

City Budget Office FY 2016-17 Base Budget

Budget Line Items	FY 2014-15 Actuals	FY 2015-16 Adopted	FY 2016-17 Base	Comments
Salaries	1,107,644	1,393,445	1,444,333	
Benefits	440,106	569,644	575,000	
Total Personnel Services	1,547,751	1,963,089	2,019,333	
Professional services	7,744	22,100	9,100	Public Hearing Facilitation/Interpretation
Computer repair & maintenance	75,189	-	69,950	BRASS & PatternStream maintenance
Miscellaneous services	38,101	36,988	38,000	Hatfield Fellow
Advertising	1,862	2,000	1,000	Notices for public hearings/meetings
Office supplies	5,527	5,000	7,500	
Operating supplies	75	2,000	2,000	
Computer supplies - software	8,666	72,300	3,000	
Other commodities external	10,605	11,000	11,000	Moody's analytics (economic data)
Food	1,439	1,500	3,000	Public forum refreshments
Education	6,729	7,000	15,000	Training
Subscriptions & publications	1,811	2,000	2,000	Publications on the economy
Dues	1,140	1,000	1,000	GFOA & OMFOA
Out-of-town travel	15,343	15,000	22,500	Training
Space rental	68	1,500	1,500	Public hearing location rentals
Miscellaneous	1,250	7,000	5,000	
Total External Materials and Services	175,547	186,388	191,550	
CityFleet Services	1,106	207	1,113	
Printing & Distribution Services	14,487	16,002	15,721	
Facilities Services	52,025	52,693	54,223	
EBS Services	28,137	8,551	14,611	
Technology Services	69,099	75,368	74,705	
Risk Management Services	27,770	25,680	30,752	
Total Internal Materials and Services	192,625	178,501	191,125	
Grand Total	1,915,922	2,327,978	2,402,008	

Decision Package Summary

Bureau: City Budget Office

Priority: 01

Type: Reductions

Decision Package: BO_01 - Eliminate LT Asst. Financial Analyst

Program: Budget and Economics

	FY 2016-17 Requested 1 Time DP	FY 2016-17 Requested Ongoing DP	FY 2016-17 Requested Budget	FY 2017-18 Estimated Budget	FY 2018-19 Estimated Budget	FY 2019-20 Estimated Budget	FY 2020-21 Estimated Budget	
EXPENDITURES								
Personnel Services	0	(100,264)	(100,264)	0	0	0	0	0
External Materials and Services	0	(8,150)	(8,150)	0	0	0	0	0
Internal Materials and Services	0	(1,672)	(1,672)	0	0	0	0	0
TOTAL EXPENDITURES	0	(110,086)	(110,086)	0	0	0	0	0
REVENUES								
General Fund Discretionary	0	(50,134)	(50,134)	0	0	0	0	0
General Fund Overhead	0	(59,952)	(59,952)	0	0	0	0	0
TOTAL REVENUES	0	(110,086)	(110,086)	0	0	0	0	0
FTE								
Limited Term Positions	0.00	-1.00	-1.00	0.00	0.00	0.00	0.00	0.00
TOTAL FTE	0.00	-1.00	-1.00	0.00	0.00	0.00	0.00	0.00

Description:

The package eliminates a limited term Assistant Financial Analyst position and related materials and services. In addition, the bureau also replaced its existing subscription for economic data received from Moody's with an agreement for the same services from Portland State University. The new agreement will save the bureau \$5,000 per year and will provide more localized economic data.

Expected Results:

The limited term analyst position is assigned to analyze a portfolio of bureaus and is responsible for various special projects. If eliminated, the portfolio and special project assignments will be transferred to other analysts. The increased workload on existing analysts will reduce the amount of time available for more in depth analysis and special projects as requested by Council. Given the increased workload, it is also expected that the bureau's customer service rating (a key performance measure) will be negatively affected - dropping from a goal of 4.35 to 4.25 on a 5-point scale.

Decision Package Summary

Bureau: City Budget Office

Priority: 01

Type: Adds

Decision Package: BO_02 - Replace Budget Software System

Program: Budget & Economics

	FY 2016-17 Requested 1 Time DP	FY 2016-17 Requested Ongoing DP	FY 2016-17 Requested Budget	FY 2017-18 Estimated Budget	FY 2018-19 Estimated Budget	FY 2019-20 Estimated Budget	FY 2020-21 Estimated Budget	
EXPENDITURES								
External Materials and Services	1,000,000	0	1,000,000	0	0	0	0	0
TOTAL EXPENDITURES	1,000,000	0	1,000,000	0	0	0	0	0
REVENUES								
General Fund Discretionary	455,412	0	455,412	0	0	0	0	0
General Fund Overhead	544,588	0	544,588	0	0	0	0	0
TOTAL REVENUES	1,000,000	0	1,000,000	0	0	0	0	0

Description:

The City implemented its current budget preparation software (BRASS) in 2003. Although the software continues to provide the basic tools for budget preparation and monitoring, it is currently operating on out-of-date and soon to be unsupported hardware. The City Budget Office believes it is in the City's best interest to replace BRASS with a software that is more actively supported by the vendor, including opportunities for future enhancements.

Expected Results:

Replacing the existing software will ensure that the City remains on a supported environment in the future. The technology surrounding budget implementation software has seen great improvements over the last 11 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.

City of Portland
Position Summary by Decision Package

V52_TOTAL {Rep} -- Jul 2016 to Jun 2017

Position	Employee	Ending Class Code & Name	FTE	Salary	Suppl.	Benefits	OASDI/Med	Total
0 -- No Decision Package								
40000104	Harwood, Josh	30000578Economist, City	1.00	117,564	0	38,718	8,988	165,270
40000109	Patton, Jeramy D	30002040Budget Director, Assistant	1.00	117,564	0	45,798	8,988	172,350
40000110	Kinard, Jessica F	30000569Financial Analyst, Principal	1.00	104,467	0	24,177	7,995	136,639
40000111	***VACANT***	30000566Financial Analyst, Assistant	1.00	68,016	0	25,680	5,196	98,892
40000113	Owen, Christina M	30000568Financial Analyst, Sr	1.00	92,496	0	29,460	7,080	129,036
40000114	Le, Douglas D	30000568Financial Analyst, Sr	1.00	92,496	0	40,440	7,080	140,016
40000116	Campuzano, Claudio J	30000569Financial Analyst, Principal	1.00	109,344	0	37,770	8,364	155,478
40000117	***VACANT***	30000566Financial Analyst, Assistant	1.00	55,140	0	23,820	4,224	83,184
40000118	Ouyang, Yung	30000568Financial Analyst, Sr	1.00	83,617	0	20,499	6,387	110,503
40000120	Scott, Andrew J	30000570Budget Director, City	1.00	142,392	0	50,574	9,411	202,377
40017987	Kinsella, Ryan C	30000568Financial Analyst, Sr	1.00	89,092	0	36,078	6,812	131,982
40023890	***VACANT***	30000566Financial Analyst, Assistant	1.00	69,120	0	25,854	5,292	100,266
40023901	Diffenderfer, Sarah J	30000434Administrative Assistant	1.00	70,956	0	18,924	5,430	95,310
40024859	Merrell, Melissa A	30000569Financial Analyst, Principal	1.00	106,597	0	31,263	8,157	146,017
40025031	Carney, Shannon M	30000452Management Analyst, Sr	1.00	80,403	0	20,388	6,153	106,944
TOTAL			15.00	1,399,264	0	469,443	105,557	1,974,264
BO_01 -- Eliminate LT Asst. Financial Analyst								
@1049-1	***VACANT***	30000566Financial Analyst, Assistant	(1.00)	(69,120)	0	(25,854)	(5,292)	(100,266)
TOTAL			(1.00)	(69,120)	0	(25,854)	(5,292)	(100,266)
GRAND TOTAL			14.00	1,330,144	0	443,589	100,265	1,873,998