

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

Bureau: Office of the City Attorney

Type: Technical Adjustment

Request: AT_003 - Technical Adjustments

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

Bureau Description:

Technical adjustment to transfer \$40,000 from External Services to Internal Services to cover additional photocopier costs and network data storage costs.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of the City Attorney

Type: Program Carryover Request

Request: AT_004 - Technology Fund Carryover

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

Bureau Description:

This is a request to carryover \$200,000 to continue the office's technology replacement fund. The office currently uses several key software programs to manage litigation, trial presentation and legal advice matters. The office successfully replaced its litigation discovery program this year, but the other two programs have become obsolete. In March, the office hired a consultant to identify and document the office's software needs and to draft an RFP. Selection and implementation is planned for FY18-19 and the office will not be able to cover those costs without the carryover funds. Like the BTS hardware replacement fund, this program enables the office to put aside funds to pay for technology upgrades and replacement costs that otherwise would not be possible within one year's budget.

CBO Discussion and Recommendation

The City Attorney is requesting to carryover \$200,000 for software replacement. This full balance was carried over from FY 2016-17 to FY 2017-18 during the Spring BMP last year. At that time, three different technologies were failing and in need of replacement. The City Attorney successfully replaced its litigation discovery program but has yet to replace the other two. The City Attorney has retained a consultant to help with the discovery process and requirements gathering and anticipates completing the software replacement(s) in FY 2018-19. CBC recommends this request.

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

Bureau: Office of the City Attorney

Type: Program Carryover Request

Request: AT_005 - Superfund Carryover

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

Bureau Description:

This request is to carryover \$108,001 to the FY18-19 budget for expenses related to the Portland Harbor Natural Resource Trustees Participation Agreement. City Council authorized the City's participation in funding the Portland Harbor Natural Resource Damage Assessment Plan to resolve liability before a Record of Decision is issued for the Portland Harbor Superfund Site. The Council authorized \$400,000 by Ordinance No. 186810. To date \$291,999 has been spent and the remaining \$108,001 will not be required until next fiscal year.

CBO Discussion and Recommendation

In FY 2014-15, Council authorized \$400,000 (Ordinance No. 186810) for expenses related to the Portland Harbor Natural Resource Trustees Participation Agreement. Since that time, \$291,999 has been spent and the remaining \$108,001 will not be required until next fiscal year. There are numerous parties involved with the agreement and coming to consensus has posed challenges, resulting in delays. CBO recommends this request.

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

Bureau: Office of the City Attorney

Type: Program Carryover Request

Request: AT_006 - Barriers to Employment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(22,725)	17,725	(5,000)
TOTAL EXPENDITURES	(22,725)	17,725	(5,000)
REVENUES			
General Fund Discretionary	(22,725)	17,725	(5,000)
TOTAL REVENUES	(22,725)	17,725	(5,000)

Bureau Description:

This request is to carryover \$22,725 for contracting with BOLI for Removal of Barriers to Employment. \$25,000 was added to the City Attorney's FY17-18 budget for outreach and education to the public, to contract with agencies who provide services to returning citizens, and to contract with BOLI for enforcement of the City's ordinance. The office has a contract with BOLI for \$25,000 to provide administrative enforcement of complaints for violations of Portland City Code Chapter 23.10 and implementing administrative regulations addressing the removal of barriers to employment. To date, the office has paid \$2,275 to BOLI for responding to inquiries and complaints, creating and distributing materials, and conducting seminars that include information on the City's ordinance. The office requests carryover of the remaining funds to continue training and provide for the processing of investigations by the Civil Rights Division.

CBO Discussion and Recommendation

In FY 2015-16 Council authorized (Ordinance No. 187459) which added City code to establish procedures for and limitations around the use of criminal history information by Portland employers. The Ordinance also appropriated \$100,000 in one-time General Fund resources to support public outreach and education, contracting with agencies providing services for returning citizens, as well as with the Oregon Bureau of Labor and Industries (BOLI) for enforcement. Of the original \$100,000 appropriation made in FY 2015-16 a total of \$3,275 has been spent. The City Attorney's contract with BOLI is not to exceed \$25,000. Based on two years of minimal billings, CBO recommends the City Attorney carryover \$5,000 of the \$22,725 requested to maintain the not-to-exceed contract with BOLI through the upcoming fiscal year.

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

Bureau: Office of the City Auditor

Type: Technical Adjustment

Request: AU_004 - Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	25,000	0	25,000
External Materials and Services	(22,500)	0	(22,500)
Internal Materials and Services	30,500	0	30,500
TOTAL EXPENDITURES	33,000	0	33,000
REVENUES			
Charges for Services	0	0	0
Interagency Revenue	33,000	0	33,000
TOTAL REVENUES	33,000	0	33,000

Bureau Description:

The Auditor's Office's technical adjustments include transfers of funds within Materials and Services to ensure the budget matches expenditures for the Hearings Office software replacement, security project expenses, legal services, Lobbyist Registration and Political Consultant Registration application development. They also include transfers to Personnel Services to ensure sufficient funding through the end of the year. Finally, the interagency agreement between the Auditor's Office and the Bureau of Transportation is increased by \$33,000 to account for a large increase in the number of tow hearings and refunds.

CBO Discussion and Recommendation

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

Bureau: Office of the City Auditor

Type: Program Carryover Request

Request: AU_005 - Carryover: Security Improvements

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(190,000)	0	(190,000)
TOTAL EXPENDITURES	(190,000)	0	(190,000)
REVENUES			
General Fund Discretionary	(190,000)	0	(190,000)
TOTAL REVENUES	(190,000)	0	(190,000)

Bureau Description:

The Auditor's Office has begun a project to improve security in Rooms 130 and 140 in City Hall, which house three programs: the Independent Police Review; Council Clerk/Contracts; and Assessments, Finance & Foreclosure. Staff in these offices are the subject of ongoing threats. The project will construct physical barriers to prevent incursion into the office areas, an approach which is consistent with previous security assessments and with other City offices that are frequently threatened.

CBO Discussion and Recommendation

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

Bureau: Office of the City Auditor

Type: Program Carryover Request

Request: AU_006 - Carryover: IT Audit

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(112,000)	0	(112,000)
TOTAL EXPENDITURES	(112,000)	0	(112,000)
REVENUES			
General Fund Discretionary	(112,000)	0	(112,000)
TOTAL REVENUES	(112,000)	0	(112,000)

Bureau Description:

City Council approved funds in FY 2017-18 for an audit of the Regional Arts and Culture Council. That audit is nearing completion and is scheduled to be issued in May 2018. Existing resources were reconfigured to expedite delivery of the audit results to inform the hiring of the new executive director and renegotiation of the agency's contract with the City. Outside auditors are in the process of being engaged to conduct an information technology audit in place of existing staff. The audit should begin during the current fiscal year and this carryover will be used to fund the remainder of that audit in FY 2018-19.

CBO Discussion and Recommendation

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

Bureau: Office of the City Auditor

Type: New Request

Request: AU_007 - LID linteragency with PBOT - LID Proj Admin Cost

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Bond Expenses	118,900	0	118,900
Contingency	27,600	0	27,600
TOTAL EXPENDITURES	146,500	0	146,500
REVENUES			
Interagency Revenue	146,500	0	146,500
TOTAL REVENUES	146,500	0	146,500

Bureau Description:

This request adds a new Local Improvement District (LID) interagency agreement with the Bureau of Transportation to cover approved Auditor's costs for administrative, support, and project interest on completed LID Projects as follows:
 Cost Center AUDA000008, Acct 642201, Funded Program 7AU2TR0001 = \$146,500
 Offset to Contingency: 571100 = \$27,600 and Debt Retirement Interest 555300 = \$118,900

CBO Discussion and Recommendation

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

Bureau: Office of the City Auditor

Type: New Request

Request: AU_008 - LID Fund Technical Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	20,000	0	20,000
Bond Expenses	2,076,181	0	2,076,181
Contingency	766,950	0	766,950
TOTAL EXPENDITURES	2,863,131	0	2,863,131
REVENUES			
Budgeted Beginning Fund Balance	898,817	0	898,817
Charges for Services	215,000	0	215,000
Miscellaneous	1,749,314	0	1,749,314
TOTAL REVENUES	2,863,131	0	2,863,131

Bureau Description:

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

- 1) --Increase Beginning Fund Balance by \$898,817 to match FY 2017 CAFR ending balance
- 2) --Increase Collection Fee by \$50,000 and Penalty Revenues by \$165,000
- 3) --Increase Assessment Payment by \$1,684,831 and Interest Revenues by \$64,483
- 4) --Increase Debt Principal Expense by \$2,076,181 due to increased lien revenues
- 5) --Increase Bureau Overhead to Auditor's Office by \$20,000 for increased personnel costs
- 6) --Increase Contingency by \$766,950 for adjustments to Beginning Fund Balance and additional technical adjustments

CBO Discussion and Recommendation

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

Bureau: Office of the City Auditor

Type: Technical Adjustment

Request: AU_009 - Bancroft Bond Fd Tech Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	0	0	0
Bond Expenses	202,447	0	202,447
TOTAL EXPENDITURES	202,447	0	202,447
REVENUES			
Budgeted Beginning Fund Balance	863,852	0	863,852
Miscellaneous	(661,405)	0	(661,405)
TOTAL REVENUES	202,447	0	202,447

Bureau Description:

Technical Adjustments to Bancroft Bond Beginning Balance include adjusting revenues & expenditures based on year estimates with off-set to Unappropriated Fund Balance. Specifically, adjustments:

Increase Beginning fund balance by \$863,852; decrease Assessment Revenues Principal (482200) by \$443,071; lower Interest Other (454100) by \$218,334; and increase Debt Retirement Principal (551200) by \$202,447.

CBO Discussion and Recommendation

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

Bureau: City Budget Office

Type: Program Carryover Request

Request: BO_004 - Software Replacement Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(80,000)	0	(80,000)
External Materials and Services	(1,003,346)	0	(1,003,346)
TOTAL EXPENDITURES	(1,083,346)	0	(1,083,346)
REVENUES			
General Fund Discretionary	(1,083,346)	0	(1,083,346)
TOTAL REVENUES	(1,083,346)	0	(1,083,346)

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. Since that allocation, \$38,000 has been spent on a consultant contract for requirements gathering. Additionally, \$20,000 was de-funded as the result of CBO's conservative estimate of FY 2016-17 spending; only \$940,000 was carried over into the current fiscal year (FY 2017-18) based on the assumption that the requirements work would cost as much as \$60,000 in FY 2017-18. An RFP was issued in November 30, 2017 and the selection process has almost concluded; at the time of this writing, an intent to award has been issued. Based on the selected proposal and estimates of staff costs and other project costs and contingencies, CBO is estimating at medium confidence the total remaining project cost (and the total to be capitalized) to be \$1.1 million. While only \$940,000 remains from the initial allocation, CBO is not funding maintenance on the unsupported system, BRASS, this fiscal year. The service level agreement with CGI, the BRASS vendor, was budgeted at \$63,000. CBO is requesting to carryover the remaining project allocation, the current year's system maintenance budget, and additional underspending to fully fund the project in FY 2018-19. CBO anticipates beginning implementation activities as soon as contracting concludes which is estimated to be June 2018. Further, CBO anticipates the project will complete in FY 2018-19.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Fire & Police Disability & Retirement

Type: Technical Adjustment

Request: DR_001 - OMF IA for GovInvest software

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

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 Spring Supplemental Budget Ordinance**

Bureau: Bureau of Fire & Police Disability & Retirement

Type: Technical Adjustment

Request: DR_002 - DCTU Professional Development

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	682	0	682
Contingency	(682)	0	(682)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request for contingency transfer increases the FPDR interagency agreement with the Office of Management and Finance by \$682 for FPDR's pro rata shares of the DCTU professional development expenses per the DCTU labor agreement effective July 2017.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Fire & Police Disability & Retirement

Type: Technical Adjustment

Request: DR_003 - Prevent Major Object Over-Expenditures

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	20,000	0	20,000
Internal Materials and Services	400,000	0	400,000
Capital Outlay	110,000	0	110,000
Contingency	(530,000)	0	(530,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request includes three contingency transfers. The first increases FPDR's interagency agreement with the Police Bureau by \$400,000 for OPSRP reimbursement. FPDR reimburses the Police Bureau for OPSRP contributions made on behalf of sworn employees hired after 2006. OPSRP reimbursements to the Police Bureau are projected to exceed the budget due to the Police Bureau hiring a large number of sworn employees sooner than anticipated in the budget. The second contingency transfer increases FPDR's personnel budget by \$20,000. Personnel costs are projected to exceed budget because of unanticipated wage increases included in the most recent DCTU contract. The third adjustment increases capital outlay by \$110,000, mainly to cover the cost of implementing the pension estimate automation module.

CBO Discussion and Recommendation

Recommended as requested. The increased software cost is a result of an accelerated timeline due to more contractor staff being available and the ability to undertake additional capital programming improvements this year.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_007 - Additional Positions FY 2017-18 Spring BMP

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	273,506	0	273,506
Internal Materials and Services	240,000	0	240,000
TOTAL EXPENDITURES	513,506	0	513,506
REVENUES			
Licenses & Permits	513,506	0	513,506
TOTAL REVENUES	513,506	0	513,506
FTE			
Full-Time Positions	2.83	0.00	2.83
TOTAL FTE	2.83	0.00	2.83

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_007 - Additional Positions FY 2017-18 Spring BMP

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

BDS is requesting 17.0 staff positions through the FY 2017-18 Spring Budget Monitoring Process (BMP). 15 of the added positions are new, while 2 are conversions from Limited Term into regular positions. All of the positions will be supported with fee revenues, and projections indicate sufficient revenues will be available to support the positions for the next five years.

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

This request also makes an adjustment of \$240,000 to the interagency agreement with City Fleet in order to add an appropriation for six new vehicles. New cars are necessary to accommodate new field staff positions. Approval of this request meets the requirements of resolution 35960 requiring City Council approval of leases, upgrades to replacements, and new vehicle additions.

The 17.0 FTE in this request include:

Business Operations and Finance Services (3.0 new FTE and 1.0 FTE LT conversion)

Enforcement Program:

- 1.0 Office Support Specialist II (Limited Term to Regular conversion)

This is a request to convert a limited term Office Support Specialist II position to regular to address workload issues. The position is critical in processing Accessory Short Term Rental Applications which have increased significantly over the last year. The position will also help cover the Code Enforcement phone line, respond to online complaints, and provide office support to inspectors.

- 1.0 Housing Inspector

This position will allow BDS to meet inspection service level goals as well as restore critical case management duties, including but not limited to completing 6-month re-inspections to make contact with responsible parties, resource referrals to connect customers with safety net programs, and code hearing referrals to correct old cases. Having this position will allow the bureau train and develop inspectors to meet our business needs, and provide a more robust internal candidate pool for higher level position recruitments.

- 1.0 Senior Housing Inspector

This position will conduct the Chapter 13 systematic inspection program for older three or more story apartment buildings. This is a proactive inspection program to ensure that minimum safety standards are met in Chapter 13 buildings which often house vulnerable populations.

Front Desk and Administrative Support:

- 1.0 Senior Administrative Specialist

This position is necessary to assist with administering and reporting on the Customer Call Support Program, provide phone support during peak call times, and act as lead support when the Administrative Supervisor is out of the office. The position will also lead the development of standard call routing procedures, a bureauwide Contact Database, and training materials.

Portland Online Permitting System (1.0 FTE)

- 1.0 Training & Development Analyst

This position will provide knowledge management, training, and change management coordination. It will enable training and knowledge transfer to BDS employees and customers from the new technology services developed under the POPS program.

Inspection Services (6.0 FTE)

Residential Inspections:

- 1.0 Plumbing Inspector

- 1.0 Electrical Inspector

These positions are required to perform the duties of a retiring Combination Inspector, which will be reclassified as a Building Inspector II. The Electrical and Plumbing Inspectors are needed to complete inspections which the Building Inspector is unable to complete. The addition of these positions will allow the bureau maintain current service levels.

Commercial Inspections:

- 1.0 Senior Building Inspector

This position is requested to increase capacity for in-house training and onboarding of new personnel and will work on compliance issues, such as expiring permits, unresolved correction notices, and expired TCO's.

- 2.0 Senior Electrical Inspector

These positions are requested to work on the Master Permit Program as well as plan review.

- 1.0 Building Inspector II

This position is necessary to help Commercial Inspections meet service level turnaround goals and increase the quality of services provided.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_007 - Additional Positions FY 2017-18 Spring BMP

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

Plan Review (3.0 FTE)

- 1.0 Supervising Engineer

This position will act as section manager for structural engineers. The Engineering Plan Review section has more employees than optimal for one supervisor. Adding a supervisory position will address this span of control issue.

- 1.0 Engineer – Structural
- 1.0 Engineer - Geotechnical

These positions will help the bureau meet turnaround goals and the anticipated development project activity. Large development projects, including the PDX Terminal Expansion, PACR Building, Portland Public Schools, Adidas, and others are expected to increase workload, as will the Mayor's Fast-Track Permitting Pilot.

Permitting Services (2.0 new FTE and 1.0 FTE LT conversion)

- 1.0 Development Services Technician II

This position will help meet workload increases due to new asbestos and lead based paint regulations and cannabis industry permitting, as well as anticipated development project activity. Large development projects, including the PDX Terminal Expansion, PACR Building, Portland Public Schools, Adidas, and others are expected to increase workload, as will the Mayor's Fast-Track Permitting Pilot.

- 1.0 Program Coordinator – Small Business (Limited Term to Regular conversion)

This is a request to convert a Program Coordinator position from limited term to regular. This position is a part of the ongoing re-org and addresses functional needs of the Small Business Section.

- 1.0 Development Services Project Coordinator

This position will help the bureau coordinate projects and manage the process challenges presented by current and future programs.

CBO Discussion and Recommendation

Recommended as requested. BDS is budgeting an additional \$250,000 in permit fees in its Plan Review program and an additional \$263,506 of the same revenue type in its Combination Inspections program to fund the positions and associated vehicular costs for the remainder of the year, with the positions authorized to start in May. Annualized over an entire year, the costs would be an additional \$3.1 million in FY 2018-19. BDS's 5-Year Financial Plan assumes minimal growth in permit revenues next year, but CBO notes that the bureau has traditionally been conservative in its revenue estimates and projections.

While no data is provided on the workload that each of the requested positions is intended to address, BDS has indicated that the position requests are based on current need and that assuming all requested vacancies are filled and trained, the bureau will have enough positions to achieve its turnaround goals for reviews. BDS has also noted that it will re-evaluate its need for positions in relation to workload and make changes in the FY 2018-19 Fall BMP, if necessary.

Although the requested positions are authorized to start in May, it will take the bureau several months to fill them. When asked for estimates of when they would be filled, BDS stated that although it is not able to provide an exact date, it has done a good job filling positions over time. The bureau has provided data that it has filled 82% of the positions added since FY 2014-15. However, of the 30.0 FTE added in the Fall BMP, only 8.0 FTE has been filled, with the remaining 22.0 FTE in various stages of recruitment. BDS has also provided data for the period starting July 2017 up to the end of January 2018 that show that its average recruitment time is 88 days, lower than other large development bureaus and faster than the Citywide average. Once hired though, it can take between 6 months and 2 years to achieve the desired level of productivity due to the technical nature of the bureau's work.

Data from March 2nd, 2018, indicate that the bureau had a total of 79 vacancies then, with 12 in the Plan Review section, 14 in Permitting Services, 7 in Commercial Inspections, and 15 in Residential Inspections. In the past. As noted in CBO's review of BDS's FY 2018-19 Requested Budget, the bureau has indicated that it generally fills between five to ten positions each month, and CBO notes that BDS is barely able to keep pace with the new vacancies that occur as a result of transfers, separations, and promotions. Comparisons between April 2017 and March 2018, though, show that staffing in the Plan Review section has remained level, while Permitting Services has gained an additional eight employees.

BDS has a Business Continuity Plan that has identified several indicators which signal changes in construction activity and the bureau's financial health. The plan outlines the expenditure reduction measures in the event that enough of the indicators reach certain thresholds. In January 2018, three of the nine Leading Indicators are "active," while none of the Plan Triggers are. CBO believes that because it would take BDS some time to fill the requested positions, expenditures associated with them would also take some time to be realized. CBO also notes that the Business Continuity Plan's indicators should also provide time for the bureau to take action, including potential hiring freezes, in the event of an economic downturn. Therefore, because of the modest growth in revenues projected for FY 2018-19, the relatively high number of vacancies that need to be filled and the time needed to fill them, and the bureau's Business Continuity Plan, CBO recommends the additional positions.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_008 - Adjustment to IA with Fleet

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	50,000	0	50,000
TOTAL EXPENDITURES	50,000	0	50,000
REVENUES			
Licenses & Permits	50,000	0	50,000
TOTAL REVENUES	50,000	0	50,000

Bureau Description:

This is an adjustment of \$50,000 to the interagency agreement with Fleet for higher than expected accident repair expenditures and to prevent over-expenditure.

CBO Discussion and Recommendation

Recommended as requested. BDS is budgeting an additional \$50,000 in permit fees in its Combinations Inspections program to fund the increase.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_009 - Adjustment to IA with P&D

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	99,000	0	99,000
TOTAL EXPENDITURES	99,000	0	99,000
REVENUES			
Licenses & Permits	99,000	0	99,000
TOTAL REVENUES	99,000	0	99,000

Bureau Description:

This is an adjustment of \$99,000 to the interagency agreement with Printing and Distribution to add an appropriation for expenditures associated with copying and printing services and to prevent over-expenditure.

CBO Discussion and Recommendation

Recommended as requested. BDS is budgeting an additional \$99,000 in permit fees in its Combination Inspections program to fund the increase.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_010 - Adjustment to IA with Facilities

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	1,535,000	0	1,535,000
TOTAL EXPENDITURES	1,535,000	0	1,535,000
REVENUES			
Licenses & Permits	1,135,000	0	1,135,000
Miscellaneous	400,000	0	400,000
TOTAL REVENUES	1,535,000	0	1,535,000

Bureau Description:

This is an adjustment of \$1,535,000 to the interagency agreement with Facilities reflecting projects related to the redesign and upgrade of Rooms 2500 A & B from a general conference room to a flexible conference room with a dedicated hearings room component, adding electric vehicle chargers in the parking garage, internal staff moves, a remodel of the 2nd floor Permit Center, and to prevent over-expenditure.

CBO Discussion and Recommendation

Recommended as requested. BDS is budgeting an additional \$1,135,000 in permit fees in its Plumbing Inspections program, as well as \$400,000 in interest income, to fund the increase.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_011 - Adjustment to IA with BTS

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	300,000	0	300,000
TOTAL EXPENDITURES	300,000	0	300,000
REVENUES			
Licenses & Permits	300,000	0	300,000
TOTAL REVENUES	300,000	0	300,000

Bureau Description:

This is an adjustment of \$300,000 to the interagency agreement with the Bureau of Technology Services to add an appropriation for expenditures associated with increased personnel, new employee setup, internal staff moves, and to prevent over-expenditure.

CBO Discussion and Recommendation

Recommended as requested. BDS is budgeting an additional \$300,000 in permit fees in its Plumbing Inspections program to fund the increase. While some of the additional expenses may be due to the POPS implementation project, the bureau would address any further increases in spending on the IA with BTS due to POPS during the Over-Expenditure Ordinance, if necessary. Another request in this Spring BMP (DS_014) addresses increases in spending in External Materials & Services due to POPS.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_012 - Adjustment for new DCTU contract expenses

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	28,303	0	28,303
TOTAL EXPENDITURES	28,303	0	28,303
REVENUES			
Licenses & Permits	28,303	0	28,303
TOTAL REVENUES	28,303	0	28,303

Bureau Description:

This is an adjustment of \$28,303 for BDS' pro rata share of professional development expenses associated with the new DCTU contract.

CBO Discussion and Recommendation

Recommended as requested. BDS is budgeting an additional \$28,303 in permit fees in its Electrical Inspections program to fund the additional expenses.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_013 - Adjustment for new PTE 17 contract expenses

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	34,568	0	34,568
TOTAL EXPENDITURES	34,568	0	34,568
REVENUES			
Licenses & Permits	34,568	0	34,568
TOTAL REVENUES	34,568	0	34,568

Bureau Description:

This is an adjustment of \$34,568 for BDS' pro rata share of professional development expenses associated with the new PTE 17 contract.

CBO Discussion and Recommendation

Recommended as requested. BDS is budgeting an additional \$34,568 in permit fees in its Electrical Inspections program to fund the additional expenses.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_014 - Adjustment to External Materials and Services

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,228,975	0	3,228,975
Contingency	(1,228,975)	0	(1,228,975)
TOTAL EXPENDITURES	2,000,000	0	2,000,000
REVENUES			
Licenses & Permits	2,000,000	0	2,000,000
Charges for Services	0	0	0
Miscellaneous	0	0	0
TOTAL REVENUES	2,000,000	0	2,000,000

Bureau Description:

This is an adjustment of \$3,228,975 to External Materials and Services due to additional space requirements in the CH2M building, technology expenditures related to maintaining existing systems and moving forward with the Portland Online Permitting System (POPS), an increase in personnel increasing the bureau's need for materials and services, and increased education and training efforts. BDS did not include the full scope of the work performed under POPS in the FY 2017-18 requested budget, electing to wait until the Spring Budget Monitoring Process to make the adjustment when the project scope and costs are more certain.

CBO Discussion and Recommendation

Recommended as requested. BDS is budgeting an additional \$2.0 million in permit fees in its Building Inspections program, along with a \$1.2 million draw from the bureau's contingency, to fund the additional expenses, of which about \$1.8 million are due to POPS implementation. The draw from contingency is 4.5% of the amount in BDS's bureau-wide pre-Spring BMP budget for contingency (\$27.4 million). BDS has indicated that its contingency is not split out by program. Another request (DS_015) adds back \$10.4 million into contingency. Bureau-wide, reserves stood at about \$90 million at the beginning of calendar year 2018.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_015 - Adjustment for PHB interfund loan repayment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	10,370,699	0	10,370,699
TOTAL EXPENDITURES	10,370,699	0	10,370,699
REVENUES			
Bond and Note	10,220,699	0	10,220,699
Miscellaneous	150,000	0	150,000
TOTAL REVENUES	10,370,699	0	10,370,699

Bureau Description:

This is an adjustment of \$10,370,699 for expected repayment of the remaining principal and interest from the interfund loan from BDS to the Portland Housing Bureau for the purchase of the Ellington Apartments located at 1610 NE 66th Avenue.

CBO Discussion and Recommendation

Recommended as requested. The revenues are being budgeted back into the bureau's contingency, increasing it by 37% from the pre-Spring BMP amount of \$27.4 million. See CBO analysis for package HC_011 for details on the Portland Housing Bureau's side.

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

Bureau: Bureau of Development Services

Type: New Request

Request: DS_016 - Adjustment for purchase of microfiche scanners

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	25,400	0	25,400
Contingency	(25,400)	0	(25,400)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This is an adjustment of \$25,400 to Capital Outlay for the purchase of two microfiche scanners.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Development Services

Type: Mid-Year Reductions

Request: DS_017 - Carryover of funds for IA with ONI

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	(43,338)	0	(43,338)
TOTAL EXPENDITURES	(43,338)	0	(43,338)
REVENUES			
Interagency Revenue	(43,338)	0	(43,338)
TOTAL REVENUES	(43,338)	0	(43,338)

Bureau Description:

This request reduces the revenue from the IA with ONI by \$43,338 for use of the BDS Communications Team in order to carry over to FY 2018-19.

CBO Discussion and Recommendation

The reduction of the IA is recommended as requested. Please see CBO's review of ONI's Spring BMP requests for a discussion of the ONI package (NI_013) to carryover the one-time General Fund resources.

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

Bureau: Bureau of Emergency Communications

Type: Mid-Year Reductions

Request: EC_007 - CAD Refresh Project Balance Refund to GF

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	237,085	0	237,085
Contingency	(237,085)	0	(237,085)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The project ended in FY 1617 and surplus project funds went to the BOEC fund balance/contingency. This request moves the surplus from contingency to a budget line item, which will allow a transfer returning the funds to the General Fund to be processed. The project refund balance is \$237,085.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_008 - Innovation Fund Project Balance Refund to GF

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	165	0	165
Contingency	(165)	0	(165)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Innovation Fund Project, On Call Community Rescue for Animals.

The project ended in FY 1617 and surplus project funds went to the BOEC fund balance/contingency. This request moves the surplus from fund balance/contingency to a budget line item, which will allow a transfer returning the funds to the General Fund to be processed. The project balance is \$165.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_009 - FY 1617 Operating Surplus Refund to GF

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	362,620	0	362,620
Contingency	(362,620)	0	(362,620)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Portland operating surplus is \$362,620 for FY 1617. Each year a request of this type is submitted for Council consideration.

This year BOEC requests it not be accepted and BOEC be allowed to retain these funds as contribution towards the 9-1-1 Next Generation Recording System and the Integrated Priority Dispatch System projects submitted in the FY 1819 BOEC budget request.

CBO Discussion and Recommendation

CBO recommends that this balance be returned to the General Fund. The 9-1-1 Next Generation Recording System and the Integrated Priority Dispatch System technology projects for FY 1819 originally proposed that funding come from a combination of BOEC contingency and one-time General Fund resources. CBO recommended these projects be cost-shared by all partner jurisdictions, with the City of Portland portion being funded entirely by Public Safety Project Reserve funds. This funding model eliminates the need for funding from both BOEC contingency and General Fund resources, allowing the \$362,620 to be returned to the General Fund.

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

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_010 - Adjust Fund Balance to CAFR

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	116,777	0	116,777
TOTAL EXPENDITURES	116,777	0	116,777
REVENUES			
Budgeted Beginning Fund Balance	116,777	0	116,777
TOTAL REVENUES	116,777	0	116,777

Bureau Description:

Adjust Fund Balance to FY 1617 Year End CAFR (Comprehensive Annual Financial Report)

This request adjusts the FY 1718 beginning balance for BOEC to match the year end CAFR report balance which is \$1,587,046. This adjustment is made each year in the Spring BMP. This request increases the estimated year end fund balance of \$1,470,269 by \$116,777 to balance to the year end CAFR fund balance of \$1,587,046.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Emergency Communications

Type: Technical Adjustment

Request: EC_011 - Adjustment for DCTU Professional Development

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	682	0	682
Contingency	(682)	0	(682)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$682 from BOEC contingency to support DCTU training costs in accordance with the current DCTU labor contract. BOEC's pro rata share was determined by Human Resources and all City Bureaus with DCTU staff are directed to make this funding adjustment in the Spring BMP. BOEC has five DCTU staff.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_007 - GF Technical Adjustments

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

Bureau Description:

These are technical adjustments within General Fund.

CBO Discussion and Recommendation

CBO recommends these adjustments, but notes that the Portland Loo-BEECN pilot project is new and there is the possibility of a future request for General Fund support should the pilot be successful.

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

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_008 - Grants Fund Technical Adj

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	20,000	0	20,000
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	20,000	0	20,000
REVENUES			
Intergovernmental Revenues	20,000	0	20,000
TOTAL REVENUES	20,000	0	20,000

Bureau Description:

This is an additional award amount of \$20,000 for UASI 2015 for M&A to spend by June 30 2018.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Bureau of Emergency Management

Type: Program Carryover Request

Request: EM_009 - COOP Planner

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(130,846)	65,423	(65,423)
TOTAL EXPENDITURES	(130,846)	65,423	(65,423)
REVENUES			
General Fund Discretionary	(130,846)	65,423	(65,423)
TOTAL REVENUES	(130,846)	65,423	(65,423)

Bureau Description:

Carryover of \$130,846 for COOP Planner 1 additional year: The City provides many essential services to the public; these services must be continued or resumed quickly following a disruptive event. All Portlanders will benefit from the continuation of essential services following a disaster. The City has improved its emergency planning in the past few years. However, some key City bureaus are still struggling to develop adequate continuity of operations programs. PBEM proposes to continue the position of citywide Continuity of Operations (COOP) Planner for an additional year. The cost for extending the position for an additional year is \$130,846. This planner is a subject-matter expert who serves as a resource to all bureaus and supports the development of citywide policies and processes that promote resilient provision of services. Before putting forward a staff position, PBEM considered contracting for assistance. However, bureaus overwhelmingly preferred an in-house resource. PBEM also tried for several years to support COOP planning with existing staff, but this was not sustainable given the demands on current staffs. The COOP Planner will support all bureaus to:

- Establish processes to update perishable information in the COOP annually
- Assist bureaus in completing their first round of updates in BOLD software
- Establish process to test COOP plans annually
- Assist bureaus in completing their first COOP exercises
- Continue to review and rate bureaus on their COOP plans (including whether they are up-to-date)
- Continue to convene the citywide COOP committee and implement citywide policies related to citywide business continuity, with a focus on Procurement processes.

CBO Discussion and Recommendation

CBO partially recommends this request, as the bureau has also requested a new full-time permanent position in its fiscal year 2018-19 requested budget. This new position would allocate 40% of its time to continuing the COOP program. Should Council fund this position in the requested budget, only a partial year carryover amount would be needed. CBO notes that the bureau would prefer to carryover the current limited-term position for the full year to assist with training and transitioning the program to the new full-time permanent position however, CBO believes this can be done in the first six months of the fiscal year. Should the fiscal year 2018-19 ongoing position not be funded, CBO would recommend fully funding this carryover request.

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

Bureau: Portland Bureau of Emergency Management

Type: Program Carryover Request

Request: EM_010 - Community Hazard Mitigation Outreach Materials

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

Bureau Description:

Carryover of \$100,000 for citywide materials that include a map of the City showing areas of natural hazard risk (e.g. landslide zones), natural hazard mitigation efforts (e.g. floodplain restoration areas), and emergency response resources (BEECNs and fire stations). Materials will also include a fillable mini-disaster plan and information about how to register for public alerts and engage further in community resilience efforts. These materials will also promote Map Your Neighborhood, NET, and BEECN. It will reach all Portland residents.

CBO Discussion and Recommendation

Recommended as requested. This carryover request will fund the final stage of the Map your Neighborhood program and is a planned project for the current fiscal year, but has been delayed due to position vacancies.

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

Bureau: Portland Bureau of Emergency Management

Type: Technical Adjustment

Request: EM_011 - IA Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(62,000)	0	(62,000)
Internal Materials and Services	62,000	0	62,000
TOTAL EXPENDITURES	0	0	0
REVENUES			
Interagency Revenue	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

These are technical adjustments to General Fund to move dollars from EMS to IMS.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Environmental Services

Type: Technical Adjustment

Request: ES_009 - Grant Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	64,910	0	64,910
External Materials and Services	55,760	0	55,760
Internal Materials and Services	21,630	0	21,630
Capital Outlay	(165,580)	0	(165,580)
Contingency	251,580	0	251,580
TOTAL EXPENDITURES	228,300	0	228,300
REVENUES			
Intergovernmental Revenues	228,300	0	228,300
TOTAL REVENUES	228,300	0	228,300

Bureau Description:

Grants:

The following adjustments to Grants totaling \$228,300 are requested by project managers. The CIP grant adjustments total \$251,580 and the Operating grant adjustments total a reduction of (\$23,280).

\$630 EPA Brownfield Assessment Grant - ES000049

This grant relies on partners willing to conduct Brownfield Clean Up actions. Additional funds are needed to cover unexpected P&D interagency charges.

\$26,580 Metro Lower Errol Wetland Grant – ES000046

This capital project E10685 was re-opened to allow additional revegetation charges funded by a Metro grant. Additional grant funds will be budgeted by PP&R to cover community volunteer revegetation events.

(\$28,360) Meyer Memorial Fish Habitat Grant – ES000050

Fewer expenses than anticipated will be charged in the current fiscal year and instead will be charged in FY18-19 due to invoicing terms for work conducted under an IGA.

\$225,000 FEMA Winter Storm – ES000042

Additional budget is needed to cover allowable expenses related to winter storm emergency costs incurred under BES emergency project E10854 FEMA Luther Road Restoration.

\$4,450 Metro Willamette River Restoration Partnership – ES000048

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

CBO Discussion and Recommendation

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

Bureau: Bureau of Environmental Services

Type: Technical Adjustment

Request: ES_010 - Operating Program Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	12,500	0	12,500
External Materials and Services	1,179,957	0	1,179,957
Internal Materials and Services	138,143	0	138,143
Contingency	(1,330,600)	0	(1,330,600)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Business Services:

\$72,824 interagency increase to Human Resources for professional development costs from new labor contracts. The increase will be funded from contingency.

\$20,000 to fund new security requirements at the 400 Building serving as the temporary location for BES staff during the Portland Building remodel. The increase will be funded from contingency.

\$1,559 interagency increase to OMF for storage of items related to the Housing and Urban Camping Impact Reduction Program.

\$11,217 interagency increase to OMF for share of security assessment on BES properties.

Watershed:

\$75,000 reduction of external materials and services to support intra-agency work with BES's Laboratory Services for additional analysis required for outfalls to Columbia Slough, monitoring of stormwater facilities, to meet DEQ requirements for the Columbia Slough, and to assist with negotiations with DEQ on revisions to the Long-Term Monitoring Plan and Watershed Action Plan. The balance will be an increase to contingency as sufficient staffing exists at the Lab to do the work.

\$12,500 increase for seasonal staff to support Wetland Inventory work. The increase is supported by a decrease in professional services.

\$4,800 increase to Fleet interagency for vehicle rental to support Wetland Inventory work.

\$27,743 increase to PBOT interagency for survey work related to Lents Collaborative project, Crystal Springs Cross Sections supporting FEMA floodplain map revision application to manage floodplain, and for top-of-bank surveys for Central City Plan work. This increase is supported by a decrease in professional services.

Wastewater:

\$1,300,000 increase in external materials and services to support the Receipt Point Facility portion of the Biogas project at the Columbia Wastewater Treatment Plant (the Plant). The Receipt Point Facility is where the gas generated at the Plant enters the Northwest Natural (NWN) system and will be designed, built, owned, and maintained by NWN. As a result, it is not eligible for CIP funding and will be removed from the CIP and paid for from operating resources. The increase will be supported from a draw on contingency.

CBO Discussion and Recommendation

CBO recommends these operating program adjustments.

One of the items reduces capital outlay by \$1.3 million and increases external materials and services in the Sewer Operating Fund. This adjustment is due to the Receipt Point Facility, a component of the Columbia Boulevard Wastewater Treatment Plant (CBWTP) Biogas Project, no longer being eligible for the CIP funding. The Receipt Point Facility is where the renewable natural gas produced at the plant is distributed into NW Natural's pipeline. Based on the terms of the draft Interconnection Agreement with NW Natural, the receipt point into NW Natural's distribution system will be designed, owned, operated and maintained by NW Natural. Because the bureau will not own the asset, CIP funding cannot be used. In discussions with the bureau regarding this unique agreement, staff assert that these types of agreements are common in the natural gas industry.

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

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_011 - New Revenue - Program Related

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	77,500	0	77,500
Contingency	515,700	0	515,700
TOTAL EXPENDITURES	593,200	0	593,200
REVENUES			
Interagency Revenue	593,200	0	593,200
TOTAL REVENUES	593,200	0	593,200

Bureau Description:

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

Pollution Prevention:

\$40,000 increase in interagency revenue from Parks to fund additional coordinated site assessment services. To provide the additional service efforts External Materials and Services will increase \$32,500 with the balance going to contingency.

\$105,000 increase in interagency revenue from PBOT to fund coordinated site assessment and laboratory services. To provide the additional service efforts External Materials and Services will increase \$45,000 with the balance going to contingency.

Engineering:

\$400,000 increase in interagency revenue from Water to fund materials testing laboratory services for Water's Washington Park project. The estimated additional revenues will be deposited to contingency.

CBO Discussion and Recommendation

CBO recommends these requests.

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

Bureau: Bureau of Environmental Services

Type: Technical Adjustment

Request: ES_012 - CIP Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,200,000	0	3,200,000
Capital Outlay	(3,200,000)	0	(3,200,000)
Contingency	57,000	0	57,000
TOTAL EXPENDITURES	57,000	0	57,000
REVENUES			
Fund Transfers - Revenue	57,000	0	57,000
TOTAL REVENUES	57,000	0	57,000

Bureau Description:

\$1,300,000 reduction to the Columbia Boulevard Wastewater Treatments Plant Biogas project (E10033) due to the Receipt Point Facility being designed, owned, operated and maintained by Northwest Natural and not eligible for CIP funding. The balance of the adjustments move Capital Outlay resources to External Materials and Services to provide budget for various line items that may be overspent or not budgeted. The adjustments are within the NWN: Slabtown (E10663), SE Interceptor Rehabilitation (E10030), and Phase 3 Pipe Rehabilitation (E10500) projects.

\$57,000 interagency revenue from Parks for the Willamette Park Centennial Oaks project (E10153). The amount reflects Parks' contribution to the project and will result in a deposit to contingency.

CBO Discussion and Recommendation

CBO recommends these requests. This request reduces capital outlay by \$1.3 million and increases external materials and services in the Sewer Operating Fund. This adjustment is due to the Receipt Point Facility, a component of the Columbia Boulevard Wastewater Treatment Plant (CBWTP) Biogas Project, no longer being eligible for the CIP funding. The Receipt Point Facility is where the renewable natural gas produced at the plant is distributed into NW Natural's pipeline. Based on the terms of the draft Interconnection Agreement with NW Natural, the receipt point into NW Natural's distribution system will be designed, owned, operated and maintained by NW Natural. Because the bureau will not own the asset, CIP funding cannot be used. In discussions with the bureau regarding this unique agreement, staff assert that these types of agreements are common in the natural gas industry.

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

Bureau: Bureau of Environmental Services

Type: New Request

Request: ES_013 - Fund Level Transfers

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(3,000,000)	0	(3,000,000)
Bond Expenses	(8,000,000)	0	(8,000,000)
Fund Transfers - Expense	18,000,000	0	18,000,000
Contingency	26,000,000	0	26,000,000
TOTAL EXPENDITURES	33,000,000	0	33,000,000
REVENUES			
Charges for Services	15,000,000	0	15,000,000
Fund Transfers - Revenue	18,000,000	0	18,000,000
TOTAL REVENUES	33,000,000	0	33,000,000

Bureau Description:

This request includes additional Operating Fund transfers of \$16,000,000 to the Rate Stabilization Fund (RSF) and \$10,000,000 to the Sewer System Construction Fund. The transfers are supported by: a \$3,000,000 reduction in External Materials and Services due to underspending; \$8,000,000 reduction of required transfers to the Debt Redemption Fund due to unanticipated delay of the 2018 revenue bonds which removes the new debt service payment from FY 2017-18; and \$15,000,000 reduction in transfers to the debt redemption fund resulting from required FY 2017-18 debt service being paid by higher-than-projected System Development Charge collections. The resources deposited into the RSF will be placed in contingency and support the Bureau's overall strategy to keep rates low and stable over the long-term. The resources deposited into the construction fund will be placed in contingency and serve to delay future bond sales, which can ultimately reduce or delay future debt service expenses.

CBO Discussion and Recommendation

The bureau's request includes an \$18 million increase in fund level transfers within BES's group of funds. These adjustments originate from the Sewer Operating Fund and are transferred to other BES funds—the Rate Stabilization Fund, Debt Redemption Fund, and Sewer Construction Fund. CBO recommends these requests. These adjustments are largely a function of growth in System Development Charges, underspending in External Materials and Service costs, and lower than anticipated capital improvement project expenditures.

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

Bureau: Bureau of Environmental Services

Type: Technical Adjustment

Request: ES_014 - Internal Budget Adjustments - No Council Action

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

Bureau Description:

Engineering Services:

\$22,716 increase in professional services to assist with the move to the temporary location. This is offset by a corresponding reduction in professional services due to the delay in the Resiliency Master Plan.

\$42,000 of professional services was originally placed into a single cost center for the Sewer Design Manual (\$20,000) and Inspection Manual (\$22,000) updates and is being distributed to the sections managing the plan updates.

\$70,000 increase in Professional Services to cover the cost of the contract employee replaced by the Environmental Technician II approved in the Fall BMP for the Project Management and Controls Division. The increase is offset by reductions in Professional Services due to delays in the Sewer Design Manual update (\$50,000) and lower cost for large computer monitor acquisition and delayed implementation (\$20,000).

Wastewater:

\$201,600 reallocation of budget for the Condition Assessment Program. The budget for significant condition assessment efforts are being centralized to cost center ESWW-27.

Watershed:

\$20,000 reduction in Professional Services to support increased planting and pruning opportunities.

CBO Discussion and Recommendation

CBO recommends these requests.

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

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: FM_004 - River District DS Fund Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	668,390	0	668,390
Bond Expenses	4,500,000	0	4,500,000
TOTAL EXPENDITURES	5,168,390	0	5,168,390
REVENUES			
Budgeted Beginning Fund Balance	950,615	0	950,615
Taxes	4,092,815	0	4,092,815
Miscellaneous	124,960	0	124,960
TOTAL REVENUES	5,168,390	0	5,168,390

Bureau Description:

These adjustments reflect a true-up of beginning fund balance River District Urban Renewal Debt Redemption Fund and adjustments for tax increment collections and overnight borrowing. The actual amount of tax increment collections, variable rate line of credit interest and interest earnings from the prior fiscal year are not known at the time the adopted budget is prepared. These amounts are inputs to beginning fund balance. Tax increment collections are estimated to be higher than forecast due both to higher assessed value growth and the consolidated tax rate. Tax increment collections and fund balance are only eligible to be used to service debt. In November 2017, the City Council adopted Ordinance 188690, which authorized higher amounts of short term urban renewal and redevelopment bonds (overnight borrowings) and the City entered into a new agreement with a commercial lender to purchase these securities. The additional debt proposed to be serviced is the City's overnight borrowings. To accommodate this additional borrowing, the Special Finance and Resource fund is also being adjusted to reflect the transfer of the same amount of overnight debt proceeds to Prosper Portland.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: FM_005 - Interstate Corridor DS Fund Technical Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	6,110,930	0	6,110,930
Bond Expenses	2,000,000	0	2,000,000
TOTAL EXPENDITURES	8,110,930	0	8,110,930
REVENUES			
Budgeted Beginning Fund Balance	788,552	0	788,552
Taxes	7,195,885	0	7,195,885
Miscellaneous	126,493	0	126,493
TOTAL REVENUES	8,110,930	0	8,110,930

Bureau Description:

These adjustments reflect a true-up of beginning fund balance for the Interstate Corridor Debt Service Fund and adjustments for tax increment collections and overnight borrowing. The actual amount of tax increment collections, variable rate line of credit interest and interest earnings from the prior fiscal year are not known at the time the adopted budget is prepared. These amounts are inputs to beginning fund balance. Tax increment collections are estimated to be higher than forecast due both to higher assessed value growth and the consolidated tax rate. Tax increment collections and fund balance are only eligible to be used to service debt. In November 2017, the City Council adopted Ordinance 188690, which authorized higher amounts of short term urban renewal and redevelopment bonds (overnight borrowings) and the City entered into a new agreement with a commercial lender to purchase these securities. The additional debt proposed to be serviced is the City's overnight borrowings. To accommodate this additional borrowing, the Special Finance and Resource fund is also being adjusted to reflect the transfer of the same amount of overnight debt proceeds to Prosper Portland. Because resources exceed debt service requirements in the fund, excess resources fall to ending fund balance.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: FM_007 - N Macadam DS Fund Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	1,653,956	0	1,653,956
Bond Expenses	5,210,000	0	5,210,000
TOTAL EXPENDITURES	6,863,956	0	6,863,956
REVENUES			
Budgeted Beginning Fund Balance	473,896	0	473,896
Taxes	6,309,000	0	6,309,000
Miscellaneous	81,060	0	81,060
TOTAL REVENUES	6,863,956	0	6,863,956

Bureau Description:

These revisions reflect a true-up of beginning fund balance for the North Macadam Urban Renewal Area Debt Redemption Fund and adjustments for tax increment collections and overnight borrowing. The actual amount of tax increment collections, variable rate line of credit interest and interest earnings from the prior fiscal year are not known at the time the adopted budget is prepared. These amounts are inputs to beginning fund balance. Tax increment collections are estimated to be higher than forecast due both to higher assessed value growth and the consolidated tax rate. Tax increment collections and fund balance are only eligible to be used to service debt. In November 2017, the City Council adopted Ordinance 188690, which authorized higher amounts of short term urban renewal and redevelopment bonds (overnight borrowings) and the City entered into a new agreement with a commercial lender to purchase these securities. The additional debt proposed to be serviced is the City's overnight borrowings. To accommodate this additional borrowing, the Special Finance and Resource fund is also being adjusted to reflect the transfer of the same amount of overnight debt proceeds to Prosper Portland. Because resources exceed debt service requirements in the fund, excess resources fall to ending fund balance.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: FM_008 - Gateway RC DS Fund Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Bond Expenses	445,000	0	445,000
TOTAL EXPENDITURES	445,000	0	445,000
REVENUES			
Budgeted Beginning Fund Balance	264,823	0	264,823
Taxes	170,317	0	170,317
Miscellaneous	9,860	0	9,860
TOTAL REVENUES	445,000	0	445,000

Bureau Description:

These revisions reflect a true-up of beginning fund balance for the Gateway Urban Renewal Area Debt Redemption Fund and adjustments for tax increment collections and overnight borrowing. The actual amount of tax increment collections, variable rate line of credit interest and interest earnings from the prior fiscal year are not known at the time the adopted budget is prepared. These amounts are inputs to beginning fund balance. Tax increment collections are estimated to be higher than forecast due both to higher assessed value growth and the consolidated tax rate. Tax increment collections and fund balance are only eligible to be used to service debt. In November 2017, the City Council adopted Ordinance 188690, which authorized higher amounts of short term urban renewal and redevelopment bonds (overnight borrowings) and the City entered into a new agreement with a commercial lender to purchase these securities. The additional debt proposed to be serviced is the City's overnight borrowings. To accommodate this additional borrowing, the Special Finance and Resource fund is also being adjusted to reflect the transfer of the same amount of overnight debt proceeds to Prosper Portland. Because resources exceed debt service requirements in the fund, excess resources fall to ending fund balance.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: FM_010 - Parkrose NPI DS Fund Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,593	0	1,593
TOTAL EXPENDITURES	1,593	0	1,593
REVENUES			
Budgeted Beginning Fund Balance	2,188	0	2,188
Taxes	(1,245)	0	(1,245)
Miscellaneous	650	0	650
TOTAL REVENUES	1,593	0	1,593

Bureau Description:

These revisions reflect a true-up of beginning fund balance and adjust for tax increment collections. The actual amount of tax increment collections and interest earnings from the prior fiscal year are not known at the time the adopted budget is prepared. These amounts are inputs to beginning fund balance. Due to the small size of the urban renewal area and method of calculating taxes, estimates of tax increment collections are imprecise. Adjustments to beginning fund balance and tax increment collections are reflected in revisions to the amount transferred to Prosper Portland for projects.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: FM_012 - Division-Midway DS Fund Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	13,700	0	13,700
TOTAL EXPENDITURES	13,700	0	13,700
REVENUES			
Budgeted Beginning Fund Balance	5,712	0	5,712
Taxes	7,573	0	7,573
Miscellaneous	415	0	415
TOTAL REVENUES	13,700	0	13,700

Bureau Description:

These revisions reflect a true-up of beginning fund balance and adjust for tax increment collections. The actual amount of tax increment collections and interest earnings from the prior fiscal year are not known at the time the adopted budget is prepared. These amounts are inputs to beginning fund balance. Due to the small size of the urban renewal area and method of calculating taxes, estimates of tax increment collections are imprecise. Adjustments to beginning fund balance and tax increment collections are reflected in revisions to the amount transferred to Prosper Portland for projects.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: FM_013 - 82nd/Division DS Fund Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	217	0	217
TOTAL EXPENDITURES	217	0	217
REVENUES			
Budgeted Beginning Fund Balance	4,542	0	4,542
Taxes	(4,800)	0	(4,800)
Miscellaneous	475	0	475
TOTAL REVENUES	217	0	217

Bureau Description:

These revisions reflect a true-up of beginning fund balance and adjust for tax increment collections. The actual amount of tax increment collections and interest earnings from the prior fiscal year are not known at the time the adopted budget is prepared. These amounts are inputs to beginning fund balance. Due to the small size of the urban renewal area and method of calculating taxes, estimates of tax increment collections are imprecise. Adjustments to beginning fund balance and tax increment collections are reflected in revisions to the amount transferred to Prosper Portland for projects.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: FM_014 - Bonded Debt Interest & Sinking Fund Tech Adjust.

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	60,000	0	60,000
Bond Expenses	(2,788,257)	0	(2,788,257)
TOTAL EXPENDITURES	(2,728,257)	0	(2,728,257)
REVENUES			
Taxes	(2,748,257)	0	(2,748,257)
Miscellaneous	20,000	0	20,000
TOTAL REVENUES	(2,728,257)	0	(2,728,257)

Bureau Description:

These adjustments are made to conform budgeted property taxes with the City's LB50 submission, which directs the counties to impose a levy to pay debt service on general obligation secured bonds. At the time the City budget was approved, budgeted amounts in the Bonded Debt Interest and Sinking Fund included certain proposed general obligation borrowings which were subsequently postponed. While the adopted budget included debt service on the postponed bonds, the LB50 form submitted to the county reduced the levy to address the postponed debt. Adjustments include both a reduction to property tax revenue and related debt service for postponed bonds.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: FM_015 - Special Finance & Resource Fund Technical Adjust

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,484,699	0	1,484,699
Bond Expenses	27,516	0	27,516
TOTAL EXPENDITURES	1,512,215	0	1,512,215
REVENUES			
Bond and Note	1,512,215	0	1,512,215
TOTAL REVENUES	1,512,215	0	1,512,215

Bureau Description:

Adjustments to this fund relate to short term subordinate indebtedness that may be issued on behalf of Prosper Portland. In November 2017, the City Council adopted Ordinance 188690, which authorized higher amounts of short term urban renewal and redevelopment bonds (overnight borrowings) and the City entered into a new agreement with a commercial lender to purchase these securities. These actions, along changes to resources in several urban renewal debt service funds, have allowed for revisions to the amounts of overnight obligations that may be issued.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: FM_016 - Governmental Bond Redemption Fund Tech Adj.

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Bond Expenses	(1,000,000)	0	(1,000,000)
TOTAL EXPENDITURES	(1,000,000)	0	(1,000,000)
REVENUES			
Fund Transfers - Revenue	(1,000,000)	0	(1,000,000)
TOTAL REVENUES	(1,000,000)	0	(1,000,000)

Bureau Description:

Adjustments to the Governmental Bond Redemption Fund reflect a reduction in debt service for limited tax revenue bonds secured by short term rental revenues for affordable housing projects. Issuance of these bonds was delayed and debt service will begin in FY 2018-19.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: FM_017 - Cully Blvd DS Fund Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(2,865)	0	(2,865)
TOTAL EXPENDITURES	(2,865)	0	(2,865)
REVENUES			
Budgeted Beginning Fund Balance	45	0	45
Taxes	(3,260)	0	(3,260)
Miscellaneous	350	0	350
TOTAL REVENUES	(2,865)	0	(2,865)

Bureau Description:

These revisions reflect a true-up of beginning fund balance and adjust for tax increment collections. The actual amount of tax increment collections and interest earnings from the prior fiscal year are not known at the time the adopted budget is prepared. These amounts are inputs to beginning fund balance. Due to the small size of the urban renewal area and method of calculating taxes, estimates of tax increment collections are imprecise. Adjustments to beginning fund balance and tax increment collections are reflected in revisions to the amount transferred to Prosper Portland for projects.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Fund & Debt Management

Type: New Discretionary Revenues

Request: FM_019 - Marijuana State Shared Revenue

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Intergovernmental Revenues	3,000,000	0	3,000,000
General Fund Discretionary	(3,000,000)	0	(3,000,000)
TOTAL REVENUES	0	0	0

Bureau Description:

City Economist increased forecast for State Marijuana Shared Revenue based on most recent figures. \$2,276,021 allocated to Comp Set Aside, \$723,979 allocated to unrestricted contingency

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Fund & Debt Management

Type: Technical Adjustment

Request: FM_021 - Accept Transfer from Tech and Police

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
REVENUES			
Fund Transfers - Revenue	2,717,225	0	2,717,225
General Fund Discretionary	(2,717,225)	0	(2,717,225)
TOTAL REVENUES	0	0	0

Bureau Description:

General Fund has to accept cash transfers from technology fund and police special reserves

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Fund & Debt Management

Type: Mid-Year Reductions

Request: FM_022 - BOEC operating return to General Fund

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
REVENUES			
Fund Transfers - Revenue	362,620	0	362,620
General Fund Discretionary	(362,620)	0	(362,620)
TOTAL REVENUES	0	0	0

Bureau Description:

General Fund must accept transfer

CBO Discussion and Recommendation

Recommended as requested

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

Bureau: Fund & Debt Management

Type: Mid-Year Reductions

Request: FM_023 - BOEC CAD Project Return to GF

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
REVENUES			
Fund Transfers - Revenue	237,085	0	237,085
General Fund Discretionary	(237,085)	0	(237,085)
TOTAL REVENUES	0	0	0

Bureau Description:

General Fund must accept transfer.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Fund & Debt Management

Type: Mid-Year Reductions

Request: FM_024 - BOEC Innovation Fund Return to GF

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
REVENUES			
Fund Transfers - Revenue	165	0	165
General Fund Discretionary	(165)	0	(165)
TOTAL REVENUES	0	0	0

Bureau Description:

General Fund must accept transfer.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Fire & Rescue

Type: New Discretionary Revenues

Request: FR_013 - State Conflagration Reimbursement

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	795,616	0	795,616
External Materials and Services	289,044	0	289,044
TOTAL EXPENDITURES	1,084,660	0	1,084,660
REVENUES			
Intergovernmental Revenues	1,084,660	0	1,084,660
TOTAL REVENUES	1,084,660	0	1,084,660

Bureau Description:

This request recognizes the additional state reimbursement for PF&R's deployments to wildfires in Oregon and California during the fiscal year. The state reimbursement covers PF&R's overtime, backfill, apparatus, and equipment costs.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Fire & Rescue

Type: Compensation Set Aside Request

Request: FR_014 - General Fund Compensation Set Aside

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	2,795,782	0	2,795,782
TOTAL EXPENDITURES	2,795,782	0	2,795,782
REVENUES			
General Fund Discretionary	2,795,782	0	2,795,782
TOTAL REVENUES	2,795,782	0	2,795,782

Bureau Description:

The bureau is requesting \$2,795,782 from the Compensation Set-Aside to support projected year-end expenditures in PF&R's personnel services budget. This request includes \$721,025 from the FY 2016-17 policy set-aside to support retroactive cost-of-living adjustments provided to Portland Firefighters Association employees.

CBO Discussion and Recommendation

To end the year within budgeted appropriations, PF&R is requesting its full budgeted allocation of compensation set aside as well as funds set aside during the Fall BMP to cover retroactive pay increases that were incurred in March as a result of the elongated bargaining session with PFFA. Requested set aside funds total \$2,795,782. CBO recommends this request.

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

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_015 - PFFA Bargaining and Arbitration Expenses

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	203,136	0	203,136
TOTAL EXPENDITURES	203,136	0	203,136
REVENUES			
General Fund Discretionary	203,136	0	203,136
TOTAL REVENUES	203,136	0	203,136

Bureau Description:

PF&R incurred costs to support contract negotiations and arbitration between the City and PFFA. This new request for \$203,136 would reimburse PF&R for the unbudgeted expense of a consultant's benefit study and outside counsel for interest arbitration.

CBO Discussion and Recommendation

These costs have been incurred and will need to be paid for. Assuming other requests in this supplemental budget are approved, PF&R will have \$2.15 million in available external materials and services budget for the remaining three months of the fiscal year, and plans to expend these funds on operational and project costs including utilities, repairs, and needed facility projects. CBO is recommending the bureau limit its planned external materials and services expenditures in order to carryover an additional \$607,000 to help fund needed Self Contained Breathing Apparatus replacement. CBO recommends this request.

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

Bureau: Portland Fire & Rescue

Type: New Request

Request: FR_016 - Increased Contract Costs-FY 17-18 Longevity Pay

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	181,500	0	181,500
TOTAL EXPENDITURES	181,500	0	181,500
REVENUES			
General Fund Discretionary	181,500	0	181,500
TOTAL REVENUES	181,500	0	181,500

Bureau Description:

The new PFFA contract provides additional longevity pay to union members effective December 29, 2017. This request would increase PF&R's personnel services budget by \$181,500 to cover this unbudgeted increase in FY 2017-18.

CBO Discussion and Recommendation

The recent PFFA arbitration award included increased rates of firefighter longevity pay, resulting in an estimated increase in PF&R's staffing costs of \$576,626 in FY 2018-19. These costs have been loaded into the FY 2018-19 budget and CBO has recommended ongoing General Fund to support these costs. However, the contract terms for longevity pay became effective on 12/29/2017 and the bureau has incurred an average of \$13,659 more in personnel costs each pay period as a result. Due to full staffing throughout the course of the year, as well as the absorption of \$445,000 in overtime costs related to the paid parental leave policy, PF&R cannot absorb this additional cost. CBO recommends allocating the requested \$181,459 in General Fund contingency.

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

Bureau: Portland Fire & Rescue

Type: Mid-Year Reductions

Request: FR_017 - Revenue Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(232,000)	0	(232,000)
External Materials and Services	(30,000)	0	(30,000)
TOTAL EXPENDITURES	(262,000)	0	(262,000)
REVENUES			
Licenses & Permits	(262,000)	0	(262,000)
TOTAL REVENUES	(262,000)	0	(262,000)

Bureau Description:

This request recognizes \$262,000 in reduced revenue from Prevention. The reduced revenue is offset by reduced expenditures in overtime, vacancies, and external materials and services.

CBO Discussion and Recommendation

Year-end Fire permit revenues are projected to total \$2,985,000 which is \$362,436 less than currently budgeted and \$470,712 less than prior year actuals. However, this level of revenue is higher than FY 2013-14 and FY 2014-15 actuals. PF&R believes this lower projection indicates a levelling off of recent historic increased permits. The bureau is able to absorb this reduction within its current appropriation due to decreases in overtime spending, external materials and services spending, and vacancies; however, PF&R does require General Fund set aside allocations and is requesting General Fund for other bargaining-related expenses to stay within budgeted appropriations. CBO recommends this request.

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

Bureau: Portland Fire & Rescue

Type: Program Carryover Request

Request: FR_018 - Carryover - SCBA

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	0	(607,000)	(607,000)
Capital Outlay	(100,000)	0	(100,000)
TOTAL EXPENDITURES	(100,000)	(607,000)	(707,000)
REVENUES			
General Fund Discretionary	(100,000)	(607,000)	(707,000)
TOTAL REVENUES	(100,000)	(607,000)	(707,000)

Bureau Description:

PF&R has \$100,000 in ongoing funds for SCBA replacement. PF&R has not spent the \$100,000 budgeted for SCBA replacement in FY 2017-18 because, as part of its FY 2018-19 budget request, PF&R is planning to completely overhaul and replace its existing inventory of SCBAs. Rather than invest in outdated equipment that PF&R is planning to replace, PF&R requests to carryover the \$100,000 to help offset the cost of the new SCBAs in FY 2018-19.

CBO Discussion and Recommendation

PF&R's annual budget includes \$100,000 in ongoing funds to maintain the Self Contained Breathing Apparatus (SCBA) equipment. The SCBA's have exceeded their useful life, and the bureau is requesting \$3 million in one-time General Fund support in the FY 2018-19 budget to replace the 1,200-part set. The bureau proposes to carryover the current year \$100,000 allocation to help pay for equipment replacement.

As discussed in CBO's review of PF&R's FY 2018-19 budget request, this equipment is critical for firefighter safety and effectiveness, and up to 30% of current parts have failed regular tests. Assuming BMP requests are approved, PF&R will have \$2.15 million in available EMS budget for the remaining three months of the fiscal year, and plans to expend these funds on utilities, repairs, and needed facility projects. CBO recommends that the bureau limit spending by an additional \$607,000 and carryover these funds for SCBA replacement by 1) paying for planned facilities projects with Facility GO Bond balance and 2) managing division repairs, maintenance, and p-card expenses to 2/3 of the prior year costs for the remainder of the year. Due to the high priority of the SCBAs and its impact on firefighter wellness and effectiveness, CBO recommends PF&R carryover a total of \$707,000 to support the replacement of this equipment in FY 2018-19. This carryover will fund approximately 26% of the total equipment replacement cost.

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

Bureau: Office of Government Relations

Type: Technical Adjustment

Request: GR_001 - Technical Adjustments

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

Bureau Description:

The Office of Government Relations requests to do a technical adjustment from external materials and services to internal materials and services for the purpose of anticipated increased need for Bureau of Technology Services support and goods, as well as projects related to OMF-Facilities (Operations and Maintenance).

CBO Discussion and Recommendation

Recommended as requested based on CBO's year-end projections of the office's spending. The office's external materials & services budget is based on a long State legislative session, but FY 2017-18 covers a short session, accounting for under-expenditures in that category, along with under-expenditure in personal services due to vacancies. Scheduled technology upgrades, as well as supplies for new staff, are resulting in above-normal spending in the bureau's IA with BTS. OGR is transferring the savings from external materials & services to internal materials & services to prevent any over-expenditure, as well as to pay for maintenance projects by OMF-Facilities.

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

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_009 - Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(18,000)	0	(18,000)
External Materials and Services	(38,320)	0	(38,320)
Internal Materials and Services	820	0	820
TOTAL EXPENDITURES	(55,500)	0	(55,500)
REVENUES			
Intergovernmental Revenues	(561,133)	505,633	(55,500)
Miscellaneous	0	0	0
TOTAL REVENUES	(561,133)	505,633	(55,500)

Bureau Description:

This request reflects changes in BTS Interagency agreement, Fairfield Property Insurance policy proration for FY 17-18 with Housing.

CBO Discussion and Recommendation

Recommended as requested. The CBO changes reflect a technical correction only.

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

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_010 - PHB Project Rebudgets

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	30,000	0	30,000
External Materials and Services	(24,773,556)	0	(24,773,556)
Internal Materials and Services	25,500	0	25,500
TOTAL EXPENDITURES	(24,718,056)	0	(24,718,056)
REVENUES			
Budgeted Beginning Fund Balance	(5,023,209)	0	(5,023,209)
Taxes	175,100	0	175,100
Intergovernmental Revenues	(17,440,114)	(505,633)	(17,945,747)
Miscellaneous	(1,924,200)	0	(1,924,200)
TOTAL REVENUES	(24,212,423)	(505,633)	(24,718,056)

Bureau Description:

PHB is requesting reductions of TIF, HIF and Federal grant appropriations for affordable housing projects and activities by \$24.7 million to push those budgets forward in the PHB forecast. This realigns funding for projects underway or in process from the current fiscal year, so that those resources are available in the next fiscal year. Sometimes delays in projects occur because of the complexity of the financial arrangements, sometimes due to construction delays, sometimes changes to the original plans and sometimes because of all three. These adjustments are a result of these type of delays which are not unusual for affordable housing development projects. None of these adjustments reflect the defunding or cancellation of any projects. The bureau errs on the side of transparency in appropriating funds to identify funding that is committed to projects and activities.

CBO Discussion and Recommendation

Recommended as requested. The CBO changes reflect a technical correction only.

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

Bureau: Portland Housing Bureau

Type: Technical Adjustment

Request: HC_011 - Capital Project Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	52,000	0	52,000
External Materials and Services	(17,021,846)	3,327,783	(13,694,063)
Internal Materials and Services	108,200	0	108,200
Capital Outlay	13,705,546	(966,732)	12,738,814
Bond Expenses	(760,000)	10,946,186	10,186,186
Fund Transfers - Expense	18,737,034	(15,405,834)	3,331,200
Contingency	(815,000)	801,000	(14,000)
TOTAL EXPENDITURES	14,005,934	(1,297,597)	12,708,337
REVENUES			
Budgeted Beginning Fund Balance	3,151,017	(1,266,017)	1,885,000
Taxes	2,009,000	(2,009,000)	0
Intergovernmental Revenues	175,000	0	175,000
Fund Transfers - Revenue	19,737,034	(15,405,834)	4,331,200
Bond and Note	(11,066,117)	17,383,254	6,317,137
TOTAL REVENUES	14,005,934	(1,297,597)	12,708,337

Bureau Description:

PHB is requesting \$14 million of adjustments among its capital funds providing some of the interim financing needed to cover anticipated property acquisitions prior to the end of the fiscal year

CBO Discussion and Recommendation

The changes reflect \$8.9 million from the Short Term Rental bond (to be sold in late spring) and \$1.3 million in Housing Investment Fund resources being used to make final repayment on an internal loan from the Bureau of Development Services in FY 2016-17 to provide interim financing for the Ellington property. The bureau is also requesting a series of fund transfers to cover potential acquisition costs expected to occur before the end of the fiscal year, including the 3000 Powell property.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_150 - BTS - COPPEA Professional Development Fund

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	40,171	0	40,171
Contingency	(40,171)	0	(40,171)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate funds to cover Technology Service's contribution towards the COPPEA professional development fund. The amount includes unbilled charges from FY 2016-17 and an increase to the City's total allotment for FY 2017-18.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_151 - BTS - DCTU Professional Development Fund

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	3,581	0	3,581
Contingency	(3,581)	0	(3,581)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate funds to cover Technology Service's contribution towards the new DCTU professional development fund, a new expense resulting from the recently approved DCTU contract.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_152 - BTS - Water IA Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
REVENUES			
Interagency Revenue	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

This request is to move budgeted interagency resources for Technology Service's IA with Water. BTS had budgeted for Microwave revenues in the 800 MHz Access Fee account, but the actual billings recorded the revenues in the Radio Contract account. This adjustment aligns revenues with budgeted resources.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_153 - BTS - Data Center Move

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

Bureau Description:

This request is to reduce appropriation for Technology Service's Data Center Move project. An error was made in calculating the FY 2017-18 appropriation for the project, resulting in overstating budgeted appropriation by \$100,000. This adjustment moves appropriation out of the project's budget and into bureau contingency.

CBO Discussion and Recommendation

Recommended as requested. Please see MF_163 for a longer discussion on CBO's recommendation.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_154 - BTS - Business Continuity

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

Bureau Description:

This request is to reduce funds appropriated for Technology Service's Business Continuity project. The project has been completed and the planned expense was recorded directly to the program's cost center rather than to the statistical internal order established for the project. For project accounting purposes to better match expenses with appropriations, this adjustment moves the funds to bureau contingency.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_155 - BTS - Firewall Technology Refresh

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(291,524)	0	(291,524)
Contingency	291,524	0	291,524
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to remove appropriation for Technology Service's Firewall Technology Refresh project. The project was delayed due to work on the Portland Building and Data Center projects. Funds for the project were reappropriated in the FY 2018-19 Requested Budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_156 - BTS - Two-Factor Authentication

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(120,000)	0	(120,000)
Contingency	120,000	0	120,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation for Technology Service's Two-Factor Authentication Technology Refresh project. This project was delayed due to work on the Portland Building and Data Center projects. Most of the funds were reappropriated for the project in the FY 2018-19 Requested Budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_157 - BTS - Privileged Access Management

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(155,000)	0	(155,000)
Contingency	155,000	0	155,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to remove appropriation for Technology Service's Privileged Access Management project. This project was delayed due to work on the Portland Building and Data Center projects. Most of the funding was reappropriated for the project in the FY 2018-19 Requested Budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_158 - BTS - GIS Platform Strategic Enhancements

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(201,880)	0	(201,880)
Contingency	201,880	0	201,880
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriation for Technology Service's GIS Platform Strategic Enhancements project. The bureau was able to reduce anticipated project costs through agreeing to an advance purchase of a new release application.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_159 - BTS - Mobile Application Management

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(174,400)	0	(174,400)
Capital Outlay	(100,000)	0	(100,000)
Contingency	274,400	0	274,400
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriations for Technology Service's Mobile Application Management project. Anticipated expenses in the current year will be less than originally estimated. Funds will be reappropriated for the project through a technical adjustment to the FY 2018-19 budget.

CBO Discussion and Recommendation

The bureau requests carryover for three projects that complement the bureau's ongoing request to develop Enterprise Mobile Management. If ongoing resources for Enterprise Mobile Management are not approved by Council, then it is not entirely clear how these projects will be implemented or how effective the projects will be in achieving the goals without ongoing support. Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_160 - BTS - Office 365 Implementation

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(94,633)	0	(94,633)
Contingency	94,633	0	94,633
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriations for Technology Service's Office 365 Implementation project. Current year expenses will be less than originally anticipated. Funds will be reappropriated for the project through a technical adjustment to the FY 2018-19 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_161 - BTS - Windows Enterprise Store

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

Bureau Description:

This request is to eliminate appropriation for Technology Service's Windows Enterprise Store project. Funding for the project was no longer needed once it was determined BTS would move forward with the Enterprise Mobility Management project and solution.

CBO Discussion and Recommendation

The bureau requests carryover for three projects that complement the bureau's ongoing request to develop Enterprise Mobile Management. If ongoing resources for Enterprise Mobile Management are not approved by Council, then it is not entirely clear how these projects will be implemented or how effective the projects will be in achieving the goals without ongoing support. Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_162 - BTS - Enterprise Mobility

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

Bureau Description:

This request is to remove current year appropriations for Technology Service's Enterprise Mobility project. The project has been delayed pending a decision on a FY 2018-19 add package. Funding will be reappropriated for this project as a technical adjustment to the FY 2018-19 budget.

CBO Discussion and Recommendation

The bureau requests carryover for three projects that complement the bureau's ongoing request to develop Enterprise Mobile Management. If ongoing resources for Enterprise Mobile Management are not approved by Council, then it is not entirely clear how these projects will be implemented or how effective the projects will be in achieving the goals without ongoing support. Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_163 - BTS - Data Center Move

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(1,766,662)	0	(1,766,662)
Capital Outlay	(1,000,000)	0	(1,000,000)
Contingency	2,766,662	0	2,766,662
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriations for Technology Service's Data Center Move and Disaster Recovery project. Not all appropriations budgeted will be needed this year, but it is expected that they will be needed next year. Funds will be reappropriated as a technical adjustment in the FY 2018-19 budget.

CBO Discussion and Recommendation

The bureau is requesting to carryover \$2.8 million in the Data Center Move project. Final projected costs remain at the current project total of \$9.7 million, and remaining funds will be used for building the secondary data center in Colorado, implementing data replication and protection for data located at the primary data center to Colorado, and finalizing operations procedures. This secondary data center implementation by the end of August 2018. Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_164 - BTS - Comm Center Remediation

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(415,000)	0	(415,000)
Contingency	415,000	0	415,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriations for Technology Service's Comm Center Data Center Remediation project. Some of the anticipated project expenses will not be incurred as this work is being covered by the Facilities Services cooling project. In addition, the project has seen some delays due to work on the Facilities project. A portion of the project funds will be reappropriated as a technical adjustment to the FY 2018-19 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_165 - BTS - SAN Storage Expansion

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(442,727)	0	(442,727)
Contingency	442,727	0	442,727
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriations for Technology Service's SAN Storage Expansion project. This ongoing Production Services project has experienced fewer expenses than anticipated this year due to the focus on the Data Center move project. Funds for the project will be reappropriated as a technical adjustment to the FY 2018-19 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_166 - BTS - GIS Infrastructure Refresh

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	(58,952)	0	(58,952)
Contingency	58,952	0	58,952
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriations for Technology Service's GIS Infrastructure Technology Refresh project. Project expenses in this fiscal year are expected to be minimal. Funding will be reappropriated for the project as a technical adjustment to the FY 2018-19 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_167 - BTS - Server Technology Refresh

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(8,329)	0	(8,329)
Contingency	8,329	0	8,329
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriations for Technology Service's Server Technology refresh project. The majority of the project will be completed in the current fiscal year and these remaining project funds will be reappropriated as a technical adjustment to the FY 2018-19 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_168 - BTS - E-Government Infrastructure

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(170,400)	0	(170,400)
Capital Outlay	(101,952)	0	(101,952)
Contingency	272,352	0	272,352
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to eliminate appropriations for Technology Service's E-Government Infrastructure Technology Refresh project. It's not anticipated that the project will see any expenses this fiscal year. Funding for the project will be reappropriated as a technical adjustment to the FY 2018-19 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_169 - BTS - Microsoft SQL Server

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(187,440)	0	(187,440)
Contingency	187,440	0	187,440
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriations for Technology Service's Microsoft SQL Server Database Licenses and Tools project. Production Services is currently working with private cloud assessment to find a better solution, so the project has experienced delays. Funding for the project will be reappropriated as a technical adjustment to the FY 2018-19 budget.

CBO Discussion and Recommendation

BTS continues to evaluate options for how to handle the Microsoft SQL Server environment. If BTS cannot determine a viable alternative, this is the amount that would have to be spent, with project completion moving into FY18-19. If BTS can find a viable alternative, one of the criteria requires the solution to be less expensive than what was previously budgeted, but that alternate implementation would also be completed in FY 2018-19. Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_170 - BTS - Windows Server Licensing

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(3,381)	0	(3,381)
Contingency	3,381	0	3,381
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to remove the balance of unspent appropriations from Technology Service's Windows Server Licensing project. This project has been completed and the balance of funds are not needed.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_171 - BTS - EBS IA

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

Bureau Description:

This request is to reduce interagency resources to BTS from EBS. The EBS Enterprise Asset Management project had anticipated using BTS services for the project. The project has now been rescheduled for FY 2018-19, so the IA is no longer needed.

CBO Discussion and Recommendation

Recommended as requested. Please see MF_201 for a longer discussion on the Enterprise Asset Management Pilot project.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_172 - BTS - VDI Proof of Concept

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

Bureau Description:

This request is to increase appropriations for Technology Service's VDI Proof of Concept project. The project is currently underway, but Production Services is anticipating an additional \$11,000 will need to be added to the existing \$39,000 project budget to cover all anticipated expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_173 - BTS - IRNE Voice System Refresh

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(594,324)	0	(594,324)
Contingency	594,324	0	594,324
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriations for Technology Service's IRNE Voice System Technology Refresh project. Approximately half of the appropriated funds will be spent in FY 2017-18. The balance, needed to cover final migration costs, will be reappropriated through a technical adjustment to the FY 2018-19 budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_174 - BTS - IRNE Construction-Fiber

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(72,588)	0	(72,588)
Contingency	72,588	0	72,588
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriations for Technology Service's IRNE Construction - Fiber project. Project costs cover continued expansion of the IRNE system. Funding will be reappropriated for the project as a technical adjustment to the FY 2018-19 budget. It will be used to cover remaining costs for the Willamette River crossing.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Mid-Year Reductions

Request: MF_175 - BTS - IRNE Network Refresh

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

Bureau Description:

This request is to reduce appropriations for Technology Service's IRNE Network Technology Refresh project. Funding will be reappropriated for the project as a technical adjustment to the FY 2018-19 budget and will be used to cover equipment purchases for IRNE expansion.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_176 - BTS - Comm. of Public Safety IA Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,500	0	3,500
TOTAL EXPENDITURES	3,500	0	3,500
REVENUES			
Interagency Revenue	3,500	0	3,500
TOTAL REVENUES	3,500	0	3,500

Bureau Description:

This request is to increase the interagency between BTS and the Commissioner of Public Safety to cover additional cell phone charges.

CBO Discussion and Recommendation

Adopted Budget estimates for cell phone charges are based on prior year actuals. Reasons vary as to why bureau cell phone spending exceeded the initial estimate. Usually it's due to requesting additional phones for personnel, but it also may be a result of changing to more expensive phones (iPhones), phone packages, or purchasing iPads. Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_177 - OMF GF-Arts Tax Outreach

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(8,000)	8,000	0
External Materials and Services	8,000	(8,000)	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

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

CBO Discussion and Recommendation

Not recommended as requested. City Council recently lifted the five percent cost limitation on administration and collection of the Arts Tax. As part of the Spring BMP, the Revenue Division is requesting that the Arts Tax collection and administration budget be increased by \$200,000. The costs of collection, outreach, and customer service around administration of the Arts Tax can and should be charged against the Arts Tax fund. While this is a low dollar amount and there is historical practice providing this 'grant' to Elders in Action over the last two years, this request is not recommended in light of recent changes to Arts Tax administration. To the degree that additional outreach to older adults and people with disabilities is warranted going forward, this work should be funded within the Arts Tax collection and administration budget approved by Council.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_178 - Bus Ops-Recognize Charitable Campaign Revenue

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	16,188	0	16,188
TOTAL EXPENDITURES	16,188	0	16,188
REVENUES			
Miscellaneous	16,188	0	16,188
TOTAL REVENUES	16,188	0	16,188

Bureau Description:

This request recognizes \$16,188 in charitable campaign revenue within the Business Operations budget. This revenue funds a portion of a Management Analyst to coordinate and monitor the Citywide Charitable Campaign. The personnel services account will be increased by the above amount to balance the request.

CBO Discussion and Recommendation

Business Operations tracks the cost of administering the campaign. Those costs are spread to the participating organizations based on their share of donations received. Each charity's share of administrative costs is the proportion of the donations to a particular organization relative to the total amount donated on a citywide basis. For example, if the total cost was \$15,000, and a charity received 10% of the total donations, their share of the administrative costs would be \$1500. CBO has not reviewed this methodology; however, CBO recommends this adjustment based on the fact that this recovery of administrative costs is consistent with prior practices.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_179 - Health Fund Spring BMP

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	140,317	0	140,317
External Materials and Services	4,386,516	0	4,386,516
Internal Materials and Services	170	0	170
Contingency	(3,579,754)	0	(3,579,754)
TOTAL EXPENDITURES	947,249	0	947,249
REVENUES			
Charges for Services	(289,877)	0	(289,877)
Interagency Revenue	0	0	0
Miscellaneous	1,237,126	0	1,237,126
TOTAL REVENUES	947,249	0	947,249

Bureau Description:

The City's overall self-insured healthcare claims are expected to increase by approximately 9 ½ % in FY 2017-18. This change is reflected in the Health Fund's FY 2017-18 Spring BMP Budget request. Because of higher than expected claims, the ending fund balance is projected to be at \$20,067,000 or \$3,173,000 lower than the original budgeted amount.

CBO Discussion and Recommendation

Recommended as requested. OMF has requested an adjustment to cover self-insured healthcare claims that expected to be higher than budgeted amounts by just under 10% at year end, resulting in a decrease of \$3.1 million in fund balance. There are several drivers for the increase in projected claims expenditures:

- Year-to-date medical claims were 15.2% above last year as of February due to several larger claims. In FY 2017-18, the Health Insurance Fund has already seen three large spikes due to medical claims.
- Dental claims have also seen a major increased and claim expenditures are currently 9.9% above last year.
- In contrast, prescriptions claims are currently growing at a slower rate of 2.7%. OMF expects two more prescription rebates totaling \$420,000 by year end.

The City's actuary, based on current and prior claims, expects medical claims to increase by 5.26% in FY 2018-19, resulting in a tentative rate increase of 2.5%.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_180 - Spectator Venues Urban Forestry IA

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	80,925	0	80,925
Contingency	(80,925)	0	(80,925)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request creates an IA with Parks/Urban Forestry to cover the Fee in Lieu and Restoration Fees associated with a comprehensive tree maintenance project at the Veterans Memorial Coliseum property. Approximately 35 trees are being pruned and 13 trees are being removed due to poor health, crowding, and risks created by their proximity to the glass curtain wall.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_181 - Spectator Venues Technical Adjustment

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

Bureau Description:

This request reduces funds in non-professional services and adds funds to professional services and miscellaneous services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_182 - P&D - DCTU Professional Development

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(2,728)	0	(2,728)
Internal Materials and Services	2,728	0	2,728
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to move funds to from External Materials and Services to cover Printing & Distribution contribution towards the new DCTU professional development fund, a new expense resulting from the recently approved DCTU contract.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_183 - P&D - Comm. Public Safety IA Increase

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

Bureau Description:

This request is to increase the interagency between Printing and Distribution and the Commissioner of Public Safety to cover additional copier services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_184 - P&D - Special Appropriations IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	20,751	0	20,751
TOTAL EXPENDITURES	20,751	0	20,751
REVENUES			
Interagency Revenue	20,751	0	20,751
TOTAL REVENUES	20,751	0	20,751

Bureau Description:

This request is to increase the interagency between Printing and Distribution and Special Appropriations to cover an increase in copier services, printing, mailing and distribution and postage.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_186 - Fac - Establish IA with Risk for Builders Insur.

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	82,586	0	82,586
Capital Outlay	(90,716)	0	(90,716)
Contingency	8,130	0	8,130
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to establish an IA where Risk is the provider, for an insurance policy for the Portland Building reconstruction project's builders' risk insurance. This insurance policy is covered within the existing \$195 million dollar project budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_188 - Fac - Budget Revenues

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	15,000	0	15,000
TOTAL EXPENDITURES	15,000	0	15,000
REVENUES			
Intergovernmental Revenues	15,000	0	15,000
TOTAL REVENUES	15,000	0	15,000

Bureau Description:

This package requests to appropriate funds received from TriMet for their janitorial costs in leased space at First and Davis garage.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_189 - P&D - Comm Public Works IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,100	0	3,100
TOTAL EXPENDITURES	3,100	0	3,100
REVENUES			
Interagency Revenue	3,100	0	3,100
TOTAL REVENUES	3,100	0	3,100

Bureau Description:

This request is to increase the interagency between Printing and Distribution and the Commissioner of Public Works to cover additional copier services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_190 - P&D - Transportation IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	200,000	0	200,000
TOTAL EXPENDITURES	200,000	0	200,000
REVENUES			
Interagency Revenue	200,000	0	200,000
TOTAL REVENUES	200,000	0	200,000

Bureau Description:

This request is to increase the interagency between Printing and Distribution and Portland Bureau of Transportation to cover additional copier services and duplication.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_191 - P&D - BES IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	630	0	630
TOTAL EXPENDITURES	630	0	630
REVENUES			
Interagency Revenue	630	0	630
TOTAL REVENUES	630	0	630

Bureau Description:

This request is to increase the interagency between Printing and Distribution and Bureau of Environmental Services to cover additional duplication services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_192 - Fac - Match CPW IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	3,100	0	3,100
TOTAL EXPENDITURES	3,100	0	3,100
REVENUES			
Interagency Revenue	3,100	0	3,100
TOTAL REVENUES	3,100	0	3,100

Bureau Description:

This package requests to match an IA increase requested by the Commissioner of Public Works.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_193 - CAO's Office - 311 Programmatic Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(240,000)	0	(240,000)
TOTAL EXPENDITURES	(240,000)	0	(240,000)
REVENUES			
General Fund Discretionary	(240,000)	0	(240,000)
TOTAL REVENUES	(240,000)	0	(240,000)

Bureau Description:

In the FY 2017-18 Budget, City Council approved a decision package for \$350,000 in one time only General Fund support for “3-1-1 project management and implementation planning”. While a scope of work for the project was not developed prior to the budget being adopted, OMF was directed to begin the study and planning phase in FY 2017-18 for a “Portland only project”, with anticipation that implementation would occur over subsequent years at a higher start up and ongoing cost.

OMF concluded that careful scoping of this task at the outset would ensure that the City is putting time and resources into the option(s) most likely to garner the needed Council and bureau support for implementation and improve access to City information and services. Since September/October 2017, OMF has contributed existing OMF staff for project management, and used a portion of the funds to temporarily expand OMF staff capacity and engage staff in other bureaus with topic expertise to begin planning for the broader effort. This small team is developing a recommendation for Council consideration in June 2018 or early FY 2018-19 that 1) creates a long-term vision and a short-term plan for more consolidated customer service; 2) identifies necessary supports; and 3) recommends next steps for implementation. This carryover request will fund the next phase of work which may require hiring outside consultants and limited duration project staffing.

Based on current projections, approximately \$240,000 will remain unspent at the end of the FY 2017-18. This balance needs to be carried over to FY 2018-19 to support necessary personnel and contractual costs associated with the continued work on this project.

CBO Discussion and Recommendation

OMF is requesting to carryover \$240,000 to continue to fund the planning for the City’s 3-1-1 project – a project that is intended to create a centralized customer service center. Funding of \$350,000 was approved by Council in the FY 2017-18 Budget. Current year funding has been used to support staff costs (\$55,000) and a community survey (\$40,000), outreach (\$10,000), conference expenses (\$2,500) and other costs. This carryover request will fund the next phase of work which may require hiring outside consultants and limited duration project staffing.

Based on initial planning efforts, OMF plans to bring forward in June 2018 or early FY 2018-19 that 1) creates a long-term vision and a short-term plan for more consolidated customer service; 2) identifies necessary supports; and 3) recommends next steps for implementation.

CBO recommends the requested carryover.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_194 - BHR GF - EBS IA Reduction

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(67,494)	0	(67,494)
TOTAL EXPENDITURES	(67,494)	0	(67,494)
REVENUES			
Interagency Revenue	(67,494)	0	(67,494)
TOTAL REVENUES	(67,494)	0	(67,494)

Bureau Description:

This request reduces the interagency between BHR General Fund and EBS by \$67,494 to account for a position in the Training Program being vacant for a portion of FY 2017-18.

CBO Discussion and Recommendation

The recruitment for the Training Program position closed in late March and BHR anticipates hiring the position by year end. Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_195 - P&D - Children's Levy IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,000	0	2,000
TOTAL EXPENDITURES	2,000	0	2,000
REVENUES			
Interagency Revenue	2,000	0	2,000
TOTAL REVENUES	2,000	0	2,000

Bureau Description:

This request is to increase the interagency between Printing and Distribution and the Children's Levy program to cover additional copier services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_196 - Fac - Increase IA's for Security Assessments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	40,539	0	40,539
Contingency	0	0	0
TOTAL EXPENDITURES	40,539	0	40,539
REVENUES			
Interagency Revenue	40,539	0	40,539
TOTAL REVENUES	40,539	0	40,539

Bureau Description:

In FY 2017-18 Facilities Services conducted a City-wide security assessment on numerous City properties, as authorized by FY 2016-17 Over Expenditure Ordinance decision package MF_91. This decision package increases IA's with bureaus who had property assessed, for their share of estimated project costs.

CBO Discussion and Recommendation

Recommended as requested. These interagency agreements recoup costs with bureaus with property assessed as part of the Citywide Security Assessment. The assessment was originally approved by Council in the FY 2016-17 Fall BMP as a draw from Facilities Services Operating Fund contingency. These interagency agreement adjustments do not include Parks and Fire, but there are plans to later amend agreements with these bureaus.

The interagency agreement covers the cost of assesment project costs. CBO notes that future costs associated with the recommendations from the assessment are not yet known, but the associated security funding requests are likely to be substantial. At this point, Facilities Services anticipates bringing security recommendations before Council in summer 2018.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_197 - Fac - Increase IA with PBOT for Camp Cleanups

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	822,006	0	822,006
TOTAL EXPENDITURES	822,006	0	822,006
REVENUES			
Interagency Revenue	822,006	0	822,006
TOTAL REVENUES	822,006	0	822,006

Bureau Description:

This decision package requests to increase the IA with PBOT for campsite cleanups for anticipated actual costs through year-end.

CBO Discussion and Recommendation

Recommended as requested. The Homeless and Urban Camping Impact Reduction Program (HUCIRP) is funded in FY 2017-18 via interagency agreements with property-owning bureaus. The established service level between HUCIRP and PBOT was set at \$755,240. However, the Mayor's Office prioritized campsite clean-up across all City property-owning bureaus at a higher service level than is supported by this funding level agreement. As noted by CBO in OMF's FY 2018-19 requested budget review, immediate campsite clean-up has unpredictable costs (in terms of frequency and service level) and is initiated outside of the bureau's control. As a result of these factors, spending by HUCRIP on PBOT property clean-ups has already exceeded the funding level established via interagency agreement with PBOT, and is estimated to exceed budget by over \$800,000 by fiscal year end if the current spend rate continues into the spring. CBO is recommending this interagency agreement increase, and discusses the use of General Fund contingency to fund the increase in TR_035.

CBO recommends that the level of service and funding model for the campsite clean-up program be clarified through the FY 2018-19 budget process. The Mayor's Office and OMF have taken lead on this effort in recent weeks.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_198 - Fac - Increase IA with PBOT for MM Project

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(275,000)	0	(275,000)
Internal Materials and Services	275,000	0	275,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request establishes an IA with PBOT in the amount of \$275,000, for work completed on lot resurfacing at Police Training, as part of a budgeted major maintenance project. This project was originally budgeted in EMS.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_199 - BHR GF - Front Desk IA with PBOT

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	500	0	500
TOTAL EXPENDITURES	500	0	500
REVENUES			
Interagency Revenue	500	0	500
TOTAL REVENUES	500	0	500

Bureau Description:

This request creates a \$500 interagency with PBOT for reception services in the Columbia Square Building.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_200 - BTS - EBSS Recognize Interest Earnings

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	17,060	0	17,060
TOTAL EXPENDITURES	17,060	0	17,060
REVENUES			
Miscellaneous	17,060	0	17,060
TOTAL REVENUES	17,060	0	17,060

Bureau Description:

This request is to recognize additional interest earnings for EBSS in FY 2017-18. Actual interest earnings are projected to exceed what is currently budgeted for resources.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_201 - BTS - Enterprise Asset Management Pilot project

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(2,019,410)	0	(2,019,410)
Internal Materials and Services	(175,000)	0	(175,000)
Contingency	2,194,410	0	2,194,410
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce appropriations for the BTS – EBS Enterprise Asset Management (EAM) project. Due to project delays, no expenses are anticipated to be incurred in FY 2017-18. The project has now been rescheduled for FY 2018-19 and funding has been included as part of the FY 2018-19 Requested Budget.

CBO Discussion and Recommendation

This project is currently on hold as Facilities continues to develop an asset management plan. Given the recent dissolution of the Bureau of Internal Business Services, it is likely that this project will continue to be delayed. The only costs incurred thus far for this project are internal labor. Parks recently reviewed a demo of the project, and while it is expected to meet its business needs, it is not clear whether this would be the preferred solution for its asset management and work order needs. Ongoing costs of the project have also not been defined, but it is expected that Parks would incur both implementation and ongoing maintenance costs.

The City has not purchased the Enterprise Asset Management software from SAP or the required service space. No costs have been incurred under the implementation services contract due to the project delays.

Currently this project is under oversight by the Technology Oversight Committee. CBO recommends that this project continue to receive careful oversight, particularly in light of the changes within OMF Facilities and in light of whether there is sufficient buy-in from customer bureaus. Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_202 - BTS - SAP Learning Management System project

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	225,000	0	225,000
Contingency	(225,000)	0	(225,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate funds for the SAP Learning Management System (LMS) project. These funds are needed to cover current year expenses. This was initially submitted as a project in the FY 2018-19 Requested Budget, but the project timeline changed which necessitated funding in the current fiscal year. A technical adjustment to the FY 2018-19 budget will later be submitted to reduce the project's budget as a result of this Spring BMP adjustment.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_203 - BTS - EBSS Personnel Services Appropriation Incr

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

Bureau Description:

This request is to appropriate funding to cover anticipated FY 2017-18 Personal Services expense.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_204 - BTS - EBSS IA reduce with BHR

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(67,494)	0	(67,494)
Contingency	67,494	0	67,494
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to reduce the interagency (IA) with the Bureau of Human Resources (BHR). The position performing the particular service has been vacant for part of the fiscal year. The reduction amount is pro-rated for FY 2017-18.

CBO Discussion and Recommendation

Recommended as requested. Please see MF_194 for further discussion.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_205 - BHR GF - Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(160,000)	0	(160,000)
External Materials and Services	100,000	0	100,000
Internal Materials and Services	60,000	0	60,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$100,000 into External Materials and Services and \$60,000 into Internal Materials and Services from Personnel Services to better align budget with projected spending.

CBO Discussion and Recommendation

BHR has a greater number of vacancies this fiscal year due to unanticipated staff turnover. These positions will all be filled by the end of this fiscal year. The requested reallocation of resources from personnel services to materials and services will cover costs due to 5th floor reconfiguration, and professional services contracts for BHR marketing, communication (Class Comp Contract) and branding of current and new programs. Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_206 - P&D - Developmental Services IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	99,000	0	99,000
TOTAL EXPENDITURES	99,000	0	99,000
REVENUES			
Interagency Revenue	99,000	0	99,000
TOTAL REVENUES	99,000	0	99,000

Bureau Description:

This request is to increase the interagency between Printing and Distribution and Bureau of Developmental Services to cover additional copier and postage services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_207 - Risk-I&C Transfer Approp from Contingency

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	270,000	0	270,000
Contingency	(270,000)	0	(270,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The purpose of this budget adjustment request is to transfer appropriation from Contingency to External Materials and Services in the Insurance and Claims Fund. A transfer to External Materials and Services is required to align the budget with the most recent projection of claims costs for FY 2017-18 from the fund's actuarial consultant.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_208 - Risk-WC Transfer Approp from Contingency

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

Bureau Description:

The purpose of this budget adjustment request is to transfer appropriation from Contingency to External Materials and Services in the Workers' Compensation Fund. A transfer to External Materials and Services is required to align the budget with the most recent projection of claims costs for FY 2017-18 from the fund's actuarial consultant.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_210 - Risk-I&C Scholarship for Intern

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	2,500	0	2,500
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	2,500	0	2,500
REVENUES			
Miscellaneous	2,500	0	2,500
TOTAL REVENUES	2,500	0	2,500

Bureau Description:

The purpose of this budget adjustment request is to recognize a \$5,000 scholarship awarded to Risk by the Risk Management Society. The funds will be split 50/50 between the two Risk funds to hire a risk management intern.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_211 - Fac - Increase IA with BDS

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	1,535,000	0	1,535,000
Contingency	0	0	0
TOTAL EXPENDITURES	1,535,000	0	1,535,000
REVENUES			
Interagency Revenue	1,535,000	0	1,535,000
TOTAL REVENUES	1,535,000	0	1,535,000

Bureau Description:

This decision package matches an IA increase request by BDS for Project Management and Operations and Maintenance requested services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_212 - Fac - Match BRFS IA Increase

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

Bureau Description:

This package matches an IA increase request from the Bureau of Revenue and Financial Services for operations and maintenance service requests.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_213 - P&D - BRFS IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	41,000	0	41,000
TOTAL EXPENDITURES	41,000	0	41,000
REVENUES			
Interagency Revenue	41,000	0	41,000
TOTAL REVENUES	41,000	0	41,000

Bureau Description:

This request is to increase the interagency between Printing and Distribution and Bureau of Revenue and Finance to cover additional copier and postage services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_214 - BTS – EBSS Technical Adjustments

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

Bureau Description:

This package requests net zero technical adjustments. EBSS is requesting to move budgeted appropriation within External Materials and Services accounts to better align the budget with actuals.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_215 - BTS - Comm. Public Affairs Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	5,000	0	5,000
TOTAL EXPENDITURES	5,000	0	5,000
REVENUES			
Interagency Revenue	5,000	0	5,000
TOTAL REVENUES	5,000	0	5,000

Bureau Description:

This request is to increase the BTS interagency with the Commissioner of Public Affairs office to cover additional expenses for cellular phone services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_216 - BTS - Children's Levy Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,000	0	3,000
Contingency	2,000	0	2,000
TOTAL EXPENDITURES	5,000	0	5,000
REVENUES			
Interagency Revenue	5,000	0	5,000
TOTAL REVENUES	5,000	0	5,000

Bureau Description:

This request is to increase the BTS interagency with the Children's Levy to cover additional cellular phone and operations passthrough expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_217 - CityFleet - Police Bureau IA Reduction

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(500,000)	0	(500,000)
Contingency	(1,000,000)	0	(1,000,000)
TOTAL EXPENDITURES	(1,500,000)	0	(1,500,000)
REVENUES			
Interagency Revenue	(1,500,000)	0	(1,500,000)
TOTAL REVENUES	(1,500,000)	0	(1,500,000)

Bureau Description:

The Police Bureau has requested a \$1,500,000 reduction to their interagency with CityFleet for repair & maintenance, fuel and vehicle replacement.

CBO Discussion and Recommendation

Recommended as requested. The Police Bureau has historically underspent these interagency agreements, but it is critical that CityFleet help ensure that the repair and replacement rate for police vehicles is not negatively impacted over time by these reductions.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_218 - CityFleet - BDS IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	50,000	0	50,000
Capital Outlay	240,000	0	240,000
TOTAL EXPENDITURES	290,000	0	290,000
REVENUES			
Interagency Revenue	290,000	0	290,000
TOTAL REVENUES	290,000	0	290,000

Bureau Description:

Bureau of Development Services has requested to increase the Interagency Agreement with CityFleet for \$240,000 to purchase new vehicles to accommodate the new positions they are requesting through request DS_007. Approval of this request meets the requirements of Resolution 35960, which requires reporting to City Council all new additional vehicles to the City's Fleet. BDS has also requested to increase Accident Repairs by \$50,000.

CBO Discussion and Recommendation

Recommended as requested. In March of each fiscal year, this was the total number of vehicles in the City's fleet, and the number of vehicles added in each year:

- FY 2018 - 3160 (53 vehicles added)
- FY 2017 - 3126 (68 vehicles added)
- FY 2016 - 3048 (32 vehicles added)
- FY 2015 - 3015 (23 vehicles added)
- FY 2014 - 2988 (27 vehicles added)

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_219 - CityFleet-Increase IA with Facilities

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	2,652	0	2,652
Contingency	(2,652)	0	(2,652)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to increase the interagency with Facilities by \$2,652 for the Security Assessments completed on City properties.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_220 - BTS - Comm. Public Works Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,100	0	3,100
Contingency	3,100	0	3,100
TOTAL EXPENDITURES	6,200	0	6,200
REVENUES			
Interagency Revenue	6,200	0	6,200
TOTAL REVENUES	6,200	0	6,200

Bureau Description:

This request is to adjust the interagency between BTS and the Commissioner of Public Works to cover additional telecom contract and cellular phone expenses.

CBO Discussion and Recommendation

Adopted Budget estimates for cell phone charges are based on prior year actuals. Reasons vary as to why bureau cell phone spending increases above the initial estimate. Usually it's due to requesting additional phones for personnel, but it also may be a result of changing to more expensive phones (iPhones), phone packages, or purchasing iPads. Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_221 - BTS - Development Services Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	50,000	0	50,000
Contingency	250,000	0	250,000
TOTAL EXPENDITURES	300,000	0	300,000
REVENUES			
Interagency Revenue	300,000	0	300,000
TOTAL REVENUES	300,000	0	300,000

Bureau Description:

This request is to adjust the interagency between BTS and the Bureau of Development Services to cover additional Telecom Contract, Telecom Billable, Desktop Support, Data Networks, and Operations Passthrough expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_222 - BTS - Auditor's Office Adjustment

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

Bureau Description:

This request is to adjust the interagency between BTS and the Auditor's Office to cover additional Strategic Technology Billable expenses associated with Lobbyist/Political Consultant application development.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_223 - BTS - Special Appropriations Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	4,786	0	4,786
Contingency	6,137	0	6,137
TOTAL EXPENDITURES	10,923	0	10,923
REVENUES			
Interagency Revenue	10,923	0	10,923
TOTAL REVENUES	10,923	0	10,923

Bureau Description:

This request is to adjust the interagency between BTS and Special Appropriations to cover Telecom Contract, Data Lines, Cellular Phones, Email, Internet Access, Desktop Support, Data Networks and Strategic Technology Billable expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_224 - BRFS - Technology Replacement Fund

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(290,000)	0	(290,000)
External Materials and Services	40,000	0	40,000
Internal Materials and Services	360,000	0	360,000
TOTAL EXPENDITURES	110,000	0	110,000
REVENUES			
Miscellaneous	110,000	0	110,000
TOTAL REVENUES	110,000	0	110,000

Bureau Description:

BRFS is requesting Council approval to transfer \$380,000 of budget surplus savings into the Technology Replacement Fund to proactively set aside resources for implementation and replacement of key technology systems over the next five years. These include the Integrated Tax System as well as others in Procurement and Accounting. In line with recent discussions at Council and beyond, BRFS desires to build on a best practice in the Procurement division and deploy surplus available from across the bureau for these specific future technology needs. (Note: this package is represented in reports as a \$110,000 request, because it would realign \$370,000 of existing budget savings and appropriate \$100,000 in p-card revenue and \$10,000 of new miscellaneous revenues.)

CBO Discussion and Recommendation

Recommended as requested. The Bureau of Revenue and Financial Services requested to transfer \$380,000 in projected underspending (inclusive of recognition of \$110,000 new revenues) to the Bureau of Technology Services to fund future technology replacements. The bureau is in the relatively early stages of developing a CIP that will more clearly identify its future technology needs in regards to cost and timing of implementation. Nearer term projects include the replacement of Procurement's Buy Speed (bid management system) and the Revenue Division's Integrated Tax System project.

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

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_225 - BRFS - Carry Over Caseware Project Budget

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(39,000)	0	(39,000)
External Materials and Services	(35,000)	0	(35,000)
Internal Materials and Services	(24,500)	0	(24,500)
TOTAL EXPENDITURES	(98,500)	0	(98,500)
REVENUES			
General Fund Discretionary	(98,500)	0	(98,500)
TOTAL REVENUES	(98,500)	0	(98,500)

Bureau Description:

The BRFS Accounting Division is requesting Council approval to carry over budget for the replacement of Caseware, the City's CAFR (Consolidated Annual Financial Report) production software. The division carried over \$59,500 for this purpose from last fiscal year into FY 2017-18. Having now received proposals from several firms, the Accounting Division believes this project will cost closer to \$100,000. Therefore, this request would carry over not only the existing (\$59,500) budget for this project, but also an additional \$39,000 of current year savings generated by vacancies in the division.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_226 - BRFS - Carry Over Integrated Tax System Savings

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(115,000)	0	(115,000)
TOTAL EXPENDITURES	(115,000)	0	(115,000)
REVENUES			
General Fund Discretionary	(115,000)	0	(115,000)
TOTAL REVENUES	(115,000)	0	(115,000)

Bureau Description:

The BRFS Revenue Division is requesting Council approval to carry over \$115,000 of the ITS program budget to FY 2018-19. City Council approved three years of funding for this project in the FY 2017-18 Adopted Budget. This \$115,000 is currently unspent because vacancy savings accrued while the division recruited and filled the two positions funded by Council. However, the resources will still be necessary to carry out the project.

CBO Discussion and Recommendation

Recommended as requested. Council approved three years of one-time funding for personnel support to develop requirements and begin implementation of the Revenue Division's Integrated Tax System project as part of the FY 2017-18 Adopted Budget. The approximate timeline for this work is three years; future carry over of these funds will be evaluated as the timeline and implementations costs become clearer.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_227 - BRFS - Request Budget For Home Away Mediation

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	23,750	(23,750)	0
TOTAL EXPENDITURES	23,750	(23,750)	0
REVENUES			
General Fund Discretionary	23,750	(23,750)	0
TOTAL REVENUES	23,750	(23,750)	0

Bureau Description:

The BRFS Revenue Division is requesting Council allocate \$23,750 of General Fund discretionary for the costs of professional mediation under the settlement agreement with Home Away concerning short-term rental properties.

CBO Discussion and Recommendation

Not recommended as requested. Overall, the Bureau of Revenue and Financial Services is requesting to realign or carry over over \$675,000 of personal services spending. To the degree that unanticipated or unbudgeted revenue collection costs arise in the course of the fiscal year, these expenses should be first offset with bureau underspending rather than requests for new General Fund resources.

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

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_228 - BRFS - Carry Over Liquid. Dmgs For Workforce Pgm

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

Bureau Description:

The BRFS Procurement Division is requesting Council approval to carry over \$60,632 of budget associated with liquidated damages. Under Procurement Administrative Rules (ADM – 1.20), liquidated damages are assessed when contractors fail to comply with the Workforce Training & Hiring Program; this revenue is then granted to organizations supporting the Workforce Training & Hiring Program goals. This resource is budgeted in the current fiscal year, but Procurement does not intend to grant these funds out until next fiscal year.

CBO Discussion and Recommendation

Recommended as requested. Liquidated damages are assessed for non-compliance with the Workforce Training & Hiring Program. Funds were carried over into the current fiscal year (during FY 2016-17 Spring BMP), but the division again does not anticipate awarding grants to workforce training/hiring program organizations. It is not yet clear what impact the November 2017 resolutions around social equity in contracting will have on the assessment of damages or on the disbursement of grants.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_230 - BRFS - Increase Arts Tax Collections Budget

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	50,000	0	50,000
External Materials and Services	135,000	0	135,000
Internal Materials and Services	15,000	0	15,000
TOTAL EXPENDITURES	200,000	0	200,000
REVENUES			
Interagency Revenue	200,000	0	200,000
TOTAL REVENUES	200,000	0	200,000
FTE			
Full-Time Positions	1.00	0.00	1.00
TOTAL FTE	1.00	0.00	1.00

Bureau Description:

In order to support more effective arts tax collections, the BRFS Revenue Division is requesting Council approval to add three permanent collections positions and to recover an additional \$200,000 from the Arts & Education Access Fund in FY 2017-18.

CBO Discussion and Recommendation

Recommended as requested. In March 2018, City Council lifted the five percent cost limitation on administering the Arts Tax, in large part due to the fact that the cost limitation did not allow for maximization of Arts Tax revenue collection, including enforcement activities. This Arts Tax collection budget increase will not have any impact on the General Fund resources available for other City programming; collection costs are charged to the Arts Tax Fund, so any increases in collection costs not offset by higher collections would ultimately reduce disbursements paid out to RACC. RACC and the Arts Tax Oversight Committee (AOC) support this request, per the Revenue Division.

This request would convert three temporary staffing positions to permanent for a partial year cost of \$50,000, and increase materials and services budget by \$150,000. There are currently 4.5 FTE dedicated exclusively to the program, 3.0 FTE seasonal dedicated exclusively and 3.0 FTE General Fund backed positions that frequently support the program. No positions or workload will be redirected. The practical effect of this request is to make the 3.0 FTE seasonal workers permanent and one of those positions will concentrate on higher level collections work including working with the outside collection agency. Per Revenue Division, there will be a request to increase the FY 2018-19 Arts Tax collection budget upward to \$1.2 million if the current year BMP request is approved by Council.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_231 - BRFS - Update Revenue Division Forecast

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(263,475)	0	(263,475)
Internal Materials and Services	230,500	0	230,500
Contingency	3,996,700	0	3,996,700
TOTAL EXPENDITURES	3,963,725	0	3,963,725
REVENUES			
Taxes	3,575,000	0	3,575,000
Licenses & Permits	65,000	0	65,000
Charges for Services	10,000	0	10,000
Interagency Revenue	245,500	0	245,500
Miscellaneous	68,225	0	68,225
TOTAL REVENUES	3,963,725	0	3,963,725

Bureau Description:

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

- \$3,025,000 increase in the Arts Education & Access Fund
- \$709,000 increase in the Recreational Marijuana Tax Fund
- \$103,500 reduction in the Convention & Tourism Fund
- \$52,725 increase in the Property Management License Fund
- \$35,000 increase in the general fund (misc revenues to prevent potential M&S overspending)

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_232 - BRFS - Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(71,700)	0	(71,700)
External Materials and Services	43,200	0	43,200
Internal Materials and Services	28,500	0	28,500
TOTAL EXPENDITURES	0	0	0
REVENUES			
General Fund Discretionary	0	0	0
General Fund Overhead	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

BRFS is requesting Council approval for several technical adjustments to ensure divisions remain within budget at the major object level. These adjustments will result in no net change to total division budgets.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_233 - Fac - Match BHR IA Increase

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

Bureau Description:

This package requests to match an IA increase requested by Human Resources.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_234 - BTS - Web site Replacement

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	292,000	0	292,000
Contingency	(292,000)	0	(292,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to increase funding for the BTS Web Site Replacement project. This is the first year of an expected 5-year project and the Business Solutions program has identified additional project expenses likely to be incurred in the current fiscal year.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_235 - CityFleet - PBOT IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	1,191,488	0	1,191,488
TOTAL EXPENDITURES	1,191,488	0	1,191,488
REVENUES			
Interagency Revenue	1,191,488	0	1,191,488
TOTAL REVENUES	1,191,488	0	1,191,488

Bureau Description:

The Portland Bureau of Transportation has requested to increase the Interagency Agreement with CityFleet for \$709,488 to purchase new vehicles. PBOT's request is TR_030. Approval of this request meets the requirements of Resolution 35960, which requires reporting to City Council all new additional vehicles to the City's Fleet.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_236 - BTS - Human Resources Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	25,000	0	25,000
TOTAL EXPENDITURES	25,000	0	25,000
REVENUES			
Interagency Revenue	25,000	0	25,000
TOTAL REVENUES	25,000	0	25,000

Bureau Description:

This request is to adjust the interagency between BTS and Human Resources to cover additional Telecomm Billable expenses.

CBO Discussion and Recommendation

Adopted Budget estimates for telephone charges are based on prior year actuals. Reasons vary as to why bureau phone spending increases above the initial estimate. Usually it's due to requesting additional phones for personnel. Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_238 - Fac - Increase HUCIRP IA's with Prop Bureaus

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	7,875	0	7,875
TOTAL EXPENDITURES	7,875	0	7,875
REVENUES			
Interagency Revenue	7,875	0	7,875
TOTAL REVENUES	7,875	0	7,875

Bureau Description:

This package request to increase IA's with PBOT, BES, Parks, and Water with the Housing and Urban Camping Impact Reduction Program (HUCIRP) for potential increased costs in storage. The program must hold recoverable items from cleanups for 30 days as per the Anderson Agreement. Due to an increase in cleanups, the current storage space is too small. This package increases IA's for an estimated two months of costs for a larger storage space.

CBO Discussion and Recommendation

Recommended as requested. The full year cost of storage space will need to be incorporated into FY 2018-19 interagency agreements.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_239 - Fac - Match CPS IA Increase Request

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	9,000	0	9,000
TOTAL EXPENDITURES	9,000	0	9,000
REVENUES			
Interagency Revenue	9,000	0	9,000
TOTAL REVENUES	9,000	0	9,000

Bureau Description:

This package matches an IA increase requested by the Commissioner of Public Safety.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_240 - Fac - Match Auditor's IA Increase Request

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	30,500	0	30,500
TOTAL EXPENDITURES	30,500	0	30,500
REVENUES			
Interagency Revenue	30,500	0	30,500
TOTAL REVENUES	30,500	0	30,500

Bureau Description:

This package matches an IA increase request from the Auditor's Office for project management services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_241 - BIBS Admin - Transfer from Pers Srvs to IMS

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

Bureau Description:

The purpose of this budget adjustment request is to transfer \$16,000 from personnel services to Facilities, P&D, and BTS IMS accounts to reflect the higher level of services received from these IA providers than was anticipated when the budget was prepared.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_242 - Fac - Match BIBS Admin IA Increase Request

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,000	0	3,000
TOTAL EXPENDITURES	3,000	0	3,000
REVENUES			
Interagency Revenue	3,000	0	3,000
TOTAL REVENUES	3,000	0	3,000

Bureau Description:

This package matches an IA increase request by BIBS Admin for operations and maintenance.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_243 - P&D - BIBS Admin IA Increase

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

Bureau Description:

This request is to increase the interagency between Printing and Distribution and BIBS Admin to cover additional copier services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_244 - P&D - Human Resources IA Increase

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

Bureau Description:

This request is to increase the interagency between Printing and Distribution and Bureau of Human Resources to cover additional copier and delivery services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_245 - BTS - BIBS Admin. IA Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	9,000	0	9,000
TOTAL EXPENDITURES	9,000	0	9,000
REVENUES			
Interagency Revenue	9,000	0	9,000
TOTAL REVENUES	9,000	0	9,000

Bureau Description:

This request is to increase the interagency between BTS and BIBS Administration to cover additional operations passthrough expenses.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_246 - BTS - BRFS IA Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	11,000	0	11,000
Contingency	359,500	0	359,500
TOTAL EXPENDITURES	370,500	0	370,500
REVENUES			
Interagency Revenue	370,500	0	370,500
TOTAL REVENUES	370,500	0	370,500

Bureau Description:

This request is to increase the interagency between BTS and the Bureau of Revenue & Financial Services to cover IA changes for Cellular Phones, Telecom Billable, Desktop Support, Operations Billable, Operations Passthrough and Strategic Technology Billable. The Strategic Technology Billable adjustment is for \$380,000 and represents funds for future software replacements in Revenue, Procurement and Accounting.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_247 - Risk-WC Scholarship for Intern

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	2,500	0	2,500
TOTAL EXPENDITURES	2,500	0	2,500
REVENUES			
Miscellaneous	2,500	0	2,500
TOTAL REVENUES	2,500	0	2,500

Bureau Description:

The purpose of this budget adjustment request is to recognize a \$5,000 scholarship awarded to Risk by the Risk Management Society. The funds will be split 50/50 between the two Risk funds to hire a risk management intern.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_248 - CityFleet – BES IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	4,800	0	4,800
TOTAL EXPENDITURES	4,800	0	4,800
REVENUES			
Interagency Revenue	4,800	0	4,800
TOTAL REVENUES	4,800	0	4,800

Bureau Description:

BES has requested an increase in the Interagency Agreement with CityFleet for \$4,800 to pay for additional short-team vehicle rentals/leases.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_249 - CityFleet – Water IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	20,247	0	20,247
TOTAL EXPENDITURES	20,247	0	20,247
REVENUES			
Interagency Revenue	20,247	0	20,247
TOTAL REVENUES	20,247	0	20,247

Bureau Description:

Water has requested an increase in the Interagency Agreement with CityFleet for \$20,247 to pay for additional outfitting of vehicles and equipment.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_250 - Risk-I&C Housing IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	7,976	0	7,976
TOTAL EXPENDITURES	7,976	0	7,976
REVENUES			
Interagency Revenue	7,976	0	7,976
TOTAL REVENUES	7,976	0	7,976

Bureau Description:

The purpose of this budget adjustment request is to increase the IA with Housing by \$7,976 for property insurance for the Fairfield apartments. The new policy is effective March 1, 2018. The increased amount has been pro-rated for FY 2017-18.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_251 - Risk-I&C IA for TPB Builders Risk Insurance

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	82,586	0	82,586
TOTAL EXPENDITURES	82,586	0	82,586
REVENUES			
Interagency Revenue	82,586	0	82,586
TOTAL REVENUES	82,586	0	82,586

Bureau Description:

This request is to establish an IA where Risk is the provider, for an insurance policy for the Portland Building reconstruction project's builders' risk insurance. This insurance policy is covered within the existing \$195 million-dollar project budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_252 - CityFleet – Cabinets and Workbenches

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	55,000	0	55,000
Contingency	(55,000)	0	(55,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to move \$55,000 from Operating Contingency to Capital Outlay to purchase seven space saving cabinets and workbenches at various fleet garages.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_253 - BTS - Cherwell Capability Expansion

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

Bureau Description:

This request is to appropriate additional funds for the BTS Support Center's Cherwell Capability Expansion project. These additional funds are needed for planning, consulting and implementation assistance.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_254 - CityFleet - Parks IA Increase

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

Bureau Description:

The Parks Bureau has requested to increase the Interagency Agreement with CityFleet for \$40,000 to purchase a new vehicle. Park's request is PK_001. Approval of this request meets the requirements of Resolution 35960, which requires reporting to City Council all new additional vehicles to the City's Fleet.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_255 - P&D - Gateway Center IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	8,800	0	8,800
TOTAL EXPENDITURES	8,800	0	8,800
REVENUES			
Interagency Revenue	8,800	0	8,800
TOTAL REVENUES	8,800	0	8,800

Bureau Description:

This request is to increase the interagency between Printing and Distribution and the Gateway Center for Domestic Violence to cover additional copier services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_256 - P&D - Planning and Sustainability IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	105,000	0	105,000
TOTAL EXPENDITURES	105,000	0	105,000
REVENUES			
Interagency Revenue	105,000	0	105,000
TOTAL REVENUES	105,000	0	105,000

Bureau Description:

This request is to increase the interagency between Printing and Distribution and the Bureau of Planning and Sustainability to cover additional copy and printing services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Program Carryover Request

Request: MF_257 - BRFS - Carry Over Budget For Disparity Study

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(160,000)	0	(160,000)
External Materials and Services	(175,000)	0	(175,000)
TOTAL EXPENDITURES	(335,000)	0	(335,000)
REVENUES			
Miscellaneous	(100,000)	0	(100,000)
General Fund Discretionary	(235,000)	0	(235,000)
General Fund Overhead	0	0	0
TOTAL REVENUES	(335,000)	0	(335,000)

Bureau Description:

The BRFS Procurement division is requesting Council approval for a program carryover to fund a disparity study. In the opinion of the City Attorney's Office, "A disparity study provides the legal support for race and gender-based policies of the City, as they relate to City construction projects. This includes race or gender-based City programs, as well as City requirements that equity goals are reached on construction projects. A sound disparity study will provide specific information on the existence of disparity, disaggregated by race, ethnicity, gender and by scope of work. This information can be used to implement hard goals, as opposed to aspirational goals, as well as to specially tailor programs and policies to address actual disparity. Due to the age of our previous disparity study (prepared in 2009), it is no longer sufficient to provide legal support for equity goals and may not provide legal support for equity programs such as race or gender-based sheltered markets (Prime Contractor Development Program). It is the opinion of the City Attorney's Office that, in the event of a legal challenge, the 2009 Disparity Study would not be considered current and it would likely be legally insufficient to uphold the City's equity policies and programs. A new disparity study must be performed in order to obtain the backup necessary to prove that the City's policies and programs meet the legal standard of review, that is, that the City's race and gender-based policies and programs are narrowly tailored to address specific instances of actual disparity. In addition to being necessary to defeat a legal challenge, a new disparity study will serve to deter a legal challenge on the front end by disclosing our legal support up front and it will also show the community that the City is serious about equity."

The City has not had a Disparity Study since 2009 when the City instituted some Social Equity Initiatives and programs. Although the City is working hard to increase Minority and Women utilization in contracting and workforce, it is not meeting aspirational goals. The City is neither progressing nor serving customers optimally. The City can only do so much to move bureaus to meet utilization goals due to the absence of established concrete goals; there are no real consequences if bureaus don't meet the aspirational goals.

CBO Discussion and Recommendation

Recommended as requested. The Procurement Division is requesting to carryover \$335,000 in divisional underspending to carry out a disparity study that provides legal support for the race and gender-based policies of the City as they relate to construction projects (MF_257). The most recent disparity study was performed by the City in 2009 for a total cost of \$831,000, and is no longer deemed sufficient legal basis for the City's current practices. Per Procurement, the total cost of disparity study is approximately \$1 million, and will take several years to complete. It is not yet clear what impact the new social equity in contracting goals established in November 2017 will have on contractors' adherence to the City's social equity in contracting goals. To the degree that the current disparity study is deemed insufficient legal support for these efforts, CBO recommends OMF's request to fund this effort from bureau underspending. CBO further recommends that this project be tracked via an operations project code to allow for greater transparency in multi-year budgeting of a non-capital program.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_258 - Fac - Match ONI IA Increase Request

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	23,000	(23,000)	0
TOTAL EXPENDITURES	23,000	(23,000)	0
REVENUES			
Interagency Revenue	23,000	(23,000)	0
TOTAL REVENUES	23,000	(23,000)	0

Bureau Description:

This package matches an IA increase request from ONI for Property Management services.

CBO Discussion and Recommendation

Not recommended as requested. CBO is not recommending additional General Fund resources to support this interagency agreement increase. Should ONI determine that it wishes to fund this work via internal resources, CBO will make an adjustment to this request.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_259 - Fac - Match Special Appropriation IA adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	5,587	0	5,587
TOTAL EXPENDITURES	5,587	0	5,587
REVENUES			
Interagency Revenue	5,587	0	5,587
TOTAL REVENUES	5,587	0	5,587

Bureau Description:

This package matches IA adjustments requested by Special Appropriations.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_260 - BTS - Radio Project

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	165,000	0	165,000
Contingency	(165,000)	0	(165,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate funds from Radio Project contingency to cover final project costs for two items. The PTT (push-to-talk) on location feature will be added to provide officer GPS coordinates when talking on the radio. Also, funds will be needed to cover Pyxis licensing for the new system.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_261 - Fac - Increase IA with BES

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

Bureau Description:

This package matches an increase IA requested by BES for security services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_262 - CityFleet - PBOT IA Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	247,437	0	247,437
TOTAL EXPENDITURES	247,437	0	247,437
REVENUES			
Interagency Revenue	247,437	0	247,437
TOTAL REVENUES	247,437	0	247,437

Bureau Description:

The Portland Bureau of Transportation has requested to increase the Interagency Agreement with CityFleet for \$247,437 for new vehicles that were previously approved and ordered. PBOT's request is TR_034.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_263 - Port Bldg reconstruct project internal transfer

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	7,000,000	0	7,000,000
Capital Outlay	(7,000,000)	0	(7,000,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

The purpose of this budget adjustment request is to transfer \$7,000,000 within the Portland Building reconstruction project from a capital account to an External M&S account. This will align the budget to match the plan for how project expenses will be classified.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_264 - P&D - Attorney's Office IA Increase

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

Bureau Description:

This request is to increase the interagency between Printing and Distribution and the Attorney's Office to cover additional copier services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_265 - BTS - PBEM IA Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	47,000	0	47,000
TOTAL EXPENDITURES	47,000	0	47,000
REVENUES			
Interagency Revenue	47,000	0	47,000
TOTAL REVENUES	47,000	0	47,000

Bureau Description:

This request is to increase the interagency between BTS and Emergency Management to cover additional Business Solutions services.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_266 - BTS - Office of Equity IA Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	962	0	962
Contingency	3,856	0	3,856
TOTAL EXPENDITURES	4,818	0	4,818
REVENUES			
Interagency Revenue	4,818	0	4,818
TOTAL REVENUES	4,818	0	4,818

Bureau Description:

This request is to adjust the interagency between BTS and the Office of Equity to cover additional expenses in Telecom Contract, Cellular Phones, Desktop Support and Operations Passthrough.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_267 - BTS - Housing IA Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	12,703	0	12,703
Contingency	5,641	0	5,641
TOTAL EXPENDITURES	18,344	0	18,344
REVENUES			
Interagency Revenue	18,344	0	18,344
TOTAL REVENUES	18,344	0	18,344

Bureau Description:

This request is to adjust the interagency between BTS and the Housing bureau to cover additional expenses in multiple accounts. Housing added additional phone lines and computers and also paid for services allowing employees to work from home.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_268 - PPA Health Fund Spring BMP Request

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(384,260)	0	(384,260)
Contingency	2,465,598	0	2,465,598
TOTAL EXPENDITURES	2,081,338	0	2,081,338
REVENUES			
Charges for Services	880,395	0	880,395
Miscellaneous	1,200,943	0	1,200,943
TOTAL REVENUES	2,081,338	0	2,081,338

Bureau Description:

Miscellaneous revenues in the PPA health insurance fund are expected to exceed the original budgeted amount by \$1,200,943. The difference is due primarily to return of stabilization reserve of about \$1.2 million from CityNet medical and Delta Dental to PPA Health Fund.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_269 - Facilities - DCTU Professional Development

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	2,838	0	2,838
Contingency	(2,838)	0	(2,838)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate funds to cover Facilities contribution towards the new DCTU and COPEA professional development fund, a new expense resulting from the recently approved DCTU contract.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_270 - CityFleet - DCTU Professional Development Fund

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	10,571	0	10,571
Contingency	(10,571)	0	(10,571)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate funds to cover CityFleet's contribution towards the new DCTU professional development fund, a new expense resulting from the recently approved DCTU contract.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_271 - BTS - Government Relations IA Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Contingency	7,000	0	7,000
TOTAL EXPENDITURES	7,000	0	7,000
REVENUES			
Interagency Revenue	7,000	0	7,000
TOTAL REVENUES	7,000	0	7,000

Bureau Description:

This request is to adjust the interagency between BTS and Government Relations to cover cost increases related to new employees.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_272 - Facilities - Gov't Relations Match IA

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	7,500	0	7,500
TOTAL EXPENDITURES	7,500	0	7,500
REVENUES			
Interagency Revenue	7,500	0	7,500
TOTAL REVENUES	7,500	0	7,500

Bureau Description:

This request is to match a \$7,500 IA increase in Operations and Maintenance with Office Government Relations.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: New Request

Request: MF_273 - PSGO - Approp interest earnings for fees

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

Bureau Description:

The purpose of this budget adjustment is to appropriate additional interest earnings the fund has received. This additional appropriation will be used to cover bank fees associated with the fund's GO bonds that were not included in the Adopted Budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_274 - Risk - DCTU Professional Development

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	512	0	512
Contingency	(512)	0	(512)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request is to appropriate funds to cover Risk's contribution towards the new DCTU professional development fund, a new expense resulting from the recently approved DCTU contract.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_276 - Fire Faciliteis GO-Correct Fall BMP entry

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(599,117)	0	(599,117)
Capital Outlay	599,117	0	599,117
TOTAL EXPENDITURES	0	0	0

Bureau Description:

In the Fall BMP a budget adjustment request (MF_011) incorrectly reduced a capital account when it should have reduced an EMS account. This new budget adjustment request in the Spring BMP corrects MF_011.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_277 - BTS - Transfer replacement funds for Police MDC

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	1,400,000	0	1,400,000
Contingency	(1,400,000)	0	(1,400,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

To transfer replacement funds held by BTS on behalf of Police for the MDC replacement project

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Management & Finance

Type: Technical Adjustment

Request: MF_278 - BTS - Transfer PSSRP funds to Police MDC

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	1,100,000	0	1,100,000
Contingency	(1,100,000)	0	(1,100,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

To transfer that portion of the BTS-held Public Safety project funds identified to be used for the Police MDC replacement project.

CBO Discussion and Recommendation

As part of the FY 2018-19 budget process, CBO has recommended to allocate Public Safety Technology reserves, which will have an anticipated balance of \$3.1 million (after accounting for personnel costs of two employees funded via these resources). Unspent resources from the Public Safety Systems Revitalization Program (PSSRP) created this balance, and is intended to be spent on the highest need public safety technology projects. Earlier this fiscal year, public safety bureaus identified \$3.1 million in technology needs, including replacement of mobile digital computers (MDC) for Police; an integrated priority dispatch system and Next Gen recording, for the Bureau of Emergency Communications; inspection software, mobile digital computers, WiFi at stations for Portland Fire & Rescue, and consultant services for a potential RegJIN replacement. CBO has recommended that all of these projects be funded within these resources.

Police is ready to move forward with the MDC replacement in FY 2017-18 and so has requested that their portion of the remaining balance be transferred in the current fiscal year. Recommended as requested.

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

Bureau: Office of the Mayor

Type: Technical Adjustment

Request: MY_004 - Mayor - Spring Bump Technical Adjustments

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

Bureau Description:

This request moves \$50,000 into External Materials and Services from Personnel Services to better align budget with projected spending.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of the Mayor

Type: Program Carryover Request

Request: MY_005 - Mayor's Office - Spring Bump Programmatic Carry

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

Bureau Description:

The Mayor's Office is proposing carrying over \$200,000 from FY 2017-18 to FY 2018-19. The Office would like to roll over vacancy savings in order to hire limited-duration employees for policy work in the Mayor's Office. The plan is to hire these employees before the end of the fiscal year, but their terms would roll into the next fiscal year. The Mayor's Office has a large amount of work that needs to be done. As the Mayor implements his priorities, the Office needs the personnel capacity to ensure the work gets done. Additionally, a portion of these funds will be used for project management, consultant services, and contracting with the City's academic partners for research around the Mayor's priorities.

CBO Discussion and Recommendation

CBO does not recommend this request as the funds do not support a specific project or program currently in progress.

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

Bureau: Office of Neighborhood Involvement

Type: Program Carryover Request

Request: NI_011 - Houselessness Funding Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(153,400)	44,762	(108,638)
External Materials and Services	(17,000)	0	(17,000)
TOTAL EXPENDITURES	(170,400)	44,762	(125,638)
REVENUES			
General Fund Discretionary	(170,400)	44,762	(125,638)
TOTAL REVENUES	(170,400)	44,762	(125,638)

Bureau Description:

Originally expected to be for two positions over one year, the scope has been reduced and extended to include one position over two years. The position was not hired until late November 2017, so will only have been staffed for about 7 months at fiscal year end. This carryover allows the position to extend to at least June 2019.

CBO Discussion and Recommendation

ONI originally received \$350,000 in one-time General Fund resources to provide outreach and engagement around the housing emergency during the FY 2016-17 budget development process. Due to leadership changes including, but not limited to, the bureau's director and Commission-in-Charge and consequent changes in direction, \$230,000 of the original amount was carried over into FY 2017-18. Of that amount, the bureau only expects to spend about \$59,000 due to the late hiring and so is requesting to carryover \$170,400 into FY 2018-19.

ONI worked together with the Joint Office of Homeless Services (JOHS) to create the position that focuses on connecting housed and unhoused neighbors in projects that can shelter people until they find permanent housing, also called "alternative shelter" projects. The new position spent time collecting qualitative interviews with neighborhood leaders, advocates, people experiencing houselessness, and other stakeholders and researched successful alternative shelter models in the region. Through the position, ONI worked with JOHS to identify key goals, with work beginning in the following areas: Organizing supportive neighbors around alternative shelter; developing the Alternative Shelter pilot known as Safe Sleep; and working to stabilize "Villages" and "Rest Stops."

CBO recommends partial carryover because the funding will be utilized for the purpose for which it was originally allocated on a one-time basis, and the project is reasonably well-developed with momentum on it. However, of the \$170,400 in unspent funds requested to be carried over, CBO is only recommending the carryover of \$125,638 into ONI's budget next year, consisting of the amount needed for the single position (\$108,638) and the amount requested for materials & services (\$17,000). ONI had requested \$153,400 for the position, but only \$108,638 are needed.

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

Bureau: Office of Neighborhood Involvement

Type: Program Carryover Request

Request: NI_012 - PUAH Funding Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(47,000)	0	(47,000)
External Materials and Services	(8,000)	0	(8,000)
TOTAL EXPENDITURES	(55,000)	0	(55,000)
REVENUES			
General Fund Discretionary	(55,000)	0	(55,000)
TOTAL REVENUES	(55,000)	0	(55,000)

Bureau Description:

The PUAH position expected to run for a full 12 months, was hired on November 30. This carryover request is intended to extend the position in order to be able to follow the PUAH project to the end.

CBO Discussion and Recommendation

CBO recommends the carryover because the funding will be utilized for the purpose for which it was originally allocated on a one-time basis and to fund a priority request in ONI's FY 2018-19 requested budget. Of the \$118,235 originally appropriated during the FY 2017-18 budget development process, ONI projects to spend \$57,000 for personnel and \$6,000 in materials & services by year-end. CBO is also recommending an additional \$39,052 in one-time General Fund resources for the position in FY 2018-19 so that the project can be staffed until February 2019 in order to close out the grants and report back to Council. Please see CBO's review of ONI's FY 2018-19 requested budget for additional details.

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

Bureau: Office of Neighborhood Involvement

Type: Program Carryover Request

Request: NI_013 - BDS Communications Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
Internal Materials and Services	(43,338)	0	(43,338)
TOTAL EXPENDITURES	(43,338)	0	(43,338)
REVENUES			
General Fund Discretionary	(43,338)	0	(43,338)
TOTAL REVENUES	(43,338)	0	(43,338)

Bureau Description:

The one-time Interagency Agreement with BDS for communications has been delayed. ONI intends to carryover \$12,000 for BDS communications support for Spirit of Portland Awards. The remaining \$31,338 will go toward accessing specialized communications services originally intended under the Interagency.

CBO Discussion and Recommendation

Recommended as requested. ONI has not been able to utilize the funding appropriated during the Fall BMP because BDS had not been able to fill the positions in its Communications Team.

The \$12,000 for the Spirit of Portland Awards is actually for additional videography that ONI has not done before. ONI indicates that much effort goes into highlighting the awards throughout the year, but there are no efforts to communicate the results or promote the stories of the honorees except at the actual event.

Specialized communications services include digital or social media strategies, content expertise and demonstrated track record in reaching culturally- and linguistically specific audiences, videography, and graphic design.

CBO recommends the carryover because the funding will be utilized for the purpose for which it was originally allocated on a one-time basis and to fund a priority request in ONI's FY 2018-19 requested budget.

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

Bureau: Office of Neighborhood Involvement

Type: Program Carryover Request

Request: NI_014 - Carryover of FY2016-17 excess Cannabis Revenue

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(480,486)	0	(480,486)
TOTAL EXPENDITURES	(480,486)	0	(480,486)
REVENUES			
General Fund Discretionary	(480,486)	0	(480,486)
TOTAL REVENUES	(480,486)	0	(480,486)

Bureau Description:

ONI had \$480,486 in excess Cannabis revenues at the end of FY2016-17. This was carried over in the Fall BMP. This revenue will carryover to be included in the new Cannabis Special Revenue Fund in FY2018-19.

CBO Discussion and Recommendation

Recommended as requested. The new Cannabis Licensing Fund will be created by ordinance during FY 2018-19 budget adoption, and the funds carried over will be appropriated into it. As noted in CBO's review of ONI's FY 2018-19 requested budget, CBO recommends the creation of the fund to separate the program's revenues from the General Fund, as well as a fee study, both of which ONI is pursuing.

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

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_015 - Shift funding for NPNS Casual/Seasonal employees

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	303	0	303
External Materials and Services	(303)	0	(303)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Shift funds from North Portland Neighborhood Services External M&S budget to NPNS Personnel budget to cover the costs of Casual/Seasonal employees.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_016 - North Portland Tool Library Revenues

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	15,109	0	15,109
TOTAL EXPENDITURES	15,109	0	15,109
REVENUES			
Charges for Services	15,109	0	15,109
TOTAL REVENUES	15,109	0	15,109

Bureau Description:

Recognize revenues from North Portland Community Works to cover the costs of employees working on the North Portland Tool Library, and on other special projects through the North Portland Neighborhood Office.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_017 - PUAH funding to new functional area

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

Bureau Description:

Shifts budget for PUAH into functional area specific to PUAH. This is a technical adjustment only, with zero effect on the budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_018 - Shift Houselessness budget into functional area

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

Bureau Description:

Shifts budget for the houselessness program into a functional area specific to the houselessness program. This is a technical adjustment only, with zero effect on the budget.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_019 - Space Study

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	23,000	(23,000)	0
TOTAL EXPENDITURES	23,000	(23,000)	0
REVENUES			
General Fund Discretionary	23,000	(23,000)	0
TOTAL REVENUES	23,000	(23,000)	0

Bureau Description:

The East Portland Neighborhood Office has recently been housed in a Water Bureau facility virtually rent free, for the past few years. Recent litigation related to the Water Bureau's alleged mis-use of Rate-payer funds has caused the Water Bureau to re-think this arrangement. Our most recent discussions have indicated a rent increase to about \$28,000 a year is likely.

The current location is not ideal for EPNO, or the Water Bureau. The site suffers from deferred maintenance, is unreinforced masonry, and the current use is not core to the Water Bureau's mission. ONI is requesting funds to have OMF Facilities to perform a space study for the bureau in order to facilitate a move in the coming year.

A previous space study done by OMF facilities for the Police Bureau to facilitate a move of ONI staff from the Penumbra Kelly Building was performed for a similar amount.

CBO Discussion and Recommendation

Not recommended. Both the bureau and CBO project ONI to have enough under-spending in the current year to fund the space study.

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

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_020 - Public Elections fund to Special Appropriations

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(250,000)	0	(250,000)
TOTAL EXPENDITURES	(250,000)	0	(250,000)
REVENUES			
Fund Transfers - Revenue	(250,000)	0	(250,000)
TOTAL REVENUES	(250,000)	0	(250,000)

Bureau Description:

This request will move \$250,000 from ONI's budget in the Public Elections Fund to Special Appropriations.

CBO Discussion and Recommendation

Recommended as requested. The budget for the OAE is being budgeted in Special Appropriations with request SA_017.

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

Bureau: Office of Neighborhood Involvement

Type: Technical Adjustment

Request: NI_021 - Facilities Security Assessment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(720)	0	(720)
Internal Materials and Services	720	0	720
TOTAL EXPENDITURES	0	0	0

Bureau Description:

\$720 Spring BMP IA increase with Facilities Services for the recently conducted Security Assessments that have been completed on City properties. These assessments were approved by Council in the FY 2016-17 Over Expenditure Ordinance.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Neighborhood Involvement

Type: New Request

Request: NI_022 - Crime Sign Revenues

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	3,000	0	3,000
TOTAL EXPENDITURES	3,000	0	3,000
REVENUES			
Miscellaneous	3,000	0	3,000
TOTAL REVENUES	3,000	0	3,000

Bureau Description:

Crime Prevention sells Neighborhood Watch Signs and other Crime Prevention materials. The revenues are used to replenish the supplies.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Office of Equity & Human Rights

Type: Program Carryover Request

Request: OE_002 - OEHR Program Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(200,000)	75,000	(125,000)
External Materials and Services	0	75,000	75,000
TOTAL EXPENDITURES	(200,000)	150,000	(50,000)
REVENUES			
General Fund Discretionary	(200,000)	150,000	(50,000)
TOTAL REVENUES	(200,000)	150,000	(50,000)

Bureau Description:

Amount to Carryover: \$200,000

This request is to secure funding to allow OEHR to supplement existing resources to fulfill its mandates by implementing racial and disability equity initiatives. The funds accumulated from position vacancies during the FY 2017-18. These funds will allow OEHR to meeting the following needs:

- Contract a comprehensive OEHR Stakeholder Engagement for about \$50,000. This project will help to collect rich data from internal and external stakeholders and strategic recommendations. The data and recommendations will allow City Council to set a direction for the OEHR. The office will also use the recommendations to develop strategies and goals.
- Contract a strategic development for the Portland Commission on Disability (PCOD) for about \$25,000. This project will help develop strategies about the best ways PCOD can serve the city in its advisory role.
- Acquire an Accessibility Technology system for PCOD for about \$25,000 (\$5,000 of consulting + \$20,000 of equity purchase). This project is necessary to use technology and make PCOD meetings more accessible to members and communities at large.
- Subscribe to a software application to collect data and report on the implementation of the Citywide Equity performances. This project will cost about \$50,000 as an annual subscription for about 100 users across the city bureaus. This project is to support the reporting needs of the Citywide Racial Equity Plans and Goals. It will also support the reporting needs of the disability equity plans.
- Cover additional personnel change costs and material and services, such as professional development and miscellaneous costs, that will occur during the fiscal year FY 2018-19.

CBO Discussion and Recommendation

This carryover requests includes funds for several contracts and technology purchases. Based on CBO's discussion with the bureau, CBO recommends realigning \$75,000 from personnel services to external materials and services to fund contracts expected to be encumbered before the end of the fiscal year. The bureau has stated that \$25,000 can be absorbed within existing bureau allocations. CBO does recommend carrying over \$50,000 for a software pilot project, as those costs are not anticipated until FY 2018-19.

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

Bureau: Office of Equity & Human Rights

Type: Technical Adjustment

Request: OE_003 - BTS IA Changes

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(4,818)	0	(4,818)
Internal Materials and Services	4,818	0	4,818
TOTAL EXPENDITURES	0	0	0

Bureau Description:

BTS Interagency increases

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Commissioner of Public Affairs

Type: Technical Adjustment

Request: PA_008 - CPA - Spring Bump Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	11,379	0	11,379
External Materials and Services	(13,379)	0	(13,379)
Internal Materials and Services	2,000	0	2,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request corrects a loading error in the interagency budget of the Commissioner of Public Affairs and the Gateway Center. This portion of the request is a net zero transaction across the PA business area. This request also moves \$2000 into Internal Materials and Services from External Materials and Services to better align budget with projected spending.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Commissioner of Public Affairs

Type: Technical Adjustment

Request: PA_009 - Children's Levy Spring BMP

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	50,000	0	50,000
Internal Materials and Services	5,000	5,000	10,000
Contingency	(55,000)	(5,000)	(60,000)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Children's Levy is adding \$50,000 to personnel services budget to cover costs of new position added in November 2017. This position was not in the original budget. We are also adding \$2,000 internal services to cover greater than anticipated cost of printing annual community report; \$2,000 in internal services for new laptop computer & RSA tokens; and \$1,000 in internal service for cellular phone for the new position. All resources will come from fund contingency.

CBO Discussion and Recommendation

CBO recommends this request and recommends that the Children's Levy move an additional \$5,000 from contingency to IMS account for projected overspending.

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

Bureau: Commissioner of Public Affairs

Type: Technical Adjustment

Request: PA_010 - CPA - Gateway Center Technical Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(5,000)	0	(5,000)
Internal Materials and Services	5,000	0	5,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$5,000 from External Materials and Services into Internal Materials and Services to better align with projected spending.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Commissioner of Public Affairs

Type: New Request

Request: PA_011 - CPA - Gateway Center New Revenue

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	3,800	0	3,800
TOTAL EXPENDITURES	3,800	0	3,800
REVENUES			
Intergovernmental Revenues	3,800	0	3,800
TOTAL REVENUES	3,800	0	3,800

Bureau Description:

This request recognizes \$3,800 of additional revenue through an intergovernmental agreement with the Gateway Center and Multnomah County.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Parks & Recreation

Type: New Request

Request: PK_011 - Spring - Street Tree Task Force

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

Bureau Description:

Request for funding the Street Tree Task Force (STTF), \$100,000.

This is a one-time cost to convene and run the task force. The Task Force was directed by City Council in November, 2017 and spring BuMP funding was discussed at that time. The STTF is to be comprised of residents who will work with City staff from multiple bureaus and consultants to bring options for city maintenance of street trees to Council for consideration. The STTF's work is intended to be completed and reported to Council in December 2018, pending this funding request.

Background: In most US cities, street trees are maintained by the city. However in Portland, maintenance of street trees is the responsibility of the adjacent property owner. This creates a significant financial burden especially for low-income property owners and is a barrier to underserved areas and communities of color receiving equitable trees services such as healthier and more livable neighborhoods.

\$70,000 – estimated cost of technical consultant to review street tree maintenance programs and funding in other cities, and make recommendations for Portland to the STTF

\$30,000 – STTF facilitation and administration by a consultant

No additional cost – project management by PPR staff

No additional cost – involvement and input from BES, PBOT, BPS, Water, BDS

CBO Discussion and Recommendation

Parks requests one-time funding of \$100,000 from General Fund contingency to fund the Street Tree Task Force. Funding would be used to cover the costs of a technical consultant to review street maintenance programs in other cities, facilitate the Task Force meetings, and outline the implementation of a street tree maintenance program. CBO does not recommend this funding as projected costs are not urgent or unforeseen, and thus not an appropriate use of General Fund contingency. CBO also notes that it may be allowable to use resources in the Urban Forestry Trust Fund to fund the costs of the consultant.

Parks requests this funding following a Council work session in which the bureau discussed the benefits of street trees and options for maintenance. During this work session, City Council directed Parks to convene a Street Tree Task Force that would explore proposals for City-funded maintenance of street trees.

While the requested amount of \$100,000 is a small amount relative to Parks' budget, the decision to move forward with convening a group to explore how the City could take responsibility for the maintenance of street trees is significant. The current replacement value of streets trees is \$753 million, as assessed in the recent street tree inventory. The bureau believes that the investment in the Task Force is the initial step in the City assuming responsibility for street tree maintenance, which would increase Parks' asset base to a total of \$2.2 billion – an increase of 50%.

Shifting this liability from property owners to the City would be a substantial change. With limited resources and a significant funding gap for other City assets, the City may have insufficient funds for the annualized maintenance of street trees. Parks highlighted the value of the effective and efficient maintenance of street trees, which include improved public health, safer streets, more effective storm water management, and increased property values. These benefits should be evaluated alongside the benefits of improving Parks' other assets – including developed parks and community centers.

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

Bureau: Portland Parks & Recreation

Type: Compensation Set Aside Request

Request: PK_012 - Spring - Compensation Set Aside

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	1,300,000	0	1,300,000
TOTAL EXPENDITURES	1,300,000	0	1,300,000
REVENUES			
General Fund Discretionary	1,300,000	0	1,300,000
TOTAL REVENUES	1,300,000	0	1,300,000

Bureau Description:

The bureau is requesting the above amount from the Compensation Set-Aside in order to balance the impacts of revised contracts with Local 483, DCTU, PTE 17, and unbudgeted COLA increases for full-time employees. A portion of those permanent positions created from the arbitration settlement have been filled, creating higher COLA cost this year.

CBO Discussion and Recommendation

Parks is projecting to exceed its revised personnel services budget by \$1.3 million, and requests its full allocation of compensation set-aside (\$1.1 million) as well as an additional \$200,000 from contingency in order to balance. Key drivers include the impacts of revised contracts with Local 483, DCTU and PTE 17, which are projected to add a combined \$800,000 in additional personnel costs in FY 2017-18. Additionally, the 101.25 FTE permanent positions created as a result of the arbitration settlement with Local 483 in FY 2016-17 have largely been filled, resulting in higher cost-of-living-adjustment costs compared to previous years.

Furthermore, the impact of the increased minimum wage for seasonal employees has also increased year-end projected personnel expenditures. As of July 1, 2017, the state mandated minimum wage increased from \$9.75/hr to \$11.25/hr, and beginning July 1, 2018, it will increase to \$12.00/hr in the Portland Metro area. Per the terms of the agreement between the City and Laborers Local 483, the minimum wage for seasonal Parks employees will increase at higher amounts than state mandates; the current minimum wage for seasonal Parks employees is \$12.00/hr, and beginning in July, this will increase to \$12.80/hr. Parks received General Fund resources to offset these costs as part of the FY 2017-18 budget and FY 2018-19 Current Appropriation Level increase.

After factoring in these costs, CBO recommends the requested amount of \$1.3 million.

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

Bureau: Portland Parks & Recreation

Type: Technical Adjustment

Request: PK_013 - Spring - Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	114,644	0	114,644
External Materials and Services	23,487,174	0	23,487,174
Internal Materials and Services	81,764	0	81,764
Capital Outlay	(20,399,200)	0	(20,399,200)
Fund Transfers - Expense	(88,296)	0	(88,296)
Contingency	20,935,120	0	20,935,120
TOTAL EXPENDITURES	24,131,206	0	24,131,206
REVENUES			
Budgeted Beginning Fund Balance	20,000	0	20,000
Charges for Services	17,945,119	0	17,945,119
Intergovernmental Revenues	54,881	0	54,881
Interagency Revenue	80,925	0	80,925
Fund Transfers - Revenue	(145,296)	0	(145,296)
Bond and Note	6,176,474	0	6,176,474
Miscellaneous	(897)	0	(897)
General Fund Discretionary	0	0	0
TOTAL REVENUES	24,131,206	0	24,131,206
FTE			
Full-Time Positions	0.00	0.00	0.00
TOTAL FTE	0.00	0.00	0.00

Bureau Description:

The bureau requests several technical adjustments between major object categories, cost center 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 Spring Supplemental Budget Ordinance**

Bureau: Portland Parks & Recreation

Type: Program Carryover Request

Request: PK_014 - Vehicle Purchase Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	(40,000)	0	(40,000)
TOTAL EXPENDITURES	(40,000)	0	(40,000)
REVENUES			
General Fund Discretionary	(40,000)	0	(40,000)
TOTAL REVENUES	(40,000)	0	(40,000)

Bureau Description:

Carryover funding for a vehicle that cannot be delivered by fiscal year end.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Police Bureau

Type: Compensation Set Aside Request

Request: PL_010 - Police Compensation Set-Aside

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	3,126,321	0	3,126,321
TOTAL EXPENDITURES	3,126,321	0	3,126,321
REVENUES			
General Fund Discretionary	3,126,321	0	3,126,321
TOTAL REVENUES	3,126,321	0	3,126,321

Bureau Description:

The Police Bureau requests available compensation set-aside resources to cover personnel expense increases related to cost-of-living adjustments and benefits cost increases above those funded in the current appropriation level.

CBO Discussion and Recommendation

Recommended as requested. Police staffing and personal services spending continue to be a key budgetary issue for the bureau in FY 2017-18, with the bureau projecting to overspend its current year General Fund personal services budget (prior to any adjustments) by \$8.7 million, or 5.8%. The bureau has maintained the hiring rate it achieved in the prior year, and has hired over 60 officers year-to-date in FY 2017-18. The bureau is carrying fewer sworn vacancies than it has in prior years, limiting the availability of vacancy savings to cover cost of living adjustments or contracted labor cost increases for non-sworn staff. The primary driver of the high personal services spend rate is overtime spending – projected to be more than \$3 million over budget. High overtime spending is primarily caused by staffing to meet minimum patrol levels across precincts in an environment where there are high numbers of officer trainees on probation (i.e. not deployable). CBO is recommending Spring BMP adjustments to increase the bureau’s General Fund personal services budget by \$6.2 million, including the full allocation of compensation set aside (\$3.1 million), new resources to offset the current year impact of the DCTU labor contract (\$1.5 million), various external program revenue increases like reimbursable overtime and payments from Trimet Transit Police (\$1.2 million), and an increase to the bureau’s interagency agreement with FPDR (\$400,000).

Inclusive of the personal services adjustments recommended by CBO, the bureau projects to overspend its General Fund personal services budget by \$2.6 million, or 1.7%. CBO projections are slightly more conservative, and indicate personal services overspending may reach \$3.25 million, or 2%. This spending is offset by underspending in materials and services spending, which is projected to be in the \$4 million - \$5 million range depending on the timing of purchases (inclusive of Spring BMP adjustments). The bureau will very likely continue to rely on materials and services underspending to offset personal services overspending in FY 2018-19.

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

Bureau: Portland Police Bureau

Type: New Request

Request: PL_011 - DCTU labor cost increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	1,496,242	0	1,496,242
TOTAL EXPENDITURES	1,496,242	0	1,496,242
REVENUES			
General Fund Discretionary	1,496,242	0	1,496,242
TOTAL REVENUES	1,496,242	0	1,496,242

Bureau Description:

The 2017-2020 District Council of Trade Unions collective bargaining agreement provided pay rate increases for certain Police Bureau specific classifications retroactive to July 1, 2015. Those classifications include Police Desk Clerk, Police Administrative Support Specialist, Police Administrative Support Specialist Senior, Police Records Specialist, Police Records Specialist Trainee, and Police Records Training Coordinator. Of the \$1,494,242 total increase, the amount of \$848,803 was for retroactive pay increases from the prior two fiscal years. The bureau requests an increase in General Fund resources of \$1,494,242 to cover this increased current year expense.

CBO Discussion and Recommendation

Recommended as requested. The bureau will have insufficient vacancy savings or other personal services underspending to absorb this expenses. This \$1,494,242 is the current year impact of the DCTU collective bargaining agreement, \$848,803 of which is for retroactive payments made in lump sum. Going forward, adjustments have been made to the bureau's Current Appropriation Level (CAL) target to account for increased DCTU labor costs.

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

Bureau: Portland Police Bureau

Type: New Request

Request: PL_012 - Program Revenue Increase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	1,153,243	0	1,153,243
External Materials and Services	137,786	0	137,786
Internal Materials and Services	0	0	0
Capital Outlay	26,500	0	26,500
TOTAL EXPENDITURES	1,317,529	0	1,317,529
REVENUES			
Charges for Services	590,000	0	590,000
Intergovernmental Revenues	727,529	0	727,529
General Fund Discretionary	0	0	0
TOTAL REVENUES	1,317,529	0	1,317,529

Bureau Description:

The Police Bureau requests an expense appropriation backed by an increase in budgeted program revenue. This will align the budget for expense and revenue with the projected actual requirements and resources associated with reimbursable policing services and the photo traffic enforcement program.

Specific increases in revenue and reimbursements are included for these programs:

- \$590,000 for reimbursable services
- \$200,000 for traffic safety enforcement
- \$ 70,918 for participation in the Multnomah County Justice Reinvestment Program
- \$146,611 for state and federal reimbursable investigative activities
- \$310,000 for reimbursements from TriMet for operation of Transit Police

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Police Bureau

Type: New Request

Request: PL_013 - Police reimbursement by FPDR

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	400,000	0	400,000
TOTAL EXPENDITURES	400,000	0	400,000
REVENUES			
Interagency Revenue	400,000	0	400,000
TOTAL REVENUES	400,000	0	400,000

Bureau Description:

The Police Bureau has successfully accelerated the recruitment and hiring process over the course of the past year. This has increased the number of sworn employees that participate in the Oregon Public Service Retirement Plan at a rate faster than was anticipated at the time the FY 2017-18 budget was developed. The Fire & Police Disability & Retirement Fund reimburses the bureau for sworn OPSRP expense after the first six months of employment. This request will increase the inter-fund budget so that the Police Bureau will not exceed the budgeted reimbursement and FPDR will not exceed the associated budgeted expense associated with this funded program.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Police Bureau

Type: New Request

Request: PL_014 - Transit Police Positions

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
FTE			
Full-Time Positions	2.00	0.00	2.00
Limited Term Positions	-2.00	0.00	-2.00
TOTAL FTE	0.00	0.00	0.00

Bureau Description:

The Transit Police Division is managed by the Portland Police Bureau for TriMet. TriMet reimburses the bureau for personnel and materials expense associated with the operation of Transit Police. TriMet wishes to have the bureau convert 2.0 FTE professional staff positions currently assigned to the Transit Police Division from limited-term to regular. These positions will continue to be fully reimbursed by TriMet on an ongoing basis.

CBO Discussion and Recommendation

Recommended as requested. This conversion from limited term to permanent status will have no budgetary impact on the General Fund, as these Transit Police positions will continue to be funded by TriMet.

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

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_015 - MDC Replacment Project

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	2,500,000	0	2,500,000
Fund Transfers - Expense	217,225	0	217,225
TOTAL EXPENDITURES	2,717,225	0	2,717,225
REVENUES			
Fund Transfers - Revenue	0	0	0
General Fund Discretionary	2,717,225	0	2,717,225
TOTAL REVENUES	2,717,225	0	2,717,225

Bureau Description:

The Police Bureau's mobile data computer (MDC) systems are installed in all patrol and command vehicles to provide connection with dispatch, law-enforcement databases, and report writing. It is mission-critical hardware for the bureau. This project will replace 100% of the MDCs, the full set of which have reached end-of-life, with a new technology. The resources will be provided by cash transfer of \$1.4 million from the MDC life-cycle replacement reserve, and cash transfer of \$1.1 million from the Public Safety Reserve (pending approval by Council in the FY 2018-19 appropriation process, with a remaining portion of \$217,000 by cash transfer from the Police Special Revenue Fund. Refer to decision package PL_02 in the FY 2018-19 Requested Budget, which contains all of the information related to this project, which has recently established project code X00008 established in SAP. These cash transfers will allow the bureau to begin the purchase process. As of March 28, 2018, the bureau and BTS are within days of final vendor selection and are likely to begin purchase of hardware within a matter of weeks. These cash transfers will allow that transaction to occur. Should City Council determine that Public Safety Reserve funds not be made available for this project the bureau will need to identify alternate resources to complete that portion of the funding.

CBO Discussion and Recommendation

Recommended as requested. The bureau is requesting cash transfers from BTS equipment replacement reserves (\$1.4 million), the BTS Public Safety Technology reserve (\$1.1 million) and the Police Special Revenue Fund (\$217,225) to the General Fund. These requests, totaling \$2.7 million, will fund the replacement of the Mobile Data Computers (MDCs) in police vehicles. This is a planned replacement that is required and partially funded by equipment replacement reserves. The \$1.1 million cash transfer from the Public Safety Reserve relates to a FY 2018-19 request put forward by the bureau to backfill the gap in available funds in the equipment replacement reserve. CBO recommends this cash transfer be included in the FY 2017-18 Spring BMP, given that the bureau expects that funds may be needed for the contract in the current year and the decision is not expected to be contentious, but notes that this action may need to be amended should Council determine that Public Safety Reserve fund be allocated for different public safety projects in FY 2018-19.

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

Bureau: Portland Police Bureau

Type: Program Carryover Request

Request: PL_017 - Carryovers

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(2,634,055)	594,436	(2,039,619)
Internal Materials and Services	(636,980)	0	(636,980)
Capital Outlay	(70,000)	0	(70,000)
TOTAL EXPENDITURES	(3,341,035)	594,436	(2,746,599)
REVENUES			
General Fund Discretionary	(3,341,035)	594,436	(2,746,599)
TOTAL REVENUES	(3,341,035)	594,436	(2,746,599)

Bureau Description:

The following items are included in the bureau's request to carryover one-time funding into FY 2018-19:

- \$834,619 for initial purchase of body-worn camera equipment
- \$ 70,000 for two replacement explosives disposal technician's suits
- \$200,000 for a portion of the electronic traffic citation replacement system
- \$572,582 for vehicles for the pilot community service officer program
- \$225,561 for equipment for the pilot community service officer program
- \$ 66,793 in innovation grant funding for the "bridging the gap" application development project
- \$ 54,500 in innovation grant funding for equity project development
- \$ 80,000 in professional development funding required by the labor agreement with the Portland Police Commanding Officers Association
- \$350,000 for replacement of the North Precinct lockers
- \$275,000 for replacement of the integrated biometric identification system
- \$100,000 for upgrades to the Central Precinct front desk electronics and lockdown system
- \$100,000 for camera systems in the holding cells and intoxilizer room
- \$100,000 for replacement furniture for the North Precinct bullpen
- \$ 75,000 for installation of fencing for secure parking as North Precinct
- \$ 61,980 for completion of the Training Complex second floor design
- \$ 50,000 to move evidentiary and seized vehicle storage from Rivergate to Guilds Lake
- \$ 50,000 for moving expense for realignment of space for divisions in the Justice Center
- \$ 50,000 for development of the bureau's facilities master plan
- \$ 25,000 for a surveillance camera system for North Precinct

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

Bureau: Portland Police Bureau

Type: Program Carryover Request

Request: PL_017 - Carryovers

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

Partially recommended as requested. The bureau is requesting to carryover \$3.4 million for various internal and external procurement transactions that will not be completed in the current fiscal year. Several of these projects were budgeted in the current year, while approximately \$1.5 million of project costs are being funded from underspending on interagency agreements with CityFleet for fuel, vehicle replacement, and repair.

CBO typically only recommends program carryovers for discrete projects with clearly defined scope, timelines and budgets. These projects are often appropriated or begun in one year but require carryover into subsequent years to be completed. The Police Bureau commonly utilizes underspending to opportunistically address materials and services expenses that are not annual, or for which there is no current mechanism to establish life-cycle replacement funding (e.g. one-off facilities improvements, strategic planning expenses, or one-off equipment purchases).

CBO recommends \$2,696,599 of the requested program carryovers. The three exceptions are noted below:

*CBO does not recommend program carryover of \$121,293 for two 'innovation grant' projects, as this is the third year the bureau is requesting program carryover for these projects and they have not yet been initiated.

*CBO is does not recommend carryover of \$50,000 for a prospective restack project in the Justice Center; it is uncertain whether the relocation of the Drugs and Vice Division (DVD) to the Kelly Building will move forward, and this is a normal cost of operations that can be covered under the bureau's ongoing materials and services budget.

*CBO is not recommending for the full amount of the CSO program carryover, as the program is anticipated to have significant underspending in FY 2018-19 and ongoing equipment costs are built into the annual program budget. CBO is recommending \$325,000 of the requested carryover. Combined with approximately \$200,000 in conservatively estimated underspending, this will cover vehicle purchases and facilities improvements not included in the ongoing program budget.

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

Bureau: Portland Police Bureau

Type: Technical Adjustment

Request: PL_018 - Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	687,802	0	687,802
Internal Materials and Services	(857,802)	0	(857,802)
Capital Outlay	170,000	0	170,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This package includes a set of transfers among and between major object categories to align the budget with projected expenditures.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Police Bureau

Type: New Request

Request: PL_019 - Grants Fund Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	42,306	0	42,306
External Materials and Services	390,539	0	390,539
Internal Materials and Services	0	0	0
Capital Outlay	0	0	0
TOTAL EXPENDITURES	432,845	0	432,845
REVENUES			
Intergovernmental Revenues	432,845	0	432,845
General Fund Discretionary	0	0	0
TOTAL REVENUES	432,845	0	432,845

Bureau Description:

The bureau has included a set of minor increases in appropriation of existing grant awards as well as some technical adjustments of existing appropriations in the Grants Fund and matching expenses within the existing General Fund appropriation.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Planning & Sustainability

Type: Program Carryover Request

Request: PN_011 - Planning & Smart Cities carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(200,000)	200,000	0
External Materials and Services	(68,500)	0	(68,500)
TOTAL EXPENDITURES	(268,500)	200,000	(68,500)
REVENUES			
General Fund Discretionary	(268,500)	200,000	(68,500)
TOTAL REVENUES	(268,500)	200,000	(68,500)

Bureau Description:

Request GF carryover to

- reprogram 1-time salary savings to cover analysis contracts for implementation of projects to increase housing supply and options and advance equitable development in East Portland, \$200,000
- complete the Portland Urban Data Lake (PUDL) pilots, \$68,500

CBO Discussion and Recommendation

- BPS is requesting \$200,000 for the development of a community action plan to increase both housing supply and advance equitable development in East Portland. This request is a response to questions raised by Council at BPS' budget work session. BPS acknowledges the scope of the plan and desired outcomes are still being clarified, but this specific request would fund a technical study needed for housing and anti-displacement elements of the project. CBO does not recommend this carryover funding.
- BPS is requesting \$68,500 in one-time carryover for the Portland Urban Data Lake project. Due to a delay in the installation of PBOT sensors that would generate data critical to the pilot project, the project has been delayed until FY 2018-19. CBO recommends this carryover request.

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

Bureau: Bureau of Planning & Sustainability

Type: New Request

Request: PN_012 - IAA's to support Hack Oregon Grant and GIS works

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

Bureau Description:

- Appropriate IAA revenue funded by PBOT to support the Hack Oregon Grant for the Smart Cities program, \$30,000
- Appropriate IAA revenue funded by PBEM to provide Graphic and GIS support, \$15,000

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Planning & Sustainability

Type: Technical Adjustment

Request: PN_013 - budget reallocation between expenses and program

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(72,000)	0	(72,000)
External Materials and Services	(33,682)	0	(33,682)
Internal Materials and Services	105,682	0	105,682
TOTAL EXPENDITURES	0	0	0
REVENUES			
Intergovernmental Revenues	10,000	0	10,000
Miscellaneous	(10,000)	0	(10,000)
TOTAL REVENUES	0	0	0

Bureau Description:

Request budget reallocation between expenses and programs.

- Reallocate EMS to P&D to fund the public notice for the Residential Infill Project, \$105,000
- Reallocate budget appropriation to fund the pilot for the new historic resource inventory, \$7,500
- Reallocate budget appropriation to fund public notice costs, \$5,000
- Reallocate budget appropriation to fund air quality IGA w/ Multnomah County, \$60,000
- Reallocate budget appropriation in bureau OH, \$8,682
- Correct revenue GL in Grant SD000008, \$10,000
- Reallocate budget appropriation in Grant PN000074 as authorized by grantor, \$19,500

CBO Discussion and Recommendation

The Bureau is requesting budget reallocation between expenses and programs including, but not limited to, the following:

- \$105,000 (General Fund) from external materials and services to internal materials and services to fund public notices for the Residential Infill Project;
- \$60,000 (General Fund) from personnel services to external materials and services to fund the air quality IGA with Multnomah County;
- \$19,500 (Grants Fund) from personnel services to external materials and services as authorized by grantor.

General Fund projections indicate sufficient personnel services underspending to accommodate these technical adjustments.

Recommended as requested.

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

Bureau: Bureau of Planning & Sustainability

Type: Technical Adjustment

Request: PN_014 - convert LT to regular position

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	1.00	0.00	1.00
Limited Term Positions	-1.00	0.00	-1.00
TOTAL FTE	0.00	0.00	0.00

Bureau Description:

Convert the Planning & Sustainability Operation Manager position from limited-term to regular, funded by SWMF/GF in past 3+ years.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Planning & Sustainability

Type: New Request

Request: PN_015 - true up Metro Grant PN000065

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	4,759	0	4,759
External Materials and Services	(1,269)	0	(1,269)
Internal Materials and Services	0	0	0
TOTAL EXPENDITURES	3,490	0	3,490
REVENUES			
Intergovernmental Revenues	3,490	0	3,490
TOTAL REVENUES	3,490	0	3,490

Bureau Description:

True up Metro Grant PN000065 due to authorized year 2 amendment.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Bureau of Planning & Sustainability

Type: Program Carryover Request

Request: PN_016 - Public Trash and Energy Score carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	412,500	0	412,500
External Materials and Services	(412,500)	0	(412,500)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Public Trash and Energy Score Carryover, funded by SWMF

- Request carryover to fund committed Public Trash Can contracts, \$337,500
- Request carryover to fund committed Home Energy Score contracts, \$75,000

CBO Discussion and Recommendation

BPS is requesting \$412,500 in program carryover funding from the Solid Waste Management Fund for two projects. First, BPS is requesting \$337,500 in carryover for committed Public Trash Can contracts. These contracts cover hauling, can maintenance, installation, and purchases. However, the contracts can only be executed pending community engagement, which includes determining can placement and local art work. This engagement has been slower than anticipated therefore delaying contract execution until FY 2018-19. CBO recommends this carryover funding.

Second, BPS is requesting \$75,000 in program carryover for Home Energy Score subsidies for low-income home sellers. Total one-time program funding for calendar year 2018 is \$150,000, and this requests funds the second half of the program's life. Subsidy requests since the effective date of the ordinance on January 1, 2018 total \$3,000. However, BPS expects the subsidy demand to rise in accordance with the home sales market. CBO recommends this carryover funding.

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

Bureau: Commissioner of Public Safety

Type: Technical Adjustment

Request: PS_003 - CPS - Spring Bump Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(45,000)	0	(45,000)
External Materials and Services	30,000	0	30,000
Internal Materials and Services	15,000	0	15,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$30,000 into External Materials and Services and \$15,000 into Internal Materials and Services from Personnel Services to better align budget with projected spending.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Commissioner of Public Utilities

Type: Technical Adjustment

Request: PU_002 - CPU - Technical Adjustments

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

Bureau Description:

This request moves \$55,000 into Personnel Services from External Materials and Services to better align budget with projected spending.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Commissioner of Public Works

Type: Technical Adjustment

Request: PW_003 - CPW - Technical Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	2,000	0	2,000
External Materials and Services	(14,400)	0	(14,400)
Internal Materials and Services	12,400	0	12,400
TOTAL EXPENDITURES	0	0	0

Bureau Description:

This request moves \$12,400 into Internal Materials and Services and \$2,000 into Personnel Services from External Materials and Services to better align budget with projected spending.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Special Appropriations

Type: New Request

Request: SA_013 - Special Appropriations Portland Gay Men's Chorus

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

Bureau Description:

The Portland Gay Men's Chorus is a thriving arts organization comprised of over 140 singers with the mission to expand, redefine, and perfect the choral art through eclectic performances that honor and uplift the community and affirm the worth of all people. The Chorus considers outreach to be an important part of its mission. This year, the Chorus will be the first gay performing group to tour China. This historic cultural exchange is in partnership with the Beijing Queer Chorus. The City's \$10,000 investment will demonstrate public support for this cultural exchange and will provide modest support to the trip's budget of \$280,000.

The Chorus will perform in Beijing in September 2018, following a historic trek to China in August 2018. This groundbreaking four-city tour will showcase a diversity of music ranging from Classical to Broadway and feature both high-energy choreography and small ensemble work. This tour gives PGMC the opportunity to perform to new audiences with new partnerships. The funds requested will be used to support the following:

- 1) Printing about 7,500 programs for the tour plus shipping costs.
- 2) Support to underwrite travel and expenses for videographers and photographer who will be accompanying us and capturing the tour on camera and video.
- 3) Community Outreach/Receptions for outreach activities with local LGBTQ groups while in China, including assistance with room rentals and refreshments.
- 4) Hiring support for additional instrumentalists while in China.
- 5) Providing stipends to the Beijing Queer Chorus and the Shanghai LGBTQ Chorus to perform with PGMC.
- 6) Advertising materials that will be used while in China in both languages.
- 7) Creation of a travel uniform for the Chorus.
- 8) Provide scholarships to members with limited financial means to have the ability to go on tour with the Chorus.

CBO Discussion and Recommendation

CBO does not recommend this request as it is neither urgent nor unforeseen.

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

Bureau: Special Appropriations

Type: New Request

Request: SA_014 - Creative Laureate for the City of Portland

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	5,000	(5,000)	0
TOTAL EXPENDITURES	5,000	(5,000)	0
REVENUES			
General Fund Discretionary	5,000	(5,000)	0
TOTAL REVENUES	5,000	(5,000)	0

Bureau Description:

The Creative Laureate is a volunteer position supported by the City of Portland and serves as the official ambassador for the broader creative community. The Creative Laureate is expected to actively participate in many public events, speaking engagements, workshops and presentations of their own artistic work; the appointment comes with a two-year, \$5,000 stipend intended in part to cover costs incurred by the Laureate in carrying out these duties. These funds will act as a stipend to cover the costs that the Creative Laureate will incur during her two-year tenure that will be used to cover items like travel expenses, supplies, and other resources

CBO Discussion and Recommendation

CBO does not recommend this request as it is neither urgent nor unforeseen.

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

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_015 - Special Appropriations Spring BMP Tech Adj

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	311,656	0	311,656
Internal Materials and Services	38,484	0	38,484
TOTAL EXPENDITURES	350,140	0	350,140
REVENUES			
Interagency Revenue	350,140	0	350,140
Fund Transfers - Revenue	0	0	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	350,140	0	350,140

Bureau Description:

Special Appropriations is requesting Council approval for several technical adjustments to ensure programs remain within budget at the major object category level. These adjustments will result in no net change to total division budgets.

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Special Appropriations

Type: New Request

Request: SA_016 - SA Professional Dev Tech Adj

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	77,502	0	77,502
TOTAL EXPENDITURES	77,502	0	77,502
REVENUES			
General Fund Discretionary	77,502	0	77,502
TOTAL REVENUES	77,502	0	77,502

Bureau Description:

This request is seeking Council approval to increase the budget allocation for Special Appropriations COPPEA and DCTU Professional Development which aligns with the decisions made to the COPPEA and DCTU contracts in FY 2017/18.

CBO Discussion and Recommendation

Due to the timing of COPPEA and DCTU contract agreements, additional costs for professional development services were not included in the FY 2017-18 budget. This request for additional funds to support increase contract costs is recommended as requested.

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

Bureau: Special Appropriations

Type: Technical Adjustment

Request: SA_017 - Public Elections

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	250,000	0	250,000
TOTAL EXPENDITURES	250,000	0	250,000
REVENUES			
Fund Transfers - Revenue	250,000	0	250,000
TOTAL REVENUES	250,000	0	250,000

Bureau Description:

Move the public elections from ONI to Special Appropriations. ONI requested the \$250,000 reduction in General Fund transfers in request NI_010

CBO Discussion and Recommendation

Recommended as requested.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_030 - Position Authority and Equipment from Req Budget

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	106,180	(7,426)	98,754
External Materials and Services	(80,000)	0	(80,000)
Internal Materials and Services	1,191,488	0	1,191,488
Contingency	(1,153,668)	7,426	(1,146,242)
TOTAL EXPENDITURES	64,000	0	64,000
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Licenses & Permits	64,000	0	64,000
General Fund Discretionary	0	0	0
TOTAL REVENUES	64,000	0	64,000
FTE			
Full-Time Positions	6.75	-0.08	6.67
Limited Term Positions	1.25	-0.50	0.75
TOTAL FTE	8.00	-0.58	7.42

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_030 - Position Authority and Equipment from Req Budget

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

This request would add position authorization for 24 positions that are funded in the FY 2018-19 PBOT Requested Budget, therefore this package is only for position authorization and results in zero funding increase in personnel costs. The position authorization being requested in the Spring Bump is to allow PBOT to begin the recruitment process promptly on these positions.

- Onboarding and Hiring Process Coordinator - Will allow PBOT to place a much greater emphasis in how we bring in candidates and new hires through new outreach strategies to people of color, and provide oversight of interview panel selection and interview questions.
- Management Analyst - Position would administer the new E-builder system and oversee capital project schedules and budgets.
- Senior Community Outreach Rep - Will be responsible for creating and implementing the media and communications strategies related to our increased street repair and traffic safety program.
- Community Outreach and Information Rep - Will be responsible for coordinating the public engagement campaigns related to new fixing our streets, Safe Routes to School and Build Portland projects.
- MWESB Program Specialist Position - Will manage the bureau's outreach and coordination efforts to increase PBOT's utilization of MWESB contractors.
- Program Specialist - Position within the Parking Enforcement Program to handle the increased workload for reserved parking and barricade enforcement.
- Maintenance Cultural Assessment Positions - To respond to suggested changes coming out of the Maintenance Cultural Assessment study, this request adds 2 Sr. Program Managers (one in the Environmental Services Division, one in the Construction and Maintenance Operations Division) to allow section supervisors to spend more time in the field, and one Business Operations Manager to work across all divisions of Maintenance with a focus on internal operations.
- 11 Engineering Positions - A majority of PBOT's Engineering Services Group work is project driven. The Group develops and approves project designs for streets, bridges and structures, paving, signals, street lighting and other capital improvement projects; provides construction management, inspection and technician services for projects; and conducts asset management of City structures within the right-of-way. The additional positions are necessary to meet the significant increase in the Group's project workload and to deliver projects consistent with the delivery obligations made by the Bureau to the public. The source of the Group's increased workload is primarily the Fixing Our Streets Program as well as other funded CIP projects.
- 2 Sr. Engineer
- 3 Civil Engineers
- 1 CAD Tech III
- 1 Engineer Tech II
- 1 Engineer Tech III
- 1 Sr. Public Works Inspector
- 2 Traffic Engineers

- Creec Engineering Positions
- 1 Sr. Engineer
- 2 Sr. Civil Engineer Associates
- 1 Sidewalk Inspector

This package also requests vehicle purchases to accompany these position requests. Much like the positions the vehicle request in the Spring Bump are to allow PBOT and Fleet staff to begin the spec and requisition process so once the staff is hired the equipment necessary for them to conduct their work will be available. Approval of this request meets the requirements of Resolution 35960, which requires reporting to City Council all new additional vehicles to the City's Fleet. Total fleet vehicle purchase costs detailed below increases the IA \$1,111,488 and reduces contingency (\$1,111,488)

- 1 Flatbed Truck for Parking Enforcement \$80,000 - reduced Ext M&S (\$80,000) net \$0
- 2 Pick-Up trucks for construction inspectors \$95,488
- 2 Pick-Up trucks for the Utility, Construction and Inspections Group \$64,000
- 1 Pick-Up truck for the Electrical Maintenance Group \$32,000
- 1 Digger Derrick \$300,000
- 3 Aerial Trucks for the Electrical Maintenance group \$330,000
- 1 Volumetric Truck for Sidewalk Construction \$120,000
- 1 Brush Hog Mower for Street Cleaning Crews \$170,000

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_030 - Position Authority and Equipment from Req Budget

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

CBO recommends the purchase of needed equipment, but partially recommends position authority. In February's CBO review of the bureau's requested budget, these positions were recommended, but CBO encouraged Council and the bureau to consider trade-offs with each new position. Since this time, PBOT has announced a lawsuit settlement with the Civil Rights Education and Enforcement Center (CREEC), requiring the construction of ADA ramps at an estimated cost of \$126 million over the next 12 years. Given the sizeable need for resources, CBO is reconsidering recommendations around these new positions in order to prioritize available new funds towards this legal obligation.

CBO recommends adjustments to the two Community Outreach and Information Representatives. The bureau currently has five positions dedicated to communication strategy and outreach, therefore CBO recommends funding for one of these two positions. As part of this adjustment and the adjustment to TR_031, CBO recommendations to reprioritize funding from a total of four positions will yield up to \$5.7 million over 12 years for ADA ramp construction.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_031 - New Positions - Internal Transfers

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	64,960	(28,752)	36,208
External Materials and Services	(36,208)	0	(36,208)
Contingency	(28,752)	28,752	0
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	4.67	-0.25	4.42
Limited Term Positions	0.08	-0.17	-0.08
TOTAL FTE	4.75	-0.42	4.33

Bureau Description:

This package requests eleven new positions and converting four limited term positions to full time. All of the positions would be paid for with budget reallocations resulting in costs netting to zero.

A budget adjustment is requested to add a position to the Parking Operations Program. This Program Specialist position will provide parking services related to the Northwest Meter district. The position will be funded by service charges and fees. This request increases full-time staff by \$100,000 reduces part-time staff by \$100,000, and nets to zero.

A budget adjustment is requested to add a position to the Active Transportation & Safety Program. This TDM Specialist I position will provide Transportation Demand services related to meter districts. The position will be funded by service charges and fees. This request increases full-time staff by \$84,000, reduces part-time staff by \$84,000 and nets to zero.

Streetcar has a need for supervisor support across multiple shifts. Previously, a contract employee provided some system oversight services; however, the contracted employee has retired. We are continuing a transition to City supervisors, who can provide both system oversight as well as personnel management. This request increases full time staff by \$10,000 while reducing Professional Services by (\$10,000).

Due to increase permit activities, the Utility, Construction and Inspection group need an additional engineering associate position to do traffic control activities. This request increases full time staff by \$10,000 while reducing part time by (\$10,000).

This request adds 2 Utility Worker II positions and 2 Environmental Systems Maintenance Techs in the Environmental Services Division to increase capacity during the swing shift by creating two more crews to respond to sewer back-ups and spills, to increase the footage of sewer lines inspected, and to provide traffic control for swing shift operations to enhance safety during evening hours. The request increases full-time staff and reduces materials and services and nets to zero.

This request would add an Assistant Program Specialist to work in the Development, Permit and Transit (DPT) group. This position will be working on the Smart Cities program doing data analysis and reporting.

This request would add two positions within the Director's Office of PBOT. One position would be a Policy Analyst to work on legislative issues both at the City and State level while also being a liaison to City Council. The other position would be a Senior Policy Analyst who would work oversight and project delivery.

Convert three limited term electricians to full time. Necessary to meet the significant increase in the Group's project workload and to deliver projects consistent with the delivery obligations made by the Bureau to the public.

Convert one Sr. Engineering Associate - Traffic from limited term to full time. Necessary to meet the significant increase in the Group's project workload and to deliver projects consistent with the delivery obligations made by the Bureau to the public.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_031 - New Positions - Internal Transfers

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

CBO partially recommends this request. As discussed in TR_030, CBO is factoring in new information regarding the Bureau's recent settlement with the Civil Rights Education and Enforcement Center (CREEC), requiring the construction of ADA ramps at an estimated cost of \$126 million over the next 12 years.

CBO does not recommend the Assistant Program Specialist position for Smart Cities work as the Bureau of Planning and Sustainability received \$256,000 and 2.0 FTE in FY 2017-18 for this program and PBOT has been able to absorb this work. CBO does not recommend the Policy Analyst or the Senior Policy Analyst positions. PBOT has two Senior Management Analysts already dedicated to legislative affairs, and it is not clear as to the purpose of adding two additional positions at this time.

As part of this adjustment and the adjustment to TR_030, CBO recommendations to reprioritize funding from a total of four positions will yield up to \$5.7 million over 12 years for ADA ramp construction.

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

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_032 - Existing Project Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	(2,615,000)	0	(2,615,000)
External Materials and Services	1,968,188	0	1,968,188
Capital Outlay	(32,606,136)	0	(32,606,136)
Contingency	9,736,812	0	9,736,812
TOTAL EXPENDITURES	(23,516,136)	0	(23,516,136)
REVENUES			
Taxes	0	0	0
Charges for Services	(3,372,000)	0	(3,372,000)
Intergovernmental Revenues	(16,644,136)	0	(16,644,136)
Bond and Note	(3,500,000)	0	(3,500,000)
General Fund Discretionary	0	0	0
TOTAL REVENUES	(23,516,136)	0	(23,516,136)

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

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_032 - Existing Project Adjustments

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

A technical adjustment is requested for the below projects to add/reduce necessary appropriation to complete the purchase of equipment, design and construction of projects.

GTR Projects - Increases Projects \$212,809 and reduces contingency by (\$212,809):

- T00383 – East Portland Access to Transit (\$550,000)
- T00387 – Parking Machine (\$350,000)
- T00414 – Ctrl Cty Mlti-Md Saf (\$100,000)
- T00457 – Downtown I-405 Ped (\$200,000)
- T00591 – Niato:Harrison-Jeff \$0
- T00487 – 10th & Yamhill Garage \$1,400,000
- 9TR000002358 - SW Trails \$12,809

Fixing Our Streets Projects - Reduces projects (\$9,949,621) and increases contingency by \$9,949,621:

- T00613 – MLK: Tillamook – Ainsworth, NE \$199,724
- T00562 – Capitol Hwy/49th Road Reorganization, SW \$145,655
- T00582 – Foster: 82nd – 90th (\$2,000,000)
- T00583 – Denver Ave: Lombard St - Watts St, N \$200,000
- T00584 – Williams:Stanton-Coo (\$375,000)
- T00588 – Vermont:Oleson-Cap (\$1,875,000)
- T00590 – 50th:Div-Hawthorne (\$675,000)
- T00591 – Niato:Harrison-Jeff (\$1,700,000)
- T00592 – Main: 1st-2nd \$655,000
- T00594 – 42nd:Brazee-Wistaria (\$450,000)
- T00595 – CH Mult Vlg-W Ptlid (\$225,000)
- T00596 – 148th: Halsey-Glisan (\$1,050,000)
- T00600 – 130th Ave: Div-Stark (\$850,000)
- T00614 – Naito Pkwy Rivrfront \$100,000
- T00617 – Col Interstate Kerby (\$1,700,000)
- T00620 – Safer Shoulders (\$400,000)
- T00621 – SRTS Development \$400,000
- T00628 – Wilson HS (\$600,000)
- T00629 – East Ptlid in Motion \$250,000

Grants and Other Projects - Reduces projects (\$23,516,136) and increases contingency by \$23,516,136:

- T00359 – Street Light Efficiency Program (\$3,500,000)
- T00497 – Flander: 15th – 16th (\$300,000)
- T00539 – 47th Av Col-Cornfoot (\$3,000,000)
- T00582 – 47th Av Col-Cornfoot (\$72,000)
- T00024 – Columbia Blvd/MLK BI (\$1,250,000)
- T00274 – Red Electric Trail (\$1,350,000)
- T00333 – Barbur: 19th-26th (\$490,000)
- T00382 – Foster: 50th-84th (\$2,000,000)
- T00383 – E Ptlid AccessTransit (\$1,900,000)
- T00386 – Burgard Rd @ TimeOil \$250,000
- T00414 – Ctrl Cty Mlti-Md Saf (\$125,000)
- T00451 – Col Blvd: Cully (\$3,300,000)
- T00453 – St. Johns Truck Phll (\$2,075,000)
- T00457 – Downtown I-405 Ped (\$1,350,000)
- T00463 – HSIP (\$2,350,000)
- T00148 – NW Naito Crossing \$100,000
- T00497 – Flander: 15th – 16th (\$400,000)
- T00056 – Sellwood \$75,000
- T00461 – Bond:Gibbs-River \$2,000,000
- T00582 – Foster: 82nd-90th (\$250,000)
- T00628 – SR2S - Wilson HS (\$474,976)
- T00638 – Sullivan's Crossing (\$161,160)
- T00650 – Bond: Gibbs-Porter (\$200,000)
- T00653 – Lombard: Drummond-AI (\$1,393,000)

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

Bureau: Portland Bureau of Transportation

Type: Technical Adjustment

Request: TR_032 - Existing Project Adjustments

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

CBO Discussion and Recommendation

CBO recommends these adjustments. The bureau is making changes to 51 projects for a net decrease in total appropriation of \$26.8 million, including a \$9.9 million increase in contingency funds. All requests reflect changes in project schedules and timelines, not changes in project scope.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_033 - New Projects

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	150,000	0	150,000
External Materials and Services	275,000	(250,000)	25,000
Capital Outlay	100,000	0	100,000
Contingency	(275,000)	0	(275,000)
TOTAL EXPENDITURES	250,000	(250,000)	0
REVENUES			
General Fund Discretionary	0	0	0
Miscellaneous Fund Allocations	250,000	(250,000)	0
TOTAL REVENUES	250,000	(250,000)	0

Bureau Description:

A technical adjustment to reallocate the marijuana tax revenue to the projects. Total adjustment of \$250,000.

Marijuana Tax Revenue Project Adjustments:

T00613 - MLK: Tillamook to Ainsworth, NE \$100,000

T00562 - Capitol Hwy/49th Road Reorganization, SW \$150,000

A technical adjustment is requested for the below projects to add necessary appropriation to complete the projects. Total adjustment of \$275,000.

Congestion Pricing \$125,000

Congestion Pricing Grant Match \$150,000

CBO Discussion and Recommendation

CBO recommends this adjustment as requested. The \$275,000 in bureau discretionary contingency will fund Council Resolution 37334 for PBOT's research and evaluation of broad-based congestion pricing and best practices. The \$250,000 adjustment reallocates marijuana tax revenue to two existing capital projects.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_034 - Inter-Agency Adjustments - New Request

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	60,000	0	60,000
External Materials and Services	(33,000)	0	(33,000)
Internal Materials and Services	841,101	0	841,101
Capital Outlay	(305,000)	0	(305,000)
Contingency	(503,101)	0	(503,101)
TOTAL EXPENDITURES	60,000	0	60,000
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
Interagency Revenue	60,000	0	60,000
General Fund Discretionary	0	0	0
TOTAL REVENUES	60,000	0	60,000

Bureau Description:

The following IA adjustments are requested to cover new or increased workloads. The requests below increase the overall IA by \$503,101 and reduces contingency by (\$503,101).

- OMF IA = \$500 - To pay for front desk reception services at Columbia Square Building.
- Facilities IA = \$9,956 - Increase Facilities IA to cover costs of new projects from the recently completed security assessment study.
- PRINTING & DISTRIBUTION IA = \$200,000 - PBOT needs to add budget to the IA to cover increased printing and copying for project work. Budget will be moved from capital outlay to cover the increased IA costs, net zero budget change.
- BHR IA = \$40,575 - This payment is to promote professional development for PTE-17 represented employees. \$40,381 will be in the Transportation Operating Fund, while \$194 will be in the Parking Facilities Fund.
- BHR IA = \$28,133 - This is to cover costs for DCTU professional development.
- PLANNING IA = \$30,000 - Is requested by BPS for work on the Smart Cities project.
- CITY AUDITOR = \$33,000 - To cover costs associated with towing appeals and refunds. PBOT will move budget from external M&S to cover the IA increase, net zero budget change.
- CITY AUDITOR = \$146,500 - PBOT needs an appropriation increase with the LID construction to pay interest cost on various LID projects.
- BES = \$105,000 - PBOT is requesting \$105,000 in services from BES to do coordinated site assessment for various PBOT capital projects, an internal transfer in budget from capital purchase to BES interagency. Net zero budget change.
- HOUSING BUREAU = \$60,000 - Portland Housing Bureau is requesting PBOT survey services for multiple projects.

- FLEET IA = \$247,437 - Payment to fleet services for equipment that will arrive in the current fiscal year. Vehicles covered by this payment include a 3/4-ton pick-up truck, 6-yard dump truck, a trailer and a pick-up truck replacement.

CBO Discussion and Recommendation

CBO recommends IA adjustments as requested.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_035 - Homeless Camp IA Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	825,967	0	825,967
TOTAL EXPENDITURES	825,967	0	825,967
REVENUES			
Fund Transfers - Revenue	825,967	0	825,967
TOTAL REVENUES	825,967	0	825,967

Bureau Description:

One-time General Fund support in the total amount of \$825,967 is requested for PBOT's commitment to homeless camp cleanups.

The FY 2017-18 PBOT Adopted budget for homeless camp cleanup is \$755,240. Per the SLA agreement between PBOT and OMF it states that "Homeless camp cleanups are not to ever exceed budget, unless arrangements are made for PBOT to be reimbursed through the General Fund". With expenditures in the program running high through the first six months of the fiscal year, PBOT gave written notice to OMF that no authorization from PBOT was being granted to overspend the budget.

Since December when PBOT's IA with OMF for immediate response clean-ups ran out of appropriation authority OMF have withheld billing PBOT until the IA can be amended. But, at the direction of the Mayor's Office OMF have continued to perform these clean-ups to PBOT properties. Since that time, OMF have spent \$223,168 and are projected to spend another \$598,840 through fiscal year end. Total amount requested for campsite cleanups for PBOT is \$822,006 as well as \$3,961 for increased space rent to store items from campsite cleanups.

This requests the General Fund support PBOT in the full amount of these cost overruns per the SLA agreement.

CBO Discussion and Recommendation

CBO recommends the request for \$825,967 of General Fund one-time resources for additional campsite clean-up costs incurred, that have exceeded an existing OMF-PBOT interagency agreement (IA). While it is the bureau's responsibility to maintain its property, and keep the right-of-way clear, City Council has prioritized campsite clean-ups, some of which are initiated outside of the bureau's control. As a result, and consistent with the FY 2018-19 budget recommendation, CBO recommends the allocation of General Fund contingency for the estimated costs above the agreed upon IA amount for immediate campsite clean-up. However, CBO notes that Council and City bureaus should convene to determine an agreed upon level of service and funding for ongoing campsite clean-up.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_036 - Streetcar Purchase

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Capital Outlay	4,500,000	0	4,500,000
TOTAL EXPENDITURES	4,500,000	0	4,500,000
REVENUES			
Charges for Services	4,500,000	0	4,500,000
TOTAL REVENUES	4,500,000	0	4,500,000

Bureau Description:

The City, in partnership with TriMet and Portland Streetcar, Inc., (PSI) has identified the need to acquire two additional streetcars. Public support for increasing the Streetcar fleet has been received from the PSI Board, the Citizen Advisory Committee (CAC), neighborhood and business associations, including Northwest, Central Eastside and Lloyd District, as well as the Portland Commission on Disability and TriMet's Committee on Accessible. Please note that this purchase will expand the fleet of 17 vehicles to 19 vehicles and reduce the amount of service loss due to unavailability of vehicles; future increased operation of service is not included here as that requires the City and TriMet in partnership to agree upon service increases and their funding.

Total cost is \$4,500,000

CBO Discussion and Recommendation

In March 2018 PBOT received Council approval (188870) to enter into a purchase agreement with Brookville Equipment Corporation for the purchase of streetcar vehicles. This request is for \$4.5 million to purchase two streetcar vehicles, spare parts and inventory for both annual maintenance and life-cycle major maintenance. Funding is allocated from PBOT's Transportation Development Charges. As Council has approved this item, CBO recommends this request.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_037 - Cash Transfer to Water for Snow Plows

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Fund Transfers - Expense	20,247	0	20,247
Contingency	(20,247)	0	(20,247)
TOTAL EXPENDITURES	0	0	0
REVENUES			
Budgeted Beginning Fund Balance	0	0	0
General Fund Discretionary	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

PBOT and the Water Bureau created and interagency memorandum of understanding to outline the terms and conditions under which the Water Bureau will provide assistance to PBOT in clearing City roadways of snow and ice during emergency winter storm events. Under this agreement, PBOT will provide a limited number of snow plows to be mounted on Water Bureau vehicles and pay for the costs of up-fitting those vehicles for plow-related equipment. This request creates a cash transfer to transfer funds to Water to pay for the cost of up-fitting two of their vehicles.

Total cash transfer to Water is \$20,247.

CBO Discussion and Recommendation

CBO recommends this cash transfer as requested.

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

Bureau: Portland Bureau of Transportation

Type: New Request

Request: TR_038 - Inter-Agency Adjustments - New Revenue

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	49,966	0	49,966
External Materials and Services	275,000	0	275,000
TOTAL EXPENDITURES	324,966	0	324,966
REVENUES			
Interagency Revenue	324,966	0	324,966
TOTAL REVENUES	324,966	0	324,966

Bureau Description:

The following IA adjustments are requested to receive revenue from new or increased workloads being requested by other city bureaus. The requests below increase the overall IA by \$324,966 and increase contingency by \$324,966.

OMF Special Appropriations = \$1,223 - OMF Special Appropriations is requesting survey services from PBOT for the Lents projects.

OMF Facilities = \$275,000 - Revenue for work performed by PBOT on resurfacing the Police training lot.

BES = 48,743 - BES is requesting survey services from PBOT for the FEMA Luther Rd restoration and Watershed survey projects.

CBO Discussion and Recommendation

CBO recommends each interagency agreement (IA) adjustment as requested.

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

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_005 - Interagency Adjustments

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

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 Spring Supplemental Budget Ordinance**

Bureau: Portland Water Bureau

Type: New Request

Request: WA_008 - Personnel

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
TOTAL EXPENDITURES	0	0	0
FTE			
Full-Time Positions	0.15	0.00	0.15
TOTAL FTE	0.15	0.00	0.15

Bureau Description:

This request is to convert a Sr. Administrative Specialist to full-time. Currently, the Sr. Administrative Specialist in the Payroll section of the Finance and Support Services group is budgeted as .85 FTE. Due to the workload in payroll and the difficulty of hiring a .85 FTE, the group would benefit from hiring a full-time employee for that position. The cost to make the position full-time is \$12,504.

CBO Discussion and Recommendation

CBO recommends this request.

The bureau is requesting to convert a part-time Sr. Administrative Specialist to a full-time position. Currently, the position is budgeted at 0.85 FTE in the Payroll section of the Finance and Support Services group. Currently, this part-time position and one full-time FTE are assigned payroll responsibilities at the bureau.

Recently, a vacancy occurred in the part-time position. The bureau is utilizing existing resources to cover its payroll needs until a replacement is found, but states that the current workload supports the need for a full-time FTE. The bureau will use \$12,504 in personnel savings to fund 0.15 FTE in FY 2017-18. In future budgets, the additional cost for the position will be built into assumed rate increases.

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

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_009 - Beginning Fund Balance

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	1	0	1
Fund Transfers - Expense	20,938	0	20,938
Contingency	198,645	0	198,645
TOTAL EXPENDITURES	219,584	0	219,584
REVENUES			
Budgeted Beginning Fund Balance	198,646	0	198,646
Fund Transfers - Revenue	20,938	0	20,938
TOTAL REVENUES	219,584	0	219,584

Bureau Description:

Adjust the Water Bureau and HydroElectric Power Division beginning fund balances to be consistent with the City's FY 2016-17 ending balances in the CAFR.

CBO Discussion and Recommendation

CBO recommends this request.

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

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_010 - Interagency Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(11,437)	0	(11,437)
Internal Materials and Services	94,487	0	94,487
Contingency	(83,050)	0	(83,050)
TOTAL EXPENDITURES	0	0	0

Bureau Description:

- a. Interagency with Bureau of Technology Services: This is a technical request to transfer money within the BTS interagency by moving \$113,794 from Radio and Video Billable account number 651510 to Radio and Video Equipment account 651502.
- b. Interagency with Human Resources: This is a request to increase the Human Resources interagency by \$83,050 for the Water Bureau and \$70 for Hydroelectric Power Division due to COPPEA and DCTU expenses unbilled for PTE in FY 2016-17 and an increase in COPPEA professional development effective on 7/1/17. The increase in the interagency was driven by the ratification of the DCTU and COPPEA contracts.
- c. Interagency with Facilities Services: Transfer of funds into the interagency with Facilities Services for the recently conducted Security Assessments completed on City properties. These assessments were approved by City Council in the FY 2016-17 Over Expenditure Ordinance. The amount allocated to the Water Bureau is \$10,776.
- d. Interagency with Facilities Services: Transfer funds to interagency with Facilities to increase it by \$591 for additional storage needed related to the Homeless and Urban Camping Impact Reduction Program (HUCIRP).

CBO Discussion and Recommendation

CBO recommends these requests.

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

Bureau: Portland Water Bureau

Type: New Request

Request: WA_011 - Additional Revenue

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Internal Materials and Services	25,447	0	25,447
Contingency	13,000	0	13,000
TOTAL EXPENDITURES	38,447	0	38,447
REVENUES			
Interagency Revenue	18,200	0	18,200
Fund Transfers - Revenue	20,247	0	20,247
TOTAL REVENUES	38,447	0	38,447

Bureau Description:

- a. Hydro Revenue: Transfer \$5,200 from HydroElectric Power Division to the Water Division for the use of a Water Bureau truck. Rent for the vehicle will be billed at a rate of \$733.78 per month. The cost includes fuel and overhead.
- b. BDS Revenue: The Water Bureau will bill Bureau of Development Services \$13,000 for time spent by a Water Bureau employee working in Development Services – Environmental Soils for two days a week for a month beginning on 2/22/18 and ending on 3/22/18
- c. Interagency with Bureau of Transportation: Water and PBOT have an Memorandum of Understanding for plow services. Within the agreement, PBOT is to reimburse the Water Bureau for plow upfitting of the water dump trucks. The total cost of the reimbursement is \$20,247.

CBO Discussion and Recommendation

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

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_012 - Cash Transfer Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	5,008,684	0	5,008,684
Fund Transfers - Expense	5,008,684	0	5,008,684
Contingency	(1,008,684)	0	(1,008,684)
TOTAL EXPENDITURES	9,008,684	0	9,008,684
REVENUES			
Charges for Services	4,000,000	0	4,000,000
Fund Transfers - Revenue	5,008,684	0	5,008,684
TOTAL REVENUES	9,008,684	0	9,008,684

Bureau Description:

Adjust cash transfers between Water Bureau funds for additional capital revenue transfers. Additional capital revenue of \$4,000,000 is anticipated for service and main installations. \$1,008,684 of capital revenue was received in the prior year that will be transferred to the Construction Fund as well.

CBO Discussion and Recommendation

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

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_013 - CIP Adjustments

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Personnel Services	0	0	0
External Materials and Services	2,162,219	0	2,162,219
Internal Materials and Services	650,000	0	650,000
Capital Outlay	(37,174,219)	0	(37,174,219)
Contingency	34,362,000	0	34,362,000
TOTAL EXPENDITURES	0	0	0

Bureau Description:

Please see the Capital Program Status Report (C2) for more details.

CBO Discussion and Recommendation

CBO recommends these requests.

This request reduces funding for the bureau's Capital Improvement Program (CIP) budget by \$34.4 million - a 31% reduction from the Adopted Budget - due to lower than expected capital improvement spending because of project delays. The reduction in the bureau's CIF budget increases the Water Operating Fund's contingency. A summary of the major capital project variances is described below.

- Transmission/Terminal Storage Program: Reduces the transmission/terminal storage program budget by \$25 million for the Washington Park project. This reduction is driven primarily by delays in the construction of a seismically resilient underground water storage reservoir and delays obtaining the building permit.

This major 8-year project is part of the bureau's compliance with the Long Term 2 Enhanced Surface Water Treatment Rule (LT2 Rule) as well as the bureau's long-term plan for a seismically resilient system. According to the bureau, there were concerns about the design and constructability of aspects of the project that contributed to the delay. Given this, construction spending on the water storage tank is delayed until the summer of 2018.

Despite a net reduction in spending for Washington Park in FY 2017-18, the budget for Professional, Technical, and Expert Services was increased by \$2.2 million. This increase is driven primarily by the complexity of the reservoir structure, including the amount and size of reinforcement, geotechnical issues (e.g. landslide mitigation, settlement and rebound of soil, etc.), and land use requirements (e.g. reflecting pool, architectural features, historic preservation, etc.). These complexities also increased the cost of internal and external resources required for the review and execution of the project.

- Distribution Program: Reduces the distribution budget by \$5.6 million, \$5 million of which is driven by delays in the Willamette River Pipe Crossing project. The project includes the construction of a new seismically strengthened river crossing to replace existing Willamette River crossings and transmission piping. The bureau states delay in acquiring easements will postpone construction to next fiscal year.

- Supply Program: Reduces the supply budget by approximately \$3 million or 53% because of delays obtaining land use permits for the watershed microwave communication improvements. Improvements to Road 10H and Road 10R in the watershed were also shifted to summer of 2018 and 2019.

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

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_014 - Bond Reserve Utilization

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	0	0	0
Fund Transfers - Expense	0	0	0
Contingency	0	0	0
TOTAL EXPENDITURES	0	0	0
REVENUES			
Fund Transfers - Revenue	0	0	0
TOTAL REVENUES	0	0	0

Bureau Description:

The bond reserves required for the 2013A Second Lien Revenue Bonds are currently overfunded. Debt Management and Bond Counsel have determined that the excess reserve of \$1,638,187 can be used for debt service on the 2013A Second Lien Revenue Bonds. This adjustment reduces the transfer from the Operating fund to the Sinking fund for this amount, since the excess reserve will be used for payment of debt service. This reduction in the bond reserve and increase to the Operating fund contingency is already factored into the FY 2018-19 Requested Budget.

CBO Discussion and Recommendation

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

Bureau: Portland Water Bureau

Type: Technical Adjustment

Request: WA_015 - HydroElectric Power Transfer Adjustment

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
Unappropriated Fund Balance	0	0	0
External Materials and Services	(600,000)	0	(600,000)
Fund Transfers - Expense	800,000	0	800,000
Contingency	600,000	0	600,000
TOTAL EXPENDITURES	800,000	0	800,000
REVENUES			
Fund Transfers - Revenue	800,000	0	800,000
TOTAL REVENUES	800,000	0	800,000

Bureau Description:

Adjust cash transfers between HydroElectric Power Division funds to reflect the final distribution of the Hydro Renewal & Replacement fund Funds are being distributed to the Hydro Operating fund consistent with the FY 2018-19 Five Year Financial Plan.

CBO Discussion and Recommendation

CBO recommends this request.

The bureau is requesting an \$800,000 cash transfer from the Hydro Renewal & Replacement Fund to the Hydroelectric Power Operating Fund's contingency. This reflects the final distribution from the Hydro Renewal & Replacement Fund following the expiration for 30-year power sales agreement with Portland General Electric (PGE) on August 31, 2017. Prior to its replacement, power from the City's two hydroelectric facilities had been purchased by PGE. The agreement was replaced by four agreements to generate, sell, and deliver power: a new Power Purchase Agreement with PGE, an Operations and Maintenance Agreement with Energy Northwest, a Power Transmission Agreement with PGE, and a Power Scheduling Service Agreement with the Eugene Water & Electric Board.

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

Bureau: Prosper Portland

Type: Program Carryover Request

Request: ZD_009 - Healthcare Cluster Carryover

	Spring BMP Requested Adjustments	Spring BMP CBO/Council Changes	Spring BMP Total Adjustments
EXPENDITURES			
External Materials and Services	(125,000)	125,000	0
TOTAL EXPENDITURES	(125,000)	125,000	0
REVENUES			
General Fund Discretionary	(125,000)	125,000	0
TOTAL REVENUES	(125,000)	125,000	0

Bureau Description:

Prosper Portland is requesting to carry over \$125,000 from its healthcare cluster funding. Of the total carry over amount Prosper \$75,000 to support an in depth analysis with the assistance of a consultant who will aid Prosper Portland in developing a strategy that will inform the agency on how it can best impact the healthcare industry. Prosper proposes transferring the remaining \$50,000 to the Technology and Media Cluster for a business seminar (\$25,000) and technical assistance to companies that would focus on inclusive workplace practices through bias and equity training (\$25,000).

CBO Discussion and Recommendation

CBO does not recommend this \$125,000 carryover request as these funds will not be used to provide the services the funding was originally allocated to support.

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

Bureau: Prosper Portland

Type: New Request

Request: ZD_010 - Hill Block Community Engagement

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

Bureau Description:

Prosper Portland is requesting \$50,000 to support its community engagement efforts for the Hill Block project. This request amount is based on the updated assumptions regarding costs related to facilitation, staff and public outreach costs.

CBO Discussion and Recommendation

CBO does not recommend General Fund contingency resources for this request. Instead, CBO proposes that Prosper Portland allocate a portion of its Healthcare Cluster underspending toward the Hill Block project.

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

Bureau: Prosper Portland

Type: New Request

Request: ZD_011 - Floor Area Ratio (FAR) Study

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

Bureau Description:

Prosper Portland is requested \$30,000 to conduct a floor area ratio study. The \$30,000 budget will be used to hire an economic consultant to conduct a market feasibility analysis to identify the potential demands and value of creating a marketplace for this excess FAR.

CBO Discussion and Recommendation

CBO does not recommend additional General Fund contingency for this request. Instead, CBO recommends that Prosper Portland use a portion of its Healthcare Cluster underspending to fund this study.

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

Bureau: Prosper Portland

Type: Program Carryover Request

Request: ZD_013 - Traded Sector Inclusive Growth

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

Bureau Description:

Prosper Portland is requesting a program carrover of \$50,000 to FY 2018-19 for a program evaluation on how its team can best service Portland residents in an equitable way. In addition, funding would support the B&I teams efforts to engage in a staff led planning process.

CBO Discussion and Recommendation

CBO does not recommend this request.