

Fall FY 2015-16 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 2015-16 Fall Supplemental Budget**

Bureau: Office of the City Attorney

Type: New Request

Request: AT_001 - Litigation Paralegal

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	55,432	(55,432)	0
External Materials and Services	4,000	(4,000)	0
Internal Materials and Services	4,000	(4,000)	0
TOTAL EXPENDITURES	63,432	(63,432)	0
REVENUES			
Interagency Revenue	0	0	0
General Fund Discretionary	63,432	(63,432)	0
TOTAL REVENUES	63,432	(63,432)	0
FTE			
Full-Time Positions	0.67	-0.67	0.00
TOTAL FTE	0.67	-0.67	0.00

Bureau Description:

Add a limited term full-time paralegal position to support the legal team handling the highly significant Anderson v. City matter. Due to an extremely high volume of documents in this case (over 200,000 pages to date), a full time paralegal is necessary for optimal handling which current office resources do not permit. Not funding this request could result in less efficient and less timely handling of the Anderson litigation or, if current resources are diverted to Anderson, insufficient paralegal staffing on other City litigation. This request was not included in the budget because the office has been attempting to staff all litigation with existing resources. However, Council offices have identified a need to prioritize optimal handling of the Anderson case which is taxing existing resources.

CBO Discussion and Recommendation

The need for additional support staff in the Office of the City Attorney is clear, and CBO recommends addressing this issue during FY 2016-17 budget development. However, new General Fund discretionary resources are not recommended to fund new positions at this time. General Fund contingency resources are very limited, and CBO is recommending that bureaus work to accommodate unanticipated expenses in existing budgets prior to requesting draws on contingency. This may include reprioritizing vacancy savings to fund these support staff or working with the Mayor and Council to clarify if and how much of the funding allocated for the "Ban-the-Box" initiative is anticipated to be expended this fiscal year. The Office may also need to reprioritize existing projects and litigation.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the City Attorney

Type: New Request

Request: AT_002 - LRMP Paralegal

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	55,432	(55,432)	0
External Materials and Services	4,000	(4,000)	0
Internal Materials and Services	4,000	(4,000)	0
TOTAL EXPENDITURES	63,432	(63,432)	0
REVENUES			
Interagency Revenue	0	0	0
General Fund Discretionary	63,432	(63,432)	0
TOTAL REVENUES	63,432	(63,432)	0
FTE			
Full-Time Positions	0.67	-0.67	0.00
TOTAL FTE	0.67	-0.67	0.00

Bureau Description:

Add a limited term full-time paralegal position to support the LRMP project for the remainder of the fiscal year. The FY14-15 Budget included one Deputy City Attorney position to focus on critical Citywide legal records issues. The office also requested an additional paralegal position to support that Deputy City Attorney but the request was not approved. Because the paralegal position is required to coordinate multi-bureau public records requests, implement and manage Citywide public records and legal hold software systems, work with records managers to help ensure legal compliance and help develop best practices and training, the office identified a realignment to help accomplish a portion of the work. The LRMP involves several distinct projects that require substantial staffing, and implementing this project without being fully funded and staffed has burdened existing staff. In addition, the City Attorney's Office has been asked to take on an increasing large role in assisting bureaus and elected officials' offices with responding to public records requests. The current paralegal who has been realigned from litigation work is not able to take on all the programmatic aspects of the Legal Records Management Project (to include substantial training on the pending Citywide go live of GovQA "the new public records software") and provide this assistance.

Not funding this request will result in less efficient and less timely handling of public records requests, particularly those directed at elected officials' offices, and multi-bureau and document intensive requests. This request was not included in the budget because the office has been attempting to staff the LRMP with existing resources. However, Council offices have identified a need for the City Attorney's office to on take a larger role in responding to public records requests. The office is unable to handle this additional work with existing resources.

CBO Discussion and Recommendation

The need for additional support staff in the Office of the City Attorney is clear, and CBO recommends addressing this issue during FY 2016-17 budget development. However, new General Fund discretionary resources are not recommended to fund new positions at this time. General Fund contingency resources are very limited, and CBO is recommending that bureaus work to accommodate unanticipated expenses in existing budgets prior to requesting draws on contingency. This may include reprioritizing vacancy savings to fund these support staff or working with the Mayor and Council to clarify if and how much of the funding allocated for the "Ban-the-Box" initiative is anticipated to be expended this fiscal year. The Office may also need to reprioritize existing projects and litigation.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the City Attorney

Type: Technical Adjustment

Request: AT_003 - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Internal Materials and Services	6,576	0	6,576
TOTAL EXPENDITURES	6,576	0	6,576
REVENUES			
General Fund Discretionary	6,576	0	6,576
TOTAL REVENUES	6,576	0	6,576

Bureau Description:

Rent increase from Fair Wage implementation.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the City Auditor

Type: Technical Adjustment

Request: AU_001 - Fair Wage Implementation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	7,096	0	7,096
TOTAL EXPENDITURES	7,096	0	7,096
REVENUES			
General Fund Discretionary	7,096	0	7,096
TOTAL REVENUES	7,096	0	7,096

Bureau Description:

This request reflects the City-wide implementation of Ordinance No.174839 and the policy for an increased minimum wage in City of Portland bureaus or operating units entering into contracts for covered services. Costs in City Hall for the Office of the City Auditor are \$5,957 and costs for the Auditor's Office Hearings Office located in the 1900 building are \$1,139 for a total of \$7,096.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the general fund cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the City Auditor

Type: New Request

Request: AU_002 - IPR Investigators

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	131,984	(74,241)	57,743
External Materials and Services	8,040	(4,020)	4,020
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	140,024	(78,261)	61,763
REVENUES			
General Fund Discretionary	140,024	(78,261)	61,763
TOTAL REVENUES	140,024	(78,261)	61,763
FTE			
Limited Term Positions	1.33	-0.75	0.58
TOTAL FTE	1.33	-0.75	0.58

Bureau Description:

Two external factors prompted the Auditor's request for two complaint investigators for the Independent Police Review division (IPR): requirements in the City's Settlement Agreement with the U.S. Department of Justice and passage of a State law related to profiling by law enforcement officers. Both the Agreement and the new law place demands on IPR that cannot be fulfilled at the current staffing level.

The Settlement Agreement calls for IPR to have the ability to conduct independent investigations and to work with the Police Bureau's Internal Affairs to reduce redundant processes that exist in Portland's officer accountability system. Additionally, the Agreement calls for all administrative investigations of officer misconduct to be completed within 180 days. The DOJ has made clear in a number of meetings with IPR and others at the City, that it seeks a reduction in the number of complaints dismissed by IPR after a preliminary investigation and that IPR should conduct more independent investigations. The new state law, HB 2002, broadened the definition of what constitutes profiling to include a number of characteristics in addition to race.

Implementation of the Settlement Agreement and the passage of House Bill 2002 have had unforeseen impacts on IPR's investigative needs. House Bill 2002 was passed in the 2015 session of the Oregon Legislature and signed by Governor Kate Brown on July 13 2015. The new law bans profiling by law enforcement agencies in Oregon and defines profiling as targeting an individual solely for their age, race, ethnicity, gender, gender identity, sexual orientation, political affiliation, religion, homelessness or disability. The law requires that all complaints alleging that an officer has engaged in profiling be investigated. Covered jurisdictions within Oregon are required to have enforcement mechanisms in place by January 1 2016. The provisions of House Bill 2002 go beyond existing Police Bureau directives prohibiting biased based policing and will increase significantly cases subject to investigation.

In the last year, IPR has streamlined its intake process and is reducing areas of overlap with Internal Affairs. IPR is also in the process of revamping a voluntary mediation option for some types of complaints that could free up investigators for other cases. Gaining efficiencies helps, but they alone are not sufficient to meet the anticipated workload demand. Two additional complaint investigators will enable IPR to conduct 25-35 investigations per year, complete the complaint intake process in a timelier manner, and continue to monitor cases that are referred to Internal Affairs.

If IPR is not provided additional investigative resources, the office will not be able to meet the anticipated increased demand for investigations caused by the Settlement Agreement and House Bill 2002. At current staffing levels, in future years, IPR will not be able to conduct more than the 10-12 investigations projected for this calendar year. Absent additional resources the City will likely be found in noncompliance regarding the ability of IPR to conduct "meaningful independent investigations", as called for in the Settlement Agreement. In addition, without two more investigators, IPR will not be able to meet increased demand for our services after the passage of House Bill 2002, leading to a possible scenario where the City is in violation of state law.

This request adds two limited term complaint investigator positions to begin in November 2015 through June 2016 (\$131,984) and includes a one-time facilities charge to accommodate the new staff, as well as a one-time charge for internal materials and services (\$8,040). The Auditor's Office intends to request the positions permanently in the FY 2016-17 budget process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the City Auditor **Type:** New Request

Request: AU_002 - IPR Investigators

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

CBO recommends the hiring of one limited-term position due to concerns about the City being responsive to the terms of the U.S. Department of Justice settlement agreement and the legislative intent of HB 2002. Once HB 2002 rulemaking is complete and Police Bureau directives are written, the bureau may need to submit a request for additional investigative personnel as part of the Spring Supplemental budget or FY 2016-17 budget process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the City Auditor

Type: Technical Adjustment

Request: AU_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	130,000	0	130,000
Internal Materials and Services	(130,000)	0	(130,000)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

The Auditor's Office requests the following technical adjustments in its operating budget: 1) Increase the Assessments, Finance, and Foreclosure's interagency agreement with Bureau of Technology Services to cover increased costs related to the mainframe server, technical support services, and server support for the Lien Accounting System (LAS) replacement project. These costs are offset by an increase in the overhead charges to the Local Improvement District fund.(\$205,202). 2) Increase consulting (\$24,000) and professional services (\$106,000) to account for additional outside expertise related to the LAS replacement project. This charge will also be offset by an increase to the overhead charge to the Local Improvement District fund for a total of \$335,202. 3) Move Personal Services budget from Audit Services to the Ombudsman's Office to reflect a reduction in staffing in Audit Services division and hiring of a new Deputy Ombudsman (\$112,000).

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the City Auditor

Type: New Request

Request: AU_004 - Council Clerk Captioning Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	20,500	(20,500)	0
TOTAL EXPENDITURES	20,500	(20,500)	0
REVENUES			
General Fund Discretionary	20,500	(20,500)	0
TOTAL REVENUES	20,500	(20,500)	0

Bureau Description:

The Auditor's Office requests an increase of \$20,500 in order to cover the rising cost of captioning Council meetings and worksessions. In 2013, Council required that all public-facing video posted to the City's website be captioned. Prior to the policy change, the Council Clerk only captioned regular City Council meetings. The new policy mandated that all worksessions must also be captioned. The Auditor's Office estimated the need for an additional \$7,500 at the time of the policy change, but the request was not approved in the 2013-14 Fall BMP and the Auditor's Office absorbed the cost. Since then, the number of worksessions and the length of regular City Council meetings has grown substantially. The number of hours in Council meetings and worksessions has increased by more than 33% from 238 hours in FY 2013-14 to 316 hours in FY 2014-15. The additional hours have resulted in steadily increasing costs that are projected to be even greater in the current fiscal year. Prior to the 2013 policy change and the increase in regular Council meeting hours, the expense of captioning Council meetings was approximately \$30,000 per year. We estimate that the current year will see approximately \$58,000 in captioning expenses. Deducting the base budget of \$30,000 and absorbed costs from the previously requested but not approved \$7,500, leaves the Council Clerk \$20,500 shy of its projected budget requirement for Council video captioning. This is a one-time request for current fiscal year estimated requirements. The Auditor's Office plans to request ongoing funds to recouperate the increased costs in the budget development process.

CBO Discussion and Recommendation

CBO does not recommend. CBO recommends that the Auditor's Office continue to monitor projected cost increases to actual expenditures and identify underspending or reallocation opportunities to fund this unanticipated cost. To the degree that no such flexibility is possible and projected increases are realized or exceeded, the bureau should resubmit this request as part of the Spring Supplemental budget and/or as part of the over expenditure ordinance at fiscal year's end.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the City Auditor

Type: Encumbrance Carryover Request

Request: AU_005 - Encumbrance Carryover Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	10,000	0	10,000
TOTAL EXPENDITURES	10,000	0	10,000
REVENUES			
General Fund Discretionary	10,000	0	10,000
TOTAL REVENUES	10,000	0	10,000

Bureau Description:

The Auditor's Office requests approval to carryover \$10,000 from the prior fiscal year to fund the encumbered contract with Michael J. Genacco OIR Group for the review of closed officer-involved shootings and in-custody death police investigations on behalf of the Auditor's Independent Police Review division.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the City Auditor

Type: Technical Adjustment

Request: AU_006 - LID Technical Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	335,202	0	335,202
Contingency	(335,202)	0	(335,202)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The Auditor's Office requests a technical adjustment in the LID fund to increase Bureau Overhead with the Auditor's Office by \$335,202 for increased costs for the Lien Accounting System Replacement project (BTS increase = \$205,202, Professional Services = \$106,000, and Consulting Services = \$24,000). The increase will be covered by fund contingency.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: City Budget Office

Type: Capital Set-Aside Request

Request: BO_001 - Budget Software Replacement

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

Bureau Description:

The City implemented its current budget preparation software (BRASS) in 2003. Although the software continues to provide the basic tools for budget preparation and monitoring, the bureau believes it is in the City's best interest to replace BRASS with a software that utilizes new and improved technology. The technology surrounding budget implementation software has seen great improvements over the last ten years since the City purchased BRASS. Implementing these improvements could reduce time spent on data entry and processing, and enhance our capabilities in regards to performance budgeting.

Initial estimates from our existing vendor and estimates from SAP (our Citywide ERP system) show the costs of a new system in the \$1 million to \$3.5 million range. If funds are awarded in FY 2015-16, it is expected that a new system will be available for the start of the FY 2017-18 budget process.

CBO Discussion and Recommendation

Recommendation pending. Per the City financial policy, 50% of any excess ending fund balance should be dedicated in the Fall Supplemental Budget (i.e. the Fall BMP) to major maintenance and replacement of existing assets. Resolution 37107 increased the percentage from 25% to 50%; in addition, the resolution indicated the intent to use these resources to dedicate this resource over the next several years to emergency preparedness, parks and recreation, and transportation. To assist Council in allocating these funds to the highest priority major maintenance and asset replacement projects, bureau asset and finance managers worked to improve upon the project ranking process used in the FY 2014-15 Fall BMP during the FY 2015-16 budget development process.

The inter-bureau process of validating and ranking project scores is ongoing at the time that CBO reviews are being prepared for City Council. That process is expected to be completed prior to the worksession, at which time, CBO will update Council on the outcome and recommendations for the set-aside.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: City Budget Office

Type: Technical Adjustment

Request: BO_002 - Transfer CAMG support from BPS to CBO

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	30,000	0	30,000
TOTAL EXPENDITURES	30,000	0	30,000
REVENUES			
General Fund Discretionary	30,000	0	30,000
TOTAL REVENUES	30,000	0	30,000

Bureau Description:

Technical adjustment to transfer the Citywide Asset Manager's Group support functions from the Bureau of Planning & Sustainability to the City Budget Office. The transfer of these functions creates a nexus between the reporting and managing of City's assets and the budget process.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: City Budget Office

Type: Technical Adjustment

Request: BO_003 - Rent Increase per Fair Wage Policies

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	710	0	710
TOTAL EXPENDITURES	710	0	710
REVENUES			
General Fund Discretionary	710	0	710
TOTAL REVENUES	710	0	710

Bureau Description:

On May 13, 2015, City Council adopted code changes to chapter 3.99 Fair Wage Policies which directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees." OMF has calculated the cost impact of these code changes to facilities they manage and the resulting impact to our interagency agreement.

As part of the FY 2015-16 budget process the Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus. This request transfers the City Budget Office's share of those resources to the bureau.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_001 - Adjustment to IA with the Parks Bureau

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	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:

This is a \$15,000 interagency agreement with the Parks Bureau to fund Parks' portion of the contract with Enviroissues to support outreach and committee work for the Citywide Tree Project.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_002 - Adjustment to IA with Facilities

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	33,062	0	33,062
Contingency	(33,062)	0	(33,062)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This adjustment of \$33,062 to the interagency agreement with Facilities reflects an appropriation for additional costs associated with City Council passing an ordinance adopting code changes to Chapter 3.99 Fair Wage Policies.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_003 - Adjustment to IA with the BPS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	4,000	0	4,000
TOTAL EXPENDITURES	4,000	0	4,000
REVENUES			
Interagency Revenue	4,000	0	4,000
TOTAL REVENUES	4,000	0	4,000

Bureau Description:

This adjustment of \$4,000 will add an appropriation to the IA with BPS for landlord training sessions.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_004 - GF Support for Demolition Appeal Fee Waivers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	49,248	0	49,248
TOTAL EXPENDITURES	49,248	0	49,248
REVENUES			
Fund Transfers - Revenue	49,248	0	49,248
TOTAL REVENUES	49,248	0	49,248

Bureau Description:

Effective April 19, 2015, the City Council passed an ordinance adopting changes to City Code Chapter 24.55.200 Residential Demolition Delay – Housing Preservation.

One of the major changes is the process of appealing a residential demolition permit application. An interested party may appeal issuance of the demolition permit by completing an appeal application on forms provided by the Bureau. The appeal application must be accompanied by the Code Hearings Officer's appeal fee or a fee waiver, along with all documents the appealing party wants in the record to support the appeal. Appeals will be forwarded to the Code Hearings Officer. Section F(2) states that the City will grant appeal fee waivers to recognized organizations whose boundaries include the demolition site, such as neighborhood associations.

BDS cannot use demolition fee revenues to reimburse the Code Hearings Office for the waived appeal fees; this would create a clear conflict of interest, since fee revenues are paid by developers for specific services outlined in BDS's fee schedule. In addition, state law requires that "fees collected by a municipality...shall be used for the administration and enforcement of a building inspection program for which the municipality has assumed responsibility." ORS 455.210(3)(c).

Therefore, BDS is requesting General Fund support to cover the costs associated with waived Code Hearings Office appeal fees. It is estimated that in FY 2015-16, 36 cases will be granted waivers. Currently, Code Hearings Officer appeal fees are at \$1,368 per appeal. The total request for FY 2015-16 is therefore \$49,248.

CBO Discussion and Recommendation

Based on the opinion of the City Attorney's Office, CBO recommends this request as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_005 - Additional Positions FY 2015-16 Spring BMP

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	209,405	30,674	240,079
External Materials and Services	0	0	0
Internal Materials and Services	56,000	0	56,000
Contingency	0	(30,674)	(30,674)
TOTAL EXPENDITURES	265,405	0	265,405
REVENUES			
Licenses & Permits	265,405	0	265,405
Fund Transfers - Revenue	0	0	0
TOTAL REVENUES	265,405	0	265,405
FTE			
Full-Time Positions	2.33	0.58	2.92
TOTAL FTE	2.33	0.58	2.92

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 adding back FTE that were cut during the recession in order to restore services and respond to the workload. Positions were added in FY 2011-12, FY 2012-13, FY 2013-14, and FY 2014-15.

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. All positions are fee supported.

This request also makes an adjustment of \$56,000 to the interagency agreement with the City Fleet in order to add an appropriation for new vehicles. New cars are necessary to accommodate new inspector positions. Approval of this request meets the requirements of Resolution 35960 requiring City Council approval of leases, upgrades to replacements, and new vehicle additions.

Staff Additions

BDS is requesting 4 FTE, including:

Plan Review and Permitting Services Division (1.0 FTE)

•1.0 Development Services Project Coordinator

This position will help address continued excess demand for Project Coordinator assistance with large or complex development projects. Projections indicate large project work will remain steady through at least the next 24 months. Project Coordinators help customers navigate the permitting process with large, complicated, and/or economically and time sensitive projects.

Inspections Services Division (2.0 FTE)

•1.0 Senior Electrical Inspector (Commercial Inspections)

This position will help the Commercial Inspections program to better keep up with plan reviews and greatly reduce overtime. In addition, the position will help clear the backlog of inspections in the Master Electrical Permit Program. There are several large projects either breaking ground or soon to be submitted in the downtown core area, and such projects are best served by a Senior Inspector.

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

This position will help address continued growth in the popularity of the FIR Program. The program manager forecasts that overtime will increase by 25% in FY 2015-16. While 53 contractors were added to the program over the past 12 months, 43 contractors remain on the program waiting list.

Administrative Services Division and Director's Office (1.0 FTE)

•1.0 Development Services Technician 1 (Digitization Team)

The Digitization Team scans paper, microfilm and microfiche documents related to development. This additional position is needed as more document types have been added, and in order to keep up with the increased general BDS workload (permits and cases) that has occurred over the last two years. This position will also help address the current backlog in microfilm and microfiche digital conversion.

(1) Office Support Specialist II position to support the Neighborhood Inspection Team for work related to Chapter 13 Systematic Inspection and Disabled Vehicle on Private Property Enforcement programs. The position will be supported by program revenues.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_005 - Additional Positions FY 2015-16 Spring BMP

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

Recommended as requested. In the Fall BMP, BDS requests five additional positons to address increasing workloads throughout the bureau. These positions will be funded by permit revenues and fees. CBO recommends these positions as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Development Services

Type: New Request

Request: DS_006 - Expand the Extremely Distressed Properties Enfor

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	54,551	(54,551)	0
External Materials and Services	100,000	(100,000)	0
Internal Materials and Services	28,000	(28,000)	0
TOTAL EXPENDITURES	182,551	(182,551)	0
REVENUES			
Fund Transfers - Revenue	182,551	(182,551)	0
TOTAL REVENUES	182,551	(182,551)	0
FTE			
Full-Time Positions	0.58	-0.58	0.00
TOTAL FTE	0.58	-0.58	0.00

Bureau Description:

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

Currently 45 properties are awaiting follow up and officially in the queue. Many of the properties eligible for the Program are referred by the Police Bureau and more properties are also eligible that have current Housing and Nuisance cases on them.

This position will help to address 45 properties that are currently awaiting enforcement action through EDPEP. The number of referrals to the program from the Police Bureau remains high, especially in East Precinct. These referrals are often due to squatters and/or abandonments resulting from foreclosures. In addition to EDPEP work, this position will also take properties with housing and/or nuisance violations to the Code Hearings Officer.

This current request is for additional General Fund support of \$182,551 for this critical neighborhood livability program to fund:

- 1.0 Senior Housing Inspector
- Additional Nuisance Abatement Funds - \$100,000 for Nuisance Abatements, Vacations, Board Ups and/or Demolitions.

This request also makes an adjustment of \$28,000 to the interagency agreement with the City Fleet in order to add an appropriation for a new vehicle. New car is necessary to accommodate new inspector position. 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

Not recommended. While this is an important program to protect the livability of neighborhoods and communities, the package does not qualify as unforeseen and is not a true one-time request. As a result, CBO does not recommend funding for this package in the Fall BMP.

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

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Emergency Communications

Type: New Request

Request: EC_001 - Health and Safety Services at BOEC

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

Bureau Description:

Recent changes in the 9-1-1 industry and at BOEC are accumulating impacts on employee stress and well being. Some of the causal factors are increasing staffing challenges, increasing workload, change management and employee specific life impacting occurrences. BOEC, along with HR and the City Wellness Group have determined it beneficial to introduce health and safety services at BOEC; such as on site counseling services at BOEC available to employees. This request seeks funding to provide these and additional onsite services for employees this fiscal year.

CBO Discussion and Recommendation

This package is not recommended by CBO, based on a late request by the bureau to remove the request from consideration. The original package requested to move \$100,000 from BOEC contingency to provide funding for onsite employee health services such as counseling, to address new and accumulating impacts of stress on bureau employees. BOEC has elected instead to preserve contingency funds for 11 new limited-term trainee positions, deemed to be a higher priority. The trainees will begin at the in-house academy as a cohort in March of 2016. BOEC projects that it has enough budgeted funds to cover personnel services costs related to the trainees in FY 2015-16, however, the bureau may need to move funds from contingency in FY 2016-17 to cover the cost of the positions in that fiscal year. The bureau has determined that given the potential for significant number of certified staff retirements, recruitment and training of new employees is a higher priority than the provision of onsite health and safety services.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_003 - Facilities IA adjustment - Fair Wages Policy

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	10,596	0	10,596
Contingency	(10,596)	0	(10,596)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance adopted the changes as shown in the attached "Exhibit A" and directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

This request increases the BOEC interagency agreement with Facilities Services to add the cost resulting from the Fair Wages Policy.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_004 - VCAD Upgrade Capital Project

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

Bureau Description:

BOEC received \$1.4 million in the FY 2015-16 Adopted budget to upgrade its Versaterm Comptuer-Aided Dispatch (VCAD) system, the dispatch technology used by BOEC and other Multnomah County public safety agencies to connect the community with emergency services responders. The costs associated with the VCAD refresh/replacement project represent an investment in the bureau's capital assets. This technical adjustment moves the funds into the appropriate category, capital outlay, and facilitates future reporting on the asset.

CBO Discussion and Recommendation

This adjustment was entered by CBO.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_001 - Move RDPO program to appropriate grant codes

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	107,337	0	107,337
TOTAL EXPENDITURES	107,337	0	107,337
REVENUES			
Intergovernmental Revenues	107,337	0	107,337
TOTAL REVENUES	107,337	0	107,337

Bureau Description:

The Bureau is requesting, at the suggestion of the Grants office, a technical change that will establish a series grant codes and appropriately reflect budgeted and actual revenues and expenditures for the Regional Disaster Preparedness Organization (RDPO) program, which is funded and coordinated with a handful of local and regional governmental partners. Currently \$137,000 in RDPO revenue is budgeted in the general fund to support program activities; this change will move the revenues and associated expenditures out of the General Fund and to grants, and true up the exact value of the projected grant revenue and expenses.

CBO Discussion and Recommendation

Recommended as requested. This request moves grant revenues and corresponding grant-funded expenses appropriately from the General Fund to the Grant Fund, and assumes increased contributions from the Regional Disaster Preparedness partner organizations. This is a technical request and there is no additional cost to the City.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Emergency Management

Type: Encumbrance Carryover Request

Request: EM_002 - Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	30,000	0	30,000
TOTAL EXPENDITURES	30,000	0	30,000
REVENUES			
General Fund Discretionary	30,000	0	30,000
TOTAL REVENUES	30,000	0	30,000

Bureau Description:

The Bureau is requesting an encumbrance carryforward for \$30,000 in Natural Hazard Mitigation Plan match funding. A carryforward for the grant funds associated with the Plan was requested and approved in the Spring FY 2014-15 BMP to enable Plan completion in FY 2015-16; this request is for the required general fund match dollars to complete the Plan.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_003 - Fair Wage Ordinance Implementation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	3,426	0	3,426
TOTAL EXPENDITURES	3,426	0	3,426
REVENUES			
Intergovernmental Revenues	1,713	0	1,713
General Fund Discretionary	1,713	0	1,713
TOTAL REVENUES	3,426	0	3,426

Bureau Description:

Per OMF, this is the PBEM/ECC share of rate adjustments per implementation of the new fair wage ordinance.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_001 - Grant Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	19,100	0	19,100
External Materials and Services	185,500	0	185,500
Internal Materials and Services	5,000	0	5,000
Capital Outlay	20,000	0	20,000
Contingency	17,000	0	17,000
TOTAL EXPENDITURES	246,600	0	246,600
REVENUES			
Intergovernmental Revenues	246,600	0	246,600
TOTAL REVENUES	246,600	0	246,600

Bureau Description:

The following adjustments to Grants totaling \$246,600 are required by project managers. The CIP grant adjustments total \$148,600 and the Operating grant adjustments total \$98,000.

\$98,000 EPA Brownfields: Revolving Loan Fund (ES000037)

This grant relies on partners willing to perform Brownfield cleanup activities on their properties. Funds are being added for Dharma Rain Zen Center and 3300 N Williams LLC, two sub-recipients.

\$20,000 DEQ Lower Slough Refugia (ES000044)

This Watershed Investment Program (E08782) project requires the remaining balance of the grant budget for capital outlay to complete large wood installation at the Lower Slough Refugia. The project is nearly complete and the grant will be fully expended this FY

\$128,600 PBOT's Milwaukie Light Rail (TR000094)

BES charges directly to this PBOT grant. Additional personal services, interagency and miscellaneous services are required.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
 FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_002 - Operating Program Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	19,000	0	19,000
External Materials and Services	392,815	(40,000)	352,815
Internal Materials and Services	37,153	0	37,153
Capital Outlay	1,136,775	0	1,136,775
Contingency	(1,585,743)	40,000	(1,545,743)
TOTAL EXPENDITURES	0	0	0

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_002 - Operating Program Adjustments

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

Business Services

\$25,000 carryover funding for a vehicle within Risk Services. Funding was available in FY 2014-15 for a Colorado Truck, however, the vendor canceled the entire City Fleet order due to production issues. Resources from Contingency.

\$21,265 to correct budgeting errors. Increases to Pioneer Tower rent (\$15,000) along with minor increases for utilities (\$3,000) and staff education and travel (\$3,265). Resources from Contingency.

\$87,750 for vendor invoice carryover plus an additional \$20,100 for training and license support. \$67,650 in carryover for eBuilder/Heron license costs planned for last year, billed in FY 2015-16, \$3,900 in eBuilder/Heron training and \$16,200 for 45 MS Project licenses as eBuilder/Heron users in Engineering Services are required to be on the v.2013 of MS Project. Resources from Contingency.

\$11,954 for an increase in the interagency with Facilities affecting the Portland Building and \$1,590 for Guilds Lake reflecting the Fair Wage Increase. Resources from Contingency.

Engineering Services

\$1,473 for an increase in the interagency with Facilities reflecting the Fair Wage Increase affecting the Materials Testing Lab. Resources from Contingency.

\$37,500 of carryover for the continuation of Microsoft Project training under a PSU IGA. Over 50 professional staff will be taking the training in October. The training is tied to performance measures for pipe enhancement and internal goals for CIP accomplishment rates. The balance of education budget already in Engineering Services will be spent to address safety, as the State has developed new confined space entry rules. Resources from Contingency.

\$150,000 carryover funding for six vehicles within Engineering Services. Funding was available in FY 2014-15 for six Colorado Trucks, however, the vendor canceled the entire City Fleet order due to production issues. Resources from Contingency.

Pollution Prevention

\$35,000 of carryover for the continuation of two Innovation Fund Micro-Grants that were awarded in spring of FY 2014-15, but funds were unspent:

\$15,000 Cut Through the FOG (Fats, Oils and Grease) Grease Trap Cleaning Coupons

This proposal focuses on food service establishments with requirements for grease trap maintenance and reporting. The proposed strategy uses the grant funds to pay for grease cleaning coupons for these food service establishments to be redeemed for one preferred pumper cleaning. The Preferred Pumper vendor properly cleans the facility, observes and notes the condition and provides the report to the City. It also aids in coordinating the City inspection.

\$20,000 Multilingual Videos for Food Service Best Management. As part of the 'Cut Through the FOG' program, BES staff provide a significant amount of outreach to the owners and operators of food service establishments (FSE). This proposal will allow BES to produce multilingual videos for the owners, staff and landlords of food service establishments. The City and the FSEs benefit from a more equitable approach to outreach and education and the use of more effective tools to explain best management practices and obtain compliance.

\$55,000 shift of appropriation from Professional Services to Capital Equipment to purchase a microwave digestion system (\$45,000) for the metals section and a large volume injector (\$10,000) for the organics section.

The use of microwave digestion reduces the time spent on this preparation step from three hours to twenty minutes. Thus, it is an essential work flow element that has enabled the metals section to increase the annual metals analyses and revenue over the past ten fiscal years by over 30% without adding an FTE. The current unit is over 15 years old with a five-year capital plan replacement scheduled for FY 2016-17. However, it experienced a catastrophic electronic failure this past spring (which contaminated a portion of the metals lab with low-level mercury). The unit was repaired, however the service technician recommended replacing the unit as soon as practicable, noting that the temperature control system is no longer supported and could not be replaced if it failed. It is thus prudent to replace the unit at the first opportunity.

The electron capture gas chromatograph (ECD-GC) is the last instrument in the Organics Section without a large volume injector (LVI). The use of an LVI allows micro extraction to be used in the preparation step. Micro extraction reduces the size of samples, greatly reduces the volume of extraction solvent, and greatly speeds up overall analysis times, all while maintaining low, regulatory-required detection limits. The implementation of LVI plus micro extraction for our two semi-volatiles GC/MS has reduced toxic & hazardous solvent use by 95% and reduced overall analysis times by 75%. These same results will be realized for the analysis of PCBs on the ECD-GC. In FY 2014-15, the laboratory analyzed over 170 samples for PCBs, generating over \$20,000 in revenue. The addition of the LVI will allow the laboratory to increase the work flow for this important analysis without having to add additional staff.

\$140,000 to purchase an ICP (inductively coupled plasma spectrometry) machine. The current Perkin-Elmer instrument is nearing the end of

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_002 - Operating Program Adjustments

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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Budget Description: The software does not work well with the new Laboratory Information Management System (LIMS), leading to bottlenecks in data and report production and taking valuable staff time away from other work. In addition, its detection limits cannot be decreased to stay current with regulations, such as the state's new water quality criteria. Budgeted resources are from Contingency.

\$25,000 shift of appropriation to fund project specific work study (\$19,000) and temporary assistance (\$6,000) in the Industrial Projects section. Funded by resources within Pollution Prevention.

\$4,000 shift of appropriation from minor equipment and tools for additional ground maintenance horticultural services at the Water Pollution Control Lab (WPCL).

\$8,097 for an increase in the interagency with Facilities affecting the Water Pollution Control Lab (WPCL) reflecting the Fair Wage Increase. Resources from Contingency.

Watershed Services

\$7,300 to correct a budgeting error regarding Baltimore Woods post-stabilization maintenance. Resources are from Contingency.

\$90,000 for an increase to cover additional construction costs related to a stormwater abatement project at Laurelhurst School. The previous costing of the project was based on estimates for construction under a Goods and Services Contract. At the request of the bureau's Chief Engineer, and a subsequent review of the scope with Procurement, the bureau shifted the contract to the approach used by CIP projects: a Standard Construction Contract. The project is almost complete. The project is to help area homeowners who are at risk of sewer backups from a once-a-generation rainstorm. Resources are from Contingency.

\$35,000 carryover funding for a Watershed Services vehicle budgeted in FY 2014-15 but will be received in FY 15-16. Resources from Contingency.

\$30,000 for a Columbia Slough Property Data Analysis, a cost-share effort with the Multnomah County Drainage District and the Port of Portland. The data analysis is to determine ownership of the property. Resources are from Contingency.

\$3,000 to support the second annual Salmon Celebration. First year event coincided with Westmoreland Park grand re-opening after restoration project (BES project E10392). Overall goal of event is to galvanize the community around significant restoration in Crystal Springs Creek and celebrate salmon in the city. Parks and BES committed to financially supporting the event for three years and in that time, gradually hand off to the community as a self-sustaining event.

Wastewater Services

\$7,039 for an increase in the interagency with Facilities affecting the Columbia Boulevard Wastewater Treatment Plant reflecting the Fair Wage Increase. Resources from Contingency.

\$40,000 to provide a 72-hour emergency kit to every bureau employee to encourage emergency preparedness and continuity of operations in the event of a disaster. This is part of a new ongoing effort to plan for emergency preparedness and supports the FY 2015-16 Decision Package ES_08 "Emergency Preparedness." Resources from Contingency.

\$731,775 of carryover for vehicles budgeted in FY 2014-15 but expected to be received in FY 2015-16. \$68,500 of the carryover are for two vehicles for general operations of the CBWTP. The balance of \$663,275 are for vehicles related to the Collection System work done by PBOT-MO. There is some timing risk associated with the PBOT-MO vehicles as the vendor for the large vector trucks indicates it will take four months to deliver those orders. Coupled with CityFleet procurement and vehicle prep time, the total purchase effort could be nine months, making the June 30th deadline date questionable. Resources from Contingency.

\$50,000 of carryover for Facilities Condition Assessment for this work that did not get completed because of processes involved in working with OMF Facilities and an outside consultant. Wastewater Services are using a City-wide contract, managed by OMF Facilities to complete this work. There are pending questions about cost breakdowns by facility/location as the original contact was more geared toward office settings. Wastewater is also attempting to work with OMF Facilities to amend the contract to add our additional scope of work. Best current estimate for Facilities Condition Assessment is about \$115,000. The additional \$65,000 is being added through an internal budget reallocation (discussed in Request Number #6) to complete this work. Resources from Contingency.

\$75,000 of additional funding for the final DEQ close out for monitoring wells at the Larsen property (N. Portland Rd, expansion property). This monitoring project has been going on for over 15 years with monthly payments to DEQ for oversight. Now, DEQ is committed to close out this process and give the bureau a "No Further Action Required" letter for the groundwater contamination. This program has been managed by BES' Coordinated Site Assessment section of Pollution Prevention Services. This effort is expected to be completed by fiscal year end. Resources are from Contingency.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_002 - Operating Program Adjustments

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

\$12,500 of a reallocation of Parks-funded services from horticultural services to forestry as tree maintenance services are increasing. Funds are from the current Parks interagency.

\$0 of internal reallocation of funding within the Collection System interagency with PBOT-MO to better align with program activities and priorities.

\$0 – The addition of two city positions within the PBOT-MO Collection System interagency. This request mirrors a PBOT-MO Fall BMP request to add positions. PBOT-MO intends to add two FTEs (one Construction Equipment Operator and one crew leader) in the Fall BMP for the purpose of creating a new dig crew and accomplishing more sewer repair work. PBOT-MO assures they add additional services within the current interagency funding level. Details on the internal budget adjustments to cover the additional labor costs and overhead impacts have not been made available to the customer.

CBO Discussion and Recommendation

Recommended with adjustments. The majority of the items in this request are funded internally or are carried over projects funded with previously projected balance. Carryover projects drawing on that contingency total \$1,131,925. The remainder of the contingency draws - \$453,818 - fund new spending as described in the items above. The majority of these new items are one-time in nature and thus have essentially no rate impacts. Those items that are ongoing (which make up less than \$100,000 of the new requests) will have a minimal rate impact if not offset with other expense reductions in future budget processes.

Among those new items, CBO requested additional information on the 72-hour emergency kits and was provided with the following information: "While 72 hour emergency kits can vary greatly, and can be customized to better suit the needs of the individual or family, the basic components the bureau is planning to provide in the kits are listed below. BES is also looking to maximize the funding by finding a kit with the appropriate cross-section of quality and cost-effectiveness. Items include: first aid kit (bandages, antibiotic ointment, gauze, tape, compresses, antiseptic wipes, and hand sanitizer), radio (either crank or battery operated), batteries, flashlight with batteries, emergency blanket, snacks or food packets, water and water container, rain poncho, duct tape, whistle, and basic hygiene items (toothbrush, toothpaste, shampoo, soap, lotion, deodorant, washcloth, comb)."

While CBO understands the desire to prepare employees so that they might be more available to perform work in the case of an emergency, these kits are intended for at-home preparation and the composition of these kits seems to be more in line with personal emergency preparation rather than increasing the bureau's ability to respond. In that light CBO does not recommend these expenses.

With regard to the DEQ close out on the monitoring of the Larsen property, the bureau has spent nearly \$96,000 in monitoring costs over the last seven years. These ongoing costs will no longer be budgeted after the close-out.

With regard to the internal reallocation with the collection system interagency, this shift, while net zero, does reflect a significant realignment of resources from primarily inspections to repair, increasing the latter by \$1.45 million. According to the bureau during follow-up conversations: "The increase in repair is to address our continued aging infrastructure and our need to rapidly respond to customer service problems. Sewer repair also includes the repair of storm pipes/mains, which benefit the stormwater system. In addition, a portion of the reallocation is associated with how overtime is distributed amongst the various programs. The majority of overtime is associated with sewer repair so this adjustment better reflects that."

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: _____

Request: ES_003 - Revenue Adjustments - Program Related

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	2,449	0	2,449
External Materials and Services	21,000	0	21,000
Contingency	39,064	0	39,064
TOTAL EXPENDITURES	62,513	0	62,513
REVENUES			
Intergovernmental Revenues	100,000	0	100,000
Interagency Revenue	12,513	0	12,513
Miscellaneous	(50,000)	0	(50,000)
TOTAL REVENUES	62,513	0	62,513

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.

Pollution Prevention

\$100,000 in additional Pollution Prevention: Environmental Compliance Program (Coordinated Site Assessment) services from DEQ as a cost share with BES and Parks to clean up the Oaks Bottom Landfill site. DEQ is requiring the city investigate the seep water and the sediment flowing from the landfill to determine if it is the source of contaminants in the adjacent wildlife refuge. DEQ is contributing \$100,000 from their landfill remediation fund to pay for most of the investigation. BES and Parks will be responsible for an estimated additional \$50,000, if required. The initial request for this work was in the FY 2014-15 Fall BMP and the work has spanned two fiscal years. In FY 2014-15, \$76,551 of the project was spent, however no reimbursement from DEQ was initiated. The balance of the budgeted effort, \$23,449, will be spent on professional and personal services in FY 2015-16, with the amount spent in FY 2014-15 (\$76,551) going to Contingency

Wastewater Services

<\$50,000> revenue reduction in Wastewater received from Methane sales to Malarkey Roofing. Malarkey revenue projection is \$320,000. The reduction to \$270,000 is based on current usage pattern, projected winter shutdown and the Inverness Force Main repair project that will force shut down of the line for approximately 30 days. Balance in contingency.

Engineering Services

\$12,513 revenue from the Bureau of Transportation for engineering services for the Outer Powell Transportation Safety Project. Balance in contingency.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_004 - Personnel (Position) Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	371,072	0	371,072
External Materials and Services	(277,608)	0	(277,608)
Capital Outlay	(68,064)	0	(68,064)
Contingency	(25,400)	0	(25,400)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	2.92	0.00	2.92
Limited Term Positions	0.83	0.00	0.83
TOTAL FTE	3.75	0.00	3.75

Bureau Description:

Portland Harbor

\$91,290 – 1.0 Limited Term Senior Program Manager (Non-Represented classification 30000466) to plan, organize and manage work related to Portland Harbor and the bureau's response and work related to the Portland Harbor remediation plan. Resources are from reductions in Miscellaneous Services.

Wastewater Services

\$69,840 – 1.0 FTE Botanical Specialist II (COPPEA classification 30000320) to reflect increasing and ongoing work. This action moves funding for an ongoing contract employee to permanent full-time city employee. The temporary service contract has been in place for three years and the work is ongoing. Resources are from eliminating funding for a temporary services contract with the Wetlands Conservancy. Resources are from reductions in Miscellaneous Services.

Engineering Services

\$93,464 – Increase Permanent Part Time .50 FTE to 1.0 FTE Senior Engineering Associate - Civil (COPPEA classification 30000358) to further realign internal personnel resources to better achieve the goals of the Capital Improvement Program. This position is currently filled and charges primarily to capital projects. The net increase in cost for the current year is estimated at \$27,164. Resources are from the CIP Program.

\$116,478 – 2.0 FTEs Engineering Technicians IIs (COPPEA classification 30000325)

Engineering Services Construction Management currently has five City Engineering Technician IIs and seven Contract Engineering Technician IIs. In this area of the bureau, there has not, in the last decade, been fewer than ten city technicians. The number of contract technicians is creating instability in Construction Management. The construction manager has lost five contract technicians to permanent, promotional opportunities elsewhere in the last year. Engineering Technicians take nine months to train and the positions do most of the heavy lifting in CIP design review and the administration of construction contracts. They are directly tied to delivery of the CIP and support internal goals for measuring CIP success. This is in line with other personnel changes that have been made and have been approved in the budget. For the last several years, the unions have desired for these positions to be City employees and we have made requests, but in recent years requests for new FTEs were frequently rejected. Resources are from the CIP Program.

Business Services

This is not a budget request but rather a technical request to acknowledge the movement of a position in FY 2015-16 from Permanent Part Time to Full Time. The bureau has a filled Program Coordinator position that increased work hours by eight hours per week. Due to the mechanics of position budgeting, the conversion to a Full Time position (at 72 hours) was missed and not called out in a decision package. There is no funding request as the cost for additional hours was included in the FY 2015-16 Adopted Budget.

CBO Discussion and Recommendation

Recommended as requested. CBO notes that these costs are all, with the exception of the limited term Portland Harbor position, ongoing in nature. The limited term position is also likely to continue for several years as that effort is likely to continue for some time. Moreover, the ongoing full-year costs will be greater by roughly 33% since the request reflects only nine months of costs. The bureau has indicated that these full-year costs would also be offset by expense reductions.

The limited term position in the Portland Harbor program has already been classified through BHR, the recruitment has been completed, and the employee began in September. This request is a budgetary true up to reflect that decision.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_005 - Fund-Level Transfers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,700,000	0	1,700,000
Fund Transfers - Expense	0	0	0
Contingency	13,058,958	0	13,058,958
TOTAL EXPENDITURES	14,758,958	0	14,758,958
REVENUES			
Budgeted Beginning Fund Balance	14,800,000	0	14,800,000
Fund Transfers - Revenue	(41,042)	0	(41,042)
TOTAL REVENUES	14,758,958	0	14,758,958

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 <\$49,043> in transfers from the Water Bureau reflecting One-Percent for Green contributions. This is a 33% reduction from the Adopted Budget of \$150,000.

An increase of \$8,001 in transfers from PBOT reflecting One-Percent for Green contributions. This is a 16% increase from the Adopted Budget of \$50,000.

Sewer Operating Fund, SDC Sewer System Operating Subfund and Debt Redemption Fund -
Sewer Operating Fund, System Development Charges (SDCs) and Debt Service

This adjustment provides appropriation to refund up to 60% [update on 10/20: 61%] of SDCs paid by the developer of the Hassalo on Eighth for completion of their "living system" on-site treatment facility. The SDCs were originally paid in May 2014. The adjustment increases Refunds expense by \$1,500,000, concurrently increases transfers from the Rate Stabilization Fund to the SDC Fund and decreases transfers from the Rate Stabilization Fund to the Sewer Operating Fund.

Sewer Operating Fund and Rate Stabilization Fund -

Both funds are recognizing additional Beginning Fund Balance. The Sewer Operating Fund is adding \$5,000,000 to beginning fund balance due to the FY 2014-15 year-end financial position. The Rate Stabilization Fund is adding \$9,800,000 in beginning fund balance resulting from FY 2014-15 year-end transfers from the Sewer Operating Fund.

Sewer Operating Fund, SDC Sewer System Operating Subfund and Debt Redemption Fund -
Sewer Operating Fund, System Development Charges (SDCs) and Debt Service

This adjustment provides \$200,000 in appropriation to the SDC Sewer System Operating Subfund of 600001. Creating this appropriation allows for correctly funding SDC refunds expense from its original revenue source, resulting in less SDC cash available to transfer to the Debt Redemption Fund to pay debt service.

CBO Discussion and Recommendation

Recommended as requested. Note that the increase in the Sewer System Rate Stabilization Fund beginning balance brings this fund's balance to \$49.8 million. This fund is used to smooth the impacts of very large capital projects (e.g. the CSO/'Big Pipe' and the Mid-County Sewer Program), to smooth the impacts of alternate year debt service changes, and to serve as an operating reserve. Due to a number of factors, this balance is higher than planned in previous budget cycles, is not associated with attenuating a specific project, and is considerably higher than the reserve target. As such, it provides the bureau and Council with flexibility during upcoming budget processes to address additional needs, emergent risks, or ratepayer relief, among other possibilities.

Regarding the SDC refund related to the "living system" on-site treatment facility, there is currently no established policy on SDC refunds for on-site treatment; the refund calculation is based on the "discharge limit" on the project. The proposed agreement contains a clawback provision in the event of any system failure or sustained excess discharges. CBO recommends that, should this facility prove successful, the bureau work to develop a consistent policy to address this type of development going forward to ensure an equitable distribution of the costs of existing and future public infrastructure.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: Technical Adjustment

Request: ES_006 - Internal Budget Adjustments: No Council Action

	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
Capital Outlay	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Business Services

Moving \$2,526 of external materials and services within functional areas of Revenue Program Administration to correct a budget entry error.

\$14,210 of Repair and Maintenance Services is reallocated to a different functional area within the Mapping, Data and Applications Program.

\$15,000 is reallocated from Repair and Maintenance Services to Computer Supplies-Software to coincide with other resources for the same purpose.

Watershed Services

\$134,690 shift from professional services and non-capital improvement within the group to professional services within Stormwater System Division for projects, such as Errol Heights Design Concept and Capital Highway Design Concept, managed through that division. In FY 2014-15, Watershed Services implemented a reorganization to consolidate stormwater system planning and implementation within one division. This is a continuation of that realignment.

\$5,000 shift from professional services to miscellaneous services for a contractual increase with the Columbia Slough Watershed Council for the continuation of resident and business outreach to reduce pollutants reaching the Slough and to provide outreach to stakeholders for BES projects.

\$348,798 shift from the Watershed Division to the Columbia Slough Watershed to realign resources specifically related to the Columbia Slough Sediment Program.

Wastewater Services

\$65,000 reallocation of funding within the Biosolids Program to CBWTP Facilities Management for Facilities Condition Assessment. This internal adjustment is related to Fall BMP Request #2, requesting carryover of \$50,000 for the condition assessment, resulting in a total funded effort of \$115,000.

\$10,000 shift within Capital Outlay to fund the purchase of a camera winch. Pump Station staff currently performs a monthly preventive maintenance procedure at the Swan Island CSO Pump Station to utilize an existing camera to video inspect the wet well to ensure there are no sand bars, debris, etc. The current procedure for lowering the camera requires two millwrights and an electrician to hook up a separate communication cable and assist in lowering the cable down with the camera system. Due to the cumbersome method for lowering this camera, the communications cable has been damaged several times requiring repairs. A more efficient way to do this is to utilize a camera winch with a communications cable built into the winch system. This would reduce the need to have an electrician on site each month for four hours to perform this preventive maintenance (costs savings estimated at \$2,000 per year) and reduce damage to the communication cable, minimizing system repairs for improved reliability. The estimated payback for this winch system would be under five years and it is expected to last 15 to 20 years.

\$104,052 is a currently funded position (new in FY 2015-16) moving to a new Functional Area called Emergency Management to better describe the work activity in which the position will be involved.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Environmental Services

Type: Technical Adjustment

Request: ES_007 - Innovation Fund: BES

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	14,989	0	14,989
Contingency	0	0	0
TOTAL EXPENDITURES	14,989	0	14,989
REVENUES			
Fund Transfers - Revenue	14,989	0	14,989
TOTAL REVENUES	14,989	0	14,989

Bureau Description:

Watershed Services

\$14,989 revenue from the General Fund for an Innovation Fund Micro-Grant, a \$2,998 internal adjustment to fund administrative and overhead costs for a total effort of \$17,897:

As the economy of Portland picks back up, the bureau expects to see more development along the Willamette River, particularly in the Portland Harbor. Private developers typically propose projects that impact the Willamette River, riverbank and upland areas with large docks and loading, unloading, staging and storage areas, and private recreation. Developers are required to get multiple permits from different agencies including the City of Portland, Department of State Land and US Army Corps of Engineers among other federal and state agencies.

Over the years City staff have heard from numerous property owners that the permit application processes are cumbersome, confusing and sometimes result in bureaus and agencies requiring differing and conflicting outcomes. This adds time and money to the projects and discourages investment along the Willamette River and also results in missed opportunities to improve fish and wildlife habitat and water quality.

Currently, the Bureau of Environmental Services leads the Streamlining Team, which includes local, state and federal permitting agencies. The Streamlining Team coordinates permit review of City projects and joint public projects such as the new Tillikum Crossing. Streamlining has been successful at reducing the amount of time and money spent during the permitting process. Streamlining is not available to private applicants. On June 17, 2014, the Hatfield School of Government's Center for Public Service (CPS) completed an independent assessment of the City's Streamlining process. CPS recommended that the City explore exporting this successful model where appropriate. This Innovation Grant will partner with CPS to explore the development of a coordinated permit review process for private applicants that builds on the successful attributes of the City's Streamlining Team process while ensuring the current team process remains successful.

The CPS will create a coordinated permit review process for private applicants. The desired outcomes of the process will be: 1) Development of a "one-stop-shop" process for applicants to understand all the permitting needs for projects; 2) Reduced time and money spent during the permitting process, and 3) Meeting multiple objectives for protecting and enhancing the environment while supporting redevelopment along the river.

In the City's reaches of the Willamette River, a coordinated permit review will support and foster investment in living-wage jobs, which is an important part of meeting the City's equity goals and the Comprehensive Plan policies. It will also assist small property owners and single family residences with navigating the permits process; while ensuring fish and wildlife enhancements are encouraged and protected.

The Bureau of Environmental Services is the lead bureau and leads the Streamlining Team. The Bureau of Planning and Sustainability is a co-partner and will take the results of this study to request formal adoption of the new coordinated permitting process through the River Plan. The Streamlining Team will implement the results: Bureau of Development Services, Department of State Lands, Army Corps, NOAA Fisheries, US Fish and Wildlife Service, Oregon Department of Fish and Wildlife and Department of Environmental Quality.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: FM_002 - Fair Wage Policy Allocation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	0	(355,544)	(355,544)
TOTAL EXPENDITURES	0	(355,544)	(355,544)
REVENUES			
General Fund Discretionary	0	(355,544)	(355,544)
TOTAL REVENUES	0	(355,544)	(355,544)

Bureau Description:

Allocates funding held in contingency to implement the Fair Wage policy.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: Technical Adjustment

Request: FR_001 - Transfer Fire Facilities GO Bond Funds

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	250,000	0	250,000
TOTAL EXPENDITURES	250,000	0	250,000
REVENUES			
Budgeted Beginning Fund Balance	250,000	0	250,000
TOTAL REVENUES	250,000	0	250,000

Bureau Description:

In the FY2015-16 Adopted Budget Council approved spending \$250,000 of the Fire Facilities GO Bond Fund for roof replacements at fire stations. This request transfers these funds into PF&R's operating budget. The contract is being managed by PF&R staff, and this will allow for the requisitions and payments to be handled internally.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: Technical Adjustment

Request: FR_002 - Fair Wage Policy

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	22,671	0	22,671
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	22,671	0	22,671
REVENUES			
General Fund Discretionary	22,671	0	22,671
TOTAL REVENUES	22,671	0	22,671

Bureau Description:

This bureau request is for \$22,671 in ongoing general fund resources for the additional costs due to the code changes to Chapter 3.99 Fair Wage policies. This amount is the increased cost to PF&R's janitorial services for the current fiscal year.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: Technical Adjustment

Request: FR_003 - Risk Interagency Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(17,103)	0	(17,103)
Internal Materials and Services	17,103	0	17,103
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request increases PF&R's Risk interagency by \$17,103 to cover the additional insurance premium associated with the two new fire boats added to PF&R's fleet in Spring, 2015. An internal adjustment will be made to cover the increased cost.

CBO Discussion and Recommendation

Recommended as requested. The new response boats require additional property insurance from OMF Risk Management. This request moves bureau EMS into the interagency agreement between the two bureaus.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_004 - Fire Protection Engineer

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	61,224	0	61,224
TOTAL EXPENDITURES	61,224	0	61,224
REVENUES			
Licenses & Permits	61,224	0	61,224
TOTAL REVENUES	61,224	0	61,224
FTE			
Full-Time Positions	0.50	0.00	0.50
TOTAL FTE	0.50	0.00	0.50

Bureau Description:

The request is to establish a Fire Protection Engineer position within PF&R's Prevention Division. As the local economy has recovered, BDS and PF&R have seen a marked increase in the number and complexity of building construction permits submitted for review and approval. Projects include multi-family dwelling units; high rise buildings, multi-level mixed use buildings, large commercial spaces, public assembly venues and facilities where hazardous materials are stored, used and/or processed. PF&R's Fire Plan Review Team is responsible for completing a fire and life safety code compliance review before these projects can be permitted.

Besides the sheer volume of traditional projects, new types of industries are moving into Portland, such as a liquefied natural gas (LNG) facility for vehicles, as well as a 95,000 gallon methane storage tank. These new types of facilities are very complex and represent significant dangers to life and safety if not properly constructed.

Currently, BDS anticipates a significant number of large projects with a construction value of \$10-\$30 million each, as well as, there are eight very large projects with a combined value of over a billion dollars in the works. These projects are exceptionally complex and will take many years to bring to completion.

In addition, a very new and innovative approach is being introduced to construct high rise buildings utilizing wood materials for the structural components. Currently, only non-combustible products (steel and concrete) are used for the structural components in the modern high rise. The plan review to ensure fire and life safety will be performance based design utilizing engineering reports. In seeking a permit, the developer acknowledges the proposed building won't be compliant with existing life safety codes but because of their design and the materials used, the developer states that the non-compliant design is equal to or better than what the code requires.

This data must be carefully scrutinized along with the methodology used by the developer for making his/her safety assertions. This is very challenging and time consuming technical architectural and engineering work. It is beyond the training and certification possessed by any existing employees in PF&R or BDS. Consequently, PF&R has had no alternative other than contracting with private engineering and architectural consultants to complete the work. This is extremely costly and adds to the time necessary for permitting the projects.

Benefits

This position is proposed as a new specialty under the general classification of Engineer. The Fire Protection Engineer will provide our customers a faster and more efficient mode for plans review. Most importantly, the Fire Protection Engineer will ensure that proposed projects meet fire and building code requirements that buildings are safe for the occupants and for Firefighters in an emergency situation.

This position will not only be revenue/cost neutral but will actually generate revenue for the city as it will eliminate the necessity for contracting out services and the cost of the position will be billable to the projects.

CBO Discussion and Recommendation

Recommended as requested. The bureau has requested to recognize increased permit and license revenues from the continued growth in the local construction market and to use these resources to create one Fire Protection Engineer Position in the Prevention Division. Program revenues have shown continuous growth and the Bureau of Development Services Five-Year Forecast includes continued growth in fees that would support this position. In the event of recession or slower-than-projected growth, PF&R would need to eliminate the position, use existing General Fund resources to continue the position, or hold inspector positions vacant.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_005 - GIS Position - Management Analyst

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

Bureau Description:

This request establishes a Management Analyst position in the Management Services Division of PF&R through internal resource realignment. This position would work independently using ArcGIS Network Analyst and/or other specialized software to analyze call volume, response times and reliability, station network location, emergency response deployment, and fire inspection routing optimization. The position would manage PF&R's mapping needs, coordinate the design and update of all mapping options including wall maps, station map books, MDC city and regional maps, internal building drawing in PF&R's Prefire System, demographic mapping by station fire management area, dashboard mapping for key performance measures, and other custom maps. The position would also conduct IT need assessment studies and may serve as an internal project manager on various IT projects.

The need for this type of position became more evident during the last budget cycles when City Council would request PF&R to provide very specific data on what the impact would be of closing a specific station on response time and response reliability. In addition, changing technology has resulted in an increase demand for IT projects, and the existing Business System Analyst is working to capacity.

Benefits

This position will be able prepare the types of analyses that are necessary for leadership to make educated decisions and ensure all of the bureau's mapping and information technology requirements are met.

CBO Discussion and Recommendation

This request will reclassify a Management Analyst into a GIS Analyst position and is cost-neutral. This package is recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_006 - Equity Manager

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	47,118	(47,118)	0
TOTAL EXPENDITURES	47,118	(47,118)	0
REVENUES			
General Fund Discretionary	47,118	(47,118)	0
TOTAL REVENUES	47,118	(47,118)	0
FTE			
Limited Term Positions	0.50	-0.50	0.00
TOTAL FTE	0.50	-0.50	0.00

Bureau Description:

This bureau requests one-time General Fund resources to establish a limited-term Program Manager position who would be assigned as PF&R's Equity Program Manager. This position will be dedicated to reviewing and implementing practices, policies and procedures that further diversity and equity in PF&R. Working with the Bureau of Human Resources and Office of Equity and Human Rights, the position will coordinate the bureau's focused diversity and equity trainings for all PF&R's sworn and non-sworn employees. More generally, the position will be responsible for creating and delivering training regarding implicit bias and institutional racism.

This position will chair PF&R's Equity Committee, and serve as the bureau's liaison with the Office of Equity and Human Rights. The position will be responsible for the developing and implementing the Racial Equity Roadmap; the comprehensive tool developed by the Office of Equity and Human Rights, which will provide structure and direction to PF&R to assess ourselves and develop five-year bureau level racial equity plans. In addition, the position will expand PF&R's ongoing recruitment effort targeting people historically under-represented in the fire and rescue services. PF&R will be asking for ongoing General Fund resources in the FY2016-17 Requested Budget.

Benefits

PF&R believes that in becoming a bureau with greater awareness of equity and diversity, it will be more responsive to the communities we serve.

CBO Discussion and Recommendation

CBO does not recommend funding this request in the Fall Supplemental Budget. This request is to fund a limited term Equity Manager in the current fiscal year with the expectation that the bureau will request ongoing funding in FY 2016-17. PF&R is working with the Office of Equity and Human Rights to develop the bureau's Racial Equity Roadmap and this position would be responsible for this project within the first six months of coming onboard. Long term, the position will also work with the Bureau of Human Resources to focus on recruitment efforts and trainings for all staff at PF&R.

New General Fund discretionary resources are not recommended at this time. CBO recommends that, at this early point in the fiscal year, PF&R either identify underspending from vacant positions or determine if there are internal one-time reallocation opportunities to fund this request in the current year. General Fund contingency resources are very limited, and CBO is only recommending funds for programs or projects that are unforeseen and urgent in the current fiscal year. This position is also identified as a potential request for ongoing resources in the FY 2016-17 Budget, and the CBO recommends that requests for positions be undertaken by Council at this time.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: Technical Adjustment

Request: FR_007 - Public Safety GO Bond Fund Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	5,281,987	0	5,281,987
TOTAL EXPENDITURES	5,281,987	0	5,281,987
REVENUES			
Budgeted Beginning Fund Balance	5,281,987	0	5,281,987
TOTAL REVENUES	5,281,987	0	5,281,987

Bureau Description:

This request is a technical adjustment to reconcile fund 403, the Public Safety GO Bond Fund, FY2014-15 year-end numbers with what was budgeted for FY2015-16. The budget for the current fiscal year needs to be increased by \$5.3 million. Actual expenditures totaled \$1.1 million and the projection assumed \$6.38 million.

CBO Discussion and Recommendation

Recommended as requested. The bureau projected to spend \$5.28 million in the last fiscal year; however, the projects were not completed, and the Public Safety GO Bond Fund will need to recognize this as an increase in the Beginning Fund Balance. PF&R anticipates spending these resources in the current fiscal year.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_008 - FY2014 Fire Prevention Grant

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	88,589	0	88,589
Internal Materials and Services	6,650	0	6,650
TOTAL EXPENDITURES	95,239	0	95,239
REVENUES			
Intergovernmental Revenues	95,239	0	95,239
TOTAL REVENUES	95,239	0	95,239

Bureau Description:

This request appropriates the grant from the Federal Emergency Management Agency for the FY 2014 Fire Prevention & Safety Grant. PF&R received \$95,239 to fund a focused education and outreach campaign for Portland's deaf and hard of hearing community. The campaign will emphasize the importance of proper installation and use of smoke alarms and will include the purchase and installation of specialized devices for this demographic.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_009 - FY2014 Assistance to Firefighters Grant

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	342,437	0	342,437
TOTAL EXPENDITURES	342,437	0	342,437
REVENUES			
Intergovernmental Revenues	342,437	0	342,437
TOTAL REVENUES	342,437	0	342,437

Bureau Description:

This request appropriates the grant from the Federal Emergency Management Agency for Assistance to Firefighter Grant FY2014. PF&R received \$342,437 to fund the purchase of firefighter bailout systems. The bailout systems allow firefighters the option of escaping a burning structure when conventional exits are blocked or otherwise inaccessible. The purchase and deployment of bailout kits to all of the PF&R firefighting force will dramatically improve the personal protection of the firefighters and citizens of Portland.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: Encumbrance Carryover Request

Request: FR_010 - Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	773,269	0	773,269
Capital Outlay	180,891	0	180,891
TOTAL EXPENDITURES	954,160	0	954,160
REVENUES			
General Fund Discretionary	954,160	0	954,160
TOTAL REVENUES	954,160	0	954,160

Bureau Description:

PF&R had encumbrance balances at the end of FY2014-15 that need to be carried over to the current fiscal year to provide funding to meet contractual obligations. The request totals \$954,160 and supports projects that are one-time in nature. The encumbrance carryovers include \$315,895 for turnouts and new duty uniforms, \$160,860 for paramedic and EMT training, \$118,480 for capital improvement projects at the stations, \$62,410 for Lifepaks, \$69,000 for facilities repairs, \$37,420 for apparatus repairs and equipment, \$31,882 for suppression repairs and equipment, \$41,061 for the Fireworks campaign, \$38,939 for PF&R's five-year strategic planning process.

CBO Discussion and Recommendation

Recommended as requested. PF&R has submitted background documentation for the open purchase orders detailing the current status of projects that the bureau began, but due to order timing, could not complete by fiscal year end.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_011 - Logistics and Prevention Facilities Relocation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	2,000,000	(2,000,000)	0
TOTAL EXPENDITURES	2,000,000	(2,000,000)	0
REVENUES			
General Fund Discretionary	2,000,000	(2,000,000)	0
TOTAL REVENUES	2,000,000	(2,000,000)	0

Bureau Description:

This decision package requests \$2,000,000 to fund some of the costs related to the relocation of PF&R's Logistics and Prevention facilities.

The Logistics and Prevention facilities are located at 1135 SE Powell Boulevard and 1300 SE Gideon Street. The site consists of four major structures: Logistics administrative offices and the apparatus and building maintenance shops; a training tower; warehouse storage; and the Gideon Building that houses Prevention Division's Code Enforcement offices and permit center. The site is directly adjacent to the Clinton Station on the Portland-Milwaukie light rail line. Through the Central City 2035 Southeast Quadrant Plan, the City has identified PF&R's property as a key redevelopment area. As a result, the Logistics and Prevention facilities will need to be relocated.

Functionally, PF&R needs an alternative centrally located facility for Logistics, Prevention and In-Service Training. In-Service Training is located at 4800 NE 122nd Avenue in the Parkrose neighborhood, which is far away from the city center, resulting in significant out-of-service time for companies from the westside. The current training facility is at maximum capacity with isolated work spaces including two office and classroom trailers. The Logistics and Prevention facilities relocation provides an opportunity for PF&R to consolidate Logistics, Prevention and In-Service Training into one facility. Such a consolidation would reduce company out-of-service time and improve response reliability by allowing crews to train while mechanics perform apparatus maintenance.

PF&R is working with PDC and OMF/Facilities Services to explore relocation options. It is anticipated that any revenue generated from the sale of the property for redevelopment purposes will be insufficient to cover the acquisition, design, and construction costs for a new facility.

Working with a real estate service company, OMF/Facilities Services has completed a property survey to identify potential locations, with one heavily preferred option. This request is to provide funding for earnest money, site survey, preliminary drawing and design.

EXPECTED RESULTS

- This request supports the Mayor's Complete Neighborhoods priority and the Central City 2035 SE Quadrant Plan. Relocating PF&R from the current Clinton property allows for development that is better aligned with the City's planning goals.
- Co-locating Logistics and In-Service Training would improve operational efficiency and reduce out-of-service time.
- A new facility would also improve PF&R's operations as the current site is largely outdated:
 - The Logistics building was not upgraded in the 1998 bond package due to insufficient financial resources and has several maintenance needs including roof replacement. PF&R has delayed all major maintenance projects on the property in anticipation of redevelopment.
 - Equipment and uniform storage is fragmented in different locations rather than consolidated in single location.
 - The apparatus repair shop requires expansion as newer apparatus are too large to be accommodated. Additionally, a new repair shop with drive through bays would improve operations.
 - The Prevention building—built in 1905—needs many upgrades and does not have adequate square footage for inspectors to work and interface with external customers.
 - The storage building does not meet current seismic codes and shows signs of degradation.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_011 - Logistics and Prevention Facilities Relocation

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

The Logistics and Prevention staff operate out of the current facilities on SE Powell Boulevard and SE Gideon Street, and there is significant mixed-use development interests in the property adjacent to the newly opened Clinton Station light rail stop. As a result, the bureau is faced with the pressure to relocate these operations and has requested \$2.0 million in General Fund resources to be available for new site selection, as well as to further develop the full costs of the relocation and construction of the Logistics and Prevention facility.

At present, the bureau is working with OMF- Facilities Services and the Portland Development Commission (PDC) to identify a site that meets the business needs of the bureau. There is a business case to be made for supporting the co-location of the logistics and training operations as it would likely prove to be more efficient and potentially cut down the amount of time in transit between training and apparatus maintenance. There is concern by the bureau that the development of the current site may be moving forward without PF&R being able to secure a new site for relocation, and the bureau does not have internal General Fund resources to enter into an agreement at this point in time.

CBO recommends that General Fund resources not be used to subsidize private, mixed use development within an urban renewal area. CBO believes that relocation of this facility to accommodate a PDC redevelopment project should be funded by proceeds from the land sale and, if a gap remains, by PDC Tax Increment Financing (TIF) resources.

CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets. While there is a sense of urgency for this project, there is not sufficient contingency funding available and the project is more appropriately requested as part of a comprehensive annual budget process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: GF Revenue Carryover

Request: FR_012 - Recognize extra Plans Review/Permit Revenue

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	157,580	0	157,580
TOTAL EXPENDITURES	157,580	0	157,580
REVENUES			
Licenses & Permits	0	0	0
General Fund Discretionary	157,580	0	157,580
TOTAL REVENUES	157,580	0	157,580

Bureau Description:

The City's Comprehensive Financial Management Policy 2.06 states, "Bureaus shall retain all excess bureau-generated revenue. Revenues collected in excess of program expenditures shall be available to the bureau for appropriation through the budget monitoring process. Additional appropriations shall be used for activities that support the function or program generating the additional fees. Bureau-generated revenue shall be defined as licenses and permits, fines, fees, intergovernmental, and specific program revenues (miscellaneous sales). They shall exclude all interagency and General Fund discretionary or overhead resources."

PF&R ended FY2014-15 with excess plans review/permit revenues and this request recognizes and reallocates \$157,580. The resources will be used for activities that support the Prevention programs which generated the additional revenues. Specifically they will be budgeted for the following: \$50,000 for the TRACS system and \$107,580 for the Fire2000 replatform and mobility enhancement project.

CBO Discussion and Recommendation

Recommended as requested. In FY 2014-15, the Plan Review and Permit program brought in more in revenues than program expenses. The increase in revenues is tied to the increase in requests for services for construction plan review, inspections, and code enforcement. Pursuant to City financial policies, the bureau is allowed to request excess revenue carryover and appropriate the revenue in the programs that generated the revenue (FIN 2.06). In keeping with this policy, the bureau has requested to carryover \$157,580 in the Fall BMP. These funds will pay for additional TRACS related expenses (\$50,000), and a re-platform for the fire prevention software application that will include mobility enhancements for infield usage (\$107,850).

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Fire & Rescue

Type: Technical Adjustment

Request: FR_014 - Innovation Fund - Micro Grant Award

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	10,000	0	10,000
TOTAL EXPENDITURES	10,000	0	10,000
REVENUES			
General Fund Discretionary	10,000	0	10,000
TOTAL REVENUES	10,000	0	10,000

Bureau Description:

Technical adjustment to recognize the micro-grant award from the City's Innovation Fund.

CBO Discussion and Recommendation

Recommended as requested. The Office of Management and Finance has led a process to allocate these funds. This request represents the outcome of that process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Government Relations

Type: Technical Adjustment

Request: GR_001 - Increase IA with Facilities Services

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Internal Materials and Services	779	0	779
TOTAL EXPENDITURES	779	0	779
REVENUES			
General Fund Discretionary	779	0	779
TOTAL REVENUES	779	0	779

Bureau Description:

Increase IA with Facilities Services due to Fair Wage Policies

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_001 - Housing Choice Voucher Success Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	425,000	0	425,000
TOTAL EXPENDITURES	425,000	0	425,000
REVENUES			
General Fund Discretionary	425,000	0	425,000
TOTAL REVENUES	425,000	0	425,000

Bureau Description:

Home Forward (HF) administers approximately \$70 million annually in rental assistance from HUD under their Housing Choice Voucher (Section 8) program to subsidize the rents of low-income members of our community. This vital resource is the largest housing assistance program locally, and ensures that tenants pay no more than 30% of their income for rent and utilities. The federal government pays the difference up to a HUD-established Fair Market Rent (FMR). Unfortunately, the Portland area's tight rental market is making HCVs a less viable option for the vulnerable citizens it is meant to help.

The success rate – which measures whether someone who has been assigned a voucher can find a place to rent so that they can use their voucher – has dropped dramatically from its most recent high point of 92% in 2011 to about 75% today. Unless this problem is addressed the success rate will continue to decline. The following three (3) measures are proposed to alleviate the problem. Home Forward will match the City's investment for these Housing Choice Voucher Success efforts which will help reduce homelessness and families at risk of homelessness.

- \$25,000 in General Fund Revenue to pay half the cost of a Comprehensive Economic Study which Home Forward would procure to establish a more accurate and representative FMRs for use within Multnomah County. HUD's FMRs do not represent current market conditions as they include data from the last three (3) years. Until and unless FMRs represent current market conditions, then landlords will be increasingly unwilling to participate in the program and to accept HCVs.
- \$250,000 in General Fund Revenue to help HCV holders with cash expenses (utility connection fees; deposits and application fees. Home Forward would assist up to 250 households with the flexible funds providing an average of \$1,000 per household. Using an average housing assistance payment of \$600 a month for 250 families for 12 months, the \$250,000 investment would leverage \$1,800,000 annually in rent assistance.
- \$150,000 In General Fund Revenue to pay for three (3) HF staff "Navigators" who would provide more intensive housing search assistance than otherwise funded by HUD. Staff would assist 225 high barrier families locate housing and work with agencies, utilities as well as landlords to help HCV household navigate the process. The housing search funds would leverage \$1,620,000 annually in Section 8 rent assistance.

CBO Discussion and Recommendation

Recommended as requested. Although these needs are not unforeseen, the recently declared State of Housing Emergency included a finding that "low-wage workers have experienced a reduced ability to find adequate and affordable rental housing." As such, CBO recognizes that there is heightened urgency to provide immediate, increased access to affordable housing, and recommends one-time General Fund resources for this request.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_002 - North / Northeast Home Retention

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	500,000	(500,000)	0
TOTAL EXPENDITURES	500,000	(500,000)	0
REVENUES			
General Fund Discretionary	500,000	(500,000)	0
TOTAL REVENUES	500,000	(500,000)	0

Bureau Description:

PHB was awarded \$850,000 one-time general fund resources in the FY 2015-16 Adopted Budget to provide home repair services to 50 households to prevent displacement and support vulnerable homeowners in retaining their homes. As of September 15, 2015, the entirety of this funding has been committed to 53 eligible homeowners. 10 homeowners have received loan commitments from PHB and 43 homeowners have received commitments of \$10,000 in grant funds provided by community partners. Of the 53 homeowners being assisted, all have lived in their homes for more than 25 years, 89% are African-American, 85% are under 50% MFI (Median Family Income) and 57% are over 70 years of age.

According to the most recent CHAS data, there are 970 homeowners under 80% MFI and over the age of 75 living in the N/NE study area. Beyond the homeowners that have already received funding commitments from the \$850,000 allocation, PHB currently has a waiting list of 34 eligible homeowners living in the study area. This does not include requests for home repair assistance that are received by PHB community partners who maintain their own separate waiting lists. An additional \$500,000 in general fund one-time resources would provide home repair assistance to 50-60 homeowners living in the N/NE study area, but outside the Interstate URA -- providing the necessary repairs to help them retain their homes as well as a safe living environment.

CBO Discussion and Recommendation

CBO does not recommend. While there is a clear need for program resources, this need is not unforeseen. Council's declaration of a State of Housing Emergency cited Portland's lack of adequate and affordable rental housing and the inadequate number of emergency shelters for people experiencing homelessness. CBO's interpretation is that these findings are neither directly nor significantly mitigated through home repair assistance; as such, CBO does not recommend this request at this time.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_003 - Nexus Study

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

Bureau Description:

PHB is requesting one-time general fund resources to complete a nexus study on the link between residential and commercial development, the development of low wage jobs, and the subsequent demand for affordable housing. The study is called for in the draft 2035 Comprehensive Plan and will also examine the feasibility of assessing a linkage fee to support the development of affordable housing, and structural recommendations. Specifically the nexus analysis will develop prototypical residential and commercial development scenarios; estimate the number of new full-time employees required to provide goods and services associated with this new development; estimate the income distribution of these new households; estimate the number of new households requiring affordable housing; estimate the housing affordability gap for these housing units; and calculate the supportable nexus fees. The amount requested is based upon research of other cities (e.g., Seattle, San Diego, San Francisco) that have recently conducted such studies.

CBO Discussion and Recommendation

CBO does not recommend. Although the need is foreseen, there is nonetheless an urgency to identify alternative funding sources to develop affordable housing, especially in the context of the Council declared State of Housing Emergency. However, any proposed linkage fees resulting from the Nexus Study might require approval by the State Legislature. CBO does not view this request as directly fulfilling an immediate, unanticipated need. To the extent that having recommendations in time for the January session is part of the City's legislative agenda, CBO recommends reprioritization of existing resources.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Program Carryover Request

Request: HC_004 - Rebudget FY 2014-15 Resources to FY 2015-16

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	59,756	(50,000)	9,756
External Materials and Services	2,206,853	(15,000)	2,191,853
Internal Materials and Services	10,741	0	10,741
TOTAL EXPENDITURES	2,277,350	(65,000)	2,212,350
REVENUES			
Budgeted Beginning Fund Balance	85,776	(65,000)	20,776
Intergovernmental Revenues	2,191,574	0	2,191,574
TOTAL REVENUES	2,277,350	(65,000)	2,212,350

Bureau Description:

PHB requests Council approval to rebudget prior year non-general fund resources into FY 2015-16 for the following primary activities:

- \$816,415 River District TIF for the Erickson Fritz affordable housing project
- \$554,498 CDBG & TIF for Home Repair & Homebuyer Assistance commitments made prior to the end of last fiscal year
- \$331,512 Gateway TIF for the Glisan Commons affordable housing project
- \$224,871 CDBG for the Maggie Gibson – PCRI Restructure affordable housing project
- \$102,792 NSP-3 grant program income for homeownership acquisition & rehabilitation
- \$ 75,035 Innovation fund resources for the XML upload, servicepoint & faith-based provider and housing data web scraper projects

CBO Discussion and Recommendation

Recommended as requested. CBO changes (\$50,000 in personnel services and \$15,000 in external materials and services) reflect technical adjustments to the bureau's BMP submission.

- Erickson Fritz (River District TIF) project has 52 PHB-supported affordable units. Leasing is underway with full occupancy uncertain nonetheless to occur within the fiscal year.
- Glisan Commons II/Gilman Court (Gateway TIF) project has 60 PHB-supported affordable units. Leasing is underway with full occupancy uncertain nonetheless to occur within the fiscal year.
- CDBG & TIF for Home Repair and Homebuyer Assistance (\$554,498): 13 home repair and down payment assistance loans approved but not closed in FY 2014-15 will be supported by \$405,303 and spent down by fiscal year's end. \$149,195 will fund 19 home repair and down payment assistance loans executed in FY 2014-15 to be spent down by fiscal year's end.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Mid-Year Reductions

Request: HC_005 - Rebudget FY 2015-16 Resources Ahead in Forecast

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(16,173,000)	0	(16,173,000)
TOTAL EXPENDITURES	(16,173,000)	0	(16,173,000)
REVENUES			
Intergovernmental Revenues	(16,173,000)	0	(16,173,000)
TOTAL REVENUES	(16,173,000)	0	(16,173,000)

Bureau Description:

PHB requests Council approval to rebudget current year opportunity funding forward into future years of the forecast in order to align appropriations with the FY 2015-16 funding cycle and October NOFA. This includes:

- \$5,050,000 Convention Center TIF
- \$4,900,000 South Park Blocks TIF
- \$4,650,000 River District TIF
- \$ 950,000 CDBG
- \$ 650,000 HOME

CBO Discussion and Recommendation

Recommended as requested. Even though available funds are expected to be awarded in FY 2015-16, expenses related to construction will be minimal prior to fiscal year's end. Through the course of FY 2015-16, after the Housing Bureau reviews developer proposals and makes awards, pre-development activities will occur culminating in the closing of project loans.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_006 - New Appropriations

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	5,400	0	5,400
External Materials and Services	1,581,902	0	1,581,902
Bond Expenses	140,000	0	140,000
TOTAL EXPENDITURES	1,727,302	0	1,727,302
REVENUES			
Budgeted Beginning Fund Balance	750	0	750
Intergovernmental Revenues	1,550,984	0	1,550,984
Interagency Revenue	10,568	0	10,568
Miscellaneous	165,000	0	165,000
TOTAL REVENUES	1,727,302	0	1,727,302

Bureau Description:

PHB requests Council approval to increase budget for the following primary reasons:

- Pull \$800,000 of Interstate TIF set-aside allocation ahead FY 2015-16 for the New Meadows affordable housing project
- Pull \$700,000 of the "Mayor's \$20M" Interstate TIF allocation ahead (from out-years of the forecast) into FY 2015-16 for home retention activities
- Increase section 108 debt service budget in the CDBG fund by \$140,000, backed by program income from the Vista de Rosas and Hacienda Office Building projects
- Allocate \$73,000 of new CDBG program income to the Portland Housing Center and Hacienda CDC for homeownership programs

CBO Discussion and Recommendation

Recommended as requested.

- New Meadows (Interstate TIF) project includes 14 units plus one manager's unit. Construction scheduled to start toward fiscal year's end. Tenant occupancy is approximately set for June 2017.
- From "Mayor's \$20M" (Interstate TIF), \$700,000 additional funding would support approximately 18 home repair loans administered by the Housing Bureau.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_007 - Innovation Fund Award

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	150,000	0	150,000
TOTAL EXPENDITURES	150,000	0	150,000
REVENUES			
Fund Transfers - Revenue	150,000	0	150,000
TOTAL REVENUES	150,000	0	150,000

Bureau Description:

PHB requests Council approval to budget a \$150,000 cash transfer from the general fund for an approved Innovation Fund project, Improving Access to Affordable Housing, which would replace the expiring Housing Connections tool.

CBO Discussion and Recommendation

Recommended as requested. The Office of Management and Finance has led a process to allocate these funds. This request represents the outcome of that process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_008 - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(3,212)	0	(3,212)
External Materials and Services	3,212	0	3,212
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Intergovernmental Revenues	0	0	0
Fund Transfers - Revenue	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

PHB is requesting Council approval for a number of budget adjustments that represent no net change to the bureau budget.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Encumbrance Carryover Request

Request: MF_001 - OMF General Fund-Encumbrance Carryovers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	620,267	0	620,267
TOTAL EXPENDITURES	620,267	0	620,267
REVENUES			
General Fund Discretionary	620,267	0	620,267
TOTAL REVENUES	620,267	0	620,267

Bureau Description:

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

Procurement Services – Procurement Services is requesting a total of \$71,209 in encumbrance carryovers. This amount includes \$35,299 for Periscope Holdings (PO# 22147529) which provides the hosting services, continued implementation of software and additional licenses; \$5,000 for Online Enterprises (PO# 22145245) to continue the technology upgrades and replacement of BizTrack to BuySpeed, and \$30,910 for Delaris LLC (PO# 22169269) to continue the compliance software systems mapping project.

Revenue Division – The Revenue Division is requesting a total of \$49,560 in encumbrance carryovers. This includes \$10,707 with Darrell Dorrell CPA PC (PO#22129076) for forensic accounting analysis of settlement or litigation with a telecommunications provider; \$4,277 with Best Best & Krieger (PO#22144252) for filing in FCC proceedings impacting local authority for wireless siting; \$11,485 with David C Olson (PO#22157340) for legal assistance to update city code on wireless in the right of way program and franchising assistance; \$5,000 with Kramer Telecom Law Firm PC (PO#22167750) for a wireless workshop to advise OCT, City Attorney office, BDS and BPS staff on FCC wireless proceedings, Ninth Circuit wireless case law, and make recommendations on updating the City's wireless program; and \$18,091 with JLA Public Involvement, Inc. (PO#22169342) for consulting assistance to develop the City/County Digital Inclusion Strategic Plan.

Human Resources – BHR General Fund is requesting a total of \$378,783 in encumbrance carryovers. This amount includes \$308,783 for the Citywide Non-Represented Classification & Compensation Study with Sjoberg Evanshenk Consulting (PO#22153277); \$70,000 for employment services for model employer implementation with the Galt Foundation (PO#22169723).

Business Operations – Business Operations is requesting a total of \$120,715 in encumbrance carryovers. This amount includes \$32,000 for a series of strategic leadership sessions with Rafael A. Colon (PO#22166103); \$38,040 for a contract with Irish Enterprises for the OMF Fee Study (PO#22166928); \$24,000 for a contract with Portland Community College for innovation education and training (PO#22167896); and \$26,675 for a contract with Portland State University for innovation education and training (PO#22168073).

Additional Business Operations Information:

Rafael A. Colon-8 of the 12 sessions have been conducted and the remaining 4 have been scheduled. On track to conclude the leadership/communications sessions by the end of the calendar year.

OMF Fee Study-The research phase is concluding; analysis work continues. The study is on track to conclude by the end of the calendar year.

PSU & PCC-Discussions with higher education partners on providing training in change management and business process improvement to support innovation began in February 2015. The OMF Path to Leadership program will serve as a pilot project for these services. On track to conclude their work by the end of the fiscal year.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_002 - BHR Training Fund-Increase Begin Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	11,729	0	11,729
TOTAL EXPENDITURES	11,729	0	11,729
REVENUES			
Budgeted Beginning Fund Balance	11,729	0	11,729
TOTAL REVENUES	11,729	0	11,729

Bureau Description:

This request budgets an additional \$11,729 in Beginning Fund Balance to match the FY 2014-15 Ending Fund Balance of the BHR Training Fund. The education account will be increased by \$11,729 to balance this request.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_003 - BHR General Fund-Decrease Interagency with EBS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(103,014)	0	(103,014)
TOTAL EXPENDITURES	(103,014)	0	(103,014)
REVENUES			
Interagency Revenue	(103,014)	0	(103,014)
TOTAL REVENUES	(103,014)	0	(103,014)

Bureau Description:

This request is to reduce appropriation by \$103,014 for the interagency agreement with EBS and the Bureau of Human Resources for Training services. The reduction aligns the budgeted amount with the amount in the signed service level agreement for FY 2015-16.

CBO Discussion and Recommendation

Recommended as requested. The reduction in the SLA includes the reduction of a training and development analyst position.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_004 - BRFS- Grants Technical Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	10,000	0	10,000
External Materials and Services	(12,000)	0	(12,000)
Internal Materials and Services	2,000	0	2,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$12,000 from EMS to increase Personnel Services by \$10,000 and IMS by \$2,000 to prevent potential overexpenditures at the major object codes.

CBO Discussion and Recommendation

Recommended as requested. According to the bureau, a Financial Analyst vacancy was filled. The original budget estimated a mid-range salary and benefits. A City employee was hired to fill the position and their current costs exceeded this estimate.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_005 - BRFS- Procurement 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 moves \$20,000 from Operating Supplies in EMS to increase Education in EMS by \$20,000 to prevent potential overexpenditures of these accounts.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_006 - BHR General Fund-14th Floor Space Rent

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(21,591)	0	(21,591)
Internal Materials and Services	21,591	0	21,591
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request creates an interagency with Facilities for the space rent used by the Training Fund on the Portland Building 14th Floor. The professional services account will be decreased to balance this request.

CBO Discussion and Recommendation

Recommended as requested. The Citywide Training and Workforce Development Program moved to the 14th floor in February 2015. The space was previously vacant so there is no rent offset for another bureau. Thus the revenues will move to Facilities contingency.

**CBO Discussion and Recommendations
 FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: GF Revenue Carryover

Request: MF_007 - BRFS- Proc - Workforce Dev Grant Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	20,000	0	20,000
TOTAL EXPENDITURES	20,000	0	20,000
REVENUES			
General Fund Discretionary	20,000	0	20,000
TOTAL REVENUES	20,000	0	20,000

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: GF Revenue Carryover

Request: MF_007 - BRFS- Proc - Workforce Dev Grant Carryover

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

Procurement is requesting \$20,000 carryover from FY 2014-15 to complete the Workforce Development Grant Process that was previously budgeted and in-progress during FY 2014-15. The City had received several proposals, however, was unable to complete the process within the fiscal year.

City of Portland, Procurement Services Division collects funds in liquidated damages through its compliance-related activities to provide grant opportunities to organizations that will provide recruitment and training for women, minority and student pre-apprentices to enter the construction trades. The City collects liquidated damages when contractors fail to meet Workforce Training and Hiring Program and Good Faith Effort Program requirements on City contracts.

In FY 2014-15 Procurement partnered with the Portland Parks & Recreation to provide four workforce training and hiring grants totaling approximately \$100,000; two of which Procurement will grant in the amount of \$20,000. These grants will be presented to Council for approval.

In FY 2014-15, the City conducted an RFP process to identify organizations available to provide workforce training and hiring assistance, received proposals from organizations interested in assisting the City in providing construction technical assistance, and outreach, workforce recruitment, workforce training and hiring efforts focused on serving women, minorities and East Portland Residents during the construction of the Beech and Gateway Parks.

Outreach and workforce recruitment will provide continued support for women and young men who might be either homeless or from low-income families in building construction careers through trade apprenticeship.

Grant #1
Portland YouthBuilders is an accredited high school by the Northwest Accreditation Commission, offering education, vocational training, community service and long term support to youth between the ages of 17 to 24. Their construction program is approved by the Oregon Bureau of Labor and Industries as a registered pre-apprenticeship program. In addition, Portland YouthBuilders provides the tools necessary for low income participants to pursue college and/or entry level job in the construction trades and apprenticeship programs.

Over a twelve month period, Grantee will provide construction training, high school completion instruction and graduate and placement support to approximately 60 youth. Over this period, 15 current and/or second year young people will obtain employment in the construction trades, including 6-7 who will enter apprenticeships. All participants will reflect the following demographics:

- A. From very low income (i.e., at or below 50% of median income).
- B. Women will represent 15%-25% of the enrollment.
- C. The student body will be made up of approximately 40% Caucasian, 25% Latino/a, 22% African American, 7% Asian and 6% Native American.
- D. Approximately 42% of the participants will reside in zip code 97266, 97233, 97220, 97216 or 97230.
- E. Portland YouthBuilders will target East Portland residents within the 97220, 97230, 97216, 97233, 97266, and 97236 zip code boundaries.

Grant #2
Oregon Tradeswomen, Inc. (OTI) is dedicated to promoting success for women in the trades through education, leadership and mentorship. OTI in partnership with Constructing Hope and Human Solutions who provide young men and women skills in which to begin a career in a trade's apprenticeship program to make a clean start as productive, self-sufficient members of the community. Human Solutions has been helping homeless and low-income families build pathways out of poverty for over 25 years by providing job readiness training and economic development opportunities.

Over a twelve month period, Grantee will provide outreach to diverse East Portland community members and to diverse apprentices from East Portland including trade orientations, pre-apprenticeship training and career placement assistance for East Portland residents. Additionally, assistance will be provided to Beech and Gateway contractors in employing diverse East Portland residents

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: GF Revenue Carryover

Request: MF_007 - BRFS- Proc - Workforce Dev Grant Carryover

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

Program actions will include the following:

- F. Outreach to the East Portland community, providing orientations around the construction trades. Grantee will provide orientations, partners will assist with identifying and setting up venues and events to reach East Portland residents.
- G. Provide at least two sessions of “Apprenticeship 101” training to East Portland case managers and agency staff.
- H. Enrollment into pre-apprenticeship training of at least 20 East Portland residents, primarily low-income diverse women and men of color.
- I. Graduation and placement of at least 17 East Portland residents, primarily low-income diverse women and men of color.
- J. Grantee will attend post-award meetings and ensure that project contractors and sub-contractors are aware of pre-apprenticeship graduates from East Portland.
- K. Grantee will refer available and interested East Portland graduates to contractors or to their apprenticeship programs upon request.
- L. The above activities will be scheduled to help the DMWESB firms understand the City projects with specific emphasis on the Community Benefit Agreements requirements for each project. OT will target DMWESB firms within the 97220, 97230, 97216, 97233, 97266, and 97236 zip code boundaries.

CBO Discussion and Recommendation

Recommended as requested. Proposals were received in June 2015, too late to be carried over as part of the budget process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_008 - Spectator Venue - Adjust Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	2,468,593	0	2,468,593
TOTAL EXPENDITURES	2,468,593	0	2,468,593
REVENUES			
Budgeted Beginning Fund Balance	2,468,593	0	2,468,593
TOTAL REVENUES	2,468,593	0	2,468,593

Bureau Description:

This request increases the beginning fund balance to match the CAFR ending fund balance for FY 2014-15.

CBO Discussion and Recommendation

Recommended as requested. This increase brings the beginning fund balance for the fund to \$7.7 million. The financial plan submitted by OMF during FY 2015-16 budget development anticipated a \$2.3 million balance. According to the bureau, there was an unanticipated increase in revenue due to playoffs for both Trailblazers and Winterhawks and several large concerts that were not originally scheduled and included in the budget. The capacity of the fund has improved in anticipation of potential increases in liabilities of the venues including major maintenance and renovation. Particularly, discussions have centered around Veterans Memorial Coliseum renovations and next steps based on the Option Study recently presented to Council.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_009 - BTS - Additional Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	3,939,134	0	3,939,134
TOTAL EXPENDITURES	3,939,134	0	3,939,134
REVENUES			
Budgeted Beginning Fund Balance	3,939,134	0	3,939,134
TOTAL REVENUES	3,939,134	0	3,939,134

Bureau Description:

This request is to appropriate additional resources resulting from BTS underspending appropriations in FY 2014-15.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_010 - BTS - Salary Contingency Allocation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	1,014,618	0	1,014,618
Contingency	(1,014,618)	0	(1,014,618)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reallocate BTS salary contingency. Salary contingency represents health and cost of living increases for FY 2015-16. Since these costs will be incurred as Personal Services expenses, salary contingency needs to be reallocated to Personal Services accounts to offset the expense.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_011 - BTS - Wireless Network Expansion

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

Bureau Description:

This request is to reduce budgeted appropriation for the Wireless Network Capacity Expansion project. This project was completed in FY 2014-15 and the additional funds appropriated in FY 2015-16 are not needed.

CBO Discussion and Recommendation

Recommended as requested. According the bureau, if a project is completed under budget, those savings fall to balance and are used to fund other BTS projects.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_012 - BTS - SAN Storage Expansion

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	79,406	0	79,406
Contingency	(79,406)	0	(79,406)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of project funds remaining from FY 2014-15 for the SAN Storage Expansion project. This is an ongoing project and the funds are needed to cover anticipated expenses in the current year.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_013 - BTS - IRNE Construction Fiber

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	53,120	0	53,120
Contingency	(53,120)	0	(53,120)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of FY 2014-15 project funds for the IRNE Construction Fiber project. This is an ongoing project to further expand IRNE fiber.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_014 - BTS - IRNE Network Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	280,140	0	280,140
Contingency	(280,140)	0	(280,140)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of FY 2014-15 project funds for the IRNE Network Technology Refresh project. This is an ongoing project with planned expenditures over the next five year period.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_015 - BTS - Walters Hill

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	358,204	0	358,204
Contingency	(358,204)	0	(358,204)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of FY 2014-15 project funds for the Walters Hill project. This is expected to be the final year of this project to establish a radio site in Gresham on Walters Hill.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_016 - BTS - Office 365 Implementation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	142,223	0	142,223
Contingency	(142,223)	0	(142,223)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of FY 2014-15 project funds for the Office 365 Implementation project. Expectations are that full city-wide implementation of Office 365 will be completed this fiscal year.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_017 - BTS - Cherwell Capability Expansion

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	21,300	0	21,300
Contingency	(21,300)	0	(21,300)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Cherwell Capability Expansion project. This multi-year BTS Support Center project is expected to be completed in FY 2015-16.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_018 - BTS - Online Payment Services

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	80,000	0	80,000
Contingency	(80,000)	0	(80,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Online Payment Services project. This is a multi-year BTS Business Solutions project with expenses projected for each of the next five years.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_019 - BTS - Fiber Optic Documentation Platform

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	64,744	0	64,744
Contingency	(64,744)	0	(64,744)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Fiber Optic Documentation Platform project. This project began last year and is expected to be completed in FY 2015-16.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_020 - BTS - Server Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	62,537	0	62,537
Contingency	(62,537)	0	(62,537)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Server Technology Refresh project. This is a multi-year BTS Production Services project with expenses projected for each of the next five years.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_021 - BTS - Business Continuity

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

Bureau Description:

This request is to appropriate a portion of the FY 2014-15 project fund balance for the Business Continuity/Disaster Recovery Planning project. This is a multi-year BTS Information Security project with expenses projected for each of the next five years.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_022 - BTS - Radio Site Networking

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	13,970	0	13,970
Contingency	(13,970)	0	(13,970)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Radio Site Networking project. This BTS Communications project is expected to be completed in FY 2015-16.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_023 - BTS - E-Government Infrastructure

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	14,302	0	14,302
Contingency	(14,302)	0	(14,302)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the E-Government Infrastructure Technology Refresh project. This is a multi-year BTS Production Services project with projected expenses for each of the next five years.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_024 - BTS - Radio Master Site UPS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	109,200	0	109,200
Contingency	(109,200)	0	(109,200)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Radio Master Site UPS (Uninterruptible Power Supply) project. This BTS Communications project is expected to be completed in FY 2015-16.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_025 - BTS - Security Incident

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	83,000	0	83,000
Contingency	(83,000)	0	(83,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Security Incident and Event Management Platform Expansion project. This is a multi-year BTS Information Security project with expenses projected for each of the next five years.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_026 - BTS - Wireless Intrusion Prevention

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	61,000	0	61,000
Contingency	(61,000)	0	(61,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Wireless Intrusion Prevention project. This is a multi-year BTS Information Security project with projected expenses for each of the next five years.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_027 - BTS - GIS Platform Strategic Enhancements

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	53,980	0	53,980
Contingency	(53,980)	0	(53,980)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the GIS Platform Strategic Enhancements project. This multi-year BTS Business Solutions project is projected to have expenses in each of the next five years.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_028 - BTS - Work Force Management

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	187,841	0	187,841
Contingency	(187,841)	0	(187,841)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance of the FY 2014-15 project funds for the Work Force Management Upgrade project. This BTS Communications project is expected to be completed in FY 2015-16.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_029 - BTS - PortlandOregon.gov Security

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	44,000	0	44,000
Contingency	(44,000)	0	(44,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate a portion of the FY 2014-15 project fund balance for the PortlandOregon.gov Security Assessment project. A contract with the vendor for the required work was signed late last year with the expected costs to be less than half of what was initially budgeted. Project work should be completed in FY 2015-16.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_030 - BTS - Forest Heights IR Site Purchase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	75,600	0	75,600
Contingency	(75,600)	0	(75,600)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This decision package request is to increase appropriation to cover an anticipated increase in costs for the purchase of the Forest Heights (Intelligent Repeater) IR site. The Forest Heights IR site was approved and included in the FY 2015-16 Adopted Budget with appropriation totaling \$449,400. The site is currently used by the Bureau of Technology Services to provide 800 MHz radio coverage on the west side to both public safety and public service users. In FY 2014-15 BTS became aware that the property owner would be retiring and wanting to sell. The owner was open to selling to the City. At the time this project was added to the budget, the budget estimate appeared to be sufficient to cover all costs associated with the property's purchase. Since then, property values have increased and additional costs related to the purchase have been identified. Both the City and the property owner believe that the appropriate price for the property should be fair market value. Ownership of this property would allow BTS to continue providing non-interrupted 800 MHz radio coverage to both public safety and public service radio users on the west side of Portland. Portland's topography, and that of the surrounding area, requires multiple radio towers and IR (IntelliRepeater) sites in order for Police, Fire and other responders to communicate during emergencies as well as under routine radio usage. Without this site there would be gaps in the coverage on the west side making it impossible for users to communicate. Should this property be sold to a buyer other than the City, there is no guarantee BTS could come to terms with the new buyer and be allowed to continue to use the site. Ownership of the site would assure continued coverage. This purchase, and the additional funds requested to complete the purchase, will allow for BTS to further the OMF Strategic Plan goal of delivering business solutions that take into account customer needs and interests. This purchase not only takes into account the needs of direct customers to BTS, but also the public safety needs of City of Portland citizens on the west side.

CBO Discussion and Recommendation

Recommended as requested. The cost estimate is currently \$525,000 including \$490,654 for land purchase and \$34,346 (7%) for realtor fees. The site is in the West Hills of Portland. There are currently other users of the site and it is expected that they will become City customers once BTS takes ownership. They include Beaverton School District (annual rent \$4,500), Northwest ComLink (annual rent \$1,500) and OHSU (annual rent \$9,420).

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_031 - BTS - Avaya Fault Performance

	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 remove appropriation for the Avaya Fault Performance Manager project. This was a minor BTS Communications project that was determined not to be needed at this time.

CBO Discussion and Recommendation

Recommended as requested. This system enables sophisticated network surveillance/alerting of the Voice over IP Citywide service as well as tools to determine the root cause of impairments to service and assist in their timely repair.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_032 - BTS - IRNE TPB Inverter Power

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(57,000)	0	(57,000)
Capital Outlay	(53,000)	0	(53,000)
Contingency	110,000	0	110,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to remove appropriation for the IRNE TPB (the Portland Building) Inverter Power project. This BTS Communications project was determined not to be needed at this time.

CBO Discussion and Recommendation

Recommended as requested. This project is for a network upgrade in the Portland Building core, which will replace the existing edge Cisco 3750's with units that add Power over Ethernet capability for Wireless Hot Spots and VoIP Telecom phone sets. This project creates High-Availability AC power for these switches by enhancing the existing IRNE Battery Power Supply system.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_033 - BTS - PCI/PII Compliance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	100,000	0	100,000
External Materials and Services	1,139,000	0	1,139,000
Contingency	(1,239,000)	0	(1,239,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate funds to cover anticipated expenses for the PCI/PII Compliance project. BTS began incurring expenses related to PCI/PII compliance in FY 2014-15, but the escalating costs and complexity related to this effort has made it necessary to budget appropriation for those PCI/PII costs specifically identifiable to BTS.

CBO Discussion and Recommendation

Recommended with concerns. PCI compliance is an ongoing function at BTS. This request reflects a one-time increase to augment that ongoing effort to fund a remediation effort that addresses particular deficiencies. The project is underway and has been identified by the City Treasurer as critical to maintaining the City's ability to process credit card transactions. CBO recommends this reserve draw with concerns, based on the recent report to the Technology Oversight Committee from the Quality Assurance vendor (QA). The QA, in the most recent report (October 2015) noted that the schedule for the project is not detailed enough to be considered a reasonable timeline and that no budget has yet been established for the effort. This request represents an effort to establish a budget for this increased effort.

While the funding of this project project does not have an immediate BTS customer rate impact, to the degree that this project is impacting BTS reserves, a replenishment plan will either have project capacity or rate impacts in future years.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_034 - BTS - Update Altiris SQL Database

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(10,000)	0	(10,000)
Contingency	10,000	0	10,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to remove appropriation for the Update Altiris SQL Database to 2012 project. This project was completed in FY 2014-15, so the additional funding is not needed.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_035 - BTS - Facilities IA Fair Wage Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	15,377	0	15,377
Contingency	(15,377)	0	(15,377)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees." This budget request moves \$15,377 in appropriation from BTS contingency to their interagency with Facilities Services to cover the additional cost of these code changes.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_036 - OMF General Fund-Space Rent Increase for \$15 Min

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	9,241	0	9,241
TOTAL EXPENDITURES	9,241	0	9,241
REVENUES			
Interagency Revenue	0	0	0
General Fund Discretionary	9,241	0	9,241
TOTAL REVENUES	9,241	0	9,241

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process the Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus.

This budget request moves \$9,241 in appropriation from the General Fund set aside into the OMF General Fund bureaus to cover the additional cost of these code changes. Each bureau will receive one-time General Fund Discretionary with the offset being an increase in the space rental charges Facilities will bill.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_037 - BTS - Auditor's Office IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	117,513	0	117,513
Contingency	87,689	0	87,689
TOTAL EXPENDITURES	205,202	0	205,202
REVENUES			
Interagency Revenue	205,202	0	205,202
TOTAL REVENUES	205,202	0	205,202

Bureau Description:

This request is to increase the Auditor's Office interagency with BTS. BTS continues to support the Auditor's Office Lien Accounting system on the mainframe. Expectations are that they will migrate to a Windows-based application at the end of October. This IA increase will cover support services for July - October. In addition, the Auditor's Office has requested an increase for Strategic Technology billable services and an increase for Server Support to cover ongoing virtual server expenses.

CBO Discussion and Recommendation

Recommended as requested. These costs are associated with a longer than anticipated schedule for the project. The original schedule anticipated cutover to occur by July 1, 2015. This would have allowed for relinquishment of the mainframe at the beginning of the fiscal year. Since the Auditor's Office is the only remaining mainframe user, they have borne the monthly maintenance costs in full. At the most recent Technology Oversight Committee in September, the QA reported that users were entering data in parallel (in the new and old systems), and testing the new system is underway. It should be noted that according to the QA, while the cutover will occur: "A considerable amount of functionality has still not been fully tested or deployed successfully to 'parallel production'. Approximately 11 of the original 15 major milestones have yet to be approved/signed-off."

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_038 - BRFS - Revenue - ST Rental Enforcement Position

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	89,508	(89,508)	0
External Materials and Services	3,492	(3,492)	0
TOTAL EXPENDITURES	93,000	(93,000)	0
REVENUES			
General Fund Discretionary	93,000	(93,000)	0
TOTAL REVENUES	93,000	(93,000)	0
FTE			
Full-Time Positions	1.00	-1.00	0.00
TOTAL FTE	1.00	-1.00	0.00

Bureau Description:

On January 21, 2015, City Council approved Ordinance 186985, which clarified and expanded Revenue Division authority to regulate and tax short term rental activities conducted through booking agent websites such as Airbnb.com and HomeAway.com. The ordinance findings included the Division's intent to request an additional 1.0 FTE for enforcement activities related to the thousands of hosts operating in Portland.

There are currently 3,000 to 3,500 listings across multiple booking agent websites in violation of City Code; the Division lacks the staff resources necessary to identify and follow up with this many hosts. Enforcement is complicated by the fact that booking agent websites obscure identity and address information for host listings. Booking agent websites have thus far refused to divulge this information to the Division. Since February, the Division has issued approximately 120 warning and violation notices to booking agent websites and their associated local hosts by reallocating resources from other tax collection units. Continued enforcement requires a dedicated, full-time employee (Revenue and Taxation Specialist).

The bulk of the activities associated with the position include identifying and notifying hosts of their obligations to collect and remit taxes, and to have BDS safety inspections. The position also provides ongoing customer service and education for hosts requesting assistance to come into compliance.

Increased tax receipts are expected to offset the costs of the new position. In addition to Airbnb.com which began collecting taxes on July 1, 2014, the Division is now receiving tax reports and remittances from StayAlfred.com, Tourico Holidays, Inc., TripAdvisor.com, FlipKey.com, Misterbnb.com and over one hundred individual hosts not associated with a booking site remitting taxes on their behalf.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_038 - BRFS - Revenue - ST Rental Enforcement Position

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

Not recommended at this time. This is an ongoing position, and ongoing resources are not available in the General Fund during supplemental budget processes. Only one-time contingency draws are possible. This request should be brought forth during the FY 2016-17 budget development process.

Nonetheless, CBO acknowledges that this position would likely recover more than the costs associated with it. Therefore, despite the lack of available additional General Fund, the bureau should seek to reallocate resources or identify underspending to apply to this program - either from the Revenue Division, elsewhere in BRFS, or from elsewhere in OMF.

The bureau has currently reallocated staff to this function from the Unregistered Compliance Team that focuses on bringing Business License Tax payers into compliance. Effectively, any additional resources allocated under this request would be utilized to backfill that position, and the decision to do so should be based on the return on investment for that function.

The reallocation to address Short Term Rentals (STR) seems appropriate both strategically to create an environment of compliance by educating and encouraging compliance with these new rules as well as from an ROI perspective; initial efforts will likely yield considerable revenues in relation to expenses. Over the last year, STR revenues have increased by over \$1 million. Between fines and taxes, these revenues should continue to increase over the near term. Violations are of numerous provisions of PCC 6.04 and carry penalties of \$500 per violation. Presumptive taxes can also be assessed. The largest assessment to date is over \$600,000 and the largest warning to date is over \$900,000. Resolution rates are about 50% to date for the local hosts. Some booking agents/platforms are now remitting taxes in response to letters. Others are asserting various legal arguments that they are not required to collect and remit or display permit information.

In contrast to this STR program, UCT members have been generating, on average, around \$400,000 per year per FTE in new tax revenues, according to the Revenue Division.

While the Division believes that this 25% reduction in staffing in the UCT will likely represent a 25% reduction in revenue, the current reallocation of staff represents an opportunity to assess that assumption and examine the marginal effectiveness of the fourth FTE in the UCT; by examining the performance of that group with only the remaining 3.0 FTE to the performance with all 4.0, the Revenue Division might have a better sense of the marginal ROI for that enforcement FTE (versus the average of the 4).

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_039 - Bus Ops-EBS IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	20,833	0	20,833
TOTAL EXPENDITURES	20,833	0	20,833
REVENUES			
Interagency Revenue	20,833	0	20,833
TOTAL REVENUES	20,833	0	20,833

Bureau Description:

This request is to increase the interagency between EBS (service receiver) and Business Operations (service provider). Business Operations will be providing additional administrative support in a capacity above services already provided. The additional services include materials management and contract processing support, telephone, ergonomics, and facilities coordinator support, and ordering office supplies.

CBO Discussion and Recommendation

Recommended as requested. No additional staffing is needed; the bureau noted that funds will be used to increase hours for a part-time limited term position.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_040 - EBS – PSCD Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	303,485	0	303,485
Contingency	(303,485)	0	(303,485)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate the balance FY 2014-15 project funds in the amount of \$303,485. This project is to implement the Public Sector Collections and Disbursements module that went live August 22nd, 2015.

CBO Discussion and Recommendation

Recommended as requested. Subsequent to the August go-live, payment for two major phases of the project - Forms Development and Post Go-Live Support (warranty) - are still pending.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_041 - EBS – HCM Processes and Forms Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	50,000	0	50,000
Contingency	(50,000)	0	(50,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate \$50,000 in additional funding towards the the HCM Processes and Forms project to better align with anticipated vendor costs. The City is currently in contract negotiations with the vendor. Go live is expected in April 2016.

CBO Discussion and Recommendation

Recommended as requested. The project budget in FY 2014-15 was \$450,000 and was reduced to \$350,000. This increase brings it back up to \$400,000 based on the contract amount with the selected vendor. The project budget was reduced last year because a different vendor was originally selected. The initial timeline for implementation was to go live prior to June 30, 2015. An RFP process was previously completed, a vendor was selected, and a draft agreement was approved by Council on January 14, 2015. During contract negotiations it was decided that the project would need to stop negotiations and reissue the RFP. The confidence level on the new estimate is optimal based on the new vendor's bid; the contract was accepted by Council on September 23, 2015. The project kicks off in mid-October with a scheduled go-live in April 2016.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_042 - EBS – Additional Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	1,423,891	0	1,423,891
TOTAL EXPENDITURES	1,423,891	0	1,423,891
REVENUES			
Budgeted Beginning Fund Balance	1,423,891	0	1,423,891
TOTAL REVENUES	1,423,891	0	1,423,891

Bureau Description:

This request is to recognize \$1,423,891 in additional beginning fund balance for Fund 708000. These funds include the PSCD project balance reappropriated as project carryover in a separate package, contingency funds needed to bring general operating contingency up to the policy minimum, and funds needed for future fiscal years where projects are currently unfunded.

CBO Discussion and Recommendation

Recommended as requested. This brings the fund balance to \$3.5 million. The bureau has identified various uses including HCM Processes & Forms (\$100k), Procure to Pay Phase 2 (\$400k), Enterprise Asset Management (\$900k), Mobile Solution Software (\$160k), the carryover for Public Sector Collections and Disbursements (\$303k), expanding Facilities Solution (\$300k), AIX Server Replacement (\$1.0M), and various reserves and contingencies.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_043 - EBS – Enterprise Asset Management Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(450,000)	0	(450,000)
Contingency	450,000	0	450,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation by \$450,000 for the Enterprise Asset Management project for EBS to align with the anticipated project implementation timeframe. These funds will be held in contingency for future year use.

CBO Discussion and Recommendation

Recommended as requested. Approvals for the project took longer than anticipated. It has now been approved by the Program Advisory Committee and the Technology Executive Steering Committee. Scope includes 1) implementation of the SAP Real Estate Module as an enterprise solution to maintain all City property and 2) a work order solution for Facilities as a pilot. The RFP process to select an implementer is currently underway (October 2015). Implementation is expected to begin in early FY 2016-17 and to be completed in June 2017.

While this request moves \$450,000 to reserves, the estimated project cost is currently \$900,000 with an additional \$160,000 to support a mobile solution.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_044 - EBS – Reduce IA with HR for Training Services

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(103,014)	0	(103,014)
Contingency	103,014	0	103,014
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation by \$103,014 for the interagency agreement with EBS and the Bureau of Human Resources for Training services. The reduction aligns the budgeted amount with the amount in the signed service level agreement for FY 2015-16.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_045 - EBS – SAP Additional Licenses

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	450,000	0	450,000
Internal Materials and Services	0	0	0
Contingency	(450,000)	0	(450,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

SAP does an annual audit of licenses owned by the City and compares that number to the number of users and the usage capacity to reconcile how many licenses the City should own. EBS has reviewed the audit for accuracy and has determined that the increase suggested by SAP is appropriate. The purchase to increase the number of licenses owned by the City has been reviewed with the EBS Program Advisory Committee. This decision package draws on fund reserves to cover the increased license costs.

CBO Discussion and Recommendation

Recommended as requested. This increases the number of professional licenses by 18 to 958. It increases the number of limited professional licenses by 114 to 728. Other unaffected license types include Business Suite Developer (8 licenses) and ESS User (4067 licenses). While \$450,000 is the net one-time purchase and ongoing maintenance cost for FY 2015-16, the annual maintenance cost for the new licenses will be 22% of the purchase cost.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_046 - EBS - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(20,833)	0	(20,833)
Internal Materials and Services	20,833	0	20,833
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to increase the interagency between EBS and Business Operations in accordance with the service level agreement for additional administrative support from Business Operations. It also ensures general operating contingency is at the 5% minimum amount as described by policy.

CBO Discussion and Recommendation

Recommended as requested. The administrative functions to be performed by Business Operations were formerly performed by a Senior Administrative Support Specialist in EBS. That position was reclassified to an Assistant Business Systems Analyst. The offset for this IA increase comes from the Computer Repair and Maintenance account for FY 2015-16. The bureau has indicated that this will not be a permanent decrease to that budget. Therefore, it should be expected that, unless some other offset is developed as part of budget development, this increase will become a rate impact to customers in future years. CBO does express some concern that the ongoing impact was not included in a budget process, nor has the ongoing impact of the change in classification and the subsequent need for additional BusOps services yet been discussed with stakeholders. To the degree that these costs - the reclassification and the interagency - are new, ongoing costs, CBO asks that the bureau bring them forward as decision packages as part of FY 2016-17 budget development or, in the event that an offset is identified, the realignment is identified as part of the FY 2016-17 process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_047 - PSSRP - Technical Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(244,911)	0	(244,911)
External Materials and Services	244,479	0	244,479
Internal Materials and Services	432	0	432
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This PSSRP request seeks to make technical budget adjustments in the General Fund for the PSSRP Project Office to move funds from personnel services to external materials and services to fund the Public Safety Technology Assessment, and the Public Safety GO Bond Fund to cover the Facilities Fair Wages Rental Rate increase for the space used by the Radio Project at the PCC building.

CBO Discussion and Recommendation

Recommended as requested. The Program Office Manager position is vacant and the bureau has indicated there is no plan to fill it this fiscal year. The assessment funded through this shift will provide an inventory of public safety IT applications and hardware, an assessment of readiness of emerging technology, and assessment and recommendation of Public Safety Technology structure and staffing levels. The goal of the project is to propose best next steps to sustain up-to-date public safety technologies. The total estimate is between \$150,000 and \$300,000 based on proposals received. Selection of the vendor is expected to be complete by the end of October.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_048 - PSSRP - RegJIN Project Resource Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	882,680	0	882,680
TOTAL EXPENDITURES	882,680	0	882,680
REVENUES			
General Fund Discretionary	882,680	0	882,680
TOTAL REVENUES	882,680	0	882,680

Bureau Description:

This request recaptures the unused General Fund resources designated for the RegJIN (PPDS Replacement) project to ensure that the project's overall General Fund budget and resources remain intact throughout the life of the project. The carryover funds from FY 2014-15 are comprised of \$604,717 in unspent budgeted funds and \$277,963 in additional pass-through revenues from Clackamas County, Clark County, and the City of Beaverton.

CBO Discussion and Recommendation

Recommended with possible adjustment. The project went live in April. There continue to be costs associated with final system acceptance, stabilization, and work on some interfaces. All major spending will happen by December, with all spending complete by February. The bureau has noted that the project is expected to come in within budget. CBO is still anticipating information about remaining estimated costs to determine if all remaining funding should be carried over or if a plan should be put in place to return unused resources in the Spring Supplemental Budget Process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_049 - PSSRP - Beg. Fund Bal. Recognition TS Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	773,423	0	773,423
TOTAL EXPENDITURES	773,423	0	773,423
REVENUES			
Budgeted Beginning Fund Balance	773,423	0	773,423
TOTAL REVENUES	773,423	0	773,423

Bureau Description:

This request recognizes \$773,423 unused FY 2014-15 resources as additional beginning fund balance in the Technology Services fund to continue to act as RegJIN Project contingency.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_050 - PSSRP - Radio Project Reallocation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,470,000	0	1,470,000
Contingency	(1,470,000)	0	(1,470,000)
TOTAL EXPENDITURES	0	0	0
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request appropriates Radio Project funds previously anticipated for out-year use, which were held in contingency, into the current fiscal year as external materials and services. The funds being appropriated cover the remaining funding needed for the procurement of Broadband Push-to-Talk, Communications On Wheels (COW), GPS on-scene command (use of GPS from Radio), and FirstNet-Radio Coordination Planning.

CBO Discussion and Recommendation

Recommended as requested. The reallocation is possible due to lower-than-expected costs for the project. No scope reductions result from the reallocation.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_051 - PS GO Bond - Technical adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,208,629	0	3,208,629
Contingency	4,175,000	0	4,175,000
TOTAL EXPENDITURES	7,383,629	0	7,383,629
REVENUES			
Budgeted Beginning Fund Balance	7,383,629	0	7,383,629
Miscellaneous	0	0	0
TOTAL REVENUES	7,383,629	0	7,383,629

Bureau Description:

This request recognizes additional beginning fund balance in the public safety radio system replacement project in the Public Safety GO Bond Fund and appropriates it in Professional Services and Contingency accounts.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_052 - BRFS - PF&T - Space Rent Increase for \$15 Min

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(656)	0	(656)
Internal Materials and Services	656	0	656
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process, Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus. However, since the Public Finance & Treasury division does not receive General Fund revenue, they will be covering the additional cost of these code changes using internal resources from their existing budget.

This request is an internal transfer in the amount of \$449 for Treasury and \$207 for Debt Management. Each entry will be a reduction in professional services expense, with the offset being an increase in the space rental charges that Facilities will bill.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Encumbrance Carryover Request

Request: MF_053 - BRFS - Revenue - Advance Carryovers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	70,472	0	70,472
TOTAL EXPENDITURES	70,472	0	70,472
REVENUES			
General Fund Discretionary	70,472	0	70,472
TOTAL REVENUES	70,472	0	70,472

Bureau Description:

This is a request to carry over \$70,472 in appropriation authority due to outstanding advances made to Portland Community Media (PO#22148372). The Revenue Division issued these advances in a prior fiscal year and expects to receive documentation to clear the advances this fiscal year, which will result in the expense hitting their FY 2015-16 budget. The purpose of funding to Portland Community Media is to provide community programming, including live government meetings, accessibility, education and training in community media.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_054 - BTS - Data Center Project

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

Bureau Description:

Currently the primary data center for the City of Portland resides in the Portland Building. This data center is the heartbeat of City business providing services used by all employees and the public including voice and data networks, essential technology assets, critical business systems such as SAP, public safety and bureau asset management systems, and publicly facing websites, all of which allow the City to conduct day to day business. It is well known that the Portland Building is inadequate and experiences further water intrusion due to the ongoing deterioration of the building exterior. Additionally, seismic deficiencies exist in the Portland Building. These risks are compounded by the location of the Portland Building in the downtown core, a high risk area for earthquake activity. This decision packages is requesting resources to contract with a professional engineering firm specializing in data center services to conduct a full assessment and analysis of City data centers resources. This analysis would include both the primary data center and the backup data center at the Portland Communications Center (PCC). The work will include a full analysis and inventory of each site and the development of requirements for the outsourcing of operations of each location. It is anticipated that the requirements for the Portland Building data center will be used to develop an RFP to evaluate options for migrating the Portland Building data center to a third party hosted facility and/or establish an offsite hosted Disaster Recovery capability. These requirements gathered for the PCC (backup) data center will be used to identify and prioritize the needed upgrades and enhancements critical to ensuring that this facility is engineered and functioning at a standard to effectively fulfill its role as a backup data center.

The results of the assessment and next steps are also tied to the direction of the Portland Building Reconstruction Project. If the City proceeds with the project, the Portland Building Data Center will need to be moved to an alternate location.

CBO Discussion and Recommendation

Recommended as requested. The confidence level on the estimate is medium, according to the bureau. The RFP is expected to be finalized this fall. The data center relocation could potentially cost up to \$10 million to implement, plus ongoing costs (which may or may not be higher than current ongoing costs for the center). Potential cost offsets include not having to maintain or replace the raised floor, remediate cooling issues, and lifecycle cooling and power equipment.

**CBO Discussion and Recommendations
 FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_055 - BTS - Grants Management 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:

This request is to increase the BTS interagency with Grants Management to cover anticipated additional billable telecomm expenses.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_056 - BTS - Disaster Planning Analyst

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	136,801	0	136,801
Contingency	(136,801)	0	(136,801)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to carry over one-time funding approved in FY 2014-15 for a disaster planning analyst. Recruitment for the position proved difficult due to its limited duration. Ongoing funding for FY 2015-16 was requested but not approved. The position is still needed, so the funding is being carried over.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_057 - PSSRP - Facilities Fair Wage Rent Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	709	0	709
TOTAL EXPENDITURES	709	0	709
REVENUES			
General Fund Discretionary	709	0	709
TOTAL REVENUES	709	0	709

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process the Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus.

This budget request moves \$709 in appropriation from the General Fund set aside into the Commissioner of Public Works budget to cover the additional cost of these code changes. The Commissioner's Office will receive one-time General Fund Discretionary with the offset being an increase in the space rental charges Facilities will bill.

Further, this request asks the City Budget Office to amend the ongoing current appropriation level target beginning in FY 2016-17 to account for the ongoing increase in Facilities costs.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_058 - BHR-Health Fund-Increase Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Internal Materials and Services	0	0	0
Contingency	1,864,228	0	1,864,228
TOTAL EXPENDITURES	1,864,228	0	1,864,228
REVENUES			
Budgeted Beginning Fund Balance	1,864,228	0	1,864,228
TOTAL REVENUES	1,864,228	0	1,864,228

Bureau Description:

The Health Insurance Fund is requesting an adjustment to the Health Fund's beginning fund balance of approximately \$1.9 million to match the actual CAFR ending balance for FY 2014-15.

CBO Discussion and Recommendation

Recommended as requested. This brings the budgeted beginning fund balance to \$18.6 million. Increasing balance is the result of good claims experience. The self-insured plan rate increases were held at zero for the current plan year. Depending on current plan year's experience, there might be the opportunity for some positive impact on rates. However, as of September 15, 2015, year-to-date medical claims are running 7.5% higher than last year.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_059 - BTS - Secure Web Gateway Tech. Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

BTS had two projects, one in Information Security and one in Police IT, for the Secure Web Gateway Technology Refresh. This request is to combine the two into a single CIP residing in Information Technology. Appropriation for the project totals \$341,664.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_060 - Fac - Appropriate Salary Contingency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	58,395	0	58,395
Contingency	(58,395)	0	(58,395)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to move \$58,395 from salary contingency to personnel services to cover FY 2015-16 COLA costs for OMF Facilities Services.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_061 - Fac - Carryover Right To Dream Too Funding

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	553,025	0	553,025
Internal Materials and Services	5,000	0	5,000
Capital Outlay	254,044	0	254,044
Contingency	(812,069)	0	(812,069)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

In FY 2013-14 the City received \$858,000 as part of the Wright et al v. the City settlement. The settlement will be used for funding an alternative site for relocating Right To Dream Too. This request is to carryover fund balance remaining from FY 2014-15 in the amount of \$812,069.

CBO Discussion and Recommendation

Recommended as requested. Of the total, \$254,000 is estimated for the land purchase. Facilities expects the remainder to fund a modular restroom, shower, meeting room, kitchen and laundry facilities. Facilities will also use the funding to contract with consultants for site preparation, fund OMF staff time to coordinate City staff efforts, and pay for permitting as required. Facilities is currently utilizing staff time for this project and anticipates that consultants could be hired in 2015 if needed. The procurement of the modular buildings could take place in late 2015. Installation could then take place in the spring of 2016. Site preparation is ongoing. Currently identified risks to the project include uncertainty of land development, consultant and permitting costs, and not having a signed use agreement with the tenant for the use of the location.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_062 - Fac - Rent Increase for Fair Wage Implementation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	277,759	0	277,759
TOTAL EXPENDITURES	277,759	0	277,759
REVENUES			
Interagency Revenue	277,759	0	277,759
TOTAL REVENUES	277,759	0	277,759

Bureau Description:

On May 13, 2015 City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees." OMF has calculated the cost impact of these code changes to facilities we manage and provide services to bureaus through interagency agreements. This request is to increase Facilities Services interagency agreements with bureaus affected by these cost increases.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_063 - Fac - Match Police IA Decrease

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	(500,000)	0	(500,000)
TOTAL EXPENDITURES	(500,000)	0	(500,000)
REVENUES			
Interagency Revenue	(500,000)	0	(500,000)
TOTAL REVENUES	(500,000)	0	(500,000)

Bureau Description:

This is a request to match the Police Bureau's requested IA decrease of an additional major maintenance contribution in this fiscal year's budget. The reduction is for \$500,000.

CBO Discussion and Recommendation

Recommended, with significant concerns. According to Facilities, they suggested an ongoing increase to the major maintenance component of the rental charges in the Police IA to address ongoing unfunded major maintenance needs. In response, Police offered a one-time increase of \$500,000, which is now being retracted to fund the purchase of a portion of the Kelly Building garage. Simultaneous with Police's request to reduce major maintenance are two requests from Facilities for capital set-aside funding to perform urgent work on the Justice Center. These uncoordinated efforts are concerning. The bureau notes that Police and the Facilities Division develop major maintenance plans together and meet regularly to discuss projects and changes to plans. Nonetheless, based on the conflicting priorities and communication issues that became apparent through the various requests, CBO recommends that Facilities and Police work together to develop a comprehensive condition assessment and a long term investment profile and funding plan that addresses the risks and desired/required levels of service.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_064 - Fac - Convert Limited Term Position to Permanent

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	155,809	0	155,809
External Materials and Services	(155,809)	0	(155,809)
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:

In May 2015 Facilities Services obtained approval for a limited term Principal Management Analyst position to lead its Facilities Strategic Planning and Development Program. In the Fall BMP, Facilities Services is requesting that a permanent position be added to its budget so the position can be converted from limited-term to permanent. The Facilities Strategic Planning and Development Program was created to properly manage the growing number of projects across the city that Facilities Services is currently engaged in, and to ensure Facilities is engaged with local partners. This position works directly on facilities strategic planning, the Portland Building Reconstruction Project, and numerous strategic projects. This position will also oversee the implementation of the Facilities Asset Management Program and align Facilities construction with the Climate Action plan. This position is fully funded by existing interagency agreements and projects.

CBO Discussion and Recommendation

Recommended as requested. The bureau has stated that there is no expectation to backfill the materials and services budget on an ongoing basis and that this position will continue to be charged directly to projects and interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_065 - Fac - Transfer position from P&D to Facilities

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	70,152	0	70,152
External Materials and Services	(70,152)	0	(70,152)
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:

Within BIBS, the position authority for one FTE is being effectively transferred from the P&D division to the Facilities Services division. P&D is eliminating a vacant Reproduction Operator I position and Facilities is adding a Program Manager position. The Facilities position will be responsible for multiple services, including oversight of outside custodial services, security daily operations, building access control, and meeting room planning. This position will also be responsible for fire, life, and safety of the buildings it manages and maintaining compliance with all state and federal codes. This transfer of position authority is cost neutral to the City because the P&D position was not factored into the development of P&D rates and the Facilities position will be funded through the division's operating budget.

CBO Discussion and Recommendation

Recommended as requested. This request characterizes the shift in facilities of EMS to PS as cost neutral. Based on this, CBO expects that, during FY 2016-17 budget development, this reduction in EMS will persist in order to fund the position on an ongoing basis. To the degree that the bureau wishes to backfill the EMS on an ongoing basis, that should be requested as a decision package as this would result in a rate impact to customer bureaus.

While position authority across BIBS is net zero as a result of these two changes, CBO would not characterize this as a transfer. The classification, function, customers, and rates that support the positions are quite distinct. Therefore, the two actions are unrelated and not interdependent in any way. That said, that these requests are linked does speak to a sensitivity on the part of BIBS leadership to the overall cost of services provided to customer bureaus.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_066 - Fac - GFCSA-Pol Justice Ctr Domestic Water Pipe

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	581,147	(581,147)	0
TOTAL EXPENDITURES	581,147	(581,147)	0
REVENUES			
Fund Transfers - Revenue	581,147	(581,147)	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	581,147	(581,147)	0

Bureau Description:

- Asset Information: The Justice Center (JC) is a joint owned condominium between Multnomah County and the City of Portland. The City's owned percentage is 41.3%. Located in the downtown core at 1111 SW 2nd Ave, it houses the City's Central Precinct for the Portland Police Bureau (PPB) and the County Detention Center. The County Detention Center houses 448 inmates and has facilities for showers, restrooms, and meal preparation. Additionally, PPB Command structure, administrative offices and state court rooms occupy the building. The facility operates 24 hours per day and houses over a 1,000 people. For 10 years, the JC has been experiencing domestic pipe water leaks along the main pipe. Repair of the leaks have been disruptive, often requiring the water service to the building to be shut-off. At this point the main domestic water pipe is beyond failure.

- Project Description: Multnomah County hired LRS Architects and Interface Engineering to perform an assessment and propose a solution. The assessment indicated that leaks were caused by microbial induced corrosion. In order to address the issue, PPB delayed many other projects to fund Phase 1 repairs to floors 1-9. Funding for the City share of Phase 2 repairs to floors 10-15 has not been identified. The County has funding for its share. If the project were to stall at this point, there would be a major risk of interruption to police operations for the central downtown area. Additionally, any leak that may occur could cause damage to the building's infrastructure and equipment.

- Explain Scores: Human Health Safety Impacts 2 - Minor injuries. If some or all of the domestic water piping fails, the building could see flooding, causing potential injuries. A violent rupture of the piping in a failure could also cause minor injuries.

Service Impacts 3 - Disruption of service to <1,000 customers. Our inability to provide potable water to Multnomah County's Detention Center would disrupt the ability for the inmates to receive a necessary ingredient for sustaining life even if temporarily. Getting water to this population and/or moving the population would be extremely difficult.

Environmental Impacts 2 - Minor Short-Term Damage. In the event of a complete pipe failure the living conditions in the detention center would deteriorate quickly. It could be expected that unsanitary conditions could arise and potable water would be difficult to come by

Legal, Regulatory, or Compliance Obligations 10 - City sued and/or fined: The City is at risk of being sued. Oregon Administrative Rules, OSHA 437-004-1105 require that all places of employment provide an adequate supply of potable water. Toilets are also covered in this regulation as mandatory. Additionally, Multnomah County has requirement under the ABA Criminal Justice Mental Health Standard 23-3.1 to provide unrestricted access to prisoners to potable drinking and to adequate, clean, functioning toilets. Without the main pipe these regulations could not be complied with and tenants of the building could sue the City and Multnomah County.

Financial Impact 10 - Prevent Asset loss > \$2,000,000: The project itself is over \$1 million. If it were to completely fail, significant damage to the interior portion of the building could occur, far exceeding damage of over \$2 million.

- Benefits: Repairs of the domestic water piping improves safety, reduces resource use, reduces operations and maintenance costs, and leverages other funding sources.

CBO Discussion and Recommendation

Recommendation pending.

Per the City financial policy, 50% of any excess ending fund balance should be dedicated in the Fall Supplemental Budget (i.e. the Fall BMP) to major maintenance and replacement of existing assets. Resolution 37107 increased the percentage from 25% to 50%; in addition, the resolution indicated the intent to use these resources to dedicate this resource over the next several years to emergency preparedness, parks and recreation, and transportation. To assist Council in allocating these funds to the highest priority major maintenance and asset replacement projects, bureau asset and finance managers worked to improve upon the project ranking process used in the FY 2014-15 Fall BMP during the FY 2015-16 budget development process.

The inter-bureau process of validating and ranking project scores is ongoing at the time that CBO reviews are being prepared for City Council. That process is expected to be completed prior to the worksession, at which time, CBO will update Council on the outcome and recommendations for the set-aside.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_067 - Fac - GFCSA - Police Justice Ctr Exterior Repair

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

Bureau Description:

- Asset Information: The Justice Center (JC) is a joint owned condominium between Multnomah County and the City of Portland. The City's owned percentage is 41.3%. Located in the downtown core at 1111 SW 2nd Ave, it houses the City's Central Precinct for the Portland Police Bureau (PPB) and the County Detention Center which houses 448 inmates. Additionally, PPB Command structure, administrative offices and state court rooms occupy the building. The facility operates 24 hours a day and houses over 1,000 people. Current failure mode is pervasive water intrusion, and the degradation of building materials. Worst case failure mode is structural failure from degradation of building structure through ongoing water intrusion.

- Project Description: The exterior of the Justice Center is beginning to show signs of water intrusion and other issues. Multnomah County issued an Exterior Structural Assessment of the exterior of the building that was performed by KPFF Consulting Engineers. The assessment found that the exterior of the pre-cast concrete panels revealed some rust stains and cracking in many of the panels. Although the cracking does not appear to be structural, the cracks allow water intrusion into the panels causing corrosion to the reinforcing material and resulting in deterioration of the panels. In their current condition the assessment indicates the pre-cast concrete exterior panels can likely perform for many years if the repairs are completed. The project will clean panels and fill all visible cracks; where rust stains or protruding re-bar are visible, the area will be ground down, sealed with epoxy and filled with concrete patching materials. This project was previously submitted in Fall BMP 2014 but did not receive funding. Updated cost estimates have not yet been received from the County, so costs are based on the previous request.

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

Service Impacts: 10 - Disruption of services to >10,000 customers. The Justice Center houses PPB's Central Precinct. In the event that the building is structurally unsound or has health concerns that require closure of a floor or more, Central Precinct may need to relocate.

Financial Impact: 6 - Prevent Asset loss \$500,000 - \$1,999,999. This project is meant to repair exterior portions of the building that are starting to show signs of failure. Without this project it can be anticipated that the exterior of the building will fail, which we believe will be a repair cost of over \$1,000,000.

- Benefits: Repair of the building exterior will improve safety of emergency responders. It will reduce operations and maintenance costs by eliminating pervasive water intrusion issues.

CBO Discussion and Recommendation

Recommendation pending.

Per the City financial policy, 50% of any excess ending fund balance should be dedicated in the Fall Supplemental Budget (i.e. the Fall BMP) to major maintenance and replacement of existing assets. Resolution 37107 increased the percentage from 25% to 50%; in addition, the resolution indicated the intent to use these resources to dedicate this resource over the next several years to emergency preparedness, parks and recreation, and transportation. To assist Council in allocating these funds to the highest priority major maintenance and asset replacement projects, bureau asset and finance managers worked to improve upon the project ranking process used in the FY 2014-15 Fall BMP during the FY 2015-16 budget development process.

The inter-bureau process of validating and ranking project scores is ongoing at the time that CBO reviews are being prepared for City Council. That process is expected to be completed prior to the worksession, at which time, CBO will update Council on the outcome and recommendations for the set-aside.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_068 - Fac-GFCSA-Sears Westside Ops Ctr Occupancy Nds

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,952,717	(1,952,717)	0
TOTAL EXPENDITURES	1,952,717	(1,952,717)	0
REVENUES			
Fund Transfers - Revenue	1,952,717	(1,952,717)	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	1,952,717	(1,952,717)	0

Bureau Description:

- Asset Information: The SFC Jerome F Sears Facility located at 2730 SW Multnomah Blvd is a long vacant asset designated to be the Westside Operations Center for emergency response. The building currently has multiple fire, life, and safety deficiencies, including ADA violations; lack of fire sprinkler system; and failed or inadequate emergency power and egress lighting systems. Several of the deficiencies existed at the time of property acquisition, and the deficiencies have affected building occupancy and lease opportunities.

- Project Description: The scope of work includes the following:

- ADA - Revising door locations and updating hardware, renovating restrooms, updating the emergency path of egress, correcting stairs/handrails, adding an elevator, adding accessible parking and ramp (\$897,316). The parking lot improvements will also comply with current storm water requirements, minimizing storm water and improving water quality.
- Mechanical - Replacing existing failed controls system (\$225,929).
- Emergency Power Systems - Installing new emergency power generator, replacing failed uninterruptible power supply (UPS), servicing electrical switchgear and panels, evaluating and repairing emergency egress lighting (\$450,234).
- Fire Protection - Upgrading existing domestic water service to 6 inch with backflow device to be compliant with fire sprinkler system requirements. Installing sprinkler system throughout and upgrading existing fire alarm panel and wiring (\$379,238).

The Sears facility was audited in 2013 as part of the "City of Portland - ADA Title II Transition Plan" for accessibility violations as part of federally-mandated Title II requirements to bring publicly owned buildings into compliance with the Americans with Disabilities Act. The ADA scope of work described above addresses violations noted in the audit. Outside consultants, Cardno, also performed a Facility Condition Assessment in 2015 that described fire, life, safety, electrical and mechanical deficiencies, several of which would be addressed by the scope of work above.

ADA deficiencies must be brought into compliance for any publicly accessible portions of the building and site; compliance of employee-only areas is not covered under Title II requirements but may be precipitated by workforce needs or complaints. Most of the remaining scope of work is not code-required by itself, but the scope of work associated with the required ADA improvements may trigger building permit requirements to bring fire, life and safety systems into compliance with current code. Correcting these deficiencies would mitigate human health and safety claims as well as future asset losses.

- Explain Scores: Failure Mode #1 is based on the occupancy constraints posed by the fire, life, and safety system deficiencies. Occupied as is, any occupants would be at risk of serious injury due to those deficiencies. The City has been warned regarding the ADA deficiencies. Further degradation of existing systems poses a potential asset loss of \$500,000 to \$1,999,999. Failure Mode #2 is based on inability to utilize the facility for the Westside Operations Center as it is intended. City assumed ownership of the Sears facility in 2012 under the explicit clause that it be utilized for emergency management response. It was designated the future site of the Westside Operations Center to ensure effective emergency response on the west side of the Willamette River. Due to the occupancy constraints, this facility is not able to be fully developed as a Westside Operations Center, leaving the west side vulnerable during a significant event. Delayed or unavailable response from the Emergency Communications Center on the east side of Willamette River during a significant event may endanger the lives of many, as well as impact services that thousands would depend on when such an event occurred.

- Benefits: Having emergency response operations located in the Sears facility is considered to be essential for continuity of critical city operations on the west side of the Willamette River in the event of an emergency. Due to the existing deficiencies, occupancy of Sears is constrained; if the facility were fully leasable to bureaus, O&M costs, approximately \$100,000 at present, would be offset by lease revenue. Financing this one time upgrade will also provide effective utilization by City staff and emergency responders, returning the asset to active service and preventing further decay of the building and associated systems.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_068 - Fac-GFCSA-Sears Westside Ops Ctr Occupancy Nds

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

Recommendation pending.

Per the City financial policy, 50% of any excess ending fund balance should be dedicated in the Fall Supplemental Budget (i.e. the Fall BMP) to major maintenance and replacement of existing assets. Resolution 37107 increased the percentage from 25% to 50%; in addition, the resolution indicated the intent to use these resources to dedicate this resource over the next several years to emergency preparedness, parks and recreation, and transportation. To assist Council in allocating these funds to the highest priority major maintenance and asset replacement projects, bureau asset and finance managers worked to improve upon the project ranking process used in the FY 2014-15 Fall BMP during the FY 2015-16 budget development process.

The inter-bureau process of validating and ranking project scores is ongoing at the time that CBO reviews are being prepared for City Council. That process is expected to be completed prior to the worksession, at which time, CBO will update Council on the outcome and recommendations for the set-aside.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_069 - Fac-GFCSA-PCC Mech and Emergency Sys Repairs

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	670,427	(670,427)	0
TOTAL EXPENDITURES	670,427	(670,427)	0
REVENUES			
Fund Transfers - Revenue	670,427	(670,427)	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	670,427	(670,427)	0

Bureau Description:

- Asset Information: The Portland Communication Center is an emergency communications building in SE Portland. The building houses BOEC (911), the computer aided dispatch system, an 800 megahertz radio system, and the communications (ComNet) division of the Bureau of Technology Services which maintains the 800 MHz radio system used by public safety agencies within the City of Portland, Gresham, Multnomah County, and other government agencies. BOEC is operated by the City of Portland and has agreements with the following user agencies to provide call taking and dispatch services: Portland Police Bureau, Portland Fire & Rescue, Gresham Police & Fire Departments, Multnomah County Sheriff's Office, Troutdale Police, Fairview Police, Corbett & Sauvie Island Volunteer Fire Departments, and Multnomah County Emergency Medical Services. The building is in use 24 hours a day, 7 days a week, and building systems are therefore under greater demands than typical office buildings. Many of the mechanical and emergency power systems are either failing or at risk of catastrophic failure due to age. Failure of the mechanical and emergency power systems would jeopardize the functioning of the 911 dispatch system, create long-term damage in computer servers that maintain the dispatch system, and possibly force relocation of the 911 Operations Center until computer systems can be repaired.

- Project Description: The project would address critical emergency power systems through the replacement of failing capacitors and batteries in the Uninterruptible Power Supply (UPS) that provides a bridge between utility power and generator power in the event of a utility power failure. It would also overhaul the two diesel generators that provide emergency power, ensuring that they are functional in the event of a utility power failure, and perform a large-scale maintenance of the electrical switchgear. Rooftop HVAC units, currently experiencing ongoing failures due to age, would be replaced to ensure that the 911 Operations Center does not continue to experience excessive heat conditions, affecting performance of dispatch operators and their computer equipment.

The two UPS systems are expected to fail in a utility power failure, leading to a loss of power to the entire Portland Communications Center, including the two server rooms and the 911 Operations Center. Even a power loss of a few seconds will likely create long-term damage to the computer servers, affecting the ability of the 911 dispatch system to function, and possibly forcing the 911 Operations Center to relocate until servers can be repaired. UPS batteries that fail will likely catch fire as part of their failure.

- Explain Scores: Human, Health, and Safety Impacts: 10- Fatalities. If the 911 dispatch system goes down due to power failure, fatalities can occur due to business disruption.

Service Impacts: 10 - Disruption of services to >10,000 customers. Failure of the 911 dispatch system affects all dispatch users in the Portland metropolitan area and several surrounding cities.

Environmental Impacts: 2 - Minor and recoverable. UPS batteries that catch fire during failure will release toxic chemicals into the building.

Legal and Regulatory Compliance: 2 - City warned internally. City has been warned by the UPS program manager that the batteries will likely catch fire during failure and release toxic chemicals into the building.

Financial Impact: 6 - Prevent Asset loss \$500,000 - \$1,999,999. The replacement cost of the project systems alone is \$680,000. A UPS failure would likely damage computer servers in BOEC 911, leading to additional labor and equipment costs to repair or replace the servers, and down-time for dispatch operators.

- Benefits: Repair and replacement of the mechanical and emergency power systems will improve emergency response times through support of the 911 dispatch system. It will reduce operations and maintenance costs associated with the failing rooftop HVAC units.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_069 - Fac-GFCSA-PCC Mech and Emergency Sys Repairs

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

Recommendation pending.

Per the City financial policy, 50% of any excess ending fund balance should be dedicated in the Fall Supplemental Budget (i.e. the Fall BMP) to major maintenance and replacement of existing assets. Resolution 37107 increased the percentage from 25% to 50%; in addition, the resolution indicated the intent to use these resources to dedicate this resource over the next several years to emergency preparedness, parks and recreation, and transportation. To assist Council in allocating these funds to the highest priority major maintenance and asset replacement projects, bureau asset and finance managers worked to improve upon the project ranking process used in the FY 2014-15 Fall BMP during the FY 2015-16 budget development process.

The inter-bureau process of validating and ranking project scores is ongoing at the time that CBO reviews are being prepared for City Council. That process is expected to be completed prior to the worksession, at which time, CBO will update Council on the outcome and recommendations for the set-aside.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Capital Set-Aside Request

Request: MF_070 - Fac - GFCSA - Seismic Retrofits

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	429,000	(429,000)	0
TOTAL EXPENDITURES	429,000	(429,000)	0
REVENUES			
Fund Transfers - Revenue	429,000	(429,000)	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	429,000	(429,000)	0

Bureau Description:

Fires after a major seismic event are often more destructive than the earthquake itself. Natural gas has a role in 20-50% of fires after an earthquake. FM Global, the City's property insurer, has identified 34 insured City properties lacking one or more of three fire prevention technologies that will limit fire risk following a quake: Natural Gas Shut off Valves, extra fire suppression sprinkler bracing, and flexible natural gas lines. These retrofits would reduce fire risk, provide for a safer workplace for employees, and enable the City to recover quickly to resume needed services to the community. Buildings would be available to be used for continuing operations, staging services, and shelters. Retrofitting these properties would help the City become a HPR (highly protected risk) account. Being a HPR account will help make the City more desirable to underwriters, increase the City's marketability and will give the City more leverage during renewal negotiations. The project, if implemented, may reduce the future cost of insurance, stabilize insurance rates, and lead to a more favorable structured insurance program.

FM Global is recommending these 34 City-owned and insured buildings be retrofitted for one or more of the technologies as detailed for each building in the "City of Portland EQ Related Active Recommendations of 8.6.2015" report. The costs in this report are direct costs only and for this package OMF has added in allowances for indirect costs, inflation, and contingencies.

Benefits Bonus: Improves emergency response times, emergency preparedness, and safety

CBO Discussion and Recommendation

Recommendation pending.

Per the City financial policy, 50% of any excess ending fund balance should be dedicated in the Fall Supplemental Budget (i.e. the Fall BMP) to major maintenance and replacement of existing assets. Resolution 37107 increased the percentage from 25% to 50%; in addition, the resolution indicated the intent to use these resources to dedicate this resource over the next several years to emergency preparedness, parks and recreation, and transportation. To assist Council in allocating these funds to the highest priority major maintenance and asset replacement projects, bureau asset and finance managers worked to improve upon the project ranking process used in the FY 2014-15 Fall BMP during the FY 2015-16 budget development process.

The inter-bureau process of validating and ranking project scores is ongoing at the time that CBO reviews are being prepared for City Council. That process is expected to be completed prior to the worksession, at which time, CBO will update Council on the outcome and recommendations for the set-aside.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_071 - Fac - Cash Transfer from Police for Kelly Bldg

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	485,153	0	485,153
TOTAL EXPENDITURES	485,153	0	485,153
REVENUES			
Fund Transfers - Revenue	485,153	0	485,153
TOTAL REVENUES	485,153	0	485,153

Bureau Description:

This is a request for a \$485,153 cash transfer from Police to Facilities to fund the acquisition of a portion of the parking garage at the Kelly Building, as per Ordinance 187325.

CBO Discussion and Recommendation

Recommended, with significant concerns. According to Facilities, the bureau suggested to Police an ongoing increase to the major maintenance component of the rental charges in the Police IA to address ongoing unfunded major maintenance needs. Instead, Police offered this one-time increase, which is now being retracted to fund the purchase of a portion of the Kelly Building garage. Simultaneous with Police's request to reduce major maintenance are two requests from Facilities for capital set-aside funding to perform urgent work on the Justice Center. These uncoordinated efforts are concerning. The bureau notes that Police and the Facilities Division develop major maintenance plans together and meet regularly to discuss projects and changes to plans. Nonetheless, based on the conflicting priorities and communication issues that became apparent through the various requests, CBO recommends that Facilities and Police work together to develop a comprehensive condition assessment and a long term funding profile that addresses the risks and desired/required levels of service.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_072 - Fac - City Hall Major Maintenance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	866,264	0	866,264
Contingency	(866,264)	0	(866,264)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to carryover City Hall major maintenance funds in order to complete projects budgeted in FY 2014-15, including replacement of heat pumps and potential ecoroof install upgrade for the roof replacement.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_073 - Fac - 1900 Building Major Maintenance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,361,102	0	1,361,102
Contingency	(1,361,102)	0	(1,361,102)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to carryover 1900 Building major maintenance funds in order to complete projects budgeted in FY 2014-15, including 3rd floor carpeting, patch and paint on floors 1-3, bureau moves, chiller replacement, exterior sealant replacement, and restroom upgrades for ADA compliance.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_074 - Fac - Union Station Major Maintenance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	243,904	0	243,904
Contingency	(243,904)	0	(243,904)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to carryover Union Station major maintenance funds in order to complete a tenant improvement project budgeted in FY 2014-15.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_075 - Fac - Move PCC Appropriation to CIP

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(2,950,719)	0	(2,950,719)
Capital Outlay	2,950,719	0	2,950,719
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is for a technical adjustment to move PCC Roof Project appropriation from the major maintenance program in EM&S to a capital project, since the project will be capitalized.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_076 - Fac - True-up Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	2,615,296	0	2,615,296
TOTAL EXPENDITURES	2,615,296	0	2,615,296
REVENUES			
Budgeted Beginning Fund Balance	2,615,296	0	2,615,296
TOTAL REVENUES	2,615,296	0	2,615,296

Bureau Description:

This is a request to true-up beginning fund balance, based on FY 2014-15 ending fund balance analysis.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_077 - EBS - Facilities Fair Wage Rent Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	1,894	0	1,894
Contingency	(1,894)	0	(1,894)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees." This budget request moves \$1,894 in appropriation from EBS contingency to their interagency with Facilities Services to cover the additional cost of these code changes.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the general fund cost impact of these code changes to facilities OMF manages and the resulting impact to general-fund supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_079 - CityFleet – Purchase Order Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	328,342	0	328,342
Capital Outlay	2,871,126	0	2,871,126
Contingency	(3,199,468)	0	(3,199,468)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Carryover of \$3,199,468 for repair and maintenance and the purchase of vehicles and equipment on purchase orders as of June 30, 2015.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_080 - CityFleet – Technical Adjustments

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

Bureau Description:

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

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_081 - CityFleet - Increase IA with Facilities

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	6,076	0	6,076
Contingency	(6,076)	0	(6,076)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

This budget request is to increase the interagency with Facilities by \$6,076 to cover the additional cost of these code changes.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the general fund cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_082 - CityFleet – Salary Adjustment Contingency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	285,338	0	285,338
Contingency	(285,338)	0	(285,338)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to move \$285,338 in bureau contingency funds budgeted for cost of living and health care increases.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_083 - CityFleet – Increase Budgeted Beginning Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	1,600,571	0	1,600,571
TOTAL EXPENDITURES	1,600,571	0	1,600,571
REVENUES			
Budgeted Beginning Fund Balance	1,600,571	0	1,600,571
TOTAL REVENUES	1,600,571	0	1,600,571

Bureau Description:

This request increases the beginning fund balance by \$1,600,571 to true-up ending fund balance for FY 2014-15.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_084 - BHR - Inv Fund - Applying City Job Video

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	20,000	0	20,000
TOTAL EXPENDITURES	20,000	0	20,000
REVENUES			
General Fund Discretionary	20,000	0	20,000
TOTAL REVENUES	20,000	0	20,000

Bureau Description:

Ordinance #187271, passed by City Council on 7/29/15, approved the following \$20,000 Innovation Fund grant for BHR:

The Bureau of Human Resources will develop and publish an eLearning tutorial video explaining how to apply for a job at the City. This video will demonstrate how to navigate the multi-step job application process in NEOGOV and provide tips on how to write a cover letter and application. Additionally, it will include highlights of career opportunities at the City of Portland, building a strong public brand as Employer of Choice. The video will be hosted on the Bureau of Human Resources YouTube channel, available to potential candidates 24/7, thereby increasing accessibility to a wide audience via computers and mobile technology (smartphones and tablets). Availability of the video will be advertised through the BHR website and our community partners who serve diverse populations.

The How to Apply to City of Portland Jobs video will serve as an informational tool and a welcoming mechanism to attract top talent to job opportunities at the City. It will increase access, reaching potential candidates who have previously been unable to utilize the application system or attend an onsite workshop or information session. It will offer step-by-step information for job seekers who lack experience in technology. The audio and closed captioning options will aid applicants with disabilities and will have the capability to include closed captioning in multiple languages, reaching individuals whose primary language is other than English. By offering a comprehensive training video, the City reaches a diverse pool of interested job candidates with helpful information.

CBO Discussion and Recommendation

Recommended as requested. The Office of Management and Finance has led a process to allocate these funds. This request represents the outcome of that process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_085 - BHR - Inv Fund - E-Learning/Mobile Technology

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	10,000	0	10,000
TOTAL EXPENDITURES	10,000	0	10,000
REVENUES			
General Fund Discretionary	10,000	0	10,000
TOTAL REVENUES	10,000	0	10,000

Bureau Description:

Ordinance #186977, passed by City Council on 1/14/15, approved the following \$10,000 Innovation Fund grant for BHR. The funding is being requested as a programmatic carryover because the funding was neither spent or encumbered by BHR during FY 2014-15.

To meet current and future workforce training needs the City must invest in mobile technology hardware and eLearning training program development. With an investment of \$10,000 the City of Portland would be able to purchase and administer Training Tablets, specifically designed to bring eLearning programs to employees in the field. The Innovation Project would fund a pilot program to acquire and deploy mobile technology to meet the training and development needs of City employees without regular computer access.

A modest investment in tablet hardware and related ongoing wireless connection service, information technology maintenance, and eLearning development would give City of Portland employees access to valuable mobile training and development. Bureaus can opt-in to use Training Tablets giving all City employees the chance to participate in essential training and development. Ongoing administration costs will be recouped through a learner fee.

CBO Discussion and Recommendation

Recommended as requested. The Office of Management and Finance has led a process to allocate these funds. This request represents the outcome of that process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_086 - Transfer appropriation within GO Bond Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	(250,000)	0	(250,000)
TOTAL EXPENDITURES	(250,000)	0	(250,000)
REVENUES			
Budgeted Beginning Fund Balance	(250,000)	0	(250,000)
TOTAL REVENUES	(250,000)	0	(250,000)

Bureau Description:

In the FY 2015-16 budget process Council approved \$250,000 for the replacement of fire stations roofs out of the Fire Facilities GO Bond Fund. At this time the appropriation was loaded in an OMF cost center because it was thought OMF would manage the projects. Now Fire is going to manage the projects. Therefore they need access to the appropriation. This budget adjustment reduces appropriation of \$250,000 from OMF's business area (cost center) so that it can be appropriated in Fire's business area (cost center), all within the Fire Facilities GO Bond Fund.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_087 - 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 balance in the Replacement Contingency account to reflect the estimated FY 2015-16 year-end balance plus Technology Reserves held for the FY 2016-17 IRNE Voice System Technology Refresh CIP. This adjustment moves \$1,002,721 out of General Operating Contingency and into Replacement Contingency.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_088 - BIBS Admin - CSA Positions

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	65,030	0	65,030
External Materials and Services	(65,030)	0	(65,030)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The purpose of this budget adjustment request is to transfer appropriation of \$65,030 from External Materials and Services to Personnel Services in the BIBS Administration budget to fund two Community Service Aide positions. One position will provide additional administrative support for the BIBS organization. The other position will provide staff support to the new Equitable Contracting and Purchasing Commission established by the Mayor's Office.

CBO Discussion and Recommendation

Recommended as requested. In addition, CBO recommends that, to the degree that these CSAs continue to remain on board, the BIBS Administration base budget remain reduced to levels consistent with historical EMS spending. According to the bureau, EMS was considerably greater than last year's spending in that category because it "contains appropriation for the director to use to do projects benefitting BIBS and its customers." The BIBS Admin base budget is funded by the various funds BIBS administers. To the degree that these positions are continued and BIBS chooses to restore EMS spending in FY 2016-17 or beyond, a decision package is required.

In addition to the information provided by the bureau initially, follow up discussions yielded the following response:

One CSA is required to perform the duties of the city real property coordinator as detailed in ADM- 13.02 Disposition of City Real Property adopted by Council on July 8, 2015. This included development of a Citywide process for use by all property owning bureaus, development of a website accessible to the public with information about all city excess and surplus property, reconciliation of properties with county records, ongoing coordination among bureaus relating to properties in various stages of excess, and public notifications required by ordinance including maintenance of the information on the website and development of signage. This position also supports other BIBS Administration initiatives across the four BIBS divisions.

One CSA provides support for the new Equitable Contracting and Purchasing Commission established by the Mayor's Office. The Equitable Contracting and Purchasing Commission was adopted by City Council Ordinance 187030, approved on February 25, 2015, and amended on June 24, 2015. A nine member voting Commission was appointed by the Mayor. Each Commissioner will serve for a term of two (2) years, and BIBS Director Bryant Engle was selected by the Mayor to chair the Commission. As such, BIBS requires resources to coordinate the activities of the Commission, including meeting coordination, documentation, and follow-up on actions decided by the Commission, as well as the research and support required to ensure the smooth operation of the Commission.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_089 - BRFS - Revenue - Innovation Fund Micro-grant

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	9,500	0	9,500
TOTAL EXPENDITURES	9,500	0	9,500
REVENUES			
General Fund Discretionary	9,500	0	9,500
TOTAL REVENUES	9,500	0	9,500

Bureau Description:

Ordinance #187271, passed by City Council on 7/29/15, approved a \$9,500 Innovation Fund micro-grant for the Revenue Division. The amount was granted to the Division to implement the electronic set up of new business income tax accounts.

CBO Discussion and Recommendation

Recommended as requested. The Office of Management and Finance has led a process to allocate these funds. This request represents the outcome of that process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_090 - BRFS - Revenue - Contract with City Attorney

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

Numerous taxpayers have filed and may yet file petitions for redetermination of their City of Portland and Multnomah County hotel/motel tax assessments. The appeal process requires the City Attorney to appoint an external code hearings officer. The Revenue Division is requesting a budget increase of \$100,000 in the Fall BMP for this purpose. If the petitions for redetermination are resolved prior to reaching the code hearings officer, the appropriation will be returned to the General Fund. Increased tax receipts are ultimately expected to exceed the cost of the hearings officer. Approximately one half of the transient lodgings taxes collected by the Revenue Division are remitted to Multnomah County under an IGA. The Revenue Division will request assistance from Multnomah County to defray these costs.

CBO Discussion and Recommendation

New General Fund Discretionary resources are not recommended at this time. CBO recommends that, at this early point in the fiscal year, the Revenue Division should work with BRFS leadership and Business Operations staff to identify underspending or reallocation opportunities to fund this unanticipated cost. To the degree that no such flexibility is possible, the bureau should resubmit this request as part of the Spring Supplemental budget. General Fund contingency resources are very limited, and bureaus should, as a general matter, work to accommodate unanticipated expenses in existing budgets prior to requesting draws on this limited resource.

Based on discussions with the City Attorney's office, their workload has not been significant so far, year-to-date. Historically, the City has not seen appeals of hotel/motel tax assessments. There have been none in over a decade. The anticipated increase is the result of increased enforcement of the Transient Lodging Tax Code (PCC 6.04). Should a request in the Spring still be necessary, that request should be based off of actual utilization at that point.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_091 - BHR Health Fund-\$15 Fair Wage Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(292)	0	(292)
Internal Materials and Services	292	0	292
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

This budget request moves \$292 in appropriation from Health Insurance Operating Fund's External Material and Services into the Internal Material Services to cover the additional cost of these code changes and offset the increase in the space rental charges that Facilities will bill the Health Insurance Operating Fund.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the general fund cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_092 - P&D - Salary Adjustment Contingency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	56,387	0	56,387
Contingency	(56,387)	0	(56,387)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to move \$56,387 in bureau contingency funds budgeted for cost of living and health care increases.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_093 - P&D - Increase IA with Facilities

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	6,193	0	6,193
Contingency	(6,193)	0	(6,193)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

This budget request is to increase the interagency with Facilities by \$6,193 to cover the additional cost of these code changes.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the general fund cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_094 - P&D – Decrease Budgeted Beginning Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	(18,578)	0	(18,578)
TOTAL EXPENDITURES	(18,578)	0	(18,578)
REVENUES			
Budgeted Beginning Fund Balance	(18,578)	0	(18,578)
TOTAL REVENUES	(18,578)	0	(18,578)

Bureau Description:

This request decreases the beginning fund balance by \$18,578 to match the projected ending fund balance for FY 2014-15.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_095 - P&D – Risk Interagency Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,239	0	2,239
Contingency	0	0	0
TOTAL EXPENDITURES	2,239	0	2,239
REVENUES			
Interagency Revenue	2,239	0	2,239
TOTAL REVENUES	2,239	0	2,239

Bureau Description:

Risk Management has requested an increase of \$2,239 to the interagency with P&D to cover the purchase of a new copier.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_096 - P&D – Reduce RO1 Position

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(55,776)	0	(55,776)
Contingency	55,776	0	55,776
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:

Within BIBS, the position authority for one FTE is being effectively transferred from the P&D division to the Facilities Services division. P&D is eliminating a vacant Reproduction Operator I position and Facilities is adding a Program Manager position. The Facilities position will be responsible for multiple services, including oversight of outside custodial services, security daily operations, building access control, and meeting room planning. This position will also be responsible for fire, life, and safety of the buildings it manages and maintaining compliance with all state and federal codes. This transfer of position authority is cost neutral to the City because the P&D position was not factored into the development of P&D rates and the Facilities position will be funded through the division's operating budget.

CBO Discussion and Recommendation

Recommended as requested. While position authority across BIBS is net zero as a result of these two changes, CBO would not characterize this as a transfer. The classification, function, customers, and rates that support the positions are quite distinct. Therefore, the two actions are unrelated and not interdependent in any way. That said, that they are linked does speak to a sensitivity on the part of BIBS leadership to the overall cost of services provided to customer bureaus.

This position has been vacant since June 2014. The position used to provide microfilm services and duplication services during peak times. Customer bureaus no longer request microfilm services. Despite the reduction to the Personnel Services budget as part of this request, the bureau has indicated that these budgeted PS costs were not built into FY 2015-16 rates.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_097 - BIBS Admin - Fair Wage rent increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(36)	0	(36)
Internal Materials and Services	36	0	36
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

This budget request moves \$36 in appropriation from External Materials & Services into BIBS Admin to cover the additional cost of these code changes. BIBS Admin will move funds from External Materials & Services with the offset being an increase in the space rental charges Facilities will bill.

Further, this request asks the City Budget Office to amend the ongoing current appropriation level target in FY 2016-17 to account for the ongoing increase in Facilities costs.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the general fund cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_099 - CityFleet - Police Bureau IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	292,000	(292,000)	0
TOTAL EXPENDITURES	292,000	(292,000)	0
REVENUES			
Interagency Revenue	292,000	(292,000)	0
TOTAL REVENUES	292,000	(292,000)	0

Bureau Description:

The Police Bureau has requested to increase the interagency by \$292,000 to cover fleet expenses related to the purchase of new vehicles and equipment in accordance with Resolution 35960 requiring Council approval of new vehicle additions.

CBO Discussion and Recommendation

Not recommended. See Police Bureau requests (PL_004, PL_005) for CBO analysis.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_100 - CityFleet - Park's Bureau IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	160,000	0	160,000
TOTAL EXPENDITURES	160,000	0	160,000
REVENUES			
Interagency Revenue	160,000	0	160,000
TOTAL REVENUES	160,000	0	160,000

Bureau Description:

The Park's Bureau has requested to increase the interagency by \$160,000 to cover fleet expenses related to the purchase of new vehicles and equipment in accordance with Resolution 35960 requiring Council approval of new vehicle additions.

CBO Discussion and Recommendation

Recommended as requested. See PK_001 for CBO recommendation.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_103 - Fac - Increase BHR Rent - TPB 14th Floor

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Contingency	21,591	0	21,591
TOTAL EXPENDITURES	21,591	0	21,591
REVENUES			
Interagency Revenue	21,591	0	21,591
TOTAL REVENUES	21,591	0	21,591

Bureau Description:

This is a request to budget space rent for BHR's expansion onto the 14th floor of the Portland Building.

CBO Discussion and Recommendation

Recommended with bureau-approved adjustments. Facilities began billing BHR as of March 1, 2015. BHR's training program moved to the space due to constraints on the 4th floor resulting from the payroll group moving there from the 12th floor as part of a reorganization. The space was vacant prior to the move; therefore, no rent offset is included for any other tenant. CBO noted that the expense funded EMS when, in fact, no new costs were being incurred. The revenue is now balanced in contingency and the new occupancy structure will inform ratemaking in FY 2016-17.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_104 - BRFS - Revenue - Fund 209000 - Increase Fund Bal

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Contingency	36,673	0	36,673
TOTAL EXPENDITURES	36,673	0	36,673
REVENUES			
Budgeted Beginning Fund Balance	36,673	0	36,673
Taxes	0	0	0
TOTAL REVENUES	36,673	0	36,673

Bureau Description:

This request is to adjust beginning fund balance and increase contingency for the Revenue Division's Convention & Tourism Fund.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_105 - BRFS - Revenue - Fund 209000 - New Tax Revenue

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	724,500	0	724,500
Internal Materials and Services	0	0	0
Contingency	12,500	0	12,500
TOTAL EXPENDITURES	737,000	0	737,000
REVENUES			
Taxes	737,000	0	737,000
Interagency Revenue	0	0	0
TOTAL REVENUES	737,000	0	737,000

Bureau Description:

This request is to recognize additional lodging tax revenue in the Revenue Division's Convention & Tourism Fund.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_106 - BRFS - Revenue - Fund 209001 - New Tax Revenue

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,185,850	0	1,185,850
Internal Materials and Services	11,818	0	11,818
Contingency	0	0	0
TOTAL EXPENDITURES	1,197,668	0	1,197,668
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Taxes	1,185,850	0	1,185,850
Interagency Revenue	11,818	0	11,818
Miscellaneous	0	0	0
TOTAL REVENUES	1,197,668	0	1,197,668

Bureau Description:

This request is to recognize additional lodging tax revenue in the Revenue Division's Tourism Improvement District Fund, and allocate a portion of the new revenue to administrative costs.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_107 - Fac - Rent IA with Water for Campsite Storage

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	9,200	0	9,200
Contingency	(9,200)	0	(9,200)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is for an IA with the Water Bureau for storage of personal property related to homeless campsite cleanups at their Barbur Boulevard building.

CBO Discussion and Recommendation

Recommended as requested. In response to CBO questions, the bureau provided the following additional information:

OMF Facilities Division, Property Management, rents the Water Bureau's building for the storage of the collected and inventoried campers' personal property for the required 30 days. Collection and inventory of the campers' personal property includes where each item was found, a description of the item, and a photo of the item. The contractor coordinates the delivery of all campers' recovered personal property to the City of Portland's provided storage site, the Water Bureau building. The contractor is responsible for maintaining the storage site so that the inventory is organized. The contractor is responsible for tracking and maintaining the inventory and is responsible for the disposal of the campers' personal property if not retrieved within 30 days of the camp cleanup.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_108 - Fac - Match PBOT IA Decrease

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(331,334)	0	(331,334)
Contingency	0	0	0
TOTAL EXPENDITURES	(331,334)	0	(331,334)
REVENUES			
Interagency Revenue	(331,334)	0	(331,334)
TOTAL REVENUES	(331,334)	0	(331,334)

Bureau Description:

This is a request to match PBOT's reduction to project management services at the parking garages.

CBO Discussion and Recommendation

Recommended with bureau-initiated adjustments. The original request balanced the reduction in revenue with a reduction in contingency. CBO noted that with the reduced revenue, the balancing entry should be a reduction in services. The change reflects this by reducing external materials and services instead of contingency.

This is roughly a 10% decrease in the \$3.3 million in services requested by PBOT for project management at their garages.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_109 - BRFS - Revenue - Fund 223000 - Increase Fund Bal

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Contingency	896,186	0	896,186
TOTAL EXPENDITURES	896,186	0	896,186
REVENUES			
Budgeted Beginning Fund Balance	896,186	0	896,186
Miscellaneous	0	0	0
TOTAL REVENUES	896,186	0	896,186

Bureau Description:

This request is to adjust beginning fund balance and increase contingency for the Revenue Division's Arts Education & Access Fund.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_110 - BRFS - Revenue - Fund 223000 - Interest Income

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	10,000	0	10,000
TOTAL EXPENDITURES	10,000	0	10,000
REVENUES			
Miscellaneous	10,000	0	10,000
TOTAL REVENUES	10,000	0	10,000

Bureau Description:

This request is to recognize additional interest on investments revenue in the Revenue Division's Arts Education & Access Fund.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_111 - BRFS - Revenue - Fund 223000 - Tech Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(6,612,045)	0	(6,612,045)
Contingency	6,612,045	0	6,612,045
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is for a net zero technical adjustment within the Revenue Division's Arts Education & Access Fund to decrease miscellaneous services and increase contingency.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_112 - BIBS I&C - Increase IA With Facilities

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	784	0	784
Contingency	(784)	0	(784)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As a result Facilities Services will see an increase in costs that were not budgeted. It is therefore increasing interagency agreements for space rental to building tenants.

The purpose of this budget adjustment request is to transfer appropriation from the Insurance & Claims Fund's contingency account to the Facilities Services IM&S account to cover the fund's share of this increase in the IA for space rent for staff in Risk Management.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_113 - BIBS WC - Increase IA with Facilities

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	849	0	849
Contingency	(849)	0	(849)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As a result Facilities Services will see an increase in costs that were not budgeted. It is therefore increasing interagency agreements for space rental to building tenants.

The purpose of this budget adjustment request is to transfer appropriation from the Workers Compensation Fund's contingency account to the Facilities Services IM&S account to cover the fund's share of this increase in the IA for space rent for staff in Risk Management.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the general fund cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_114 - BBS I&C - True up beginning fund balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	717,364	0	717,364
TOTAL EXPENDITURES	717,364	0	717,364
REVENUES			
Budgeted Beginning Fund Balance	717,364	0	717,364
TOTAL REVENUES	717,364	0	717,364

Bureau Description:

The purpose of this budget adjustment is to true up the budgeted beginning fund balance for the Insurance and Claims Fund to match the actual balance at July 1, 2015 and place the resulting appropriation in fund contingency.

CBO Discussion and Recommendation

Recommended as requested. Additional follow-up information was provided by the bureau as follows:
For FY 2014-15, OMF forecasted an ending balance of \$24.4M in the Insurance & Claims Fund. This consisted of an Actuarial Reserve of \$17.1M, an Operating Reserve of \$185,000, and a Rate Stabilization Reserve of \$7.1M. The fund ended FY 2014-15 with a balance of \$25.1M. This consisted of an actuarial reserve of \$15.9M (from an updated actuarial study), an Operating Reserve of \$185,000, and a Rate Stabilization Reserve of \$9.0M. The Rate Stabilization Reserve will be factored into the five-year model as we prepare FY 2016-17 IA rates.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_115 - BBS WC - True up beginning fund balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	413,093	0	413,093
TOTAL EXPENDITURES	413,093	0	413,093
REVENUES			
Budgeted Beginning Fund Balance	413,093	0	413,093
TOTAL REVENUES	413,093	0	413,093

Bureau Description:

The purpose of this budget adjustment is to true up the budgeted beginning fund balance for the Workers' Compensation Fund to match the actual balance at July 1, 2015 and place the resulting appropriation in fund contingency.

CBO Discussion and Recommendation

Recommended as requested. Additional follow-up information was provided by the bureau as follows:

For FY 2014-15, OMF forecasted an ending balance of \$15.0M in the Worker's Compensation Fund. This consisted of an Actuarial Reserve of \$9.7M, an Operating Reserve of \$174,000, and a Rate Stabilization Reserve of \$5.1M. The fund ended FY 2014-15 with a balance of \$15.3M. This consisted of an actuarial reserve of \$10.6M (from an updated actuarial study), an Operating Reserve of \$174,000, and a Rate Stabilization Reserve of \$4.5M. The Rate Stabilization Reserve will be factored into the five-year model as we prepare FY 2016-17 IA rates.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_116 - BIBS I&C - Transfer COLA and Health set aside

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	32,028	0	32,028
Contingency	(32,028)	0	(32,028)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The purpose of this budget adjustment is to transfer appropriation set aside in the Insurance & Claims fund contingency account for COLA and benefits inflation to Personnel Services to cover higher rates of pay and costs already being incurred.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_117 - BIBS WC - Transfer COLA and Health set aside

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	76,240	0	76,240
Contingency	(76,240)	0	(76,240)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The purpose of this budget adjustment is to transfer appropriation set aside in the Workers' Compensation fund contingency account for COLA and benefits inflation to Personnel Services to cover higher rates of pay and costs already being incurred.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_118 - BIBS Risk Management - New Copier

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	2,239	0	2,239
Contingency	(2,239)	0	(2,239)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The purpose of this budget adjustment is to transfer appropriation from Insurance and Claims and Workers' Compensation fund contingency accounts to Printing and Distribution Services IM&S accounts for the purchase of a new copier for Risk Management.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_119 - BIBS I&C - Increase IA with Fire Bureau

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	17,103	0	17,103
TOTAL EXPENDITURES	17,103	0	17,103
REVENUES			
Interagency Revenue	17,103	0	17,103
TOTAL REVENUES	17,103	0	17,103

Bureau Description:

The purpose of this budget adjustment request is to increase IA with Fire Bureau as receiver and Insurance and Claims as provider by \$17,103 for additional commercial insurance for two new fireboats. Fire Bureau took delivery of two new boats in April and Risk Management paid a pro-rated invoice to add the fireboats to the City's policy to cover them until the policy renews in December. The cost of this policy addition was not included in the original IA with Fire Bureau.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_120 - BBS I&C - Increase IA With Mayor's Office

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	12,052	0	12,052
TOTAL EXPENDITURES	12,052	0	12,052
REVENUES			
Interagency Revenue	12,052	0	12,052
TOTAL REVENUES	12,052	0	12,052

Bureau Description:

The purpose of this budget adjustment request is to increase the IA with the Mayor's Office as receiver and Insurance and Claims as provider by \$12,052 for a Last Thursday insurance policy for July and August 2015. The cost of this policy was not included in the original IA with the Mayor's Office.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_121 - BIBS - PSGO Bond Fund beginning fund balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	2,342,513	0	2,342,513
TOTAL EXPENDITURES	2,342,513	0	2,342,513
REVENUES			
Budgeted Beginning Fund Balance	2,318,478	0	2,318,478
Miscellaneous	24,035	0	24,035
TOTAL REVENUES	2,342,513	0	2,342,513

Bureau Description:

This request recognizes additional beginning fund balance and interest earnings revenue in the GO Bond Fund and appropriates it in the Contingency account.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_122 - BIBS - PSGO Bond Fund - Internal Transfer of Res

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	(7,383,629)	0	(7,383,629)
TOTAL EXPENDITURES	(7,383,629)	0	(7,383,629)
REVENUES			
Budgeted Beginning Fund Balance	(7,383,629)	0	(7,383,629)
TOTAL REVENUES	(7,383,629)	0	(7,383,629)

Bureau Description:

This request allows for the transfer of beginning fund balance resources to the public safety radio system replacement project within the Public Safety GO Bond Fund. OMF Citywide Projects Fall BMP submission includes a corresponding entry.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_123 - BIBS - Fleet Increase IA with BDS for new vehicle

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	84,000	0	84,000
TOTAL EXPENDITURES	84,000	0	84,000
REVENUES			
Interagency Revenue	84,000	0	84,000
TOTAL REVENUES	84,000	0	84,000

Bureau Description:

The purpose of this budget adjustment request is to increase the IA with BIBS Fleet as provider and BDS as receiver for the purchase of additional vehicles in accordance with Resolution 35960 requiring Council approval of new vehicle additions.. This is associated with BDS increase in staff.

CBO Discussion and Recommendation

Recommended as requested. See BDS (DS_005 and DS_006) requests for CBO recommendations.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_124 - BIBS P&D Increase IA with Fire as receiver

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	6,650	0	6,650
TOTAL EXPENDITURES	6,650	0	6,650
REVENUES			
Interagency Revenue	6,650	0	6,650
TOTAL REVENUES	6,650	0	6,650

Bureau Description:

The purpose of this budget adjustment request is to increase the IA with BIBS P&D as provider and Fire as receiver for additional services.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_125 - BIBS P&D Increase IA with ONI as receiver

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

The purpose of this budget adjustment request is to increase the IA with BIBS P&D as provider and ONI as receiver for additional services.

CBO Discussion and Recommendation

Recommended as requested. See CBO's review of the ONI budget for recommendations. This is part of a series of requests related to expected costs associated with the implementation of marijuana legislation.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_126 - BIBS Fleet Increase IA with ONI as receiver

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,500	0	2,500
Capital Outlay	78,000	0	78,000
Contingency	10,000	0	10,000
TOTAL EXPENDITURES	90,500	0	90,500
REVENUES			
Interagency Revenue	90,500	0	90,500
TOTAL REVENUES	90,500	0	90,500

Bureau Description:

The purpose of this budget adjustment request is to increase the IA with BIBS Fleet as provider and ONI as receiver for additional services.

CBO Discussion and Recommendation

Recommended as requested. See CBO's review of the ONI budget for recommendations. This is part of a series of requests related to expected costs associated with the implementation of marijuana legislation.

**CBO Discussion and Recommendations
 FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_127 - Fac - Match ONI Rent IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	11,750	0	11,750
TOTAL EXPENDITURES	11,750	0	11,750
REVENUES			
Interagency Revenue	11,750	0	11,750
TOTAL REVENUES	11,750	0	11,750

Bureau Description:

This is a request to match an increase in rent for increased space at the Kelly Building, by ONI.

CBO Discussion and Recommendation

Recommended as requested. See CBO's review of the ONI budget for recommendations. This is part of a series of requests related to expected costs associated with the implementation of marijuana legislation.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_128 - BTS - City Attorney IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	8,000	0	8,000
TOTAL EXPENDITURES	8,000	0	8,000
REVENUES			
Interagency Revenue	8,000	0	8,000
TOTAL REVENUES	8,000	0	8,000

Bureau Description:

This request is to increase the BTS interagency with the Office of the City Attorney to cover additional anticipated desktop support expenses.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_129 - BTS - ONI IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	5,750	0	5,750
Contingency	52,999	0	52,999
TOTAL EXPENDITURES	58,749	0	58,749
REVENUES			
Interagency Revenue	58,749	0	58,749
TOTAL REVENUES	58,749	0	58,749

Bureau Description:

This request is to increase the BTS interagency with the Office of Neighborhood Involvement to cover assorted anticipated additional expenditures.

CBO Discussion and Recommendation

Recommended as requested. See CBO's review of the ONI budget for recommendations. This is part of a series of requests related to expected costs associated with the implementation of marijuana legislation.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: New Request

Request: MF_130 - Facilities - Duress System Replacement

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	75,000	(75,000)	0
TOTAL EXPENDITURES	75,000	(75,000)	0
REVENUES			
Fund Transfers - Revenue	75,000	(75,000)	0
TOTAL REVENUES	75,000	(75,000)	0

Bureau Description:

Entered by CBO on behalf of BIBS: At the direction of the Mayor's Office, Facilities Services is requesting \$75,000 as a placeholder to install a new duress system at City Hall and the Portland Building. The current duress system has limited ability to interface with other security components, is outdated, and is no longer supported by the manufacturer or any contractor. The system does not always work correctly, and alarms to other building tenants or security are very limited in focus. The new duress system will be a software-based system that allows users to discreetly activate a duress alarm from their workstation. The alert/alarm would be sent to the appropriate security personnel with discretion as to not escalate a potentially aggressive situation. The system being considered comes as a base package with many optional expansions that allow tie-ins to wireless duress alarms, video inputs, audio inputs, and public announcement system outputs. We are still in the process of developing the exact configuration in order to define specific costs, so this is a placeholder to allow for implementation of the base system.

CBO Discussion and Recommendation

Not recommended from General Fund contingency. This building system should be upgraded as part of a the Facilities Division's ongoing efforts at major maintenance and replacement and, to the degree that it is a priority, should be funded with major maintenance reserves.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the Mayor

Type: Technical Adjustment

Request: MY_001 - MY - Space Rental Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	2,930	0	2,930
TOTAL EXPENDITURES	2,930	0	2,930
REVENUES			
General Fund Discretionary	2,930	0	2,930
TOTAL REVENUES	2,930	0	2,930

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process the Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus.

This budget request moves \$2,930 in appropriation from the General Fund set aside into the Mayor's Office to cover the additional cost of these code changes. The Mayor's Office will receive one-time General Fund Discretionary with the offset being an increase in the space rental charges Facilities will bill.

Further, this request asks the City Budget Office to amend the ongoing current appropriation level target in FY 2016-17 to account for the ongoing increase in Facilities costs.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the Mayor

Type: Encumbrance Carryover Request

Request: MY_002 - Encumbrance Carryover Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	277,180	0	277,180
TOTAL EXPENDITURES	277,180	0	277,180
REVENUES			
General Fund Discretionary	277,180	0	277,180
TOTAL REVENUES	277,180	0	277,180

Bureau Description:

This package requests one-time General Fund discretionary to fund the following encumbrance carryovers: 1) 22169684 Davis Hibbits & Midghall Inc - \$27,510; 2) 20005467 Indiana Furniture Industries Inc - \$23,917; 3) 22168846 MCPC Inc - \$3,187; 4) 22153919 Worksystems Inc - \$39,198 and 5) 22169622 Worksystems Inc - \$180,000 6) 20004971 Resolutions Northwest - \$3,368. These encumbrance carryovers are related to community survey work for the Department of Justice (DOJ) implementation, the Summer Works internship program and various one-time purchases in the Mayor's Office.

CBO Discussion and Recommendation

Recommended as requested. These costs were encumbered before the end of FY 2014-15 for work expected to be completed during FY 2015-16. The office has a sufficient FY 2014-15 General Fund discretionary ending balance to fund this carryover.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the Mayor

Type: New Request

Request: MY_003 - Last Thursday Funding

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	32,298	(32,298)	0
TOTAL EXPENDITURES	32,298	(32,298)	0
REVENUES			
General Fund Discretionary	32,298	(32,298)	0
TOTAL REVENUES	32,298	(32,298)	0

Bureau Description:

This request is for \$32,298 in one-time General Fund discretionary to pay for the costs associated with holding the Last Thursday events on Alberta Street in July and August of 2015. Costs increased this year due to increased insurance requirements. These are city-wide expenses currently being paid out of the Mayor's Office budget.

CBO Discussion and Recommendation

CBO has previously recommended that these annual costs be included in the Mayor's Office budget rather than requested as supplemental funds during the Fall and Spring Budget Monitoring Processes. CBO does not recommend funding this request at this time, as this request does not appear to meet Fall BMP new request criteria of being one-time, unforeseen, and urgent.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the Mayor

Type: Technical Adjustment

Request: MY_004 - Mayor's Office - Innovation Fund Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	37,250	37,250
TOTAL EXPENDITURES	0	37,250	37,250
REVENUES			
General Fund Discretionary	0	37,250	37,250
TOTAL REVENUES	0	37,250	37,250

Bureau Description:

This package requests \$37,250 for the "For Teens, By Teens: PP&R Community Center App--Improving Access to Community Centers" Innovation Fund project in the Mayor's Office.

CBO Discussion and Recommendation

Recommended as requested. The Office of Management and Finance has led a process to allocate these funds. This request represents the outcome of that process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the Mayor

Type: Program Carryover Request

Request: MY_005 - Mayor's Office - COCL carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	155,841	(33,946)	121,895
TOTAL EXPENDITURES	155,841	(33,946)	121,895
REVENUES			
General Fund Discretionary	155,841	(33,946)	121,895
TOTAL REVENUES	155,841	(33,946)	121,895

Bureau Description:

This request asks for \$155,841 unspent FY 2014-15 funds for the Compliance Officer Community Liaison (COCL) program in the Mayor's Office. The program has a number of critical one-time needs which it was unable to encumber last year. These include: \$25,000 for expanded use of interpretation services, \$54,000 The Community Oversight Advisory Board plans to conduct six focus groups as part of the work to inform development of a Community Engagement and Outreach Plan, as called for in the Settlement Agreement garnering feedback from groups underrepresented in the Community Survey is essential to our work, and utilizing an outside firm ensures that all aspects of running focus groups, from the planning stages through analysis and reporting, are completed in a professional manner with quality results, \$13,895 for rent and other support costs in the current facility, and \$50,000 in estimated costs to move to a new facility, including one-time setup.

CBO Discussion and Recommendation

CBO's understanding is that this request includes one-time costs related to moving (\$50,000), focus groups (\$54,000), technology (\$4,000), and rent for the remainder of this fiscal year (\$13,895) for a total of \$121,895, as well as ongoing costs for interpretation services (\$25,000) and other technology needs (\$10,000). At this time, CBO recommends approval of the one-time costs totaling \$121,895, and recommends that the ongoing costs (estimated at \$35,000) be absorbed by the \$634,316 in ongoing General Fund resources already allocated to this program. CBO recognizes that there is a high degree of uncertainty regarding program expense needs during the startup phase, and will continue to monitor the Office's budget and recommend amendments as necessary in the Spring BMP.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the Mayor

Type: Technical Adjustment

Request: MY_006 - Last Thursday - Liability Insurance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(12,052)	0	(12,052)
Internal Materials and Services	12,052	0	12,052
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request amends the inter-agency with Risk Management for the purchase of Liability Insurance relating to the Last Thursday events on Alberta Street in the Mayor's Office. In request MY_003, the Mayor's Office is requesting reimbursement for this and other Last Thursday related cost that have impacted the Mayor's Office budget.

CBO Discussion and Recommendation

Recommended without new funding, as noted in MY_003. CBO has previously recommended that these annual costs be included in the Mayor's Office budget rather than requested as supplemental funds during the Fall and Spring Budget Monitoring Processes. CBO does not recommend funding this request at this time, as this request does not appear to meet Fall BMP new request criteria of being one-time, unforeseen, and urgent.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the Mayor

Type: Technical Adjustment

Request: MY_007 - Mayor's Office - Technical Adjustments

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

Bureau Description:

This request adjusts the budget to better align with current and future spending plans.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the Mayor

Type: New Request

Request: MY_008 - Mayor's Office - COCL IA's

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(13,895)	0	(13,895)
Internal Materials and Services	13,895	0	13,895
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to establish two Inter-Agency agreements between, 1) The Mayor's Office and Portland Housing Bureau in the amount of \$8,072 and, 2) The Mayor's Office and the Office of Equity and Human Rights in the amount of \$5,823. These inter-agencies are related to sub-lease expenses for the Compliance Officer and Community Liaison (COCL) program while they are co-located with the Office of Equity and Human Rights. The funds for these inter-agencies are included in total carryover request referenced in MY_005.

CBO Discussion and Recommendation

Recommended as requested. The bureau is reallocating internal funds related to the recommended COCL program carryover (MY_005) to support this request.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of the Mayor

Type: New Request

Request: MY_009 - Mayor's Office - Restorative Justice Program

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	28,000	(28,000)	0
TOTAL EXPENDITURES	28,000	(28,000)	0
REVENUES			
General Fund Discretionary	28,000	(28,000)	0
TOTAL REVENUES	28,000	(28,000)	0

Bureau Description:

This request is for \$28,000 to continue support of the operations of a school-based restorative justice program, managed by Resolutions Northwest in Parkrose School District. Services include providing training, consultation, and restorative services to administrators, teachers, staff, students and families. Restorative Justice focuses on active engagement and accountability, with the overall goal of avoiding alternatives to suspension, expulsion, and juvenile justice involvement. In addition to private donations, Resolutions Northwest receives funding from Multnomah County and the State of Oregon.

CBO Discussion and Recommendation

CBO does not recommend funding at this time. This item was discussed but not ultimately included in the FY 2015-16 budget. CBO has only recommended new requests in the Fall Supplemental Budget that are one-time, unforeseen, urgent, fully developed, and are unlikely to be absorbed in existing bureau budgets.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_001 - Allocate Neighborhood Small Grants funds

	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:

Package NI_10 from the Adopted budget increased neighborhood small grants funding by \$30,000. This allocates the portion that belongs to NPNS and EPNO. \$6,599 to EPNO and \$3,565 to NPNS.

CBO Discussion and Recommendation

Recommended as requested. This simply moves money added during FY 2015-16 budget development into the appropriate location.

The Neighborhood Small Grants Program provide neighborhood and community-based organizations with opportunities to attract new and diverse membership, and to sustain those already involved. During budget development, an additional \$30,000 was added to the existing \$70,000 to make the pool of funds \$100,000. These total funds are allocated as follows, based on neighborhood poverty rates and number of neighborhood associations:

- CNN - \$8,146
- EPNO - \$23,187
- NECN - \$10,892
- NPNS - \$12,527
- NWNW - \$11,555
- SEUL - \$23,018
- SWNI - \$10,676
- TOTAL: \$100,000**

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: Encumbrance Carryover Request

Request: NI_002 - Advance encumbrance carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	151,701	0	151,701
TOTAL EXPENDITURES	151,701	0	151,701
REVENUES			
General Fund Discretionary	151,701	0	151,701
TOTAL REVENUES	151,701	0	151,701

Bureau Description:

\$157,701 of advances were outstanding at June 30, 2015. These outstanding advances are mostly small grants that run on a non-fiscal year cycle, and should all be recovered in Fiscal Year 2015-16.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_003 - Personnel at Coalition Offices

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	62,700	0	62,700
External Materials and Services	(62,700)	0	(62,700)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The East Portland and North Portland Neighborhood Coalition offices are City run offices. They typically rely on casual/seasonal staff members at times throughout the year. This is a transfer of funding to cover expected costs of casual/seasonal employees.

The East Portland Office also added a new permanent staff person in the spring. This request also moves personnel costs (47,700) to cover that position for the year.

All funding is moved from external M&S budget.

CBO Discussion and Recommendation

Recommended as requested. A transfer is being made from miscellaneous services to fund the personnel costs. Funding to community grantees are not affected by this change. This request was approved in last year's Fall BMP; however, the bureau was not able to complete hiring of the permanent position in time to make the appropriate changes in the FY 2015-16 budget. The person has been successfully hired but the resources need to be moved again.

The seasonal employees provide assistance on the quarterly neighborhood coalition newsletter and the neighborhood cleanups, which are work intensive for short intervals during the year.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_004 - North Portland Tool Library

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	10,000	0	10,000
TOTAL EXPENDITURES	10,000	0	10,000
REVENUES			
Miscellaneous	10,000	0	10,000
TOTAL REVENUES	10,000	0	10,000

Bureau Description:

The North Portland Neighborhood Services office is a City run Neighborhood Coalition Office. Often, the office loans employees to work on specific tasks that are then paid for by partner agencies. One such program NPNS is currently staffing is the North Portland Tool Library, which is funded by the Kenton Action Plan.

This request recognizes the casual/seasonal personnel assigned to this task, and the corresponding revenue provided by Kenton Action Plan to pay for the work.

CBO Discussion and Recommendation

Recommended as requested. The North Portland Tool Library is supported by a diverse membership of 5000 members in the NPNS district, and is an important asset to the community. This request is cost-neutral to the City and thus provides an easy way for the City to contribute to this community resource.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_005 - Facilities IA adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	2,602	0	2,602
TOTAL EXPENDITURES	2,602	0	2,602
REVENUES			
General Fund Discretionary	2,602	0	2,602
TOTAL REVENUES	2,602	0	2,602

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance adopted the changes as shown in the attached "Exhibit A" and directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process the Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: Program Carryover Request

Request: NI_006 - Grant Carryover

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

Bureau Description:

Grant funds from Multnomah County to the East Portland Action Plan. Contracts were in place for these in June 2015, but they were not encumbered in FY 2014-15. This carryover allows us to finish the work on these EPAP projects.

CBO Discussion and Recommendation

Recommended as requested. This was a one-time grant for which contracts are in place. Funding support strategies and actions of the East Portland Action Plan including:

- Wisdom of the Elders working with partners to create an environmental assessment and habitat restoration training program compatible with Native American learning styles;
- One-day workshops with 10-20 Iraqi attendants on Financial Empowerment, intercultural exchange world café and intercultural activities; and
- a Slavic Culture Festival in Lents park

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: Encumbrance Carryover Request

Request: NI_007 - Encumbrance carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	87,455	0	87,455
TOTAL EXPENDITURES	87,455	0	87,455
REVENUES			
General Fund Discretionary	87,455	0	87,455
TOTAL REVENUES	87,455	0	87,455

Bureau Description:

\$87,455 of contracts encumbered in FY2014-15 to be carried over to FY 2015-16.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: Program Carryover Request

Request: NI_008 - Unencumbered Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	88,614	0	88,614
TOTAL EXPENDITURES	88,614	0	88,614
REVENUES			
General Fund Discretionary	88,614	0	88,614
TOTAL REVENUES	88,614	0	88,614

Bureau Description:

ONI had \$88,614 of contracts approved in June FY 2014-15 that were not encumbered prior to June 29th, primarily grants through the East Portland Action Plan. This is a request to carry over the funding for these active contracts into FY 2015-16.

CBO Discussion and Recommendation

Recommended as requested. The majority of these funds are for small one-time grants to East Portland Action Plan grantees, who were awarded the grants in FY 2014-15 but funds were not encumbered by fiscal year end. In FY 2014-15, ONI processed an unusually large number of grants and were simply unable to encumber all funds before year end close (which would have made them available as open encumbrance carryovers). Grantees are in contract with ONI and many have begun work; not approving this request would be disruptive to many projects and grantees, particularly in East Portland. Going forward, ONI is taking measures to improve internal processes to improve their ability to encumber grant funds before fiscal year end.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_009 - Noise/Liquor Support Position

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	36,040	0	36,040
External Materials and Services	1,711	0	1,711
Internal Materials and Services	2,249	0	2,249
TOTAL EXPENDITURES	40,000	0	40,000
REVENUES			
Charges for Services	40,000	0	40,000
TOTAL REVENUES	40,000	0	40,000
FTE			
Limited Term Positions	0.67	0.00	0.67
TOTAL FTE	0.67	0.00	0.67

Bureau Description:

The Noise and Liquor programs share 1 FTE Office Support Specialist II for all administrative support to the programs. However, the volume of calls, payments and paperwork exceed a reasonable workload for the existing staff. The liquor workload has been increasing over time but with maximum fees set by state law ONI has been unable to increase fees to fund the program adequately. ONI has used seasonal staffing when possible and assigned some work to other staff when possible but it is not sustainable at current volumes. Similarly, Noise has utilized some seasonal staffing to provide additional support particularly during busy season, but the ongoing demands of the program exceed existing staffing. Noise revenues have been increasing and are projected to come in high enough to fund the addition of 1 FTE support position for the remainder of FY 2015-16. The addition of an ongoing FTE for these programs will be incorporated into the budget process for FY 2016-17 development.

CBO Discussion and Recommendation

Recommended as requested. The Liquor License Notification program and the Noise program are experiencing high rates of workload growth. In the past 6 years, there has been a 32% increase in Temporary Sales Liquor Licenses and a 27% increase in overall annual Liquor Licenses that renew every year. The number of liquor licenses processed this year is expected to be 5,200. In addition, liquor license staff handle all complaints and are the City's only liaisons to the community on State Liquor policies.

The Liquor License Notification program currently has one full time staff member and shares a support/administrative position with the Noise program. The bureau hires seasonal staff during peak processing periods for the 3,300 liquor renewal licenses; however, new and temporary licenses are received all year and many require a heavy administrative burden. It is clear, due to the growth in number of applications, complexity of cases, and growth in complaints, that the office requires additional regular staffing support.

The Noise Control program has also been experiencing significant workload growth and the two programs together are requesting one support staff person, to be funded by an expected increase in Noise Control revenue. This will bring the number of FTEs to 2 FTE in the Liquor License program and 4 FTE in the Noise Control program, and ensures a dedicated support staff member for each program.

Liquor License fees are controlled by the State so the bureau is unable to raise fees to help pay for the needed staff. The recent influx of Noise Control revenue provides an opportunity for both the Liquor License Notification program and the Noise Control program to obtain much needed support without requiring additional General Fund dollars.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_010 - Marijuana Licensing Add Package

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	210,000	0	210,000
External Materials and Services	48,000	0	48,000
Internal Materials and Services	168,750	0	168,750
TOTAL EXPENDITURES	426,750	0	426,750
REVENUES			
Charges for Services	426,750	0	426,750
TOTAL REVENUES	426,750	0	426,750
FTE			
Full-Time Positions	6.00	0.00	6.00
Limited Term Positions	-3.00	0.00	-3.00
TOTAL FTE	3.00	0.00	3.00

Bureau Description:

As directed by Council, ONI has proposed local regulations for Marijuana businesses in Portland in response to Measure 91, HB 3400 and SB 460 relating to recreational and medical marijuana production and sales. The proposed regulations were vetted through a public process and anticipated to be adopted by Council on September 30th. The regulations require ongoing program staff and materials for a local regulatory licensing program. The ordinance presented to Council includes a proposed fee schedule intended to recover the cost of implementing, administering and enforcing the regulatory program. Once adopted, the fees will provide an ongoing funding source for program expenses. Although FY 2015-16 includes one-time general fund for the start-up expenses of the program, the program implementation requires expansion.

Revenues projected are based upon estimates of application and license revenues reasonably anticipated by June 30, 2016 (application fees and license fees for most medical dispensaries, most producers and some of the processors; and application fees only for marijuana retailers). Future year revenues will be increased once the Oregon Liquor Control Commission finalizes licensing of recreational marijuana retailers.

Expenses beyond existing core staff that would become ongoing include the addition of 1 FTE Administrative Support, 4 FTE Code Specialist II Inspectors, and seasonal staff to deal with the volume of incoming applications at implementation. In addition, materials and services related to the expanded program including some large one-time expenses for vehicles, furniture, computers, and technology needs.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_010 - Marijuana Licensing Add Package

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

Recommended as requested. This request includes 5 FTE, which will bring the total number of Marijuana Licensing program staff to 8 FTE, including 4 Code Specialist IIs, 1 Office Support Specialist II, 1 Assistant Program Specialist, 1 Program Specialist, and 1 Program Manager. In addition, this request includes \$18,300 for seasonal staffing, \$78,000 for new vehicles, and \$138,750 for staff-related materials and supplies.

The bureau is requesting 4 Code Specialists because they anticipate a large amount of the initial program work to entail: coordinating with OHA and OLCC on confirmation of whether a requested marijuana permit location is in compliance with State regulations; perform site visits to confirm a physical location is in compliance with minimum standards, perform GPS measurement to verify business footprint boundary for mapping and distance measurement from exterior to minimum of 1000 feet to neighboring license and to any exterior boundary of a school, and verify compliance with Marijuana Business Control Plans and other requirements of 14B.130.080; and perform visits to complainants and/or sites to respond to and investigate complaints. The bureau anticipates processing 230 applications in FY 2015-16. The bureau is anticipating needing to send Code Specialists out in pairs for safety reasons, but acknowledges that they may change this approach as they know more about the required work.

CBO notes that there remains a high amount of uncertainty around true program staffing needs due to lingering decisions at the local and state levels around program rollout, as well as response from the community. CBO believes that the full proposed program budget, including 8 full time staff members, may be generous. However, CBO believes it is in the best interest of the City to ensure that ONI has adequate staff and resources – and the flexibility therein – to adapt to emerging needs and create a successful, safe, responsive regulated system from the beginning, and thus recommends this package as requested. CBO expects that ONI will continuously evaluate needs and adapt program elements such as staffing and fee schedules over the next few years as program needs become more clear.

To support these expenses, the program anticipates processing 230 applications and 115 licenses during this fiscal year, as detailed below:

License type	Application Fee	# apps	Revenue
Medical Dispensary	\$975	130	\$126,750
Marijuana Processor	\$500	15	\$7,500
Marijuana Producer	\$500	15	\$7,500
Marijuana Retailer	\$975	70	\$68,250
Marijuana Wholesaler	\$500	0	\$ -

	License fee	# licenses	Revenue
Medical Dispensary	\$2,000	100	\$200,000
Marijuana Processor	\$2,000	0	\$ -
Marijuana Producer	\$2,000	15	\$ 30,000
Marijuana Retailer	\$4,175	0	\$ -
Marijuana Wholesaler	\$2,000	0	\$ -

Total			\$440,000
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Before the October 1 legalized date for recreational marijuana, there were 109 medical dispensaries in Portland, so CBO finds the above assumed calculations to be reasonable. These numbers may change depending on what Council ultimately decides around location regulation; but at the writing of this review, this seems like a reasonable (if conservative) revenue estimate.

Given the uncertainty around the program needs at this time, CBO recommends this proposal to ensure ONI is able to address the rapid influx of programmatic needs; however, CBO intends to have additional detailed conversations with ONI on the ongoing programmatic structure during FY 2016-17 budget development regarding expected revenues and appropriate commensurate expenditures.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_011 - Innovation Grant - Accessible Phone Translation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	2,000	0	2,000
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	2,000	0	2,000
REVENUES			
Charges for Services	0	0	0
General Fund Discretionary	2,000	0	2,000
TOTAL REVENUES	2,000	0	2,000

Bureau Description:

ONI I&R was awarded an innovation micro-grant for assisting ESL callers with interpretation needs when transferring to other agencies. The ability for callers to maintain the same interpreter throughout their call will allow more efficient provision of services.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: Encumbrance Carryover Request

Request: OE_001 - General Fund Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	43,366	(8,050)	35,316
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	43,366	(8,050)	35,316
REVENUES			
Charges for Services	0	0	0
Interagency Revenue	0	0	0
General Fund Discretionary	43,366	(8,050)	35,316
TOTAL REVENUES	43,366	(8,050)	35,316

Bureau Description:

OEHR is requesting \$43,366 general fund one-time to back encumbrances carried into FY 2015-16. This includes \$31,058 associated with the \$100,000 one-time Translation Pool as well as \$9,391 for the ADA Transition Plan PTE contract

CBO Discussion and Recommendation

CBO recommends a revised carryover total of \$35,316. This revision was initiated by the bureau upon determining remaining receivables for the ADA transition plan in FY 2015-16 were \$1,341, rather than the full amount of \$9,391. The carryover amount includes \$31,058 for bureau translation and interpretation services from the pool of funding established in FY 2014-15 to support Citywide translation, interpretation, and community engagement outcomes. All but \$2,791 of these funds will be utilized by other City bureaus. The remaining \$2,917 of carryover is for consulting services to provide technical assistance to City bureaus in the development and implementation of their racial equity roadmaps.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: New Request

Request: OE_002 - ADA 25th Anniversary

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	4,300	0	4,300
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	4,300	0	4,300
REVENUES			
Charges for Services	4,300	0	4,300
Interagency Revenue	0	0	0
TOTAL REVENUES	4,300	0	4,300

Bureau Description:

OEHR is requesting Council approve a \$4,300 increase in budget associated with sponsor support. These funds helped offset the costs of the 25th Anniversary Celebration of the Americans with Disabilities Act held in July.

CBO Discussion and Recommendation

Recommended as requested. This action increases the bureau's budget appropriation by \$4,300 in FY 2015-16.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: New Request

Request: OE_003 - Interagency Services

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,327	0	3,327
Internal Materials and Services	2,496	0	2,496
TOTAL EXPENDITURES	5,823	0	5,823
REVENUES			
Charges for Services	0	0	0
Interagency Revenue	5,823	0	5,823
TOTAL REVENUES	5,823	0	5,823

Bureau Description:

OEHR is requesting two adjustments to the bureau's budget for interagency services. The first adds an interagency with the mayor's office to pass through \$5,823 indirect costs associated with the COCL (Compliance Officer-Community Liaison) program support position housed at OEHR. The second increases the bureau's interagency with PHB for sub-lease expense by \$2,496 to account for staffing changes over the past year.

CBO Discussion and Recommendation

Recommended as requested. The first request moves \$5,823 from the Mayor's office budget to pay for Materials and Services costs supporting a 1.0 FTE assistant program specialist position in OEHR. This position provides administrative and logistical support for the citizen bodies overseeing the agreement between the City of Portland and the U.S. Department of Justice regarding the excessive use of force with mentally ill persons.

The second interagency adjustment is to pay for increased rent expenses owed to the Portland Housing Bureau due to added staff at OEHR.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Equity & Human Rights

Type: Technical Adjustment

Request: OE_004 - Technical Adjustments

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

Bureau Description:

OEHR is requesting Council approval for a number of budget adjustments that represent no net change to the bureau budget.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Commissioner of Public Affairs

Type: Technical Adjustment

Request: PA_001 - CPA - Space rental increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	1,509	0	1,509
TOTAL EXPENDITURES	1,509	0	1,509
REVENUES			
General Fund Discretionary	1,509	0	1,509
TOTAL REVENUES	1,509	0	1,509

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process the Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus.

This budget request moves \$1,509 in appropriation from the General Fund set aside into the Commissioner of Public Affairs to cover the additional cost of these code changes. The Commissioner of Public Affairs will receive one-time General Fund Discretionary with the offset being an increase in the space rental charges Facilities will bill.

Further, this request asks the City Budget Office to amend the ongoing current appropriation level target in FY 2016-17 to account for the ongoing increase in Facilities costs.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Commissioner of Public Affairs

Type: Encumbrance Carryover Request

Request: PA_004 - GCDV - Encumbrance Carryover Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	129,680	(76,677)	53,003
TOTAL EXPENDITURES	129,680	(76,677)	53,003
REVENUES			
General Fund Discretionary	129,680	(76,677)	53,003
TOTAL REVENUES	129,680	(76,677)	53,003

Bureau Description:

This package requests one-time General Fund discretionary to fund the following encumbrance carryovers: 1) 22151228 Bradley Angle - \$7,100; 2) 22100668 Catholic Charities - \$23,696; 3) 22158443 Catholic Charities - \$16,764; 4) 22153985 Ecumenical Ministries of Oregon - \$7,100; 5) 22136079 IRCO - \$4,719; 6) 22153744 IRCO - \$19,831 7) 22147753 Language Fusion LLC - \$4,959; 8) 22124058 Legal Aid Services of Oregon - \$15,000; 9) 22157552 YWCA - \$10,882; 10) 20001242 Rivery City Rush - \$3,180.00; 11) 22046939 Multnomah County - \$16,449. All of these encumbrances carryovers are for services provided by the Gateway Center for Domestic Violence.

CBO Discussion and Recommendation

Recommended with adjustments based on accruals incurred prior to the close of FY 2014-15 for a revised total of \$53,003 in encumbrance carryforward. The requested one-time encumbrance carryovers will fulfill prior year contractual obligations for services provided in FY 2014-15, which cannot be absorbed by current year appropriations without impacting FY 2015-16 service levels. The office has a sufficient FY 2014-15 General Fund discretionary ending balance to fund this adjusted carryover.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Commissioner of Public Affairs

Type: New Request

Request: PA_006 - GCDV - Eviction Prevention Svcs

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	60,000	0	60,000
TOTAL EXPENDITURES	60,000	0	60,000
REVENUES			
General Fund Discretionary	60,000	0	60,000
TOTAL REVENUES	60,000	0	60,000

Bureau Description:

The Gateway Center for Domestic Violence (GCDV) Services is seeking to reprogram \$60,000 in one time money to provide vital and largely unavailable eviction prevention services to an estimated 60 to 75 households. The Gateway Center provides services to more than 2000 unduplicated survivors of domestic violence each year. Many have made the decision to separate from abusive partners, and have sought services to support their transition. Oregonian women head of households are 3 times as likely to live in poverty as Oregonian women in general. It often takes a woman a great deal of effort to stabilize financially following a separation. Further, the Portland area has a serious dearth of affordable housing, and the rental market in general is very tight. The majority of available resources aimed at housing for domestic violence survivors require a new placement and therefore cannot be used to prevent a survivor from losing her current rental. The Gateway Center has two housing specialists who operate full time from an office within the Center. With no additional staffing, those specialists could administer the eviction prevention dollars, overcoming a significant gap in services during a particularly challenging time for housing and homelessness in the Portland area.

The \$60,000 is remaining one-time funds provided to GCDV for providing legal aid through Legal Aid Services of Oregon and was encumbered in FY 2014-15 for this purpose. The need for legal aid is on-going and GCDV received on-going funding in their FY 2015-16 Adopted Budget. Therefore, the Office is requesting to use these funds for another essential service provided by Gateway.

CBO Discussion and Recommendation

Recommended as requested. This is a one-time new funding request to provide eviction prevention services for domestic violence survivor households. This is an urgent need compounded by the current affordable housing crisis, surge of no-cause evictions, and recently declared Housing State of Emergency. This issue is also time-sensitive with regards to the availability of the partner organization, as the YWCA is ready to provide its expertise and staff resources to administer these funds.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: Technical Adjustment

Request: PK_001 - Fall - Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	179,586	0	179,586
External Materials and Services	1,100,401	0	1,100,401
Internal Materials and Services	175,000	0	175,000
Capital Outlay	(1,495,973)	0	(1,495,973)
Bond Expenses	23,396	0	23,396
Fund Transfers - Expense	0	0	0
Contingency	17,590	0	17,590
TOTAL EXPENDITURES	0	0	0
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Charges for Services	0	0	0
Intergovernmental Revenues	0	0	0
Interagency Revenue	0	0	0
Fund Transfers - Revenue	0	0	0
Bond and Note	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.

Included are shifts to fund numerous additions to City Fleet inventory with new vehicle purchases per Resolution 35960.

CBO Discussion and Recommendation

Recommended as requested.

This request includes a number of technical adjustments, including the reallocation of the Teen Program budget across Cost Centers to better align with operations. This request also increases the personnel services budget across recreation services so that budgets reflect the expected costs of Phase 1 arbitration agreement. To offset the increase in budget, a corresponding adjustment was made to the Recreation Administration's personnel services, creating a negative budget for the remainder of the year. The bureau has made this adjustment so that Recreation Program staff can manage within their budget, in anticipation that they will not fully absorb the increased costs within their portion of the budget; however, depending upon Council's decision, another significant adjustment may be required in the Spring BMP by either reallocating bureau budget to cover the increased costs or providing additional funding from General Fund contingency. In the case that additional General Fund resources are not available in FY 2015-16, CBO recommends that the bureau begin developing a reallocation plan to fund the position costs within current resources in anticipation of Spring BMP.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: New Request

Request: PK_002 - Fall - New Revenue Requests

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	9,500	0	9,500
External Materials and Services	3,309	0	3,309
Internal Materials and Services	0	0	0
Capital Outlay	704,600	0	704,600
Fund Transfers - Expense	223,000	0	223,000
Contingency	(223,000)	0	(223,000)
TOTAL EXPENDITURES	717,409	0	717,409
REVENUES			
Interagency Revenue	12,500	0	12,500
Fund Transfers - Revenue	223,000	0	223,000
Miscellaneous	481,909	0	481,909
TOTAL REVENUES	717,409	0	717,409

Bureau Description:

This package recognizes changes in fund size due to new revenues or adjusted revenue projections. The significant items in this list include: a donation for Director Park canopy and mitigation revenue for Willamette Park trail improvements.

CBO Discussion and Recommendation

Recommended as requested.

This package recognizes changes in fund size due to new revenues or adjusted revenue projections. The significant items in this list include:

- Fund 100 - Increase in IA revenue of \$18,000 from PBOT for Urban Forestry maintenance services
- Fund 100 - Increase in IA revenue of \$8,500 from BES for horticultural services
- Fund 100 - Increase in IA revenue of \$8,500 from BES for their contribution to the Salmon Festival at Westmoreland Park
- Fund 220 - Draw on contingency of \$223,000 in the Trust Tree Mitigation fund for the Willamette Park Trail
- Fund 402 - Recognize \$481,000 in revenues from the ZGF Architects to replace the wood beams with steel beams in the canopy at Director's Park. Council approved this agreement in Ord 187179 on June 5, 2015. These revenues will cover a portion of the estimated repair costs of \$719,000; Parks will contribute \$188,000 to upgrade to steel beams, providing a longer beam lifespan and lower lifecycle costs.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

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	164,638	0	164,638
TOTAL EXPENDITURES	164,638	0	164,638
REVENUES			
General Fund Discretionary	164,638	0	164,638
TOTAL REVENUES	164,638	0	164,638

Bureau Description:

PP&R recognizes encumbrances for one-time purchases that were encumbered but not received or accrued in FY 2014-15.

In FY 2014-15, PP&R ended the year with \$384,378 in encumbrances. Of those, many were accruals or small remaining balances on existing operational purchases. The balance of one-time, qualifying encumbrances totaled \$232,505. Since the net position of revenues greater than expenses for the bureau was \$164,638, this request is limited to that amount of carryover request.

CBO Discussion and Recommendation

Recommended as requested.

As noted by the bureau, the bureau's net underspending of FY 2014-15 General Fund resources totaled \$164,636, thereby limiting the amount that the bureau can request in encumbrance carryover.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: Program Carryover Request

Request: PK_004 - Fall - Grant Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	694,381	0	694,381
Capital Outlay	526,688	0	526,688
TOTAL EXPENDITURES	1,221,069	0	1,221,069
REVENUES			
Intergovernmental Revenues	1,221,069	0	1,221,069
TOTAL REVENUES	1,221,069	0	1,221,069

Bureau Description:

This Package is to recognize grant carryover adjustments for projects that didn't get completed by June 30.

CBO Discussion and Recommendation

Recommended as requested.

The bureau requests adjustments to five grants in order to more accurately reflect project expenditures and expected reimbursements. Notably, these requests would carryover \$565,126 in funding for the Springwater Gap project, which was accepted by Council in June 2014. Additional carryover adjustments include:

- \$1,255 grant for the Senior Recreation Inclusion
- \$26,688 grant for the Hillside Drainage project
- \$628,000 for the Thomas Cully project, including \$473,000 from Oregon Parks and Recreation Department and \$155,000 from the DEQ.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: Technical Adjustment

Request: PK_005 - Fall - Beginning Fund Bal. Adj.

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	115,804	0	115,804
External Materials and Services	2,906,942	0	2,906,942
Internal Materials and Services	0	0	0
Capital Outlay	7,226,509	0	7,226,509
Bond Expenses	127,331	0	127,331
Contingency	25,522,644	0	25,522,644
TOTAL EXPENDITURES	35,899,230	0	35,899,230
REVENUES			
Budgeted Beginning Fund Balance	35,899,230	0	35,899,230
TOTAL REVENUES	35,899,230	0	35,899,230

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.

Included within this request are a number of adjustments to beginning fund balances of funds and subfunds managed by the bureau. These technical adjustments align the budget with proper fund balance following the fiscal year end. Within these adjustments, there are several significant requested changes:

Park Capital Improvement Program Fund (Fund 402). The bureau is increasing beginning fund balance by \$2.5 million and increasing planned expenses for a number of capital projects that were underspent in FY 2014-15. These included projects funded by a variety of resources, including General Fund, grant funding, PDC resources, and funding originating from the Bureau of Environmental Services.

SDC Capital Fund (Subfund 402001). The SDC Capital Fund's budget of \$47.4 million was underspent by \$32.5 million in FY 2014-15 --- or by \$3.6 million when factoring the \$28.8 million of budgeted contingency. Service charge revenues in the SDC Capital Fund also exceeded budget of \$12.7 million by \$6.9 million (for a total of \$19.5 million), primarily driven by the collection of residential SDCs. When including excess revenues from donations, assessments and earned interest, the SDC Capital Fund received \$8.5 million of additional revenues. To adjust for this prior-year underspending and excess revenues, the bureau is requesting to increase beginning fund balance by \$32.5 million, offset by an increase of \$25.7 million in contingency and a carryover of \$6.8 million in project expenses.

Golf Fund (Fund 603) – Balance in the Golf Fund was \$285,384 less than budgeted, representing lower than budgeted revenues for the prior year. Revenues were impacted by the closure of Colwood Golf Course during the reconstruction of the course over the past year. As a result, beginning fund balance and fund contingency will be lessened, decreasing contingency to a total of \$744,588.

Portland International Raceway Fund (604) - Balance in the Portland International Raceway Fund was \$16,737 less than budgeted, representing lower than budgeted revenues for the prior year. Although expenses remained within budgeted amounts, PIR revenues (ticket sales, concessions) were also less than expected. Fund contingency is \$163,279 for the remainder of FY 2015-16.

Both CBO and the bureau will need to closely monitor the Golf Program and PIR to ensure that there is sufficient funding in these funds by year end. CBO will provide further analysis for the FY 2014-15 budget-to-actuals as part of the Prior-Year Reports; these reports are generally available several weeks after the adoption of the Fall Supplemental Budget.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: Technical Adjustment

Request: PK_006 - Fall - Position Changes

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0
FTE			
Full-Time Positions	4.00	0.00	4.00
Limited Term Positions	-3.00	0.00	-3.00
TOTAL FTE	1.00	0.00	1.00

Bureau Description:

This package converts two limited term positions for the PP&R General Obligation Bond team and the Community Garden. It also corrects two positions that were adjusted incorrectly from Recreation Revolution in the previous fiscal year.

CBO Discussion and Recommendation

Recommended as requested.

This package includes adjustments to several positions within the bureau, resulting in the creation of four new permanent positions and the elimination of three limited term positions.

Create a Recreation Coordinator II to coordinate dance programs across several center centers. This position was part of the original mapping of the Rec Revolution and has been filled by seasonal and limited term positions. No new General Fund resources are needed to fund this position, and program fees are expected to offset a portion of additional costs.

Convert a Recreation Coordinator I from limited term to permanent position. As part of the FY 2014-15 Adopted Budget, a number of changes were made to Parks' positions due to the implementation of the Rec Revolution, including the reduction of some positions. One extra position was incorrectly eliminated subsequent to the implementation of the package, and this BMP request will convert this position to the correct permanent classification.

Convert a limited-term Asst Program Specialist position into a permanent position. This current position has previously worked 1600 hours per year, and due to incremental increases in the Community Gardens budget over the past five years, there is now sufficient permanent funding to convert the position into a permanent position.

Convert a limited term Capital Project Manager III position into a permanent position. The Replacement Bond Team currently has eight, Council-authorized positions, including five Capital Project Manager positions and three support staff positions (administration, public involvement and finance/procurement). All of the positions on the current Replacement Team are filled by permanent employees, except for this Capital Coordinator III. Within the current staffing, projects are anticipated to begin by October 2015; however, the bureau anticipates needing an addition one or two positions in 2016. As with the other bond program positions, bond proceeds would fund these permanent positions until resources are no longer available, after which the bureau would either eliminate the positions or fund the positions within current General Fund resources. The team is currently targeting administration costs of less than 10% across all bond projects. In terms of the FY 2015-16 budget, there is no General Fund impact.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: Technical Adjustment

Request: PK_007 - Fall - Chapter 3.99 Fair Wage Policy

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	227,083	0	227,083
Internal Materials and Services	5,773	0	5,773
TOTAL EXPENDITURES	232,856	0	232,856
REVENUES			
General Fund Discretionary	232,856	0	232,856
TOTAL REVENUES	232,856	0	232,856

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process the Council included appropriation of \$900,000 in a General Fund set aside for the additional costs of these code changes to the General Fund bureaus primarily impacted by this policy. The total impact for PP&R was \$232,856 between OMF contract adjustments for the Portland Building, and PP&R's contract amendments for Parks 40-plus different occupied sites.

CBO Discussion and Recommendation

Parks manages four contracts that were directly impacted by amendments to Portland City Code 3.99 Fair Wage Policy for security (provided by Pacific Patrol Services) and custodial services (provided by Portland Habilitation Center) at approximately 40 Parks locations.

The additional costs of these contracts only reflects the direct amount of raising staff wages to \$15 per hour; these amounts do not include costs related to wage compression or other administrative costs.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: Technical Adjustment

Request: PK_008 - Fall - Innovation Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	80,000	0	80,000
TOTAL EXPENDITURES	80,000	0	80,000
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Fund Transfers - Revenue	80,000	0	80,000
TOTAL REVENUES	80,000	0	80,000

Bureau Description:

This package is to transfer the amounts from the previous two fund grants into PP&R's innovation fund special revenue fund.

CBO Discussion and Recommendation

Recommended as requested.

This package includes funding for the following Innovation Fund microgrants.

- Address Childhood Obesity - \$10,000 (Awarded in June 2015)
- Fitness in Parks - \$20,000 (Awarded in June 2015)
- Community Center Kiosks - \$20,000 (Awarded in June 2015)
- Washington Park Wayfinding - \$20,000 (Awarded in September 2015)
- Senior Mural Project - \$10,000 (Awarded in September 2015)

In total, the bureau has received 496,600 for 17 projects over the past year, including the amounts listed above.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Parks & Recreation

Type: New Request

Request: PK_009 - Fall - Summer Ranger Program

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	80,000	(80,000)	0
External Materials and Services	20,000	(20,000)	0
TOTAL EXPENDITURES	100,000	(100,000)	0
REVENUES			
General Fund Discretionary	100,000	(100,000)	0
TOTAL REVENUES	100,000	(100,000)	0

Bureau Description:

This package is to request \$100,000 for an expanded Summer Ranger program to address an increased safety need for Park Ranger presence in PP&R parks and the Springwater Corridor throughout the summer season. This package included \$80,000 to fund expanded Ranger coverage of East Portland, N/NE Portland and the Springwater Corridor from July 1 through September 30. It also provided \$20,000 for campsite clean-ups. As of October 1, 2015, the Ranger program will downsize to previous levels and reduce the expanded coverage.

CBO Discussion and Recommendation

As of July 2015, Parks remained interested in providing ranger services to eastside parks and, due to a perceived increase in gang-related shootings, projected an increased need for additional patrolling and incident response along the Springwater Corridor and across parks in East, North, and Northeast Portland. Based on the projected needs, the Commissioner-in-Charge and the Mayor supported an increase in spending on seasonal/casual rangers to provide additional services in these parks between July 1st and September 30th. Anticipating that Council would support an increase of \$80,000 to fund additional seasonal/casual rangers in the Fall BMP, three additional teams of two rangers patrolled over the past three months resulting in approximately 3,600 additional hours of ranger services.

Whether there was an actual increase in the number of incidents requiring rangers is unknown: there is currently a backlog of two to three months in the data entry for the ranger program. Similar to other bureaus that manage overtime and seasonal work, typically funding for this type of personnel need would be addressed in the Spring BMP or the Over-Expenditure Ordinance when any additional costs would be in the context of needs across the bureau and General Fund. This also allows bureau management to reallocate funding across programs, or curtail overtime and the hiring of seasonal employees in order to remain within budget.

The discussion of what is the "right size" of the ranger program continues from last year's budget process and the subsequent release of the Ranger Program's annual report. These prior discussions have highlighted that the current ranger program does not provide regular services to parks outside of the central southwest City and Forest Park, primarily because of service agreements with the public and Central City Business District and because of the use of parking revenues at Washington Park to pay for ranger staff.

Given the opportunity to reallocate funds internally within the bureau over the remainder of the year and because this request for funding represents an expansion of services to new service areas (rather than being a truly unforeseen circumstance), CBO does not recommend this request. If these additional costs cannot be absorbed within Parks budget by fiscal year end after exercising other management options, then CBO will recommend that Parks receive funding through compensation set-aside, and if necessary, General Fund contingency.

Also included in this request is \$20,000 for the interagency agreement for the campsite clean-up with OMF Facilities. Introduced as part of the FY 2015-16 Proposed Budget was \$450,000 for clean-ups of established camps on City-owned properties. The initial decision was that the Park Bureau's portion of this cost would be absorbed within its current appropriation, which was balanced by a reduction in miscellaneous services. Although this IA is included within the bureau's budget, the bureau is not obligated to use these services. This additional funding is requested to ensure that at least \$20,000 of clean-up services is completed in FY 2015-16.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_001 - Non-sworn Background Investigators

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	598,524	0	598,524
TOTAL EXPENDITURES	598,524	0	598,524
REVENUES			
General Fund Discretionary	598,524	0	598,524
TOTAL REVENUES	598,524	0	598,524
FTE			
Limited Term Positions	5.50	0.00	5.50
TOTAL FTE	5.50	0.00	5.50

Bureau Description:

The Police Bureau continues to work with the community to maintain safe neighborhoods and to reduce crime and the fear of crime. The bureau has been operating with the lean staffing levels established by the elimination of 50 sworn and five non-sworn positions in the FY 2013-14 Adopted Budget. The cuts were not accompanied by a reduction in services or programs, which has left those programs more thinly staffed. One of the implications is that any vacancies created by retirements and other separations in the remaining authorized positions have a greater impact on the bureau's ability to promote and its capacity to perform the services which are at the core of its mission. A substantial portion of the salary savings generated by sworn vacancies is absorbed by personnel shortage overtime expense generated to maintain minimum shift staffing levels.

Keeping up with the pace of sworn attrition represents a significant challenge. There is a period of 18-24 months between the time prospective Police Officers take the initial examination to the time they have completed the training and probation cycle and are ready to independently perform the duties of a sworn officer. Increasing the recruitment capacity and the speed of the background investigation and hiring processes are critical to the bureau's success in maintaining pace with the rate of attrition and in ensuring successful hiring from a pool of applicants that are recruited by many agencies across the country. The bureau requests one-time funding for eleven limited-term non-sworn background investigators to speed the selection and hiring process for new officers. These positions had been regular, ongoing positions within the bureau's budget until budget appropriation and position reductions were taken in the FY 2011-12 budget.

The background investigator positions will allow the bureau to address its current vacancies now and position itself to remain at authorized staffing levels in the coming years despite the high number of projected retirements. The bureau will request ongoing funding of these positions in the FY 2016-17 Requested Budget. If the one-time funding in the Fall BMP and FY 2016-17 ongoing funding requests are not approved, the bureau must reduce current operations in order to fill these essential positions.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_001 - Non-sworn Background Investigators

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

CBO recommends this but has some concern with using contingency funds this early in the fiscal year. The bureau has taken proactive steps in the Personnel Division to address the need to recruit new officers however, these changes have not been able to keep pace with the staffing requirements of the bureau. There is an urgency component to this request to stem the amount of overtime usage by accelerating the process of filling the currently vacant officer positions. CBO is recommending General Fund contingency in this case because of the serious impact the staffing situation is having on bureau operations, but recommends that the bureau continue to look for internal offsets. The bureau has historically been able to find such offsets for bureau priorities such as purchase of land at the Kelly Building, the procurement of specialized vehicles and equipment, and to resurface the driver training space at the new Training Center. The bureau may need to find similar offsets if Council does not approve this contingency request or if the bureau continues to lose sworn officers.

PPB has indicated that there will be a request for ongoing funds for these positions in the FY 2016-17 Budget. CBO recommends that Council request from the Police Bureau a clear plan for how patrol and specialty unit operations will function at the current authorized staffing levels during the next five years and an outline of future recruitment and hiring.

There was a reduction of many non-sworn positions in the FY 2011-12 Budget due to the overall direction to not reduce sworn position. As a result, eleven non-sworn background investigators were eliminated and the bureau has relied upon sworn officers to complete all backgrounds for the bureau. These additional positions will not move the current sworn personnel back to patrol. The backgrounding process is a manual labor intensive process, especially for the officer classifications. From the time a candidate applies, it will take approximately five to seven months to complete the background investigation before a candidate may be sworn in to begin the training process. After the candidate has accepted the position, it will be between eighteen months and two years until the person is through all training and probationary time to begin patrolling independently.

During the hiring freeze, the impact of the reduction of background investigators was mitigated, however with the current pace of sworn retirements and the projected number of eligible retirements the bureau will need to begin an accelerating hiring process. The bureau is in the process of hiring the requested limited term 11 non-sworn background investigators in the current year. It is likely that expenses for these positions will begin by mid-year.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_002 - Sworn Police Recruiter

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	54,678	(54,678)	0
TOTAL EXPENDITURES	54,678	(54,678)	0
REVENUES			
General Fund Discretionary	54,678	(54,678)	0
TOTAL REVENUES	54,678	(54,678)	0
FTE			
Limited Term Positions	0.50	-0.50	0.00
TOTAL FTE	0.50	-0.50	0.00

Bureau Description:

Keeping up with the pace of sworn attrition represents a significant challenge. There is a period of 18-24 months between the time prospective Police Officers take the initial examination to the time they have completed the training and probation cycle and are ready to independently perform the duties of a sworn officer. Increasing the recruitment capacity and the speed of the background investigation and hiring processes are critical to the bureau's success in maintaining pace with the rate of attrition and in ensuring successful hiring from a pool of applicants that are recruited by many agencies across the country.

The bureau requests one-time funding for a limited-term sworn supervisory recruiter position to invigorate that process and increase the volume and diversity of qualified officer candidates available for hire. This position will supervise the eleven limited-term non-sworn background investigators requested in the Fall Budget Monitoring Process.

The recruiter position will allow the bureau to address its current vacancies now and position itself to remain at authorized staffing levels in the coming years despite the high number of projected retirements. The bureau will request ongoing funding of this position in the FY 2016-17 Requested Budget. If the one-time funding in the Fall BMP and FY 2016-17 ongoing funding requests are not approved, the bureau must reduce current operations in order to fill this essential position.

CBO Discussion and Recommendation

New General Fund resources for this request are not recommend in the Fall BMP. Recruitment represents a significant part of the bureau's overall succession planning efforts. Without a diverse, qualified applicant pool, the bureau is likely to fall short of overall sworn and non-sworn position diversity goals as outlined in the Equity Roadmap and highlighted as performance metrics for bureau operations. At present the bureau has one FTE dedicated to all recruitment efforts and the two recruiter positions would likely bolster the number of applicants in the coming years. There will be a request in the FY 2016-17 Budget for the recruitment and backgrounder positions to be funded as ongoing FTE and CBO recommends this request be taken under consideration with all requests for new positions in the FY 2016-17 Budget, as this position would be responsible for supervising other positions in the division. In the Fall BMP, only new funding requests that are truly unforeseen and unanticipated have been recommended by CBO.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_003 - Non-Sworn Police Recruiter

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	53,520	(53,520)	0
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	53,520	(53,520)	0
REVENUES			
General Fund Discretionary	53,520	(53,520)	0
TOTAL REVENUES	53,520	(53,520)	0
FTE			
Limited Term Positions	0.50	-0.50	0.00
TOTAL FTE	0.50	-0.50	0.00

Bureau Description:

Keeping up with the pace of sworn attrition represents a significant challenge. There is a period of 18-24 months between the time prospective Police Officers take the initial examination to the time they have completed the training and probation cycle and are ready to independently perform the duties of a sworn officer. Increasing the recruitment capacity and the speed of the background investigation and hiring processes are critical to the bureau's success in maintaining pace with the rate of attrition and in ensuring successful hiring from a pool of applicants that are recruited by many agencies across the country .

The bureau requests one-time funding for a limited term non-sworn recruiter position to invigorate that process and increase the volume and diversity of qualified officer candidates available for hire.

The recruiter position will allow the bureau to address its current vacancies now and position itself to remain at authorized staffing levels in the coming years despite the high number of projected retirements. The bureau will request ongoing funding of this position in the FY 2016-17 Requested Budget. If the one-time funding in the Fall BMP and FY 2016-17 ongoing funding requests are not approved, the bureau must reduce current operations in order to fill this essential position.

CBO Discussion and Recommendation

New General Fund resources for this request are not recommend in the Fall BMP. Recruitment represents a significant part of the bureau's overall succession planning efforts. Without a diverse, qualified applicant pool, the bureau is likely to fall short of overall sworn and non-sworn position diversity goals as outlined in the Equity Roadmap and highlighted as performance metrics for bureau operations. At present the bureau has one FTE dedicated to all recruitment efforts and the two recruiter positions would likely bolster the number of applicants in the coming years. There will be a request in the FY 2016-17 Budget for the recruitment and backgrounder positions to be funded as ongoing FTE and CBO recommends this request be taken under consideration with all requests for new positions in the FY 2016-17 Budget. In the Fall BMP, only new funding requests that are truly unforeseen and unanticipated have been recommended by CBO.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_004 - Police Recruiter and Backgrounder Vehicles

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Internal Materials and Services	142,000	(142,000)	0
TOTAL EXPENDITURES	142,000	(142,000)	0
REVENUES			
General Fund Discretionary	142,000	(142,000)	0
TOTAL REVENUES	142,000	(142,000)	0

Bureau Description:

To address critical limitations in the Police Bureau's ability to recruit and hire at a pace to match sworn retirements and other separations, the bureau has included requests in this BMP for eleven limited-term non-sworn background investigator positions as well as one sworn supervisory recruiter and one non-sworn recruiter position for assignment to the Personnel Division. Additional vehicles are required to ensure those employees can effectively perform their assigned duties.

Four additional vehicles are requested, two unmarked cars for the background investigators and two recruitment vehicles wrapped with decals to draw in potential recruits at recruiting events. The total one-time cost to add these vehicles is \$142,000, for which the bureau requests General Fund discretionary resources. The bureau will submit a budget request to cover ongoing costs associated with these vehicles in the FY 2016-17 Requested Budget.

CBO Discussion and Recommendation

New General Fund resources are not recommended for this request in the Fall BMP. The request for new city assets that are tied to potentially new ongoing positions should be taken into account together during the FY 2016-17 Budget process. Additionally, the Police Bureau has underspent the interagency agreement with CityFleet for a variety of reasons including: lower than budgeted fuel prices, lower accident repairs, and the timing of vehicle replacements. If current year resources are not a viable solution for the bureau, then CBO recommends the bureau request new resources in the FY 2016-17 Budget.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_005 - Two Vehicles for Gang Enforcement Team

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Internal Materials and Services	90,000	(90,000)	0
TOTAL EXPENDITURES	90,000	(90,000)	0
REVENUES			
General Fund Discretionary	90,000	(90,000)	0
TOTAL REVENUES	90,000	(90,000)	0

Bureau Description:

To address the uptick in gang violence the Police Bureau expanded the number of officers assigned to the Gang Enforcement Team (GET) by transfer of six officers from their precinct patrol assignments. Because the current number of vehicles at the precincts is barely sufficient for normal operations, no vehicles were transferred. Gang enforcement officers require vehicles to perform their essential job functions, and the existing number of vehicles at GET is insufficient for the increased number of officers assigned to the unit.

The bureau requests the addition of two vehicles to the existing fleet and one-time General Fund resources of \$90,000 to make the initial purchase. This will enable GET to effectively perform its mission to combat and reduce gang and gun violence. The bureau will submit a budget request to cover ongoing costs associated with these vehicles in the FY 2016-17 Requested Budget.

CBO Discussion and Recommendation

New General Fund resources are not recommended for this request in the Fall BMP. The bureau does have an operational business case for adding two unmarked patrol cars to the fleet. According to data provided by CityFleet, the current inventory of police sedans (marked and unmarked) is fully utilized with many units reaching mileage requirements in advance of the scheduled replacement. Additionally, the Police Bureau has underspent the interagency agreement with CityFleet for a variety of reasons including: lower than budgeted fuel prices, lower accident repairs, and the timing of vehicle replacements. There has been flexibility for this large variable service IA and the bureau may have the internal resources for the procurement of the two unmarked sedans for GET. If current year resources are not a viable solution due to the potential for the bureau, then CBO recommends the bureau request new resources in the FY 2016-17 Budget.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_006 - Precinct security camera system replacement

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	227,104	(227,104)	0
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	227,104	(227,104)	0
REVENUES			
General Fund Discretionary	227,104	(227,104)	0
TOTAL REVENUES	227,104	(227,104)	0

Bureau Description:

The Police Bureau requires updated replacement security camera systems to provide 24-hour security at two precincts. The existing systems are obsolete and do not provide adequate functionality. The project will have a positive impact on safety and will improve the resiliency of existing infrastructure. The nature of the need is urgent, unplanned, and not adequately budgeted.

The Police Bureau has \$90,000 in replacement reserve funds to apply to the purchase of the required equipment. Based on current quotes for installation, an additional \$227,104 in one-time General Fund discretionary resource is required to complete the replacement project.

CBO Discussion and Recommendation

Two of the three precincts have security camera systems that are at the end of life and are in need of replacement. The total project cost is estimated at \$317,104 and there is \$90,000 of available BTS replacement funds available at present. In order to fully fund the project, PPB has requested \$227,104 in one-time General Fund resources. PPB has numerous technology and communications projects that are currently underway, and therefore is unable to stop in order to redirect resources into this project. Additional discretionary EMS funds that are typically flexible in use for one-time equipment purchases or facility projects are currently dedicated or being held to potentially cover personnel service related expenses. Without additional General Fund resources available, CBO recommends the bureau determine if Federal Asset Forfeiture funds are eligible for use to fund this project. In the event these funds are not available for use, CBO recommends the bureau identify internal resources or request new resources in the FY 2016-17 Budget.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_007 - Transfer one-time GF from IAAF SA to Police

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	461,000	0	461,000
TOTAL EXPENDITURES	461,000	0	461,000
REVENUES			
General Fund Discretionary	461,000	0	461,000
TOTAL REVENUES	461,000	0	461,000

Bureau Description:

The IAAF Track and Field 2016 World Indoor Championships will be held in Portland in March 2016. Over the course of a week, this multi-venue event will require a substantial increase in policing and security services from the Police Bureau to ensure the safety of participants, spectators and the general public. Council appropriated \$1.946 million in Special Appropriations for supporting this event, which is to include allotments to cover City bureau expenses as well as support to the event manager, Track Town LLC.

This request moves \$461,000 in one-time General Fund discretionary dollars to the Police Bureau from the General Fund one-time Special Appropriation for services related to the staging of the IAAF Track and Field 2016 World Indoor Championships. The Special Appropriation will decrease one-time General Fund Discretionary by \$461,000 and the Police Bureau will increase one-time General Fund Discretionary by \$461,000 to complete this budget request. An additional \$100,000 in contingency for Police's costs will be held within the Special Appropriation and distributed to Police during the Over-Expenditure Ordinance should these funds be needed.

CBO Discussion and Recommendation

Recommended as requested. PPB, PBOT and OMF have developed the cost for the level of public services desired for the IAAF Track and Field 2016 World Indoor Championships. Currently, the funds for this event are in the Special Appropriations budget, and this request will move the funds into the Police Bureau budget to pay for anticipated overtime expenses.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: Encumbrance Carryover Request

Request: PL_008 - PL00 Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	354,873	0	354,873
Capital Outlay	456,222	0	456,222
TOTAL EXPENDITURES	811,095	0	811,095
REVENUES			
General Fund Discretionary	811,095	0	811,095
TOTAL REVENUES	811,095	0	811,095

Bureau Description:

The Police Bureau had outstanding purchase order encumbrances of \$1.8 million at the close of FY 2014-15. A total of \$811,095 is requested for purchases initiated but not completed in FY 2014-15 that require encumbrance carryovers. The total amount is within the Police Bureau's General Fund ending balance.

CBO Discussion and Recommendation

Recommended as requested. Significant purchase orders for training ammunitions, IT projects, and equipment repairs and services were placed late in the fiscal year, and due to timing of receipt, the carryover funds will be required.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_009 - Purchase of Kelly Building

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(485,153)	0	(485,153)
Internal Materials and Services	0	0	0
Fund Transfers - Expense	0	485,153	485,153
TOTAL EXPENDITURES	(485,153)	485,153	0
REVENUES			
General Fund Discretionary	(485,153)	485,153	0
TOTAL REVENUES	(485,153)	485,153	0

Bureau Description:

The Police Bureau has occupied a portion of the Penumbra Kelly Building at SE 47th and E. Burnside Street, and has desired to increase its utilization of the facility and expand the policing presence in the Southeast neighborhoods. The limiting constraint to moving additional bureau operations into the building was access to the privately-owned portion of the parking structure for parking of bureau vehicles and specialty rigs.

Ordinance No. 187325, passed by Council on September 9th, 2015, authorized the Facilities Services Division of the Office of Management and Finance's Bureau of Internal Business Services to purchase that parcel of private property physically attached to, and part of, the two-story parking structure surrounded on three sides by City-owned property, otherwise known as the Penumbra Kelly Building Property. Ordinance No. 187325 allowed the completion of the sales agreement that was reached with the property owners.

To pay for the property, the Police Bureau carried-forward General Fund operating resources of \$265,000 in the FY 2014-15 Spring BMP for completion of the purchase, and will supplement that with current-year operating resources of \$200,153 which will be redirected from technology purchases and projects which will be moved into future fiscal years. As the request requires no additional funding, it is a technical adjustment to budget existing appropriation to a cash transfer to Facilities.

CBO Discussion and Recommendation

Recommended as requested. For several years the PPB and OMF Facilities have been in negotiations with the landowners at the Kelly Building in SE Portland for the City to acquire the remaining parking structure area. There was \$265,000 identified as a resource for the PPB to request as carryover funds in the FY 2014-15 Spring BMP for this project, with the understanding that the bureau would likely require additional resources to complete the purchase. The City reached an agreed to price in September 2015, and the PPB has identified \$200,153 within the EMS Budget to put towards this purchase.

These funds would have likely been put towards projects in either the Information Technology Division or towards deferred maintenance projects at Police facilities. The bureau determined that procurement of this property was a higher priority, and this request is a technical adjustment reflecting the allocation of funds towards the land purchase.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_010 - Police Fall Technical Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	260,559	0	260,559
Internal Materials and Services	(500,000)	0	(500,000)
Capital Outlay	239,441	0	239,441
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The Police Bureau wishes to transfer existing appropriation between major object categories for support of current operations.

CBO Discussion and Recommendation

Recommended as requested. The majority of the adjustments in this request are technical in nature, moving resources between EMS and Capital Outlay to fund IT projects in the current year. The most significant request is to reduce the planned major maintenance contribution from the interagency agreement between OMF- Facilities and PPB by \$500,000. PPB has identified higher priority spending needs in Information Technology projects and bureau operations in this current year.

There was a backlog of Facility major maintenance projects identified in the Spring 2014-15 BMP, and PPB dedicated resources to go back into the Major Maintenance account in an effort to reseed the fund in order to start work on the deferred maintenance projects. The bureau is electing to remove these funds from the major maintenance account in order to fund more urgent projects or to cover potential operating expenses that may be unknown at this point in time. CBO does not recommend the continued use of Facilities Major Maintenance funds as a resource for funding ITD projects or overtime on an ongoing basis, and recommends this package as requested for a one-time adjustment with concerns over the planning and available resources for future facility projects.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: Program Carryover Request

Request: PL_011 - Fund 222 Balance Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(529,205)	0	(529,205)
TOTAL EXPENDITURES	(529,205)	0	(529,205)
REVENUES			
Budgeted Beginning Fund Balance	(529,205)	0	(529,205)
TOTAL REVENUES	(529,205)	0	(529,205)

Bureau Description:

The Police Special Revenue Fund is used to account for law enforcement revenues restricted to expenditures for particular law enforcement purposes. It includes the State Civil, State Criminal and Federal asset forfeiture programs, and is also used to track donation revenue that is received for restricted spending on other programs from time-to-time. FY 2014-15 Revenue exceeded the fund target by \$462,132, or 34%, the majority of which was due to receipts of equitably-shared proceeds of federal forfeitures, the timing of which is difficult to predict and outside of the City's control. Expenditures were below target by \$1.73 million or 54%, due mostly to highly conservative expense budget planning. Total revenue exceeded expense to increase the ending fund balance by \$525,780. This decision package adjusts the beginning balance of the Police Special Revenue Fund to equal the FY 2014-15 ending balance by sub-fund and funds center.

CBO Discussion and Recommendation

Recommended as requested. This request will adjust the Beginning Fund Balance to reflect the amount of forfeiture funds received by the Police Bureau in FY 2014-15.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_012 - Police Grant Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	254,745	0	254,745
External Materials and Services	380,179	0	380,179
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	634,924	0	634,924
REVENUES			
Intergovernmental Revenues	634,924	0	634,924
General Fund Discretionary	0	0	0
TOTAL REVENUES	634,924	0	634,924

Bureau Description:

The Police Bureau must request adjustments to appropriations within the Grant Fund to align with available award resources for the bureau's current grants. This request is typical for the Fall BMP due to the overlap of federal grant award periods with the City's fiscal year end. This request includes adjustments within the General Fund to assign discretionary resource as grant matching funds. All grant match appropriations have been previously authorized in each grant's respective award ordinance.

CBO Discussion and Recommendation

Recommended as requested. This request recognizes recent grant awards and makes adjustments based on year-end spending for grants.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_013 - Fair Wage Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	54,425	0	54,425
TOTAL EXPENDITURES	54,425	0	54,425
REVENUES			
General Fund Discretionary	54,425	0	54,425
TOTAL REVENUES	54,425	0	54,425

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance adopted the changes as shown in the attached "Exhibit A" and directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees." As part of the FY 2015-16 budget process, Council included appropriation in a General Fund set-aside for the additional costs of these code changes to General Fund bureaus.

OMF has calculated the cost impact of these code changes to facilities managed by the Police Bureau and the resulting impact to bureaus and our interagency agreements. In the Fall BMP, OMF will be submitting a request to increase Facilities Services interagency agreements with bureaus affected by these cost increases. This package matches those increases on the Police Bureau side with an offsetting increase in one-time General Fund discretionary resource. As such, it is a technical adjustment.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_014 - Innovation Project Funding

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	34,000	0	34,000
External Materials and Services	6,000	0	6,000
Capital Outlay	8,895	0	8,895
TOTAL EXPENDITURES	48,895	0	48,895
REVENUES			
General Fund Discretionary	48,895	0	48,895
TOTAL REVENUES	48,895	0	48,895

Bureau Description:

Council passed Ordinance 187271 on July 29th, 2015 to provide innovation funding for 12 micro-grant proposals. Three of the grants were provided for projects proposed by the Police Bureau. A General Fund Special Appropriation was established to fund the innovation projects at that time. This package is a technical adjustment which transfers \$48,895 from the existing budget in Special Appropriations to the Police Bureau budget.

The three programs within the Police Bureau are:

Crime scene processing time reduction with the purchase of the iStar Fusion high-speed automated panoramic camera system for documentation of homicide and other major crime scenes. The amount is \$8,895.

Educate, train and empower culturally diverse communities, new immigrants and English language learners within our community. The amount is \$20,000.

Gang Resistance Education And Training Families program training for the Hispanic Community to provide tools and skills to be families free of crime, violence, drugs, and gang affiliation. The amount is \$20,000.

CBO Discussion and Recommendation

Recommended as requested. The Office of Management and Finance has led a process to allocate these funds. This request represents the outcome of that process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_015 - RegJIN Analyst Conversion to Regular, Ongoing

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

Bureau Description:

In April 2015 the bureau implemented a new records management system, the Regional Justice Information Network (RegJIN). The system currently serves more than 40 regional partner agencies, all of which support system operations with proportional fees-for-service. RegJIN is a dynamic system that will greatly expand the data that the bureau will be able to capture and use for operational decision making. The RegJIN project made the transition to the RegJIN program, which requires dedicated staff to support the system and provide technical, financial, and operational services to partner agencies. The FY 2015-16 Adopted Budget authorized creation of three positions to comprise the RegJIN sustainment team to provide ongoing support and program management. The positions are funded with service fees from participating agencies. Two of these were regular, ongoing positions. A Management Analyst position was authorized as limited-term based on the assumption that the body of work would have a limited duration. At this time it is clear that a substantial body of work assigned to this position in support of RegJIN system operations that will remain ongoing. The bureau requests the position be converted to an ongoing, regular position to be funded with ongoing RegJIN fee revenue.

CBO Discussion and Recommendation

Recommended as requested. The Management Analyst supporting the RegJIN Records Management program was originally requested as a limited term position, backed by RegJIN user fees. It has been determined that the position will be ongoing and the resource remains the same. There is no General Fund impact to this request.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_016 - PPCOA Compensation Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	32,225	(32,225)	0
TOTAL EXPENDITURES	32,225	(32,225)	0
REVENUES			
General Fund Discretionary	32,225	(32,225)	0
TOTAL REVENUES	32,225	(32,225)	0

Bureau Description:

The Bureau of Human Resources and the Portland Police Commanding Officers Association (PPCOA) have completed negotiation on the successor collective bargaining agreement (CBA) between the two parties. The new agreement will be presented to City Council for approval in October or November. In addition to clarifying the terms of future cost of living allowances (COLA) the CBA contains increases in compensation based on education and residency of each PPCOA member. Beginning in FY 2015-16 a 2% premium of top-step wage will be paid to members that hold a bachelor's degree, with an additional 1% for those holding a masters degree. Beginning in FY 2017-18 members residing in Portland will receive a premium of 5%. There is no pyramiding of these premiums. Based on the PPCOA ratification date of October 1, 2015, BHR has calculated the FY 2015-16 cost increment is \$32,225. The Police Bureau requests a one-time increase in General Fund discretionary appropriation in order to cover the premium pay expense increase that results from the changes in the new CBA with the PPCOA.

CBO Discussion and Recommendation

CBO does not recommend this request. The Portland Police Commanding Officer Association (PPCOA) members recently ratified a new bargaining agreement. The expected cost in FY 2015-16 is \$32,225, mostly associated with new premium pay categories and increases in Cost of Living Adjustments. The Bureau of Human Resources estimates the annual costs for FY 2016-17 to be \$115,278 and FY 2017-18 to be \$179,409. CBO does not recommend General Fund resources or a CAL adjustment at this point in time because the City Council has not approved the contract with PPCOA. Should the Council approve the contract, then the bureau can request these resources in the Spring BMP.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_017 - Youth & the Law Publication Innovation Grant

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	10,000	0	10,000
TOTAL EXPENDITURES	10,000	0	10,000
REVENUES			
General Fund Discretionary	10,000	0	10,000
TOTAL REVENUES	10,000	0	10,000

Bureau Description:

On October 7, 2015, City Council authorized \$10,000 for an innovation fund micro-grant for the Police Bureau to carry out this program.

The Problem and Opportunity:

This is a transformative time for the country and law enforcement. Our country is struggling with how race impacts all major institutions, the criminal justice system and police. Law enforcement needs to be the leader in affecting change, due to the tremendous responsibility police have. Incidents across the country have impacted how people feel about PPB, even though we are thousands of miles away.

In addition, PPB has struggled to increase trust in our community. We have made significant strides in community engagement, but there is still work to be done. We have adopted relationship-based policing and need to integrate it into everything we do. This is especially important with youth and diverse communities that feel disenfranchised by the City. Building relationships with youth is complex, as they sometimes rely on misinformation that is repeated throughout their own circles. It is critical that they receive accurate information about police and why they do what they do. Youth also need to feel this information is credible and if is generated by them, they are more apt to believe it is true.

If youth receive accurate information about police and police are able to use that information to engage youth, we can improve our customer service. We can build a relationship that will save time and money, as more kids understand the laws and their rights and might possibly avoid criminal action or negative incidents with police.

Proposed Solution and Strategy:

Earlier this year, Roosevelt High School students unveiled a student-written book intent on teaching students about their civil rights and how to improve interactions with police. The 100-page book, "Youth & the Law," was produced for students. Students wrote the book after interviews with the PPB, Mayor's Office, IPR and the Multnomah County DA's Office. The book includes information on police use of force, gang outreach, traffic stops, alcohol, drugs and other topics.

The Police Bureau is supportive of this publication, as it was created by students for copy. By communicating expectations and accurate information about laws, it could help keep kids safe and encourage them to obey laws. The gang and drug prevention piece is powerful coming from a student's perspective. This helps police provide better customer service to a demographic that we need to build a relationship with and improves the services we provide them. This book provides officers with a resource to connect with a youth. Already, Bureau members have spent time discussing the book with students. This community engagement will only help officers build relationships with teens. Though the school already published the book on a limited basis, it needs modification in regard to accuracy. Officers will work with the students on re-editing the book and then publish it on a more large-scale basis.

How innovation dollars would be spent:

The bureau would like the book Youth & the Law to be in the hands of every single Portland Public High School student. Printing and Distribution has given us a print run cost quote of 15,000 copies in order to do so. School Resource Officers assigned to the Youth Services Division will distribute the books to students.

Project partners:

Our partners in this project would be Roosevelt High School (students and faculty) and the Portland Public Schools administration. The members of the Youth Services Division (which provides School Resource Officers) would be the lead on this project and has a positive relationship with our partners at PPS.

CBO Discussion and Recommendation

Recommended as requested. The Office of Management and Finance has led a process to allocate these funds. This request represents the outcome of that process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Police Bureau

Type: New Request

Request: PL_018 - TriMet Police Administrative & Support positions

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	109,816	109,816
TOTAL EXPENDITURES	0	109,816	109,816
REVENUES			
Intergovernmental Revenues	0	109,816	109,816
TOTAL REVENUES	0	109,816	109,816
FTE			
Full-Time Positions	0.00	1.33	1.33
TOTAL FTE	0.00	1.33	1.33

Bureau Description:

The Transit Police Division requires additional administrative supervisory and support staff due in part to the expansion of the TriMet system. The required positions are an Administrative Supervisor I and a Police Administrative Support Specialist. TriMet has agreed to reimburse the full cost of these positions as part of the Transit Police IGA with the City.

CBO Discussion and Recommendation

Recommended as requested. Trimet and the Portland Police Bureau Transit Division request two additional administrative support positions. The positions are fully backed by outside agency revenues.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: Technical Adjustment

Request: PN_001 - reallocate budget appropriation between FC/FA/GL

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	40,920	0	40,920
External Materials and Services	(40,920)	0	(40,920)
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	0.50	-0.50	0.00
Limited Term Positions	0.00	0.50	0.50
TOTAL FTE	0.50	0.00	0.50

Bureau Description:

Re-allocate budget appropriation between fund centers, functional areas, and GL accounts.

CBO Discussion and Recommendation

All budget reallocation is recommended as requested, as it is technical in nature.

CBO notes that the bureau has also requested the creation of a new limited term FTE as part of these technical changes to work on the Comp Plan, which is not a technical change. However, since the position is funded through internal funds, and the bureau would be able to hire a limited term FTE regardless of whether the position is included in the BMP, CBO prefers that the position is included in the BMP request in an effort to increase transparency. CBO recommends this request as a one-time request supported by internal funds.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: Encumbrance Carryover Request

Request: PN_002 - encumbrance carryover_GF

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	89,805	0	89,805
TOTAL EXPENDITURES	89,805	0	89,805
REVENUES			
General Fund Discretionary	89,805	0	89,805
TOTAL REVENUES	89,805	0	89,805

Bureau Description:

Request encumbrance carryover to cover contracts committed in FY 2014-15 to support planning works.

CBO Discussion and Recommendation

Recommended as requested. This is the maximum amount that the bureau may carry over as a result of their available FY 2014-15 ending balance. Encumbrance carryover requests include:

- Angelo Planning Group Inc - \$6,557
- Deborah Meihoff - \$12,620
- JLA Public Involvement - \$25,888
- METRO - \$44,740

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: Program Carryover Request

Request: PN_003 - encumbrance carryover_SWMF

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	141,439	0	141,439
TOTAL EXPENDITURES	141,439	0	141,439
REVENUES			
Budgeted Beginning Fund Balance	141,439	0	141,439
TOTAL REVENUES	141,439	0	141,439

Bureau Description:

Request encumbrance carryover to support contracts committed in FY 2014-15 to purchase Solid Waste commercial containers and to support sustainable business outreach efforts.

CBO Discussion and Recommendation

Recommended as requested. Includes the following encumbrance carryovers:

- BRINK COMMUNICATIONS LLC - \$12,547
- BUSCH SYSTEMS INTL INC - \$3,000
- COMPACTION AND RECYCLING EQUIPMENT - \$16,300
- DOROTHY FISHER ATWOOD - \$2,200
- NTT DATA CLOUD SERVICES INC - \$10,482
- REHRIG PACIFIC COMPANY - \$87,910
- TOTER LLC - \$9,000

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: New Request

Request: PN_004 - Deconstruction Incentive

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	50,000	0	50,000
TOTAL EXPENDITURES	50,000	0	50,000
REVENUES			
Budgeted Beginning Fund Balance	50,000	0	50,000
TOTAL REVENUES	50,000	0	50,000

Bureau Description:

Request budget appropriation of \$50,000 to support deconstruction incentive program.

CBO Discussion and Recommendation

Recommended as requested. Resolution 37127, passed by Council on June 6, 2015, required BPS to “establish a program to provide incentives, training and technical assistance to promote voluntary deconstruction as a viable alternative to mechanical demolition resolution.” The timing of the resolution was such that it was not possible for BPS to include the necessary funding for the program in the annual budget, and must begin the pilot program now to be able to report back to Council in September of 2016 with long-term program recommendations, as directed by the resolution.

There is no General Fund cost to this pilot; funds are being appropriated on a one-time basis from the Solid Waste Management Fund fund balance.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: Program Carryover Request

Request: PN_005 - Grants Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	17,205	0	17,205
External Materials and Services	45,448	0	45,448
Internal Materials and Services	5,593	0	5,593
TOTAL EXPENDITURES	68,246	0	68,246
REVENUES			
Intergovernmental Revenues	68,246	0	68,246
TOTAL REVENUES	68,246	0	68,246

Bureau Description:

Request grants carryover or adjustments.

CBO Discussion and Recommendation

Recommended as requested. These are grants which end in FY 2015-16 and the adjustments are to true-up budget appropriation to actual balance as of 7/1/2015.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: Technical Adjustment

Request: PN_006 - CAMG/Asset Management Support

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(30,000)	0	(30,000)
TOTAL EXPENDITURES	(30,000)	0	(30,000)
REVENUES			
General Fund Discretionary	(30,000)	0	(30,000)
TOTAL REVENUES	(30,000)	0	(30,000)

Bureau Description:

Move budget appropriation supporting CAMG/Asset Management to CBO.

CBO Discussion and Recommendation

Recommended as requested. CBO will be taking over the duties of this role. This is a General Fund neutral transfer.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: Program Carryover Request

Request: PN_007 - Recycle Rebates Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	55,260	0	55,260
TOTAL EXPENDITURES	55,260	0	55,260
REVENUES			
Budgeted Beginning Fund Balance	55,260	0	55,260
TOTAL REVENUES	55,260	0	55,260

Bureau Description:

Appropriate recycling rebates received from haulers in prior years. The fund will be used to reimburse city bureaus for their recycling efforts and related purchases.

CBO Discussion and Recommendation

Recommended as requested. BPS manages these funds for other bureaus and must carryover garbage recycling rebate revenues in order for the funds to be available for bureaus to spend against.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: New Request

Request: PN_008 - Bureau to Bureau IAs

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(14,495)	0	(14,495)
External Materials and Services	8,741	0	8,741
Internal Materials and Services	4,000	0	4,000
TOTAL EXPENDITURES	(1,754)	0	(1,754)
REVENUES			
Interagency Revenue	(1,754)	0	(1,754)
General Fund Discretionary	0	0	0
TOTAL REVENUES	(1,754)	0	(1,754)

Bureau Description:

Appropriate bureau to bureau IA's
 \$4K w/ BDS to sponsor landlord trainings, provided by BDS
 \$14,500 w/ PBOT to support growing transit communities, provided by BPS
 Reduce \$28995 in IA w/PBOT for the SW Corridor project, provided by BPS
 \$2K w/ Water to support Business Sustainable activities, provided by BPS
 \$10,741 w/ Housing to support Central City Bonus and Transfer Study, provided by BPS

CBO Discussion and Recommendation

Recommended as requested. Most adjustments are technical in nature and truing up agreements to reflect actual available resources and projected program costs. This request does include \$4,000 in additional funding for landlord trainings with BDS and \$14,500 in funding with PBOT to provide land use analysis and ensure transit plans are compatible and in support of land use maps, goals and policies in fast growing transit corridors.

This decision package presents no General Fund impact; the bureau is internally balancing funds to these changes.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: Technical Adjustment

Request: PN_009 - FAIR WAGE INCREASE

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	7,414	0	7,414
TOTAL EXPENDITURES	7,414	0	7,414
REVENUES			
General Fund Discretionary	7,414	0	7,414
TOTAL REVENUES	7,414	0	7,414

Bureau Description:

Facilities rent increase due to Fair Wage Policy.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Bureau of Planning & Sustainability

Type: Technical Adjustment

Request: PN_010 - Innovation Grant

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	4,000	4,000
External Materials and Services	0	6,000	6,000
TOTAL EXPENDITURES	0	10,000	10,000
REVENUES			
General Fund Discretionary	0	10,000	10,000
TOTAL REVENUES	0	10,000	10,000

Bureau Description:

Pilot Project: Estimating Community-Validated Count & Location Mapping for Small Populations. This pilot will help test estimation of population count and location for one of Portland's Small Populations (SP) with hopes to replicate it for other minority groups. It will involve participatory research in collaboration with the Somali American Council of Oregon.

CBO Discussion and Recommendation

Recommended as requested. The Office of Management and Finance has led a process to allocate these funds. This request represents the outcome of that process. Approved by Council on October 7, 2015.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Commissioner of Public Safety

Type: Technical Adjustment

Request: PS_001 - CPS-Space Rent Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	1,408	0	1,408
TOTAL EXPENDITURES	1,408	0	1,408
REVENUES			
General Fund Discretionary	1,408	0	1,408
TOTAL REVENUES	1,408	0	1,408

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process the Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus.

This budget request moves \$1,408 in appropriation from the General Fund set aside into the Commissioner of Public Safety budget to cover the additional cost of these code changes. The Commissioner's Office will receive one-time General Fund Discretionary with the offset being an increase in the space rental charges Facilities will bill.

Further, this request asks the City Budget Office to amend the ongoing current appropriation level target beginning in FY 2016-17 to account for the ongoing increase in Facilities costs.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Commissioner of Public Utilities

Type: Encumbrance Carryover Request

Request: PU_001 - Commissioner of Public Utilities - Adv Carryover

	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 package requests \$25,000 for an Advance Carryover for a grant to Outgrowing Hunger issued in FY 2014-15. Outgrowing Hunger works with the communities in the Portland area to build neighborhood gardens to grow healthy food and provide economic opportunity for those communities. Expenses for the grant will be recovered in FY 2015-16.

CBO Discussion and Recommendation

Recommended as requested. Funding was allocated for this grant in FY 2014-15, and an advance was issued in June 2015 for work to be completed in FY 2015-16. The office has a sufficient FY 2014-15 General Fund discretionary ending balance to fund this carryover.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Commissioner of Public Utilities

Type: Encumbrance Carryover Request

Request: PU_002 - Commissioner of Public Utilities - Enc Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	7,000	0	7,000
TOTAL EXPENDITURES	7,000	0	7,000
REVENUES			
General Fund Discretionary	7,000	0	7,000
TOTAL REVENUES	7,000	0	7,000

Bureau Description:

This package requests \$7,000 in General Fund Discretionary for encumbrance carryover to fund contract services provided by the Oregon Bureau of Labor and Industries to enforce the City of Portland Sick Leave Ordinances. Funds were set aside and unspent in FY 2014-15 to pay contract obligations for contract no. 30003921 through December 31, 2015.

CBO Discussion and Recommendation

Recommended as requested. The office has a sufficient FY 2014-15 General Fund discretionary ending balance to fund this carryover.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Commissioner of Public Utilities

Type: Technical Adjustment

Request: PU_003 - CPU- Space rental increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	1,506	0	1,506
TOTAL EXPENDITURES	1,506	0	1,506
REVENUES			
Interagency Revenue	0	0	0
General Fund Discretionary	1,506	0	1,506
TOTAL REVENUES	1,506	0	1,506

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process the Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus.

This budget request moves \$1,506 in appropriation from the General Fund set aside into the Commissioner of Public Utilities budget to cover the additional cost of these code changes. The Commissioner's Office will receive one-time General Fund Discretionary with the offset being an increase in the space rental charges Facilities will bill.

Further, this request asks the City Budget Office to amend the ongoing current appropriation level target beginning in FY 2016-17 to account for the ongoing increase in Facilities costs.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Commissioner of Public Works

Type: Encumbrance Carryover Request

Request: PW_001 - CPW-Encumbrance Carryover-Louis Savage

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,645	0	2,645
TOTAL EXPENDITURES	2,645	0	2,645
REVENUES			
General Fund Discretionary	2,645	0	2,645
TOTAL REVENUES	2,645	0	2,645

Bureau Description:

The Commissioner of Public Works is requesting \$2645 for an encumbrance carryover for the Louis Savage contract (PO#20005523). Louis is providing retreat planning and strategic planning development services to the Council Office.

CBO Discussion and Recommendation

Recommended as requested. The office has a sufficient FY 2014-15 General Fund discretionary ending balance to fund this carryover.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Commissioner of Public Works

Type: Technical Adjustment

Request: PW_002 - CPW-Space Rent Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	1,399	0	1,399
TOTAL EXPENDITURES	1,399	0	1,399
REVENUES			
General Fund Discretionary	1,399	0	1,399
TOTAL REVENUES	1,399	0	1,399

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance directed bureaus "to amend or renew contracts as needed to ensure Council intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees."

As part of the FY 2015-16 budget process the Council included appropriation in a General Fund set aside for the additional costs of these code changes to General Fund bureaus.

This budget request moves \$1,399 in appropriation from the General Fund set aside into the Commissioner of Public Works budget to cover the additional cost of these code changes. The Commissioner's Office will receive one-time General Fund Discretionary with the offset being an increase in the space rental charges Facilities will bill.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_001 - Cash transfer between IAAF Spec Approp and PBOT

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(71,084)	0	(71,084)
Fund Transfers - Expense	71,084	0	71,084
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request creates a cash transfer between the General Fund one-time Special Appropriation and PBOT in the amount of \$71,084 for services related to the staging of the IAAF Track and Field 2016 World Indoor Championships. An additional \$14,216 in contingency for PBOT's costs will be held within the Special Appropriation and distributed to PBOT during the Over-Expenditure Ordinance should these funds be needed.

CBO Discussion and Recommendation

Recommended as requested. Council approved a grant agreement with Track Town Events via ordinance #187361 for work related to the International Association of Athletics Federations 2016 World Indoor Track & Field Championships. This agreement is funded by Special Appropriations. According to the terms of the agreement, Portland Bureau of Transportation (PBOT) will be reimbursed for their services supporting the above event. This request transfers the necessary resources from Special Appropriations to PBOT according to the agreement.

EXPENDITURES			
External Materials and Services	(71,084)	0	(71,084)
Fund Transfers - Expense	71,084	0	71,084
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request creates a cash transfer between the General Fund one-time Special Appropriation and PBOT in the amount of \$71,084 for services related to the staging of the IAAF Track and Field 2016 World Indoor Championships. An additional \$14,216 in contingency for PBOT's costs will be held within the Special Appropriation and distributed to PBOT during the Over-Expenditure Ordinance should these funds be needed.

CBO Discussion and Recommendation

Recommended as requested. Council approved a grant agreement with Track Town Events via ordinance #187361 for work related to the International Association of Athletics Federations 2016 World Indoor Track & Field Championships. This agreement is funded by Special Appropriations. According to the terms of the agreement, Portland Bureau of Transportation (PBOT) will be reimbursed for their services supporting the above event. This request transfers the necessary resources from Special Appropriations to PBOT according to the agreement.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: SA_002 - Transfer of 1x GF Disc between IAAF and Police

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(461,000)	0	(461,000)
TOTAL EXPENDITURES	(461,000)	0	(461,000)
REVENUES			
General Fund Discretionary	(461,000)	0	(461,000)
TOTAL REVENUES	(461,000)	0	(461,000)

Bureau Description:

This request moves \$461,000 in one-time General Fund Discretionary dollars to the Police Bureau from the General Fund one-time Special Appropriation for services related to the staging of the IAAF Track and Field 2016 World Indoor Championships. The Special Appropriation will decrease one-time General Fund Discretionary by \$461,000 and the Police Bureau will increase one-time General Fund Discretionary by \$461,000 to complete this budget request. An additional \$100,000 in contingency for Police's costs will be held within the Special Appropriation and distributed to Police during the Over-Expenditure Ordinance should these funds be needed.

CBO Discussion and Recommendation

Recommended as requested. Council approved a grant agreement with Track Town Events via ordinance #187361 for work related to the International Association of Athletics Federations 2016 World Indoor Track & Field Championships. This agreement is funded by Special Appropriations. According to the terms of the agreement, Portland Police Bureau (PPB) will be reimbursed for their services supporting the above event. This request transfers the necessary resources from Special Appropriations to PPB according to the agreement.

EXPENDITURES			
External Materials and Services	(461,000)	0	(461,000)
TOTAL EXPENDITURES	(461,000)	0	(461,000)
REVENUES			
General Fund Discretionary	(461,000)	0	(461,000)
TOTAL REVENUES	(461,000)	0	(461,000)

Bureau Description:

This request moves \$461,000 in one-time General Fund Discretionary dollars to the Police Bureau from the General Fund one-time Special Appropriation for services related to the staging of the IAAF Track and Field 2016 World Indoor Championships. The Special Appropriation will decrease one-time General Fund Discretionary by \$461,000 and the Police Bureau will increase one-time General Fund Discretionary by \$461,000 to complete this budget request. An additional \$100,000 in contingency for Police's costs will be held within the Special Appropriation and distributed to Police during the Over-Expenditure Ordinance should these funds be needed.

CBO Discussion and Recommendation

Recommended as requested. Council approved a grant agreement with Track Town Events via ordinance #187361 for work related to the International Association of Athletics Federations 2016 World Indoor Track & Field Championships. This agreement is funded by Special Appropriations. According to the terms of the agreement, Portland Police Bureau (PPB) will be reimbursed for their services supporting the above event. This request transfers the necessary resources from Special Appropriations to PPB according to the agreement.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_003 - IAAF Track Special Approp-Technical Adjustments

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

Bureau Description:

This request moves \$1,284,159 from miscellaneous into miscellaneous services to better match budget with expected spending for expenses related to the staging of the IAAF Track and Field 2016 World Indoor Championships. The expenses associated with the Track Town LLC. contract will hit miscellaneous services within the General Fund one-time Special Appropriation.

CBO Discussion and Recommendation

Recommended as requested.

EXPENDITURES

External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$1,284,159 from miscellaneous into miscellaneous services to better match budget with expected spending for expenses related to the staging of the IAAF Track and Field 2016 World Indoor Championships. The expenses associated with the Track Town LLC. contract will hit miscellaneous services within the General Fund one-time Special Appropriation.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: Encumbrance Carryover Request

Request: SA_004 - OYVP - Encumbrance carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	10,442	0	10,442
TOTAL EXPENDITURES	10,442	0	10,442
REVENUES			
General Fund Discretionary	10,442	0	10,442
TOTAL REVENUES	10,442	0	10,442

Bureau Description:

This package requests one-time General Fund discretionary to fund the following encumbrance carryovers: 1) 22151231 Native American Youth and Family - \$1,661; 2) 22165182 IRCO - \$168; 3) 22138276 IRCO - \$1,624; 4) 22128540 IRCO - \$412; 5) 22149851 IRCO - \$6,577. These are for contracts to provide street level gang outreach services.

CBO Discussion and Recommendation

Recommended as requested. This request appropriates resources for outstanding encumbrances and advances in prior years. These advances are projected to be recovered and therefore will become expenditures in this fiscal year

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: Encumbrance Carryover Request

Request: SA_005 - OYVP - Advance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	36,686	0	36,686
TOTAL EXPENDITURES	36,686	0	36,686
REVENUES			
General Fund Discretionary	36,686	0	36,686
TOTAL REVENUES	36,686	0	36,686

Bureau Description:

This package requests one-time General Fund discretionary to fund the following advance carryovers for the Office of Youth Violence Prevention: 1) 22150681 POIC - \$12,053.80; 2) 22160780 POIC - \$8,714.93; 3) 22166543 - POIC - \$15,917. These are for contracts to provide street level gang outreach services.

CBO Discussion and Recommendation

Recommended as requested. This request appropriates resources for outstanding advances made to grantees in prior years, but did not get recovered on time in FY 2014-15. These advances are projected to be recovered and therefore will become expenditures in this fiscal year.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_006 - OYVP - Technical Adjustments

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

Bureau Description:

This request adjusts the budget to better align with current and future spending plans.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: New Request

Request: SA_007 - CUB Mailers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,672	0	1,672
TOTAL EXPENDITURES	1,672	0	1,672
REVENUES			
General Fund Discretionary	1,672	0	1,672
TOTAL REVENUES	1,672	0	1,672

Bureau Description:

During the FY 2015-16 budget process, the Citizens Utility Board (CUB) mailers budget was moved from the Commissioner of Public Works to Special Appropriations. \$5000 was budgeted for the cost of the mailers. The actual cost of the mailers for FY 2015-16 was \$6672, which covers the cost of two mail inserts during the fiscal year. This cost is in line with prior year expenditures on the mailers.

This budget action increases the Special Appropriations budget by \$1672 to cover the full printing and shipping cost of the mailers. For FY 2016-17 and beyond, the initial budget should include an adequate initial appropriation to cover the full fiscal year cost.

CBO Discussion and Recommendation

Recommended as requested. The FY 2015-16 budget includes \$5,000 for the printing and shipping for the Citizens' Utility Board mailers. This request appropriates additional resources to match the actual costs of these services.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_008 - COPPEA - Transfer cost from EMS to PS

	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

Bureau Description:

To transfer \$40,000 budgeted in External Materials & Services to Personnel Services to provide administrative support for the COPPEA Professional Development account.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: Encumbrance Carryover Request

Request: SA_009 - SA - Advances Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	89,255	0	89,255
TOTAL EXPENDITURES	89,255	0	89,255
REVENUES			
General Fund Discretionary	89,255	0	89,255
TOTAL REVENUES	89,255	0	89,255

Bureau Description:

The advance carryover is the total of outstanding advances made to grantees in prior years, but did not get recovered on time in FY 2014-15. These advances are projected to be recovered and therefore will become expenditures in this fiscal year.

CBO Discussion and Recommendation

Recommended as requested. This request appropriates resources for outstanding advances made to grantees in prior years, but did not get recovered on time in FY 2014-15. These advances are projected to be recovered and therefore will become expenditures in this fiscal year.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: Encumbrance Carryover Request

Request: SA_010 - SA - Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	15,100	0	15,100
TOTAL EXPENDITURES	15,100	0	15,100
REVENUES			
General Fund Discretionary	15,100	0	15,100
TOTAL REVENUES	15,100	0	15,100

Bureau Description:

PO #22123577 New Avenues for Youth: \$5,300
Innovation Fund unspent balance carryover: \$9,800

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_011 - Innovation Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(579,074)	0	(579,074)
Fund Transfers - Expense	326,440	0	326,440
TOTAL EXPENDITURES	(252,634)	0	(252,634)
REVENUES			
General Fund Discretionary	(252,634)	0	(252,634)
TOTAL REVENUES	(252,634)	0	(252,634)

Bureau Description:

Transfer funds to bureaus receiving Innovation Fund grants. Council awarded Innovation Fund grants to various bureaus via ordinances 187271 and 187367. In the Fall BMP, funds are being transferred to the bureaus receiving these grants.

CBO Discussion and Recommendation

Recommended as requested. The Office of Management and Finance has led a process to allocate these funds. This request represents the outcome of that process.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Special Appropriations

Type: New Request

Request: SA_012 - Columbia River Levee Project Contribution

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	88,000	0	88,000
TOTAL EXPENDITURES	88,000	0	88,000
REVENUES			
General Fund Discretionary	88,000	0	88,000
TOTAL REVENUES	88,000	0	88,000

Bureau Description:

The U.S. Army Corps of Engineers' certification of certain levees in Multnomah County Drainage Districts expired in August 2013. The loss of this certification puts the County at risk of losing levee accreditation under the Federal Emergency Management Agency's (FEMA) National Flood Insurance Program. The City of Portland is one of many partner jurisdictions that are contributing to the cost of assessments and repairs, as allocated by a finance subcommittee which consists of representatives from each of the financial partners. This request appropriates the \$88,000 City share of Levee Ready project management costs that are not eligible for the IFA loan.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_001 - Innovation Fund Grants

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	86,440	0	86,440
External Materials and Services	10,000	0	10,000
TOTAL EXPENDITURES	96,440	0	96,440
REVENUES			
Fund Transfers - Revenue	96,440	0	96,440
TOTAL REVENUES	96,440	0	96,440

Bureau Description:

Through the Citywide Innovation Fund proposals and selection process, the following proposals were recommended and approved for funding. This budget allocates \$96,440 total in one-time general fund support to PBOT.

- Mobile Technology reporting of Post-Earthquake Bridge Inspections \$20,000
- LED Lighting Upgrade for PBOT Operations and Maintenance Building \$10,000
- Piloting the use of Renewable Power in Public Spaces \$66,440

CBO Discussion and Recommendation

Recommended as requested. The Mobile Technology reporting of Post-Earthquake Bridge Inspections and LED Lighting Upgrade for PBOT Operations and Maintenance Building projects were approved in July, while the Piloting the use of Renewable Power in Public Spaces project was recently approved in October.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_002 - Indoor Track & Field Championships

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	71,084	0	71,084
TOTAL EXPENDITURES	71,084	0	71,084
REVENUES			
Fund Transfers - Revenue	71,084	0	71,084
TOTAL REVENUES	71,084	0	71,084

Bureau Description:

This request creates a cash transfer between the General Fund One-Time Special Appropriation and PBOT in the amount of \$71,084 for services related to the staging of the IAAF Track and Field 2016 World Indoor Championships. An additional \$14,216 in contingency for PBOT's costs will be held within the Special Appropriation and distributed to PBOT during the Over-Expenditure Ordinance should these funds be needed.

CBO Discussion and Recommendation

Recommended as requested. Council approved this appropriation in October 2015.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Capital Set-Aside Request

Request: TR_003 - Major Maintenance and Infrastructure Replacement

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	4,000,000	(4,000,000)	0
External Materials and Services	5,050,000	(5,050,000)	0
Capital Outlay	26,358,232	(26,358,232)	0
TOTAL EXPENDITURES	35,408,232	(35,408,232)	0
REVENUES			
Fund Transfers - Revenue	35,408,232	(35,408,232)	0
TOTAL REVENUES	35,408,232	(35,408,232)	0

Bureau Description:

City Financial Policy 2.03 directs Council to dedicate a minimum of 50% of excess General Fund ending balance to major maintenance and infrastructure replacement projects. In an effort to help the City allocate resources to the most critical infrastructure needs, a citywide project ranking was developed in FY 2014-15. The FY 2015-16 Fall BMP Project Ranking Process will be built off of the process used during FY 2015-16 budget development. Project ranking will begin with the existing ranked list created as a result of the FY 2015-16 budget development process, then incorporate any new information from bureaus utilizing the project scoring tool.

PBOT is requesting \$35,408,232 in general fund support for various major maintenance and infrastructure replacement projects:

New Requests-

- SW Capital Highway Sidewalks and Paving \$2,900,000
- Pavement Reconstruction, SE 136th Ave (SE Foster to SE Division) \$3,280,000
- Traffic Signal Reconstruction Program \$950,000
- 10th & Yamhill SmartPark Renovation \$6,424,872
- Pavement Recon SE Mill St (SE 80th to SE 82nd) /SE 80th St (SE Market to SE Stephens) \$786,451
- Pavement Rehab SW Capital Hwy (SW Multnomah to SW Bertha Ct.) \$1,943,000
- Street Lighting Electrical Safety and Energy Efficiency Program \$600,000
- Roadway Rehab – Microsurfacing \$2,000,000
- Roadway Rehab – Thinlays \$1,000,000
- NE 148th Sidewalks \$1,550,000
- SW Stepheson Safer Shoulders \$500,000
- Pavement Rehab NE Halsey St (NE 70th St to Weidler St. -East) \$2,206,000

From Existing Ranked List created in FY2015-16 budget development process, revised dollars-
Pavement Recon SW Naito Parkway (SW Harrison to SW Jefferson) \$1,531,000

From Existing Ranked List created in FY2015-16 budget development process, same dollars-
Bridge #025, NE 12th Ave Bridge at I-84 \$9,736,909

CBO Discussion and Recommendation

Recommendation pending. Per the City financial policy, 50% of any excess ending fund balance should be dedicated in the Fall Supplemental Budget (i.e. the Fall BMP) to major maintenance and replacement of existing assets. Resolution 37107 increased the percentage from 25% to 50%; in addition, the resolution indicated the intent to use these resources to dedicate this resource over the next several years to emergency preparedness, parks and recreation, and transportation. To assist Council in allocating these funds to the highest priority major maintenance and asset replacement projects, bureau asset and finance managers worked to improve upon the project ranking process used in the FY 2014-15 Fall BMP during the FY 2015-16 budget development process. The inter-bureau process of validating and ranking project scores is ongoing at the time that CBO reviews are being prepared for City Council. That process is expected to be completed prior to the worksession, at which time, CBO will update Council on the outcome and recommendations for the set-aside.

Eight projects comprising 44.2% of the total request are paving or roadway rehabilitation projects. Funds are requested for two multi-year projects (Traffic Signal Reconstruction and Street Lighting Electrical Safety) with PBOT working on different locations than in prior years. One project of particular interest is the 10th & Yamhill SmartPark Renovation project, which comprises 18.1% of the request and is discussed in the write-up for TR_018.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_004 - General Fund Carryovers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(28,420)	0	(28,420)
External Materials and Services	336,890	0	336,890
Internal Materials and Services	(30,000)	0	(30,000)
Capital Outlay	170,729	0	170,729
TOTAL EXPENDITURES	449,199	0	449,199
REVENUES			
Budgeted Beginning Fund Balance	449,199	0	449,199
Intergovernmental Revenues	0	0	0
TOTAL REVENUES	449,199	0	449,199

Bureau Description:

A carryover is requested for projects from One-Time General Fund in FY 2014-15. The appropriation will adjust beginning fund balance.

- SW Trails – Special Appropriation \$8,498
- SW Corridor DEIS (\$72,327)
- Sign Protection Proposal - Innovation Fund \$46,494
- Rubber Sidewalk Pilot - Innovation Fund \$2,059
- Honey Bee Bike Counters - Innovation Fund \$33,337
- Accurate Real Property Management - Innovation Fund \$5,409
- Streetcar System Improvements \$255,000
- N Willamette Blvd - Infrastructure Project \$170,729

CBO Discussion and Recommendation

Recommended as requested. Most of the projects here do not have appropriations in the FY 2015-16 Adopted Budget, and PBOT is simply appropriating the unspent balance from FY 2014-15. Exceptions are mentioned below. In the case of the Streetcar System Improvements, \$255,000 was awarded during the FY 2014-15 Spring BMP, and PBOT is reappropriating the full amount in this request because none of the funds were spent last year. Budgets for the SW Corridor DEIS and the N. Willamette Blvd. - Infrastructure projects are being trued up because the amounts in the Adopted Budget do not accurately reflect what was actually spent during FY 2014-15.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_005 - BPS Interagency Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	5,593	0	5,593
TOTAL EXPENDITURES	5,593	0	5,593
REVENUES			
Interagency Revenue	5,593	0	5,593
TOTAL REVENUES	5,593	0	5,593

Bureau Description:

Bureau of Planning and Sustainability (BPS) requested planning services from PBOT for the Powell-Division Transit Project, an increase of \$5,593 in IA revenue to PBOT.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_006 - Transportation Planning Grants

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(2,197)	0	(2,197)
External Materials and Services	(18,013)	0	(18,013)
Internal Materials and Services	32,513	0	32,513
Contingency	(11,870)	0	(11,870)
TOTAL EXPENDITURES	433	0	433
REVENUES			
Intergovernmental Revenues	433	0	433
TOTAL REVENUES	433	0	433

Bureau Description:

A technical adjustment is needed to adjust operating grants in Transportation Planning. This adjustment trues up the project budget.

Outer Powell Transportation Safety Project (\$21,239)
 Growing Transit Communities \$25,542
 Truck Parking and Loading (\$13,870)
 Regional Truck Study \$10,000

CBO Discussion and Recommendation

Recommended as requested. The Outer Powell Transportation Safety Project is currently in the Environmental Review phase, and this phase is anticipated to be completed in the Fall of 2016 or before. Over the last year, ODOT completed some refinement planning work to inform the NEPA environmental review process and future design work. This has involved extensive public involvement and more detailed information about potential project impacts consistent with federal law. ODOT is now drafting the Environmental Documentation necessary to meet Federal NEPA requirements to examine whether or not the project has significant impacts. The current planning and environmental review work is funded by the Oregon State Legislature. ODOT has passed on some of this funding to the City to participate in this project. At the very end of the 2015 Oregon Legislative session, the East Portland delegation was successful in securing \$17 million for Outer Powell. PBOT has committed \$3 million to the project from a federal grant awarded by Metro. In the next phase of the project, ODOT plans to initiate design of the funded segment of Powell Blvd between 122nd Ave and 136th Ave in mid-2016. There will be a right-of-way acquisition phase. Construction is likely to begin in 2019.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_007 - 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	(8,001)	0	(8,001)
Fund Transfers - Expense	8,001	0	8,001
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The City's Green Streets Policy requires that infrastructure projects in the right of way incorporate green street facilities (infiltrating or flow-through systems), or that a contribution equal to 1% of the construction costs be made to the City's "% for Green Streets" fund. Since it is not feasible to incorporate green-street facilities into street resurfacing and preservation projects, Transportation Maintenance instead transfers 1% of the cost of its street preservation projects to the green street fund. This request increases the Adopted Budget budgeted cash transfer of \$50,000 to reflect the correct contribution of \$58,001 for FY 2015-16, based on the cost of street preservation projects completed in FY 2014-15. Materials and Services within the street maintenance program will be reduced by \$8,001 to fund the increased transfer.

CBO Discussion and Recommendation

Recommended as requested. The City of Portland requires all public and private development projects to manage stormwater on-site to the extent possible. Some right-of-way projects do not trigger application of this requirement. Instead, a percentage of the budget of these projects goes to the Percent for Green Program to help fund green infrastructure projects throughout the City.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_008 - Maintenance Fitness Center Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	9,294	0	9,294
TOTAL EXPENDITURES	9,294	0	9,294
REVENUES			
Budgeted Beginning Fund Balance	9,294	0	9,294
TOTAL REVENUES	9,294	0	9,294

Bureau Description:

PBOT maintains a fitness center for employees at Maintenance Operations. This adjustment increases the FY 15-16 Maintenance facility budget to cover the fitness center costs that were budgeted in FY 14-15, but that will occur during FY 15-16. The appropriation will be funded by increased beginning fund balance.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_009 - IA with BES for Sewer Maintenance – New Position

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	96,600	0	96,600
External Materials and Services	(96,600)	0	(96,600)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	2.00	0.00	2.00
TOTAL FTE	2.00	0.00	2.00

Bureau Description:

This request adds one Environmental Systems Crew Leader and one Construction Equipment Operator to the Sewer Repair Section of the Environmental Systems Division (ESD) within Maintenance Operations. Adding these positions will allow the formation of an additional sewer repair crew to help mitigate the substantial backlog of sewer facility repairs that require excavation. By reducing the sewer repair backlog, the number of sewer backups/flooding events (known as sewer releases) will decrease proportionately and help prevent the occurrence of costly sewer release mitigation and cleanup. This reduction in sewer releases will help to improve ESD's performance as reported by BES to the Oregon Department of Environmental Quality under federal and state environmental mandates. These positions will also expand ESD's capacity to address stormwater system needs, which has been a recent point of emphasis for BES. This request has been reviewed with BES management and will result in no budget impact to the BES/PBOT interagency agreement, as the positions will be funded by re-allocating existing appropriation within the current budget. There is no change to the total FY 15-16 PBOT-BES interagency amount.

CBO Discussion and Recommendation

Recommended as requested. PBOT is transferring savings in its budget for repair and maintenance supplies to fund these positions. The sewer repair backlog is caused by the general aging of the sewer infrastructure, which produces more emergency sewer repairs and a greater need for preventive maintenance to avoid emergencies. The Environmental Systems Division currently does not have enough personnel to respond to the emergency work and to do all the maintenance work identified by BES. Adding two positions will allow for the formation of another excavation repair crew and will increase the amount of repair and stormwater work that can be done.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_010 - IA with BES for Sewer Maint – Program Alignment

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

Bureau Description:

This adjustment re-allocates the existing sewer and stormwater maintenance budget between program activities to better reflect where the actual work will be done in FY 15-16. There is no change to the overall FY 15-16 budget or PBOT-BES interagency amount.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_011 - OMF Facilities Interagency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	3,000	0	3,000
Internal Materials and Services	0	0	0
Contingency	2,000	0	2,000
TOTAL EXPENDITURES	5,000	0	5,000
REVENUES			
Interagency Revenue	5,000	0	5,000
TOTAL REVENUES	5,000	0	5,000

Bureau Description:

OMF Facilities is requesting PBOT to provide survey services for SW 3rd and SW Harrison, an increase of \$5,000 in IA revenue to PBOT.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_012 - Development Services – 2 New Positions

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	2.00	0.00	2.00
TOTAL FTE	2.00	0.00	2.00

Bureau Description:

Due to increase in development, development and utility permits, and the need to maintain effective service delivery and cost recovery programs, plus the involvement in the City's new permitting program and processes, ITAP, PBOT is requesting to add two new positions, Development Supervisor II and Engineering Tech III. This request moves \$162,000 in existing appropriation from part-time to full-time dollars.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_013 - Fair Wage Policy – Facilities Interagency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	40,541	0	40,541
Contingency	(40,541)	0	(40,541)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. The ordinance adopted the changes in Exhibit A and directed bureaus “to amend or renew contracts as needed to ensure Council’s intent is implemented with an effective date of July 1, 2015 for all covered agreements and employees.

OMF has calculated the cost impact of these code changes to facilities they manage and the resulting impact to bureaus in interagency agreements. The Transportation Operating Fund’s share is \$32,877 (Portland Building \$15,456 + Gibbs Ped Bridge \$1,024 + Kerby Building \$16,131 + Sunderland Recycling \$266) and Parking Facilities Fund’s share is \$7,664 (1st & Jefferson \$2,469 + Front & Davis \$5,195). This request draws on contingency to cover the increase in OMF Facilities interagency.

CBO Discussion and Recommendation

Recommended as requested. On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the cost impact of these code changes to facilities OMF manages and the resulting impact to supported bureaus and their interagency agreements. The \$32,877 draw from contingency is 4.4% of the \$750,000 of unrestricted contingency budgeted in the Transportation Operating Fund, while the \$7,664 draw in the Parking Facilities Fund is 0.8% of the \$925,470 of contingency budgeted in that fund.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_014 - Fair Wage Policy – Parking Garages

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	182,212	0	182,212
Contingency	0	(182,212)	(182,212)
TOTAL EXPENDITURES	182,212	(182,212)	0
REVENUES			
Fund Transfers - Revenue	182,212	(182,212)	0
TOTAL REVENUES	182,212	(182,212)	0

Bureau Description:

PBOT requests general fund for increased appropriation to cover increased janitorial, security patrol, and parking garage attendant costs for the Parking Garages due to the Fair Wage Policy passed by City Council in Ordinance 187124 on May 13 2015.

CBO Discussion and Recommendation

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies, and set aside \$900,000 from available FY 2015-16 General Fund contingency to fund requests related to implementation of this policy in the Fall BMP. CBO recommends that the set-aside only be appropriated for costs related to General Fund supported contracts, and that the remaining set-aside funds be made available for other Council priorities. Therefore, CBO does not recommend the addition of General Fund resources to pay for the increased janitorial, security patrol, and parking garage attendant costs. Instead, CBO recommends that PBOT fund the increased costs utilizing a draw from the Parking Facilities Fund's contingency. While the \$182,212 in additional costs is about 20% of the fund's general contingency of \$925,470, and there are also other requests (TR_013 and TR_015) that draw an additional 17% of this contingency, the bureau is also adding an additional \$300,000 in parking garage revenue to the contingency based on recent trends (TR_019). The net change of these subtractions from and addition to contingency, if the bureau also draws from it to fund the additional Fair Wage Policy costs, is a reduction of only 4% from the original amount of \$925,470.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_015 - PCI Compliance - Parking Garages

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	148,320	0	148,320
Contingency	(148,320)	0	(148,320)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request increases appropriation to cover increased Payment Card Industry (PCI) compliance costs for the Parking Garages, and reduces general contingency.

CBO Discussion and Recommendation

Recommended as requested. To comply with PCI standards, parking garage bankcard payments will no longer be processed through the City's payment gateway. Instead, they will be processed by the City's parking garage contractor, resulting in additional costs for the compliance measures. The \$148,320 draw from contingency represents 16% of the \$925,470 that the bureau has budgeted for contingency in the Parking Facilities Fund. There will be ongoing costs for PCI compliance for the parking garages. PBOT balances the Parking Facilities Fund each year based on overall expenses and revenues. The bureau will include the cost of PCI compliance in the FY 2016-17 budget and the five-year forecast. PBOT reviews garage rates annually and makes increases/ decreases as appropriate to manage parking and meet policy objectives, for example, to provide short-term parking availability.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_016 - Facilities Project Mgmt IA - Parking Garages

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(331,334)	0	(331,334)
Contingency	331,334	0	331,334
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request reduces appropriation for Facilities Project Management (651306) to reflect changes to project timelines, and increases the reserve for major maintenance.

CBO Discussion and Recommendation

Recommended as requested. Rescheduling a resurfacing project and phasing it in over two years resulted in a decrease to the current year's major maintenance needs.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_017 - Integrated Marketing Comm Plan – Parking Garages

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	500,000	0	500,000
Fund Transfers - Expense	(500,000)	0	(500,000)
Contingency	(500,000)	0	(500,000)
TOTAL EXPENDITURES	(500,000)	0	(500,000)
REVENUES			
Fund Transfers - Revenue	(500,000)	0	(500,000)
TOTAL REVENUES	(500,000)	0	(500,000)

Bureau Description:

This request increases appropriation for the Integrated Marketing Communications Plan for Downtown Businesses and Smartpark Garages (IMCP), and reduces the transfer from the Parking Facilities Fund to the Transportation Operating Fund.

CBO Discussion and Recommendation

Recommended as requested. While occupancy levels at the garages are high during many hours of daily operation, the bureau believes that additional marketing efforts are needed to increase usage at the garages on a full time basis. PBOT expects an expanded customer outreach and a focused marketing plan to positively impact the long-term economic vitality of downtown Portland, as well as the financial performance of the city's SmartPark garages and on-street parking meters. The plan has clearly outlined performance metrics and activities/deliverables with schedules. This \$500,000 reduction in the transfer to the Operating Fund results in a transfer of about \$3.0 million and is reducing that fund's unrestricted contingency by 67%, from \$750,000 to \$250,000, and there are also other requests during this Fall BMP that draw from this contingency. PBOT believes that even with such a large reduction in the contingency, it can handle any emergencies that may come up during the rest of the year. CBO recommends that the bureau make an effort to replenish the unrestricted contingency.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_018 - Parking Fac Fund – 10th & Yamhill Major Maint

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	3,500,000	0	3,500,000
TOTAL EXPENDITURES	3,500,000	0	3,500,000
REVENUES			
Budgeted Beginning Fund Balance	3,438,692	0	3,438,692
Miscellaneous	61,308	0	61,308
TOTAL REVENUES	3,500,000	0	3,500,000

Bureau Description:

This request recognizes additional beginning fund balance from parking garage revenue carried forward for future 10th & Yamhill SmartPark Garage Major Maintenance, and increases contingency. This brings the total set-aside for 10th & Yamhill in fund balance on 7/1/2015 to \$7,000,000.

CBO Discussion and Recommendation

Recommended as requested. In request TR_003, PBOT is requesting \$6.4 million from the General Fund for the 10th and Yamhill SmartPark Garage renovations as a part of its requests for funds for major maintenance. This is a multi-year project, with expected completion in FY 2017-18. Total project costs, including finance costs, are expected to be \$25 million. In 2007, the site was considered for a redevelopment project, a partnership between PBOT, PDC, and an outside developer. Due to many factors, including the economic downturn, the project did not move forward. CBO does not recommend the additional General Fund contribution due to the lack of available resources for infrastructure projects. Without General Fund support, the bureau would need to increase debt-financing backed by parking garage revenues. Currently, PBOT has set-aside \$7.2 million for the project, and the bureau has also identified these other sources of revenue to fund the project: \$5 million from PDC, \$3.8 million from garage revenues in FY 2016-17 and FY 2017-18, and \$9 million from debt financing.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_019 - Parking Garage Revenue

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	300,000	0	300,000
TOTAL EXPENDITURES	300,000	0	300,000
REVENUES			
Charges for Services	300,000	0	300,000
TOTAL REVENUES	300,000	0	300,000

Bureau Description:

This request increases estimated parking garage revenue based on recent trends, and increases general contingency.

CBO Discussion and Recommendation

Recommended as requested. Not taking into account any other budget adjustment that affects the contingency in the Parking Facilities Fund, this adjustment represents a 32% increase to the original amount budgeted in contingency.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_020 - Regulatory Operations Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	74,977	0	74,977
Contingency	0	0	0
TOTAL EXPENDITURES	74,977	0	74,977
REVENUES			
Budgeted Beginning Fund Balance	74,977	0	74,977
TOTAL REVENUES	74,977	0	74,977

Bureau Description:

A carryover is requested to complete the projects from the prior year; space move costs and Private For-Hire Innovation Task Force support costs.

CBO Discussion and Recommendation

Recommended as requested. Moving Regulatory Operations from Columbia Square to the Portland Building cost \$85,818 in FY 2014-15 and \$12,637 in FY 2015-16 (July/August). The bureau expects additional costs in September and October for setting up training facilities. Council provided \$45,000 in General Fund support for the move, with the remaining costs funded by regulatory program revenues.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_021 - Regulatory Fees Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
Contingency	102,355	0	102,355
TOTAL EXPENDITURES	102,355	0	102,355
REVENUES			
Budgeted Beginning Fund Balance	102,355	0	102,355
TOTAL REVENUES	102,355	0	102,355

Bureau Description:

This request recognizes additional beginning fund balance from regulatory service charges and fees revenue carried forward for Regulatory Operations programs, and increases contingency. This brings the total set-aside in fund balance on 7/1/2015 to \$102,355.

CBO Discussion and Recommendation

Recommended as requested. PBOT is performing a major review of private-for-hire transportation regulations, including taxis, and transportation network companies (TNCs). Based on this review, there may be changes to regulations, compliance monitoring, and fee structures. These changes will have an impact on FY 2015-16 actual revenues and expenses. PBOT will make budget changes as necessary in the Spring BMP, including drawing on contingency as needed.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_022 - Parking Enforcement Handheld Equipment Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	366,532	0	366,532
TOTAL EXPENDITURES	366,532	0	366,532
REVENUES			
Budgeted Beginning Fund Balance	366,532	0	366,532
TOTAL REVENUES	366,532	0	366,532

Bureau Description:

This request recognizes additional beginning fund balance from General Transportation (GTR) revenue carried forward for the Parking Enforcement handheld equipment set-aside, and increases contingency. This brings the total set-aside in fund balance on 7/1/2015 to \$366,532.

CBO Discussion and Recommendation

Recommended as requested. PBOT recently purchased replacement handheld units which included upgraded features and customized programming. The bureau estimates that these units have a useful life of about three to four years. It is therefore setting aside money each year so that it will be able to purchase replacement units in a timely manner and continue to effectively manage parking in the right-of-way.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_023 - CEID Surcharge Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	20,502	0	20,502
TOTAL EXPENDITURES	20,502	0	20,502
REVENUES			
Budgeted Beginning Fund Balance	20,502	0	20,502
TOTAL REVENUES	20,502	0	20,502

Bureau Description:

This request recognizes additional beginning fund balance from Central Eastside APPP Surcharge revenue carried forward for the Parking Operations set-aside, and increases contingency. This brings the total set-aside in fund balance on 7/1/2015 to \$20,502.

CBO Discussion and Recommendation

Recommended as requested. In 2013, Council passed Ordinance 185997, which established a surcharge for area parking permits for the Central Eastside. Zone G permit holders pay the regular area parking program permit (APPP) fee of \$60 plus the \$10 surcharge, for a total of \$70 per year. The revenue from the surcharge supports transportation projects and services identified in coordination with the CEIC Transportation Advisory Committee (TPAC). This adjustment recognizes the amount of surcharge collected, but not used, in FY 2014-15.

**CBO Discussion and Recommendations
 FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_024 - GTR Carryovers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	564,275	0	564,275
External Materials and Services	2,441,982	0	2,441,982
Internal Materials and Services	0	0	0
Capital Outlay	794,476	0	794,476
Contingency	365,404	0	365,404
TOTAL EXPENDITURES	4,166,137	0	4,166,137
REVENUES			
Budgeted Beginning Fund Balance	4,166,137	0	4,166,137
TOTAL REVENUES	4,166,137	0	4,166,137

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_024 - GTR Carryovers

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

A GTR carryover is requested for operating projects and capital projects to complete design and construction. The appropriation will adjust beginning fund balance.

OPERATING:

Lloyd Dist Bridge over I-84 \$50,000
Mall Maint - Tri-Met IGA \$383,941
Central City Transportation Management Plan \$19,154
Smart Transportation / Tech Innovation \$30,000
TSP Update Comp Plan (\$25,000)

CIP:

Deficiency Correction \$300,000
T00048 Boones Ferry - Stephenson Rd \$50,000
T00055 Paving Preservation & Rehab \$406,969
T00064 Harbor Dr / River Pkwy, SW \$221,759
T00121 50s Bkwy: NE Thompson-SE Wdstk \$25,000
T00148 NW Naito Crossing \$21,000
T00185 Moody Blvd \$66,733
T00207 Terwilliger-PSU Access \$105,590
T00267 SRTS State Grant \$60,000
T00269 Williams: Weidler-Killingsworth Bikeway \$293,980
T00305 Ramona and Holgate (\$13,473)
T00326 Sandy Blvd: 86th - 92nd NE \$70,970
T00344 Naito at Whitaker \$27,303
T00348 19th Ave Bikeway: Tacoma-99E, SE \$100,000
T00349 77th/Sacramento Bikeway \$100,000
T00358 Burnside & Pearl Dist X-ing Improvement \$15,000
T00380 Streetcar \$50,000
T00414 Central City Multi-Modal Safety Project \$25,610
T00445 E Burnside- 4th-Laurelhurst PI-HCC \$53,751
TX0005 Gibbs St Elevator Repair \$50,000
T00385 Terwilliger/Capitol Hwy - Water \$100,000
T00385 TSP/Alternative Transportation Projects \$584,119
- T00498 - Stephenson & Hamilton Drainage \$38,485
- SE 91st Place Extended Shoulder \$15,963
- SW Beaverton-Hillsdale/Shattuck \$57,000
- Sandy & 79th RFB \$50,000
- Ankeny: 28th-12th Ave, SE \$30,000
- SE 87th Ave Path \$20,348
- NE 21st Ave Overcrossing \$20,000
- Lombard: Ida - Van Houten St, N \$6,000
- SW 3rd Street Ped Crossings \$10,000
- N Portland Greenway Feasibility Study \$50,000
- SW/NW 3rd Ave \$50,000
- Emmanuel Hospital Ped Crossing Match \$20,000
- Trail Capital Maint partnership with Parks \$20,000
- Clinton NG \$100,000

Sidewalk Projects:

T00245 Multnomah Blvd: Barbur-34th, SW \$162,782
T00280 Huber St: 35th-43rd, SW \$11,995
T00281 Sunset Blvd: Dewitt-18th, SW \$38,002
T00279 160th Ave: Stark-Burnside, SE \$22,426
T00321 136th Ave: Holgate-Powell, SE \$191,483
T00324 Division St: 148th-175th, SE \$19,986
T00329 122nd Ave: Holgate-Powell, SE \$41,348
T00330 122nd Ave: Foster-Ramona, SE \$3,382
T00331 Weidler St: 99th-112th, NE \$14,531

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Program Carryover Request

Request: TR_024 - GTR Carryovers

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

Recommended as requested. 77% of the request pertains to CIP projects, while 12% pertain to sidewalks and 11% are for operating projects. The following are updates on some of the projects with the largest dollar amount adjustments.

TSP/Alternative Transportation - The carryover is need to complete various small, pedestrian crossing, neighborhood greenway, pedestrian and bike safety improvements.

Paving Preservation & Rehab - When BES does trench restoration, the bureau is only required to pave around the trench area. This funding allows PBOT to partner with BES to pave the whole road, and the bureau is working with BES to identify projects.

Mall Maintenance - TriMet IGA - PBOT pays TriMet twice a year for mall maintenance and did not get the second invoice for FY 2014-15 until July. The bureau is paying for the second half of FY 2014-15 payment in FY 2015-16.

Defficiency Correction - This program provides for sidewalks and street improvements in a development that the developer are not responsible for.

Williams: Weidler-Killingsworth Bikeway - The project is substantially completed, with the remaining work needed to be done being curb extensions and striping.

Harbor Dr / River Pkwy, SW - This project was on hold. PBOT is waiting for TriMet to complete betterment on the Portland-Milwaukie Light Rail project before the bureau can pave the intersection.

136th Ave: Holgate-Powell, SE - This project was substantially completed in June. The carryover is needed for final payment to the contractor and tree establishment.

Multnomah Blvd: Barbur-34th, SW - The carryover is needed to complete construction of project: contractor progress payment, close out, punch list, tree establishment.

Terwilliger-PSU Access - PBOT is working on the design of the project.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_025 - SW Corridor Transit Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	(1,005)	0	(1,005)
External Materials and Services	0	0	0
Internal Materials and Services	1,005	0	1,005
TOTAL EXPENDITURES	0	0	0
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request moves appropriation from Operating to Capital to track the capital phase for SW Corridor Transit. This request moves \$39,789 existing appropriation from operations to capital budget.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_026 - BES Interagency - Portland Milwaukie Light Rail

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

Bureau Description:

BES is requesting PBOT to provide right of way services for Portland Milwaukie Light Rail project, an increase of \$5,000 in IA revenue to PBOT.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_001 - Position Changes

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	2.00	0.00	2.00
Part-Time Positions	-0.75	0.00	-0.75
TOTAL FTE	1.25	0.00	1.25

Bureau Description:

a. Create a full time Environmental Tech 1 (30000337) – Operations/Water Quality Compliance using savings within the Operation Group budget.

This position will expand the sampling capacity performed by the Water Quality section by 1.0 FTE and will allow the section to increase coverage of regulatory sampling, customer sampling and distribution system studies. In addition, it will allow the section to increase process control to address issues such as corrosion control, flushing and nitrification.

Expanded sampling capacity is needed due to the increase in regulatory sampling. For example, early sampling requirements along with additional sampling for the Total Coliform Rule, groundwater sampling (when running), groundwater monitoring samples (year round), nitrification sampling, and other programs that ensure the safety and compliance of our drinking water are becoming increasingly more difficult to complete as more and earlier sampling is required to meet regulations. The additional FTE is needed to assist in meeting these ongoing and growing sampling requirements.

b. Reclass .75 FTE Sr. Management Analyst (30000452) to a 1.00 Management Assistant (30000450) in Administration – Business Operations.

Currently this position focuses on HR related duties only. However, the Business Operations section includes Property Management, Training and Organization Development in addition to the HR related functions. The staff in the Business Operations Section will benefit from this change by being able to focus on critical tasks that require specific expertise and skills, while allowing more routine functions such as scheduling, database management and simple reports to be completed by other staff.

This position was not requested in the budget because there was no indication that the incumbent would retire. However, with the retirement, the section was afforded the opportunity to evaluate the work and make changes.

CBO Discussion and Recommendation

Recommended as requested.

The bureau is requesting to (1) reclassify a Sr. Management Analyst position into a Management Asst. position; and (2), create a full-time Environmental Tech I position.

In reclassifying the Sr. Management Analyst into a Management Asst position, functions requiring less skill (e.g. database management and scheduling current) will be transferred from Business Operations staff to the new Management Analyst position; conversely, these staff will absorb HR functions previously filled by the Sr. Management Analyst position.

As noted above by the bureau, there has been an increase in sampling requirements, which would be addressed by the Environmental Tech I position. The increase in sampling is driven by several factors, including the 2013 Tier 2 violation of the Total Coliform Rule, and the expected increase in the service population thus increasing the number of required Total Coliform Rule samples. The bureau is also starting a nitrification monitoring program because of the warm temperatures in the distribution systems, conducting a study of the current flushing program, and conducting a corrosion control study, all of which will increase the bureau's sampling needs.

As a non-General Fund bureau, the addition of an ongoing position is allowed outside of the budget process. These adjustments result in a net increase of one new position and additional personnel expenses \$60,213. To fund the costs of the position in FY 2015-16, the bureau will use projected savings in personnel services; the bureau has not yet determined how the increased costs will be incorporated into its FY 2016-17 requested budget. The costs will either be added to the expected rate increase or offset by other bureau expenses.

CBO recommends that the bureau report on how the costs of this position will be funded as part of it FY 2016-17 requested budget. If increased costs are supported by rate revenues, then CBO recommends that the funds for the position be requested via decision package.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_002 - Green Street Initiative

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
Fund Transfers - Expense	(49,043)	0	(49,043)
Contingency	49,043	0	49,043
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 \$49,043 to true up the Portland Water Bureau's contribution for the Green Street Initiative fund to actual costs of \$100,957.

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 2015-16 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_003 - Services Provided to other Bureaus

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Contingency	9,200	0	9,200
TOTAL EXPENDITURES	9,200	0	9,200
REVENUES			
Interagency Revenue	9,200	0	9,200
TOTAL REVENUES	9,200	0	9,200

Bureau Description:

Establish \$9,200 Office of Management and Finance Facilities Services (OMF-FAC) interagency for space leased for storage of personal property related to homeless campsite cleanup.

CBO Discussion and Recommendation

Recommended as requested.

As part of the City's Campsite Clean-up initiative, OMF Facilities is leasing space at a Portland Water Bureau storage facility to store personal items collected during the clean-ups. The Water Bureau and OMF Facilities had similar lease agreement in FY 2014-15.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_004 - Increase in Services requested by other Bureaus

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(2,000)	0	(2,000)
Internal Materials and Services	25,315	0	25,315
Contingency	(23,315)	0	(23,315)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

a. Interagency with OMF-FAC – Increase interagency costs for space rent and operations and maintenance by \$23,315 as a result of wage-related increases passed by Council on 05/13/2015 ordinance # 187124.

b. Shift funds by \$2,000 to increase Interagency with Bureau of Planning and Sustainability for the Water Bureau's sponsorship of the City's Sustainability Work Program effort to provide businesses with more information on ways to be more sustainable.

CBO Discussion and Recommendation

Recommended as requested.

On May 13, 2015, City Council passed an ordinance adopting code changes to chapter 3.99 Fair Wage Policies. This request reflects the bureau's portion of the increase in contracts managed by OMF Facilities due to the change in policy. The bureau does not currently have other contracts that will be impacted by the amended Fair Wage Policies.

The bureau has not yet determined how the increased costs of OMF Facilities interagency agreement will be incorporated into its FY 2016-17 requested budget; however, the bureau has indicated that these costs will be incorporated into their FY 2016-17 rate increase. CBO recommends that the bureau report on how these costs will be funded as part of its FY 2016-17 requested budget. If increased costs are supported by rate revenues, then CBO recommends that the funds for the interagency agreement be requested via decision package.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_005 - 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:

Shift \$20,000 from Stores and Field Services program to cover an increase in consulting service expenditures for the Safety program.

CBO Discussion and Recommendation

Recommended as requested.

The increase in the professional services budget of the bureau's Safety Program will provide funding to contract out the inventory of chemicals of all Water Bureau facilities and complete the Safety Data Sheet, and thereby remain in compliance with Occupational Safety and Health Administration standards.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_006 - Beginning Fund Balance Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	60,364	0	60,364
Contingency	13,372,036	0	13,372,036
TOTAL EXPENDITURES	13,432,400	0	13,432,400
REVENUES			
Budgeted Beginning Fund Balance	13,432,400	0	13,432,400
TOTAL REVENUES	13,432,400	0	13,432,400

Bureau Description:

Adjust the Water Bureau beginning fund balances to be consistent with the City's preliminary FY 2014-15 balances.

CBO Discussion and Recommendation

Recommended as requested.

Included within this request are a number of adjustments to beginning fund balances of funds managed by the bureau. In total, bureau contingency was increased by \$13.4 million to offset the increase in the beginning fund balance, including \$295,759 in the Water Operating Fund and \$13.1 million in the Water Construction Fund. Additionally, ending fund balance was increased by \$60,364 in Water Bond Sinking Fund. There were several factors that resulted in the increased balance in the Water Fund (602) and Water Construction Fund (615): \$6.9 million in capital savings, \$1.2 million in higher than planned water sales revenue, \$800,000 in other non-rate revenues, \$1.7 million in capital and miscellaneous revenues, \$1.8 million in O&M expense savings, \$200,000 in savings from debt issuance and POBS interest.

Approximately \$5 million of the underspending will be used to increase the current budget of the Kelly Butte and Powell Butte storage projects.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: New Request

Request: WA_007 - Accept Grant

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
Capital Outlay	99,900	0	99,900
TOTAL EXPENDITURES	99,900	0	99,900
REVENUES			
Intergovernmental Revenues	99,900	0	99,900
TOTAL REVENUES	99,900	0	99,900

Bureau Description:

Accepting grant for the Emergency Mobile Water Treatment – Trailer UASI 14 (EM-35)

CBO Discussion and Recommendation

Recommended as requested.

This request recognizes \$99,000 in grant revenue from the Urban Areas Security Initiative Grant from the Department of Homeland Security for the purchase of an emergency mobile water treatment trailer - a grant approved by Council in Ordinance 186912 in December 2014. The Water Bureau has purchased two other emergency trailers using grant funding, and currently operates and maintains these trailers.

By accepting the grant and maintaining the emergency trailer, the Water Bureau will assume approximately \$1,000 ongoing operation and maintenance costs. These costs will be absorbed within current budget in FY 2015-16 and then incorporated into the rate increase for FY 2016-17 or absorbed within budget. CBO recommends that the bureau report on how these costs will be funded as part of its FY 2016-17 requested budget. If increased costs are supported on rate revenues, then CBO recommends that the funds for the position be requested via decision package.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: New Request

Request: WA_008 - Increase Fund 601000 authorization - PHP repairs

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	175,000	0	175,000
TOTAL EXPENDITURES	175,000	0	175,000
REVENUES			
Fund Transfers - Revenue	175,000	0	175,000
TOTAL REVENUES	175,000	0	175,000

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. We have four separate repair projects identified at the PHP that are currently underway. There is one of those repair projects at the PHP that was initially planned to be completed and billed out in FY 2014-15. Its completion will now extend into FY 2015-16 and the reimbursement payments will be made during that fiscal year. It is now necessary to increase the FY 2015-16 authorization for miscellaneous expenditures from Fund 601000 by an amount of \$175,000 to accommodate these repair projects. The revenue to support this increase will be coming from Fund 618000 (Hydropower Renewal & Replacement Fund) via a fund cash transfer.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Water Bureau

Type: New Request

Request: WA_009 - 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	175,000	0	175,000
Contingency	(175,000)	0	(175,000)
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. We have four separate repair projects identified at the PHP that are currently underway. There is one of those repair projects at the PHP that was initially planned to be completed and billed out in FY 2014-15. Its completion will now extend into FY 2015-16 and the reimbursement payments will be made during that fiscal year. It is now necessary to increase the FY 2015-16 authorization for the cash transfer from Fund 618000 to Fund 601000 by an amount of \$175,000 to accommodate these repair projects.

CBO Discussion and Recommendation

Recommended as requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Development Commission

Type: New Request

Request: ZD_001 - Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and Services	80,376	0	80,376
TOTAL EXPENDITURES	80,376	0	80,376
REVENUES			
General Fund Discretionary	80,376	0	80,376
TOTAL REVENUES	80,376	0	80,376

Bureau Description:

Neighborhood Commercial Corridors: \$9,228

Remaining resources related to Neighborhood Development Grants not expended or included in Spring BMP request for FY 2015-16.

Venture Portland: \$35,999

Balance of grant awarded in FY 2014-15 but not expended due to timing of programming. Funding is for final disbursement of one-time funding was appropriated to allow Venture Portland to complete a special project to strengthen East Portland business associations

Cluster Development: \$32,900

The \$32,900 of unspent Cluster Development funds is directly related to PDC's Tech Town Diversity Initiative. Specifically the funds were earmarked for a pilot grant focused on tech diversity training. The application process for the pilot grant program was launched in June 2015 (FY 2014-15). Through an internal/external evaluation process, finalists were identified in September 2015 and we anticipate grant disbursement to occur in October 2015.

CBO Discussion and Recommendation

Recommended as requested. These unspent funds fell to ending fund balance. It should be noted that PDC reports no specific service disruption tied to the \$540 for entrepreneurship support and the \$1,709 in Innovation Funds. Additionally, the \$9,228 was expected to be dispersed to grantees by the end of FY 2014-15, and as such seemingly not included in the FY 2014-15 Spring BMP carryover of neighborhood economic development grants. In general, CBO recommends that the timing of program expenditures is congruous with the sense of urgency expressed when one-time resources are requested.

**CBO Discussion and Recommendations
FY 2015-16 Fall Supplemental Budget**

Bureau: Portland Development Commission

Type: Technical Adjustment

Request: ZD_002 - Innovation Fund - Bridging the Digital Divide

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
EXPENDITURES			
External Materials and 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:

\$90,000 General Fund one-time for pilot web clinic serving disadvantaged business owners served through PDC's Small Business Development. Web clinic service provider will perform an evaluation for at least 75 businesses, develop individualized plans for enhanced web presence, provide branding support when necessary and provide support to launch and maintain a web presence

CBO Discussion and Recommendation

Recommended as requested. The Office of Management and Finance has led a process to allocate these funds. This request represents the outcome of that process.