

# Fall FY 2017-18 Supplemental Budget:

## REQUESTS AND RECOMMENDATIONS

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This document provides detail on all bureau requests and CBO recommendations. A separate document on the CBO website is available for a more summarized discussion of each bureau.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of the City Attorney

**Type:** New Request

**Request:** AT\_001 - Revenue Collections Paralegal

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	97,476	0	97,476
External Materials and Services	14,524	0	14,524
<b>TOTAL EXPENDITURES</b>	<b>112,000</b>	<b>0</b>	<b>112,000</b>
<b>REVENUES</b>			
General Fund Discretionary	112,000	0	112,000
<b>TOTAL REVENUES</b>	<b>112,000</b>	<b>0</b>	<b>112,000</b>
<b>FTE</b>			
Limited Term Positions	1.00	0.00	1.00
<b>TOTAL FTE</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>

**Bureau Description:**

The office requests one-time funding for one limited term paralegal through the FY17-18 fiscal year in the amount of \$112,000 to handle delinquent business license collections, currently estimated at \$7.4 million. This request makes good economic sense because the additional funding will result in collections beyond the cost of the position.

The Revenue Bureau and City Attorney's Office have been working tirelessly to ensure the City collects its business license revenues. Over the last several years, the City Attorney's Office has increased collection efforts for delinquent business license accounts resulting in millions of dollars in increased revenue to the City and County. Collection efforts include negotiations, sending demand letters and, when all other efforts are unsuccessful, filing lawsuits to collect monies owed to the City. The paralegal position performs essential investigative functions including research relating to debtors' business and corporate relationships, assets and liabilities, background and location research to help determine case viability and enhance litigation success, and drafting pleadings such as complaints, default judgments and other enforcement documents.

The workload has been increasing significantly each year: In FY14, the office opened 40 new cases; FY15: 123 cases; FY16: 336 cases; and FY17: 485 cases. Permanent staffing includes two attorneys and one paralegal, with legal assistant and general office support. In FY17, the office hired a second paralegal with vacancy savings to help reduce the backlog of cases. However, the number of cases continues to increase and the office does not expect vacancy savings this year. In addition, the Revenue Bureau is implementing a new program that is expected to identify additional delinquent accounts. This has the potential to double the current workload of the City Attorney's office's collections team. The office currently has around 564 open cases worth an estimated \$7.4 million in revenue. If a second paralegal is not funded for FY17-18, the office will not be able to work on half of the current cases. Even if the office focuses only on high dollar value cases, potential collections will be reduced by over \$1.0 million. (This does not include the additional work expected by the Revenue Bureau's new program.) The revenue collected is expected to be far greater than the cost of the position. And, although difficult to quantify, when the office demands payment but does not follow through with litigation, it reduces the effectiveness of the program. If the City does not commit the resources to enforce the program, many businesses will not bother to pay knowing there will be no real consequences.

After the Revenue Bureau's new program is implemented and the additional workload is quantified, the office will submit a request in the FY18-19 budget process for ongoing staff to ensure the City can effectively and efficiently collect on delinquent business license revenues.

**CBO Discussion and Recommendation**

Approval of these additional funds will provide necessary support to address the backlog of collection cases. City financial policy limits the use of General Fund contingency to issues that are urgent and unforeseen. In addition, CBO only recommends funding for proposals that are fully developed and cannot be absorbed in a bureau's existing budget. Although this request is not unforeseen, CBO recommends funding because it is expected to generate General Fund revenue, and realigning existing resources would result in reductions to non-optional services provided by the City Attorney, such as legal defense or review of other legally binding documents.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of the City Attorney

**Type:** Technical Adjustment

**Request:** AT\_002 - Sr Deputy City Attorney Part Time to Full Time

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	14,386	0	14,386
External Materials and Services	(14,386)	0	(14,386)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	1.00	0.00	1.00
Part-Time Positions	-0.70	0.00	-0.70
<b>TOTAL FTE</b>	<b>0.30</b>	<b>0.00</b>	<b>0.30</b>

**Bureau Description:**

Increase one part time Senior Deputy City Attorney (0.7 FTE) to full time (1.0 FTE). The workload in the office is increasing due to additional demand for contract reviews, business license collections, general and complex litigation and the office's focus on preventive legal training for City employees. In addition, the office is experiencing the retirement of several senior attorneys resulting in additional work for newer attorneys. This 0.3 increase in FTE will not require additional resources because newer employees will start at lower salaries.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of the City Auditor

**Type:** Encumbrance Carryover Request

**Request:** AU\_003 - Hearings Office Software Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	22,250	0	22,250
<b>TOTAL EXPENDITURES</b>	<b>22,250</b>	<b>0</b>	<b>22,250</b>
<b>REVENUES</b>			
General Fund Discretionary	22,250	0	22,250
<b>TOTAL REVENUES</b>	<b>22,250</b>	<b>0</b>	<b>22,250</b>

**Bureau Description:**

The Auditor's Office is requesting an encumbrance carryover of \$22,250 to complete work that began in FY 2016-2017 for a replacement of case management software for the City Hearings Office. These funds were encumbered with the anticipation that the project would start in the early spring, but it did not launch until late May. It is now under way and being customized for implementation in the Hearings Office. The new application replaces an outdated and unsupported one, and will add significant new functionality to allow for electronic filing, better reporting, and more efficient processing.

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** City Budget Office

**Type:** Encumbrance Carryover Request

**Request:** BO\_001 - CBO FY 2017-18 Fall BMP Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	20,501	0	20,501
<b>TOTAL EXPENDITURES</b>	<b>20,501</b>	<b>0</b>	<b>20,501</b>
<b>REVENUES</b>			
General Fund Discretionary	20,501	0	20,501
<b>TOTAL REVENUES</b>	<b>20,501</b>	<b>0</b>	<b>20,501</b>

**Bureau Description:**

CBO requests encumbrance carryover for the following items:

- \$20,000 for a task order with Delaris LLC for consulting services related to the development of requirements for the replacement of the current budgeting software (PO# 22215106 - 6/21/17) As part of a separate item (BO\_02), CBO is requesting that the remaining \$20,000 unencumbered budget for this project be carried over.
- \$501 for a chair that was ordered in FY 2016-17 but not received (PO# 22215717 - 6/28/17)

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** City Budget Office

**Type:** New Request

**Request:** BO\_002 - Budget System Replacement Additional Carryover

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

**Bureau Description:**

As part of the General Fund capital set-aside process in the FY 2016-17 Fall BMP, CBO was allocated a project budget of \$1 million for the replacement of the current enterprise budgeting system. Work on the replacement project has begun. As part of that work, CBO expected to enter into a task order with an on-call consultant to develop requirements for the new system. A total of \$40,000 was set aside in FY 2016-17 for that purpose, with the remaining \$960,000 project budget carried over into FY 2016-17. Based on proposals from the on-call consultants available to do the work, only \$20,000 was encumbered in FY 2016-17. While that \$20,000 has been requested as encumbrance carryover in this Fall BMP, CBO is also requesting that the remaining \$20,000 of underspending be reallocated, in order to maintain the full \$1 million project budget. Note that this estimate is still a low-confidence figure. Based on RFP responses and subsequent contracting anticipated later this year, a higher confidence estimate of project costs - as well as any ongoing costs associated with the new system - is expected.

**CBO Discussion and Recommendation**

Not recommended based on current carryover policy. Carryovers are to be reduced from budgets in the Spring supplemental budget and added in the Approved Budget, reduced from budgets in the Overexpenditure Ordinance and added in the Fall supplemental budget, or encumbered in the prior year and added in the Fall supplemental budget. Adherence to this policy will effectively reduce the project budget by \$20,000 to \$980,000. While the confidence level of the current budget estimate is low, a reduction in the budget increases the risk of additional funds being necessary during a later budget phase.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** City Budget Office

**Type:** Technical Adjustment

**Request:** BO\_003 - GovInvest modelling software

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	<b>(11,673)</b>	0	<b>(11,673)</b>
Internal Materials and Services	11,673	0	11,673
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

CBO is shifting EMS resources to fund a modelling software subscription in partnership with OMF and FPDR. The one-time costs are \$3,885 and the ongoing costs are \$7,787. At this point, CBO anticipates being able to absorb the ongoing cost.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Fire & Police Disability & Retirement

**Type:** Technical Adjustment

**Request:** DR\_001 - OMF IA for GovInvest software

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	(8,313)	0	(8,313)
Internal Materials and Services	8,313	0	8,313
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request funds FPDR's share of the costs for new software to estimate long-term liabilities, such as pensions and OPEB. City Treasury will manage the software contract, but costs will be split between FPDR, CBO, and two OMF bureaus. Costs will decline in outyears and be absorbed within FPDR's existing budget.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Development Services

**Type:** New Request

**Request:** DS\_001 - Additional Positions FY 2017-18 Fall BMP

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	1,826,258	(199,402)	1,626,856
Internal Materials and Services	360,000	0	360,000
Contingency	(2,186,258)	199,402	(1,986,856)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	20.17	-2.17	18.00
<b>TOTAL FTE</b>	<b>20.17</b>	<b>-2.17</b>	<b>18.00</b>

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Development Services

**Type:** New Request

**Request:** DS\_001 - Additional Positions FY 2017-18 Fall BMP

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

BDS is requesting 30.0 staff positions, supported by permit revenues, through the FY 2017-18 Fall BMP. 26 of the added positions are new, while 4 are conversion from Limited Term into regular positions. 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 respond to workload changes, ensure that desired service levels are maintained, and address span of control issues. These positions will benefit customers and the larger community by improving services and access to information. This request also makes an adjustment of \$360,000 to the interagency agreement with City Fleet in order to add an appropriation for twelve new vehicles. New cars are necessary to accommodate new 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 30.0 FTE in this request include:

Public Information and Enforcement (4.0 new FTE and 1.0 FTE LT conversion)

Customer Service & Communications:

- 1.0 Public Information Officer
- 1.0 Senior Community Outreach & Information Representative
- 1.0 Video Production Specialist

In response to requests from the public and bureau stakeholders, BDS is expanding the communications team. This will help the bureau better respond to information requests from the public, media, and internal and external stakeholders. These positions will also allow the bureau to provide enhanced and expanded services in all areas of communication, including print, video, and social media.

- 1.0 Office Support Specialist II (convert from LT to regular)

This request is to convert the existing LT OSS II position to regular on the front desk team to address ongoing high levels of workload and ensure adequate customer service. The position will allow team members flexibility to attend trainings and enable them to complete administrative projects apart from assisting customers. Adding a regular position will also help address employee turnover concerns.

Enforcement:

- 1.0 Housing Inspection Supervisor

This position will address span of control issues in the Enforcement Program as the current supervisor has 21 direct reports. Adding the position will help increase timely performance reviews, processing of code amendments, and provide support to inspectors. The City's advancing mandatory rental inspections policy is also expected to provide a large volume of additional work for this position.

Business Operations and Finance Services (3.0 FTE)

Recruitment & Hiring:

- 1.0 Office Support Specialist II

This position will provide ongoing support to the Recruitment & Hiring team. The OSS II will be responsible for scheduling interviews, completing referrals, processing background check paperwork, coordinating interview logistics, and archiving hiring records.

Budget & Finance:

- 1.0 Accountant III

This position will act as the lead accountant in the Budget and Finance Section. The position addresses the bureau's performance and service delivery goals by providing additional oversight on the accountant and cashier station responsibilities, ensuring the workgroup engages in consistent, best practice processes to meet both internal and external customer demands. The Accountant III position will also allow the bureau to consolidate refund and requisition functions.

Bureau Wide Projects:

- 1.0 Principal Management Analyst

This position will manage the new Bureau Wide Projects section created to address process and functional improvements within the bureau. Inspection Services (13.0 FTE and 1.0 FTE LT conversion)

Residential Inspections:

- 1.0 Inspections Supervisor

This position is part of the bureau reorganization and will address span of control issues. Adding the position will help increase timely performance reviews and overall staff support within Residential Inspections.

- 4.0 Building Inspector II

- 1.0 Plumbing Inspector

These positions will help increase the quality of service provided and meet service level goals. They will decrease the response time and get the bureau closer to meeting the goal of 95% inspections completed within 24 hours of request by decreasing the average number of inspections done per inspector, per day.

Commercial Inspections:

- 1.0 Inspections Supervisor

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Development Services

**Type:** New Request

**Request:** DS\_001 - Additional Positions FY 2017-18 Fall BMP

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

This position is part of the bureau reorganization and will address span of control issues. Adding the position will help increase timely performance reviews and overall staff support within Commercial Inspections.

- 2.0 Building Inspector II

- 1.0 Electrical Inspector

- 1.0 Site Development Inspector II

- 1.0 Office Support Specialist I (convert from LT to regular)

Current high demand for inspections often prohibit the bureau from meeting service goals. These positions will help Commercial Inspections meet service level turnaround goals and increase the quality of service provided.

Field Issuance Remodel Program and Facility Permit Program:

- 1.0 Office Support Specialist II

This position will help relieve some of the administrative and office support requirements currently performed by the supervisor. The FPP/FIR supervisor currently oversees 22 employees. The OSS II will help free the supervisor to focus on management responsibilities.

- 1.0 Development Services Tech III

This position will oversee permit/property research functions and develop standardized processes for current Tech II. The Tech III will also track and report on program activity on a regular basis. Adding this position will reduce overtime by absorbing some of the process management elements currently performed by Senior Inspectors.

Plan Review and Permitting Services (6.0 FTE and 2.0 FTE LT conversion)

Permitting Services:

- 1.0 Development Services Supervisor II

This supervisor position will support the re-org by addressing span of control concerns in the existing sections. Adding the position will help increase timely performance reviews and overall staff support within Permitting Services.

- 1.0 Development Services Tech II

This position will provide staff necessary to consistently fulfill the Finisher function in the DSC. It will eliminate the current requirement for Life Safety to be the mandatory last review group to establish and bill fees, streamlining the intake process for applicants and allowing Life Safety staff to focus on their code expertise.

Life Safety Plan Review:

- 1.0 Plan Review Supervisor

This supervisor position will support the re-org by addressing span of control concerns in the existing sections. Adding the position will help increase timely performance reviews and overall staff support within Permitting Services.

- 1.0 Senior Plans Examiner

This senior level position will allow additional capacity for providing direction, training, and support to plans examiners and new staff. It will benefit customers by increasing the timeliness, quality, and consistency of the plans examiner work. The position will also act as a liaison to other work groups in the development review process, and will be making decisions that impact business development and the life safety of building occupants.

- 1.0 Residential Plans Examiner (convert from LT to regular)

Converting this position from LT to Regular will provide stability to the work group, and improve the return on investment gained by the training and education of staff who would otherwise depart from the section and bureau.

Engineering Plan Review:

- 1.0 Site Development Inspector I (convert from LT to regular)

This is a conversion from LT to Regular. The position will split time 50/50 between Environmental Soils and Site Development. In Environmental Soils, the position will be required to register as an Oregon Waste Water Specialist and will perform septic decommissioning inspections and assist with septic permit review and inspection. In Site Development, the position will assist with the inspection of SD permits.

Process Management/Get Legal/Small Business:

- 1.0 Development Services Supervisor II

This position part of the re-org and will manage the Process Management/Get Legal/Small Business section.

- 1.0 Program Coordinator

This position is part of the re-org and addresses functional needs in the Process Management/Get Legal/Small Business section.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Development Services

**Type:** New Request

**Request:** DS\_001 - Additional Positions FY 2017-18 Fall BMP

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

BDS has requested position authority for 30.0 new ongoing employees in the FY 2017-18 Fall Supplemental process, to be paid for through a \$2.19 million draw from the Development Services Fund contingency. The request seeks to address continued high workloads in Inspections Services and Permitting, and also adds capacity to the Business Operations team for cashier, administrative, and the newly created bureau wide process improvement function. CBO has recommended for all but three positions that seek to expand the communications team housed within the Public Information & Enforcement Division. Those positions do not directly address the bureau's urgent workload needs, and as an addition to the bureau's administrative overhead, could drive increases in future permit fees. As such, CBO finds that the communications team expansion request would be better considered as part of the requested budget process with input from residents and the development community. The CBO recommendation results in a reduction of \$2,074,671 to the Development Services Fund and the addition of 27.0 FTE (23 new and 4 conversions from Limited Term), bringing the Bureau of Development Services to a total of 434. Authorized FTE.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Development Services

**Type:** New Request

**Request:** DS\_002 - IA with BPS for DOZA

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Internal Materials and Services	25,000	0	25,000
<b>TOTAL EXPENDITURES</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>
<b>REVENUES</b>			
Licenses & Permits	25,000	0	25,000
<b>TOTAL REVENUES</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>

**Bureau Description:**

This adds an appropriation of \$25,000 to contribute toward the Bureau of Planning and Sustainability Design Overlay Zone Amendments (DOZA) Tools project in order to implement the recommendations of the prior year's Design Overlay Zone Assessment. The DOZA Tools project will revise and update two sets of review criteria, the current discretionary design guidelines titled Community Design Guidelines and the current clear and objective design standards titled Community Design Standards. The funds will allow BPS to have two subcontractor architectural firms, in addition to the primary consultant, to test the guidelines and standards, as recommended by the Portland Design Commission.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Development Services

**Type:** New Request

**Request:** DS\_003 - Adjustment to IA with Water

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	2,185	0	2,185
<b>TOTAL EXPENDITURES</b>	<b>2,185</b>	<b>0</b>	<b>2,185</b>
<b>REVENUES</b>			
Interagency Revenue	2,185	0	2,185
<b>TOTAL REVENUES</b>	<b>2,185</b>	<b>0</b>	<b>2,185</b>

**Bureau Description:**

This is an adjustment of \$2,185 to the interagency rent agreement with the Portland Water Bureau, adding an appropriation for an additional parking pass for a Portland Water Bureau vehicle.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Development Services

**Type:** New Request

**Request:** DS\_004 - IA with PBOT for SW Corridor Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	5,000	0	5,000
<b>TOTAL EXPENDITURES</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>
<b>REVENUES</b>			
Interagency Revenue	5,000	0	5,000
<b>TOTAL REVENUES</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>

**Bureau Description:**

This is an appropriation of \$5,000 in funds BDS is receiving from PBOT for planned services performed on the SW Corridor Project.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Development Services

**Type:** \_\_\_\_\_

**Request:** DS\_005 - IA with BPS for Residential Infill Project

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Internal Materials and Services	95,000	0	95,000
Contingency	(95,000)	0	(95,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This is a carryover of \$95,000 from the FY16-17 Residential Infill Project budget with BPS for funds reserved to sending out public notices. The Residential Infill Project is a multi-year project. Phase I (developing the concepts) went to City Council for adoption in December 2016. Phase II (developing the code and map amendments) is underway. This project affects 145,000 single-dwelling properties in the city. The changes proposed require a state-mandated (Ballot Measure 56) notice to be sent to close to 100,000 properties. This carryover is necessary to send the notice, without which amendments cannot be proposed to the Planning Commission or City Council.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Development Services

**Type:** New Request

**Request:** DS\_006 - Adjustment to IA with ONI

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>REVENUES</b>			
Licenses & Permits	(43,338)	0	(43,338)
Interagency Revenue	43,338	0	43,338
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This is an adjustment of \$43,338 to the IA with ONI for communications services provided by BDS.

**CBO Discussion and Recommendation**

Recommended as requested. CBO notes that ONI has requested \$43,338 from the General Fund in the FY 2017-18 Fall Supplemental to pay for these services. CBO has not recommended this request, however ONI may choose to reallocate funds within its current year appropriation to cover the IA.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Emergency Communications

**Type:** Technical Adjustment

**Request:** EC\_001 - Pension Bond Debt payment tech adjustment

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	(21,043)	0	(21,043)
Bond Expenses	21,043	0	21,043
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

The Debt Management Division informed BOEC that the amount budgeted for pension bond debt paid by BOEC needs to be adjusted by \$21,043. This decision package transfers budget funding within the existing appropriation to increase the bond debt payment to the revised total of \$296,922.

**CBO Discussion and Recommendation**

Recommended as requested. This is a transfer to the Citywide PERS debt repayment amount that BOEC is charged. The bureau is transferring funds from its overtime budget. It believes that overtime usage will be slightly less than estimated in the Adopted Budget and that the funds will not be needed to pay personnel. The overtime budget is reduced from \$1.26 million to \$1.24 million. The bureau currently has 44 vacancies, including six Limited Term Call-taker positions, one ongoing Call-taker position, and 26 Senior Dispatcher positions. As excessive overtime usage has been an issue for the bureau in the past due to the large number of vacancies, CBO recommends that the bureau keep a close eye on spending for that purpose.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Emergency Communications

**Type:** New Request

**Request:** EC\_002 - Technical Services Division

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	267,654	(267,654)	0
<b>TOTAL EXPENDITURES</b>	<b>267,654</b>	<b>(267,654)</b>	<b>0</b>
<b>REVENUES</b>			
Intergovernmental Revenues	56,368	(56,368)	0
Fund Transfers - Revenue	211,286	(211,286)	0
<b>TOTAL REVENUES</b>	<b>267,654</b>	<b>(267,654)</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	2.00	-2.00	0.00
<b>TOTAL FTE</b>	<b>2.00</b>	<b>-2.00</b>	<b>0.00</b>

**Bureau Description:**

In response to direction received in the recent GATR (Government Accountability Transparency Results) meeting held in August and attended by the Mayor, Mayor's office staff, BOEC Interim Director, CBO, Auditor's Office, BOEC Public Safety partner representatives and BOEC staff; BOEC is submitting this request to create and staff a Technical Services Division within BOEC.

At the GATR session it was identified that BOEC needed to have the staff capacity to oversee all complex technology projects dedicated and unique to BOEC and to coordinate with BTS on common City systems utilized by BOEC.

In addition, this group is directed to verify data and performance report information sent from BTS to BOEC to ensure relational validity to BOEC Operations as well as appropriateness of data measurement points to BOEC performance measures.

BOEC has also been directed to review and modify BOEC performance measures to focus on call taking and dispatch activity within control and influence by BOEC management and staff.

BOEC has identified the need for four positions to form the Technical Services Division.

1 FTE - Manager – to lead the expansion and management of our existing CAD department to include all emergency service projects and systems including CAD, phone, radio, data systems, mapping and recording platforms.

1 -FTE Principle Analyst – Emergency 9-1-1 phone system management and support, associated contract management, VESTA map, manage and support selected BOEC scheduling solution, manage and support technological future staffing solution, Principle data quantitative and analysis/reporting

2 FTE Senior Analysts –Secondary telephony support to include 24/7 on-call service for all technologies utilized at BOEC, support in acquisition and implementation of needed technologies related to daily staffing configuration and future scheduling forecaster. Both positions also responsible for providing quantitative data, analysis and reporting related bureau performance measures.

For this submission and the calculation of expected staff cost, BOEC has identified a Senior Program Manager, Principle Business Analyst, and Senior Business Analysts as the costing point for the positions. The final position classifications may change after HR review.

Position start dates are submitted as January 2018. This causes the request information for FY 1718 to show 2 FTE as the positions are requested for 6 months of FY 1718. To be clear, BOEC is requesting ongoing support for 4 FTE to continue into FY 1819.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Emergency Communications

**Type:** New Request

**Request:** EC\_002 - Technical Services Division

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

Not recommended. This write-up applies to all four requests for new ongoing positions: NI\_002, NI\_003, NI\_004, and NI\_005. In this FY 2017-18 Fall Supplemental, BOEC is requesting an additional eight ongoing positions to start in January 2018, which CBO is not recommending for several reasons.

First, requests for new ongoing resources are generally not recommended during the Fall Supplemental, according to City financial policy, which is intended to address urgent and unforeseen issues and deficiencies in the current year's budget. Any requests for ongoing funds should be weighed against other ongoing needs which occurs during the regular budget process. Second, the bureau already has 44 vacancies out of a bureau-wide FTE count of 187, or almost a quarter of the positions. Twenty-six of the vacancies are Senior Dispatcher positions, including 11 which were newly created positions for FY 2017-18. Six of the vacancies are positions that can be considered managerial or administrative. Thus, the bureau is still catching up on filling its existing vacancies. Considering the high number of current vacancies, if the eight requested positions are added, it is doubtful that they would be filled by January 2018, or even by year-end, considering all the vacancies the bureau needs to fill first. CBO has requested a listing of vacancies by classification from BOEC, which the bureau has provided.

Furthermore, CBO recommends that BOEC focus on implementing the recommendations from the April 2017 staffing study and plan conducted by the Matrix Consulting Group that were included as action items in the August GATR session, none of which involve the addition of the positions requested in this Supplemental. For example, request EC\_003 seeks to add two positions for the purposes of recruitment and retention. In contrast, the Matrix study recommends that the existing training model be revised in order to reduce the attrition rate. Another example is EC\_004, which seeks to add a position in the Training section. With a current staffing level of 4.0 FTE, BOEC states that the section has not managed to keep up, in a timely manner, with the increased workload resulting from an increased number of trainees. The Matrix study recommends that the bureau's New Hire Academy should be formalized and taught by a certified Emergency Communications Training Supervisor, who should take the leading role in training new recruits. Other training related recommendations include formalizing the post-academy coaching program and implement additional incentives if BOEC continues to have difficulty getting enough mentors for new recruits.

CBO recommends that BOEC implement these recommendations proposed in the study and the GATR session instead of simply adding more positions which it most likely would not be able to fill any time soon. The GATR session was held in August, and in September, action items from the Matrix list were identified for implementation. Thus, BOEC should be progressing in the implementation of the items. The follow-up GATR session at the end of calendar year 2017 should involve a report on the bureau's progress. Moreover, CBO recommends that the bureau work with BHR to fill the vacant positions, particularly the administrative ones. Perhaps some of the needs that the bureau is trying to meet with the requested positions can be met if the existing vacant positions are actually filled. For example, an Administrative Supervisor position is currently vacant, and if filled, perhaps the bureau's administrative support needs can be addressed. If the bureau believes that the vacant positions' current classifications do not meet its current needs, it should consider reclassifying them.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Emergency Communications

**Type:** New Request

**Request:** EC\_003 - Operations; Recruitment and Retention

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	135,924	(135,924)	0
<b>TOTAL EXPENDITURES</b>	<b>135,924</b>	<b>(135,924)</b>	<b>0</b>
<b>REVENUES</b>			
Intergovernmental Revenues	28,625	(28,625)	0
Fund Transfers - Revenue	107,299	(107,299)	0
<b>TOTAL REVENUES</b>	<b>135,924</b>	<b>(135,924)</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	1.00	-1.00	0.00
<b>TOTAL FTE</b>	<b>1.00</b>	<b>-1.00</b>	<b>0.00</b>

**Bureau Description:**

In response to issues raised at the recent GATR (Government Accountability Transparency Results) meeting held in August and attended by the Mayor, Mayor's office staff, BOEC Interim Director, CBO, Auditor's Office, BOEC Public Safety partner representatives and BOEC staff; BOEC is submitting this request to create and staff an Operations focused recruitment and retention team.

Public Safety organizations continue to have significant challenges in maintaining and increasing staffed positions. Police and 9-1-1 call taker/dispatch positions locally and across the country are staffed at levels much lower than recommended staffing needs and all suffer from retention issues. (Currently BOEC has 75 certified call taker/dispatch positions staffed compared to a recommended level of 118 FTE.)

BOEC will continue to hire/fill vacancies but in an effort to address specific retention issues, which is believed to be the core issue, BOEC is requesting the following positions to improve staffing levels by expanding outreach programs to attract more diverse applicants and to improve retention of existing certified staff.

1 FTE Program Manager - Affirmative Action/Equity Outreach, recruitment and management. Responsible for creation of pro-active outreach and education program focused on minority and under-served populations with goal of increasing recruitment of said groups. Bureau liaison to, and responsible for BOEC participation in City AA/Equity programs, reports and efforts.

1 FTE Senior Program Manager

Health & Wellness Program Coordinator – position will be unique in 911 industry. Position will address core issue of retention at BOEC by addressing burnout, trauma, secondary trauma, shift work and other factors leading to resignations of certified staff. Desired outcome will be to create a sustainable 24/7, multi-pronged (physical, mental, etc.) preventative and in-the-moment support system to address the multiple contributing factors of burnout.

Position start dates are submitted as January 2018. This causes the request information for FY 1718 to show 1 FTE as the positions are requested for 6 months of FY 1718. To be clear, BOEC is requesting ongoing support for 2 FTE to continue into FY 1819

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Emergency Communications

**Type:** New Request

**Request:** EC\_003 - Operations; Recruitment and Retention

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

Not recommended. This write-up applies to all four requests for new ongoing positions: NI\_002, NI\_003, NI\_004, and NI\_005. In this FY 2017-18 Fall Supplemental, BOEC is requesting an additional eight ongoing positions to start in January 2018, which CBO is not recommending for several reasons.

First, requests for new ongoing resources are generally not recommended during the Fall Supplemental, according to City financial policy, which is intended to address urgent and unforeseen issues and deficiencies in the current year's budget. Any requests for ongoing funds should be weighed against other ongoing needs which occurs during the regular budget process. Second, the bureau already has 44 vacancies out of a bureau-wide FTE count of 187, or almost a quarter of the positions. Twenty-six of the vacancies are Senior Dispatcher positions, including 11 which were newly created positions for FY 2017-18. Six of the vacancies are positions that can be considered managerial or administrative. Thus, the bureau is still catching up on filling its existing vacancies. Considering the high number of current vacancies, if the eight requested positions are added, it is doubtful that they would be filled by January 2018, or even by year-end, considering all the vacancies the bureau needs to fill first. CBO has requested a listing of vacancies by classification from BOEC, which the bureau has provided.

Furthermore, CBO recommends that BOEC focus on implementing the recommendations from the April 2017 staffing study and plan conducted by the Matrix Consulting Group that were included as action items in the August GATR session, none of which involve the addition of the positions requested in this Supplemental. For example, request EC\_003 seeks to add two positions for the purposes of recruitment and retention. In contrast, the Matrix study recommends that the existing training model be revised in order to reduce the attrition rate. Another example is EC\_004, which seeks to add a position in the Training section. With a current staffing level of 4.0 FTE, BOEC states that the section has not managed to keep up, in a timely manner, with the increased workload resulting from an increased number of trainees. The Matrix study recommends that the bureau's New Hire Academy should be formalized and taught by a certified Emergency Communications Training Supervisor, who should take the leading role in training new recruits. Other training related recommendations include formalizing the post-academy coaching program and implement additional incentives if BOEC continues to have difficulty getting enough mentors for new recruits.

CBO recommends that BOEC implement these recommendations proposed in the study and the GATR session instead of simply adding more positions which it most likely would not be able to fill any time soon. The GATR session was held in August, and in September, action items from the Matrix list were identified for implementation. Thus, BOEC should be progressing in the implementation of the items. The follow-up GATR session at the end of calendar year 2017 should involve a report on the bureau's progress. Moreover, CBO recommends that the bureau work with BHR to fill the vacant positions, particularly the administrative ones. Perhaps some of the needs that the bureau is trying to meet with the requested positions can be met if the existing vacant positions are actually filled. For example, an Administrative Supervisor position is currently vacant, and if filled, perhaps the bureau's administrative support needs can be addressed. If the bureau believes that the vacant positions' current classifications do not meet its current needs, it should consider reclassifying them.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Emergency Communications

**Type:** New Request

**Request:** EC\_004 - Analysis Support, Training

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	57,342	(57,342)	0
<b>TOTAL EXPENDITURES</b>	<b>57,342</b>	<b>(57,342)</b>	<b>0</b>
<b>REVENUES</b>			
Intergovernmental Revenues	12,076	(12,076)	0
Fund Transfers - Revenue	45,266	(45,266)	0
<b>TOTAL REVENUES</b>	<b>57,342</b>	<b>(57,342)</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	0.50	-0.50	0.00
<b>TOTAL FTE</b>	<b>0.50</b>	<b>-0.50</b>	<b>0.00</b>

**Bureau Description:**

In an effort to increase the number of trainees and certified staff, BOEC has increased the hiring process from two times per year to three times per year. The increase from two to three recruitments increases the application screening activity, pre-employment tests and academies workload by 50%. In addition there are more trainees in process for up to 18 months pending full certification. This position will help with the requirements of recruitment and training, trainee progress reporting and training statistics.

Position start dates are submitted as January 2018. This causes the request information for FY 1718 to show .5 FTE as the position is requested for 6 months of FY 1718. To be clear, BOEC is requesting ongoing support for 1 FTE to continue into FY 1819.

**CBO Discussion and Recommendation**

Not recommended. This write-up applies to all four requests for new ongoing positions: NI\_002, NI\_003, NI\_004, and NI\_005. In this FY 2017-18 Fall Supplemental, BOEC is requesting an additional eight ongoing positions to start in January 2018, which CBO is not recommending for several reasons.

First, requests for new ongoing resources are generally not recommended during the Fall Supplemental, according to City financial policy, which is intended to address urgent and unforeseen issues and deficiencies in the current year's budget. Any requests for ongoing funds should be weighed against other ongoing needs which occurs during the regular budget process. Second, the bureau already has 44 vacancies out of a bureau-wide FTE count of 187, or almost a quarter of the positions. Twenty-six of the vacancies are Senior Dispatcher positions, including 11 which were newly created positions for FY 2017-18. Six of the vacancies are positions that can be considered managerial or administrative. Thus, the bureau is still catching up on filling its existing vacancies. Considering the high number of current vacancies, if the eight requested positions are added, it is doubtful that they would be filled by January 2018, or even by year-end, considering all the vacancies the bureau needs to fill first. CBO has requested a listing of vacancies by classification from BOEC, which the bureau has provided.

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CBO recommends that BOEC implement these recommendations proposed in the study and the GATR session instead of simply adding more positions which it most likely would not be able to fill any time soon. The GATR session was held in August, and in September, action items from the Matrix list were identified for implementation. Thus, BOEC should be progressing in the implementation of the items. The follow-up GATR session at the end of calendar year 2017 should involve a report on the bureau's progress. Moreover, CBO recommends that the bureau work with BHR to fill the vacant positions, particularly the administrative ones. Perhaps some of the needs that the bureau is trying to meet with the requested positions can be met if the existing vacant positions are actually filled. For example, an Administrative Supervisor position is currently vacant, and if filled, perhaps the bureau's administrative support needs can be addressed. If the bureau believes that the vacant positions' current classifications do not meet its current needs, it should consider reclassifying them.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Emergency Communications

**Type:** New Request

**Request:** EC\_005 - Administrative Support, Bureau

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	52,530	(52,530)	0
<b>TOTAL EXPENDITURES</b>	<b>52,530</b>	<b>(52,530)</b>	<b>0</b>
<b>REVENUES</b>			
Intergovernmental Revenues	11,063	(11,063)	0
Fund Transfers - Revenue	41,467	(41,467)	0
<b>TOTAL REVENUES</b>	<b>52,530</b>	<b>(52,530)</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	0.50	-0.50	0.00
<b>TOTAL FTE</b>	<b>0.50</b>	<b>-0.50</b>	<b>0.00</b>

**Bureau Description:**

Today, the BOEC organization does not have any staff positions assigned to provide administrative support.

BOEC management needs more time to focus on existing and new operational projects. One way to create more time is to create a support position to perform clerical and support duties currently being performed by bureau managers and bureau director.

In addition to admin support for management, there is a need for backup support for administrative staff vacation and other absences and improve SAP processing/approval role separation.

This request is for 1 FTE Administrative Assistant.

This position will be responsible for providing administrative support to 8 managers and bureau director, act as back-up to timekeeper, improve inadequate staffing issues related to best practices for bureau SAP approval roles, and provide confidential administrative support to the bureau.

Position start date is submitted as January 2018. This causes the request information for FY 1718 to show .5 FTE as the position is requested for 6 months of FY 1718. To be clear, BOEC is requesting ongoing support for 1 FTE to continue into FY 1819



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Emergency Communications

**Type:** New Request

**Request:** EC\_005 - Administrative Support, Bureau

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

Not recommended. This write-up applies to all four requests for new ongoing positions: NI\_002, NI\_003, NI\_004, and NI\_005. In this FY 2017-18 Fall Supplemental, BOEC is requesting an additional eight ongoing positions to start in January 2018, which CBO is not recommending for several reasons.

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Furthermore, CBO recommends that BOEC focus on implementing the recommendations from the April 2017 staffing study and plan conducted by the Matrix Consulting Group that were included as action items in the August GATR session, none of which involve the addition of the positions requested in this Supplemental. For example, request EC\_003 seeks to add two positions for the purposes of recruitment and retention. In contrast, the Matrix study recommends that the existing training model be revised in order to reduce the attrition rate. Another example is EC\_004, which seeks to add a position in the Training section. With a current staffing level of 4.0 FTE, BOEC states that the section has not managed to keep up, in a timely manner, with the increased workload resulting from an increased number of trainees. The Matrix study recommends that the bureau's New Hire Academy should be formalized and taught by a certified Emergency Communications Training Supervisor, who should take the leading role in training new recruits. Other training related recommendations include formalizing the post-academy coaching program and implement additional incentives if BOEC continues to have difficulty getting enough mentors for new recruits.

CBO recommends that BOEC implement these recommendations proposed in the study and the GATR session instead of simply adding more positions which it most likely would not be able to fill any time soon. The GATR session was held in August, and in September, action items from the Matrix list were identified for implementation. Thus, BOEC should be progressing in the implementation of the items. The follow-up GATR session at the end of calendar year 2017 should involve a report on the bureau's progress. Moreover, CBO recommends that the bureau work with BHR to fill the vacant positions, particularly the administrative ones. Perhaps some of the needs that the bureau is trying to meet with the requested positions can be met if the existing vacant positions are actually filled. For example, an Administrative Supervisor position is currently vacant, and if filled, perhaps the bureau's administrative support needs can be addressed. If the bureau believes that the vacant positions' current classifications do not meet its current needs, it should consider reclassifying them.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Emergency Communications

**Type:** New Request

**Request:** EC\_006 - 9-1-1 Quality Assurance Software/Hardware System

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	250,000	0	250,000
Contingency	(250,000)	0	(250,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

BOEC needs to develop a 9-1-1 performance quality assurance system that is supported by a 9-1-1 focused computer system. It is desired to have a system in place in FY 1718.

The National Emergency Number Association states: The duties and responsibilities of those who serve our community by accepting and processing emergency calls from the public have grown exponentially over recent years. The industry, as a whole, is challenged by the type and nature of the calls received. Factors that affect the quality of service received are the heavy workload, constant changes within the PSAP, changes in technology, as well as customer expectations.

This request moves \$250,000 from the BOEC contingency to an expense line item to allow the procurement to occur in FY 1718. This represents our best estimate of the cost of software and hardware for a 9-1-1 QA system.

Many companies offer quality assurance software.

BOEC will conduct a review and analysis of available systems to develop a list of BOEC requirements.

If a desired system is available through a cooperative contract already in existence with a local/national PSAP or government entity, BOEC will follow that procurement route.

If a cooperative contract is not available, BOEC will follow the appropriate City procurement method for this purchase.

**CBO Discussion and Recommendation**

Recommended as requested. The staffing study completed by Matrix Consulting Group in April 2017 recommended that BOEC reinstitute a Quality Assurance (QA) and Quality Improvement (QI) system and make QA and QI a priority within the bureau. In the past, the QA and QI program was abandoned due to staffing issues, which led to low morale and, according to the opinions of many staff, low compliance to policies and poor performance. The \$250,000 draw represents 17.4% of the \$1,440,195 originally budgeted in the bureau's unrestricted contingency, leaving \$1.2 million.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Emergency Management

**Type:** Technical Adjustment

**Request:** EM\_001 - General Fund Technical Adjustments

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Internal budget adjustments to reallocate funding to appropriate funding centers.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Emergency Management

**Type:** Encumbrance Carryover Request

**Request:** EM\_002 - Encumbrance Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	62,897	0	62,897
<b>TOTAL EXPENDITURES</b>	<b>62,897</b>	<b>0</b>	<b>62,897</b>
<b>REVENUES</b>			
General Fund Discretionary	62,897	0	62,897
<b>TOTAL REVENUES</b>	<b>62,897</b>	<b>0</b>	<b>62,897</b>

**Bureau Description:**

PO non-accrual encumbrances from FY16-17

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Emergency Management

**Type:** Technical Adjustment

**Request:** EM\_003 - EMPG 2017

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	6,404	0	6,404
Internal Materials and Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>6,404</b>	<b>0</b>	<b>6,404</b>
<b>REVENUES</b>			
Intergovernmental Revenues	6,404	0	6,404
General Fund Overhead	0	0	0
<b>TOTAL REVENUES</b>	<b>6,404</b>	<b>0</b>	<b>6,404</b>

**Bureau Description:**

EMPG 2017 award amount and allocation internal true up.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Emergency Management

**Type:** Technical Adjustment

**Request:** EM\_004 - UASI

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	456,808	0	456,808
External Materials and Services	2,160,822	0	2,160,822
<b>TOTAL EXPENDITURES</b>	<b>2,617,630</b>	<b>0</b>	<b>2,617,630</b>
<b>REVENUES</b>			
Intergovernmental Revenues	2,617,630	0	2,617,630
<b>TOTAL REVENUES</b>	<b>2,617,630</b>	<b>0</b>	<b>2,617,630</b>

**Bureau Description:**

UASI 2016 and UASI 2015 true up for FY 17/18 funding, carryover and expenses.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Emergency Management

**Type:** Technical Adjustment

**Request:** EM\_005 - PDM 2015

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	260,577	0	260,577
<b>TOTAL EXPENDITURES</b>	<b>260,577</b>	<b>0</b>	<b>260,577</b>
<b>REVENUES</b>			
Intergovernmental Revenues	260,577	0	260,577
<b>TOTAL REVENUES</b>	<b>260,577</b>	<b>0</b>	<b>260,577</b>

**Bureau Description:**

PDM 2015 award, carryover, and expense true up for FY17/18

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Emergency Management

**Type:** Technical Adjustment

**Request:** EM\_006 - RDPO Grants

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	25,410	0	25,410
<b>TOTAL EXPENDITURES</b>	<b>25,410</b>	<b>0</b>	<b>25,410</b>
<b>REVENUES</b>			
Intergovernmental Revenues	25,410	0	25,410
<b>TOTAL REVENUES</b>	<b>25,410</b>	<b>0</b>	<b>25,410</b>

**Bureau Description:**

RDPO contribution true up for funding and carryover.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** Technical Adjustment

**Request:** ES\_001 - Internal Budget Adjustments - No Council Action

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	0	0	0
Internal Materials and Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
Charges for Services	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

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

**Pollution Prevention:**

\$98,064 reflects an error in the budget load for various overtime and premium pay amount that were included in the Group's base budget. This adjustments adds that appropriation back into the various programs and is balanced by a reduction in personal services reflecting vacancy savings.

\$38,000 moves appropriation from one cost center to another to more accurately reflect where the expenditures will occur.

**Engineering Services:**

\$15,000 moves appropriation from office supplies to operating supplies to partially cover costs of chair replacement for increased staff from recent budget cycles.

Moves \$8,000 in revenues and \$6,000 in expenses from Engineering to Watershed as a result of reassignment of Manufactured Stormwater Treatment Technology program.

\$160,425 reflects an allocation of cell phone appropriation across groups as a result of OMF BTS decision to allocate all to one cost center for the bureau.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** New Request

**Request:** ES\_002 - New Requests

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	1,128,867	0	1,128,867
Internal Materials and Services	99,574	0	99,574
Capital Outlay	303,000	0	303,000
Contingency	(1,524,441)	0	(1,524,441)
<b>TOTAL EXPENDITURES</b>	<b>7,000</b>	<b>0</b>	<b>7,000</b>
<b>REVENUES</b>			
Interagency Revenue	7,000	0	7,000
<b>TOTAL REVENUES</b>	<b>7,000</b>	<b>0</b>	<b>7,000</b>

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** New Request

**Request:** ES\_002 - New Requests

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

**Business Services:**

\$20,000 – Additional costs related to the replacement of a server and corresponding licenses. The server is being replaced in coordination with the Citywide Data Center move. Total costs of the server and 25-month licensing is \$55K, of which \$35K is already budgeted in FY 2017-18.

\$11,567 - Additional costs to align BES contract payment dates with the PBOT contract start date. Does not increase the amount being paid, but merely aligns the payment date to coincide with PBOT. As a result a small additional payment will be made this FY and less in FY 2018-19.

(\$56,746) - This reduction to the PBOT IA will partially off-set expenses for parking closer to temporary location during Portland Building reconstruction.

\$64,800 - Parking spaces for 30 vehicles at \$240/mo. for 10 months (City Center Parking) = \$72K. \$7,200 budgeted in PBOT IA; remainder to be budgeted as misc. svcs. Costs are on-going during 400 Bldg. occupancy during Portland Building reconstruction. Parking costs upon completion of Portland Building reconstruction are not currently known.

\$2,500 - Storage room/bike parking at 400 Bldg. during Portland Building reconstruction. Costs are split with PWB 50/50. Costs to BES are \$250/mo. X 10 mo. = \$2,500. Costs are on-going during 400 Bldg. occupancy

\$10,000 - Space outfitting for occupancy in Pioneer Tower by Systems Development Group to accommodate space limitations driven by Portland Building reconstruction and temporary move.

\$156,320 - Additional move costs not anticipated for replacement and addition of workstations at 400 SW 6th Avenue per IA agreement entered into between BES and OMF executed on April 20, 2017.

**Engineering:**

\$7,000 - Revenue - BES Engineering staff to do planning work in support of developing a draft environmental impact statement for PBOT's SW Corridor Transit Project.

\$50,000 - To cover contract work by Delaris to complete CIP-PREP project during FY 2017-18. The Bureau used existing resources to pay for the initial contract that began in FY 2016-17. This requested increase covers the remaining scope of the project.

\$25,000 - Increase to cover total of 41 new chairs (replacements + net new) @\$1,000 each. Amount is net after reduction to existing appropriation for office supplies by \$15K.

**Watershed:**

(\$200,000) - Reduced Private Property Retrofit Program work in the Combined system area.

\$55,000 - Neighborhood to the River (N2R) implements collection system projects, in support of capital projects, that provide both watershed health and sewer system improvements through innovation, collaboration and integration of efforts in the right-of-way and on private property. This request is for funding for vegetation and tree planting efforts within the N2R program. The primary goal of this work is to improve vegetation conditions within N2R basins to increase interception and absorption of stormwater, thereby reducing stormwater input to pipes in the combined sewer or stormwater system. Secondary goals include habitat enhancement, increased biodiversity, carbon sequestering, traffic calming, and livability. To meet these goals, N2R focuses on 1) enhancing the composition of vegetation communities through native and pollinator plant establishment and 2) increasing tree canopy in areas of known system need. The N2R Program is working in three project areas: Expanded Alder, Columbia Corridor, and Boise-Eliot.

\$300,000 - Mitigation design; Funding request for design of Eastbank Crescent (see description below).

\$225,000 - Mitigation design; Funding request for acquisition costs for Eastbank Crescent (see description below).

\$100,000 - Mitigation design; Lower Willamette River mitigation banking market analysis (see description below).

The Eastbank Crescent Plan is an outcome of the Central City 2035 plan that looked at co-locating swimming, recreation, and habitat restoration in a single location. Last year the Mayor's budget included GF and TIF money to BPS, Prosper Portland and BES to develop a conceptual plan. That plan was presented to Council in June and adopted with direction to pursue the habitat

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** New Request

**Request:** ES\_002 - New Requests

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

forward option. BES is including the costs for 30% design, acquisition and a Lower Willamette River-wide market analysis in its Fall BMP to pursue the habitat forward option as a mitigation bank. The concept of mitigation banks is contemplated and supported in our MS4 permit. We anticipate future regulatory requirements coming from the FEMA BiOp and Temperature BiOp that have stormwater focused solutions. BES is proposing to use this to help us meet current and future regulatory requirements. Development of the mitigation bank now will give us additional tools to respond to those regulatory requirements.

**Wastewater:**

\$300,000 - This Fueling Station project - a component of the larger RCNG/biogas efforts at CBWTP - was previously included in the CIP. As the Fueling Station construction and operating agreement has been developed, it has become apparent that this project component is not capitalizable and is therefore being moved from the CIP to the operating budget. This will remain an ongoing annual expense until the term of the contract with NW Natural (10 years) is completed.

\$122,000 - Based on additional safety, good-neighbor, and air-quality permit analyses and best practices assessment, additional work is required to properly capture and flare methane gas produced in the digesters during the outage for this work. This requires additional scope to be added to the contract to install temporary piping with supports from each digester to a mobile flare set up to safely discharge the gas into the atmosphere as well as system operational changes. It is estimated that this will add approximately \$122,000 in order to complete the Digester Gas Piping Condition Assessment. Without doing this additional work the condition assessment can not be completed.

\$108,000 - \$50,000 one-time funding was approved in FY 2017-18 for replacement of the capacitors for the two dry weather pumps at SICSO PS. Based on additional detailed assessment, it was discovered that the variable frequency drives controls are obsolete and they need to also be upgraded to improve reliability, spare parts availability, and diagnostics/troubleshooting. These are critical pumps to our CSO system and are required to effectively control overflows to the Willamette River to meet our ASFO permit requirements.

\$58,000 - We currently have \$1,030,000 in the FY 2017-18 Adopted Budget for capital equipment. \$300,000 (\$150k each) of this is for two pump station vehicle replacements. \$542,000 of the total budget is not specified for particular vehicles (due to an inadvertent error in the FY 2017-18 Adopted Budget). This request assigns that funding, plus an additional \$58,000, toward replacement of four more pump station vehicles totaling \$600,000. These are some of WG's most critical vehicles and extensive downtime has been a major issue. Moving the replacement date for these four vehicles up from FY 2018-19 to this FY 2017-18 will more quickly address the reliability (downtime) issue since it takes approximately 18 months to receive a vehicle of this type. It will also allow for administrative efficiencies because one specification development and purchase order can cover all six vehicles at once. Additionally, CityFleet has recently informed us that buying multiple vehicles at one time may lead to cost savings by reducing unit cost for each vehicle. All six vehicles will be standardized, which will be beneficial for O&M staff using the vehicles and for CityFleet who maintains the vehicles.

\$30,000 - This is to purchase and install window film on the CBWTP Columbia Building to mitigate bird strikes. Research began approximately 3 years ago and a study was conducted to gather data and identify the lowest-cost and best-outcome solution. This increase will fund application of the specifically identified solution.

**Director's Office:**

\$50,000 - This request will fund a consultant to provide facilitation and organizational development services to support change within the Engineering Services Group.

\$100,000 - As Phase I of the Bureauwide CIP-PREP concludes, it is apparent that specialized professional assistance will be critical to ensuring successful implementation of potential Phase II recommendations. Phase II recommendations will be developed by January 2018. This Fall BMP request will allow the Bureau to secure a consultant contract that avoids detrimental delays in implementation of Phase II initiatives.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** New Request

**Request:** ES\_002 - New Requests

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

This package has several requests. These new requests draw on contingency to support process changes for capital projects, mitigation banking efforts, Build Portland move related expenses, and specialized services to support culture change at the bureau. CBO recognizes that contingency is an important resource for bureaus to utilize as needs arise. For General Fund bureaus, the bar for contingency requests is quite high; requests must demonstrate that the need is unanticipated or an emergency and is a higher priority than other requests. For non-General Fund bureaus, City financial policy (FIN 2.04) notes that contingency should be used “to address reasonable but unforeseen requirements.” In addition, drawing on contingency increases the bureau’s allocation of resources, whereas program adjustments reallocate existing resources from one priority to another and preserve contingency for future, unforeseen requirements. Given this dynamic, CBO notes concerns with the amount of contingency the bureau is requesting this early in the budget cycle, particularly as the bureau has underspent its operating budget and revenues have exceeded targets for several years. CBO recommends all of the requests with discussion on selected items included below.

**Capital Improvement Process Related Requests**

This request has two components; together they reduce the Sewer System Operating Fund’s contingency by \$150,000. The first is a request for \$50,000 in one-time funding for a consultant to provide organizational development services to the Engineering Services Group. The consultant will be tasked with helping the Engineering Services Group to improve operational effectiveness in preparation for the capital improvement plan expansion over the next several years. The bureau strongly believes that an external perspective is necessary to recommend and begin to implement changes in the group. CBO notes the FY 2017-18 Adopted Budget authorizes a Principal Management Analyst to help implement major change efforts at the bureau. In discussions with the bureau regarding how that new position fits with this request, CBO learned that the bureau plans to engage the new position, the Engineering Service Managers, and the Bureau Leadership Team to implement the changes recommended by this consultant.

The second component is a \$100,000 one-time request for specialized professional assistance to develop recommendations and strategies for implementing the second phase of the CIP-PREP process to improve the delivery and oversight of the capital program. This consultant will utilize the Phase I Report to inform this work (the publication is targeted for completion by October 2017).

CBO recognizes that timing is an important aspect of both requests; the bureau is at a critical point in its capital improvement process and an effective engineering group is a crucial piece in that work. Because the requests have overlapping dependencies and needs, CBO recommends that the bureau assess whether this work could be accomplished with one consultant rather than two, and whether any savings would result. Given the work the bureau has accomplished this calendar year to begin identifying areas of organizational change, CBO agrees this is a reasonable request and the need was unforeseen during development of the bureau’s FY2017-18 request. CBO recommends these requests.

**Eastbank Crescent Plan**

This request supports the Eastbank Crescent Riverfront Plan which is a concept for redeveloping the riverfront area between Hawthorne and Marquam bridges on the east side of the Willamette River. The plan is an outcome of the Central City 2035 plan that looked to co-locate swimming, recreation, and habitat restoration. In June 2017, BPS, Prosper Portland, and BES presented a conceptual plan to City Council. Council directed the group to pursue the habitat restoration option at the Eastbank Crescent site.

This request includes three components and decreases the Sewer Operating Fund’s contingency by \$625,000. It includes 30% of the design costs for habitat restoration at Eastbank Crescent (\$300,000); acquiring property at Eastbank Crescent from the Oregon Museum of Science and Industry (OMSI) (\$225,000); and market analysis to pursue the habitat forward option as a mitigation bank (\$100,000). Restoring habitat at the Eastbank Crescent has the potential to serve as a mitigation bank to compensate for new development elsewhere in the floodplain. The bureau asserts that funding for restoration work could be generated through compensatory fees assessed for new floodplain developments. The bureau notes that the mitigation bank could help BES meet future FEMA regulatory requirements. Given the City Council’s directive and the urgency around the property acquisition, CBO recommends this request. CBO notes that design costs for the project will continue beyond this fiscal year as the \$300,000 only funds 30% of the project design for habitat restoration. Thus, ongoing project costs will have a rate impact in future budgets if the bureau does not reallocate existing resources to fund this work.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** New Request

**Request:** ES\_003 - New Vehicles

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Capital Outlay	175,000	0	175,000
Contingency	(175,000)	0	(175,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Engineering:

\$70,000 - 2 new construction inspector positions were approved in the FY 2017-18 budget. It was an oversight that new vehicles needed by these positions were not requested at the same time. Both new positions have been filled. When other vacancies in Inspection are filled this fall, there will be a shortage of vehicles for inspectors.

\$70,000 - In the past two years, 3 new construction technician positions have been approved in the budget and are now filled. The net effect of these 3 new positions plus the changing nature of work for some existing techs and construction managers (more trips to the field) is that existing vehicles are over-subscribed. This will become a more urgent need when current CM and Supervising Engineer vacancies in Construction are filled.

\$35,000 - 1 new Materials Technician II position was approved in the FY17 budget and hired. It was an oversight that a vehicle needed by this position was not requested in the regular budget cycle. The MTL is currently leasing a truck to fill the urgent need for a vehicle.

**CBO Discussion and Recommendation**

This request is for five new vehicles to support positions approved in the FY 2017-18 Adopted Budget. CBO recommends these requests. To prepare for the FY 2018-19 Budget Request, CBO looks forward to learning more about the bureau's process for allocating vehicles to staff.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** New Request

**Request:** ES\_004 - Staffing Requests / Changes

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	214,358	0	214,358
External Materials and Services	453	0	453
Contingency	(214,811)	0	(214,811)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	2.42	0.00	2.42
<b>TOTAL FTE</b>	<b>2.42</b>	<b>0.00</b>	<b>2.42</b>

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** New Request

**Request:** ES\_004 - Staffing Requests / Changes

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

**Business Services:**

\$40,000 - 1-2 year limited duration either part-time employee or contracted services to support expanded recruitment efforts to enhance both the volume and diversity of potential candidates for targeted Bureau positions during the remainder of FY 2017-18. The Bureau is currently developing a formal Recruitment Plan which will identify strategies and potential resources for FY 2018-19 and beyond.

\$60,000 - 1-2 year limited duration (likely professional services). to support expanded recruitment efforts to enhance both the volume and diversity of potential candidates for targeted Bureau positions. The Bureau is currently developing a formal Recruitment Plan which will identify strategies and potential resources for FY 2018-19 and beyond.

\$126,000 - A Principal Business Systems Analyst position was included in the FY 2016-17 Adopted Budget to implement a bureau-wide data management strategy, however, a position number was never assigned pending discussions with BHR. It has since been determined by BHR that the position should be classified as a Senior Business Systems Analyst. A position number has now been assigned under the new classification and this request formally adds the position to the budget in place of the previously approved position.

**Engineering:**

\$112,000 - New Engineering Technician II. Work is currently performed by a contract employee (charging to professional services, rather than casual employee budget below). Initial Heron (e-builder) implementation is phasing in to a need for ongoing increased technical support for users across the bureau, system administration (adding and managing accounts), support for project managers in scheduling and budgeting projects (which in turn supports more robust CIP budget planning). Technical support for Heron implementation has emerged as a priority of the Phase I CIP-PREP exercise. CIP Program Controls team is currently understaffed to provide support needed. Casual or temp employee support is not desirable due to the learning curve and insituational knowledge needed.

(\$60,000) - This was added in our 5-Year Financial Plan FY 2017-18 Decision Package for a temporary/casual staff for Heron (e-builder) software implementation support. This was seen at the time as a short-term need and unclear the best way to fill it. We are proposing converting this to funding for a permanent FTE (above).

\$112,000 - \*CIP-FUNDED\* - Part of ongoing conversion of temporary contractor work to permanent City positions in Engineering Services when appropriate. Design Services Division has utilized 1-4 temporary contractor(s) to fill technician work for design and project management support since 2013. The division has only 1 permanent engineering technician position currently, compared to 4 current contract engineering technicians (supporting projects of 36 permanent engineer positions).

**Wastewater:**

\$112,000 - This new FTE was included in the FY 2017-18 Requested Budget but was not recommended by CBO or approved by City Council pending further evaluation once the Condition Assessment (CA) Program Manager was hired. It is being requested again at this time because the CA Program Manager was hired on May 18, 2017 and has evaluated the existing CA practices and program work required. Large gaps and areas for improvement have been identified justifying a critical need for this new position to effectively implement the CA Program. The systematic CA program will create and enable tools for data collection and reporting from the field by O&M staff. There are approximately 15,500 treatment plant and pump station assets tracked in Synergen, the work and asset management system. This does not include additional assets that need to be inventoried and also placed in the CA queue such as pipes, valves, CSO system gates, etc. This position and its specific skill set is vital to completing the asset inventory, performing data analysis and research, implementing PTE contracts for specialized condition assessments, performing technical analysis for advanced condition assessments, and assisting in preparing technical memos/scopes to transition CA results/needs into capital projects. If this position is not approved for this FY Fall BMP, this will immediately affect the ability of the program to deliver the \$250,000 in specialized PTE contract condition assessments this fiscal year, complete the asset inventory (this requires extensive technical as-built research), develop databases required to support the work, perform technical/engineering analyses on specific assets, prepare technical memorandums summarizing condition assessment information required to justify Capital Project Requests, and scope and estimate projects for the RR&M program as these activities require the engineering/technical skills that this position will provide.

\$39,634 - This reflects the net difference of moving a vacant Program Coordinator position from the Watershed group to the Director's office and reclassifying as a Principal Management Analyst for Equity Plan implementation. It also reflects moving half of a vacant Sr Management Analyst position (approved in the FY 2017-18 Adopted Budget) to the Environmental Remediation Fund and reclassifying the full position as a Sr. Community Outreach position for outreach related to the Portland Harbor superfund effort.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** New Request

**Request:** ES\_004 - Staffing Requests / Changes

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

This request includes three FTE, one limited duration and/or part-time position as well as adjustments for positions approved in the FY 2016-17 and FY 2017-18 Adopted Budget. CBO recommends all the requests. A discussion on the recruitment service related positions, contract conversions and wastewater position is provided below.

•Recruitment Services

This request also has two components. The first is a \$40,000 request for a limited duration and/or part-time staff person to provide administrative support for recruitment efforts at the bureau. As of 6/30/17, the bureau had 52 vacancies. This is 21 more than it had on the same date the year before. In addition to managing more vacancies, the bureau identifies long recruitment timelines and the need for more targeted recruitment strategies to attract candidates to the bureau as reasons for this request. The bureau is also requesting \$60,000 for recruitment support (either part-time or specialized services) to focus on enhanced efforts to attract highly competitive and difficult to hire positions. The bureau notes that recruitment has become particularly challenging for engineers in this robust economy.

Given the size of BES, it is not unreasonable for the bureau to want to augment the services provided by the Bureau of Human Resources (BHR). While BHR is taking steps to improve its process, the bureau may not be positioned at this time to conduct targeted recruitment strategies for some of the highly competitive positions that BES needs to fill. CBO encourages BES to put together a recruitment plan and begin to track its recruitment timelines to understand whether these additional resources are achieving the intended outcomes. CBO recommends the bureau use this information to inform potential future budget requests related to this work. CBO recommends this request.

•Contract Conversions

This request converts two Engineering Tech II positions to permanent FTE. Currently, the first position is working on Heron implementation as the bureau's project management software and providing technical support across the bureau. Technical support for Heron implementation has been identified as a priority in the Phase I of the CIP Prep exercise. Given the importance of the system support for the bureau's capital program changes, the bureau foresees an ongoing need for this work and would extend the contract in the absence of this request. The second contract position currently supports 10 engineer positions in the Surface Water Engineering Design section. This position would bring the total number of permanent Engineering Tech IIs in the Design Division to two (currently there is one permanent FTE supporting nearly 20 engineers and project managers). Some operational urgency exists for both positions as the bureau shifts to Phase II of the CIP-Prep with the urgency for the Heron implementation position being the clearer of the two.

CBO recommends these requests with reservations. The Contract Tech II that is supporting Heron implementation is budgeted for a six-month \$60,000 contract per year over the next three years (\$107,530 is the estimated annual cost of an average Contract Tech II ). Because the position was budgeted for only six months over three years, the full cost of converting the position or extending the contract to a full year is not currently in the bureau's five-year forecast. Thus, all other things equal, the bureau would need more resources in future years to fund this position if the bureau does not reallocate existing resources for it. The second contract conversion position is budgeted in the five-year CIP. The bureau states that the conversion could result in costs savings. However, the amount of savings will depend on the permanent Engineering Tech II's salary. For example, the annual cost of an Engineering Tech II is between \$83,959 a year for entry level and \$107,110 for top of class (mid-point is approximately \$95,000) compared to an average annual salary of \$107,530 for a Contract Tech II.

While the rate impact of converting these positions is relatively small, the bureau should make a concerted effort to identify contract conversion requests as part of its annual budget process moving forward where more time is given to Council and the public to fully consider the request in the context of the overall BES budget.

•Wastewater

This request for an Engineering Technician II was originally requested in the FY 2017-18 Requested Budget but it was not recommended by CBO or included in the Adopted Budget. The review recommended delaying approval of the request until the two-staff approved in FY 2016-17 budget were hired and a workplan that demonstrates the need for future investment in the program was completed. The bureau has followed the guidance in the review and demonstrated the need for this position. CBO recommends this request.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** Technical Adjustment

**Request:** ES\_005 - Carryover Requests

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	502,158	0	502,158
Internal Materials and Services	0	0	0
Capital Outlay	3,254,669	0	3,254,669
Contingency	<b>(3,756,827)</b>	0	<b>(3,756,827)</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** Technical Adjustment

**Request:** ES\_005 - Carryover Requests

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

Business Services:

\$57,570 - Space planning for temporary space at 400 Building.

\$89,220 - Fleet carryover Business Services

Pollution Prevention:

\$9,572 - Grease Trap Coupons / OMF MicroGrant carryover / project continuation.

\$145,000 - Contract lab costs for the Columbia Slough Sediment & Fish Project were established in FY17 to cover sediment work. The project schedule was extended into FY18. This adjustment will move unspent budgeted funds from FY17 to FY18 to cover incurred analytical costs for this project.

\$260,109 - Fleet Carryover Pollution Prevention

Engineering:

\$140,000 - Fleet carryover - Engineering

Watershed:

\$145,000 - Outside lab analysis on mandated Slough sediment program not completed in FY17. This reflects the allocation to Watershed of the same carryover request by Pollution Prevention.

\$63,999 - Fleet carryover - Watershed

\$2,709 - Innovation Grant for Cystal Springs digital tour; work continued into fall.

Wastewater:

\$14,500 - FY 2016-17 Adopted Budget = \$50,000 (\$30k for CB and \$20k for TC). It took 6 months in Procurement Services to get a final contract to proceed with the work. Bathymetric survey got completed in FY 2016-17 but now the inspection and diffuser repair needs to happen. Work expected to be completed by September 30, 2017.

\$15,900 - FY16/17 Adopted Budget = \$50,000 (\$30k for CB and \$20k for TC). Took 6 months in Procurement Services to get a final contract to proceed with the work. Bathymetric survey got completed in FY17 but now the inspection and diffuser repair needs to happen. Work expected to be completed by September 30, 2017.

\$134,600 - FY 2016-17 Adopted Budget = \$135,000. Some budget spent in FY 2016-17 on Industrial Hygienist to complete safety analysis. Valves are ordered but due to lead time will not all be received until November 1, 2017. Contract needed for purging the lines, installing the valves and performing the inspection is currently in Procurement Services going through the bid process.

\$2,701,341 - Fleet carryover for WWG and PBOT MO.

\$4,037 - FY 2016-17 Budget = \$6k in 521000 + \$9k in 529000, totaling \$15k. DEQ has not yet approved ending the groundwater contamination monitoring being conducted on the Larsen property (property the bureau owns that is located across Portland Rd from CBWTP). PPS (Jon O'Donovan) is managing this work. They had predicted this would get completed last FY, but without DEQ final approval further monitoring will be necessary this FY. This request is to carryover remaining budget from last FY to continue with this effort.

\$3,270 - FY 2016-17 Budget = \$6k in 521000 + \$9k in 529000, totaling \$15k. DEQ has not yet approved ending the groundwater contamination monitoring being conducted on the Larsen property (property the bureau owns that is located across Portland Rd from CBWTP). PPS (Jon O'Donovan) is managing this work. They had predicted this would get completed last FY, but without DEQ final approval further monitoring will be necessary this FY. This request is to carryover remaining budget from last FY to continue with this effort.

\$115,000 - FY 2014-15 Adopted Budget contained \$50,000 for facilities related condition assessment. This funding was carried over to FY15/16 and in addition \$65,000 was reallocated from the biosolids program (ESSS-5, 529000) to the facilities program

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** Technical Adjustment

**Request:** ES\_005 - Carryover Requests

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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**Bureau Description:** totaling \$115,000. This amount was identified after receiving estimates from OMF BIBS Facilities on what it was costing them to complete such assessments. Our intention for completing this work was to use an existing City contract that OMF BIBS Facilities was using. After they received their condition assessment reports we met with them to discuss lessons learned on their process and return on investment. We concluded that it was not a good investment to follow suit. We will need to contract this work ourselves. Additionally, the WG Facilities Manager, who was assigned to oversee this work, retired and the new incumbent has been in transition over the past year. We are requesting that this prior approved budget be carried over again into this FY so this important condition assessment work can be completed.

**CBO Discussion and Recommendation**

This request is for various carryover requests totaling a \$3.9 million reduction to contingency; \$3.2 million is for fleet vehicles. CBO recommends these requests but has concerns regarding the City Fleet procurement process as well as the bureau's allocation of fleet vehicles to its staff. In preparation for the FY 2018-19 budget, CBO looks forward to learning more about the steps the bureau and the City is taking to improve the City Fleet process as well as the bureau's process for allocating vehicles to staff.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** Technical Adjustment

**Request:** ES\_006 - Operating Program Adjustments

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	30,000	0	30,000
External Materials and Services	90,000	0	90,000
Internal Materials and Services	(125,000)	0	(125,000)
Contingency	5,000	0	5,000
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Watershed:

(\$125,000) - Discontinue partnership with Parks on Protect The Best program.

\$75,000 - Consultant services evaluating and updating the Invasive Species Strategy, to help craft a new 10 year workplan and goals, and to assist in implementing a new Invasive Species Strategy. BES will coordinate the effort, involving other City bureaus in both development and implementation of the strategy.

\$10,000 - Support invasive plant removal through the Backyard Habitat Certification Program.

\$30,000 - Seasonal staff supporting Wetland Inventory Project.

\$5,000 - Salmon Sanctuary grant through Crystal Springs Partnership.

**CBO Discussion and Recommendation**

CBO recommends these requests.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** Technical Adjustment

**Request:** ES\_007 - Base Budget Error Correction

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	146,400	0	146,400
Contingency	(146,400)	0	(146,400)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Pollution Prevention:

\$146,400 - This adjustment corrects an error in FY 2017-18 Adopted Budget BRASS entry. A \$73,200 increase which was offset by a separate reduction was entered in error as a negative number and should have been positive. This restores the original intent to pay for additional DEQ cleanup oversight for Downtown Reach and Portland Harbor. It includes additional utility locates, flagging, and drilling services.

**CBO Discussion and Recommendation**

CBO recommends these requests.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** New Request

**Request:** ES\_008 - Other - Fund Level

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	1,995,363	0	1,995,363
Capital Outlay	(1,053,000)	0	(1,053,000)
Fund Transfers - Expense	13,182,637	0	13,182,637
Contingency	1,182,637	0	1,182,637
<b>TOTAL EXPENDITURES</b>	<b>15,307,637</b>	<b>0</b>	<b>15,307,637</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	(12,000,000)	0	(12,000,000)
Charges for Services	3,000,000	0	3,000,000
Fund Transfers - Revenue	13,182,637	0	13,182,637
Miscellaneous	11,125,000	0	11,125,000
<b>TOTAL REVENUES</b>	<b>15,307,637</b>	<b>0</b>	<b>15,307,637</b>

**Bureau Description:**

Business Services:

\$10,182,637 - Net Terminal 1 sale proceeds. Reflects sale of \$11,125,000, \$625K deposited to escrow for future repairs, and closing costs. Funds will be transferred to the Construction fund and deposited into contingency.

\$3,000,000 - Additional SDC revenues expected from residential and commercial customers. The funds will increase the transfer from the SDC Fund to the Debt Service Fund and will result in a reduction to the debt service transfer needed from the operating fund which results in an increase transfer to the Rate Stabilization Fund and related contingency.

(\$12,000,000) - True-up of beginning fund balance in the Rate Stabilization Fund to match expected audited results.

\$0 - Moves \$1,053,000 of ODOT money held by the Bureau for joint Portland Harbor Natural Resource Damage Assessment (NRDA) restoration projects. This action corrects the cost center from Funds Mgmt to Portland Harbor, the functional area from Finance to NRDA, and the account from 563300 Capital Purchase to 525000 Non-capital Improvements, because any work will be performed on non-bureau assets. Also, if the full amount is not spent, this change in accounts allows immediate refund to ODOT without having to wait 4-8 months for another BMP action.

**CBO Discussion and Recommendation**

This request includes several fund level adjustments related to additional revenue and true-ups to beginning fund balance. CBO recommends these requests.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Environmental Services

**Type:** Technical Adjustment

**Request:** ES\_009 - Grant Adjustments

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	10,700	0	10,700
Internal Materials and Services	0	0	0
Contingency	9,450	0	9,450
<b>TOTAL EXPENDITURES</b>	<b>20,150</b>	<b>0</b>	<b>20,150</b>
<b>REVENUES</b>			
Intergovernmental Revenues	20,150	0	20,150
<b>TOTAL REVENUES</b>	<b>20,150</b>	<b>0</b>	<b>20,150</b>

**Bureau Description:**

Grants:

\$20,150 - PBOT's Milwaukie Light Rail (TR000094); BES charges directly to this PBOT grant from TriMet for design and construction of the Portland-Milwaukie Light Rain project (E09163). BES activities on this grant are nearing completion during the project's close-out phase. Budget is required for personal services and overhead.

**CBO Discussion and Recommendation**

CBO recommends these requests.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Fund & Debt Management

**Type:** New Discretionary Revenues

**Request:** FM\_001 - PSSRP Final Transfer

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>REVENUES</b>			
Fund Transfers - Revenue	291,746	0	291,746
General Fund Discretionary	(291,746)	0	(291,746)
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Last year's budget had a cash transfer from Fund 706 to the General Fund in the amount of \$291,746. The funds didn't get transferred, but should have. We need to reappropriate these funds in the Fall BMP. Since the GF already covered the costs in FY 2016-17, the transfer comes into the central General Fund (versus OMF GF).

**CBO Discussion and Recommendation**

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Fire & Rescue

**Type:** New Request

**Request:** FR\_001 - PFFA Arbitration Expenses

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	100,000	(100,000)	0
<b>TOTAL EXPENDITURES</b>	<b>100,000</b>	<b>(100,000)</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	100,000	(100,000)	0
<b>TOTAL REVENUES</b>	<b>100,000</b>	<b>(100,000)</b>	<b>0</b>

**Bureau Description:**

PF&R is incurring costs associated with the contract negotiations between the City and PFFA. This new request for \$100,000 would reimburse PF&R for the unbudgeted expenses for an Interest Arbitration Counsel contract and a benefit study.

**CBO Discussion and Recommendation**

Portland Fire & Rescue is requesting \$100,000 of General Fund discretionary resources to fund the expected costs of a benefit plan analysis conducted by a consultant, in addition to the costs of outside counsel that the City has retained as part of the recent interest arbitration with Portland Fire Fighters Association (PFFA). The estimated cost of the state arbitrator is projected to be \$150,000 based on estimates provided by the City Attorney's Office. These costs are split evenly between the City and the PFFA, and so the bureau has requested \$75,000 to cover these costs.

Additionally, in preparation for the arbitration, the bureau and the City Attorney's Office have hired a consultant to compare pension benefits of PFFA members with firefighters in other comparative jurisdictions. The consultant's estimate for this analysis is between \$20,000 and \$25,000.

Based on prior year spending patterns, it is possible that the bureau will have sufficient underspending to cover these costs and does not recommend funding. However, as noted in previous analyses, PF&R uses any available 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 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Fire & Rescue

**Type:** New Request

**Request:** FR\_002 - Arbitration Award Expense

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

**Bureau Description:**

PF&R recently received the arbitrator's ruling awarding an employee back wages and benefits for the time he was off. This new request would increase PF&R's personnel services budget by \$90,000 to cover the cost of the award.

**CBO Discussion and Recommendation**

The bureau requests \$90,000 of General Fund discretionary resources to fund the retroactive salary and benefit costs for a PFFA-represented employee who was on leave but reinstated after an arbitrator's decision.

As noted in previous analyses, PF&R's personnel budget has been fully spent in previous years due to overtime costs and so the potential for underspending in personnel is minimal. This is a result of having an insufficient number of firefighters in the Travelers Pool. (The Travelers Pool is the group of firefighters that are designated to fill vacation, sick and other leaves at station to reduce call shift overtime. The pool is typically filled by new hires who have recently completed their yearlong training.) 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.

Due to the size of the personnel budget and variability of overtime costs, it is too early in the fiscal year to determine whether additional resources are needed for personnel costs. Depending upon projected year-end personnel costs at the time of the Spring Supplemental Budget and the bureau's need for compensation set-aside, the bureau may consider re-requesting funding for this back pay.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Fire & Rescue

**Type:** New Request

**Request:** FR\_003 - Duty Uniform Replacement

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

**Bureau Description:**

This new request for \$53,000 would allow PF&R to become compliant with NFPA 1851 current standards for flame resistant duty uniforms. The duty uniforms consist of t-shirts and shorts and are part of the standardized uniform items issued to sworn employees by the Bureau. The existing uniforms are a 50/50 cotton-poly blend and 100 % nylon. In the event a firefighter was burned during a catastrophic event, the potential injury from these garments is severe. The garment could potentially become part of their skin because of the synthetic material.

Replacing the existing duty uniforms would ensure City-issued clothing is compliant with NFPA Standards and fire service industry safe practices. Firefighter safety would be increased, as this would provide an additional layer of protection under a firefighter's personal protective gear in case of a catastrophic event.

**CBO Discussion and Recommendation**

Portland Fire & Rescue is requesting \$53,000 of General Fund discretionary resources to fund the replacement of fire fighter duty uniforms (t-shirt and shorts) with new uniforms made of more fire-resistant material as recommended by the National Fire Protection Association (NFPA). This standard set by NFPA has been in place for many years, and during this time, the bureau has not experienced any incidents where injury was caused by the blend of uniform material.

Over the past four years, the bureau has budgeted between \$550,000 to \$950,000 for the combined costs of turnouts, boots, uniforms (dress, turnout, and work), and has either fully spent or overspent these line item costs. More broadly, any projected underspending in materials and services is typically reallocated to capital projects by year end. As such, any underspending available for duty uniforms would be at the opportunity cost of bureau capital needs.

Seeing as this standard has been in place for many years and the relative low cost of the uniform replacements, CBO does not recommend new resources. Rather, CBO recommends that the bureau replace duty uniforms with standards-compliant uniforms as part of the current replacement cycle (3-4 years) and as underspending in the uniform and turnout budget is available.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Fire & Rescue

**Type:** New Request

**Request:** FR\_004 - Inspection Software Replacement

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	300,000	(300,000)	0
<b>TOTAL EXPENDITURES</b>	<b>300,000</b>	<b>(300,000)</b>	<b>0</b>
<b>REVENUES</b>			
Licenses & Permits	0	0	0
General Fund Discretionary	300,000	(300,000)	0
<b>TOTAL REVENUES</b>	<b>300,000</b>	<b>(300,000)</b>	<b>0</b>

**Bureau Description:**

Early this year, BTS and PSSRP conducted an assessment on PF&R's Fire Information System (FIS), an in-house proprietary system that was developed over 20 years ago and enhanced over time to meet PF&R's business needs. The study finds that though the FIS has served PF&R well over years, it has fallen behind commercial software packages available in the market. Limitations of the FIS are impacting PF&R efficiencies in obtaining and utilizing collected information. It is recommended that PF&R move to commercial off-the-shelf (COTS) software packages that are flexible, sustainable, and cost effective.

This request is to fund one-time customization and set-up costs for the replacement of the Inspection Module of PF&R's FIS.

Fire Inspectors are required to go out in the field daily to inspect buildings for fire safety and code compliance. While in the field, Fire Inspectors do not have access to the Code Enforcement computer applications – Inspection and TRACS — that are integral to their job functions. This lack of access creates several inefficiencies:

- Inspectors must spend time in the office printing out materials for each day's inspections.
- Inspectors must take notes during each visit, then return to the office for manual data entry.
- Once on site, inspectors are unable to view Fires2000, if necessary, to view data from previous inspections.
- Inspectors are unable to identify additional sites to visit once out in the field.

In addition to the problems created by the lack of access to these programs in the field, the Inspection Module has a few other inefficiencies even in an office environment. The current system cannot perform the following important functions:

- Prioritizing inspections based on risk factors.
- Efficient routing and clustering of inspections.
- Allowing customers to access the application online for scheduling, updating abatement actions, and submitting documents.
- Allowing an automated reporting of testing, inspection, and maintenance for fire protection equipment.

PF&R recently visited the City of Vancouver Fire Department to learn about their newly acquired purchased Inspection software. Based on the Vancouver Fire Department's experience, PF&R estimates the one-time customization and setup costs for an Inspection software package would be approximately \$300,000.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Fire & Rescue

**Type:** New Request

**Request:** FR\_004 - Inspection Software Replacement

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

The bureau is requesting \$300,000 to replace the Inspection Module of the bureau's Fire Information System (FIS). This is one of six modules within the system, in addition to Incidents, Pre-Fire, Inspection, Training (recently replaced with Target Solutions), Personnel, and Journal (scheduling, workload tracking).

The Fire Inspection System was recently replatformed to an updated environment in 2014, funded by \$1.8 million in Public Safety Systems Revitalization Program (PSSRP) funds. This update has allowed the system to continue functioning; however, an assessment by BTS and PSRRP (July 2017) found that the bureau will eventually benefit with a new off-the-shelf system, which would address the many inefficiencies and problems of its current system. These inefficiencies were evaluated in terms of usability, sustainability/maintainability, governance/management, and accessibility.

This assessment also recommended that PF&R "pause" on replacing any modules of the current Fire Information System until a strategic IT plan is in place "to avoid the possibility of creating a mosaic of systems that do not share information, are not supported by a single vendor, require disparate hardware, licenses and must be independently maintained and supported." However, the bureau notes that the inspection module – in addition to high-speed internet access and updating the scheduling functions of the Fire Information System – have been identified as key IT focuses of the bureau's strategic plan and that any issues with using disparate systems is minimal relative to the need to update these modules.

Replacing the Inspection Module will address the inefficiencies noted by the bureau; however, replacing the system is not urgent or unforeseen, and CBO does not recommend funding this request. Rather CBO recommends that the bureau request funding in future budget processes that reflects (1) a replacement strategy that is supported by BTS and PSSRP, and (2) includes both one-time resources and a plan or request for ongoing licensing support costs. CBO also notes that the PSSRP program reserves were recently transferred to the Public Safety Division Overhead cost center within BTS and that this may be an appropriate resource to fund this project, pending the direction of the public safety bureau directors/chiefs.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Fire & Rescue

**Type:** Capital Set-Aside Request

**Request:** FR\_006 - CIP - Roof Replacements

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Capital Outlay	205,000	(205,000)	0
<b>TOTAL EXPENDITURES</b>	<b>205,000</b>	<b>(205,000)</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	205,000	(205,000)	0
<b>TOTAL REVENUES</b>	<b>205,000</b>	<b>(205,000)</b>	<b>0</b>

**Bureau Description:**

This request of \$205,000 would fund roof replacement at Stations 4 and 22, which are over 30 years old. The roofs at Stations 4 and 22 have had many leakage problems and been repaired 13 and 23 times, respectively, over the past five years. The new roofs will be covered by a water tight warranty for 20 years. Additionally, the construction price includes ten years of roof maintenance, reducing roof maintenance cost and allowing PF&R facilities staff to address other deferred maintenance needs. Modern roofs will also improve the energy efficiency of the stations.

**CBO Discussion and Recommendation**

The bureau requests one-time General Fund resources of \$205,000 to fund the replacement of roofs at Stations 4 and 22. As part of the FY 2016-17 budget, the bureau received funding to replace roofs at Stations 4, 10, 16 and 20. Due to increased construction costs, the bureau was not able to fund the replacement at Station 4.

This project ranked 23rd of out of 38 in the Citywide capital set-aside rankings. Due to the limited amount of one-time resources and the higher priority of other major maintenance projects, CBO does not recommend funding. However, as noted earlier, funding for the bureau's major maintenance needs remain a critical issue. CBO continues to recommend that the bureau work to build a dedicated reserve, similar to Parks' major maintenance fund, that is dedicated solely to major maintenance needs and asset preservation.

As an alternative to one-time General Fund resources, the bureau could choose to fund this project with unspent bond proceeds or prioritizing the roofs within its materials and services budget. Within the 1998 GO Bond fund, there is a balance of \$600,000, which the bureau intends to use on preliminary study, design, and permit costs for the Logistics and Training facility projects.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Fire & Rescue

**Type:** Encumbrance Carryover Request

**Request:** FR\_007 - Encumbrance Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	319,673	0	319,673
Capital Outlay	2,172,074	0	2,172,074
<b>TOTAL EXPENDITURES</b>	<b>2,491,747</b>	<b>0</b>	<b>2,491,747</b>
<b>REVENUES</b>			
General Fund Discretionary	2,491,747	0	2,491,747
<b>TOTAL REVENUES</b>	<b>2,491,747</b>	<b>0</b>	<b>2,491,747</b>

**Bureau Description:**

PF&R had encumbrance balances at the end of FY2016-17 that need to be carried over to the current fiscal year to provide budget appropriation/resources to meet contractual obligations. This encumbrance carryover request totals \$2.5 million of which \$2.2 supports capital outlay projects including emergency apparatus which have been ordered, but not yet received, roof replacement, and other deferred maintenance projects. The remaining \$300,000 support external materials and services encumbrances for station tap-out systems, generators, holmatro tools, and other facility/apparatus repairs.

**CBO Discussion and Recommendation**

Two items factor into the underspending available for encumbrance carryover. First, PF&R underspent its General Fund budget by \$3.3 million in FY 2016-17, largely due to funds encumbered for apparatus but not spent by year end. Of this underspending, CBO has recommended that \$721,025 be set aside and reserved in General Fund contingency to cover the retroactive costs of cost-of-living adjustment in FY 2016-17 for Portland Fire Fighter Association employees. Second, the bureau has requested to carryover \$152,000 in program revenues for the Prevention Program (see FR\_010 Revenue Carryover), and if approved, this would lower the amount available for encumbrance carryover.

After accounting for these two factors, the full amount available for encumbrance carryover is limited to \$2,441,037, which is \$50,710 less than the requested amount of \$2,491,747. CBO has reviewed the encumbrances requested for carryover and recommends that the bureau receive the full amount available for its underspending of \$2,441,037.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Fire & Rescue

**Type:** Technical Adjustment

**Request:** FR\_008 - Fund 400 - GO Bond Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Internal Materials and Services	96,168	0	96,168
Capital Outlay	777,223	0	777,223
<b>TOTAL EXPENDITURES</b>	<b>873,391</b>	<b>0</b>	<b>873,391</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	873,391	0	873,391
<b>TOTAL REVENUES</b>	<b>873,391</b>	<b>0</b>	<b>873,391</b>

**Bureau Description:**

This technical adjustment budget request will true-up the FY17-18 beginning fund balance for Fund 400 - Fire Facilities GO Bond. The FY16-17 actual expenditures for the OMF Facilities I/A for the Sears/Logistics Center study and the roof replacement CIP were less than budgeted.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Fire & Rescue

**Type:** Technical Adjustment

**Request:** FR\_009 - Fund 403 - GO Bond Adjustment/Trade Off

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Capital Outlay	1,366,700	0	1,366,700
<b>TOTAL EXPENDITURES</b>	<b>1,366,700</b>	<b>0</b>	<b>1,366,700</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	1,366,700	0	1,366,700
<b>TOTAL REVENUES</b>	<b>1,366,700</b>	<b>0</b>	<b>1,366,700</b>

**Bureau Description:**

This technical adjustment budget request will true-up the FY17-18 beginning fund balance for fund 403-Public Safety GO Bond to carry-over appropriation to support the payment for emergency apparatus previously ordered, but not yet delivered.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Fire & Rescue

**Type:** New Request

**Request:** FR\_010 - License and Permit Revenue Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	122,000	0	122,000
External Materials and Services	30,000	0	30,000
<b>TOTAL EXPENDITURES</b>	<b>152,000</b>	<b>0</b>	<b>152,000</b>
<b>REVENUES</b>			
Licenses & Permits	152,000	0	152,000
<b>TOTAL REVENUES</b>	<b>152,000</b>	<b>0</b>	<b>152,000</b>

**Bureau Description:**

PF&R collected revenues more than the budgeted amount, and as allowed by the City's Comprehensive Financial Management Policy 2.06, want to retain these funds. PF&R ended FY2016-17 with excess plans review/permit revenues and this request recognizes and reallocates \$152,000. These resources will be used for activities that support the Prevention programs which generated the additional revenues. PF&R will use a portion of the funds to create a project manager to manage the Inspection software replacement project including needs assessment, change management, and other coordination; and the balance will be used to purchase iPads for Fire Inspectors.

**CBO Discussion and Recommendation**

CBO has reviewed the program revenues of the Plan Review/Permit program and determined that actual revenues exceeded program expenses, and as such, this funding is available for revenue carryover, per the City's Comprehensive Financial Management Policy 2.06.

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Fire & Rescue

**Type:** New Request

**Request:** FR\_011 - Conflagration/Wild Fire Deployment Reimbursement

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	400,000	0	400,000
<b>TOTAL EXPENDITURES</b>	<b>400,000</b>	<b>0</b>	<b>400,000</b>
<b>REVENUES</b>			
Intergovernmental Revenues	400,000	0	400,000
<b>TOTAL REVENUES</b>	<b>400,000</b>	<b>0</b>	<b>400,000</b>

**Bureau Description:**

This request appropriates anticipated reimbursement or \$400,000 from the state for overtime costs associated with PF&R's wildland responses on the NENA Springs, Milli, Chetco Bar, and Eagle Creek fires this summer. These resources will be budgeted in the overtime account.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Fire & Rescue

**Type:** Encumbrance Carryover Request

**Request:** FR\_012 - Advance Recovery Request

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	0	0	0
Capital Outlay	0	519,999	519,999
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>519,999</b>	<b>519,999</b>
<b>REVENUES</b>			
General Fund Discretionary	0	519,999	519,999
<b>TOTAL REVENUES</b>	<b>0</b>	<b>519,999</b>	<b>519,999</b>

**Bureau Description:**

**CBO Discussion and Recommendation**

CBO has recommended that \$519,999 of General Fund discretionary be appropriated for advance balance carryover. In FY 2016-17, Portland Fire & Rescue made several advances as down payments for the purchase of fire apparatus. The bureau unintentionally did not include a request for this funding in the Fall BMP, but seeing as the recovery of the advance will be expensed in FY 2017-18, CBO has recommended that full funding be appropriated.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Housing Bureau

**Type:** Program Carryover Request

**Request:** HC\_001 - Housing Project Rebudgets

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	5,595,004	0	5,595,004
Capital Outlay	(300,000)	0	(300,000)
<b>TOTAL EXPENDITURES</b>	<b>5,295,004</b>	<b>0</b>	<b>5,295,004</b>
<b>REVENUES</b>			
Intergovernmental Revenues	4,362,404	0	4,362,404
Miscellaneous	932,600	0	932,600
<b>TOTAL REVENUES</b>	<b>5,295,004</b>	<b>0</b>	<b>5,295,004</b>

**Bureau Description:**

This request reflects a number of affordable housing project rebudgets, mostly increases carrying forward existing resources from FY 16-17, and some decreases due to changes in project timelines.

CDBG funds are carried forward due to the Hill Park projects final financial closeout happening in FY 17-18 instead of FY 16-17, and delays causing the Manor/Squire project to happen in FY 17-18.

HOME funds are carried over over to reflect the initial expenses for the Stark I & II project occurring from both City and County HOME funds. There are project rebudgets in several urban renewal areas primarily due to the following affordable housing projects:

Central Eastside - St. Francis, \$1.2 million due to the final financial close out occurring in the fall of 2017, rather than the spring.

Interstate - Both allocated and unallocated home repair funds carried forward due to not being expended in FY 16-17; homeownership funds due to long acquisition to sale timelines; carryover due to financing delay for New Meadows; reduction for the Beatrice Morrow due to faster construction leading to more funds being spent in the prior year; a significant of funding from FY 17-18 to FY 18-19 for the Argyle project due to financing delays.

Lents - Oliver Station carryover due to a slow down in construction draws because of the financing structure; 91st & Foster project carryover due to billing delays from Prosper Portland; Woody Guthrie carryover due to delays in structuring financing; carryover due primarily to both allocated home repair and downpayment assistance funds not being expended; 72nd & Foster due to delays in structuring financing.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Housing Bureau

**Type:** Program Carryover Request

**Request:** HC\_002 - Housing Program Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	510,134	0	510,134
<b>TOTAL EXPENDITURES</b>	<b>510,134</b>	<b>0</b>	<b>510,134</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	160,000	0	160,000
Intergovernmental Revenues	350,134	0	350,134
<b>TOTAL REVENUES</b>	<b>510,134</b>	<b>0</b>	<b>510,134</b>

**Bureau Description:**

This request is for the carryover of various non-General amounts, primarily grant funds, to continue programs that did not complete in FY 16-17 into FY 17-18. These carryovers include:

- CDBG funds for Fair Housing programs;
- HOPWA and ESG funds for the Joint Office of Homeless Services
- MULTE program fees that did not pass-through to Multnomah County before June 30;
- Part of the implementaion budget for the NoAPPFee project, due to delays in finalizing the contract.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Housing Bureau

**Type:** Encumbrance Carryover Request

**Request:** HC\_003 - GF Encumbrance Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	248,722	0	248,722
<b>TOTAL EXPENDITURES</b>	<b>248,722</b>	<b>0</b>	<b>248,722</b>
<b>REVENUES</b>			
General Fund Discretionary	248,722	0	248,722
<b>TOTAL REVENUES</b>	<b>248,722</b>	<b>0</b>	<b>248,722</b>

**Bureau Description:**

This request is for two General Fund encumbrance carryovers, reflecting funds that were contractually encumbered, but did not spend in FY 16-17.

This funding includes \$219,699 of tenent services pilot program funds for the Community Alliance of Tenants, and contract service funding (\$29,023) for NAYA in the Cully neighborhood.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Housing Bureau

**Type:** Technical Adjustment

**Request:** HC\_004 - Technical Adjustments

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	15,000	0	15,000
External Materials and Services	(58,820)	0	(58,820)
Internal Materials and Services	43,820	0	43,820
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request reflects a number of adjustments moving funds for better tracking of costs. These changes represent no net change to the budget.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Housing Bureau

**Type:** New Request

**Request:** HC\_006 - Bond Implementation Staffing

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	172,678	0	172,678
External Materials and Services	(172,678)	0	(172,678)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	1.50	0.00	1.50
<b>TOTAL FTE</b>	<b>1.50</b>	<b>0.00</b>	<b>1.50</b>

**Bureau Description:**

PHB is requesting two permanent positions that will provide the additional support and capacity necessary for the bureau to address the Housing Emergency and the implementation of the Affordable Housing Bond (AHB).

One position is an Assistant Housing Director in charge of Policy and Communications. The AHB will require the development of additional bureau policies and a more robust communication strategy and implementation. The new Assistant Director will focus on the implementation of the AHB, which will free up time for the other bureau Assistant Director to focus on development and acquisition activities related to the AHB and other bureau funding sources over the next five to eight years. . The new Assistant Director will also focus on the relationship with the Joint Office of Homeless Services, providing liaison services among the entities involved in the Joint Office, as well as freeing up policy staff time for work on the AHB.

The second position is a Capital Project Manager II, which will assist in managing both the AHB projects and the the current pipeline of 2,200 units the bureau is currently funding outside of the AHB. This will free up time for existing bureau staff to focus on the overall management of the bureaus affordable housing development efforts over the next five to eight years as well as the specific assignments related to planning, underwriting, and construction coordination.

The bureau has identified ongoing funding among revenue streams new and old. The shifting of staffing onto the recently approved Lead Grant frees up urban renewal and other federal grant funding. Additional staffing shifts onto bond related funding sources freed up both General Fund and grant funding. Finaly bond related resources are available for both positions.

**CBO Discussion and Recommendation**

Recommended as requested. The bureau intends to charge eligible staff expenses for both positions as part of the bond's allowable administrative costs once projects come online, as required by the terms of the bond.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_001 - BTS - Additional Beginning TS Fund Balance

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Contingency	2,627,195	0	2,627,195
<b>TOTAL EXPENDITURES</b>	<b>2,627,195</b>	<b>0</b>	<b>2,627,195</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	2,627,195	0	2,627,195
<b>TOTAL REVENUES</b>	<b>2,627,195</b>	<b>0</b>	<b>2,627,195</b>

**Bureau Description:**

This request is to recognize additional resources resulting from recalculating the fund's beginning fund balance based on actuals as of the end of FY 2016-17.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_002 - BTS - Cherwell Capability Expansion

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	164,960	0	164,960
Contingency	(164,960)	0	(164,960)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate the Cherwell Capability Expansion project's FY 2016-17 budget balance. This is an ongoing project and funds are needed to cover anticipated FY 2017-18 expenses. In addition to these carryover funds, BTS is requesting adding \$150,000 to the project to cover professional service assistance.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_003 - BTS - Wireless Network Expansion

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	(654)	0	(654)
Contingency	654	0	654
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reduce appropriation for the Wireless Network 802.11n Capacity Expansion project. The project's budget was overspent in FY 2016-17, so this request reduces the FY 2017-18 budget to account for that overspending.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_004 - BTS - IRNE Construction - Fiber

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

**Bureau Description:**

This request is to appropriate additional funds for the IRNE Construction - Fiber project. These funds are needed to cover anticipated vendor design work expenses for I-Net replacement.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_005 - BTS - Data Center Move

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	<b>(833,338)</b>	0	<b>(833,338)</b>
Contingency	833,338	0	833,338
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reduce appropriation for the Data Center Move & Disaster Recovery project. Expenses incurred in FY 2016-17 exceeded budgeted appropriation. The FY 2017-18 project budget will be reduced for the amount overexpended in the prior fiscal year.

**CBO Discussion and Recommendation**

Recommended as requested. The Data Center Move project budget has not changed from the initial high level estimate of \$9.7 million, established in the FY 2015-16 budget process. At this point in time it is anticipated that the project will come in under budget. There is also a second phase of this project, the creation of baseline disaster recovery presence in Denver, Colorado. The current plan is for BTS to refund any resources that are collected in excess of requirements for this project.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_006 - BTS - VDI Proof of Concept

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	(11,074)	0	(11,074)
Contingency	11,074	0	11,074
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reduce appropriation for the VDI Proof of Concept project. Expenses incurred in FY 2016-17 exceeded budgeted appropriation. The FY 2017-18 project budget will be reduced for the amount overexpended in the prior fiscal year.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_007 - BTS - Firewall Technology Refresh

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	(12,476)	0	(12,476)
Contingency	12,476	0	12,476
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reduce appropriation for the Firewall Technology Refresh project. The project's appropriation was removed in FY 2016-17 with the expectation that project expenses would only be incurred in FY 2017-18. Expenses were actually incurred in FY 2016-17, to the current year's budget is being reduced.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_008 - BTS - Windows 10

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

**Bureau Description:**

This request is to remove fund for the Windows 10 project. Part of the work on last year's portion of the project was expected to be delayed, so some of the project budget was reappropriated and included in the FY 2017-18 budget. The delay didn't take place, work was completed, and expenses incurred. This adjustment removes project funding for FY 2017-18.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_009 - BTS - Additional Beginning EBSS Fund Balance

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Contingency	538,205	0	538,205
<b>TOTAL EXPENDITURES</b>	<b>538,205</b>	<b>0</b>	<b>538,205</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	538,205	0	538,205
<b>TOTAL REVENUES</b>	<b>538,205</b>	<b>0</b>	<b>538,205</b>

**Bureau Description:**

This is a request to adjust the fund's Beginning Fund Balance based on the FY 2015-16 CAFR Ending Fund Balance, plus FY 2016-17 actual revenues, less FY 2016-17 actual expenses.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_010 - BTS - Enterprise Asset Management Pilot Project

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	399,410	0	399,410
Contingency	(399,410)	0	(399,410)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate the Enterprise Asset Management Pilot Project's FY 2016-17 budget balance. This is an ongoing project and funds are needed to cover anticipated FY 2017-18 expenses.

**CBO Discussion and Recommendation**

Recommended as requested. The Project's Executive Sponsors decided in late May to delay the start of the EAM Project until January, 2018. The scope of the EAM project includes implementing SAP modules to manage land, leases, operations, and maintenance work for buildings, integration with GIS, and a mobile solution. The central repository of land records will have Citywide impact at go-live, and will be integrated with GIS. Additional functionality will be piloted by BIBS Facilities Services. The total project budget continues to be \$2,200,000.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_011 - Fire Fac GO Bond-Transfer approp to Fire

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Capital Outlay	(599,117)	0	(599,117)
<b>TOTAL EXPENDITURES</b>	<b>(599,117)</b>	<b>0</b>	<b>(599,117)</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	(599,117)	0	(599,117)
<b>TOTAL REVENUES</b>	<b>(599,117)</b>	<b>0</b>	<b>(599,117)</b>

**Bureau Description:**

The purpose of this budget request is to reduce appropriation in contingency and resources of beginning fund balance budgeted under the MF business area in fund 400 so that Fire and Rescue can budget and manage under its FR business area.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_012 - PS GO Bond - True up resources budget

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	(225)	0	(225)
<b>TOTAL EXPENDITURES</b>	<b>(225)</b>	<b>0</b>	<b>(225)</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	16,928	0	16,928
Miscellaneous	(17,153)	0	(17,153)
<b>TOTAL REVENUES</b>	<b>(225)</b>	<b>0</b>	<b>(225)</b>

**Bureau Description:**

The purpose of this budget request is update the forecast of interest earnings downwards to reflect projected faster spending of the fund's balance in FY 2017-18. The request also trues up the administrative program component of beginning fund balance.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_013 - BTS - Real Time Threat Monitoring

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

**Bureau Description:**

This request is to reappropriate a portion of the FY 2016-17 Real Time Threat Monitoring project budget balance in order to fund work delayed in the prior fiscal year due to the Portland Building Renovation and Data Center Move projects.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_014 - BTS - Critical Security Controls Framework

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

**Bureau Description:**

This request is to reappropriate a portion of the FY 2016-17 Critical Security Controls Framework project budget balance in order to cover all project-related expenses anticipated in the current fiscal year.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_015 - BTS - Secure Web Gateway Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	35,000	0	35,000
Contingency	(35,000)	0	(35,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate a portion of the FY 2016-17 Secure Web Gateway Technology Refresh project budget balance in order to fully fund all anticipated project expenses for the current fiscal year.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_016 - BTS - IRNE Voice System Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	532,777	0	532,777
Contingency	(532,777)	0	(532,777)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate the FY 2016-17 IRNE Voice System Technology Refresh project budget balance in order to fund work not completed in the prior fiscal year. In addition, \$75,000 is requested to be added to the project to cover anticipated expenses for additional professional service assistance.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_017 - BTS - IRNE Network Technology Refresh

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	173,397	0	173,397
Contingency	(173,397)	0	(173,397)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate the FY 2016-17 IRNE Network Technology Refresh project budget balance in order to cover anticipated expenses for work not completed in the prior fiscal year.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_018 - BTS - Enterprise Network Technology Refresh

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	279,362	0	279,362
Contingency	(279,362)	0	(279,362)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate the FY 2016-17 Enterprise Network Technology Refresh project budget balance in order to cover anticipated expenses for work not completed in the prior fiscal year.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_019 - BTS - Replacement of Telecomm Mgmt. System

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	81,180	0	81,180
Contingency	(81,180)	0	(81,180)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate the FY 2016-17 project budget balance for the Replacement of the Telecommunications Management System. This project experienced delays last year, but is now back on schedule and funds are needed to cover anticipated expenses.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_020 - BTS - Upgrade of Equipment Focus

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

**Bureau Description:**

This request is to appropriate funds for the upgrade of Equipment Focus, the Radio Shop's work order, inventory, and billing interface system with SAP.

**CBO Discussion and Recommendation**

Recommended as requested. This is a new project.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Technical Adjustment

**Request:** MF\_021 - BTS - EBS Policy Reserves

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to adjust the fund's policy reserves to an amount equal to 5% of the operating budget per OMF financial policies.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Encumbrance Carryover Request

**Request:** MF\_022 - OMF General Fund Encumbrance Carryovers

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	656,764	(107,717)	549,047
<b>TOTAL EXPENDITURES</b>	<b>656,764</b>	<b>(107,717)</b>	<b>549,047</b>
<b>REVENUES</b>			
General Fund Discretionary	656,764	(107,717)	549,047
<b>TOTAL REVENUES</b>	<b>656,764</b>	<b>(107,717)</b>	<b>549,047</b>

**Bureau Description:**

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

Revenue Division – The Revenue Division is requesting a total of \$16,153 in encumbrance carryovers. This amount includes three PO's associated with a prior year decision package that provided funding for the Office of Community Technology. The PO's are with Best, Best & Krieger (PO#'s 22144252 and 22205114) and David C Olson (PO# 22205115).

Procurement Services – Procurement Services is requesting a total of \$226,713 in encumbrance carryovers. This amount includes \$170,196 for the implementation of the B2G compliance management software (PO# 20007192); \$3,688 for training in the Prime Contractor Development Program (PO# 221936520); \$3,880 for photography services at scheduled sponsorships and community events (PO# 22202216); \$8,949 for temporary staffing to address short-term coverage gap (PO# 22205047); and \$40,000 for strategic planning and program optimization in the Sustainability program (PO# 22215698).

Business Operations – Business Operations is requesting a total of \$59,340 in encumbrance carryovers. This amount includes \$31,590 for the OMF funding methodology review by Linda Lewis (PO# 22214366) and \$27,750 for Citywide leadership/difficult conversations training with Hanamura Consulting (PO# 22216053).

CAO's Office – The Office of the CAO is requesting an encumbrance carryover in the amount of \$6,346 for a consulting contract with Delaris LLC (PO# 22183022).

Human Resources – BHR General Fund is requesting a total of \$348,212 in encumbrance carryovers. This amount includes \$197,038 for the class-comp study (PO# 22153277); \$70,000 for temporary staffing support with the Galt Foundation (PO# 22169723); \$4,537 with Donny Adair Consulting for Affirmative Action Plan (PO# 22211064); \$20,000 for diversity training with Hanamura Consulting (PO# 22216053); \$7,000 for equity training conducted by Portland State University (PO# 22215976); \$22,082 for transcriptions (PO# 22168705); \$10,100 for disability outreach with MAS Consulting (PO# 22187785); \$2,200 for an E-Learning project (PO# 22193949); \$1,200 for Pacific Office Automation (PO# 22204073); \$4,600 for workstation adjustments with VGS (PO# 22208833); \$2,800 for a civil service officer (PO# 20003923); and \$6,655 for Rose City Moving & Storage (PO# 20003970).

**CBO Discussion and Recommendation**

Revenue Division: Recommended as requested.

Procurement Services: Recommended as requested.

Business Operations: Recommended as requested.

CAO's Office: Recommended as requested.

BHR: Encumbrance carryovers are recommended as requested, with the following exceptions:

- \$70,000 for temporary staffing from Galt Foundation is not recommended. This encumbrance was entered into over two years ago and has had no goods receipt against it. The bureau has indicated that it intends to use the funding to create a position. This use is not recommended as a) it does not reflect the intent of the encumbrance carryover policy and b) CBO has not received any details on the nature of this position.
- The transcriptions encumbrance is reduced from \$22,082 to \$5,954.
- The MAS consulting encumbrance is eliminated.
- The eLearning encumbrance is reduced from \$2,200 to \$1,000.
- The Pacific Automation encumbrance is reduced from \$1,200 to \$226.
- The VGS encumbrance is reduced from \$4,600 to \$1,900.
- The Rose City Moving encumbrance is eliminated.

Except for the Galt encumbrance, the other adjustments have been agreed to by BHR as they are the result of technical issues with the tool that they were using to determine open encumbrances.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_023 - BO-Increase IA with BTS

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	5,000	0	5,000
<b>TOTAL EXPENDITURES</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>
<b>REVENUES</b>			
Interagency Revenue	5,000	0	5,000
<b>TOTAL REVENUES</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>

**Bureau Description:**

This request increases the interagency between Business Operations and BTS by \$5,000 (bringing the total from \$25,000 to \$30,000) to support committee staff work for the Technology Executive Steering Committee. The estimate to provide staff support to a monthly committee has increased to \$30,000. This work includes maintaining the committee web page.

**CBO Discussion and Recommendation**

Recommended as requested. This request increases the Business Operations charge to the customer rate-funded Technology services Fund to \$935,765. While CBO recommends this small increase in light of the agreement on the part of both parties, CBO is interested in understanding further the Business Operations policies for allocating costs to non-General Fund OMF funds. As part of the FY 2018-19 budget process, CBO requests that OMF include a summary of how these cost pools are defined and the charges allocated.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_024 - BO-Create IA with Portland Building Project

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	90,000	0	90,000
<b>TOTAL EXPENDITURES</b>	<b>90,000</b>	<b>0</b>	<b>90,000</b>
<b>REVENUES</b>			
Interagency Revenue	90,000	0	90,000
<b>TOTAL REVENUES</b>	<b>90,000</b>	<b>0</b>	<b>90,000</b>

**Bureau Description:**

This request creates a \$90,000 interagency between Business Operations and the Portland Building Reconstruction project. Business Operations will provide support to the Project over and above core service levels by staffing the Project's Change Management Committee, monthly employee information sessions, and the Portland Building Community Oversight Committee (PBCOC). Staff will also prepare documents and communications supporting change management, manage the Project webpage and sub-pages, as well as coordinate and review work from the public involvement and change management consultants.

**CBO Discussion and Recommendation**

Recommended as requested. See also MF\_42.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_025 - BHR Training Fund-Increase Begin Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	59,945	(11,211)	48,734
<b>TOTAL EXPENDITURES</b>	<b>59,945</b>	<b>(11,211)</b>	<b>48,734</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	59,945	(11,211)	48,734
<b>TOTAL REVENUES</b>	<b>59,945</b>	<b>(11,211)</b>	<b>48,734</b>

**Bureau Description:**

This request budgets an additional \$59,945 in Beginning Fund Balance to match the FY 2016-17 Ending Fund Balance of the BHR Training Fund. The education account will be increased by \$59,945 to balance this request.

**CBO Discussion and Recommendation**

Recommended with adjustment. This request would increase the balance in the training fund by \$59,945. This represents net revenues in the prior year. This difference between spending and revenue is considerably larger than prior years. The prior four years had net revenues of between \$9,000 and \$12,000 in each year. CBO has adjusted the final figure. Upon review of prior year actuals, it appears that this subfund had a lower balance than has historically been carried over. The balance was adjusted downward to reflect this.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Program Carryover Request

**Request:** MF\_026 - BHR GF-Recognizing OEO Programmatic Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	100,000	0	100,000
<b>TOTAL EXPENDITURES</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>
<b>REVENUES</b>			
General Fund Discretionary	100,000	0	100,000
<b>TOTAL REVENUES</b>	<b>100,000</b>	<b>0</b>	<b>100,000</b>

**Bureau Description:**

The request below was approved in the FY 2016-17 OEO. Per CBO direction, the package is being resubmitted in the Fall Bump for appropriation.

The Bureau of Human Resources (BHR)-General Fund is requesting a \$100,000 programmatic carryover for records management costs in preparation for the Portland Building move. This request will be funded by vacancy savings within the General Fund portion of BHR.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_027 - BTS - Microsoft SQL Server Database

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	124,646	0	124,646
Contingency	(124,646)	0	(124,646)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate the FY 2016-17 Microsoft SQL Server Database Licenses and Tools project budget balance. Some of the work on the project was pushed back due to employee turnover and focus on the Data Center move.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_028 - BTS - Business Operations TESC Support

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Internal Materials and Services	5,000	0	5,000
Contingency	(5,000)	0	(5,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request increases the interagency between Business Operations and BTS by \$5,000 (bringing the total from \$25,000 to \$30,000) to support committee staff work for the Technology Executive Steering Committee. The estimate to provide staff support to a monthly committee of this stature has increased by \$5,000 based on the amount of work required.

**CBO Discussion and Recommendation**

Recommended as requested. This request increases the Business Operations charge to the customer rate-funded Technology services Fund to \$935,765. While CBO recommends this small increase in light of the agreement on the part of both parties, CBO is interested in understanding further the Business Operations policies for allocating costs to non-General Fund OMF funds. As part of the FY 2018-19 budget process, CBO requests that OMF include a summary of how these cost pools are defined and the charges allocated.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Mid-Year Reductions

**Request:** MF\_029 - Spectator Venues Revenue Reduction

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	(8,144)	0	(8,144)
<b>TOTAL EXPENDITURES</b>	<b>(8,144)</b>	<b>0</b>	<b>(8,144)</b>
<b>REVENUES</b>			
Charges for Services	(8,144)	0	(8,144)
<b>TOTAL REVENUES</b>	<b>(8,144)</b>	<b>0</b>	<b>(8,144)</b>

**Bureau Description:**

This decision package request reduces currently budgeted revenue within the Spectator Venue budget. Revenue from Rose Quarter Plaza in the amount of \$8,144 has been reduced per the Operating Agreement. Contingency will be adjusted to balance the request.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_030 - Facilities - Appropriate for Summer Interns

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	22,742	0	22,742
Contingency	(22,742)	0	(22,742)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package requests to appropriate \$22,742 for summer intern positions in engineering and assisting Facilities with preparing for their move to temporary space.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_031 - Facilities - Appropriate PS for Sr. Prgm Mgr

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	158,762	0	158,762
External Materials and Services	750	0	750
Internal Materials and Services	1,900	0	1,900
Contingency	(161,412)	0	(161,412)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package requests to appropriate funding in personnel services for a Senior Program Manager that will be establishing Facilities' new asset management program. This temporary position is funded by major maintenance reserves.

**CBO Discussion and Recommendation**

Recommended as requested. Personnel services funding for an Asset Management Program Coordinator was included in FY 2017-18 Corporate rate. This position has not yet been filled, meaning that interagency rates were increased for all of the current fiscal year, despite the coordinator position not drawing on that rate increase. In the near term, Facilities Services has already temporarily filled a Sr. Program Manager position to shepherd the implementation of the Asset Management program and to manage the division's engagement with an outside consultant. Given the fact that the RFP for this engagement has already been issued and the division's emphasis on quickly developing an Asset Management program, the near term draw on reserves is warranted. To the degree that Facilities Services wishes to expand ongoing capacity to implement an Asset Management program beyond available funding for the program coordinator position, the impact on the corporate rate should be highlighted during FY 2018-19 budget development.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_032 - Facilities - Appropriate PS for Temp Proj Spec

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	89,319	0	89,319
External Materials and Services	750	0	750
Internal Materials and Services	1,900	0	1,900
Contingency	(91,969)	0	(91,969)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package requests to appropriate funding in personnel services for a temporary Facilities Construction Project Specialist to address increased demand for services. This position is funded through the Facilities billable hourly rate.

**CBO Discussion and Recommendation**

Recommended as requested. This request is to fund a temporary Facilities Construction Project Specialist in the Engineering Projects group to backfill a newly created supervisory position. OMF intends to request ongoing status for the supervisory position in the FY 2018-19 budget. The position will focus primarily on mechanical, electrical, and plumbing systems and major maintenance projects, and is expected to be fully funded through billable hourly rates charged against major maintenance project funding or bureau-requested projects.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_033 - Facilities - Appropriate PS for CSA II

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	48,285	0	48,285
External Materials and Services	750	1,150	1,900
Internal Materials and Services	1,900	(1,150)	750
Contingency	(50,935)	0	(50,935)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package requests to appropriate personnel services funding for a Community Service Aide II working with Facilities Dispatch to provide expanded coverage.

**CBO Discussion and Recommendation**

Recommended as requested. Per OMF, there are currently two permanent and one limited term scheduler/dispatchers, along with one CSA II to aid dispatchers. There are an additional 3 CSA II positions that are assigned to Maintenance Operations, but are temporary only through October and are currently assisting BIBS Facilities to prepare for relocation from the Portland Building.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_034 - Facilities - Appropriate PS for Temp Fac Svc Sp

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	79,673	(79,673)	0
External Materials and Services	750	(750)	0
Internal Materials and Services	1,900	(1,900)	0
Contingency	(82,323)	82,323	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package requests to appropriate personnel services funding for a temporary Facilities Services Specialist that will be partially funded by the Facilities hourly rate and partially from reserves, to work on the Facilities Continuity of Operations Plan, BOMA/CAD drawings, and any smaller projects at City Hall.

**CBO Discussion and Recommendation**

Not recommended as requested. This workload of this position request is ongoing in nature, and the bureau intends to request a permanent position during FY 2018-19 budget development. As envisioned, this position would be funded 15% from billable projects and 85% from operating reserves in the current year. The non-billable workload of this position does not have an identified ongoing funding source at this point in time, and would require an increase to the corporate rate that should be evaluated in the context of a budget development process.

CBO does not consider the workload of the requested position to meet the reasonable or unforeseen standard by which BMP requests are evaluated. The current contract work to create the BOMA/CAD drawings is being managed within existing resources.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_035 - Facilities - Appropriate PS for Temp Fac Cons PM

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	109,630	0	109,630
External Materials and Services	750	0	750
Internal Materials and Services	1,900	0	1,900
Contingency	(112,280)	0	(112,280)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package requests to appropriate personnel services funding for a temporary Construction Project Manager working on the City-wide Security Assessment. This position is partially covered by major maintenance reserves.

**CBO Discussion and Recommendation**

Recommended as requested. A limited term position Construction Project Manager position was approved in the Fall BMP FY 2016-17 in order to accommodate demand. The position was intended to be funded via billable hours. However, the division filled the limited term position with a security specialist whose hours are not billable. This position would be appropriately funded out of the corporate rate, as it is intended to provide citywide security guidance. The work of shepherding the Citywide Security Assessment is urgent, as the contract is ongoing and requires support. To the degree that the division wishes to request ongoing status for this position, it should be reflected as an increase to the operations and maintenance component of rental rates.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_036 - Facilities - Appropriate PS - Work Out of Class

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	7,233	0	7,233
Contingency	(7,233)	0	(7,233)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to appropriate personnel services funding for the incremental increase in a position that is working out of class as the supervisor of the Engineering Capital Project group. This position is funded by the Facilities Hourly Rate.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_037 - Facilities - Appropriate PS for Temp FMT Apprent

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	58,855	0	58,855
External Materials and Services	3,842	0	3,842
Internal Materials and Services	1,900	0	1,900
Contingency	(64,597)	0	(64,597)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to appropriate personnel services funding for a temporary Facilities Maintenance Technician Apprentice. This position is funded by Facilities Hourly Rates and will help in meeting increased demand for services.

**CBO Discussion and Recommendation**

Recommended as requested. While the vacancy savings in the Maintenance Operations group would likely cover the increase in personal services expenses associated with the temporary position, the division projects that the Maintenance Operations group has sufficient demand to add this billable hour-funded temporary position.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_038 - BTS - Facilities IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	15,200	0	15,200
<b>TOTAL EXPENDITURES</b>	<b>15,200</b>	<b>0</b>	<b>15,200</b>
<b>REVENUES</b>			
Interagency Revenue	15,200	0	15,200
<b>TOTAL REVENUES</b>	<b>15,200</b>	<b>0</b>	<b>15,200</b>

**Bureau Description:**

Facilities Services has requested an increase in their interagency with BTS to cover internal service costs associated with their limited term positions.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_039 - Facilities - Appropriate PS for Temp Dispatcher

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	47,094	0	47,094
External Materials and Services	750	0	750
Internal Materials and Services	1,900	0	1,900
Contingency	(49,744)	0	(49,744)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to appropriate personnel services funding for a temporary Dispatcher to allow for expanded coverage.

**CBO Discussion and Recommendation**

Recommended as requested. The division will continue to be responsive to dispatch calls even after the relocation from the Portland Building, and temporary dispatch support may be necessary to address the changes in service (both in volume and type). The request is funded from a one-time draw on operating reserves.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_040 - Facilities - Appropriate PS for Temp UW II

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	44,635	0	44,635
External Materials and Services	750	0	750
Internal Materials and Services	1,900	0	1,900
Contingency	(47,285)	0	(47,285)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to appropriate personnel services funding for a temporary Utility Worker II position to address increased demand for services. This position is funded through Facilities Hourly Rates.

**CBO Discussion and Recommendation**

Recommended as requested. While the vacancy savings in the Maintenance Operations group would likely cover the increase in personal services expenses associated with the temporary position, the division projects that the Maintenance Operations group has sufficient demand to add this billable hour-funded temporary position. Any request for ongoing positions should be supported with accurate projections of workload demand and/or available operations and maintenance funding.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_041 - Facilities - Match BIBS IA - Reception Svcs

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	0	0	0
Internal Materials and Services	1,331	0	1,331
Contingency	(1,331)	0	(1,331)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to match a BIBS Admin IA, for the Facilities Division allocation, where BIBS Admin is providing reception services to City bureaus at the temporary Congress Center space.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_042 - Facilities - Project IA with Business Operations

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Internal Materials and Services	90,000	0	90,000
Contingency	(90,000)	0	(90,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request creates a \$90,000 interagency agreement between Business Operations and the Portland Building Reconstruction project. Business Operations will provide support to the Project over and above core service levels by staffing the Project's Change Management Committee, monthly employee information sessions, and the Portland Building Community Oversight Committee (PBCOC). Staff will also prepare documents and communications supporting change management, manage the Project webpage and sub-pages, as well as coordinate and review work from the public involvement and change management consultants.

**CBO Discussion and Recommendation**

Recommended with reservations. Generally, it is appropriate for OMF to establish interagency agreements where services are rendered, including internal customers. However, there is a lack of clarity on how and when these costs are recovered when rendered to internal customers, as compared to situations where workload is simply reprioritized. In this case, the actual cost of services to the Reconstruction Project may well be \$90,000. However, this is not offset by 1) a decrease in charges to other Business Operations customers, despite the fact that Business Operations employees are deprioritizing activities funded by those customers, or 2) an increase in actual costs necessary to support the Reconstruction Project.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_043 - Facilities - Appropriate PS for Working Retiree

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	22,684	0	22,684
Contingency	(22,684)	0	(22,684)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to appropriate personnel services funding for a Facilities Maintenance Technician working retiree to address increased demand for services. This position is funded by Facilities Hourly Rates.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_044 - Facilities - Correct Debt For Police Training

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Bond Expenses	27,000	0	27,000
Contingency	(27,000)	0	(27,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to add \$27,000 for Police Training Facility Debt Service. This was accidentally underbudgeted in the Requested Budget.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_045 - Facilities - Asset Management Consultant

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	300,000	0	300,000
Contingency	(300,000)	0	(300,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package requests to fund consulting services for development of an asset management program for Facilities Services. Funding for these services comes from Facilities major maintenance reserves.

OMF Facilities Services is creating an asset management program to guide how it acquires, maintains and disposes of assets. Assets are defined as the buildings that OMF owns and manages and the building systems within them. An asset management program will guide Project Managers, Property Managers, and Operations and Maintenance staff in making the best business decisions based on a shared understanding of Facilities' goals, policies, objectives and principles. A consultant will provide clear, concise direction on implementing a successful program to shape a comprehensive set of procedures to assess, track, and operate city buildings and their building systems (architectural, mechanical, electrical, plumbing, etc.). When complete, the Asset Management Program will provide Facilities Services with the capability to create detailed Service Level Agreements with customers, strategically plan for 30-year building lifecycles, and model financial scenarios to provide accurate project management forecasting of major maintenance and tenant improvements. Training and development for Facilities Staff on Asset Management best practices is a large component of this request.

Facilities Services currently provides many of its services on a demand basis that is quickly out-pacing resources. Recent condition assessments on Facilities buildings revealed wide gaps in major maintenance needs vs. scheduled projects to address those needs (1:3 hours Preventative Maintenance:Demand). To better align decisions affecting service delivery, Facilities is creating a program for acquiring, assessing, maintaining and disposing of City-owned properties. The knowledge and practices of world-class asset management are currently limited within Facilities staff, who require training and development in this area. Hiring a consultant will help Facilities focus on three main areas: 1. setting policies and processes that can assess the risks and trade-offs of different decisions it makes on project expenditures, 2. creating Service Level Agreements (SLAs) with customers and 3. creating life-cycle asset management plans for the different classes of assets it owns and manages. This work is being done in preparation for implementing a new Enterprise Asset Management software that will provide tools for completing Facilities Services' work and reporting on metrics associated with customers' SLAs. Facilities Staff will expand their knowledge and practices of Asset Management via training and development with the consultants.

Having a robust asset management program will help Facilities address its stated Mission:

To lead the way in planning, constructing, redeveloping, and operating sustainable public facilities that are efficient, cost-effective, and well maintained. We are committed to developing and maintaining high performance buildings that limit their environmental impact, contribute to Portland's civic character and make Portland a better place to live and work.

The key objectives of the Strategic Asset Management Plan are to:

- Establish a strategic framework for the management of buildings and related equipment
- Set asset management policies in relation to user demand, levels of service, life-cycle management and funding for asset-sustainability
- Establish a decision-making process that is consistent with City policies and procedures
- Implement consistent and equitable methods for prioritizing capital expenditures and ongoing expense, and
- Facilitate the delivery of the division's strategic and organizational goals

The implementation of the Strategic Asset Management Plan will:

- Provide training and professional development for staff on asset management to make staff proficient in the use of asset management processes and ensure understanding and compliance with asset management policies and procedures
- Provide for a better understanding of asset management and stakeholder issues
- Improve the level of communication and reporting
- Improve asset performance monitoring, and
- Enhance asset management through periodic strategic review

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_046 - BTS - Office 365 Implementation

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	54,841	0	54,841
Contingency	(54,841)	0	(54,841)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate the FY 2016-17 Office 365 Implementation project's budget balance. Work on this ongoing project was not completed in the prior fiscal year, so these funds are needed to cover anticipated FY 2017-18 expenses.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** \_\_\_\_\_

**Request:** MF\_047 - Facilities - IA with BES for Temp Loc Furniture

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	156,320	0	156,320
<b>TOTAL EXPENDITURES</b>	<b>156,320</b>	<b>0</b>	<b>156,320</b>
<b>REVENUES</b>			
Interagency Revenue	156,320	0	156,320
<b>TOTAL REVENUES</b>	<b>156,320</b>	<b>0</b>	<b>156,320</b>

**Bureau Description:**

This package requests to establish an IA with BES for their furniture expenses at their temporary location while the Portland Building is being reconstructed.

**CBO Discussion and Recommendation**

Recommended as requested. BES requested work beyond the basic level of support provided for by the scope of the Reconstruction Project budget. A service level agreement has been signed by both parties.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_048 - Facilities - Homeless Impact Reduction Request

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

**Bureau Description:**

The Homeless Urban Camping Impact Reduction Program (HUCIRP) is requesting \$150,000 of General Fund discretionary to be used for cleanups on the scale of the 2016 Springwater Corridor cleanup. This includes trash service, bio-hazard removal, portable toilet facilities, and other services as needed.

HUCIRP through its contracted vendors has increased capacity 6-fold from August 2016. In August 2016, the program used 1 two-person team from Pacific Patrol Services (PPS) and the Multnomah County Sheriff's Office (MCSO) Inmate Work Crew to conduct cleanups on City-owned property. The program has also utilized the service of Rapid Response Bio-Clean's (RBBC) two-person crew for cleanups containing significant bio-waste material. This gave the program the ability to clean 4-6 locations per week. Now the program has 2, two-person teams from PPS, and is using 12 RBBC employees, and MCSO inmate work crews to post, clean, monitor and remove bio-waste from roughly 30 locations per week.

HUCIRP program activities have significantly reduced neighborhood impacts over the last 12 months, but a confluence of events has resulted in unanticipated growth of the homeless population and is challenging the capacity of the program to respond. Service levels will be impacted if this decision package is denied.

**CBO Discussion and Recommendation**

Not recommended as requested. Facilities Services is an internal service organization that provides clean-up services to property owning bureaus; those services should be funded via bureau resources and prioritization of those clean-ups should be influenced by bureau concerns. During FY 2017-18 budget development, a significant amount of new funding was approved for campsite clean-up services on City-owned property. HUCIRP was allocated \$500,000 in interagency funding to respond to clean-ups without requiring time-consuming task orders from property owning bureaus, allowing the program to respond to bureau emergencies as well as health, livability, and safety concerns. This is in addition to \$330,000 in interagency funding for clean-ups in response to bureau requests. To date, \$170,000 of the \$500,000 allocation has been spent, and HUCIRP projects that spending will hit \$650,000 by year-end if clean-ups continue at their current rate. If clean-ups on bureau-owned property exceed the current interagency funded allocation of \$500,000, HUCIRP should request that property owning bureaus authorize spending of the \$330,000 set aside for bureau-approved clean-ups or, alternatively, request additional interagency funding from property owning bureaus in the Spring BMP.

Interagency allocations for clean-ups are in addition to carryover of \$455,152 in General Fund dollars that support HUCIRP.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_049 - Facilities - IA with PBOT for Engineering Svcs

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

**Bureau Description:**

This request is for an IA with PBOT as the provider of engineering services to Facilities for the Police Training parking lot resurfacing project.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_050 - Facilities - Jasmine Block 5% Cash Funding

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	1,000,000	0	1,000,000
<b>TOTAL EXPENDITURES</b>	<b>1,000,000</b>	<b>0</b>	<b>1,000,000</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	1,000,000	0	1,000,000
<b>TOTAL REVENUES</b>	<b>1,000,000</b>	<b>0</b>	<b>1,000,000</b>

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_050 - Facilities - Jasmine Block 5% Cash Funding

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

This decision package supports the cooperative redevelopment by the City of Portland (COP) and Portland State University (PSU) of the property at SW 4th and SW Montgomery, known as the "Jasmine Block." The City's General Fund previously contributed \$20K for conducting a preliminary site and building analysis, which has since been completed, that determined the size and scope of the building, the City's space needs, and other building requirements needed to meet city policies and regulations. The development agreement that formalizes the relationship is currently under negotiation and is expected to conclude by fall 2017.

In early 2014, Prosper Portland and the City began discussions with PSU about planned investments by Prosper Portland and the City in PSU-related projects, including investments funded by tax increment financing from an expanded North Macadam Urban Renewal Area. Among the list of proposed actions was the construction of a City-PSU building. At the request of the Mayor's Office and Prosper Portland, the city's Facilities Services division worked with PSU to create a letter of intent to outline a working approach to implementing this objective. The LOI was completed and signed on October 13, 2014.

A range of locations in the PSU area were identified as potential sites in the LOI. PSU is pursuing the development of the parcel often referred to as the Jasmine Block, located at SW 4th Ave and SW Montgomery St. Per the LOI, PSU will construct a high density urban mixed-use office and classroom building for PSU and the City. The LOI also states that the terms of the purchase agreement or long-term lease agreement will be negotiated with an intergovernmental agreement (IGA). The City's intended funding source is redirected lease payments which range from \$27 to \$30 per square foot (2014). This target range represents either a NNN lease cost, or the City's total project contribution including debt repayment, tenant improvements, furniture, fixtures, and equipment, project management, operating cost, and reserve funds; in either scenario, a turnkey space is required.

The requested funding is required as per the 5% cash funding policy, and will cover the City's share of consultant costs over FY 17-18 for the preliminary analysis phase contract work. City project management services, research and negotiations to develop needed agreements will need to be funded through existing sources. Looking forward, the City's share of architecture and engineering construction costs is currently anticipated to be approximately \$12 to \$15 million dollars. Funds to support continued work, once agreements are in place will need to be requested in future budget cycles. The work outlined in this package will provide a basis for defensible cost estimates.

In partnership with PSU, the City would be an owner or long-term tenant of a new building in the downtown core. This building would increase the City's inventory of downtown office space, and will reduce the amount of city offices in out-leases, thereby improving the predictability of long-term operating costs for city facilities. The City's minimum space requirement will be 30,000 gross square feet of useable office space. City spaces within the building will be as contiguous as possible by floor and on exterior facing floors of the building. The anticipated occupancy date is fall 2020.

PSU will procure and manage professional services contracts (i.e., designer, architect, engineers, etc.) and construction contracts required to complete the project. PSU will provide the City the opportunity to review and comment on all phases of the project. The City, through the Facilities Services division, will provide project management services throughout the project, including, but not limited to, serving as a member of the project team, reviewing and commenting on consultant deliverables, advocating for and advancing City positions, developing and managing an intergovernmental agreement with PSU, and developing an owner agreement with PSU and other building owners. In addition, the City will procure and install head-end equipment in communications rooms on its floor(s) for data, telephone and IRNE. PSU will be responsible for technology infrastructure conduit and trunk lines into the building and terminated to each floor. The project must be built to current "life-safety" structural standards and will include a backup generator sized to meet essential electrical needs during the event of power outage. This will increase the amount of city office space in buildings that are developed to meet current earthquake resistant requirements.

The project will comply with City policy visions and requirements for sustainability and green building, public art, public works, and workforce and procurement policies, among others. The City and PSU may have different policies and requirements for green building, workforce, contracting, and other subjects. The parties to this project will work together to identify and incorporate mutually acceptable requirements. The project will support the parties' commitment to actions which provide for economic development, equity, their roles as diligent stewards of public funds and resources and other important public policies.

This project will support the City's centers and corridors growth strategy, which focuses growth to create healthy connected neighborhoods with services within walking distance of households. The Central City is the city's and the region's core, serving as a hub for higher education and research, performing arts and entertainment, and retail and office uses. This project will advance the role of the Central City as a center of education and innovation. This growth strategy is expressed in the Portland Plan, the 2015 Climate Action Plan, and the Recommended Draft 2035 Comprehensive Plan.

The project will also further The Portland Plan by:

- Adding better jobs through paying living wage for construction workers
- Helping to develop strong civic infrastructure
- Enhancing better partnerships to drive change

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_050 - Facilities - Jasmine Block 5% Cash Funding

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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- Bureau Description:**
- Helping to create a cleaner and greener built environment
  - Promoting greater access to complete, walkable neighborhoods

The project will further OMF's Strategic Plan 2012-2017 by meeting the values of collaboration, equity, innovation, service, and sustainability. Specifically, it will further goal #10 of supporting the City's sustainability goals and goal #11 by developing infrastructure needed to meet City continuity of operations requirements. This project will help PSU expand educational opportunities for students.

**CBO Discussion and Recommendation**

Recommended as requested. As of the May 2017, the City's estimated hard costs for construction were \$15.9 million based on a report from PSU. OMF estimated an additional \$4.1 million in soft costs (project management, tenant improvements, moving costs, furniture (excluding BDS furniture for the 1900 Building, etc.), and \$2.4 million in capitalized interest costs, for a total project cost of \$22.4 million. Per City Financial policy, 5% of project costs should be cash-funded.

CBO recommends that \$1 million be transferred from the General Fund to the Facilities Services Operating Fund in the event that the final Jasmine Block development agreement documents are approved by Council. If the agreement is not approved, the funds should be returned.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_051 - Facilities - Appropriate COLA Contingency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	61,439	0	61,439
Contingency	(61,439)	0	(61,439)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package requests to appropriate cost of living adjustment (COLA) contingency following Council's approval of the FY 2017-18 COLA increase.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_052 - Facilities - Appropriate Housing Program Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	455,152	0	455,152
Contingency	(455,152)	0	(455,152)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package requests to appropriate the remaining balance of cash received for the Housing and Urban Camping Impact Reduction Program from FY 2016-17.

**CBO Discussion and Recommendation**

Recommended as requested. As of August 2017, approximately \$146,000 of this balance had been spent, primarily for work on the Kenton Women's village. The balance is earmarked to fund projects related to tiny housing development, homeless shelter pre-development, and other projects related to homelessness and campsite services. CBO remains of the opinion that activities supporting campsite and homelessness services should be directed by and funded through the City's substantial support of the Joint Office of Homeless Services.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_053 - BTS - Procurement Software Implementation

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Fund Transfers - Expense	60,000	0	60,000
Contingency	(60,000)	0	(60,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to transfer Procurement Services software replacement funds from BTS to Procurement. These funds will be used to partially cover some of the costs in implementing a compliance management software product.

**CBO Discussion and Recommendation**

Recommended as requested. The funding is being transferred from BTS where the replacement reserve has been held because the implementation is expected to occur in FY 2017-18.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_054 - Facilities - Yeon Building Maintenance Reserve

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	11,750	0	11,750
<b>TOTAL EXPENDITURES</b>	<b>11,750</b>	<b>0</b>	<b>11,750</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	11,750	0	11,750
<b>TOTAL REVENUES</b>	<b>11,750</b>	<b>0</b>	<b>11,750</b>

**Bureau Description:**

This package requests a General Fund cash transfer to replenish the Facilities Yeon Building maintenance reserve. The Yeon Building is a General Fund asset that Facilities has been charged with operating and maintaining. Each fiscal year, Facilities receives around \$10,000 from the General Fund, via cash transfer, for these services. At this time, costs for maintaining the building have outpaced the funding level Facilities receives, and the Fund has now used \$11,705 of its operating reserves to keep the building running. This request is for \$11,705 to reimburse the Facilities Fund for the General Fund expense.

**CBO Discussion and Recommendation**

Recommended as requested. The Yeon Building is occupied by the Rose Festival Association for \$1 per month under a lease agreement that extends through 2035. The building itself is a Portland Parks and Recreation asset, though the bureau has no long-term interest in owning or managing the building. Currently, operations and maintenance on the property is funded through a small General Fund cash transfer. While it is not appropriate that Facilities Services customer bureaus subsidize the operations and maintenance of this property, there are longer term questions around the maintenance of the building. CBO encourages Facilities Services to bring forward a decision package during FY 2018-19 budget development to outline the costs and benefits of fully funding the maintenance of this property relative to other options, including disposition.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Capital Set-Aside Request

**Request:** MF\_055 - Facilities - GFCSA - City Hall Security

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	1,000,000	(1,000,000)	0
<b>TOTAL EXPENDITURES</b>	<b>1,000,000</b>	<b>(1,000,000)</b>	<b>0</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	1,000,000	(1,000,000)	0
<b>TOTAL REVENUES</b>	<b>1,000,000</b>	<b>(1,000,000)</b>	<b>0</b>

**Bureau Description:**

Asset Information: Portland's City Hall received a major renovation in the mid-1990's. Since that time, security-related concerns, specifically regarding the threat of an "active-shooter" have emerged as a high priority. The mid-90s renovation did not contemplate the likelihood of this threat so there is a strong need to make upgrades to some spaces within the building to better address this need.

Project Description: Specific planned enhancements can be furnished upon request.

Explain Scores: Human Health and Safety Impacts - potential for injuries and fatalities in an active shooter scenario.

Benefits: City staff and elected officials are at risk from an active shooter, or from an unlicensed individual carrying a gun, successfully entering City Hall. This project would protect staff and elected officials by securing the most likely entry points of an active shooter and providing secure spaces. This request also improves emergency preparedness and safety.

**CBO Discussion and Recommendation**

Not recommended as requested. This project was not ranked by the General Fund capital set-aside validation committee, as it represents an enhanced service level rather than reinvestment in existing infrastructure.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Capital Set-Aside Request

**Request:** MF\_056 - Facilities - GFCSA - Justice Ctr Elevators

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	2,838,607	(2,838,607)	0
<b>TOTAL EXPENDITURES</b>	<b>2,838,607</b>	<b>(2,838,607)</b>	<b>0</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	2,838,607	(2,838,607)	0
<b>TOTAL REVENUES</b>	<b>2,838,607</b>	<b>(2,838,607)</b>	<b>0</b>

**Bureau Description:**

**Asset Information:**

The Justice Center, located at 1111 SW 2nd Ave, is served by three elevators that were installed in 1983, and serve 300 plus Police employees within the building. The elevators are frequently out of service, have multiple entrapments each week, pose health and safety risks to building residents, and are obsolete, making repairs difficult and expensive.

**Project Description:**

The Portland Police Bureau has over 300 employees operating out of the Justice Center located at 1111 SW 2nd Ave. Employee duties vary significantly within the building, from drug and homicide investigations, to forensics, finance and administration, and day to day patrol operations. Additionally, the building hosts many public meetings attended by many different community groups, media, outside agencies, and other City employees. Police employees, the majority of which are first responders, and visitors, rely heavily on the building's three public elevators. These three elevators are traction elevators, one of which is a large service elevator. Since their initial installation, the control boards have been updated once, in February 2006. The elevators' hardware has never been updated.

This project will replace the elevators and associated equipment.

The current condition of the elevators obstructs and endangers Justice Center employees.

Employees are familiar with the elevators' daily failures which vary from doors jamming or opening a few feet from a floor's landing, to simply not responding to calls.

Additionally, one or more of the three Justice Center elevators is frequently out of service which delays or prevents employee participation in critical job functions, many of which are related to public safety response.

Often when an elevator goes out of service, an employee is inside. Multiple entrapments occur each week. The entrapments range in length from minutes to hours. Rescues vary from prying the elevator doors open to calling in the Portland Fire and Rescue to rope employees out. They pose major health and safety risks to building residents. They also pose liability risks for the City.

Facilities has employed many different repair strategies to address the ongoing issues, but because the control boards and other key components of the elevators are now obsolete, repairs are expensive, and frustrating.

**Explain Scores:**

The Justice Center elevators are unreliable and at the point of failure. The decreased service capacity to the Police Bureau coupled with the threat of serious physical injury to the building's hundreds of occupants has made the equipment nearly unusable. By ignoring the issue, the City risks major health concerns, litigation, and ongoing financial losses towards equipment that is obsolete.

**Benefits:**

- Expands level of service beyond the baseline
- Improves emergency response times, emergency preparedness, and safety
- Reduces operations and maintenance costs
- Reduces risk to the City

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

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**Bureau:** Office of Management & Finance

**Type:** Capital Set-Aside Request

**Request:** MF\_056 - Facilities - GFCSA - Justice Ctr Elevators

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

Not recommended as requested. This project ranked 12th out of all submitted Capital Set Aside projects, and was not recommend for funding due to other higher ranked projects.

Per OMF, Police building major maintenance funds are already programmed for other major mechanical, electrical, and plumbing projects at the Justice Center and other Police facilities that are necessary to ensure continuity of operations.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_057 - BHR GF-Interagency with PBOT

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	92,034	0	92,034
<b>TOTAL EXPENDITURES</b>	<b>92,034</b>	<b>0</b>	<b>92,034</b>
<b>REVENUES</b>			
Interagency Revenue	92,034	0	92,034
<b>TOTAL REVENUES</b>	<b>92,034</b>	<b>0</b>	<b>92,034</b>

**Bureau Description:**

This request creates an interagency with PBOT in the amount of \$92,034 for recruitment services.

Currently BHR Diversity Outreach & Employment Resources (DOER) provides recruitment administration services for the City. The regular scope of services includes, but is not limited to, outreach, BHR Knowledge, Skills, and Abilities reviews for up to 75 candidates, and establishing eligible lists for the bureaus. The standard timeline for these services is roughly 6 weeks from the initial request for recruitment from the bureaus via NEOGOV to when the eligible lists are established.

The purpose of the PBOT-funded position for DOER is to provide additional capacity above and beyond DOER's regular scope of services to deliver faster and more efficient recruitment administration when requested. The Bureau may require expanded services that include BHR reviews of greater than 75 candidates and expedited recruitments that will require turnaround times faster than the standard 6-week cycle. DOER will develop and administer recruitment processes for classified positions within PBOT.

**CBO Discussion and Recommendation**

Recommended as requested. This position currently exists, but it is direct billed to PBOT. This request changes the funding mechanism but does not reflect a new cost. BHR has indicated that, should new recruitment staff be added in request MF\_121, this interagency would be discontinued should the bureau receive new General Fund supported staff.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_058 - BHR GF-BTS IA for reception services

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	21,402	0	21,402
<b>TOTAL EXPENDITURES</b>	<b>21,402</b>	<b>0</b>	<b>21,402</b>
<b>REVENUES</b>			
Interagency Revenue	21,402	0	21,402
<b>TOTAL REVENUES</b>	<b>21,402</b>	<b>0</b>	<b>21,402</b>

**Bureau Description:**

This request increases the interagency with BTS by \$21,402 for reception services. BHR will now be providing reception services to BTS for the entire fiscal year. The interagency in the FY 2017-18 budget only covered 1/4 of the fiscal year. This additional \$21,402 will cover the entire fiscal year.

**CBO Discussion and Recommendation**

Recommended as requested. OMF has indicated that, while BTS will not be on the same floor as BHR in the temporary space after the move out of the Portland Building, BHR will continue to provide reception services.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Capital Set-Aside Request

**Request:** MF\_059 - Facilities - GFCSA - Justice Center UPS

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	500,000	0	500,000
<b>TOTAL EXPENDITURES</b>	<b>500,000</b>	<b>0</b>	<b>500,000</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	500,000	0	500,000
<b>TOTAL REVENUES</b>	<b>500,000</b>	<b>0</b>	<b>500,000</b>

**Bureau Description:**

Asset Information: The Justice Center houses the City's Central Police precinct and is shared with Multnomah County in a condominium arrangement. The building's existing UPS is 10 years old and considered to be at its end of life. This request is for a UPS upgrade.

At end of life, the system is experiencing the following failures: the existing maintenance bypass switch has been flagged non-operable since the last time it was operated approximately 3 years ago, when it dropped the load. At that time, a recommendation was made to upgrade to redundant systems for maintenance reasons and to meet system criticality needs. Major maintenance and internal battery replacement is not feasible in its current state, and minor maintenance is being performed every 6 months. The internal battery strings have 2 years remaining on their recommended life. The external battery strings are due for replacement due to age. The UPS cannot be isolated and individually tested for voltage and internal resistance, so there could be unknown failing cells. System wise, 8 of 36 batteries are above threshold for internal resistance.

The building's existing UPS has no redundancy, and given the level of criticality to PPB servers, which provide communication to all area law enforcement, this alternative should ultimately be considered, but would be more expensive.

Project Description: Upgrade the UPS to ensure operational continuity in the event of a power outage.

Explain Scores: In the event of a power outage, a failure of the UPS could have a range of service level impacts, from minimal to severe, depending on the length of time the system is down and the coincidence of a power outage with major events (e.g., earthquake, weather event, etc.) that might cause harm or loss of life if the City is not able to respond.

Health & Safety Impacts: Failure of the UPS could result in delays to Police response. This could result in injuries or fatalities.

Service Impacts: Failure of the UPS could result in delays to Police response. This could result in injuries or fatalities.

Environmental Impacts: None anticipated.

Legal & Regulatory Compliance: A delay in Police response could place the City at risk of legal action due to failure to respond.

Financial Impact: None anticipated.

Benefits: This project will reduce the risk of delays to Police response in the event of a power outage, thus improving emergency preparedness.

**CBO Discussion and Recommendation**

Recommended as requested. This project ranked 5th out of 40 total submissions, and is recommended for funding from the General Fund Capital Set Aside.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Capital Set-Aside Request

**Request:** MF\_060 - Facilities - GFCSA - PCC UPS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	500,000	0	500,000
<b>TOTAL EXPENDITURES</b>	<b>500,000</b>	<b>0</b>	<b>500,000</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	500,000	0	500,000
<b>TOTAL REVENUES</b>	<b>500,000</b>	<b>0</b>	<b>500,000</b>

**Bureau Description:**

**Asset Information:** The Portland Communication Center (PCC) is located at 3732 SE 99th Ave. The Bureau of Technology Services maintains multiple telecommunication/data server rooms for 911 services and operations (radio/IT), local and regional area network phone services, as well as the Police's Criminal Justice Information System (CJIS). The two current Uninterruptable Power Supplies (UPS) are 9 years old and past their useful life and recently failed during a power outage. The UPS's have been evaluated and staff recommend replacement. Recent major upgrades to the building envelope, roof, HVAC and seismic hardening have depleted the building's major maintenance reserve.

Major components of the system were replaced just prior to total systems failure. UPS 1 and 2 were both repaired and returned to service after catastrophic failure.

The existing UPS system is no longer supported by the manufacturer, and components are becoming more scarce and expensive. The systems have a design flaw that have allowed both UPS's to go down. The systems were originally designed using best practices at that time.

A replacement system design would eliminate these flaws and design for generators to run in sync. Currently only one can run at a time. In a power outage, a generator can bog down and cut out with total power loss to the building.

**Project Description:** Replace the UPS system to ensure operational continuity in the event of a power outage.

**Explain Scores:** The telecommunication and data equipment at PCC is vital to emergency responders, such as Police and Fire. A failure of emergency communication networks could have a range of service level impacts, from minimal to severe depending on the length of time the system is down and the coincidence of a power outage with major events (e.g., earthquake, weather event, etc.) that might cause harm or loss of life if the City is not able to respond.

**Health & Safety Impacts:** Failure of emergency communication networks would result in communication breakdown on both the receipt of incoming 911 calls and dispatch of appropriate emergency responders. This could result in injuries or fatalities.

**Service Impacts:** Failed communication networks impacting emergency response ability, telephone networks, data/IT services, etc. across the Portland area.

**Environmental Impacts:** Failure of emergency communication networks would result in communication breakdown on both the receipt of incoming 911 calls and dispatch of appropriate emergency responders which could result in long-term, widespread, environmental impacts, including fires, biohazard, or pollution releases.

**Legal & Regulatory Compliance:** Failure of the emergency communication networks would result in communication breakdown on both the receipt of incoming 911 calls and dispatch of appropriate emergency responders. This could place the City at risk of legal action due to inability to provide emergency services.

**Financial Impact:** Failure of the emergency communication networks would have significant financial implications to replace, repair, or transfer and set up files and programs.

**Benefits:** This project will reduce risk of emergency communication network failures in the event of a power outage, thus improving emergency preparedness.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Capital Set-Aside Request

**Request:** MF\_060 - Facilities - GFCSA - PCC UPS

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

Recommended as requested. This project ranked 3rd out of 40 Capital Set Aside requests submitted for consideration.

CBO notes that a \$670,472 Capital Set Aside was awarded to Facilities Services to repair the UPS and replace rooftop HVAC units at PCC in the FY 2015-16 Fall BMP. While replacement of the UPS batteries and Capacitors took place, some project work was not performed until well after the award and some project work on the maintenance of electrical switchgear was never performed. \$581,689 in unspent award funds will be spent on HVAC unit replacement in the coming year, per Facilities Services.

- UPS Battery Replacement – Completed 1/23/2016 Hard Cost: \$52,860.00
- UPS Capacitor Replacement – Completed 4/4/2017 Hard Cost: \$16,975.00

The UPS at PCC experienced a total failure on 4/5/2017. After repairs, the system is fully operational. The purpose of the current request is to completely replace the UPS, which is considered at the end of its useful life. The State of Oregon Office of Emergency Management is expected to fund half of one of the parallel UPS systems. Facilities Services has indicated that other jurisdictions, which typically contribute to PCC projects, fund a single UPS system to be sufficient and may not contribute to this replacement project. CBO recommends that the division perform an analysis to determine the necessity of parallel UPS systems, and that any unspent funds or spending that is offset by OEM/partner jurisdiction contributions be returned to the General Fund.

Facilities Services estimates that the PCC major maintenance reserve will have \$565,650 in available funds at the end of FY 2017-18. This General Fund capital set-aside award will preserve that balance, allowing for capacity to respond to other critical issues that may arise.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_061 - Facilities - PBOT Additional Bike Parking

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

**Bureau Description:**

This package requests to increase the property management IA, with PBOT for additional bike parking in their temporary space, as related to the Portland Building Reconstruction project.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_062 - Facilities - Transfer Prgm Coord to BIBS Admin

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	(129,185)	0	(129,185)
Contingency	129,185	0	129,185
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	-1.00	0.00	-1.00
<b>TOTAL FTE</b>	<b>-1.00</b>	<b>0.00</b>	<b>-1.00</b>

**Bureau Description:**

This requests to move a Resource Program Coordinator position from Facilities Services to BIBS Strategic Planning & Operations.

This position will be funded through IAs with all four BIBS divisions, though it is expected that most cost savings will continue to be generated from resource reductions in OMF buildings owned and operated by Facilities Services, which represents 96% of OMF energy use.

This position will report to the Director to reflect the increasing importance of Climate Action Plan and related environmental policy and initiatives to all four of BIBS' divisions. This transfer also allows Facilities to concentrate on core competencies. The position responsibilities include EnergyCAP administration, the strategic energy management program, recycling and waste reduction programs, surplus furniture programs, environmental program metrics and reporting, resource use reduction initiatives, data mining and analysis related to these programs, and the development of new bureau-wide policies, procedures, and business processes for a comprehensive and consistent approach to resource management across all four divisions. This position is closely related to the Asset Management program development activities being managed by Strategic Planning & Operations, and leverages data analysis and business performance capabilities, tools, and processes of the Strategic Planning & Operations team.

**CBO Discussion and Recommendation**

Recommended as requested. The work of the Resource Program Coordinator is primarily building energy use reduction and management of the EnergyCAP system. The Resource Program Coordinator is currently funded through the Corporate Rate charged to all customer tenants. After this transfer, 70% of the position cost will still be funded by the corporate rate, but ultimately passed to BIBS Administration via an interagency agreement. Position costs when the coordinator role was developed were significantly offset by energy savings in tenant buildings. To the degree that the division wishes to shift the funding and workload of this position to a BIBS support function, the FY 2018-19 corporate rate should reflect an offset for the coordinator charges incurred in the current year and as well as a reduction to the FY 2018-19 corporate rate.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_063 - Facilities - IA with Fire for Sears Study

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	192,336	0	192,336
Contingency	(96,168)	0	(96,168)
<b>TOTAL EXPENDITURES</b>	<b>96,168</b>	<b>0</b>	<b>96,168</b>
<b>REVENUES</b>			
Interagency Revenue	96,168	0	96,168
<b>TOTAL REVENUES</b>	<b>96,168</b>	<b>0</b>	<b>96,168</b>

**Bureau Description:**

This package requests to budget an IA with the Fire Bureau, and appropriates major maintenance money from the Jerome Sears facility account, for the Sears Occupancy Study that began in FY 2016-17. This study will complete a needs analysis and scenario planning study to determine if the Fire Bureau can occupy the Jerome Sears facility, in coordination with the site's use as an auxiliary Westside emergency operations center. This study is being funded equally by Fire and the building's major maintenance reserves for a total of \$200,000. Some project actuals have already been incurred.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_064 - Facilities - City Hall Major Maintenance Adj.

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	1,239,320	0	1,239,320
Contingency	(1,239,320)	0	(1,239,320)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This decision package requests to fund major maintenance projects at City Hall from the Facilities major maintenance reserve.

Carryover projects:

- Incremental increase to exterior masonry, ecoroof, roof replacement, balustrade repairs, air handlers, exterior clean and repair -- \$1,051,426
- Security upgrades for City Hall doors -- \$70,000

New projects:

- New carpet for the Lovejoy room -- \$67,894
- Atrium lighting -- \$50,000

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_065 - BRFS - GovInvest Software

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	36,699	0	36,699
<b>TOTAL EXPENDITURES</b>	<b>36,699</b>	<b>0</b>	<b>36,699</b>
<b>REVENUES</b>			
Interagency Revenue	36,699	0	36,699
<b>TOTAL REVENUES</b>	<b>36,699</b>	<b>0</b>	<b>36,699</b>

**Bureau Description:**

This request adds interagency agreements totaling \$36,999 with three bureaus and reallocates \$13,353 of the Treasury Division's existing budget to share the cost of the software GovInvest. This actuarial modeling and visualization tool will allow the City improve its ability to analyze pension and other-post-employment-benefits liabilities. It will be used by CBO, BHR, FPDR, and Treasury to help analyze City's FPDR and Health Fund (OPEB) liabilities. It will also be useful in modeling pension and benefit costs associated with labor agreements and voluntary retirement incentives.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Technical Adjustment

**Request:** MF\_066 - BRFS - Technical Adjustments

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	(68,213)	0	(68,213)
External Materials and Services	(16,772)	0	(16,772)
Internal Materials and Services	84,985	0	84,985
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request includes a number of technical adjustments within BRFS that represent no net increase or decrease to existing appropriation levels. The most consequential of these adjustments are as follows:

- Shift \$32,000 ongoing general fund from the Accounting Division to Grants Management to establish an external materials and services budget for the division. This will address resolve the shortfall that resulted from the partial funding of a financial analyst added in the FY 2016-17 Adopted Budget to coordinate special appropriations budgets.
- Shift \$20,632 within the Treasury Division budget for the anticipated Printing & Distribution costs associated with the new centralized invoicing and lockbox process.
- Shift \$24,500 of existing Accounting Division budget onto the CAFR software replacement project for anticipated implementation costs.
- Shift \$36,213 of Procurement Division salary savings to materials & services in order to cover the costs of newly-acquired laptops & cellphones.
- Shift \$2,797 from various division budgets to cover BRFS share of interagency with BIBS Admin for Congress Center Senior Admin Specialist for reception, building coordinator, and conference room management services.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_067 - BRFS - Fund Balance Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	2,375,576	0	2,375,576
<b>TOTAL EXPENDITURES</b>	<b>2,375,576</b>	<b>0</b>	<b>2,375,576</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	2,375,576	0	2,375,576
<b>TOTAL REVENUES</b>	<b>2,375,576</b>	<b>0</b>	<b>2,375,576</b>

**Bureau Description:**

This request makes adjustments to budgeted beginning fund balance in the Revenue Division for two primary reasons. First, in FY 2016-17 arts tax revenues were higher than anticipated and disbursements to RACC were lower than than anticipated. The net result of this was a greater year-end balance, which this budget action would appropriate in order that these resources be passed through to RACC in the next round of disbursements in December 2017. Second, recreational marijuana tax receipts were \$294,930 less than anticipated in FY 2016-17, so this request reduces budgeted contingency in FY 2017-18.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_068 - BRFS - Community Opportunities/Enhancements Pgm

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	80,505	0	80,505
<b>TOTAL EXPENDITURES</b>	<b>80,505</b>	<b>0</b>	<b>80,505</b>
<b>REVENUES</b>			
Interagency Revenue	80,505	0	80,505
<b>TOTAL REVENUES</b>	<b>80,505</b>	<b>0</b>	<b>80,505</b>

**Bureau Description:**

This request adds interagency agreements with Water (\$65,000) and Transportation (\$15,505) funding a limited-term Office Support Specialist III that will create capacity within BRFS Grants Management to support administration of the Community Opportunities and Enhancements Program.

**CBO Discussion and Recommendation**

Recommended as requested. The Community Opportunities and Enhancements Program is a \$1 million allocation from the Portland Building Reconstruction Project, with specific set asides for grants and/or solicitations to address the following:

- Support to Diversify Workforce - \$750,000
- Support for Minority, Women, Disadvantaged Business Enterprises (MWDBEs) - \$200,000
- Continuity of Opportunity - \$50,000

PBOT and Water have similar Community Benefit Agreements for the Washington Park and Yamhill SmartPark Garage projects. The purpose of this request is to fund a limited term CSA III position in Grants Management to coordinate a consistent approach to the disbursement of these funds.

CBO notes that no consideration of administrative costs was brought forward when the COEP was originally discussed with Council. While PBOT and Water have identified resources to commit to the administrative work outlined here, no comparable contribution has been made by OMF or, more appropriately, carved out of the COEP allocation itself. As discussions around the Community Equity and Inclusion Plan continue with Council, CBO recommends that the costs of administration be highlighted for Council.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Technical Adjustment

**Request:** MF\_069 - BRFS - Transfer Accts Receivable to Revenue Div

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	0	0	0
General Fund Overhead	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request transfers the City's Accounts Receivable team (3.0 FTE) from the Accounting to the Revenue Division in order to achieve benefits of centralizing like functions within BRFS. These benefits include better backup of duties; increased ease of administering SAP roles and separation of duties; alignment of function within organization focused solely on collection; access to front counter/customer service walk-in center, strong cash controls and procedures and alternative forms of payment. This action represents no additional cost to the City.

**CBO Discussion and Recommendation**

Recommended as requested. This transfer is expected to create operational efficiencies without creating additional costs.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_070 - BRFS - B2G Compliance Management

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	0	0	0
Internal Materials and Services	30,000	0	30,000
Contingency	30,000	0	30,000
<b>TOTAL EXPENDITURES</b>	<b>60,000</b>	<b>0</b>	<b>60,000</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	60,000	0	60,000
<b>TOTAL REVENUES</b>	<b>60,000</b>	<b>0</b>	<b>60,000</b>

**Bureau Description:**

This request formalizes the project budget for the Procurement Division's implementation of the B2G compliance management software. Project resources include existing personnel appropriation (\$90,434); encumbrance carryover (\$170,196) requested in this Fall BMP; and a cash transfer from technology replacement funds Procurement has previously set aside (\$60,000).

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_071 - Facilities - Match BIBS Admin IA - TPB

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	(52,081)	0	(52,081)
Internal Materials and Services	52,081	0	52,081
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package requests to match a BIBS Admin IA, for the Portland Building's allocation, where BIBS Admin is providing temporary space building coordinator services and conference room management services to City bureaus.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_072 - Spectator Venue - Adjust Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	312,291	0	312,291
<b>TOTAL EXPENDITURES</b>	<b>312,291</b>	<b>0</b>	<b>312,291</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	312,291	0	312,291
<b>TOTAL REVENUES</b>	<b>312,291</b>	<b>0</b>	<b>312,291</b>

**Bureau Description:**

This request increases the beginning fund balance to match the CAFR ending fund balance for FY 2016-17.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_073 - Facilities - Appropriate PS for LT Fac Sup

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	116,737	0	116,737
Contingency	(116,737)	0	(116,737)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package requests to appropriate funds for a limited term Facilities Supervisor that oversees Facilities Maintenance Technicians outside the downtown core, and allows another Supervisor to lead the mechanics in the downtown core.

**CBO Discussion and Recommendation**

Recommended as requested. CBO notes that the incumbent is currently budgeted as an FMT, and the actual difference in personal services allocated is the differential between an FMT and FMT supervisor, not the full cost of a limited term position. Shifting personal services allocation will not impact the FMT billable hourly rate in the current year, but the pay increase will be reflected in FY 2018-19. However, the division is shifting reporting locations for maintenance technicians, and the need for a second FMT supervisor in the current year meets the reasonable or unforeseen standard by which non-General Fund BMP requests are evaluated.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_074 - Spectator Venue- Contingency Adjustments

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	100,000	0	100,000
External Materials and Services	590,000	0	590,000
Internal Materials and Services	0	0	0
Capital Outlay	1,000,000	0	1,000,000
Contingency	(1,690,000)	0	(1,690,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request moves \$1,690,000 from Contingency to External Materials and Services, Personnel, and Capital Expenses.

The Spectator Facilities & Development Manager Position was double-filled with a part-time temporary Principal Management Analyst. This position, filled in August 2017, will provide assistance on an as-needed basis to develop a strategy to engage OMF partners, City bureaus and community interests in efforts to revitalize and eventually redevelop underutilized properties in the Rose Quarter. This position is expected to continue through the current fiscal year.

The Veterans Memorial Coliseum is undergoing approximately \$2.6M in repairs and upgrades to improve functionality and patron experience. Projects currently underway include: renovation of the building's main entrance including ADA upgrades, removal of unneeded turnstiles, signage and crowd fencing, and improving ADA access at the front doors; new lighting, signage and art walls on the concourse; new, efficient LED arena lighting; updates to the concessions; distributed antenna WiFi, and new point-of-sale equipment and capabilities. Repair expenses account for approximately \$1.1M of the project cost and capital expenses approximately \$1.6M. All work is expected to be substantially complete by late Fall 2017 in advance of the PK80 Collegiate Basketball Tournament.

**CBO Discussion and Recommendation**

Recommended with concerns. This request indicates that the funding is for a double-fill for ten months. Double-fill positions, which do not require new position authority, are intended, according to Human Resources Administrative Rules, to address short-term staffing needs resulting from extended leaves or to aide in a transition of key staff. This request does not appear to do either. Should the position be necessary, CBO recommends that a limited term position be created and extended, if necessary once the workload and duration are better determined.

Among the newly budgeted external materials and services and capital expenses are \$115,000 for Keller Auditorium and \$225,000 for Providence Park. The Providence Park expansion is adding costs for outside counsel and team of design and construction professionals to asses with project review and oversight. With regard to the increased Keller Auditorium costs, work began in FY 2016-17 on seismic evaluation of the building; its age and complexity have significantly increased analysis cost above the initial estimate.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_075 - Facilities - Appropriate PS for LT Prog Mgr

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	8,903	0	8,903
External Materials and Services	0	(8,903)	(8,903)
Contingency	(8,903)	8,903	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package requests to budget personnel services for a four month limited term position in the Housing and Urban Camping Impact Reduction Program to support personnel transitions.

**CBO Discussion and Recommendation**

Recommended with adjustments. Funding to being reallocated from existing HUCIRP resources.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_076 - Facilities - BIBS Admin Division Alloc Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	0	0	0
Internal Materials and Services	132,941	0	132,941
Contingency	(132,941)	0	(132,941)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package requests to increase IA's with BIBS Strategic Planning and Operations to provide funding for two temporary Office Support Specialist III positions and a Program Coordinator position transferred from Facilities Services to BIBS Strategic Planning and Operations within BIBS. One temporary Office Support Specialist III position will assist the BIBS contracts team. The position will serve internal bureau customers with contract-related services such as preparing and processing contracts, amendments, change orders, task orders, purchase orders and requisitions. A second temporary Office Support Specialist III position will assist the BIBS director. The position will work on program development activities such as succession planning, knowledge transfer, learning and development, recruiting and onboarding, customer service improvement activities, employee satisfaction activities, and supports other key bureau initiatives. The Program Coordinator positions responsibilities include resource management activities, development of new bureau-wide policies, procedures, and business processes for a comprehensive and consistent approach to resource management across all four divisions.

**CBO Discussion and Recommendation**

Recommended as requested. As noted in MF\_62, the transfer of the ongoing Program Coordinator position has rate impacts for all tenant bureaus, and FY 2018-19 rates should reflect a rate decrease for tenants. The increase in interagency agreements with BIBS divisions for administrative services will also have indirect rate impacts on all BIBS customers; increases to allocated administrative costs are ultimately borne by bureau customers. The temporary OSS III positions will not increase the established FY 2017-18 rates, but to the degree that BIBS Administration intends to increase internal administrative functions on an ongoing basis these positions should be part of FY 2018-19 rate development conversations with customers.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_077 - Health Fund Bump

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	29,835,120	0	29,835,120
Internal Materials and Services	16,713	0	16,713
Contingency	(16,713)	0	(16,713)
<b>TOTAL EXPENDITURES</b>	<b>29,835,120</b>	<b>0</b>	<b>29,835,120</b>
<b>REVENUES</b>			
Charges for Services	29,835,120	0	29,835,120
<b>TOTAL REVENUES</b>	<b>29,835,120</b>	<b>0</b>	<b>29,835,120</b>

**Bureau Description:**

This fall budget request is to increase Health Fund revenues and expenditures by \$27 million. This increase is needed to account for Kaiser medical claims. Previously, these costs were accounted for within the City's payroll clearing fund. This request will align all expenditures and revenues associated with medical claims within the City's Health Funds. Lastly, this request will also transfer appropriation of \$16,713 from the Health Fund to OMF Bureau of Revenue and Financial Services for GOVInvest financial modeling software.

**CBO Discussion and Recommendation**

Recommended as requested. The Kaiser amounts were based on annualizing year-to-date Kaiser wage types.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_078 - BTS - SAN Storage Expansion

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	71,431	0	71,431
Contingency	(71,431)	0	(71,431)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate the FY 2016-17 budget balance for the SAN Storage Expansion project. This is an ongoing BTS project where funds not spent in the prior year are needed to cover planned purchases in the current year.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_079 - BTS - Server Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	15,329	0	15,329
Contingency	(15,329)	0	(15,329)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate the FY 2016-17 budget balance for the Server Technology Refresh project. This is an ongoing BTS project and the funds are needed to cover anticipated expenses for work either not completed or started in the prior fiscal year.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_080 - BTS - GIS Infrastructure Technology Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Capital Outlay	63,952	0	63,952
Contingency	(63,952)	0	(63,952)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate the FY 2016-17 budget balance for the GIS Infrastructure Technology Refresh project. This is an ongoing BTS project and the funds are needed to cover anticipated expenses for hardware purchases that weren't completed in the prior fiscal year.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_081 - BTS - E-Government Infrastructure Tech. Refresh

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Capital Outlay	101,952	0	101,952
Contingency	(101,952)	0	(101,952)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate the FY 2016-17 budget balance for the E-Government Infrastructure Technology Refresh project. This is an ongoing BTS project and the funds are needed to cover equipment purchases not completed in the prior fiscal year.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_082 - BTS - Windows Server Licensing

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	11,673	0	11,673
Contingency	(11,673)	0	(11,673)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate the FY 2016-17 budget balance for the Windows Server Licensing project. Project work is continuing into the current fiscal years and these funds are needed to cover anticipated expenses.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_083 - BTS - BTS IA with Human Resources

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Internal Materials and Services	21,402	0	21,402
Contingency	(21,402)	0	(21,402)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to increase the BTS interagency agreement with Human Resources (HR). HR charges BTS for front desk reception services. The FY 2017-18 Adopted Budget included appropriation for 1/4th of the year. Services are now expected to be received through all of FY 2017-18, so additional appropriation needs to be added to the budget.

**CBO Discussion and Recommendation**

Recommended as requested. OMF has indicated that, while BTS will not be on the same floor as BHR in the temporary space after the move out of the Portland Building, BHR will continue to provide reception services.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_084 - Facilities - Citywide Security Assessment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	225,000	0	225,000
Contingency	(225,000)	0	(225,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package requests to allocate \$225,000 from Facilities major maintenance reserves for a citywide security assessment. Complete scope is still being determined. It is anticipated that there will be an adjustment in the Spring BMP for IA's with bureaus that wish to include their buildings in the assessment.

**CBO Discussion and Recommendation**

Recommended as requested. This project was originally approved as part of the FY 2016-17 Fall BMP.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_085 - BTS - Walters Hill

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	95,257	0	95,257
Contingency	(95,257)	0	(95,257)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate the FY 2016-17 budget balance for the Walters Hill project. This project was completed in the early part of FY 2017-18 and this appropriation carryover is needed to pay the final contractor invoices.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_086 - BTS - Appropriate for EBS COLA Contingency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	108,543	0	108,543
Contingency	(108,543)	0	(108,543)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to appropriate COLA contingency following Council's approval of the FY 2017-18 COLA increase.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_087 - BTS - Web Site Replacement

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	136,000	0	136,000
Contingency	(136,000)	0	(136,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to appropriate funds for a new BTS CIP, the Web Site Replacement project. This project is needed for the development of the next generation replacement of the City's website and support for E-Government services.

**CBO Discussion and Recommendation**

Recommended as requested. In response to CBO questions, BTS provided the following additional information: "The scope of the Web Site Replacement project is to replace the existing Content Management System (CMS) due to known security issues, lack of scalability and limited technology adoption opportunities with a technology stack (such as Drupal/LAMP) that supports current customer needs, e.g., mobile first for equity and inclusion, touch, speech and key navigation to meet ADA requirements and separation of internal information sites and external customer centric sites. Stakeholder group(s) consisting of internal customers (Bureau representatives, elected representatives, content managers/editors, etc.) and external customers (ONI representatives, elected representatives, community members, PIO's, etc.) will be established to guide the design and development of the new sites and content. These groups will be formed during the inception phase of the project (FY 2017-18) and will be asked to assist with establishing governance, developing the vision, requirements gathering and high level design. Total estimated project cost is currently \$657,440."

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_088 - BTS - BRFS IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	64,908	0	64,908
Contingency	21,646	0	21,646
<b>TOTAL EXPENDITURES</b>	<b>86,554</b>	<b>0</b>	<b>86,554</b>
<b>REVENUES</b>			
Interagency Revenue	86,554	0	86,554
<b>TOTAL REVENUES</b>	<b>86,554</b>	<b>0</b>	<b>86,554</b>

**Bureau Description:**

The Bureau of Revenue and Financial Services has requested an increase in their interagency with BTS to cover additional Operations Billable, Desktop Support and Cellular Phone expenses.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_089 - Facilities - Increased Security Funding

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	554,938	0	554,938
Internal Materials and Services	16,500	0	16,500
<b>TOTAL EXPENDITURES</b>	<b>571,438</b>	<b>0</b>	<b>571,438</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	571,438	0	571,438
<b>TOTAL REVENUES</b>	<b>571,438</b>	<b>0</b>	<b>571,438</b>

**Bureau Description:**

This decision package requests a General Fund cash transfer for incremental increases to contracted security costs at City Hall and for the Mayor's Detail. Contracted security costs have risen at City Hall due to the upsurge of City business disruption incidents over the past 6 months (protests, vandalism, demonstrations, damage to City property). In addition, building rental rates have not kept pace, as they only increase by inflation each fiscal year.

Enhanced needs have also been identified for the Mayor's detail. More information can be furnished to Council upon request.

If this decision package is denied, the incremental cost will result in a reduction in major maintenance contribution to the City Hall major maintenance reserve.

**CBO Discussion and Recommendation**

Recommended with reservations. Facilities Services is requesting \$571,438 in General Fund resources to support the incremental cost of increased security guard presence at City Hall and for the Mayor. This increased level of service was instituted during FY 2016-17, and continued into the current fiscal year. While the increased level of security services may well have been warranted, the increase is too substantial to be covered by the City Hall rental rate, and Facilities Services is currently relying on building reserves to support the service level increase.

To the degree that the increased level of security services is ongoing, OMF should coordinate a FY 2018-19 decision package that reflects an increase in the operations and maintenance rental rate component for City Hall. In the near term, and to the degree that Council wishes to retain the existing level of security services, CBO recommends that \$571,438 in one-time General Fund discretionary and General Fund Overhead resources be appropriated to City Hall tenants to fund the current year increase in the City Hall rental rate.

City Hall tenants pay Facilities Services a rental rate that includes both an operations and maintenance component and a major maintenance component. Any building-specific savings on the operations and maintenance component is added to major maintenance reserve balances. CBO has been supportive of OMF's efforts to increase the major maintenance rental rate component, and looks forward to the result of the work Council directed OMF to perform in the FY 2017-18 budget note around major maintenance and asset management. As Facilities Services develops its asset management program and makes the case to increase major maintenance contribution rates, it will be critical to have policies and internal controls that prevent major maintenance funding from being cannibalized by operations expenses. CBO recommends the division consider establishing a Facilities Services Capital Fund to that end.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Technical Adjustment

**Request:** MF\_090 - BTS - TS Salary Contingency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	1,137,291	0	1,137,291
Contingency	(1,137,291)	0	(1,137,291)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate BTS salary contingency, moving it from a contingency account to salary and benefit accounts.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_091 - Facilities - IA with P&D for Water Sub-lease

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	(15,106)	0	(15,106)
Internal Materials and Services	15,106	0	15,106
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package requests to establish an IA between the Portland Building Reconstruction project and P&D. The Water Bureau will be sub-leasing temporary space from P&D during project construction. The project is responsible for paying temporary space rent for the bureaus moving out of the Portland Building during reconstruction.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_092 - BTS - PSSRP Cash Transfer

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Fund Transfers - Expense	291,746	0	291,746
Contingency	(291,746)	0	(291,746)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate funds that didn't get transferred in FY 2016-17. The prior year's budget included a cash transfer from Fund 706 to the General Fund. These funds represented the funding source for the PSSRP General Fund budget. The funds will be transferred in FY 2017-18.

**CBO Discussion and Recommendation**

Recommended as requested. Whereas these funds would have been transferred to OMF General Fund in FY 2016-17 and fallen to balance due to overall OMF General Fund underspending, the transfer to correct the issue sends the funds to the central Funds Management business area, increasing General Fund contingency.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Technical Adjustment

**Request:** MF\_093 - BO-IA with BIBS for Congress Center

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	(1,621)	0	(1,621)
Internal Materials and Services	1,621	0	1,621
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Interagency with BIBS Admin for Congress Center Senior Admin Specialist for reception, building coordinator, and conference room management services.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_094 - P&D - Salary Adjustment Contingency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	97,981	0	97,981
Contingency	(97,981)	0	(97,981)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to move \$97,981 in salary contingency funds to personnel services for cost of living and health care adjustments awarded on July 1, 2017.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_095 - P&D - Increase Budgeted Beginning Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	71,728	0	71,728
<b>TOTAL EXPENDITURES</b>	<b>71,728</b>	<b>0</b>	<b>71,728</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	71,728	0	71,728
<b>TOTAL REVENUES</b>	<b>71,728</b>	<b>0</b>	<b>71,728</b>

**Bureau Description:**

This request increases the beginning fund balance by \$71,728 to match the projected ending fund balance for FY 2016-17.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_096 - P&D IA with Fac PDX Bldg Proj for Water Sublease

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	15,106	0	15,106
<b>TOTAL EXPENDITURES</b>	<b>15,106</b>	<b>0</b>	<b>15,106</b>
<b>REVENUES</b>			
Interagency Revenue	15,106	0	15,106
<b>TOTAL REVENUES</b>	<b>15,106</b>	<b>0</b>	<b>15,106</b>

**Bureau Description:**

This package requests to establish an IA between the Portland Building Reconstruction project and P&D. The Water Bureau will be sub-leasing temporary space from P&D during project construction. The project is responsible for paying temporary space rent for the bureaus moving out of the Portland Building during reconstruction.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_097 - P&D - BIBS Admin Division Alloc Increase

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Internal Materials and Services	22,235	0	22,235
Contingency	(22,235)	0	(22,235)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package increases Increase IA's with BIBS Strategic Planning and Operations to provide funding for two temporary Office Support Specialist III positions and a Program Coordinator position transferred from Facilities Services to BIBS Strategic Planning and Operations within BIBS. One temporary Office Support Specialist III position will assist the BIBS contracts team. The position will serve internal bureau customers with contract-related services such as preparing and processing contracts, amendments, change orders, task orders, purchase orders and requisitions. A second temporary Office Support Specialist III position will assist the BIBS director. The position will work on program development activities such as succession planning, knowledge transfer, learning and development, recruiting and onboarding, customer service improvement activities, employee satisfaction activities, and supports other key bureau initiatives. The Program Coordinator positions responsibilities include resource management activities, development of new bureau-wide policies, procedures, and business processes for a comprehensive and consistent approach to resource management across all four divisions.

**CBO Discussion and Recommendation**

Recommended as requested. See MF\_076.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_098 - P&D - BRFS Treasury Division IA Increase

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	20,632	0	20,632
<b>TOTAL EXPENDITURES</b>	<b>20,632</b>	<b>0</b>	<b>20,632</b>
<b>REVENUES</b>			
Interagency Revenue	20,632	0	20,632
<b>TOTAL REVENUES</b>	<b>20,632</b>	<b>0</b>	<b>20,632</b>

**Bureau Description:**

BRFS - Treasury Division has requested an increase of \$20,632 for P&D services for the anticipated costs associated with the new centralized invoicing and lockbox process.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_099 - BRFS - Construction Contracting Support

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	168,309	(168,309)	0
External Materials and Services	15,000	(15,000)	0
Internal Materials and Services	7,500	(7,500)	0
<b>TOTAL EXPENDITURES</b>	<b>190,809</b>	<b>(190,809)</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	190,809	(190,809)	0
<b>TOTAL REVENUES</b>	<b>190,809</b>	<b>(190,809)</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	3.00	-3.00	0.00
<b>TOTAL FTE</b>	<b>3.00</b>	<b>-3.00</b>	<b>0.00</b>

**Bureau Description:**

This request for permanent positions adds 3.0 FTE, two Senior Procurement Specialists and one Assistant Procurement Specialist for infrastructure and construction support. The volume of City procurement contracting activity has more than doubled from FY 2013-14 to FY 2016-17 - \$210M to \$468M – while the staff resources within Procurement Services has remained flat. The biggest driver of this increase has been in construction, as several bureaus have major infrastructure projects underway or about to begin. This is the background that led to the budget note for FY 2017-18 directing OMF to develop options for OMF central services funding models. A report on that work is provided in the OMF Fall BMP submission.

OMF has convened several discussions with customer bureaus about how to improve timelines for construction projects. Procurement is working with bureaus to re-engineer the construction service approval process and recently gained Council approval on a pilot to increase signature authority for the Chief Procurement Officer.

Yet bureaus report that the amount of future investment in infrastructure and construction projects is expected to continue to grow as more infrastructure priorities are being addressed. These efforts include, but are not limited to the following initiatives: Build Portland; Parks Bond; PBOT street fees; sewer and storm water CIP's; Housing bond initiatives; Water system improvements; and other bureau capital projects.

Resources are needed in both the construction and Professional/Technical/Expert (PTE) teams, as construction projects most often start with a PTE contract for architectural, engineering or other construction related services. Adding staff will allow senior level staff to focus on complex infrastructure related contracts and other staff can take on routine but time consuming PTE processing work. The goals are to: a) reduce the time to complete the solicitation and contracting process; b) improve the delivery of City construction projects; and c) meet or exceed social equity contracting goals.

Increasing staff resources could cut up to four weeks from the existing process for large and complex infrastructure projects. Infrastructure related and other PTE contracts would be processed in two weeks from the time Procurement has a complete project scope of work and evaluative criteria until the time that the project is posted as open for proposals on the Procurement website.

OMF is asking that this request to catch up with current demand be approved in FY 2017-18 because of the growth in the volume of contract activity and because bureaus are asking for the increased service this fiscal year. The funding amount requested this year reflects an anticipated hire date of January 2018.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_099 - BRFS - Construction Contracting Support

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

Not recommended. This request is for 3.0 ongoing positions with an estimated annual cost of \$359,117. As a policy matter, CBO does not recommend ongoing resources be added as part of supplemental budget processes. Such additions do not allow for a comprehensive Citywide prioritization process. One-time resources are not recommended either, as Procurement has indicated that limited term positions are an ineffective way to address their needs.

The request narrative indicates that the volume of procurement contracting activity has more than doubled from FY 2013-14 through FY 2016-17. While technically accurate, this statement is somewhat misleading, as contracting volume viewed over a longer horizon has fluctuated considerably:

FY 2009-10: \$759M  
 FY 2010-11: \$367M  
 FY 2011-12: \$313M  
 FY 2012-13: \$376M  
 FY 2013-14: \$210M  
 FY 2014-15: \$229M  
 FY 2015-16: \$375M  
 FY 2016-17: \$468M

It should be noted that customer bureaus have been vocal about the need for improved Procurement services. OMF-led discussions with customer stakeholders indicated that improved customer communication, clarity around services provided, the establishment of service level agreements, and performance metric reporting were core concerns for bureau customers.

While additional staff are presumed to have a positive impact on contracting timelines, comprehensive time-to-execution timelines for contracts are not currently being tracked. Procurement has indicated it would start tracking this information manually. Retrospective contract data is available via online Procurement reports, but the division does not yet have meaningful service-related performance metrics or established service level agreements. Prior to FY 2018-19 budget development, CBO encourages Procurement to continue working to establish and commit to quantifiable service levels, work with customers to develop more robust forward-looking projections of demand for services, and continue work to develop buy-up options for bureaus with substantial procurement needs.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_100 - BTS - Radio Project Cash Transfer

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	596,471	0	596,471
<b>TOTAL EXPENDITURES</b>	<b>596,471</b>	<b>0</b>	<b>596,471</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	596,471	0	596,471
<b>TOTAL REVENUES</b>	<b>596,471</b>	<b>0</b>	<b>596,471</b>

**Bureau Description:**

This request is to adjust the cash transfer previously included in the FY 2017-18 Adopted Budget, moving funds from the PSSRP Radio Project to BTS. Funds previously appropriated totaled \$748,084. The actual remaining total of funds from the recently ended project was \$1,344,555, so the adjustment to the cash transfer in the Fall BMP will be \$596,471.

**CBO Discussion and Recommendation**

Recommended as requested. Subsequent to CBO questions, the bureau provided the following additional information: "The purpose of budget action in MF\_100 is to true up the cash transfer amount from the Public Safety GO Bond fund (Fund 403) to the Technology Services fund (Fund 706). FY 2016-17 spending for the Radio System replacement project was approximately \$600,000 less than anticipated. The Radio System replacement project is essentially complete, however there are a few outstanding expenses and there is a credit due from Motorola of at least \$250,000. Estimated remaining project expenses are budgeted in MF\_141. In the FY 2017-18 Spring BMP the net remaining project funds will be moved from the 800 MHz Overhead cost center to the Public Safety Division Overhead cost center. All contingency reserves in the Public Safety Division Overhead cost center are available for funding of public safety major maintenance / replacement projects."

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_101 - BIBS Admin - LT Position for Congress Center

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	66,852	0	66,852
External Materials and Services	2,550	0	2,550
Internal Materials and Services	5,000	0	5,000
<b>TOTAL EXPENDITURES</b>	<b>74,402</b>	<b>0</b>	<b>74,402</b>
<b>REVENUES</b>			
Interagency Revenue	74,402	0	74,402
<b>TOTAL REVENUES</b>	<b>74,402</b>	<b>0</b>	<b>74,402</b>
<b>FTE</b>			
Full-Time Positions	0.67	-0.67	0.00
Limited Term Positions	0.00	0.67	0.67
<b>TOTAL FTE</b>	<b>0.67</b>	<b>0.00</b>	<b>0.67</b>

**Bureau Description:**

Funded through I/As, this package provides for a Sr. Administrative Specialist to manage conference room scheduling and setup (50%), act as the City's building coordinator for the Congress Center and liaison with building services provided by the landlord, as well as with people in similar roles at the other temporary locations (20%), and perform reception duties in the Congress Center (30%).

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_102 - CityFleet -True-up Budgeted Beginning Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	(4,150,435)	0	(4,150,435)
<b>TOTAL EXPENDITURES</b>	<b>(4,150,435)</b>	<b>0</b>	<b>(4,150,435)</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	(4,150,435)	0	(4,150,435)
<b>TOTAL REVENUES</b>	<b>(4,150,435)</b>	<b>0</b>	<b>(4,150,435)</b>

**Bureau Description:**

This request decreases the beginning fund balance by \$4,150,435 to true-up ending fund balance for FY 2016-17.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_103 - CityFleet – Purchase Order Encumbrance Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	84,677	0	84,677
Capital Outlay	5,306,354	0	5,306,354
Contingency	(5,391,031)	0	(5,391,031)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

CityFleet is requesting \$5,391,031 in appropriation carryover of FY 2016-17 projects. These funds represent the remaining balances for PTE services for the fuel station project and FY 2016-17 replacements of vehicles and equipment.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_104 - CityFleet – Salary Adjustment Contingency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	251,313	0	251,313
Contingency	(251,313)	0	(251,313)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to move \$251,313 in bureau contingency funds budgeted for cost of living and health care increases.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_105 - BIBS Admin - Temp OSSIII

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	60,430	0	60,430
<b>TOTAL EXPENDITURES</b>	<b>60,430</b>	<b>0</b>	<b>60,430</b>
<b>REVENUES</b>			
Interagency Revenue	60,430	0	60,430
<b>TOTAL REVENUES</b>	<b>60,430</b>	<b>0</b>	<b>60,430</b>

**Bureau Description:**

This package increases IA's with BIBS funds to provide funding for a temporary Office Support Specialist III position to assist the BIBS contracts team. The position will serve internal bureau customers with contract-related services such as preparing and processing contracts, amendments, change orders, task orders, purchase orders and requisitions. Entering contracts and lease documents into SAP, releasing for signatures and tracking. Preparing RFP evaluation packets. Preparing transmittals for requests to Procurement. Routing reports, memos, documentation to support decision-making. Maintain spreadsheets and files. Coordinate services visits for copier and fax machine repairs. Maintain vendor/contractor insurance certificates. Order supplies. Plan and organize related meetings. Prepare files and plans for archives as needed. Assist with developing related policies, procedures, and processes; maintain manuals. Close out contracts. Process purchase orders, DPOs, task orders, goods receipts, contract documentation, contract close-out, vendor follow-up activities and other work

**CBO Discussion and Recommendation**

Recommended as requested. See MF\_076.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_106 - CityFleet – Upgrade Fuel Monitoring System

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	35,000	0	35,000
Capital Outlay	110,000	0	110,000
Contingency	(145,000)	0	(145,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

The City is in the process of upgrading its antiquated fuel stations. During the upgrade, 5 stations will receive upgraded components that work with the City's fuel management software system. The purpose of this project is to replace existing fuel monitoring systems (at already upgraded sites) so that fuel control terminals and leak detection systems are the same throughout the system. This request is to carryover appropriation from CityFleet's capital contingency to capital and external materials and services for the cost of upgrading the EJ Ward terminals and veder root to Ward 4 at the following fuel stations:

oKerby Fuel Station (\$104,000)

oEast Precinct Fuel Station (\$41,000)

oTwo other fuel stations are owned by the Water Bureau (Sandy River and Headworks) and these projects are currently being reviewed internally by the Water Bureau staff.

**CBO Discussion and Recommendation**

Recommended as requested. The Water Bureau will fund the upgrade of fuel station monitoring systems at Water Bureau-owned stations.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_107 - BIBS Admin - OSSIII Org Dev

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	40,123	0	40,123
<b>TOTAL EXPENDITURES</b>	<b>40,123</b>	<b>0</b>	<b>40,123</b>
<b>REVENUES</b>			
Interagency Revenue	40,123	0	40,123
<b>TOTAL REVENUES</b>	<b>40,123</b>	<b>0</b>	<b>40,123</b>

**Bureau Description:**

This package will increase IA's with BIBS funds to provide funding for a temporary Office Support Specialist III position to assist the BIBS director. This resource will work on program development activities such as succession planning, knowledge transfer, learning and development, recruiting and onboarding, customer service improvement activities, employee satisfaction activities, and supports other key bureau initiatives. The position will report to and directly support the bureau director.

**CBO Discussion and Recommendation**

Recommended as requested. See MF\_076.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_108 - CityFleet - Mechanic Tool Boxes & Tools

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	14,000	0	14,000
Contingency	(14,000)	0	(14,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

In the FY 2016-17 Spring Bump a decision package was submitted to move \$600,000 from Operating Contingency to Capital Outlay to purchase a \$10,000 tool box (and tools) for each mechanic. It is now understood that this plan will not be approved and implemented through the current contract negotiations that are in progress. Currently the contract stipulates a yearly tool allowance of \$500 per mechanic. Early indications are that this amount may increase under the new contract. To cover for these additional costs Fleet would request \$14,000 to be carried over.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_109 - CityFleet-Temporary Positions

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	544,361	0	544,361
External Materials and Services	54,392	0	54,392
Contingency	<b>(598,753)</b>	0	<b>(598,753)</b>
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

CityFleet is requesting \$598,753 in appropriation from contingency for several limited term/temporary/double-fill positions and Fleet anticipates to request these positions permanently in the FY 2018-19 Budget. This request is due to the increase in vehicle and equipment requests made by bureaus. The breakout of the six requested positions is as follows:

- o5 FTE Vehicle and Equipment Mechanics
- o1 FTE Vehicle and Equipment Mechanic Lead

**CBO Discussion and Recommendation**

Recommended as requested. This request is to draw on operating contingency to add temporary mechanic positions to perform preventive maintenance and repair work on City vehicles and equipment. Per CityFleet, increased vehicle and acquisition demand, for both standard vehicles and specialized equipment, from high volume customer bureaus (e.g. Parks, BDS, PBOT), has contributed to a backlog of preventive maintenance work. Dedicating appropriate time to preventive maintenance is critical to keeping vehicle lifecycle costs as low as possible.

In response, CityFleet wishes to pilot a solution utilizing 6.0 temporary mechanics to expand work in off hours when preventive maintenance work is emphasized, in particular night and weekend shifts. If the pilot project is successful, the division will bring forward a FY 2018-19 decision package that highlights the customer rate impact.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_110 - BIBS Admin - Realign Resources for Prog Coord

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	111,893	0	111,893
<b>TOTAL EXPENDITURES</b>	<b>111,893</b>	<b>0</b>	<b>111,893</b>
<b>REVENUES</b>			
Interagency Revenue	111,893	0	111,893
<b>TOTAL REVENUES</b>	<b>111,893</b>	<b>0</b>	<b>111,893</b>
<b>FTE</b>			
Full-Time Positions	1.00	0.00	1.00
<b>TOTAL FTE</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>

**Bureau Description:**

This package transfers a Program Coordinator position from Facilities Services to BIBS Strategic Planning and Operations within BIBS. The position will report to Director to reflect the increasing importance of climate action plan and related environmental policy and initiatives to all four of BIBS' divisions. Also allows Facilities to concentrate on core competencies. Position responsibilities include EnergyCAP administration, strategic energy management program, recycling and waste reduction programs, surplus furniture programs, environmental program metrics and reporting, resource use reduction initiatives, data mining and analysis related to these programs, development of new bureau-wide policies, procedures, and business processes for a comprehensive and consistent approach to resource management across all four divisions. Also aligns better with the closely related Asset Management program development activities being managed out of Strategic Planning & Operations, and leverages data analysis and business performance capabilities, tools, and processes of the Strategic Planning & Operations team.

**CBO Discussion and Recommendation**

Recommended as requested. The work of the Resource Program Coordinator is primarily building energy use reduction and management of the EnergyCAP system. The Resource Program Coordinator is currently funded through the Corporate Rate charged to all customer tenants. After this transfer, 70% of the position cost will still be funded by the corporate rate, but ultimately passed to BIBS Administration via an interagency agreement. Position costs when the coordinator role was developed were significantly offset by energy savings in tenant buildings. To the degree that the division wishes to shift the funding and workload of this position to a BIBS support function, the FY 2018-19 corporate rate should reflect an offset for the coordinator charges incurred in the current year and as well as a reduction to the FY 2018-19 corporate rate.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_111 - CityFleet – Hydro IA Increase

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	6,000	0	6,000
<b>TOTAL EXPENDITURES</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>
<b>REVENUES</b>			
Interagency Revenue	6,000	0	6,000
<b>TOTAL REVENUES</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>

**Bureau Description:**

Hydro has requested to increase the interagency by \$6,000 to cover fleet expenses related to the purchase of new vehicles and equipment in accordance with Resolution 35960 requiring Council approval of new vehicle additions. This request is matching Water request WA\_007.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_112 - CityFleet – Increase IA with BIBS

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Internal Materials and Services	25,921	0	25,921
Contingency	(25,921)	0	(25,921)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package increases IA's with BIBS Strategic Planning and Operations by \$25,921 to provide funding for two temporary Office Support Specialist III positions and a Program Coordinator position transferred from Facilities Services to BIBS Strategic Planning and Operations within BIBS. One temporary Office Support Specialist III position will assist the BIBS contracts team. The position will serve internal bureau customers with contract-related services such as preparing and processing contracts, amendments, change orders, task orders, purchase orders and requisitions. A second temporary Office Support Specialist III position will assist the BIBS director. The position will work on program development activities such as succession planning, knowledge transfer, learning and development, recruiting and onboarding, customer service improvement activities, employee satisfaction activities, and supports other key bureau initiatives. The Program Coordinator positions responsibilities include resource management activities, development of new bureau-wide policies, procedures, and business processes for a comprehensive and consistent approach to resource management across all four divisions.

**CBO Discussion and Recommendation**

Partially recommended as requested. See MF\_076.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_113 - Facilities - 1900 Building Major Maintenance adj

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	2,215,425	0	2,215,425
Contingency	(2,215,425)	0	(2,215,425)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This decision package requests to fund additional major maintenance projects at the 1900 Building from the building's major maintenance reserve.

The new projects funded are:

- 2500 conference rooms A/B/C automated shade replacement -- \$78,776
- Perform water intrusion testing -- \$44,290
- Generator replacement -- \$2,000,000
- Electric vehicle charger monitors -- \$40,000
- Remove and replace signs to comply with ADA requirements -- \$36,909
- Exterior sealant replacement at footing/sidewalk transition -- \$15,450

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Technical Adjustment

**Request:** MF\_114 - Spectator Venue Technical Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	(79)	0	(79)
Internal Materials and Services	79	0	79
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request moves \$35,000 from Professional Services to Miscellaneous Services and \$79 from Miscellaneous expenses to IMS for reception services in the Congress Center.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_115 - Facilities - PCC Major Maintenance Adj.

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	66,490	0	66,490
Contingency	(66,490)	0	(66,490)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This decision package requests to fund additional major maintenance projects at PCC from the building's major maintenance reserve.

The new projects funded are:

- Upgrade exterior lighting -- \$20,430
- Upgrade interior lighting -- \$38,560
- Improve seismic bracing on the sprinkler system -- \$7,500

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_116 - Risk I&C – True-up Beginning Fund Balance

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Contingency	1,468,625	0	1,468,625
<b>TOTAL EXPENDITURES</b>	<b>1,468,625</b>	<b>0</b>	<b>1,468,625</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	1,468,625	0	1,468,625
<b>TOTAL REVENUES</b>	<b>1,468,625</b>	<b>0</b>	<b>1,468,625</b>

**Bureau Description:**

This request increases the beginning fund balance by \$1,468,625 to true up the budgeted beginning fund balance for the Insurance and Claims Fund to match the actual balance at July 1, 2017 and place the resulting appropriation in fund contingency.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_117 - Risk WC – True-up Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	377,879	0	377,879
<b>TOTAL EXPENDITURES</b>	<b>377,879</b>	<b>0</b>	<b>377,879</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	377,879	0	377,879
<b>TOTAL REVENUES</b>	<b>377,879</b>	<b>0</b>	<b>377,879</b>

**Bureau Description:**

This request increases the beginning fund balance by \$377,879 to true up the budgeted beginning fund balance for the Workers' Compensation Fund to match the actual balance at July 1, 2017 and place the resulting appropriation in fund contingency.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_118 - Facilities - Kelly Building Major Maintenance Ad

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	178,560	0	178,560
Contingency	(178,560)	0	(178,560)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This decision package requests to fund additional major maintenance projects at the Kelly Building from the building's major maintenance reserve.

The new projects funded are:

- Roof Assessment -- \$5,000
- Roof repair -- \$15,000
- Upgrade building lighting -- \$38,560
- Electrical room AC replacement -- \$20,000
- HVAC Assessment -- \$10,000
- Replace UPS -- \$75,000
- Security Cameras -- \$15,000

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_119 - Facilities - Police Training Major Maintenance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	184,056	0	184,056
Contingency	(184,056)	0	(184,056)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This decision package requests to fund additional major maintenance projects at Police Training from the building's major maintenance reserve.

The new projects funded are:

- Roof repair -- \$20,000
- Replace HVAC RTU's 1,3,7 -- \$164,056

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_120 - Facilities - St. John Major Maintenance Adj.

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	144,089	0	144,089
Contingency	(144,089)	0	(144,089)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This decision package requests to fund a carryover major maintenance project at St. John's Precinct from the building's major maintenance reserve.

- Boiler replacement -- \$144,089

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_121 - BHR GF - Recruiting Support

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	262,396	(262,396)	0
External Materials and Services	15,000	(15,000)	0
Internal Materials and Services	7,500	(7,500)	0
<b>TOTAL EXPENDITURES</b>	<b>284,896</b>	<b>(284,896)</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	284,896	(284,896)	0
<b>TOTAL REVENUES</b>	<b>284,896</b>	<b>(284,896)</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	3.00	-3.00	0.00
<b>TOTAL FTE</b>	<b>3.00</b>	<b>-3.00</b>	<b>0.00</b>

**Bureau Description:**

This request for positions adds 3.0 FTE, three Senior Human Resource Analysts, for recruitment support. While the City has grown by nearly 1,000 employees in the last four years, BHR staff resources have been flat, and bureaus are asking OMF to reduce the time spent in the recruitment and hiring process. This is the background that led to the budget note for FY 2017-18 directing OMF to develop options for OMF central services funding models. A report on that work is provided in the OMF Fall BMP submission.

BHR recruitment staff have recently instituted business process improvements in recruitment by expanding the functionality of NeoGov, the software used by applicants, raters, hiring managers and recruitment staff. The latest round of improvements was implemented in August.

Yet bureaus report that their need for recruitment and hiring services will continue to expand. The biggest drivers are the expansion in City operations, the anticipated number of retirements, and the additional recruitments needed in the case of internal promotions and cascading vacancies.

The addition of these 3 positions would result in the elimination of bureau-specific interagency agreements that limit BHR's ability to equitably and efficiently distribute workload assignments. With these positions, the expected performance will be reduced time to fill vacancies from 135 days to under 100 days; posting job openings faster; generating eligibility lists within 5 days after job posting closes; and screening for minimum qualifications for all open requisitions.

This request will allow BHR to implement proactive recruitment strategies which will include: providing bureaus with an applicant demographic snapshot per recruitment phase, building talent pipelines, and providing a rapid recruitment support system during the requisition submission phase of the process so that managers can plan their schedules for interviews in advance, thereby reducing the overall length of the recruitment.

OMF is asking that this request to catch up with current demand be approved in FY 2017-18 because of the growth in the volume of recruitment and hiring activity and because bureaus are asking for the increased service this fiscal year. The funding amount requested this year reflects an effective date of November 2018.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_121 - BHR GF - Recruiting Support

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

Not recommended. This request is for ongoing General Fund resources. The cost included in the request (\$284,896) is for the remainder of the current fiscal year; the ongoing impact is estimated at \$392,263. This request would increase the total recruitment staff from 5.0 FTE to 6.0 FTE while moving two limited term recruitment staff from dedicated, interagency-funded roles supporting PBOT and BDS to permanent general bureau support.

While City Council may make Current Appropriation Level target adjustments as part of the supplemental budget action that would allow for ongoing additions, CBO does not recommend that ongoing requests be approved outside of the annual budget process.

While CBO does not recommend this request on financial policy grounds, it is a well-developed request that is responsive to bureau customer needs and has a strong commitment to the establishment and achievement of quantifiable service levels. As part of the recent discussion of the OMF funding model, OMF has recognized the value of and made a commitment to more robust customer engagement. However, this request was submitted without specific input from the customer group; this request was not presented to the Budget Advisory Committee until after the submission. Discussion of the impacts was not particularly robust in that venue. CBO believes that a more explicit endorsement from the customer group would be desirable in order to pre-commit approximately \$400,000 in the FY 2018-19 budget process.

CBO notes that BHR has had some clear success analyzing the NeoGov system as indicated by the service level data and targets provided as part of the request and through follow-up questions. BHR has been making very intentional efforts to use the system to generate more and better management data, including the realignment and reclassification of two positions to focus on the better utilization of data.

Moreover, the selection of an end-to-end process measure - i.e. from recruitment to start date - speaks to a positive shift in direction and implies a degree of ownership of the whole recruitment process, including the bureau-side. This change in direction was confirmed and reinforced in follow-up conversations with the bureau; BHR management expects to increase support for bureaus throughout the entire recruitment process.

CBO is also very supportive of the management direction to engage end-users in order to better define service levels, understand customer priorities, and arrive at an agreement about optimal service level/cost trade-offs. This type of granular service level discussion with end-users would be an excellent starting point for future discussions of funding discussion in the Budget Advisory Committee.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_122 - Facilities - North Precinct Major Maintenance Ad

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	971,770	0	971,770
Contingency	(971,770)	0	(971,770)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This decision package requests to fund additional major maintenance projects at North Precinct from the building's major maintenance reserve.

The new projects funded are:

- Locker rooms -- \$875,664
- HVAC rezoning -- \$54,000
- Replace motorized gate -- \$42,106

**CBO Discussion and Recommendation**

Recommended as requested. The division has acknowledged the need to address ambiguity in the division's policies around the use of major maintenance funds, specifically around what qualifies as major maintenance as compared to a tenant improvement. In response to CBO questions about why a locker room project qualified as major maintenance, the division provided the following information:

The locker room floor was leaking and sagging. Subsequent investigations revealed that the substrate had been installed improperly. This required significant demolition of the space and fixtures, which was believed would damage the existing lockers beyond repair and reuse. Consequently, major maintenance is funding basic locker replacement in kind, while Police is funding the incremental costs for upgrades for a modern locker system that meets their equipment needs.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_123 - Facilities - East Precinct Major Maintenance Adj

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	56,921	0	56,921
Contingency	(56,921)	0	(56,921)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This decision package requests to fund major maintenance projects at East Precinct from the building's major maintenance reserve.

**New Project:**

- Roof repairs -- \$20,000

**Carryover project:**

- Garage beam showing stress -- \$36,921

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_124 - Facilities - Justice Center Major Maintenance Ad

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	2,238,501	0	2,238,501
Contingency	(2,238,501)	0	(2,238,501)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This decision package requests to fund major maintenance projects at the Justice Center from the building's major maintenance reserve. Shared projects are managed by the County.

Carryover projects:

- Restroom and water fountain on all floors -- \$1,295,102
- Justice Center re-pipe (zone 3) -- \$600,000

New Projects:

- JC LL2 Foundation Water Proofing (shared project) -- \$50,000
- 1st Floor Justice Center ADA Upgrades -- \$90,899
- Waterproof mechanic/boiler Room (shared) -- \$52,500
- Replace 16 VFD's (shared) -- \$100,000
- Electrical bus duct study (shared) -- \$37,500
- MCDC/JC Security upgrades (shared) -- \$12,500

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_125 - Facilities - TPB Recon Project Budget Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	636,427	0	636,427
Internal Materials and Services	423,480	0	423,480
Capital Outlay	8,740,792	0	8,740,792
Contingency	(7,623,620)	0	(7,623,620)
<b>TOTAL EXPENDITURES</b>	<b>2,177,079</b>	<b>0</b>	<b>2,177,079</b>
<b>REVENUES</b>			
Bond and Note	2,177,079	0	2,177,079
<b>TOTAL REVENUES</b>	<b>2,177,079</b>	<b>0</b>	<b>2,177,079</b>

**Bureau Description:**

This package requests to amend the Portland Building Reconstruction Project budget to match updated projected spending, and service providers. This adjustment stays within the project budget of \$195,000,000.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Technical Adjustment

**Request:** MF\_126 - Facilities - Adjust Beginning Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	(946,786)	0	(946,786)
<b>TOTAL EXPENDITURES</b>	<b>(946,786)</b>	<b>0</b>	<b>(946,786)</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	(946,786)	0	(946,786)
<b>TOTAL REVENUES</b>	<b>(946,786)</b>	<b>0</b>	<b>(946,786)</b>

**Bureau Description:**

This package requests to adjust the Facilities Services beginning fund balance to match the year-end fund balance analysis.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_127 - Facilities - Match BRFS IA Increase Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	7,500	0	7,500
<b>TOTAL EXPENDITURES</b>	<b>7,500</b>	<b>0</b>	<b>7,500</b>
<b>REVENUES</b>			
Interagency Revenue	7,500	0	7,500
<b>TOTAL REVENUES</b>	<b>7,500</b>	<b>0</b>	<b>7,500</b>

**Bureau Description:**

This package requests to match an IA increase requested by the Bureau of Revenue and Financial Services.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_128 - Facilities - Match BHR IA Increase Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	3,750	0	3,750
<b>TOTAL EXPENDITURES</b>	<b>3,750</b>	<b>0</b>	<b>3,750</b>
<b>REVENUES</b>			
Interagency Revenue	3,750	0	3,750
<b>TOTAL REVENUES</b>	<b>3,750</b>	<b>0</b>	<b>3,750</b>

**Bureau Description:**

This package requests to match an IA increase requested by the Bureau of Human Resources.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_129 - Risk I&C – Salary Adjustment Contingency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	19,793	0	19,793
Contingency	(19,793)	0	(19,793)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to move \$19,793 in bureau contingency funds budgeted for cost of living and health care increases.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_131 - Risk I&C – Increase IA with BIBS

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Internal Materials and Services	16,581	0	16,581
Contingency	(16,581)	0	(16,581)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package increases IA's with BIBS Strategic Planning and Operations by \$16,581 to provide funding for two temporary Office Support Specialist III positions and a Program Coordinator position transferred from Facilities Services to BIBS Strategic Planning and Operations within BIBS. One temporary Office Support Specialist III position will assist the BIBS contracts team. The position will serve internal bureau customers with contract-related services such as preparing and processing contracts, amendments, change orders, task orders, purchase orders and requisitions. A second temporary Office Support Specialist III position will assist the BIBS director. The position will work on program development activities such as succession planning, knowledge transfer, learning and development, recruiting and onboarding, customer service improvement activities, employee satisfaction activities, and supports other key bureau initiatives. The Program Coordinator positions responsibilities include resource management activities, development of new bureau-wide policies, procedures, and business processes for a comprehensive and consistent approach to resource management across all four divisions.

**CBO Discussion and Recommendation**

Partially recommended as requested. See MF\_076.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_132 - Risk WC – Increase IA with BIBS

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Internal Materials and Services	14,768	0	14,768
Contingency	(14,768)	0	(14,768)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This package increases IA's with BIBS Strategic Planning and Operations by \$14,768 to provide funding for two temporary Office Support Specialist III positions and a Program Coordinator position transferred from Facilities Services to BIBS Strategic Planning and Operations within BIBS. One temporary Office Support Specialist III position will assist the BIBS contracts team. The position will serve internal bureau customers with contract-related services such as preparing and processing contracts, amendments, change orders, task orders, purchase orders and requisitions. A second temporary Office Support Specialist III position will assist the BIBS director. The position will work on program development activities such as succession planning, knowledge transfer, learning and development, recruiting and onboarding, customer service improvement activities, employee satisfaction activities, and supports other key bureau initiatives. The Program Coordinator positions responsibilities include resource management activities, development of new bureau-wide policies, procedures, and business processes for a comprehensive and consistent approach to resource management across all four divisions.

**CBO Discussion and Recommendation**

Recommended as requested. See MF\_076.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_133 - BTS - Human Resources Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	3,750	0	3,750
<b>TOTAL EXPENDITURES</b>	<b>3,750</b>	<b>0</b>	<b>3,750</b>
<b>REVENUES</b>			
Interagency Revenue	3,750	0	3,750
<b>TOTAL REVENUES</b>	<b>3,750</b>	<b>0</b>	<b>3,750</b>

**Bureau Description:**

The Bureau of Human Resources 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 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_134 - BTS - Parks IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	3,000	0	3,000
<b>TOTAL EXPENDITURES</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>
<b>REVENUES</b>			
Interagency Revenue	3,000	0	3,000
<b>TOTAL REVENUES</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>

**Bureau Description:**

**CBO Discussion and Recommendation**

Recommended as requested. There was no bureau description for this change. However, it is a small request and one that is balanced by the customer bureau, so CBO has recommended it without additional information.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Technical Adjustment

**Request:** MF\_135 - BTS - Radio Project Contingency

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

To reappropriate Radio Project contingency funds, moving them to a cost center to assist in tracking.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Technical Adjustment

**Request:** MF\_136 - BTS - PSSRP Program Contingency and Fund Balance

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to reappropriate PSSRP program contingency and beginning fund balance, moving it from cost center MFCP000002 into cost center MFTS000060.

**CBO Discussion and Recommendation**

Recommended as requested. In response to CBO questions, the bureau provided the following additional information: "MF\_136 is a technical adjustment; the intent of the transaction is to improve transparency. BTS reserves are typically appropriated in the CTO Office cost center. This transaction moved the PSSRP program reserves to the Public Safety Division Overhead cost center. The idea is that by separating regular BTS reserves from the reserves dedicated to public safety projects, anyone looking at SAP or BRASS reports will be able to see current appropriation levels for the public safety project reserves. The plan for allocating the public safety project funds remains as noted. No allocation decisions have been made to date. It is anticipated that there will be a push for allocation decisions once the Fall BMP capital set-aside process is complete. For example, Portland Fire & Rescue, requested in FR\_004 \$300,000 for a capital software replacement project. If this project doesn't make the cut off for capital set-aside funding, the public safety bureau directors/chiefs may want to fund this with the public safety project reserves. Since there are \$68.6 million in capital set-aside funding requests and \$6.15 million in available funding, the process will be very competitive."

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_138 - Facilities - Match PBOT IA Increase Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	1,965,535	0	1,965,535
<b>TOTAL EXPENDITURES</b>	<b>1,965,535</b>	<b>0</b>	<b>1,965,535</b>
<b>REVENUES</b>			
Interagency Revenue	1,965,535	0	1,965,535
<b>TOTAL REVENUES</b>	<b>1,965,535</b>	<b>0</b>	<b>1,965,535</b>

**Bureau Description:**

This package requests to match a PBOT IA adjustment for their carryover of funds to complete major maintenance projects at City-owned garages.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_139 - Facilities - Budget Various Revenues

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	512,800	0	512,800
<b>TOTAL EXPENDITURES</b>	<b>512,800</b>	<b>0</b>	<b>512,800</b>
<b>REVENUES</b>			
Charges for Services	164,800	0	164,800
Miscellaneous	348,000	0	348,000
<b>TOTAL REVENUES</b>	<b>512,800</b>	<b>0</b>	<b>512,800</b>

**Bureau Description:**

This package requests to budget revenues in various categories, based on FY 2016-17 year-end actuals.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_140 - BTS - Facilities TPB IA

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	423,480	0	423,480
<b>TOTAL EXPENDITURES</b>	<b>423,480</b>	<b>0</b>	<b>423,480</b>
<b>REVENUES</b>			
Interagency Revenue	423,480	0	423,480
<b>TOTAL REVENUES</b>	<b>423,480</b>	<b>0</b>	<b>423,480</b>

**Bureau Description:**

This request is to increase the interagency with Facilities Services where they are the receiver of services. The increase is for Portland Building project expenses that Facilities will incur through their work with BTS on the project.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_141 - BTS - Radio System Replacement Project

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	240,312	0	240,312
Contingency	(240,312)	0	(240,312)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to appropriate funds to cover final costs for the Radio System Replacement Project. This multi-year project was schedule to be completed by June 30, 2017. At fiscal year-end vendors had still not provided some of the requested equipment and services, and training from Motorola on the new system had not been completed by all radio technicians.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_142 - CityFleet – PBOT IA Increase

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Capital Outlay	45,000	0	45,000
<b>TOTAL EXPENDITURES</b>	<b>45,000</b>	<b>0</b>	<b>45,000</b>
<b>REVENUES</b>			
Interagency Revenue	45,000	0	45,000
<b>TOTAL REVENUES</b>	<b>45,000</b>	<b>0</b>	<b>45,000</b>

**Bureau Description:**

PBOT has requested to increase the interagency by \$45,000 to cover fleet expenses related to the purchase of new vehicles and equipment in accordance with Resolution 35960 requiring Council approval of new vehicle additions. This request is matching PBOT request TR\_010.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_143 - Facilities - Match BIBS Admin IA Request

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	5,000	0	5,000
<b>TOTAL EXPENDITURES</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>
<b>REVENUES</b>			
Interagency Revenue	5,000	0	5,000
<b>TOTAL REVENUES</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>

**Bureau Description:**

This package requests to match an IA increase requested by BIBS Admin.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_144 - CityFleet – BDS IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Capital Outlay	360,000	0	360,000
<b>TOTAL EXPENDITURES</b>	<b>360,000</b>	<b>0</b>	<b>360,000</b>
<b>REVENUES</b>			
Interagency Revenue	360,000	0	360,000
<b>TOTAL REVENUES</b>	<b>360,000</b>	<b>0</b>	<b>360,000</b>

**Bureau Description:**

The Bureau of Development Services has requested to increase the interagency by \$360,000 to cover fleet expenses related to the purchase of 12 new vehicles and equipment in accordance with Resolution 35960 requiring Council approval of new vehicle additions. This request is matching BDS request DS\_001.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_145 - CityFleet – Facilities IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	16,500	0	16,500
<b>TOTAL EXPENDITURES</b>	<b>16,500</b>	<b>0</b>	<b>16,500</b>
<b>REVENUES</b>			
Interagency Revenue	16,500	0	16,500
<b>TOTAL REVENUES</b>	<b>16,500</b>	<b>0</b>	<b>16,500</b>

**Bureau Description:**

Facilities has requested to increase the interagency by \$16,500 to cover fleet expenses related to the lease of a vehicle. This request is matching Facilities request MF\_089.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_146 - CityFleet – PBOT IA Increase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Capital Outlay	526,000	0	526,000
<b>TOTAL EXPENDITURES</b>	<b>526,000</b>	<b>0</b>	<b>526,000</b>
<b>REVENUES</b>			
Interagency Revenue	526,000	0	526,000
<b>TOTAL REVENUES</b>	<b>526,000</b>	<b>0</b>	<b>526,000</b>

**Bureau Description:**

PBOT has requested to increase the interagency by \$526,000 to cover fleet expenses related to the purchase of new vehicles and equipment in accordance with Resolution 35960 requiring Council approval of new vehicle additions. This request is matching PBOT request TR\_023 & TR\_024.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_147 - CityFleet – PBOT IA Increase

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	106,500	0	106,500
Contingency	1,378,866	0	1,378,866
<b>TOTAL EXPENDITURES</b>	<b>1,485,366</b>	<b>0</b>	<b>1,485,366</b>
<b>REVENUES</b>			
Interagency Revenue	1,485,366	0	1,485,366
<b>TOTAL REVENUES</b>	<b>1,485,366</b>	<b>0</b>	<b>1,485,366</b>

**Bureau Description:**

PBOT has requested to carryover \$1,485,366 to cover new vehicles that were authorized by Ordinance #188075. This ordinance was passed by Council on November 9, 2016. The vehicles were not received in FY 2016-17, but are planned to be received FY 2017-18. This request is matching PBOT request TR\_015.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** New Request

**Request:** MF\_148 - PSGO Bond - Cash transfer to BTS

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Fund Transfers - Expense	596,471	0	596,471
<b>TOTAL EXPENDITURES</b>	<b>596,471</b>	<b>0</b>	<b>596,471</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	596,471	0	596,471
<b>TOTAL REVENUES</b>	<b>596,471</b>	<b>0</b>	<b>596,471</b>

**Bureau Description:**

The purpose of this budget adjustment request is to appropriate excess beginning fund balance in the Public Safety GO Bond Fund and transfer it to the BTS Fund. The excess monies are due to underspending of the radio replacement project. These monies are being transferred back to BTS which provided cash funding for the program.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Management & Finance

**Type:** Technical Adjustment

**Request:** MF\_149 - BTS - Balance Technical Adjustment

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

To reappropriate funds, moving them out of policy reserves and into replacement reserves. BTS is projected to have \$4,982,060 available for technology reserves to be used to fund FY 2018-19 CIPS and Operating Projects, and \$624,476 in additional replacement reserves (funds held for customer equipment replacement) beyond what is currently budgeted in replacement contingency.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of the Mayor

**Type:** Encumbrance Carryover Request

**Request:** MY\_001 - Mayors Office: PSU Encumbrance Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	40,000	0	40,000
<b>TOTAL EXPENDITURES</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>
<b>REVENUES</b>			
General Fund Discretionary	40,000	0	40,000
<b>TOTAL REVENUES</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>

**Bureau Description:**

The Mayor's Office is requesting an encumbrance carryover in the amount of \$40,000 for their PSU Hatfield Fellow contract (PO# 22214981).

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of the Mayor

**Type:** Technical Adjustment

**Request:** MY\_002 - Mayor's Office: Technical Adjustment

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>REVENUES</b>			
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This technical adjustment moves \$190,000 of ongoing General Fund Discretionary into the Summerworks functional area.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Neighborhood Involvement

**Type:** Mid-Year Reductions

**Request:** NI\_001 - ONI Reorganization

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	(12,529)	0	(12,529)
<b>TOTAL EXPENDITURES</b>	<b>(12,529)</b>	<b>0</b>	<b>(12,529)</b>
<b>REVENUES</b>			
Charges for Services	(12,529)	0	(12,529)
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>(12,529)</b>	<b>0</b>	<b>(12,529)</b>
<b>FTE</b>			
Full-Time Positions	-0.00	0.00	-0.00
<b>TOTAL FTE</b>	<b>-0.00</b>	<b>0.00</b>	<b>-0.00</b>

**Bureau Description:**

Under the direction of a new Commissioner-in-charge, the Office of Neighborhood Involvement was reorganized to remove the layer of top-tier management so that information and decision-making flow directly from programmatic level staff with their hands on the pulse of the work to the Director. This reorganization flattens the leadership structure and allows for more access to and access by the Director. The three program manager positions were reclassified to Program Coordinators, and three other positions were reclassified (Liquor Program Coordinator to Program Specialist, Public Involvement Best Practices Program Specialist to Management Analyst, and Cannabis Program Specialist to Program Coordinator).

There are some changes that result in cost savings and some result in increased expense to the General Fund from this request. The funding has been reallocated to absorb all appropriate expenses through revenues. There is no net impact to General Fund though there is the potential that unemployment expenses could be incurred later in the year that cannot be absorbed by existing personnel budget. ONI may seek additional funding in Spring if/when those expenses are known.

**CBO Discussion and Recommendation**

Recommended as requested. Three Program Managers (Marijuana, Neighborhood Outreach, Crime Prevention) were reclassified down to Program Coordinator positions. 0.1 FTE each of five different positions formerly in Administration, including the bureau Director, are now assigned to the Cannabis program, and no changes to expenses result from these reassignments. In the Liquor Licensing program, a Program Coordinator position was reclassified down to a Program Specialist. An Assistant Program Specialist in the Public Involvement program was reclassified up to a Management Analyst position. The only other reclass up was in the Marijuana program, from a Program Specialist to a Program Coordinator. The Program Manager in Marijuana that was reclassified down to a Program Coordinator is also now split between the Liquor, Graffiti, and Noise programs, and no long works in the Marijuana program.

The position eliminations and additions result in net savings of \$44,029 in expenses. However, ONI is also adding an additional \$31,500 in new costs, including \$15,229 for an increase in the Director's salary (authorized by Council in April 2017) and \$32,526 in vacation payouts. PERS costs were further reduced by \$14,601. The net result is a reduction of \$12,529 in costs to the City, all of which is to the Cannabis program, with no savings to the General Fund, even though 0.1 FTE each of five separate positions formerly in Administration are being reassigned to the Cannabis program, including the bureau Director. There is no savings to the General Fund mostly because a position formerly working in the Cannabis program is now assigned to the Livability program (Liquor, Graffiti, Noise), the additional salary for the bureau Director, and a vacation payout to the Neighborhood Outreach Manager.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Neighborhood Involvement

**Type:** New Request

**Request:** NI\_002 - 2 New Cannabis Positions

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	81,137	0	81,137
<b>TOTAL EXPENDITURES</b>	<b>81,137</b>	<b>0</b>	<b>81,137</b>
<b>REVENUES</b>			
Charges for Services	81,137	0	81,137
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>81,137</b>	<b>0</b>	<b>81,137</b>
<b>FTE</b>			
Full-Time Positions	1.17	0.00	1.17
<b>TOTAL FTE</b>	<b>1.17</b>	<b>0.00</b>	<b>1.17</b>

**Bureau Description:**

This request adds one OSSII and one Program Specialist to the Cannabis Program. The Cannabis Program has been using seasonal/casual employees to supplement the existing budgeted positions. This request would reduce the need for seasonal casual employees, and reduce the administrative load currently on other ONI front office staff dealing with Cannabis customers.

**CBO Discussion and Recommendation**

Recommended as requested. ONI's Cannabis program projects revenues of \$1.7 million at FY 2017-18 year-end. The bureau believes that the program's \$967,287 budget after Fall BMP adjustments is a reasonably accurate reflection of its projected costs for the year. The bureau expects some future expenses related to a fee study, database development, and other uses, but there is now nothing concrete enough to estimate expenses.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Neighborhood Involvement

**Type:** New Request

**Request:** NI\_003 - Clean Start PDX

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	50,000	(50,000)	0
<b>TOTAL EXPENDITURES</b>	<b>50,000</b>	<b>(50,000)</b>	<b>0</b>
<b>REVENUES</b>			
Charges for Services	0	0	0
General Fund Discretionary	50,000	(50,000)	0
<b>TOTAL REVENUES</b>	<b>50,000</b>	<b>(50,000)</b>	<b>0</b>

**Bureau Description:**

In June 2017, Council authorized a grant agreement with Northeast Coalition of Neighborhoods (NECN) to pilot Clean Start Pdx to assist in addressing the increased impacts in the central eastside resulting from the houselessness crisis. The grant funds a full-time Clean and Safe worker to patrol an area in the inner Northeast/Southeast part of Portland. The intent was to fund the \$90,000 pilot project through \$50,000 from FY 2016-17 General Fund budget available in the Office of Neighborhood Involvement budget and \$40,000 from PBOT. Unfortunately, due to the late in the fiscal year timing the grant was not encumbered by June 30th but the grant was finalized and work has already begun. This request is for one-time general fund resources that otherwise would have been carried forward to fund the program authorized by Council.

**CBO Discussion and Recommendation**

Not recommended for several reasons. Because a carryover was not submitted as part of the FY 2016-17 Spring Supplemental for Council consideration, the unspent funds fell to fund balance, and this package is being treated as a new request. First, this grant is a one-time one funded by ongoing discretionary resources in ONI's budget, and CBO believes that if the bureau had the funds for it in FY 2016-17, it most likely also has the resources for it in the current year. Furthermore, due to the staff reorganization, ONI may have vacancy savings which can also help fund the grant. CBO recommends that the bureau look to its existing resources to fund the grant first and come back to Council with a request during the Spring Supplemental if it is not able to find the funding. While Council authorized the grant late last fiscal year (mid-June), ONI should have been able to encumber or carry over the funds, or at the very least contacted CBO about the issue before the fiscal year ended. To make an exception to existing policy and procedures would encourage bureaus to game the system.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Neighborhood Involvement

**Type:** Encumbrance Carryover Request

**Request:** NI\_004 - Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	194,146	0	194,146
<b>TOTAL EXPENDITURES</b>	<b>194,146</b>	<b>0</b>	<b>194,146</b>
<b>REVENUES</b>			
Charges for Services	0	0	0
General Fund Discretionary	194,146	0	194,146
<b>TOTAL REVENUES</b>	<b>194,146</b>	<b>0</b>	<b>194,146</b>

**Bureau Description:**

Carryover request of encumbered contracts, \$194,146. The breakdown is \$5000 DCL small grants, \$153,126 EPAP grants, and \$36,020 neighborhood coalition small grants.

**CBO Discussion and Recommendation**

Recommended as requested. AT FY 2016-17 year-end, ONI had \$217,351 maximum of available encumbrances that it could have requested to be carried over. CBO calculations show that the bureau had \$945,964 total in under-spending (advance accrual adjusted).

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Neighborhood Involvement

**Type:** Encumbrance Carryover Request

**Request:** NI\_005 - Outstanding Advance Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	164,451	0	164,451
<b>TOTAL EXPENDITURES</b>	<b>164,451</b>	<b>0</b>	<b>164,451</b>
<b>REVENUES</b>			
Charges for Services	0	0	0
General Fund Discretionary	164,451	0	164,451
<b>TOTAL REVENUES</b>	<b>164,451</b>	<b>0</b>	<b>164,451</b>
<b>FTE</b>			
Full-Time Positions	-0.00	0.00	-0.00
<b>TOTAL FTE</b>	<b>-0.00</b>	<b>0.00</b>	<b>-0.00</b>

**Bureau Description:**

Carryover Outstanding Advance Encumbrance \$164,451. The breakdown is \$53,000 DCL small grants, \$78,654 neighborhood coalition small grants, and \$32,797 EPAP Small grants.

**CBO Discussion and Recommendation**

Recommended as requested. SAP showed an advance balance of \$165,550, which is greater than the amount that ONI is requesting by \$1,099, which the bureau states was repaid by the grantees for various reasons.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Neighborhood Involvement

**Type:** New Request

**Request:** NI\_006 - Cannabis Program Revenue Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	480,486	0	480,486
<b>TOTAL EXPENDITURES</b>	<b>480,486</b>	<b>0</b>	<b>480,486</b>
<b>REVENUES</b>			
Charges for Services	0	0	0
General Fund Discretionary	480,486	0	480,486
<b>TOTAL REVENUES</b>	<b>480,486</b>	<b>0</b>	<b>480,486</b>
<b>FTE</b>			
Full-Time Positions	-0.00	0.00	-0.00
<b>TOTAL FTE</b>	<b>-0.00</b>	<b>0.00</b>	<b>-0.00</b>

**Bureau Description:**

Carryover request for Cannabis Program revenues in excess of expenses from FY 2016-17. Revenues were \$1,314,847, and expenses were \$834,361 for a difference of \$480,485.

ONI is requesting this carryover to keep the revenue from falling to GF balance. We would like to explore the possibility of setting up a reserve or a separate fund for the Cannabis revenues to avoid the need to request revenue carryovers without a corresponding expense request.

**CBO Discussion and Recommendation**

Recommended as requested. CBO checked the amount that the Cannabis program, which is not subsidized by the General Fund, collected above its expenditures last year, and the figure coincides with what ONI is requesting. In regards to doing a fee study, ONI states that the cannabis industry is still in its emergent stages, and there is limited historical data to refer to at this time. The program will be developing a multi-year projection during the 2nd and 3rd quarters of this year and using data and revenue assumptions currently being assembled through a combination of pending license and renewal applications, examining the experience of other municipalities with longer-standing cannabis programs and engaging the perspectives of industry leaders in Oregon. The bureau believes that a multi-year projection is required as there is unknown variability in these early years of program implementation. Potential and likely uses of the carried over funds include, but is not limited to, conducting a fee study, database and infrastructure development, program development emphasizing the intentional cultivation of women and racial-minority-owned businesses, and building a reserve to sustain operations during predictable and unpredictable cycles of volatility in revenue. While CBO does recommend this carryover, it also strongly recommends that the program have its own fund.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Neighborhood Involvement

**Type:** New Request

**Request:** NI\_007 - Public Elections Fund

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	300,000	(300,000)	0
<b>TOTAL EXPENDITURES</b>	<b>300,000</b>	<b>(300,000)</b>	<b>0</b>
<b>REVENUES</b>			
Charges for Services	0	0	0
Fund Transfers - Revenue	300,000	(300,000)	0
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>300,000</b>	<b>(300,000)</b>	<b>0</b>

**Bureau Description:**

The Public Election Fund requires additional investment to build its reserve to meet even minimum requirements for publicly financed campaigns starting in 2019. An analysis of recommended staffing and funding levels for the Public Election Fund is forthcoming but has been delayed.

**CBO Discussion and Recommendation**

Not recommended by CBO. As directed by a budget note, CBO is currently conducting an assessment of the fund's needs for FY 2017-18 (and future years) and believes that for the current year, the \$250,000 already in the fund is enough to begin staffing the program. Resources can be added in future years to build up the fund so that it will be ready in time for the 2020 election. The request does not address an issue that is urgent or unforeseen. It should be noted that although the amount for the program in FY 2017-18 has been reduced to \$250,000, the program does have an annual allocation of \$1.2 million from the General Fund.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Neighborhood Involvement

**Type:** New Request

**Request:** NI\_008 - BDS Communications Services to ONI

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
Internal Materials and Services	43,338	(43,338)	0
<b>TOTAL EXPENDITURES</b>	<b>43,338</b>	<b>(43,338)</b>	<b>0</b>
<b>REVENUES</b>			
Charges for Services	0	0	0
General Fund Discretionary	43,338	(43,338)	0
<b>TOTAL REVENUES</b>	<b>43,338</b>	<b>(43,338)</b>	<b>0</b>

**Bureau Description:**

The newly created Communications Team at BDS will be responsible for rapid improvement of internal and external communications, including the revamping of Web content, promotional materials and outreach to better explain to the public the work the bureau does. The goal is to provide better insight and access to bureau services. The Office of Neighborhood Involvement has no mechanism to conduct communications work. Resources from this request will enable BDS and ONI to complete an interagency agreement that will allow ONI to access communications expertise at BDS at an affordable rate that it could not acquire through an internal hire or through a contract with external entity. The interagency agreement will establish a process for BDS to charge for services its communications team and its director provide to ONI.

\$22,070 of this request is for the communications director, which is the Bureau's highest priority. The remaining \$21,268 is for the communications team.

**CBO Discussion and Recommendation**

Not recommended by CBO because the request does not address an issue that is urgent or unforeseen, which additional General Fund discretionary resources allocated during Supplementals are intended to address. ONI states that if funded, it will conduct regular meetings with the communications director -- perhaps twice a month meetings with the ONI director, ONI managers and supervisors, along with field staff/teams within the bureau. Part of those visits will be to help ONI develop a communications plan. The Communications Team will also help ONI develop communications tools, pamphlets, visuals, and other materials for outreach and engagement. To measure the Team's performance, ONI would look at the amount of work product created, along with how much information/advice/instruction is provided to ONI staff.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Neighborhood Involvement

**Type:** New Request

**Request:** NI\_009 - ONI Re-branding

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	30,000	(30,000)	0
<b>TOTAL EXPENDITURES</b>	<b>30,000</b>	<b>(30,000)</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	30,000	(30,000)	0
<b>TOTAL REVENUES</b>	<b>30,000</b>	<b>(30,000)</b>	<b>0</b>

**Bureau Description:**

Resources from this request will enable ONI to launch a re-branding project that will consist of a discovery process (research, design audit and group workshop), development of a communications plan, new logo design and identity package, development of a comprehensive style guide, as well as collateral design and templates for future materials.

**CBO Discussion and Recommendation**

Not recommended by CBO because the request does not address an issue that is urgent or unforeseen, which additional General Fund discretionary resources allocated during Supplementals are intended to address. ONI has provided CBO with a breakdown of how the \$30,000 would be spent. The bureau states that its proposed re-branding and communications activities are aimed at developing better connections between city government and residents. It notes that the Auditor's 2016 report emphasized the need for the bureau to undertake a significant planning process because, "The roles and responsibilities of the City and community organizations depend on outdated City Code, standards, and funding model." The bureau believes that it does not make sense to undertake a significant planning process without adequate resources for communicating with the public about it and reflecting the new plan in the means that the bureau uses to communicate with the public. ONI believes that a new plan, paired with better communications and updated branding will significantly increase residents reporting opportunities to influence city government. CBO recommends that the bureau reprioritize existing resources if it believes that this activity is of a high enough priority or make a request for additional resources during the annual budget development process.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Office of Equity & Human Rights

**Type:** Encumbrance Carryover Request

**Request:** OE\_001 - General Fund Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	8,425	0	8,425
<b>TOTAL EXPENDITURES</b>	<b>8,425</b>	<b>0</b>	<b>8,425</b>
<b>REVENUES</b>			
General Fund Discretionary	8,425	0	8,425
<b>TOTAL REVENUES</b>	<b>8,425</b>	<b>0</b>	<b>8,425</b>

**Bureau Description:**

This request is for a General Fund encumbrance carryover, reflecting funds that were contractually encumbered, but did not spend in FY 16-17. This contract is for work on the bureaus strategic plan.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Commissioner of Public Affairs

**Type:** Program Carryover Request

**Request:** PA\_001 - CPA-Gateway Center Requests Program Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	27,000	0	27,000
<b>TOTAL EXPENDITURES</b>	<b>27,000</b>	<b>0</b>	<b>27,000</b>
<b>REVENUES</b>			
General Fund Discretionary	27,000	0	27,000
<b>TOTAL REVENUES</b>	<b>27,000</b>	<b>0</b>	<b>27,000</b>

**Bureau Description:**

The request below was approved in the FY 2016-17 OEO. Per CBO direction, the package is being resubmitted in the Fall Bump for appropriation.

This is a request to carryover \$27,000 to support an increase in expertise and advocacy services for elder and disabled adults experiencing abuse. Elders and disabled adults experience abuse and exploitation, and are eligible to receive specialized restraining orders. Citizens in this category often attempt to access to access restraining orders at the Gateway Center. The Gateway Center has focused its services for those experiencing intimate partner violence. These additional resources beyond the initial budget allocation will allow the Gateway Center to expand their advocacy and fund specialized services for older or disabled adults.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Commissioner of Public Affairs

**Type:** Mid-Year Reductions

**Request:** PA\_002 - CPA-Gateway Center Reduces Third Party Revenue

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	(24,733)	0	(24,733)
<b>TOTAL EXPENDITURES</b>	<b>(24,733)</b>	<b>0</b>	<b>(24,733)</b>
<b>REVENUES</b>			
Miscellaneous	(24,733)	0	(24,733)
<b>TOTAL REVENUES</b>	<b>(24,733)</b>	<b>0</b>	<b>(24,733)</b>

**Bureau Description:**

This requests reduces \$24,733 in revenue from Oregon Department of Human Services within the Gateway Center for Domestic Violence for the Jobs Plus program. The program expired at the end of the fiscal year and was not renewed.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Commissioner of Public Affairs

**Type:** Encumbrance Carryover Request

**Request:** PA\_003 - CPA-Gateway Ctr Requests Encumbrance Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	18,000	0	18,000
<b>TOTAL EXPENDITURES</b>	<b>18,000</b>	<b>0</b>	<b>18,000</b>
<b>REVENUES</b>			
General Fund Discretionary	18,000	0	18,000
<b>TOTAL REVENUES</b>	<b>18,000</b>	<b>0</b>	<b>18,000</b>

**Bureau Description:**

This decision package requests one-time General Fund discretionary to fund the following encumbrance carryover: Multnomah County 22213693 in the amount of \$18,000.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Commissioner of Public Affairs

**Type:** New Request

**Request:** PA\_005 - CPA-Gateway Center Full Time CASS Position

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	35,000	0	35,000
<b>TOTAL EXPENDITURES</b>	<b>35,000</b>	<b>0</b>	<b>35,000</b>
<b>REVENUES</b>			
General Fund Discretionary	35,000	0	35,000
<b>TOTAL REVENUES</b>	<b>35,000</b>	<b>0</b>	<b>35,000</b>

**Bureau Description:**

This package requests \$35,000 in one-time General Fund discretionary for a limited-term position in the Gateway Center for Domestic Violence Services. Although no funds were requested in FY 2016-17, the full-time limited term position was created to support the increasing need for services. Formerly a part-time position, the current full time employee is responsible for the quality of response from the front desk. Due to the nature of the services, it is imperative that each and every survivor have a high-quality, trauma-informed response from the front desk, and it had become increasingly clear that could not be accomplished with a part-time receptionist. The Gateway Center now has four full-time administrators, and the new front desk manager has completed the team. Further, the front desk manager is the first point of contact for law enforcement, child welfare and Project Respond among others, and is therefore a important source of information and response for community partners outside of the Center. With the continued increase in requests for services, the ongoing benefit of a well-managed front desk, and the ongoing responsibility to be there for our community partners, the office intends to request on-going funding to make the position permanent during budget development.

**CBO Discussion and Recommendation**

CBO recommends supplemental budget funding for new requests that address issues that are urgent and unforeseen, with proposals that are fully developed and cannot be absorbed in a bureau's existing budget. Although this need is not strictly unforeseen, the need did become apparent after the FY 2017-18 budget process was underway. And while this need could have been funded from JOBS program revenues, it is understandable that the Center would desire more stability in the receptionist position. As such, CBO recommends the \$35,000 request.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Commissioner of Public Affairs

**Type:** Encumbrance Carryover Request

**Request:** PA\_006 - Advance Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	0	21,909	21,909
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>21,909</b>	<b>21,909</b>
<b>REVENUES</b>			
General Fund Discretionary	0	21,909	21,909
<b>TOTAL REVENUES</b>	<b>0</b>	<b>21,909</b>	<b>21,909</b>

**Bureau Description:**

The Commissioner of Public Affairs paid \$21,909 in advance to Bradley Angle and needs to request encumbrance carryover funds for FY 2017-18.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Parks & Recreation

**Type:** Technical Adjustment

**Request:** PK\_001 - Fall - Technical Adjustments

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	112,500	0	112,500
External Materials and Services	7,546	0	7,546
Internal Materials and Services	6,956	0	6,956
Bond Expenses	(239,854)	0	(239,854)
Fund Transfers - Expense	0	0	0
Contingency	241,752	0	241,752
<b>TOTAL EXPENDITURES</b>	<b>128,900</b>	<b>0</b>	<b>128,900</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	0	0	0
Intergovernmental Revenues	0	0	0
Interagency Revenue	5,000	0	5,000
Fund Transfers - Revenue	3,000	0	3,000
Miscellaneous	0	0	0
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>

**Bureau Description:**

Technical adjustments between major object categories, cost centers, and/or commitment items that do not impact fund size or contingency.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Parks & Recreation

**Type:** Encumbrance Carryover Request

**Request:** PK\_002 - Fall - Encumbrance Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	171,063	0	171,063
<b>TOTAL EXPENDITURES</b>	<b>171,063</b>	<b>0</b>	<b>171,063</b>
<b>REVENUES</b>			
General Fund Discretionary	171,063	0	171,063
<b>TOTAL REVENUES</b>	<b>171,063</b>	<b>0</b>	<b>171,063</b>

**Bureau Description:**

PP&R recognizes encumbrances for one-time purchases that were over \$5,000 in value and encumbered in the prior year, but not received or accrued in the prior year, limited to the General Fund underspending by PP&R in the prior year. In FY 2016/17, PP&R was underspent by \$171,063, and contained \$562,641 in eligible encumbrances. Thus, this request is for the lesser of the two amounts of \$171,063 in General Fund underspending.

**CBO Discussion and Recommendation**

CBO has reviewed the bureau's prior year underspending and the encumbrances requested for carryover, and recommends that the bureau receive the requested amount of \$171,063.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Parks & Recreation

**Type:** Technical Adjustment

**Request:** PK\_003 - Fall - Beginning Fund Balance Adjustments

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	555,144	0	555,144
Capital Outlay	15,204,300	0	15,204,300
Bond Expenses	5,403	0	5,403
Contingency	<b>(1,883,860)</b>	0	<b>(1,883,860)</b>
<b>TOTAL EXPENDITURES</b>	<b>13,880,987</b>	<b>0</b>	<b>13,880,987</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	14,001,887	0	14,001,887
<b>TOTAL REVENUES</b>	<b>14,001,887</b>	<b>0</b>	<b>14,001,887</b>

**Bureau Description:**

This package is to adjust the beginning fund balances for PP&R funds to align with the CAFR.

**CBO Discussion and Recommendation**

As part of this request, the bureau will recognize \$131,637 in additional balance in the Golf Fund, bringing the total beginning fund balance to \$382,387. This balance results from the unspent General Fund resources from FY 2016-17, following the transfer from Parks' General Fund budget to the Golf Fund.

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Parks & Recreation

**Type:** Technical Adjustment

**Request:** PK\_004 - Fall - Position Changes

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	0.00	0.00	0.00
Limited Term Positions	0.00	0.00	0.00
<b>TOTAL FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Bureau Description:**

This package does not add or convert positions. It moves positions between cost centers.

**CBO Discussion and Recommendation**

These adjustments reallocate costs to appropriate fund centers, which better reflect the organizational structure and operations of the bureau. Specifically, adjustments were made within the Lands Stewardship Division and Finance program.

CBO recommends this requested adjustment, and more broadly, supports the bureaus efforts to correctly align the budget structure to match how the bureau is organized and managed.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Parks & Recreation

**Type:** New Request

**Request:** PK\_005 - Fall - Leveraging Partner Success

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	125,000	(125,000)	0
<b>TOTAL EXPENDITURES</b>	<b>125,000</b>	<b>(125,000)</b>	<b>0</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	0	0	0
General Fund Discretionary	125,000	(125,000)	0
<b>TOTAL REVENUES</b>	<b>125,000</b>	<b>(125,000)</b>	<b>0</b>

**Bureau Description:**

Portland Parks & Recreation often leverages public resources through successful Partner efforts to maximize service delivery. This request seeks supplemental funding for two successful partners who have lost operating revenue in the pursuit of PP&R goals and activities. Leach Botanical Garden raised more than \$1 million for capital renovations to the PP&R assets last year, rather than focusing on raising operational funds. Unfortunately, due to the bridge closure that serves as their main access point, the garden also lost significant operational revenue last year and has requested \$25,000 support to continue operations. Pioneer Courthouse Square has undergone significant Bond-funded capital renovations in the last year, that have caused some interruption to tenants and limited the availability of the venue for revenue generating rentals. Pioneer Courthouse Square, Inc. the partner that operates the PP&R assets, lost revenue due to the construction and has requested \$100,000 to support continued operations.

**CBO Discussion and Recommendation**

The bureau is requesting \$125,000 that would be passed along to support the costs of two nonprofits that operate on Parks' properties, both of which have been impacted by recent capital projects resulting in decreased revenues.

**Leach Garden**

The Leach Botanical Garden renovation is currently in the design phase, and construction is expected to begin in early FY 2018-19. Leach Garden Friends have focused on raising funding for the project, but have not generated as much donation revenue as planned. Instead, they are requesting \$25,000 to support current operations. Leach Garden Friends will receive \$75,000 of General Fund resources in FY 2017-18 and ongoing funding of \$132,000 per year beginning in FY 2018-19. This City subsidy will support approximately 28% of the nonprofit's annual operating budget of \$470,000 per year. Similar to other nonprofits operating on Parks property, the City is responsible for the maintenance of the property per the operating agreement.

If funding for this request is not approved, the impact on services is not clear. Leach Garden would likely reduce hours for part-time staff or seasonal staff, which would impact the care-taking of the garden. To what degree this would result in fewer visitors or decreased satisfaction is unknown.

**Pioneer Square**

Currently, Pioneer Courthouse Square, Inc. receives \$370,201 in ongoing subsidy from the City in addition to \$75,000 for a restroom attendant and one-time funding for public involvement and outreach related to the bond project. In total, these resources support 20% of Pioneer Courthouse Square, Inc.'s operating budget.

Parks is requesting \$100,000 of additional General Fund to support PCS, Inc. If funding is not approved, the impact on services is unknown, but decreased funding could impact janitorial and maintenance services at the park.

These revenue shortfalls are not urgent or unforeseen, and in anticipation of funding needs throughout the year, either the bureau or the organizations have the ability to adjust operating expenses in order to remain within the resources.

Moreover, previously the bureau has not received additional General Fund resources to subsidize operations of outside organizations that are impacted by capital improvements. CBO notes that deciding to appropriate funding for this purpose may set a precedent for funding operational costs of nonprofit organizations on City property that are negatively impacted by capital work.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Parks & Recreation

**Type:** New Request

**Request:** PK\_006 - Fall - Financial Stability Plan

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	33,000	(33,000)	0
<b>TOTAL EXPENDITURES</b>	<b>33,000</b>	<b>(33,000)</b>	<b>0</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	0	0	0
General Fund Discretionary	33,000	(33,000)	0
<b>TOTAL REVENUES</b>	<b>33,000</b>	<b>(33,000)</b>	<b>0</b>

**Bureau Description:**

Council directed Portland Parks & Recreation to develop a long-term financial plan, which specifically outlines options to address SDC-funded system expansion and long-term major maintenance needs, including alternative funding options and possible service tradeoffs if new resources for O&M and major maintenance needs are not available.

A consultant has been engaged to move the project to completion in time for the FY 18-19 Budget process. This package requests funding cover the cost of the consultant.

**CBO Discussion and Recommendation**

The bureau requests General Fund resources to fund the contract costs of a consultant that will assist with the development of the bureau's long-term financial plan and revised cost-recovery policy. Per the budget note, City Council has prioritized the long-term financial plan as a key priority for Parks in FY 2017-18.

Prior year spending patterns indicate that the bureau has limited capacity for unforeseen, significant materials and services costs by year end. However, typically the bureau aims to fully utilize any projected underspending in its materials and services budget. Because the cost of the consultant has been identified early within the fiscal year, the bureau should have the ability to reprioritize operating expenses in order to fund this Council priority while remaining within their appropriation.

CBO also notes that all bureaus are tasked with annual preparation of five-year financial plans and fee studies, per City Financial Policy 2.03 and 2.06, and it is expected that a bureau with a combined operating and capital budget of \$213.0 million would prioritize long-term financial planning as a core function of its finance division. To the degree that the bureau does not currently have sufficient staff resources to complete this core work, then positions should be reprioritized and funded within current appropriation.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Parks & Recreation

**Type:** New Request

**Request:** PK\_007 - Fall - New Revenue

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	(125,000)	0	(125,000)
External Materials and Services	1,344,970	0	1,344,970
Internal Materials and Services	0	0	0
Capital Outlay	19,685,146	0	19,685,146
Bond Expenses	335,000	0	335,000
Fund Transfers - Expense	818,646	0	818,646
Contingency	(818,646)	0	(818,646)
<b>TOTAL EXPENDITURES</b>	<b>21,240,116</b>	<b>0</b>	<b>21,240,116</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	335,000	0	335,000
Intergovernmental Revenues	1,344,970	0	1,344,970
Interagency Revenue	(125,000)	0	(125,000)
Fund Transfers - Revenue	818,646	0	818,646
Bond and Note	18,841,500	0	18,841,500
Miscellaneous	25,000	0	25,000
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>21,240,116</b>	<b>0</b>	<b>21,240,116</b>

**Bureau Description:**

This package recognizes changes in fund size due to new revenues or adjusted revenue projections. The significant item in this package is the anticipated 2nd issuance of the 2014 Parks Improvement Bond.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Parks & Recreation

**Type:** Capital Set-Aside Request

**Request:** PK\_008 - Fall - PP&R Capital Set Aside Request

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	0	0	0
Capital Outlay	23,150,000	(23,150,000)	0
Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>23,150,000</b>	<b>(23,150,000)</b>	<b>0</b>
<b>REVENUES</b>			
Intergovernmental Revenues	0	0	0
Fund Transfers - Revenue	23,150,000	(23,150,000)	0
Miscellaneous	0	0	0
<b>TOTAL REVENUES</b>	<b>23,150,000</b>	<b>(23,150,000)</b>	<b>0</b>

**Bureau Description:**

Parks bureau assets have a deferred maintenance backlog of over \$430 million, resulting in risks to the public where there is deterioration and possible asset failure. This risk manifests itself in higher maintenance costs associated with the daily dispatches of maintenance staff from emergency to emergency, possibly closing or securing closed assets. The generous support of Portland voters in passing the 2014 Replacement Bond, along with Council's support in funding previous one-time capital maintenance requests, is noticeably reducing some risks, but the accumulated need overwhelms PP&R's available resources. Limited ongoing major maintenance funding must be expended on recurring major maintenance projects such as re-plastering pool shells and emergency response such as landslides and outages to prevent further deterioration of the asset portfolio and loss of service. The 20 projects listed below represent the highest known risks in our asset portfolio. Absent project funding, maintenance costs will continue to increase and service levels may be reduced.

- \$5,000,000 Next Phase-Mt Tabor Yard Facility Replacement
- \$2,500,000 ADA Transition Plan
- \$2,000,000 Mt Scott Community Center Roof\*
- \$1,750,000 Peninsula Community Center Roof
- \$1,600,000 Fulton Roof and Heating System
- \$1,500,000 Dock Repairs
- \$1,400,000 Columbia Pool Roof
- \$1,000,000 Kelley Point Park Parking Lot Reconstruction and ADA
- \$750,000 Multnomah Arts Center Roof
- \$750,000 Mt Scott Community Center Air Handling Unit
- \$750,000 Springwater Corridor Trail Bridges
- \$750,000 Boilers-Mt Scott, Montavilla, and Peninsula Community Centers
- \$500,000 Buckman Track Resurfacing
- \$500,000 Lan Su Chinese Garden Roof
- \$500,000 Pittock Mansion Drainage Repair
- \$500,000 Salmon Springs Fountain Repair
- \$500,000 Washington Park Stearns Canyon Stairs
- \$300,000 Irrigation Mainline Replacement-Laurelhurst Park
- \$300,000 Irrigation Mainline Replacement-Lents Park
- \$300,000 Mt Tabor Park Retaining Wall

\*The Mt Scott Roof received \$2,570,000 funding in the FY 2016-17 Adopted Budget. In June 2017, Council approved an amendment to the FY 2017-18 Adopted Budget which directed the bureau to move \$2 million to the Urban Forestry Maintenance Facility project and submit a replacement funding request for Mt Scott's roof in the Fall BMP.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Parks & Recreation

**Type:** Capital Set-Aside Request

**Request:** PK\_008 - Fall - PP&R Capital Set Aside Request

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

Parks submitted a request for \$23,150,000 to fund 20 of its highest risk major maintenance projects, which are currently not funded. The number and magnitude of the requests are representative of a larger issue: Portland Parks & Recreation lacks sufficient resources to properly maintain its existing assets while also providing services at the current level.

These requests also reflect the bureau's continued reliance upon one-time General Fund resources to address major maintenance issues across the bureau. Even with the recent approval of the \$68.0 million Parks Replacement Bond and the \$1.7 million annual major maintenance appropriation, Parks estimates a major maintenance gap of approximately \$10 to \$15 million per year in order to sustain current facilities. As a result of continued under-investment in major maintenance, bureau assets perform less efficiently, often causing greater service disruptions and costlier repairs.

Major maintenance projects that are requested through the capital set-aside process are ranked based on the likelihood and consequences of asset failure in terms of health & safety, service impacts, and environmental impacts. Legal, regulatory, and financial factors are given consideration as well. Based on these criteria, the capital set-aside committee ranked 38 projects that totaled \$68.5 million. Parks' highest ranked project, the Washington Park Staircase, ranked seventh, behind Portland Bureau of Transportation and Bureau of Internal Business Services' projects. Based on the limited availability of one-time funding, CBO has not recommended funding for any of Parks' projects.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Parks & Recreation

**Type:** Encumbrance Carryover Request

**Request:** PK\_009 - Fall - Advance Recovery

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	199,550	197,600	397,150
Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>199,550</b>	<b>197,600</b>	<b>397,150</b>
<b>REVENUES</b>			
General Fund Discretionary	199,550	197,600	397,150
<b>TOTAL REVENUES</b>	<b>199,550</b>	<b>197,600</b>	<b>397,150</b>

**Bureau Description:**

PP&R issued \$199,550 in advances that were not recovered by the close of the prior year. While the cash has been disbursed, the coordinating expense was not fully realized in the year in which it was funded. This request is to carryover funding to cover the expense associated with these advances that will be realized in FY 17-18.

**CBO Discussion and Recommendation**

CBO has also recommended an additional \$197,600 for Parks in addition to the initial request of \$199,550 for total request should be \$397,151. Additional resources are recommended due to a technical issue, in which an advance of prior year resources were made after the end of the fiscal year.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Parks & Recreation

**Type:** Technical Adjustment

**Request:** PK\_010 - Fall - Scholarship Policy

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

**Bureau Description:**

PP&R requests a reallocation of existing funding within the bureau to create a funded scholarship program with existing resources. This action is tied to the implementation of a revised scholarship policy and program. It is intended to ensure that scholarship funding is visible within the bureau's budget. Previously, scholarships have been funded through discounting fees and deferring revenue. This action will reduce cost center budgets and pool these funds in a trust account, setting the stage for a more comprehensive, transparent and long-term approach to meeting the needs of the community. The historic data on system wide utilization of scholarships has been analyzed in order to assess an annual dollar amount that reflects an average of the last three years of utilization.

**CBO Discussion and Recommendation**

Park is requesting to reallocate \$300,000 of General Fund discretionary resources from Recreation Services to a separate fund that would be used to fund scholarship recipients. This technical adjustment would not change the amount of funding for scholarships, but how they are budgeted. This change is requested in response to efforts over the past several years, in which Parks has worked to improve the practices and policies of its scholarship program after reaching the conclusion that "program implementation is decentralized and inconsistent from site to site and the bureau does not currently plan or budget the amount of scholarships granted," as noted in an internal memo. While the current policy grants scholarships for courses and memberships based on an individual's household income and family size, site directors have discretion to override qualification criteria in order to improve access to programming. In some cases site directors assess whether they have financial capacity to allow additional scholarship participants by determining if current enrollment covers direct costs of the program (e.g., instructor and materials). If costs are not covered by fees from other customers currently enrolled in a program, then site directors may redirect scholarship participants to alternative programs that have space availability and that have covered direct costs through current enrollment.

CBO agrees with the conclusions of this assessment and that a centralized approach and revised process for budgeting scholarships will help to address these issues. CBO, Parks staff, and Accounting staff recently discussed possible accounting mechanisms and decided that further research was required before moving forward with any changes. Specifically, CBO recommends that the following steps should be taken before seeking Council approval in the FY 2018-19 budget process:

- Analyze how the scholarship program will be funded in the future, given the rising costs of personnel and the limited availability of new General Fund resources. This analysis should also consider how any revisions to the bureau's revised cost-recovery policy will improve access. The appropriate budget mechanism should accommodate these potential changes.
- Review how other City bureaus and recreation service jurisdictions budget for scholarships and identify whether there are standards of practice for accounting for scholarships and discounts.
- Assess how changing the accounting of the scholarship program will impact the workload of bureau finance staff, ActiveNet administrators, community center staff, etc.
- Ensure that the proposed budget mechanism aligns with the legal and technical expectations of the City's Accounting Division and the City Budget Office in addition to complying with relevant statute and financial policies.

The scholarship program is a necessary tool for ensuring equitable access to Parks' programming, and whichever budget mechanism is used to account for scholarship funding, the goal should remain that scholarships are well-utilized and accessible. To the degree that financing mechanism complements City financial policies and incorporates the effective practices of other recreation service jurisdictions and City bureaus, CBO supports the reallocation of current General Fund resources in order to better serve the program.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Police Bureau

**Type:** New Request

**Request:** PL\_001 - Police Bureau Succession Plan: Limited-Term

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	1,311,970	(411,970)	900,000
External Materials and Services	270,000	(270,000)	0
<b>TOTAL EXPENDITURES</b>	<b>1,581,970</b>	<b>(681,970)</b>	<b>900,000</b>
<b>REVENUES</b>			
General Fund Discretionary	1,581,970	(681,970)	900,000
<b>TOTAL REVENUES</b>	<b>1,581,970</b>	<b>(681,970)</b>	<b>900,000</b>
<b>FTE</b>			
Limited Term Positions	33.33	-33.33	0.00
<b>TOTAL FTE</b>	<b>33.33</b>	<b>-33.33</b>	<b>0.00</b>

**Bureau Description:**

The Police Bureau must have a sufficient number of fully-deployable newly-hired officers to succeed sworn retirements that are expected to occur in large groups at specific points over the next four years. Ideally, the bureau would have new recruits hired and successfully through the training process so they can fill officer positions as sworn employees retire or separate from the bureau. Currently the bureau must wait until positions are vacated before hiring new recruits, who must then complete the 18 month training and probation period before being qualified to independently perform police duties. With the current reactive approach to hiring new recruits, the bureau finds itself 'playing catch-up' in filling sworn positions to maintain authorized strength. The elimination of 50 sworn positions in FY 2013-14 has increased the relative impact of each vacancy. There can be large gaps of time between when a position becomes vacant and when the bureau actually has a new hire certified, trained and working in the job. The significant stress this puts on the bureau's ability to staff patrol and specialty assignments is compounded by the fact that the pattern of retirements is not evenly spread across the year, rather it tends to group a majority of annual attrition within a single month.

The bureau developed a plan that was authorized by City Council in the FY 2014-15 Fall BMP to over-hire by up to ten officers on an ongoing basis. The intent of this authorization was to be able to have a number of newly-recruited officers in the initial training and probation processes, to be ready to fill positions when vacancies occur due to retirements or other separations. The package provided no funding, on the assumption that net vacancies over the course of a year would not exceed current appropriation.

After that package was passed but before the bureau was able to achieve a level of hiring beyond authorized FTE, a PPA legal challenge led to restoration of the 27 pay period look-back FPDR retirement calculation incentive. The result was significant attrition due largely to a set of pent-up retirements, which created vacancies beyond the bureau's ability to fill them with trained officers. Adjustments and attention to the recruiting and backgrounding process have given the bureau increased capabilities to hire officers and fill the nearly 100 sworn vacancies that existed in FY 2016-17; however, these officers will not complete initial training and probation to be available for patrol until spring of 2019.

February and March of 2019 each contain the incentive of the 27 pay period look-back for retirement pension calculation. The bureau expects – based on results of an anonymous survey, historical attrition rates during these incentive periods, and the number of retirement-eligible sworn members – that it will once again require an influx of able and deployable new officers to fill the vacancies left by these retirements in order to meet patrol staffing minimums. The officers hired within the last year will fill the void in FY 2018-19; however, without increased hiring authority now, the bureau will be unable to hire appropriate levels of officers to prepare for a similar situation in FY 2020-21. Rather than getting ahead of the curve by hiring and training in advance of the retirements, the bureau will only be able to hire officers to fill vacancies, which they will be unable to fill until after they have completed their 18-month training and probation period.

Successfully preparing a succession plan for sworn attrition over the next five years requires an ability to hire 50 officers beyond current authorized FTE. This will smooth and shorten the negative staffing impact from the initial training and probation cycle, allow for repopulation of specialty units, and set the bureau up to handle holes caused by 27 pay period look-back retirements. Without the authorization to hire additional sworn FTE now, the upcoming 27 pay period look-back months in FY 2018-19 and FY 2020-21 will preclude the bureau's ability to repopulate specialty units and will necessitate rotational support and backfill overtime to meet patrol staffing minimums. The bureau will continue to be in a state of reactive hiring, rather than proactively planning for known staffing issues in the next five years in a way that best provides the ability to fully and functionally staff the bureau.

Funding for the double-fill positions will be partly accommodated with salary savings, as the new officers will be able to staff positions as they become vacant at a lower average cost than the former incumbents of the positions. The remainder of funds, which are anticipated at \$1.58 million for FY 2017-18 based on current staffing and hiring projections, are requested to be set-aside in contingency specifically for the purpose of succession staffing. Subsequent years would require additional contingency funding of \$3.5 million dollars.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Police Bureau

**Type:** New Request

**Request:** PL\_001 - Police Bureau Succession Plan: Limited-Term

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

Partially recommended as requested. This is a two-part request – see also PL\_002.

The bureau is requesting authorization to over-hire its currently authorized sworn staffing level by 50 officers. The bureau requests that the current year cost of this over-hire authority, \$1.58 million, be set aside in General Fund contingency to be available to be drawn on in the FY 2017-18 Spring BMP. The bureau also requests that \$3.5 million be set aside in General Fund contingency in subsequent years to accommodate the full year cost of over hiring by 50 officers. Current authorized sworn staffing levels are set at 945; of that, 653 are officer positions.

PPB's intent is not to have 50 additional officers deployed at any given time, but rather to have an authorized and funded bank of probationary officers to fill large numbers of vacancies created in months where there are 27-pay period lookbacks. Even if approved, the request for over-hire authority will not have any impact on FY 2017-18 staffing levels. The purpose of the request is to "buy forward" the timeline by which the bureau will reach full staffing, in light of expected retirements. The bureau considers adequate patrol staffing to be between 390-400 officers, after which the bureau could begin repopulating specialty units (e.g. Gang Enforcement Team, Traffic, Drugs and Vice).

As noted in the request narrative, the current number of officer trainees coming off probation is sufficient to fill vacancies created by projected FY 2018-19 separations; PPB projects around 50 separations in FY 2018-19, compared to 78 officer trainees becoming fully deployable officers. Significant retirements are not anticipated in FY 2019-20. PPB's request for over-hire authority is intended to address projected attrition in FY 2020-21, which are roughly projected at 50-60 officers.

The practical impact of making a commitment to set aside \$3.5 million for multiple budget years is that it will either reduce the ongoing funding available for all other City priorities or, based on the availability of resources, drive cuts to other bureaus. This forestalls Council's ability to weigh this request against other Citywide priorities and known long-term funding needs, which CBO does not recommend.

Combined with PL\_002 and PL\_003, PPB's Fall BMP submission would drive up to \$7.5 million in additional costs beginning in FY 2018-19. CBO's opinion is that long-term staffing and multi-year funding decisions can and should be made during the FY 18-19 budget development process in the context of other Citywide needs. If additional over-hire authority and funding are approved by Council, there will be sufficient time to hire and train officers prior to expected FY 2020-21 retirements.

The bureau expects to be able to hire 59 new officers in the current fiscal year, a significant improvement over prior year hiring rates. In addition to these projected hires, the bureau is also currently authorized to over-hire its authorized sworn staffing level by 10 officers (per FY 2014-15 Fall BMP). The original intent of the over-hire authority was to create a bank of officer trainees, funded by vacancy savings, to fill vacancies as they became available. However, as PPB fills all available sworn vacancies, the bureau may not have sufficient funding in out-years to carry this load of over-hires if non-sworn vacancy savings decline.

CBO recommends that \$900,000 be set aside in General Fund contingency for PPB to draw from in FY 2018-19 to fund the 10 over-hires for which the bureau currently has authority. CBO notes that PPB conservatively projects FY 2017-18 vacancy savings, absent any BMP impacts, to be \$3.5 million. It is too early in the year for high confidence projections of underspending, but if Council does move forward with additional hiring authorization in the current year, the current year impacts should be managed within PPB's projected vacancy savings if possible.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Police Bureau

**Type:** New Request

**Request:** PL\_002 - Police Bureau Succession Plan: Retire/ Rehire

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	1,410,574	(310,574)	1,100,000
<b>TOTAL EXPENDITURES</b>	<b>1,410,574</b>	<b>(310,574)</b>	<b>1,100,000</b>
<b>REVENUES</b>			
General Fund Discretionary	1,410,574	(310,574)	1,100,000
<b>TOTAL REVENUES</b>	<b>1,410,574</b>	<b>(310,574)</b>	<b>1,100,000</b>
<b>FTE</b>			
Limited Term Positions	23.33	-23.33	0.00
<b>TOTAL FTE</b>	<b>23.33</b>	<b>-23.33</b>	<b>0.00</b>

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Police Bureau

**Type:** New Request

**Request:** PL\_002 - Police Bureau Succession Plan: Retire/ Rehire

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

The Police Bureau must have a sufficient number of fully-deployable newly-hired officers to succeed sworn retirements that are expected to occur in large groups at specific points over the next four years. Ideally, the bureau would have new recruits hired and successfully through the training process so they can fill officer positions as sworn employees retire or separate from the bureau. Currently the bureau must wait until positions are vacated before hiring new recruits, who must then complete the 18 month training and probation period before being qualified to independently perform police duties. With the current reactive approach to hiring new recruits, the bureau finds itself 'playing catch-up' in filling sworn positions to maintain authorized strength. The elimination of 50 sworn positions in FY 2013-14 has increased the relative impact of each vacancy. There can be large gaps of time between when a position becomes vacant and when the bureau actually has a new hire certified, trained and working in the job. The significant stress this puts on the bureau's ability to staff patrol and specialty assignments is compounded by the fact that the pattern of retirements is not evenly spread across the year, rather it tends to group a majority of annual attrition within a single month.

The bureau developed a plan that was authorized by City Council in the FY 2014-15 Fall BMP to over-hire by up to ten officers on an ongoing basis. The intent of this authorization was to be able to have a number of newly-recruited officers in the initial training and probation processes, to be ready to fill positions when vacancies occur due to retirements or other separations. The package provided no funding, on the assumption that net vacancies over the course of a year would not exceed current appropriation.

After that package was passed but before the bureau was able to achieve a level of hiring beyond authorized FTE, a PPA legal challenge led to restoration of the 27 pay period look-back FPDR retirement calculation incentive. The result was significant attrition due largely to a set of pent-up retirements, which created vacancies beyond the bureau's ability to fill them with trained officers. Adjustments and attention to the recruiting and backgrounding process have given the bureau increased capabilities to hire officers and fill the nearly 100 sworn vacancies that existed in FY 2016-17; however, these officers will not complete initial training and probation to be available for patrol until spring of 2019.

February and March of 2019 each contain the incentive of the 27 pay period look-back for retirement pension calculation. The bureau expects – based on results of an anonymous survey, historical attrition rates during these incentive periods, and the number of retirement-eligible sworn members – that it will once again require an influx of able and deployable new officers to fill the vacancies left by these retirements in order to meet patrol staffing minimums. The officers hired within the last year will fill the void in FY 2018-19; however, without increased hiring authority now, the bureau will be unable to hire appropriate levels of officers to prepare for a similar situation in FY 2020-21. Rather than getting ahead of the curve by hiring and training in advance of the retirements, the bureau will only be able to hire officers to fill vacancies, which they will be unable to fill until after they have completed their 18-month training and probation period.

The City's 2016 – 2020 labor agreement with the Portland Police Association includes a provision that allows the Chief of Police to give permission for a sworn employee to retire from the Police Bureau as a sworn employee and then be rehired by the Police Bureau as a limited-duration sworn employee. It is at the Chief's discretion to allow either a six-year duration at the rank of Police Officer or a two-year duration at the rank the employee held at retirement. Employees who take advantage of this program are rehired into their same position number and occupy one of the bureau's regular ongoing authorized positions. While this allows for continuity of service, it does not allow the bureau to adequately or appropriately prepare to fill the vacancy of this individual when their limited-duration contract expires.

This request would provide funding for up to, but no more than, 35 limited-term positions explicitly for participants of the retire-rehire program on two-year contracts. Limited-term positions would be created for those rehired employees. In doing so, the bureau would be able to maintain the continuity of service provided by individuals participating in the program while also allowing a regular position to become vacant upon the participant's initial retirement. This regular authorized FTE vacancy would be filled by a newly-hired officer; by the time the new officer is backgrounded, trained, and finished with their initial probation, they will be prepared to take the actual place on patrol of the individual participating in the retire/rehire program whose contract would expire after two years.

Based on known upcoming retirements and current participants in the retire/rehire program, the anticipated cost of this request for the remainder of FY 2017-18 is \$1.41 million. Subsequent annual requirements for up to 35 top-step Police Officer positions are \$3,387,000. The bureau requests that Council establish contingency funding for this request. The bureau will submit a Spring BMP request for only as much funds as are required to cover the salary and benefits of these positions, net of any other payroll savings.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Police Bureau

**Type:** New Request

**Request:** PL\_002 - Police Bureau Succession Plan: Retire/ Rehire

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

Partially recommended as requested. This is a two-part request – see also PL\_001.

The current Portland Police Association (PPA) agreement provides for the Chief of Police to give permission for a sworn employee to retire from the Police Bureau as a sworn employee and then be rehired by the Police Bureau as a limited-duration sworn employee. It is at the Chief's discretion to allow either a six-year duration at the rank of Police Officer or a two-year duration at the rank the employee held at retirement.

There are currently 17 two-year contracts and 12 six-year employee contracts as a result of the retire/rehire program. In September 2017, the bureau ceased offering both types of retire/rehire contracts at the Chief's direction. The current request is to create and fund 17 limited term positions for the existing two-year contract employees to occupy, which are currently funded within existing resources as filled sworn positions, as well as create and fund up to 18 additional limited term positions to expand uptake of the retire/rehire program. Shifting the existing 17 positions to limited term status and/or expanding the program to 18 additional retirees will have multi-year budgetary impacts. The combined FY 2017-18 impact is projected to be \$1.41 million, assuming 8 months of limited term status, and a full year of funding for this request for FY 2018-19 is expected to cost \$3.4 million. There will be fiscal impacts in FY 2019-20 as well, but the precise amount would depend on the timing of retirees' entry into the program and whether PPB continues the retire/rehire program after the initial two year contracts expire.

The two different groups of retire/rehires will have different impacts on the bureau's staffing situation:

- Existing two-year contracts: The transfer of the 17 existing contracts to limited term status will create vacancies into which new officers can be hired, increasing the number of deployable officers in FY 2019-20. This allows for training of officers to immediately replace the retire/rehire participants, and maintains institutional knowledge during workforce transition, but will not increase the total number of deployed officers in the current year. However, significant retirements are not expected in FY 2019-20, and it is CBO's opinion that the FY 2018-19 budget development process is a more appropriate time for Council to weigh longer term staffing decisions. Further, shifting these 17 officers to limited term status is a more expensive way to create vacancies than funding over-hire authority (PL\_001 request). These retiring officers continue to receive top-step pay, which costs approximately 40% more than hiring new officers.

- Program expansion to 18 additional officers: Expanding the retire/rehire program to an additional 18 retiring officers would reduce the impact of FY 2017-18 retirements on the number of deployable officers. The number of officers that are expected to retire in the current year is unknown, but the bureau projects around 40 total separations across all ranks. However, due to expected separations early in the current year and the fact that the majority of officer trainees will not come off of probation until near the end of the fiscal year, there will likely be a mid-year period when the number of officers available for patrol dips below the current level (approximately 375) to 350 – 355 officers. This time last year there were approximately 335 officers available for patrol, though PPB notes this a historically low number.

The trendline of available officers is improving overall, but offering limited term status to additional retiring officers would help maintain the current level of staffing and help the bureau navigate the mid-year dip in available officers at a time when call volume and patrol workload is increasing.

CBO does not fully recommend this request, as it would potentially generate \$3.4 million in new costs during FY 2018-19 and in subsequent years. CBO does not recommend that the 17 existing contract positions be transferred to limited term status at additional cost to the City at this point in time; if Council proceeds with FY 2018-19 staffing decisions intended to boost the number of officers available for patrol in fiscal years 2019-20 and beyond, authorizing over-hire is a less expensive option.

CBO does recommend that \$1.1 million be set aside in General Fund contingency for PPB to draw from in FY 2018-19 to fund 10 new retire/rehire limited term positions (at the rank of officer). This action will shore up the numbers of officers available for patrol in the current year, in light of expected retirements.

CBO notes that PPB conservatively projects FY 2017-18 vacancy savings, absent any BMP impacts, to be \$3.5 million, approximately \$2 million of which has already been realized as of September 2017. It is too early in the year for high confidence projections of underspending, but if Council does move forward with additional hiring authorization in the current year, the current year impacts should be managed within PPB's projected vacancy savings if possible. The approval of these limited term positions will have FY 2019-20 budgetary impacts, though the total amount will depend on the timing of rehires. CBO recommends that PPB bring forward an analysis of FY 2019-20 costs during the FY 2018-19 Fall BMP.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Police Bureau

**Type:** New Request

**Request:** PL\_003 - Sworn Position Restoration

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	357,752	(357,752)	0
<b>TOTAL EXPENDITURES</b>	<b>357,752</b>	<b>(357,752)</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	357,752	(357,752)	0
<b>TOTAL REVENUES</b>	<b>357,752</b>	<b>(357,752)</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	3.33	-3.33	0.00
<b>TOTAL FTE</b>	<b>3.33</b>	<b>-3.33</b>	<b>0.00</b>

**Bureau Description:**

In the FY 2017-18 Adopted Budget, City Council eliminated 4.0 FTE Police Officer positions and 1.0 FTE Police Sergeant position with the abolishment of the bureau's Mounted Patrol Unit. The need for those sworn positions to continue to carry out relationship-based community policing missions in the central city area still exists. Due to current patrol staffing needs in the Central district, the bureau requests the restoration of 4.0 FTE Police Officer positions and 1.0 FTE Police Sergeant position to the Police Bureau's authorized staffing level, as well the related one-time personnel expense for the remainder of FY 2017-18. As part of this decision package, the bureau requests that City Council instruct the City Budget Office to increase the bureau's Current Allocation Level in the FY 2018-19 budget development process to reflect the costs associated with these restored positions.

**CBO Discussion and Recommendation**

Not recommended as requested. This request is to restore five positions staffing the Mounted Patrol Unit that were eliminated as part of Council's balancing decisions during FY 2017-18 budget development. While the bureau's authorized sworn staffing level was reduced from 950 to 945, the actual sworn employees were transferred to then-vacant sworn positions in the bureau. The bureau projects that it will fill all of its existing vacancies during the current fiscal year, and is now requesting to restore 5.0 sworn positions to increase its hiring capacity in advance of a wave of anticipated retirements. As noted in PL\_001, CBO's opinion is that long term staffing and multi-year funding decisions can and should be made during the FY 18-19 budget development process in the context of other Citywide needs. If additional hiring authority is approved by Council, there will be sufficient time to hire and train officers prior to expected FY 2020-21 retirements. CBO does not believe this request meets the urgency standard by which BMP requests are evaluated.

The full year cost of these positions is approximately \$600,000. Council would need to approve an increase to the bureau's FY 18-19 CAL target in order to accommodate this request, which CBO does not generally recommend. Performing this action now, as opposed to waiting to make ongoing funding decisions during budget development, forestalls Council's ability to weight this request against other Citywide priorities and known long-term funding needs. A \$600,000 CAL target adjustment to the Police Bureau's FY 18-19 budget will either reduce the ongoing funding available for all other City priorities (i.e. legal liabilities such as the Andersen lawsuit, affordable housing, etc.), or, based on the availability of FY 18-19 ongoing resources in the December 2017 forecast, drive cuts to other bureaus. Combined with PL\_001 and PL\_002, this request would drive \$7.5 million in additional costs in FY 2018-19.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Police Bureau

**Type:** New Request

**Request:** PL\_004 - Open Space Management

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	150,000	(150,000)	0
<b>TOTAL EXPENDITURES</b>	<b>150,000</b>	<b>(150,000)</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	150,000	(150,000)	0
<b>TOTAL REVENUES</b>	<b>150,000</b>	<b>(150,000)</b>	<b>0</b>

**Bureau Description:**

The bureau requests an additional \$150,000 to fund enhanced missions to address community public safety concerns in public open spaces on overtime. These missions provide for the concentrated efforts of several officers for multiple hours to address safety and livability issues that arise at specific locations within the city. These efforts allow for increased community engagement and problem-solving activity at the local level. The use of overtime to conduct these missions is necessary because the resources required to successfully achieve their objectives are beyond the capacity of regular patrol operations. From June 2016 through June 2017 the bureau applied 2,100 hours of overtime to enhance the level of resources available to conduct these focused missions.

**CBO Discussion and Recommendation**

Not recommended as requested. Bureau precincts are annually allocated resources for overtime costs, which fund directed missions and other overtime work (patrol backfill, demonstrations, etc.). In FY 2017-18, precincts were allocated \$3,346,380 in overtime resources, spending of which is at the discretion of precinct commanders. In FY 2016-17, precinct commanders spent \$100,000 of precinct overtime allocation toward open space missions at the direction of the Chief's Office.

This request would increase available precinct overtime resources by \$150,000, 4.5%, to fund continued and expanded open space missions with new resources. The current year precinct overtime allocation is as follows:

Central Precinct: \$1,215,070 budgeted, \$287,750 year-to-date spending (24%)  
 North Precinct: \$1,078,650 budgeted, \$484,797 year-to-date spending (45%)  
 East Precinct: \$1,052,660 budgeted, \$394,756 year-to-date spending (37%)  
 Patrol Operations Overhead: \$756,840, \$73,286 year-to-date spending (9.7%)

North and East Precincts are spending against this resource at a faster pace than Central Precinct, and on pace to spend down prior to fiscal year-end. However, the bureau expects to realize \$3.5 million in vacancy savings in FY 2017-18, approximately \$2 million of which is hard savings that have been realized as of September, 2017.

The primary constraint for expanding open space missions is not funding, it is the availability of officers. Per Central Precinct Commander, the trade-off for prioritizing open space missions is that officers are unavailable for other overtime work (e.g. patrol backfill, demonstrations, etc.).

To the degree that open space missions are a priority for the bureau, CBO recommends that \$150,000 in vacancy savings be redirected to fund precinct overtime. CBO also recommends that the bureau consider ending or reducing its participation in reimbursed overtime at retail stores, as high officer participation in secondary employment has a detrimental impact on the bureau's ability to fill bureau overtime needs and ensure minimum staffing for patrol work and directed missions (e.g. open spaces).

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Police Bureau

**Type:** New Request

**Request:** PL\_005 - Walking Beats

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

**Bureau Description:**

The bureau requests an additional \$200,000 to fund an additional set of foot patrols for problem-solving missions on overtime that will address community public safety and livability concerns in Downtown, Old Town, and other neighborhoods. The use of overtime to conduct these missions is necessary because the resources required to successfully achieve the stated objectives are beyond the capacity of regular patrol operations.

**CBO Discussion and Recommendation**

Not recommended as requested. Bureau precincts are annually allocated resources for overtime costs, which fund directed missions and other overtime work (patrol backfill, demonstrations, etc.). In FY 2017-18, precincts were allocated \$3,346,380 in overtime resources, spending of which is at the discretion of precinct commanders.

This request would increase available precinct overtime resources by \$200,000, 6%, to fund walking beats in the city center with new resources. The current year precinct overtime allocation is as follows:

Central Precinct: \$1,215,070 budgeted, \$287,750 year-to-date spending (24%)

North Precinct: \$1,078,650 budgeted, \$484,797 year-to-date spending (45%)

East Precinct: \$1,052,660 budgeted, \$394,756 year-to-date spending (37%)

Patrol Operations Overhead: \$756,840, \$295,750 year-to-date spending (39%)

North and East Precincts are spending against this resource at a faster pace than Central Precinct, and on pace to spend down prior to fiscal year-end. However, the bureau has sufficient budgetary resource in the near term to expand the walking beat and open space missions. The bureau expects to realize \$3.5 million in vacancy savings in FY 2017-18, approximately \$2 million of which is hard savings that had been realized as of September, 2017.

The primary constraint for expanding open space missions is not funding; rather, it is the availability of officers. Per Central Precinct Commander, the trade-off for prioritizing open space missions is that officers are unavailable for other overtime work (e.g. patrol backfill, demonstrations, etc.). Similarly, the primary constraint for expanding walking beats is the availability of officers. The Central Precinct is currently asking officers to get out of their patrol cars for an hour or two each shift; however, walking beats are only performed on an as-able basis and may result in longer response times for lower priority calls. Even with additional resources, per bureau command staff, it will be difficult for the precinct to find personnel to staff walking beat shifts.

To the degree that open space missions and central city walking beats are priorities for the bureau, CBO recommends that \$350,000 in vacancy savings be redirected to fund precinct overtime. CBO also recommends that the bureau consider ending or reducing its participation in reimbursed overtime at retail stores, as high officer participation in secondary employment has a detrimental impact on the bureau's ability to fill bureau overtime needs and ensure minimum staffing for patrol work and directed missions (e.g. open spaces).

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Police Bureau

**Type:** Encumbrance Carryover Request

**Request:** PL\_006 - Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	4,814,027	0	4,814,027
Capital Outlay	296,194	0	296,194
<b>TOTAL EXPENDITURES</b>	<b>5,110,221</b>	<b>0</b>	<b>5,110,221</b>
<b>REVENUES</b>			
General Fund Discretionary	5,110,221	0	5,110,221
<b>TOTAL REVENUES</b>	<b>5,110,221</b>	<b>0</b>	<b>5,110,221</b>

**Bureau Description:**

The bureau requests an encumbrance carryover of \$5.1 million for purchases that were initiated but not completed within FY 2016-17. The bureau continued to follow strict spending controls at the beginning of the fiscal year. The restrictions were relaxed as it became clear that the bureau would not exceed its budget, which allowed the bureau to initiate many of the more simple purchasing transactions, though many were not delivered within the fiscal year. The timing was too late to initiate other, more complex procurements.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Police Bureau

**Type:** GF Revenue Carryover

**Request:** PL\_007 - Carryover: PPCOA Professional Development

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	787	0	787
<b>TOTAL EXPENDITURES</b>	<b>787</b>	<b>0</b>	<b>787</b>
<b>REVENUES</b>			
General Fund Discretionary	787	0	787
<b>TOTAL REVENUES</b>	<b>787</b>	<b>0</b>	<b>787</b>

**Bureau Description:**

The Collective Bargaining Agreement with the Portland Police Commanding Officers Association includes funding professional development with \$30,000 per year, and obligates the City to carry over any unused portion to future years. The bureau requests carryover appropriation of \$787 from its ending balance for this purpose.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Police Bureau

**Type:** Program Carryover Request

**Request:** PL\_008 - Fund 222 Beginning Balance Reconciliation

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	194,406	0	194,406
<b>TOTAL EXPENDITURES</b>	<b>194,406</b>	<b>0</b>	<b>194,406</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	194,406	0	194,406
<b>TOTAL REVENUES</b>	<b>194,406</b>	<b>0</b>	<b>194,406</b>

**Bureau Description:**

The budgeted beginning balances of the various sub-funds of the Police Special Revenue Fund require true-ups to match the actual ending balances for FY 2016-17. Those adjustments amount to an increase of \$194,405 and are included in this request.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Planning & Sustainability

**Type:** Program Carryover Request

**Request:** PN\_001 - Grants Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	40,042	0	40,042
External Materials and Services	731,768	0	731,768
Internal Materials and Services	49,048	0	49,048
<b>TOTAL EXPENDITURES</b>	<b>820,858</b>	<b>0</b>	<b>820,858</b>
<b>REVENUES</b>			
Intergovernmental Revenues	820,858	0	820,858
<b>TOTAL REVENUES</b>	<b>820,858</b>	<b>0</b>	<b>820,858</b>

**Bureau Description:**

To true up grants balances.

**CBO Discussion and Recommendation**

Recommended as requested. There are all multi-year grant carryovers.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Planning & Sustainability

**Type:** Program Carryover Request

**Request:** PN\_002 - Deconstruction & Recycling Rebates Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	62,247	0	62,247
<b>TOTAL EXPENDITURES</b>	<b>62,247</b>	<b>0</b>	<b>62,247</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	62,247	0	62,247
<b>TOTAL REVENUES</b>	<b>62,247</b>	<b>0</b>	<b>62,247</b>

**Bureau Description:**

To (1) carryover funding commitment from SWMF to support deconstruction activities and (2) re-appropriate balance remaining for recycling rebates received from haulers and funds will be distributed when City bureaus expense.

**CBO Discussion and Recommendation**

Recommended as requested. \$5,000 is carried over from the Solid Waste Management Fund for the remaining costs of the Deconstruction Grant Program. The bureau is carrying over another \$57,247 in garbage recycling rebate revenues, which BPS manages on behalf of other bureaus.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Planning & Sustainability

**Type:** Technical Adjustment

**Request:** PN\_003 - reallocate budget between major expenses

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	(20,000)	0	(20,000)
External Materials and Services	20,000	0	20,000
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
Intergovernmental Revenues	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

To reallocate budget appropriations between major expense categories.

- Request \$50,000 for grant to Zero Net Cities project and reduce personnel services, funded by Grant SD000008.
- Reduce EMS by \$70,000 and increase personnel services to support the Mandatory Food Scrap Rollout, funded by SWMF.
- Reallocate \$40,000 in Personnel Services (due to delays in hiring) to Consultants for the Smart Cities project, funded by GF.

**CBO Discussion and Recommendation**

CBO recommends allocating the \$50,000 for a grant to Zero Net Carbon Cities, anticipating an ordinance to be brought before Council formally approving the City's participation in the project. CBO also recommends the realignment to fund the Mandatory Food Scrap rollout.

CBO additionally recommends the request to realign vacancy savings to fund a Smart Cities Regional Action Plan contract, but notes that this shift will reduce the amount of compensation set-aside available to BPS at the end of the fiscal year should the bureau incur unanticipated personnel costs. BPS is also increasing its interagency agreement with PBOT for services related to development of the regional action plan through PN\_008.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Planning & Sustainability

**Type:** Technical Adjustment

**Request:** PN\_004 - convert limited-term to regular positions

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	7.90	0.80	8.70
Limited Term Positions	-7.90	-0.80	-8.70
<b>TOTAL FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.00</b>

**Bureau Description:**

BPS is requesting the positions funded by Metro, Solid Waste Management Fund, General Fund, and BDS IAA to be converted from Limited Term to Regular/Permanent positions. These positions have been funded by these resources for 3+ years and expect the funding to be continued in future years.

**CBO Discussion and Recommendation**

Recommended, with the exception of 0.2 FTE funded through an old cash grant, which is not renewable and therefore not an ongoing funding source. All other funding sources identified are expected to be stable, ongoing revenue streams moving forward, and considered appropriate for supporting permanent positions.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Planning & Sustainability

**Type:** New Request

**Request:** PN\_005 - Home Energy Scores

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	150,000	0	150,000
<b>TOTAL EXPENDITURES</b>	<b>150,000</b>	<b>0</b>	<b>150,000</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	150,000	0	150,000
<b>TOTAL REVENUES</b>	<b>150,000</b>	<b>0</b>	<b>150,000</b>

**Bureau Description:**

The requirement that all houses listed for sale in Portland have Home Energy Scores takes effect January 1, 2018. To ensure that this requirement does not create barriers for low-income sellers, Council directed BPS to establish a mechanism to assist those sellers. Until the requirement takes effect, it is difficult to estimate the possible volume of sellers who will request assistance; the funding requested here is a conservative estimate that we believe is more than sufficient and should provide ample assurance to Council and stakeholders that these resources are available if necessary.

**CBO Discussion and Recommendation**

Recommended as requested. The \$150,000 allocation would provide services to an estimated 750 households budgeted at an average of \$200 per assessment. These are low confidence numbers based on limited market data available about the number of home sellers who would meet the exemption. The bureau also examined possibilities of using third parties to bear upfront assessment costs and recover these costs at the time of closing; while the administrative startup costs and complexity did not make this a viable option for the January program launch, the bureau intends to use data from the first year of program implementation to consider future options for cost-recovery.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Planning & Sustainability

**Type:** Encumbrance Carryover Request

**Request:** PN\_006 - Encumbrance and IAA carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	302,828	0	302,828
Internal Materials and Services	29,790	0	29,790
<b>TOTAL EXPENDITURES</b>	<b>332,618</b>	<b>0</b>	<b>332,618</b>
<b>REVENUES</b>			
General Fund Discretionary	332,618	0	332,618
<b>TOTAL REVENUES</b>	<b>332,618</b>	<b>0</b>	<b>332,618</b>

**Bureau Description:**

To request GF support to continue contracts and interagency agreements committed in FY 2016-17. Payments are expected in FY 2017-18.

**CBO Discussion and Recommendation**

Recommended as requested.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Planning & Sustainability

**Type:** New Request

**Request:** PN\_007 - IAA Revenues

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	32,000	0	32,000
External Materials and Services	120,000	0	120,000
<b>TOTAL EXPENDITURES</b>	<b>152,000</b>	<b>0</b>	<b>152,000</b>
<b>REVENUES</b>			
Interagency Revenue	152,000	0	152,000
<b>TOTAL REVENUES</b>	<b>152,000</b>	<b>0</b>	<b>152,000</b>

**Bureau Description:**

To appropriate bureau to bureau interagency revenues for services provided by BPS. The IAA's are (1) \$5K w/ OMF to provide GIS support, (2) \$95,000 w/ BDS to continue Residential Infill, (3) \$25,000 w/ BDS to support DOZA II, (4) \$12,000 w/ PBOT for the Bike Parking Code project, and (5) \$15,000 w/ PBOT for the SW Corridor Transit project.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Bureau of Planning & Sustainability

**Type:** Technical Adjustment

**Request:** PN\_008 - IAA Expenses

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Personnel Services	(20,000)	0	(20,000)
External Materials and Services	0	0	0
Internal Materials and Services	20,000	0	20,000
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
Intergovernmental Revenues	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

BPS requests interagency services provided by PBOT to support (1) Reginal Smart Cities Action Plan in the amount of \$10,000 and (2) Central Eastside Freight Access and Circulation Impact Assessment Study in the amount of \$10,000.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Commissioner of Public Safety

**Type:** Program Carryover Request

**Request:** PS\_001 - CPS- Recognize OEO Program Carryover

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

**Bureau Description:**

The request below was approved in the FY 2016-17 OEO. Per CBO direction, the package is being resubmitted in the Fall Bump for appropriation.

This carryover request moves \$20,000 in unspent FY 2016-17 resources into the FY 2017-18 budget for Commissioner Eudaly's office to pay for planned and unplanned maintenance and upgrades to the office space which were not possible to complete in the current fiscal year. Due to the transition, the Commissioner's office has additional one-time resources available resulting from members of Commissioner Novick's staff leaving before December 31st and the new staff for Commissioner Eudaly's office not incurring PERS costs during the six-month waiting period. The funding for these maintenance and upgrades will likely not be available in FY 2017-18 without this carryover due to the Commissioner's office being fully staffed and incurring all the benefit costs associated with full-time employees.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Commissioner of Public Works

**Type:** New Request

**Request:** PW\_001 - CPW-Create regular CASS Position

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>FTE</b>			
Full-Time Positions	1.00	0.00	1.00
<b>TOTAL FTE</b>	1.00	0.00	1.00

**Bureau Description:**

This request creates a regular ongoing Commissioner Admin Support Specialist position within the Commissioner of Public Works.

No additional funds are requested for this action. The Commissioner's Office has the existing resources to pay for the new position.

**CBO Discussion and Recommendation**

Typically, General Fund bureaus must make position changes during the budget development process since permanent positions require ongoing funding, a resource that is typically not available during the fiscal year. However, ongoing, regular positions can be created by reallocating existing discretionary resources. CBO recommends as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Special Appropriations

**Type:** Encumbrance Carryover Request

**Request:** SA\_001 - Encumbrance Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	790,290	0	790,290
<b>TOTAL EXPENDITURES</b>	<b>790,290</b>	<b>0</b>	<b>790,290</b>
<b>REVENUES</b>			
General Fund Discretionary	790,290	0	790,290
<b>TOTAL REVENUES</b>	<b>790,290</b>	<b>0</b>	<b>790,290</b>

**Bureau Description:**

In FY 17 \$1,000,000 was allocated in the Adopted Budget, Special Appropriations for a competitive grant process. The application process opened in July and grantees were notified of funding at the end of September. 80 grant applications were received and 20 applicants were awarded grant funding. Due to the programs starting in October many grantees were not able to expend 100% of their funding the end of FY 17. These grantees were awarded extensions. All funds were encumbered at the end of the fiscal year and this request is for encumbrance carryover for the programs that were granted extensions.

**CBO Discussion and Recommendation**

Recommended as requested. Special Appropriations had \$1.0 million in remaining encumbrances at year-end FY 2016-17, and so the Grants office is requesting to carryover about 78.5% of the available amount.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Special Appropriations

**Type:** Encumbrance Carryover Request

**Request:** SA\_002 - FY 17 Special Appropriations Advance Carryover

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	39,355	0	39,355
<b>TOTAL EXPENDITURES</b>	<b>39,355</b>	<b>0</b>	<b>39,355</b>
<b>REVENUES</b>			
General Fund Discretionary	39,355	0	39,355
<b>TOTAL REVENUES</b>	<b>39,355</b>	<b>0</b>	<b>39,355</b>

**Bureau Description:**

In FY 17 \$1,135,612 was allocation in Special Appropriations for the Office of Youth Violence Prevention. The structure for funding grantees in FY 17 was an advance structure. FY 17 ended with 4 agencies receiving advances in June. The city ended the fiscal year with 4 open advances with Latino Network, Native American Youth, IRCO and Portland Opportunities Industrial. This request is to carryover from FY 17 to cover the open advances that rolled over to FY 18.

**CBO Discussion and Recommendation**

Recommended as requested. SAP shows that at FY 2016-17 year-end, Special Appropriations had an advance balance of \$48,092, so this request is within the allowable amount that can be requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Special Appropriations

**Type:** New Request

**Request:** SA\_003 - FY 18 Special Appropriations Technical Adj

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	41,700	0	41,700
External Materials and Services	61,763	0	61,763
<b>TOTAL EXPENDITURES</b>	<b>103,463</b>	<b>0</b>	<b>103,463</b>
<b>REVENUES</b>			
Intergovernmental Revenues	103,463	0	103,463
<b>TOTAL REVENUES</b>	<b>103,463</b>	<b>0</b>	<b>103,463</b>

**Bureau Description:**

This is a request within commitment items to better align the Special Appropriations budget allocation to expenditures. At completion of the Adopted Budget the budget allocation is at a summary level. As budgets are finalized throughout the fiscal year adjustments are made to better align the budget to actuals.

**CBO Discussion and Recommendation**

Recommended as requested. In addition to the technical adjustments, this request also recognizes \$103,463 in new revenues from TriMet for the IGA with the Office of Youth Violence Prevention for the Street Level Gang Outreach Pilot Project amended in July 2017.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Special Appropriations

**Type:** New Request

**Request:** SA\_004 - FY 17 Lents Stabilization Program Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	47,294	(47,294)	0
<b>TOTAL EXPENDITURES</b>	<b>47,294</b>	<b>(47,294)</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	47,294	(47,294)	0
<b>TOTAL REVENUES</b>	<b>47,294</b>	<b>(47,294)</b>	<b>0</b>

**Bureau Description:**

The Lents Stabilization and Job Creation Collaborative (Lents Collaborative) was designated by Oregon Governor Kate Brown in August 2016 as a regionally-significant Oregon Solutions project. The project is working to prevent involuntary displacement of floodplain property owners, promote business growth, and increase local jobs by reducing Johnson Creek flood impacts in the Lents and Powellhurst-Gilbert neighborhoods. These areas have been historically affordable neighborhoods, and as Portland becomes increasingly unaffordable, this project seeks to anchor people in their communities while reducing the harmful impacts of flooding. Flood problems stem from development that occurred in the floodplain before strict regulations were in place, and burdens are being disproportionately borne by low-income residents and communities of color.

The Lents Collaborative includes city, state, and regional governmental agencies, community-based organizations, property owners, and elected officials. The Collaborative is performing analyses on acquiring acres of property in the floodplain in order to conduct restoration that manages the 100-year flood on publicly-owned land. As a result, restoration will lift the burden of flood insurance from hundreds of low-income households, enhance the environment and protect ESA-listed species, and make employment lands more attractive for high job density redevelopment.

Following the governor's designation, City Council endorsed a two-year planning phase through Resolution No. 37227 and Ordinance No. 188182, allocating preliminary resources and directing bureaus to develop detailed planning scenarios and cost-benefit analyses to inform decision-making.

All allocated funding was encumbered in FY 17 with the exception of the internal funding. OMF will continue to participate on the committee and will provide finance guidance throughout the project. The program carryover is to continue OMF's support on the Lents Stabilization Committee.

**CBO Discussion and Recommendation**

A carryover request for this funding was not submitted as part of the FY 2016-17 Spring Supplemental or the Over-Expenditure Ordinance. As a result, the unspent funds fell to fund balance and this package is being considered as a new request. OMF has indicated that its role in the Lents Stabilization Projects is to provide ongoing strategy and expertise in areas relating to financing options and governance for the collaborative and to assess the feasibility of tools available to support restoration that mitigates a 100-year flood. OMF expects to provide this strategy and expertise both directly through Debt Management staff and the use of outside legal counsel.

CBO does not recommend the re-appropriation of the requested funds from General Fund contingency as it is neither an urgent nor unforeseen request. In addition, while financing options may indeed be an expertise of OMF-Debt Management, floodplain mitigation and legal counsel are out of the scope of OMF's purview.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Special Appropriations

**Type:** New Request

**Request:** SA\_005 - Lents Stabilization Job Creation Collaborative

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	280,000	(200,000)	80,000
<b>TOTAL EXPENDITURES</b>	<b>280,000</b>	<b>(200,000)</b>	<b>80,000</b>
<b>REVENUES</b>			
General Fund Discretionary	280,000	(200,000)	80,000
<b>TOTAL REVENUES</b>	<b>280,000</b>	<b>(200,000)</b>	<b>80,000</b>

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Special Appropriations

**Type:** New Request

**Request:** SA\_005 - Lents Stabilization Job Creation Collaborative

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

**Project Overview**

The Lents Stabilization and Job Creation Collaborative (Lents Collaborative) was designated by Oregon Governor Kate Brown in August 2016 as a regionally-significant Oregon Solutions project. The project is working to prevent involuntary displacement of floodplain property owners, promote business growth, and increase local jobs by reducing Johnson Creek flood impacts in the Lents and Powellhurst-Gilbert neighborhoods. These areas have been historically affordable neighborhoods, and as Portland becomes increasingly unaffordable, this project seeks to anchor people in their communities while reducing the harmful impacts of flooding. Flood problems stem from development that occurred in the floodplain before strict regulations were in place, and burdens are being disproportionately borne by low-income residents and communities of color.

The Lents Collaborative includes city, state, and regional governmental agencies, community-based organizations, property owners, and elected officials. The Collaborative is performing analyses on acquiring acres of property in the floodplain in order to conduct restoration that manages the 100-year flood on publicly-owned land. As a result, restoration will lift the burden of flood insurance from hundreds of low-income households, enhance the environment and protect ESA-listed species, and make employment lands more attractive for high job density redevelopment.

Following the governor's designation, City Council endorsed a two-year planning phase through Resolution No. 37227 and Ordinance No. 188182, allocating preliminary resources and directing bureaus to develop detailed planning scenarios and cost-benefit analyses to inform decision-making.

**BMP Request**

**Budget Item 17/18 Fall BMP Request**

Flood Insurance Savings Program	\$200,000
Floodplain Modeling and Cost Analysis	\$80,000
<b>Total BMP Request</b>	<b>\$280,000</b>

**Flood Insurance Savings Program Description:** There are over 550 owner-occupied homes in Johnson Creek's 100-year floodplain within the Lents and Powellhurst-Gilbert neighborhoods. Federal regulation requires all floodplain properties with federally-backed mortgages to carry flood insurance, and flood insurance rates are increasing up to 18 percent year-over-year. A 2016-17 survey of area floodplain homeowners found that people in the neighborhood are paying between \$300 and \$7,000 a year per property, with a self-reported annual average of about \$1,400. The per capita income in this diverse neighborhood is 40% lower than the Portland average; flood insurance was reported as a moderate to significant financial problem by 68% of survey respondents. In addition to the destabilizing force of flood insurance, floodplain regulations can make home repairs and improvements difficult, which in turn has resulted in disinvestment in some properties.

In response to these challenges, Portland Housing Bureau launched a pilot Flood Insurance Savings Program in June 2017 to help stabilize area homeowners. The program offers free Elevation Certificates, home assessments, and flood insurance counseling to help community members save money on their flood insurance and stay in their homes. More than 90 homeowners applied and PHB served 35 homeowners. Examples of beneficiaries include one low-income homeowner of color who will likely now save nearly \$1,500 on her flood insurance annually, and a moderate-income homeowner of color who will save more than \$5,700 annually.

**Expected Results:** An allocation of \$200,000 will allow PHB to scale up its pilot program and serve an additional 150 low- and moderate-income homeowners who are negatively impacted by the rising cost of mandatory flood hazard insurance. Resources will provide homeowners with free or low-cost Elevation Certificates, assessments for critical home repairs, and insurance counseling to help stabilize households and prevent displacement.

**Floodplain Modeling and Cost Analysis Description:**

In 2012, PDC and BES commissioned a hydraulic analysis to determine the volume of water likely to threaten Lents during a 100-year flood. The volume estimate was then used to develop scenarios for managing the 100-year flood through willing seller land acquisition and floodplain restoration. The scenarios developed as part of this earlier process provided the foundation for the current Lents Collaborative effort.

Recent analysis has revealed that more accurate topographic data, improved hydraulic modeling, and incorporation of climate change impacts are needed to generate a higher-confidence estimate of flood volume. The confidence of the volume estimate must be improved so that we know with a relatively high level of certainty the amount of land for acquisition and floodplain restoration necessary to mitigate the 100-year flood.

**Expected Results:** An allocation of \$80,000, in addition to reinstatement of OMF's FY 16/17 Special Appropriation of \$50,000 for the Lents Collaborative project, will enable BES to conduct additional hydraulic modeling necessary to confirm flood mitigation requirements under

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Special Appropriations

**Type:** New Request

**Request:** SA\_005 - Lents Stabilization Job Creation Collaborative

Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
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**Bureau Description:** Collaborative project, will enable BES to conduct additional hydraulic modeling necessary to confirm flood mitigation requirements under existing and climate change conditions. Updated construction cost estimates will also be developed for the different mitigation scenarios; these estimates will be necessary for future cost-benefit analyses the Lents Collaborative is expected to develop.

**Why a BMP Request**

This General Fund Special Allocation request is coming from the Lents Collaborative, a cross-bureau, cross-agency, public-private partnership attempting to address a complex flood-related set of problems that have challenged East Portland communities for over a century. No single bureau or organization “owns” the issue, and solutions lie in an interdisciplinary mix of short- and long-term strategies.

The funding being requested in this BMP are for time-sensitive project elements that are currently unfunded, and which subsequent work will be based upon. Updated floodplain models are a foundational piece of information, because they will determine the amount of land that the City must purchase and convert to flood storage to manage the 100-year flood. This information will play a key role in the cost-benefit analyses that Council tasked the Oregon Solutions team with developing. At the same time, flood insurance bills are arriving in people’s mailboxes each month and destabilizing vulnerable residents. The pilot Flood Insurance Savings Program has proven successful at helping lower homeowners’ costs, and the Fall BMP resource allocation will provide assistance to low- and moderate-income homeowners before the Lents Collaborative requests resources as part of the FY18/19 budget cycle.

**CBO Discussion and Recommendation**

This request includes a \$80,000 interagency agreement with the Bureau of Environmental Services (BES) to conduct hydraulic analysis to determine the volume of water likely to threaten Lents during a 100-year flood. This is beyond BES’s current level of service to mitigate a 10-year flood. Further, the hydraulic modeling will improve the project’s understanding of the potential impact that climate change could have on the project area. The project will use this information to develop more robust project cost estimates for construction costs and future cost-benefit analyses. CBO recommends this request. However, funding from the Bureau of Environmental Services rather than the General Fund could be an option to fund this work.

This request also includes \$200,000 to scale up the Portland Housing Bureau’s Flood Insurance Savings Program pilot, launched in June 2017 with 33 households. To date, five households saw no change in their annual premiums; the remaining 28 households saved between \$117 and \$5,858 in the first year, with an average savings of \$849. The bureau proposes to serve another 150 households up to 100% AMI in the current fiscal year. CBO recommends that the bureau submit a proposal as part of FY 2018-19 budget development with more comprehensive data on the level of service required. It is not clear that there is immediate demand commensurate with the scale of service requested, or that there is nonprofit partner capacity to quadruple the number of households served in the current fiscal year. To the extent that this is a priority in FY 2017-18, the Housing Bureau could choose to reprioritize funding from the not-yet-launched Rental Rehabilitation Program to assist additional households.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Special Appropriations

**Type:** Program Carryover Request

**Request:** SA\_006 - Columbia River Levee

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	689,252	0	689,252
<b>TOTAL EXPENDITURES</b>	<b>689,252</b>	<b>0</b>	<b>689,252</b>
<b>REVENUES</b>			
General Fund Discretionary	689,252	0	689,252
<b>TOTAL REVENUES</b>	<b>689,252</b>	<b>0</b>	<b>689,252</b>

**Bureau Description:**

The levee system along the Columbia River extends from Sauvie Island to Troutdale and currently this system is under the federal recertification process. The current certification is expiring in 2017. The last certification was completed in 2007 and is due to expire in 2017. The levees must be re-certified to the new US Army Corps of Engineer standards or the property owners face de-accreditation by the Federal Emergency Management Agency (FEMA). Failure to receive accreditation by FEMA means that flood insurance will become much more expensive, if available at all, potentially resulting in a significant financial impact for the property owners protected by the levee system. As such, the Levee Ready Columbia group was established in 2014-15 with a multi-jurisdictional partnership to first determine the current status of the levee system and eventually identify any construction requirements required to re-certify to new FEMA standards. The City of Portland (the "City") is a property holder and one of the many partner agencies in this long-term recertification project.

The City's share of the IFA loan for both engineering phases of the Levee Ready Project is \$1.6 million, with repayment beginning in December 2017. There is no penalty for early repayment of the City's share and as resource availability is uncertain, it is the recommendation of the Office of Management and Finance to use one-time General Fund resources for this obligation in FY 2016-17.

The City made the first payment of \$999,183 in FY 17. This request is to carryover the balance of \$689,252 to cover payments in FY 18.

**CBO Discussion and Recommendation**

Recommended as requested. The requested amount was removed from the Special Appropriations budget during the FY 2016-17 Over Expenditure Ordinance.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_001 - GF Ongoing Request - Utility License Fees (ULF)

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>REVENUES</b>			
Charges for Services	0	0	0
Fund Transfers - Revenue	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

In the FY 2017-18 Adopted Budget, Council reallocated \$1,980,000 of ongoing General Fund discretionary resources from PBOT to the Build Portland program. The assumption was that PBOT would qualify for at least that much funding from Build Portland each year for various capital projects, and thus remain whole. However, due to PBOT's limited availability of other discretionary resources for capital projects, the bureau had to cut ongoing funding allocated for sidewalk infrastructure improvements (\$1.5 million) and signals/streetlights infrastructure improvements (\$480,000). In order to maintain current staffing levels assigned to build and improve these assets, the Build Portland program would need to allocate one-time bond resources to these ongoing infrastructure improvement programs. PBOT believes it is in the best interest of the Build Portland program to remove the need to continually sell bonds for ongoing operations, and requests that the \$1,980,000 of ongoing General Fund resources be returned to PBOT via a CAL target adjustment in FY 2018-19. By doing so, the funding currently allocated to Build Portland could be used for any capital project within the City without any potential negative impact to current PBOT staffing levels. To memorialize this decision, this request replaces the current year's one-time General Fund resources with ongoing General Fund resources.

**CBO Discussion and Recommendation**

Not recommended. Additional ongoing General Fund discretionary resources are not generally recommended during supplemental budgeting processes because there is no ongoing funding available, and there is no process for engaging in a citywide conversation about priorities and trade-offs. PBOT should request this funding increase during the FY 2018-19 budget process.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_002 - Marijuana Tax Fund Ongoing Request – Vision Zero

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>REVENUES</b>			
Charges for Services	0	0	0
Fund Transfers - Revenue	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

In FY 2017-18 Adopted Budget, a total of \$1,590,000 (\$1,464,958 in ongoing and \$125,042 one-time) from the Recreational Marijuana Tax Fund was added to PBOT's budget for projects intended to improve transportation safety and further advance the City's Vision Zero goals. PBOT is asking Council to realign \$125,042 in one-time to ongoing in PBOT's Recreational Marijuana Tax Fund allocation for FY 2017-18 and beyond.

**CBO Discussion and Recommendation**

Not recommended. When asked for examples of what Vision Zero efforts PBOT can implement with an additional \$125,042 in ongoing Recreational Marijuana Tax dollars, PBOT states that it is not doing any additional work than what was identified in the Adopted Budget, and that is simply asking that the one-time funds be converted to ongoing to continue the same level of effort in FY 2018-19. Similar to the request to reinstate the bureau's former ongoing allocation of Utility License Fees (TR\_001), there is no additional ongoing funding available during the Supplemental process, nor is there a process for engaging in a Citywide conversation about priorities and trade-offs. PBOT should resubmit this request as part of the FY 2018-19 budget process. City Code for the fund also states that allocations of revenue from the fund shall occur annually as part of the public budget adoption process. Furthermore, it has been difficult to get accurate forecasts of this revenue. In FY 2016-17, the fund saw \$294,930 less in tax revenue than had been budgeted.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** Capital Set-Aside Request

**Request:** TR\_003 - GF One-Time Request-Major Maint & Infrastructure

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	4,258,063	(3,766,028)	492,035
External Materials and Services	6,275,000	(5,946,977)	328,023
Capital Outlay	29,620,822	(25,516,796)	4,104,026
<b>TOTAL EXPENDITURES</b>	<b>40,153,885</b>	<b>(35,229,801)</b>	<b>4,924,084</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	40,153,885	(35,229,801)	4,924,084
<b>TOTAL REVENUES</b>	<b>40,153,885</b>	<b>(35,229,801)</b>	<b>4,924,084</b>

**Bureau Description:**

City Financial Policy 2.03 directs Council to dedicate a minimum of 50% of excess General Fund ending balance to major maintenance and infrastructure replacement projects. In an effort to help the City allocate resources to the most critical infrastructure needs, a citywide project ranking was developed in FY 2014-15. The FY 2017-18 Fall BMP Project Ranking Process will be built off the process used during FY 2017-18 budget development. Project ranking will begin with the existing ranked list created as a result of the FY 2017-18 budget development process, then incorporate any new information from bureaus utilizing the project scoring tool.

PBOT is requesting \$40,153,885 in general fund support for various major maintenance and infrastructure replacement projects:

**New Requests-**

- Road Improvements around OHSU \$7,100,000
- Columbia Blvd/UP Railroad Undercrossing Improvement \$1,500,000
- Halsey Corridor Traffic Signal Replacement Projects \$1,500,000
- Vision Zero Vegetation Control \$50,000
- Vision Zero Street Name Sign Improvements on High Crash Corridors \$100,000

**From Existing Ranked List in FY2017-18 budget development process, revised dollars-**

- Bridge Replacement - BR#075-NE 42nd Ave Bridge Over NE Portland Hwy \$7,270,822
- Safe Routes to Schools & Pavement Reconstruction - SE Mill: SE 80th to SE 82nd; SE 80th: SE Market to SE Stephens \$600,000
- Speed Sign Upgrading \$1,000,000
- Traffic Signal System Local Controller Replacement in SE \$900,000

**From Existing Ranked List in FY2017-18 budget development process, same dollars-**

- Street Lighting Safety & Efficiency \$600,000
- SW Naito Street Lighting - SW Caruthers to Ross Island Bridge (1st segment) \$1,083,063
- Pavement Reconstruction - NW 23rd Avenue: Lovejoy to Vaughn \$4,100,000
- Pavement Rehabilitation - NE Cornfoot: NE 47th to 750' W of Alderwood \$8,400,000

**From Existing Ranked List in FY2017-18 budget development process, funded but resubmitting for additional improvements elsewhere in the City-**

- Traffic Signal Reconstruction Program \$950,000
- ADA Accessible Sidewalks \$5,000,000

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** Capital Set-Aside Request

**Request:** TR\_003 - GF One-Time Request-Major Maint & Infrastructure

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

Four of the projects, comprising 50.3% of the total requested amount, are paving or roadway rehabilitation projects. Funding is requested for one bridge replacement and one undercrossing project, amounting to 21.8% of the requested amount, in addition to three traffic signal-related projects making up 8.3% of the requested amount. Funds are requested again for three multi-year projects (Traffic Signal System Local Controller Replacement, Traffic Signal Reconstruction, and Street Lighting Safety & Efficiency) with PBOT working on different locations than in previous years. And as noted in the request description, the bureau is again requesting \$5.0 million for ADA accessible sidewalks.

In its FY 2017-18 Adopted Budget, PBOT has devoted only \$723,685 of discretionary funds for major maintenance and is using these resources for maintenance of traffic signals and street lighting, as well as for bridge inspections. Due to the lack of discretionary resources, the bureau eliminated any funding for contracted paving years ago. About \$28.2 million of ongoing discretionary resources is dedicated to sidewalk, street pavement, structural, traffic, and electrical maintenance in the Adopted Budget, but these funds are used to ensure that the assets are usable up to the end of their useful lives and do not extend the assets' useful lives, which major maintenance aims to do. The bureau does have \$3.12 million of GTR in the Adopted Budget for its Capital Improvement Plan, with 54.5% of that amount used to match grants, 23.2% for major maintenance as mentioned above, and 19.2% for safety projects. Other uses of ongoing GTR are beyond the scope of this BMP review and can be found in CBO's analysis of PBOT's Requested Budget.

Based on the amount of funds available in the General Fund Capital Set-Aside and the results from the ranking committee, CBO is recommending \$4.92 million for the replacement of the bridge on NE 42nd Ave. While this amount is about \$2.3 million below what the bureau requested, PBOT has indicated that it will work on redirecting funds internally, to make up for the shortfall.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_004 - GF One-Time Request – Campsite Cleanup

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Contingency	88,313	(88,313)	0
<b>TOTAL EXPENDITURES</b>	<b>88,313</b>	<b>(88,313)</b>	<b>0</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	88,313	(88,313)	0
<b>TOTAL REVENUES</b>	<b>88,313</b>	<b>(88,313)</b>	<b>0</b>

**Bureau Description:**

In prior FY 2016-17, PBOT budgeted \$266,247 in OMF Facilities Interagency for its share of campsite cleanup services that is coordinated by OMF Facilities. This contribution supports campsite cleanup services to City right-of-ways and City-owned properties to improve community livability and reduce the impact of homelessness on neighborhoods. In prior FY 2016-17, PBOT was contacted of the increased costs in campsite services and was assured that PBOT could request for reimbursement in General Fund resources for costs over the budgeted amount in the Fall BMP process. At FY 2016-17 year-end, PBOT covered \$88,313 in excess of its budget for a total contribution of \$354,560 in campsite cleanup services. As supported by Mayor's Office, PBOT is asking for one-time General Fund resources to cover the excess costs, \$88,313, from prior FY 2016-17.

**CBO Discussion and Recommendation**

Not recommended. The request does not address a problem that is urgent, which additional General Fund discretionary resources allocated during BMPs are meant to address. PBOT states that the requested funds would reimburse its contingency to remain within its projections included in the bureau's Five-Year Forecast and so would simply back expected expenses in the future. CBO notes that while PBOT's maintenance needs are great, the bureau will be realizing resources above what its prior projections would indicate. For example, the temporary local gas tax is bringing in more than projected. In addition, the State recently passed a transportation package that will bring even more dollars to the City. While these funds may be restricted to uses that preclude campsite cleanup, CBO believes that the bureau can redirect funds to absorb the additional \$88,313 in additional costs incurred in FY 2016-17.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_005 - GF One-Time Request – Go Forth

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
Contingency	54,510	(54,510)	0
<b>TOTAL EXPENDITURES</b>	<b>54,510</b>	<b>(54,510)</b>	<b>0</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	54,510	(54,510)	0
<b>TOTAL REVENUES</b>	<b>54,510</b>	<b>(54,510)</b>	<b>0</b>

**Bureau Description:**

Go Forth has five dedicated meter spaces, two spaces on SW Salmon & 2nd and three spaces on SW 1st. Five dedicated meter spaces are being used by Go Forth for three years to support the City's climate action goals to reduce carbon emissions and encourage citizens to use electric vehicles. The nominal meter rate is \$7,268 per space. The total lost meter revenue to PBOT is \$109,020 (5 spaces x \$7,268 per space x 3 years). PBOT will contribute \$54,510 that is half of the lost meter revenue. PBOT is asking for one-time General Fund support \$54,510 for the other half of the lost meter revenue.

**CBO Discussion and Recommendation**

Go Forth is using these parking spaces by its location as a consumer showcase for electric vehicles, and interested parties can view and test the vehicles from this location. CBO does not recommend the additional \$54,510 from General Fund discretionary because the issue is neither urgent nor unforeseen. At year-end, PBOT sometimes realizes parking meter revenues above the amount initially budgeted, and thus, the bureau may be able to realize an additional \$54,510 over the course of three years.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_006 - Debt Service Adjustments

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
Bond Expenses	2,199,370	0	2,199,370
Contingency	(2,199,370)	0	(2,199,370)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
Interagency Revenue	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Debt Service adjustments \$2,199,370 are needed to modify the budget to match the Debt Service Schedules provided by the City's Debt Management Division. These amounts \$2,199,370 were being held in Contingency pending these changes.

**CBO Discussion and Recommendation**

Recommended as requested. PBOT is adjusting its budget for debt related to the Sellwood Bridge by \$599,371 and correcting a \$1.6 million negative offset that should have been budgeted in contingency and not debt service. The amount related to the Sellwood Bridge is 2% of contingency that was in the 5-year forecast, while the debt service for FY 2018-19 is lower by approximately the same amount to offset the reduction in contingency.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_007 - BPS Interagency Projects

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	98,838	0	98,838
<b>TOTAL EXPENDITURES</b>	<b>98,838</b>	<b>0</b>	<b>98,838</b>
<b>REVENUES</b>			
Interagency Revenue	98,838	0	98,838
<b>TOTAL REVENUES</b>	<b>98,838</b>	<b>0</b>	<b>98,838</b>

**Bureau Description:**

BPS is adjusting PBOT's services for various projects, an overall increase of \$98,838 in IA revenue to PBOT.

- 82nd Avenue Study \$20,768
- Multi-Dwelling Development (\$12,184)
- Powell Division Bike Ped \$20,631
- Central Eastside Freight Access and Circulation Impact Assessment Study \$10,000
- Smart Cities Regional Implementation Plan \$10,000
- Ross Island Bridgehead Right-of-Way Research \$5,000
- Low-Cost Urban Air Quality Measurement \$14,833
- Top of Bank Survey \$29,790

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_008 - OMF Facilities Project

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	10,000	0	10,000
Internal Materials and Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>
<b>REVENUES</b>			
Interagency Revenue	10,000	0	10,000
<b>TOTAL REVENUES</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>

**Bureau Description:**

OMF Facilities is requesting engineering services from PBOT for Police Training Resurfacing Project, an increase of \$10,000 in IA revenue to PBOT.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** Technical Adjustment

**Request:** TR\_009 - Bureau of Human Resources (BHR) Interagency

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	(92,034)	0	(92,034)
External Materials and Services	0	0	0
Internal Materials and Services	92,034	0	92,034
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

PBOT is requesting BHR to provide additional staff capacity in administering the recruitment processes for vacant positions within PBOT, including outreach and establishing eligible lists. This request moves \$92,034 in existing appropriation from part-time dollars to BHR interagency.

**CBO Discussion and Recommendation**

Recommended as requested. PBOT states that this action recognizes the Interagency Agreement (IA) that is already in place, and the services have been provided to PBOT since the last fiscal year, although time had been directly billed to PBOT instead of an IA. The bureau decided that an IA was more appropriate to show the agreement between the two bureaus. PBOT believes that BHR recruitment is understaffed, and delays in recruitments have caused delays in the delivery of PBOT services.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** Technical Adjustment

**Request:** TR\_010 - Safety & Training – New Vehicle Purchase

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	(45,000)	0	(45,000)
Internal Materials and Services	45,000	0	45,000
Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
Interagency Revenue	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

PBOT is requesting the purchase of a new truck to be used for field site inspections to ensure safety compliance by PBOT Employee Services – Safety & Training Section. In addition, the new truck will allow Safety & Training Section the ability to respond and provide assistance to emergency incidents, for assessing work site hazard. This request moves \$45,000 in existing appropriation from operating supplies to CityFleet interagency. Also, this request is in accordance with Resolution 35960 requiring Council approval of new vehicle additions.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** Technical Adjustment

**Request:** TR\_011 - Parking Facilities Fund – Parking Space

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Internal Materials and Services	0	0	0
Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
Charges for Services	56,746	0	56,746
Interagency Revenue	(56,746)	0	(56,746)
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

With the Portland Building move, BES needs to pay the cost of parking spaces closer to their temporary location. As a result, BES is requesting to reduce parking spaces at 1st & Jefferson. This request reduces IA revenue \$56,746 and increases parking fee revenue \$56,746 since these spaces will be rented by other entities during the fiscal year

**CBO Discussion and Recommendation**

Recommended as requested. PBOT states that the rate is the same for all monthly parkers, and because there is a high demand for spots in the 1st & Jefferson garage, the bureau expects other bureaus, the County, or other entities will rent the spaces formerly rented by BES.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_012 - OMF Facilities/BIBS Interagency

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Internal Materials and Services	24,535	0	24,535
Capital Outlay	0	0	0
Contingency	(24,535)	0	(24,535)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
Intergovernmental Revenues	0	0	0
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Parking Enforcement Section has 14 bikes that they use daily to enforce City parking regulations. The bikes are currently stored in the Portland Building Garage for secure parking. In the plan for the Portland Building move to the Congress Center, there was not enough storage space. As a result, PBOT looked and found parking at City Center Garage at 515 SW Salmon. PBOT will rent the parking space in addition fencing installed around the space that totals \$12,000. Additionally, OMF will be providing reception services to tenants of the Congress Center, PBOT's allocated share is \$12,535 to include 4th to 6th floor. This budget increases OMF Facilities/BIBS interagency \$24,535 and reduces general contingency \$24,535.

**CBO Discussion and Recommendation**

Recommended as requested. The \$24,535 draw represents 1.2% of the \$2.0 million amount originally budgeted in general contingency.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_013 - Naito: Harrison – Jefferson Project

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
External Materials and Services	0	0	0
Internal Materials and Services	0	0	0
Capital Outlay	473,524	0	473,524
<b>TOTAL EXPENDITURES</b>	<b>473,524</b>	<b>0</b>	<b>473,524</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	0	0	0
Intergovernmental Revenues	473,524	0	473,524
<b>TOTAL REVENUES</b>	<b>473,524</b>	<b>0</b>	<b>473,524</b>

**Bureau Description:**

As part of the jurisdictional transfer, the State gave PBOT funding for maintenance and paving. PBOT is drawing down on the advance to complete maintenance and paving on the Naito: Harrison – Jefferson Project. This request recognizes the revenue \$473,524 from state cost sharing.

**CBO Discussion and Recommendation**

Recommended as requested. As part of the Harbor Dr. Jurisdictional transfer, ODOT provided PBOT with \$1.0 million for reconstruction, which the bureau is supplementing with System Development Charges and funds from its Fixing Our Streets program to perform the reconstruction as well as implement safety improvements. In the future, CBO recommends that Council closely scrutinize such jurisdictional transfers to require the State to provide the ongoing resources needed to maintain such roadway segments before accepting their transfer.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** Program Carryover Request

**Request:** TR\_014 - General Fund Carryovers

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	1,614,164	0	1,614,164
External Materials and Services	2,128,995	0	2,128,995
Internal Materials and Services	39,000	0	39,000
Capital Outlay	8,439,253	0	8,439,253
<b>TOTAL EXPENDITURES</b>	<b>12,221,412</b>	<b>0</b>	<b>12,221,412</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	12,221,412	0	12,221,412
<b>TOTAL REVENUES</b>	<b>12,221,412</b>	<b>0</b>	<b>12,221,412</b>

**Bureau Description:**

A carryover is requested to complete projects from General Fund resources that started in prior fiscal years. This request trues up the estimates in beginning fund balance that were made for General Fund carryovers in FY 2017-18 Adopted Budget.

**Maintenance Operations Group:**

Tool Room Assessment - Innovation Grant \$70,000

**Policy, Planning & Projects Group:**

SW Trails - Special Appropriation \$8,498

Street Connectivity Plan (\$406)

Bike Box Counter - Gateway to Opportunity Project \$46,056

Renewal Power - Public Space - Innovation Grant \$66,440

**Engineering Services Group:**

Mobile Tech - Post-Earthquake - Innovation Grant \$20,000

**Capital Projects:**

T00505 Southwest Corridor Project \$198,204

T00064 Harbor DR & River Pkwy, SW \$221,759

T00185 Moody Pkwy \$66,233

T00318 Oak St: Naito - 10th Ave, SW \$384,314

T00500 Burnside St: 16th-Cesar Chavez, E \$1,020,504

T00501 122nd Ave: I-84 Ramp-Skidmore, NE \$1,643,766

T00504 122nd Ave Safety Improvements, NE/SE \$2,501,685

T00507 Glisan St at 90th Ave, NE \$58,509

T00508 Taylor's Ferry Rd Rockslide Abatement, N \$72,130

T00538 Burnside St: 8th-24th, W \$145,559

T00540 Gravel Street Program \$1,164,762

T00591 Naito: Harrison - Jefferson, SW (\$185,377)

T00608 Sunderland Rd Bridge Repl, NE-BR #094 \$38,672

T00619 Front Ave: 9th-19th LID, NW \$50,332

T00659 Streetcar \$254,882

T00660 Naito: Jefferson - Davis (Better Naito) \$242,847

T00663 Halsey: 114th - 162nd, NE \$996,972

T00688 Signal & St Lighting - GF \$2,881,988

**Vision Zero:**

T00568 Glisan Pedestrian Crossing, NE (& T00611) \$137,509

T00613 MLK: Tillamook - Ainsworth, NE \$115,574

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** Program Carryover Request

**Request:** TR\_014 - General Fund Carryovers

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

Recommended as requested. PBOT has provided updates and project statuses on the projects with large carryover amounts, and the highlights are listed below.

Burnside St: 16th to Cesar Chavez – Project is substantially completed, with the bureau closing it out and finishing up a punch list.

Southwest Corridor Project – The project’s draft environmental impact statement will be complete in early 2018 leading to a regional selection of the preferred alignment with City Council vote anticipated in spring 2018. Final environmental impact statement and design work will be underway later in 2018. Funding commitment for City’s share of local match anticipated in summer 2018. Project construction is anticipated to start in 2021.

122nd Ave: I-84 Ramp-Skidmore - Project is substantially completed, with the bureau closing it out and finishing up a punch list.

122nd Ave Safety Improvements – This consists of various projects, some of which are completed, with the remaining to be finished this fall (2017).

Gravel Street Program - The 19th: Taylor Ferry – Marigold project is currently under construction, with anticipated completion in winter of 2017, while the Errol Heights project is currently in design and will be in construction in FY 2018-19.

Halsey: 114th-162nd NE - Public involvement on this project is starting this fall, and the project will likely to go to construction late next summer or fall.

Signal & Street Lighting - Also funded by General Transportation Revenues, this consists of various projects, some of which are completed, with the remaining currently in construction and scheduled to be completed in fall of 2017 and summer of 2018.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** Program Carryover Request

**Request:** TR\_015 - GTR Carryovers

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	619,226	0	619,226
External Materials and Services	2,094,766	0	2,094,766
Internal Materials and Services	1,485,366	0	1,485,366
Capital Outlay	950,000	0	950,000
<b>TOTAL EXPENDITURES</b>	<b>5,149,358</b>	<b>0</b>	<b>5,149,358</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	5,149,358	0	5,149,358
Licenses & Permits	0	0	0
Charges for Services	0	0	0
<b>TOTAL REVENUES</b>	<b>5,149,358</b>	<b>0</b>	<b>5,149,358</b>

**Bureau Description:**

A carryover is requested to complete GTR projects that started in prior fiscal years.  
This request trues up the estimates in beginning fund balance that were made for GTR carryovers in FY 2017-18 Adopted Budget.

Maintenance Operations Group:  
CityFleet Interagency \$1,485,366  
Pothole Repair Contracts \$250,000

Policy, Planning & Projects Group:  
ADA Transition Planning \$8,112  
Ped PDX safety analysis \$35,361  
Toole Consultant for Protected Bike Lane Design & Manual \$21,172

Director's Office/Business Services Group:  
Streets Community Grant Program \$100,000  
MetalSkills Consultant for Executive Leadership & Coaching \$41,600  
E-Files Conversion Project \$37,577  
Simplicated Consultant for Training Development Services \$43,647

Capital Projects:  
Regional Signal System Grant \$200,000  
T00xxx Outer Division Safety - One Time \$500,000  
T00048 Boones Ferry - Stephenson Rd \$100,000  
T00058 Signal & St Lighting - GTR \$370,535  
T00148 NW Naito Crossing \$21,000  
T00333 Barbur Blvd.: 19th-26th, SW \$22,103  
T00383 East Portland Access to Transit \$382,158  
T00385 Neighborhood Transp Safety & Livability St \$109,720  
T00644 Transit Priority Program \$72,910  
T00385 ATS CIP Small Projects \$140,000  
T00385 AT - Sidewalk projects \$171,284  
T00414 Central City Multi-Modal Safety \$7,156  
T00453 St. Johns Truck Strategy, Ph. II, N \$500,000  
T00574 122nd: Johnson Creek Bridge Replace \$250,000  
T00603 Immediate Opportunity Projects \$194,974  
T00618 Hawthorne Safety Improvements \$84,683

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** Program Carryover Request

**Request:** TR\_015 - GTR Carryovers

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

Recommended as requested. PBOT has provided updates and project statuses on the projects with large carryover amounts, and the highlights are listed below.

CityFleet Interagency - Due to the uncertainty of order and delivery times, the Fleet Interagency Agreement was not increased in the FY 2016-17 Fall BMP to cover the cost of the purchases. At the time of the Spring BMP, it was clear that most of the equipment would not be delivered to PBOT until FY 2017-18 - only \$475,000 was added into the budget during the Spring BMP to cover the equipment that Fleet believed would be billed in FY 2016-17. However, only \$106,000 was actually billed to PBOT in FY 2016-17. This adjustment provides funding for the purchase of the rest of the vehicles and equipment that is now anticipated to arrive in FY 2017-18.

ADA Transition Planning – This project is estimated to be completed in Fall 2018.

Outer Division Safety – Project design is underway, with bidding schedule estimated for late next summer.

Signal & Street Lighting – Also funded by the General Fund, this consists of various projects, some of which are completed, with the remaining currently in construction and scheduled to be completed in fall of 2017 and summer of 2018.

East Portland Access to Transit – The project’s design is 95% complete. Once ODOT authorizes construction, the project can go to bid and should be completed by September 2018.

St. Johns Truck Strategy, Ph. II – The project’s design is 60% completed. It is federally funded with a General Transportation Revenue component and will go to construction next year, with completion expected in December 2018.

Immediate Opportunity Projects – This consists of various small safety projects, with the majority completed and several remaining in construction in winter of 2017 and spring of 2018.

122nd: Johnson Creek Bridge Replacement - This project is currently in the design phase and is anticipated to be completed prior to the end of 2019.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_016 - Dev Permitting and Transit Group – New Positions

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	169,000	0	169,000
<b>TOTAL EXPENDITURES</b>	<b>169,000</b>	<b>0</b>	<b>169,000</b>
<b>REVENUES</b>			
Licenses & Permits	67,000	0	67,000
Charges for Services	102,000	0	102,000
<b>TOTAL REVENUES</b>	<b>169,000</b>	<b>0</b>	<b>169,000</b>
<b>FTE</b>			
Full-Time Positions	5.00	0.00	5.00
Limited Term Positions	-2.00	0.00	-2.00
<b>TOTAL FTE</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_016 - Dev Permitting and Transit Group – New Positions

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

PBOT is requesting to add three permanent positions and two limited-term positions convert to permanent, funded by permit fees, in the Development Permitting and Transit Group to address workload demands.

**Engineering Tech II (convert LT to permanent)**

Converting the limited term position to permanent is required to respond to an increased volume of Temporary Street Use permit applications. LT position was created to address the increase for FY 16/17. Volume of permit applications has not decreased and is trending upwards for the current FY. Economic forecast for development sees no decrease in the foreseeable future.

**Engineer (convert LT to permanent)**

The Permit Construction section houses an independent team of traffic engineering staff that reviews temporary traffic control plans for temporary street use permits, permanent traffic controls for public works permits, and manages the construction impacts and mitigations for "Get Portland Moving." Responsibilities of this team are delegated by the City Traffic Engineer, and require a technical leader with a high degree of independent judgement and a great degree of accountability. This position would provide that leadership and oversight, and will be a liaison to the City Traffic Engineer.

**Program Mgr, Sr**

"Get Portland Moving", the Development Permitting and Transit Group has taken a holistic view of activities in the Right of Way. It was discovered that too often utility companies, construction contractors, and abutting property owners disregard permit conditions and/or proceed with work without a valid permit, resulting in unsafe conditions or delay to the traveling public. With increasing activities in the public Right of Way and enhanced coordination efforts such as Get Portland Moving, a new umbrella Right of Way Use Enforcement Policy has been developed. This Policy uses current City Code authority and provides a consistent and transparent approach to enforce permit conditions making this program highly visible to the general public. A new Penalty Schedule was adopted by City Council in June 2017 in support of the program. Now, to administer the program a new position for Right of Way Use Enforcement Program Management is required. The primary responsibilities of this position include:

- Monitoring and reviewing violation determinations, class of violations, and ensuring consistency across multiple PBOT Divisions and Programs
- Daily, weekly and/or monthly reporting to the Group Management team and PBOT Directors Team
- Correspondence, outreach and education to contractors, utilities, general public and other permitted users in the Right of Way
- Penalty assessment and accounts receivable
- Support and collaboration with PBOT Program staff and field inspectors
- Directing of staff across multiple PBOT Divisions and Programs

**Dev Supv II**

As a result of the reorganization of the Development, Permitting and Transit Group a new Development Division was created. Within that Division are three primary work groups divided into three main work areas. These include Public Works Permitting, Land Use Review and Building Permit Review. Public works permitting and Building Permit sections have supervisory positions and the addition of the supervisor for Land Use provides for a direct supervisor overseeing land use case assignment, review and management support. Without this supervisor position the development division manager cannot provide the daily staff and case support needed to address the complicated and challenging issues related to this work type. The new development supervisor II will provide this direct support and oversight of staff and the corresponding case review. This organizational structure is also closely aligned with the similarly organized division within BES providing corresponding review of the same development applications.

**Program Specialist, Asst**

Assistant program specialist to assist with the continued program development associated with the Livable Streets Strategy and Portland in the Streets Program. The primary tasks for the incumbent will include review of consultant produced documents, assist with development of new documents, assist with development of implementation guides, assist with public outreach, and maintain public website.

**CBO Discussion and Recommendation**

Recommended as requested. The Assistant Program Specialist will be funded by community events permits and public works permitting fees. The Development Supervisor II will be funded by land use review, development review, and encroachment permits fees. The Senior Program Manager will be funded by the new Right of Way Use Enforcement fee approved by Council in June 2017.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_017 - Engineering Services Group – New Positions

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	3.00	0.00	3.00
<b>TOTAL FTE</b>	<b>3.00</b>	<b>0.00</b>	<b>3.00</b>

**Bureau Description:**

PBOT is requesting to add three permanent positions in the Engineering Services Group to address workload demands. This request moves \$183,000 in existing appropriation for mid-year from part-time dollars to full-time dollars.

**Signals & Streetlighting Section:**

Engineering Assoc, Sr

This position will support current staff with Portland Housing Bureau reviews, signal timing and special projects (chargeable to TriMet and other planning efforts).

**Engineering Tech II**

This position will support LED project, signal reconstruction projects, Small Cell, and Smart City efforts.

**Engineer, Supv**

This position will support Electrical Maintenance projects. They will handle ODOT relationships, lead reporting for financial performance and manage staff.

**CBO Discussion and Recommendation**

Recommended as requested. These positions will be funded by various project funding streams, including: Fixing Our Streets, federal grants, grants from Prosper Portland, System Development Charges, and the General Fund.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_018 - Vision Zero – New Positions

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	2.00	0.00	2.00
<b>TOTAL FTE</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>

**Bureau Description:**

PBOT is requesting two positions in the Active Transportation & Safety Section for Vision Zero. This request moves \$138,000 in existing appropriation for mid-year from part-time dollars to full-time dollars, and funded by City Council as part of the marijuana tax.

**Vision Zero Data Policy Analyst (Job Class Title: Policy Analyst)**

This position is responsible for managing the overall crash data program for the City of Portland, providing leadership, guidance, expertise to the engineering team, capitol program management and safety team. This is a new program created by the Vision Zero Action Plan and funded by City Council as part of the marijuana tax. The position will also be responsible for coordinating the policy and development teams in PBOT on how to analyze and monitor progress of safety projects, such as Fixing Our Streets, and Vision Zero programs.

**Vision Zero Program Coordinator (Job Class Title: Program Coordinator)**

This position is team lead for the Vision Zero Program and responsible for managing the Vision Zero Task Force, coordinating the implementation of the Vision Zero Action Plan, and responsible for working with the Safety Section Manager (program manager) on identifying, assigning and implementing all projects and programs related to Vision Zero.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_019 - Capital Projects Division – New Positions

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	2.00	0.00	2.00
<b>TOTAL FTE</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>

**Bureau Description:**

PBOT is requesting two Capital Project Manager II positions in the Capital Program Division to address workload demands. This request moves \$120,000 in existing appropriation for mid-year from part-time dollars to full-time dollars.

As the work of the Capital Program Division continues to increase from state and federal grants, the need for additional capacity to manage multiple, moderately-complex projects has and will continue to increase. Existing project managers currently have between 5-12 projects in their portfolios and have reached or are exceeding workload capacity. For the Capital Programs Division to confidently deliver high-quality project outcomes with consistent project assurance, PBOT needs to ensure the proper division of labor exists. Increasing the number of staff would help to address these needs. The team would be better equipped to manage expectations of internal and external stakeholders, triage to solve problems and move projects through the pipeline at an increased pace.

**CBO Discussion and Recommendation**

Recommended as requested. The two positions will be working on various projects, including grant-funded ones such as the Highway Safety Improvement Program, the South Rivergate Freight Project, Sullivan's Crossing, Outer Powell, and Rose Quarter projects, as well as projects funded by Fixing Our Streets and System Development Charges.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_020 - Capital Program Manager Position

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	68,000	0	68,000
Contingency	(68,000)	0	(68,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	0	0	0
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	1.00	0.00	1.00
<b>TOTAL FTE</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>

**Bureau Description:**

The goal of the Capital Program Manager would be to provide vision and direction to a team of 3-5 project managers. The Program Manager would help to ensure increased efficiency, support the development and control of scope, assist with project budget development and management, assist with addressing potential risks and provide mentorship to members of the team. Having an additional program manager in the Capital Program Division would help to improve the overall work environment, allow for the incorporation of ideas about the division structure from a diverse point of view. Additional capacity at this level of management would also help to decentralize management operations, improve overall financial management/budget tracking and provide the opportunity to have greater focus on metrics and fact-based decision making.

**CBO Discussion and Recommendation**

Recommended as requested. The increased gas tax from the Fixing Our Streets program, estimated at \$16 million per year, is ultimately funding this position.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_021 - New Mobility Systems - Convert LT to Permanent

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	1.00	0.00	1.00
Limited Term Positions	-1.00	0.00	-1.00
<b>TOTAL FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Bureau Description:**

This request is to change an existing Senior Management Analyst from limited term to permanent. This position is being reassigned from being a team member in the Legislative and Resources team to a direct report to Policy Planning and Projects Group Manager independently leading a complex array of assigned tasks and supervising the tasks of other team members in this new organizational unit. The position will have a working title of New Mobility Services Manager and will be assign to lead the agency's approach to incorporating new technology innovations into proposed mobility solutions.

The New Mobility Services Analyst will explore and develop an agency approach to emerging transportation technologies, including autonomous vehicles, connected vehicles, electric vehicles, mobility as a service, and identify opportunities for implementation, funding, and coordination with other entities and private sector partners. This position will also work with other departments and regional and state agencies in development of a Value Pricing program approach that supports Portland's policy objectives.

The position will support innovation within the Portland Bureau of Transportation by researching, analyzing, and supporting the implementation of a broad rollout of projects to improve the transportation experience for residents and visitors. Key responsibilities include the development of a transportation technology innovation roadmap; reviewing, evaluating, implementing and prioritizing key innovation projects including Autonomous Vehicle testing and piloting, and the collection, intake and pursuit of other technology driven innovation opportunities. This position will oversee the work of assigned technical and policy and staff and collaborate with a wide variety of colleagues and external stakeholders on complex and potentially controversial assignments.

**CBO Discussion and Recommendation**

Recommended as requested. The position is funded by additional ongoing General Transportation Revenues which have been assumed to continue in the bureau's 5-year forecast. PBOT states that the scope of the position evolved over the last year to focus more on new mobility, autonomous vehicles, and congestion pricing, so the position as now described is more consistent. The position's former responsibilities, including general funding research and grant application support, will continue to occur in the Legislative and Resources team but will be incorporated into other staff work programs. Many of the funding opportunities and legislative actions that this position worked on over the past year were for congestion pricing, autonomous vehicles, and New Mobility projects, so those activities will be incorporated into the position's work program.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_022 - Admin Services – Two Positions

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	123,500	0	123,500
Contingency	(80,000)	0	(80,000)
<b>TOTAL EXPENDITURES</b>	<b>43,500</b>	<b>0</b>	<b>43,500</b>
<b>REVENUES</b>			
Charges for Services	43,500	0	43,500
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>43,500</b>	<b>0</b>	<b>43,500</b>
<b>FTE</b>			
Full-Time Positions	1.00	0.00	1.00
Limited Term Positions	1.00	0.00	1.00
<b>TOTAL FTE</b>	<b>2.00</b>	<b>0.00</b>	<b>2.00</b>

**Bureau Description:**

PBOT is requesting two positions in the Admin Services to address workload demands, one limited-term and one permanent position.

**Sr. Admin Specialist (LT Position)**

This request is to add a Sr. Admin Specialist limited term position in the PBOT Administrative Services group to support the Parking Operations Group Manager, \$80,000 partial year from contingency. This limited-term position will

- handle a variety of tasks that have become a priority for the bureau, most notably RV and Abandoned Auto tracking and reporting.
- work with the Group Manager to set up data collection and reporting methods for RV, Abandoned Auto and other similar issues.
- collaborate with various stakeholders to create and maintain communications among multiple bureaus.
- manage the calendar for the Group Manager, process emails, prepare outgoing memos and reports, and develop administrative processes.

With the current emphasis on Parking Operation information output, and the growth of other groups within PBOT, PBOT's current Administrative Staff can no longer adequately provide support for this Group Manager. Adding additional staff would allow for more dedicated and timely support for the expanded workload of the Parking Operations group.

**Office Support Specialist III**

This OSS III position will support the Development Permitting and Transit (DPT) Group with Administrative Support at the 1900 building location, \$43,500 mid-year funding from Permit Fees. The location is projected to have approximately 46 staff DPT positions. This group currently does not receive regular Administrative Support due to staff and location limitations. With the upcoming re-stack at the 1900 building, PBOT has provided space for an Administrative staff position. This position would report into the PBOT Administrative Services team, but will support the needs of the DPT group at the 1900 building.

The major role of the Administrative staff will be to:

- Provide general administrative tasks such as scheduling, memos, emails, and meeting notes for the group
- Assist in policy and code upkeep and files
- Help with file management and permit cancellation tracking
- Triage customer hotline and email submissions
- Reconcile daily online credit card payments and BDS cashier receipts
- Pull and run regular reports for Public Works Permitting & TRACS
- Provide SAP support
- Support group HR coordination for new hires, reviews and training logs
- Set up Public Works appeal meetings and file document decisions

**CBO Discussion and Recommendation**

Recommended as requested. The Office Support Specialist III is funded by fees, while the \$80,000 draw from contingency is coming from the bureau's general contingency, originally budgeted at \$2.0 million. The draw represents 4% of the amount initially budgeted in general contingency.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_023 - Snow and Ice Response

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	50,000	0	50,000
Internal Materials and Services	430,000	0	430,000
Contingency	(480,000)	0	(480,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Electronic variable message signs (VMS) allow Maintenance to display information to advise, guide or warn motorists about road conditions and travel requirements. They aid in traffic management and increase road safety by informing motorists of traffic congestion, accidents, road closures, reduced speed limits or the need for traction devices in winter weather. This \$250,000 request provides one-time funds for installing permanent VMS boards at such locations as West Burnside, SW Barnes Road, and SW Terwilliger.

Additionally, in order to incorporate the use of salt as a tool to clear roadways during winter weather events, this request adds funds to purchase six salt spreaders (\$180,000) to be used on existing trucks and funds to cover existing and new salt storage areas (\$50,000)

**CBO Discussion and Recommendation**

Recommended as requested. The \$480,000 draw represents about 3.4% of the \$14 million amount originally budgeted in the bureau's Capital Replacement and Equipment set-aside contingency.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_024 - Street Maint Fixing Our Streets–Equip & Position

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	39,874	0	39,874
Internal Materials and Services	96,000	0	96,000
Contingency	(96,000)	0	(96,000)
<b>TOTAL EXPENDITURES</b>	<b>39,874</b>	<b>0</b>	<b>39,874</b>
<b>REVENUES</b>			
Taxes	39,874	0	39,874
General Fund Discretionary	0	0	0
<b>TOTAL REVENUES</b>	<b>39,874</b>	<b>0</b>	<b>39,874</b>
<b>FTE</b>			
Full-Time Positions	1.00	0.00	1.00
<b>TOTAL FTE</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>

**Bureau Description:**

This request adds a position and equipment for Fixing Our Streets program work. In order to safely complete Fixing Our Streets base repair projects, a Utility Worker II position is added, mid-year cost at \$39,874, dedicated to setting up no-parking signs and traffic reader boards and performing work-zone flagging to inform and direct traffic and create a safe travel and work environment. In addition, new equipment will be purchased: a flatbed truck \$60,000 for the Utility Worker II to store and haul barricades and traffic reader boards and a vehicle \$36,000 for the FOS Sr. Program Manager position added in FY 16-17.

**CBO Discussion and Recommendation**

Recommended as requested. Fixing Our Streets revenues are currently coming in at about \$300,000 per month higher than initial projects. The revenue was initially projected at \$16 million a year, so the expected increase will be about 22.5% higher.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_025 - Sidewalk Maint - Fixing Our Streets Positions

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	324,972	0	324,972
Contingency	(324,972)	0	(324,972)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	7.00	0.00	7.00
<b>TOTAL FTE</b>	<b>7.00</b>	<b>0.00</b>	<b>7.00</b>

**Bureau Description:**

This request adds seven (7) positions to the Maintenance Sidewalks program to work on Fixing Our Streets safety projects identified by downtown PBOT: an Automotive Equipment Operator I, 3 Concrete Finishers, and 3 Utility Worker II's.

This budget increases personnel services for mid-year \$324,972 and reduces general contingency \$324,972.

**CBO Discussion and Recommendation**

Recommended as requested. Fixing Our Streets revenues are currently coming in at about \$300,000 per month higher than initial projects. The revenue was initially projected at \$16 million a year, so the expected increase will be about 22.5% higher.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_026 - Active Trans & Safety – Convert Two LT to Perm

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Personnel Services	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>			
Full-Time Positions	2.00	0.00	2.00
Limited Term Positions	-2.00	0.00	-2.00
<b>TOTAL FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Bureau Description:**

PBOT requests converting two limited term positions to permanent;

- Transportation Demand Mgmt Asst – job class 30001183 – position 40023769.  
PBOT has ongoing funding for this position. It is funded by service charges and fees, GTR, and some multi-year grants. Since this position was created, this position has become directly responsible for managing, implementing and coordinating PBOT’s Safe Routes to School program in the David Douglas School District. The David Douglas High School is the largest high school and the most diverse high school in the State of Oregon. This position is responsible for working with David Douglas Board Members, Principals, Vice-principals and teachers in the high schools, middle schools and elementary schools in the district on a permeant, long-term program to encourage students to safely travel to school by walking, biking or taking transit. This position meets the City’s goals of Vision Zero and multi-modal transportation.
- Transportation Demand Mgmt Specialist I - job class 30000351 – position 40028047.  
PBOT has ongoing funding for this position. It is funded by service charges and fees, and some GTR. This position is responsible for several high-profile projects. This position was originally created to assist with the Livable Streets Strategy. Since then, this position has taken on a leadership or lead task role on many programs important to the agency, including but not limited to: Adaptive Cycling Program, Bike Parking Code Update and the Transportation Demand Mgmt in Multi-Use Development Process.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** Program Carryover Request

**Request:** TR\_027 - Parking Garages – BIBS Facilities Services IA

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Internal Materials and Services	1,965,535	0	1,965,535
<b>TOTAL EXPENDITURES</b>	<b>1,965,535</b>	<b>0</b>	<b>1,965,535</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	1,965,535	0	1,965,535
<b>TOTAL REVENUES</b>	<b>1,965,535</b>	<b>0</b>	<b>1,965,535</b>

**Bureau Description:**

A carryover is requested to increase the interagency with Bureau of Internal Services (BIBS) Facilities Services, to complete major maintenance projects for City-owned parking garages. The appropriation will adjust beginning fund balance in the Parking Facilities Fund.

**CBO Discussion and Recommendation**

Recommended as requested. The beginning balance of the Parking Facilities Fund is being increased by 19.5%. Projects expected to be worked upon include an Elevator Modernization Project for two elevators at the 1st & Jefferson Garage and two elevators at the 3rd & Alder Garage; replacing heat pumps at the 1st & Jefferson Garage and at the 3rd & Alder Garage; and replacing a UPS System at three Garages and other smaller maintenance projects.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** New Request

**Request:** TR\_028 - Parking Facilities Fund –Community Benefits Prog

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Internal Materials and Services	15,505	0	15,505
Contingency	(15,505)	0	(15,505)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	0	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

Water Bureau, PBOT and OMF have projects that are using some form of community benefits programs and have committed to doing a 1% fund for work force and Disadvantaged, Minority, Women, and Emerging Small Businesses (DMWESB) contractor development. OMF Grants will administer this program for the bureaus. PBOT's Parking Facilities Fund share is \$15,505. This budget increases OMF interagency \$15,505 and reduces general contingency \$15,505 in PBOT's Parking Facilities Fund.

**CBO Discussion and Recommendation**

Recommended as requested. The draw is 1.7% of the amount originally budgeted for general contingency in the Parking Facilities Fund.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Bureau of Transportation

**Type:** Technical Adjustment

**Request:** TR\_029 - BPS IA – Bike Parking Code

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	(12,000)	0	(12,000)
Internal Materials and Services	12,000	0	12,000
Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

PBOT is requesting BPS to provide code development and legislative project management supporting the bike parking project. This request moves \$12,000 in existing appropriation from miscellaneous to BPS interagency.

**CBO Discussion and Recommendation**

Recommended as requested.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Water Bureau

**Type:** New Request

**Request:** WA\_001 - Carryover of Funds

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	529,703	0	529,703
Contingency	(529,703)	0	(529,703)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

**a.Solar at Groundwater Pump Station**

As part of the FY 16-17 Adopted Budget, \$93,000 from the General Fund was added to install solar at Groundwater Pump Station. To date, \$15,000 has been spent on the feasibility study, \$5,000 of which was billed in FY 2016-17. The remaining \$10,000 will be billed in FY 2017-18 and the rest of the project will be completed in 2017-18. Therefore, \$88,000 is requested to carryover to FY 2017-18 Budget.

**b.Mt. Tabor Historic Preservation Project:**

Resolution No. 37146 was adopted by City Council on July 15, 2015 to maintain, repair and preserve the Mount Tabor Reservoirs following disconnection. In FY 2016-17, the Water Bureau received \$750,000 from the General Fund for the maintenance, repair, and preservation work identified in the 2009 Mt. Tabor Reservoirs Historic Structures Report. Of that amount, \$308,297 was spent. Therefore, this request is to carry over the balance of \$441,703.

**CBO Discussion and Recommendation**

**•Solar at Groundwater Pump Station**

The bureau is requesting \$88,000 in carryover to install solar at the Groundwater Pump Station. As part of the 2016-17 Adopted Budget, \$335,000 in one-time General Fund resources was included to support solar installations at three City facilities owned by the Parks Bureau, Water Bureau, and the Fire Bureau. Designing and installing solar panels at the Water Bureau's Ground Water Pump Station is estimated to cost \$93,000 and generate 45,000 kilowatt hours of electricity per year.

To date, \$15,000 has been spent on the feasibility study, \$5,000 of which was incurred in FY 2016-17. The bureau anticipates the study will conclude in mid-October 2017. Findings from the study will help the bureau determine the viability of solar installation at the pump station, including the estimated cost. CBO looks forward to reviewing the study's results and more broadly, how the bureau considers ways to incorporate alternative energy sources to offset energy costs, particularly those associated with its supply program and other capital improvement projects over the next decade. CBO recommends this request.

**•Mount Tabor Historic Preservation Project**

On July 15, 2015, City Council approved resolution No. 37146 making financial obligations and other commitments for work at Mount Tabor. The resolution included a provision that the City shall allocate at least \$4 million over the next four years to the maintenance, repair, and preservation work identified in the 2009 Mount Tabor Reservoirs Historic Structures Report (the Report). Because the reservoirs are no longer part of the water system, these funds are from the General Fund and not the Water Fund.

In the FY 2016-17 budget, the Water Bureau received \$750,000 from the General Fund to begin some of the maintenance and repair work identified in the 2009 Report. Of that, \$308,297 was spent, most of which covered costs for the preservationist to update the 2009 Report to reflect current preservation needs and costs, historic preservation consultant services, internal costs, and any other requirements. The bureau is requesting to carryover the \$441,703 balance in FY 2017-18. CBO recommends the request, but notes concern about the bureau's ability to spend down both the carryover and the additional \$1.02 million allocated in the FY 2017-18 Adopted Budget.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Water Bureau

**Type:** Technical Adjustment

**Request:** WA\_002 - Cash Transfers

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	(3,000)	0	(3,000)
Fund Transfers - Expense	(23,261)	0	(23,261)
Contingency	26,261	0	26,261
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

a.Green Street Initiative - Currently there is a budget of \$150,000 with the Sewer System Operating Fund for the Green Streets Initiative. The actual amount to be transferred is based on prior fiscal year actual. Therefore, the budget needs to be decreased by \$47,857 to true up the Portland Water Bureau's contribution for the Green Street Initiative fund to actual costs of \$102,143.

b.Dodge Park Revenue Transfer - Transfer \$21,596 to the General Fund for revenues collected from Dodge Park Permits and Fees in FY 2016-17. The actual revenue collected was \$34,388, less the \$12,792 already transferred to the General Fund in FY 2016-17. The Bureau receives \$35,000 of funding from the General Fund annually to maintain park-like amenities at Water Bureau HydroParks including Dodge Park.

c.Transfer \$3,000 to Parks for the Water Bureau's contribution to the Willamette Park Concerts.

**CBO Discussion and Recommendation**

This request includes cash transfers for the Green Street program, Dodge Park, and Willamette Park Concerts. The Green Street program of the Bureau of Environmental Services' Grey to Green Initiative requires that the Water Bureau contribute 1% of the actual qualified expenditures incurred in the bureau's prior year capital program. Each year the bureau includes an estimated amount in their budget and must true-up the actual amount to be transferred to the Sewer Operating Fund. This request decreases the budget by \$47,857 to adjust the Water Bureau's contribution to the Green Street Initiative fund for the actual costs of \$102,143.

The Dodge Park request transfers \$21,596 to the General Fund for revenues collected from park permits and fees in FY 2016-17. The total revenue collected in FY 2016-17 was \$34,388 (\$12,792 was previously transferred to the General Fund.) This request follows Council's FY 2015-16 Spring BMP appropriation of \$35,000 for the bureau's operations and maintenance of Dodge Park. The FY 2017-18 Adopted Budget made this an ongoing versus a one-time allocation from the General Fund.

Further, the request includes a \$3,000 transfer to Portland Parks and Recreation for Willamette Park Concerts. This transfer follows an agreement with Parks to sponsor one concert per summer for two years due to the construction from the Hannah Mason Pump Station Project. This is the final transfer for the Willamette Park Concert. CBO recommends these requests.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Water Bureau

**Type:** Technical Adjustment

**Request:** WA\_003 - Beginning Fund Balance

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
Unappropriated Fund Balance	117,427	0	117,427
Contingency	7,000,449	0	7,000,449
<b>TOTAL EXPENDITURES</b>	<b>7,117,876</b>	<b>0</b>	<b>7,117,876</b>
<b>REVENUES</b>			
Budgeted Beginning Fund Balance	7,117,876	0	7,117,876
<b>TOTAL REVENUES</b>	<b>7,117,876</b>	<b>0</b>	<b>7,117,876</b>

**Bureau Description:**

Adjust the Water Division beginning fund balances to be consistent with the City's preliminary FY 2016-17 ending balances.

**CBO Discussion and Recommendation**

This request increases the Bureau's budgeted beginning fund balance of its FY 2017-18 operating fund. This balance is driven by \$5.61 million in higher than planned revenues from water sales and other charges for services in FY 2016-17 as well as prior year operational underspending in personal services, external materials and services, and capital outlay. In total, the bureau's beginning fund balance will increase by approximately \$7.2 million. According to the bureau, these funds may be used to cash finance greater portions of capital projects, lessen the expected rate of increase in future budgets, or for other needs. CBO notes that this is the third year in which the bureau has underspent its operating budget and revenues exceeded targets by considerable amounts. CBO recommends this request.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Water Bureau

**Type:** New Request

**Request:** WA\_004 - Additional Revenues

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	7,000	0	7,000
Contingency	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>7,000</b>	<b>0</b>	<b>7,000</b>
<b>REVENUES</b>			
Interagency Revenue	7,000	0	7,000
<b>TOTAL REVENUES</b>	<b>7,000</b>	<b>0</b>	<b>7,000</b>

**Bureau Description:**

Interagency with PBOT – Increase interagency revenue with PBOT for T00505 SW Corridor Transit Project by \$7,000. The Water Bureau will provide technical support and participate in developing the draft environmental impact statement for the SW Corridor Transit Project.

**CBO Discussion and Recommendation**

CBO recommends this request.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Water Bureau

**Type:** Technical Adjustment

**Request:** WA\_005 - Interagency Adjustments

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	(2,185)	0	(2,185)
Internal Materials and Services	67,185	0	67,185
Capital Outlay	(65,000)	0	(65,000)
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

a. Interagency with Facilities: This is a request to increase the Facilities interagency by \$2,185 for a parking space at the 1900 building. This is to provide Water Bureau Development Services staff located at 1900 Building an assigned parking space for a Bureau vehicle that would be available to staff to use for job site visits and off-site meetings. Development Services staff currently uses pool vehicles that require staff to pick up keys from the Portland Building. The Portland Building move will increase staff time to travel to pick up keys, pick up the car, and return keys. Instead, the Development Services staff will be assigned a pool vehicle to be placed at the 1900 Building.

b. One percent for Community Benefits Administration

City Council Ordinance #187807 authorized 1% dedicated funding for the Washington Park Reservoirs Improvement Project to support the Community Benefits Plan. A position is being created in the City's Grants Office to provide Citywide coordination to support the Community Benefits Plan. This request establishes an interagency agreement with the City's Grants Office to provide a portion of the funding needed for a position. The position in the Grants Office will also receive funding from Transportation and General Fund. This request is the first installment of the 1% (approx. \$1.14 M) over 3 years, with most spent by 2020.

**CBO Discussion and Recommendation**

CBO recommends these requests.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Water Bureau

**Type:** Technical Adjustment

**Request:** WA\_006 - Hydro Cash Transfer

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	1,600,000	0	1,600,000
Fund Transfers - Expense	1,600,000	0	1,600,000
Contingency	(1,600,000)	0	(1,600,000)
<b>TOTAL EXPENDITURES</b>	<b>1,600,000</b>	<b>0</b>	<b>1,600,000</b>
<b>REVENUES</b>			
Fund Transfers - Revenue	1,600,000	0	1,600,000
<b>TOTAL REVENUES</b>	<b>1,600,000</b>	<b>0</b>	<b>1,600,000</b>

**Bureau Description:**

Hydro Cash Transfer: Transfer \$1.6 million of the Portland HydroElectric Power portion of the expected balance under the previous PGE contract from the HydroElectric Power Renewal & Replacement Fund to the HydroElectric Power Operating Fund. Funds will be needed for SCADA system upgrades and other necessary expenses if needed.

**CBO Discussion and Recommendation**

This request transfers \$1.6 million from the Hydroelectric Power Renewal & Replacement Fund to the Hydroelectric Power Operating Fund; this represents the bureau's estimated share of the expected balance under the previous PGE contract that expired August 31, 2017. The bureau plans to use this transfer to help cover expenses in FY 2017-18 and in future budget years if it does not generate enough revenue from power sales to cover its costs.

In the FY 2017-18 Adopted Budget, there is \$2.8 million in total planned expenses from the Hydro Operating fund; of this, the bureau has approximately \$2.5 million in operating expenses and \$0.3 million in fund level expenses, including contingency. About \$1.9 million in operating expenses is budgeted for external material and services costs for the new power generation contracts and consultant expenses. This includes the costs of the SCADA system upgrade to replace the current system that controls both powerhouse turbines from PGE's control facility in Estacada, OR. With the new Power Purchase Agreement, the City must develop its own SCADA network to remotely run the powerhouses, move the generated energy to the transmission grid, and sell the power to PGE. Through its IGA with Energy NW, the company will develop and test a new SCADA system that will enable the scheduler and dispatch operator (EWEB) to connect to the bureau's system and move the generated energy into the transmission grid for sale to PGE. The bureau anticipates that it will be able to take over SCADA operations from PGE by the beginning of November 2017.

On the revenue side, the bureau has \$2.8 million in total planned revenue in FY 2017-18; of this, \$2.2 million is budgeted from power sales in addition to \$0.4 million in beginning fund balance and \$0.2 million in interfund cash transfer and interagency revenues. If the bureau meets or exceeds its budget for power sales and its estimated expenses do not exceed the budgeted amounts, the bureau should be positioned to use the \$1.6 million cash transfer for future budget needs. CBO recommends this request.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Portland Water Bureau

**Type:** Technical Adjustment

**Request:** WA\_007 - Fleet Replacement

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	<b>(6,000)</b>	0	<b>(6,000)</b>
Internal Materials and Services	6,000	0	6,000
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Bureau Description:**

This request is to increase the interagency with Fleet Services for a purchase of a new vehicle for the HydroElectric Power Division. Annual fleet maintenance costs include setting aside funds in a reserve for vehicle replacement. The cost of the vehicle is expected to be \$26,000. Funding from the reserve of \$20,000 will be used toward this purchase, leaving a \$6,000 balance due.

**CBO Discussion and Recommendation**

CBO recommends this request.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Prosper Portland

**Type:** Encumbrance Carryover Request

**Request:** ZD\_001 - Encumbrance Carryover

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	140,278	0	140,278
<b>TOTAL EXPENDITURES</b>	<b>140,278</b>	<b>0</b>	<b>140,278</b>
<b>REVENUES</b>			
General Fund Discretionary	140,278	0	140,278
<b>TOTAL REVENUES</b>	<b>140,278</b>	<b>0</b>	<b>140,278</b>

**Bureau Description:**

Prosper Portland requests the balance to be added as encumbrance carryover in the Fall BMP based on the following commitments that were underway or slightly delayed:  
 Neighborhood Economic Development Total \$80,064  
 •\$24,385: Small Business Support  
 o\$10,000: Remaining balance from Interise- Streetwise MBA to be carried forward for Materials and Services for two cohorts in Increase Project for FY 2017-18  
 o\$6,000: Legal work related to setting up loan documents for lending in Xxcelerate Program  
 o\$8,385: Remaining disbursement for Micro A la Carte funds  
 •\$30,000: Neighborhood Corridor  
 o\$30,000: Remaining grant funds for Venture Portland  
 •\$25,679: Workforce Development  
 o\$25,679: Remaining Worksystems Inc reimbursement for workforce navigator activities in Neighborhood Prosperity Initiatives  
 Traded Sector Total \$60,214  
 •\$5,200: Remaining balance for consultant  
 •\$2,000: Remaining balance from Chicktech to be realigned for additional unconscious bias training for companies participating in TechTown Diversity Pledge (40% of cost)  
 •\$3,312: Remaining balance from Social Enterprises to be realigned for additional unconscious bias training for companies participating in TechTown Diversity Pledge (\$60 of cost)  
 •\$4,000: Website work extended 5 weeks beyond FY 2016-17. Funds have been disbursed and this carryover will cover cost  
 •\$3,000: Data collection project/scorecard work extended 6 weeks beyond FY 2016-17. Funds have been disbursed and this carryover will cover cost  
 •\$5,202: Remaining balance of partnership with Oregon Manufacturing Extension Partnership (OMEP) to cover costs for efficiency improvement consultation. 46% of PO has been spent, 54% remaining of remaining balance is anticipated to complete before January 31, 2018  
 •\$12,500: PO with OMEP to provide 4 continuous improvement workshops. Initial funding for this occurred but remaining balance is anticipated to complete before January 31, 2018  
 •\$10,000: Remaining grant funds for iURBAN TEEN delayed from programming development  
 •\$15,000: Remaining grant funds for Mt. Hood Community College & Rosewood Initiative delayed from lack of capital development

**CBO Discussion and Recommendation**

Though CBO recommends the encumbrance carryover requests as requested, Prosper Portland has been asked and affirmed that, in the future, similar encumbrances will be requested as part of the City's over-expenditure ordinance in June of each year. Because Prosper Portland is not a City bureau, its funding is governed by an IGA managed by CBO. The City's accounting requires CBO to accrue an expenditure for all remaining funds under the current IGA by June 30th. However, Prosper Portland did not spend all of the funds that were billed as an expense in FY 2016-17, leaving about \$240,000 as a negative expense in FY 2017-18. As a result, the year-end process will require several technical adjustments that CBO will make through an amended IGA following passage of the Fall supplemental.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Prosper Portland

**Type:** New Request

**Request:** ZD\_002 - Small Business Tech. Assistance Partnership

	<b>Fall BMP Requested Adjustments</b>	<b>Fall BMP CBO/Council Changes</b>	<b>Fall BMP Total Adjustments</b>
<b>EXPENDITURES</b>			
External Materials and Services	36,936	0	36,936
<b>TOTAL EXPENDITURES</b>	<b>36,936</b>	<b>0</b>	<b>36,936</b>
<b>REVENUES</b>			
General Fund Discretionary	36,936	0	36,936
<b>TOTAL REVENUES</b>	<b>36,936</b>	<b>0</b>	<b>36,936</b>

**Bureau Description:**

After completing the SBTAP RFP this June, we have contracted with eleven organizations and are now able to re-evaluate the service numbers for FY 2017-18. The formation of SBTAP has increased the number of businesses served each year from approximately 300 to 430. With that increase, there is a need to increase the supplemental services budget to accommodate the extra client load. Supplemental services include services such as legal, credit counseling, market research, accounting assistance, childcare costs so business owners can attend classes and workshops, and digital marketing assistance. The average cost for supplemental services per client amounts to \$330 per year. With an additional 130 clients, this creates a need of \$42,900 per year.

**CBO Discussion and Recommendation**

Recommended as requested. The additional demand was unforeseen and meets CBO criteria.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Prosper Portland

**Type:** New Request

**Request:** ZD\_003 - Health Care Sector Materials & Services

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	64,415	(64,415)	0
<b>TOTAL EXPENDITURES</b>	<b>64,415</b>	<b>(64,415)</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	64,415	(64,415)	0
<b>TOTAL REVENUES</b>	<b>64,415</b>	<b>(64,415)</b>	<b>0</b>

**Bureau Description:**

The adopted budget essentially reallocated funding for the Portland Film Office to support Prosper Portland's expansion into supporting the health care sector. The vision is this focus will mirror that of our traded sector industry focus - one FTE and an M&S Budget to execute the work. The challenge is the Portland Film Office historically has an M&S allowance of \$5,000-\$10,000, while each cluster has \$80,000-\$100,000. This fall BMP request would be to take funds not spent in FY 16/17 from the Cluster Budget and carry them forward so the M&S Budget for the health care sector aligns with that of the four traded sector clusters.

**CBO Discussion and Recommendation**

CBO does not recommend Prosper Portland's request for materials and services spending related to its new Health Care Cluster. This expense is neither urgent nor unforeseen. Prosper Portland realigned ongoing funding for the Portland Film Office as part of its FY 2017-18 requested budget in February. Any additional funding that was needed should have been addressed at that time. Furthermore, as of mid-September, they have not hired anyone to fill the role of administering this program. The salary savings thus can be used to offset any materials and services spending in the current year. Finally, to the extent that these costs are truly ongoing, they should be requested as part of the FY 2018-19 budget process.

**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Prosper Portland

**Type:** Capital Set-Aside Request

**Request:** ZD\_004 - Holman Dock Replacement

	Fall BMP Requested Adjustments	Fall BMP CBO/Council Changes	Fall BMP Total Adjustments
<b>EXPENDITURES</b>			
External Materials and Services	300,000	(300,000)	0
<b>TOTAL EXPENDITURES</b>	<b>300,000</b>	<b>(300,000)</b>	<b>0</b>
<b>REVENUES</b>			
General Fund Discretionary	300,000	(300,000)	0
<b>TOTAL REVENUES</b>	<b>300,000</b>	<b>(300,000)</b>	<b>0</b>

**Bureau Description:**

- Asset Information: The Holman Light Watercraft Dock provides lightwater craft access to the Willamette River .

- Project Description: The dock is approaching the end of its ten year service life and needs to be replaced. Estimate includes replacement of freeboard portion of dock (ramp and gangway have already been replaced). Assumes existing freeboard is dismantled and salvaged. Anticipated that freeboard would need be constructed offsite in advance of July 1, 2018 window for next in water work timeframe. Capita cost includes cost to rebuild freeboard dock, permits, dismantling of old dock, and in water work (including in water permit/assumes currentl DSL permit through 2019). Assumes replaces dock in current form.

\$230,000 dock and permits, and biological assessment  
 \$20,000 consultant for permits  
 \$50,000 Prosper Portland staff time

- Explain Scores: Current failure scores are based on the dock nearing the end of its service life. Current dock surfaces may pose a risk to users given deteriorating wooden surfaces. Legal and financial impact based on current agreements in place to provide a usable dock through 2019. Number of lightwaterf craft users are estimated to be under 1,000 by Prosper Portland staff. Progression/worst case based on risk that dock may come apart or disintegrate in high river curent/water level conditions or if substantially impacted by another object within the next year . This could cause downriver impacts (higher city risk exposure).

- Benefits: The project could create the following benefits (6% out of 10%)

- 1) Improves safety (for dock users and prevent debris if failure occurs)
- 2) Implements a community priority (Eastbank Cresent Riverfront Plan)
- 3) Implments an identified action in an approved City Plan (Eastbank Cresent Riverfront Plan)

**CBO Discussion and Recommendation**

Major maintenance projects that are requested through the capital set-aside process are ranked based on the likelihood and consequences of asset failure in terms of health & safety, service impacts, and environmental impacts. Legal, regulatory, and financial factors are given consideration as well. Based on these criteria, the capital set-aside committee ranked 38 requests projects that totaled \$68.6 million. Prosper Portland's capital set-aside request to replace the Holman Dock on the Willamette River ranked 34 out of the 40 projects. Given that there is \$5.9 million in available capital set-aside, this project did not rank high enough to be recommended.



**CBO Discussion and Recommendations  
FY 2017-18 Fall Supplemental Budget Ordinance**

**Bureau:** Prosper Portland

**Type:** Technical Adjustment

**Request:** ZD\_005 - Technical Adjustment

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

**Bureau Description:**

This technical adjustment makes a correction to an incorrect commitment item in the base budget.

**CBO Discussion and Recommendation**

Recommended as requested.