portlanders and the many native species who call Forest Park home will see and experience the park as they haven't for over a century.

This package provides the seed funding for this initiative, which is expected to attract other potential funding sources to carry it forward. This seed funding would go towards efforts to restore and rebuild the park. Currently invasive species such as English ivy compromise ecological function and wildlife habitat quality. \$350,000 will be spent on invasive species control and restoration of healthy plant communities and habitat. Contract crews with specialized equipment will be hired to supplement the ongoing work of community volunteers and City staff. \$150,000 will be spent on design for improving the Lower Macleay entrance to the park and the Lower Macleay Trail which has been damaged by landslides.

CBO Discussion and Recommendation

Not recommended.

CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. This request does not meet the threshold for urgency, and it is not clear that the scope of the projects nor the fundraising strategy has been fully developed yet.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: New Request

Request: PK_013 - ADA Transition Plan

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	43,614	(43,614)	0
External Materials and Services	106,386	(106,386)	0
Capital Outlay	500,000	(500,000)	0
TOTAL EXPENDITURES	650,000	(650,000)	0
REVENUES			
Fund Transfers - Revenue	500,000	(500,000)	0
Miscellaneous	0	0	0
General Fund Discretionary	150,000	(150,000)	0
TOTAL REVENUES	650,000	(650,000)	0
FTE			
Limited Term Positions	0.50	-0.50	0.00
TOTAL FTE	0.50	-0.50	0.00

Bureau Description:

PP&R is participating in an assessment of all City facilities to determine compliance with Title II of the Americans with Disabilities Act (ADA), called the ADA Transition Plan. The plan will identify physical obstacles and a method for removal of these obstacles, as well as provide a schedule for accessibility improvements.

PP&R facilities make up the majority of the ADA Transition Plan. Of the 375 facilities being surveyed citywide, 262 of those (70%) are managed by PP&R. Approximately 25% of PP&R facilities have been assessed to date, and have resulted in almost 10,000 identified ADA barriers, each of which needs to be individually prioritized, tracked, and addressed. Given the number of PP&R facilities being assessed, existing PP&R staff resources are not sufficient to manage the bureau work necessary for completion of the legally mandated ADA Transition Plan.

Funding is needed to integrate project data with PP&R's systems, for prioritization and tracking purposes, as well to implement the improvements. This package includes a funding request of \$100K for a Limited Term position to manage development of the PP&R components of the ADA Transition Plan (\$100K / 18 months), and \$500K in capital funds to begin addressing the most high priority ADA deficiencies.

While ADA improvements are part of the Parks Replacement Bond package on the November 2014 ballot, there is no guarantee that the bond will pass. If it does pass, the ADA investment would be limited to the capital improvements (not the needed limited term position) and importantly, with tens of millions in needed ADA improvements, PP&R needs millions of dollars more than available through the Bond to complete the projects identified in the transition plan.

Parks are an essential component in creating a Complete Neighborhood. Both the Portland Plan, and the PP&R Mission emphasize the importance of providing public open spaces and recreational facilities that meet the needs of people of all ages and abilities. When many parks and facilities have identified ADA barriers, PP&R is unable to meet its mission to provide park and recreation opportunities that are accessible for all, and to effectively serve its community function in a Complete Neighborhood.

CBO Discussion and Recommendation

Not recommended.

CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. The need identified in this request was foreseen as part of the FY 2014-15 budget process and was not included by City Council in the Adopted Budget. To the degree that the bureau continues to seek General Fund discretionary for this program, CBO recommends its inclusion in the FY 2015-16 bureau request.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: Technical Adjustment

Request: PK_014 - Gen Fund Contingency - Summer Lunch Program

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	8,600	0	8,600
TOTAL EXPENDITURES	8,600	0	8,600
REVENUES			
General Fund Discretionary	8,600	0	8,600
TOTAL REVENUES	8,600	0	8,600

Bureau Description:

Ordinance 186726 committed contingency of \$8,600 for the Summer Lunch program at 11 sites around Portland in late August to cover a five day gap in service that occurs between the PPS and the David Douglas/Centennial school districts. This package provides for the appropriation that was committed in that ordinance.

CBO Discussion and Recommendation

Recommended as requested. This item was pre-approved by City Council through ordinance. This action would implement that decision.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: Encumbrance Carryover Request

Request: PL_001 - EM&S Encumbrance Carryover from 13-14

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,318,768	0	2,318,768
Capital Outlay	0	0	0
TOTAL EXPENDITURES	2,318,768	0	2,318,768
REVENUES			
General Fund Discretionary	2,318,768	0	2,318,768
TOTAL REVENUES	2,318,768	0	2,318,768

Bureau Description:

Problem – The bureau had more than \$4.1 million in purchase order encumbrances at FY 2013-14 year end. Among the encumbrances are one-time costs and projects which include significant funds for the bureau staffing study, the new Training Center furnishings and ammunition, Records Division refurbishment, Quartermaster equipment, supplies and uniforms, and body armor.

Solution – The Police Bureau has allowable encumbrance carryover in excess of \$2.3 million in FY 2014-15. The bureau requests the carryover of these funds to complete the purchases in the current fiscal year.

Outcomes – The most significant of the encumbrance carryovers will allow for the bureau to complete purchases of 1) the staffing study, 2) ammunition, the use of which will increase due to the opening of the training center and an increased use of PPB's new firing ranges; 3) uniforms, which the bureau anticipates making a wholesale change to new uniforms starting in FY 2014-15; 4) furniture for the planned Records Division remodel; and 5) bulletproof vests, since the bureau now has to fund body armor costs from General Fund resources because grant resources for vest purchases are no longer available. To adhere to the expiration dates of vests, the bureau has to replace 20%, or a quantity of approximately 200, vests annually.

CBO Discussion and Recommendation

The bureau requests \$2.3 million in encumbrance carryover for purchases not complete at the end for FY 2013-14. CBO recommends this request.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: GF Revenue Carryover

Request: PL_002 - Non-Discretionary Revenue Carryover from 13-14

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	200,000	0	200,000
Fund Transfers - Expense	0	0	0
TOTAL EXPENDITURES	200,000	0	200,000
REVENUES			
Fund Transfers - Revenue	200,000	0	200,000
General Fund Discretionary	0	0	0
TOTAL REVENUES	200,000	0	200,000

Bureau Description:

Problem – The Friends of Mounted Patrol committed to donating \$200,000 per year for two years to support the Mounted Patrol Unit (MPU) program operations. The Police Bureau generated excess non-discretionary General Fund revenues in FY 2013-14 and requests that this particular donation revenue be re-appropriated in the bureau’s FY 2014-15 budget. The bureau intends to hold the funds in reserve as seed money for the planned MPU facility development. The Friends of MPU are in support of this strategy. Plans and conceptual drawings are currently being drawn up for the project. The deadline by which MPU has to vacate their current location is June 2015.

Solution – The funding in the amount of \$200,000 would be re-appropriated in the Police Bureau’s FY 2014-15 budget in the Police Special Revenue Fund so that the donation can be dedicated to this purpose.

Outcomes – Funding would serve as seed money for the bureau to develop a new location to house the MPU program. The expectation is that the project would be funded by a combination of private donations, City funding, and possibly debt financing.

CBO Discussion and Recommendation

Recommended as requested. This recommendation allows \$200,000 revenue carryover from the General Fund to be transferred to the Police Special Revenue Fund, a result of last year’s donation from the Friends of the Mounted Patrol. The Friends of the Mounted Patrol agreed to fundraise and donate \$200,000 per year for two fiscal years to keep the MPU operational. During the development of the FY 2014-15 Budget, there was some discussion of potentially cutting the MPU, and the Friends of the Mounted Patrol held the donation until the program received funding in the FY 2014-15 Budget in May 2014.

Throughout the fiscal year, the costs associated with the MPU were absorbed within bureaus current General Fund allocation. The \$200,000 donation from the Friends of the Mounted Patrol was received in July 2014 and accrued to FY 2013-14. As the bureau was able to absorb one year of the costs of the MPU, the Friends of the Mounted Patrol has requested the \$200,000 donation go towards funding a new facility for the MPU and the bureau agrees.

In January 2014, the horse barn where the MPU operates was determined to not be safe for housing the horses. The bureau moved the MPU to temporary shelter in Aurora and the MPU officers transported the horses into downtown Portland for patrol operations. Within a few months, a temporary fix at the existing horse barn was made and the MPU was able to return to the horse barn and continue operations in the spring of 2014. However, the Portland Development Commission (PDC) owns the facility that the MPU operates out of and PDC has developer interested in this property. The current eviction date for the MPU is to move out of this facility by June 2015; however, there is the potential for there to be a one-year extension to June 2016. The bureau is working with OMF-Facilities and the PDC to identify a new location for operations. Preliminary facility costs for a new facility are estimated at \$4.9 million, and a potential new location is still under discussion.

As the bureau was able to absorb one year of the operating costs of the MPU, the Friends of the Mounted Patrol has requested the donation go towards funding a new facility for the MPU and the bureau agreed. However, it is important to note that ending fund balance is \$200,000 lower than it would have been had the donation gone to its intended purpose. Since the City accepted the donation with that understanding, CBO is recommending the donation be received into the Special Revenue Fund. In addition, CBO notes the following for future budgetary analysis and discussion:

- The MPU program did not receive additional General Fund resources in FY 2013-14 for operating expenses. In order to keep the program going, the bureau internally realigned resources.
- In the FY 2014-15 Fall BMP response to the impact of the reduction of funding and positions in the MPU, the bureau states that the unit has reduced capability to achieve the Unit’s mission: to provide patrol, service crowd control, and participate in special events as ambassadors for the City. At present staffing levels, the unit focuses more on chronic livability issues and nuisance street crimes in the Downtown Pedestrian Zone.
- The bureau has requested 22.67 limited-term positions, sworn and non-sworn, in support of the following: DOJ Agreement compliance; increased investigations support; and support for RegJIN. It may be difficult to recommend continued funding for a program that is no longer achieving the intended mission when mandated work is required to occur.
- The MPU will likely need additional one-time funds to construct a new facility to house the operations and resources outside of donations have not been identified.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_003 - IA with PSSRP for RegJIN project manager

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	135,000	0	135,000
TOTAL EXPENDITURES	135,000	0	135,000
REVENUES			
Interagency Revenue	135,000	0	135,000
Fund Transfers - Revenue	0	0	0
TOTAL REVENUES	135,000	0	135,000

Bureau Description:

Problem – The bureau is implementing a regional records management system, the Regional Justice Information Network (RegJIN), which will have more than 40 participating regional agencies on board within two years. The project is currently in the middle of training and system configuration. The bureau has identified the need to have a dedicated internal RegJIN manager, apart from the RegJIN Project Manager position. PSSRP has expressed willingness to fund the RegJIN manager through the end of FY 2014-15, after which time the bureau will need to identify other resources to fund the manager position as it evolves into the RegJIN Sustainment Manager.

Solution – Create an Inter-agency Agreement between PPB and PSSRP for 80% of the RegJIN manager position costs for FY 2014-15. The bureau will 'bill' PSSRP quarterly for reimbursement through June 30, 2015.

Outcomes – The PSSRP funding will off-set the unanticipated RegJIN costs of a dedicated RegJIN manager in FY 2014-15.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_004 - Domestic Violence Restraining Order Team

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	202,944	(202,944)	0
External Materials and Services	20,946	(20,946)	0
TOTAL EXPENDITURES	223,890	(223,890)	0
REVENUES			
Interagency Revenue	0	0	0
General Fund Discretionary	223,890	(223,890)	0
TOTAL REVENUES	223,890	(223,890)	0
FTE			
Limited Term Positions	2.00	-2.00	0.00
TOTAL FTE	2.00	-2.00	0.00

Bureau Description:

Problem – Over the course of FY 2013-14, there were 1,137 restraining and stalking order violations (VROs) in the City of Portland. In 75% of the incidents there was enough probable cause and suspect information for the case to be assigned to an investigator. 496 were child custody cases. The Family Services Division investigated 151 of these cases, 13% of the total. Currently, precincts are occasionally able to lend a patrol officer to case follow up, but not with enough consistency or training to impact the number of investigations assigned or cleared. The Multnomah County VRO court, which prosecutes domestic violence cases, recently created a gun dispossession list to combat the lack of domestic violence investigation by identifying the offenders with histories of violence and/or possession of firearms.

Solution – The bureau is requesting two officers and a sergeant to work as a VRO follow-up team to enforce the new gun dispossession list designed to protect victims of domestic violence. Our requested funding strategy is to hire positions on a limited-term basis for the remainder of FY 2014-15, and will include ongoing requests in the FY 2015-16 Requested Budget.

Outcomes – The VRO team would have the primary responsibility of enforcing the new gun dispossession list created by the VRO court. Conducting VRO investigations to a close, would protect and reassure victims, in addition to deterring offenders who currently face little, if any, consequences unless they are arrested at the scene, become violent with the victim, or contact the victim to such a point that the resulting police reports make their way to the Domestic Violence Sergeant and the case is assigned. The new gun dispossession program will result in a significant increase in sergeants' workload. The dispossession of firearms from respondents, many of whom have already proven they are prone to violence, is going to require a higher rate of supervisory interaction. Investigations and suspect contacts will need to be fully vetted to insure they are tactically sound. There will also be an increase in reviewing and planning for search warrants. Increasing the investigative capacity of the Domestic Violence Unit by assigning a team for investigating VRO and gun dispossession cases will make a significant impact on the safety of victims of domestic violence.

CBO Discussion and Recommendation

The bureau requests funding to support 2.0 Limited Term Officers and 1.0 Limited Term Sergeant in the Domestic Violence Unit within Family Services Division for the remainder of this fiscal year. It is estimated that additional resources dedicated to restraining order and gun disposition follow-up would increase by 25-40 cases per month (300-480 cases per year). Gun disposition cases represent a new body of work for the Domestic Violence Reduction Unit (DVRU) due to the recent changes in the Multnomah County Violent Restraining Order court, which is responsible for prosecuting domestic violence cases. Both restraining order follow-up and managing the County's gun disposition list require additional resources outside of the current staffing within the DVRU.

The disposition of firearms from violent individuals requires sergeant level supervisory involvement including: conducting surveillance, warrant review and execution, and SERT planning and consultation and ultimately arrests. The Family Services Division currently has one sergeant to supervise and assign cases for 7.0 officers, 8.0 advocates and 1.0 Multnomah County Sherriff's Office detective. The additional workload and supervisory responsibilities associated with the requested DVRO team support the bureau's request for a second sergeant in the Family Services Division. In order to fill the positions in the short-term, the bureau would direct resources from patrol operations to staff this unit at the requested level. The earliest the bureau would be ready to fill the vacant patrol positions would be August 2015. In order to meet current patrol level the bureau would likely need to authorize overtime hours until new officers are on duty and relieved from probationary status.

Investing resources in this program would provide for more cases to be pursued and for the city to implement the gun disposition program. Although CBO recognizes the importance of funding this position, CBO does not recommend this request. CBO has only recommended new requests in the Fall Supplemental Budget that are urgent, fully developed and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of the annual budget process. CBO recommends the bureau use existing resources to fund this request in FY 2014-15 or submit this request for consideration in the annual budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_005 - Gang Enforcement Team

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	614,656	(614,656)	0
External Materials and Services	197,344	(197,344)	0
TOTAL EXPENDITURES	812,000	(812,000)	0
REVENUES			
Interagency Revenue	0	0	0
General Fund Discretionary	812,000	(812,000)	0
TOTAL REVENUES	812,000	(812,000)	0
FTE			
Limited Term Positions	6.00	-6.00	0.00
TOTAL FTE	6.00	-6.00	0.00

Bureau Description:

Problem – Between August 1, 2013 and July 31, 2014 there were 127 gang-related crimes, up from 104 incidents over the same period the previous year. Because of the increased incidence of gang violence, each Gang Enforcement Team (GET) Detective is now assigned 20-30 violent crime investigations. GET officers split into teams of six to investigate and review all of the evidence associated with each case. Because of the increased caseload for the unit, officers without specialized training are borrowed from other units to conduct investigations. Additionally, shift configuration currently covers four days, allowing for single coverage on Friday and Saturday nights, both of which experience higher levels of gang activity than other times and days of the week. The workload for each GET officer includes an average of 340 person contacts per month, or more than 4,000 per year.

The Gang Enforcement Team case solve rates have dropped from 33% in FY 2012-13 to 21% in FY 2013-14 for several reasons, including the increase in gang-related crime. One other major reason is the complex nature of many of FY 2013-14 and FY 2014-15 gang cases, which stemmed from a high-profile gang-related homicide that then has resulted in ongoing retaliatory crimes. These interrelated gang cases are requiring approximately 26% of the Gang Violence Reduction Team's time.

Currently, two officers without specialized training gather and analyze highly technical evidentiary materials. This evidence is used in Measure 11 cases. Additionally, there are decades' worth of unrecorded and inaccessible gang intelligence that has been gleaned from interviews and investigations. Much of this information is shared verbally between GET officers, but never documented. GET is currently unable to track, gather, and document gang-related intelligence on social media and internet-based communication.

Solution – The bureau is requesting six officers, a sergeant, a non-sworn technical analyst, and a gang intelligence analyst be added to the Gang Enforcement Team. In addition to the personnel costs, the bureau is requesting funding for specialized equipment required for each position. Our requested funding strategy is to hire the positions on a limited-term basis for the remainder of FY 2014-15, and will include ongoing requests in the FY 2015-16 Requested Budget.

Outcomes – Officers and Sergeants: The uniformed components of the Gang Enforcement Team are the primary source of intelligence and provide a critical and immediate response to gang violence. The additional personnel would allow for enhanced shift configurations, including double coverage on Friday and Saturday nights.

Technical Analyst: Utilizing a non-sworn expert in media-based materials would provide in-depth examination of the increasing amount of evidence available to the gang team. Additionally, the analyst would allow the two officers who are currently performing these analyses to rejoin the gang team.

Gang Intelligence Analyst: This additional non-sworn position would record and analyze hundreds of gang-related cases, building an intelligence-based foundation to begin investigations. The analyst would chronicle data and ultimately be able to link existing intelligence that is seemingly unrelated. The analyst would additionally be responsible for monitoring and gathering intelligence from social media sites, a resource that is currently underutilized bureau-wide.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_005 - Gang Enforcement Team

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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CBO Discussion and Recommendation

In response to the increased calls for service related to gang activity in Portland, the bureau has requested 9.0 limited term positions to provide additional officers, analytics support, and funding for equipment supporting the Gang Enforcement Team (GET). In the past year, the solve rate for gang cases has dropped by 11%. The unit projects that adding these positions could result in a 10-15% increase in the solve rate with the caveat that it is difficult to predict if adding the positions would prevent incidents from occurring. Of the nine requested positions, two are for non-sworn staff. These positions would allow for 2.0 sworn officers currently providing analytic work to return to working Gang Violence Reduction Team investigations and proactive gang investigations. If the bureau uses existing resources to staff the limited term non-sworn positions, it would cost approximately \$115,000 for six months. This investment would allow two sworn positions to return either to GET or to the precinct patrol.

In order to fill the positions in the short-term, the bureau would direct resources from patrol operations to staff this unit at the requested level. The earliest the bureau would be ready to fill the vacant patrol positions would be August 2015. In order to meet current patrol level the bureau would likely need to authorize overtime hours until new officers are on duty and relieved from probationary status.

Although CBO recognizes the importance of funding this position, CBO does not recommend this request. CBO has only recommended new requests in the Fall Supplemental Budget that are urgent, fully developed and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of the annual budget process. CBO recommends the bureau use existing resources to fund this request in FY 2014-15 or submit this request for consideration in the annual budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_006 - Boystrength Program

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	76,272	(76,272)	0
TOTAL EXPENDITURES	76,272	(76,272)	0
REVENUES			
General Fund Discretionary	76,272	(76,272)	0
TOTAL REVENUES	76,272	(76,272)	0
FTE			
Limited Term Positions	0.67	-0.67	0.00
TOTAL FTE	0.67	-0.67	0.00

Bureau Description:

Problem – There is a demand in the community to provide equity and violence prevention training to boys not only to prevent commercial sexual exploitation of children but also to educate boys on gender privilege, healthy behaviors, and emotional literacy. The existing GirlStrength and WomenStrength programs are currently offered in 35 local schools and have demonstrated an ability to increase participant confidence and self-esteem.

Solution – Our requested funding strategy is to hire the Program Coordinator on a limited-term basis for the remainder of FY 2014-15, and will include a request for ongoing funding in the FY 2015-16 Requested Budget.

Outcomes - On November 6, 2013, Council approved funding for a BoyStrength Pilot Program modeled after the successful WomenStrength and GirlStrength programs but designed to specifically address the prevention of human trafficking and domestic violence through the education of boys. In March 2014, two Assistant Program Specialists and two subject matter experts were hired for the BoyStrength Program. In June 2014, there were seven BoyStrength volunteers (six volunteers and one GirlStrength instructor) who completed approximately 72 hours of training in violence prevention topics including anti-oppression and equity, rape culture, sexual assault, domestic and dating violence, commercial sex exploitation, gang involvement, the impact of trauma on the brain and nervous system, being an active bystander, personal safety, assertiveness, and yoga and mindfulness training. The staff and volunteers offered several camps and trainings at area schools for 5th – 8th grade students, including two schools that have been identified as recruiting areas for human trafficking. 108 boys participated in the pilot program. In post-program surveys, participants reported having a better understanding of sexual violence, sex trafficking, emotional self-control, and reacting to feelings in a non-violent way.

CBO Discussion and Recommendation

This request funds 1.0 limited term FTE to administer the BoyStrength program in FY 2014-15, with the bureau requesting conversion to ongoing funds in FY 2015-16. FY 2013-14 was the first year of the program and initial results from participants are positive. BoyStrength is a companion program to the WomenStrength and GirlStrength programs that the City has offered at no charge to community members.

Although CBO recognizes the importance of funding this position, CBO does not recommend this request. CBO has only recommended new requests in the Fall Supplemental Budget that are urgent, fully developed and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of the annual budget process. CBO recommends the bureau use existing resources to fund this request in FY 2014-15 or submit this request for consideration in the annual budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_007 - FY13-14 Carryover:On-body Cameras

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	834,619	0	834,619
TOTAL EXPENDITURES	834,619	0	834,619
REVENUES			
General Fund Discretionary	834,619	0	834,619
TOTAL REVENUES	834,619	0	834,619

Bureau Description:

Problem – Law Enforcement agencies increasingly face the dual problems of credibility with the communities they serve, in tandem with legitimacy. On-body cameras provide several opportunities for Portland Police. These include 1) improving public trust, 2) police accountability, 3) improving risk management, 4) training opportunities, and 5) evidence for criminal court. Video is becoming an industry standard technology in the field of law enforcement. The Police Bureau is evaluating whether to purchase on-body or in-car systems, or a hybrid of the two systems. The bureau will work with City Procurement to develop a Request for Proposals (RFP) and from the submissions, will determine the best system(s) for the Police Bureau needs. It is anticipated that the RFP process will be completed, and a vendor selection made, by December 31, 2014. Initial research into the market has shown that there are very different technology solutions regarding law enforcement on-body camera systems, with different cost structures, staffing requirements, and technology platforms. Because of the broad array of options in the market, the bureau cannot estimate with any accuracy full project costs and requirements until the RFP process is completed, however with all of the vendors, there are costs for equipment, some level of technology infrastructure development, data storage and management, and ongoing system maintenance and replacement costs. The current request for the \$834,619 of funding carried forward from FY 2013-14 will be held 'in reserve' until January/February 2015 when the RFP is completed and a vendor selected. The bureau will submit an all-inclusive request for project funding in the FY 2015-16 Budget Process which will include any additional one-time costs above the \$834,619, as well as ongoing project costs.

Solution – The bureau requests one-time funding of \$834,619 carryover in the Fall BMP and additional one-time funding, if required, and ongoing funding in the FY 2015-16 Budget Process. The budget request will be predicated on the proposals submitted in the RFP process. At the time that Council commits full project funding, the bureau will begin purchasing equipment and developing bureau technology infrastructure in spring 2015, with the project completed and system operational in FY 2015-16. The technology will bring the bureau and City up to the public's expectations for law enforcement oversight and accountability.

Outcomes – The camera systems will improve public trust of police as it reflects our commitment to open and accountable policing. The system also comports with the spirit of the City's Agreement with the Department of Justice. The systems will monitor interactions between police and the public and provide evidence that can be used to resolve claims against police. Additionally, video evidence will result in quicker case resolution, which will then free up police resources to focus on policing. Studies of agencies using camera systems have reported that fewer cases go to trial when video evidence is available. The video recordings of police performing their jobs will provide training materials for officer self-improvement, as well as serve as a powerful bureau-wide body of training resources regarding police-public interactions.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_007 - FY13-14 Carryover:On-body Cameras

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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CBO Discussion and Recommendation

Recommended as requested. In the FY 2013-14 Spring BMP the CBO recommended the funds approved for the Mobile Audio Video (MAV) project be set-aside for a separate carryover request from the Police Bureau in the FY 2014-15 Fall BMP. The Police Bureau was to provide a detailed plan for implementing the MAV project including full project implementation costs and ongoing program sustainment requirements.

Over the summer months, the bureau conducted pilot testing in the Traffic Division for different on-person cameras to determine if an on-officer program would better suit the bureau's needs than the previously requested MAV's. Since 2008, the bureau has been researching and observing the changes and cost for both MAV units and on-person cameras. The on-person technology has undergone significant change during this time, especially with the development of in-field handheld devices (smart phones and tablets) that allow officers to tag and document events in the field, as opposed to at the precinct at the end of the shift. Initial feedback and pilot program results have been positive, but there are many options of technology available to law enforcement agencies.

Based on a variety of factors, including the significant changes in on-person camera technology, the bureau is going through the formal Request For Proposal (RFP) process to achieve the following: complete project costs for the cameras and digital records support for 600+ officers; identify the level of ongoing support, likely in the Records Division and the Information Technology Division, that the bureau will require; and assist with determining the appropriate implementation timeline. CBO is in support of this approach as the bureau will be able to receive and review competitive bids, and select the most qualified vendor.

Many police agencies across the country have documented various degrees of success and identified best practices for implementing an on-person camera systems. The most recent Police Executive Research Forum (PERF) report "Implementing a Body-Worn Camera Program Recommendations and Lessons Learned" from September 2014 notes that the costs to sustain and operate an on-person digital video system must be factored into the decision as these costs have potential to be substantial based on the size of the force being outfitted, volume of data to manage and, most notably, to address the increased number of video records requests from individuals, media outlets, and the court systems. Operationally, PERF and other organizations have all highlighted the importance of having internal policies for use, retention, and video disclosure in place prior to implementation. PPB has policies for MAV, however these policies will need to be reviewed and revised for the on-person cameras should the bureau fully implement this project.

The CBO recommends the bureau proceed with the project as outlined in this request. Going through a complete RFP process will allow the bureau to properly identify the implementation and ongoing sustainment costs once the desired vendor is selected. These costs will need to be analyzed to determine if the program is fiscally sustainable. The bureau will also need to consider the implications including compliance with with state laws surrounding law enforcement video records.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_008 - Overhire Authority for Ten Officer Trainees

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

Problem – Ideally, the bureau would have new recruits hired and in the training process to fill officer positions as sworn employees retire or separate from the bureau. Currently the bureau must wait until positions are vacated before hiring new recruits, who must then begin the 6 month, on average, background process and then the 18 month training and probation period before qualifying to independently perform police duties. With the current reactive approach to hiring new recruits, the bureau finds itself 'playing catch-up' in filling sworn positions to maintain authorized strength. The elimination of 50 sworn positions in FY 2013-14 has increased the relative impact of each vacancy. There can be large gaps of time between when a position becomes vacant and when the bureau actually has a new hire certified, trained and working in the job.

The bureau projects approximately 100 sworn members will be eligible to retire before June 30, 2015. The bureau experiences 30 retirements annually, on average. A variable in the current fiscal year is a PPA challenge to restore the 27 pay period look-back retirement incentive that was abolished through a FPDR charter change. If the challenge is successful, it would restore this provision, allowing for sworn members to retire at a specific date that would set the pensions of those retiring to calculate 27 pay periods as the baseline for their pensions, as opposed to the 26 pay periods which is the current baseline. This provides a financial incentive for eligible sworn members to retire during one of these months; the next one would be May 2015. There is no way of predicting if the challenge will be successful, and if it is, how many eligible employees would retire, but historically this incentive has increased the bureau's retirements by a small margin. That being said, the 27 pay period look-back carries the risk of above-normal retirement payout costs as well as a higher level of sworn vacancies.

Solution – The Police Bureau proposes to over-hire by up to 10 new officer recruits as double-fills in anticipation of sworn attrition. Over time and on average, this would not increase the bureau's sworn staffing level above authorized, but it would smooth and shorten the negative staffing impact from the initial training and probation cycle. Funding for the double-fill of positions in FY 2014-15 and future years will be accommodated with salary savings. The expectation is that the new officers will be able to staff positions as they become vacant through attrition and at a lower average cost than the former incumbents of the positions. Additionally the bureau is hiring two limited-term background investigators to process the current ongoing backlog of background investigations, with the intention of decreasing the time required to process background investigations. With the current staffing of six Background Investigators, the investigation process takes approximately six months. Additional investigators should shorten the process and would allow the bureau to make employment offers sooner and therefore avoid losing top candidates to other agencies that conduct their background investigations and make employment offers more quickly than does the Portland Police Bureau. The Police Bureau intends to submit a request for permanent Background Investigator positions and ongoing funding in the FY 2015-16 Budget Process.

Outcomes – The bureau desires to establish a recruitment process that will hire and train new officers based on projected attrition rates to be ready to perform the duties of sworn members when they retire or otherwise separate from the bureau. The predictability of maintaining the balance between those coming into the bureau and those leaving is difficult since retirement and separation levels swing from year to year. By limiting the number of over-hires at any one time to 10 the bureau reduces the risk of negative financial impacts.

CBO Discussion and Recommendation

Recommended as requested. This package has a net zero impact on the current year bureau budget.

Funding for the requested double-fills is anticipated to be covered with potential vacancy savings due to planned attrition. If the positions are double-filled for 50% of the current fiscal year, this request will cost the Police Bureau \$469,990. The probability of maintaining 10 officer double-fills throughout a fiscal year is low, but feasible. It is anticipated that the bureau will be able to manage this due to the average number of retirements and separations creating vacancy savings that would exceed the cost of a new trainee.

The risk for bureaus in utilizing double-filled positions to meet operating requirements is overspending the authorized budget. Police Fiscal Division provides expenditure reports to the CBO and Mayor's Office. CBO recommends these reports be updated to include cost analysis and status of the double-filled positions. The bureau is assuming any costs associated with this request to be managed with existing resources.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_009 - RegJIN Records sustainment team staffing

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	172,344	(172,344)	0
External Materials and Services	5,781	(5,781)	0
TOTAL EXPENDITURES	178,125	(178,125)	0
REVENUES			
General Fund Discretionary	178,125	(178,125)	0
TOTAL REVENUES	178,125	(178,125)	0
FTE			
Limited Term Positions	2.00	-2.00	0.00
TOTAL FTE	2.00	-2.00	0.00

Bureau Description:

Problem – The Records Division is responsible for creating and managing the official electronic data record of all Portland Police reports and storing originals. In addition, the division is a 24/7, 365 days per year customer service center that responds to requests for information from a wide array of customers, including fellow police officers, prosecutors, defense attorneys, drivers whose vehicle has been towed, probation and parole officers, bureau crime analysts, insurance companies, potential employers, other law enforcement agencies, the media, and a myriad of others. In FY 2013-14, the Records Division had between four and six vacancies at any given time. Despite the number of vacancies, in calendar year 2013 the division processed 167,369 police reports, averaging 459 reports per day. On average, it took between 7-13 days from police report receipt to the report being accessible electronically. Since June 2014, accessing reports electronically has increased to 14-16 days. Additionally, the division responded to 16,959 public records requests. As of now, it takes the division between two and three months to respond to each request, despite the legal requirement being five days. Three FTE in the division are dedicated full-time to the RegJIN project.

The Records Division is experiencing a significant increase in its workload related to the implementation phase of the RegJIN records management system. The project has diverted division staff resources away from the ongoing work of the Records Division and toward the Regional Justice Information Network (RegJIN) project, thereby slowing down or replacing the normal work of the division. The expectation is that after the system goes live in spring 2015, the workload will remain at the elevated level for at least two years as additional partner agencies are scheduled to join the regional system in phases over the two-year horizon.

Solution – Hire one Senior Records Program Specialist, one Records Training Coordinator and one Records Supervisor as limited-term employees for a two-year period as part of a RegJIN sustainment team. Over the two-year period, the number and type of positions needed will be evaluated against the needs of the users to assess the need to incorporate the costs into the rate structure.

Outcomes – Dedicated staff positions focused on the RegJIN project and RegJIN partner agencies will ensure greater success for a complex, multi-jurisdictional technology project while allowing for the Records Division non-RegJIN staff to accomplish the day-to-day business needs of the Police Bureau.

CBO Discussion and Recommendation

The RegJIN project is occupying much of the staff time and capacity of from the Records Division. The need is only increasing as the project nears implementation which is scheduled for April 2015. Redirecting the division program staff to focus on RegJIN project activities is impacting the amount of time it takes to complete records requests which at present is 18-21 days. This is significantly greater than industry best practices and standards. In order to meet the demands of RegJIN and the current service workload in Records, the police bureau has requested 3.0 limited term FTE to backfill staff in the Records Division work while existing staff are dedicated to implementing RegJIN.

The Police Bureau and PSSRP management reviewed whether or not the existing project budget can pay for the costs of Records Division staff that are 100% dedicated to implementation projects and determined that it could not. The Police Bureau has requested General Fund one-time resources to backfill the Records Division. Currently, the Records Division has 6.0 FTE vacant positions that the bureau is seeking to fill this current year. It should also be noted that the Records Division had 3.0 FTE positions reduced in the FY 2013-14 Budget (1.0 was cut and 2.0 were reclassified to support the Mounted Patrol).

Although CBO recognizes the importance of funding these positions, CBO does not recommend this request. CBO has only recommended new requests in the Fall Supplemental Budget that are urgent, fully developed and are unlikely to be absorbed in existing bureau budgets. As such, CBO recommends the bureau look to absorb these costs in the base and depending on projected year-end spending come forward with a request in the Spring BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: Program Carryover Request

Request: PL_010 - Fund 222 Balance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(4,955)	0	(4,955)
TOTAL EXPENDITURES	(4,955)	0	(4,955)
REVENUES			
Budgeted Beginning Fund Balance	(4,955)	0	(4,955)
TOTAL REVENUES	(4,955)	0	(4,955)

Bureau Description:

This package adjusts the beginning balance of the Police Special Revenue Fund and related sub-funds. The FY 2014-15 Adopted Budget placed the beginning balance too high by \$4,955. This provides an adjustment so that the FY 2014-15 Revised Budget will reflect beginning balances that match the reconciled ending balances from FY 2013-14.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_011 - PL00 Fall Tech Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,100	0	3,100
Internal Materials and Services	(3,100)	0	(3,100)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The Police Bureau has identified the need for a number of adjustments within and between major object categories. All are technical in nature and none have a material impact on any of the bureau's programs.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: Program Carryover Request

Request: PL_012 - PL00 Grant Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	137,430	0	137,430
External Materials and Services	159,611	0	159,611
Internal Materials and Services	28,863	0	28,863
Capital Outlay	80,899	0	80,899
TOTAL EXPENDITURES	406,803	0	406,803
REVENUES			
Intergovernmental Revenues	406,803	0	406,803
General Fund Discretionary	0	0	0
TOTAL REVENUES	406,803	0	406,803

Bureau Description:

The Police Bureau requests a carryover of grant revenue and offsetting expense appropriations. This increase is a true-up adjustment to the total grant revenue appropriation in the FY 2014-15 Adopted Budget to reflect unexpended awards as of June 30, 2013. This package also includes the designation of existing General Fund appropriation as matching funds, in accordance with the original grant award ordinances.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_013 - DOJ Agreement

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	447,648	(111,912)	335,736
External Materials and Services	15,416	0	15,416
TOTAL EXPENDITURES	463,064	(111,912)	351,152
REVENUES			
General Fund Discretionary	463,064	(111,912)	351,152
TOTAL REVENUES	463,064	(111,912)	351,152
FTE			
Limited Term Positions	4.00	-1.00	3.00
TOTAL FTE	4.00	-1.00	3.00

Bureau Description:

Problem – The City of Portland has finalized an agreement with the United States Department of Justice Civil Rights Division (DOJ) and the United States Attorney for the District of Oregon regarding changes to policies and procedures in, and oversight of, the Portland Police Bureau. The Settlement Agreement contains provisions related to the bureau’s use of force, training, Employee Information System, officer accountability, community engagement and outreach, and crisis intervention, as well as the City’s role in the provision of community-based mental health services. City Council authorized 17 additional full-time positions and a \$3.86 million ongoing increase in the bureau’s FY 2013-14 Current Appropriation Level to enable the Police Bureau to perform the work that was anticipated to result from the DOJ Agreement. The Police Bureau began implementation of many of the Agreement action items while awaiting the appointment of the Compliance Officer/Community Liaison (COCL) and the Federal judge’s approval, which provided the bureau actual experience in meeting the goals. From that experience, it has become abundantly clear that more resources must be allocated in order to meet the Agreement’s terms and timelines. This assessment of the workload does not include any future demands that the COCL and Community Oversight Advisory Board (COAB) may place on the bureau.

Solution – Several areas have been identified that need significant enhancement. As evident from the terms of the Agreement, data collection and analysis will be the keystone of the bureau’s success. The workload will require a significant increase to the current crime analysis staffing level. An applications developer will be required to create the reports from the bureau’s new replacement records management system, the Regional Justice Information Network (RegJIN) that will come on-line in spring 2015. Finally, the qualitative and quantitative analyses and audits required of the Agreement Inspector cannot be achieved by that single position alone. It is the recommendation of the Inspector that two positions be added to the Professional Standards Division, Inspector’s Office, to meet the requirements of the Settlement Agreement. The bureau has included requests in the Fall BMP to fund three Crime Analyst positions and an Applications Developer position in Strategic Services.

Outcomes – The bureau will gain the capacity to successfully perform the analytics, auditing, and reporting required for compliance with the DOJ Agreement.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_013 - DOJ Agreement

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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CBO Discussion and Recommendation

CBO recommends funding the requested positions, but with a revised start date of January 2015. The bureau assumed a start date of November 2014. This will reduce the cost of the package by \$111,912. The bureau has expressed its intent to request ongoing funding for these positions in the FY 2015-16 annual budget process.

When the terms of the DOJ Agreement were first presented in FY 2012-13, the volume of work required for use of force reporting and auditing components were not fully realized, and since this time the bureau has experienced areas where the workload exceeds the current staffing level. Specifically, on August 29, 2014 the City entered into a legally enacted Settlement Agreement with the United States Department of Justice (DOJ), which has set up a series of deliverables the bureau must achieve in order to be compliant with the Court's terms. Many of the provisions in the Agreement are currently underway, including the creation of the Police Bureau's Behavioral Health Unit (BHU) and updated use of force policy and training. Previous to this signed Agreement, Council approved \$3.86 million and 17.0 FTE to prepare for the changes to be brought by the Agreement. In the past 18 months, the bureau has experienced areas where additional support will be required in order to be compliant, especially with the data analytics and reporting requirements, the auditing and reporting workload associated with the created Force Inspector Position, and the need for DOJ specific reports from the new RegJIN system. Analysis of each of the position requests are as follows:

Crime Analysts- 3.0 Limited Term

The Statistical Services Division (SSD) is responsible for data analytics and reporting for the DOJ Agreement. There are components to the Agreement that are not currently tracked and reported at the level required by the DOJ, including stops data (Agreement Item #148 and #150), use of force reporting, and community outreach (Agreement item #1, #146 and #149). It is further anticipated that upon hiring the Compliance Office/ Community Liaison (COCL) and appointing the Community Outreach Advisory Board (COB), there will be a significant increase in required and ad hoc reporting. The Agreement specifically give the COCL the authority to perform additional reviews as deemed appropriate (Item #161), potentially asking for data outside of the items specifically documented in the Agreement.

Failure to provide data could ultimately result in the bureau being considered non-compliant. Because the risks associated with being the SSD will be forced to reprioritize all crime analytics support. The following work in SSD has been reduced or is anticipated to no longer be performed without additional resources:

- Crime data reports to Office of Neighborhood Involvement (ONI) and Parks Bureaus;
- CLERY Act reporting to Portland Public Schools (PPS will need to obtain the data from other sources);
- Burglary Task Force mapping and materials for case assignment;
- Reduced precinct analytics (currently SSD is unable to produce timely crime trend analysis and the analysis that is provided to precincts would be further diminished);
- Reduced analytics to specialty units, such as GET;
- Data on the impact of HB 3194 in Multnomah County; and
- The ability to respond timely to ad hoc requests from City Council, media outlets, and other City Bureaus.

The CBO recommends funding these positions. The Agreement sets forth very specific data sets and reporting timelines for the Police Bureau, and ultimately the City. It is crucial for the compliance reporting component to start off as well as the implementation of other changes required by the Agreement did with support and funding for 17.0 FTE in 2013. There is a current recruitment list for Crime Analysts, and upon completion of the bureau's background check process the positions could potentially be filled in January 2015.

Data Analyst for RegJIN (1.0 FTE)

The new RegJIN system will be the central repository for all crime offense data, arrest data, calls for service data, and Force Data Collection reports for the Portland Metro Region. The project go-live date is set for April 2015 and there will be some standardized reports available at this time. However, the reports that will be DOJ specific (either Agreement required or COCL/ COAB Ad Hoc requests) are not likely to be available at Go-Live. In order to provide timely data queries, extractions, and reports for analysis the bureau has requested 1.0 limited term Data Analyst to begin addressing this need prior to April 2015. Without having in-house support, the bureau would be working with the vendor to create the customized reports. Other partner agencies do not have the reporting requirements that the Police Bureau does due to the DOJ Agreement, while the data will be in the new system there is not the same sense of urgency for its extraction by other partner jurisdictions Auditing and Analytical Support for the Force Inspector (2.0 FTE)

The Agreement established a Force Inspector in the Bureau's Professional Services Division. This position was created and filled in the winter of 2013. It is responsible for reviewing all uses of force and making recommendations regarding improvements to systems of accountability in relation to force management. Additional responsibilities for the Force Inspector are outlined in Agreement items 74-77, 85 and 86 and include: auditing use of force reports, Directive 940.00 investigation reports (After Action Reports); audit supervisory compliance with use of force reports and 940.00 investigation reports; complete quarterly use of force analysis reports; training program audits and to gather and present data on a quarterly basis to the Chief, Training Division and Training Advisory Council.

Since implementing item 35 of the agreement and filling the Force Inspector position, it has been the bureau's experience that 1.0 FTE will likely not be able to meet all of the required obligations. With the potential for on-person camera recordings to accompany written force and 940.00 After Action Reports, it is further anticipated that the workload will continue to exceed the capacity of the current staffing level. To address this, the bureau has requested 2.0 limited term positions in support of the Force Inspector to become a team to address the workload. In order to meet the auditing requirements, the bureau has requested 1.0 limited term Management Auditor to compile the force data for the team and to provide a defensible audit surrounding issues of force reporting, training and improvements. The requested Management Analyst will increase the team's capability to review the policies, programs, and training for use of force and to identify areas for improvement. This position will provide the Force Inspector with statistical data for the required comprehensive reports to the bureau, Council, COCL, and COAB.

**CBO Discussion and Recommendations
 FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_014 - Deleted Package

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This package has been deleted.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_015 - RegJIN Sustainment Fiscal and Reporting

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	72,944	(72,944)	0
External Materials and Services	1,927	(1,927)	0
TOTAL EXPENDITURES	74,871	(74,871)	0
REVENUES			
General Fund Discretionary	74,871	(74,871)	0
TOTAL REVENUES	74,871	(74,871)	0
FTE			
Limited Term Positions	0.67	-0.67	0.00
TOTAL FTE	0.67	-0.67	0.00

Bureau Description:

Problem – The RegJIN project is governed by a stakeholder group of representatives from the more than 30 partner agencies comprising the consortium. The partner agencies have vested interest in the success of the system, as they are relying upon it to serve their individual agencies’ business needs. For the services, these agencies are paying the Portland Police Bureau for their proportional share of the RegJIN system costs. The stakeholder group expects PPB to provide accounting of the system costs, as well as quarterly reporting and contract management services. These services will require a position to conduct rate setting and modeling, system cost accounting, contract revisions with all partner agencies, communications, meeting scheduling, and quarterly project reporting, and the Police Bureau currently does not have staff with the capacity to complete these functions.

Solution – Hire one Financial Analyst as a limited-term employee for a two-year period, at which time the workload can be assessed to determine if the position needs to be made permanent or if the workload has normalized and/or the bureau has been able to find way to automate some of the work. If the position remains permanent, it should be calculated into the rate structure paid by the RegJIN partner agencies.

Outcomes – The position would support accountability and responsiveness to RegJIN partner agencies, and maintain PPB’s credibility as the managing agency of a complex project that has already experienced challenges. The goal is to provide the partner agencies with effective communication, customer service, and accurate information about RegJIN project finances which will strengthen partner agencies’ trust in PPB’s oversight of the project and transparency of information.

CBO Discussion and Recommendation

In April 2015, the Portland Police Bureau is scheduled to transition off of the current Portland Police Data System (PPDS) and onto the RegJIN records management system, where the bureau will join more than 30 partner agencies in utilizing the regional data system. The ongoing support of this new system will be partially paid for by partner agencies. The bureau, as the program owner, anticipates increased financial reporting requirements to these agencies and to project stakeholders, contract management, communications and project coordination tasks, and rate modeling/ fee schedule management duties. This workload is above and beyond the management of the current PPDS system. This package requests 1.0 FTE limited term Financial Analyst to provide the anticipated financial reporting, rate modeling, communications, project coordination, and contract management for the partner agencies. The position term would expire in two years, and at that point the bureau would determine if the position is necessary for sustain project support for both the PPB and the partnering agencies. If the position would be required, it is anticipated the fees paid by partner agencies would cover cover roughly 60% of the associated expenses.

Although CBO recognizes the importance of funding this position, CBO does not recommend this request. CBO has only recommended new requests in the Fall Supplemental Budget that are urgent, fully developed and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of the annual budget process CBO recommends the bureau use existing resources to fund this request in FY 2014-15 or submit this request for consideration in the annual budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_016 - Justice Reinvestment Program

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	152,043	0	152,043
TOTAL EXPENDITURES	152,043	0	152,043
REVENUES			
Intergovernmental Revenues	152,043	0	152,043
TOTAL REVENUES	152,043	0	152,043

Bureau Description:

Oregon House Bill (HB) 3194 is a criminal justice bill aimed at enhancing public safety and saving money by utilizing local public safety strategies. The HB 3194 legislation is intended to maintain Oregon's public safety system by directing savings from averted prison growth toward investments in our local communities and focus on implementing proven Evidence Based Practices (EBP) to decrease crime. The majority of the State of Oregon General Fund dollars saved as the result of HB 3194 will be distributed to Counties through their respective Local Public Safety Coordinating Councils to fund local strategies aimed at supporting success and reducing recidivism among HB 3194 offenders returned to the community.

The Multnomah County Justice Reinvestment Program (MCJRP), a group of public safety agencies and partners, is the policy group guiding the operationalization of the HB 3194 legislation. Within the MCJRP, the 3194 Offender Law Enforcement Supervision and Support (OLESS) serves as the law enforcement team which monitors offenders on probation who previously would have been sent to prison. OLESS consists of Portland Police Bureau, Troutdale Police Department, City of Gresham Police Department, Fairview Police Department, and the Multnomah County Sheriff's Office.

Council passed Ordinance 186770 on August 27, 2014 to enter into an intergovernmental agreement with Multnomah County for Portland Police Bureau to provide two Police Officers to serve approximately 2,044 hours on the OLESS and a Police Sergeant to schedule OLESS officers from all participating agencies. The Police Bureau will develop performance measures that reflect the desired outcomes and provide reports on these measures to Multnomah County. The term of the agreement is from July 1, 2014 through June 30, 2015. The Police Bureau is to receive \$152,043.39 to cover the additional cost of officer time dedicated to OLESS duties. This package establishes the budget for the program.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: Technical Adjustment

Request: PN_001 - Recode budget appropriations

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Interagency Revenue	0	0	0
TOTAL REVENUES	0	0	0
FTE			
Full-Time Positions	0.00	0.00	0.00
TOTAL FTE	0.00	0.00	0.00

Bureau Description:

Recode budget appropriations between fund centers, functional areas, and GL accounts.

CBO Discussion and Recommendation

Recommended as requested. This request moves 1.0 FTE from the Policy, Research and Innovation program to the Planning and Urban Design program.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: Encumbrance Carryover Request

Request: PN_002 - Encumbrance Carryover in General Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	219,400	0	219,400
Internal Materials and Services	20,000	0	20,000
TOTAL EXPENDITURES	239,400	0	239,400
REVENUES			
General Fund Discretionary	239,400	0	239,400
TOTAL REVENUES	239,400	0	239,400

Bureau Description:

Request encumbrance carryover to continue contract committed in FY 2013-14, but paid in 2014-15 for Comprehensive Plan support and extensive communication needs related to the Comp Plan public comment process.

CBO Discussion and Recommendation

Recommended as requested. Encumbered contracts include:

- Communications (PNSD00001)
 - Brink Communications LLC - \$8,005
 - Catherine Chang - \$4,000
 - Enviroissues Inc - \$4,840
 - Mark Feldman - \$4,000
 - Sallu Painter – \$3,115

- Planning (PNCP00001)
 - Cogen Owens Cogan LLC - \$11,995
 - Deborah Meihoff - \$23,470
 - HNTB Corporation - \$305
 - JLA Public Involvement INC - \$76,006
 - Metro - \$20,000
 - Moore Iacofano Goltsman inc - \$35,000

- Director (PNDO000001)
 - Portland Community Media - \$25,000
 - Portland State University - \$290

In addition this request includes \$20,000 in IMS for a contract with CH2MHill in for Transportation Hierarchy Policy Implementation Recommendations as part of the Comprehensive Plan through a PBOT interagency.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: Program Carryover Request

Request: PN_003 - Grants Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	68,781	0	68,781
External Materials and Services	141,346	0	141,346
Internal Materials and Services	56,244	0	56,244
TOTAL EXPENDITURES	266,371	0	266,371
REVENUES			
Intergovernmental Revenues	266,371	0	266,371
TOTAL REVENUES	266,371	0	266,371

Bureau Description:

True up various grants to the actual amount available to spend in 14-15

CBO Discussion and Recommendation

Recommended as requested.

BPS Grants affected:

- Metro Master Recycle (PN000038)
- Metro: CET Portland-Milwaukie E-TOD (PN00039)
- Metro: CET Mixed-Use Zoning (PN00042)
- Metro: CET Powell-Division Transit (PN000043)
- DLCD [Department of Land Conservation and Development] FY 2013-15 (PN000044)
- Rooftop Solar (PN000045)
- ODA: Fiscal Agent (PN000048)
- Ecopartnership-Kunmi (PN000050)
- DAP Project (PN000051)
- SHPO 14-15 (PN000053)

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: Technical Adjustment

Request: PN_004 - IAA w/ various bureaus

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	(6,000)	0	(6,000)
Internal Materials and Services	6,000	0	6,000
TOTAL EXPENDITURES	0	0	0
REVENUES			
Interagency Revenue	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

Request budget appropriations in IAA's w/ Parks for City Energy Use report analysis and w/ BDS to sponsor BDS Landlord Training.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: Program Carryover Request

Request: PN_005 - Encumbrance Carryover in Solid Waste Mgmt Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	0	0	0
External Materials and Services	25,000	0	25,000
TOTAL EXPENDITURES	25,000	0	25,000
REVENUES			
Budgeted Beginning Fund Balance	25,000	0	25,000
TOTAL REVENUES	25,000	0	25,000

Bureau Description:

Request encumbrance carryover to support contract 300003918 and 30003943 committed in FY 2013-14 and will be paid in FY 2014-15 for the Portland Climate Action Now program and residential renter tenant outreach efforts.

CBO Discussion and Recommendation

Recommended. Funded through an increase in budgeted beginning fund balance in the Solid Waste Management Fund. The bureau should consider truing up the fund balance to match the FY 2013-14 CAFR in the Spring BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: Program Carryover Request

Request: PN_006 - Sponsorship and Misc. Revenue carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	0	0	0
External Materials and Services	73,362	0	73,362
TOTAL EXPENDITURES	73,362	0	73,362
REVENUES			
Budgeted Beginning Fund Balance	73,362	0	73,362
TOTAL REVENUES	73,362	0	73,362

Bureau Description:

Request carryover from sponsorship and misc. revenue received in 2013-14 which are committed to fund program specific activities.

CBO Discussion and Recommendation

Recommended. Funded through an increase in budgeted beginning fund balance in the Solid Waste Management Fund. The bureau should consider truing up the fund balance to match the FY 2013-14 CAFR in the Spring BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: New Request

Request: PN_007 - Design Review Audit

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	21,000	(21,000)	0
External Materials and Services	97,500	(97,500)	0
TOTAL EXPENDITURES	118,500	(118,500)	0
REVENUES			
General Fund Discretionary	118,500	(118,500)	0
TOTAL REVENUES	118,500	(118,500)	0
FTE			
Full-Time Positions	0.25	-0.25	0.00
TOTAL FTE	0.25	-0.25	0.00

Bureau Description:

BPS, with BDS, proposes to hire a consultant to undertake an independent and comprehensive review of the City's design review process, tools and results. This work will enable us to implement changes to Portland's design review system. The goals of the project are to:

- document and assess how the design review process affects the quality of development outcomes including how those outcomes vary by location, type of project, and regulatory framework (discretionary vs. non-discretionary);
- create the opportunity for stakeholder and community members to offer feedback about the current design review system and what they desire as results of the design review system;
- identify how the structure, administration, regulations, guidelines and enforcement of the design review system affect outcomes;
- identify changes to the design review system that can increase its effectiveness and efficiency; and
- identify and evaluate options for practically and effectively expanding the system to more locations in the city, especially to fast growing centers and corridors.

This package includes funding for a new part time staff position to provide the staff capacity to manage and complete the project in eight months. BPS will also reallocate some existing staff resources to participate in the project.

EXPECTED DELIVERABLES

- A summary of feedback from stakeholders and community members, including the Design Commissioners, architects, developers, neighborhood leaders, and staff.
- An assessment of the effectiveness of the City's design review system and tools.
- Recommendations for specific changes to Portland's design review system.

CBO Discussion and Recommendation

The bureau has requested \$118,500 and 0.25 FTE for a consultant to audit and assess the City's design review process, tools, and results; evaluate the effectiveness of the process; and propose changes. CBO does not recommend this request. CBO has only recommended new requests in the Fall Supplemental Budget that are on unforeseen and urgent. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. The shortcomings of the design review process have not developed recently, and nothing has changed in the preceding months to require beginning this program before the end of the fiscal year. This project would more appropriately be considered as part of the comprehensive annual budget process. The bureau could also seek alternative revenue sources including the Innovation Fund, resources from the Bureau of Development Services, or internal realignments.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Commissioner of Public Safety

Type: New Request

Request: PS_001 - CPS-New CSR Position

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	50,000	0	50,000
External Materials and Services	(50,000)	0	(50,000)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	1.00	0.00	1.00
TOTAL FTE	1.00	0.00	1.00

Bureau Description:

This request creates a new limited term Commissioner's Staff Rep position within the Commissioner of Public Safety's Office. The position will be funded within existing resources that were being held unspent.

CBO Discussion and Recommendation

Recommended as requested. Because this position will be funded by existing resources within the office, no new funding is requested in the Fall BMP. With this new addition, the office will have a total of eight FTEs.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Commissioner of Public Utilities

Type: Encumbrance Carryover Request

Request: PU_001 - CPU - Encumbrance Carryover Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	14,146	0	14,146
TOTAL EXPENDITURES	14,146	0	14,146
REVENUES			
General Fund Discretionary	14,146	0	14,146
TOTAL REVENUES	14,146	0	14,146

Bureau Description:

This package requests \$14,146 in General Fund Discretionary for contract services provided by the Oregon Bureau of Labor and Industries to enforce the City of Portland Sick Leave Ordinances. Funds were set aside and unspent in FY 2013-14 to pay contract obligations through December 31st, 2014.

CBO Discussion and Recommendation

Recommended as requested. The office ended last fiscal year with sufficient General Fund Discretionary ending balance to fund these carryovers.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Commissioner of Public Utilities

Type: New Request

Request: PU_002 - CPU - Sick Time Program

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	17,500	(17,500)	0
TOTAL EXPENDITURES	17,500	(17,500)	0
REVENUES			
General Fund Discretionary	17,500	(17,500)	0
TOTAL REVENUES	17,500	(17,500)	0

Bureau Description:

This package requests \$17,500 in General Fund Discretionary to fully fund Sick Time Program activities and enforcement. Continued Program support is necessary as the program will move to a separate Bureau outside the Commissioner's Office. General Fund support will be needed for part-time staffing, employer/ employee trainings, printing and mailing of informational brochures and cards, immigrant community trainings and website maintenance.

CBO Discussion and Recommendation

Not recommended. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process.

The one-time General Fund request of \$17,500 is to fund activities related to the Sick Leave Program in this fiscal year. The cost of the BOLI contract is estimated at \$30,000 for the 2015 calendar year. The current budget includes an appropriation of \$27,500 for this program. Of this amount \$17,500 is for the first half (from January 2015 to June 2015) of the contract, and the remaining \$10,000 is for public outreach and other implementation needs for the Sick Leave Program. CBO believes that between the encumbrance carryover in the Fall BMP and the amount in the budget set-aside for this program, there are sufficient current-year resources to fund the BOLI contract and other related costs through 6/30/2015. Therefore, CBO does not recommend this request at this time. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets.

CBO will continue to monitor the office's budget and will make recommendations to amend it as necessary in the Spring BMP to prevent any over-expenditures at year-end. The ongoing financial requirements for this program in the out years should be determined and requested as part of the FY 2015-16 budget process. All other items in the Fall BMP are recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Commissioner of Public Works

Type: New Request

Request: PW_001 - CPW-CUB mailer costs

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,500	0	2,500
Internal Materials and Services	5,000	0	5,000
TOTAL EXPENDITURES	7,500	0	7,500
REVENUES			
General Fund Discretionary	7,500	0	7,500
TOTAL REVENUES	7,500	0	7,500

Bureau Description:

This action requests \$7500 in one-time General Fund Discretionary to pay for the printing and shipping costs for the Citizens' Utility Board mailers for Fiscal Year 2014-15.

CBO Discussion and Recommendation

Recommended as requested. In the FY 2013-14 Spring BMP, the office requested and received \$3,725 additional General Fund resources for these expenses. If these expenses continue to reside in the Commissioner's Office, the ongoing funding for them should be requested as part of the FY 2015-16 budget process.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_001 - New City Initiative

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	25,000	0	25,000
TOTAL EXPENDITURES	25,000	0	25,000
REVENUES			
General Fund Discretionary	25,000	0	25,000
TOTAL REVENUES	25,000	0	25,000

Bureau Description:

This grant agreement is to provide \$25,000 to New City Initiative to support its Village Support Network housing program. The New City Initiative has provided faith communities with an innovative opportunity to help families that have experienced homelessness make a successful transition into permanent housing through its Village Support Network project.

CBO Discussion and Recommendation

Recommended as requested. Approved by Council via ordinance.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_002 - PBA Downtown Marketing Initiative

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	170,000	0	170,000
TOTAL EXPENDITURES	170,000	0	170,000
REVENUES			
General Fund Discretionary	170,000	0	170,000
TOTAL REVENUES	170,000	0	170,000

Bureau Description:

This grant will provide \$170,000 in financial support to the Portland Business Alliance for the Downtown Marketing Initiative services. Grantee will promote and market downtown downtown retailers; provide information on clean, safe, and affordable parking available at City owned garages; and continue the Ugly Sweater Yarnbombing project.

CBO Discussion and Recommendation

Recommended as requested. Approved by Council via ordinance.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: Encumbrance Carryover Request

Request: SA_003 - Advance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	677,726	0	677,726
TOTAL EXPENDITURES	677,726	0	677,726
REVENUES			
General Fund Discretionary	677,726	0	677,726
TOTAL REVENUES	677,726	0	677,726

Bureau Description:

The advance carryover is the total of outstanding advances made to grantees in prior years, but did not get recovered on time in FY 2013-14. These advances are projected to be recovered and therefore will become expenditures in this fiscal year.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: New Request

Request: SA_004 - Friends of Zenger Farm

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	50,000	(50,000)	0
TOTAL EXPENDITURES	50,000	(50,000)	0
REVENUES			
General Fund Discretionary	50,000	(50,000)	0
TOTAL REVENUES	50,000	(50,000)	0

Bureau Description:

The funding request for the Zenger Farm will be used to construct a green roof on the Urban Grange at the farm. The City purchased the farm in 1994 to preserve wetlands, open space, and provide opportunities to manage flooding and stormwater. The FY 2014-15 budget for the Bureau of Environmental Services (BES) includes \$50,000 in one-time General Fund resources to support the Zenger Farm. If this request is approved, the funding will also be transferred to BES.

CBO Discussion and Recommendation

Not recommended. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. This request does not rise to the urgency level required to receive funding in the Fall BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: New Request

Request: SA_005 - Age-Friendly Portland Initiative

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	50,000	(50,000)	0
TOTAL EXPENDITURES	50,000	(50,000)	0
REVENUES			
General Fund Discretionary	50,000	(50,000)	0
TOTAL REVENUES	50,000	(50,000)	0

Bureau Description:

This funding request for the Age Friendly Portland Initiative will be used to implement the Age-Friendly Portland Action Plan, passed by Council in October 2013 and to fund other activities related to population aging.

CBO Discussion and Recommendation

Not recommended. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. This request does not rise to the urgency level required to receive funding in the Fall BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: New Request

Request: SA_006 - Venture Portland

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	99,999	(99,999)	0
TOTAL EXPENDITURES	99,999	(99,999)	0
REVENUES			
General Fund Discretionary	99,999	(99,999)	0
TOTAL REVENUES	99,999	(99,999)	0

Bureau Description:

The funding request for Venture Portland will be used to support the Growing Business and Connecting Neighborhoods Initiative. This effort is a one-year catalytic project designed to respond to the disparity among Portland's business associations.

CBO Discussion and Recommendation

Not recommended. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. This request does not rise to the urgency level required to receive funding in the Fall BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_007 - Innovation Fund Staff

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(125,000)	0	(125,000)
TOTAL EXPENDITURES	(125,000)	0	(125,000)
REVENUES			
General Fund Discretionary	(125,000)	0	(125,000)
TOTAL REVENUES	(125,000)	0	(125,000)

Bureau Description:

The Office of Management & Finance (OMF) requests one staff position to support the Innovation Project. This position will be funded by existing appropriation in the Innovation Project and funds will be transferred from Special Appropriations to OMF, if the request is approved. There is no fiscal impact on the General Fund.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
 FY 2014-15 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: Encumbrance Carryover Request

Request: SA_008 - Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	36,341	0	36,341
TOTAL EXPENDITURES	36,341	0	36,341
REVENUES			
General Fund Discretionary	36,341	0	36,341
TOTAL REVENUES	36,341	0	36,341

Bureau Description:

New Avenues for Youth, PO #22123577: \$5,300 and PSU for Innovation Project, PO #22147771: \$36.341

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: New Request

Request: SA_009 - Trail Near Robert Gray

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	10,000	(10,000)	0
TOTAL EXPENDITURES	10,000	(10,000)	0
REVENUES			
General Fund Discretionary	10,000	(10,000)	0
TOTAL REVENUES	10,000	(10,000)	0

Bureau Description:

The request of \$10,000 for the trail near the Robert Gray Middle School in South West Portland is for improvements to the trail.

CBO Discussion and Recommendation

Not recommended. The costs for this project should be absorbed by the bureau doing the improvement works.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: New Request

Request: SA_010 - RACC Gap

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	600,000	(600,000)	0
TOTAL EXPENDITURES	600,000	(600,000)	0
REVENUES			
General Fund Discretionary	600,000	(600,000)	0
TOTAL REVENUES	600,000	(600,000)	0

Bureau Description:

\$600,000 RACC Gap.

CBO Discussion and Recommendation

Not recommended. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. This request does not rise to the urgency level required to receive funding in the Fall BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: New Request

Request: SA_011 - Halperin Fountains

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	500,000	(500,000)	0
TOTAL EXPENDITURES	500,000	(500,000)	0
REVENUES			
General Fund Discretionary	500,000	(500,000)	0
TOTAL REVENUES	500,000	(500,000)	0

Bureau Description:

The request of \$500,000 for the Halperin Fountains is for improvement project for the fountains near the Keller Auditorium.

CBO Discussion and Recommendation

Not recommended. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. This request does not rise to the urgency level required to receive funding in the Fall BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: New Request

Request: SA_012 - PPS/Concordia Early Childhood Learning Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	100,000	(100,000)	0
TOTAL EXPENDITURES	100,000	(100,000)	0
REVENUES			
General Fund Discretionary	100,000	(100,000)	0
TOTAL REVENUES	100,000	(100,000)	0

Bureau Description:

This request will provide financial support to Portland Public School and Concordia University for activities related to the childhood learning project.

CBO Discussion and Recommendation

Not recommended. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. Items that do not meet these criteria are more appropriately requested as part of a comprehensive annual budget process. This request does not rise to the urgency level required to receive funding in the Fall BMP.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Capital Set-Aside Request

Request: TR_001 - General Fund Requests – Pavement Rehab Projects

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	2,730,000	(2,730,000)	0
Capital Outlay	7,500,000	(7,500,000)	0
TOTAL EXPENDITURES	10,230,000	(10,230,000)	0
REVENUES			
Fund Transfers - Revenue	10,230,000	(10,230,000)	0
TOTAL REVENUES	10,230,000	(10,230,000)	0

Bureau Description:

City Financial Policy 2.03 directs Council to dedicate a minimum of 25% of excess General Fund ending balance to major maintenance and infrastructure replacement projects. In an effort to help the City allocate resources to the most critical infrastructure needs, a citywide project ranking will be developed and provided to Council in advance of the Fall BMP. In order for these projects to be considered for funding, bureaus must submit these projects as General Fund requests in the Fall BMP.

PBOT is requesting \$10,230,000 in general fund support for pavement rehab projects:

- SW Naito Parkway: SW Harrison to SW Jefferson \$1,043,000
- NE 122nd Avenue: NE Siskiyou to NE Skidmore \$3,357,000
- NW 23rd Avenue: NW Lovejoy to NW Vaughn \$1,640,000
- SW Oak Street: Naito Parkway to SW 10th Avenue \$850,000
- East Burnside Street: 20th Avenue to 32nd Avenue \$1,950,000
- West Burnside Street: NW 2nd Avenue to NW 12th Avenue \$1,390,000

CBO Discussion and Recommendation

As a part of the Capital Set-Aside process, PBOT submitted requests totaling \$26.7 million for 16 maintenance projects classified as Pavement Rehabilitation; Bridges and Structures; Lead Cable Replacement; Signals and Streetlights; and Structural Maintenance. Along with projects submitted by other bureaus, PBOT's projects were each provided a ranking based on risk and consequences of failure. In its recommendations for which should be funded, CBO selected those that ranked the highest, while also considering the limited amount of funds available during this Fall BMP. The recommended list contained PBOT projects that ranked third, fifth, sixth, and seventh for overall risk, totaling \$2,808,551. The PBOT projects recommended to be funded consist of two bridge replacements, one retaining wall replacement, and traffic signal reconstructions. None of the projects in this request for Pavement Rehabilitation projects were recommended to be funded because they scored low on the scale for overall risk.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Capital Set-Aside Request

Request: TR_002 - General Fund Requests – Bridges and Structures

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	1,447,775	(1,257,915)	189,860
External Materials and Services	2,000,000	(1,737,722)	262,278
Capital Outlay	10,343,328	(8,986,915)	1,356,413
TOTAL EXPENDITURES	13,791,103	(11,982,552)	1,808,551
REVENUES			
Fund Transfers - Revenue	13,791,103	(11,982,552)	1,808,551
TOTAL REVENUES	13,791,103	(11,982,552)	1,808,551

Bureau Description:

City Financial Policy 2.03 directs Council to dedicate a minimum of 25% of excess General Fund ending balance to major maintenance and infrastructure replacement projects. In an effort to help the City allocate resources to the most critical infrastructure needs, a citywide project ranking will be developed and provided to Council in advance of the Fall BMP. In order for these projects to be considered for funding, bureaus must submit these projects as General Fund requests in the Fall BMP.

PBOT is requesting \$13,791,103 in general fund support for bridges and structures projects:

- Retaining wall replacement, SW Broadway Drive \$300,000
- Bridge replacement, NE Glisan St at 90th Ave \$975,800
- Bridge replacement, N Willamette Blvd \$532,751
- Bridge replacement, N Interstate Ave \$2,245,643
- Bridge replacement, NE 12th Ave at I-84 \$9,736,909

CBO Discussion and Recommendation

As a part of the Capital Set-Aside process, PBOT submitted requests totaling \$26.7 million for 16 maintenance projects classified as Pavement Rehabilitation; Bridges and Structures; Lead Cable Replacement; Signals and Streetlights; and Structural Maintenance. Along with projects submitted by other bureaus, PBOT's projects were each provided a ranking based on risk and consequences of failure. In its recommendations for which should be funded, CBO selected those that ranked the highest, while also considering the limited amount of funds available during this Fall BMP. The recommended list contained PBOT projects that ranked third, fifth, sixth, and seventh for overall risk, totaling \$2,808,551. The PBOT projects recommended to be funded consist of two bridge replacements, one retaining wall replacement, and traffic signal reconstructions. Three of the five projects in this specific request (the first three in the description) were recommended to be funded based on overall risk. While the other two also ranked high, they were not recommended because of the lack of resources.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Capital Set-Aside Request

Request: TR_003 - General Fund Requests – Lead Cable Replacement

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	754,606	(754,606)	0
TOTAL EXPENDITURES	754,606	(754,606)	0
REVENUES			
Fund Transfers - Revenue	754,606	(754,606)	0
TOTAL REVENUES	754,606	(754,606)	0

Bureau Description:

City Financial Policy 2.03 directs Council to dedicate a minimum of 25% of excess General Fund ending balance to major maintenance and infrastructure replacement projects. In an effort to help the City allocate resources to the most critical infrastructure needs, a citywide project ranking will be developed and provided to Council in advance of the Fall BMP. In order for these projects to be considered for funding, bureaus must submit these projects as General Fund requests in the Fall BMP.

PBOT is requesting \$754,606 in general fund support for lead cable replacement projects:

NW Broadway Couch to Glisan \$321,400

SW Broadway between SW Morrison and SW Burnside \$433,206

CBO Discussion and Recommendation

As a part of the Capital Set-Aside process, PBOT submitted requests totaling \$26.7 million for 16 maintenance projects classified as Pavement Rehabilitation; Bridges and Structures; Lead Cable Replacement; Signals and Streetlights; and Structural Maintenance. Along with projects submitted by other bureaus, PBOT's projects were each provided a ranking based on risk and consequences of failure. In its recommendations for which should be funded, CBO selected those that ranked the highest, while also considering the limited amount of funds available during this Fall BMP. The recommended list contained PBOT projects that ranked third, fifth, sixth, and seventh for overall risk, totaling \$2,808,551. The PBOT projects recommended to be funded consist of two bridge replacements, one retaining wall replacement, and traffic signal reconstructions. Neither of the two projects in this specific requested were recommended to be funded because they scored low for overall risk relative to the recommended projects.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Capital Set-Aside Request

Request: TR_004 - General Fund Requests – Signals & Streetlight

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	100,000	(35,484)	64,516
External Materials and Services	1,450,000	(514,516)	935,484
TOTAL EXPENDITURES	1,550,000	(550,000)	1,000,000
REVENUES			
Fund Transfers - Revenue	1,550,000	(550,000)	1,000,000
TOTAL REVENUES	1,550,000	(550,000)	1,000,000

Bureau Description:

City Financial Policy 2.03 directs Council to dedicate a minimum of 25% of excess General Fund ending balance to major maintenance and infrastructure replacement projects. In an effort to help the City allocate resources to the most critical infrastructure needs, a citywide project ranking will be developed and provided to Council in advance of the Fall BMP. In order for these projects to be considered for funding, bureaus must submit these projects as General Fund requests in the Fall BMP.

PBOT is requesting \$1,550,000 in general fund support for signals and streetlight projects:

- Traffic Signal Reconstruction Program \$1,000,000
- Street Lighting Energy Efficiency Program \$550,000

CBO Discussion and Recommendation

As a part of the Capital Set-Aside process, PBOT submitted requests totaling \$26.7 million for 16 maintenance projects classified as Pavement Rehabilitation; Bridges and Structures; Lead Cable Replacement; Signals and Streetlights; and Structural Maintenance. Along with projects submitted by other bureaus, PBOT's projects were each provided a ranking based on risk and consequences of failure. In its recommendations for which should be funded, CBO selected those that ranked the highest, while also considering the limited amount of funds available during this Fall BMP. The recommended list contained PBOT projects that ranked third, fifth, sixth, and seventh for overall risk, totaling \$2,808,551. The PBOT projects recommended to be funded consist of two bridge replacements, one retaining wall replacement, and traffic signal reconstructions. Traffic signal reconstruction is one of the two projects in this specific request. The other project (Street Lighting Energy Efficiency) ranked low on overall risk relative to the recommended projects.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Capital Set-Aside Request

Request: TR_005 - General Fund Requests – Structural Maintenance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	422,000	(422,000)	0
TOTAL EXPENDITURES	422,000	(422,000)	0
REVENUES			
Fund Transfers - Revenue	422,000	(422,000)	0
TOTAL REVENUES	422,000	(422,000)	0

Bureau Description:

City Financial Policy 2.03 directs Council to dedicate a minimum of 25% of excess General Fund ending balance to major maintenance and infrastructure replacement projects. In an effort to help the City allocate resources to the most critical infrastructure needs, a citywide project ranking will be developed and provided to Council in advance of the Fall BMP. In order for these projects to be considered for funding, bureaus must submit these projects as General Fund requests in the Fall BMP.

PBOT is requesting \$422,000 in General Fund support for a structural maintenance project to upgrade guardrails (traffic impact attenuators) throughout the city. Guardrails cushion the impact of a crash, saving lives and reducing damage to vehicles, structures and other roadway obstacles.

CBO Discussion and Recommendation

As a part of the Capital Set-Aside process, PBOT submitted requests totaling \$26.7 million for 16 maintenance projects classified as Pavement Rehabilitation; Bridges and Structures; Lead Cable Replacement; Signals and Streetlights; and Structural Maintenance. Along with projects submitted by other bureaus, PBOT's projects were each provided a ranking based on risk and consequences of failure. In its recommendations for which should be funded, CBO selected those that ranked the highest, while also considering the limited amount of funds available during this Fall BMP. The recommended list contained PBOT projects that ranked third, fifth, sixth, and seventh for overall risk, totaling \$2,808,551. The PBOT projects recommended to be funded consist of two bridge replacements, one retaining wall replacement, and traffic signal reconstructions. The single project in this specific request was not recommended for funding because it ranked low for overall risk relative to the ones that were recommended for funding.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_006 - GTR Project Carryovers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	94,327	0	94,327
External Materials and Services	6,741,288	0	6,741,288
Internal Materials and Services	0	0	0
Capital Outlay	2,272,601	0	2,272,601
Contingency	(100,000)	0	(100,000)
TOTAL EXPENDITURES	9,008,216	0	9,008,216
REVENUES			
Budgeted Beginning Fund Balance	9,008,216	0	9,008,216
TOTAL REVENUES	9,008,216	0	9,008,216

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_006 - GTR Project Carryovers

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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Bureau Description:

A carryover of \$9,008,216 is requested for the below projects to complete design and construction. The appropriation will be funded by increased beginning fund balance.

- PER – Advance from developers \$230,775
- SSM – Innovation Fund \$250,000
- SSM – Developer Infill \$275,000
- CON – Paving Preservation/Testing \$490,000
- ELM – Electrical Maintenance Equipment and Material Purchases \$450,000
- SC - Streetcar Operating \$586,906
- T00014 – Streetcar Vehicle \$200,000
- T00391 – Thurman Br Match \$100,000

Sidewalk Safety Projects:

- T00225 – Vermont St: 30th – 37th, SW \$154,315
- T00245 – Multnomah Blvd, SW (\$424,370)
- T00272 – Sidewalk Deficiencies Infill \$172,489
- T00278 – 122nd: Holgate-Ramona, SE (\$128,379)
- T00279 – 160th: E Burnside - SE Stark \$24,380
- T00280 – Huber: 35th - Cap Hwy, SW \$293,329
- T00281 – Sunset: Dewitt - 18th, SW \$82,113
- T00320 – Spring Garden/19th/22nd \$157,169
- T00323 – Stark St: 126th-162nd, SE \$2,675
- T00324 – Division St: 148th – 175th, SE \$56,919
- T00325 – Glisan St: 148th-162nd, NE \$273,507
- T00329 – 122nd Ave: Holgate-Powell, SE \$42,590
- T00330 – 122nd Ave: Foster-Ramona, SE \$4,992
- T00331 – Weidler St: 99th-112th, NE \$16,238
- T00333 – Barbur Blvd: 19th-26th, SW \$100,000
- T00321 - 136th: Holgate – Powell \$907,961

- T00009 – Gibbs St Bridge \$932,488
- T00048 – Boones Ferry-Stephenson Rd, SW \$100,000
- T00055 – Road Rehab \$1,008,303
- T00058 – Signal Reconstruction \$112,389
- T00064 – Harbor Dr / River Pkwy, SW \$238,764
- T00066 – Fed and State Program Match Funds \$522,459
- T00148 – Naito Ped Crossing \$21,000
- T00185 – Moody Blvd \$80,482
- T00207 – Terwilliger-PSU Access \$105,590
- T00266 – Streetcar Jasmie Block Track Relocate \$230,000
- T00269 – Williams: Weidler-Killingsworth, N \$158,646
- T00305 – Ramona & Holgate: 122nd- 136th, SE (\$3,648)
- T00326 – Sandy Blvd: 86th- 92nd, NE \$95,767
- T00336 – Bike Share \$25,505
- T00339 – Naito Pkwy: I-405 - Jefferson, SW \$332,188
- T00344 – Naito at Whitaker \$27,379
- T00358 – Burnside & Pearl Dist Xing Improvement, W \$15,000
- T00385 – Neighborhood Transp Safety & Livability \$687,295

CBO Discussion and Recommendation

CBO recommends this request. Note that the following categorization of projects included in the request are not mutually exclusive. About 14% of the amount requested is for projects in the East Portland in Motion Plan, and 19% is for sidewalk safety projects. About 11% of the request is for projects related to the Streetcar system, including a vehicle purchase and relocation of tracks at the Jasmine Block. 17% is for paving preservation or testing and road rehabilitation. Notable specific items or projects include: \$250,000 originally awarded from the General Fund as a part of the Mayor's Innovation Fund effort last year and \$25,505 for the Bike Share program.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_007 - Sr Engineer Position

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	45,000	0	45,000
TOTAL EXPENDITURES	45,000	0	45,000
REVENUES			
Licenses & Permits	45,000	0	45,000
TOTAL REVENUES	45,000	0	45,000
FTE			
Full-Time Positions	0.50	0.00	0.50
TOTAL FTE	0.50	0.00	0.50

Bureau Description:

Due to increase in development permits, PBOT is requesting to add a Sr Engineering position to ensure that permits are processed and reviewed in a timely manner. This request moves \$45,000 in existing appropriation from part-time to full-time dollars.

CBO Discussion and Recommendation

Recommended as requested. In discussions with CBO, PBOT has clarified that this position is completely funded by additional permit fees.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_008 - Interagency Adjustments – Internal Transfer

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	(10,613)	0	(10,613)
Internal Materials and Services	10,613	0	10,613
Capital Outlay	0	0	0
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Intergovernmental Revenues	0	0	0
Bond and Note	0	0	0
General Fund Discretionary	0	0	0
General Fund Overhead	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

Bureau of Development Services (BDS) leases one parking space to PBOT in the 1900 Building. Due to increases in their intergovernmental agreement with Portland State, BDS is charging PBOT and other bureaus the additional costs for parking spaces. PBOT's increase is \$69 dollars for one parking space. This request moves \$69 dollars in existing appropriation from operating supplies to BDS interagency.

Additionally, an internal transfer is requested to increase Auditor's Office IA for private-for-hire-transportation hearings services in Regulatory Operation program. This request moves \$10,544 total in existing appropriation from operating supplies to Auditor's Office interagency.

CBO Discussion and Recommendation

Recommended as requested. PBOT has four other requests during this Fall BMP that pertain to the Regulatory program that was moved from the Revenue Bureau to PBOT during the FY 2014-15 budget development process (see TR_022 to TR_025).

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_009 - Grant Match

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	27,500	0	27,500
TOTAL EXPENDITURES	27,500	0	27,500
REVENUES			
Intergovernmental Revenues	27,500	0	27,500
TOTAL REVENUES	27,500	0	27,500

Bureau Description:

Appropriation adjustments are needed to draw down the federal match from the Local Government Investment Pool (LGIP) in the Grants Fund.

- T00134 – Gateway \$3,000
- T00012 – Killingsworth \$2,000
- T00120 – Potland Rd Columbia MLK \$500
- T00278 – 122nd: Holgate-Ramona, SE \$2,000
- T00338 – 20's Bikeway \$5,000
- T00024 – Columbia Blvd/MLK Blvd \$15,000

CBO Discussion and Recommendation

Recommended as requested. Grant agreements with the State of Oregon and the federal government specify the use of the LGIP as a repository for the local participation portion of the grant amount. Up to last year, PBOT had been using its own LGIP bank account within its Operating Fund. To simplify and make the accounting for grant matches more transparent, the bureau transferred its LGIP account to the Grants Fund. During the Spring BMP last year, PBOT transferred \$1.1 million from its Operating Fund to the Grants Fund for its LGIP obligations to the Oregon Department of Transportation. While grant matches are technically funded out of contingency now that the LGIP is in the Grants Fund, the Grants Office in OMF has instructed PBOT to budget in "Intergovernmental Revenues."

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_010 - BES Interagency Agreement

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	50,000	0	50,000
Internal Materials and Services	27,340	0	27,340
Capital Outlay	72,660	0	72,660
TOTAL EXPENDITURES	150,000	0	150,000
REVENUES			
Interagency Revenue	150,000	0	150,000
TOTAL REVENUES	150,000	0	150,000

Bureau Description:

Budgetary adjustments are needed for interagency projects.

PBOT is requesting services from Bureau of Environmental Services for Division Streetscape. This request moves \$27,340 in existing appropriation from construction dollars to BES interagency for project management, \$0 dollars net impact to PBOT.

Additionally, PBOT is providing services to Bureau of Environmental Services, for design and construction at 47th and Halsey, an increase of \$150,000 in IA revenue to PBOT.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_011 - Grant Project Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	310,765	0	310,765
External Materials and Services	200,000	0	200,000
Capital Outlay	2,200,000	0	2,200,000
TOTAL EXPENDITURES	2,710,765	0	2,710,765
REVENUES			
Intergovernmental Revenues	2,710,765	0	2,710,765
TOTAL REVENUES	2,710,765	0	2,710,765

Bureau Description:

A carryover is request for the below project to complete design and construction. These projects are funded by PDC and state grants.

T000266 – TR000167 - Streetcar Jasmine Block Track Relocate (PDC) \$1,297,813

T000266 – TR000189 - Streetcar Jasmine Block Track Relocate (state grant) \$1,412,952

CBO Discussion and Recommendation

Recommended as requested. The project was delayed because of funding issues. Total project funding sources are: \$1,958,651 from State Connect Oregon, \$1,573,000 from PDC, and \$230,000 from the General Fund.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_012 - Street Maintenance Pilot Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	32,000	0	32,000
Contingency	0	0	0
TOTAL EXPENDITURES	32,000	0	32,000
REVENUES			
Budgeted Beginning Fund Balance	32,000	0	32,000
General Fund Discretionary	0	0	0
TOTAL REVENUES	32,000	0	32,000

Bureau Description:

Carryover \$32,000 from FY 13-14 for the street maintenance pilot project to test epoxies in road repair applications. The project was budgeted, but not completed in FY 13-14. The appropriation will be funded by increased beginning fund balance.

CBO Discussion and Recommendation

Recommended as requested. It is anticipated that in certain situations, using epoxy technology could reduce the need to excavate and rebuild, and result in faster repairs, better durability, longer lifespan, and lower costs. Epoxy materials are also more versatile and can be placed in wet weather. There is at this point no quantification or estimation of the amount of potential savings that can be gained from using this technique.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_013 - Maintenance Fitness Center Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	11,200	0	11,200
TOTAL EXPENDITURES	11,200	0	11,200
REVENUES			
Budgeted Beginning Fund Balance	11,200	0	11,200
TOTAL REVENUES	11,200	0	11,200

Bureau Description:

PBOT maintains a fitness center for employees at Maintenance Operations. This adjustment increases the FY 14-15 Maintenance facility budget to cover the fitness center costs that were budgeted in FY 13-14, but that will occur during FY 14-15. The new appropriation will be funded by increased beginning fund balance.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_014 - Cooperative Leadership Institute Program

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	65,000	0	65,000
TOTAL EXPENDITURES	65,000	0	65,000
REVENUES			
Miscellaneous	65,000	0	65,000
TOTAL REVENUES	65,000	0	65,000

Bureau Description:

In FY 14-15, PBOT will again provide coordination and administration of the City's Cooperative Leadership Institute program, which provides leadership training for employees from City bureaus. This adjustment increases the PBOT Maintenance budget to cover the costs of the City's program, offset by reimbursement revenues from other bureaus.

CBO Discussion and Recommendation

Recommended as requested. BES managed this program in prior years, and PBOT is following BES's practice of using the "Other Miscellaneous" line item as a placeholder until it can determine the number of participants the bureaus are sending. This is instead of inputting an estimate of interagency revenues and then having to modify it later. The method minimizes the processing for the entire City.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_015 - 1% for Green Streets - Transfer to BES

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(2,823)	0	(2,823)
Fund Transfers - Expense	2,823	0	2,823
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The City's Green Streets Policy requires that infrastructure projects in the right of way incorporate green street facilities (infiltrating or flow-through systems), or that a contribution equal to 1% of the construction costs be made to the City's "% for Green Streets" fund. Since it is not feasible to incorporate green-street facilities into street resurfacing and preservation projects, Transportation Maintenance instead transfers 1% of the cost of its street preservation projects to the green street fund. This request increases the Adopted Budget budgeted/estimated cash transfer of \$50,000 to reflect the correct contribution of \$52,823 for FY 2014-15, based on the cost of street preservation projects completed in FY 2013-14. Materials and Services within the street maintenance program will be reduced by \$2,823 to fund the increased transfer.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_016 - Central City Transportation Management Plan

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	25,000	0	25,000
TOTAL EXPENDITURES	25,000	0	25,000
REVENUES			
Budgeted Beginning Fund Balance	25,000	0	25,000
TOTAL REVENUES	25,000	0	25,000

Bureau Description:

A carryover of \$25,000 is requested for the Central City Transportation Management Plan (CCTMP). This carryover would be for Phase I to update the CCTMP and Central City parking regulations, which has not been updated since its adoption in 1995. The appropriation will be funded by increased beginning fund balance.

CBO Discussion and Recommendation

Recommended as requested. During the Fall BMP last year, PBOT transferred \$75,000 from contingency to work on this project. The bureau now estimates Phase I to be completed by the end of the fiscal year.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_017 - BPS Interagency Projects

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	4,368	0	4,368
External Materials and Services	60,000	0	60,000
TOTAL EXPENDITURES	64,368	0	64,368
REVENUES			
Interagency Revenue	64,368	0	64,368
TOTAL REVENUES	64,368	0	64,368

Bureau Description:

BPS is requesting planning services from PBOT for various interagency projects below, an overall increase of \$64,368 in IA revenue to PBOT.

- Comp Plan Transportation Hierarchy Policy Review and Development \$20,000
- Comp Plan System Completeness as a Multi-Modal Transportation Strategy \$40,000
- Powell-Division \$11,281
- PMLRT Emp Transit Oriented Dev (\$11,913)
- Mixed Use Zoning \$5,000

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_018 - Mall Maintenance and Security

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,200,000	0	1,200,000
Contingency	(1,200,000)	0	(1,200,000)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

Tri-Met has not invoiced the City for prior year mall maintenance and security costs, \$1,200,000. PBOT is drawing on prior year saving in contingency to pay for these obligation in FY 14/15.

CBO Discussion and Recommendation

Recommended as requested. Due to staffing changes at both TriMet and PBOT, this transaction for FY 2012-13 was neglected, and the two parties are now correcting the mistake. The \$1.2 million draw on contingency is about 20% of the \$6.1 million earmarked in contingency, with the only other earmarks being \$4.9 million for pay-station purchases for the new NW meter district.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_019 - Cost of Issuance for Sellwood Bridge Improvement

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Bond Expenses	70,000	0	70,000
Contingency	(70,000)	0	(70,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

A financing for the City's obligation for the Sellwood Bridge Improvements is needed in February, 2015. This request provides the appropriation for the cost of issuance \$70,000.

CBO Discussion and Recommendation

Recommended as requested. This is a general draw on contingency. Generally, PBOT has set-aside \$750,000 of its contingency for unbudgeted expenditures. It is mainly used to cover items like weather-related events. Therefore, this draw is about 9.3% of the original contingency for unbudgeted expenditures.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_020 - Position Changes

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0
FTE			
Full-Time Positions	0.58	0.00	0.58
Part-Time Positions	-0.90	0.00	-0.90
TOTAL FTE	-0.32	0.00	-0.32

Bureau Description:

Position changes is being requested within administration and support. This request abolishes a Service Dispatcher position, 0.90 FTE and adds a Management Analyst position, 1.00 FTE, to support Asset Management.

CBO Discussion and Recommendation

Recommended as requested. PBOT is abolishing the dispatcher position after leaving it vacant for over a year and realizing that it can adequately perform without it. In regards to the Management Analyst, the bureau believes that it is needed to support currently fragmented legislative duties, asset management data analysis, and resource development activities.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_021 - General Fund Request –Back to Basics Maintenance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	4,500,000	(4,500,000)	0
TOTAL EXPENDITURES	4,500,000	(4,500,000)	0
REVENUES			
Fund Transfers - Revenue	4,500,000	(4,500,000)	0
TOTAL REVENUES	4,500,000	(4,500,000)	0

Bureau Description:

PBOT is requesting General Fund Support to help fund back-to-basics maintenance and safety activities.

CBO Discussion and Recommendation

CBO is recommending the allocation of \$2.8 million for PBOT capital projects (see above) but is not recommending the request for an additional \$4.5 million for “Back-to-Basics Maintenance.” The need to address the bureau's maintenance backlog is real, and it is widely accepted that the bureau lacks sufficient resources to address the problem. However, given limited General Fund resources, CBO is not able to recommend funding for both the projects included in the Capital Set-Aside process and the Back-to-Basics Maintenance request. CBO believes that the lack of adequate General Fund and General Transportation Revenues to take care of PBOT’s assets highlights the need for additional transportation revenue to address the decline in gas tax and other sources. If Council chooses to fund the request, CBO believes that the street preservation and safety work can be accomplished during the fiscal year given PBOT’s record of good planning and management of its capital projects.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_022 - Regulatory Program Facilities

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	120,000	(120,000)	0
TOTAL EXPENDITURES	120,000	(120,000)	0
REVENUES			
Fund Transfers - Revenue	120,000	(120,000)	0
TOTAL REVENUES	120,000	(120,000)	0

Bureau Description:

PBOT requests \$120,000 in estimated one-time General Fund support to provide facilities for the PBOT Regulatory program, which includes Private for Hire Transport Regulation, Towing Regulation, Private Impound Regulation, and Special Events Coordination. These regulatory services were moved from the Bureau of Revenue to the Bureau of Transportation in FY 14-15. The needed facilities include customer reception, client training, and client exam areas. If this request is not approved, PBOT will need to cut other transportation services by \$120,000.

CBO Discussion and Recommendation

During the FY 2014-15 budget development process, when the Regulatory program was moved from the Revenue Bureau, PBOT received \$45,000 in General Fund one-time resources for moving purposes. However, at the time, the bureau did not realize the actual space needs that the program requires. The Revenue Bureau has indicated that PBOT cannot operate the program where Revenue has located it because the Revenue Bureau has plans for the space. Therefore, PBOT had to look for new locations, and the \$120,000 figure is in the middle of the range provided by OMF-Facilities for estimates for setting up in the Portland Building. CBO does not recommend funding this request with General Fund resources because it believes that the set-up costs can be paid for by revenues generated by the program, if not from the current year, then in future years. In request TR_024, PBOT is increasing its revenues by \$114,000 after last fiscal year has ended and the full amount generated by the program is known. It is not known how much revenue will actually be realized this year, and the bureau may very well realize an additional \$120,000 that can pay for the set-up costs. If not, the bureau has time to adjust its fees in future years to achieve full cost recovery so that the set-up costs can be paid for over a number of years. When the program was in the Revenue Bureau, it required a subsidy from the General Fund, and the bureau had been increasing fees over the years to eventually achieve full cost recovery. PBOT has noted that at this point during this first year of operating the program, cost recovery of direct costs and bureau overhead should be achievable. If the program cannot generate enough revenue this year to pay for the set-up costs and has to use its own discretionary resources to do so, the bureau can submit a request during the Spring Supplemental process or raise program fees.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Mid-Year Reductions

Request: TR_023 - Pay-N-Park Regulation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(42,000)	0	(42,000)
TOTAL EXPENDITURES	(42,000)	0	(42,000)
REVENUES			
Licenses & Permits	(42,000)	0	(42,000)
TOTAL REVENUES	(42,000)	0	(42,000)

Bureau Description:

This request returns the Pay-n-Park Regulation program to the Bureau of Revenue. This will provide continuity of services for the Pay-n-Park program. These services were transferred from the Bureau of Revenue to PBOT in FY14-15.

CBO Discussion and Recommendation

Recommended as requested. The Pay-N-Park Regulation program, which regulates private parking facilities in the city, was transferred to PBOT from the Revenue Bureau as part of the larger transfer of the entire Regulatory division during the FY 2014-15 budget development process. However, although the revenues were transferred over, the part of a position needed to run the program was not. PBOT and the Revenue Bureau have decided that it is best to transfer the responsibilities and associated revenues back to the Revenue Bureau.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_024 - Regulatory Operations Revenue & Customer Support

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	101,496	0	101,496
External Materials and Services	12,504	0	12,504
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	114,000	0	114,000
REVENUES			
Licenses & Permits	111,200	0	111,200
Charges for Services	2,000	0	2,000
Miscellaneous	800	0	800
General Fund Discretionary	0	0	0
TOTAL REVENUES	114,000	0	114,000
FTE			
Full-Time Positions	1.00	0.00	1.00
Part-Time Positions	0.50	0.00	0.50
TOTAL FTE	1.50	0.00	1.50

Bureau Description:

This request recognizes additional estimated revenue for Regulatory Operations, creates one full-time and one part-time position in the Regulatory Operations division, and increases appropriation for operating supplies. Revenues are projected to be higher than the amount budgeted, and the new Office Support Specialist II positions will provide essential customer support services previously provided by the Bureau of Revenue.

CBO Discussion and Recommendation

Recommended as requested. PBOT is budgeting an additional \$114,000 in revenue for its Regulatory program. When the program was added to PBOT's budget during the budget development process, the year had not ended and so the amount budgeted was understated. On the expense side, most of the funds are budgeted in personnel services, with the addition of 1.5 FTE to staff the reception area. 9.0 FTE were transferred from the Revenue Bureau to PBOT during the FY 2014-15 budget development process. However, the Revenue Bureau retained its reception area staff because they also work for other programs within the bureau. As PBOT had not been running the program when it was transferred during the budget development process, it did not realize the need for the staffing.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_025 - Regulatory Program Expense Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(21,111)	0	(21,111)
External Materials and Services	8,585	0	8,585
Internal Materials and Services	0	0	0
Contingency	12,526	0	12,526
TOTAL EXPENDITURES	0	0	0
REVENUES			
Licenses & Permits	0	0	0
Charges for Services	0	0	0
Miscellaneous	0	0	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request adjusts appropriation between major object categories to reflect estimated revenues and expenses

CBO Discussion and Recommendation

Recommended as requested. PBOT's Regulatory Program is realizing savings from the retirement of staff person at the top of class and the subsequent reclassification of the position at mid-level. A majority of the savings are being transferred to contingency to support future overhead costs of the program. At this point, the bureau believes that the program's revenues are enough to cover all direct costs and the bureau's own overhead. In regards to General Fund overhead, when the Regulatory Program was housed at the Revenue Bureau, it did not have to pay this cost. PBOT does not have to pay for General Fund overhead for the program during this first year of operations but will have to in the future, since the amount is determined based on a two-year rolling average. Therefore, PBOT has time to adjust its fees to achieve full cost recovery, including General Fund overhead costs.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_026 - Pkg Enf Handheld Equip–Purchase Replacement Unit

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(114,000)	0	(114,000)
Capital Outlay	593,325	0	593,325
TOTAL EXPENDITURES	479,325	0	479,325
REVENUES			
Budgeted Beginning Fund Balance	479,325	0	479,325
TOTAL REVENUES	479,325	0	479,325

Bureau Description:

This request recognizes additional beginning fund balance from General Transportation (GTR) revenue carried forward for Parking Enforcement replacement handheld equipment, and increases appropriation for purchasing replacement equipment.

CBO Discussion and Recommendation

Recommended as requested. PBOT expects to purchase 65 replacement handheld units. Each unit is estimated to cost \$5,205, with \$141,000 for software licensing, and is estimated to have a useful life of five years. The City issued an RFP and selected the vendor with the highest score. Please see the write-up to request TR_027 for more details.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_027 - Pkg Enf Handheld Equipment - GTR carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	70,675	0	70,675
TOTAL EXPENDITURES	70,675	0	70,675
REVENUES			
Budgeted Beginning Fund Balance	70,675	0	70,675
TOTAL REVENUES	70,675	0	70,675

Bureau Description:

This request recognizes additional beginning fund balance from General Transportation (GTR) revenue carried forward for the Parking Enforcement handheld equipment set-aside, and increases contingency.

CBO Discussion and Recommendation

Recommended as requested. PBOT had been planning the replacement for several years and built up a set-aside of \$600,000. The bureau planned to purchase the units last year but only budgeted part of the set-aside (\$50,000) in this year's Adopted budget. With the RFP process taking longer than expected, the actual purchase is happening this year. This request recognizes the amount set-aside that the bureau intends to use for additional software programming costs in FY 2015-16. Please see the write-up to request TR_026 for more details.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_028 - Parking Facilities Fund – Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	42,700	0	42,700
External Materials and Services	204,110	0	204,110
Contingency	704,812	0	704,812
TOTAL EXPENDITURES	951,622	0	951,622
REVENUES			
Budgeted Beginning Fund Balance	951,622	0	951,622
TOTAL REVENUES	951,622	0	951,622

Bureau Description:

This request recognizes additional beginning fund balance in the Parking Facilities fund, restores appropriation for repair and maintenance services that was inadvertently left out of the budget, adjusts personal services line items to match expected costs, and increases contingency.

CBO Discussion and Recommendation

Recommended as requested. Beginning balance in the Parking Facilities Fund is being trued up to the actual amount with this request.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_029 - Transportation Operating Fund – BETC carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Internal Materials and Services	0	0	0
Contingency	455,667	0	455,667
TOTAL EXPENDITURES	455,667	0	455,667
REVENUES			
Budgeted Beginning Fund Balance	455,667	0	455,667
TOTAL REVENUES	455,667	0	455,667

Bureau Description:

This request recognizes additional beginning fund balance from Business Energy Tax Credits (BETC) revenue carried forward for Active Transportation programs, and increases contingency. This brings the total set-aside in fund balance on 7/1/2014 to \$1,773,081.

CBO Discussion and Recommendation

Recommended as requested. The BETC funds are used for transportation demand management projects such as Smart-Trips, Safe Routes to Schools, and bicycle/pedestrian programs.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_030 - Transportation Operating Fund – TSA carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	45,700	0	45,700
TOTAL EXPENDITURES	45,700	0	45,700
REVENUES			
Budgeted Beginning Fund Balance	45,700	0	45,700
TOTAL REVENUES	45,700	0	45,700

Bureau Description:

This request recognizes additional beginning fund balance from Traffic Safety Account (TSA) revenue carried forward for Active Transportation programs, and increases contingency. This brings the total set-aside in fund balance on 7/1/2014 to \$45,700.

CBO Discussion and Recommendation

Recommended as requested. The source of these revenues is traffic fines, and they are used for traffic safety projects such as high-crash-corridors and Safe Routes to Schools.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_031 - OMF IA for Debt Allocation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	4,461	0	4,461
Contingency	(4,461)	0	(4,461)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

Due to new software cost, OMF is increasing the debt allocation to bureaus. The Transportation Operating Fund's share is \$2,304 and Parking Facilities Fund's share is \$2,157. This request draws on contingency to cover the increase in OMF interagency.

CBO Discussion and Recommendation

Recommended as requested. This is a general draw on contingency. PBOT has set-aside \$750,000 of its contingency for unbudgeted expenditures, mainly used to cover items like weather related events. Thus, this draw on contingency is less than 1% of the amount intended for unbudgeted expenditures. However, it should be noted that an additional 9.3% is being drawn for costs of issuance related to financing the City's obligation for the Sellwood Bridge improvements (see request TR_019).

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_032 - OMF Facilities IA - Fleet & Facility Master Plan

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(157,500)	0	(157,500)
Internal Materials and Services	157,500	0	157,500
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Due to the consolidated fleet and public works facility master plan, OMF Facilities is increasing PBOT's interagency to reflect PBOT's share of the plan costs. This request moves \$157,500 in existing appropriation from materials and services to the OMF Facilities interagency.

CBO Discussion and Recommendation

Recommended as requested. PBOT is transferring the funds from its budget for repair and maintenance supplies to cover this expenditure. OMF-Facilities plans to contract with and manage an outside consultant to put together the plan, with half the projected funded by PBOT and the other half by OMF-CityFleet via interagency billing agreements. With a consolidation effort, the City can potentially realize savings of up to \$500,000 a year through reduced reliance on leased properties. Other benefits may include improved safety and operational efficiency, as well as lower facility O&M costs. The project is anticipated to take 18-24 months, and implementation of the preferred course of action could begin in three to five years.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_001 - Green Street Initiative

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	(55,314)	0	(55,314)
Contingency	55,314	0	55,314
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Currently there is a budget of \$150,000 with Sewer System Operating Fund for the Green Streets Initiative. The actual amount to be transferred is based on prior fiscal year actual. Therefore, the budget needs to be decreased by \$55,314 to reflect the \$94,686 for the Portland Water Bureau's contribution to the Green Street Initiative fund.

CBO Discussion and Recommendation

Recommended as requested.

The Green Street program of the Bureau of Environmental Services' Grey to Green Initiative requires that the Portland Water Bureau contribute 1% of the actual expenditures incurred in the bureau's prior year capital program. Each year the bureau must true-up the actual amount to be transferred to the Sewer System Operating Fund. The bureau requests to adjust the transfer amount in order to reflect actual, prior year capital expenditures.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: New Request

Request: WA_002 - Services Provided to other Bureaus

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	9,000	0	9,000
TOTAL EXPENDITURES	9,000	0	9,000
REVENUES			
Interagency Revenue	9,000	0	9,000
TOTAL REVENUES	9,000	0	9,000

Bureau Description:

Establish \$8,000 Park Bureau interagency to continue to provide SCADA monitoring services for the decorative fountains through early October. Establish \$1,000 Revenue Bureau interagency for document scanning to Police and Revenue Bureau

CBO Discussion and Recommendation

Recommended as requested.

The FY 2013-14 Adopted Budget increased the Portland Parks Bureau budget by \$466,000 to fund the operations and maintenance of the Water Bureau's 19 decorative fountains. The Water Bureau supported the transition throughout FY 2013-14, which was reimbursed by an interagency agreement for the costs of labor, bureau overhead and some miscellaneous parts and materials. In this FY 2014-15 Fall BMP, the bureau requests to establish an interagency to provide electronic monitoring services to Portland Parks and Recreation.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_003 - Technical adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	(27,141)	0	(27,141)
Internal Materials and Services	27,141	0	27,141
TOTAL EXPENDITURES	0	0	0

Bureau Description:

These adjustments doesn't increase the overall budget.

- a. Interagency with the Audit Services – establish a \$2,636 interagency agreement with the Auditors Services for Hearing Officer Services related to appeals on decisions made by the Water Bureau.
- b. Interagency with Bureau of Environmental Services (BES) - establish a \$15,000 interagency with BES to properly decommission the abandoned underground storage heating oil tank on Portland Water Bureau Wwell 35 property, including excavation, disposal and backfill.
- c. Interagency with Bureau of Development Services – increase interagency by \$69 to cover for higher than planned intergovernmental agreement with Portland State University for parking services.
- d. Interagency with Debt Management – Increase interagency by \$9,436 for Water Bureau's share of the \$70,000 enhanced software package for bond structuring.
- e. Align the groundwater technical services funding by shifting \$30,000 from the Operations Group to Resource Protection Group.

CBO Discussion and Recommendation

Recommended as requested.

The requested adjustments to interagency agreements better reflect the exchanges than what was previously included in the FY 2014-15 Adopted Budget. Included in these adjustments are the \$9,436 in costs of the bureau's share of new debt management software, which is a project being managed by Debt Management. This amount only reflects the bureau's share of the total software purchase of \$70,000 and does not include ongoing support costs.

The bureau also requests shifting budget from Operation to Resource Protection for groundwater technical services – an organizational change that has already been made within the bureau but was not reflected in the Adopted Budget.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: Program Carryover Request

Request: WA_004 - Carryover over requests

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	77,100	0	77,100
Contingency	(77,100)	0	(77,100)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

There are two carryover requests:

- a. Carryover \$22,100 in professional services from FY 2013-14 for the State of Oregon Department of Geology and Mineral Industries (DOGAMI) Bull Run landslide study. The Water Bureau entered into an IGA with DOGAMI to map and classify landslides in the Bull Run watershed. The study began in June 2013 and is expected to be completed in January 2015. Work during FY 2014-15 will include completion of digital mapping products and an explanatory report. The total cost of the study is \$114,600, and a request of \$22,100 is needed as a carryover to pay the remaining portion of contract.
- b. Carryover \$55,000 in professional services from FY 2013-14 for an interagency agreement with Metro to collect light detection and ranging (LIDAR) and aerial photography data for the Bull Run watershed. The Water Bureau is participating in a consortium of public agencies using transects flown by fixed-wing aircraft to collect land form and land cover data in the Portland metropolitan area; Metro is administering the contract. The LIDAR data is necessary for ongoing watershed condition assessment and for infrastructure design and protection. The aerial photography data is needed for watershed condition assessment and to help maintain the City's variance from the Oregon Health Authority (OHA) requirements to treat for water-borne pathogens including Cryptosporidium. The Bureau of Technology Services (BTS) is managing the City's participation in the interagency agreement with Metro. The Water Bureau's share of the interagency agreement is \$105,000. The FY 2014-15 budget includes \$50,000 for this work. The \$55,000 carryover is needed to cover the remaining portion.

CBO Discussion and Recommendation

Recommended as requested.

The bureau requests carryover for two projects that provide further mapping analysis of the Bull Run Watershed. Council approved the intergovernmental agreement with the Oregon Department of Geology and Mineral Industries for the first study in April 2013. The study will include a landslide inventory map, landslide susceptibility map, and high-accuracy stream data. This study allows the bureau to better anticipate turbidity events and potential risk of landslides along segments of three conduits. Monitoring erosion is a requirement of the bureau's Bull Run treatment variance.

The original agreement included an expected completion date within FY 2014-15. The bureau owes the remaining balance of \$22,100 for this agreement that totals \$114,600.

In addition to the Portland Water Bureau, several other City bureaus and regional jurisdictions are funding the contract for the LIDAR data. Most notably, the Bureau of Planning and Sustainability received \$90,000 in funding from the FY 2013-14 Innovation Fund for this project.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_005 - CIP adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	100	0	100
Internal Materials and Services	0	0	0
Capital Outlay	(100)	0	(100)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Technical adjustment that nets to zero with no impact to interagency services. Adjusting budgets to reflect active project status is listed by Water Program:

Distribution Mains: \$(181,019)
 Field Support: \$0
 Pump Station/Tanks: \$0
 Bullrun Watershed: \$181,019
 Conduits/Transmission Mains: \$0
 Adjustment Total: \$0

CBO Discussion and Recommendation

Recommended as requested. A summary of these adjustments include:

- Reallocation of \$1.4 million from the Distribution Mains capital program to eight specific projects, resulting in a net decrease of \$180,000 to the Distribution budget;
- Net increase of \$180,000 to the Supply program budget, resulting from updated, more costly bids for two road projects in the Bull Run Watershed; and,
- Net zero impacts within the Transmission program and Treatment program budgets, resulting from shifting budget to specific programs.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: New Request

Request: WA_006 - Create a full time Water Security Specialist

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Create a full time Water Security Specialist position (class 3000138) by eliminating the use of two part time seasonal watershed ranger assistants. Funding will be from the part time and other budget savings. The additional cost for the remaining six months of this fiscal year is \$37,500. This position will be assigned to the Bull Run watershed in order to provide better coverage and backup in the watershed.

CBO Discussion and Recommendation

Recommended as requested. The bureau will reduce the personnel services budget by \$33,000 in the Resource Protection and Conservation group in order to fund the increased costs of the security position in the current year. The bureau also plans to eliminate two seasonal security workers in FY 2015-16, redirecting the savings to partially fund this position ongoing. The incremental ongoing costs of the position, \$54,000, will be included in the rates beginning in FY 2015-16. The bureau has stated that adding a second ranger will expand the bureau's ability to patrol more of the area on a year-round basis, improve response times, and increase safety when both rangers are on duty.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: New Request

Request: WA_007 - Increase Fund 601000 authorization - PHP repairs

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	150,000	0	150,000
TOTAL EXPENDITURES	150,000	0	150,000
REVENUES			
Fund Transfers - Revenue	150,000	0	150,000
TOTAL REVENUES	150,000	0	150,000

Bureau Description:

The power sales agreement for the Portland Hydroelectric Project (PHP) requires the City to reimburse the PHP's operator, Portland General Electric Co. (PGE) for necessary repair activities at the PHP. There is one repair project at the PHP that was initially planned to be completed and billed out in FY 2013-14. Its completion will now extend into FY 2014-15 and the reimbursement payments will be made during that fiscal year. It is now necessary to increase the FY 2014-15 authorization for miscellaneous expenditures from Fund 601000 by an amount of \$150,000 to accommodate this repair project.

CBO Discussion and Recommendation

Recommended as requested. These reimbursements are funded by one-time contingency draw of \$150,000 from the Hydroelectric Renewal Replacement Fund.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: New Request

Request: WA_008 - Increase transf from Fund 618000 to Fund 601000

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	150,000	0	150,000
Contingency	(150,000)	0	(150,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The power sales agreement for the Portland Hydroelectric Project (PHP) requires the City to reimburse the PHP's operator, Portland General Electric Co. (PGE) for necessary repair activities at the PHP. There is one repair project at the PHP that was initially planned to be completed and billed out in FY 2013-14. Its completion will now extend into FY 2014-15 and the reimbursement payments will be made during that fiscal year. It is now necessary to increase the FY 2014-15 authorization for the cash transfer from Fund 618000 to Fund 601000 by an amount of \$150,000 to accommodate this repair project.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2014-15 Fall Supplemental Budget**

Bureau: Portland Development Commission

Type: New Request

Request: ZD_001 - Portland Regional Tech Advance Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	533,130	0	533,130
TOTAL EXPENDITURES	533,130	0	533,130
REVENUES			
Intergovernmental Revenues	533,130	0	533,130
TOTAL REVENUES	533,130	0	533,130

Bureau Description:

This \$533,130 request is for the Portland Regional Clean Technology Advance Project whose goal is to create clean technology jobs. Within this goal, PDC reports on several objectives: market research for product commercialization and new market identification, MWESB identification and technical assistance, export and capital assistance, business training and technical assistance, and small business access to capital. The deliverables for each of these objectives vary, but generally focus on increasing the number of jobs, businesses, products, sales, access to capital, and market expansion in the clean tech industry.

CBO Discussion and Recommendation

Recommended as requested. This request is the remaining balance of a \$1 million grant awarded in 2012. PDC funds subrecipients whose outputs, which PDC will monitor, include: number of companies receiving (1) market analysis and supply-chain planning, (2) subsidized participation at trade shows, (3) networking opportunities with private investors, and (4) partnerships with universities on research and development.