



Bureau of Planning and Sustainability
Innovation. Collaboration. Practical Solutions.

M E M O

March 27, 2017

To: City Budget Office

From: Susan Anderson

Subject: Spring BuMP – Bureau of Planning and Sustainability

With this cover memo I am conveying the FY16-17 Spring BuMP submittal for the Bureau of Planning and Sustainability, the Solid Waste Management Fund, and the Community Solar Fund.

The Bureau requests \$53,000 through program carryover to continue supporting projects funded by the General Fund and an additional \$49,5000 from the Solid Waste Management Fund, Grants Fund, and bureau to bureau interagency agreements to support deconstruction activities, 100% renewable energy for City operations, Central Eastside Assessment Study, and a Regional Smart Cities Implementation Plan.

Thank you.



**CBO Discussion and Recommendations
FY 2016-17 Spring BMP**

Bureau: Bureau of Planning & Sustainability

Type: Technical Adjustment

Request: PN_010 - re-allocate appropriation between FA and GL

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(13,180)	0	(13,180)
External Materials and Services	13,180	0	13,180
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Intergovernmental Revenues	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

Request budget appropriation to be reallocated between functional areas and GL accounts.

- Adjustments in various grants as approved by grantors
- Adjustments from personnel to contracts for the Off-Road Cycle project

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2016-17 Spring BMP**

Bureau: Bureau of Planning & Sustainability

Type: Technical Adjustment

Request: PN_011 - Bureau to Bureau IAA

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(35,800)	0	(35,800)
Internal Materials and Services	55,800	0	55,800
TOTAL EXPENDITURES	20,000	0	20,000
REVENUES			
Intergovernmental Revenues	20,000	0	20,000
Interagency Revenue	0	0	0
TOTAL REVENUES	20,000	0	20,000

Bureau Description:

Request bureau to bureau IAA.

- \$10,000 to PBOT to provide Central Eastside Freight Access and Circulation Impact Assessment Study.
- \$32,300 to PBOT to survey three sample top of bank sites along the Willamette River to compare and align the automated LiDAR mapping method with an on-the-ground mapping protocol used by Portland Bureau of Transportation (PBOT) survey crews.
- \$10,000 to PBOT to support a Regional Smart Cities Implementation Plan in coordination with PSU, TriMet, and others. PBOT is providing funding to PSU for the City's share of the costs, and BPS will contribute \$10k to supplement PBOT's own resources for this.
- Additional \$3,500 to ONI from \$7,811 to \$11,311 to support the Neighborhood Cleanup efforts.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2016-17 Spring BMP**

Bureau: Bureau of Planning & Sustainability

Type: New Request

Request: PN_012 - appropriate additional funds

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	29,500	0	29,500
TOTAL EXPENDITURES	29,500	0	29,500
REVENUES			
Budgeted Beginning Fund Balance	17,000	0	17,000
Intergovernmental Revenues	12,500	0	12,500
TOTAL REVENUES	29,500	0	29,500

Bureau Description:

Request additional funds to support deconstructions activities and 100% Renewable Energy for City Operations.

- \$17,000 from Solid Waste Management Fund to continue supporting deconstruction activities authorized/committed in 2014-15.
- BPS is contracting with an outside firm to analyze the City's options to buy 100% renewable energy directly from a supplier, \$12,500.

CBO Discussion and Recommendation

**CBO Discussion and Recommendations
FY 2016-17 Spring BMP**

Bureau: Bureau of Planning & Sustainability

Type: Program Carryover Request

Request: PN_013 - program carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(53,000)	0	(53,000)
TOTAL EXPENDITURES	(53,000)	0	(53,000)
REVENUES			
General Fund Discretionary	(53,000)	0	(53,000)
TOTAL REVENUES	(53,000)	0	(53,000)

Bureau Description:

Request budget appropriation to be carried over into FY 2017-18.

- Off-Road Cycling Plan, \$15,000: BPS anticipates that the final consultant work for ~\$15k will take place in July and August 2017.
- Historic Resource Inventory, \$15,000: In process of contracting consultant (Convergence Architecture - MWBE). The project timeline takes them through August 31, 2017, so we expect to carryover \$15,000 of the \$49,000 to FY 2017-18.
- Federally Mandated Floodplain Regulation Update, \$10,000: In 2016, NOAA Fisheries issued a biological opinion that concluded that development in the floodplain jeopardizes the continued existence of salmon, steelhead and other species listed as threatened or endangered under the Endangered Species Act. FEMA is responsible for addressing the issues raised in the biological opinion and providing direction to local communities on how to regulate development in the floodplain. FEMA indicated that guidance will likely not be ready until 2018.
- Beach Access, \$13,000: The City completed its planned work on the Eastbank Riverfront Plan and the Central City Potential Swimming Beach Sites Study (Swimming Study) in fall 2016. The final Eastbank Riverfront Plan (March 2017) recommends a riverfront that includes habitat restoration with compatible public recreation enhancements including a swimming beach and a dock. The Swimming Study researched river swimming programs elsewhere to help develop site and safety criteria that were used to evaluate and rank five potential beach site locations in the Central City.

Both of these plans are currently scheduled for City Council hearings on May 31, 2017, and acceptance by resolution.

This work has generated considerable interest in creating pop up beaches in summer 2017 and 2018 and perhaps future years. We also anticipate that there may be even more work identified at, or following, the May 31 hearing. Therefore, we request program carry over of \$13,000.

CBO Discussion and Recommendation

**Business Area Projection Report
General Fund**

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Bureau of Planning & Sustainability				
EXPENDITURES				
Personnel Services	\$8,070,867	\$5,217,727	\$7,927,867	98%
External Materials and Services	\$1,060,193	\$428,027	\$1,060,193	100%
Internal Materials and Services	\$616,694	\$237,840	\$616,694	100%
TOTAL EXPENDITURES	\$9,747,754	\$5,883,594	\$9,604,754	99%
REVENUES				
Interagency Revenue	\$1,074,942	\$580,596	\$929,942	87%
Miscellaneous	\$0	\$1,988	\$2,000	0%
General Fund Discretionary	\$7,878,022	\$0	\$7,878,022	100%
General Fund Overhead	\$794,790	\$0	\$794,790	100%
TOTAL REVENUES	\$9,747,754	\$582,584	\$9,604,754	99%

Bureau Projection Narrative

General Fund 100000

Personal Services: BPS anticipates spending most of its personnel budget except the programs supported by the bureau to bureau interagency agreements for DOZA II (\$115,000) and SW Corridor projects (30,000).

External M&S: BPS plans to fully spend or commit contract dollars before the end of the fiscal year except the funds requested thru program carryover to continue projects including the Beach Assess Master Plan (\$13,000), Off-Road Cycling (\$15,000), Historic Resource Inventory (\$15,000) and Federally Mandated Floodplain Regulation Update (\$10,000).

Internal M&S: BPS expects to fully spend the IMS budget.

IAA revenue: BPS anticipates about \$145,000 will be un-collected due to slower than expected expenses to delay to implement DOZA II (\$115,000), funded by the BDS interagency agreement and \$30,000 in IAA with PBOT for the SW Corridor project.

Grants Fund 217000-217007

All grants ending in FY 2016-17 will be fully spent as budgeted except those that are multi-year grants, for which the remaining balance will be carried over into FY 2017-18.

The scope of work for the Metro Powell Division Grant (PN000060) changed dramatically just before the start of the fiscal year. This delayed the execution of the IGA with Metro, the granting agency. Reimbursements are paid on this grant based on deliverable milestones. This chain of delays has moved deliverables to FY 17-18, and we therefore propose to carry the funds over into FY 2017-18.

**Business Area Projection Report
Grants Fund**

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Bureau of Planning & Sustainability				
EXPENDITURES				
Personnel Services	\$1,304,616	\$770,337	\$1,198,616	92%
External Materials and Services	\$1,120,081	\$94,937	\$875,081	78%
Internal Materials and Services	\$266,830	\$95,279	\$266,830	100%
TOTAL EXPENDITURES	\$2,691,527	\$960,554	\$2,340,527	87%
REVENUES				
Intergovernmental Revenues	\$2,691,527	\$851,144	\$2,340,527	87%
TOTAL REVENUES	\$2,691,527	\$851,144	\$2,340,527	87%

Bureau Projection Narrative

General Fund 100000

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IAA revenue: BPS anticipates about \$145,000 will be un-collected due to slower than expected expenses to delay to implement DOZA II (\$115,000), funded by the BDS interagency agreement and \$30,000 in IAA with PBOT for the SW Corridor project.

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Fund Projection Report

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Community Solar Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$0	\$0	\$53,735	
External Materials and Services	\$12,484	\$8	\$12	0%
Internal Materials and Services	\$0	\$0	\$0	0%
Fund Transfers - Expense	\$116	\$80	\$116	100%
TOTAL EXPENDITURES	\$12,600	\$88	\$53,863	427%
REVENUES				
Budgeted Beginning Fund Balance	\$0	\$0	\$43,912	
Miscellaneous	\$12,600	\$6,634	\$9,951	79%
TOTAL REVENUES	\$12,600	\$6,634	\$53,863	427%

Fund Projection Narrative

Community Solar Fund 224000

The Community Solar Fund was established in 2013-14 and began receiving revenue, and the first solar installations were paid from the fund in Fall 2014, mostly funded by a Clean Energy Grant from the Oregon Community Foundation.

The state passed community solar legislation in 2016, and BPS expects a program to be up and running in FY17-18. Our funds likely will accumulate until they can be deployed in service of community solar efforts in Portland, in partnership with the private sector.

Fund Projection Report

	Spring BMP Revised Budget	FY 2016-17 YTD Actuals Thru AP8	Spring BMP Year-End Projection	% of Projected Actuals to Revised Bud
Solid Waste Management Fund				
EXPENDITURES				
Unappropriated Fund Balance	\$2,709,457	\$0	\$3,599,544	133%
Personnel Services	\$2,489,895	\$1,425,958	\$2,392,546	96%
External Materials and Services	\$1,512,757	\$631,022	\$1,512,757	100%
Internal Materials and Services	\$1,669,970	\$1,103,459	\$1,669,970	100%
Bond Expenses	\$62,016	\$8,657	\$62,016	100%
Fund Transfers - Expense	\$192,583	\$128,394	\$192,583	100%
Contingency	\$80,361	\$0	\$0	0%
TOTAL EXPENDITURES	\$8,717,039	\$3,297,489	\$9,429,416	108%
REVENUES				
Budgeted Beginning Fund Balance	\$2,849,313	\$0	\$3,443,914	121%
Licenses & Permits	\$2,957,729	\$1,430,525	\$2,945,632	100%
Charges for Services	\$2,806,284	\$1,502,820	\$2,962,157	106%
Intergovernmental Revenues	\$26,000	\$0	\$0	0%
Interagency Revenue	\$7,000	\$4,500	\$7,000	100%
Miscellaneous	\$70,713	\$42,059	\$70,713	100%
TOTAL REVENUES	\$8,717,039	\$2,979,904	\$9,429,416	108%

Fund Projection Narrative

Solid Waste Management Fund 605000

BPS anticipates to spend about 96% of its Personal Service budget and will likely spend all of the external and internal materials and services budget.

BPS anticipates to fully collect the residential and commercial fees as planned. Commercial fees are likely to exceed the expected amount. The intergovernmental revenues are now collected under the Grants Fund.