

FY 2013-14 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.

To navigate this document easily, open the Bookmarks pane and click on the desired bureau.



**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of the City Attorney

Type: Technical Adjustment

Request: AT_001 - PERS Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	2,349	0	2,349
Internal Materials and Services	(2,349)	0	(2,349)
TOTAL EXPENDITURES	0	0	0
REVENUES			
Interagency Revenue	0	0	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

Savings resulting from reduced OMF PERS costs will be used to increase the office's education budget. Budget cuts over the last several years have reduced the education budget significantly. Reductions in education can impede the office's ability to participate in quality education programs, which reduces efficiency and effectiveness. Continuing legal education is required to maintain a license to practice law. Quality legal education programs enable the City to compete effectively with litigants challenging City actions and to avoid adverse situations.

CBO Discussion and Recommendation

Recommended by CBO.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of the City Auditor

Type: Technical Adjustment

Request: AU_001 - PDC External Audit Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(102,000)	0	(102,000)
TOTAL EXPENDITURES	(102,000)	0	(102,000)
REVENUES			
Charges for Services	(102,000)	0	(102,000)
TOTAL REVENUES	(102,000)	0	(102,000)

Bureau Description:

This adjustment removes \$102,000 in expenditures for the external audit of PDC's Comprehensive Annual Financial Report and reduces revenues by the same amount. In the past, the Auditor's Office paid for PDC's CAFR audit and billed PDC for reimbursement. In order to ensure this expense is not being double-counted, PDC will now be billed directly for external audit work.

CBO Discussion and Recommendation

Recommended as requested. The change in billing practices will have no effect on current services being provided to PDC.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of the City Auditor

Type: New Request

Request: AU_002 - Council Worksession Captioning Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	7,500	(7,500)	0
TOTAL EXPENDITURES	7,500	(7,500)	0
REVENUES			
General Fund Discretionary	7,500	(7,500)	0
TOTAL REVENUES	7,500	(7,500)	0

Bureau Description:

The Auditor's Office requests an increase of \$7,500 in External Materials and Services for additional captioning work that must be performed. Council has directed that bureaus must now caption public-facing video files that are posted online. Prior to this policy change, the Council Clerk/Contracts division of the Auditor's Office only captioned all regular City Council meetings. The new policy means that Council Worksessions must now also be captioned. Our initial estimate of additional costs for captioning these meetings is \$7,500 for approximately 65 hours of worksessions over the course of the year.

CBO Discussion and Recommendation

CBO recommends against the request for additional General Fund discretionary dollars and instead recommends that the bureau redirect a portion of its PERS savings (\$40,655) to pay for the captioning services.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of the City Auditor

Type: New Request

Request: AU_003 - Increase LID Cash Transfer to PBOT

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Fund Transfers - Expense	3,260,000	0	3,260,000
TOTAL EXPENDITURES	3,260,000	0	3,260,000
REVENUES			
Bond and Note	3,260,000	0	3,260,000
TOTAL REVENUES	3,260,000	0	3,260,000

Bureau Description:

Increase cash transfer from LID fund to PBOT in the amount of \$3,260,000 for final costs on two Portland Streetcar LIDs (Eastside Loop = \$3,250,000 and, Northrup Loop = \$10,000). The increase in cash transfer expenditure will be covered by an increase in note sale revenues.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of the City Auditor

Type: Technical Adjustment

Request: AU_005 - Internal Service IA Adjustments-Gen'l Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,012	0	2,012
Internal Materials and Services	(2,012)	0	(2,012)
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Bond and Note	0	0	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request transfers \$2,012 from Internal Materials & Services to Miscellaneous Services to help cover anticipated 2014 Elections costs. The reduction is the result of PERS savings in the internal service provider bureaus.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of the City Auditor

Type: Technical Adjustment

Request: AU_006 - Internal Service IA Reductions-LID Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(33)	0	(33)
Contingency	33	0	33
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request reduces expenditures by \$33 in Internal Materials & Services in the LID fund to capture PERS savings in the provider bureau (EBS). Off-set is an increase to fund contingency.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of the City Auditor

Type: Technical Adjustment

Request: AU_007 - PERS Savings Allocation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(23,643)	0	(23,643)
External Materials and Services	23,643	0	23,643
TOTAL EXPENDITURES	0	0	0

Bureau Description:

*PERS Savings reallocation rationale:

\$15,000 for additional hours for PT OSS II in the Council Clerk/Contracts Division. The additional hours will allow the division to catch up with preparing Council Minutes, a task that has been affected by staff cuts. We will also use the additional hours to address the backlog in archiving contracts and other documents.

\$7,500 to replace chairs in the Auditor's Office conference room. All of the chairs are well past their useful life-span and many are partially broken or unuseable. This purchase was delayed last FY because of restrictions by the Mayor on such purchases.

\$2,002 to cover increased lien search activity.

\$14,141 to help cover potential unforeseen elections costs.

CBO Discussion and Recommendation

CBO recommends that \$7,500 of the savings be directed towards captioning services' costs as identified in request AU_02. It is at the bureau's discretion to decide which of the requests above will need to be reduced to accommodate this recommendation.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: City Budget Office

Type: Technical Adjustment

Request: BO_001 - OMF PERS Savings

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	525	0	525
Internal Materials and Services	(525)	0	(525)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request reflects a reduction in OMF IA rates (\$525) resulting from PERS savings that was greater than expected when rates were developed as part of the FY 2013-14 budget.

CBO Discussion and Recommendation

CBO does not make recommendations on the CBO budget, but would be happy to provide any additional information requested by Council to facilitate a thorough review of the request.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Fire & Police Disability & Retirement

Type: Technical Adjustment

Request: DR_001 - Increase Database Budget

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(45,000)	0	(45,000)
Capital Outlay	45,000	0	45,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request increases the FY 2013-14 budget for capital improvements to the new FPDR database, which is used to store beneficiary information and to process beneficiary-related payments. The new database went live in fall 2012. Post go-live enhancements were originally expected to be spread out fairly evenly over several years; FPDR now expects more post go-live improvements to be made in FY 2013-14 than in outyears, primarily because of vendor availability. In addition some unanticipated post go-live improvements must be made, such as programming to implement benefit changes mandated by the 2013 Oregon Legislature.

CBO Discussion and Recommendation

Since FPDR had originally budgeted \$30,000 for the database improvement project, this request increases the budget in this fiscal year by 150%. It is paid for by a transfer from, and hence results in a reduction in, the budget for retirement payments which is decreased by less than 0.1%. The request is recommended by CBO.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Fire & Police Disability & Retirement

Type: Technical Adjustment

Request: DR_002 - Decrease OMF Interagency Agreements

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	575	0	575
Internal Materials and Services	(575)	0	(575)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request reduces FPDR's interagency agreements with various OMF internal services providers. The reductions are the result of lower PERS contribution rates than originally anticipated.

CBO Discussion and Recommendation

Recommended by CBO.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Development Services

Type: Technical Adjustment

Request: DS_001 - Rent Payments to BDS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	2,277	0	2,277
TOTAL EXPENDITURES	2,277	0	2,277
REVENUES			
Interagency Revenue	2,277	0	2,277
TOTAL REVENUES	2,277	0	2,277

Bureau Description:

The interagency agreement with the Water Bureau to make rent payments to BDS needs to be increased by \$2,227 to account for additional parking spaces requested by the Water Bureau.

CBO Discussion and Recommendation

Recommended as requested. The bureau is recognizing increased interagency revenues, which reflects additional parking spaces requested by the Water Bureau. The additional revenues are budgeted in contingency for use at a later date.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Development Services

Type: Technical Adjustment

Request: DS_002 - COPPEA Professional Development Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	12,689	0	12,689
Contingency	(12,689)	0	(12,689)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This requests an adjustment of \$12,689 for the bureau's share of the COPPEA Professional Development Fund budget.

CBO Discussion and Recommendation

Recommended as requested. Per the terms of the recently approved COPPEA collective bargaining agreement, all non- General Fund bureaus that retain COPPEA represented staff are required to contribute to a training fund. This request represents BDS's share of the training fund revenues.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Development Services

Type: Technical Adjustment

Request: DS_003 - Adjustment to IA with the Fleet

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	280,000	0	280,000
Contingency	(280,000)	0	(280,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request makes an adjustment of \$280,000 to the interagency agreement with City Fleet in order to carry over an appropriation for new vehicles from FY 2012-13 to FY 2013-14. New vehicles were originally budgeted in FY 2012-13, but due to late delivery of the vehicles BDS needs to carry over the budget for the vehicles to FY 2013-14. New cars are necessary to accommodate new inspector positions added in FY 2012-13. Approval of this request meets the requirements of Resolution 35960 requiring City Council approval of leases, upgrades to replacements, and new vehicle additions.

CBO Discussion and Recommendation

Recommended as requested. BDS is rebudgeting contingency funding necessary to cover the purchase of 10 new vehicles ordered in the prior year, but received in the current year. These vehicles will be assigned to new staff received in the FY 2012-13 BMPs and FY 2014-15 Adopted Budget process. This is an anticipated expense and will not impact reserves.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Development Services

Type: Technical Adjustment

Request: DS_004 - Bureau of Technology Services Cash Transfer

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	9,141	0	9,141
TOTAL EXPENDITURES	9,141	0	9,141
REVENUES			
Fund Transfers - Revenue	9,141	0	9,141
TOTAL REVENUES	9,141	0	9,141

Bureau Description:

This requests a cash transfer in the amount of \$9,141 from the Bureau of Technology Services (BTS) associated with the IBM Frame Replacement Project. The IBM Frame Replacement Project was essentially completed and BTS was able to bring the project in materially under budget. As a result BTS is transferring the unspent amount back to participating bureaus, including BDS's portion of \$9,141.

CBO Discussion and Recommendation

Recommended as requested. BDS plans to budget the rebated funds in contingency for use at a later time.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

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	740,424	0	740,424
Contingency	(740,424)	0	(740,424)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	10.00	0.00	10.00
TOTAL FTE	10.00	0.00	10.00

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 and FY 2012-13. 14 additional FTE were included in BDS's FY 2013-14 Adopted Budget.

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.

Along with addressing workload increases, adding these positions will allow for an expansion of services in the Development Services Center (DSC), slated for Spring 2014. BDS customers have long advocated for expanded services in order to better meet their needs.

Staff Additions

BDS is requesting 15 FTE (\$740,424 in personnel costs for 8 months), including:

Administrative Services Division and Director's Office (4 FTE)

- 1.0 Senior Administrative Specialist
- 1.0 Management Analyst
- 1.0 Accountant I
- 1.0 Assistant Program Specialist

Plan Review and Permitting Services Division (3 FTE)

- 1.0 Development Services Technician II
- 1.0 Plans Examiner
- 1.0 Management Assistant

Inspections Division (4 FTE)

- 1.0 Building Inspector II
- 1.0 Senior Plumbing Inspector
- 1.0 Development Services Technician II
- 1.0 Management Assistant

Land Use Services Division (4 FTE)

- 1.0 City Planner II Land Use
- 1.0 Development Services Technician II
- 1.0 Management Assistant
- 1.0 Office Support Specialist II

All the above positions are being funded by permit and license fee revenues. No additional General Fund money is requested to support these positions. For additional information, please refer to the Letter from the BDS Director.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

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
--------------------------------------	------------------------------------	----------------------------------

CBO Discussion and Recommendation

Recommended as requested. The bureau is requesting 15 additional positions be added as needed throughout the fiscal year. In the current year, the positions will be funded by a transfer from contingency. The cost of this package in the current year is \$740,424, with five year costs totaling approximately \$5.2 million. This will bring the total number of positions approved in the last two years to 51 and increase the bureaus authorized FTE to 239.23, 62.0 FTE fewer than in FY 2009-10.

These positions are necessary to address an increasing bureau workload across several divisions. It will also allow the Development Service Center (DSC) to again expand its hours of operation to five days a week by the end of the fiscal year. By expanding hours, the bureau is responding directly to the needs of the development community. There is data to support this expansion, with the bureau experiencing a 7% increase in DSC customers since the first expansion in July 2013 and still having to turn away an average of eight customers a day. Even with this enhancement, service offerings are still below the pre-recession levels.

Expanding hours of service at the DSC may also impact other City bureaus, including the Bureau of Environmental Services, Portland Bureau of Transportation, and the Portland Water Bureau. Those bureaus have been notified of the impending change and are determining the impacts.

Also included in this package are four management assistants assigned to four divisions within the bureau, and an Equity Manager who will be responsible for administering a comprehensive equity program, including assisting with recruitment and outreach activities both internal and external.

Using the BDS FY 2013-14 five-year financial plan base case scenario, BDS would have been unable to support seven of the requested 15 positions. However, the bureau's financial picture continues to improve with actual revenue collections far outpacing the estimates included in the prior year forecast. The financial model has been rerun with full financial data and includes revised amounts for the FY 2012-13 ending fund balance of \$24.0 million. This is \$10.0 million higher than originally projected in the FY 2013-14 base case scenario. Moreover, revenues were conservatively adjusted upward to reflect projected growth in future years. The bureau is also choosing to not pursuing the \$6.6 million line of credit originally needed to finance the Information Technology Advancement Project. This will allow the bureau to forgo interest payments of approximately \$600,000. Based on this newly revised financial information, the bureau is able to absorb the cost of these additional positions.

Although the CBO recommends authorization of the requested positions, the bureau has a number of vacancies it should seek to fill first. To date, there are a total of 28 vacancies, which represents approximately 10% of the workforce. Of the 28 vacancies three are positions received in the FY 2012-13 Spring BMP and eight are positions appropriated during the FY 2013-14 budget process. The bureau is actively recruiting for all eleven of these positions. Because the bureau has exhausted its call back list, which allowed for positions to be filled more quickly, the bureau must follow the open recruitment process in order to fill the majority of open positions. From start to finish this process takes approximately 80 days.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_006 - Tree Project Program Coordinator Position

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	55,404	(55,404)	0
TOTAL EXPENDITURES	55,404	(55,404)	0
REVENUES			
Fund Transfers - Revenue	55,404	(55,404)	0
TOTAL REVENUES	55,404	(55,404)	0
FTE			
Full-Time Positions	0.50	-0.50	0.00
TOTAL FTE	0.50	-0.50	0.00

Bureau Description:

There is growing support to move the effective date of the Citywide Tree Project from January 1, 2015 to October 1, 2014. This will not only require an acceleration in completing remaining preparatory tasks, but will add tasks such as drafting the ordinance, briefing Commissioners' Assistants, and bringing the ordinance before City Council for consideration and vote. The Council has requested a report no later than December 18, 2013 on staffing and budget requirements for implementing Phase II of the Project.

The half-time (0.5 FTE) Program Coordinator has been designated as the lead on the vast majority of the tasks required for Project implementation. If the Program Coordinator remains a half-time position, the implementation tasks will take longer to complete, resulting in the implementation being either delayed or incomplete.

The bureau is therefore requesting \$55,404 in General Fund support to restore the half-time Program Coordinator position to full-time.

CBO Discussion and Recommendation

CBO does not recommend funding this request.

This package requests restoring full funding to a half-time position. During the FY 2013-14 budget process, BDS requested and received approval for one-time General Fund resources totaling \$57,546 and .5 FTE to continue implementing the Citywide Tree project in a reduced capacity. At that time, it was acknowledged that the implementation date for portions of the Citywide tree code would again require an extension. This extension, which delays implementation by an additional year, is the second formal revision to the timeline.

Council is currently requesting an implementation plan detailing resources required to enforce and maintain the tree code. Absent a funding model that includes full cost recovery from new program revenues, it is likely that any implementation would require a significant ongoing General Fund investment, including positions in both Portland Parks and Recreation and the Bureau of Development Services. CBO recommends that this plan be completed before additional General Fund resources are appropriated to BDS.

CBO recommends that BDS take an alternative approach to funding this request by shifting General Fund resources dedicated to the Land Use Services Program to the requested position. The Land Use Services program, which is supported with a mix of General Fund and program revenues, experienced revenue collections 61% above the budget level in FY 2012-13. Early FY 2014-15 revenue collections are strong and the program is again on track to collect revenues above the budgeted level. Over the last five months, the average rate of cost recovery in the Land Use Services program is 144%. The program also retains adequate program reserves. At present, the bureau is able to absorb this expense within its current General Fund cash transfer appropriation and should backfill the repurposed General Fund resources with Land Use Services Program revenues.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Development Services

Type: Technical Adjustment

Request: DS_007 - Office of Management and Finance PERS Savings

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(9,369)	0	(9,369)
Contingency	9,369	0	9,369
TOTAL EXPENDITURES	0	0	0

Bureau Description:

In the FY 2013-14 Adopted Budget, the City captured about 80% of the projected PERS savings that will accrue to General Fund bureaus and OMF internal service funds as a result of Senate Bill 822, which reduced the City's overall PERS liability. At that time, the City's actual PERS rate was not known. Now that the employer rates have been published, it is possible to calculate the actual savings that will accrue to each bureau. This adjustment reflects savings to BDS from new lower PERS rates.

CBO Discussion and Recommendation

Recommended as requested. BDS is recognizing anticipated interagency savings from lower than projected PERS costs. The savings are being budgeted in contingency for use at a later time.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_001 - Appropriate Fund Balance for 3-1-1 Study

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	221,000	0	221,000
Contingency	(221,000)	0	(221,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

A 3-1-1 consultant study cost/scope and timing was initially budgeted in FY 12-13. In the Spring FY 12-13 Council approved the change in timing of the study to FY 13-14 and the change in cost estimate from \$400,000 to \$221,000. The \$221,000 was moved to BOEC contingency and the reduction of \$179,000 was moved from the BOEC contingency to the General Fund to help the overall City funding challenges. This request moves the \$221,000 from BOEC contingency into the professional services line item within the BOEC budget.

CBO Discussion and Recommendation

The CBO recommends this request and plans to work with BOEC to determine whether or not the decrease in contingency leaves an amount that is adequate for the buerau's cash flow needs, considering changes in the timing of when it receives certain revenues.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_002 - IA PERS Savings

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	13,760	0	13,760
Internal Materials and Services	(13,760)	0	(13,760)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

BOEC received notice of \$13,760 in PERS savings related to the interagency agreements between BOEC and City of Portland provider bureaus. BOEC overtime is significantly underfunded, and budget savings in any expense area of the BOEC operating budget will be reallocated to overtime funding whenever possible. This request reduces the interagency agreements by \$13,760 and increases the BOEC overtime line item by \$13,760.

CBO Discussion and Recommendation

The CBO recommends this request to supplement BOEC's overtime budget. As a part of its 6% reduction during the FY 2012-13 budget development process, BOEC's overtime budget was reduced by \$600,000, and the bureau's overtime budget for the current fiscal year continues to be low. During this BMP, the bureau is supplementing it with savings from OMF IAs resulting from lower PERS rates as well as the rebate from BTS. In addition, although the bureau has not made the actual budget adjustment, it intends to use the \$73,627 in PERS savings from existing positions for overtime purposes as well. These supplements together bring the funds intended for overtime to about \$232,000, which is still well under the FY 2011-12 budget of about \$825,000. The actual spending on overtime that year was about \$750,000. Last year, vacancy savings enabled the bureau to still underspend in personnel services even with a minimal overtime budget of about \$184,000; actual spending on overtime in FY 2012-13 was about \$668,000. However, the number of vacancies so far this year has been minimal. BOEC has the discretion whether or not to use overtime to staff vacancies or to fill in for staff on vacation or on sick leave. If the bureau chooses to limit the use of overtime, call-taking and dispatching performance may suffer.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_003 - BTS Rebates - IBM Frame (AIX Project) - BOEC

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	12,387	0	12,387
TOTAL EXPENDITURES	12,387	0	12,387
REVENUES			
Fund Transfers - Revenue	12,387	0	12,387
TOTAL REVENUES	12,387	0	12,387

Bureau Description:

In FY 12-13 BTS received cash transfers from several bureaus to fund BTS completion of the IBM Frame Replacement project, part of a larger CIP for BTS titled AIX Hardware Technology Refresh. The IBM frame project was completed under budget and this request reflects the BOEC rebates for a share of the savings; \$12,387. BOEC overtime is significantly underfunded, and budget savings in any expense area of the BOEC operating budget will be reallocated to overtime funding whenever possible. This request accepts the cash transfer and increases the overtime budget by \$12,387.

CBO Discussion and Recommendation

CBO recommends this request to supplement BOEC's overtime time. Please see write-up on package EC_002 for a discussion and recommendations regarding overtime usage.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_001 - FY 2012-13 EMPG Grant - Increase Appropriation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	10,418	0	10,418
External Materials and Services	202,056	0	202,056
TOTAL EXPENDITURES	212,474	0	212,474
REVENUES			
Intergovernmental Revenues	212,474	0	212,474
TOTAL REVENUES	212,474	0	212,474

Bureau Description:

Emergency Management Performance Grant (EMPG) FY 2012-13 - Increase grant appropriation to bureau in the current fiscal year. PBEM received an award for \$362,971 with a 50 percent match. This grant supports PBEM operations including funding 3 (.50 FTE), plan development, and exercise and training for FY 2013-14.

CBO Discussion and Recommendation

The CBO recommends this request which adds \$10,418 to PBEM's personnel services budget, with the rest going to external materials & services. The EMPG FY 2012-13 funds will support personnel costs for three (3) 0.50 FTE for the Planning Section, the update to the Hazard Mitigation Plan, partially subsidize the ECC rent and IT costs, and support the monthly maintenance costs for Public Alerts.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_002 - UASI 2011 Grant - Decrease Appropriation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(919,134)	0	(919,134)
TOTAL EXPENDITURES	(919,134)	0	(919,134)
REVENUES			
Intergovernmental Revenues	(919,134)	0	(919,134)
TOTAL REVENUES	(919,134)	0	(919,134)

Bureau Description:

Urban Areas Security Initiative Grant 2011 (UASI) - Reduce grant appropriation to bureau from grant fund in the current fiscal year.

CBO Discussion and Recommendation

The CBO recommends this request to remove about \$920,000 to the bureau's "minor equipment & tools" budget. PBEM serves as the coordinator of emergency preparedness grants for the metro-area and passes the funds to other local jurisdictions. This adjustment allows the distribution of grant revenues and expenditures to the correct bureaus - Police, Fire, and Technology Services - for planned spending. The UASI 2011 award funds Citizen Corp advanced planning and training activities, WebEOC maintenance and support, law enforcement pneumatic tools and robot attachments, law enforcement training, regional structural collapse training, mobile water treatment systems, overland pipe systems, disaster debris plan, light plants, variable message boards, and physical security enhancements.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_003 - Bureau Internal Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(3,925)	0	(3,925)
Internal Materials and Services	3,925	0	3,925
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Internal reallocation of bureau budget between External Material & Services and Internal Material & Services. This reflects an increase in CityFleet IA for operation and maintenance. No additional General Fund revenue is being requested for FY 2013-14.

CBO Discussion and Recommendation

CBO recommends this technical adjustment to transfer \$3,925 from miscellaneous expenses in external materials & services to the bureau's IA with CityFleet,

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_004 - Bureau PERS Savings Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,166	0	1,166
Internal Materials and Services	(1,166)	0	(1,166)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Technical adjustments are reflected here for internal service funds due to reduced PERS rates for FY 2013-14.

CBO Discussion and Recommendation

The CBO recommends this request to transfer \$1,166 in OMF IA savings to miscellaneous expenses in external materials & services.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_001 - BES Fall BMP Grants

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	329,205	0	329,205
Internal Materials and Services	50,000	0	50,000
TOTAL EXPENDITURES	379,205	0	379,205
REVENUES			
Intergovernmental Revenues	379,205	0	379,205
TOTAL REVENUES	379,205	0	379,205

Bureau Description:

The following adjustments to Grants totaling \$379,205 are required by project managers. The CIP grant adjustments total \$50,000 and the Operating grant adjustments total \$329,205.

\$100,000 EPA Innovative Wet Weather Program (ES000000)

This grant relies on partners willing to construct unique stormwater features on their properties. Metro will receive a sub-award under this grant for constructing a "Green Wall" at the Expo Center.

<\$2,370> EMSWCD: Mt Tabor (ES000033)

Grant funds for the Mt Tabor Revegetation Project in support of volunteer efforts made by the Friends of Mount Tabor Park were fully expended at the end of FY 2012-2013. This budget adjustment reflects a zero grant balance.

\$19,575 EPA Brownfields: Petroleum & Hazardous Waste Assessments (ES000036)

This grant relies on partners willing to perform Brownfield environmental assessment activities on their properties. New partners necessitate additional resources for professional services to perform the assessments.

\$212,000 EPA Brownfields Revolving Loan Fund Cleanup (ES000037)

This grant provides funds to establish a Portland Brownfields Revolving Loan Fund (PBRLF). The expenditure of these grant funds relies on partners willing to perform Brownfield cleanup activities on their properties. Funds are being added for Dharma Rain Zen Center and Emerson Clean-ups, two new sub-awards.

\$50,000 USFWS (ES000040)

This grant provides funds to design the Glenwood and Bybee fish barrier culvert replacements in Crystal Springs Creek.

CBO Discussion and Recommendation

Recommended as requested.

The bureau's FY 2013-14 grant budget reflects estimated requirements as of January 2013 – the time when the bureau prepared its requested budget. Due to underspending in FY 2012-13, the bureau requests to increase the budget of four grants. Funding of three EPA grants, totaling \$292,000, will be passed onto residential and commercial property owners who are willing to modify or improve properties in ways that achieve grant and program goals.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

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	64,571	0	64,571
External Materials and Services	85,429	0	85,429
Internal Materials and Services	(73,579)	0	(73,579)
Capital Outlay	87,242	0	87,242
Fund Transfers - Expense	5,000	0	5,000
Contingency	(163,663)	0	(163,663)
TOTAL EXPENDITURES	5,000	0	5,000
REVENUES			
Interagency Revenue	0	0	0
Fund Transfers - Revenue	5,000	0	5,000
TOTAL REVENUES	5,000	0	5,000
FTE			
Full-Time Positions	0.15	0.00	0.15
TOTAL FTE	0.15	0.00	0.15

Bureau Description:

Director's Office (Administration- Communications)

\$30,000 to fill an environmental education position with two part time Community Service Aides. Resources come from within other bureau programs: Portland Harbor, \$5,000; Watershed \$5,000, Engineering \$5,000; Communications \$15,000.

Business Services (Administration-Employee Development)

\$36,687 contribution through a Management and Finance interagency for COPPEA Professional Development Fund. Resources are from Contingency.

Engineering Services

\$35,000 in carryover funding for Technology Services for Stormwater Management Plan sizing (PAC) planning tool. Resources are from Contingency.

\$125,000 in carryover funding for continuation of contractor services for Rain Derived Inflow and Infiltration (RDII) – private stormwater retrofits in Southwest Portland. Resources are from Contingency.

Wastewater Services

\$14,571 to add .20 Assistant Business Systems Analyst (Asset Mgmt at CBWTP), increasing a .80 Permanent Part Time position to Full Time. Funded by resources within Wastewater Services.

\$25,000 increase to overtime to correct a BRASS budgeting entry error. Resources are from Contingency.

<\$132,876> reduction in the \$20.4 million Collection System maintenance interagency with PBOT-MO to reflect pass-thru savings from reductions in PERS and COLA rates. Offsetting those reductions are increased Health Benefit costs. \$132,876 will be returned to Contingency

\$30,000 to purchase a forklift for CBWTP that recently failed. The forklift was scheduled for replacement by Fleet in FY 12, the replacement was extended to FY 16 anticipating the equipment would last longer. Resources are from Contingency.

Pollution Prevention

\$67,654 carryover funding to vehicle purchase. The bureau started the process of designing the vehicle in the summer of 2012, originally submitted the request sometime in late fall of 2012, worked with Fleet to finalize the specifications through late March 2013. The vehicle was ordered May, and is expected to be delivered in October 2013 and outfitted and delivered to Field Operations in December 2013. Resources are from Contingency.

Bureau-wide Adjustments

In this Fall BMP, OMF internal service funds will pass through interagency reductions as a result of final PERS rates that will be incurred. These rates are lower than were assumed in the Adopted Budget. The adjustments total <\$22,802> and will be returned to Contingency.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

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
--------------------------------------	------------------------------------	----------------------------------

CBO Discussion and Recommendation

Recommended as requested.

A number of smaller budget adjustments are made within this request, many of which are technical adjustments that are required to true-up FY 2012-13 costs or to improve upon estimates made during the FY 2013-14 budget process.

Included within this request is a reallocation of \$30,000 in order to fund two Community Service Aides. These positions will assist with the bureau's environmental education program, addressing the responsibilities that were previously undertaken by position eliminated in the FY 2013-14 Adopted Budget. In prior years, approximately 12,500 students were reached through programming. Due to the elimination of the position in the FY 2013-14, the bureau estimated that 6,000 students will participate in bureau programs. By funding the lesser-skilled Community Service Aides with one-time appropriation, the bureau estimates that the total number of students reached could be increased to 11,400.

This request includes a \$100,000 draw on contingency will carryover funding for two vehicle purchases, for which the purchases were planned but not completed by the end of FY 2012-13.

Within this request, the bureau also realizes \$155,000 in savings in interagency costs, due to lower PERS costs, which the bureau will reallocate to contingency.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

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	0	0	0
External Materials and Services	502,000	0	502,000
Contingency	248,000	0	248,000
TOTAL EXPENDITURES	750,000	0	750,000
REVENUES			
Interagency Revenue	750,000	0	750,000
TOTAL REVENUES	750,000	0	750,000

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.

\$350,000 in additional Coordinated Site Assessment services for the Water Bureau's Interstate (\$200,000) and Distribution/Mains (\$150,000) projects. Resources are for additional professional services, waste disposal expenses and BES staff services.

\$400,000 for additional special inspection services for Water Bureau's Kelly Butte projects from Materials Test Lab. Resources are for additional contract personnel and BES staff services.

CBO Discussion and Recommendation

Recommended as requested.

The bureau requests to increase interagency revenues as a result of an increase in soil and material testing, and waste disposal services provide to the Portland Water Bureau's Interstate and Kelly Butte projects. Of the \$750,000 increase in interagency revenues, \$248,000 will reimburse bureau personnel expenses already budgeted in the FY 2013-14 budget. As a result, the bureau will increase contingency.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_004 - CIP

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	65,736	0	65,736
Capital Outlay	(65,736)	0	(65,736)
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Fund Transfers - Revenue	0	0	0
TOTAL REVENUES	0	0	0
FTE			
Full-Time Positions	0.67	0.00	0.67
TOTAL FTE	0.67	0.00	0.67

Bureau Description:

\$65,736 to add 1.0 Senior Engineer Associate-Electrical. Funded 100% within the CIP by reduction of capital outlay. This is a Two-Year Limited Term position to provide resources for a backlog of instrumentation and control implementation and improvements tasks on CIP projects. This position would also provide staffing support on instrumentation and control projects at the Columbia Blvd. Wastewater Treatment Plant.

CBO Discussion and Recommendation

Recommended as requested.

The bureau's Staffing Review Committee, consisting of bureau finance staff, the Bureau of Human Relations liaison and others has reviewed the needs related to instrumentation and control implementation in the repair and mediation project, and the committee has recommended that the position be added.

This position will be fully funded as part of the project's total budget in the bureau's capital program; that is, other project costs were lessened in order to reallocate funding for this position. Because this position is limited-term, Council authorization is not required; however, the bureau has requested that adjustments to the project budget as part of the Fall BMP, which does require Council approval.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

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			
Fund Transfers - Expense	221,000	0	221,000
Contingency	1,720,902	0	1,720,902
TOTAL EXPENDITURES	1,941,902	0	1,941,902
REVENUES			
Budgeted Beginning Fund Balance	1,976,054	0	1,976,054
Fund Transfers - Revenue	(34,152)	0	(34,152)
Miscellaneous	0	0	0
TOTAL REVENUES	1,941,902	0	1,941,902

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 <\$18,216> in transfers from the Water Bureau reflecting One-Percent for Green contributions. This is a 12% reduction from the Adopted Budget of \$150,000.

A reduction of <\$17,197> in transfers from PBOT reflecting One-Percent for Green contributions. This is a 34% reduction from the Adopted Budget of \$50,000 and is due to PBOT's budget constraints, as they did not do as much street paving last year as in prior years.

A \$221,000 cash transfer to the Public Safety Systems Revitalization Program (PSSRP) Radio Project has reached the point where they are now finalizing details for the purchase of all new radios for the City. These radios will replace the older out-dated units that will no longer be operational on the upgraded radio system. Since BES is an enterprise fund, the bureau did not pay into a Bureau of Technology Services replacement fund for future replacement of radio equipment. Resources will be from Contingency. This was an unexpected request.

A \$1,261 cash transfer from the Bureau of Technology Services reflecting the IBM Frame (AIX Project) Replacement project completion and under budget. BTS is returning excess funding to bureaus who participated.

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 \$1,976,054 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 \$1,976,054 to reflect the reduction of rate cash to fund the debt service payments.

CBO Discussion and Recommendation

Recommended as requested.

Included in this request are several adjustments that all change fund transfer amounts. The first series of adjustments true-up actual amounts for the Water and Transportation bureaus' obligations to the One-Percent for Green program. Unused appropriation of \$35,000 will be budgeted in contingency.

The bureau also requests to increase a cash transfer to BTS in order to fund the upgrade of new radios that work with the new system, which resulted from the Public Safety System Revitalization Program. The estimated amount of the bureau's portion of cost is \$221,000; however, BTS will bill the exact amount, pending the results of the procurement, currently under bid, for the radios.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Fund & Debt Management

Type: _____

Request: FM_001 - Funds management adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Bond Expenses	17,202,000	0	17,202,000
Fund Transfers - Expense	11,313,000	0	11,313,000
Contingency	1,414,190	0	1,414,190
TOTAL EXPENDITURES	29,929,190	0	29,929,190
REVENUES			
Budgeted Beginning Fund Balance	29,256,466	0	29,256,466
Fund Transfers - Revenue	0	0	0
Bond and Note	8,707,000	0	8,707,000
General Fund Discretionary	(8,034,276)	0	(8,034,276)
TOTAL REVENUES	29,929,190	0	29,929,190

Bureau Description:

This request recognized General Fund ending balance, funds various bureau requests, and budgets cash transfers to the the General Reserve Fund for outyear debt repayment.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Fund & Debt Management

Type: New Request

Request: FM_002 - Debt Repayment Set-Aside

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	8,095,000	0	8,095,000
TOTAL EXPENDITURES	8,095,000	0	8,095,000
REVENUES			
Fund Transfers - Revenue	8,095,000	0	8,095,000
TOTAL REVENUES	8,095,000	0	8,095,000

Bureau Description:

This request sets aside funds for outyear repayment of City Hall renovation and CAD debts. Funds are transferred to the General Reserve Fund.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Fire & Rescue

Type: Technical Adjustment

Request: FR_003 - PERS Savings Redirection

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	(52,309)	(52,309)
External Materials and Services	0	52,309	52,309
TOTAL EXPENDITURES	0	0	0
REVENUES			
Interagency Revenue	0	0	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This package reallocates \$52,309 from benefits to external materials and services (repair and maintenance services).

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Fire & Rescue

Type: Encumbrance Carryover Request

Request: FR_005 - Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	392,005	0	392,005
TOTAL EXPENDITURES	392,005	0	392,005
REVENUES			
General Fund Discretionary	392,005	0	392,005
TOTAL REVENUES	392,005	0	392,005

Bureau Description:

PF&R had encumbrance balances at the end of FY2012-13 that need to be carried over in the current fiscal year to provide funding to meet contractual obligations. The request totals \$392,005 which will fund the expenditures for personal protective equipment, dry docking of the Fireboat Campbell, the firework safety program and deferred maintenance projects such as paving and roof repairs.

CBO Discussion and Recommendation

Recommended as requested. This request falls within the bureau's underspending for FY 2012-13 of \$2.2 million.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Fire & Rescue

Type: Carryover Request

Request: FR_006 - Recognize excess program revenues

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	570,012	0	570,012
TOTAL EXPENDITURES	570,012	0	570,012
REVENUES			
General Fund Discretionary	570,012	0	570,012
TOTAL REVENUES	570,012	0	570,012

Bureau Description:

At year-end, PF&R's program revenues exceeded the budget by \$570,012, primarily due to increased plan and permit revenues and code enforcement inspection fees. In accordance with the City's financial policies, this request recognizes and re-appropriates \$285,002, or half of the excess. The appropriation will fund the SCBA face piece grant matching requirement (\$129,560) and deferred roof replacement and parking lot repairs at fire & rescue stations (\$155,446).

CBO Discussion and Recommendation

This request was adjusted, because current policy states that bureaus may keep all program revenues that exceed budget. The bureau realized \$570,012 in total external revenues above budget. The appropriation for roof replacement and parking lot repairs has been correspondingly increased to \$440,452. Programs with surplus revenue include special use permits, plan review and code enforcement. Together with encumbrance carryover, this requests falls within the bureau's underspending in FY 2012-13 of \$2.2 million. In total, \$1.265 million from the bureau's FY 2012-13 General Fund appropriation will fall to balance.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Fire & Rescue

Type: Technical Adjustment

Request: FR_007 - OMF PERS Savings

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	13,098	0	13,098
Internal Materials and Services	(13,098)	0	(13,098)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

In the FY 2013-14 Adopted Budget, the City captured about 80% of the projected PERS savings that will accrue to General Fund bureaus and OMF internal service funds as a result of Senate Bill 822, which reduced the City's overall PERS liability. At that time, the City's actual PERS rate was unknown, since then the employer rates have been published and it is possible to calculate the actual savings that will accrue to each bureau.

OMF has calculated the savings for the internal service funds. OMF has been charging customers at the lower rate since July 1, and bureaus have been directed to include a request budgeting the PERS savings. PF&R's total savings are \$13,098.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_008 - Public Safety GO Bond add'l beginning balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	766,623	0	766,623
TOTAL EXPENDITURES	766,623	0	766,623
REVENUES			
Budgeted Beginning Fund Balance	766,623	0	766,623
TOTAL REVENUES	766,623	0	766,623

Bureau Description:

The Public Safety GO Bond's actual FY2013-14 beginning balance was \$766,623 more than what is in the Adopted Budget. This request increases the fund balance of the project and re-appropriates the additional funds in a capital expenditure account.

CBO Discussion and Recommendation

Recommended as requested. This is one of three requests that together recognize the total adjustment beginning fund balance for this fund (\$1,734,705). The requests are:

- OMF - PSSRP: \$76,966
- OMF - Facilities: \$891,176
- Fire - \$766,623

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_009 - Grant Budget Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	60,000	0	60,000
External Materials and Services	159,470	0	159,470
TOTAL EXPENDITURES	219,470	0	219,470
REVENUES			
Intergovernmental Revenues	219,470	0	219,470
TOTAL REVENUES	219,470	0	219,470

Bureau Description:

This request adjusts the FY2013-14 Adopted Grant Fund Budget revenue and expense accounts to accurately reflect PF&R's available grant funds

CBO Discussion and Recommendation

Recommended as requested. This request appropriates additional funds to two grants.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Government Relations

Type: Technical Adjustment

Request: GR_001 - Reallocation of PERS savings

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(6,476)	0	(6,476)
External Materials and Services	6,785	0	6,785
Internal Materials and Services	(309)	0	(309)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The request recognizes \$309 from OMF Internal Service Fund savings and \$6,476 from personnel services savings as a result of PERS reform. The total savings will be allocated for the following purposes:

\$3,500 to Education – OGR is encouraging staff to attend classes during the legislative interim to enhance their professional development and stay current with City mandated courses.

\$1,200 to Miscellaneous – BTS is requiring all bureaus to upgrade to Office 365 during this fiscal year. This funding was not in OGR's budget submission because the estimates for the program were provided after OGR's budget was submitted to Council. OGR will move this funding to BTS to cover these expenses if needed during the Spring BMP.

\$2,085 to Out of Town Travel – OGR has increased travel during this fiscal year to support outreach to rural Oregon in addition to regular state and federal lobbying trips. Specifically, the City participated both in the Oregon Coastal Caucus Economic Development Summit and the Pendleton Roundup.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_001 - Immediate Options On Homelessness

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,900,000	(1,700,000)	200,000
TOTAL EXPENDITURES	1,900,000	(1,700,000)	200,000
REVENUES			
Intergovernmental Revenues	0	0	0
General Fund Discretionary	1,900,000	(1,700,000)	200,000
TOTAL REVENUES	1,900,000	(1,700,000)	200,000

Bureau Description:

PHB is requesting Council support for a \$2.0M allocation of resources to open existing shelter bottlenecks impacting women; divert more women from shelter into housing; and expand intervention and prevention tools for priority populations identified in the community plan to end homelessness. This \$2.0M is made up of:

- \$1.7M new general fund one-time
- \$200,000 federal Community Development Block Grant (CDBG) that is available because PHB received more CDBG than anticipated in the current allocation. These funds were budgeted in the Adopted Budget but were unallocated at that time. PDC agreed to exchange general fund for an additional \$200,000 CDBG grant resource from PHB
- \$100,000 existing general fund from PHB's Adopted Budget. (Note: since these funds are budgeted in PHB's Adopted Budget, PHB is not requesting that portion of funding in this package.)

CBO Discussion and Recommendation

City Financial Policy (FIN 2.04) describes contingency as a resource to be used "to address reasonable but unforeseen requirements within the fiscal year." According to information provided by Commissioner Saltzman and Commissioner Kafoury at Multnomah County, the number of vulnerable people living on the street has visibly increased. In that memo, the commissioners report providers identifying increasing numbers of women with multiple barriers to housing – including mental illness, addition, serious health conditions, and fleeing domestic violence. This recent and pronounced increase in need meets the spirit of the threshold for an 'unforeseen' requirement.

On September 18, 2013, City Council approved a report that explained the immediate uses of \$300,000 of the abovementioned \$2,000,000. These uses were defined in the report as increases to contracts with existing providers for various specific services including:

- \$70,000 to Human Solutions for street outreach, rent assistance, housing placement, retention
- \$100,000 to JOIN for street outreach, rent assistance, housing placement, retention
- \$30,000 to the Northwest Pilot Project for shelter diversion, housing placement support, and retention
- \$100,000 to Transition Projects for shelter diversion, housing placement, and retention

These are funded as identified in the second and third bullets of the bureau request section above. These funds are internal to the bureau (the swap with PDC is effectively a net zero impact to total resources). CBO recommends this portion of the request, given Council's acceptance of the report and the bureau's programmatic prioritization for these funds.

With regard to the remaining funds, a stakeholder advisory group has been convened to prioritize this additional funding with a focus on eliminating or easing bottlenecks in the service delivery system. This group is currently scheduled to meet twice. The first meeting has already occurred with stakeholders providing input on which existing or potential programs. The second session will occur on October 28 where preferred allocations will be discussed. Ideally, this timing would provide an opportunity for the group's feedback to inform bureau priorities which could in turn be communicated to City Council prior to final decisions in the Fall Supplemental during the November 6 hearing.

In the meantime, given the lack of detailed spending plan at this point, CBO does not currently recommend the additional funding.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Housing Bureau

Type: Carryover Request

Request: HC_002 - Rebudget Prior Year Resources

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	120,000	0	120,000
Personnel Services	7,352	0	7,352
External Materials and Services	8,784,768	0	8,784,768
Internal Materials and Services	0	0	0
Bond Expenses	0	150,000	150,000
Contingency	241,239	0	241,239
TOTAL EXPENDITURES	9,153,359	150,000	9,303,359
REVENUES			
Budgeted Beginning Fund Balance	361,239	0	361,239
Intergovernmental Revenues	8,834,563	150,000	8,984,563
Bond and Note	(42,443)	0	(42,443)
Miscellaneous	0	0	0
TOTAL REVENUES	9,153,359	150,000	9,303,359

Bureau Description:

For three reasons, PHB typically requests to rebudget unspent non-general fund resources in the Fall BMP. First and foremost, it is not possible to predict with 100% accuracy when development loans will close and how construction will proceed. PHB errs on the side of including in the budget any funds that might be required in the fiscal year, and those that are not yet expended by the development project are carried forward. Second, for the sake of transparency PHB budgets all its available housing development opportunity funding each year, but not all funds are released for development each year. Last, the bureau administers multi-year grants and is not always 100% accurate in estimates of spending to fiscal year-end.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Housing Bureau

Type: Carryover Request

Request: HC_002 - Rebudget Prior Year Resources

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
--------------------------------------	------------------------------------	----------------------------------

CBO Discussion and Recommendation

Recommended as requested. Grant funding budgeted and rebudgeted in this request includes:

- \$182k Lead abatement grant
- \$70k Neighborhood Stabilization Program federal grant for homebuyer financial assistance
- \$162k Federal Emergency Shelter Grant
- \$127k Health Homes grant which addresses the following safety concerns in a coordinated fashion: mold, lead, allergens, asthma, carbon monoxide, home safety, pesticides, and radon.
- \$196k Housing for People With AIDS federal grant for affordable housing preservation, including \$74k for the Springboard for Self-Sufficiency and Health allocation

In addition to these grants, PHB receives two large entitlement grants.

CDBG:

- \$83k for the Kehillah project
- \$34k for Stevens Creek
- 103k for home improvement
- \$1.7 million for affordable rental housing
- \$447k to PDC, of which \$200k is part of a funding swap (see HC_001)

HOME:

- \$63k for the Housing Development Software implementation
- \$147k for PCRI scattered site housing
- \$100k for MLK-Cook-Fargo
- \$328k for Greenview
- \$200k for Vista De Rosas
- \$5k for the Gresham allocation
- \$760k for other affordable housing

TIF:

- \$1.1 million in affordable rental housing including (\$241k from balance, \$496k prior year unspent budget, and \$375k home repair underspending rebudgeted in affordable rental housing)
- \$93k Ventura Park
- \$10k Beech Street
- \$36k K-Station
- \$268k DPAL
- \$79k Grays Landing
- \$900k Erickson-Fritz
- \$18k The Yards
- \$170k 1200 Tower
- \$1.6 million Lex-Park
- \$23k Jefferson West sale proceeds reinvested in the project

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Housing Bureau

Type: Encumbrance Carryover Request

Request: HC_003 - General Fund Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	6,307	0	6,307
TOTAL EXPENDITURES	6,307	0	6,307
REVENUES			
General Fund Discretionary	6,307	0	6,307
TOTAL REVENUES	6,307	0	6,307

Bureau Description:

To the extent possible, PHB restricts contract expenditures to terms that do not cross fiscal years, but there are typically a small number of exceptions. This year, PHB is requesting \$6,307 in encumbrance carryover for two contracts.

CBO Discussion and Recommendation

Recommended as requested. PHB underspent its General Fund discretionary allocation in FY 2012-13 by \$113,708 (or 1%), based on current end of year settlement. This underspending figure has been declining for several reasons including improved bureau monitoring and fiscal controls since the creation of PHB and a more stable source of General Fund (i.e., the transition from one-time to ongoing funding). In past years, the bureau did not spend its full allocation and would carry resources forward to continue programming. As evidenced by the minimal carryover request, the bureau was able to spend down nearly its entire allocation.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_004 - Beginning Fund Balances

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	0	0	0
External Materials and Services	154,000	0	154,000
TOTAL EXPENDITURES	154,000	0	154,000
REVENUES			
Budgeted Beginning Fund Balance	154,000	0	154,000
Miscellaneous	0	0	0
TOTAL REVENUES	154,000	0	154,000

Bureau Description:

PHB is requesting Council approval to appropriate the following beginning cash balances:

- [Limited Tax Exemptions] - \$42,000 of homeownership LTE fee revenue received in prior year that will cover FY 2013/14 recording fees
- [HMIS Local Sources] - \$110,000 of prior year IGA revenues that will cover payment for FY 2013/14 software license expenses

CBO Discussion and Recommendation

Recommended as requested. In both instances, the revenue that generated the beginning balance – IGA revenue for HMIS and LTE fee revenue - was intended to fund the expenses to which it is allocated.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_005 - New Revenues

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	41,123	0	41,123
External Materials and Services	2,384,721	0	2,384,721
Contingency	21,795	0	21,795
TOTAL EXPENDITURES	2,447,639	0	2,447,639
REVENUES			
Intergovernmental Revenues	664,042	0	664,042
Miscellaneous	1,783,597	0	1,783,597
TOTAL REVENUES	2,447,639	0	2,447,639

Bureau Description:

Due to the timing of grant award cycles and intergovernmental agreements, it is not always possible to include all awards in the Adopted Budget. In addition, PHB received unanticipated loan payments at the end of last fiscal year. Thus, PHB is requesting Council approval to appropriate recent grant awards and IGA-funded resources as follows.

- [FY 2013 NOFA] - \$779,400 of unanticipated CDBG loan payoffs will provide additional funding for FY 2013 Notice of Funding Availability
- [NSP-3] - \$458,000 new grant resources and \$469,000 program income will support NSP-3 acquisition-rehab program (as per ordinance 186003). The grants resources are comprised of two separate awards made by the State in May and July, and the program income is based upon current estimates of when rehabilitated properties will sell, infusing the program with income to fund ongoing activities.
- [East County Outreach] - \$135,000 from Multnomah County will support east county outreach homeless outreach services.
- [HMIS Program] - \$21,795 for additional IGA revenues and \$4,592 to appropriate slight increase to grant award.
- [Continuum of Care (McKinney/Otis)] - \$41,280 of additional grant funding.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_006 - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(879)	0	(879)
External Materials and Services	87,415	0	87,415
Internal Materials and Services	(2,599)	0	(2,599)
Contingency	(83,937)	0	(83,937)
TOTAL EXPENDITURES	0	0	0
REVENUES			
Bond and Note	(30,941)	0	(30,941)
Miscellaneous	30,941	0	30,941
TOTAL REVENUES	0	0	0

Bureau Description:

PHB is requesting Council approval for budget-neutral technical adjustments to PHB's budget. These requests will serve to reallocate existing local and grant resources to specific projects, contracts and functional areas.

CBO Discussion and Recommendation

Recommended as requested. A significant amount of the changes occur within major objects. Changes include:

- \$1.5 million shifted from the affordable housing general allocation in the CDBG fund to the Bronaugh project, a Section 8 preservation project in the 11x13 initiative. The building is home to 60 seniors and disabled households, according to a recent PHB 11x13 report.
- \$10k shift from the policy group to the Healthy Homes program for Impact NW
- \$73k from the various grant contingencies to true up after the entitlement announcement
- \$24k allocation from HIF contingency for Jubilee/Redwoods

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_001 - Spectator-CSA II Position

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	30,000	0	30,000
Contingency	(23,000)	0	(23,000)
TOTAL EXPENDITURES	7,000	0	7,000
REVENUES			
Interagency Revenue	7,000	0	7,000
TOTAL REVENUES	7,000	0	7,000

Bureau Description:

This request adds \$30,000 to the personnel services budget to pay for a CSA II position within Spectator Facilities. The position will partially be funded by \$7000 in interagency revenue from BTS and BIBS-Facilities with the remainder transferred from Spectator Fund contingency.

CBO Discussion and Recommendation

Recommended as requested. The Bureau of Planning and Sustainability is currently working to update the City's Comprehensive Plan, which includes the Citywide Systems Plan and a chapter on civic assets. The Office Management and Finance, specifically staff in the Spectator Facilities program, are responsible for drafting this chapter. Among other items, the chapter includes information on City owned technology assets and facilities. A Community Service Aide II will be brought on to assist in this effort. The CSA II will be funded with \$23,000 of existing Spectator Facilities Fund revenues, which are being transferred from contingency to personnel services, and \$7,000 in new interagency revenues from the Bureau of Technology Services and the Bureau of Internal Business Services- Facilities.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_002 - Spectator-Adjust Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	371,656	0	371,656
TOTAL EXPENDITURES	371,656	0	371,656
REVENUES			
Budgeted Beginning Fund Balance	371,656	0	371,656
TOTAL REVENUES	371,656	0	371,656

Bureau Description:

This request increases the beginning fund balance to match the ending fund balance for FY 2012-13.

CBO Discussion and Recommendation

Recommended as requested. This request will increase the fund's beginning fund balance by \$371,656 to \$6,072,902. An additional adjustment in the Spring BMP may be necessary to reflect the amounts detailed in the CAFR.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_003 - BHR-Technical Adjustment

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

Bureau Description:

This requests moves \$40,000 from personnel services into external materials and services-professional services account.

CBO Discussion and Recommendation

Recommended as requested. OMF-Bureau of Human Resources (BHR) plans to direct a portion of staff time, approximately \$40,000, to the COPPEA Training Fund special appropriation. Shifting staff charges to the special appropriation will free up General Fund in OMF-BHR's personnel services budget and allow the bureau to transfer excess funding to external materials and services. In total, this represents an 11% increase to the bureau's EM&S budget.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_004 - BHR-Training Fund Balance True-Up

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,804	0	1,804
TOTAL EXPENDITURES	1,804	0	1,804
REVENUES			
Budgeted Beginning Fund Balance	1,804	0	1,804
TOTAL REVENUES	1,804	0	1,804

Bureau Description:

This request increases the Training Fund beginning fund balance by \$1804 in FY 2013-14. The new beginning fund balance is \$10,604.

CBO Discussion and Recommendation

Recommended as requested. The Training Fund is a subfund of the General Fund. Last year the Training Fund collected \$7,812. The fund's revised beginning fund balance is \$10,604.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_005 - Spectator-VMC Options Analysis

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

Bureau Description:

This request moves \$150,000 from Spectator Facilities contingency to professional services for Veterans Memorial Coliseum options analysis.

CBO Discussion and Recommendation

Recommended as requested. To date, there are no finalized plans for a full-scale renovation of the Veterans Memorial Coliseum (VMC). However, over the course of the last two years the VMC facility has received approximately \$3.0 million in upgrades, including a new ice floor. Council is currently requesting that OMF present options regarding how to deal with the VMC into the future. OMF plans to acquire an outside contractor to assist with developing the option analysis. The contracted services are projected to cost approximately \$150,000 and will be funded by Spectator Facilities Fund contingency. This transfer represents a 4% draw on contingency.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_006 - BTS - Wireless Network Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	11,501	0	11,501
Contingency	(11,501)	0	(11,501)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the remaining project balance of \$11,501 for the Wireless Network 802.11n Capacity Expansion project. Funds are needed to complete work at the Matt Dishman and Charles Jordan community centers.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_007 - BTS - Voice Mail Replacement Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	108,473	0	108,473
Contingency	(108,473)	0	(108,473)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the remaining project balance of \$108,473 to complete the Voice Mail Replacement project. Limited personnel resources and demands on time prevented the project from getting completed in FY 2012-13.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_008 - BTS - IRNE Fiber Construction

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	23,306	0	23,306
Contingency	(23,306)	0	(23,306)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate additional funds of \$23,306 for the IRNE Fiber Construction project. Work laying fiber from Waterfront Park to the Pittock Building was nearly completed last fiscal year, but additional funds were needed to cover additional unforeseen expenses.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_009 - BTS - IRNE Network Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	100,827	0	100,827
Contingency	(100,827)	0	(100,827)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the remaining balance of \$100,827 on the IRNE Network Technology Refresh project. Hardware and configuration issues resulted in project delays and prevented testing of systems as well as final equipment installs.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_010 - BTS - Walters Hill Site Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	593,183	0	593,183
Contingency	(593,183)	0	(593,183)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the budget balance of \$593,183 for the Walters Hill Site project. Issues between the City of Gresham and the City of Portland related to the proposed location of the Walters Hill tower resulted in project delays.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_011 - BTS - Radio Site Networking Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	17,299	0	17,299
Contingency	(17,299)	0	(17,299)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the budget balance of \$17,299 for the Radio Site Networking project. Most of the project was completed in FY 2012-13, but higher priority items, primarily completed of the ECC building, necessitated temporarily moving key personnel off the project.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_012 - BTS - Radio Master Site UPS Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	20,200	0	20,200
Contingency	(20,200)	0	(20,200)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the budget balance of \$20,200 for the Radio Master Site UPS project. This project, which will provide backup power to the 800 MHz system at the master site, had to be delayed until a vendor decision was made on the PSSRP Radio project.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_013 - BTS - WAN/Telecom Network Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	61,915	0	61,915
Contingency	(61,915)	0	(61,915)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the budget balance of \$61,915 for the WAN/Telecom Network Monitoring and Alarm Platform Replacement project. The project will implement new Wide Area and Telecom Network monitoring tools. Staffing constraints prevented the project from being completed in FY 2012-13.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_014 - 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 the budget balance of \$22,500 for the Avaya Fault Performance Manager project which will provide network surveillance and alerting of the City's voice over internet protocol service. The project began in FY 2012-13 and should be completed this year.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_015 - BTS - Radio Test Equipment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	17,907	0	17,907
Contingency	(17,907)	0	(17,907)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the budget balance of \$17,907 to complete the purchase of Radio Test Equipment which will be needed for testing and maintaining the radio system once its upgrade has been completed.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_016 - BTS - DCS Replacement Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	17,400	0	17,400
Contingency	(17,400)	0	(17,400)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the budget balance of \$17,400 for the DCS Replacement project. Purchase of the DCS system was completed last fiscal year, but training by the vendor on the new equipment is still needed. The DCS equipment purchase was a needed upgrade to the City's microwave system.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_017 - BTS - IRNE Remote Site Battery Technology

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	27,000	0	27,000
Contingency	(27,000)	0	(27,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the budget balance of \$27,000 to complete the lifecycle battery replacement at the various IRNE sites. Time constraints on bureau staff prevented the projected from being completed in FY 2012-13.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_018 - BTS - AIX Hardware Technology Refresh

	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 carry over \$40,000 of the project's remaining budget to complete the initial portion of the hardware refresh of the AIX operating system. This is a multi-year project scheduled through FY 2016-17.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_019 - BTS - SAN Storage Expansion Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	247,594	0	247,594
Contingency	(247,594)	0	(247,594)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the budget balance of \$247,594 to continue the multi-year SAN Storage Expansion project. This ongoing project upgrades the City's Storage Area Network with planned purchases through FY 2017-18.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_020 - BTS - GIS Infrastructure Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	115,360	0	115,360
Contingency	(115,360)	0	(115,360)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the budget balance of \$115,360 which will allow for BTS to continue making needed lifecycle upgrades to the GIS (Geographic Information System) infrastructure.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_021 - BTS - Server Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	130,000	0	130,000
Contingency	(130,000)	0	(130,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the budget balance of \$130,000 for the Server Technology Refresh project. This is a multi-year project designed to keep hardware current and under manufacturer warranty and support.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_022 - BTS - E-Government Infrastructure Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	10,665	0	10,665
Contingency	(10,665)	0	(10,665)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the budget balance of \$10,665 to continue the multi-year project of upgrading the E-Government server and select network infrastructure. Funding for this project continues through FY 2017-18.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_023 - BTS - SAN Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	118,410	0	118,410
Contingency	(118,410)	0	(118,410)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the budget balance of \$118,410 for the SAN Technology Refresh project. This is a multi-year project funded through FY 2017-18, designed to expand the server infrastructure and better manage its lifecycle.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_024 - BTS - Firewall Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	132,994	0	132,994
Contingency	(132,994)	0	(132,994)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the budget balance of \$132,994 for the Firewall Technology Refresh project. This project upgrades the electronic security devices (firewalls) that BTS supports. Work on the project began in FY 2012-13 and should be completed early in FY 2013-14.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_025 - BTS - Windows 7 Migration Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	62,500	0	62,500
Contingency	(62,500)	0	(62,500)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the budget balance of \$62,500 for the Windows 7 Migration project. This is the final year of a three-year project designed to move the City to the Windows 7 operating system.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_026 - BTS - Planning Function Startup Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	206,911	0	206,911
Contingency	(206,911)	0	(206,911)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over the budget balance of \$206,911 for the Planning Function Startup PTE Services project. This project will establish a planning and enterprise architecture function in BTS. Work began in FY 2012-13 and will continue and be completed in FY 2013-14.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_027 - BTS - Citywide Technology Assessment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	56,453	0	56,453
External Materials and Services	215,000	0	215,000
Contingency	(271,453)	0	(271,453)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carryover the budget balance of \$271,453 for the Citywide Technology Assessment project. This project began in FY 2012-13 and is scheduled for completion in FY 2013-14.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_028 - BTS - GIS ESRI Payment

	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 to reappropriate \$288,000 in funds to cover the GIS (geographic information system) ESRI mapping software expense so that it's in alignment with where the expense was recorded.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_029 - BTS - PERS IA Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	(161,071)	0	(161,071)
TOTAL EXPENDITURES	(161,071)	0	(161,071)
REVENUES			
Interagency Revenue	(161,071)	0	(161,071)
TOTAL REVENUES	(161,071)	0	(161,071)

Bureau Description:

This request is to reduce BTS customer interagencies to reflect the PERS reduction BTS received after rates had been set and interagencies had been agreed to.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_030 - BTS - Additional Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	6,650,421	0	6,650,421
TOTAL EXPENDITURES	6,650,421	0	6,650,421
REVENUES			
Budgeted Beginning Fund Balance	6,650,421	0	6,650,421
TOTAL REVENUES	6,650,421	0	6,650,421

Bureau Description:

This request is to true up the BTS beginning fund balance, recognizing an additional \$6,650,421. These funds are needed to support carryover appropriation of prior year CIPs and Operating Projects.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_031 - BTS - GIS Platform Strategic Enhancement

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

Bureau Description:

This request is to reappropriate \$144,318 in funds for the GIS Platform Strategic Enhancement project, moving them to the correct cost center.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_032 - BTS - CSA position with Spectator Facilities

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	3,500	0	3,500
Contingency	(3,500)	0	(3,500)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate \$3,500 to cover the BTS share of a temporary position in Spectator Facilities whose duties includes work on the Citywide Systems Plan.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_033 - BTS - Water IA increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	530	0	530
TOTAL EXPENDITURES	530	0	530
REVENUES			
Interagency Revenue	530	0	530
TOTAL REVENUES	530	0	530

Bureau Description:

This request is to increase the interagency between Water and BTS by \$530 to cover additional Telecommunications Billable expenses.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_034 - BTS - MDC Replacement

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,525,895	0	1,525,895
Contingency	(1,525,895)	0	(1,525,895)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate replacement funds totaling \$1,525,895 to cover part of the expected costs of replacing Police and Fire MDC (mobile data computer) units.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_035 - EBS - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	550,000	0	550,000
Bond Expenses	0	0	0
Contingency	(550,000)	0	(550,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$550,000 of contingency to operational budget for consultant costs for operational and maintenance project efforts.

CBO Discussion and Recommendation

Recommended as request. Ongoing funding for Enterprise Business Solutions (EBS) consulting services was reduced \$745,062 in the FY 2013-14 Adopted Budget. At that time, it was recommended that EBS backfill the reduction with contingency to complete one-time projects. As such, this adjustment decreases contingency and increases external materials and services funding by 67%. This funding will be dedicated to a mixture of maintenance and system enhancement projects, including implementation of labor contracts, Phase 2 of the Time Capture Project, and HCM forms and processes.

It should be noted that the draw down on EBS Fund contingency equates to a 21% reduction in reserves, leaving the fund's operating reserve at 7% and total fund contingencies just above 10%. OMF Policy 4.04 and the Government Finance Officers Association recommend operating reserves of 5-10% of operating expense.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_036 - EBS - Additional Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	344,660	0	344,660
TOTAL EXPENDITURES	344,660	0	344,660
REVENUES			
Budgeted Beginning Fund Balance	344,660	0	344,660
TOTAL REVENUES	344,660	0	344,660

Bureau Description:

This request is to true up the EBS beginning fund balance, recognizing an additional \$344,660. These funds are needed to support CIP's and Operating and Maintenance projects.

CBO Discussion and Recommendation

Recommended as requested. This request will increase the fund's beginning fund balance by 22% to \$1,905,366. An additional adjustment in the Spring BMP may be necessary to reflect the amounts detailed in the CAFR.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_037 - EBS - PERS Savings to Customers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	0	0	0
Contingency	(16,159)	0	(16,159)
TOTAL EXPENDITURES	(16,159)	0	(16,159)
REVENUES			
Interagency Revenue	(16,159)	0	(16,159)
TOTAL REVENUES	(16,159)	0	(16,159)

Bureau Description:

This request is to reduce EBS interagencies with the internal service providers by \$16,159 for the PERS savings passed on to customers through reduced rates.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_038 - EBS - AIX Project Rebate

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	230,000	0	230,000
Contingency	233,493	0	233,493
TOTAL EXPENDITURES	463,493	0	463,493
REVENUES			
Fund Transfers - Revenue	463,493	0	463,493
TOTAL REVENUES	463,493	0	463,493

Bureau Description:

This request is to receive savings from the AIX Hardware Technology Refresh project from BTS in the amount of \$463,493. Server replacement costs occurring in FY 2012-13 were less than transferred to BTS to fund the project.

CBO Discussion and Recommendation

Recommended as requested. The savings from the completed OMF-Bureau of Technology Services project will be split, with \$233,493 increasing EBS policy reserves and the remaining \$230,000 appropriated to professional services.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Encumbrance Carryover Request

Request: MF_040 - Accounting - Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	87,800	0	87,800
TOTAL EXPENDITURES	87,800	0	87,800
REVENUES			
General Fund Discretionary	87,800	0	87,800
TOTAL REVENUES	87,800	0	87,800

Bureau Description:

This request is for encumbrance carryover of \$87,800 for the following obligations:
CASEWARE INTERNATIONAL INC., PO 20003964, \$22,525
GRAY & ASSOCIATES, PO 20003965, \$65,275

CBO Discussion and Recommendation

Recommended as approved. OMF had sufficient General Fund underspending, \$1.19 million, in the prior year to cover the requested one-time purchase of CAFR software and related implementation services.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_041 - Accounting - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	90,000	0	90,000
TOTAL EXPENDITURES	90,000	0	90,000
REVENUES			
General Fund Discretionary	90,000	0	90,000
TOTAL REVENUES	90,000	0	90,000

Bureau Description:

This request is a technical adjustment to recognize \$90,000 in General Fund resources from Procurement.

CBO Discussion and Recommendation

Recommended as requested. The OMF-Accounting group received significant reductions in the prior fiscal) year, including the loss of a Policy Manager FTE, a \$28,472 reduction in overtime, and a \$142,332 funding reduction related to the OMF reorganization. This package will restore a portion of funding cut from personnel services.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_042 - BTS - Info. Sec. Prof. Svcs.

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

Bureau Description:

This request is to appropriate \$150,000 for professional services in the Information Security program. Vacancies in this program have left them temporarily short handed.

CBO Discussion and Recommendation

Recommended as requested. The funding for this item will come from the fund's contingency; there is no fiscal impact at the fund level.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_043 - BTS - Office 365 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 to reappropriate \$225,000 in budgeted funds for the Office 365 implementation. The project was initially not set up as a CIP. This adjustment will move the appropriation into the funded program.

CBO Discussion and Recommendation

Recommended as requested. This is an internal technical adjustment to set up the Office 365 Implementation as a capital project. There is no fiscal impact at the fund level.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_044 - BTS - Office 365 Implementation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	319,755	0	319,755
External Materials and Services	213,557	0	213,557
Internal Materials and Services	10,000	0	10,000
Contingency	(543,312)	0	(543,312)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate \$578,312 in additional funds for the Office 365 Implementation project. Initial figures included in the Adopted Budget only accounted for some professional services and minor equipment expenditures. This adjustment fully recognizes the additional costs of personnel services and other external materials & services expenditures.

CBO Discussion and Recommendation

Recommended as requested. This is an additional draw from the fund's contingency to fully fund the Office 365 Implementation project in FY 2013-14. The total cost of the project is estimated at \$1.59 million.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_045 - BTS - Replacement Contingency

	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 adjust the appropriation for Replacement Contingency to reflect the change in the projected Replacement balance resulting from FY 2012-13 year-end transactions. In this case, anticipated expenses for MDC replacements were postponed until FY 2013-14.

CBO Discussion and Recommendation

Recommended as requested. This is an internal transfer between two contingency accounts within the Bureau of Technology Services. There is no fiscal impact at the fund level.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_046 - Health Fund Fall Bump Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(20,000)	0	(20,000)
Fund Transfers - Expense	20,000	0	20,000
Contingency	(144,173)	0	(144,173)
TOTAL EXPENDITURES	(144,173)	0	(144,173)
REVENUES			
Budgeted Beginning Fund Balance	(1,544,173)	0	(1,544,173)
Charges for Services	1,400,000	0	1,400,000
TOTAL REVENUES	(144,173)	0	(144,173)

Bureau Description:

The Health Fund Fall Bump request will reduce the FY 2013-14 Beginning Fund balance by \$1.5 million to reflect lower than anticipated revenues from claims payments and medical rebates. In addition the Fall Bump will recognize \$1.4 million in revenue from MODA as part of a dental rebate. Lastly, the Health Fund will transfer \$20,000 to the Printing and Distribution Fund to refund money that supported the Voluntary Retirement Incentive Program.

CBO Discussion and Recommendation

Recommended as requested. All totaled, the Health Fund adjustments included in this package amount to a net revenue decrease of \$144,173. This change is immaterial to the overall fund, equating to a .20% decrease.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_048 - BTS - Salary Contingency Allocation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	171,807	0	171,807
Contingency	(171,807)	0	(171,807)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to move \$171,807 in salary contingency funds budgeted for cost of living increases, reallocating the funds to cost centers where the expenses will be incurred.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Encumbrance Carryover Request

Request: MF_049 - Revenue - Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	57,926	0	57,926
TOTAL EXPENDITURES	57,926	0	57,926
REVENUES			
General Fund Discretionary	57,926	0	57,926
TOTAL REVENUES	57,926	0	57,926

Bureau Description:

This request is for encumbrance carryover of \$57,926 for the following obligations:
 UNISYS CORPORATION, PO 20003818, \$44,100
 ALANNA HEIN, PO22120940, \$1,405
 EES CONSULTING INC, PO 22123986, \$2,424
 PORTLAND COMMUNITY MEDIA, PO 22105920, \$9,997

CBO Discussion and Recommendation

Recommended as requested. The majority of encumbrance carryover, \$44,100, is dedicated to a software upgrade of the bureau's revenue collection application. It will allow for checks to be scanned and electronically deposited. OMF had sufficient General Fund underspending, \$1.19 million, in the prior year to cover the requested one-time purchases in this package.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_050 - BTS - BES IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	35,000	0	35,000
TOTAL EXPENDITURES	35,000	0	35,000
REVENUES			
Interagency Revenue	35,000	0	35,000
TOTAL REVENUES	35,000	0	35,000

Bureau Description:

The Bureau of Environmental Services has requested an increase of \$35,000 to their interagency with BTS to cover anticipated project expenses.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_051 - PSSRP-RegJIN & FIS Project Resource Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	44,730	0	44,730
External Materials and Services	0	0	0
Internal Materials and Services	43,734	0	43,734
TOTAL EXPENDITURES	88,464	0	88,464
REVENUES			
General Fund Discretionary	88,464	0	88,464
TOTAL REVENUES	88,464	0	88,464

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 2012-13 budget \$64,730. The PSSRP Fire Information Systems (FIS) project underspent its FY 2012-13 budget \$23,734.

CBO Discussion and Recommendation

Recommended as requested. OMF –Public Safety Systems Revitalization Project (PSSRP) requests to carryover \$88,464 in unspent FY 2012-13 General Fund resources for two OMF-PSSRP projects. This will ensure that the project’s General Fund budgets and resources remain intact throughout the duration of the projects.

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 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_052 - 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	58,680	0	58,680
Fund Transfers - Expense	0	0	0
Contingency	3,272,230	0	3,272,230
TOTAL EXPENDITURES	3,330,910	0	3,330,910
REVENUES			
Budgeted Beginning Fund Balance	3,330,910	0	3,330,910
Fund Transfers - Revenue	0	0	0
TOTAL REVENUES	3,330,910	0	3,330,910

Bureau Description:

This request recognizes \$3,330,910 unused FY 2012-13 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. RegJIN and FIS ended FY 2012-13 with \$2,046,496 in unused funds. The RegJIN project and FIS project contingencies are \$1,225,734 of the unused amount, \$1,117,423 and \$108,311 respectively. Additionally, the Zetron and Incident Connect projects ended on time and under budget. The projects ended FY 2012-13 with \$58,680 in unused resources, which will be returned to program contingency.

CBO Discussion and Recommendation

Recommended as requested. CBO recommends that resources remaining from the CAD subprojects, \$58,680, be transferred back to the Technology Services Fund for possible use on other PSSRP projects. This is a change in direction from the FY 2012-13 Spring BMP, which directed that that the unused project resources be transferred back to the General Fund. The modification results from changes to the fiscal environment and the possibility that these resources may be needed on PSSRP projects still underway. Unspent PSSRP program contingency that remains at the completion of the projects will be returned to the General Fund. All other beginning fund balance adjustments including this package are approved.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_053 - PSSRP-Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(75,963)	0	(75,963)
External Materials and Services	6,683,729	0	6,683,729
Internal Materials and Services	212,207	0	212,207
Capital Outlay	(3,089,387)	0	(3,089,387)
Contingency	(3,730,586)	0	(3,730,586)
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 Technology Services fund, where PSSRP cash and program reserves are budgeted, and the Public Safety GO Bond Construction Fund, where the Radio System Replacement project is budgeted, to better align budget to forecasted actuals.

CBO Discussion and Recommendation

Recommended as requested. The technical adjustments included in this package represent the transfer of \$3.730 million of contingency and \$3.089 million of capital outlay to external materials and services. The funding shifts largely impact the Radio Project and represent the projected purchase of subscriber units and an increase in the project's professional services budget.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_054 - 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	76,966	0	76,966
TOTAL EXPENDITURES	76,966	0	76,966
REVENUES			
Budgeted Beginning Fund Balance	76,966	0	76,966
TOTAL REVENUES	76,966	0	76,966

Bureau Description:

In the GO Bond Fund, where the Radio project is funded, the PSSRP ended FY 2012-13 with \$76,966 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.

CBO Discussion and Recommendation

Recommended as request. Unspent revenues from the prior year are carried over and rebudgeted in professional services.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_055 - Revenue - Technical Adjustments

	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
Fund Transfers - Expense	0	0	0
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves the appropriation necessary to zero Cable Fund 206 at the Functional Area and Funded Program levels, and spreads EM&S in the Office for Community Technology.

CBO Discussion and Recommendation

Recommended as requested. Included in this package is a \$30,000 transfer from external materials and services to an interagency agreement with OMF-Bureau of Technology Services for IRNE charges.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_056 - EBS - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	86,285	0	86,285
Bond Expenses	0	0	0
Contingency	(86,285)	0	(86,285)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$86,285 of salary contingency to operational budget for personnel services and \$1.00 of debt service from MFEB000002 to MFEB000003.

CBO Discussion and Recommendation

Recommended as requested. This adjustment will increase the EBS salary budget by 3.58%. No additional FTEs are being requested. It should be noted that the draw down on EBS Fund contingency, including packages MF_35 and MF_038, equates to a 21% reduction in reserves, leaving the fund's operating reserve at 7% and total fund contingencies just above 10%. OMF Policy 4.04 and the Government Finance Officers Association recommend operating reserves of 5-10% of operating expense.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_057 - PSSRP – FIS Project Resource Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	6,912	0	6,912
Fund Transfers - Expense	6,912	0	6,912
Contingency	(6,912)	0	(6,912)
TOTAL EXPENDITURES	6,912	0	6,912
REVENUES			
Fund Transfers - Revenue	6,912	0	6,912
TOTAL REVENUES	6,912	0	6,912

Bureau Description:

Internal Materials and Services reductions in the budget process caused the overall project budget to be inadvertently lowered by \$6,912. This request is to move project cash to the FIS project, in order to ensure that the project budget remains whole. This request transfers \$6,912 from the Technology Services Fund to the General Fund.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_058 - PSSRP-Beg. Fund Bal. Recognition EC Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(58,680)	0	(58,680)
Fund Transfers - Expense	58,680	0	58,680
Contingency	58,680	0	58,680
TOTAL EXPENDITURES	58,680	0	58,680
REVENUES			
Fund Transfers - Revenue	58,680	0	58,680
TOTAL REVENUES	58,680	0	58,680

Bureau Description:

The Emergency Communications Fund held funds for the Zetron and Incident Connect projects. The Zetron and Incident Connect projects ended on time and under budget. The projects ended FY 2012-13 with \$58,680 in unused resources. This request recognizes this amount as unanticipated beginning fund balance in the Emergency Communications fund. MF_052 returns these funds back to program contingency in the current fiscal year.

CBO Discussion and Recommendation

Recommended as requested. This beginning fund balance true-up is necessary to recognize prior year unspent funding on closed projects. OMF has another request, MF_052, requesting to transfer this funding to PSSRP program contingency.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_059 - BTS - PERS Savings

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(2,174)	0	(2,174)
Contingency	2,174	0	2,174
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce the BTS interagencies with the internal service providers by \$2,174 for the PERS savings passed on by them through reduced rates.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_060 - BTS - PSSRP IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	56,493	0	56,493
TOTAL EXPENDITURES	56,493	0	56,493
REVENUES			
Interagency Revenue	56,493	0	56,493
TOTAL REVENUES	56,493	0	56,493

Bureau Description:

PSSRP has requested an increase of \$56,493 to their interagency with BTS to cover additional strategic technology billable expenses for the FIS (Fire Information System) project and additional radio billable expenses for the Radio project.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_061 - BTS - City Attorney IA Increase

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

Bureau Description:

The Office of the City Attorney has requested an increase of \$6,638 to their interagency with BTS to cover additional desktop support expenses.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_062 - BTS - AIX Project Rebates

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	517,453	0	517,453
Contingency	(517,453)	0	(517,453)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to transfer back to participating bureaus savings on the AIX Hardware Technology Refresh project. Through the consolidation of platforms, BTS will have savings in this project which will be rebated back to the bureaus that provided funding.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_063 - Facilities - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	505,186	0	505,186
Contingency	0	0	0
TOTAL EXPENDITURES	505,186	0	505,186
REVENUES			
Interagency Revenue	505,186	0	505,186
TOTAL REVENUES	505,186	0	505,186

Bureau Description:

Technical adjustments to the Facilities budget to allow for budget to actual reporting at Union Station.

CBO Discussion and Recommendation

Recommended as requested. This is a technical adjustment in the Facilities Services Fund that will result in a net zero to the fund.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_064 - EBS - PERS Savings from IA Reductions

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(16,260)	0	(16,260)
Contingency	16,260	0	16,260
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request recognizes interagency reductions totaling \$16,260 as a result of internal service provider PERS savings.

CBO Discussion and Recommendation

Recommended as requested. The savings received is being budgeted in contingency for future use.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_065 - BTS - COPPEA Professional Development

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	24,041	0	24,041
Contingency	(24,041)	0	(24,041)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate \$24,041 in funds to cover the BTS share of the COPPEA professional development fund as stipulated in their contract effective 7/1/13.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_066 - Office of the CAO-General Fund-IA decreases

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,508	0	3,508
Internal Materials and Services	(3,508)	0	(3,508)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This package decreases the interagency budget within MFDR Fund 100 by \$3508 due to the new PERS rates being run through the rate models. The savings will be moved to External Materials and Services.

CBO Discussion and Recommendation

Recommended as requested. The savings received is being budgeted in external materials and services.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_067 - Facilities - Reduce Mayor's Office Space Rent

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	0	0	0
Contingency	(8,714)	0	(8,714)
TOTAL EXPENDITURES	(8,714)	0	(8,714)
REVENUES			
Interagency Revenue	(8,714)	0	(8,714)
TOTAL REVENUES	(8,714)	0	(8,714)

Bureau Description:

Reduce space rent charges for the Mayor's Office for office reconfiguration. Space is now occupied by ONI.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_068 - Facilities - Increase ONI City Hall Rent

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	8,714	0	8,714
TOTAL EXPENDITURES	8,714	0	8,714
REVENUES			
Interagency Revenue	8,714	0	8,714
TOTAL REVENUES	8,714	0	8,714

Bureau Description:

Increase City Hall space rent for ONI. Space was transferred from the Mayor's Office to ONI as part of a reconfiguration.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_069 - Facilities - Increase PSSRP Space Rent at PCC

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	15,750	0	15,750
TOTAL EXPENDITURES	15,750	0	15,750
REVENUES			
Interagency Revenue	15,750	0	15,750
TOTAL REVENUES	15,750	0	15,750

Bureau Description:

Increase PSSRP rent for additional space at the Portland Communication Center.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_070 - Facilities - Increase IA with BTS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	10,000	0	10,000
TOTAL EXPENDITURES	10,000	0	10,000
REVENUES			
Interagency Revenue	10,000	0	10,000
TOTAL REVENUES	10,000	0	10,000

Bureau Description:

BTS is requesting an increase to the IA with Facilities as the service provider for expenses related to the Office 365 implementation.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_071 - Facilities - Increase IA for Citywide System Pln

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	3,500	0	3,500
Contingency	(3,500)	0	(3,500)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Increase the IA with Spectator Facilities as the service provider for work on the Citywide System Plan.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Carryover Request

Request: MF_072 - Facilities – Project Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	5,811,982	0	5,811,982
Contingency	(5,811,982)	0	(5,811,982)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Carryover Facilities Projects

Major Maintenance Projects - \$5,074,896

ADA Transition Plan - \$527,315

Jerome Sears Building Master Plan - \$209,771

CBO Discussion and Recommendation

Recommended as requested. Significant projects in the Major Maintenance category includes: Portland Building Exterior Envelope Restoration and North Precint Roof Replacement.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_074 - PSSRP - BES Radio Replacement Appropriation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	221,000	0	221,000
TOTAL EXPENDITURES	221,000	0	221,000
REVENUES			
Fund Transfers - Revenue	221,000	0	221,000
TOTAL REVENUES	221,000	0	221,000

Bureau Description:

All City bureaus, with the exception of the Bureau of Environmental Services (BES), paid into the BTS replacement fund for future replacement of their radio equipment. Because they did, the PSSRP project now has funds available to replace the equipment assigned to those bureaus. These radios will replace the older out-dated units that will no longer be operational on the upgraded radio system. This request is a cash transfer of \$221,000 of BES funds to PSSRP for the BES radio replacement.

CBO Discussion and Recommendation

Recommended as requested. The transfer amount is based on the market price for radios multiplied by the number of radios assigned to the Bureau of Environmental Services. An open competitive solicitation to procure radio devices citywide will be conducted over the next several months. The transfer may require adjustment based on the results of the procurement and the actual cost of the devices.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_075 - PSSRP - UASI FY 11 Grant Fund Appropriation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	602,110	0	602,110
TOTAL EXPENDITURES	602,110	0	602,110
REVENUES			
Intergovernmental Revenues	602,110	0	602,110
TOTAL REVENUES	602,110	0	602,110

Bureau Description:

This request is to appropriate budget to the grant fund for PSSRP RegJIN project use of grant EM000022, UASI FY 11.

CBO Discussion and Recommendation

Recommended as requested. \$525,000 of the UASI 2011 Homeland Security Grant will fund the recently approved Online Enterprises Inc. contract necessary to implement an enterprise service bus and associated interfaces to the RegJIN Records Management System. The remaining grant funding, approximately \$75,000, will be dedicated to other project efforts. The grant funding is set to expire in the Spring of 2014.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_076 - Spectator-PERS savings from IA reductions

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

Bureau Description:

This request recognizes interagency reductions totaling \$48 resulting from internal service provider PERS savings. The Spectator Facilities Fund contingency has been increased to balance the request.

CBO Discussion and Recommendation

Recommended as requested. The savings from internal services fund PERS, \$48, was budgeted in contingency.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_078 - PS GO Bond - Beginning Fund Balance True Up

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	891,116	0	891,116
TOTAL EXPENDITURES	891,116	0	891,116
REVENUES			
Budgeted Beginning Fund Balance	891,116	0	891,116
TOTAL REVENUES	891,116	0	891,116

Bureau Description:

The purpose of this budget adjustment request is to true up the beginning balances for projects in the Public Safety GO Bond Fund. The true ups are all increases in beginning balances. The true up process is needed to continually allow project resources to be reported and accounted for separate from other projects in the fund.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_079 - Fire Facilities GO Bond - True Up Beginning Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	726,218	0	726,218
Contingency	(547,709)	0	(547,709)
TOTAL EXPENDITURES	178,509	0	178,509
REVENUES			
Budgeted Beginning Fund Balance	178,509	0	178,509
TOTAL REVENUES	178,509	0	178,509

Bureau Description:

The purpose of this budget adjustment request is to true up the beginning fund balance for the Fire Facilities GO Bond Fund and appropriate it in the capital account for the construction of Station 21. Additionally, this requests transfers the remaining amount in fund contingency to the capital account for the construction of Station 21. The plan is to exhaust the balance of the Fire Facilities GO Bond Fund for the first construction expenses of the Station 21 project.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_080 - Correct fund for IA and land sales entries

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	0	0	0
Capital Outlay	(599,471)	0	(599,471)
Contingency	(529)	0	(529)
TOTAL EXPENDITURES	(600,000)	0	(600,000)
REVENUES			
Miscellaneous	(600,000)	0	(600,000)
TOTAL REVENUES	(600,000)	0	(600,000)

Bureau Description:

The purpose of this budget adjustment request is to correct two entries that were made in the wrong GO bond fund during the budget process. The first is to correct where land sale proceeds from the sale of two properties purchased by the Fire Facilities GO Bond Fund are deposited. They should be deposited in the Fire Facilities GO Bond Fund instead of the Public Safety GO Bond Fund. The second is to correct where an IA credit from Facilities Services should be applied. It should be applied in the Fire Facilities GO Bond Fund instead of the Public Safety GO Bond Fund.

CBO Discussion and Recommendation

Recommended as requested. This is to correct a miscoding in Fund 403 Public Safety GO Bond Fund. The \$600,000 proceeds from land sale were already deposited in Fund 400 Fire Facilities GO Bonds Fund.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_081 - Fire Facilities GO Bond - Update property sales

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	64,661	0	64,661
TOTAL EXPENDITURES	64,661	0	64,661
REVENUES			
Miscellaneous	64,661	0	64,661
TOTAL REVENUES	64,661	0	64,661

Bureau Description:

The purpose of this budget adjustment request is to true up the estimated revenues to be received from the sale of two properties originally purchased in the Fire Facilities GO Bond Fund. The sales are in the process of closing and this request appropriates the additional proceeds in the capital account for the construction of Station 21.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_082 - Revenue - PERS Savings from IA Reductions

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	7,538	0	7,538
Internal Materials and Services	(7,538)	0	(7,538)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request recognizes interagency reductions totaling \$7,538 as a result of internal service provider PERS savings.

CBO Discussion and Recommendation

Recommended as requested. The savings from internal services fund PERS, \$7,538, was budgeted in external materials and services.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Encumbrance Carryover Request

Request: MF_083 - Procurement Svs Carryover Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	155,153	0	155,153
TOTAL EXPENDITURES	155,153	0	155,153
REVENUES			
General Fund Discretionary	155,153	0	155,153
TOTAL REVENUES	155,153	0	155,153

Bureau Description:

Procurement Services is requesting a total of \$155,153 in contract carryover. \$16,723 for sustainable compliance reviews by Green Spectrum Consulting DPO 22129730 (\$9,590) and Minority Evaluator program outreach material preparation by Inside Source Media DPO 22121782 (\$7,128). The Prime Development Contractor Program (PDCP) has four carryover requests totaling \$104,230: DPO 22111902 with Currie & Brown (\$30,000) for project management; Herman Grimes DPOs 22111901 & 22111903 (\$44,800) for project management and for administrative support; Sandy River Construction DPO 22111904 (\$29,430) for administrative support. Additional services requested for carryover are from Keen Independent Research DPO 22098637 (\$31,200) for legal research on equity programs and DPO 22111900 with Streetwise Steps (\$3,000) for Streetwise Instructor.

CBO Discussion and Recommendation

Recommended as requested. OMF has sufficient remaining balance in General Fund Discretionary at the end of last fiscal year to fund these encumbrances.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_084 - Procurement Svs Adjust Outside Revenues

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
REVENUES			
Miscellaneous	90,000	0	90,000
General Fund Discretionary	(90,000)	0	(90,000)
TOTAL REVENUES	0	0	0

Bureau Description:

Recognize Miscellaneous Revenue and Backfill Administrative Funding Transferred to CBO - \$90,000 – Procurement Services will increase appropriation in the Miscellaneous Revenue line by \$90,000 to more accurately budget rebate revenues associated with the City's P-Card and Office Depot contracts. \$90,000 in General Fund Discretionary revenue will be transferred to the Accounting Division to help backfill the \$140,000 transferred from Accounting to the City Budget Office (CBO) during the Requested Budget to support CBO's administrative functions.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_085 - Revenue - AIX Project Rebate

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	29,910	0	29,910
TOTAL EXPENDITURES	29,910	0	29,910
REVENUES			
Fund Transfers - Revenue	29,910	0	29,910
TOTAL REVENUES	29,910	0	29,910

Bureau Description:

This request is to receive savings from the AIX Hardware Technology Refresh project from BTS in the amount of \$29,910. Server replacement costs were less than the transfer to BTS to fund the project. This replacement was funded out of the Revenue Bureau's IA with the Water Bureau and this is where the savings is being returned.

CBO Discussion and Recommendation

Recommended as requested. Savings from the completed OMF-Bureau of Technology Services project is being budgeted in external materials and services- miscellaneous. The savings will offset funding transferred from the Water Bureau for Cayenta, the water billing system administered by OMF – Revenue Bureau.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_086 - BTS - Police IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	342	0	342
Contingency	202	0	202
TOTAL EXPENDITURES	544	0	544
REVENUES			
Interagency Revenue	544	0	544
TOTAL REVENUES	544	0	544

Bureau Description:

The Police Bureau has requested an increase of \$544 to their interagency with BTS to cover additional Telecomm, Long Distance, and Cellular Phone expenses.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_087 - BTS - PSSRP RegJIN IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	190,733	0	190,733
TOTAL EXPENDITURES	190,733	0	190,733
REVENUES			
Interagency Revenue	190,733	0	190,733
TOTAL REVENUES	190,733	0	190,733

Bureau Description:

The PSSRP RegJIN project has requested an increase of \$223,793 to their interagency with BTS to cover additional Billable Engineering and Billable Operations expenses.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_088 - BTS - Planning & Sustainability IA

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(25,000)	0	(25,000)
Internal Materials and Services	25,000	0	25,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate \$25,000 in funds with Planning & Sustainability for services they will be providing for the GIS Platform Strategic Enhancements operating project.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: MF_089 - Debt URA Debt Service True up

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,824,724	0	2,824,724
Bond Expenses	2,610,022	0	2,610,022
TOTAL EXPENDITURES	5,434,746	0	5,434,746
REVENUES			
Budgeted Beginning Fund Balance	2,610,022	0	2,610,022
Bond and Note	2,824,724	0	2,824,724
TOTAL REVENUES	5,434,746	0	5,434,746

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 the City's of 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.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_090 - P&D – Planning & Sustain. Interagency Reduction

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(5,500)	0	(5,500)
TOTAL EXPENDITURES	(5,500)	0	(5,500)
REVENUES			
Interagency Revenue	(5,500)	0	(5,500)
TOTAL REVENUES	(5,500)	0	(5,500)

Bureau Description:

The Bureau of Planning & Sustainability has requested a reduction of \$5,500 to the interagency with P&D for Copy/Print/Bind services.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_091 - P&D – Office of Equity Interagency Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,000	0	1,000
TOTAL EXPENDITURES	1,000	0	1,000
REVENUES			
Interagency Revenue	1,000	0	1,000
TOTAL REVENUES	1,000	0	1,000

Bureau Description:

The Office of Equity and Human Relations has requested an increase of \$1,000 to the interagency with P&D to cover additional Copy/Print/Bind services.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_092 - P&D – ONI Interagency Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	4,501	0	4,501
TOTAL EXPENDITURES	4,501	0	4,501
REVENUES			
Interagency Revenue	4,501	0	4,501
TOTAL REVENUES	4,501	0	4,501

Bureau Description:

The Office of Neighborhood Involvement has requested an increase of \$4,501 to the interagency with P&D to cover the cost of a new copier.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Encumbrance Carryover Request

Request: MF_093 - P&D – Purchase Order Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	30,860	0	30,860
Contingency	(30,860)	0	(30,860)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Carryover of \$30,860 for equipment and services on purchase orders as of June 30, 2013.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_094 - P&D – Salary Adjustment Contingency Allocation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	44,136	0	44,136
Contingency	(44,136)	0	(44,136)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to move \$44,136 in salary contingency funds budgeted for cost of living and health care increases, reallocating the appropriation to cost centers where the expenses will be incurred.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_095 - P&D – Decrease Budgeted Beginning Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	(476,137)	0	(476,137)
TOTAL EXPENDITURES	(476,137)	0	(476,137)
REVENUES			
Budgeted Beginning Fund Balance	(476,137)	0	(476,137)
TOTAL REVENUES	(476,137)	0	(476,137)

Bureau Description:

This request decreases the beginning fund balance by \$476,137 to match the ending fund balance for FY 2012-13.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_096 - FACILITIES - PERS SAVINGS IA RECEIVER

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(4,227)	0	(4,227)
Contingency	4,227	0	4,227
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This budget adjustment request reduces IA's with Facilities as receiver for IA provider's PERS savings and increases fund contingency.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_097 - Health Fund Pers Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(401)	0	(401)
Contingency	401	0	401
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request will reduce I/A costs within the Health Fund due lower than projected PERS rates.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_098 - BHR-Fund 100-IA Adjustments for PERS Rates

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,541	0	1,541
Internal Materials and Services	(1,541)	0	(1,541)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request reduces the interagency budget within MFHR-Fund 100 by \$1541. The External Materials and Services budget will be increased to balance the request.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_099 - CityFleet - Police IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	25,550	(13,862)	11,688
Capital Outlay	200,000	(200,000)	0
TOTAL EXPENDITURES	225,550	(213,862)	11,688
REVENUES			
Interagency Revenue	225,550	(213,862)	11,688
TOTAL REVENUES	225,550	(213,862)	11,688

Bureau Description:

This request is to increase the interagency with the Police Bureau for \$25,550 to cover additional Grant fleet expenses related to vehicle leases and repair and maintenance. The Police Bureau has requested to increase the Police Operating Fund by \$200,000 to cover the purchase of 5 additional patrol sedans, per resolution 35960.

CBO Discussion and Recommendation

CBO does not recommend \$200,000 requested by Police Bureau for the additional patrol sedans. The amount requested for grant fleet expenses is also reduced by \$13,862 to reflect a more accurate grant balance. The justifications for the above adjustments are discussed in CBO review of Police Bureau's FY 2013-14 Fall BMP report.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_100 - CityFleet - BDS IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	280,000	0	280,000
TOTAL EXPENDITURES	280,000	0	280,000
REVENUES			
Interagency Revenue	280,000	0	280,000
TOTAL REVENUES	280,000	0	280,000

Bureau Description:

To accommodate its business needs, the Bureau of Development Services has requested to increase the interagency to purchase 13 new Prius sedans by \$280,000, per resolution 35960.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_101 - CityFleet - Park's IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	549,500	0	549,500
TOTAL EXPENDITURES	549,500	0	549,500
REVENUES			
Interagency Revenue	549,500	0	549,500
TOTAL REVENUES	549,500	0	549,500

Bureau Description:

To accommodate its business needs, the Parks Bureau has requested to increase the interagency by \$549,500 to cover the purchase of new equipment and vehicles, per resolution 35960. The new vehicles/equipment include; 1 Electric Utility vehicle, 1 Hybrid Sedan, 2 (1-Ton) pickups, 2 (4WD) pickups, 6 standard pickups, 1 Kubota tractor, 1 trailer and 1 Bobcat Tool Cat.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_102 - CityFleet - Park's IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	125,000	0	125,000
TOTAL EXPENDITURES	125,000	0	125,000
REVENUES			
Interagency Revenue	125,000	0	125,000
TOTAL REVENUES	125,000	0	125,000

Bureau Description:

To accommodate its business needs, the Park's Golf Fund has requested to increase the interagency by \$125,000 to cover the purchase of new equipment, per resolution 35960.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Encumbrance Carryover Request

Request: MF_103 - CityFleet – Purchase Order Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	110,500	0	110,500
Capital Outlay	2,783,037	0	2,783,037
Contingency	(2,893,537)	0	(2,893,537)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Carryover of \$2,893,536 for repair and maintenance and the purchase of vehicles on purchase orders as of June 30, 2013.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_104 - FACILITIES - PERS SAVINGS & REDUCTIONS TO IA

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(21,833)	0	(21,833)
TOTAL EXPENDITURES	(21,833)	0	(21,833)
REVENUES			
Interagency Revenue	(21,833)	0	(21,833)
TOTAL REVENUES	(21,833)	0	(21,833)

Bureau Description:

This budget adjustment request recognizes savings in PERS costs and reduces IA's with receiver bureaus.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_105 - Facilities - Storm/Planter Boxes

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	45,000	0	45,000
Capital Outlay	169,500	0	169,500
Contingency	(204,097)	0	(204,097)
TOTAL EXPENDITURES	10,403	0	10,403
REVENUES			
Charges for Services	10,403	0	10,403
TOTAL REVENUES	10,403	0	10,403

Bureau Description:

The purpose of this budget adjustment request is to transfer appropriation from the fund's contingency account used for major maintenance for Portland Building, City Hall, and the 1900 Building to external materials and services and capital accounts. The appropriation will be used for the construction of storm boxes on the Fourth Avenue sidewalks of the three buildings and to purchase planters for the Fifth Avenue sidewalks of Portland Building and City Hall.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_106 - CityFleet Adjust Budget Within Object Codes

	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:

Adjust appropriation within Fund Centers and major object codes. No change in appropriation between categories.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_107 - CityFleet- Increase BES IA

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	10,412	0	10,412
TOTAL EXPENDITURES	10,412	0	10,412
REVENUES			
Interagency Revenue	10,412	0	10,412
TOTAL REVENUES	10,412	0	10,412

Bureau Description:

The Bureau of Environmental Services has requested to increase the budget for vehicle outfitting by \$10,412.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_108 - CityFleet- ONI Request for New Equipment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,400	0	2,400
Capital Outlay	58,000	0	58,000
Contingency	3,250	0	3,250
TOTAL EXPENDITURES	63,650	0	63,650
REVENUES			
Interagency Revenue	63,650	0	63,650
TOTAL REVENUES	63,650	0	63,650

Bureau Description:

To accommodate its business needs, the Office of Neighborhood Involvement has requested to purchase two vehicles for the Graffiti Enforcement Program. This request is for the equipment and the ongoing costs associated with operations and maintenance of the equipment.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_109 - CityFleet- Recognize IA Provider PERS Reduction

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
Internal Materials and Services	(1,590)	0	(1,590)
Contingency	1,590	0	1,590
TOTAL EXPENDITURES	0	0	0
REVENUES			
Interagency Revenue	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request recognizes interagency reductions totaling \$1,590 as a result of internal service provider PERS savings.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_110 - Insurance & Claims Recognize PERS IA Refund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(386)	0	(386)
Contingency	386	0	386
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request recognizes interagency reductions totaling \$386 as a result of internal service provider PERS savings.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_111 - Insurance and Claims Adjust Budget w/in Objects

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	138,312	0	138,312
External Materials and Services	0	0	0
Internal Materials and Services	(79,755)	0	(79,755)
Bond Expenses	0	0	0
Contingency	(58,557)	0	(58,557)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Adjust appropriations within major object category for Fund Center and Functional Area corrections. No major object category is increased or decreased.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_112 - Insurance and Claims- Correct BTS Billable IA

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	79,755	0	79,755
Contingency	(79,755)	0	(79,755)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Appropriate the BTS Billable Interagency in Fund 704. The Adopted Budgeted loaded the entire IA into the Workers Compensation Fund and this adjustment appropriates the service equally between the two funds that are supported by BTS services.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_113 - Insurance & Claims- Reduce IAs for PERS update

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(6,388)	0	(6,388)
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	(6,388)	0	(6,388)
REVENUES			
Interagency Revenue	(6,388)	0	(6,388)
TOTAL REVENUES	(6,388)	0	(6,388)

Bureau Description:

Adjust Bureau interagency agreements for PERS reductions in the Adopted Budget.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_114 - CityFleet Increase Beginning Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	1,134,341	0	1,134,341
TOTAL EXPENDITURES	1,134,341	0	1,134,341
REVENUES			
Budgeted Beginning Fund Balance	1,134,341	0	1,134,341
TOTAL REVENUES	1,134,341	0	1,134,341

Bureau Description:

Increase the Beginning Fund Balance by \$1,134,341. Capital expenses were not incurred at year-end as the equipment was not received by June 30.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_115 - CityFleet- Appropriate COLA and PERS increases

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	226,891	0	226,891
Contingency	(226,891)	0	(226,891)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Transfer appropriation for budgeted salary increases from Contingency to personal services for represented employee COLA, step, and benefits increases effective July 1, 2013 in the amount of \$226,891.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_116 - Insurance & Claims- Realign BTS Billable Svs

	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:

Realign the BTS IA for billable services from the fund Operating Budget to the Risk Information Management Project totaling \$35,000.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_117 - Insurance & Claims- COLA & Benefits Increases

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	125,000	0	125,000
Contingency	(125,000)	0	(125,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Move \$125,000 budgeted for benefits, COLA and merit increases from Contingency to Personal Services. This is a planned expense and the rate budget for Insurance and Claims includes the increase associated with these costs.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_118 - Risk- Carryover RISC Project Costs

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	457,854	0	457,854
Internal Materials and Services	0	0	0
Contingency	(457,854)	0	(457,854)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Carryover \$457,854 (228,927 in each fund) for the Risk Management system purchase and implementation. Appropriate funds from Contingency to External Materials and Services.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_119 - Risk- Contingency Request for RISC Project

	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:

Request to appropriate \$40,000 in operating contingency for project management costs on the RISC Software project. The request is for \$20,000 in each fund.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_120 - Workers Comp- Bureau IA Reduction for PERS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(6,280)	0	(6,280)
Internal Materials and Services	0	0	0
Contingency	0	0	0
TOTAL EXPENDITURES	(6,280)	0	(6,280)
REVENUES			
Interagency Revenue	(6,280)	0	(6,280)
TOTAL REVENUES	(6,280)	0	(6,280)

Bureau Description:

Adjust Bureau interagency agreements for PERS reductions in the Adopted Budget.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_121 - Workers Comp- Recognize IA reductions for PERS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(870)	0	(870)
Contingency	870	0	870
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request recognizes interagency reductions as a result of internal service provider PERS savings.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_122 - Workers Comp- Adjust for COLA & Benefits

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

Bureau Description:

Move \$100,000 budgeted for benefits, COLA and merit increases from Contingency to Personal Services. This is a planned expense and the rate budget for Workers Compensation includes the increase associated with these costs.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_123 - Revenue - Water IA

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	40,000	0	40,000
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	40,000	0	40,000
REVENUES			
Interagency Revenue	40,000	0	40,000
TOTAL REVENUES	40,000	0	40,000

Bureau Description:

This request recognizes \$40,000 in IA revenue from Water Bureau for bill continuation work.

CBO Discussion and Recommendation

Recommended as requested. This IA increase will be dedicated to configuration services required to implement the Monthly Billing Project, which is more than a year overdue. This project resides in the Water Bureau, but the Revenue Bureau is responsible for administering the water billing application, Cayenta.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_124 - Recognize GO bond funds share of IA savings

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(87)	0	(87)
Contingency	87	0	87
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The purpose of this budget adjustment request is to recognize IA savings in the Public Safety Go Bond Fund and Fire Facilities GO Bond Fund resulting from the IA providers' PERS savings.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Fund & Debt Management

Type: New Request

Request: MF_125 - Debt - Bond Clean-up

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Bond Expenses	7,000	0	7,000
Fund Transfers - Expense	7,000	0	7,000
TOTAL EXPENDITURES	14,000	0	14,000
REVENUES			
Budgeted Beginning Fund Balance	7,000	0	7,000
Fund Transfers - Revenue	7,000	0	7,000
TOTAL REVENUES	14,000	0	14,000

Bureau Description:

The only allowable use of unspent bond proceeds on a refunding issue is to pay interest on the bonds from which they were derived. This budget adjustment transfers unspent bond proceeds, originally designated to pay costs of issuance, to the debt service fund for payment of interest.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_126 - CityFleet – Office of Equity IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,000	0	2,000
TOTAL EXPENDITURES	2,000	0	2,000
REVENUES			
Interagency Revenue	2,000	0	2,000
TOTAL REVENUES	2,000	0	2,000

Bureau Description:

The Office of Equity has requested to increase the interagency by \$2,000 to cover additional Motor Pool services.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_127 - P&D – Reduce IAs for PERS Savings

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(9,651)	0	(9,651)
TOTAL EXPENDITURES	(9,651)	0	(9,651)
REVENUES			
Interagency Revenue	(9,651)	0	(9,651)
TOTAL REVENUES	(9,651)	0	(9,651)

Bureau Description:

This request recognizes Bureau interagency reductions totaling \$9,651 as a result of lower than assumed PERS rates.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_128 - P&D – Recognize IA Provider PERS Reduction

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	841	0	841
Internal Materials and Services	(841)	0	(841)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request recognizes interagency reductions totaling \$841 as a result of internal service provider PERS savings.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_129 - CityFleet- Adjust Bureau IA's for PERS reduction

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(43,419)	0	(43,419)
TOTAL EXPENDITURES	(43,419)	0	(43,419)
REVENUES			
Interagency Revenue	(43,419)	0	(43,419)
TOTAL REVENUES	(43,419)	0	(43,419)

Bureau Description:

Reduce the Bureau interagency agreements by \$43,419 to recognize the reduction in PERS benefits costs.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_130 - Procurement- Recognize IA reductions for PERS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,363	0	1,363
Internal Materials and Services	(1,363)	0	(1,363)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Recognize the OMF IA provider reductions for the PERS recalculations totalling \$1,363.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_131 - Procurement- Reduce BTS IA- technical adjustment

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

Bureau Description:

Reduce the BTS Interagency for the IRNE data allocation. The amount of \$30,248 should have been in the Revenue Bureau IA and not in the Procurement IA.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_132 - BTS - Revenue IA Increase

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

Bureau Description:

This request is to increase the interagency between Revenue and BTS by \$30,000 to cover additional IRNE Data Collection expenses.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_133 - MF_133 - CityFleet-Park's IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	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:

The Parks Bureau has requested to increase the interagency by \$80,000 to cover an early replacement of a crane truck that was damaged beyond repair.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_135 - CityFleet- Increase PBEM IA

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,650	0	1,650
Capital Outlay	0	0	0
Contingency	2,275	0	2,275
TOTAL EXPENDITURES	3,925	0	3,925
REVENUES			
Interagency Revenue	3,925	0	3,925
TOTAL REVENUES	3,925	0	3,925

Bureau Description:

To accommodate its business needs, the Portland Bureau of Emergency Management has requested to purchase one new pick-up truck. This request is for the ongoing costs associated with operations and maintenance of the vehicle.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_136 - CBO - Facilities Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	0	(1,020)	(1,020)
TOTAL EXPENDITURES	0	(1,020)	(1,020)
REVENUES			
Interagency Revenue	0	(1,020)	(1,020)
TOTAL REVENUES	0	(1,020)	(1,020)

Bureau Description:

This is to reduce the interagency agreement between Facilities Services and Police Bureau by \$1,020 for a correction related to the Union Station office rented by Police. The justification for this adjustment is discussed in CBO review of Police Bureau's FY 2013-14 Fall BMP report.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of the Mayor

Type: Technical Adjustment

Request: MY_001 - Mayor-IA Reductions for new PERS rates

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	666	0	666
Internal Materials and Services	(666)	0	(666)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request reduces the internal materials and services budget by \$666 due to the PERS rate decrease. The savings will be moved to Personnel Services.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of the Mayor

Type: Encumbrance Carryover Request

Request: MY_002 - Mayor-Encumbrance Carryovers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	272,185	0	272,185
TOTAL EXPENDITURES	272,185	0	272,185
REVENUES			
General Fund Discretionary	272,185	0	272,185
TOTAL REVENUES	272,185	0	272,185

Bureau Description:

This package requests one-time General Fund discretionary to fund the following encumbrance carryovers: 1) #20002733-Black United Fund of Oregon-\$6000; 2) #22097084--Centennial School District-\$2260; 3) #22097048-David Douglas-\$12,430; 4) #22074099-First Student-\$355; 5) #20002215-Fred Meyer-\$14,250; 6) #22096867-IRCO-\$1627; 7) #22097089-IRCO-\$4140; 8) #22097088-Multnomah County-\$4053; 9) #22097086-Open Meadow Alternative School-\$2430; 10) #22124035-Portland Opportunities-\$5399; 11) #22074291-Environmental Commuter Options-\$56; 12) #22105604-Environmental Commuter Options-\$4148; 13) #22096797-Worksystems Inc-\$9905; 14) #22100750-Worksystems Inc-\$10,000; 15) #22124949-Worksystems Inc-\$195,000; 16) #22077054-YMCA of Columbia Willamette-\$132.

CBO Discussion and Recommendation

Recommended as requested. The office has sufficient ending balance in General Fund Discretionary at the end of last fiscal year to fund these encumbrance carryovers.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of the Mayor

Type: Encumbrance Carryover Request

Request: MY_003 - Mayor-Advance Carryover Requests

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	529,963	0	529,963
TOTAL EXPENDITURES	529,963	0	529,963
REVENUES			
General Fund Discretionary	529,963	0	529,963
TOTAL REVENUES	529,963	0	529,963

Bureau Description:

This package requests the following advance carryovers: 1) #22100746-Ceasefire Oregon-\$23,750; 2) #22111966-All Hands Raised-\$185,000; 3) #22073880-Portland Community College (Vendor 109676)-\$214,519; 4) #22093692-Portland Community College (Vendor 109676)-\$1780; 5) #22103611-NAYA-\$10,639; 6) #22103616-IRCO-\$23,430; 7) #22114199-IRCO-\$1105; 8) #22109400-First African Methodist-\$1040; 9) #22074648-REAP, INC-\$4,500; 10) #22124035-POIC-\$1,800; 11) #22101763-POIC-\$4,500; 12) #22101620-Home Forward-\$2,900; 13) #22099593-All Hands Raised-\$55,000

CBO Discussion and Recommendation

Recommended as requested. The office has sufficient ending balance in General Fund Discretionary at the end of last fiscal year to fund these advance carryovers. These advances are projected to be recovered in FY 2013-14 and will become expenditures in this fiscal year.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of the Mayor

Type: New Request

Request: MY_004 - Mayor-Legal Services Contingency Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,410	0	1,410
TOTAL EXPENDITURES	1,410	0	1,410
REVENUES			
General Fund Discretionary	1,410	0	1,410
TOTAL REVENUES	1,410	0	1,410

Bureau Description:

This request is for \$1410 in one-time General Fund discretionary to pay for labor advice to the Mayor's Office provided by Barron Liebman LLP.

CBO Discussion and Recommendation

Recommended as requested. This request is deemed reasonable, but unforeseen and therefore it is qualified for General Fund contingency.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of the Mayor

Type: New Request

Request: MY_005 - Mayor-Last Thursday Costs Contingency Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	15,000	0	15,000
TOTAL EXPENDITURES	15,000	0	15,000
REVENUES			
General Fund Discretionary	15,000	0	15,000
TOTAL REVENUES	15,000	0	15,000

Bureau Description:

This request is for \$15,000 in one-time General Fund discretionary to pay for the costs associated with holding the Last Thursday events. These are city-wide expenses currently being paid out of the Mayor's Office budget.

CBO Discussion and Recommendation

Recommended as requested. The major expenses related to the above request includes: Port-a-potties 5,284; security \$8,167; garbage services \$175; street sweepers \$1,400. This request is deemed reasonable, but unforeseen and therefore it is qualified for General Fund contingency.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of the Mayor

Type: New Request

Request: MY_006 - Mayor-Entertainment District Costs Cont Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	16,000	0	16,000
TOTAL EXPENDITURES	16,000	0	16,000
REVENUES			
General Fund Discretionary	16,000	0	16,000
TOTAL REVENUES	16,000	0	16,000

Bureau Description:

This request is for \$16,000 in one-time General Fund discretionary to pay for a portion of the costs associated with the weekend street closures in the Entertainment District. These are city-wide expenses currently being paid out of the Mayor's Office budget.

CBO Discussion and Recommendation

Recommended as requested. The costs in the above request are citywide costs in addition to the ones borne by the Bureau of Transportation and Portland Police Bureau. This request is deemed reasonable, but unforeseen and therefore it qualifies for General Fund contingency.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of the Mayor

Type: Technical Adjustment

Request: MY_007 - Mayor-Technical adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	137,120	0	137,120
External Materials and Services	(128,406)	0	(128,406)
Internal Materials and Services	(8,714)	0	(8,714)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

These net zero budget adjustments reallocate the Mayor's Office budget within the major object codes to better align the budget with projected spending.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of the Mayor

Type: Technical Adjustment

Request: MY_008 - Mayor-Move Encumbrance to MFSA23

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(5,399)	0	(5,399)
TOTAL EXPENDITURES	(5,399)	0	(5,399)
REVENUES			
General Fund Discretionary	(5,399)	0	(5,399)
TOTAL REVENUES	(5,399)	0	(5,399)

Bureau Description:

This request moves an encumbrance carryover from the Mayor's Office budget to MFSA000023.

CBO Discussion and Recommendation

Recommended as requested. The above carryover is for the Office of Youth Violence Prevention, the transfer is from the Mayor's Office to the General Fund Special Appropriations. There is an equivalent entry in Special Appropriations for this carryover. There is no fiscal impact at the fund level.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_001 - Increase Personnel for EPNO Part-time Casual

	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

Bureau Description:

The East Portland Neighborhood Office (EPNO) generally employs several part-time casual employees each year. This transfer reflects the expected \$50,000 costs of part-time casual employees for the fiscal year.

CBO Discussion and Recommendation

The CBO recommends this request to transfer the \$50,000 from EPNO's Miscellaneous Services budget to Personnel Services. ONI does not budget the funds in Personnel Services during the budget development process because the amounts vary from year to year.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_002 - Crime Prevention Revenues

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,031	0	3,031
TOTAL EXPENDITURES	3,031	0	3,031
REVENUES			
Miscellaneous	3,031	0	3,031
TOTAL REVENUES	3,031	0	3,031

Bureau Description:

ONI Crime prevention received donations from TARGET, Inc for support of National Night Out.

CBO Discussion and Recommendation

The CBO recommends this request to budget \$3,031 in subrogation revenue, i.e., revenue that ONI is receiving on behalf of National Night Out.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_003 - Graffiti Van Purchase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(31,550)	0	(31,550)
Internal Materials and Services	31,550	0	31,550
TOTAL EXPENDITURES	0	0	0

Bureau Description:

As the graffiti program has shifted focus toward coordinating volunteer clean-ups, and purchase and deliveries of supplies, frequently requiring the graffiti coordinator to use their personal vehicle for these purposes is unpractical. ONI is using one-time carryover funds awarded in the Adopted budget for this purpose. This request also includes funding for the ongoing costs of the vehicle.

CBO Discussion and Recommendation

The CBO recommends this request to transfer \$31,550 from the Miscellaneous Services line item in the Graffiti Abatement program to fund the purchase and maintenance of a van for that program. ONI has taken into consideration the ongoing costs and has budgeted what is necessary to maintain and replace the vehicle.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_004 - Purchase of 2nd Noise Control Vehicle

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(32,100)	0	(32,100)
Internal Materials and Services	32,100	0	32,100
TOTAL EXPENDITURES	0	0	0

Bureau Description:

When the Noise Control program was at BDS, they owned one vehicle, but had access to BDS fleet vehicles when a 2nd vehicle was needed, and while at BDS, Noise Control had only one dedicated employee (other employees of the program were split-funded). At ONI, Noise Control will have two full-time employees who will frequently be in the field simultaneously

CBO Discussion and Recommendation

The CBO recommends this request to transfer \$32,100 from the Miscellaneous line item in the Noise program's budget to fund the purchase of a second vehicle for that program.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_005 - Purchase additional copier

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(13,215)	0	(13,215)
Internal Materials and Services	13,215	0	13,215
TOTAL EXPENDITURES	0	0	0

Bureau Description:

With the move of the Noise Control office to City Hall, ONI could not co-locate all of its downtown staff in the current offices on the first floor. Additional space on the 3rd floor was acquired, and about a half dozen ONI staff will be located there. This request adjusts the budget to pay for the additional rent in City Hall. An additional copier was also needed for this space, and this request provides for that as well.

CBO Discussion and Recommendation

The CBO recommends this request to transfer funds from the Noise Program's Miscellaneous line item to fund the additional copier (\$4,501) and the additional rent (\$8,714).

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Neighborhood Involvement

Type: Encumbrance Carryover Request

Request: NI_006 - PO Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	295,182	0	295,182
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	295,182	0	295,182
REVENUES			
General Fund Discretionary	295,182	0	295,182
TOTAL REVENUES	295,182	0	295,182

Bureau Description:

ONI encumbered contracts from the prior fiscal year, including advance encumbrances. Regular encumbrance carryover - mostly from the EPAP spring round of awards - is \$169,240. Advance encumbrance carryovers - mostly coalition small grants funding - is \$125,942.

CBO Discussion and Recommendation

The CBO recommends this request after analyzing ONI's encumbrances, accruals made to those POs, advances balance, and the office's underspending in the prior year. The office's General Fund underspending was determined to be \$548,432, and the balance in prior year advances was determined to be \$125,909.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_007 - Move Noise Control Funds to Cost Center

	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:

Noise Control was a late addition to ONI in the budget process. A new functional area and a new cost center were added to ONI's fund structure, but Noise budgets were moved into a previously existing cost object prior to the new cost center being available. This request moves the Noise Control budget into the new Cost Center.

CBO Discussion and Recommendation

The CBO recommends this request.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_008 - Youth Coordinator Position

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	24,798	0	24,798
External Materials and Services	(24,798)	0	(24,798)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	0.67	0.00	0.67
TOTAL FTE	0.67	0.00	0.67

Bureau Description:

Late in the budget cycle, ONI was asked to take on the Multnomah County Youth Program. While funding was added to ONI's budget for materials and supplies, ONI agreed to set aside funds in the existing budget to pay for a position. This request provides for funding for that position, partially by moving 0.4 OSSII position to Noise Control, and shifting the personnel funds originally budgeted for the OSSII in CNIC to the new position.

CBO Discussion and Recommendation

The CBO recommends this request. A \$24,798 transfer from the Miscellaneous Services line item in the Crime Prevention and Neighborhood Resource Center programs and a transfer of \$19,930 from Personnel Services in the Noise Program are being made to fund this Assistant Program Specialist.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_009 - Noise Control Assistant Program Specialist

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	38,512	0	38,512
External Materials and Services	(38,512)	0	(38,512)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	0.83	0.00	0.83
TOTAL FTE	0.83	0.00	0.83

Bureau Description:

The Noise Control Program was transferred to ONI late in the budget cycle. Although funding was allocated for administrative support at the Bureau of Development Services, it was shared with other programs so the funding for support was transferred but not all of the positions. ONI's administration is very limited so the workload requires additional staffing. ONI is using the existing funding to create an assistant program specialist position to provide support to the Noise Review Board, noise variances, and other program needs.

CBO Discussion and Recommendation

The CBO recommends this request. A \$38,512 transfer from the Miscellaneous line time in the Noise Program is being made to fund the additional Assistant Program Specialist, in addition to funds already currently in Personnel Services for that purpose.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_010 - OSSII to Assistant Program Specialist

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	4	0	4
External Materials and Services	(4)	0	(4)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	-0.17	0.00	-0.17
TOTAL FTE	-0.17	0.00	-0.17

Bureau Description:

In the adopted budget, ONI reduced the Graffiti Program from 2.4 positions to 1.5, losing one Program Specialist and gaining 0.1 OSS II (a half-time shared position with the Community and Neighborhood Involvement Center). After careful consideration, ONI determined that the Graffiti program would need to back-fill the lost Program Specialist with 0.5 Assistant Program Specialist as opposed to an OSSII. CNIC program also has a need for the Assistant Program Specialist level of support.

CBO Discussion and Recommendation

The CBO recommends this request to reclass the position. The start date of the new position is two months later than the end date of the old position. The two month difference creates vacancy savings that would pay for the additional costs. In any case, the old position is currently vacant.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Neighborhood Involvement

Type: Carryover Request

Request: NI_011 - Carryover of excess revenues

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	21,985	0	21,985
TOTAL EXPENDITURES	21,985	0	21,985
REVENUES			
General Fund Discretionary	21,985	0	21,985
TOTAL REVENUES	21,985	0	21,985

Bureau Description:

Crime Prevention collected \$3,185 revenue in excess of budget from selling neighborhood and business watch signs. Crime Prevention will use this revenue to replenish the supply of signs for sale to groups who wish to have them. We sell the signs at a discount to these groups.

ONI is requesting \$18,800 carryover of excess Liquor Program revenues for program related expenses in FY2014 including but not limited to: project and travel expenses for jurisdiction review of effectively managing liquor entertainment districts, support staff for special projects, and potential program expenses related to the integration of Noise Control into the Livability Program Center.

CBO Discussion and Recommendation

The CBO recommends this request. The Liquor License program is self-supported so ONI should be allowed to carry forward any excess revenues from this program. However, the Crime Prevention program is paid for by the General Fund. The City's financial policies regarding the carry forward of excess revenues are being revised to not allow the carry forward for programs that are General Fund subsidized since it should be assumed that program-generated revenues for such programs are spent first. However, since the policy has not formally changed, the CBO is recommending the carryover for the Crime Prevention and other General Fund subsidized programs during this BMP.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_012 - Civic Engagement Grants

	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:

ONI requests \$300,000 in one-time funds to support projects that are most core to ONI's mission and goals and promote civic engagement, within neighborhoods and for communities identified as under-engaged including communities of color, immigrant and refugees, older adults and people with disabilities. Though the identified issue with inequity of base funding in our civic engagement programs cannot be addressed with one-time funds, ONI is committed to using an equity lens in allocating any new funding. Therefore this request seeks to partially restore a proven successful grants program and also fund new projects that expand our impact with under-engaged communities. \$140,000 of the funds would support Neighborhood Program projects including funds for the reimplementation of the Neighborhood Small Grants Program, a best practice which typically leverages five times the amount awarded for community building efforts. Similarly, it would fund \$140,000 to support the Diversity and Civic Leadership program in piloting a project of small grants to build the civic engagement capacity with communities of color, immigrants and refugees. \$10,000 of the funds would support Elders in Action to provide a series of intergenerational activities as part of the Active Aging Initiative for opportunities to engage in the community while encouraging physical, social and mental stimulation of older adults. It would also allow for improved website tools for older adults to engage and locate resources for aging related issues. \$10,000 of the funds would support leadership development for people with disabilities and outreach for the Additional Needs Registry for first responder emergency services.

CBO Discussion and Recommendation

The CBO is not recommending ONI's request for \$300,000 in one-time funding for Civic Engagement Grants. The City's financial policy states that at least 25% of excess General Fund balance be allocated to infrastructure maintenance or replacement in the Fall BMP, with the remainder being carried over to the next fiscal year. Thus, the Civic Engagement Grants cannot be funded out of excess balance. Contingency can be used for non-infrastructure items for uses that are determined to be reasonable but unforeseen. The CBO does not believe that the Civic Engagement Grants meet this criterion set out in the City's financial policies because the grants were cut by Council as part of the FY 2013-14 budget development process.

However, the CBO notes that \$160,000 of the request would enable ONI to further the City's equity goals since the funds would be allocated to the Diversity and Civic Leadership program and organizations that serve elders and persons with disabilities. The CBO recommends that Council work with ONI and the Office of Equity to develop programs that would enable the City to achieve its equity goals during the FY 2014-15 budget development process.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_013 - OMF I/A PERS Savings

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,315	0	1,315
Internal Materials and Services	(1,315)	0	(1,315)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

OMF I/A savings due to PERS rate adjustments totals \$1,315 savings.

CBO Discussion and Recommendation

The CBO recommends this request to transfer the savings to the Miscellaneous Services line item in the Neighborhood Resource Center's budget.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Equity & Human Rights

Type: Encumbrance Carryover Request

Request: OE_001 - Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	32,671	0	32,671
TOTAL EXPENDITURES	32,671	0	32,671
REVENUES			
General Fund Discretionary	32,671	0	32,671
TOTAL REVENUES	32,671	0	32,671

Bureau Description:

OEHR is requesting Council approval to carry over \$32,671 unspent appropriation from FY 2012/13 associated with three encumbered contracts. These contracts are for bureau-wide communications strategy development; institutional racism training for the Citywide Equity Committee; and strategic planning facilitation for the New Portlanders Program.

CBO Discussion and Recommendation

Recommended as requested. The encumbrance carryover of \$32,671 is associated with three encumbered contracts. The bureau has sufficient General Fund Discretionary underspending, \$98,115, in the prior fiscal year to fund these encumbrances. Each contract is for a specified time period, and is associated with a one-time cost. The majority of work has been completed and services have been rendered.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Equity & Human Rights

Type: New Request

Request: OE_002 - New Revenues

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	525	0	525
TOTAL EXPENDITURES	525	0	525
REVENUES			
Miscellaneous	525	0	525
TOTAL REVENUES	525	0	525

Bureau Description:

OEHR is requesting Council approval to appropriate \$525 associated with a refund received by OEHR for returned office supplies.

CBO Discussion and Recommendation

Recommended as requested. This request recognizes new revenue received from returned office supplies.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Equity & Human Rights

Type: Technical Adjustment

Request: OE_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	(2,851)	0	(2,851)
Internal Materials and Services	2,851	0	2,851
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:

OEHR is requesting Council approval for a series of technical adjustments to the bureau's budget. These adjustments represent no net financial at the bureau-level.

CBO Discussion and Recommendation

Recommended as requested. This technical adjustment represents a realignment of functional areas and the OMF internal service fund PERS refund. The bureau is also transferring \$2,851 from external materials and services to internal materials and services. All changes net to zero.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Office of Equity & Human Rights

Type: New Request

Request: OE_004 - Governing For Racial Equity

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	110,000	0	110,000
TOTAL EXPENDITURES	110,000	0	110,000
REVENUES			
Charges for Services	90,000	0	90,000
Intergovernmental Revenues	20,000	0	20,000
General Fund Discretionary	0	0	0
TOTAL REVENUES	110,000	0	110,000

Bureau Description:

OEHR is part of a network of governments (including the City of Seattle, City of Eugene, King County, Multnomah County and the City of San Francisco) collaborating to sponsor a regional equity conference. OEHR is requesting Council approval to appropriate \$20,000 committed by Multnomah County and \$90,000 of projected conference registration fee revenue to cover conference expenses.

CBO Discussion and Recommendation

Recommended as requested. This request is associated with a March 2014 regional equity conference that the bureau is hosting. The goal of the conference is to create a regional network of those doing equity work. The total conference cost is approximately \$125,000, and it is expected to generate approximately \$90,000 in participant revenues, which is recognized in this request. Regional collaborators are also contributing funds, including \$20,000 from Multnomah County.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Commissioner of Public Affairs

Type: Technical Adjustment

Request: PA_001 - PERS savings for Children's Levy

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(174)	0	(174)
Contingency	174	0	174
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Per instructions from City Budget Office, reducing PERS expenses by \$174. Increase contingency to offset.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Commissioner of Public Affairs

Type: Encumbrance Carryover Request

Request: PA_002 - Encumbrance Carryover Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	363,821	0	363,821
TOTAL EXPENDITURES	363,821	0	363,821
REVENUES			
General Fund Discretionary	363,821	0	363,821
TOTAL REVENUES	363,821	0	363,821

Bureau Description:

This is an encumbrance carryover request in the amount of \$363,821 related to Council approved contracts in the Gateway Center for Domestic Violence Services.

CBO Discussion and Recommendation

Recommended as requested. The office has sufficient ending balance in General Fund Discretionary at the end of last fiscal year to fund these encumbrance carryovers.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Commissioner of Public Affairs

Type: Encumbrance Carryover Request

Request: PA_003 - Advance Carryover Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	82,256	0	82,256
TOTAL EXPENDITURES	82,256	0	82,256
REVENUES			
General Fund Discretionary	82,256	0	82,256
TOTAL REVENUES	82,256	0	82,256

Bureau Description:

This is a request in the amount of \$82,256 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 2013-14.

CBO Discussion and Recommendation

Recommended as requested. The office has sufficient ending balance in General Fund Discretionary at the end of last fiscal year to fund these advance carryovers. These advances are projected to be recovered in FY 2013-14 and they will become expenditures in this fiscal year.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Commissioner of Public Affairs

Type: Technical Adjustment

Request: PA_004 - PERS Savings CPA General Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	190	0	190
Internal Materials and Services	(190)	0	(190)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request reduces the internal materials and services budget by \$190 due to the PERS rate decrease. The savings will be moved to External Materials and Services.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Parks & Recreation

Type: Technical Adjustment

Request: PK_001 - Fall - Technical Net Zero Adj.

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	147,042	0	147,042
External Materials and Services	(906,410)	0	(906,410)
Internal Materials and Services	946,183	0	946,183
Capital Outlay	(187,479)	0	(187,479)
Bond Expenses	0	0	0
Fund Transfers - Expense	0	0	0
Contingency	664	0	664
TOTAL EXPENDITURES	0	0	0
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Licenses & Permits	0	0	0
Charges for Services	0	0	0
Fund Transfers - Revenue	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, simply clean-up of budget.

CBO Discussion and Recommendation

Recommended as requested. In addition to a number of purely technical changes and small budget shifts, there are several larger items worth noting including:

- A shift of \$280k from external materials and services to an interagency budget with Water. As part of the FY 2013-14 budget, responsibility for the management of the City's decorative fountains moved to PP&R. As part of the transition in responsibility, Water has continued to provide maintenance through the winterization process. This change shifts a portion of the newly budgeted funds to pay for Water's service. Going forward, Parks will maintain the fountains and is staffing up accordingly.
- A shift of \$550k from external materials and services to the interagency with CityFleet. This shift allocates funds that were budgeted as part of the Washington Park Transportation Management Plan in the Adopted Budget. In order to provide parking enforcement and customer support, PP&R requires several new vehicles in the park.
- A shift in the Golf Fund of \$125k from external materials and services to CityFleet shift purchasing costs to the IA to comply with the requirement to go through CityFleet and then contribute to the replacement fund
- A total increase to personnel services of \$147k from various sources to cover expected shortfalls in various program budgets. No new positions are created with this funding.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Parks & Recreation

Type: New Request

Request: PK_002 - Fall - Revenue Adj

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	109,112	0	109,112
External Materials and Services	382,510	0	382,510
Internal Materials and Services	0	0	0
Capital Outlay	532,189	0	532,189
Fund Transfers - Expense	(1,006,362)	0	(1,006,362)
Contingency	(227,684)	0	(227,684)
TOTAL EXPENDITURES	(210,235)	0	(210,235)
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Charges for Services	(150,000)	0	(150,000)
Intergovernmental Revenues	788,436	0	788,436
Interagency Revenue	61,600	0	61,600
Fund Transfers - Revenue	(1,003,310)	0	(1,003,310)
Miscellaneous	93,039	0	93,039
TOTAL REVENUES	(210,235)	0	(210,235)

Bureau Description:

New Revenues (or changes to fund size through contingency adjustments):

- \$693,654 PDC Project budget true-up for current year
- 19,485 Metro Project budget true-up for current year
- 75,297 Columbia Slough Watershed Council budget true-up for current year
- (150,000) Contractor Penalty collected last FY (reduce from current year)
- (1,009,362) TSCC request to remove Cash Transfer from Levy and move Appropriation directly into Levy
- 11,389 Donation - Blazers/Banfield Dog Park Improvement
- 6,650 Donation - Fernhill Track Access project
- 42,000 Donations - Parks Memorial Fund true-up
- 61,600 New Interagency Revenue requests
- 9,052 Clear remaining balance in Golf Debt Fund
- 30,000 Nature in Neighborhoods - GRUNT program donation

CBO Discussion and Recommendation

Recommended as requested. The large decrease in fund transfer revenue and expense is associated with a technical change in budgeting that was suggested by TSCC to provide better transparency on the use of Local Option Levy funds. The Adopted Budget showed a cash transfer from the local option levy to backfill several services in the General Fund. That cash transfer is undone in this request and is replaced by a direct budgeting of the expenses in the levy fund.

In addition to this change and the revenue true-ups noted above, there are several draws and increases in contingency including:

- The Golf Fund and Portland International Raceway Fund are moving a total of \$326k from contingency for a drainage district assessment to address the recertification of the Columbia River levee.
- A \$100k draw on contingency in the tree damage recovery subfund on the Portland Parks Memorial Fund for tree-related Sellwood Bridge replacement costs.
- \$198k addition to Local Option Levy contingency related to the technical shift in the budgeting of the backfill.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Parks & Recreation

Type: Encumbrance Carryover Request

Request: PK_003 - Fall - Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	253,180	0	253,180
Internal Materials and Services	80,000	0	80,000
TOTAL EXPENDITURES	333,180	0	333,180
REVENUES			
General Fund Discretionary	333,180	0	333,180
TOTAL REVENUES	333,180	0	333,180

Bureau Description:

PP&R recognizes encumbrances for purchases that were encumbered but not received or accrued in FY 2012-13. In FY 2012-13, PP&R ended the year with \$353,821 in encumbrances. Of those, many were accruals or small remaining balances on existing operational purchases. The balance of large, encumbered purchases of over \$1,000 or more totaled \$253,180.

In addition to the traditional encumbrances, PP&R had set aside \$80,000 from the Tree Mitigation fund in the Fall BuMP to fund FSR 11-290 in Forestry. This was an encumbrance in City Fleet's cost center and not Parks, yet the appropriation was budgeted and unspent, thus PP&R is requesting a carryover of \$80,000 in addition to the above traditional encumbrances for this vehicle purchase carryover.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Parks & Recreation

Type: Carryover Request

Request: PK_004 - Fall - Gen Fund Non-Disc Revenue Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	403,463	0	403,463
TOTAL EXPENDITURES	403,463	0	403,463
REVENUES			
General Fund Discretionary	403,463	0	403,463
TOTAL REVENUES	403,463	0	403,463

Bureau Description:

Per CBO Policy General Fund Non-Discretionary Revenues can be carried over by the amount they exceed under-spending of General Fund expenses. PP&R has collects program revenues for recreation programming that would qualify for this policy.

Here is a summary of revenues to budget:

Program Revenues from Services: budget \$15,045,588; collected \$15,587,682 = over-collected \$542,094

Per CBO policy, can only request the lower of GF under-spending.

General Fund under-spending: budget \$62,098,862; less spent \$61,362,219 (plus encumbrances in PK003 of \$333,180) = under-spent \$403,463

Lesser of the above = \$403,463

CBO Discussion and Recommendation

Recommended as requested based on existing policy. However, CBO believes that this policy is flawed. It allows bureaus to rebudget any revenues that were collected in excess of the prior year budget. This calculation 1) benefits bureaus that underbudget revenue, allowing them to carry over funds that would have fallen to balance with more accurate budgeting, and 2) ignores the fact that bureaus would benefit equally and more transparently by budgeting the revenue and allowing for the discretionary to be internally reallocated in the year in which it happens (or ongoing, if the revenue is strong enough such that the bureau and CBO feel a rebasing is appropriate). CBO recommends a revision of this policy to better achieve the intended outcomes of the policy. When viewed through the lens that external revenues are applied to expenses first, Parks is in effect asking for all of its discretionary underspending from FY 2012-13 in the request.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Parks & Recreation

Type: Carryover Request

Request: PK_005 - Fall - Grant Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	6,713	0	6,713
Capital Outlay	697,814	0	697,814
TOTAL EXPENDITURES	704,527	0	704,527
REVENUES			
Intergovernmental Revenues	704,527	0	704,527
TOTAL REVENUES	704,527	0	704,527

Bureau Description:

Carryover of federal, state and local grants. The following grants are to be carried over in order to true up the budget with the grant balance.

Mcloughlin Bridge Staircase - Grant #PK000026: \$6,713
 Columbia Slough Trail - Grant #PK000007: \$96,574
 Waud Bluff Trail - Grant #PK000006: \$181,240
 South Waterfront Greenway – Grant #PK000030: \$420,000
 Total: \$704,527

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Parks & Recreation

Type: Technical Adjustment

Request: PK_006 - Fall - Beg. Fund Bal. Adj

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	0	0	0
Personnel Services	87,127	0	87,127
External Materials and Services	1,157,658	0	1,157,658
Internal Materials and Services	(8,425)	0	(8,425)
Capital Outlay	5,117,145	0	5,117,145
Fund Transfers - Expense	3,052	0	3,052
Contingency	16,097,758	0	16,097,758
TOTAL EXPENDITURES	22,454,315	0	22,454,315
REVENUES			
Budgeted Beginning Fund Balance	22,406,049	0	22,406,049
Charges for Services	48,266	0	48,266
TOTAL REVENUES	22,454,315	0	22,454,315

Bureau Description:

This package is to adjust the beginning fund balances for Parks funds to align with the CAFR.

CBO Discussion and Recommendation

Recommended as requested. Beginning balance true-ups by fund are as follows: Portland Parks Memorial Fund (\$346k), Golf Fund (\$326k), PIR Fund (reduced \$37k), Parks Capital Fund (\$23.2 million). Within the Parks Capital Fund, the SDC subfund has \$20.4 million, of which \$15.1 million is rebudgeted in contingency. Of this contingency, \$10.3 million is unallocated and the remainder is project contingency for various projects.

The significant SDC balance is the result of much greater than anticipated revenue throughout FY 2012-13, spiking toward the end of the year. The reduced budgeted balance in the PIR Fund is of moderate concern, particularly in light of the drainage district assessment (PK_002) and a larger than anticipated overhead charge in future years.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Parks & Recreation

Type: Technical Adjustment

Request: PK_007 - Fall - Position Changes

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	118,992	0	118,992
External Materials and Services	(118,992)	0	(118,992)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0
FTE			
Full-Time Positions	3.00	0.00	3.00
Limited Term Positions	-1.33	0.00	-1.33
TOTAL FTE	1.67	0.00	1.67

Bureau Description:

This package convert any limited term positions that have permanent funding on regular status, and cleans up any other positions coded incorrectly in the Adopted Budget.

It also adds one position to the budget. This position is responsible for overall advancement of the organization's internal and external equity and access strategies. The position will provide creative leadership to enable PP&R to become more diverse and inclusive in its workforce, operating environment, programs, services and partnerships. This position will be responsible for program strategy, policy recommendations, trainings, and other methods designed to increase the organization's apacity to provide culturally competent and proficient programming and services to diverse groups, communities, and underserved populations.

CBO Discussion and Recommendation

Recommended as requested. This request includes the following position changes:

- Reclassification of a Senior Admin Specialist to an Admin Assistant – no dollar change
- Addition of a position – currently unclassified – to be the Access and Equity Manager, as discussed above; this position is funded out of the administrative portion of operations and maintenance increases (\$118k)
- Conversion of one limited term FTE Senior Admin Specialist to a regular position. This position is shared between Finance and zone operations – ongoing funding is being made available from the seasonal budget.
- Elimination of a Utility Worker II position to be replaced with a Horticulturist in the North Zone – no net impact
- Reclassification of an Electrician/Instrument Technician to a Maintenance Mechanic to better align with the responsibilities of managing the City's decorative fountains.
- Extension and conversion of a limited term position to regular at the Multnomah Arts Center. This position has been extended for the last several years as revenues at the center continue to be robust enough to support it. CBO has recommended in the past that this position be built into the base.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Parks & Recreation

Type: New Request

Request: PK_008 - Fall-O&M for Major Projects Completed in FY13-14

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	11,318	(11,318)	0
External Materials and Services	269,390	(166,209)	103,181
Bond Expenses	0	0	0
TOTAL EXPENDITURES	280,708	(177,527)	103,181
REVENUES			
General Fund Discretionary	280,708	(177,527)	103,181
TOTAL REVENUES	280,708	(177,527)	103,181

Bureau Description:

This package is to increase General Fund discretionary for Operations and Maintenance on large park acquisitions and major capital developments that have been or will be put into services during FY 2013-2014 and aren't currently in PP&R's CAL target. The three projects meeting this criteria are:

- * Acquisition of Broadmoor Property (closed last FY, requesting full year \$100,317)
- * South Waterfront Central Greenway (completed winter of 2013, requesting a half year \$153,936)
- * Lotus Island Playground (contract ended 4/29/2013 requesting a full year \$26,455)

CBO Discussion and Recommendation

CBO recommends \$103,181 one-time for this request. The outyear costs are included in a separate recommendation regarding CAL adjustments for FY 2014-15.

The Broadmoor property is a 54 acre property that was acquired in December 2012 under authority granted by PP&R to acquire property utilizing Metro bond funding. That 2008 ordinance (181710) states: "The Council recognizes that acquisition of new properties will necessitate appropriation of additional monies for operation and maintenance. Portland Parks and Recreation will seek Council appropriation, though the Fall BuMP process, of operation and maintenance costs associated with properties acquired under the authority of this Ordinance during the year." Based on this language, CBO believes that this request aligns with the intention of Council. The request would primarily fund City Nature programs including City Nature East and Urban Forestry (total \$73k). The remainder of the \$100k request funds a portion of various central services and administration. The bureau has requested a full year of costs based on the 2012 in-service date. All costs are based on the current Parks cost/acre model, not actual anticipated costs. This model is not being reviewed as part of this recommendation. However, CBO will be exploring the quality of the model for future requests. While CBO acknowledges the incremental costs in the current year associated with the direct program – i.e. City Nature – CBO does not recommend contingency as a source for the central allocations. These are appropriately included in the CAL adjustment. As such CBO recommends \$75k for this acquisition.

In May 2012, when the South Waterfront Greenway was being authorized to move forward, Council passed an ordinance (185370) that acknowledged the need for O&M funding and authorized that expenditure. According to the ordinance, "Both the O&M estimate [a total of \$55,670 after the first phase and \$346,800 after the second] and the fiscal year may be adjusted if there is updated information." Based on this language, CBO believes that this request aligns with the intent of Council. However, after further discussion with the bureau, CBO established that only the Phase I improvements will be coming online in the current fiscal year. As such, a half-year amount for those improvements is recommended.

In 1993, the City accepted a land donation at Lotus Isle on Hayden Island and entered into an agreement that committed a third party to 20 years of maintenance of the land and improvements. This agreement expired in April 2013. Parks is requesting new funding for the maintenance of this 1.72 acre park and playground. The estimate of \$26k annually is based on a \$7,922 increased cost to the Finance group (reflecting bureau overhead and administration), a \$9,300 increased cost to the North Zone maintenance group, a \$3,232 increase in turf and irrigation, and a \$5,601 increase for Urban Forestry. In the 1993 ordinance there was no explicitly expressed Council intent to provide additional external funds. Without this Council directive and given the long planning horizon for this transition (i.e. 20 years), CBO does not recommend this request based on the City's policy to fund maintenance of new assets. Moreover, CBO considers the metric-driven approach (e.g. 38 trees costing on average \$147/yr) to be inappropriate for a contingency request – this type of metric is more appropriate to ongoing allocations for new assets - and recommends that the bureau refine the figure to represent actual costs that cannot be funded with currently estimated underspending. This request would be more appropriately made as part of the Spring Supplemental.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Parks & Recreation

Type: Capital Set-Aside Request

Request: PK_009 - Pay off City Debt of \$3.2M Line of Credit

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Bond Expenses	3,218,000	0	3,218,000
TOTAL EXPENDITURES	3,218,000	0	3,218,000
REVENUES			
Fund Transfers - Revenue	3,218,000	0	3,218,000
General Fund Discretionary	0	0	0
TOTAL REVENUES	3,218,000	0	3,218,000

Bureau Description:

This package would save the City of Portland over \$530,000 over the next 10 years in interest costs and restore approximately 35% of the General Fund Discretionary allocation for Portland Parks & Recreation's (PP&R) capital major maintenance. Paying off this debt in full now using the City's excess ending fund balance would also avoid costs associated with PP&R and Office of Management & Finance's (OMF) Debt Management working to refinance this debt.

The Line of Credit is set to expire in FY 2015-16. If not paid off, PP&R and OMF's Debt Management division will have to work together to refinance the LOC with a bank loan in order to pay the \$3.2 million of outstanding debt. This loan will require a 10-year commitment of funds from PP&R's annual allocation of General Fund Discretionary resources for capital major maintenance. The current commitment is scheduled to be \$380,000 in annual payments for the next 10 years. This \$380,000 accounts for over one-third of the allocation of General Fund Discretionary for major maintenance capital improvements.

CBO Discussion and Recommendation

Recommended as requested. As noted above, PP&R currently spends roughly a third of its major maintenance allocation on debt payments for this line of credit. The line of credit was authorized in 2010 in order to utilize a portion the annual allocation to perform several major upgrades and renovations to maintenance facilities. At the time, PP&R hoped to take out this debt with a portion of the proceeds from a general obligation bond. That did not occur, so the obligation continues and, as noted above, will require refinancing within the next few years. This request aligns with the City's financial policy around allocating at least 25% of excess ending fund balance for capital maintenance; the impact of this request is to free up the ongoing resource for Parks to address its long list of maintenance projects. In addition, the interest savings is considerable.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: Encumbrance Carryover Request

Request: PL_001 - Police Encumbrance carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	567,178	0	567,178
TOTAL EXPENDITURES	567,178	0	567,178
REVENUES			
General Fund Discretionary	567,178	0	567,178
TOTAL REVENUES	567,178	0	567,178

Bureau Description:

The Police Bureau ended FY 2012-13 with \$884,015 of the General Fund budget encumbered for purchases which were initiated by not yet received by June 30. Net of purchase expense accruals applied to FY 2012-13 during the fiscal year close process, the total required to cover outstanding purchase commitments is \$568,498. This carryover request of \$568,498 is well within the bureau's \$1.15 million ending balance available for materials and services.

CBO Discussion and Recommendation

Recommended as requested. Significant purchases include ammunition, ballistic vests, furnishings, aircraft fuel and service contracts not fully invoiced by June 30.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: Carryover Request

Request: PL_002 - Police Non-discretionary Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	416,410	0	416,410
TOTAL EXPENDITURES	416,410	0	416,410
REVENUES			
General Fund Discretionary	416,410	0	416,410
TOTAL REVENUES	416,410	0	416,410

Bureau Description:

Bureau-generated General Fund revenue for FY 2012-13 was \$14.3 million, which exceeded the budget by 3.0% creating a surplus of \$416,410. This carryover request to retain the excess bureau-generated revenue is made in accordance with Binding City Policy - Financial Management FIN-2.06 - Revenue.

CBO Discussion and Recommendation

Recommended as requested. Current Financial Policy states that bureaus may keep program revenues that exceed budget, and that the carryover must be budgeted into the programs that generated the revenue. The bureau requests \$416,410. The bulk of its program revenue (over six million) is reimbursement for services provided. Traffic Citation Shared Revenue, alarms fees and fines, PPDS subscriptions, records and tow fees, and property disposal comprise the remainder. Positive variances were realized in almost all programs. The current year Adopted Budget has increased revenue targets accordingly.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: Carryover Request

Request: PL_003 - Police Grant Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	228,970	5,000	233,970
External Materials and Services	488,654	0	488,654
Internal Materials and Services	23,812	0	23,812
Capital Outlay	20,000	0	20,000
TOTAL EXPENDITURES	761,436	5,000	766,436
REVENUES			
Intergovernmental Revenues	766,436	0	766,436
General Fund Discretionary	(5,000)	5,000	0
TOTAL REVENUES	761,436	5,000	766,436

Bureau Description:

The Police Bureau requests an increase in Grant Fund appropriation of \$883,320 and offsetting grant revenue as a carryover of grant appropriation from FY 2012-13 to continue use of the grant award funds in FY 2013-14.

CBO Discussion and Recommendation

Recommended as requested. This request appropriates additional revenue and expense for 20 separate grants and identifies grant match funds within the General Fund.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_004 - Fund 222 Beginning Balance Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	401,346	0	401,346
TOTAL EXPENDITURES	401,346	0	401,346
REVENUES			
Budgeted Beginning Fund Balance	401,346	0	401,346
TOTAL REVENUES	401,346	0	401,346

Bureau Description:

This request adjusts the Police Special Revenue Fund beginning balance, so that the FY 2013-14 Revised Budget beginning fund balance will match the actual ending balance for FY 2012-13. Fund 222's ending balance for FY 2011-12 was \$1,891,956. Revenue of \$116,427 and expenditure of \$394,063 net to a balance reduction of \$398,216 for an ending fund balance of \$1,493,740. The FY 2013-14 Adopted Budget beginning fund balance was set based on an estimate of \$1,092,394. An upward adjustment of \$401,346 is requested so that the FY 2013-14 Revised Budget is equal to the FY 2012-13 actual ending balance.

CBO Discussion and Recommendation

Recommended as requested. Beginning fund balance is \$401,346 above the Adopted Budget. FY 2012-13 fund changes include \$748,338 in new revenues and \$1,146,554 in operating and fund level expenses. All funds are budgeted to commodities purchases. Budgeted expenses are reduced by \$200,000 in Crime Interdiction Overhead and increased most significantly within the GREAT program (\$201,156), Asset Forfeiture (\$217,583), Investigations Overhead (\$66,414) and Patrol Operations Overhead (\$82,031).

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_005 - Lifeworks Funding moved from Spec Approp

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	100,000	0	100,000
TOTAL EXPENDITURES	100,000	0	100,000
REVENUES			
General Fund Discretionary	100,000	0	100,000
TOTAL REVENUES	100,000	0	100,000

Bureau Description:

The FY 2013-14 Adopted Budget included \$100,000 for the Lifeworks New Options for Women (NOW) contract as a Special Appropriation budgeted in Office of Management and Finance. The Police Bureau is the administrator for the contract. This request is a technical adjustment to move the funding to the Police Bureau's budget to enable greater oversight of the contract funding.

CBO Discussion and Recommendation

Recommended as requested. CBO recommends all funding be budgeted in the bureau providing contract management, to encourage good customer service and that providers be held accountable to the contract provisions.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_006 - Police Fall Tech Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(6,600)	0	(6,600)
Internal Materials and Services	6,600	0	6,600
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This package contains technical adjustments with no material impact to budget programs. A transfer from EM&S will fund a \$6,600 interagency with Parks and Recreation.

CBO Discussion and Recommendation

Recommended as requested. Three adjustments move expenses between fund centers. Landscape maintenance at the Kelly Building is assigned to an interagency with Portland Parks and Recreation.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_007 - School Resource Officers (4 positions)

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	265,664	(265,664)	0
TOTAL EXPENDITURES	265,664	(265,664)	0
REVENUES			
General Fund Discretionary	265,664	(265,664)	0
TOTAL REVENUES	265,664	(265,664)	0
FTE			
Full-Time Positions	2.67	-2.67	0.00
TOTAL FTE	2.67	-2.67	0.00

Bureau Description:

Problem – The primary issue is lack of adequate staff to accomplish the division's work, specifically the School Resource Officer (SRO) work. In the FY 2013-14 Adopted Budget, four positions were cut from the unit. The reduction of the four positions resulted in inadequate SRO coverage in the high school clusters, and one cluster, the Lincoln High School cluster, experienced the total elimination of SRO coverage. We are requesting to add back three SROs and a sergeant position to supervise SROs. Currently two sergeants assigned to Youth Services Division have the responsibility of supervising 16 officers and 3 non-sworn staff between them. Without an additional sergeant position added, the span of control would be greater than 1:10. This broad span of control would negatively impact the overall efficiencies and accountability of the division.

Solution – Restore four FTE to the Youth Services Division and ensure dedicated SROs to all Portland high school clusters.

Outcomes – The four positions would support the division's efforts to proactively and positively engage with youth and keep them out of the criminal justice system. Additionally, adding a sergeant position would create a span of control of 1 sergeant to 6.33 officer positions. The reduced span of control aligns with industry recommendations for span of control and will allow for greater operational efficiencies and oversight. The restoration of SROs will better meet public expectations of safety in Portland's schools.

CBO Discussion and Recommendation

This request is not recommended, as there is no ongoing General Fund available with which to support ongoing positions. CBO recommends that permanent General Fund position authorization be addressed within the more robust process that accompanies budget development. This request includes three officers and one sergeant.

Four officer positions were eliminated in the FY 2013-14 Adopted Budget from the Youth Services Division, resulting in a decrease from 16 School Resource Officers (SROs) to 12. PPB management has identified 15 high schools that need a police presence: all Portland Public School high schools, David Douglas, Parkrose, and three alternative high schools. In the current fiscal year, Lincoln High School is not assigned an SRO and four schools are assigned 0.50 SRO coverage. Currently SROs are redeployed as necessary for incident response. This request would increase coverage to one SRO per school, and provide additional supervision. Current division span of control is 1:11. SRO officers provide 1) the perception of safety, and comfort to the school community to know that someone is paying attention to safety, 2) response to issues occurring on school grounds or within the student body, 3) the opportunity for positive interaction with law enforcement, and 4) a commitment to the use of restorative justice as an alternative to the criminal justice system.

It is too early in the school year to compile trend data on number of police reports taken on school property, or crimes reported. In FY 2012-13, each SRO averaged 56 reports per school year. SROs perform many duties beyond report writing. CBO encourages the bureau to document the workload and service level impacts that the division experiences under the current staffing configuration.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_008 - Diversity and Equity Training

	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:

Problem – The bureau's force is not evenly trained in diversity and equity issues. The bureau command has recently completed training focused on implicit bias and institutional racism. In a top-down approach, the next step is for the bureau's 134 sergeants to receive equity and diversity training, followed by all bureau officers. The goal is for all sworn staff to receive adequate baseline training for future in-service efforts to build on. Currently the bureau has no dedicated funding for diversity and equity training either for bureau personnel to attend trainings or to bring speakers/trainers to the bureau. All diversity and equity trainings have been funded out of bureau EM&S, which has been a steadily declining resource in recent years.

Solution – Receive funding to provide equity and diversity training for the bureau's sergeants. This request is for funding to train sergeants and a future request for funds to train officers would be part of the budget process.

Outcomes – The bureau sworn personnel will be better trained in diversity and equity issues. This will result in improved community relationships and bureau employees better equipped to manage diversity and equity issues.

CBO Discussion and Recommendation

This request is not recommended, as it falls outside of the Financial Policies' focus on capital repair and maintenance (for excess beginning fund balance), or reasonable and unforeseen expense (for contingency). CBO believes the bureau can accommodate this important investment within its existing External Materials and Services budget.

This request was generated by the Community and Police Relations Committee (CPRC). The CPRC was formed in 2009 to address issues involving racial profiling. The group spent several years researching racial equity trainings that aim to change behavior by raising awareness of institutional racism and racial disparities. CPRC members then proposed training content and design appropriate for Police Bureau sworn staff. In January 2013 the prototype one-day training was delivered to roughly 50 PPB command staff by two external subject matter experts; the bureau reports strong satisfaction with the training. This funding would support extending the training to the bureau's 134 Sergeants, and provide follow up for command staff. The PPB's goal is to extend this training to all existing staff, and then provide it to new hires and during in-service via Training Division staff.

Training is funded via External Materials and Services. Within PPB, EM&S has been reduced over many years in response to revenue reductions, both General Fund and external. A February 2012 analysis estimated the bureau's base requirement for non-dedicated EM&S to be \$5.2 million. In the current fiscal year, the bureau reports a slightly higher non-dedicated EM&S budget of \$5.9 million.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_009 - Narcotics Dog Replacement

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	23,300	(23,300)	0
TOTAL EXPENDITURES	23,300	(23,300)	0
REVENUES			
General Fund Discretionary	23,300	(23,300)	0
TOTAL REVENUES	23,300	(23,300)	0

Bureau Description:

Problem – The current drug dogs are trained to detect marijuana in addition to other illegal substances. These dogs cannot be retrained to not detect marijuana. There is a great likelihood that state law will change in the near term and marijuana will be legalized. At that time, we will need dogs that will not detect marijuana in searches because if dogs falsely detect illegal substances, the past and current court cases that are based on the evidence collected from the dog searches are subject to legal challenges.

Solution – The proposal is to begin acquiring new drug dogs not trained to detect marijuana; this request is for one narcotics canine. If marijuana becomes legal, the current dogs can be sold or donated to agencies in other states where marijuana legalization is not likely to occur in the near future, and all new dogs will need to be purchased.

Outcomes – Effective and accurate detection of illegal substances by PPBs drug canines. Minimize the chance of legal challenges.

CBO Discussion and Recommendation

This request is not recommended, as it falls outside of the Financial Policies' focus on capital repair and maintenance (for excess beginning fund balance), or reasonable and unforeseen expense (for contingency). CBO believes the bureau can accommodate this investment within its existing External Materials and Services budget.

This request funds one additional drug canine, bringing the bureau's investment to three DVD canines. The bureau wishes to invest in a dog that is not trained to detect marijuana in anticipation of a future change in Oregon laws. If marijuana is legalized, there is potential litigation risk associated with utilizing the bureau's current DVD canines. The bureau estimates a six-month lead time for procuring and preparing a canine for service. The bureau does not currently maintain a reserve account for canine replacement, although eight of its 11 canines (bureauwide) are above the average retirement age of 5.4 years.

This request supports one-time costs of canine acquisition, travel to collect the canine, training, kennel and miscellaneous equipment and veterinary costs. Expanding the bureau's canine fleet would also require acquisition of a canine vehicle (estimated at \$32,000); this component was excluded from the request.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: Capital Set-Aside Request

Request: PL_010 - MAVTechnology (1 Lt. Term position)

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	59,784	(59,784)	0
Capital Outlay	834,619	0	834,619
TOTAL EXPENDITURES	894,403	(59,784)	834,619
REVENUES			
General Fund Discretionary	894,403	(59,784)	834,619
TOTAL REVENUES	894,403	(59,784)	834,619
FTE			
Limited Term Positions	0.67	-0.67	0.00
TOTAL FTE	0.67	-0.67	0.00

Bureau Description:

Problem - The MAV system represents an opportunity to address several on-going problems and opportunities for Portland Police Bureau. These include 1) improving public trust, 2) police accountability, 3) improving risk management, 4) training opportunities, and 5) evidence for criminal court.

Solution - The proposed expansion of the MAV system will provide full in-car video recording capabilities for 51 new 2013 patrol vehicles currently in the process of going into service. The request will cover the installation of in-car systems with near 360 degree recording capability and infrastructure for vehicles to upload the video at all major Police Bureau locations at the end of each shift. Further expansion of the system would then be just a matter of installing more cameras in cars as future funding allows.

Outcomes - Improved public trust – Citizens will know that Portland Police Bureau is taking steps to improve accountability. Monitoring behavior – the system will be in place to monitor Police interactions with the public and will provide direct evidence of behavior. Risk Management – Studies have shown that up to 95% of complaints of police behavior are settled in favor of police when video evidence exists. Training opportunities – Examples of police procedures and behavior both good and bad can serve as training material for officers. Video and audio evidence in criminal cases is very compelling and results in fewer cases going to trial thereby lowering court related costs.

This request includes a limited-term Sr. Business Systems Analyst position.

CBO Discussion and Recommendation

\$834,619 of this request is recommended. This investment qualifies as a capital investment in a current underfunded program. The request includes outfitting 51 cars with five-camera, 360 degree video technology, data network and server infrastructure, and one Senior Business Systems Analyst. CBO recommends the capital portion of this investment only. The bureau requested funding for this project in the FY 2012-13 Fall BMP, and currently has outfitted 10 cars in the Traffic Division and two in Central Precinct with Mobile Audio Video.

This investment increases accountability. A 2002 study by the International Association of Chiefs of Police found that officers using the system in 20 states reported that video systems de-escalate situations (when civilians are informed that a camera is recording the incident), increase officer professionalism, and aid in resolving complaints against officers and in officer training. A 2013 study in Rialto, CA found that complaints filed against officers fell by 88% compared with the previous 12 months when that department implemented cameras worn on officers. Use of force by officers fell by almost 60%. The bureau has tested on-person cameras and determined the video to be of insufficient quality, but feels the same gains can be made from MAV. The officer will wear a microphone on his or her body with a range up to two miles, and four cameras will capture 360 degree video footage.

IPR supports the MAV investment because video documentation allows more efficient investigation into complaints, a much higher percentage of which will be investigated due to the forthcoming DOJ Agreement. Video documentation is expected to render more cases provable.

Continued expansion of MAV technology will cost the bureau roughly \$11,300 per car. The bureau estimates that 300 cars within the traffic and patrol divisions should be outfitted. On a five-year replacement cycle, annual ongoing costs for this technology are approximately \$675,000, excluding the associated FTE (roughly \$90,000). Technology costs may also fall in the future.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_011 - Restoration of Traffic Officers (5 positions)

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	314,800	(314,800)	0
Internal Materials and Services	200,000	(200,000)	0
TOTAL EXPENDITURES	514,800	(514,800)	0
REVENUES			
General Fund Discretionary	514,800	(514,800)	0
TOTAL REVENUES	514,800	(514,800)	0
FTE			
Full-Time Positions	3.33	-3.33	0.00
TOTAL FTE	3.33	-3.33	0.00

Bureau Description:

Problem – The Traffic Division lost five positions and five vehicles as part of the FY 2013-14 Adopted Budget reductions. As a result of lost positions, the division has been forced to eliminate the night shift. Additionally, the loss of these five positions has made it more difficult to staff the ever-increasing number of special events requiring large-scale traffic control, such as Sunday Parkways and various athletic events. This type of event requires large numbers of motorcycle officers and supervisors to facilitate road closures and troubleshoot problems. It has also resulted in reduced ability to process major crash scenes and Driving Under the Influence of Intoxicants (DUII) cases for patrol officers at the precincts. In the last year of its existence, Traffic’s night relief processed 738 DUII cases and conducted 530 crash investigations. This work load has been pushed onto personnel at the precincts. On average, each night relief officer issued 2,167 traffic citations per year.

Solution – Restore the five positions, and funding for positions and vehicles.

Outcomes - Based upon statistics, we would expect restoration of the five additional FTEs to produce approximately 13,000 traffic citations per year. The Police Bureau would also gain efficiency in processing DUII offenders and investigating traffic crashes, as Traffic Division officers are specially trained and equipped for these tasks and thus complete them faster and with higher quality than patrol officers.

CBO Discussion and Recommendation

This request is not recommended, as there is no ongoing General Fund available with which to support ongoing positions. CBO recommends that permanent General Fund position authorization be addressed within the more robust process that accompanies budget development. The request includes four officers and one sergeant and five vehicles eliminated in the FY 2013-14 Adopted Budget.

The operational impact of FTE reductions in the current year is a net loss of 1.0 FTE due to four vacancies in FY 2012-13. In the previous year, vacancies were spread throughout the shifts. With the loss of a Sergeant in FY 2013-14, the division eliminated the night shift (9 pm – 7 am), eliminating traffic detail after afternoon shift begins its paperwork around 2 am (the shift ends at 3 am).

The bureau describes the elimination of night shift as impacting patrol availability when patrol officers need to process DUIs – which can take several hours – and negatively impacting public safety in general, due to the impact that car accidents have on public safety. In 2012 there were 32 traffic fatalities within the City of Portland, compared to 24 homicides. A 2005 National Center for Statistics and Analysis study concluded that one-third of fatal car accidents were speeding-related, and that 41% of those speeding drivers were intoxicated. In 2011, 10.5% of DUII arrests occurred between 2 am and 3 am (averaging a little over two per week), and 2.7% occurred between 3 am and 7 am (an average of 0.6 per week).

This request also includes \$200,000 to support five vehicles eliminated in the FY 2013-14. The vehicle elimination was unsupported: as traffic cars are used across multiple shifts, the elimination of five officers (or a single shift) does not allow for equivalent vehicle elimination. The vehicles remain in service; without additional budget the bureau will need to reallocate existing funds.

The Traffic Division is unique in that it generates flexible revenue for the City. CBO estimates that each traffic officer generates \$42,253 in traffic fine revenue (\$29,154 of which goes to the General Fund, and \$13,098 of which goes to the Traffic Safety Account). Night duty is also most likely to generate overtime court costs, estimated at \$14,000 per officer annually. The net gain to the General Fund is roughly estimated at \$15,000 per traffic division night duty officer.

CBO encourages the bureau to document the workload and service level impacts that the division experiences under the current staffing configuration.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_012 - Gang Enforcement Team staffing (3 positions)

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	202,704	(202,704)	0
TOTAL EXPENDITURES	202,704	(202,704)	0
REVENUES			
General Fund Discretionary	202,704	(202,704)	0
TOTAL REVENUES	202,704	(202,704)	0
FTE			
Full-Time Positions	2.00	-2.00	0.00
TOTAL FTE	2.00	-2.00	0.00

Bureau Description:

Problem - Currently there is one sergeant and seven officers assigned to work the GET afternoon shift. This team is not big enough to split up and cover more than one incident or area of the city at a time. GET is a high risk, high consequence unit and the work entails apprehending violent armed individuals. This type of work requires strong supervision and the one sergeant model is not ideal. Additionally, the elimination of two officers from GET in the FY 2013-14 Adopted Budget has created situations where there are not enough officers to contact large groups of gang members safely. When there are adequate officers on scene the situation is calmer and allows for relaxed (and successful) engagement, but when the officers are outnumbered by a large margin, the contact can be difficult to safely manage.

Solution – The proposed solution is to restore two officer positions and create a new sergeant position. An additional sergeant position would assist the overburdened sergeant that currently supervises the team, as well as provide operational and tactical support. The additional officers would allow for greater team capacity and increased safety on scene.

Outcomes - Restoring two officer positions and creating a new sergeant position to assist supervising this team would allow GET the ability to cover more areas and incidents city-wide. Since the afternoon shift was started in 2010, GET has seized 153 guns; with higher staffing levels, we expect the success rate of gun seizure and apprehension of criminals to increase commensurately. Additional staffing and supervision will also increase investigative capability, which has an impact on gang violence case clearance rates.

CBO Discussion and Recommendation

This request is not recommended, as there is no ongoing General Fund available with which to support ongoing positions. CBO recommends that permanent General Fund position authorization be addressed within the more robust process that accompanies budget development. The request includes two officers and one sergeant. Two officers were eliminated in the FY 2013-14 Adopted Budget.

In FY 2012-13, the division maintained nine officers and two sergeants on the day shift (investigative duty) and eight officers and one sergeant on afternoon shift (patrol, proactive duty). In the current fiscal year staffing has been reduced by one officer on each shift. The bureau's Standard Operating Procedure requires four a four officer minimum for Gang Violence Response Team (GVRT) incidence response, meaning that the afternoon shift can currently respond to only one incident at a time. The bureau wishes to increase coverage across both shifts, and its supervisory ratio on the afternoon shift.

Gang incidents appear to continue to rise. GVRT call outs have increased 74% between 2008 and 2012. There were a total of 118 call outs in 2012. There was a 22% increase in GVRT call outs in summer 2013 (June – Sept) compared to summer 2012. At 44 over a four month period, this equates to roughly 2.5 call outs per week.

CBO encourages the bureau to document the workload and service level impacts that the division experiences under the current staffing configuration.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: Capital Set-Aside Request

Request: PL_013 - Mobile Data Computer (MDC) Funding Gap

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	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:

Problem – Mobile Data Computers (MDCs) in patrol and other vehicles have, over time, become integral to conducting law enforcement activities. They have become a “mobile office” for Portland Police Officers when they are out in the field. As with any technology-based system, these devices need to be replaced and upgraded on a regular basis; in this case, on a five year cycle. Since the last replacement cycle, many new capabilities have been added including License Plate Recognition, MAV video, and several other new systems. At the same time, other factors have come into play that change the requirements for an MDC solution including the implementation of the VCAD system, the move from the no longer available Ford Crown Victoria cars to Chevrolet Caprices, and the end of support for Windows XP in April of 2014. Given these factors, a more robust solution had to be found and a project had to be put in place to dovetail the MDC replacements with the roll out of the Caprice patrol cars over 5 years and the replacement of the Windows XP-based MDCs that will take place before April of 2014.

Solution – Several new features make the new MDC solution a vast improvement over the existing equipment. A new 12” touch-screen monitor will be solidly mounted to the dashboard of the Caprice patrol cars. This will improve clarity and ease of use while improving sight lines and officer safety at the same time. The MDC computers themselves will be mounted on a rollout trunk tray which will free up space in the vehicle interior and keep the unit out of the way of the normal wear and tear associated with the driver compartment of a patrol car. The project anticipates a shortfall over and above available replacement funds of up to \$500,000 over the five-year term of the project, starting in FY 2014-15.

Outcomes – Fleet rollouts of Chevrolet Caprice patrol cars in fiscal years 2014-15, 2015-16, and 2016-17 will require the additional purchase of the equipment necessary to upgrade these new cars to the desired configuration. The shortfall, at least in part due to the switch to the Caprice patrol cars, will be spread over three fiscal years.

CBO Discussion and Recommendation

This request is not recommended because expenses are not expected to be realized in the current fiscal year. As capital repair and maintenance, this request does align with the Financial Policy on excess ending fund balance. The bureau maintains a replacement fund for the computers in its patrol cars, which are replaced every five years. The fund is not intended to cover hardware to mount the computer to the car dash board, as this is typically reused. However, with the transition to Chevy Caprices, the new hardware must be purchased. This expense will be spread over the next four calendar years as replacement vehicles are phased in. A revised projection on the project deficit now equals roughly \$375,000 spread over three fiscal years: \$59,553 in FY 2014-15, \$156,449 in FY 2015-16, and \$158,758 in FY 2016-17.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: Capital Set-Aside Request

Request: PL_014 - Servers to House PPB Email Solutions - CJIS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	180,000	(25,000)	155,000
TOTAL EXPENDITURES	180,000	(25,000)	155,000
REVENUES			
General Fund Discretionary	180,000	(25,000)	155,000
TOTAL REVENUES	180,000	(25,000)	155,000

Bureau Description:

Problem – The Federal Bureau of Investigation’s (FBI) Criminal Justice Information Service (CJIS) provides the policy standards for information technology security for storing, processing, and transmitting Criminal Justice Information (CJI) for state and local law enforcement agencies. The policy standards are, in turn, enforced in Oregon by the Law Enforcement Data System (LEDS) division of the Oregon State Police. In the course of their work, Police Officers and Detectives can and do exchange CJI using the City email system. An existing CJIS policy standard does not allow CJI to be stored in a non-secure environment (including in email) without encryption of the CJI data and without law enforcement management control of the non-secure environment. This poses complex and potentially expensive problems in using cloud based services such as MS Office 365 or housing email in City facilities outside of Police control.

Solution - In consultation with LEDS representatives, the solution recommended to Portland Police Bureau as the easiest and least expensive alternative is to simply house the police email server and system in the Justice Center secure computer room. The most feasible solution is to set up an email server and system for Police in the Justice Center computer room and BTS Police IT can run the project and interface with other BTS division personnel, as necessary. Mailboxes will need to be moved from the current system to the new Police system.

Outcomes - The resulting email environment should allow seamless email service and calendar sharing with the City as before, enable direct monitoring and control by Police Bureau IT staff, and meets CJIS requirements in order to continue sharing criminal justice information via email communications.

This request includes \$155,000 for one-time costs and \$25,000 for ongoing costs.

CBO Discussion and Recommendation

\$155,000 in one-time money recommended. As an investment in infrastructure repair and maintenance, this request aligns with Financial Policy as a use of excess fund balance. As part of its transition to Office 365 by April 2014, the City will be eliminating its email servers and those programs will reside on the cloud instead. This solution does not work for the Police Bureau, which must abide by Criminal Justice Information Service standards. These standards require that every employee with data access pass background checks. Storing data and programs on the cloud would extend this requirement to Microsoft employees. BTS has recommended that the bureau pursue its own server solution. The servers being retired are at the end of life and not usable for new applications. This expense will be realized in the current fiscal year. CBO does not recommend the bureau’s request for \$25,000 in ongoing number because that request does not align with City Financial Policy.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_015 - Budget Note Required Staffing Study

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

Problem – City Council directed the bureau to complete a staffing study, as directed by a FY 2013-14 Adopted Budget budget note. The bureau has initiated the RFP process to solicit qualified contractors to perform the study. Based upon the complexity of law enforcement staffing, the study is expected to cost upwards of \$200,000 and begin in FY 2013-14. The Police Bureau does not have the funding for the study and requests General Fund funding for the Council-directed study, as was the case for the Fire Bureau staffing study directed by Council in FY 2011-12.

Solution – Council provides funding for the study with no negative impacts to the Police Bureau's budget. The study will incorporate the number and configuration of shifts, appropriate call classification and response time goals, district patrol area size, work week schedules, the volume of calls for service, and officer safety requirements. The study will take place in 2014 and the resulting report will provide valuable information regarding the bureau's staffing and service levels.

Outcomes – The study will meet Council's directive and provide bureau management critical information in determining how resources are deployed.

CBO Discussion and Recommendation

This request is not recommended because it does not align with the City's Financial Policy on use of excess fund balance or contingency. This study is directed by a current year Budget Note. A Request for Proposals is expected to be issued within the month (October 2013) with an expansive scope to assess whether the bureau is right-sized, taking into account the crime rate, community expectations, specialty division strength and nonsworn support. A budget of \$200,000 has been established for this effort. A completed product is expected by June 2015. Given a six month process to establish a contract, the bulk of the expense will occur in FY 2014-15.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_016 - Domestic Violence Response Advocate Contract

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

Bureau Description:

Problem – Domestic Violence Response Advocates (DVRAs) are currently stationed within Portland Police Bureau's East and North precincts from 2 PM to midnight, Tuesdays through Saturdays. These advocates are available to police to respond on-scene to intimate partner domestic violence incidents or to connect via phone to survivors while they are in crisis. When advocates are not available to immediately respond to the incident, the victim may be back in contact with the offender before s/he's had the opportunity to speak with an advocate to learn about her/his rights as a victim of a crime, of the no-contact order in place, of laws around witness tampering or of ways s/he can stay safe from the offender when s/he is released. Portland lags behind many other cities and counties in after-hours services available to survivors of domestic violence. Many other communities have successful and well-established evening and weekend advocacy programs connected to their local law enforcement agencies, including the cities of Seattle and Salem, and Clackamas, Yamhill, Linn and Benton Counties.

Solution – The proposed solution is to expand the hours and days of the week that the program is available to seven days a week with coverage to all Portland Police Bureau precincts. This expansion would be possible by reallocating two of the daytime DVRU advocate positions to afternoon shifts.

Outcomes - The DVRA project has proven to be an effective model for connecting with victims of domestic violence in order to provide them with critical information, resources and an opportunity for safety planning while they are in crisis. The expansion of the program is projected to increase the victims assisted to 800 cases annually, up 200% from 393 cases in 2012.

CBO Discussion and Recommendation

This request is not recommended because it does not align with the City's Financial Policy on use of excess fund balance or contingency. This request funds the movement of four Domestic Violence Advocates from day shift to night shift (a more expensive shift to staff), and provides some flexible funding for advocates to use on behalf of victims (e.g. motel vouchers). Two advocates currently work on afternoon shift; the bureau has been covering this increased expense internally.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_017 - Southeast Precinct Property Purchase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	263,500	(263,500)	0
TOTAL EXPENDITURES	263,500	(263,500)	0
REVENUES			
General Fund Discretionary	263,500	(263,500)	0
TOTAL REVENUES	263,500	(263,500)	0

Bureau Description:

Problem – Currently a private party owns 17%, or 32, of the parking spaces located in the SE Precinct parking structure. The owner does not allow PPB 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 considering expanding operations at the precinct from one shift to full operations of three shifts. If that occurs, parking spots will be needed for 44 more patrol vehicles as well as precinct staff's personal vehicles. Currently the location houses other agency and bureau functions and staff as well, which compounds the parking constraints.

Solution – Acquire the private party property. The City is currently undertaking an appraisal of the property which is anticipated to be completed in late October. The property was last purchased in 2005 for \$263,500.

Outcome – The Police Bureau and partner agencies housed at the location will have sufficient parking for staff and visitors to conduct operations. SE Precinct will have adequate parking to expand to full operations.

CBO Discussion and Recommendation

This request is not recommended. It funds acquisition of a taxlot within the Kelly Building taxlot that was acquired by the City in 2012. This taxlot contains 50 parking spaces (within two parking decks); an additional 178 parking spaces are within the taxlot already owned by the City and are available for City and community use. The 50 parking spaces within the taxlot not owned by the City have been roped off by the owner and are not accessible for use. For the building's current use, the 178 spaces are sufficient. This amount of parking translates into a parking ratio of 6.29 spaces per 1,000 square feet (when the building's windowless basement is excluded from the building square footage), well above suburban commercial and retail parking ratios.

If PPB were to re-open SE Precinct at the Kelly Building – accommodating three shifts and roughly 130-150 staff – the bureau would require use of the additional 50 spaces. CBO recommends that this investment be considered as a part of that discussion. Opening a fourth precinct would involve other costs as well, such as additional command staff. This is a larger conversation in which Council will need to engage

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_018 - Effective Communication Training

	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:

Problem – The bureau has an outstanding need for effective communication skills training for training staff, field training officers (coaches) and new officers to: 1) provide coaches with skills and techniques to support communication training for new officers, 2) develop training curriculum for continued in-house communication training for new officers, and 3) address DOJ requirements by tying the evaluation of training effectiveness to the DOJ settlement agreement. Our goal is to develop a process which allows us to deliver and evaluate curriculum and communication skills using an evidence-based approach.

Solution – Funding this training program will address multiple training needs of the organization. The training will consist of a five-day course taught over the course of three months with intensive coaching for officers who will become advanced communication training officers within the organization. The initial training will be conducted over two days, followed by a month of implementation, then a one day refresher with another month of implementation, and then finally a two-day class to assess students. We are currently executing a contract with University of Illinois at Chicago to perform a survey regarding perceptions of, and interactions with, police. The timing of this training will allow us to take advantage of a direct contact survey that is already planned, saving us the cost of having to perform a separate survey.

Outcome – The training is anticipated to result in 1) providing coaches with skills and techniques to support the new curriculum on effective communication skills for new hires, 2) developing training curriculum for continued in-house training in the future, and 3) addressing DOJ requirements by tying the evaluation of training effectiveness to the DOJ settlement agreement.

CBO Discussion and Recommendation

This request is not recommended because it does not align with the City's Financial Policy on use of excess fund balance or contingency. This training request covers a three-year contract to train Field Training Officers in communication techniques to build bureau legitimacy, decrease tension, and decrease confrontations when enforcement action is taken. The training is put on by an external subject matter expert, with later trainings to be provided by in-house trainers. The University of Chicago will assess the training's impact via a baseline survey, and then comparison of survey feedback on those officers who undertake the training vs. those who do not.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_019 - PERS savings from OMF

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	55,221	0	55,221
Internal Materials and Services	(55,221)	0	(55,221)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

In the FY 2013-14 Adopted Budget, the City captured about 80% of the projected PERS savings that will accrue to General Fund bureaus and OMF internal service funds as a result of Senate Bill 822, which reduced the City's overall PERS liability. At that time, the Budget Office did not know the City's actual PERS rate. Now that the employer rates have been published, it is possible to calculate the actual savings that will accrue to each bureau.

OMF has calculated the savings for the internal service funds. OMF has been charging customers at the lower rate since July 1. As part of the Fall BMP, bureaus will budget those PERS savings. OMF entered these savings as part of their BMP submittal, and this will balance to the IAs on the part of the Police Bureau's submittal by technical adjustment to external materials and services.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_020 - Correct a Technical Error in Authorized FTE

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	144,826	0	144,826
External Materials and Services	(144,826)	0	(144,826)
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:

The FY 2013-14 Adopted Budget contains an error in the number of authorized positions. Due to a technical error in the creation of the 90% base budget, the Police Bureau is missing 1.0 full-time equivalent (FTE) Police Lieutenant position. The funding is correct: there was no reduction in Current Appropriation Level (CAL) funding. The sum of authorized FTE is not correct.

This request would correct the technical error in the Police Bureau's authorized FTE position count by increasing the number of Police Lieutenant FTE positions by 1.0 to be funded at no additional cost. The resources will be transferred from existing CAL funds currently in the external materials and services major object category.

The technical error in the preparation of the base 90% budget did not correctly offset the management reclassification add-back package (PL_10) that would have reclassified a Captain position to a Lieutenant and eliminated a second Captain position. That is a reduction of 1.0 FTE. The base should have had an additional Lieutenant to offset PL_10, but it did not. The result was a reduction of 2.0 FTE with a funding reduction related to only 1.0 FTE.

The full budget with all requested add-backs (the 90% plus 10% requests) should have had 14 Captain and 31 Lieutenant position FTE, a total of 45.0 FTE. Because the PL_10 add-back request was denied, there should have been a reduction of only 1.0 FTE, to result in 13 Captain and 31 Lieutenant positions, a total of 44.0 FTE. The Adopted Budget has only 43.0 FTE of these positions. This request would correct that quantity.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_021 - PERS reallocation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(147,371)	0	(147,371)
External Materials and Services	147,371	0	147,371
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Reallocates pensions savings to EM&S on a one-time basis.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Planning & Sustainability

Type: Carryover Request

Request: PN_001 - Grants Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	84,081	2,237	86,318
External Materials and Services	272,153	0	272,153
Internal Materials and Services	54,974	0	54,974
TOTAL EXPENDITURES	411,208	2,237	413,445
REVENUES			
Intergovernmental Revenues	411,208	2,237	413,445
TOTAL REVENUES	411,208	2,237	413,445

Bureau Description:

Appropriate or true up grants carryover in various BPS grants.

CBO Discussion and Recommendation

Recommended as requested.

The bureau requests to carry over unspent grant revenues for nine grants, totaling \$483,900, as follows.

- 59,695 Metro CET-SW CORRIDOR
- 266,952 EECBG-Clean Energy Grant (ARRA)
- 9,961 Kaiser Healthy Grant
- 17,826 OMSI Sustainability Grant
- 6,703 State Preservation and Historical Office (2012-13)
- 100,000 Oregon Community Foundation – Clean Energy Grant
- 25,000 BULLITT Foundation – Climate Action Plan Metrics Grants

Included within these grant carryover requests is the Energy Efficiency and Conservation Block Grant (EECBG)-Clean Energy Grant, which previously provided funding for the Clean Energy Works program. The grant, funded with ARRA dollars, has been discontinued, and the remaining grant balance must be used by November 2014; however, the bureau anticipates using the remaining balance of \$266,952 by December 2013. The non-profit established to administer the program, Clean Energy Works Oregon, will continue its energy efficiency services with other resources after the grant period ends.

This request also includes carryover of \$100,000 for the Oregon Community Foundation Clean Energy grant, which the bureau will use as seed money for the Community Solar Special Revenue Fund – the recently created fund that will be used to track the capital expenses of installing solar electric systems on publicly-owned facilities.

As part of this request, the bureau will reduce revenues for the Metro CET- ETOD grant that provides funding for SE quadrant in the Central City 2035 plan. The bureau requests to restore this funding with one-time General Fund Discretionary in another request PN_009.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Planning & Sustainability

Type: New Request

Request: PN_002 - Appropriate bureau to bureau IA's

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	43,270	0	43,270
TOTAL EXPENDITURES	43,270	0	43,270
REVENUES			
Interagency Revenue	43,270	0	43,270
TOTAL REVENUES	43,270	0	43,270

Bureau Description:

Appropriate bureau to bureau IA's to support GIS work (\$25,000) requested by BTS and Division-Midway project (\$18,270) requested by PBOT.

CBO Discussion and Recommendation

Recommended as requested.

In past years, support services have been provided to the Bureau of Technology (BTS), due to the bureau's in-house expertise in GIS data.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Planning & Sustainability

Type: New Request

Request: PN_003 - IGA w/ PDC for Central City

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	14,231	0	14,231
TOTAL EXPENDITURES	14,231	0	14,231
REVENUES			
Intergovernmental Revenues	14,231	0	14,231
TOTAL REVENUES	14,231	0	14,231

Bureau Description:

True up PDC IGA to actual contract amount.

CBO Discussion and Recommendation

Recommended as requested.

The bureau requests to increase IGA revenues received from the Portland Development Commission for planning services as part of the Central City 2035 plan. IGA revenues need to be increased to match the actual amount that will be received in FY 2013-14. To offset the revenues, the bureau will increase its professional services budget of the Planning and Urban Design program. As noted in the subsequent request, the Central City Planning group will be reorganized under the Planning and Urban Design program. As such, CBO supports budgeting the revenues in the Planning and Urban Design program, in contrast to the Central City program.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Planning & Sustainability

Type: Technical Adjustment

Request: PN_004 - Reallocation between Programs

	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
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

Reallocate staff appropriation between planning programs as a result of re-organization.

CBO Discussion and Recommendation

Recommended as requested.

The bureau is currently reorganizing the Planning Division, resulting in staff being moved from the Central City Planning program and District Planning program to the Urban Design program. In order for the bureau's budget to reflect these organization changes, the bureau requests to transfer \$183,706 out of Central City Planning and \$142,058 out of the District Planning program to the Planning and Urban Design program. An impetus for the reorganization resulted from the recent retirement of the Central City program manager, which was filled by the program manager of the River and Environmental Planning program after the program was eliminated in the FY 2013-14 Adopted Budget.

Staff members will continue work on the same project as before but under a different organizational structure, reporting to a different supervisor.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Planning & Sustainability

Type: New Request

Request: PN_005 - appropriate sponsorship, ticket sales, rebates

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	85,550	0	85,550
TOTAL EXPENDITURES	85,550	0	85,550
REVENUES			
Budgeted Beginning Fund Balance	81,020	0	81,020
Miscellaneous	4,530	0	4,530
TOTAL REVENUES	85,550	0	85,550

Bureau Description:

Appropriate sponsorship and ticket sales and carryover from recycling rebates received from utilities.

CBO Discussion and Recommendation

Recommended as requested.

Previously the bureau has budgeted revenues from Fix-It Fair sponsorship and ticket sales in the Solid Waste Management Fund, in addition to revenues generated from recycling and utility rebates. The bureau requests to carryover Fix-It Fair revenues to fund future fair expenses; the bureau also requests to carryover \$81,020 that other city bureaus will request as reimbursement for expenditures that qualify recycling and energy rebates.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Planning & Sustainability

Type: Carryover Request

Request: PN_006 - encumbrance carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	54,250	0	54,250
TOTAL EXPENDITURES	54,250	0	54,250
REVENUES			
Budgeted Beginning Fund Balance	54,250	0	54,250
TOTAL REVENUES	54,250	0	54,250

Bureau Description:

Appropriate contract carryover for contract # 30002095 and contract # 30003342 committed in 12-13 for payments made in 13-14.

CBO Discussion and Recommendation

Recommended as requested.

The bureau requests carryover for encumbrances in the Solid Waste Management Fund. The requested carryover will fund contracted encumbrances related to the bureau's biannual Portland Curbsider publication and the Sustainability Education and Assistance program.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Planning & Sustainability

Type: Technical Adjustment

Request: PN_007 - Reallocation between Expenses and Programs

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	16,500	0	16,500
External Materials and Services	(11,000)	0	(11,000)
Internal Materials and Services	(5,500)	0	(5,500)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

Recode appropriation between expense accounts and programs.

CBO Discussion and Recommendation

Recommended as requested.

Due to the recent retirement of the bureau's administrative staff, the bureau hired a replacement whose primary focus in contract coordination and Council Agenda filings. As result, the bureau will reorganize this position under the bureau's Fiscal Services division in contrast to Administrative Services.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Planning & Sustainability

Type: New Request

Request: PN_008 - Appropriate ARRA Indirect Revenue

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	47,756	0	47,756
Internal Materials and Services	(47,756)	0	(47,756)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Appropriate ARRA indirect revenue to support bureau overhead cost

CBO Discussion and Recommendation

Recommended as requested.

In addition to the request to carryover the Energy Efficiency and Conservation Block Grant (EECBG)-Clean Energy Grant (see request PN_001), the bureau also requests to increase the internal overhead budget by \$47,756 for costs of administering the grant in FY 2013-14.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Planning & Sustainability

Type: New Request

Request: PN_009 - Central City 2035: SE Quadrant Plan

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	95,000	(95,000)	0
TOTAL EXPENDITURES	95,000	(95,000)	0
REVENUES			
General Fund Discretionary	95,000	(95,000)	0
TOTAL REVENUES	95,000	(95,000)	0

Bureau Description:

Preparation of a new long range development plan for the SE Quadrant of the Central City is underway. At the same time, work is underway on station area planning for four new Portland MAX Stations now under construction in the SE Quadrant area. The station area work is funded partially through a Construction Excise Tax (CET) funded grant from Metro, and is an important input into the SE Quadrant Plan.

The Bureau decided to shorten the timeframe for delivery of the SE Quadrant Plan to December 2014. This has increased the overall workload and thus resulted in a slight delay in the completion date for the final two tasks and deliverables for the Metro CET Grant for the station areas. As a result, the Bureau will not be able to bill Metro for the work needed to complete the tasks until FY 14-15. This will result in a budget deficit for staff of \$95,000 in FY 13-14.

The Bureau requests an allocation of \$95,000 from General Fund as part of the Fall BMP to cover this deficit and to allow the completion of the station area work and SE Quadrant Plan on the agreed to timeframe.

CBO Discussion and Recommendation

The bureau requests \$95,000 in one-time General Fund Discretionary to fund a portion of the SE Quadrant Plan of the Central City 2035 Plan, resulting from a potential funding gap due to the expected delay of Metro grant revenues. Since Council approval of the FY 2013-14 Adopted Budget, the bureau has reprioritized portions of the project, delaying work on tasks that are required as part of the agreement for Metro Construction Excise Tax grant. If the deliverables of these tasks are delayed, as expected by the bureau, the grant revenues will not be received until these tasks have been completed – likely in FY 2014-15. The delay in these revenues results in a funding gap for the current fiscal year, as the bureau budgeted these revenues as part of its FY 2013-14 budget.

Council has already appropriated \$125,000 in one-time funding to accelerate portions of the Central City Plan in the FY 2013-14 Adopted Budget. As noted in the CBO review of this decision package, Metro and TriMet requested that the City accelerate planning around these stations so that nearby development opportunities can proceed prior to the opening of the line in 2015, ultimately allowing for earlier development that complies with the updated development standards.

If not funded, the bureau will consider either a position reduction – supported by three positions – or reallocation of professional services funding for the Comprehensive Plan to the Central City Plan. The bureau has indicated that reducing the professional service budget of the Comprehensive Plan budget would limit the bureau's ability to meet the work plan requirements. Based upon last year's external materials and services spending, in which the bureau spent all but \$13,000 of its General Fund Discretionary budget, it is unlikely that the bureau will have sufficient underspending to fund this project. However, the bureau has proposed to use its PERS savings of \$46,281 to offset this total request amount, lessening the actual request to \$48,719.

CBO does not recommend funding the bureau's request, as the funding gap did not result from unforeseen circumstances. In addition, following from previous recommendations, CBO recommends that all planning efforts be funded within ongoing resources, in contrast to one-time General Fund discretionary. Rather, CBO recommends several other options, in addition to using the bureau's PERs savings, to fund the Central City plan until the Metro grant revenues are received in FY 2014-15: (1) reallocate resources from other areas of the bureau budget – whether within the Comprehensive Plan budget or elsewhere, (2) use savings from current vacancies, or (3) maintain the original timeline and complete the required grants tasks, thereby eliminating the funding gap.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Bureau of Planning & Sustainability

Type: Technical Adjustment

Request: PN_010 - Additional PERS Savings

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,354	0	3,354
Internal Materials and Services	(3,354)	0	(3,354)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Additional PERS savings projected for internal services funds for FY 2013-14.

CBO Discussion and Recommendation

Recommended as requested.

Due to PERS savings, the bureau requests to reduce its IA with the internal service funds by a total of \$3,158.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Commissioner of Public Safety

Type: Encumbrance Carryover Request

Request: PS_001 - CPS-Fall Bump Encumbrance Carryover-Printer Main

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	300	0	300
TOTAL EXPENDITURES	300	0	300
REVENUES			
General Fund Discretionary	300	0	300
TOTAL REVENUES	300	0	300

Bureau Description:

This is an encumbrance carryover request for \$300 related to service and maintenance of office printers.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Commissioner of Public Safety

Type: Technical Adjustment

Request: PS_002 - CPS-IA Reductions for new PERS rates

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	103	0	103
Internal Materials and Services	(103)	0	(103)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request reduces the internal materials and services budget by \$103 due to the PERS rate decrease. The savings will be moved to External Materials and Services.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Commissioner of Public Utilities

Type: Technical Adjustment

Request: PU_001 - Commissioner of Public Utilities - PERS Savings

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	155	0	155
Internal Materials and Services	(155)	0	(155)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This technical adjustment request is to recognize internal service provider PERS savings of \$155.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Commissioner of Public Utilities

Type: New Request

Request: PU_002 - Sick Leave Implementation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	20,000	0	20,000
External Materials and Services	66,000	0	66,000
TOTAL EXPENDITURES	86,000	0	86,000
REVENUES			
General Fund Discretionary	86,000	0	86,000
TOTAL REVENUES	86,000	0	86,000

Bureau Description:

This request is for \$86,000 in one-time General Fund resources for sick leave implementation associated with Ordinance #185926 approved by Council on March 13th, 2013. Implementation activities include training, web development, radio, newspaper and other forms of advertising of the program, informational mailings as well as ½ year contract with Bureau of Labor and Industries (BOLI) as stipulated in the Ordinance. Ongoing contractual arrangements with BOLI will be included in a Fiscal Year 2014-15 decision package.

CBO Discussion and Recommendation

Recommended as requested. The requested amount includes the following costs: \$20,000 for a temporary staff for approximately 3 months; \$50,000 for training, web development, radio, newspaper, and other forms of advertising and outreach efforts; and \$15,000 for half a year contract with BOLI for enforcement services. The cost for the ongoing contract with BOLI for next fiscal year will be included in the office's Requested Budget for FY 2014-15. The request in the Fall BMP is deemed reasonable, but unforeseen and as a result it qualifies for General Fund contingency.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Commissioner of Public Works

Type: Encumbrance Carryover Request

Request: PW_001 - CPW-Fall Bump Encumbrance Carryover-Printer Main

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	300	0	300
TOTAL EXPENDITURES	300	0	300
REVENUES			
General Fund Discretionary	300	0	300
TOTAL REVENUES	300	0	300

Bureau Description:

This is an encumbrance carryover request for \$300 related to service and maintenance of office printers.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Commissioner of Public Works

Type: Technical Adjustment

Request: PW_002 - CPW-IA Reductions for new PERS rates

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	213	0	213
Internal Materials and Services	(213)	0	(213)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request reduces the internal materials and services budget by \$213 due to the PERS rate decrease. The savings will be reappropriated within External Materials and Services.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Commissioner of Public Works

Type: New Request

Request: PW_003 - CPW-Reimbursement Revenue

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	306	0	306
TOTAL EXPENDITURES	306	0	306
REVENUES			
Charges for Services	306	0	306
TOTAL REVENUES	306	0	306

Bureau Description:

This request appropriates \$306 in new revenue from a records request reimbursement. The personnel services budget will be increased to balance the request.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Special Appropriations

Type: New Request

Request: SA_001 - FY 213-14 COPPEA

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	40,000	0	40,000
External Materials and Services	69,501	0	69,501
TOTAL EXPENDITURES	109,501	0	109,501
REVENUES			
Interagency Revenue	112,415	0	112,415
General Fund Discretionary	(2,914)	0	(2,914)
TOTAL REVENUES	109,501	0	109,501

Bureau Description:

To load IA revenues for COPPEA Professional Development Fund. Adjustments made to General Fund to match with contract language.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Special Appropriations

Type: New Request

Request: SA_002 - League of OR Cities Foundation

	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 request provides \$25,000 in financial support to the League of Oregon Cities Foundation. The foundation provides the following services: provide/generate timely and accurate data on issues affecting cities; facilitate access to training and professional development for city officials; undertake projects that create stronger, more livable communities; and provide scholarships to city officials from small cities to attend local government training programs and the annual League of Oregon Cities conference.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Special Appropriations

Type: New Request

Request: SA_003 - Columbia River Levee Repair & Certification

	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 request provides \$25,000 in financial support to Portland State University for work related to the Columbia river levee repair and certification, so that the levees are protective of the 100-year floods.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_004 - Transfer LifeWorks NOW to Police

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

Bureau Description:

This request transfers \$100,000 in funding for the LifeWorks NOW from General Fund Special Appropriations to the Portland Polic Bureau.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Special Appropriations

Type: Encumbrance Carryover Request

Request: SA_005 - Advance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,014,501	0	2,014,501
TOTAL EXPENDITURES	2,014,501	0	2,014,501
REVENUES			
General Fund Discretionary	2,014,501	0	2,014,501
TOTAL REVENUES	2,014,501	0	2,014,501

Bureau Description:

To carry over special appropriations advances made in FY 2012-13 and prior years, but still outstanding as of 6/30/213:

One-time Special Appropriations \$1,088,300: NW Coalition of Neighborhoods, Inc. \$25,000; Black Parents Initiative \$100,000; Syringe Exchange Program \$65,000; Japanese Garden \$40,000; Rose Parade \$20,000; Janus Youth Program \$247,000; PSU \$15,000; Restorative Justice \$26,897; Lines for Life \$150,000; Outside In \$65,000; Reynolds School District \$206,944; Philippine America \$10,000; and New Avenues Youth \$117,000.

Regional Arts & Culture Council: \$358,940.

Future Connect Scholarship: \$567,261

CBO Discussion and Recommendation

Recommended as requested. The above are advances made to grantees in FY 2012-13, but were not accrued in time at the end of last fiscal year. These advances are expected to be recovered in FY 2013-14 and will become expenditures in this fiscal year.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_006 - MFSA23-Transfer Enc Carryover from Mayors Office

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	5,399	0	5,399
TOTAL EXPENDITURES	5,399	0	5,399
REVENUES			
General Fund Discretionary	5,399	0	5,399
TOTAL REVENUES	5,399	0	5,399

Bureau Description:

This request transfers an encumbrance carryover from the Mayors Office to Special Appropriation MFSA000023. This request is in conjunction with MY_008.

CBO Discussion and Recommendation

Recommended as requested. This is to transfer the encmbrance for the Office of Youth Violence Prevention from the Mayor's Office to the General Fund Special Appropriations.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_007 - 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 to correct an error in loading the budget. There is no fiscal impact as a result of this transaction.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Special Appropriations

Type: New Request

Request: SA_008 - Budget Gift Grant for OYVP

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	11,800	0	11,800
TOTAL EXPENDITURES	11,800	0	11,800
REVENUES			
Intergovernmental Revenues	11,800	0	11,800
TOTAL REVENUES	11,800	0	11,800

Bureau Description:

This request budgets funds in the Grants Fund in the amount of \$11,800 from the State of Oregon, Youth Development Council to provide a Gang Impacted Family Team (GIFT) Coordinator and a public service phone number. This grant was accepted by Council late in FY 2012-13. This request budgets those funds for use in FY 2013-14.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Carryover Request

Request: TR_001 - GTR Project Carryovers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	1,473,793	0	1,473,793
Internal Materials and Services	15,000	0	15,000
Capital Outlay	4,713,343	0	4,713,343
TOTAL EXPENDITURES	6,202,136	0	6,202,136
REVENUES			
Budgeted Beginning Fund Balance	6,202,136	0	6,202,136
TOTAL REVENUES	6,202,136	0	6,202,136

Bureau Description:

A carryover \$6,202,136 is requested for the below projects to complete design and construction.

- T00009 - Gibbs St Bridge \$910,161
- T00048 - Boones Ferry/Stephenson Rd \$25,000
- T00055 - Paving Preservation \$97,428
- T00064 - Harbor Dr / River Pkwy, SW \$313,789
- T00066 - Program Match Fund \$160,665
- T00148 - Naito Ped Crossing \$21,000
- T00208 - Deficient Bridges/Overpasses \$13,708
- T00239 - West Burnside \$132,178
- T00310 - Yamhill Morrison Planters \$78,463
- T00336 - Bike Share \$39,989
- T00058 - Signal Reconstruction \$181,500
- T00190 - Signal Rehab & Optimization \$162,500
- T00344 - Naito at Whitaker \$27,485
- T00326 - Sandy Blvd: 86th-92nd \$109,927
- T00207 - Terwilliger – PSU Access \$114,602
- T00357 - Mult: Wheeler to 16th Ave, NE \$15,000
- T00225 - Vermont St: 30th-37th, SW \$698,956
- T00245 - Multnomah Blvd: Barbur-34th, SW \$167,557
- T00250 - 11th Ave, SW \$205,438
- T00272 - Sidewalk Infill Projects, CW \$438,367
- T00280 - Huber St: 35th-43rd, SW <\$109,955>
- T00281 - Sunset Blvd: Dewitt-18th, SW \$494,828
- T00320 - Spring Garden/19th/22nd, SW \$1,448,079
- T00385 - Neighborhood Transp Safety & Livability Projects \$502,700
- T00305 - Ramona & Holgate \$154,930
- T00278 - 122nd Ave: Ramona-Holgate, SE <\$902,400>
- T00279 - 160th Ave: Stark-Burnside, SE \$24,690
- T00321 - 136th Ave: Holgate-Powell, SE \$11,745
- T00322 - Prescott St: 105th-116th, NE <\$69,754>
- T00323 - Stark 126th-143rd \$2,077
- T00324 - Division St: 148th-175th, SE \$78,115
- T00325 - Glisan St: 148th-162nd, NE \$345,731
- T00328 - 102nd Ave: Weidler-184, NE \$148,963
- T00329 - 122nd Ave: Holgate-Powell, SE \$43,823
- T00330 - 122nd Ave: Foster-Ramona, SE \$5,086
- T00331 - Weidler St: 99th-112th, NE \$16,686
- T00332 - 112th Ave: Holgate-Division, SE \$93,079

CBO Discussion and Recommendation

The CBO recommends this request. Most of the GTR projects are sidewalk-related. Normally, the amount requested to be carried over during the fall is smaller, but last year, the bureau was instructed to budget all of the projects regardless of when they would be worked on. About six percent of the \$6.2 million requested for GTR projects are for projects in the East Portland in Motion Plan.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_002 - Engineering Associate Position

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	45,000	0	45,000
Capital Outlay	(45,000)	0	(45,000)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	0.50	0.00	0.50
TOTAL FTE	0.50	0.00	0.50

Bureau Description:

PBOT is requesting to add an Engineering Associate position to help with the increase workload on the LED street lighting project, funding is from bond sales. This request moves \$45,000 existing appropriation from capital outlay to full-time dollars.

CBO Discussion and Recommendation

The CBO recommends this request. PBOT has been working with PGE on implementation and conversion issues and hope to have these issues resolved and schedule the major conversion to begin in January. The bureau has installed about 500 LED street lights to date. Project background: For \$17.5 million over a three-year period, the bureau plans to convert over 46,000 streetlight lamps from high pressure sodium to more energy efficient LED lamps. The bureau appropriated \$6.5 million for Phase I of the project during last year's Fall BMP, but subsequently reduced the budget by \$2.5 million during the Spring BMP. The City has taken out a line of credit for the first phase of the work. The savings derived from reduced energy costs as well as reduced maintenance have been projected to more than pay for the associated debt service costs and may provide a funding cushion that could, with Council approval, be directed to other PBOT activities. Streetlight energy and maintenance costs are funded via an annual transfer from the General Fund (the FY 12-13 appropriation for these payments is \$5.1 million). Council could choose to redirect any savings (particularly above the debt service coverage) to other non-PBOT related activities.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_003 - Convert Limited Term Position to Permanent

	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	(45,000)	0	(45,000)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	0.50	0.00	0.50
TOTAL FTE	0.50	0.00	0.50

Bureau Description:

With the opening of the eastside streetcar line, PBOT is asking for a limited term Streetcar Operation Supervisor (30000839) to be converted to a permanent position to help manage with the daily streetcar operations.

CBO Discussion and Recommendation

The CBO recommends this request. About 95% of the costs for this change is paid for by a transfer from the budget for Professional Services.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_004 - Moody Blvd

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	1,648,471	0	1,648,471
TOTAL EXPENDITURES	1,648,471	0	1,648,471
REVENUES			
Charges for Services	1,648,471	0	1,648,471
TOTAL REVENUES	1,648,471	0	1,648,471

Bureau Description:

PBOT is requesting an appropriation adjustment to pay Tri-Met for track relocation work on Moody Blvd. The project is funded by SDC.

CBO Discussion and Recommendation

The CBO recommends this request which accounts for almost 9% of the increase in the bureau's total appropriation during this Fall BMP. The Moody Blvd. project supports development in the North Macadam Urban Renewal Area, the Portland Milwaukie Light Rail Project, and existing Portland Streetcar operations. The area has only one access way, and extensive development has resulted in congestion. The project aims to improve traffic flow in the south waterfront area. Most of the work has already been completed, and the bureau requests to appropriate funding for the final pieces of the project, which consist of some track relocation work and additional street improvements. SW Moody was improved as follows: an additional south bound travel lane will be added; the existing streetcar tracks will go from a single to double track; the roadway will be realigned to provide a horizontal curve to accommodate vehicular design speeds of 30 miles per hour; and the grade of the roadway will be raised to accommodate the new light rail bridge and new building developments. In addition to State funding from Oregon Transportation Investment Act dollars, the project is funded by a federal stimulus TIGER grant, federal earmarks, SDC revenue, and local funds. This request appropriates \$1.65 million in SDC revenue for the track relocation work.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_005 - BES IA – Culvert Project

	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	10,000	0	10,000
TOTAL EXPENDITURES	50,000	0	50,000
REVENUES			
Interagency Revenue	50,000	0	50,000
TOTAL REVENUES	50,000	0	50,000

Bureau Description:

BES is requesting engineering design services from PBOT for a culvert project, an increase of \$50,000 in IA revenue to PBOT.

CBO Discussion and Recommendation

The CBO recommends this request. \$10,000 or 20% of the additional revenue is budgeted for contingency purposes.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_006 - 136th Ave Sidewalk & Safety

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	525,000	0	525,000
External Materials and Services	525,000	0	525,000
Internal Materials and Services	0	0	0
Capital Outlay	1,950,000	0	1,950,000
Contingency	400,000	0	400,000
TOTAL EXPENDITURES	3,400,000	0	3,400,000
REVENUES			
Charges for Services	1,000,000	0	1,000,000
Intergovernmental Revenues	2,400,000	0	2,400,000
TOTAL REVENUES	3,400,000	0	3,400,000

Bureau Description:

PBOT received state money (along with SDC) to construct sidewalk and safety improvements along 136th corridor. A technical adjustment is requested to add State and SDC funds to the project.

CBO Discussion and Recommendation

The CBO recommends this request. \$2.4 million of the new revenues are from the State, while \$1.0 million are from SDCs. \$400,000 of the expenditures are budgeted for contingency purposes. This request accounts for about 18.5% of the increase in PBOT's total appropriation in this BMP. A pedestrian fatality prompted the area's state representative to locate state funds for sidewalk construction. A total of \$3.6 million was granted by the state, but PBOT is only appropriating \$2.4 million this year (along with \$1.0 million from SDCs), with the rest planned for next year. The bureau will construct sidewalks and the accompanying necessary infrastructure along SE 136th Ave. from Foster Blvd. to Division St. Sidewalks will be built at in-fill locations along the east side of the corridor, from SE Foster to SE Powell Blvd. From SE Powell to Division, the project will design for sidewalks on both sides of the corridor, with a minimum construction of sidewalks on the west side of the corridor. East-side sidewalks in this section will be constructed as funding availability permits. In addition to the sidewalk constructions, the project is also implementing enhanced crossing locations, pedestrian amenities, and required stormwater management tools.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_007 - Hatfield Resident Fellows Sponsorship

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	35,000	0	35,000
Contingency	(35,000)	0	(35,000)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

An appropriation adjustment of \$35,000 is requested for the sponsorship of the Hatfield Resident Follows Program. This program provides training and leadership development opportunities for a PSU candidate in working at PBOT to research and organize existing maintenance agreements.

CBO Discussion and Recommendation

Recommended as requested. The funds are coming from the bureau's contingency in the Transportation Operating Fund and are ultimately paid for by General Transportation Revenues. The draw on contingency is about 0.1% of the amount in contingency in that fund prior to the Fall BMP.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Carryover Request

Request: TR_008 - Director's Office Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(7,583)	0	(7,583)
External Materials and Services	83,827	0	83,827
TOTAL EXPENDITURES	76,244	0	76,244
REVENUES			
Budgeted Beginning Fund Balance	76,244	0	76,244
TOTAL REVENUES	76,244	0	76,244

Bureau Description:

A carryover of \$76,244 is requested in Director's Office for the following items:

- \$44,500 to continue and expand PBOT's Asset Management Program in data analysis enhancement on resource tradeoff's between asset classes using the integration of current processes and the implementation of VUEWorks proprietary system.
- \$39,327 for organizational assessment and dashboard reporting
- <\$7,583> to reduce FY 2013-14 budget as a true up to the prior FY 2012-13 spending on streetcar planning

CBO Discussion and Recommendation

Recommended as requested. During last year's Fall BMP, PBOT drew \$100,000 from contingency to expand its asset management data collection and analysis capabilities by implementing VUEWorks. The initial contract amount was \$207,000 through July 2017, with an option to renew for another five years. The new system will work as a companion to Street Saver, the bureau's existing pavement management system.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_009 - Division-Midway Neighborhood Street Plan

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(18,270)	0	(18,270)
Internal Materials and Services	18,270	0	18,270
TOTAL EXPENDITURES	0	0	0

Bureau Description:

An internal transfer is requested to increase BPS interagency for Division-Midway Neighborhood Street Plan. This request moves \$18,270 existing appropriation from part-time budget to BPS interagency.

CBO Discussion and Recommendation

Recommended as requested. The project is paid for by a federal grant.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Mid-Year Reductions

Request: TR_010 - BPS IA – Barbur Corridor Concept Plan

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(7,782)	0	(7,782)
TOTAL EXPENDITURES	(7,782)	0	(7,782)
REVENUES			
Interagency Revenue	(7,782)	0	(7,782)
TOTAL REVENUES	(7,782)	0	(7,782)

Bureau Description:

A technical adjustment is needed to adjust BPS interagency for Barbur Corridor Concept Plan, from \$80,000 to \$72,218, a reduction of \$7,782 in IA revenue to PBOT. This adjustment trues up the project budget.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_011 - Parkeon Debt Service

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(88,817)	0	(88,817)
Internal Materials and Services	0	0	0
Bond Expenses	88,817	0	88,817
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

In FY12-13, PBOT financed the purchase of Parkeon paystations to collect streetcar fares. This budget adjustment provides for the appropriation for the debt service payments, \$88,817.

CBO Discussion and Recommendation

Recommended as requested. This is a transfer from the Professional Services line item in the bureau's Streetcar Operations budget. The ultimate source of funding for the paystations is General Transportation Revenues. This adjustment was necessary to correct the mistake of using a wrong accounting code; the bureau budgeted the debt payments in Professional Services instead of a debt account.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_012 - 2010 Transportation Line of Credit

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	0	0	0
Bond Expenses	174,000	0	174,000
Contingency	(174,000)	0	(174,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Due to insufficient budget authority in FY 12-13, the principal payment on the 2010 Line of Credit was \$166,000 less than planned. This budget adjustment allows PBOT to make up for the FY 12-13 shortage \$166,000 plus interest \$8,000.

CBO Discussion and Recommendation

Recommended as requested. The \$174,000 draw on contingency is about 0.5% of the amount budgeted in contingency in the Transportation Operating Fund prior to the Fall BMP. The FY 12-13 Budget was not adjusted in time because the the Line of Credit payment was not due until June 1, which is after the Overexpenditure Ordinance, and the shortage of appropriation did not come to light until then. Debt Management had used some of the debt service appropriation when paying for some bond issuance costs for a refinancing.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_013 - IA with Parks Bureau for Landscape Maintenance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(28,000)	0	(28,000)
Internal Materials and Services	28,000	0	28,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This adjustment creates an interagency with the Parks Bureau for landscape maintenance services at PBOT's Stanton and Sunderland Yards. This request moves \$28,000 existing appropriation from maintenance supplies to Parks interagency.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Mid-Year Reductions

Request: TR_014 - IA with BES for Sewer / Stormwater Services

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(61,213)	0	(61,213)
External Materials and Services	(26,501)	0	(26,501)
Internal Materials and Services	0	0	0
Contingency	(45,162)	0	(45,162)
TOTAL EXPENDITURES	(132,876)	0	(132,876)
REVENUES			
Interagency Revenue	(132,876)	0	(132,876)
TOTAL REVENUES	(132,876)	0	(132,876)

Bureau Description:

Maintenance Operations has an ongoing interagency agreement to provide sewer and stormwater repair and maintenance services to BES. This adjustment reduces the Adopted Budget interagency to reflect lower PERS costs, higher health benefit costs, the FY 13-14 cost of living adjustment, and a higher estimated fleet replacement credit.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

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	17,197	0	17,197
Fund Transfers - Expense	(17,197)	0	(17,197)
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 reduces the Adopted Budget budgeted/estimated cash transfer of \$50,000 to reflect the correct contribution of \$32,803 for FY 2013-14, based on the cost of street preservation projects completed in FY 2012-13. The \$17,197 not needed for the transfer is rebudgeted within the street maintenance program.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_016 - 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 13-14, PBOT will 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 in prior years, and PBOT is following BES's practice of using "Other Miscellaneous" as a placeholder until the bureau can determine the number of participants they are sending. This is instead of inputting an estimate of interagency revenues and having to modify it later. The method minimizes the processing for the entire City.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Carryover Request

Request: TR_017 - Maintenance Fitness Center Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	8,267	0	8,267
TOTAL EXPENDITURES	8,267	0	8,267
REVENUES			
Budgeted Beginning Fund Balance	8,267	0	8,267
TOTAL REVENUES	8,267	0	8,267

Bureau Description:

PBOT maintains a fitness center for employees at Maintenance Operations. This adjustment increases the FY 13-14 Maintenance facility budget to cover the fitness center costs that were budgeted in FY 12-13, but that will occur during FY 13-14. The new appropriation will be funded by increased Beginning Fund Balance.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_018 - OMF Interagencies – Transportation Op Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	44,800	0	44,800
Internal Materials and Services	(44,800)	0	(44,800)
TOTAL EXPENDITURES	0	0	0
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

An internal transfer is requested to reduce OMF interagencies, due to lower PERS rate. This request moves \$44,800 existing appropriation from various OMF interagencies (CityFleet, P&D, Facilities, EBS, BTS, Risk) to operating supplies in Transportation Operating Fund.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_019 - OMF Interagencies – Parking Facilities Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	827	0	827
Internal Materials and Services	(827)	0	(827)
TOTAL EXPENDITURES	0	0	0
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

An internal transfer is requested to reduce OMF interagencies, due to lower PERS rate. This request moves \$827 existing appropriation from various OMF interagencies (Facilities, EBS, BTS) to operating supplies in Parking Facilities Fund.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_020 - Grant Project Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	300,000	0	300,000
Internal Materials and Services	12,000	0	12,000
Capital Outlay	3,300,000	0	3,300,000
Contingency	200,000	0	200,000
TOTAL EXPENDITURES	3,812,000	0	3,812,000
REVENUES			
Intergovernmental Revenues	3,812,000	0	3,812,000
TOTAL REVENUES	3,812,000	0	3,812,000

Bureau Description:

Due to changes in design and construction schedule, PBOT is requesting a technical adjustment to the below project budget.

- T00391 – Thurman St: Macleay Park Bridge Rehab, N \$3,100,000
- T00185 – Moody Blvd \$712,000

CBO Discussion and Recommendation

Recommended as requested. This request accounts for almost 17% of the increase in the bureau's total appropriation resulting from this BMP. The Thurman St. project is funded by the federal government, while the Moody Blvd. project is partially State-funded. \$200,000 of the \$3.1 million for the Thurman St. project is budgeted in contingency. The Thurman St. project is one of the major new projects for the bureau this year and is scheduled to be completed in the summer of 2014. Deteriorating conditions on the bridge prompted the bureau to apply for federal funding for rehabilitation. The project proposes to replace the existing steel floor beams and timber stringers with modern steel members adequate to carry modern freight loading and replace the timber deck with steel deck, adequate to accommodate an asphalt paving overlay. The project also restores the original 1905 style steel rail on the sidewalk, replacing the pipe and chain link fencing rail constructed in 1955. The Moody Blvd. project supports development in the North Macadam Urban Renewal Area, the Portland Milwaukie Light Rail Project, and existing Portland Streetcar operations. The area has only one access way, and extensive development has resulted in congestion. The project aims to improve traffic flow in the south waterfront area. Most of the work has already been completed, and the bureau requests to appropriate funding for the final pieces of the project, which consist of some track relocation work and additional street improvements. SW Moody was improved as follows: an additional south bound travel lane will be added; the existing streetcar tracks will go from a single to double track; the roadway will be realigned to provide a horizontal curve to accommodate vehicular design speeds of 30 miles per hour; and the grade of the roadway will be raised to accommodate the new light rail bridge and new building developments. In addition to State funding from Oregon Transportation Investment Act dollars, the project is funded by a federal stimulus TIGER grant, federal earmarks, SDC revenue, and local funds. The \$712,000 in funding will pay for street improvement work.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_021 - Local Improvement District

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	3,260,000	0	3,260,000
TOTAL EXPENDITURES	3,260,000	0	3,260,000
REVENUES			
Fund Transfers - Revenue	3,260,000	0	3,260,000
TOTAL REVENUES	3,260,000	0	3,260,000

Bureau Description:

A technical adjustment is needed for the portion of Streetcar project funded by the LID process. \$3,260,000 in revenues will be received in the current fiscal year upon final assessment. Costs were incurred in FY 12-13. Final assessment occurs after project costs are finalized.

CBO Discussion and Recommendation

Recommended as requested. The funds are budgeted back into contingency. This request accounts for almost 18% of the increase in PBOT's total appropriation during this BMP. Streetcar operations on the east side began in September of 2012. The majority of the funding for the eastside line is federal transit funds with the balance coming from the State and from local, both public and private, sources. LID funding makes up whatever is needed after other dedicated funding from the various governments are used up.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_022 - COPPEA Training Fund Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	(22,340)	0	(22,340)
Internal Materials and Services	22,340	0	22,340
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

An internal transfer is requested to adjust COPPEA IA at the request of BHR. This request moves \$22,340 existing appropriation in Director's Office from operating supplies to BHR interagency.

CBO Discussion and Recommendation

Recommended as requested. The ultimate source of revenue for this adjustment is General Transportation Revenues.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_023 - Central City Transportation Management Plan

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	75,000	0	75,000
External Materials and Services	0	0	0
Contingency	(75,000)	0	(75,000)
TOTAL EXPENDITURES	0	0	0
REVENUES			
Interagency Revenue	0	0	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

An appropriation adjustment of \$75,000 is requested for the Central City Transportation Management Plan (CCTMP). This funding would be for Phase I to update the CCTMP and Central City parking regulations, which has not been updated since its adoption in 1995. This effort would also correspond and be coordinated with BPS's efforts to update the 1988 Central City Plan, including the Central City Development Regulations, which the CCTMP is part of.

CBO Discussion and Recommendation

Recommended as requested. This draw on contingency is about 0.2% of the amount budgeted in contingency in the Transportation Operating Fund prior to any BMP adjustments. The ultimate source of funding for this adjustment is General Transportation Revenues.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_024 - Police IA – Parking Spaces at 1st & Jefferson

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	12,600	0	12,600
TOTAL EXPENDITURES	12,600	0	12,600
REVENUES			
Interagency Revenue	12,600	0	12,600
TOTAL REVENUES	12,600	0	12,600

Bureau Description:

Police Bureau is requesting parking spaces at 1st & Jefferson, an increase of \$12,600 in IA revenue to the Parking Facilities Fund.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_025 - BPS IA – Portland Milwaukie LRT ETOD

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	15,000	0	15,000
TOTAL EXPENDITURES	15,000	0	15,000
REVENUES			
Interagency Revenue	15,000	0	15,000
TOTAL REVENUES	15,000	0	15,000

Bureau Description:

BPS is requesting planning services from PBOT for Portland-Milwaukie LRT ETOD (Employment-Transit Oriented Development Project), an increase of \$15,000 in IA revenue to PBOT.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_027 - Payoff of FY 2013 Internal Loan

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
REVENUES			
Budgeted Beginning Fund Balance	0	(7,945,000)	(7,945,000)
Bond and Note	0	7,945,000	7,945,000
TOTAL REVENUES	0	0	0

Bureau Description:

Budget adjustments are necessary for the Grants Fund to payoff internal loans from the Transportation Reserve Fund, \$2,500,000, and the Parking Facilities Fund, \$5,445,000. These internal loans were authorized by Council in the FY 2012-13 Overexpenditure Ordinance. These adjustments provide the necessary adjustments in the Grants Fund to make the payments and for the Transportation Reserve and Parking Facilities Funds to receive the payments.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_001 - Beginning Fund Balance and Transfers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	4,472,418	0	4,472,418
Contingency	32,446,651	0	32,446,651
TOTAL EXPENDITURES	36,919,069	0	36,919,069
REVENUES			
Budgeted Beginning Fund Balance	31,746,651	0	31,746,651
Fund Transfers - Revenue	4,472,418	0	4,472,418
Bond and Note	700,000	0	700,000
TOTAL REVENUES	36,919,069	0	36,919,069

Bureau Description:

This request makes adjustments to the beginning fund balance and contingency based on preliminary FY 2012-13 year-end information. Additionally, it increases transfers between the Operating Fund and Construction Fund by \$4.5 million to account for construction revenues earned in FY2012-13 but not transferred due to a lack of budget transfer authority.

CBO Discussion and Recommendation

Recommended as requested.

In order to accurately reflect underspending and additional bond proceeds from the prior year, the Water Bureau updates its budgeted beginning fund balance to more accurately reflect resources in the current year. At the end of FY 2012-13, the bureau received additional bond proceeds and underspent it's budget in total of \$31,700,000.

Prior year capital underspending will be rebudgeted in contingency of the Water Fund. Depending upon the current needs and progress of the current year's capital program and projects, the bureau may then increase the budget for specific capital projects and programs as part of a supplemental budget, either the Spring or Fall BMP. Operational underspending of \$3,300,000 will be budgeted in contingency of the Water Fund, which the bureau may use in several ways, including covering unexpected costs in the current year or use the one-time savings to lessen the rate requirements for next year.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_002 - Bond issuance costs

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Bond Expenses	150,000	0	150,000
Contingency	(150,000)	0	(150,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request increases bond issuance costs by \$150,000 to pay for costs associated to the May 2013 bond sale. Funds for this request will come from contingency and then reimbursed with bond proceeds.

CBO Discussion and Recommendation

Recommended as requested.

The bureau's most recent bond sale occurred in May 2013, during which the bureau issued Second Lien Water System Revenue Bonds and refunded prior bond issuances for a total of \$253,635,000. Because the bond sale occurred near the end of FY 2012-13, issuance costs will not be billed until the current fiscal year. The bond covenant allows for issuance costs to be paid with bond proceeds.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_003 - Green Street Initiative

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	(18,216)	0	(18,216)
Contingency	18,216	0	18,216
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Green Street Initiative - 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 \$18,216 to reflect the \$131,784 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 2013-14 Fall Supplemental**

Bureau: Portland Water Bureau

Type: New Request

Request: WA_004 - Parks I/A

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	280,000	0	280,000
TOTAL EXPENDITURES	280,000	0	280,000
REVENUES			
Interagency Revenue	280,000	0	280,000
TOTAL REVENUES	280,000	0	280,000

Bureau Description:

Parks I/A – Increase interagency with the Parks Bureau to provide \$280,000 in transition support services of the decorative fountain. Effective July 1, 2013 City Council directed decorative fountain operations and maintenance be transferred from the Water Bureau to the Parks Bureau.

CBO Discussion and Recommendation

Recommended as requested.

As part of the FY 2013-14 Adopted Budget, City Council appropriated \$466,000 in General Fund Discretionary resources to the Portland Parks Bureau in order to fund the operations and maintenance of the Water Bureau's 19 decorative fountains. Both bureaus have agreed that Water Bureau staff will continue to assist with the transition over the first four months of the FY 2013-14, through October 2013. The IA amount of \$280,000 includes the costs of labor, bureau overhead and some miscellaneous parts and materials.

The Parks Bureau is currently hiring for the position that will operate and maintain the fountains. Depending upon the amount of required training time, the amount billed to the IA for transition costs may vary.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_005 - Technical adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(19,465)	0	(19,465)
Internal Materials and Services	19,465	0	19,465
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Technical adjustments - These adjustments doesn't increase the overall budget.

- a. Reduce professional services and increase telecomm billable by \$530 within the safety subprogram to pay for the charges associated to safety callers menu and site visit voicemail.
- b. Increase Bureau of Development Services by \$2,277 for one parking space at the 1900 for the water quality inspector per new PSU parking agreement.
- c. COPPEA Professional Training Fund - Water will increase the Bureau of Human Resources interagency by \$16,658 for the Professional Development Fund per the COPPEA labor contract adopted by Council on June 12, 2013 (ordinance #186085).

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Water Bureau

Type: Encumbrance Carryover Request

Request: WA_006 - Carryover over requests

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	146,451	0	146,451
Internal Materials and Services	40,000	0	40,000
Contingency	(186,451)	0	(186,451)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Carryover over requests

- a. Revenue Bureau I/A – Increase interagency with the Revenue Bureau by \$40,000 to complete the quarterly reads monthly statement (QRMS) programming. Go live date has been set for October 4, 2013. The plan is to transition the existing Budget Billing customers first before opening up the program to the rest of our customer base.
- b. Carryover \$96,451 in professional services from FY 2012-13 for the State Department of Geology and Mineral Industries (DOGAMI) Bull Run landslide study. The Water Bureau has 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 by the end of calendar year 2014. The total cost of the study is \$114,600 and a request of \$96,451 is needed as a carryover to pay the remaining contract.
- c. Carryover \$50,000 for long term supply planning. The Water Bureau is funding two research projects to advance the bureau's capability to evaluate potential impacts of climate change on the Bull Run Watershed. The projects are being implemented through two intergovernmental agreements, one each with the University of Washington and University of Idaho. The University of Washington is assisting the bureau to select and develop a hydrologic model for the Bull Run watershed, and to train staff to use the model. The University of Idaho is applying a Regional Climate Model to downscale Global Climate Models to provide climate variables. These variables will enable the Bureau to create surrogate hydrologies for the Bull Run River and reservoir storage using the new hydrologic model. The total budget approved by Council for the two intergovernmental agreements is \$100,000. At the time of the IGA approvals, the entire amount of \$100,000 was contained in the FY 2012-13 budget. The work started as of July 2013, however, which did not allow work during FY 2012-13. The FY 2013-14 adopted budget provides \$50,000 for this work. An additional \$50,000 carryover is therefore requested to fully fund the agreements. The work will be completed during FY 2013-14.

CBO Discussion and Recommendation

Recommended as requested.

The bureau requests carryover for three projects. As noted above, the bureau plans to begin a soft rollout for the monthly billing project with only a few thousand customers in October 2013, but requires further services by the Revenue Bureau to develop the monthly statement. Full implementation of the monthly billing project will be determined after testing that occurs during the soft rollout.

In addition, the bureau requests carryover for two projects coordinated within the Resource Protection division. Specifically, the bureau also entered into agreements for studies pertaining to the Bull Run Watershed in FY 2012-13. Council approved the IGA with State Department of Geology and Mineral Industries and the IGAs with the University of Washington and the University of Idaho in the prior fiscal year.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_007 - 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	20,738	0	20,738
Internal Materials and Services	750,000	0	750,000
Capital Outlay	6,284,262	0	6,284,262
Contingency	(5,943,000)	0	(5,943,000)
TOTAL EXPENDITURES	1,112,000	0	1,112,000
REVENUES			
Intergovernmental Revenues	1,112,000	0	1,112,000
TOTAL REVENUES	1,112,000	0	1,112,000

Bureau Description:

CIP adjustments – Increase the overall CIP by \$7,055,000.

Funded Program -Desc - Adjustment

W01343 -Powell Butte Reservoir 2: -5,500,000
W01348 -LRT Transit SE Corridor: -500,000
W01355 -Bull Run Dam 2 Tower: 5,100,000
W01358 -Fulton Pump Station: -1,650,000
W01359 -Forest Park Low Tank: 100,000
W01400 -Interstate Facility Rehabilitation: 0
W01401 -Emergency Coordination Center: 1,800,000
W01402 -Washington Park Reservoir 3: 2,165,000
W01424 -Kelly Butte Reservoir: 5,070,000
W01534 -HCP Alder Creek Fish Passage: 70,000
W01581 -Rose City Sewer Rehabilitation: 200,000
W01582 -Headworks Flow MTR 2: 60,000
W01632 -Bertha Service Area Improvements: -200,000
WBDIDM -Distribution Mains: 340,000
Total Adjustment: \$7,055,000

Impacts to others as it relates to the CIP:

- a. Increase Grants budget by \$1,674,000 for Milwaukie Light Rail to recognize approved grants to complete the project.
- b. Increase interagency with BES for Coordinated Site Assessment Division in the amount of \$350,000 for the Interstate Facilities project as well as the Mains Program.
- c. Increase interagency with BES by \$400,000 for special inspection through Material Testing for the Kelly Butte project.

CBO Discussion and Recommendation

Recommended as requested.

The bureau requests to increase its FY 2013-14 Capital Improvement Program by \$7,055,000, carrying over unspent funding from the prior year capital program. Total project costs have not change, thus not resulting in any net increases to the bureau's capital costs. Rather, the requested adjustments result from changes in project work plan due to delays and other factors.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Water Bureau

Type: New Request

Request: WA_008 - Renewable energy certificates

	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:

In December 2012, City Council directed city bureaus (Resolution 36983) to purchase 100% renewable power through the purchase of renewable energy certificates (RECs). The Water Bureau's adopted FY 2013-14 budget did not specifically allocate funding to this purpose. The Water Bureau proposes to allocate \$30,000 to the purchase of RECs during FY 2013-14 to comply with the resolution. This dollar amount is based on the total net electricity purchased during FY 2012-13. The RECs will be purchased through the citywide contract set up by the Bureau of Planning and Sustainability. The dollar amount is approximate because the cost per REC is variable in a dynamic market; the estimate is based on a recent price quote from the contracted broker.

CBO Discussion and Recommendation

Recommended as requested.

As noted above, the Bureau of Planning and Sustainability and the Bureau of Internal Business Services coordinates the purchase of renewable energy certificates on behalf of the Portland Fire and Rescue Bureau, Parks & Recreation, Environmental Services, Office of Management and Finance, Police, Transportation and Water bureaus. Due to the passage of this resolution during the budget process in December 2012, some of the bureaus did not budget for this expense, including the Water Bureau. To budget for its estimated FY 2013-14 costs of an estimated \$30,000, the bureau will move funding from bureau contingency. In future fiscal years, the bureau will need to budget this cost as an ongoing operational expense, funded through a minimal rate increase (approximately 0.02%).

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_009 - Savings of \$32,484 from Internal Service Bureaus

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(31,223)	0	(31,223)
Contingency	32,484	0	32,484
TOTAL EXPENDITURES	1,261	0	1,261
REVENUES			
Fund Transfers - Revenue	1,261	0	1,261
TOTAL REVENUES	1,261	0	1,261

Bureau Description:

Savings from Internal Service Bureaus.

- a. BTS Rebate for IBM Frame AIX Project – The project funded by EBS, BDS, BOES, Revenue, BES and Water bureau came in under budget and BTS will rebate the saving to the bureaus. Water Bureau will receive \$1,261 of the total \$517,453.
- b. PERS savings of \$31,223 from OMF Internal Services Fund as a result of Senate Bill 822 which reduced the City's overall PERS liability.

CBO Discussion and Recommendation

Recommended as requested.

With these savings of \$32,484, the bureau requests to increase contingency.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_010 - Savings of \$115 from Int Svc Bureaus to Hydro

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(115)	0	(115)
Contingency	115	0	115
TOTAL EXPENDITURES	0	0	0

Bureau Description:

PERS savings of \$115 from OMF Internal Services Fund to Hydropower Operating Fund as a result of Senate Bill 822 which reduced the City's overall PERS liability.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Water Bureau

Type: New Request

Request: WA_011 - Increase Fund 601000 authorization - PHP repairs

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	200,000	0	200,000
TOTAL EXPENDITURES	200,000	0	200,000
REVENUES			
Fund Transfers - Revenue	200,000	0	200,000
TOTAL REVENUES	200,000	0	200,000

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. In the last few months, a number of additional repair projects have been identified that will need to be undertaken in FY 2013-14. It is now necessary to increase the authorization for miscellaneous expenditures from Fund 601000 by an amount of \$200,000 to accommodate those projects.

CBO Discussion and Recommendation

Recommended as requested.

Recent work on the Bull Run Dam 2 Tower has limited the use of one of the Portland Hydroelectric Project's powerhouses. During the time that the powerhouse is not in use, the bureau and PGE have decided to expedite some repairs, and thus, increase the expected number of repairs in FY 2013-14.

Typically the bureau shuts down the powerhouse in order to make repairs, resulting in forgone power sales revenues during these outage periods. Thus, expediting these repairs to periods of necessary outage during the Dam Tower 2 construction limits the amount of forgone power sales revenues in the future.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Water Bureau

Type: New Request

Request: WA_012 - 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	200,000	0	200,000
Contingency	(200,000)	0	(200,000)
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. In the last few months, a number of additional repair projects have been identified that will need to be undertaken in FY 2013-14. It is now necessary to increase the authorization for the cash transfer from Fund 618000 to 601000 by an amount of \$200,000 to accomodate those projects.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Development Commission

Type: Encumbrance Carryover Request

Request: ZD_001 - Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	123,915	(38,997)	84,918
TOTAL EXPENDITURES	123,915	(38,997)	84,918
REVENUES			
General Fund Discretionary	123,915	(38,997)	84,918
TOTAL REVENUES	123,915	(38,997)	84,918

Bureau Description:

Requested amount (\$123,915) reflects all remaining funds on FY 2012-13 PDC-City contract. Funds distributed between NPI/Main Street programs and Small Business Technical Assistance/Microenterprise programs.

CBO Discussion and Recommendation

Carryover has been adjusted to a total of \$84,918 to reflect contracts encumbered as of June 30. Funds allocated to:

1. Neighborhood Prosperity Initiative/Main Street programs: \$65,212 (contracts with two providers are encumbered)
2. Small Business Technical Assistance/Microenterprise programs: \$19,706 (contracts with two providers are encumbered)

**CBO Discussion and Recommendations
FY 2013-14 Fall Supplemental**

Bureau: Portland Development Commission

Type: New Request

Request: ZD_002 - PDC - Housing Bureau Revenue Swap

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(200,000)	0	(200,000)
TOTAL EXPENDITURES	(200,000)	0	(200,000)
REVENUES			
General Fund Discretionary	(200,000)	0	(200,000)
TOTAL REVENUES	(200,000)	0	(200,000)

Bureau Description:

This request aligns with HC_001, which includes \$200,000 in new General Fund revenue. On a one-time basis, the Housing Bureau directed an additional \$200,000 in CDBG to PDC, which in return directs \$200,000 in General Fund to the Housing Bureau. This swap allows the Housing Bureau to increase its capacity to serve homeless women within the current fiscal year. There is no anticipated impact to the Economic Opportunity (EOI) Program that PDC's General Fund supported (EOI is funded with a blend of General Fund and CDBG).

CBO Discussion and Recommendation

Recommended as requested.