

Spring FY 2016-17 Supplemental Budget:

REQUESTS AND RECOMMENDATIONS

This document provides detail on all bureau requests and CBO recommendations in the Spring FY 2016-17 Supplemental Budget, organized alphabetically by bureau. A separate document on the CBO website is available for a more summarized discussion of each bureau.

To navigate this document by bureau, utilize the bookmark feature imbedded in this pdf.

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

Bureau: Office of the City Attorney

Type: New Request

Request: AT_003 - PPB IA Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(171,302)	0	(171,302)
TOTAL EXPENDITURES	(171,302)	0	(171,302)
REVENUES			
Interagency Revenue	(171,302)	0	(171,302)
TOTAL REVENUES	(171,302)	0	(171,302)

Bureau Description:

Adjust Interagency funding for staff to support Portland Police Bureau (PPB) policy development and training. PPB and the City Attorney's office made budget adjustments in fall to address legal staffing needs related to the DOJ Settlement Agreement. The Police Bureau provided interagency funding to the City Attorney's Office for an additional 1.0 FTE Attorney and 1.0 FTE Paralegal and related expenses. To date, the City Attorney's Office has been able to provide the necessary legal services related to implementation without the additional paralegal and related expenses. This adjustment returns the funding that will not be needed this fiscal year.

CBO Discussion and Recommendation

Recommended as requested

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

Bureau: Portland Development Commission

Type: Program Carryover Request

Request: AT_004 - Technology Fund Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(200,000)	0	(200,000)
TOTAL EXPENDITURES	(200,000)	0	(200,000)
REVENUES			
General Fund Discretionary	(200,000)	0	(200,000)
TOTAL REVENUES	(200,000)	0	(200,000)

Bureau Description:

This request will carryover \$200,000 in vacancy savings to begin a software technology replacement fund for the office. The office currently uses several key software programs to assist with litigation, trial presentation and matter management. Two of these programs are unsupported and failing and the third has become obsolete in part due to the City's implementation of Office 365. The office has been searching for cost-efficient replacements for these systems. The office has resources to pay annual maintenance fees for the programs it uses, but implementation costs add a significant amount at times and the office cannot fund those costs within one budget year. With the increasing frequency of technological changes and advances, the need for upgrading and replacing software on a more frequent basis is also increasing. Like the hardware replacement fund the office participates in, the office would benefit from a software replacement fund to help pay for the costs of new software implementation and upgrades as needed.

CBO Discussion and Recommendation

The City Attorney uses several software programs to assist with litigation, trial presentation, and matter management. Two of these software programs are unsupported and failing, and the third is obsolete since the City's implementation of Office 365. The City Attorney has obtained quotes for replacing the software, but the total replacement cost for all three is nearly \$350,000. As such, the bureau has identified alternatives for two of the three programs, and the City Attorney has resources to cover annual support expenses; however, implementation costs are still more than the City Attorney can afford in one budget year without carryover funds. CBO recommends this request.

EXPENDITURES			
Personnel Services	(200,000)	0	(200,000)
TOTAL EXPENDITURES	(200,000)	0	(200,000)
REVENUES			
General Fund Discretionary	(200,000)	0	(200,000)
TOTAL REVENUES	(200,000)	0	(200,000)

Bureau Description:

This request will carryover \$200,000 in vacancy savings to begin a software technology replacement fund for the office. The office currently uses several key software programs to assist with litigation, trial presentation and matter management. Two of these programs are unsupported and failing and the third has become obsolete in part due to the City's implementation of Office 365. The office has been searching for cost-efficient replacements for these systems. The office has resources to pay annual maintenance fees for the programs it uses, but implementation costs add a significant amount at times and the office cannot fund those costs within one budget year. With the increasing frequency of technological changes and advances, the need for upgrading and replacing software on a more frequent basis is also increasing. Like the hardware replacement fund the office participates in, the office would benefit from a software replacement fund to help pay for the costs of new software implementation and upgrades as needed.

CBO Discussion and Recommendation

The City Attorney uses several software programs to assist with litigation, trial presentation, and matter management. Two of these software programs are unsupported and failing, and the third is obsolete since the City's implementation of Office 365. The City Attorney has obtained quotes for replacing the software, but the total replacement cost for all three is nearly \$350,000. As such, the bureau has identified alternatives for two of the three programs, and the City Attorney has resources to cover annual support expenses; however, implementation costs are still more than the City Attorney can afford in one budget year without carryover funds. CBO recommends this request.

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

Bureau: Office of the City Attorney

Type: Program Carryover Request

Request: AT_005 - Portland Harbor Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(108,001)	0	(108,001)
TOTAL EXPENDITURES	(108,001)	0	(108,001)
REVENUES			
General Fund Discretionary	(108,001)	0	(108,001)
TOTAL REVENUES	(108,001)	0	(108,001)

Bureau Description:

This request is to carryover \$108,001 to the FY17-18 budget for expenses related to the Portland Harbor Natural Resource Trustees Participation Agreement. City Council authorized the City's participation in funding the Portland Harbor Natural Resource Damage Assessment Plan to resolve liability before a Record of Decision is issued for the Portland Harbor Superfund Site. The Council authorized \$400,000 by Ordinance No. 186810. To date \$291,999 has been spent and the remaining \$108,001 will not be required until next fiscal year.

CBO Discussion and Recommendation

There are numerous parties involved with the agreement and coming to consensus has posed challenges, resulting in delays. CBO recommends the bureau's request to carry over these funds.

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

Bureau: Office of the City Attorney

Type: Program Carryover Request

Request: AT_006 - Barriers to Employment Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(89,000)	64,000	(25,000)
TOTAL EXPENDITURES	(89,000)	64,000	(25,000)
REVENUES			
General Fund Discretionary	(89,000)	64,000	(25,000)
TOTAL REVENUES	(89,000)	64,000	(25,000)

Bureau Description:

This request is to carryover \$89,000 for contracting with BOLI for Removal of Barriers to Employment. \$90,000 was added to the City Attorney's Office FY16-17 budget for outreach and education to the public, to contract with agencies who provide services to returning citizens, and to contract with BOLI for enforcement of the City's ordinance. The office has contracted with BOLI to provide administrative enforcement of complaints for violations of Portland City Code Chapter 23 .10 and to implement administrative regulations addressing the removal of barriers to employment. To date, the office has paid just under \$1,000 to BOLI for responding to inquiries and complaints, creating and distributing materials, and conducting seminars that include information on the City's ordinance. The office requests carryover of the remaining funds to continue training and provide for the processing of investigations by the Civil Rights Division.

CBO Discussion and Recommendation

In FY 2015-16 Council authorized Ordinance No. 187459 which added City code to establish procedures for and limitations around the use of criminal history information by Portland employers. The Ordinance also appropriated \$100,000 in one-time General Fund resources to support public outreach and education, contracting with agencies providing services for returning citizens, as well as with the Oregon Bureau of Labor and Industries (BOLI) for enforcement. Of the original \$100,000 appropriation, \$90,000 was carried over into FY 2016-17. Only \$1,000 has been spent during FY 2016-17, and the bureau requests to carry over the remaining \$89,000. Due to the low utilization of funds of the past two fiscal years, CBO recommends that the bureau carryover \$25,000 of the \$89,000 to maintain the not-to-exceed contract with BOLI through the upcoming fiscal year. If there are repeated minimal billings in FY 2017-18, CBO recommends no further carryovers.

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

Bureau: Office of the City Attorney

Type: Technical Adjustment

Request: AT_007 - Technical Adjustments

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

Bureau Description:

This technical adjustment will transfer funds from Personnel Services to Internal Materials and Services. The office had some vacancy savings that will be used to cover expenses for additional copy services, technology services and conference room improvements.

CBO Discussion and Recommendation

Recommend as requested. The City Attorney is projected to have ample vacancy savings to support this request.

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

Bureau: Office of the City Auditor

Type: New Request

Request: AU_004 - Political Consultant Online Application

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	12,000	0	12,000
TOTAL EXPENDITURES	12,000	0	12,000
REVENUES			
General Fund Discretionary	12,000	0	12,000
TOTAL REVENUES	12,000	0	12,000

Bureau Description:

This request funds the completion of an online filing application for the City's Political Consultant Reporting regulations (City Code 2.14), created in April 2016. The Auditor's Office administers this program on behalf of Council. In developing how the application would add-on to the existing online Lobbyist Registration filing system, the office received legal guidance from the City Attorney's Office regarding ORS 260.432, Restrictions on Political Campaigning by Public Employees. The guidance strongly suggested the online application have increased separation from other City requirements in order to be in compliance with state law. As a result, the project requirements have changed and the application cannot be stream-lined with the existing program. Bureau of Technology Services estimates the costs of the application will increase by approximately \$10,000. The Auditor's Office is requesting \$12,000 to include a 20 percent contingency. Development of the online filing system has been delayed until funds can be allocated.

CBO Discussion and Recommendation

CBO recommends this request as an unforeseen and urgent need. The Office has been requested to develop this software and given new project information requiring these additional funds to do so.

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

Bureau: Office of the City Auditor

Type: Technical Adjustment

Request: AU_005 - Technical Adjustments Spring 16-17

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	25,000	0	25,000
External Materials and Services	(25,000)	0	(25,000)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

The Auditor's Office requests to move \$25,000 from External Materials and Services in the Archives and Records Management Division to Personnel Services. The funds will be used to temporarily hire staff to develop an urgently needed email management pilot project that will help the City cope with the growing email volume and proper retention.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of the City Auditor

Type: Program Carryover Request

Request: AU_006 - Auditor's Priorities Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	(100,000)	50,000	(50,000)
TOTAL EXPENDITURES	(100,000)	50,000	(50,000)
REVENUES			
General Fund Discretionary	(100,000)	50,000	(50,000)
TOTAL REVENUES	(100,000)	50,000	(50,000)

Bureau Description:

The Auditor's Office seeks to carryover \$100,000 in current year savings to meet unfunded needs anticipated in FY 2017-18. Among the City Auditor's priorities for next year is the successful implementation of charter changes that would strengthen the office's independence. If voters approve the charter changes in May, limited duration staffing to assist with the development of independent administrative policies, procedures, and technical adjustments may be necessary. Additionally, the Auditor may require outside legal, audit, or organizational analysis expertise for which funds do not currently exist in the budget. Some funds may be used to address security concerns in the Independent Police Review and Council Clerk/Contracts division

CBO Discussion and Recommendation

The Auditor requests to carry over \$50,000 in external materials and services funds to offset anticipated costs related to the Auditor's independence and the proposed charter amendment. Previous costs for the Auditor Independence project include graphic design and legal services. May's ballot expense will be at least \$75,000, for which the bureau has already identified current year resources. In addition to these costs the Auditor anticipates further costs before the end of the fiscal year including professional services for technology, training, legal service, and as-yet unidentified areas. Should the ballot measure pass, the Auditor may determine in FY 2017-18 that the workload of establishing an independent office requires hiring a limited term project manager.

CBO typically only recommends program carryovers for discrete projects with clearly defined scope, timelines and budgets. These projects are often appropriated or begun in one year but require carryover into subsequent years to be completed. While work on the Auditor's Independence did start in FY 2016-17, the anticipated expenses for this carryover appear to be operational in nature. If the Charter amendment passes, and additional needs associated with implementation of the Charter amendment are identified, CBO recommends that the Auditor use existing materials and services funding, or request additional funding in the Fall budget monitoring process.

During the FY 2016-17 Fall Supplemental Budget, the Auditor's office, in concert with all City Hall offices, requested but did not receive \$124,547 for security enhancements. The Police Bureau completed a security assessment of the Auditor's Office suites on the first and third floors of City Hall. In response to that assessment and threats of violence against staff, the Auditor prioritized physical buffers in the reception areas of Council Clerks/Contracts and Independent Police Review. At the suggestion of Facilities, the Auditor pursued a basic level of architectural planning that cost \$15,000. The total estimate for security enhancements by the vendor is approximately \$200,000. The Office is requesting General Fund carryover of \$50,000 to FY 2017-18 to allow the bureau to proceed with additional planning and begin work on "hardening" walls in rooms on the first floor. As a discrete project that has already begun work, CBO recommends this request.

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

Bureau: Office of the City Auditor

Type: Program Carryover Request

Request: AU_007 - IT Applications Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(50,000)	0	(50,000)
TOTAL EXPENDITURES	(50,000)	0	(50,000)
REVENUES			
General Fund Discretionary	(50,000)	0	(50,000)
TOTAL REVENUES	(50,000)	0	(50,000)

Bureau Description:

Carryover funding is required to complete work already underway for the Lobbyist Registration application, which is close to completion but will continue into next fiscal year. Additionally, the Auditor's Office is in negotiations with a vendor to provide a replacement for the outdated and unsupportable case management application currently in use at the Hearings Office. The office hopes to have the project underway before the end of this fiscal year. A total of \$50,000 is requested in carryover funds.

CBO Discussion and Recommendation

The Lobbyist Registration application work is being performed by the Bureau of Technology Services (BTS) and the Office is in negotiations for the case management application but expects the \$50,000 to cover the full cost. CBO recommends this request.

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

Bureau: Office of the City Auditor

Type: New Request

Request: AU_008 - New LID to PBOT IA

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Contingency	4,314	0	4,314
TOTAL EXPENDITURES	4,314	0	4,314
REVENUES			
Interagency Revenue	4,314	0	4,314
General Fund Discretionary	0	0	0
TOTAL REVENUES	4,314	0	4,314

Bureau Description:

Add new LID interagency with PBOT to cover approved Auditor's costs for administrative and support on completed LID Projects:
 Cost Center AUDA000008, Acct 642201, Funded Program 7AU2TR0001 = \$4,314
 Offset Contingency:571100

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of the City Auditor

Type: Technical Adjustment

Request: AU_009 - LID Fund Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Bond Expenses	(6,302,840)	0	(6,302,840)
Fund Transfers - Expense	245,000	0	245,000
Contingency	143,542	0	143,542
TOTAL EXPENDITURES	(5,914,298)	0	(5,914,298)
REVENUES			
Budgeted Beginning Fund Balance	396,601	0	396,601
Charges for Services	30,920	0	30,920
Bond and Note	(5,010,000)	0	(5,010,000)
Miscellaneous	(1,331,819)	0	(1,331,819)
TOTAL REVENUES	(5,914,298)	0	(5,914,298)

Bureau Description:

The Auditor's Office requests the following adjustments to the Local Improvement District (LID) Fund:

- 1) --Increase Beginning Fund Balance to match actual FY 2014-15 CAFR ending balance \$396,601
- 2) --Decrease Miscellaneous Revenues (\$88,080)
- 3) --Increase Collection Fee \$77,000 and Penalty Revenues \$42,000
- 4) --Decrease Assessment Payment (\$1,280,562) and Interest Revenues (\$51,257)
- 5) --Increase Note Sale Revenues for additional LID Project costs to PBOT \$945,000
- 6) --Decrease Bond Sale Principal Revenue (\$5,955,000) due to no bond sale
- 7) --Decrease Debt Principal Payments due to decreased lien revenues (\$1,092,019), and decrease Refunding Debt Principal (\$5,129,821) due to no bond sale
- 8) --Increase Debt Retirement Interest \$4,000
- 9) --Decrease Bond Issuance expense due to no bond sale (\$85,000)
- 10) --Decrease Cash Transfer to Bureau of Environmental Services due to no bond proceeds (\$700,000)
- 11) -- Increase Cash Transfer to PBOT for Additional LID project cost reimbursement = \$945,000
- 12) --Increase Contingency for adjustments to Beginning Fund Balance and additional technical adjustments \$143,542

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of the City Auditor

Type: Technical Adjustment

Request: AU_010 - Bancroft Bond Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	155,003	0	155,003
Bond Expenses	200,000	0	200,000
TOTAL EXPENDITURES	355,003	0	355,003
REVENUES			
Budgeted Beginning Fund Balance	839,937	0	839,937
Miscellaneous	(484,934)	0	(484,934)
TOTAL REVENUES	355,003	0	355,003

Bureau Description:

Adjust Bancroft Bond Beginning Fund Balance and adjust revenues & expenditures based on estimated year end activity with off-set to Reserve for Debt Service fund balance.

Increase Beginning fund balance to FY 16 CAFR Ending Balance (400001) = \$839,937
 Decrease Estimated Revenues:
 Bond Assessment Principal (482200) = (\$255,747)
 Interest Other (454100) = (\$229,187)
 Increase Debt Retirement Principal (551200) = \$200,000
 Increase Reserve of Debt Svc Ending Fund Balance (500003) = \$155,003

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: City Budget Office

Type: Program Carryover Request

Request: BO_002 - Budget Software Replacement Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(960,000)	0	(960,000)
TOTAL EXPENDITURES	(960,000)	0	(960,000)
REVENUES			
General Fund Discretionary	(960,000)	0	(960,000)
TOTAL REVENUES	(960,000)	0	(960,000)

Bureau Description:

In the Fall Supplemental Budget, CBO was allocated \$1.0 million to begin the process of upgrading or replacing the current enterprise budgeting software, BRASS. Discovery work on this project is ongoing, performed primarily by staff. Prior to the end of the fiscal year, flexible services contract costs of up to \$40,000 are anticipated for requirements development. The remainder of the Fall allocation (\$960,000) is requested to be carried over for implementation in FY 2017-18.

CBO Discussion and Recommendation

Recommended as requested. Following TESC guidance, CBO is engaging a third party with expertise on enterprise-level software procurement and replacement to assist with the development of system business requirements and a request for proposals. The bureau plans to have the pre-work for the RFP completed by the time the current technology and procurement freeze is lifted to enable a speedy path forward.

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

Bureau: City Budget Office

Type: Program Carryover Request

Request: BO_003 - Process Improvement Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(67,500)	0	(67,500)
TOTAL EXPENDITURES	(67,500)	0	(67,500)
REVENUES			
General Fund Discretionary	(67,500)	0	(67,500)
TOTAL REVENUES	(67,500)	0	(67,500)

Bureau Description:

In FY 2016-17, CBO and BHR partnered to begin a pilot program to train and support City staff in the Denver Peak Academy process improvement approach. In November, Denver staff trained a cohort of City staff from a number of bureaus. CBO staff have held two additional cohort trainings since then and continue to support trained staff in problem solving and technical support. In the next phase of the pilot, CBO staff will deliver the Peak training to additional cohorts in FY 2017-18. In order to accomplish this, project resource has been budgeted to backfill current staff with a limited term position. Project carryover is requested to fund this backfill.

CBO Discussion and Recommendation

Scoping work on this project began in FY 2015-16 following CBO's budget process Kaizen event, and \$80,000 was carried over to fund the pilot in the current year. As mentioned in the description above, three cohorts of staff from across the City have received training and technical support in the current year; the carryover of these remaining funds will enable CBO to provide training and technical support to additional cohorts in FY 2017-18. CBO recommends this request.

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

Bureau: City Budget Office

Type: Technical Adjustment

Request: BO_004 - Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(60,000)	0	(60,000)
External Materials and Services	60,000	0	60,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Moves funds from personnel services to materials and services to cover expected costs, primarily related to a Hatfield Fellow.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Fire & Police Disability & Retirement

Type: Technical Adjustment

Request: DR_001 - Prevent Major Object Over-Expenditures

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,000,000	0	1,000,000
Internal Materials and Services	300,000	0	300,000
Capital Outlay	30,000	0	30,000
Contingency	(1,330,000)	0	(1,330,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request for contingency transfer increases FPDR's capital outlay budget by \$30,000, internal materials and services (IM&S) budget by \$300,000, and external materials and services (EM&S) budget by \$1 million. A \$1 million transfer to EM&S will cover the following unbudgeted pension expenses (both current year and retroactive payments): a new alternate payee reversionary benefit and the return of 27 rather than 26 pay dates to the final pay calculation for FPDR 2 pensions. The largest component of FPDR's IM&S budget is reimbursements to the Fire and Police Bureaus for OPSRP contributions made on behalf of sworn employees hired after 2006. OPSRP reimbursements to the Fire Bureau are projected to exceed the budget due to these sworn members earning more overtime and premiums than anticipated in the budget. FPDR's capital budget is comprised entirely of a single small capital project, the FPDR database system. Expenses are expected to exceed the budgeted level due to additional costs associated with the new retiree web portal for the database. In addition, FPDR prefers to budget conservatively in this category since even a relatively small expense could cause an overexpenditure in such a small budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_006 - Additional Positions FY 2016-17 Spring BMP

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	352,078	0	352,078
Internal Materials and Services	180,000	0	180,000
TOTAL EXPENDITURES	532,078	0	532,078
REVENUES			
Licenses & Permits	532,078	0	532,078
TOTAL REVENUES	532,078	0	532,078
FTE			
Full-Time Positions	4.00	0.00	4.00
TOTAL FTE	4.00	0.00	4.00

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_006 - Additional Positions FY 2016-17 Spring BMP

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

BDS is requesting 24.0 staff positions through the FY 2016-17 Spring Budget Monitoring Process (BMP). All of the positions will be supported with permit revenues, and projections indicate sufficient revenues will be available to support the positions for the next five years.

The positions will help BDS meet service level goals. The economy and construction activity in Portland has experienced significant growth in recent years. While BDS has been adding staff to address the rapid workload growth, it is evident that additional staff positions are needed in some bureau programs to ensure desired service levels are maintained. These positions will benefit customers and the larger community by improving services and access to information.

This request also makes an adjustment of \$180,000 to the interagency agreement with City Fleet in order to add an appropriation for six new vehicles. New cars are necessary to accommodate new field staff positions. Approval of this request meets the requirements of resolution 35960 requiring City Council approval of leases, upgrades to replacements, and new vehicle additions.

The 24.0 FTE in this request include:

Public Information and Enforcement (3.0 FTE)

•1.0 Office Support Specialist III

This position will manage and coordinate the Bureau's public records requests received via GovQA, assist with the bureau's overall records management and retention processes, and maintain systems used to store records prior to being archived. The position will also assist in the development, maintenance, and tracking of the bureau's Standard Operating Procedure program, provide support and back-up to OSSIs, and act as back-up to the section supervisor.

•1.0 Senior Building Inspector

This position will act as the lead to the three Building Inspector II positions in the Enforcement Program, as well as Housing Inspectors when they perform permit inspections. The position will also provide quality control for enforcement permit inspections, assist with difficult building code compliance issues, process code hearings, and serve as a liaison to the Inspection Services Division to ensure that enforcement program permit inspectors are current on policies, protocols, and procedures.

•1.0 Code Specialist III

This position will assist with the backlog of nuisance abatement cases, process dangerous tree abatements and sewer break cases, and address an increase in nuisance cases and cases being referred for abatement. Adding another Code Specialist III will address customer service challenges presented by the high volume of work.

Business Operations and Finance Services (3.0 FTE)

•1.0 Business Operations Supervisor

This position will allow the bureau to address ongoing workload issues, create operational alignment of staffing throughout the division, and address ongoing span of control concerns.

•1.0 Development Services Supervisor I

This position will provide direct oversight to the bureau-wide digitization team and address ongoing span of control issues.

•1.0 Senior Management Analyst

This position will address ongoing workload issues in the Recruitment and Hiring Section.

Inspection Services (6.0 FTE)

Residential Inspections:

•1.0 Building Inspector II

This position will help maintain existing service levels and improve the bureau's ability to provide successful and timely inspections of permitted and unpermitted work.

•1.0 Senior Building Inspector

This position will focus on completing complex projects involving expired or cancelled permits, and legalizing previously unpermitted work.

•1.0 Development Services Technician II

This position will support the Senior Building Inspector position in completing complex projects involving expired or cancelled permits, and legalizing previously unpermitted work.

Commercial Inspections:

•1.0 Inspection Supervisor

This position will serve as co-manager in the Commercial Inspections Section, addressing span of control issues presented by the growth in section size.

•1.0 Building Inspector II

This position will help maintain existing service levels and improve the bureau's ability to provide successful and timely inspections of permitted and unpermitted work.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_006 - Additional Positions FY 2016-17 Spring BMP

Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
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permitted and unpermitted work.
Bureau Description:

•1.0 Administrative Supervisor I

This position will provide administrative oversight to forthcoming Commercial and Residential Inspections customer support teams, as well as provide administrative support to the Inspection Services Division. The position will also allow Inspection Supervisors to focus their efforts on customer services in the field, inspector training, and the onboarding of new inspectors.

Plan Review and Permitting Services (9.0 FTE)

•1.0 Development Services Technician I

This position will help uphold the quality and consistency of work done by the review staff by assisting in plan distribution, collection, and the filing of required documents.

•3.0 Development Services Technician II

One these positions will support the Process Management Team, which works to move large and complex development projects through the permitting system. The remaining 2.0 FTE are necessary to help Permitting Services meet service level goals. They will provide additional staff to reduce wait times at Second Screen in the Development Services Center (DSC), assist with Sign and Trade Permits and records requests, and help with 2nd floor counter correction intake and screenings.

•2.0 Development Services Technician III

These positions will help the existing Development Services Technician III employees meet the high workload demands, train new staff, lead existing staff as they interact with customers, resolve permit process issues, and develop SOPs for activities. These positions will also help provide additional plan screening help complete preissuance steps for DSC permits.

•3.0 Commercial Plans Examiner

These positions will help meet service level challenges created by the restoration of Residential Permit Night in April 2017. Permit Night staffing is expected to result in compensatory time for existing Plans Examiners roughly equal to 1.0 FTE. Additional focus on applicants who are not prepared or are in need of additional Life Safety Plan Review resources accounts for another 1.0 FTE. Maintaining staff levels in the DSC while simultaneously increasing plan review desk time accounts for another 1.0 FTE. Together, the addition of these positions adds the resources to help the bureau maintain service levels and bring review times closer to established goals.

Land Use Services (3.0 FTE)

•1.0 City Planner I – Urban Design

This position is necessary for the anticipated increase in workload resulting from the creation of new historic districts (Eastmoreland and Laurelhurst), to ensure staff capacity exists to spend time with customers who may be new/unfamiliar with the regulations and processes, and to prevent a decline in the timeliness of services for Design Review and Historic Resource Review.

•1.0 City Planner II – Urban Design

This position is necessary due to the high Design Review workload, to increase service levels and timeliness for housing projects, to increase team capacity to deal with the Bureau of Planning and Sustainability project to re-write design regulations, and to increase the timely delivery of services for projects going through the Design Review process.

•1.0 City Planner II – Land Use

This position will increase the timeliness of Early Assistance Appointments in anticipation of the new zoning regulations going into effect in Jan. 2018, and help process Measure 49 claims received after the changes take place. The position will also increase capacity for outreach and trainings for the public and help update content on the website and forms related to the new zoning regulations.

CBO Discussion and Recommendation

Recommended as requested. BDS requests a total of 24.0 new positions in the Spring BMP funded by permit revenues and fees. These positions are necessary to address additional workload due to the strong construction activities in the Portland Metropolitan area. The current five-year financial plan shows sufficient resources to absorb these new positions.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_007 - Adjustment to IA with Fleet

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	550,000	0	550,000
TOTAL EXPENDITURES	550,000	0	550,000
REVENUES			
Licenses & Permits	550,000	0	550,000
Charges for Services	0	0	0
Miscellaneous	0	0	0
TOTAL REVENUES	550,000	0	550,000

Bureau Description:

This is an adjustment of \$550,000 to the interagency agreement with Fleet reflecting the costs of leasing vehicles, as the bureau has added driving personnel at a faster rate than the purchase of new vehicles.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_008 - Adjustment to IA with P&D

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	90,000	0	90,000
TOTAL EXPENDITURES	90,000	0	90,000
REVENUES			
Licenses & Permits	90,000	0	90,000
TOTAL REVENUES	90,000	0	90,000

Bureau Description:

This is an adjustment of \$90,000 to the interagency agreement with Printing and Distribution to add an appropriation for expenditures associated with copying and printing services and to prevent over-expenditure.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_009 - Adjustment to IA with Facilities

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	1,020,865	0	1,020,865
TOTAL EXPENDITURES	1,020,865	0	1,020,865
REVENUES			
Licenses & Permits	400,000	0	400,000
Charges for Services	220,865	0	220,865
Miscellaneous	400,000	0	400,000
TOTAL REVENUES	1,020,865	0	1,020,865

Bureau Description:

This is an adjustment of \$1,020,865 to the interagency agreement with Facilities reflecting projects related to additional space requirements in the CH2M building; redesign and upgrade of Rooms 2500 A&B from a general conference room to a flexible conference room with a dedicated hearings room component; adding electric vehicle chargers in the parking garage; internal staff moves; and to prevent over-expenditure.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_010 - Adjustment to IA with BTS

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	635,000	0	635,000
TOTAL EXPENDITURES	635,000	0	635,000
REVENUES			
Licenses & Permits	635,000	0	635,000
TOTAL REVENUES	635,000	0	635,000

Bureau Description:

This is an adjustment of \$635,000 to the interagency agreement with the Bureau of Technology Services to add an appropriation for expenditures associated with increased personnel, new employee setup, internal staff moves, and to prevent over-expenditure.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_011 - IA for BiOp Program Manager

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	15,000	0	15,000
Bond Expenses	0	0	0
Contingency	0	0	0
TOTAL EXPENDITURES	15,000	0	15,000
REVENUES			
Licenses & Permits	15,000	0	15,000
Bond and Note	0	0	0
Miscellaneous	0	0	0
TOTAL REVENUES	15,000	0	15,000

Bureau Description:

This is an appropriation of \$15,000 for BDS' share of funding the cost of the Biological Opinion Program Manager position in FY2016-17. The position is established in response to direction from the federal government to reduce the impacts of development in the 100-year floodplain on threatened and endangered species.

CBO Discussion and Recommendation

Recommended as requested. The total cost of the position is \$45,000 and it is distributed equally among the Bureau of Development Services, Bureau of Environmental Services, and Portland Development Commission.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_012 - Adjustment to External Materials and Services

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,300,000	0	2,300,000
TOTAL EXPENDITURES	2,300,000	0	2,300,000
REVENUES			
Licenses & Permits	1,000,000	0	1,000,000
Charges for Services	750,000	0	750,000
Miscellaneous	550,000	0	550,000
TOTAL REVENUES	2,300,000	0	2,300,000

Bureau Description:

This is an adjustment of \$2,300,000 to External Materials and Services due to additional space requirements in the CH2M building; technology expenditures related to maintaining existing systems and moving forward with the Portland Online Permitting System; an increase in personnel increasing the bureau's need for materials and services; consultant speaker costs; and increased education and training efforts.

CBO Discussion and Recommendation

Recommended as requested. BDS requests an increase in appropriation for their external materials and services by \$2,300,000. Of this amount, approximately \$986,331 is for technology expenditures, \$600,000 for additional office space in the CH2MHill building, and the remaining amount is for materials and services, education, and training costs for new employees.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_013 - IA with PHB for Interfund Loan

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Bond Expenses	47,220,699	0	47,220,699
Contingency	(10,027,732)	0	(10,027,732)
TOTAL EXPENDITURES	37,192,967	0	37,192,967
REVENUES			
Bond and Note	37,000,000	0	37,000,000
Miscellaneous	192,967	0	192,967
TOTAL REVENUES	37,192,967	0	37,192,967

Bureau Description:

This is an adjustment to account for the interfund loan from BDS to the Portland Housing Bureau to finance the purchase of the Ellington Apartments, located at 1610 NE 66th Avenue. The adjustment records the \$47,220,699 loan, partial repayment of \$37,000,000 in FY 2016-17, and estimated interest received of \$192,967 in FY 2016-17.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Emergency Communications

Type: New Request

Request: EC_005 - Funding for Labor Contract Changes

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	606,587	0	606,587
Contingency	0	(477,020)	(477,020)
TOTAL EXPENDITURES	606,587	(477,020)	129,567
REVENUES			
Intergovernmental Revenues	129,567	0	129,567
Fund Transfers - Revenue	477,020	(477,020)	0
TOTAL REVENUES	606,587	(477,020)	129,567

Bureau Description:

The contract between the City of Portland and Oregon AFSCME Council 75 Local 189-2 is in the arbitration phase and a decision is expected soon which will impact FY 1617 costs retroactively and future costs per the contract period.

The Spring BMP is the last point in the fiscal year for the Bureau to request funding for known cost increases. In this case the amount is certain but not yet decided. The arbiter will decide either for the City's last best offer or for the Union's last best offer, the cost impact for FY 1617 is projected to be either \$208,396 or \$606,587. New funding from the General Fund and from the Partner Agencies is requested to support this increase in costs.

CBO Discussion and Recommendation

CBO recommends the allocation of \$606,587 but recommends that the City's portion be funded through bureau's contingency.

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

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_006 - BOEC Staffing Study

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(76,000)	0	(76,000)
External Materials and Services	76,000	0	76,000
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Council requested BOEC to conduct a study in FY 1617 to review long-term staffing requirements, operations set-up, training, scheduling, ongoing education and quality control. This request transfers funding the existing BOEC operating budget to fund the study. This approach leads to a cost shared by all partner agencies. A preliminary report was submitted to BOEC by the consultant firm in March 2017 and the consultant has reported a needed staffing level of 118 FTE, certified call takers and dispatchers. This compares to the current budgeted level of 107 FTE for certified call takers and dispatchers. Positions for trainees would be in addition to these numbers.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_007 - HVAC Project PCC Building, BOEC cost share

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	490,000	0	490,000
Fund Transfers - Expense	0	0	0
Contingency	(490,000)	0	(490,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This project, managed by the Facilities Services area of OMF, has developed a project for the upgrade of the PCC Buildings data center, radio, prime and IRNE rooms HVAC systems on the first floor of the building. The current cost estimate is \$1M and the cost share is based on tenant occupancy square footage at 49% BOEC and 51% BTS. The cost share to BOEC is \$490,000. This request transfers funding from the BOEC contingency to Facilities for the BOEC cost share amount

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_008 - Realignment of BOEC Operating Funds

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(215,000)	0	(215,000)
Internal Materials and Services	215,000	0	215,000
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves funding from within the existing BOEC operating budget to cover additional costs in server support from BTS related to the CAD refresh project and to cover additional costs in printing and distribution related to the director and trainee recruitment processes. This action will ensure that projected expenditures are within budget appropriations by fund and series levels in accordance with City financial guidelines.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_009 - Adjust year end fund balance to CAFR

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	453,580	0	453,580
TOTAL EXPENDITURES	453,580	0	453,580
REVENUES			
Budgeted Beginning Fund Balance	453,580	0	453,580
TOTAL REVENUES	453,580	0	453,580

Bureau Description:

This requests adjusts the FY 1617 beginning fund balance for BOEC to match the year end CAFR (Comprehensive Annual Financial Report) report balance, which is \$1,974,840. This adjustment is made each year in the Spring BMP.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_010 - FY 1516 surplus transfer to General Fund

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	137,221	0	137,221
Contingency	(137,221)	0	(137,221)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Each year, after the City CAFR (Comprehensive Annual Financial Report) report is available, BOEC conducts a review of final operating revenues and expenditures for the prior year. This review has been conducted and the result is a operating budget surplus amount that is refunded to the City General Fund and the BOEC partners. This action moves the General Fund surplus from contingency to a transfer account. After BMP approval a journal entry will be process moving the actual funds. The partner refunds are made in a separate process involving credits to paid invoices from last years, which is reviewed/approved by BOEC management and OMF management prior to action.

CBO Discussion and Recommendation

Recommended as requested. In the FY 2015-16 Spring BMP, BOEC returned \$331,264 to the General Fund. The lower refund in this fiscal year is due to additional costs related to overtime because of decreasing number of certified staff. The bureau also has more trainees in training sessions compared to the prior years.

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

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_011 - Partner Agency revenue adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(70,621)	0	(70,621)
TOTAL EXPENDITURES	(70,621)	0	(70,621)
REVENUES			
Intergovernmental Revenues	(70,621)	0	(70,621)
TOTAL REVENUES	(70,621)	0	(70,621)

Bureau Description:

As BOEC expects a year end operating surplus in FY 1617, BOEC is not requesting any of the available general fund compensation set aside funding in the Spring BMP. As a result, the amount of partner agency revenue projected in the adopted operating budget for the partner cost share of the compensation set aside costs need to be removed from the operating budget. This request reduces the partner agency revenue by this amount of funding and reduces the operating budget to balance revenues and expenses to the lower level.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_013 - Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	(142,555)	0	(142,555)
Internal Materials and Services	0	0	0
Capital Outlay	143,275	0	143,275
TOTAL EXPENDITURES	720	0	720
REVENUES			
Miscellaneous	720	0	720
TOTAL REVENUES	720	0	720

Bureau Description:

These are technical adjustments within UASI 15/EMPG grant funds and general funds

CBO Discussion and Recommendation

Recommended as requested. The Capital Outlay expenditure reflects the correct accounting for awarded UASI funds for expenditures related to the Portland Police Bureau airplane.

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

Bureau: Portland Bureau of Emergency Management

Type: Program Carryover Request

Request: EM_014 - COOP Planner

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(125,814)	0	(125,814)
TOTAL EXPENDITURES	(125,814)	0	(125,814)
REVENUES			
General Fund Discretionary	(125,814)	0	(125,814)
TOTAL REVENUES	(125,814)	0	(125,814)

Bureau Description:

Carryover of \$125,814 for COOP Planner 1 additional year: The City provides many essential services to the public; these services must be continued or resumed quickly following a disruptive event. All Portlanders will benefit from the continuation of essential services following a disaster. The City has improved its emergency planning in the past few years. However, many City bureaus are still struggling to develop adequate continuity of operations programs. PBEM proposes to continue the position of citywide Continuity of Operations (COOP) Planner for an additional year. The cost for extending the position for an additional year is \$128,814. This planner is a subject-matter expert who serves as a resource to all bureaus and supports the development of citywide policies and processes that promote resilient provision of services. Before putting forward a staff position, PBEM considered contracting for assistance. However, bureaus overwhelmingly preferred an in-house resource. PBEM also tried for several years to support COOP planning with existing staff, but this was not sustainable given the demands on current staff.

CBO Discussion and Recommendation

Recommended as requested. Provided requested technical changes in this Spring BMP, the bureau projects ending the year with \$131,000 in General Fund personnel savings, which assumes the hiring of two currently vacant position positions in June. Part of these salary savings (approximately \$30,000) is due to the COOP planner being hired later in the fiscal year. Approving this carryover would leave the bureau with approximately \$5,000 in personnel savings at the end of the year; but the bureau could hold the positions vacant through June if necessary to meet year-end budget needs. Although this extends the originally planned duration of the position, CBO recommends this request as an appropriate use of one-time underspending. CBO advises that the bureau continue to watch personnel expenditures to ensure no year-end overspending.

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

Bureau: Portland Bureau of Emergency Management

Type: Program Carryover Request

Request: EM_015 - Map Your Neighborhood and City Wide Mailer

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(50,000)	0	(50,000)
TOTAL EXPENDITURES	(50,000)	0	(50,000)
REVENUES			
General Fund Discretionary	(50,000)	0	(50,000)
TOTAL REVENUES	(50,000)	0	(50,000)

Bureau Description:

Map Your Neighborhood and Citywide Mailer: PBEM's 2017-2020 Strategic Plan Goal #3 calls on the bureau to "Foster connected and resilient neighborhoods" by building local leadership capacity, engaging in culturally appropriate ways, and using effective, research-backed messages. PBEM is currently completing a statistically-valid opinion survey about motivations and barriers to preparedness. The next step in strategic plan goal, is to "Develop a workbook "toolkit" for disaster resilience planning and incorporate best practices from other jurisdictions and research data." PBEM will also develop a citywide mailer that includes a map of the City showing areas of natural hazard risk (e.g. landslide zones), natural hazard mitigation efforts (e.g. floodplain restoration areas), and emergency response resources (BEECNs and fire stations). The other side of the mailer will include a fillable mini-disaster plan and information about how to register for public alerts and engage further in community resilience efforts. The mailer will promote Map Your Neighborhood, NET, and BEECN. It will reach all Portland residents.

CBO Discussion and Recommendation

The requested carryover is related to mailers which were planned for the current year but not processed due to staff vacancies. Three quarters into the year, the bureau has spent or encumbered 71% of its EMS budget; should the bureau spend its EMS in a similar fashion to previous years, it will end the year with roughly \$25,000 in EMS underspending which is not sufficient to support the requested carryover. However, the bureau has stated that it does not intend to spend EMS similarly to previous years and will have sufficient underspending to support this carryover. If the bureau continues to spend its EMS following the current year spending pattern, the year-end balance would total \$70,000 which could support this carryover. CBO recommends this request.

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

Bureau: Portland Bureau of Emergency Management

Type: Program Carryover Request

Request: EM_017 - Critical Energy Infrastructure Study

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(29,000)	0	(29,000)
TOTAL EXPENDITURES	(29,000)	0	(29,000)
REVENUES			
General Fund Discretionary	(29,000)	0	(29,000)
TOTAL REVENUES	(29,000)	0	(29,000)

Bureau Description:

When Portland City Council adopted a fossil fuel terminal zoning amendment in 2016, they directed PBEM and the Office of Government Relations to “develop proposals for State building code changes to improve seismic resilience and require seismic upgrades comparable to proposed requirements on unreinforced masonry buildings” and charged City Bureaus, including the Bureau of Development Services, PBEM, and Fire Bureau to “work with the State of Oregon to require seismic upgrades of storage tanks within a firm deadline for replacement of older, unsafe tanks.” PBEM was allocated \$29,000 to contract with a university for a research paper on best practices for retrofits. This white paper, based on a review of field reconnaissance reports of observed damage to tanks in earthquakes around the world, would serve as the initial phase before pursuing either a cost-benefit analysis of reasonable mitigation measures or further seismic vulnerability assessments. Developing of this information is an objective of PBEM’s current strategic plan, as is the follow-on task, to use this data to “advocate for a Critical Energy Infrastructure (CEI) Hub resiliency working group. “

The seismic resilience of the Critical Energy Infrastructure (CEI) Hub in North Portland is of statewide concern. This spring, the Oregon Legislature introduced HB 2889, which establishes a Task Force on Secure Pipelines and directs the task force to submit a report to the “interim committee on Legislative Assembly related to emergency preparedness” no later than September 15, 2018. Given possible state-level action, PBEM would like to wait to finalize the scope of this project. We still anticipate using the money to develop recommendations about the CEI hub, but if a Task Force is created, we would coordinate with it to increase the likelihood that our information will be acted upon, and to avoid any duplication of efforts. The legislative session will likely continue into July, so we would like to carryover these funds.

CBO Discussion and Recommendation

The \$29,000 in funding was approved for this purpose in the FY 2016-17 Fall Supplemental Budget. CBO recommends this request.

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

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_018 - EMPG Funding True Up

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(15,790)	0	(15,790)
TOTAL EXPENDITURES	(15,790)	0	(15,790)
REVENUES			
Intergovernmental Revenues	(15,790)	0	(15,790)
TOTAL REVENUES	(15,790)	0	(15,790)

Bureau Description:

Technical adjustment to reflect true up for EMPG grant award amount.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Bureau of Emergency Management

Type: Program Carryover Request

Request: EM_019 - COOP Quarter Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	(31,452)	31,452	0
TOTAL EXPENDITURES	(31,452)	31,452	0
REVENUES			
General Fund Discretionary	(31,452)	31,452	0
TOTAL REVENUES	(31,452)	31,452	0

Bureau Description:

Carryover of \$31,452 for the Limited Term Continuity of Operations Planner to assist City bureaus in developing Continuity of Operations (COOP) plans that meet FEMA guidelines. Position was filled in September 2016, asking for funds through September 2017.

CBO Discussion and Recommendation

Provided requested technical changes, and assuming \$204,814 in requested and CBO-recommended program carryovers this Spring BMP, CBO projects the bureau to end the year with approximately \$25,000 in General Fund underspending, which would not be sufficient to support this carryover request. Through EM_014, the bureau is requesting and CBO is recommending carryover of \$125,814 to fund the COOP position through FY 2017-18. This additional carryover request would not be spent until FY 2018-19. CBO does not recommend this request, recommending instead that the bureau focus on completing current year projects with available external materials and services funds.

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

Bureau: Bureau of Environmental Services

Type: _____

Request: ES_006 - BES Grants

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	10,220	0	10,220
External Materials and Services	236,900	0	236,900
Internal Materials and Services	7,350	0	7,350
Capital Outlay	(85,000)	0	(85,000)
Contingency	5,700	0	5,700
TOTAL EXPENDITURES	175,170	0	175,170
REVENUES			
Intergovernmental Revenues	175,170	0	175,170
TOTAL REVENUES	175,170	0	175,170

Bureau Description:

Grants (ES_006)

The following adjustments to Grants totaling \$175,170 are requested by project managers. The CIP grant adjustments total \$10,670 and the Operating grant adjustments total \$164,500.

\$70,000 EPA Portland Brownfield Revolving Loan Fund Program(PBRLF) - ES000037

This grant relies on partners willing to conduct Brownfield Clean Up actions. Additional funds are needed to reimburse loan recipients who are participating in the PBRLF.

\$8,070 FEMA Winter Storm 2015 – ES000042

Additional budget is needed to cover allowable interagency expenses related to winter storm emergency costs incurred under BES emergency project E10832.

(\$48,700) Metro Lower Errol Wetland Grant – ES000046

This capital project E10685 was recently completed as a BES self-directed construction project and as such there was a significant savings realized.

\$44,500 Metro Willamette River Restoration Partnership – ES000048

This grant reimburses revegetation and volunteer stewardship activities. Additional grant funds are needed to cover those services.

\$50,000 EPA Brownfield Petroleum & Hazardous Waste Assessment – ES000049

This grant relies on partners willing to undergo brownfield assessments on their properties. Professional services are required to conduct this work.

\$51,300 PBOT'S Milwaukie Light Rail – TR000094

BES charges directly to this grant managed by PBOT. Additional personal, external and interagency services were required under capital project E09163.

CBO Discussion and Recommendation

CBO recommends these requests.

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

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_007 - New Revenue - Program Related

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Contingency	246,873	0	246,873
TOTAL EXPENDITURES	246,873	0	246,873
REVENUES			
Interagency Revenue	245,000	0	245,000
Fund Transfers - Revenue	1,873	0	1,873
TOTAL REVENUES	246,873	0	246,873

Bureau Description:

The following adjustments reflect new revenues. When revenue inter-agencies are supported by BES personnel costs, those amounts are being returned to Contingency, as BES personnel are already budgeted.

Business Services

Recognizing \$1,873 cash transfer revenue from Bureau of Technology Services reflecting residual radio and video replacement account balance. Funds are deposited to contingency.

Pollution Prevention

\$20,000 for Coordinated Site Assessments services for PBOT projects. \$20,000 will be returned to Contingency.

\$45,000 for Coordinated Site Assessments services for Portland Housing Bureau projects. \$45,000 will be returned to Contingency.

\$10,000 for Coordinated Site Assessments services for Fire Bureau projects. \$10,000 will be returned to Contingency.

\$120,000 for Coordinated Site Assessments services for Water Bureau projects. \$120,000 will be returned to Contingency.

\$50,000 for laboratory services for Water Bureau projects. \$50,000 will be returned to Contingency.

CBO Discussion and Recommendation

CBO recommends these requests. CBO notes the \$50,000 for laboratory services supports lead testing for the Water Bureau.

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

Bureau: Bureau of Environmental Services

Type: Technical Adjustment

Request: ES_008 - Operating Program Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	136,000	0	136,000
External Materials and Services	(221,050)	0	(221,050)
Internal Materials and Services	569,050	0	569,050
Capital Outlay	61,000	0	61,000
Contingency	(460,000)	0	(460,000)
TOTAL EXPENDITURES	85,000	0	85,000
REVENUES			
Budgeted Beginning Fund Balance	420,000	0	420,000
Intergovernmental Revenues	100,000	0	100,000
Interagency Revenue	(435,000)	0	(435,000)
TOTAL REVENUES	85,000	0	85,000

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

Bureau: Bureau of Environmental Services

Type: Technical Adjustment

Request: ES_008 - Operating Program Adjustments

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

Operating Program Adjustments (ES_008)

Business Services

\$20,000 for common area maintenance increase in the Pioneer Tower. Pioneer Tower was acquired by a new owner in July 2016. BES was informed of the increase in January 2017.

\$315,000 reduction to space rental revenue originally budgeted to be received from Portland Housing Bureau for rental of the Terminal 1 property for a homeless shelter. Removing this budgeted revenue will reduce contingency.

\$100,000 increase to the OMF Facilities interagency for operations and maintenance at Guilds Lake. The original interagency agreement understated taxes and operating and maintenance costs. The increase will be funded from contingency of the Environmental Remediation Fund ("ERF").

\$420,000 increase to the OMF Facilities interagency to make unanticipated repairs to a leaking roof and skylights at Guilds Lake. The repairs will be funded from beginning fund balance of the ERF.

Director's Office

\$100,000 revenue increase in the ERF. The revenue was originally budgeted to be received in FY 2015-16 to reimburse BES for the Oaks Bottom Landfill project. The reimbursement occurred after the end of the fiscal year. This adjustment reflects the receipt of the funds in FY 2016-17 and the corresponding increase to contingency.

\$120,000 reduction to the Water Bureau interagency which supported the River Mile 11 Group work authorized under Ordinance 186868. BES has collected the authorized amount to date and as a result is reducing this interagency with a corresponding decrease to contingency.

Engineering Services

\$11,000 for Civil Engineering Cooperative Program ("CECOP") of which \$9,000 is funded from CIP and \$2,000 is funded from operating vacancy savings. The CECOP program was requested for FY 2017-18 and supported by the CBO. Since the program begins in April, this request funds April to June.

\$22,650 for Systems Development plan review staff who have been participating in the Mayor's Government Accountability Transparency Results ("GATR") process improvement effort and staffing the residential permit night counter beginning in April. Funded from staff vacancy savings.

\$35,000 for a new vehicle to support the Sr. Public Works inspector position approved in the Fall BMP. The nature of the position requires a vehicle to travel from site to site. It was an oversight not including the vehicle request with the position request. Funded from contingency.

Pollution Prevention

\$35,000 for a new vehicle to support the Duty Officer program (required by the NPDES Permits) which has expanded over the past year. Officers located downtown don't have access to a designated vehicle, or one that allows them to perform their duties as essential employees in inclement weather. While 50% of the duty office pool are now located in the downtown area, the current designated vehicle for the Duty Officer program is located in St. Johns at the Water Pollution Control Laboratory. It is also expected this additional vehicle would be used on a daily basis by Pollution Prevention employees in the Pioneer Tower during regular business hours for travel between BES locations and field work, but will be reserved for Duty Officers from 4:30 pm each weekday evening and on weekends. The vehicle is to be funded from contingency.

Watershed Services

\$15,000 interagency with OMF representing BES's share of the total cost for a part-time, limited term position within OMF for work on implementation of the FEMA Biological Opinion. BES is one of 7 bureaus responding to a federal change in the management of floodplains and their development in Oregon. This request reflects a partial year of the OMF position. The interagency is supported by a corresponding reduction to professional services within the Watershed Services group.

\$34,050 interagency with PBOT for surveying services supported by a corresponding reduction to professional services. The Bureau of Planning & Sustainability has calculated a top of bank survey line on the mainstem of the Willamette River which will serve as the boundary from which green setback will be determined in proposed code in the Central City 2035 plan. PBOT and BES are collaborating and sharing costs to provide ground-truthing of some sites/reaches where significant discrepancies between actual conditions and the calculated lines are suspected. Because of the proposed code being prepared, the work is time-sensitive.

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

Bureau: Bureau of Environmental Services

Type: Technical Adjustment

Request: ES_008 - Operating Program Adjustments

Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
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are suspected. Because of the proposed code being prepared, the work is time sensitive.

Bureau Description:

\$50,000 reduction to miscellaneous services for damage assessment from homeless camping. The division was able to reallocate staff resources to accomplish the work in-house, within existing resources, so the funds were not needed. As a result, the funds are being returned to contingency.

\$30,000 reduction to professional services to support intra-agency work with BES's Field Operations (\$5,000) and Laboratory Services (\$25,000) for one-time additional sediment sampling and analysis identified through regulatory negotiations with DEQ. The balancing side of this transaction in Pollution Prevention and increase to miscellaneous services of \$15,000 to support related outside contract work and a \$15,000 increase to contingency as staffing is already budgeted.

Wastewater Services

\$722,000 reduction to bio-solids hauling (\$610,000 hauling and \$112,000 land application). The reduction is a result of inclement weather, a driver shortage with Gresham Transfer, and low fuel costs. This request allocates the reduction in bio-solids hauling to the following inclement weather cost increases:

\$130,000 increase to unplanned sewer pipe repairs and sewer diversions to prevent sewer releases while line service is being restored.

\$270,000 increase to electricity costs resulting from higher flows being treated and more pumping at pump stations.

\$120,000 increase for chemical expenditures being significantly higher due to higher flows being treated.

\$120,000 increase in overtime to adequately operate the treatment plant, maintain equipment, and respond to failures during high risk conditions.

\$7,000 increase to premium pay for more standby time necessary to adequately respond to emergency conditions.

Also offset by the reduction to the bio-solids hauling reduction is an increase to repair and maintenance services and supplies of \$50,000 for unplanned pump repair at Sellwood Pump Station (\$20,000) and asset failures due to aging infrastructure at the Tryon Creek plant (\$30,000)

The final offset to the bio-solids hauling reduction is a \$25,000 increase to miscellaneous services for funding short-term (April – June) service under the Wetlands Conservancy Contract while the vacant Botanic Specialist (Position #40003382) is being evaluated as part of a larger Revegetation service delivery strategy analysis.

CBO Discussion and Recommendation

The bureau is requesting a number of operating program adjustments. CBO recommends all of these requests. A few to highlight include--\$420,000 in roof repairs and skylight replacements at the Guilds Lake facility. The skylights are the biggest cost driver because of their connection to the fire suppression system. This adjustment appropriates funds from the beginning fund balance of the Environmental Remediation Fund. The bureau is also requesting an increase to its interagency with OMF Facilities for operations and maintenance at Guilds Lake. This adjustment corrects an error and budgets the appropriate amount, \$180,000, to the ongoing budget. This correction is funded from the Environmental Remediation Fund's contingency in FY 2016-17.

--\$315,000 reduction in rental revenue from the Portland Housing Bureau for leasing Terminal 1.

--increases to wastewater services for expenditures related largely to weather related events (e.g. electricity costs for higher flows, increase in chemical expenditures to treat higher flows, increase in overtime to operate the plant during high risk conditions)

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

Bureau: Bureau of Environmental Services

Type: Technical Adjustment

Request: ES_009 - CIP Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	800,000	0	800,000
Capital Outlay	(800,000)	0	(800,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

\$800,000 of adjustments to provide budget for various line items that may be overspent or not budgeted. These adjustments move Capital Outlay resources to External Internal Materials and Services.

The adjustments are all within the project Phase II Pipe Rehab (E10031). Appropriations are within the Maintenance and Reliability CIP Program.

CBO Discussion and Recommendation

CBO recommends these requests.

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

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_010 - Fund Level Transfers

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	2,000,000	0	2,000,000
Bond Expenses	(8,800,000)	0	(8,800,000)
Fund Transfers - Expense	24,500,000	0	24,500,000
Contingency	(128,400,000)	0	(128,400,000)
TOTAL EXPENDITURES	(110,700,000)	0	(110,700,000)
REVENUES			
Charges for Services	22,050,000	0	22,050,000
Fund Transfers - Revenue	23,800,000	0	23,800,000
Bond and Note	(157,000,000)	0	(157,000,000)
Miscellaneous	450,000	0	450,000
TOTAL REVENUES	(110,700,000)	0	(110,700,000)

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

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_010 - Fund Level Transfers

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

Fund Transfers and Others (ES_010)

Sewer Operating Fund and Rate Stabilization Fund

The Sewer Operating Fund (600000) recognizes \$7,500,000 of additional sewer and stormwater rate revenues, \$11,300,000 of additional cash Systems Development Charges (SDCs, discussed in more detail below), and a portion of the \$450,000 of additional interest earnings, and increases transfers to the Rate Stabilization Fund (617000) by \$19,000,000 as a result. The Rate Stabilization Fund is adding \$19,000,000 from increased transfers from the Sewer Operating Fund to meet debt service coverage requirements, resulting in an increase in the Rate Stabilization Fund contingency, which will be used for reducing bill increases in future years.

SDC Sewer System Operating sub-fund, Sewer System Operating Fund, and Debt Redemption Fund

This adjustment recognizes a total of \$14,550,000 of SDC revenues from within the SDC Sewer System Operating Sub-fund (600001), which consists of \$10,500,000 of additional cash commercial SDCs, \$800,000 of additional cash residential SDCs, and \$3,250,000 of liens receivable SDCs (contracts with the City to pay SDCs over time.) The cash amounts are available to fund debt service payments, as proscribed under ORS 227.307, via cash transfer to the Sewer Debt Redemption Fund (609000), while the non-cash liens receivable SDCs are not available to be transferred. A portion of this additional SDC revenue was already reflected in an internal FMBB adjustment in January to increase the SDC transfer to the Debt Redemption Fund by \$10 million. On top of this, there was no "new-money" revenue bond sale this year as budgeted, only a refunding of the Series 2008 bonds, which overall results in reduced debt service appropriation of \$8,800,000 in this request. Combining all of these events, the cash transfer from the SDC sub-fund to the Sewer Debt Redemption Fund is increased by \$4,200,000, the cash transfer from the Sewer Operating Fund (600000) to the Sewer Debt Redemption Fund is reduced by \$11,000,000, a net decrease of \$6,800,000 overall, offset by a reduction in debt payments in the Sewer Debt Redemption Fund of \$8,800,000. After which, the contingency within the Sewer Operating Fund decreases by \$2,000,000, while within the Sewer Debt Redemption Fund, ending balance/debt service reserves appropriation will increase by \$2,000,000.

Sewer Operating Fund and Sewer Construction Fund

The savings in the required transfer from the Sewer Operating Fund to the Sewer Debt Redemption Fund mentioned above, along with projected expense savings, allows an additional \$12.3 million to be sent to the Sewer Construction Fund (614000) to fund future capital improvements. This cash contribution delays the issuance of future bonds, which has a beneficial impact on future sewer and stormwater bill increases by delaying debt service expenses. The additional cash transfer revenue is appropriated in contingency.

Special Assessment Bond Proceeds within the Sewer System Construction Fund

This adjustment reduces cash transfers of \$700,000 from the LID Construction Fund (401000) to the Sewer System Construction Fund due to a delay in the sale of special assessment bonds into next fiscal year. The City offers financing of SDCs and Line and Branch charges to permittees, and those loan contracts are converted to cash via a bond sale with the contracts as collateral. The City Auditor's Office, Lien Accounting division, deemed that there would be no bond sale this fiscal year, and so requested removing the current appropriation. This request also reduces contingency by an equal amount.

Bond and Note Proceeds in Sewer Construction Fund

Because the need for a new-money bond issue is delayed into next year, this request removes the \$157 million of Bond Proceeds in the Sewer Construction Fund, reducing contingency within the fund by an equal amount. The net decrease in the Construction Fund for this and the prior two requests is \$145.4 million.

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

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_010 - Fund Level Transfers

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

The bureau's request includes a number of fund level transfers within BES's group of funds, all of which are recommended by CBO. Most of these adjustments originate from the Sewer Operating Fund and are transferred to other BES funds, such as the Rate Stabilization Fund, Debt Redemption Fund, and Sewer Construction Fund. These adjustments are largely a function of robust retail revenue, growth in System Development Charges, conservative revenue budgeting, and lower than anticipated capital improvement project expenditures.

The bureau is also requesting to transfer \$12.3 million from the Sewer Operating Fund to the Sewer Construction Fund which is used to fund capital improvements. This transfer along with lower than forecasted capital improvement expenditures contributed to a \$30.3 million increase (322%) in the fund's contingency compared to the bureau's revised budget. Further, a delayed bond sale (\$157 million) generated \$8.8 million in debt service savings in FY 2016-17, which culminated in additional transfers to the Rate Stabilization Fund and Sewer Construction Fund.

CBO anticipates that the business process review to improve capital project delivery and the implementation of the bureau's strategic plan will decrease the amount of unspent capital expenditures falling to contingency in the next few years. However, given the bureau's conservative revenue assumptions, robust retail revenue, and lower than anticipated capital expenditures, CBO notes that the Rate Stabilization Fund could result in a larger than projected fund balances in the near term. Thus, the bureau is in a unique position to use these funds to potentially lower the rate of increase from its current forecast of 2.85% and/or increase the share of capital financed with cash.

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

Bureau: Bureau of Environmental Services

Type: Technical Adjustment

Request: ES_011 - Internal Budget Adjustments - No Council Action

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

Bureau Description:

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

Engineering Services

Shift a total of \$243,000 for the following reasons:

- \$176,000 increase in professional service within Wastewater Engineering cost center (EN-9) for the CBWTP Facilities Plan due to a recent amendment increasing the contract.
- \$28,000 increase in professional services within Project Management and Controls cost center (EN-14) for contract/temp staff to support implementation of the Heron software system during a period of significant vacancies.
- \$20,000 increase in professional services within Project Management and Controls cost center for process mapping consultant support during the CIP Process Review & Improvement project.
- \$19,000 increase in professional services within the Engineering Support Services cost center (EN-16) for contract/temp staff to cover current vacancy and meet peak administrative workload going into the construction season, and to provide support during the bureau's move out of the Portland Building for reconstruction.

These increases are offset by the following decreases:

- (\$189,000) of professional services within Asset Systems Management due to delays in both the Pump Station Master Plan and the Resiliency Plan.
- (\$39,000) of computer supplies for unexpected savings on purchase of large monitors within three cost centers: Systems Development (EN-2), Design Administration (EN-6) and Construction Administration (EN-11.)
- (\$15,000) of office supplies within Engineering Support Services (EN-16) trending under budget.

Pollution Prevention Services

Moving \$23,880 from various external materials and services to minor equipment and tools within the Field Operations cost center (PP-10) for purchase of flow monitor sensors and composite stormwater samplers.

Watershed Services

\$51,163 shift from professional services to miscellaneous services accounts within Biological Sciences cost center for a correction of a budget error.

Wastewater Services

\$5,998 shift within external materials and services to correct both account and functional area where actual charges regarding the CBWTP Outfall 1.0 Bathymetric Survey are occurring.

CBO Discussion and Recommendation

CBO recommends these requests.

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

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_012 - BES - New FTE Request

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	10,142	0	10,142
External Materials and Services	(10,142)	0	(10,142)
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	0.33	0.00	0.33
TOTAL FTE	0.33	0.00	0.33

Bureau Description:

Pollution Prevention Services

\$10,142 for acceleration of an Environmental Technician I hiring (pro-rated for two months) for Pollution Prevention Plan Review due to already maximum workloads for existing staff in concert with a recent influx of permit requests related to inclusionary housing. Plan Review staff are already working beyond capacity and missing critical deadlines. This position was included in the FY 2017-18 Requested Budget and recommended by CBO. The CBO recommendation was supported by the Portland Utility Board and Citizen's Utility Board. The funding for the two months of this position is from a reduction to personal services due to other vacancies.

\$10,142 for acceleration of an Environmental Technician I hiring (pro-rated for two months) for Spill Protection and Citizen Response. The accelerated hiring and training of this position is critical to prepare for the anticipated seasonal increase in the number of complaints and investigations during Spring and Summer. This position was included in the FY 2017-18 Requested Budget and recommended by CBO. The CBO recommendation was supported by the Portland Utility Board and Citizen's Utility Board. The funding for the two months of this position is from a reduction to miscellaneous services.

CBO Discussion and Recommendation

The bureau is requesting to accelerate the hiring of 2.0 new FTE positions (pro-rated for the last two months of the fiscal year) that were requested in the FY 2017-18 requested budget. The first position, an Environmental Technician I, would support the the Pollution Prevention Plan Review team which is already at maximum capacity and experiencing increasing workloads with permit requests for inclusionary housing. The second position, also an Environmental Technician I, would support the Spill Protection and Citizen Response team. The accelerated hiring for this position is important as the bureau experiences seasonal increases in complaints and investigations during the spring and summer months. The bureau is funding the prorated salaries (\$10,142 each) with vacancy savings. CBO recommends this request.

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

Bureau: Fund & Debt Management

Type: New Request

Request: FM_007 - Reallocate SPB Debt Funds/Technical Adj.

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	(1,000,002)	0	(1,000,002)
External Materials and Services	1,000,000	0	1,000,000
Bond Expenses	2	0	2
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request transfers \$1 million of taxable bond proceeds from reserves to miscellaneous services. Excess special levy has accumulated in the South Park Block Debt Redemption Fund, which will be substituted for bond proceeds in the reserve account. Freed up bond proceeds will be transferred to PDC and are expected to be used to provide the necessary resources from the South Park Blocks urban renewal area to implement terms of a development agreement between PDC and Portland State University. PDC will include expenditure of these funds in their FY 2017-18 budget for South Park Blocks. This request also makes technical adjustments to correct for rounding in budgeted debt service in the South Park Blocks and Airport Way debt service funds.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Fund & Debt Management

Type: Mid-Year Reductions

Request: FM_008 - Hydro Fund Transfer Reduction

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Fund Transfers - Revenue	(200,000)	0	(200,000)
General Fund Discretionary	200,000	0	200,000
TOTAL REVENUES	0	0	0

Bureau Description:

Through WA_106, the Water Bureau is eliminating its budgeted cash transfer to the General Fund, as the bureau is undergoing negotiations with Portland General Electric for the Portland Hydroelectric Project (PHP). This decision package balances the change in transfer. See WA_106 for more information.

CBO Discussion and Recommendation

Recommended as requested.

This request eliminates the \$200,000 cash transfer from the Hydropower Operating Fund to the General Fund. This transfer is tied to the methods used to finance the Portland Hydroelectric Project (PHP) in the 1970s, in which profit realized from the operation of the PHP was directed to the City's General Fund. Since the sales agreement with Portland General Electric (PGE) in 1979, any excess balance from the sale of hydropower has been transferred to the General Fund, amounting to a few hundred thousand dollars per year.

The sales agreement with PGE ends in August of 2017. Prior to the end of the contract, the bureau needs to replace the existing agreement with a new Power Purchase Agreement (PPA), Operations and Maintenance Agreement (OMA) and new Power Transition Agreement (PTA). Negotiations for these new agreements are in progress, however, the bureau asserts that the Hydroelectric Power Operating Fund will need the excess balance in FY 2016-17 to cover transition costs. This directly lowers General Fund contingency by \$200,000 in the current budget year. The bureau is also forecasting that minimal profits will be generated during the first few years of the transition to the new PPA and OMA, making Hydro cash transfers to the General Fund unlikely in the five-year forecast. This projection is driven by low market power prices, new contract implementation and startup costs, higher anticipated operations and maintenance costs under the new contract and capital improvements to control systems in FY 2020-21. Given this uncertainty, CBO is not including the cash transfer from the Hydropower Operating Fund to the General Fund in the forecast.

While CBO recommends this request to reverse the \$200,000 cash transfer to the General Fund, we note concerns about potential unmet hydropower liabilities and the role of the General Fund under the new agreements.

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

Bureau: Fund & Debt Management

Type: Mid-Year Reductions

Request: FM_010 - BOEC Return to General Fund

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
REVENUES			
Fund Transfers - Revenue	137,221	0	137,221
General Fund Discretionary	(137,221)	0	(137,221)
TOTAL REVENUES	0	0	0

Bureau Description:

Each year, after the City CAFR (Comprehensive Annual Financial Report) report is available, BOEC conducts a review of final operating revenues and expenditures for the prior year. This review has been conducted and the result is a operating budget surplus amount that is refunded to the City General Fund and the BOEC partners. This action moves the General Fund surplus from contingency to a transfer account. After BMP approval a journal entry will be process moving the actual funds. The partner refunds are made in a separate process involving credits to paid invoices from last years, which is reviewed/approved by BOEC management and OMF management prior to action.

CBO Discussion and Recommendation

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

Bureau: Portland Fire & Rescue

Type: Compensation Set Aside Request

Request: FR_007 - GF Compensation Set-Aside

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	704,227	0	704,227
External Materials and Services	0	0	0
TOTAL EXPENDITURES	704,227	0	704,227
REVENUES			
General Fund Discretionary	704,227	0	704,227
TOTAL REVENUES	704,227	0	704,227

Bureau Description:

This request appropriates the \$704,227 identified for PF&R in the General Fund compensation set-aside into PF&R's personnel services budget to cover the projected year-end expenditures. These funds are not budgeted in PF&R's adopted budget, but rather in the General Fund Compensation Set-Aside.

CBO Discussion and Recommendation

Portland Fire & Rescue requests two adjustments in order to fund projected overtime costs in the Spring BMP. In the first of these requests, FY_007, PF&R requests \$704,000 from compensation set-aside, which is the full amount budgeted for PF&R. Based on current projections, CBO believes that the bureau will utilize nearly all of the \$704,000 in compensation set-aside to cover personnel costs through FY 2016-17. While unforeseen overtime costs were incurred as a result of the recent winter storms (\$62,000) and protests/rapid response team activities (\$27,000), the primary driver of bureau personnel spending is due to call shift or replacement overtime.

Call shift or replacement overtime is used to meet minimum staffing requirements while firefighters take vacation, sick and other leave. This type of overtime is approximately \$360,000 more this year as compared to the same fiscal period last year, largely due to increase sick and family parental leave and fewer firefighters in the Travelers Pool. The number of leave hours requiring replacement overtime has increased by 4% compared to previous years, largely due to an increase in sick leave and family parental leave. Family parental leave, which was not offered as a City benefit in previous years, accounts for 2% in replacement overtime.

Staffing of the Travelers Pool has been less than previous years. (The Travelers Pool is the group of firefighters that are designated to fill vacation, sick and other leaves at stations to reduce call shift overtime. The pool is typically filled by new hires who have recently completed their yearlong training.) Specifically, there are an average of 16.1 firefighters in Travelers Pool this year, whereas last year there was an average of 20.3 firefighters in the pool. The bureau targets having 45 firefighters in the pool, which results in the least costly balance of having regularly staffed positions in the pool and using call shift overtime. To the degree that there are fewer firefighters to fill shifts in the Travelers Pool, these shifts are then filled by firefighters being paid overtime.

There are two primary drivers as to why there are currently fewer firefighters in the pool: (1) fewer candidates entered firefighting in the past two years as a result of budget uncertainty of the 26 positions that were converted to limited-term, grant-fund positions in the FY 2013-14; (2) an increased number of retirements in FY 2015-16 results in a greater number of positions being transferred out of the Travelers Pool into fire stations.

Increasing the number of new hires – and thus, the size of the Travelers Pool – is constrained by the fact that all new hires are required to complete one year of training and that the bureau has limited staff capacity to increase the number of training classes. However, beginning in July 2015, the bureau doubled the number of training classes, resulting in a cohort of 12 new recruits every three months instead of every six months as previously was the case. As a result, a greater number of new hires will enter the Travelers Pool, lessening the use of call shift overtime and also preparing for the next spike in retirements. In September 2017, there will be year-long stretch that includes 27 pay periods, which is likely to result in a spike of retirements.

Recommended as requested.

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

Bureau: Portland Fire & Rescue

Type: Technical Adjustment

Request: FR_008 - Personnel Services Account Code Adjustments

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

Bureau Description:

This request transfers \$4,800,000 from the regular full-time account and re-appropriates \$2,800,000 to the premium account and the remaining \$2,000,000 to the overtime account. These personnel services adjustments will align the budget more closely with the projected year-end expenditures in each of these accounts. The variances between the budgeted amount and actual expenditures for premium is largely due to how BRASS, the City's budgeting tool, calculates salary costs versus where these same costs are charged in the SAP payroll system. The overspending in overtime is primarily due to vacancies in the Traveler Pool. This adjustment transfers vacancy savings in salaries to offset overtime increases.

CBO Discussion and Recommendation

In its second request related to personnel costs, PF&R requests to transfer vacancy savings from the Travelers Pool to fund overtime costs. For additional information on current year overtime costs, please see CBO's analysis in FR_007.

The bureau also requests a technical adjustment to reallocate salary costs to the premium account, resulting in a more accurate budget of personnel costs.

Recommended as requested.

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

Bureau: Portland Fire & Rescue

Type: New Discretionary Revenues

Request: FR_009 - Add Three Inspectors in Prevention

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	60,000	0	60,000
TOTAL EXPENDITURES	60,000	0	60,000
REVENUES			
Licenses & Permits	60,000	0	60,000
TOTAL REVENUES	60,000	0	60,000

Bureau Description:

This request adds three Inspector positions in plan review and permits in response to increased demand for services and associated workload. These position are fully funded by plan review and permitting fees. If authorized, these positions would be filled starting May 1 2017 and cost approximately \$60,000 for the last two months of this fiscal year. PF&R will also adjust the plan review/permit revenues to support the ongoing costs associated with these positions, which are estimated \$360,000 annually.

As indicated in the Housing Development GATR section in January 2017, PF&R currently meets the 20-business-day turnaround goal approximately 50% of the time due to increased workload and staff shortage. During the last four years, the number of plan review and permits requests increased by approximately 32% to 9,176 in FY 2015-16 as a result strong construction activities in Portland. The additional inspector positions in the plan review/permit section will provide adequate staffing to keep up with the service demand and enable PF&R to meet the 20-business-day turnaround goal 90% of the time.

CBO Discussion and Recommendation

For the past two years, the Plan Review and Permit program brought in more 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. Construction permit fees and inspection fees have increase on average of 9% per year over the past ten years, resulting in additional resources of \$1.5 million.

CBO notes that, similar to other positions whose funding is dependent upon the economic development cycle, PF&R may need to eventually consider cutting these positions as permit revenues and workload decline. In the next few years, permit revenues should be sufficient to fund these positions.

Recommended as requested.

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

Bureau: Portland Fire & Rescue

Type: Technical Adjustment

Request: FR_010 - External M&S transfer to Capital Outlay

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(180,000)	0	(180,000)
Capital Outlay	180,000	0	180,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request transfers \$180,000 from external materials and services to capital outlay to cover projected year-end expenditures.

CBO Discussion and Recommendation

PF&R request to transfer funding from materials and services to fund several capital costs, including

- 3 Generators – \$47,000
- 1 Sea-Doo Watercraft - \$13,300
- HD Studio Video Production System - \$49,000
- Individual Tap-out System for three stations - \$90,000

The individual tap-out system will allow stations with multiple units to be notified separately of dispatch.

As noted in prior CBO analyses, PF&R does not have a separate major maintenance/capital fund that is reserved for regular capital costs. To address these needs, costs are budgeted in the bureau's operating budget and projected underspending in materials and services is routinely reallocated to address the most pressing major maintenance needs.

Recommended as requested.

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

Bureau: Portland Fire & Rescue

Type: New Discretionary Revenues

Request: FR_011 - Appropriate Conflagration Reimbursement

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	40,000	0	40,000
TOTAL EXPENDITURES	40,000	0	40,000
REVENUES			
Intergovernmental Revenues	40,000	0	40,000
TOTAL REVENUES	40,000	0	40,000

Bureau Description:

This request appropriates the \$40,000 received from the state as reimbursement of call shift overtime costs associated with PF&R's wildland responses on the Okwana and Wasson fires. These resources will be budgeted in the overtime account.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Fire & Rescue

Type: New Discretionary Revenues

Request: FR_012 - Appropriate additional Prevention Revenues

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	300,000	0	300,000
TOTAL EXPENDITURES	300,000	0	300,000
REVENUES			
Licenses & Permits	280,000	0	280,000
Miscellaneous	20,000	0	20,000
TOTAL REVENUES	300,000	0	300,000

Bureau Description:

This request increases the FY2016-17 budget estimate for plan review and special use permit revenues and ATF investigation reimbursements by \$300,000. These resources will be appropriated to cover the overtime costs which have been incurred while trying to keep up with the service demand.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Fire & Rescue

Type: Technical Adjustment

Request: FR_013 - Increase FPDR IA

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	300,000	0	300,000
TOTAL EXPENDITURES	300,000	0	300,000
REVENUES			
Interagency Revenue	300,000	0	300,000
TOTAL REVENUES	300,000	0	300,000

Bureau Description:

This request increases the FPDR interagency by \$300,000 to cover higher OPSRP costs than were originally budgeted. FPDR reimburses PF&R for the actual OPSRP expenditures incurred throughout the fiscal year. The original projections didn't reflect the full impact of cost increases as members' advance through the firefighter/officer pay scale and/or get promoted.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Fire & Rescue

Type: Technical Adjustment

Request: FR_014 - Increase BES IA

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

Bureau Description:

This request increases the interagency agreement with BES by \$10,000, to provide resources for environmental testing and consulting services to ensure PF&R comply with federal, state and City environmental regulations and policies for protection of City workers, the public. The increase will be funded within existing appropriation.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_015 - PFFA Arbitration Cost

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	50,000	(50,000)	0
TOTAL EXPENDITURES	50,000	(50,000)	0
REVENUES			
General Fund Discretionary	50,000	(50,000)	0
TOTAL REVENUES	50,000	(50,000)	0

Bureau Description:

This request asks for \$50,000 from the General Fund contingency to cover PF&R's portion of the cost of an arbitrator for the labor negotiations with the Portland Fire Fighters Association.

CBO Discussion and Recommendation

To resolve contract negotiations with Portland Fire Fighters Association, the bureau will enter formal arbitration. The estimated cost of the state arbitrator is projected to be \$100,000 based on estimates provided by the City Attorney's Office. These costs are split evenly between the City and the Portland Fire Fighters Association, and so the bureau has requested \$50,000 to cover these costs. Arbitration is likely to begin towards the end of fiscal year and continue into FY 2017-18, and so potentially only a portion of the requested \$50,000 will be needed in FY 2016-17.

While this cost is unforeseen, CBO projects the bureau to have sufficient underspending to cover any costs incurred in FY 2016-17 and does not recommend funding. However, as noted in FR_10, PF&R uses any underspending to fund additional capital and maintenance costs. As such, funding the arbitrator within bureau resources comes at the opportunity cost of not funding maintenance needs.

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

Bureau: Portland Fire & Rescue

Type: Technical Adjustment

Request: FR_016 - GO Bond budget adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	3,094,920	0	3,094,920
TOTAL EXPENDITURES	3,094,920	0	3,094,920
REVENUES			
Budgeted Beginning Fund Balance	3,094,920	0	3,094,920
TOTAL REVENUES	3,094,920	0	3,094,920

Bureau Description:

This request recognizes additional beginning fund balance and appropriates the funds into capital outlay to cover projected year-end expenditures.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Government Relations

Type: Technical Adjustment

Request: GR_001 - Technical Adjustment

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

Bureau Description:

The Office of Government Relations requests technical adjustments within its operating budget to cover anticipated personnel expenses (\$30,000) by transferring funds from miscellaneous external services to personnel services.

CBO Discussion and Recommendation

Recommended as requested. OGR requests to transfer \$30,000 from external materials and services to personnel services to prevent potential over-expenditures.

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

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_016 - Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	(14,586,008)	0	(14,586,008)
Internal Materials and Services	(315,000)	0	(315,000)
Capital Outlay	14,500,000	0	14,500,000
Bond Expenses	0	0	0
Fund Transfers - Expense	0	0	0
Contingency	401,008	0	401,008
TOTAL EXPENDITURES	0	0	0
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Charges for Services	(198,992)	0	(198,992)
Intergovernmental Revenues	0	0	0
Fund Transfers - Revenue	198,992	0	198,992
TOTAL REVENUES	0	0	0

Bureau Description:

This request reflects a series of housekeeping items in the bureau's budget that have no net impact on appropriations. The bureau's lines of business have been changing quickly (Inclusionary Housing, the Bond, property acquisition and management), and those changes have not aligned well with the City's supplemental budgeting opportunities. Many of these adjustments are the result of better information since the fall Supplemental Budget as to where and how expenditures are actually going to occur.

CBO Discussion and Recommendation

Recommended as requested. The movement of \$14.5 million from EMS to Capital Outlay reflects the correct accounting for the Old Town Post Office acquisition with TIF funds.

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

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_017 - Add Contract Coordinator

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	1,892	0	1,892
External Materials and Services	(1,892)	0	(1,892)
Bond Expenses	0	0	0
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Charges for Services	0	0	0
Intergovernmental Revenues	0	0	0
Miscellaneous	0	0	0
TOTAL REVENUES	0	0	0
FTE			
Full-Time Positions	0.15	0.00	0.15
TOTAL FTE	0.15	0.00	0.15

Bureau Description:

This request would add a contract coordinator position in Business Operations. With new lines of business, the bureau is utilizing more Goods and Services and PTE contracts, thus interacting more with Procurement Services. This position would coordinate and interface with Procurement Services, as well as assist bureau staff with contract development and management. The bureau still has some sub-recipient contracts, and this position would take over some of the duties of program coordinators, freeing up their time for program evaluation and funding partner relations. The new position would also take on the current procurement activities performed in the Finance and Accounting team, providing some additional capacity to address the demands of the financial transactions related to the ownership of apartment buildings. Funding for this position is part of the bureau's FY 17-18 Request budget, but the need is immediate and the bureau is able to fund the position for the remainder of FY 16-17 from vacancy savings.

CBO Discussion and Recommendation

This package also includes the reallocation of funds to enable the hiring of a limited-term capital project manager, but the need for and precise scope of that role has not yet been determined. Together, it is anticipated that these two positions will require the bureau to internally reallocate approximately \$25,000 in General Fund resources in FY 2017-18, with the remainder being funded through the Bond, HIF, TIF and Inclusionary Housing resources. The bureau has adjusted for this in their requested FY 2017-18 budget.

With the passage of the Bond and with each recent acquisition of property, CBO has highlighted that the decision to have PHB become a more prolific asset owner and manager will require new operational structures and needs. The bureau has been adding positions to address various aspects of increasing and changing workloads in a somewhat piecemeal fashion through recent budget development and supplemental budget processes: the addition of these two positions will bring the total number of recently approved new limited term or permanent positions to 10, which represents 19% growth over authorized FTE as compared to this time last year. The bureau budget has increased substantially with new housing development resources, but it is not clear if or what additional outstanding staffing needs may exist. CBO recommends this request as there is a clearly demonstrated, urgent need for the contract coordinator; however, CBO recommends that Council direct the bureau to provide a comprehensive staffing plan that demonstrates how current and recently added positions will enable the bureau to holistically and successfully tackle its new responsibilities and roles.

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

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_018 - Building Budget Development

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	45,500	0	45,500
External Materials and Services	244,995	0	244,995
Internal Materials and Services	45,000	28,000	73,000
Capital Outlay	200,000	0	200,000
Bond Expenses	(538,200)	0	(538,200)
Fund Transfers - Expense	375,700	1,212,800	1,588,500
Contingency	226,695	0	226,695
TOTAL EXPENDITURES	599,690	1,240,800	1,840,490
REVENUES			
Budgeted Beginning Fund Balance	(4,213,085)	0	(4,213,085)
Charges for Services	3,726,095	0	3,726,095
Intergovernmental Revenues	874,180	0	874,180
Fund Transfers - Revenue	220,000	1,212,800	1,432,800
Miscellaneous	(7,500)	28,000	20,500
TOTAL REVENUES	599,690	1,240,800	1,840,490

Bureau Description:

This request reflects additions and adjustments related to the bureau's portfolio of apartments and property intended for the development of affordable housing. The primary increase is due to the appropriation of revenues and expenditures for the Ellington Apartments. Other changes reflect appropriating revenues and expenditures for the gross, rather than net costs of the Headwaters and Fairfield Apartments in order to better align with accounting standards and best practices. Other adjustments to these property budgets are the result of better information since the fall Supplemental Budget as to where and how expenditures are actually going to occur.

CBO Discussion and Recommendation

Recommended as requested. The bureau typically uses the Spring BMP to rebudget project funds for work to take place in future fiscal years. This decision package also includes technical adjustments reflecting the bureau's changing lines of business related to property acquisition and management, and recognition of the first issuance of bond proceeds from the Housing General Obligation Bond.

CBO added technical changes as the request of the PHB, primarily to reflect a correction in the way in which a fund transfer is budgeted to the Parks Bureau for the purchase of the Tabor Annex, approved by Council last Fall.

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

Bureau: Portland Housing Bureau

Type: Program Carryover Request

Request: HC_019 - Project Rebudgets

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	42,500	0	42,500
External Materials and Services	(46,693,287)	335,000	(46,358,287)
Capital Outlay	(852,151)	0	(852,151)
Bond Expenses	(953,178)	0	(953,178)
Contingency	2,168,900	0	2,168,900
TOTAL EXPENDITURES	(46,287,216)	335,000	(45,952,216)
REVENUES			
Budgeted Beginning Fund Balance	(9,325,458)	0	(9,325,458)
Intergovernmental Revenues	(24,821,126)	335,000	(24,486,126)
Bond and Note	(11,900,000)	0	(11,900,000)
Miscellaneous	(240,632)	0	(240,632)
TOTAL REVENUES	(46,287,216)	335,000	(45,952,216)

Bureau Description:

This request is a collection of adjustments to projects partially funded by PHB, and is a primary action by the bureau in the spring supplemental budget. It realigns funding for projects underway or in process from the current fiscal year, so that those resources are available in the next fiscal year. Sometimes delays in projects occur because of the complexity of the financial arrangements, sometimes due to construction delays, sometimes changes to the original plans, sometimes all three. All of these adjustments are a result of these type of delays, that are not unusual for affordable housing development projects. None of these adjustments reflect the defunding or cancellation of any projects. Notable reduction adjustments include:

- \$10,000,000 for the Henry Apartments major rehabilitation project in the Downtown Waterfront URA reflecting better information as to the staging of the project in order to lessen the impact on existing tenants. The project is now expected to commence in FY 17-18.
- \$11,900,000 in anticipated bond proceeds in the Short Term Rental fund. The bond funding (now estimated at just under \$10 million) is scheduled early in FY 17-18 in line with property acquisition negotiations currently underway.
- Approximately \$11,600,000 in the Interstate URA. This adjustment consists primarily of \$5,500,000 of homeownership development funds being moved to FY 17-18 reflecting better information as to the nature of acquisition being used by community partners and moving \$2,500,000 of funds reserved for the 2016 NOFA and \$2,000,000 for existing projects (in anticipation of continuing reductions in yields for low income housing tax credits (LIHTC) and increasing construction costs) to FY 17-18.
- Approximately \$11,100,000 in the River District URA (\$6,100,000) and the North Macadam URA (\$5,000,000) moving funds into FY 17-18 for projects still in their pre-development phase.
- Approximately \$2,450,000 in the Gateway URA for a project still in the planning stages being moved to FY 17-18.

CBO Discussion and Recommendation

Recommended as requested.

CBO notes that this includes a proposal to carry forward \$4.5 million in Tax Increment Financing resources to help fill anticipated funding gaps due to decreases in Low-Income Housing Tax Credit (LIHTC) yields and rising construction costs. The full impact of LIHTC pricing on current and future affordable housing projects is not yet known, but significant additional resources may be required to make projects financially feasible. PHB and developers are pursuing alternative strategies and funding sources, which may include increasing City subsidies for affordable housing projects. This could significantly impact the City's cost per unit, and therefore reduce the number of affordable housing units the City is able to produce.

CBO added one technical adjustment at the request of the bureau to budget the allocation of \$335,000 in awarded TIF funding for the Kings Park project in the Interstate URA, per updated information on planned spending timelines.

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

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_020 - Oak Leaf Acquisition

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,500,000	0	1,500,000
TOTAL EXPENDITURES	1,500,000	0	1,500,000
REVENUES			
Intergovernmental Revenues	1,500,000	0	1,500,000
TOTAL REVENUES	1,500,000	0	1,500,000

Bureau Description:

This request is to appropriate \$1.5 million of federal Community Development Block Grant funds for the acquisition of the Oak Leaf mobile home property in the Cully neighborhood. Discussions with stakeholders and partners extended into October before a financing strategy was settled upon. Approximately \$1.3 million of the request will cover the take out of a temporary bridge loan floated by PHB that needs to be resolved by June 30. The remaining portion of the request reflects the current commitment of funds to the Oak Lawn rehabilitation effort, the scope of which is still under development.

CBO Discussion and Recommendation

Recommended as requested. The loan has already been provided and must be repaid by the end of the fiscal year. Potential future costs related to this project are unknown at this time.

However, CBO notes that funding for this particular project was awarded without a competitive process and without formal Council approval since the loan was under three million dollars; and there is limited information available to assess the community benefit of this project in comparison with other potential investment opportunities. While CBO acknowledges the time-sensitive nature of this investment, CBO notes that other communities are likely facing similar challenges as Oak Leaf and were not given the opportunity to apply for City resources. PHB states that it may need to allocate additional dollars beyond the \$1.5 million included in this request to cover soft costs associated with the project, the source for which has not yet been identified, and which again would be awarded without a competitive process. CBO recommends that the bureau ensure that all future awarded funds are allocated utilizing practices that maximize the community benefit of limited available City funds and follow processes that are fair and transparent.

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

Bureau: Portland Housing Bureau

Type: Program Carryover Request

Request: HC_021 - General Fund Program Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(144,555)	0	(144,555)
TOTAL EXPENDITURES	(144,555)	0	(144,555)
REVENUES			
Intergovernmental Revenues	0	0	0
General Fund Discretionary	(144,555)	0	(144,555)
TOTAL REVENUES	(144,555)	0	(144,555)

Bureau Description:

This request is to move one-time General Fund resources for homeowner retention services in East Portland to FY 17-18 (\$144,555 of the original \$300,000). Since this programming is in a new geographic area for these services, PHB reached out to identify new partners, and have been working with the new provider (Latino Network) to confirm project scope and outcomes, build capacity, and align their work with other providers of similar services. Most of the carryover funds relate to this contract.

CBO Discussion and Recommendation

The FY 2016-17 budget includes \$300,000 in new General Fund, including \$223,600 in one-time resources, for homeowner assistance and retention services. The bureau has awarded all funds with three distinct providers, but anticipates requiring additional time to particularly spend down the largest contract which was awarded to a new contractor with culturally-specific expertise. CBO recommends this request.

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

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_022 - Ellington Interfund Loan Repayment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	26,800	0	26,800
External Materials and Services	(3,908,596)	0	(3,908,596)
Capital Outlay	139,295	0	139,295
Bond Expenses	37,180,200	0	37,180,200
TOTAL EXPENDITURES	33,437,699	0	33,437,699
REVENUES			
Fund Transfers - Revenue	155,700	0	155,700
Bond and Note	84,257,499	0	84,257,499
Miscellaneous	(50,975,500)	0	(50,975,500)
TOTAL REVENUES	33,437,699	0	33,437,699

Bureau Description:

This request serves two purposes. First, it realigns the transaction for the purchase of the Ellington Apartments to flow through the bureau's new Housing Capital Fund. This realignment reflects the new business practice of bureau capital acquisitions and any construction work occurring in the new capital fund. Second, it appropriates the first issuance of bond proceeds from the Housing General Obligation Bond. The approximately \$37.1 million Series A bonds will be used to repay a significant portion of the interfund loan from the Bureau of Development Services used to acquire the Ellington Apartments.

CBO Discussion and Recommendation

Recommended as requested. On December 14, 2016, Council approved Ordinance 188150 authorizing financing not to exceed \$51 million for the acquisition and management of the 263-unit housing project known as the Ellington Apartments. While this action authorized the sale of bond proceeds to fund the project, the sale was scheduled to close before bond funds were available. On December 21, 2016, Council authorized a temporary operating loan of \$51,000,000 from the Development Services Fund to the Housing Bureau to pay initial project costs until other sources became available. An interfund loan in the amount of \$47,039,295 to fund the purchase was processed on January 31, 2017. As part of the Spring BMP, the bureau is budgeting the anticipated issuance of \$37.1 million in bond funds and repayment of \$37.0 million of the interfund loan plus \$192,967 in incurred and expected interest payments to the Development Services Fund. The bureau anticipates repaying the remaining \$10.0 million in loaned funds with HUD resources anticipated sometime early next fiscal year. CBO notes that budgeting the bond issuance funds overstates the bureau's budget by approximately \$37 million as appropriate authority was granted with the approved Council motions. However, these changes are necessary to resolve technical accounting issues.

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

Bureau: Portland Housing Bureau

Type: New Request

Request: HC_023 - Winter Emergency

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	7,558	(501)	7,057
External Materials and Services	791	0	791
TOTAL EXPENDITURES	8,349	(501)	7,848
REVENUES			
General Fund Discretionary	8,349	(501)	7,848
TOTAL REVENUES	8,349	(501)	7,848

Bureau Description:

In January, the City opened the Portland Building as an emergency severe weather shelter. In addition, the City offered to compensate staff for time spent volunteering at the shelter and reimburse bureaus for that staff cost. These costs were collected in PHBs budget on the City's behalf, and this request reflects the completion of that transaction.

CBO Discussion and Recommendation

Recommended with adjustment based on actual expenditures.

In January 2017, the City opened the Portland Building as a temporary homeless shelter due to severe winter weather conditions. Mayor Wheeler requested that able City staff volunteer to assist with shelter operations, with the promise of overtime compensation for eligible employees. Personnel expenses were billed to an account within PHB's budget with the expectation of reimbursement from the General Fund contingency in the Spring BMP. Expenses incurred totaled \$7,848. OMF-Facilities has submitted a related reimbursement request for \$27,472 for various property management services related to the shelter, bringing total shelter costs to \$35,320, not including shelter operational costs absorbed by the Joint Office. CBO is recommending a total of \$19,184 in General Fund contingency reimbursements, including the cost of City volunteer staff hours included in PHB's request and the cost of pest control and bio-hazard clean-up through OMF-Facilities. CBO does not recommend the OMF-Facilities request for \$16,135 to reimburse project management hours and maintenance technician services. For more detail, please see the OMF review.

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

Bureau: Portland Housing Bureau

Type: Program Carryover Request

Request: HC_024 - Program Rebudgets

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(33,327)	0	(33,327)
External Materials and Services	(55,237)	0	(55,237)
Fund Transfers - Expense	198,992	0	198,992
TOTAL EXPENDITURES	110,428	0	110,428
REVENUES			
Budgeted Beginning Fund Balance	65,665	0	65,665
Intergovernmental Revenues	44,763	0	44,763
General Fund Discretionary	0	0	0
TOTAL REVENUES	110,428	0	110,428

Bureau Description:

This request is intended to carryover Innovation Fund projects to FY 17-18. The NoAppFee project is contracted and expected to spend out through the spring and summer. The homeless data collection project is moving to another phase, and the plan for spending the remaining funds (\$33,327) is underway.

CBO Discussion and Recommendation

Recommended as requested. The bureau was awarded \$48,000 in FY 2013-14 for the Homeless Data Collection Project. Through collaboration with faith-based groups providing homeless services in Portland, PHB has determined that a secure mobile app is the best platform for data sharing. To date, the bureau has spent a little less than \$15,000, and requests to carry forward the remaining \$33,327 for purchase and configuration of an app. Additionally, the bureau expects that this app could be used by volunteers conducting the Point-in-Time County.

The bureau also received \$150,000 in FY 2015-16 for Improving Access to Affordable Housing, which resulted in the creation of NoAppFee. This project has already been contracted, and PHB expects that the funds will be fully spent early within FY 2017-18.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_112 - BTS - Beginning Fund Balance

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	2	0	2
TOTAL EXPENDITURES	2	0	2
REVENUES			
Budgeted Beginning Fund Balance	2	0	2
TOTAL REVENUES	2	0	2

Bureau Description:

This request is to true up the Beginning Fund Balance for Technology Services so that it agrees with the FY 2015-16 CAFR.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_113 - BRFS Rev - Arts Tax Outreach

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

Bureau Description:

This request will transfer \$8,000 of general fund resources from OMF Business Operations to the BRFS Revenue Division to provide education and advocacy about the Portland Arts Tax to older adults and people with disabilities. This will be accomplished by conducting outreach regarding available exemptions to adults over 70 or living with a disability; answering questions about the tax itself; and assisting adults with filling out forms in order to pay the tax or request the annual or permanent exemption.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_114 - BTS - Bureau Replacement Balances

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	0	0	0
Fund Transfers - Expense	65,512	0	65,512
Contingency	(65,512)	0	(65,512)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to transfer back to BES and Water replacement funds currently held by BTS. These bureaus have chosen not to participate in the electronic equipment replacement program. Future replacement purchases will be directly charged to those bureaus.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_115 - BHR Training Fund-Increase Begin Fund Balance

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	5,966	0	5,966
TOTAL EXPENDITURES	5,966	0	5,966
REVENUES			
Budgeted Beginning Fund Balance	5,966	0	5,966
TOTAL REVENUES	5,966	0	5,966

Bureau Description:

This request budgets an additional \$5966 in Beginning Fund Balance to match the FY 2015-16 Ending Fund Balance of the BHR Training Fund. The education account will be increased by \$5966 to balance this request.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_116 - BTS - IRNE Fiber Construction

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(144,953)	0	(144,953)
Contingency	144,953	0	144,953
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce BTS appropriation for the IRNE Fiber Construction project. This is an ongoing project that expands the IRNE system to outlying locations. Planned expansion projects for the current fiscal year have been delayed. Funds have been reappropriated in the FY 2017-18 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_117 - BHR-Increase Deferred Compensation Revenue

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	20,000	(20,000)	0
TOTAL EXPENDITURES	20,000	(20,000)	0
REVENUES			
Miscellaneous	20,000	(20,000)	0
TOTAL REVENUES	20,000	(20,000)	0

Bureau Description:

The BHR Deferred Compensation program is fully funded through reimbursement revenue from the two outside service providers, Voya and Advantis Credit Union. The expenses of the program are billed to these service providers. This year, the City's program has two full-time staff members instead of one full-time and one part-time staff member. This request increases the expected reimbursement revenue from the service providers by \$20,000 to account for this higher staffing cost.

CBO Discussion and Recommendation

Not recommended. This request was rescinded subsequent to the bureau's submission.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_118 - BHR-Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(190,000)	0	(190,000)
External Materials and Services	150,000	0	150,000
Internal Materials and Services	40,000	0	40,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$190,000 from Personnel Services into External Materials and Services (\$150,000) and Internal Materials and Services (\$40,000) to better align budget with projected spending.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_119 - Facilities - Increase IA with BDS

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,020,865	0	1,020,865
TOTAL EXPENDITURES	1,020,865	0	1,020,865
REVENUES			
Interagency Revenue	1,020,865	0	1,020,865
TOTAL REVENUES	1,020,865	0	1,020,865

Bureau Description:

This decision package matches BDS IA increase requests for electric vehicle chargers and conference room upgrades.

CBO Discussion and Recommendation

Recommended as requested. This package matches \$308,000 in anticipated costs for electric vehicle charges and \$662,000 in anticipated costs to complete conference room upgrades for room 2500.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_120 - Facilities - Portland Building Temp Shelter Cost

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	27,472	(5,647)	21,825
TOTAL EXPENDITURES	27,472	(5,647)	21,825
REVENUES			
Fund Transfers - Revenue	27,472	(5,647)	21,825
General Fund Discretionary	0	0	0
TOTAL REVENUES	27,472	(5,647)	21,825

Bureau Description:

In January 2017, Portland experienced prolonged inclement weather, prompting the Mayor to request that the Portland Building open as a temporary shelter. This request is for General Fund discretionary dollars in the form of a cash transfer to reimburse the Facilities Services Fund for expenses incurred for the temporary shelter.

CBO Discussion and Recommendation

Partially recommended as requested. The \$27,472 in costs associated with using the Portland Building as a temporary shelter break down as follows: \$11,336 in contracted services for pest control and bio hazard clean-up, \$10,489 for Facilities Maintenance Technician (FMT) hours and \$5,647 for Facilities Services project management hours. CBO recommends General Fund discretionary resources to cover 1) the contracted services, as these costs would not have been incurred but for the decision to open the Portland Building up as a temporary shelter, and 2) the FMT hours, as they are not otherwise not billable to a customer and do not include a non-billable project rate component. CBO does not recommend General Fund discretionary resources to cover project management costs, as this work is covered under the non-billable component built into the project management hourly rate for internal projects.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_121 - Facilities - Increase IA with Water

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	(9,200)	0	(9,200)
Internal Materials and Services	9,200	0	9,200
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This decision package requests to create an IA with the Water in the amount of \$9,200 for storage space rental related to the Coordinated Campsite Cleanup program.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_122 - BRFS Rev - Offset Collections Agency Settlement

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	55,000	(55,000)	0
TOTAL EXPENDITURES	55,000	(55,000)	0
REVENUES			
General Fund Discretionary	55,000	(55,000)	0
TOTAL REVENUES	55,000	(55,000)	0

Bureau Description:

In September 2016, City Council approved ordinance 187989 to settle a legal dispute with the City's former collection agency. The City had been in a legal dispute with the City's former collection agency since 2011 regarding the termination of that contract back in 2008. Based on the Revenue Division's work with the City Attorney's Office, this settlement reduced the potential exposure to the City in this matter and was in the best interest of the City. It is important to note that the fees disputed by the collection agency would previously have been netted out of the general fund revenues it collected on the City's behalf – meaning the General Fund saw greater revenues in prior fiscal years as a result. OMF submitted a request in the FY 2016-17 Fall BMP for this funding, but the City Budget Office recommended the Revenue division absorb the cost using vacancy savings.

CBO Discussion and Recommendation

Not recommended. The Revenue Division is requesting \$55,000 in additional General Fund resources to offset a settlement negotiated in September 2016 with a collection agency, concerning disputed fees. The Revenue Division previously submitted this request during the Fall BMP, noting on both occasions that the disputed fees would have been netted out of General Fund revenues collected on the City's behalf.

CBO recommends that the Revenue Division absorb these costs. OMF's Spring BMP submission projects that the Bureau of Revenue and Financial Services will underspend its General Fund discretionary allocation by over \$630,000. In particular, EMS underspending is projected to be about \$370,000 based on the current budget. To the degree that bureau underspending is insufficient to cover settlement costs and estimated ballot measure costs, the Revenue Division should request resources during the Over-Expenditure Ordinance (OEO).

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_123 - BRFS Rev - Budget Recreational Marijuana Tax

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,200	0	3,200
Internal Materials and Services	3,200	0	3,200
Contingency	700,000	0	700,000
TOTAL EXPENDITURES	706,400	0	706,400
REVENUES			
Taxes	701,200	0	701,200
Interagency Revenue	3,200	0	3,200
Miscellaneous	2,000	0	2,000
TOTAL REVENUES	706,400	0	706,400

Bureau Description:

The first revenues from the Portland tax on recreational marijuana are expected in May 2017 and are estimated to total \$703,200 in FY 2016-17. There will, however, be no programmatic disbursements from the fund until FY 2017-18. Other than administration costs (estimated at \$3,200), all tax revenues received in FY 2016-17 will be held and transferred to the FY 2017-18 beginning fund balance.

CBO Discussion and Recommendation

Recommended as requested. Per Revenue Division, revenues from the sales tax on recreational marijuana are still projected at \$3 million for FY 2017-18.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_124 - BRFS Rev - Charter Amendment Costs

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	75,000	(75,000)	0
TOTAL EXPENDITURES	75,000	(75,000)	0
REVENUES			
General Fund Discretionary	75,000	(75,000)	0
TOTAL REVENUES	75,000	(75,000)	0

Bureau Description:

In February 2017, City Council referred interpretation of Transient Lodging taxes to the May 16, 2017 ballot. City Council had previously referred Charter amendments regarding the elected City Auditor to the ballot, and authorized the City Auditor to expend the funds necessary to pay the Special Election costs. The second charter amendment referral is expected to add only incremental expenses, since the majority of expenses for the measure are already budgeted in the Auditor's Office General Fund budget (e.g., already incurred fixed printing and distribution of ballots being a primary component of the expense).

Estimated costs for the Special Election for both proposed amendments are not expected to exceed \$150,000. Now that there are two measures, the costs would be evenly split between the City Auditor's budget and the Revenue Division's budget; both are General Fund expenditures so there is very little net impact to the General Fund (FY 2017-2018 beginning balance will ultimately cover the total expense). However, since this expense was not budgeted by the Revenue Division, the Division is requesting additional resources to cover the proportional share of the election costs.

CBO Discussion and Recommendation

Not recommended as requested. The Revenue Division is requesting \$75,000 in additional General Fund resources to fund costs related to putting a proposed charter amendment (regarding interpretation of the Transient Lodging Tax) on the May 2017 ballot. Council referred the measure to ballot in February 2016, and these are required costs for printing and ballot distribution. Total ballot costs are borne proportionately and actual costs will depend on the total number of items on the ballot; Revenue Division's costs are not expected to exceed \$75,000. The Auditor's Office, which also has a charter amendment on the May ballot, has separately budgeted \$75,000 to cover ballot costs.

CBO recommends that the Revenue Division absorb these costs. OMF's Spring BMP submission projects that the Bureau of Revenue and Financial Services will underspend its General Fund discretionary allocation by over \$630,000. In particular, EMS underspending is projected to be about \$370,000 based on the current budget. To the degree that bureau underspending is insufficient to cover settlement costs and estimated ballot measure costs, the Revenue Division should request resources during the Over-Expenditure Ordinance (OEO).

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_125 - BRFS Rev - Reduce Water Bureau Interagency

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(202,000)	0	(202,000)
TOTAL EXPENDITURES	(202,000)	0	(202,000)
REVENUES			
Interagency Revenue	(202,000)	0	(202,000)
TOTAL REVENUES	(202,000)	0	(202,000)

Bureau Description:

This request matches a Water Bureau decision package, decreasing the interagency agreement with the Revenue Division by \$202,000. This facilitates the Water bureau's desire to record the expenditure (for a Cayenta system upgrade) within its own fund, as opposed to having the Revenue division incur the cost and charge it back to Water via interagency agreement.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_126 - BRFS Rev - Revenue Forecast Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(607,325)	0	(607,325)
Internal Materials and Services	(23,500)	0	(23,500)
Contingency	2,661,000	0	2,661,000
TOTAL EXPENDITURES	2,030,175	0	2,030,175
REVENUES			
Taxes	1,999,000	0	1,999,000
Licenses & Permits	20,000	0	20,000
Interagency Revenue	(23,500)	0	(23,500)
Miscellaneous	34,675	0	34,675
TOTAL REVENUES	2,030,175	0	2,030,175

Bureau Description:

This request will true up the Revenue division budget relative to the most current revenue forecast for several restricted revenue sources (i.e., transient lodging, enhanced service district and arts tax revenues). The adjustments include:

- \$2,031,000 in additional Arts Tax revenues
- \$102,500 in additional Downtown Clean & Safe revenues
- \$79,825 reduction in anticipated Lloyd Business Improvement District revenue
- \$23,500 reduction in internal costs recovered from business improvement districts (offset by reduction in external M&S)

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_127 - BRFS Acct - Carryover for CAFR Prep Software

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(59,500)	0	(59,500)
TOTAL EXPENDITURES	(59,500)	0	(59,500)
REVENUES			
General Fund Discretionary	(59,500)	0	(59,500)
TOTAL REVENUES	(59,500)	0	(59,500)

Bureau Description:

This request will deploy Accounting Division vacancy savings realized in the current fiscal year to fund the one-time upfront costs related to the replacement of its CAFR preparation software during FY 2017-18. This project is key to the operational goals of the division for two main reasons.

First, there is industry discussion regarding a potential future mandate requiring the earlier preparation of governmental financial statements so that the information is more relevant to the statement users. Second, having the CAFR team work at maximum efficiency allows the team to work on other accounting, reporting, and transparency initiatives.

Although the optimal use of technology has been identified as a key for more timely CAFR production, and the current software package is cumbersome and inefficient, the replacement effort has been delayed due to the moratorium on new technology procurements. Research into newer software products indicate that numerous hours of time can be saved by the elimination of duplicative updating and reviewing, and the elimination of the manual tracking of task completion.

Failure to approve this package will challenge the division's ability to utilize technology to prepare the annual CAFR in the most efficient manner. Replacing the current cumbersome software will allow the Accounting Division to continue be amongst the leading municipalities by producing the CAFR closer to fiscal year-end, so that the financial information is more useful and relevant to the reader, which also frees up staff time to work on other priorities.

CBO Discussion and Recommendation

Recommended as requested. CBO typically recommends program carryovers for discrete projects with clearly defined scope, timelines and budgets. These projects are often appropriated or begun in one year but require carryover into subsequent years to be completed. The CAFR preparation software project falls within guidelines for program carryover.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_128 - BRFS All - Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(30,095)	0	(30,095)
External Materials and Services	8,768	0	8,768
Internal Materials and Services	21,327	0	21,327
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request makes a number of technical adjustments to address operational issues and needs within existing budget appropriations. These changes include transfers within and across major object categories to address anticipated VRIP expenditures and associated vacation payouts; to acquire necessary office and computer equipment for increasing employee mobility and flexibility in work location; and to align budget with projected actuals in division budgets.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_129 - BTS - Replace Telecomm Mgmt. System

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(254,000)	0	(254,000)
Contingency	254,000	0	254,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriations for the BTS Replacement of Telecommunications Management System project. The project was delayed in the planning stages and most of the project expenses will be incurred in FY 2017-18. Funds have been appropriated in the FY 2017-18 budget and any remaining budget balance from FY 2016-17 will be reappropriated in the Fall BMP.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_131 - Facilities - Revenue Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	0	0
Contingency	628,170	0	628,170
TOTAL EXPENDITURES	628,170	0	628,170
REVENUES			
Charges for Services	408,580	0	408,580
Miscellaneous	219,590	0	219,590
TOTAL REVENUES	628,170	0	628,170

Bureau Description:

This decision package requests to increase revenues to align with year-end projections in interest income, Energy Trust of Oregon Incentives for major maintenace projects, and sales miscellaneous that were not previously budgeted. Sales miscellaneous includes reimbursements from Amtrak and other commercial tenants.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_132 - Facilities - Increase Parks IA for Forestry

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(55,000)	0	(55,000)
Internal Materials and Services	55,000	0	55,000
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to increase the Facilities IA with Parks for forestry services, due to increased cleanups related to this winter's storms.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_133 - Facilities - Increase IA with BTS

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(350,000)	0	(350,000)
Internal Materials and Services	350,000	0	350,000
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is a request to increase Facilities' IA with BTS for their work on the Portland Building Project, and other Facilities requested projects.

CBO Discussion and Recommendation

Recommended as requested. \$160,000 of the total interagency agreement increase will be billed to the Portland Building Reconstruction project (B00018), and \$190,000 is for Facilities Services work order maintenance, Vertical Applications consultation, and to balance other projects.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_134 - Facilities - Match BTS IA Increase Request

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	100,000	0	100,000
TOTAL EXPENDITURES	100,000	0	100,000
REVENUES			
Interagency Revenue	100,000	0	100,000
TOTAL REVENUES	100,000	0	100,000

Bureau Description:

This request is to match an IA increase by BTS for requested services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_135 - Facilities - Match BHR IA Increase Request

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

Bureau Description:

This request is to match an IA increase request by BHR for requested services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_136 - Facilities - CH Security Upgrades - MM Project

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	90,000	0	90,000
Internal Materials and Services	0	0	0
Contingency	(90,000)	0	(90,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$90,000 from City Hall major maintenance reserves for a security project.

CBO Discussion and Recommendation

CBO recommends this request, albeit with concern regarding the outstanding issues noted below. CBO is supportive of efforts in Facilities Services to develop a more robust asset management program, but strongly encourages that major maintenance policy definitions be clarified and that the division refrain from pursuing major maintenance projects that have not been analyzed and prioritized using an asset management framework. CBO further recommends that the Division develop a strategic framework for how it intends to handle security-related facilities projects going forward.

Facilities Services is requesting to draw \$90,000 from City Hall Major Maintenance reserves in the Facilities Services Operating Fund to fund security upgrades at City Hall. This request is similar to a \$500,000 request in the Fall BMP FY 2016-17 (MF_049) to make security upgrades at City Hall. The funding is intended to make security upgrades for offices and entrances in City Hall. CBO has several concerns with this request:

- 1) This project was not vetted through Facilities Services' major maintenance prioritization process, and it is unknown how this project would rank relative to other crucial major maintenance work at City Hall. The low dollar amount makes this less of a practical concern, but one of principle, as the institutionalization of prioritization based on cost/risk/service level analysis is crucial for the development of a robust asset management program within Facilities Services.
- 2) Facilities Services is still in the midst of performing a Citywide Security Assessment. As with other requests, CBO does not recommend making additional security investments prior receiving direction from that study. Other City Hall security investments, such as the duress system, have been put on hold.
- 3) Major Maintenance policy definitions are still vague, allowing for the conflation of major maintenance and tenant improvements, and it is not clear to CBO that this would appropriately be funded from major maintenance. There are definitional issues concerning whether a) Major Maintenance policy dictates that facilities should be maintained to an "average tenant" standard or for specific building tenants and b) how security related facilities requests will be handled going forward, after the completion of the Citywide Security Assessment. Regarding the former, CBO notes that previous security related requests for City Hall have proposed to significantly increase the level of service provided, and such enhanced security features requested by tenants would more appropriately be funded as tenant improvements charged directly to the requesting tenant. Regarding the latter, significant additional security-related requests will presumably come forward after the assessment is complete, and it should be determined whether these requests are appropriately funded via major maintenance contributions or operations and maintenance contributions.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_138 - Facilities - Budget Line of Credit Interest

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(137,356)	0	(137,356)
Bond Expenses	137,356	0	137,356
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request budgets for line of credit interest payments that Facilities anticipates making this fiscal year, related to line of credit draws for the Portland Building Reconstruction Project. This is funded by the cash resources of the project.

CBO Discussion and Recommendation

Recommended as requested. The request to realign approximately \$140,000 in cash resources will allow for interest payments to be made on the line of credit during the remainder of FY 2016-17. The project team anticipates making an initial draw of up to \$12.1 million on the line of credit during spring 2017 to fund project spending-to-date, with additional draws during the fiscal year dependent on the pace of project progress.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_139 - BTS - SAN Storage Expansion

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	(250,000)	0	(250,000)
Contingency	250,000	0	250,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation for the BTS SAN Storage Expansion project. Some of the purchases for this ongoing project have been postponed due to work related to the Data Center Move project. Funds have been reappropriated in the FY 2017-18 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_140 - BTS - GIS Infrastructure Tech Refresh

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(28,186)	0	(28,186)
Capital Outlay	(124,000)	0	(124,000)
Contingency	152,186	0	152,186
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to decrease appropriation for the GIS Infrastructure Technology Refresh project. Anticipated purchases in FY 2016-17 will not be made.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_141 - BTS - VDI Proof of Concept

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring 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 reduce appropriations for the VDI Proof of Concept project. This is a multi-year project and not all of the appropriated funding for FY 2016-17 was needed. The reduced funding has been reappropriated in the FY 2017-18 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_142 - BTS - Security Incidnt & Evtnt Mngnt PltFm Expans

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

Bureau Description:

This request is to reduce appropriation for the Security Incident and Event Management Platform Expansion project. Information Security completed the project and the funds appropriated were not needed.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_143 - BTS - Wireless Intrusion Prevention

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(146,000)	0	(146,000)
Contingency	146,000	0	146,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation for the Wireless Intrusion Prevention project. This project has been postponed until FY 2018-19 due to the Portland Building Reconstruction and Data Center Move projects.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_144 - BTS - Portlandoregon.gov Security Assessment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(60,000)	0	(60,000)
Contingency	60,000	0	60,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation for the Portlandoregon.gov Security Assessment project. BTS had been informed that the Department of Homeland Security would complete this assessment at no cost to the bureau. Later information indicated BTS would not receive these services. These funds will be reappropriated as a technical adjustment to the FY 2017-18 budget.

CBO Discussion and Recommendation

Recommended as requested. The Department of Homeland Security considered the security assessment services to be a "non-essential" item. Due to DHS priorities, all security assessments and penetration testing were rescheduled until sometime in calendar year 2018. This later date was too late to meet the needs of BTS.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_145 - BTS - Critical Security Controls Framework

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(291,664)	0	(291,664)
Contingency	291,664	0	291,664
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation for the Critical Security Controls Framework project. Information Security determined that the project could be completed for \$300,000 instead of the original budget of \$591,664.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_146 - BTS - Firewall Technology Refresh

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(304,000)	0	(304,000)
Contingency	304,000	0	304,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation for the Firewall Technology Refresh project. This project has been postponed due to work on the Data Center Move project. The funds have been reappropriated in the FY 2017-18 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_147 - BTS - Virtual Private Network Technology Refresh

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(105,000)	0	(105,000)
Contingency	105,000	0	105,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation for the Virtual Private Network Technology Refresh project. The project has begun, but not all appropriation will be needed in FY 2016-17.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_148 - BTS - Two-Factor Authentication Refresh

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring 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:

This request is to reduce appropriation for the Two-Factor Authentication Technology Refresh project. This project was postponed and a portion of the project funding will be reappropriated as a technical adjustment to the FY 2017-18 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_149 - BTS - Cherwell Capability Expansion

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

Bureau Description:

This request is to reduce appropriation for the Cherwell Capability Expansion project. This multi-year project has begun and the FY 2016-17 budget reduction has been reappropriated in the FY 2017-18 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_150 - BTS - Windows 10

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

Bureau Description:

This request is to add additional appropriation for the BTS Windows 10 project. These additional funds are needed to cover the cost of hardware purchases for bureau testing.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_151 - BTS - Enterprise Mobility

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(237,179)	0	(237,179)
Contingency	237,179	0	237,179
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation for the Enterprise Mobility project. This multi-year project has incurred some expenses this year, but less than anticipated. Funds have been reappropriated in FY 2017-18.

CBO Discussion and Recommendation

Recommended as requested. Carryover resources will be used to continue to determine if there is a service level and associated cost that has bureau customer consensus support. This conforms to the CBO recommendation in the FY 2017-18 budget process concerning the implementation of the service.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_152 - BTS - Office 365 Implementation

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(661,887)	0	(661,887)
Contingency	661,887	0	661,887
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation for the Office 365 Implementation project. Actual expenses in FY 2016-17 will be substantially less. A portion of the funds have been reappropriated in FY 2017-18 with the majority of project expenses expected to be incurred in FY 2018-19.

CBO Discussion and Recommendation

Recommended as requested. BTS has had to postpone a number of projects due to the higher priorities of the Data Center Move and the Portland Building Reconstruction projects. Both of these projects have impacted not only the time available for BTS employees to work on other projects, but also the type of work that can be conducted. The current phase of the Office 365 Implementation project is deployment of SharePoint which will involve setting up a project oversight committee with a third-party vendor.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_153 - BTS - Mobile Application Management

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	(250,000)	0	(250,000)
Contingency	250,000	0	250,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation for the Mobile Application Management project. The project has been delayed pending training of BTS staff. A portion of the project funding has already been reappropriated in the FY 2017-18 budget. The remainder will be reappropriated as a technical adjustment to the budget.

CBO Discussion and Recommendation

Recommended as requested. According to the bureau, this project will not start until an Enterprise Mobility solution is agreed upon by customers and funded in the budget.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_154 - BTS - Fall BMP Correction

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(2,000)	0	(2,000)
Contingency	2,000	0	2,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce the Enterprise Network Technology Refresh project budget. Funds were reappropriated in the Fall BMP, but a data entry error added an additional \$2,000 to the project. This request removes that \$2,000.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_155 - BTS - GIS Platform Strategic Enhancements

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(149,380)	0	(149,380)
Capital Outlay	(55,000)	0	(55,000)
Contingency	204,380	0	204,380
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation for the GIS Platform Strategic Enhancements project. It was determined that the GIS Strategic Plan needed to be completed prior to starting this project. The funds will be reappropriated as a technical adjustment to the FY 2017-18 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_156 - BTS - E-Govmnt Infrastructure Technology Refresh

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(111,825)	0	(111,825)
Capital Outlay	(40,000)	0	(40,000)
Contingency	151,825	0	151,825
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation for the E-Government Infrastructure Technology Refresh project. The project has been delayed due to contract work with Procurement Services. Funds will be reappropriated as a technical adjustment to the FY 2017-18 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_157 - BTS - Microwave Radio Upgrades

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	(250,000)	0	(250,000)
Contingency	250,000	0	250,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation for the Microwave Radio Upgrades for Spur Sites project. Work on this project has been delayed due to limited time available for 800 MHz technicians currently working on the PSSRP Radio Project. A portion of the funding was reappropriated in the FY 2017-18 budget. The balance will be reappropriated as a technical adjustment to the FY 2017-18 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_158 - BTS - Radio Project IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	310,000	0	310,000
TOTAL EXPENDITURES	310,000	0	310,000
REVENUES			
Interagency Revenue	310,000	0	310,000
TOTAL REVENUES	310,000	0	310,000

Bureau Description:

This request is to increase the BTS interagency with the PSSRP Radio Project. The Radio Project is nearing completion, but additional work by BTS personnel is still needed for radio templates and site work.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_159 - BTS - VRIP

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	15,000	0	15,000
Contingency	(15,000)	0	(15,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to add appropriation to the BTS budget to cover the cost of one employee participating in the Voluntary Retirement Incentive Program.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_160 - BTS - Walters Hill

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	86,500	0	86,500
Contingency	(86,500)	0	(86,500)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate additional funds to complete the Walters Hill project. The scope of this project, which upgrades and establishes an 800 MHz site at the Walters Hill location in Gresham, was changed to include generator work, additional electrical cabling, building modifications, and street paving.

CBO Discussion and Recommendation

Recommended as requested. According to the bureau, April 15th is the projected close date for the project. The current project budget is \$252,524. These additional funds will increase the project's FY 2016-17 budget to \$339,024. Prior year project expenses totaled \$1,243,243. Assuming all funds budgeted this year are spent in full, the estimated project cost will be \$1,582,267.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_161 - PSSRP - Additional Beginning Fund Balance

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	7,462	0	7,462
TOTAL EXPENDITURES	7,462	0	7,462
REVENUES			
Budgeted Beginning Fund Balance	7,462	0	7,462
TOTAL REVENUES	7,462	0	7,462

Bureau Description:

This request is to recognize additional PSSRP program contingency, aligning the budget with the audited balance in the FY 2015-16 CAFR.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_162 - BTS - BTS IA Increase with Facilities

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

Bureau Description:

This request is to increase the BTS interagency with Facilities where BTS is the receiver of services. BTS has incurred higher than anticipated property management expenses related to the acquisition of the Forest Heights radio site property, and additional operations and maintenance expenses for work at other radio sites.

CBO Discussion and Recommendation

Recommended as requested. BTS budgeted for the purchase of the Forest Heights property which is used as a radio site. The purchase and negotiations were lengthy and involved quite a bit of time from Facilities Property Management. No project funds were budgeted to cover Property Management expenses, so appropriation was requested in the BMP. In addition, Facilities Services maintenance technicians provide service at BTS radio tower sites. BTS's straight-line projection indicated that they would likely spend more on those services this year than had originally been anticipated.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_163 - BTS - Facilities IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	350,000	0	350,000
TOTAL EXPENDITURES	350,000	0	350,000
REVENUES			
Interagency Revenue	350,000	0	350,000
TOTAL REVENUES	350,000	0	350,000

Bureau Description:

Facilities Services has requested an increase in their interagency with BTS to cover additional Operations Billable expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_164 - BTS - OMF Human Resources IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	20,000	0	20,000
TOTAL EXPENDITURES	20,000	0	20,000
REVENUES			
Interagency Revenue	20,000	0	20,000
TOTAL REVENUES	20,000	0	20,000

Bureau Description:

The Office of Management & Finance - Human Resources has requested an increase in their interagency with BTS to cover additional Operations Passthrough expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_166 - CAO's Office-Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(5,762)	0	(5,762)
Internal Materials and Services	5,762	0	5,762
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$5000 from External Materials and Services into Internal Materials and Services to better align budget with projected spending. This request also corrects the Fitness and Daycare Center amounts that were loaded in the Adopted Budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_167 - CAO's Office-BiOp Program

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	45,000	0	45,000
TOTAL EXPENDITURES	45,000	0	45,000
REVENUES			
Intergovernmental Revenues	15,000	0	15,000
Interagency Revenue	30,000	0	30,000
TOTAL REVENUES	45,000	0	45,000

Bureau Description:

OMF is establishing a limited-term, part-time position for a BiOp Program Manager who will be responsible for developing and implementing the City's work plan in response to the BiOp. The Manager will be responsible for coordinating the activities of technical, legal, communications, and policy staff in multiple bureaus, including the Bureau of Planning and Sustainability, Bureau of Environmental Services (BES), Bureau of Development Services (BDS), Portland Development Commission (PDC), Portland Parks & Recreation, City Attorney's Office, and Office of Government Relations.

BES, BDS, and PDC will provide the full funding to OMF for the BiOp Program Manager in FY 2016-17 if this request is approved, each contributing one-third of the total cost. A subsequent add package was submitted in the FY 2017-18 budget to fund this position with a mix of interagency, intergovernmental, and General Fund revenues.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_168 - BTS - OMF CAO IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	5,000	0	5,000
TOTAL EXPENDITURES	5,000	0	5,000
REVENUES			
Interagency Revenue	5,000	0	5,000
TOTAL REVENUES	5,000	0	5,000

Bureau Description:

The Office of Management & Finance CAO's office has requested an increase in their interagency with BTS to cover additional Operations Passthrough expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_169 - Bus Ops-Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,691	0	1,691
Internal Materials and Services	(1,691)	0	(1,691)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request adjusts the Facilities Interagency to account for decreased costs being charged to Business Operations for the Fitness and Daycare Centers. The External Materials and Services account will be increased to balance this request.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_170 - BTS - IRNE Network Technology Refresh

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring 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 additional funds for the IRNE Network Technology Refresh project. An employee's retirement has resulted in a need to hire a contractor to install switches.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_171 - BTS - Radio Master Site UPS

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(64,270)	0	(64,270)
Contingency	64,270	0	64,270
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriations for the Radio Master Site UPS project. This was a Council Crest project that was completed. The expenses were recorded to the site and covered by the 800 MHz budget, so the additional project funding wasn't needed.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_172 - BTS - Goat Mountain

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring 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 reduce appropriations for the Goat Mountain IR Site Move project. This project has been postponed and rescheduled for FY 2018-19.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_173 - BTS - HVAC for Portland Communications Center

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	170,000	0	170,000
Contingency	(170,000)	0	(170,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to increase the BTS interagency with Facilities Services where BTS is the receiver of services. The HVAC system at the Portland Communications Center that benefits both BTS and BOEC needs to be replaced and upgraded. The cost estimate for this work is \$1,000,000 and will be divided \$490,000 to BOEC and \$510,000 to BTS. BTS will contribute \$170,000 annually to the project over a 3-year period.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_174 - BTS - Commissioner of Public Works IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	5,000	0	5,000
TOTAL EXPENDITURES	5,000	0	5,000
REVENUES			
Interagency Revenue	5,000	0	5,000
TOTAL REVENUES	5,000	0	5,000

Bureau Description:

The Commissioner of Public Works has requested an increase in their interagency with BTS to cover additional desktop support expenses for computer replacement.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_175 - Facilities - PCC HVAC Centralization MM Project

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	660,000	0	660,000
TOTAL EXPENDITURES	660,000	0	660,000
REVENUES			
Interagency Revenue	660,000	0	660,000
TOTAL REVENUES	660,000	0	660,000

Bureau Description:

This decision package establishes interagency agreements with BTS and BOEC for an HVAC Centralization project at the Portland Communications Center. The current HVAC system is failing, and is inadequate in its ability to keep vital equipment at the PCC in stable working condition. This project will upgrade the system to ensure stability. The \$1,000,000 cost is split 49/51 between BOEC and BTS respectively. BOEC will pay its share of this special supplemental rent charge in FY 2016-17, and BTS will pay its share in equal payments of \$170,000 per year, for three years.

CBO Discussion and Recommendation

Recommended as requested. This project was originally submitted in the Fall BMP FY 2016-17 for consideration for funding under the Capital Set-Aside. The project was not funded, so Facilities Services is moving forward with the project funded via rental rate surcharges. This project is distinct from an ongoing project at the Portland Communications Center to replace the roof and rooftop HVAC units; this project is for the centralization of HVAC specific to areas that house data center and telecommunications equipment.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_176 - Facilities - Reclass Limited Term Position

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(39,161)	0	(39,161)
Contingency	39,161	0	39,161
TOTAL EXPENDITURES	0	0	0
FTE			
Limited Term Positions	0.00	0.00	0.00
TOTAL FTE	0.00	0.00	0.00

Bureau Description:

In the Fall BMP Facilities requested a limited term Program Coordinator position for the Portland Building Reconstruction Project. After working with BHR it was determined that this position should be a Senior Management Analyst. This decision package removes the Program Coordinator, and budgets for the Senior Management Analyst.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_177 - Facilities - Net \$0 Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
REVENUES			
Bond and Note	15,858,358	0	15,858,358
Miscellaneous	(15,858,358)	0	(15,858,358)
TOTAL REVENUES	0	0	0

Bureau Description:

This request is for net zero technical adjustments to correct the account used for loading line of credit proceeds for the Portland Building Reconstruction Project.

CBO Discussion and Recommendation

Recommended as requested. This technical adjustment increases the budget for line of credit draws to \$24.8 million, which is in line with project finance staff projections for the current fiscal year.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_178 - BRFS - Procurement Technology Investments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(130,000)	0	(130,000)
External Materials and Services	100,000	0	100,000
Internal Materials and Services	30,000	0	30,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Over the past eight months, the procurement division has experienced personnel savings due to a number of vacancies. This request will transfer \$130,000 from personnel services (generated through vacancy savings) to fund technology investments that will improve the division's operations by affording its workforce increased mobility and work location flexibility. \$100,000 will be used to purchase laptops and memory upgrades. \$30,000 will fund the acquisition of employee cell phones.

CBO Discussion and Recommendation

Recommended as requested. Procurement did not provide estimates for annual ongoing costs associated with these technology purchases, but indicated they would be managed with current appropriation levels.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_179 - BRFS - Procurement Technology Replacement Fund

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(158,000)	0	(158,000)
Internal Materials and Services	158,000	0	158,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Over the past eight months, the procurement division has experienced personnel savings due to a number of vacancies. This request will transfer \$158,000 from personnel services to Internal M&S to support technology replacement fund transfer. This account was previously established to set aside funds on an annual basis to upgrade and maintain data systems in order to meet changing compliance and reporting requirements. The budget for this transfer had been reduced via FY 2016-17 decision package.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Discretionary Revenues

Request: MF_181 - BRFS - Procurement Recognize Rebate Revenue

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	123,660	0	123,660
TOTAL EXPENDITURES	123,660	0	123,660
REVENUES			
Charges for Services	0	0	0
Miscellaneous	123,660	0	123,660
TOTAL REVENUES	123,660	0	123,660

Bureau Description:

Per the negotiated contract, Procurement Services receives a procurement card rebate to support the program and associated costs. The rebate amount is based upon the amount of City procurement card activity, which varies from year to year. This request will recognize an additional \$123,660 rebate revenue received for FY 2016-17.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_182 - EBS - Recognize Interest Earnings

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	23,775	0	23,775
TOTAL EXPENDITURES	23,775	0	23,775
REVENUES			
Miscellaneous	23,775	0	23,775
TOTAL REVENUES	23,775	0	23,775

Bureau Description:

The EBS fund interest earnings are coming in higher than forecasted. This request recognizes the additional projected interest income.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_183 - EBS - EAM Project Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(1,620,000)	0	(1,620,000)
Internal Materials and Services	(175,000)	0	(175,000)
Contingency	1,795,000	0	1,795,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The EBS Enterprise Asset Management project will not be completed this fiscal year. This request is to reduce current year appropriation. Some of the delays are attributable to the Data Center Move and Portland Building Reconstruction projects. A request to appropriate project carryover funds will be made in the FY 2017-18 budget process. The project is currently expected to start at the beginning of May.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_184 - EBS - Personnel Services Appropriation Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	65,000	0	65,000
Contingency	(65,000)	0	(65,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to increase EBS personnel services appropriation. The appropriation increase is funded by a combination of salary and operating contingency. The primary drivers of this change are COLA and the addition of an unbudgeted limited duration employee.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_185 - EBS - Additional SAP Licenses

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring 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:

This request is for additional appropriation to cover a one-time SAP license expense. SAP conducted a License Compliance Audit and determined that the City needed to purchase additional licenses due to an increase in the number of City staff accessing SAP.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_186 - EBS - Budget to Actual alignment

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

Bureau Description:

This request is to make technical adjustments to improve the commitment item alignment between budget and actuals.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_188 - BRFS - Procurement Liquidated Damages 1 of 2

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	23,802	0	23,802
TOTAL EXPENDITURES	23,802	0	23,802
REVENUES			
Charges for Services	23,802	0	23,802
TOTAL REVENUES	23,802	0	23,802

Bureau Description:

This package recognizes \$23,802 received in Liquidated Damages in FY 2016-17. Usage of this resource is restricted by Section 9.2 of the Procurement Admin Rule 1.20 Workforce Training & Hiring Program adopted on August 6, 2012, which states that "Procurement Services shall use the money collected to be granted to organizations supporting the Workforce Training & Hiring Program goals."

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_189 - BRFS - Procurement Liquidated Damages 2 of 2

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(36,830)	0	(36,830)
External Materials and Services	(23,802)	0	(23,802)
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	(60,632)	0	(60,632)
REVENUES			
General Fund Discretionary	(60,632)	0	(60,632)
TOTAL REVENUES	(60,632)	0	(60,632)

Bureau Description:

Section 9.2 of the Procurement Admin Rule 1.20 Workforce Training & Hiring Program adopted on August 6, 2012, states "Procurement Services shall use the money collected to be granted to organizations supporting the Workforce Training & Hiring Program goals." This package requests carry-over of \$60,032 into FY 2017-18. The resources are comprised of \$23,802 recognized in the current fiscal year (see decision package MF_180) and \$36,830 in previously unspent liquidated damage revenue.

CBO Discussion and Recommendation

Recommended as requested. Procurement intends to disburse these funds via an RFP or Special Appropriations competitive process in the fall of 2017.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_190 - BTS - BOEC IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	200,000	0	200,000
TOTAL EXPENDITURES	200,000	0	200,000
REVENUES			
Interagency Revenue	200,000	0	200,000
TOTAL REVENUES	200,000	0	200,000

Bureau Description:

The Bureau of Emergency Communications has requested an increase in their interagency with BTS to cover additional Server Support costs related to the CAD refresh project and additional servers.

CBO Discussion and Recommendation

Recommended as requested. BOEC's CAD Refresh/Server Replacement project was completed at the end of FY 2015-16. The BOEC IA with BTS was based on metrics and data from September 2015 and wouldn't have taken into account changes to those metrics resulting from the completed project. The FY 2016-17 IA billing did account for those changes. The result was an increase in IA expenses which required BOEC to ask for additional appropriation.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_191 - BTS - Police IA Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	(69,130)	0	(69,130)
TOTAL EXPENDITURES	(69,130)	0	(69,130)
REVENUES			
Interagency Revenue	(69,130)	0	(69,130)
TOTAL REVENUES	(69,130)	0	(69,130)

Bureau Description:

The Police Bureau has requested a change to their interagency with BTS, reducing appropriation in Radio & Video Billable and Strategic Technology Billable, and increasing appropriation in Telecomm Billable.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_192 - BTS - Auditor's Office IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	12,000	0	12,000
TOTAL EXPENDITURES	12,000	0	12,000
REVENUES			
Interagency Revenue	12,000	0	12,000
TOTAL REVENUES	12,000	0	12,000

Bureau Description:

The Auditor's Office has requested an increase to their interagency with BTS to cover additional Operations Billable work associated with phase 2 of the Lobbyist Registration application.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_193 - BTS - Data Center Move

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(1,230,000)	0	(1,230,000)
Capital Outlay	1,230,000	0	1,230,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reappropriate funds for the Data Center Move project. Initial funding for the project was appropriated in Professional Services. Now that project expenses have been incurred and funds encumbered, it is more apparent where costs will be recorded through year-end.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_194 - BTS - IRNE Voice Migration

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	614,949	0	614,949
Capital Outlay	(614,949)	0	(614,949)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reappropriate funds for the IRNE Voice Migration project. Project expenses have been incurred and funds encumbered. This adjustment will help align costs with appropriations.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_195 - BTS - SAN Storage Expansion

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	328,280	0	328,280
Capital Outlay	(328,280)	0	(328,280)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reappropriate funds for the SAN Storage Expansion project. Expenses have been incurred and funds encumbered. This adjustment will better align project costs with appropriations.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_196 - BTS - IRNE Network Technology Refresh

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	900,000	0	900,000
Capital Outlay	(900,000)	0	(900,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reappropriate funds for the IRNE Network Technology Refresh project. Project expenses have been incurred and funds encumbered. This adjustment will better align project costs with appropriations.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_197 - BTS - Windows Server Licensing

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	141,683	0	141,683
Capital Outlay	(141,683)	0	(141,683)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reappropriate funds for the Windows Server Licensing project. Project expenses have been incurred and funds encumbered. This adjustment will better align project costs with appropriations.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_198 - BTS - Grants IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(222)	0	(222)
Contingency	24,059	0	24,059
TOTAL EXPENDITURES	23,837	0	23,837
REVENUES			
Interagency Revenue	23,837	0	23,837
TOTAL REVENUES	23,837	0	23,837

Bureau Description:

Special Appropriations has requested an interagency increase with BTS. This adjustment will cover changes in Telecomm Service, Data Lines, Cellular Phones, Radio & Video Billable, Telecomm Billable, Enterprise Server, Desktop Support and Operations Passthrough.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_199 - BTS - Risk Insurance & Claims IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	54,000	0	54,000
TOTAL EXPENDITURES	54,000	0	54,000
REVENUES			
Interagency Revenue	54,000	0	54,000
TOTAL REVENUES	54,000	0	54,000

Bureau Description:

Risk Insurance & Claims has requested an increase in their interagency with BTS to cover additional Desktop Support, Operations Passthrough and Strategic Technology Billable expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_200 - BTS - Risk Workers' Comp. IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	13,000	0	13,000
TOTAL EXPENDITURES	13,000	0	13,000
REVENUES			
Interagency Revenue	13,000	0	13,000
TOTAL REVENUES	13,000	0	13,000

Bureau Description:

Risk Workers' Compensation has requested an increase in their interagency with BTS to cover additional Strategic Technology Billable expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_201 - BTS - BDS IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	220,000	0	220,000
Contingency	415,000	0	415,000
TOTAL EXPENDITURES	635,000	0	635,000
REVENUES			
Interagency Revenue	635,000	0	635,000
TOTAL REVENUES	635,000	0	635,000

Bureau Description:

The Bureau of Development Services has requested an increase in their interagency with BTS to cover additional expenses in Telecomm Service, Cellular Phones, Radio & Video Billable, Telecomm Billable, Storage Area Network, Desktop Support, Server Support, Data Networks and Operations Passthrough.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_202 - BIBS-Risk-I&C-Transfer Approp from Contingency

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	127,858	0	127,858
Internal Materials and Services	62,400	0	62,400
Contingency	(190,258)	0	(190,258)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The purpose of this budget adjustment request is to transfer appropriation from Contingency to Personnel Services and Internal Materials and Services in the Insurance and Claims Fund. The fund has double filled positions during the year to keep up with the volume of work being filed. A transfer to Internal Materials and Services is required to increase IA's with Printing and Distribution and BTS. The fund has required more of their billable services than was originally anticipated.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_203 - BIBS-Risk-I&C-Transfer Approp from Contingency

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	142,500	0	142,500
Contingency	(142,500)	0	(142,500)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The purpose of this budget adjustment request is to transfer appropriation from Contingency to External Materials and Services in the Insurance and Claims Fund. A transfer to External Materials and Services is required to align the budget with the most recent projection of claims costs for FY 2016-17 from the fund's actuarial consultant.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_204 - BIBS-Risk-WC-Transfer Approp from Contingency

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	16,161	0	16,161
Internal Materials and Services	13,000	0	13,000
Contingency	(29,161)	0	(29,161)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The purpose of this budget adjustment request is to transfer appropriation from Contingency to Personnel Services and Internal Materials and Services in the Workers' Compensation Fund. The fund has double filled positions during the year to keep up with the volume of work being filed. A transfer to Internal Materials and Services is required to increase an IA with BTS. The fund has required more of their billable services than was originally anticipated.

CBO Discussion and Recommendation

Recommended as requested. Per Risk Management, the general workload and total claims for Workers' Compensation has increased for several reasons. Workers' Compensation adjusters are operating in a changing legal environment as a direct result of new case law and 2015 legislative changes. The changes require more adjuster time to investigate and document the interaction of preexisting conditions with acute injuries, and have shifted the burden of proof for situations where combined conditions are present. The new rules have also increased claimant attorney fees in litigated cases that result from an error by claims adjusters.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_205 - BIRS-Risk-WC-Transfer Approp from Contingency

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	565,000	0	565,000
Contingency	(565,000)	0	(565,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The purpose of this budget adjustment request is to transfer appropriation from Contingency to External Materials and Services in the Workers' Compensation Fund. A transfer to External Materials and Services is required to align the budget with the most recent projection of claims costs for FY 2016-17 from the fund's actuarial consultant.

CBO Discussion and Recommendation

Recommended as requested. Per Risk Management, the general workload and total claims for Workers' Compensation has increased for several reasons. Workers' Compensation adjusters are operating in a changing legal environment as a direct result of new case law and 2015 legislative changes. The changes require more adjuster time to investigate and document the interaction of preexisting conditions with acute injuries, and have shifted the burden of proof for situations where combined conditions are present. The new rules have also increased claimant attorney fees in litigated cases that result from an error by claims adjusters.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_206 - PSSRP - Beginning Fund Balance

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request is to allocate all of the PSSRP program beginning fund balance fund from Fund Center level into the project Funded Program level, bringing the total project resources up and aligning the budget with the audited balance in the FY 2015-16 CAFR.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_207 - PSSRP - GO Bond Fund Administrative Expense

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	(199,920)	0	(199,920)
TOTAL EXPENDITURES	(199,920)	0	(199,920)
REVENUES			
Budgeted Beginning Fund Balance	(199,920)	0	(199,920)
TOTAL REVENUES	(199,920)	0	(199,920)

Bureau Description:

This request is to reduce PSSRP Radio Project GO Bond Fund resources in order to cover higher than anticipated administration expenses in the GO Bond Fund.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_208 - PSSRP - TriMet Revenue

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	10,504	0	10,504
TOTAL EXPENDITURES	10,504	0	10,504
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Intergovernmental Revenues	10,504	0	10,504
TOTAL REVENUES	10,504	0	10,504

Bureau Description:

This request is to recognize PSSRP Radio Project revenue received from TriMet for work performed on their behalf at the Mount Scott radio site. Total revenue for this work is \$44,132, of which \$33,628 was recorded as accrued revenue in FY 2015-16. The scope of the project was adjusted and PSSRP will receive \$10,504 in additional revenue.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_209 - PSSRP - Motorola, Adcomm & Fed. Eng. Service

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,800,000	0	1,800,000
Contingency	(1,800,000)	0	(1,800,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to drawdown PSSRP Radio Project contingency funds for reappropriation to Professional Services. These funds are needed to cover the final Motorola system acceptance payment, contract change orders resulting from unanticipated Radio Project requirements, and additional professional services and consulting work for QA and licensing services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_210 - PSSRP - Century Link Pyxis support

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	175,000	0	175,000
Contingency	(175,000)	0	(175,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to drawdown PSSRP Radio Project contingency to cover Pyxis system costs. The Pyxis system refers to the digital loggers that have been installed to support the Motorola upgrade and recording of Radio IP transmissions. This adjustment covers support costs.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_211 - PSSRP - Day Wireless and Motorola program

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	447,000	0	447,000
Contingency	(447,000)	0	(447,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to drawdown PSSRP Radio Project contingency to cover generator work at tower sites and radio template work. Backup generators were needed at tower sites to provide additional support with Day Wireless providing the installation services. Motorola will perform template work on Police radios in order to have the work completed by June 30th.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_212 - PSSRP - Operating Supplies

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

Bureau Description:

This request is to reduce budgeted appropriation in operating supplies. Fund projections indicate not all of the current appropriation will be needed.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_213 - PSSRP - Pyxis, Generators, Consolettes & Radios

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	575,000	0	575,000
Contingency	(575,000)	0	(575,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to drawdown contingency and reappropriate the funds in Minor Equipment & Tools. These funds are needed to cover Pyxis equipment costs for digital loggers that support recording of Radio IP transmissions, the purchase of backup generators at tower sites, consolettes and radios.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_214 - PSSRP - Motorola Training

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

Bureau Description:

This request is to drawdown contingency and reappropriate the funds to cover anticipated radio technician training expenses. Upgrades to the radio system required additional training for the engineering technicians. Personnel changes necessitated complete training in all aspects of the system.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_215 - PSSRP - Biddle Butte land use application

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

Bureau Description:

This request is to appropriate funds to cover land use application fees for the Biddle Butte radio tower site. Upgrades to the radio system necessiated changes to the site. Those changes needed to go through an approval process with Skamania County in Washington.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_216 - PSSRP - CityFleet IA Increase

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

Bureau Description:

This request is to increase the interagency between the PSSRP Radio Project and CityFleet to cover additional Motor Pool expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_217 - PSSRP - BTS IA Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	310,000	0	310,000
Contingency	(310,000)	0	(310,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to increase the interagency between the PSSRP Radio Project and BTS to cover additional expenses in Telecomm Service, Engineering Billable, Radio & Video Billable and BTS Operations Billable.

CBO Discussion and Recommendation

Recommended as requested. The additional BTS costs in particular are primarily related to radio site improvement work and radio template programming.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_218 - PS GO Bond - Contingency transfer for Apparatus

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	0	0	0
Contingency	(3,094,920)	0	(3,094,920)
TOTAL EXPENDITURES	(3,094,920)	0	(3,094,920)
REVENUES			
Budgeted Beginning Fund Balance	(3,094,920)	0	(3,094,920)
TOTAL REVENUES	(3,094,920)	0	(3,094,920)

Bureau Description:

The purpose of this budget adjustment request is to correct the cost center used in the Adopted Budget for contingency related to the Fire apparatus project. This entry reduces contingency and beginning fund balance so that Fire can increase beginning fund balance and appropriate it in a capital account to cover accelerated expenses being incurred for their apparatus project.

CBO Discussion and Recommendation

Recommended as requested. The fire apparatus project will end FY 2016-17 with a balance of \$1.9 million, which will be budgeted in FY 2017-18 to complete the project.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_219 - BTS - ONI IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	29,108	0	29,108
TOTAL EXPENDITURES	29,108	0	29,108
REVENUES			
Interagency Revenue	29,108	0	29,108
TOTAL REVENUES	29,108	0	29,108

Bureau Description:

The Office of Neighborhood Involvement has requested an increase in their interagency with BTS to cover additional expenses in Telecomm Service, Radio & Video Billable, E-mail, Internet Access, Desktop Support, Data Networks, Operations Passthrough and Strategic Technology Billable.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_220 - BTS - Procurement IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	19,000	0	19,000
Contingency	169,000	0	169,000
TOTAL EXPENDITURES	188,000	0	188,000
REVENUES			
Interagency Revenue	188,000	0	188,000
TOTAL REVENUES	188,000	0	188,000

Bureau Description:

Procurement Services has requested an increase to their interagency with BTS to cover additional expenses in Telecomm Billable, Server Support, Desktop Support, Cellular Phones and Strategic Technology Passthrough.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_221 - BTS - Grants IA Increase

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

Bureau Description:

The Grants Office has requested an increase in their interagency with BTS to cover additional Desktop Support expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_222 - BTS - Debt Management IA Increase

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

OMF Debt Management has requested an increase in their interagency with BTS to cover additional Desktop Support expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_223 - BTS - Treasury IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	4,000	0	4,000
Contingency	4,000	0	4,000
TOTAL EXPENDITURES	8,000	0	8,000
REVENUES			
Interagency Revenue	8,000	0	8,000
TOTAL REVENUES	8,000	0	8,000

Bureau Description:

OMF Treasury has requested an increase in their interagency with BTS to cover additional Cellular Phones and Desktop Support expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_224 - BTS - Comm. of Public Safety IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	15,000	0	15,000
TOTAL EXPENDITURES	15,000	0	15,000
REVENUES			
Interagency Revenue	15,000	0	15,000
TOTAL REVENUES	15,000	0	15,000

Bureau Description:

The Commissioner of Public Safety has requested an increase to their interagency with BTS to cover additional Telecomm Billable expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_225 - BTS - EBS IA Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	(175,000)	0	(175,000)
TOTAL EXPENDITURES	(175,000)	0	(175,000)
REVENUES			
Interagency Revenue	(175,000)	0	(175,000)
TOTAL REVENUES	(175,000)	0	(175,000)

Bureau Description:

The EBS fund has requested an adjustment to their interagency with BTS, reducing appropriation for Strategic Technology Billable and increasing appropriation for Operations Billable.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_226 - BIBS Operations & Strat Supp - Tech Adj

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	13,687	0	13,687
External Materials and Services	0	0	0
Internal Materials and Services	800	0	800
Contingency	(14,487)	0	(14,487)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request transfers \$13,687 from External Materials and Services to Personnel Services. BIBS Operations and Strategic Support budgeted appropriation for salary and benefits inflation in contingency and the appropriation is now needed in personnel services. This request also makes adjustments in the Daycare and Fitness Center rates from the FY 2016-17 Proposed Budget to the Adopted Budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_227 - BIBS Operations & Strat Supp - Other BIBS Trans

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	14,000	0	14,000
External Materials and Services	22,500	0	22,500
Internal Materials and Services	22,500	0	22,500
Contingency	(59,000)	0	(59,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request transfers \$59,000 from the internal service funds contingency accounts to personnel services, external materials and services and internal materials and services. Contingency in the internal service funds is their operating reserve. This is to better align the budget with projected spending through the end of the year. This addresses an under-sizing of the external and internal materials and services budgets and accounts for a number of one-time needs of the division.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_228 - Facilities - Match BIBS Admin IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	22,500	0	22,500
TOTAL EXPENDITURES	22,500	0	22,500
REVENUES			
Interagency Revenue	22,500	0	22,500
TOTAL REVENUES	22,500	0	22,500

Bureau Description:

This package matches an IA increase requested by BIBS Admin for requested services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_229 - Facilities - Match Comm of Public Utilities IA

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,500	0	2,500
TOTAL EXPENDITURES	2,500	0	2,500
REVENUES			
Interagency Revenue	2,500	0	2,500
TOTAL REVENUES	2,500	0	2,500

Bureau Description:

This package matches an IA increase by the Commissioner of Public Utilities for requested services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_230 - Facilities - Match Attorney's Office IA Increase

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

Bureau Description:

This package matches an IA increase requested by the Attorney's Office for conference room upgrades.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_231 - BTS - City Attorney IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring 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:

The City Attorney's Office has requested an increase in their interagency with BTS to cover additional Operations Passthrough expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_232 - CityFleet – Comm. Public Utilities IA Increase

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

Bureau Description:

The Commissioner of Public Utilities has requested an increase of \$1,000 in the Interagency Agreement with CityFleet for use of the City's motor pool vehicles.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_233 - CityFleet – PSSRP Radio Project IA Increase

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

Bureau Description:

The PSSRP has requested an increase of \$1,000 in the Interagency Agreement with CityFleet for use of the City's motor pool vehicles.

CBO Discussion and Recommendation

Recommended as requested.Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_234 - CityFleet – BDS IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	550,000	0	550,000
TOTAL EXPENDITURES	550,000	0	550,000
REVENUES			
Interagency Revenue	550,000	0	550,000
TOTAL REVENUES	550,000	0	550,000

Bureau Description:

The Bureau of Development Services has requested an increase of \$550,000 in the Interagency Agreement with CityFleet for leasing vehicles.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_235 - BTS - Comm. of Public Utilities IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	10,500	0	10,500
TOTAL EXPENDITURES	10,500	0	10,500
REVENUES			
Interagency Revenue	10,500	0	10,500
TOTAL REVENUES	10,500	0	10,500

Bureau Description:

The Commissioner of Public Utilities has requested a BTS interagency increase to cover additional expenses for E-mail, Internet Access, Desktop Support, Server Support, Data Networks and Operations Passthrough.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_236 - CityFleet – Neighborhood Involvement IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	7,408	0	7,408
TOTAL EXPENDITURES	7,408	0	7,408
REVENUES			
Interagency Revenue	7,408	0	7,408
TOTAL REVENUES	7,408	0	7,408

Bureau Description:

The Office of Neighborhood Involvement has requested an increase in the Interagency Agreement with CityFleet for \$7,408 to pay for repair and maintenance, accidents and leases.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_237 - BTS - Mayor's Office IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	10,000	0	10,000
Contingency	20,000	0	20,000
TOTAL EXPENDITURES	30,000	0	30,000
REVENUES			
Interagency Revenue	30,000	0	30,000
TOTAL REVENUES	30,000	0	30,000

Bureau Description:

The Mayor's Office has requested an increase in their interagency with BTS to cover additional expenses in Operations Passthrough and Cellular Phones.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_238 - BTS - Support Center

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	13,000	0	13,000
Contingency	(13,000)	0	(13,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to add additional funds to the BTS Support Center Support Systems and Asset Management cost center to cover an increase in costs for Bomgar annual maintenance.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_239 - BTS - GIS Application

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	18,500	0	18,500
Contingency	(18,500)	0	(18,500)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to add appropriation to the BTS GIS Application budget to cover a purchase from Latitude Geographics for "Geocortex Essentials."

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_240 - CityFleet – Facilities IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	12,000	0	12,000
TOTAL EXPENDITURES	12,000	0	12,000
REVENUES			
Interagency Revenue	12,000	0	12,000
TOTAL REVENUES	12,000	0	12,000

Bureau Description:

BIBS/Facilities has requested an increase of \$12,000 in the Interagency Agreement with CityFleet for use of the City's motor pool vehicles.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_241 - CityFleet - Development Services IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	180,000	0	180,000
TOTAL EXPENDITURES	180,000	0	180,000
REVENUES			
Interagency Revenue	180,000	0	180,000
TOTAL REVENUES	180,000	0	180,000

Bureau Description:

Bureau of Development Services has requested to increase the Interagency Agreement with CityFleet for \$180,000 to purchase 6 new vehicles to accommodate the new positions they are requesting through request DS_006. Approval of this request meets the requirements of Resolution 35960, which requires reporting to City Council all new additional vehicles to the City's Fleet.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_242 - CityFleet - PBOT IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	128,000	0	128,000
TOTAL EXPENDITURES	128,000	0	128,000
REVENUES			
Interagency Revenue	128,000	0	128,000
TOTAL REVENUES	128,000	0	128,000

Bureau Description:

The Portland Bureau of Transportation has requested to increase the Interagency Agreement with CityFleet for \$128,000 to purchase 4 new vehicles for their inspectors. PBOT's request is TR_035. Approval of this request meets the requirements of Resolution 35960, which requires reporting to City Council all new additional vehicles to the City's Fleet.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_243 - Facilities - Increase IA with BES

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	520,000	0	520,000
TOTAL EXPENDITURES	520,000	0	520,000
REVENUES			
Interagency Revenue	520,000	0	520,000
TOTAL REVENUES	520,000	0	520,000

Bureau Description:

This request is to match an IA increase by BES for Guild's Lake roof repairs and other operations and maintenance.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_244 - P&D - BHR IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring 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:

Bureau of Human Resources has requested an increase in their interagency with P&D to cover additional copier services expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_245 - P&D - City Attorney IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	25,000	0	25,000
TOTAL EXPENDITURES	25,000	0	25,000
REVENUES			
Interagency Revenue	25,000	0	25,000
TOTAL REVENUES	25,000	0	25,000

Bureau Description:

The City Attorney's office has requested an increase in their interagency with P&D to cover additional copier services expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_246 - P&D - BDS IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	90,000	0	90,000
TOTAL EXPENDITURES	90,000	0	90,000
REVENUES			
Interagency Revenue	90,000	0	90,000
TOTAL REVENUES	90,000	0	90,000

Bureau Description:

Bureau of Development Services has requested an increase in their interagency with P&D to cover additional copier services expenses, postage and replacement copier costs.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_247 - P&D - PU Comm IA Increase

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

Bureau Description:

The PU Commissioner's office has requested an increase in their interagency with P&D to cover additional copy and printing services expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_248 - P&D - Debt Management IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring 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:

Debt Management has requested an increase in their interagency with P&D to cover additional copy and printing services expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_249 - P&D - Insurance & Claims IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	8,400	0	8,400
TOTAL EXPENDITURES	8,400	0	8,400
REVENUES			
Interagency Revenue	8,400	0	8,400
TOTAL REVENUES	8,400	0	8,400

Bureau Description:

Insurance & Claims has requested an increase in their interagency with P&D to cover additional copier services expenses and postage costs.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_250 - P&D - Special Appropriations IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	30,497	0	30,497
Contingency	250	0	250
TOTAL EXPENDITURES	30,747	0	30,747
REVENUES			
Interagency Revenue	30,747	0	30,747
TOTAL REVENUES	30,747	0	30,747

Bureau Description:

Special Appropriations has requested a number of increases in their interagency with P&D to cover additional expenses in copy/print/bind, prepress, mail delivery and postage services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_251 - P&D - BOEC IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	15,000	0	15,000
TOTAL EXPENDITURES	15,000	0	15,000
REVENUES			
Interagency Revenue	15,000	0	15,000
TOTAL REVENUES	15,000	0	15,000

Bureau Description:

The Bureau of Emergency Communications has requested an increase in their interagency with P&D to cover additional copy and printing services expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_252 - Facilities - Match Special Approps IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	9,618	0	9,618
TOTAL EXPENDITURES	9,618	0	9,618
REVENUES			
Interagency Revenue	9,618	0	9,618
TOTAL REVENUES	9,618	0	9,618

Bureau Description:

This decision package is to match a request for increased IA's by Special Appropriations for requested services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_253 - Spectator Venues Technical Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,009,373	0	3,009,373
Internal Materials and Services	129	0	129
Contingency	(3,009,502)	0	(3,009,502)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request will transfer \$3,009,373 from contingency to EMS for the PDC loan repayment and true up the fitness and daycare center charges.

In 2012, PDC and OMF were collaborating on a multi-party renovation project for the Veterans Memorial Coliseum, a portion of which was to be funded with Oregon Convention Center Urban Renewal District proceeds. In advance of the completion of the documentation needed to implement that project, PDC agreed to advance funds to OMF, specifically to the Spectator Venues Fund, to undertake work that needed to begin prior to document completion. This work was called the Pre-RDA Work and specifically included the replacement of the ice floor and ice plant. According to the City/PDC IGA authorized by Council under Ordinance 185121, funds advanced by PDC for the Pre-RDA Work would be repaid by OMF if the renovation project did not come to fruition. The IGA was amended in 2017 to specify the total loan amount and the repayment schedule. OMF has decided to pay off the full outstanding balance – principle and interest – of the Pre-RDA loan by May 31, 2017 to reduce the amount of interest paid and to clear the Fund's obligation for this loan. The Spectator Fund has sufficient funds to make this payment.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_254 - P&D - PA Comm IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	19,000	0	19,000
TOTAL EXPENDITURES	19,000	0	19,000
REVENUES			
Interagency Revenue	19,000	0	19,000
TOTAL REVENUES	19,000	0	19,000

Bureau Description:

The PA Commissioner's office has requested an increase in their interagency with P&D to cover additional copy and printing services and copier services expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_255 - CityFleet - PBOT Maintenance IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	475,000	0	475,000
TOTAL EXPENDITURES	475,000	0	475,000
REVENUES			
Interagency Revenue	475,000	0	475,000
TOTAL REVENUES	475,000	0	475,000

Bureau Description:

The Portland Bureau of Transportation has requested to increase the Interagency Agreement with CityFleet for \$475,000 to purchase new vehicles and equipment. PBOT's request is TR_043. Approval of this request meets the requirements of Resolution 35960, which requires reporting to City Council all new additional vehicles to the City's Fleet.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_256 - CityFleet – Parks Bureau IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	75,000	0	75,000
TOTAL EXPENDITURES	75,000	0	75,000
REVENUES			
Interagency Revenue	75,000	0	75,000
TOTAL REVENUES	75,000	0	75,000

Bureau Description:

The Parks Bureau has requested to increase the Interagency Agreement with CityFleet for \$75,000 to purchase new equipment. Park's request is PK_015. Approval of this request meets the requirements of Resolution 35960, which requires reporting to City Council all new additional vehicles to the City's Fleet.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_257 - BTS - Business Continuity

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	121,719	0	121,719
Contingency	(121,719)	0	(121,719)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The request is to appropriate funds to cover the approved and filled Business Continuity position in BTS Information Security.

CBO Discussion and Recommendation

Recommended as requested. Responsibilities of this position will include assisting in the mitigation of threats to the City's information and technology systems in the case of natural or man-made disasters. This position was approved in FY 2014-15. The position was not filled until this year due to the difficulties of filling a limited term position. CBO has recommended this position to be funded on an ongoing basis through charges to customer bureaus in the FY 2017-18 budget.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_258 - CityFleet - Mechanic Tool Boxes & Tools

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	600,000	0	600,000
Contingency	(600,000)	0	(600,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to move \$600,000 from Operating Contingency to Capital Outlay to purchase a \$10,000 tool box (and tools) for each mechanic. This would be a one-time cost because the tool boxes (and tools) have a lifetime guarantee. Tools are currently mechanic tools and are covered under the mechanic's labor contract. CityFleet is currently negotiating contract language change to allow CityFleet to purchase each mechanic a \$10,000 tool box which includes tools and no longer provide \$500 per mechanic every year as a tool allowance.

CBO Discussion and Recommendation

Recommended as requested. This is a proactive request, pending the outcome of negotiations of Article 29 "Tools" with the District Council of Trade Unions. Currently, newly hired mechanics are expected to provide their own tools, and receive a \$500/year tool allowance and (approximately \$3,000 per year). Under the potential renegotiations, the City would purchase a \$10,000 tool kit for the approximately 60 fleet mechanics that require tool kits, but tool kits would be inventoried City property and the City would not pay mechanics an annual tool allowance. Fleet has indicated that the majority of tools would be guaranteed in perpetuity, though realistically kits would need to be replaced or replenished over time, responsibility for which would fall to the City. Based on these basic assumptions, the \$600,000 upfront investment would achieve a positive ROI if City-owned tool kits are maintained with minimal replenishment costs for about 15 years; this would extend to 19 years if the City's current \$10,000/year in replenishment costs are assumed to continue. CBO notes that this request is being put forward as part of negotiations rather than as a strict business case; a number of details and assumptions are still being worked out.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_259 - CityFleet - Police Bureau IA Reduction

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(1,000,000)	0	(1,000,000)
Contingency	(1,025,000)	0	(1,025,000)
TOTAL EXPENDITURES	(2,025,000)	0	(2,025,000)
REVENUES			
Interagency Revenue	(2,025,000)	0	(2,025,000)
TOTAL REVENUES	(2,025,000)	0	(2,025,000)

Bureau Description:

The Police Bureau has requested a \$2,025,000 reduction to their interagency with CityFleet for repair & maintenance, fuel and vehicle replacement.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_260 - P&D - Police Bureau IA Reduction

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(80,000)	0	(80,000)
TOTAL EXPENDITURES	(80,000)	0	(80,000)
REVENUES			
Interagency Revenue	(80,000)	0	(80,000)
TOTAL REVENUES	(80,000)	0	(80,000)

Bureau Description:

The Police Bureau has requested an \$80,000 reduction to their interagency with P&D for copy and printing services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_261 - Facilities - OMF Daycare/Fitness Tech Adjs

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(673)	0	(673)
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	(673)	0	(673)
REVENUES			
Interagency Revenue	(673)	0	(673)
TOTAL REVENUES	(673)	0	(673)

Bureau Description:

In the FY 2016-17 Adopted Budget, OMF did a square footage true-up on the 12th floor of the Portland Building, after several floor plan changes had been made recently. Rent was true-ed up in the Adopted Budget, but daycare / fitness budgets also need to be corrected. This decision package corrects the budgets for daycare/fitness charges to match actual square footage based on the true up.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of the Mayor

Type: Technical Adjustment

Request: MY_004 - Mayor's Office-Technical Adjustments

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

Bureau Description:

This request moves funds from Personnel Services to Internal Materials and Services to better align budget with projected spending.

CBO Discussion and Recommendation

Recommend as requested

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

Bureau: Office of the Mayor

Type: Compensation Set Aside Request

Request: MY_005 - Mayor's Office-Comp Set-Aside Request

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	3,250	0	3,250
TOTAL EXPENDITURES	3,250	0	3,250
REVENUES			
General Fund Discretionary	3,250	0	3,250
TOTAL REVENUES	3,250	0	3,250

Bureau Description:

On December 21, 2016, Portland City Council passed Ordinance #188166 which provided one-month of City paid health insurance for named staff of outgoing elected official's Offices. This insurance, estimated to cost the City \$3250, included coverage for staff members and their covered qualified dependents. All of the staff members identified to be eligible for this insurance were members of the Mayor Hales administration. This unusual arrangement has not been typical for Council Offices in the past where insurance costs incurred for staff from a different official has been passed on to a new elected official.

The Ordinance did not identify the funding source for this cost. It was later determined that this cost would be charged to Mayor Wheeler's Office. In an effort to hold the current administration harmless from a budgetary perspective, the Mayor's Office is requesting \$3250 in compensation set-aside to cover this expense.

CBO Discussion and Recommendation

The cost of these expenses is \$3,250. The charges were ultimately billed to the Mayor's Office; CBO recommends this request.

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

Bureau: Office of the Mayor

Type: Program Carryover Request

Request: MY_006 - Mayor's Office-Programmatic Carryover Request

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(60,000)	60,000	0
External Materials and Services	(40,000)	40,000	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:

The Mayor's Office is requesting that \$100,000 in unspent FY 2016-17 balance be transferred into their FY 2017-18 budget to provide additional staffing resources. Mayor Wheeler's Office has undertaken several new initiatives since taking office such as the Housing Bond Implementation, Tenant Protections, Short-Term Rentals, Technology Innovation and Partnerships, and Innovative Alternatives to Street Camping.

If approved, this request will provide the Mayor's Office with additional staffing resources to help implement these initiatives. These funds will be used to supplement staff and to develop and implement strategies to address these issues and support community engagement on these issues.

CBO Discussion and Recommendation

The Mayor's Office is requesting to carry over \$100,000 in anticipated unspent personnel (\$60,000) and external materials and services (\$40,000) funds into FY 2017-18 to provide staffing support for a variety of initiatives, including the Housing Bond implementation, Tenant Protections, Short Term Rentals, Technology Innovation and Partnerships, and Innovative Alternatives to Street Camping. At this time, CBO does not have sufficient information about the discrete, time-limited nature of these projects to recommend carryover funding, but we have requested additional information from the Mayor's Office that may be available prior to Council approval of the Spring BMP.

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

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_009 - Interagency adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(43,576)	0	(43,576)
Internal Materials and Services	43,576	0	43,576
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Interagency adjustments to cover expected IA expenses for the fiscal year. ONI added several vehicles, a new intercom system and new vehicle charging stations at the Kelly building. Also, some new staff positions were budgeted with accompanying support costs in External M&S instead of in Internal M&S.

CBO Discussion and Recommendation

Recommended as requested. Prior to these adjustments that transfer \$43,576 from ONI's external materials & services budget to internal materials & services, CBO projects the bureau to overspend its internal materials & services budget.

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

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_010 - Budget for Casual employees at Coalitions

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	47,965	0	47,965
External Materials and Services	(40,565)	0	(40,565)
TOTAL EXPENDITURES	7,400	0	7,400
REVENUES			
Miscellaneous	7,400	0	7,400
TOTAL REVENUES	7,400	0	7,400

Bureau Description:

Adjust personnel budget for ONI operated Neighborhood Coalitions.

North Portland Neighborhood Services: add \$13,200 to Personnel for casual employees. \$7400 will be covered by revenue for personnel costs charged to North Portland Community Works. \$5800 will be from internal transfers from NPNS External M&S.

East Portland Neighborhood office: \$19,000 transfer to Personnel from external M&S for casual employees \$15,765 transfer from external M&S to cover leave payout for former Director, and staff cost overages.

CBO Discussion and Recommendation

Recommended as requested. The \$15,765 transferred from external materials & services cover the vacation payout for the retired East Portland Neighborhood Office director (\$14,265) and part-time salary overages (\$1,500). Without these increases in its personal services budget, as well as other requests in the current Spring BMP that increase personal services, ONI is projected to overspend in this major object category mostly due to a severance package for the former bureau director.

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

Bureau: Office of Neighborhood Involvement

Type: Program Carryover Request

Request: NI_011 - Carryover of Homeless/Housing Outreach

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(230,000)	0	(230,000)
TOTAL EXPENDITURES	(230,000)	0	(230,000)
REVENUES			
General Fund Discretionary	(230,000)	0	(230,000)
TOTAL REVENUES	(230,000)	0	(230,000)

Bureau Description:

As required, ONI presented to Council in Fall 2016 a plan for the distribution of the funds and was prepared to release as approved in January. However, with change in Council members and specifically in Commissioner-in-Charge of ONI the plan was put on hold. Per direction of Commissioner Eudaly's office, the funds have been reallocated with intent to better serve the City. ONI is requesting carry forward of \$230,000 to fund two one-year limited positions to aid the Mayor in the fight against homelessness and also allow the City to respond to community engagement needs around the issue. One position is a Low-Income Tenant and Homeless/Houseless Neighborhood Engagement Specialist to develop and maintain close working relationships with stakeholders in order to help neighborhood associations understand and address the housing and human services needs of low-income and homeless residents in neighborhood level planning decisions. The other position is an Alternative Shelter Project Coordinator tasked with overseeing and implementing the growing priority to establish alternatives to long-term facility based shelter (such as a neighborhood-based pop-up sleeping pod village like the one proposed for Kenton, a six-month shelter using donated commercial space like the Columbia Center, a scattered site church-based transitional living program, or a church warming center). The work to create the positions will begin in the current fiscal year so that work can begin promptly in July. Some of the remaining funds were reallocated to unbudgeted personnel expenses with the departure of the bureau Director.

CBO Discussion and Recommendation

Recommended as requested. The bureau's current plan for the funds are significantly different from its original plan. The original plan had limited City staffing support to only the distribution of funds to community organizations to work with A Home for Everyone and to build capacity for leadership development, outreach, community organizing, policy advocacy and information coordination with low-income tenants, the houseless and communities of color/immigrants/refugees. The office of ONI's Commissioner-in-charge developed an alternate proposal that it believes will be a more effective use of the funds by creating two limited term positions to address gaps in staffing resources.

Of the original \$350,000 in General Fund one-time resources that ONI received, aside from the \$230,000 carried over in this request, \$62,000 are being used to cover some of the former director's targeted severance payout (\$17,522 transferred from external materials & services in request NI_016, plus \$44,478 already budgeted in personal services), with \$58,000 remaining in external materials & services. ONI was instructed to leave the \$58,000 in that category, and it is unclear whether there will be any expenditures related to the project in the current year or if the funds will remain unspent and fall to balance.

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

Bureau: Office of Neighborhood Involvement

Type: Program Carryover Request

Request: NI_012 - Carryover limited term noise inspector

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(33,624)	33,624	0
External Materials and Services	(3,876)	3,876	0
TOTAL EXPENDITURES	(37,500)	37,500	0
REVENUES			
Charges for Services	(37,500)	37,500	0
TOTAL REVENUES	(37,500)	37,500	0
FTE			
Limited Term Positions	-0.50	0.50	0.00
TOTAL FTE	-0.50	0.50	0.00

Bureau Description:

In the fall BMP of FY2016-17, ONI increased the budget to hire a limited-term Noise Inspector. The hiring for this position was delayed, and ONI wishes to carryover the funding for this request into FY2017-18.

CBO Discussion and Recommendation

ONI budgeted this position and the associated increase in Noise program revenues during the Fall BMP (request NI_004). The bureau states that it has struggled as a result of not having the position, which was not filled due to uncertainty resulting from the change in the bureau's commission-in-charge as well as a manager's absence. The bureau states that because the position was not filled, existing staff struggled to keep up with the workload and did not have capacity to proactively inspect variances. ONI has identified the position as a long-term need, particularly during peak seasons.

CBO does not recommend this carryover request for various reasons. First, the carryover of program revenues is not recommended for General Fund subsidized programs, which the Noise program is, because it is assumed that the program revenues are spent first before General Fund discretionary is utilized. The carryover of program revenues is only allowed if they more than cover the program's expenditures. Furthermore, the increase in Noise program revenues is already assumed in the bureau's FY 2017-18 Requested budget. ONI has budgeted \$230,000 in program revenues next year, which is already higher than the bureau's post-Fall BMP budget of \$209,500. Thus, the bureau already has enough funds for the position in its budget next year without this carryover request.

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

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_013 - Increase funding for Neighborhood Cleanups

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,500	0	3,500
TOTAL EXPENDITURES	3,500	0	3,500
REVENUES			
Interagency Revenue	3,500	0	3,500
TOTAL REVENUES	3,500	0	3,500

Bureau Description:

The Office of Planning and Sustainability is providing the North Portland Neighborhood Office with \$3,500 additional funds for neighborhood cleanups.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_014 - Additional funding for Cannabis Personnel

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	75,000	0	75,000
TOTAL EXPENDITURES	75,000	0	75,000
REVENUES			
Charges for Services	75,000	0	75,000
TOTAL REVENUES	75,000	0	75,000

Bureau Description:

Increase the Cannabis Personnel budget for Casual and Limited term employees. Additional funding is from additional revenues.

CBO Discussion and Recommendation

Recommended as requested. This adjustment increases the bureau's program revenues for its Marijuana program by 9.1%, to a post-Spring BMP total of \$900,000. At \$895,679, ONI has a similar amount budgeted for this revenue in its FY 2017-18 Requested budget. Currently, one of the program's positions is limited term, while another position is double-filled.

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

Bureau: Office of Neighborhood Involvement

Type: Compensation Set Aside Request

Request: NI_015 - Compensation set-aside funding

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

Bureau Description:

Compensation set-aside request to cover additional personnel costs related to the ONI Director's resignation/severance.

CBO Discussion and Recommendation

Recommended as requested. CBO is not recommending the carryover of Noise program revenues requested in NI_012, and hence the bureau has an additional \$37,500 of program revenues to cover bureau expenditures. This frees up the same amount of General Fund discretionary that ONI can use to help pay for the severance package, and the amount is close to the \$40,000 in this request for compensation set-aside. However, the amount is well within the range that the bureau may overspend personal services by, based on current projections, and thus, CBO recommends the appropriation of the additional funds.

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

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_016 - Personnel funding for ONI Director

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	17,522	0	17,522
External Materials and Services	(17,522)	0	(17,522)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

Transfers \$17,522 from Housing/Homeless External M&S to cover Personnel Cost overages related to ONI Director Resignation and related severance.

CBO Discussion and Recommendation

CBO recommends this transfer to prevent over-expenditure of the bureau's personal services budget resulting mostly from the targeted severance. See write-up for request NI_011 for an accounting of ONI's plans for the entire \$350,000 in General Fund one-time resources that it was originally allocated for housing emergency outreach and engagement.

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

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_017 - Crime Sign Sales

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	4,100	0	4,100
TOTAL EXPENDITURES	4,100	0	4,100
REVENUES			
Miscellaneous	4,100	0	4,100
TOTAL REVENUES	4,100	0	4,100

Bureau Description:

Recognizes the revenue from Crime Prevention sign sales. Revenues are used to replenish the inventory of signs, clings, stickers, and other items the program offers to the public.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_018 - Increase EPNO Director from 0.75 to 0.80 FTE

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
TOTAL EXPENDITURES	0	0	0
FTE			
Part-Time Positions	0.02	0.00	0.02
TOTAL FTE	0.02	0.00	0.02

Bureau Description:

This request is to increase the East Portland Neighborhood Office (EPNO) Director from 0.75 to 0.80 FTE. There is no budgetary change this year due to the difference in pay between the previous director and the new director.

CBO Discussion and Recommendation

Recommended as requested. The former EPNO Director was paid at top-of-range, but budget projections and other staffing decisions presumed his retirement and the hiring of a new Director at approximately mid-range. The annual budget at mid-range of \$37.37/hour at 0.75 FTE is \$58,297, not including benefits. The recent appointment was at a rate of \$35/hour, which allowed for an increase to 0.80 FTE for an annual total of \$58,240.

ONI's plan for FY 2017-18 is to maintain staffing at 0.80 FTE. However, ONI management has identified a potential need to shift the position to full-time based on the complexity of the workload in East Portland and managing both EPNO and the East Portland Action Plan. The bureau raised the issue with the advisory committee overseeing this transition in director as an opportunity to address the need. However, the committee had other priorities for the budget and had only budgeted \$58,297 for the new director. Therefore, the bureau took the opportunity to increase the position to 0.80 FTE given the budget allowance, and the new director will continue to explore the issue and office staffing needs further with staff and the advisory committee.

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

Bureau: Office of Equity & Human Rights

Type: Compensation Set Aside Request

Request: OE_005 - Compensation Set Aside Request

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	17,000	(13,700)	3,300
TOTAL EXPENDITURES	17,000	(13,700)	3,300
REVENUES			
General Fund Discretionary	17,000	(13,700)	3,300
TOTAL REVENUES	17,000	(13,700)	3,300

Bureau Description:

This request is intended to cover a projected overexpenditure in personnel services cost in the bureau. This situation is the result of full staffing at the bureau for the fiscal year to date, and costs anticipated from employee transitions later in the fiscal year.

CBO Discussion and Recommendation

Based on updated information available regarding staff transitions, CBO recommends \$3,300 in compensation set-aside funding to match current projections. Further adjustments may be required in the Over-Expenditure Ordinance. The bureau is projected to have sufficient underspending in external materials and services to absorb potential additional overexpenditure in personnel services.

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

Bureau: Office of Equity & Human Rights

Type: Program Carryover Request

Request: OE_006 - General Fund Program Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(42,000)	0	(42,000)
TOTAL EXPENDITURES	(42,000)	0	(42,000)
REVENUES			
General Fund Discretionary	(42,000)	0	(42,000)
TOTAL REVENUES	(42,000)	0	(42,000)

Bureau Description:

This request is to reduce appropriations in the Racial Equity Toolkit CoHort program by \$42,000 in order to carry the funds over to FY 17-18 to continue development of the program.

CBO Discussion and Recommendation

CBO typically only recommends program carryovers for discrete projects with clearly defined scope, timelines and budgets. These projects are often appropriated or begun in one year but require carryover into subsequent years to be completed. CBO recommends this carryover, but recommends that this funding be used for data analytics and support, as Council allocated \$42,170 in the Fall Supplemental Budget to create a limited term position to provide this function for the Equitable Contracting & Purchasing Commission as well as for the bureau more broadly. To date, the bureau has not hired this position, and the funding remains unspent and available for carryover.

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

Bureau: Commissioner of Public Affairs

Type: Technical Adjustment

Request: PA_004 - CPA-GCDV Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	20,000	0	20,000
External Materials and Services	(35,000)	0	(35,000)
Internal Materials and Services	15,000	0	15,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves funds from External Materials and Services to Personnel Services and Internal Materials and Services to better align budget with projected spending.

CBO Discussion and Recommendation

Recommend as requested. However, it should be noted that the Gateway Center for Domestic Violence (GCDV) is moving \$35,000 from external materials and services to personnel (\$20,000) and internal materials and services (\$15,000). GCDV has experienced increased demand and a staff person who was previously working part time has been working full time, increasing personnel expenses.

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

Bureau: Commissioner of Public Affairs

Type: Technical Adjustment

Request: PA_005 - CPA Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	20,000	0	20,000
External Materials and Services	(24,000)	0	(24,000)
Internal Materials and Services	4,000	0	4,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves funds from External Materials and Services to Personnel Services and Internal Materials and Services to better align budget with projected spending.

CBO Discussion and Recommendation

Recommend as requested. Commissioner Saltzman's Office is projected to overspend personnel by approximately \$11,000 and is reallocating funds from external materials and services to personnel to cover over spending and provide a small cushion.

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

Bureau: Portland Parks & Recreation

Type: Technical Adjustment

Request: PK_015 - Spring - Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	12,000	0	12,000
External Materials and Services	163,000	0	163,000
Internal Materials and Services	(1,135,000)	0	(1,135,000)
Capital Outlay	(40,000)	0	(40,000)
Contingency	775,927	0	775,927
TOTAL EXPENDITURES	(224,073)	0	(224,073)
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Intergovernmental Revenues	0	0	0
Bond and Note	(224,073)	0	(224,073)
Miscellaneous	0	0	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	(224,073)	0	(224,073)

Bureau Description:

Technical Adjustments between major object categories, cost center and/or commitment items that do not impact fund size or contingency.

CBO Discussion and Recommendation

Included within this request is a reduction in bond repayment proceeds of \$224,073 to the SDC capital fund from the Golf Fund. Due to fiscal constraints in the Golf Fund, the bureau is restructuring a \$1.5 million five-year interfund loan to have no service payments in FY 2016-17 through FY 2018-19, followed by several larger debt service payments. This was approved to finance improvements to Colwood Golf Course and was intended to be repaid by increased revenue collections of green fees and driving range fees. Whether the Golf Fund will be able to make these payments in future years is dependent upon these fee revenues being realized. To the degree that program is not able to achieve its revenue targets, the bureau will need to identify further reductions to make these payments.

Restructuring this loan is allowed under Oregon Local Budget Law. Per advice from the Tax Supervising & Conversation Committee, CBO has recommended that Council approve this revised debt schedule via Council resolution.

Recommended as requested.

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

Bureau: Portland Parks & Recreation

Type: Technical Adjustment

Request: PK_016 - Spring - Revenue Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	255,000	0	255,000
External Materials and Services	1,335,805	0	1,335,805
Internal Materials and Services	0	0	0
Capital Outlay	879,300	0	879,300
Fund Transfers - Expense	979,300	0	979,300
Contingency	22,715,758	0	22,715,758
TOTAL EXPENDITURES	26,165,163	0	26,165,163
REVENUES			
Budgeted Beginning Fund Balance	23,047,053	0	23,047,053
Licenses & Permits	220,000	0	220,000
Charges for Services	12,000,000	0	12,000,000
Intergovernmental Revenues	77,705	0	77,705
Interagency Revenue	55,000	0	55,000
Fund Transfers - Revenue	979,300	0	979,300
Bond and Note	(12,692,695)	0	(12,692,695)
Miscellaneous	2,478,800	0	2,478,800
General Fund Discretionary	0	0	0
TOTAL REVENUES	26,165,163	0	26,165,163

Bureau Description:

This package recognizes changes in fund size due to new revenues or adjusted revenue projections. This package primarily consists of an increased projection in System Development Charges (SDC) revenues and changes the Bond Project revenue sources from Bond Sales to Beginning Fund Balance.

CBO Discussion and Recommendation

Included within PK_016 is an adjustment that moves \$290,000 from the Tree Damages Recovery Fund to fund facilities improvement for Urban Forestry at Delta Park. Using these funds for this purpose may be allowable under City Code and these facility improvements have been prioritized by the bureau. Moreover, given that there are limited resources for Parks' major maintenance needs, considering alternative funding sources is important for all projects. CBO highlights this particular adjustment to make transparent how this project will be funded, particularly in light of this funds' intended use.

Parks has also requested a technical adjustment to increase revenues in the System Development Charge program by \$12.0 million to a total of \$22.5 million in FY 2016-17. CBO notes that the revised budgeted amount is less than the current year actual revenues and SDC fund will have a greater balance beginning in FY 2017-18. The bureau has projected revenues of \$9.0 million next year, which is an amount comparable to the revenues received prior to the economic recovery but approximately half of the amount received in the most recent four years. While the pace of development is eventually expected to lessen, CBO notes that the projected figure is conservative and that revenues are likely to exceed projected amounts over the next two to three years.

Recommended as requested.

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

Bureau: Portland Parks & Recreation

Type: Program Carryover Request

Request: PK_017 - Spring - GF 1-Time Program Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(85,000)	0	(85,000)
External Materials and Services	(125,000)	40,000	(85,000)
TOTAL EXPENDITURES	(210,000)	40,000	(170,000)
REVENUES			
General Fund Discretionary	(210,000)	40,000	(170,000)
TOTAL REVENUES	(210,000)	40,000	(170,000)

Bureau Description:

This package is to carry over three General Fund one-time packages within the current year's budget that won't be fully utilized in the current fiscal year. The programs and carryover amounts are:

- Master plans for new parks in East Portland - \$80,000
- Offroad cycling plan - \$45,000
- Equitable Access for Low Income Portlanders Program Design - \$85,000

CBO Discussion and Recommendation

Parks is requesting to carry over funding for three master plans for East Portland parks. Funding of \$300,000 was initially approved in the FY 2014-15 Fall BMP for Mills and Midland, and Wilkes Headwater Parks. The full amount was carried over into FY 2015-16, and then \$280,000 was carried over into FY 2016-17. As part of this Spring BMP request, the bureau is requesting to carryover \$80,000. These plans are currently in the design and public process phase, and are expected to be submitted to Council for approval in the fall of 2017. CBO notes that the original request was not intended to fund the master plan of the 150th and Division property, and so CBO has not recommended this portion of the request (\$40,000). However, CBO notes that the strategic direction of Parks is to expand access in East Portland, and due to forecasted SDC revenues, funding may be available for capacity-enhancing improvements to this space. CBO recommends that this plan be funded within existing resources. Alternatively, Council could approve the entire carryover request, expanding the scope of the funding beyond its original intent.

Parks is also requesting to carry over \$85,000 of funding for a limited-term scholarship coordinator position, which would implement the bureau's revised scholarship policy. Funding of \$100,000 was approved for the position in the bureau's FY 2016-17 budget. The bureau has recently made an offer to a candidate and anticipates hiring this position within FY 2016-17.

Finally, Parks is requesting \$50,000 to fund the remaining portion of the off-road cycling plan. This plan is expected to be presented to Council in early FY 2017-18, and so the majority of Parks' funding for this plan will be spent in FY 2016-17.

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

Bureau: Portland Parks & Recreation

Type: Program Carryover Request

Request: PK_018 - Spring - Non-GF Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	(27,057,623)	0	(27,057,623)
Contingency	25,834,966	0	25,834,966
TOTAL EXPENDITURES	(1,222,657)	0	(1,222,657)
REVENUES			
Intergovernmental Revenues	(1,222,657)	0	(1,222,657)
TOTAL REVENUES	(1,222,657)	0	(1,222,657)

Bureau Description:

Non-General Fund carryover adjustments to contingency:

SDC Development & Acquisitions\$17,496,965
 Building Roofs and Energy Systems\$4,779,000
 Play Areas, Fountains, & Sports Facilities\$1,975,000
 Sewer & Irrigation\$1,130,000
 Forest Park Infrastructure\$399,000
 Natural Areas & Bridges\$366,000
 Willamette Park DOLA & Pathways\$189,000
 Grants\$1,222,657
 Grand Total\$27,557,622

CBO Discussion and Recommendation

Parks is requesting to carryover \$26.3 million in capital project, which was budgeted but not completed this year. This includes General Fund resources that were previously approved in FY 2016-17 Adopted Budget or Fall BMP. Due to a lack of project manager capacity, CBO specifically notes that work has not begun on the Mt Scott Community Roof Repair (\$2.5 million in the FY 2016-17 Adopted Budget), Solar Panels at Southwest Community Center (\$182,000 in the FY 2016-17 Adopted Budget), Washington Park Pipe Re-lining, ADA barrier removal (\$1.0 million in the Adopted Budget), Southwest Community Center Roof (\$1.3 million in the Fall BMP). Of the total capital funding appropriated in FY 2016-17, work has only begun on the Halprin Fountain Sequence improvements and repair of the damages caused by the December 2015 storm.

Recommended as requested.

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

Bureau: Portland Parks & Recreation

Type: Compensation Set Aside Request

Request: PK_019 - Spring - Comp Set-Aside

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	367,000	(367,000)	0
TOTAL EXPENDITURES	367,000	(367,000)	0
REVENUES			
General Fund Discretionary	367,000	(367,000)	0
TOTAL REVENUES	367,000	(367,000)	0

Bureau Description:

The bureau is requesting the above amount from the Compensation Set-Aside due to unbudgeted COLA increases for full-time employees, a minimum wage increase impacting the bureau's \$10 million seasonal budget, unbudgeted retirement payouts from the Voluntary Retirement Incentive Program, and unbudgeted overtime spending due to severe winter weather and Urban Forestry emergency response.

CBO Discussion and Recommendation

As part of its FY 2016-17 Adopted Budget, Parks received ongoing funding of \$4,385,199 to convert seasonal positions into 101.25 permanent FTE as a result of the arbitration settlement. This provided funding for the entire fiscal year, but many of the positions were not created until October 1st as provided in the agreement. As a result, underspending in personnel services are projected.

Despite these projected savings, the bureau is requesting compensation set-aside as a result of two offsetting increases in personnel costs. First, the bureau has estimated \$300,000 in additional costs due to employees who participate in the Volunteer Retirement Incentive Program. Second, as initial step in a series of increases, Oregon minimum wage is increasing from \$9.75 to \$11.25 (Portland metro area) on July 1st, 2017. These will be followed by a series of increases through 2023 until minimum wage exceeds \$15/hour. Currently, 55% (or approximately 1600 of 3000 seasonal employees) make less than \$11.25 per hour. Rather than increasing wages beginning July 1st (as a result of which, costs would not increase in FY 2016-17), the bureau has made a decision to hire summer seasonal employees at increased amounts in anticipation of the July 1st change. This not only impacts employees making less than \$11.25 per hour, but due to wage compression, hourly wages are also increased for those positions that previously made more than \$11.25 per hour. This will result in approximately \$300,000 additional costs in FY 2016-17.

CBO projects that there will be sufficient underspending in personnel services due to the availability of the arbitration settlement savings and does not recommend the request for \$367,000 in compensation set-aside.

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

Bureau: Portland Parks & Recreation

Type: Mid-Year Reductions

Request: PK_020 - Spring - Golf Reductions

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(60,120)	0	(60,120)
TOTAL EXPENDITURES	(60,120)	0	(60,120)
REVENUES			
Charges for Services	(60,120)	0	(60,120)
TOTAL REVENUES	(60,120)	0	(60,120)
FTE			
Full-Time Positions	-5.00	0.00	-5.00
TOTAL FTE	-5.00	0.00	-5.00

Bureau Description:

While declines in rounds of golf and corresponding revenues have been taking place for several years now, until recently the golf program has managed to maintain a positive cash flow and fund balance. Steadily rising operational expenses combined with weather patterns that have not been conducive to customer activity have combined in a "perfect storm" resulting in impacts with regard to the short-term viability of the Golf Fund. Specifically, the poor weather conditions of this past summer creates the risk of being in the red at the end of this fiscal year. In order to ensure a recovery, it is paramount that some level of remedial action be taken immediately to ensure the stability of the Golf Fund.

This package provides budget authority to eliminate five Greenskeeper positions and will be phased-in as pending retirements are planned between now and June 30th, 2017.

CBO Discussion and Recommendation

In addition to slower-than-anticipated fee collections at Colwood Golf Course, which reopened in April 2015, wet winter conditions have negatively impacted revenues at City courses. However, the Golf Program's fiscal challenges are not new and follow national trends of decreasing interest in the sport. Over the past five years, expenses (including debt payments and capital costs) have exceeded revenues, decreasing the program's fund balance from \$1.4 million in FY 2010-11 to \$286,000 at the end of the last fiscal year. This trend is projected to continue through FY 2016-17, potentially resulting in a negative fund balance if not immediately addressed.

Several steps are being taken to address this issue: (1) elimination of greenskeeper positions in order to lower personnel costs (PK_020), and (2) restructuring of a loan from the Golf Fund to the SDC Capital Fund, lowering debt expenses by \$224,000 in FY 2016-17, and (3) implementation of other short-term revenue enhancements and cost savings measures, such as delaying the cost of seasonal employees, delaying fertilizing schedules, and implementing voluntary and non-represented/ management furloughs. To the degree that a negative fund balance is projected by the time of the over expenditure ordinance, the program may need to be subsidized by an alternative funding source, which may include the General Fund.

CBO and the bureau will continue to track revenue collections at City-owned courses and Colwood specifically over the next year while reassessing the long-term fiscal sustainability of the Golf program. Moreover, CBO recommends that the bureau continue to develop strategies to ensure that the Golf Program remains solvent. These strategies should be developed in the context of addressing both overall program goals and bureau's broader recreation goals.

Recommended as requested.

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

Bureau: Portland Police Bureau

Type: Program Carryover Request

Request: PL_014 - Police Spring Program Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(2,113,582)	0	(2,113,582)
Internal Materials and Services	(388,500)	0	(388,500)
TOTAL EXPENDITURES	(2,502,082)	0	(2,502,082)
REVENUES			
General Fund Discretionary	(2,502,082)	0	(2,502,082)
TOTAL REVENUES	(2,502,082)	0	(2,502,082)

Bureau Description:

The Police Bureau has several procurement transactions, both internal and external, that it cannot complete within the current fiscal year. It requests program carryover of the associated funding in anticipation that these transactions may be completed in FY 2017-18.

The principal items include:

- \$834,619 for body-worn camera initial hardware purchase funding
- \$388,500 for Crisis Negotiation Team vehicle including IT and communications equipment
- \$350,000 for facilities improvements at North Precinct
- \$275,000 for replacement of the Integrated Biometric Information System for forensic evidence analysis
- \$130,000 for purchase and installation of acoustic panels for an indoor firearms training range
- \$100,000 for architectural design for build-out of the second floor of the training center
- \$66,793 for the "bridging the gap" innovation project
- \$80,000 of professional development funds required by the collaborative bargaining agreement with the Portland Police Commanding Officers Association
- \$54,000 for the equity innovation project
- \$50,000 for professional services to develop a facilities master plan for the bureau
- \$172,670 for the interview room system

CBO Discussion and Recommendation

Recommended as requested. The bureau is requesting to carryover \$2.3 million for various internal and external procurement transactions that will not be completed in the current fiscal year. Several of these projects were budgeted in the current year, while approximately \$815,000 of project costs are being funded from underspending on interagency agreements for fuel, vehicle replacement and printing and distribution. The project list above should also include \$172,000 for an Interview Room Tracker System.

CBO typically only recommends program carryovers for discrete projects with clearly defined scope, timelines and budgets. These projects are often appropriated or begun in one year but require carryover into subsequent years to be completed. The Police bureau commonly utilizes underspending to opportunistically address materials and services expenses that are not annual, or for which there is no mechanism to establish life-cycle replacement funding (e.g. strategic planning expenses, facilities improvements, or one-off equipment purchases).

Comments on notable projects:

\$834,619 for the purchase of body worn camera hardware, originally allocated in FY 2013-14, that is not anticipated to be used in the current fiscal year. CBO notes that, based on the bureau's 5-year timeline for body worn camera implementation, the camera funding will likely not be utilized in the current fiscal year, or possibly even in FY 2017-18. Updated estimates indicate one-time hardware costs will be closer to \$1.3 million for a fully deployed body worn camera program, with an additional \$1.3 million in one-time costs for storage and program evaluation. Low confidence estimates for ongoing costs for this program are approximately \$1.7 million annually, depending on a variety of programmatic and policy decisions that will not be finalized until FY 2017-18.

\$388,500 for a Crisis Negotiation Vehicle, inclusive of IT and communications equipment. Funding for this purchase was also carried over in FY 2015-16. The vehicle is a highly customized van designed as a command center to manage major critical incidents. The purchase of the vehicle, meant to replace an existing van at the end-of-useful-life, was originally approved for purchase by the Police Chief in FY 2015-16 using EMS resources. The van is on order, but the carryover amount reflects the full cost of purchasing and customizing the vehicle. The van is expected to be operational in FY 2017-18.

\$350,000 for facilities improvements at North Precinct. This project is to renovate the locker rooms at North Precinct. A portion of the total project cost will be funded by major maintenance reserves.

\$275,000 for replacement of the Integrated Biometric Information System (IBIS). This is for a full replacement of IBIS, which is near end-of-life, a system that allows for real time fingerprinting in the field.

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

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_015 - Police Spring Tech Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,956,932	0	1,956,932
Internal Materials and Services	(1,956,932)	0	(1,956,932)
TOTAL EXPENDITURES	0	0	0
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

The Police Bureau has several budget adjustment items which are technical in nature, use internal funds, and have no material programmatic impact. The items include:

- Capital equipment expense covered by external materials budget transfers
- Transfers to position funds correctly for carryover into the FY 2016-17 budget
- Alignment of internal to external materials budget to align with spending requirements

CBO Discussion and Recommendation

Recommended as requested. These budget actions reduce interagency agreements with CityFleet, Printing and Distribution, and the Attorney's Office and transfer approximately \$815,000 in underspending to EMS for unrelated carryover projects (PL_014). Additional budget actions reduce interagency agreements for related project work that will not be completed in current year, including purchase and customization of the Crisis Negotiation Team vehicle (\$388,500). This action also includes other technical adjustments.

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

Bureau: Portland Police Bureau

Type: Compensation Set Aside Request

Request: PL_016 - Police Compensation Set-Aside

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	1,408,273	0	1,408,273
TOTAL EXPENDITURES	1,408,273	0	1,408,273
REVENUES			
General Fund Discretionary	1,408,273	0	1,408,273
TOTAL REVENUES	1,408,273	0	1,408,273

Bureau Description:

The bureau has included a request for \$1.4 million from compensation set-aside. The bureau has had substantial salary savings due to a high level of vacancies, but three principal uses have absorbed much of that savings. A series of decision packages in the fall BMP were funded on a one-time basis with salary savings; a substantial amount of overtime to cover minimum shift staffing in precinct patrol operations; and, a prolonged series of demonstrations has required the bureau to spend \$1.5 million year-to-date, on overtime. The overtime expense for response to demonstrations is expected to increase through the end of the year. Due to the inherent difficulty in predicting these events, the confidence level in any point forecast of cost due to such events would be low. The compensation set-aside is necessary to provide a buffer to prevent over-expenditure. The projected balance in personnel services is 1.5% including compensation set-aside.

CBO Discussion and Recommendation

Recommended as requested. CBO recommends the bureau's request for \$1.4 million in Compensation Set-Aside to offset \$2.4 million in projected unbudgeted spending for protest-related overtime and to allow for flexibility to address uncertainties in personnel spending due to variable hiring/attrition patterns as the bureau continues to accelerate its hiring process and manage vacancies through operational overtime. See below for additional detail on vacancy savings and overtime costs.

The bureau continues to accrue significant vacancy savings, with 54 sworn and 36 non-sworn positions currently vacant, and anticipates underspending on salary and benefits by \$3.9 million. However, vacancy savings in the current year have been partially offset by significant draws, including the 3% pay-rate increases under the renegotiated Portland Police Association (PPA) agreement, payouts for retiring employees, limited term positions funded via vacancy savings, and reliance on overtime to backfill patrol staffing shortages and address unforeseen demonstrations:

*The PPA agreement increased top of salary pay rates for officers by 3% beginning in January 2017, which was intended to be absorbed within current appropriation levels. The estimated impact is \$1.2 million, based on September projections.

*Year-to-date, the Police Bureau has added 5.0 limited term positions funded via vacancy savings, and projects approximately \$270,000 in personal services spending for these unbudgeted positions. This does not include personnel services realignments approved in the FY 2016-17 Fall BMP that support an additional attorney focused on DOJ compliance and 3.0 investigators hired by Multnomah County District Attorney's office.

*As of February 2017, the Police Bureau had spent \$1.77 million on overtime to address the personnel shortage and \$1.5 million on demonstration-related overtime. Overtime to backfill personnel shortages and maintain minimum staffing levels is the primary driver for overtime expenses, comprising roughly 22% of total overtime spending year-to-date. Notably, year-to-date spending on overtime to address personnel shortages is down 26% relative to the prior year. This is likely due to the October 2016 reassignment of 24 sworn personnel from specialty units to precinct patrol functions and shift changes implemented earlier in the year.

The bureau's projection for year end overtime spending is \$12.1 million, including \$9.9 million for non-reimbursable overtime (\$7.8 million is currently budgeted) and \$2.2 million in revenue-backed overtime (\$1.3 million is currently budgeted). CBO projects more a modest total overtime spend of \$11.6 million. As noted above, overtime spending is primarily driven by the need to maintain minimum staffing levels. The bureau projects spending \$4.5 million by fiscal year-end on planned operational overtime to meet minimum staffing requirements; given the year-to-date decline in this type of overtime relative to the prior year noted above, this is likely a conservative projection. However, overtime to manage protests has had a significant impact on overtime spending in FY 2016-17; the bureau has spent \$1.5 million to date on unbudgeted protest-related overtime, and conservatively projects spending an additional \$900,000 by fiscal year-end.

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

Bureau: Portland Police Bureau

Type: New Request

Request: PL_017 - Police Spring Revenue-Backed Increases

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	1,072,500	0	1,072,500
External Materials and Services	700,570	0	700,570
Capital Outlay	96,000	0	96,000
TOTAL EXPENDITURES	1,869,070	0	1,869,070
REVENUES			
Charges for Services	1,000,000	0	1,000,000
Intergovernmental Revenues	869,070	0	869,070
TOTAL REVENUES	1,869,070	0	1,869,070

Bureau Description:

This submission includes a total of \$1.35 million in additional appropriation backed by revenue. Over \$1.0 million is for reimbursable overtime expense, with an additional \$250,000 for reimbursable equipment expense associated with the operation of TriMet Transit Police. As of pay period 18 paid reimbursable overtime expense is more than 130% of the current revised budget and is on track to exceed it by 180%. The full amount of all additions to expense appropriation in this request are funded with cost-recovery program revenue.

CBO Discussion and Recommendation

Recommended as requested. CBO recommends the request for \$1.05 million in appropriation for personnel services spending backed by reimbursable overtime funded by other jurisdictions and private companies, albeit with some concern regarding the impact to the bureau's ability to maintain minimum staffing levels. This category of overtime includes both overtime reimbursed by other jurisdictions and overtime reimbursed by private companies through secondary employment. Secondary employment overtime (e.g. a retail store paying for an off-duty officer to provide security services) is significantly higher than in previous years. There is some evidence that higher levels of secondary employment actually reduce calls for service, reducing demands on on-duty officers. However, such high levels of reimbursable overtime may actually impede the bureau's ability to maintain minimum staffing levels in that stable secondary employment overtime may be more attractive to frequent overtime workers than more variable operational overtime opportunities offered by the bureau.

The bureau is also requesting to recognize reimbursable equipment expenses associated with Trimet Transit Police (\$251,000) and recognize additional federal asset forfeiture revenue in the Police Special Revenue Fund (\$500,000).

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

Bureau: Portland Police Bureau

Type: New Request

Request: PL_018 - Police Spring Grants Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	90	0	90
TOTAL EXPENDITURES	90	0	90
REVENUES			
Intergovernmental Revenues	90	0	90
TOTAL REVENUES	90	0	90

Bureau Description:

The bureau has included a set of minor increases in appropriation of existing grant awards as well as some technical adjustments of existing appropriations in the Grants fund and matching expenses within the existing General Fund appropriation. All changes within the General Fund are funded with the bureau's existing discretionary resources.

CBO Discussion and Recommendation

Recommended as requested.

**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

Recommended as requested.

**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

Recommended as requested. The bureau is reallocating projected external materials and services underspending and appropriating new intergovernmental revenue to fund these IA increases.

**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

Recommended as requested. The new grant appropriation recognizes cash revenue already awarded to the bureau.

**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

Recommended as requested.

- Off-Road Cycling Plan (\$15,000): in the Fall supplemental budget, the bureau received an additional \$40,000 in one-time resources for an extended public process around this project. The bureau requests to carry forward the remaining \$15,000 for the final consultant work to take place in Summer 2017.
- Historic Resources Inventory (\$15,000): the bureau is in the process of contracting out the final project work, to be completed in Summer 2017. BPS does not expect to encumber these funds before the end of the fiscal year.
- Beach Access (\$13,000): the bureau will present the final Eastbank Riverfront Plan and Central City Potential Swimming Beach Sites Study to Council in May 2017. It is expected that this hearing will result in further planning workload for the bureau, and interest has been expressed in creating "pop up beaches" in Summer 2017 and beyond. At this time, the immediate resources required by BPS are not clear, and expenses related to implementing these sites will likely fall primarily to other bureaus. CBO recommends the carryover request, but given the uncertainty around expenses, suggests this issue be revisited in the Fall supplemental budget to make any necessary realignments between bureaus for costs related to this project.
- Federally Mandated Floodplain Regulations Update (\$10,000): the bureau carried over approximately \$16,000 from FY 2015-16 in the Fall supplemental budget for a contract related to this project. The Federal Emergency Management Agency (FEMA) has signaled that it will not release local guidance for regulating floodplain development until 2018. Accordingly, the bureau has requested to carry over the remaining \$10,000 to the next fiscal year.

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

Bureau: Commissioner of Public Safety

Type: Technical Adjustment

Request: PS_001 - CPS Spring BMP Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(25,000)	0	(25,000)
External Materials and Services	10,000	0	10,000
Internal Materials and Services	15,000	0	15,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves funds from Personnel Services to External Materials and Services and Internal Materials and Services to better align budget with projected spending.

CBO Discussion and Recommendation

Recommend as requested.

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

Bureau: Commissioner of Public Utilities

Type: Technical Adjustment

Request: PU_003 - CPU - Technical Adj

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

Bureau Description:

This request transfers \$10,000 from External Materials and Services to Internal Materials and Services to better align budget with projected spending.

CBO Discussion and Recommendation

Recommend as requested.

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

Bureau: Commissioner of Public Utilities

Type: Technical Adjustment

Request: PU_004 - CPU - Transfer EMS to IMS for Replacement Acct.

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

Bureau Description:

This request moves \$5,000 from Personnel Services to Internal Materials and Services to replenish their computer replacement account.

CBO Discussion and Recommendation

Recommend as requested.

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

Bureau: Commissioner of Public Works

Type: Technical Adjustment

Request: PW_001 - Commissioner of Public Works BMP Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(5,000)	0	(5,000)
Internal Materials and Services	5,000	0	5,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$5,000 from Personnel Services to Internal Materials and Services to replenish their computer replacement account.

CBO Discussion and Recommendation

Recommend as requested.

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

Bureau: Special Appropriations

Type: New Request

Request: SA_004 - Metropolitan Public Def SA

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	50,000	0	50,000
TOTAL EXPENDITURES	50,000	0	50,000
REVENUES			
General Fund Discretionary	50,000	0	50,000
TOTAL REVENUES	50,000	0	50,000

Bureau Description:

On February 15, 2017 Council passed Ordinance 188236 which authorized a grant agreement with Metropolitan Public Defenders in the amount of \$50,000 to implement the Immigration Protection Project to provide enhanced legal service to immigrants. Council directed the City Budget Office to allocate \$50,000 from General Fund Contingency to Special Appropriations as part of the Spring BMP process.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Special Appropriations **Type:** Technical Adjustment

Request: SA_005 - Spec App City Membership & Dues

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

Bureau Description:

This request is an adjustment within External Materials & Services to better align budget with projected spending. The adjustment moves \$314,273 from miscellaneous, 549000 to dues, 541300.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_006 - Spec App All Hands Raised

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

Bureau Description:

This request is an adjustment within External Materials & Services to better align budget with projected spending. The adjustment transfers \$190,000 from miscellaneous, 549000 to miscellaneous services, 529000.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_007 - Spec App RACC

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

Bureau Description:

This request is an adjustment within External Materials & Services to better align budget with projected spending. The adjustment transfers \$4,287,276 from miscellaneous, 549000 to miscellaneous services, 529000.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_008 - Spec App COPPEA

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

Bureau Description:

This request is an adjustment within External Materials & Services to better align budget with projected spending. The adjustment transfers \$110,000 from miscellaneous, 549000 to education, 541000.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_009 - Spec App CASH Oregon

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

Bureau Description:

This request is an adjustment within External Materials & Services to better align budget with projected spending. The adjustment transfers \$76,789 from miscellaneous, 549000 to miscellaneous services, 529000.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_010 - Spec App CUB Insert

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

Bureau Description:

This request moves \$10,000 from External Materials & Services to Internal Materials & Services to better align budget with projected spending.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_011 - Spec App One-time

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	70,289	0	70,289
External Materials and Services	(92,387)	0	(92,387)
Internal Materials and Services	22,098	0	22,098
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is a technical adjustment to move budget from External Materials & Services to Personal Services, External Material and Services to Internal Materials and Services and adjustments within External Materials & Services to align budget with projected spending. The adjustment transfers \$70,289 from EMS to Personal Services, \$1,672,000 within EMS and \$22,098 from EMS to IMS.

CBO Discussion and Recommendation

Recommended as requested. This technical adjustment request transfers appropriations among different commitment items in fund center MFSA000001 to match budget with expected expenditures.

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

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_012 - Spec App OYVP

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(1,338)	0	(1,338)
Internal Materials and Services	1,338	0	1,338
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is a technical adjustment to move budget from External Material & Services to Internal Materials & Services to align budget with projected spending. The adjustment transfers \$500 from miscellaneous, 549000 to out of town travel, 542400 and \$1,338 from EMS to IMS.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_013 - Spec App COCL/COAB

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(30,766)	0	(30,766)
Internal Materials and Services	30,766	0	30,766
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is a technical adjustment to move budget from External Material & Services to Internal Materials & Services to align budget with projected spending. The adjustment transfers \$30,766 from EMS to IMS and \$14,882 from miscellaneous, 529000 to miscellaneous services, 549000.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_031 - Projects Internal Transfer

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	100,000	0	100,000
External Materials and Services	450,000	0	450,000
Internal Materials and Services	0	0	0
Capital Outlay	(8,500,000)	0	(8,500,000)
Contingency	7,950,000	0	7,950,000
TOTAL EXPENDITURES	0	0	0
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

A technical adjustment is requested for the below projects to add/reduce necessary appropriation to complete the purchase of equipment, design and construction of the projects. This request reduces the overall projects (\$7,950,000) and increases contingency \$7,950,000.

- T00383 – East Portland Access to Transit (\$500,000)
- T00385 – ATS CIP Small Project Fund \$140,000
- T00474 – Bike Network Completion \$85,000
- T00487 – 10th/Yamhill Garage (\$3,000,000)
- T00500 – Burnside St: 16th-Cesar Chavez, E (\$250,000)
- T00501 – 122nd Ave: I-84 Ramp-Skidmore, NE (\$1,000,000)
- T00504 – 122nd Ave Safety Improvements, NE/SE (\$2,000,000)
- T00508 – Taylor’s Ferry Rd Rockslide Abatement, S (\$400,000)
- T00538 – Burnside St: 8th-24th, W (\$750,000)
- T00540 – Gravel Street Program (\$850,000)
- T00629 – East Portland In Motion (Outer Division) \$500,000
- T00664 – Transit Priority Program \$75,000

CBO Discussion and Recommendation

Recommended as requested. PBOT typically reduces budgets for many of its capital projects during the Spring BMP to accord with revised schedules, but there are usually also several projects whose budgets are increased.

Comments on notable projects:

10th/Yamhill Garage: In addition to the \$3.0 million reduction in this request, PBOT is reducing this project's budget by a further \$2.0 million in TR_033. This project is funded by tax increment financing from PDC and parking garage revenues. It is currently in design, with construction anticipation in January 2018 and lasting a year.

122nd Ave Safety Improvements, NE/SE: Funded by General Fund one-time resources, this project is made up of various safety components intended to help TriMet provide more frequent bus service on 122nd Ave. It is currently in construction, with completion scheduled for the summer and fall of 2017.

Gravel Street Program: Funded by an ongoing allocation from the General Fund and LID revenues, this project currently has two components, with Errol Heights currently in design and the 19th: Taylor Ferry-Marigold component currently out to bid and construction anticipated to begin in spring and completion in fall 2017.

East Portland in Motion (Outer Division): Funded by General Transportation Revenues and the temporary gas and heavy vehicle use taxes, this project is currently in the scoping and development phase, with design beginning in spring 2017.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_032 - Fixing Our Streets Project Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	600,000	0	600,000
Capital Outlay	(250,000)	0	(250,000)
Contingency	(350,000)	0	(350,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

A technical adjustment is requested for the below projects to add/reduce necessary appropriation to complete the purchase of equipment, design and construction of the projects. This request increases the overall projects \$350,000 and reduces contingency (\$350,000).

- T00177 – Street Repair & Safety Improvement Prgm (\$250,000)
- T00382 – Foster: Powell - 90th, SE \$200,000
- T00588 – Vermont: Oleson - Capitol, SW \$200,000
- T00590 – 50th: Division - Hawthorne, SE \$200,000

CBO Discussion and Recommendation

Recommended as requested. Through January 2017 (the first month of collection), the City has collected \$1.3 million for the new, temporary gas tax, and PBOT is projecting a total of \$9.05 million by fiscal year-end. See CBO's write-up for PBOT's FY 2017-18 Requested budget for more details on these revenues. \$600,000 is being drawn from contingency for the three projects whose budgets are being increased. The draw is 21% of the bureau's contingency allocated for the Fixing Our Streets program.

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

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_033 - Grant Project and Other Funding Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(800,000)	0	(800,000)
External Materials and Services	150,000	0	150,000
Internal Materials and Services	0	0	0
Capital Outlay	(13,225,000)	0	(13,225,000)
Contingency	2,760,000	0	2,760,000
TOTAL EXPENDITURES	(11,115,000)	0	(11,115,000)
REVENUES			
Charges for Services	(1,950,000)	0	(1,950,000)
Intergovernmental Revenues	(9,165,000)	0	(9,165,000)
TOTAL REVENUES	(11,115,000)	0	(11,115,000)

Bureau Description:

A technical adjustment is requested for the below projects to add/reduce necessary appropriation to complete the purchase of equipment, design and construction of the projects. This request reduces the overall projects (\$11,115,000) and reduces grants and other funding appropriation (\$11,115,000).

Federal Grants:

- T00024 – Columbia Blvd/MLK (\$750,000)
- T00056 – Sellwood Bridge (\$275,000)
- T00274 – Red Electric Trail (\$650,000)
- T00333 – Barbur: 19th-26th (\$200,000)
- T00336 – Bike Share Dev \$1,650,000
- T00338 – 20s Bikeway: Harney-Lombard, NE/SE \$3,000,000
- T00383 – East Portland Access to Transit (\$2,275,000)
- T00386 – Burgard Rd at Time Oil Rd, N (\$1,100,000)
- T00414 – Central City Multi-Modal Safety Project (\$325,000)
- T00437 – Marine Dr: 112th - 185th, NE (\$550,000)
- T00451 – Columbia Blvd: Cully & Alderwood, NE (\$125,000)
- T00452 – N. Going to the Island Freight (\$90,000)
- T00453 – St. Johns Truck Strategy, Ph. II, N (\$225,000)
- T00455 – East Ptld Access to Employment (\$1,000,000)
- T00458 – South Rivergate Freight Project, N (\$1,000,000)
- T00459 – Columbia Blvd ITS N/NE (\$400,000)
- T00463 – HSIP & Ops Safety (\$2,300,000)
- T00574 – 122nd Ave: Johnson Creek Br Repl, SE (\$1,250,000)

Other Grants:

- T00056 – Sellwood Bridge \$450,000
- T00382 – Foster: Powell - 90th, SE \$525,000
- T00461 – Bond: Gibbs-River Pkwy, SW (\$1,100,000)
- T00487 – 10th & Yamhill Garage, SW (\$2,000,000)
- T00582 – Foster Rd: 82nd Ave - 90th Ave, SE \$825,000

Bond Proceeds:

- T00359 – Street Lighting Efficiency \$0 (internal transfer nets to zero)

SDC:

- T00386 – Burgard Rd at Time Oil Rd, N (\$200,000)
- T00539 – 47th Ave: Columbia-Cornfoot, NE (\$1,750,000)

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

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_033 - Grant Project and Other Funding Adjustments

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

Recommended as requested. PBOT typically reduces budgets for many of its capital projects during the Spring BMP to accord with revised schedules, but there are usually also several projects whose budgets are increased.

Comments on notable projects:

Bike Share Development: Funded by Nike, grants, and fees, the installation of equipment for this project has been completed.

At least two projects affect East Portland: The East Portland Access to Transit project is funded through federal and state grants and is matched by GTR. It is currently in the design phase, with construction beginning in spring 2018 and completion in fall 2018. The federally funded East Portland Access to Employment project is currently in the development phase, with design beginning in summer 2017 and construction in summer 2018.

Highway Safety Improvement Project: Also federally funded, this project is currently in design, with the bureau working with ODOT to identify areas for improvements and construction anticipated to begin in summer 2018.

Two projects affect Foster Road: Funded by tax increment financing and federal grants funds, the Foster: Powell-90th, SE project is currently in design, with construction beginning in summer 2018. The Foster Rd: 82nd-90th Ave SE project, funded by the new, temporary gas and heavy vehicle use taxes, is also currently in design, with construction beginning in summer 2018.

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

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_034 - Complete Streets Planning Section (LT to Perm)

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Bond and Note	0	0	0
TOTAL REVENUES	0	0	0
FTE			
Full-Time Positions	1.00	0.00	1.00
Limited Term Positions	-1.00	0.00	-1.00
TOTAL FTE	-0.00	0.00	0.00

Bureau Description:

This request converts one Associate Planner position in the Complete Streets Planning Section from limited term to permanent; Associate Planner \$59,488 at 2-year. This budget reallocation from limited-time to permanent position nets to zero.

CBO Discussion and Recommendation

Recommended as requested. PBOT states that the General Transportation Revenue budget in the Complete Streets Section, together with operating internal service work from the Capital Projects Division and internal service work to individual projects within the CIP, create adequate ongoing funding to support this position.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_035 - New Vehicles for Utility, Construction, and Insp

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	128,000	0	128,000
TOTAL EXPENDITURES	128,000	0	128,000
REVENUES			
Charges for Services	128,000	0	128,000
TOTAL REVENUES	128,000	0	128,000

Bureau Description:

PBOT has hired new Public Inspector positions to inspect development permit construction. PBOT needs to purchase four (4) new vehicles for the inspectors to do construction field inspections. The new vehicle purchase is \$32,000 each, for a total of \$128,000.

CBO Discussion and Recommendation

Recommended as requested. PBOT projects its public works permitting fees to end the fiscal year at \$2.6 million, significantly higher than the revenue's budget of \$1.7 million.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_036 - Eng Services and Dev Permitting - Positions

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	8,000	0	8,000
External Materials and Services	92,000	0	92,000
TOTAL EXPENDITURES	100,000	0	100,000
REVENUES			
Budgeted Beginning Fund Balance	100,000	0	100,000
TOTAL REVENUES	100,000	0	100,000
FTE			
Full-Time Positions	2.00	0.00	2.00
Limited Term Positions	1.00	0.00	1.00
TOTAL FTE	3.00	0.00	3.00

Bureau Description:

Two new positions are being requested:

PBOT has significant traffic safety request backlog. This new position request will respond to inquiries about safety concerns including pedestrian, bicycle and vehicle safety, traffic signal, traffic sign and pavement marking requests, intersection and sign visibility concerns, and other transportation requests. This request funds \$8,000 for a new Program Specialist position for the balance of the fiscal year and \$92,000 will go towards safety improvements, such as signage and striping.

PBOT has significant amount of capital projects that needs design in order to meet the project schedule. PBOT is requesting a Senior Engineering Associate to design, review and manage the construction of these projects. This budget reallocation from part-time to full-time position nets to zero.

One limited-term position is being requested:

Due to increase in development activities. PBOT is requesting a 2 year limited term Engineering position to review and development plans in order meet review timeline for developers. This budget reallocation from part-time to limited-time position nets to zero.

CBO Discussion and Recommendation

Recommended as requested.

Limited term Engineering position: Due to increases in their own workloads, the two sections that the Development Permitting program had been relying on for services related to Traffic Engineering, including review of traffic plans and SDC alternative rate traffic studies, have been unable to provide the services. For example, the SDC alternative rate traffic study submittals have lagged by 6 months even though code requires a response in 21 working days. It is anticipated that the Traffic Engineer will be assisting applicants with the preparation of temporary traffic control plans. However, the bureau is unclear as to this anticipated workload, so it is requesting a 2-year limited term position to evaluate ongoing needs further.

\$92,000 in external materials & services for safety improvements: The bureau notes that it has a backlog of more than 200 small safety improvement projects. The costs of these projects vary depending on the size and scope of the improvements, ranging from \$1,500 to \$10,000. PBOT is increasing the budgeted fund balance in its Transportation Operating Fund by \$100,000 to fund these improvements as well as this year's portion of the personnel costs for managing the program. At \$72.4 million, the new budgeted beginning fund balance is still well-below the fund's actual beginning fund balance of \$109.8 million.

Senior Engineering Associate in the Grants Fund: PBOT notes that it has federal contract obligations and neighborhood commitments regarding the Central City Multi-Modal Safety project, and delaying schedules would cause the City to not meet its obligations. Moreover, delays in design can cause delays in the construction schedule, and the bureau's construction projects primarily occur during the summer.

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

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_037 - Maintenance Operations Positions

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	0	0	0
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	3.00	0.00	3.00
Limited Term Positions	-3.00	0.00	-3.00
TOTAL FTE	0.00	0.00	0.00

Bureau Description:

This request converts 3 limited-term positions in Maintenance Operations to permanent positions. Among other duties, the Sr. Management Analyst will provide overall coordination, management and oversight of the Maintenance Operations work schedule, the Sr. Program Manager will plan, organize and manage street maintenance projects for Fixing Our Streets and interagency partners, and the Public Works Supervisor II in Environmental Services Division will manage the swing shift that will expand PBOT's routine coverage and range of service during the day and night. This budget reallocation from limited-term to permanent positions nets to zero.

CBO Discussion and Recommendation

Recommended as requested. These positions have been funded by additional ongoing General Transportation Revenues, an increase which the bureau is assuming to continue in its revenue forecast.

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

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_038 - Parking Ops Program Position (LT to Permanent)

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	4.00	0.00	4.00
Limited Term Positions	-4.00	0.00	-4.00
TOTAL FTE	0.00	0.00	0.00

Bureau Description:

This request converts four positions from limited term to permanent; one Program Specialist \$104,652 at mid-point and three Assistant Program Specialist \$77,760 at 2-yr. This budget reallocation from limited-term to permanent positions nets to zero.

CBO Discussion and Recommendation

Recommended as requested. These positions have been funded by additional ongoing General Transportation Revenues, an increase which the bureau is assuming to continue in its revenue forecast.

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

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_039 - Parking Operations Program Position Changes

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

Bureau Description:

This request reclassifies a position from Program Manager to Program Coordinator, and convert it from limited term to permanent; Program Manager \$121,380 at mid-point. This budget reallocation from limited-term to permanent position nets to zero.

CBO Discussion and Recommendation

Recommended as requested. This position has been funded by additional ongoing General Transportation Revenues, an increase which the bureau is assuming to continue in its revenue forecast.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_040 - Active Trans & Safety– Play Everywhere Challenge

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	15,000	0	15,000
TOTAL EXPENDITURES	15,000	0	15,000
REVENUES			
Charges for Services	2,000,000	0	2,000,000
Miscellaneous	(1,985,000)	0	(1,985,000)
TOTAL REVENUES	15,000	0	15,000

Bureau Description:

This request recognizes revenue awarded by the Play Everywhere Challenge (PEC), for a Walking School Bus project in North Portland.

CBO Discussion and Recommendation

Recommended as requested. The Play Everywhere Challenge (PEC) is a national competition that has awarded \$1 million in prizes to 50 winners across the U.S. who are committed to bringing play to everyday spaces, making play easy and available for children and families. A walking school bus (WSB) is a group of students walking to school together. PBOT has noted the various benefits of using WSBs to get more students walking to school, including the sharing of supervision duties between parents and the health benefits to students of more physical activity.

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

Bureau: Portland Bureau of Transportation

Type: Mid-Year Reductions

Request: TR_041 - Transportation Planning Grant

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(7,786)	0	(7,786)
External Materials and Services	(106,000)	0	(106,000)
Internal Materials and Services	0	0	0
Contingency	(22,034)	0	(22,034)
TOTAL EXPENDITURES	(135,820)	0	(135,820)
REVENUES			
Intergovernmental Revenues	(135,820)	0	(135,820)
TOTAL REVENUES	(135,820)	0	(135,820)

Bureau Description:

A technical adjustment is needed to reduce operating grant by \$135,820 in Transportation Planning. This adjustment trues up the grant budget from \$172,480 to \$36,660 for Enhanced Transit Corridors Plan.

CBO Discussion and Recommendation

Recommended as requested. ODOT is providing \$36,660 in funding for the Enhanced Transit Corridors Plan. PBOT is making this reduction because the consultant contract is not needed in PBOT's budget, with ODOT paying the consultant directly. PBOT staff will continue to work on the grant project next fiscal year, and the unspent funds may be carried over during the Fall 2017 BMP.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_042 - BES Interagency Agreement

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	41,400	0	41,400
Internal Materials and Services	20,000	0	20,000
Capital Outlay	(20,000)	0	(20,000)
TOTAL EXPENDITURES	41,400	0	41,400
REVENUES			
Interagency Revenue	41,400	0	41,400
TOTAL REVENUES	41,400	0	41,400

Bureau Description:

BES is requesting survey services from PBOT, \$41,400 in IA revenue to PBOT.

Additionally, PBOT is requesting \$20,000 in services from BES to do coordinated site assessment for various PBOT capital projects, an internal transfer in budget from capital purchase to BES interagency. This budget reallocation for various PBOT capital projects nets to zero.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_043 - Maint Ops Vehicles and Equipment Purchases

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	475,000	0	475,000
Contingency	(475,000)	0	(475,000)
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

Ordinance #188075 (passed by Council on November 9, 2016) authorized the purchase of vehicles and equipment to be used for street maintenance and repair by Transportation's Maintenance Operations. This request recognizes the portion of the vehicles that CityFleet estimates will arrive before the end of FY 16-17, increases the fleet interagency by \$475,000 and reduces Contingency to cover the estimated cost of the following vehicle and equipment purchases:

- 12-yard dump truck \$180,000
- 12-yard dump truck replacement \$25,000
- Concrete saw + trailer \$45,000
- 4 variable message sign trailers \$64,000
- 3 pick-up trucks \$131,000
- Sedan \$30,000

CBO Discussion and Recommendation

Recommended as requested. The \$475,000 draw represents about 32% of the amount authorized by Council in November 2016.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_044 - LID Construction

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(4,314)	0	(4,314)
Internal Materials and Services	4,314	0	4,314
Contingency	945,000	0	945,000
TOTAL EXPENDITURES	945,000	0	945,000
REVENUES			
Fund Transfers - Revenue	945,000	0	945,000
TOTAL REVENUES	945,000	0	945,000

Bureau Description:

PBOT completed various LID projects. The Auditor Office assessed the property owners. The adjustment is to receive \$945,000 in revenues for the completed projects.

Also PBOT is making a technical adjustment to pay the Auditor's Office for management of the assessment for the costs \$4,314, an internal transfer in budget from part-time dollars to Auditor's Office interagency. This budget reallocation nets to zero.

CBO Discussion and Recommendation

Recommended as requested. The three completed LID projects are: 112th & Marx, Cook at Vancouver LID N, and the Couch Ct: 3rd Ave-Couch St, NE projects.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_045 - BPS Interagency Project

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	42,300	0	42,300
External Materials and Services	10,000	0	10,000
TOTAL EXPENDITURES	52,300	0	52,300
REVENUES			
Interagency Revenue	52,300	0	52,300
TOTAL REVENUES	52,300	0	52,300

Bureau Description:

BPS is requesting services from PBOT for various projects, an increase of \$52,300 in IA revenue to PBOT.

- \$10,000 Central Eastside Freight Access and Circulation Impact Assessment Study
- \$32,300 Top of Bank Survey
- \$10,000 Smart Cities Regional Implementation Plan

CBO Discussion and Recommendation

Recommended as requested. PBOT will use the IA revenues to hire a consultant to facilitate a Regional Smart Cities Action Plan together with other agencies throughout the region. The Action Plan should advance Smart Cities Initiatives forward in the metro region. The expected outcomes of the plan include the development of three 2-year actions, creating a foundation for future work, and an assessment and tracking of current initiatives by partners.

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

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_008 - Interagency Service with Bureau of Env Services

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(50,000)	0	(50,000)
Internal Materials and Services	50,000	0	50,000
Fund Transfers - Expense	0	0	0
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The request increases Bureau of Environmental Service (BES) - Lab Services to the Water Bureau by \$50,000 for Lead Testing.

In addition, \$120,000 technical adjustment with BES for the work associated to the Interstate facilities. The services provided by BES was charged to Coordinated Site Assessment (Account 652505) instead of Project / Construction Management (Account 652529) so the budget will be adjusted to increase Account 652505 - Coordinated Site Assessment and decrease Account 652529 - Project / Construction Management.

CBO Discussion and Recommendation

The bureau is requesting a \$50,000 one-time increase to the interagency with BES to address the rise in lead testing in FY 2016-17. The bureau estimates the additional funding will cover approximately 4,000 samples. From July to December 2016, BES completed 300 samples for Portland Public Schools and 2,980 tests for customers. From January-March 2017, BES analyzed 1,344 customer lead samples for the bureau.

In addition to lab services from BES, the Water Bureau received approval in the FY 2016-17 Fall BMP for three permanent positions to address the increase in lead testing at its in-house lab. As of February 2017, two of the three positions have been hired. Recruitment for the third permanent position closed recently. In August 2016, the bureau also hired two limited term Environmental Tech I's to focus on testing City-owned properties, daycares, and other high-risk facilities for lead in the water. A third limited term position, a Lab Analytical Specialist, was hired in January 2017 to assist with lead sampling. These positions are funded with contingency in FY 2016-17. CBO recommends the \$50,000 increase to the interagency with BES for lead testing.

This request also makes a \$120,000 technical adjustment with BES for Coordinated Site Assessment for the Interstate facilities. CBO recommends the request.

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

Bureau: Portland Water Bureau

Type: New Request

Request: WA_009 - Groundwater Adjustment

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

Bureau Description:

This request adjust the Groundwater Program by \$1.0 million for additional electricity charges incurred as a result of delivering 100% groundwater from the Columbia South Shore Well for 32 days (2/13 to 3/15/17). On February 13th, the Portland Water Bureau activated the Columbia South Shore Well Field in response to recent low detections of Cryptosporidium in the Bull Run. The Bureau switched back to the Bull Run water source on March 15th. The cost to operate the wellfield for 32 days is more than planned in the FY 2016-17 budget.

CBO Discussion and Recommendation

After the bureau submitted its FY 2017-18 budget request, routine monitoring in the Bull Run watershed detected the parasite Cryptosporidium in the Bull Run water source. In response to several positive tests, the bureau switched to groundwater from the Columbia South Shore Wellfield 32 days. Groundwater is a more expensive source for the bureau due to the electricity needed to pump the water.

Consequently, the bureau is requesting a \$1 million adjustment to fund the estimated electrical charges for running groundwater at 100% between February and March of this year. The additional expense is funded from the bureau's contingency. Currently, \$640,000 is budgeted in the FY 2016-17 adopted budget for groundwater electricity which covers 24 days at 90 Mgal/d. The bureau used groundwater for 17 days at the beginning of the fiscal year but at a low range of daily production. CBO recommends this request.

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

Bureau: Portland Water Bureau

Type: New Request

Request: WA_010 - Increase Low Income program

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring 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 increases the funding for fixture repair program from \$75,000 to \$120,000. For the past three fiscal years fixture repairs averaged 59 a year. In the current fiscal year, the program funded 52 repairs within the first 6 months. The much higher than planned fixture repairs is a result of partnering with the Conservation section on the water smart mailer that mentioned the fixture repair assistance program.

CBO Discussion and Recommendation

This request increases the ongoing funding for the Low Income Fixture Repair program from \$75,000 to \$120,000. The program provides financial assistance for repairing leaky toilets, faucets, plumbing and underground leaks for customers enrolled in the low-income assistance program who own and occupy their homes.

The bureau states that the program has experienced an increase in the number of repairs as well as the costs for those repairs. In the first six months of FY 2016-17, the bureau performed 53 repairs compared to an average of 59 a year for the past three years. With the additional funding, the bureau estimates it will perform 30 to 40 more repairs by the end of FY 2016-17. The bureau attributes this year's increase to marketing the fixture repair program in the Water/Smart Quarterly Report that went out to Low Income Discount Program (LINC) customers between August 2016 and November 2016 who are participating in the pilot project. Approximately 3,500 customers are part of the pilot which is a 3-year outreach project for LINC customers to improve water efficiency through water use information and water saving tips. The bureau states that no future message with Water/Smart report is planned, but that the bureau has been increasing outreach for the entire low-income program.

CBO recommends the \$45,000 increase to the Low Income Fixture Repair Program.

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

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_011 - CIP adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,912,000	0	1,912,000
Internal Materials and Services	(202,000)	0	(202,000)
Capital Outlay	(13,736,000)	0	(13,736,000)
Contingency	12,026,000	0	12,026,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

For additional information refer to Capital Reporting in this report. Decrease interagency with the Revenue Bureau by \$202,000 for the Cayenta and Customer Self Service Function upgrades. The upgrade should be a capital project therefore \$574,000 was added in the FY 2016-17 capital improvement program adjustment.

CBO Discussion and Recommendation

This request decreases the CIP budget by \$11,824,000 due to lower than expected capital improvement spending. This reduction increases the Water Operating Fund's contingency. The capital improvement program is requesting an additional \$1.9 million in funding for capital related projects. A summary of these variances are outlined by program type below.

- Customer Service: Increases the customer service budget by \$574,000. The increase is driven by upgrades and enhancements to the Cayenta Billing System, which the bureau added to the capital improvement project list. Included is a \$202,000 decrease in the interagency with the Revenue Bureau to reflect the shift to the capital improvement program budget.
 - Distribution: Reduces the distribution budget by \$6,230,000. Reduction is driven by easement acquisition, design delays and delays from other bureaus. The Willamette River Pipe is included in this program. The project has \$2.52 million budgeted for FY 2016-17. Year to date expenditures are \$689,072. The variance is a result of delays obtaining PTE services. Geotechnical investigation work is underway.
 - Regulatory Compliance: Reduces the budget for regulatory compliance by \$400,000 because no willing sellers were located for the water rights purchase.
 - Supply: Reduces the budget for supply projects by \$1,318,000, a 28% reduction from the FY 2017-18 adopted budget. This reduction is driven by delays hiring consultant(s) for Dam 1 Needle Valve and Groundwater Electrical Improvements (bidding rescheduled for Spring 2017) and design delays for watershed road projects.
 - Support: Increases the support budget by \$50,000 to fund construction project management software, fiber optic communication to the Sandy River Facility and minor building improvements to the Water Control Center.
 - Transmission/Storage: Reduces the transmission storage budget by \$4.7 million, a 13% reduction from the FY 2016-17 adopted budget. The reduction driven by permitting delays for Washington Park.
 - Treatment: Increases treatment budget by \$200,000 from the FY 2017-18 adopted budget. The increase is driven by higher construction costs to complete Lusted Hill generator improvements. The confidence level for the higher construction costs is high.
- CBO recommends these requests.

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

Bureau: Portland Water Bureau

Type: New Request

Request: WA_012 - December 2016 Water System Revenue Bond Sale

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	(11,917,543)	0	(11,917,543)
Bond Expenses	94,126,320	0	94,126,320
Fund Transfers - Expense	(1,377,090)	0	(1,377,090)
Contingency	9,306,049	0	9,306,049
TOTAL EXPENDITURES	90,137,736	0	90,137,736
REVENUES			
Fund Transfers - Revenue	(1,377,090)	0	(1,377,090)
Bond and Note	91,514,826	0	91,514,826
TOTAL REVENUES	90,137,736	0	90,137,736

Bureau Description:

- Adjust the budget to recognize the December 2016 Revenue Water System Bond Sale and Refunding.
- a. Bond proceeds increase of \$7,928,959 to reflect the actual amount from the December 2016 bond issuance.
 - b. Bond issuance cost reduction of \$48,500 to align with actual bond issuance costs. A cash transfer adjustment for the same reduction in bond issuance costs is reflected for the Water Operating and Water Construction Funds.
 - c. A bond reserve reduction of \$6,519,000 to reflect actual bond reserve requirements from the refunding of 2006b and 2008a bonds with the December 2016 issuance.
 - d. Bond proceeds of \$90,104,867 from the refunding of existing debt included in the December 2016 issuance.
 - e. Increased bond principal requirement of \$926,336 and reduced bond interest requirements of \$2,254,926 to align the budget with the actual debt service associated with the December 2016 bond issuance and refunding. An adjustment of \$1,328,590 is made to reduce the cash transfer from the Water Operating fund to the Bond Sinking fund for debt service payment.

CBO Discussion and Recommendation

CBO recommends this request.

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

Bureau: Portland Water Bureau

Type: New Request

Request: WA_013 - Revenue Interagency with Office Mgmt & Finance

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	72,839	0	72,839
TOTAL EXPENDITURES	72,839	0	72,839
REVENUES			
Interagency Revenue	9,200	0	9,200
Fund Transfers - Revenue	63,639	0	63,639
TOTAL REVENUES	72,839	0	72,839

Bureau Description:

Establish an interagency revenue for \$9,200 with Office of Management & Finance Facilities Services (OMF-FAC) for storage of personal property from homeless campsite.

Bureau of Technology Services (BTS) is refunding the Water Bureau \$63,639 from reserve as a result of the Water Bureau decided to opt out of making replacement payments and maintaining a replacement account with BTS for the future replacement of radio, video and other related electronic equipment. Beginning FY 2017-18 the Water Bureau will directly fund replacement equipment.

CBO Discussion and Recommendation

This increases the revenue interagency by \$9200 with the Office of Management & Finance Facilities Services for space leased from the Water Bureau to store personal property from homeless campsite cleanups efforts. Items are stored in the facilities for 30 days. Pacific Patrol Service (PPS) runs the site and is responsible for the transporting personal items. CBO Recommends this request.

This package also increases revenue from the Bureau of Technology Services (BTS) to refund \$63,639 in reserve funds collected for electronic equipment replacements. The Bureau entered into a MOU with BTS to opt out of maintaining an account with BTS for the future replacement of electronic equipment. Instead, the bureau will replace equipment at the direction of BTS and provide funding as needed at the time such replacement is directed. CBO recommends this request.

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

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_014 - Cash Transfer Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	3,867,544	0	3,867,544
Contingency	3,660,000	0	3,660,000
TOTAL EXPENDITURES	7,527,544	0	7,527,544
REVENUES			
Charges for Services	3,660,000	0	3,660,000
Fund Transfers - Revenue	3,867,544	0	3,867,544
TOTAL REVENUES	7,527,544	0	7,527,544

Bureau Description:

Adjust cash transfers between Water Bureau funds for additional capital revenue transfers. Additional capital revenue of \$3,660,000 is anticipated for service and main installations. \$207,544 of capital revenue was received in the prior year that will be transferred to the Construction Fund as well.

CBO Discussion and Recommendation

CBO recommends this request.

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

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_015 - Adjust Beginning Balance

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	127,859	0	127,859
TOTAL EXPENDITURES	127,859	0	127,859
REVENUES			
Budgeted Beginning Fund Balance	127,859	0	127,859
TOTAL REVENUES	127,859	0	127,859

Bureau Description:

True up SAP beginning balance to CAFR

CBO Discussion and Recommendation

CBO recommends this request.

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

Bureau: Portland Water Bureau

Type: New Discretionary Revenues

Request: WA_016 - Adjust General Fund Transfer from Hydro

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	(200,000)	0	(200,000)
Contingency	200,000	0	200,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The current power sales agreement with Portland General Electric for the Portland Hydroelectric Project (PHP) that governs both the revenues from the sales of power and the expenses related to the operation and maintenance (O&M) of the PHP reaches termination on 8/31/2017. During the development of the FY 2016-17 budget for the Hydroelectric Power Operating Fund 601000, the new contracts that would be needed to replace the future power sales and O&M activities at the PHP in FY 2017-18 were still in the early stages of being negotiated with two different contractors and, as such, the net financial needs for this transition period were unclear at that time.

At this time, the negotiations with both contractors are at a point where it is now clear that the Hydropower Operating Fund will need all of its available resources to bridge this transition period into these new contract conditions. The \$200,000 budgeted cash transfer to the General Fund in FY 2016-17 will be eliminated. This action will leave the \$200,000 in the FY 2016-17 contingency for Fund 601000 which will increase the beginning fund balance for FY 2017-18 to keep finances solvent through the transition period into both of the new contracts.

CBO Discussion and Recommendation

This request eliminates the \$200,000 cash transfer from the Hydropower Operating Fund to the General Fund. This transfer is tied to the methods used to finance the Portland Hydroelectric Project (PHP) in the 1970s, in which profit realized from the operation of the PHP was directed to the City's General Fund. Since the sales agreement with Portland General Electric (PGE) in 1979, any excess balance from the sale of hydropower has been transferred to the General Fund, amounting to a few hundred thousand dollars per year.

The sales agreement with PGE ends in August of 2017. Prior to the end of the contract, the bureau needs to replace the existing agreement with a new Power Purchase Agreement (PPA), Operations and Maintenance Agreement (OMA) and new Power Transition Agreement (PTA). Negotiations for these new agreements are in progress, however, the bureau asserts that the Hydroelectric Power Operating Fund will need the excess balance in FY 2016-17 to cover transition costs. This directly lowers General Fund contingency by \$200,000 in the current budget year. The bureau is also forecasting that minimal profits will be generated during the first few years of the transition to the new PPA and OMA, making Hydro cash transfers to the General Fund unlikely in the five-year forecast. This projection is driven by low market power prices, new contract implementation and startup costs, higher anticipated operations and maintenance costs under the new contract and capital improvements to control systems in FY 2020-21. Given this uncertainty, CBO is not including the cash transfer from the Hydropower Operating Fund to the General Fund in the forecast.

While CBO recommends this request to reverse the \$200,000 cash transfer to the General Fund, we note concerns about potential unmet hydropower liabilities and the role of the General Fund under the new agreements.

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

Bureau: Portland Development Commission

Type: Program Carryover Request

Request: ZD_003 - Mayor's Innovation Fund Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(70,000)	0	(70,000)
TOTAL EXPENDITURES	(70,000)	0	(70,000)
REVENUES			
General Fund Discretionary	(70,000)	0	(70,000)
TOTAL REVENUES	(70,000)	0	(70,000)

Bureau Description:

PDC requests \$70,000 of the original \$90,000 budget to be included in the FY 2017-18 budget. PDC was the recipient of \$90,000 from the Mayor's Innovation Fund in FY 2015-16. Our original timeline for this project was to prepare an RFP with the hopes of opening a web clinic in 2016 to support entrepreneurs of color develop and enhance a web presence. Work on the RFP stalled due to staff capacity.

During FY 2016-17, staff determined the best use of funds to achieve the original goals would be to support the second phase of mercatus by growing the online platform (founded by PDC) which highlights entrepreneurs of color through storytelling and a comprehensive business inventory.

PDC seeks to support the growth of the directory in the following ways:

- Outreach- help identify businesses that could benefit from joining the platform, specifically entrepreneurs of color
- Assist businesses in establishing their business profile which would include contact info, "about" text and images
- Hold several events annually, geared toward showcasing Mercatus businesses and increasing access to new markets (e.g. Travel Portland partnership around tourism industry)

Project outcomes will be tracked by the increase in number of businesses on the site.

Specific metrics include:

- At least 200 new businesses added to the directory
- 100 businesses have a complete business profile, which includes contact information, narrative of business/service, photos, etc.
- 10 businesses enter a new market (based on growth in accounts) resulting from participation in the Mercatus
- Positive sales and business growth case studies
- Expansion of the storytelling aspect of the site, featuring new businesses added through Phase 2

PDC estimates that \$20,000 will be spent by June 30, 2017 supporting initial outreach efforts. PDC requests the balance of the program funding (\$70,000) move to FY 2017-18. Key deliverables and estimated costs are detailed below:

Deliverable/Funding/Timing

- Business outreach and Profile Development for Latino, Asian and Native American businesses/\$45,000/Q1-Q2
- Develop & Execute Mercatus Marketing and Communications/\$6,000/Q1-Q2
- Website and Membership Management/\$12,000/Q1-Q2
- Website Fees: Squarespace (\$216), MembershipWorks (\$588), misc/\$1,000/Q2
- Pop up events and speaker series (2-4)/\$6,000/Q2-Q4
- TOTAL: \$70,000

CBO Discussion and Recommendation

The Innovation Fund grant was originally awarded in the fall of 2015. This is the second time that PDC has asked for these funds to be carried over. Last year, PDC indicated that the funds would be dispersed by January 2017. Now, the bureau expects to fully deliver the project by the end of FY 2017-18. CBO recommends this request. To the extent that PDC cannot meet these extended terms, the City should require PDC to return these funds at this time next year.

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

Bureau: Portland Development Commission

Type: Program Carryover Request

Request: ZD_004 - Entrepreneurship Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring 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:

PDC is providing a \$55,250 loan to Portland Economic Investment Corporation (PEIC) for ongoing operations to cover operations from 2017 through 2019. The PEIC is the entity

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that serves as Limited Partner (LP) for two publicly backed funds – Portland Seed Fund II (PSF II) managed by Bridge City Management, and the Inclusive Fund managed by Elevate Capital. PEIC received \$750,000 from PDC for investment in Portland Seed Fund II and received \$500,000 from PDC for investment in the Inclusive Startup Fund (ISF). The monitoring of these two funds are the only programmatic activities PEIC has engaged in to date.

PEIC has no revenue source to pay for basic operating costs such as tax preparation, business license fees, insurance, bank trust account fees and legal services. To cover those costs, PDC granted PEIC \$55,000 along with the investment in PSF II and another \$50,000 along with the investment in ISF.

PDC will disburse \$25,250 in April, 2017 to support current operations, but plans to hold disbursement of the remaining \$30,000 until April, 2018.

CBO Discussion and Recommendation

The PEIC serves as the Limited Partner for the Portland Seed Fund II and the Inclusive Fund, which both serve to promote PDC's entrepreneurship program. PDC will disburse \$25,250 in April 2017 to support current operations, but plans to hold disbursement of the remaining \$30,000 until April 2018. CBO recommends this request.